

ENVIRONMENTAL SUSTAINABILITY COMMITTEE CONSTITUTION

Established by Executive Group: 26 April 2023

Last Reviewed: April 2023

PURPOSE

1. The Environmental Sustainability Committee (the “Committee”) is established to:
 - a. Coordinate implementation associated with the Sustainability Operating Framework to ensure improved environmental sustainability outcomes focused on the Sustainable Development Goals (SDGs) below:
 - i. SDG 6 – Clean Water and Sanitation
 - ii. SDG 11 – Sustainable Cities and Communities
 - iii. SDG 12 – Responsible Consumption and Production
 - iv. SDG 13 – Climate Action
 - v. SDG 14 – Life Below Water
 - vi. SDG 15 – Life on Land
 - vii. SDG 17 – Partnerships for the Goals
 - b. Provide a forum for discussion, including consultation and feedback, on environmental sustainability matters within the Sustainability Operating Framework and associated documents;
 - c. Coordinate environmental sustainability reporting across the University to support:
 - i. enhanced impact rankings performance as it pertains to the above SDGs (noting that the University is committed to all SDGs)
 - ii. legislative compliance
 - iii. internal reporting requirements

FRAMEWORK

2. The Committee will:
 - a. **Support the planning and development** of strategies, policy, roadmaps, standards, and plans aimed at improving the University’s environmental performance. Any planning artefacts will align with the University’s Sustainability Operating Framework and be guided by:
 - a. The University’s *Creating our Future for All: Strategic Plan 2020-2025*;
 - b. The United Nations Sustainable Development Goals;
 - c. Contemporary best practice, latest scientific knowledge (including the IPCC reporting and science based targets), internal academic expertise, legislative requirements, and international agreements and commitments;
 - d. Improvements in performance under the Times Higher Education Impact Rankings;
 - b. **Ensure actions** to implement the strategies, policies, roadmaps and plans deliver tangible outcomes in cost-effective and just ways that engage the Griffith community.
 - c. **Review** the performance of relevant strategies, policies, roadmaps, plans and actions to determine the effectiveness of the actions in achieving the desired impact on at least a triennium basis.
 - d. **Improve** environmental sustainability performance based on the review (point 3 above) to guide continual improvements and guide implementation that enhances performance under the Times Higher Education Impact Rankings.

ROLE

3. The role of the Committee is to:
 - a. Provide technical expertise to support development of appropriate plans for improving environmental sustainability as well as provide support and advice where required regarding implementation of priority actions associated with the plans.

- b. Track implementation and University performance against the Sustainability Operating Framework (refer Appendix A) and performance criteria within the Times Higher Education Impact Rankings regarding the SDG's aligned with the Committee purpose.
- c. Ensure environmental and sustainability initiatives are culturally appropriate, inclusive, and have clear outcomes that are measurable and align with the core commitments in the *Creating our Future for All: Strategic Plan 2020-2025*.
- d. Provide university-wide leadership on performance for the following SDGs:
 - i. SDG 6 – Clean Water and Sanitation
 - ii. SDG 11 – Sustainable Cities and Communities
 - iii. SDG 12 – Responsible Consumption and Production
 - iv. SDG 13 – Climate Action
 - v. SDG 14 – Life Below Water
 - vi. SDG 15 – Life on Land
 - vii. SDG 17 – Partnerships for the Goals
- e. Report on environmental and sustainability performance and outcomes, both internally and externally, to enhance performance improvements, accountability and facilitate reporting against relevant higher education sustainability metrics.

MEMBERSHIP AND TERMS OF APPOINTMENT

- 4. The Committee will be co-chaired by the:
 - a. Dean, SDG Performance; and
 - b. Chief Operating Officer
- 5. Membership of the Committee is determined by the co-chairs and is to be driven by the required expertise needed.
- 6. A membership list is contained as Appendix B, with membership reviewed annually.
- 7. Groups will provide a senior person who will be a member of this Committee whose role is outlined in Appendix E.
- 8. At the discretion of the co-chairs, other staff, executives, or technical specialists may be invited as Committee guests as required.
- 9. Membership may include members with overlapping areas of representation. In appointing members, consideration is to be given to ensure that the overall configuration of the Committee reflects the diversity of the University community and includes representation from all campuses.
- 10. All members other than ex officio members shall serve for a term of up to one year from the date of appointment. Members may, if eligible, be reappointed to serve an additional term or terms. Provision for continuing membership should be made through staggered appointment dates to ensure that there are always experienced members on the Committee.

