



City of Belmont
SPECIAL STANDING COMMITTEE (ENVIRONMENTAL)
MINUTES
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19 April 2016

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ATTACHMENTS INDEX

Attachment 1 – Item 11.1 refers

Attachment 2 – Item 11.1 refers

***** COUNCILLORS ARE REMINDED TO RETAIN THEIR ATTACHMENTS FOR DISCUSSION
WITH THE MINUTES *****

**MINUTES OF THE SPECIAL STANDING COMMITTEE (ENVIRONMENTAL) MEETING
HELD IN THE RIVERVALE ROOM, CITY OF BELMONT CIVIC CENTRE, 215 WRIGHT
STREET, CLOVERDALE ON TUESDAY 19 APRIL 2016 COMMENCING AT 6.28PM.**

MINUTES

PRESENT

Cr B Ryan (Deputy Presiding Member)	East Ward
Cr P Marks, Mayor (Ex-Officio)	East Ward
Cr J Powell (Proxy)	South Ward

IN ATTENDANCE

Mr S Cole	Chief Executive Officer
Mr R Lutey	Director Technical Services
Mr W Stephens	Manager Parks and Environment
Mr J Hammah	Manager Planning Services
Ms N Davey	Coordinator Environment
Ms E Cashman	Senior Governance Officer

OBSERVERS

Cr R Rossi, JP, Deputy Mayor	West Ward
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1. OFFICIAL OPENING

6.28pm The Presiding Member welcomed all those in attendance and declared the meeting open.

2. APOLOGIES AND LEAVE OF ABSENCE

Cr S Wolff (Presiding Member) (Apology)	South Ward
Cr P Hitt (Apology)	West Ward
Cr L Cayoun (Proxy) (Apology)	West Ward

3. DECLARATIONS OF INTEREST THAT MIGHT CAUSE A CONFLICT

3.1 FINANCIAL INTERESTS

Nil.

3.2 DISCLOSURE OF INTEREST THAT MAY AFFECT IMPARTIALITY

Nil.

4. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

4.1 ANNOUNCEMENTS

Nil.

4.2 DECLARATIONS BY MEMBERS WHO HAVE NOT GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTLY BEFORE THE MEETING

Nil.

5. CONFIRMATION OF MINUTES

**5.1 STANDING COMMITTEE (ENVIRONMENTAL) MEETING HELD 21 MARCH 2016
(Circulated under separate cover)**

OFFICER RECOMMENDATION

MARKS MOVED, POWELLSECONDED, That the Minutes of the Standing Committee (Environmental) Meeting held 21 March 2016 be confirmed as a true and accurate record.

CARRIED 3 VOTES TO 0

6. QUESTIONS BY MEMBERS ON WHICH DUE NOTICE HAS BEEN GIVEN (WITHOUT DISCUSSION)

Nil.

7. NEW BUSINESS OF AN URGENT NATURE APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

8. QUESTIONS BY MEMBERS WITHOUT NOTICE

Nil.

9. BUSINESS ADJOURNED FROM A PREVIOUS MEETING

Nil.

10. INFORMATION ITEMS

Nil.

11. ITEMS REQUIRING RECOMMENDATION TO COUNCIL

11.1 DRAFT CITY OF BELMONT ENVIRONMENT AND SUSTAINABILITY STRATEGY 2016-2021

NATURAL BELMONT

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1 – Item 11.1 refers	<u>Draft City of Belmont Environment and Sustainability Strategy 2016-2021</u>
Attachment 2 – Item 11.1 refers	<u>Changes made to content of Attachment 1 of Memorandum distributed to Councillors on 23 March 2016</u>

Voting Requirement : Simple Majority
Subject Index : 30/003: City of Belmont Environment Plan
Location/Property Index : N/A
Application Index : N/A
Disclosure of any Interest : Nil
Previous Items : OCM 28/04/2015- Item 12.1. Annual Review and Extension of City of Belmont Environment Plan.
Applicant : N/A
Owner : N/A
Responsible Division : Technical Services

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, local planning schemes and policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

To present the Draft City of Belmont Environment and Sustainability Strategy 2016-2021 ([Attachment 1](#)) to Council for endorsement, prior to release for public comment.

Item 11.1 Continued

SUMMARY AND KEY ISSUES

The City's 'Environmental Enhancement Policy' (NB3) outlines Council's commitment to the development, implementation and continual review of an Environment Plan.

The current Environment Plan 2010-2016 concludes as of 30 June 2016, and the following new documents have been developed:

- Draft Environment and Sustainability Strategy 2016-2021 (the "Strategy") ([Attachment 1](#)); and
- Draft Environment and Sustainability Policy (the "Policy") – pages 13-14 of [Attachment 1](#).

