

# 'Campus Environmental Committees' - Membership and Terms of Reference

**This is not a current document. These committees are disestablished as an outcome of the of the management committee structure review, and will become working groups.**

## Section 1 - Purpose

(1) As part of a suite of initiatives intended to move Charles Sturt University (the University) towards environmentally sustainable operation, a network of campus based Environmental Committees (EC's) have been established. The intent of this initiative is to employ a collaborative approach to achieving environmental sustainability by working with University staff and students to:

- a. assist to develop appropriate environmental targets and initiatives given the serious nature of environmental problems. It is intended that these targets will move the University to a sustainable mode of operation in all areas. This is envisaged as a long term (twenty year) process. Initiatives undertaken with assistance from the University may focus on the built environment or the University grounds as opportunities for improving the ecological, social and recreational environment;
- b. assist to develop appropriate strategies to meet these targets;
- c. assist to implement these strategies; and
- d. contribute to reflection and learning on progressive achievements of the goals.

(2) The input of staff and students who have on-ground knowledge and expertise to draw on is seen as essential because it will be staff and students who will have to help the University realize the strategies. It is important to ensure that the strategies are feasible and that through an understanding of the rationale behind the process a commitment to the strategy will be achieved. Collaboration and close communication is also important to achieving joint learning around sustainable practice by the institution and its community.

## Section 2 - Campus Committee

(3) An Environmental Committee will be established on each of the main teaching campuses, viz, Albury-Wodonga, Bathurst, Dubbo, Orange, and Wagga Wagga.

## Section 3 - Membership

(4) Committees shall consist of:

- a. the Head of Campus or their representative;
- b. six representatives from across Schools, Offices and Divisions on the campus appointed through expressions of interest. If more people apply than the number of members needed, the new members will be selected by a majority vote of the existing members (or the Head of Campus if a casting vote is required) in order to best fulfil the Committee's aims, e.g. to include the widest representation of sections of the University;

- c. a student representative; and
- d. an Executive Officer appointed by the Head of Campus to provide secretariat support.

(5) Ex-officio members include:

- a. Executive Director, Division of Facilities Management;
- b. Environmental and Energy Manager, Facilities Management;
- c. Campus Services Manager, Facilities Management;
- d. Manager, Sustainability;
- e. Residential Services Manager, Division of Student Success; and
- f. other experts as required for proposed projects.

## Section 4 - Organisation

(6) The Committee shall meet at least four times per year.

(7) The Committee shall elect a chair as Presiding Officer other than the Head of Campus

(8) Minutes and agendas will be available to staff and students through the University Green website.

(9) The Committee will report to the Chief Financial Officer through the Sustainability Program Committee (SPC).

(10) Sub-committees or working parties may be formed as required to report or make recommendations to the committee on particular matters.

## Section 5 - Terms of Reference

(11) The role of the committee shall be to:

- a. assist the University in the development of environmental targets to be accepted and supported by the University through consultation with staff, students, management, and the local community;
- b. assist in the development and implementation of strategies for achieving the targets, for example:
  - i. assist with the development and implementation of the Campus Environmental Management Plan in conjunction with Facilities Management,
  - ii. contribute to education and training programs to inform the University community about the Environmental Management Plan and the University Environmental Targets, and
  - iii. help seek funds for environmental initiatives;
- c. actively identify and initiate environmental, social/cultural or recreational projects as initiated by the campus committee with support from the University;
- d. issue a report annually in January presenting environmental initiatives undertaken and achievements made. This information will be incorporated into the University's annual environmental scorecard. The report should also suggest possible future initiatives for consideration;
- e. select and recommend representatives to attend environmental conferences as deemed appropriate by the University; and
- f. the EC Chair or representative to attend SPC meetings.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd May 2014
<b>Review Date</b>	30th June 2020
<b>Approval Authority</b>	
<b>Approval Date</b>	28th April 2014
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Steve Mitsch Director, Facilities Management +61 (02) 6051 9863
<b>Author</b>	Edward Maher  +61 2 69334080
<b>Enquiries Contact</b>	Facilities Management 02 633 86336