



Ecological Sustainability Task Force

Terms of Reference

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Division/Department:	Infrastructure & Sustainability/ Environmental & Sustainability
Responsible Officer:	Team Leader - Environmental & Sustainability
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Contents

1	Who are we	3
2	Background	3
3	What We Do	3
4	Task Force Performance	3
5	Membership	3
6	Quorum	4
7	Strategic Advice	4
8	Term of Task Force Membership	4
9	Delegation Authority	4
10	Meeting Procedures	4
11	Duties	5

1 Who are we

We are the Ecological Sustainability Task Force (the Task Force).

2 Background

The Ecological Sustainability Taskforce was established by Council resolution on 23 March 2009, to provide strategic guidance to Council on environmental and sustainability issues.

3 What We Do

Our purpose is to assist Council to integrate environmental sustainability into Council policy, plans and operations.

The Ecological Sustainability Taskforce will provide input and guidance in relation to sustainability initiatives and policies in areas including:

- Climate change mitigation and adaptation
- Water quality improvement
- Biodiversity conservation
- Waste reduction

4 Task Force Performance

Every two years, the performance of the Task Force will be reviewed against the objectives included in this document. This review will generally take place at the first meeting of a new calendar year.

The aim of the review is to ensure that the Task Force is undertaking its role in an efficient and effective way and in line with the stated objectives. If the stated objectives are not being met, then a review of the Task Force may be required.

5 Membership

The Task Force will consist of:

Woollahra Councillors

- One (1) Chair appointed by the Mayor
- Up to four (4) Woollahra Councillors, appointed by the Mayor, following an annual Expression of Interest (EOI) process undertaken with Councillors, noting that the Mayor will nominate the Chair of the Task Force.

Council Staff

- Director, Infrastructure & Sustainability
- Team Leader, Environmental & Sustainability
- General Manager (optional)
- Relevant Council staff will attend meetings to provide advice as required.

6 Quorum

A minimum of three (3) Councillor members of the Task Force shall constitute a quorum for a meeting.

7 Strategic Advice

The Task Force may request specific, specialist, strategic advice from persons or organisations should circumstances require. This advice is to be provided on a voluntary basis or as part of an existing agreement Council may have with such an organisation.

8 Term of Task Force Membership

The term of the Task Force for Councillors members will be annual or as often as Sub-Task Force and Working Parties are re-determined by Council and the Mayor. Staff membership will be at the discretion of the General Manager.

9 Delegation Authority

The Task Force is a task force only and has no delegated authority. The activities of the Task Force will be reported to the Environmental Planning Committee as required. The Task Force cannot make directions that impact on Council's budget or that bind Council on the use of its resources, nor can they direct staff.

10 Meeting Procedures

1. The frequency of meetings of Task Force will be at the discretion of the Chair. Meetings will generally be held at Woollahra Council Chambers, or online.
2. Notice of the time, place and agenda of meetings shall be forwarded to each member of the Task Force, not less than seven (7) days prior to the meeting.
3. Members of the Task Force are requested to advise Council if they are not able to attend any meeting by contacting the appropriate Council staff prior to the meeting.
4. Minutes of all meetings shall be made accessible to the public.

5. Presentations to the Task Force will be permitted at the invitation of the Chair. Presentations should be limited to four (4) minutes, however, this time limit may be extended with the agreement of the Chair.
6. Administrative support will be provided by Woollahra Council staff.

11 Duties

All Task Force members must declare any conflicts of interest at the commencement of each meeting or before discussion of a relevant item or topic. Details of any conflicts of interest must be detailed in the minutes of the meeting.

Chair

1. The Chair shall preside at all meetings of the Task Force.
2. The Chair will determine the frequency of meetings. At the end of each meeting consideration is to be given to the date of the next meeting.
3. In the absence of the Chair, the Task Force will determine by majority vote, which member will preside at meetings unless a Deputy Chair has been appointed by the Mayor. In these circumstances the Chair may be a senior staff member.
4. The role of the Chair is to ensure the orderly conduct of meetings and liaise with staff on the content of meeting agendas.

Task Force Members

1. All Task Force members must be outcomes focused and be prepared to work cooperatively and to seek the best outcomes for the Woollahra Local Government Area (LGA).
2. Act in a manner consistent with Woollahra Council's adopted Code of Conduct and in particular obligations during meetings, being Clauses 7.6 and 7.7.
3. Non-Councillors who are members of the Task Force are voluntary.

Staff

1. Task Force meetings will be attended by a staff member responsible for recording the business conducted at the meeting. The staff member shall be responsible for maintaining the minutes, attendance records, correspondence and other records. A minimum of two (2) staff must attend meetings, with one to be a senior staff member in a management role.

2. The responsible staff member shall submit all minutes of the Task Force meetings to the Environmental Planning Committee for Task Force for information and action as required.

Terms of Reference Amendments

Date	Responsible Officer	Description