The new Policy will replace the current Environmental Enhancement Policy, and establishes the objectives, targets and indicators of the Strategy.

The Strategy will be the main strategic document directing environmental management and sustainability for the City of Belmont over the next five years, until 30 June 2021.

Both the Policy and Strategy have been developed to take into account the requirements of the ISO 14001: 2015 Environmental Management Systems standard, to which the City will transition to for recertification in 2017/18.

LOCATION

N/A.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC COMMUNITY PLAN IMPLICATIONS

In accordance with the Strategic Community Plan Key Result Area: Natural Belmont.

Objective: Protect and enhance our natural environment.

Strategy: Ensure the City has policies and practices that safeguard and enhance the natural environment.

Corporate Key Action: 128. Develop a new Environment Plan for 2016-2021.

POLICY IMPLICATIONS

The Policy Objective of the City of Belmont's Environmental Enhancement Policy (Policy NB3) is to *"develop a strategy to protect and enhance the natural environment"*.

Item 11.1 Continued

STATUTORY ENVIRONMENT

There are no specific statutory requirements in respect to this matter.

BACKGROUND

The City's 'Environmental Enhancement Policy' (NB3) outlines Council's commitment to the development, implementation and continual review of an Environment Plan.

The current Environment Plan 2010-2016 concludes as of 30 June 2016, and the following new documents have been developed:

- Draft Environment and Sustainability Strategy 2016-2021 (the "Strategy") ([Attachment 1](#))
- Draft Environment and Sustainability Policy (the "Policy") – pages 13-14 of [Attachment 1](#).

The new Policy will replace the current Environmental Enhancement Policy, and establishes the objectives, targets and indicators of the Strategy.

The Strategy will be the main strategic document directing environmental management and sustainability for the City of Belmont over the next five years, until 30 June 2021.

Both the Policy and Strategy have been developed to take into account the requirements of the ISO 14001: 2015 Environmental Management Systems standard, to which the City will transition to for recertification in 2017/18.

The following process has been undertaken to date in development of the Draft Policy and Strategy:

- Review of the requirements of the ISO 14001: 2015 Environmental Management Systems standard, with Environment staff attending training on the transition process;
- Inclusion of relevant questions in the 2015 Internal Audit to assist in development of objectives, targets and actions;
- Development of content by the Environment Section, consulting with relevant internal departments on changes and new content proposed;
- Discussion at 25 February 2016 Business Improvement Team meeting;
- Discussion at 21 March 2016 SC (Environmental) meeting;
- Distribution of proposed objectives, targets and indicators as well as ongoing and new actions to Managers following the 22 March 2016 Business Leadership Team meeting; and
- Councillors given the opportunity to provide comments as per Memoranda distributed on 1 and 23 March 2016.

Several changes have been made to the content of Attachment 1 of the Memorandum distributed to Councillors on 23 March 2016. These changes and an explanation for each change are outlined in [Attachment 2](#).

Item 11.1 Continued

OFFICER COMMENT

Part I of the Strategy provides an introduction and background information on:

- Scope of the Draft Environment and Sustainability Strategy;
- Links to the City of Belmont's Strategic Community Plan 2016-2036 and other strategies and plans;
- Previous Achievements;
- Key Stakeholders; and
- Environmental Management System and Structure.

Part II outlines key current and emerging environmental issues facing the City of Belmont community and Council, including:

- Corporate Philosophy;
- Community Awareness, Engagement and Behaviour Change;
- Natural Environment and Biodiversity;
- Prevention of Pollution and Environmental Degradation;
- Resource Use, Waste and Carbon Emissions; and
- Climate Change Adaptation.

Objectives, targets, indicators and actions (ongoing and new) have been identified for each environmental issue.

Ongoing actions are those that the City is currently undertaking, that are included in existing budgets.

For each new action a timeframe, responsible officer, estimated budget cost and measurable outcome has been assigned.

Timeframes have been classified as immediate (within 12 months), short term (within 2 years), medium term (within 3-4 years) or long term (5+ years).

Due to the imminent transition to the ISO 14001: 2015 standard by 2017/18, the majority of new actions relate to this transition and as such have an 'immediate' timeframe. Following the transition process and recertification to the new standard, it is anticipated that additional short, medium and long term actions will be developed during the minor annual review of the Strategy.

Minor annual review will be undertaken prior to preparation of the budget each year, consisting of:

- Deletion of actions that have been completed;
- Moving actions that have become ongoing to the relevant section;
- Addition of new actions;
- Alteration to timeframes, responsible officer, estimated budget cost and/or measurable outcome.

Progress of the Strategy implementation will continue to be reported quarterly to the Standing Committee (Environmental), with annual indicators and success in meeting objectives and targets reported annually to the Committee and key outcomes published in the City of Belmont Annual Report.

