Sustainability Committee Terms of Reference

Section 1 - ESTABLISHMENT

(1) The Sustainability Committee is established under the Charles Darwin University Act 2003.

Section 2 - FUNCTIONS AND RESPONSIBILITIES

(2) The Sustainability Committee will:

a. Develop, implement and review the Sustainability Plan.
b. Reference the United Nations Sustainable Development Goals when developing the Plan and any linked actions.
c. Develop and oversee the implementation of the Action Plan for the Sustainability Plan.
d. Establish working groups to resource the implementation of actions and monitor their performance.
e. Monitor and support reporting obligations and opportunities.
f. Review performance reports of other universities to benchmark CDU's performance and identify improvement opportunities.

Section 3 - MEMBERSHIP

(3) Membership of the Sustainability Committee will comprise:

a. Vice-President Corporate (ex-officio);
b. Director Northern Institute (ex-officio);
c. Chief Marketing and Communications Officer (ex-officio);
d. Director Planning and Performance (ex-officio);
e. Director Research Institute Environment and Livelihoods (ex-officio);
f. six (6) employees from organizational units across the University who have been endorsed by their relevant SET member; and
g. two (2) student representatives from the University.

Section 4 - CHAIR

(4) The Vice-President Corporate will be Chair of the Sustainability Committee.

(5) The Director Northern Institute will be Deputy Chair of the Sustainability Committee. Every two (2) years, members of the Sustainability Committee will elect a new Deputy Chair from within the existing membership.

(6) If the Chair is not available, the Deputy Chair will chair the meeting.

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Section 5 - SECRETARY

(7) The Executive Officer Corporate (or nominee) will act as secretary to the Sustainability Committee.

Section 6 - TERMS OF OFFICE

(8) Ex-officio members are members of the Committee for the duration of appointment to their position.

(9) Appointed employees will hold office for a term of two (2) years.

(10) Appointed students will hold office for the term of two (2) years.

Section 7 - QUORUM

(11) Quorum is constituted as 50% plus one members of the Sustainability Committee.

Section 8 - MEETINGS

(12) The Sustainability Committee will meet at least six (6) times per year, and the Chair may call additional meetings if necessary.

(13) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote, the Chair will have the casting vote.

Member Conduct

(14) Professional conduct of members is always expected. The Chair may call members to order as required.

(15) As required, members must treat items of discussion confidentially.

Section 9 - AGENDA

(16) The agenda will be distributed with supporting documentation normally at least seven (7) days prior to the meeting date.

Section 10 - MINUTES

(17) Meeting minutes and action items will be made available within two weeks of the meeting.

(18) The minutes will detail the item under discussion, the main points of the discussion, the resolution reached and the primary reasons for reaching that determination.

Section 11 - REPORTING

(19) The minutes and action items from the Sustainability Committee will be provided to the next meeting of the Senior Executive Team Business Committee (SET B).

(20) The Sustainability Committee will provide a progress report on the Sustainability Action Plan to the Senior

Executive Team three times per year.

Section 12 - CONFLICTS OF INTEREST

(21) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Status and Details

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