



# Ordinary Council Meeting 24/08/21

Item 12.5 refers

## Attachment 12

**Terms of Reference  
– Standing Committee  
(Environmental) – Clean Copy**

**TERMS OF REFERENCE**  
**STANDING COMMITTEE (ENVIRONMENTAL)**

LAST UPDATED: (add updated date)

**Purpose**

To consider and recommend to Council on matters of strategic environmental importance and relevance to the City of Belmont.

The Committee is a formally appointed Committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility and does not have any delegated power from Council. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

**Objective**

The primary objectives of the Standing Committee (Environmental) are to undertake review of the City of Belmont Environment and Sustainability Strategy and review outcomes of actions implemented from the associated strategies/ plans requiring Council approval/endorsement.

The Committee is to provide guidance and assistance to facilitate effective management of the City of Belmont's environmental responsibilities through:

- Development and recommendation of Council environmental policies;
- 5-yearly review of the Environment and Sustainability Strategy;
- Review outcomes of actions implemented from the Environment and Sustainability Implementation Plan requiring Council approval/ endorsement.

**Duties and Responsibilities**

The duties and responsibilities of the Committee members will be to –

1. Maintain awareness of current and emerging environmental issues relevant to the City of Belmont and environmental performance of the City;
2. Consider attendance at relevant environmental seminars and conferences, consistent with Council policy;
3. Support and promote Council environmental policies to the community and where relevant their application in Council decision-making;
4. Support and promote the objectives and actions of relevant Council-endorsed strategies and plans, including the Environment and Sustainability Strategy, Urban Forest Strategy and Belmont Foreshore Precinct Plan;
5. Promote and encourage involvement of the community in the City's environmental programs;
6. Consider and give particular attention to environmental implications of Council decision-making, as presented in the agenda reports.

**Membership**

1. The membership of the Committee shall comprise the Mayor (Ex Officio) and a Councillor from each of the three wards. The Councillors being determined by nomination and if necessary, a ballot conducted at the Special Council Meeting following the local government ordinary election;
2. If a vacancy on the Committee occurs for whatever reason then Council shall appoint a replacement in accordance with the same arrangements as for the original appointment set out in 1 above.

**Staff Attendees**

The following staff will attend Committee meetings to provide technical support and advice:

- Chief Executive Officer
- Director Infrastructure Services;
- Manager Parks, Leisure and Environment;
- Coordinator Environment;
- Additional staff where relevant to the agenda, with Director approval.

**Other Attendees**

Relevant persons may be invited to attend and address or advise the Committee, within the ambit of its scope and where necessary with the approval of the Director Infrastructure Services and the Presiding Member.

**Meetings**

The Committee shall have flexibility in relation to when it needs to meet. It is the responsibility of the Presiding Member to call the meetings of the Committee.