OPERATING PRINCIPLES AND POLICY

Meetings

- 11. The Committee is expected to meet at least six times per year, with further meetings as required, at the discretion of the co-chairs.
- 12. A delegate may attend meetings on behalf of a named member. To fulfill the Committee mandate, the delegate should be in a suitably senior role or have appropriate technical knowledge or operational control.

Secretariat Services

- 13. The Sustainability Team within the Office of the Vice Chancellor will provide secretariat services to the Committee.

Work Plan

- 14. An annual work plan for the Committee shall be developed by the Secretary in conjunction with the co-chairs prior to the first meeting of the year. The work plan sets out the scheduled and regular business of Committee.

Amendments to the Work Plan are with agreement of the co-chairs.

Working Parties

15. The Committee may establish relevant working parties for environmental and sustainability implementation.
16. Working party structure, membership and reporting will be determined by the Committee.
17. Working parties will provide quarterly performance reporting to the Committee, as per the template in Appendix D.

REPORTING

18. The Committee will provide reports to Executive Group and senior officers, and an annual report to Council on environmental sustainability activities, performance, outcomes, plans and priorities pertaining to SDGs 6, 11, 12, 13, 14, 15, and 17.

Annual Sustainability Report

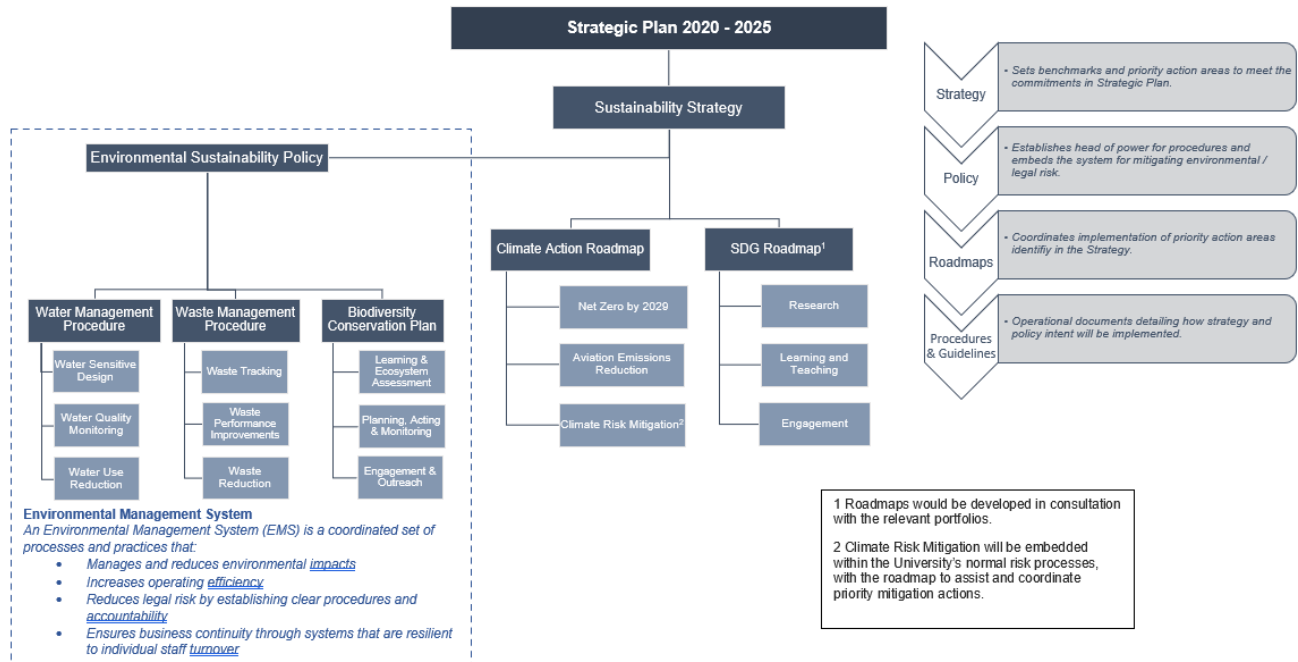
19. The Committee will support the publication of an Annual Sustainability Report prepared by the Sustainability Team to track SDG performance and sustainability core commitments within the University's *Creating our Future for All: Strategic Plan 2020-2025*. The Committee members will provide relevant data and information to support the production of the report.
20. The Annual Sustainability Report will also be provided to the University's Finance and Infrastructure Committee in support of Section 3.3 (Sustainability Functions) of the Finance and Infrastructure Committee's constitution.

