

# **Charles Sturt University Campus Environmental Committees Structure and Terms of Reference**

## **Preamble**

As part of a suite of initiatives intended to move Charles Sturt University (CSU) towards environmentally sustainable operation, a network of campus-based Environmental Committees (CECs) have been established. The intent of this initiative is to employ a collaborative approach to achieving environmental sustainability involving University staff, students and neighbouring stakeholders. Campus-level objectives of the CECs are to:

1. Act as a consultation group to the Sustainability Advisory Group and CSU Green on issues pertaining to sustainability at CSU
2. Develop appropriate strategies to meet targets identified in the University's Sustainability Enabling Plan
3. Contribute, as appropriate, to implementing these strategies
4. Disseminate information such as educational or awareness programs throughout the University community
5. Contribute to reflection and learning on progressive achievements of the goals
6. Liaise with other campus CECs, on project by project basis, for university wide initiatives

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 CSU realise 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.

## **Campus committee**

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

## **Membership**

- 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
- d) An Executive Officer appointed by the Head of Campus to provide secretariat support
- e) A community representative

Ex-officio members include;

- Division of Facilities Management Executive Director
- Division of Facilities Management Campus Services Manager
- CSU Green Office representative
- Division of Student Services Residential Services Manager
- Other experts as required for proposed projects.

## **Organisation**

- The committee shall meet at least four times per year
- The committee shall elect a Presiding Officer other than the Head of Campus
- Minutes and agendas will be available to staff and students through the CSU Green website
- The committee will report to the Deputy Vice Chancellor (Administration) through the Sustainability Advisory Group (SAG).
- Sub-committees or working parties may be formed as required to report or make recommendations to the committee on particular matters.

## **Terms of Reference**

The role of the committee shall be to:

- Act as a primary consultation group to the Sustainability Advisory Group and CSU Green, with a particular focus on local campus issues, to ensure that the University's Sustainability Enabling Plan remains relevant, up-to-date, best-practice for the tertiary education sector and achievable
- Assist in the development and implementation of strategies for achieving the targets outlined in the University Sustainability Enabling Plan, for example:
  - Assist with the development and implementation of sustainability improvement projects in conjunction with the CSU Green Office and Facilities Management
  - Contribute to education and awareness programs that will contribute to the realisation of targets
  - Assist with the delivery of local events held as part of CSU Green's annual Calendar of Events
  - Help seek funds for environmental initiatives
- Actively identify and initiate environmental, social/cultural or recreational projects with support from the University.
- 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.
- The CEC Presiding Officer or representative to attend SAG meetings.