Item 11.1 Continued

The future steps for finalisation of the Environment and Sustainability Strategy, following endorsement of the Draft by Council are as follows:

- Release of Draft Strategy for public comment for a period of 25 days (from Friday 27 May, closing Monday 20 June 2016);
- Review and consideration of comments and subsequent update to the Strategy;
- Outcomes of consultation presented at 27 June Standing Committee (Environmental) meeting;
- If minimal changes involved, final Policy and Strategy to recommended for Council endorsement at Ordinary Council Meeting on 26 July 2016;
- Launch of new Policy and Strategy from August 2016.

Please note that due to time constraints, it is intended that unless significant substantive change is made following public consultation, the final Policy and Strategy will be presented directly to Council for endorsement.

It is also intended that the Terms of Reference for the Standing Committee (Environmental) will be revised to reflect the content of the new Policy and Strategy, once endorsed. The timeframes for this review are as follows:

- Revised Committee Terms of Reference considered at the 27 June Standing Committee (Environmental) meeting;
- Council endorsement of revised Standing Committee (Environmental) Terms of Reference at 23 August Ordinary Council Meeting.

Based on these timeframes being met, the new Terms of Reference will be in place for the first meeting of the Committee following launch of the new Policy and Strategy.

FINANCIAL IMPLICATIONS

The estimated cost of implementing individual new actions is documented in the draft Strategy ([Attachment 1](#)). This is an approximate cost only, and will require review during preparation of the budget each year.

The additional cost for each financial year of the Strategy is presented in the table below. This excludes costs funded through operating budgets, already accounted for in the Corporate Business Plan or capital works projects reliant on external grant funding.

A significant but unquantified cost is related to officer time, which involves not only the activities of Environment Section staff, but also those identified as responsible officers.

Year	Estimated cost
2016/17	\$5000
2017/18	0
2018/19	0
2019/20	0
2020/21	0

Item 11.1 Continued

ENVIRONMENTAL IMPLICATIONS

There are no negative environmental implications at this time, and the implementation of the Strategy, once endorsed will directly benefit the environment.

SOCIAL IMPLICATIONS

The Strategy is anticipated to result in a beneficial social impact, particularly via the 'Community Awareness, Engagement and Behaviour Change' theme, which aims to

“engage with the wider Belmont residential and business community to promote and encourage involvement in environmental programmes, sustainable behaviour change and minimise risk of pollution incidence”.

Committee Notes

The Coordinator Environment provided an update as follows:

- Explanation of changes made
- Pending changes:
 - Formatting/pictures to be updated
 - Attachment 1 (A4) – typo as currently refers to 'Environment Plan Endorsement'

A series of questions were asked and responded to as follows:

- New action 1.1 was put together to ensure that the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* are considered before the City instructs for a tree to be removed in accordance with Council Policy NB4 Dangerous Trees. At present, the policy does not reference the Regulations, which may require a permit to be issued before the tree can be removed; this requirement needs to be taken into account both on private property and Council owned land.
- In some circumstances, the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* may require a permit to be acquired before a dangerous tree can be removed. The Regulations only apply to remnant trees within certain distances from one another.
- The City cannot instruct for the removal of a tree without considering State Government legislation.
- The *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* typically apply to endemic, local, native tree species and thus these regulations will generally not be applicable when removing an Eastern States Eucalypt or an exotic species.
- The *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* apply to the whole of Western Australia and have been put in place to protect native vegetation.

Item 11.1 Continued

- Typically neighbouring residents will make a complaint about a suspected dangerous tree. Once this occurs a process is followed in accordance with Council Policy NB4 Dangerous Trees. This new action will ensure that the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* will also be taken into consideration where applicable.

OFFICER RECOMMENDATION

MARKS MOVED, POWELL SECONDED. That Council endorse the draft City of Belmont Environment and Sustainability Strategy 2016-2021 (Attachment 1), to be released for public comment for a period of 25 days.

CARRIED 3 VOTES TO 0

12. NEXT MEETING

The next meeting of the Standing Committee (Environmental) will be held on Monday, 27 June 2016 commencing at 6.30pm.

13. CLOSURE

There being no further business the Presiding Member thanked everyone for their attendance and closed the meeting at 6.37pm.

MINUTES CONFIRMATION CERTIFICATION

The undersigned certifies that these minutes of the Special Standing Committee (Environmental) Meeting held 19 April 2016 were confirmed as a true and accurate record at the Standing Committee (Environmental) Meeting held 27 June 2016.

Signed by the Person Presiding: _____

A.K. Wolff

PRINT name of the Person Presiding: _____

Steve. Karl Wolff