Implementation and Performance Reporting

21. Working parties are required to provide quarterly reporting on implementation. The reporting must:
 - a. Be in an approved format per Appendix D.
 - b. Clearly detail the outcomes of projects towards improving SDG performance.
22. Committee members will provide relevant data and information to support submissions to the Times Higher Education Impact Rankings, as requested by the co-chairs.
23. Committee members may provide reports as needed and will use the template in Appendix D.

Appendix A: Executive Group Endorsed Sustainability Operating Framework

Executive Group Resolution 1 March 2023: EG ENDORSED the Sustainability Operating Framework, which provides a framework for the development of a sustainability strategy, an environmental management system, and climate action and SDG roadmaps.



Appendix B: Committee Membership (as of April 2023)

Co-Chairs

Assoc Prof Jennifer Boddy

Dean, SDG Performance

Mr Peter Bryant

Chief Operating Officer

Secretary

Mr Warwick Fegan

Environmental Sustainability Manager

Administrative Support

Ms Isabelle Nish-Vetter

Sustainability Officer

Members

TBD By Co-Chairs

Appendix C: Committee Work Plan

To be determined by Co-Chairs on an annual basis.

Appendix D: Working Party and Committee Member Quarterly Project Update Report

Report Source: Choose an item.	Name: Person / Working Party / Section Name.		
Report Date: Enter date.	Applicable SDGs:		
Project(s) Title: Click or tap here to enter text.	<input type="checkbox"/> 1 No Poverty	<input type="checkbox"/> 2 No Hunger	<input type="checkbox"/> 3 Good Health & Wellbeing
	<input type="checkbox"/> 4 Quality Education	<input type="checkbox"/> 5 Gender Equity	<input type="checkbox"/> 6 Clean Water & Sanitation
	<input type="checkbox"/> 7 Affordable & Clean Energy	<input type="checkbox"/> 8 Decent Work & Growth	<input type="checkbox"/> 9 Industry, Innovation & Infrastructure
	<input type="checkbox"/> 10 Reduced Inequalities	<input type="checkbox"/> 11 Sustainable Cities & Communities	<input type="checkbox"/> 12 Responsible Consumption & Production
Expected Completion Date: Planned Completion Date.	<input type="checkbox"/> 13 Climate Action	<input type="checkbox"/> 14 Life Below Water	<input type="checkbox"/> 15 Life on Land
Project Status: Choose an item.	<input type="checkbox"/> 16 Peace, Justice & Strong Institutions	<input type="checkbox"/> 17 Partnerships for the Goals	
Progress Update:			
Outcomes and Impact:			
Attachments / Reports:			

Appendix E: Group Level Members

Griffith University Groups play an important role in embedding the SDGs across the entire University. Acknowledging the existing high workload across many teaching and research areas, the Committee will seek to support Groups implement meaningful environmental and sustainability improvements with as minimal time and administrative burden as possible.

Groups will provide a senior person who will be a member of this Committee and a nominated Group Level Lead. Their role, under the direction of the Group Executive as to priorities, is to:

1. Act as a sustainability champion within their group to ensure uptake of key Griffith sustainability initiatives including, for example, the SDG Files and Griffith Green Impact Program.
2. Provide feedback on key documents (strategies, roadmaps, procedures) during their development, and support implementation of aspects of these plans that are relevant to their Group.
3. Where relevant, source evidence for ranking performance for specific SDGs that are within the Group's portfolio.

The Group Level Leads will be provided support from the Sustainability Team within the Office of the Vice Chancellor to assist in driving sustainability improvements.

Enabling and Support Tools for Group Level Implementation

Griffith's Green Impact program to help:

- Reduce waste and improve reuse or recycling systems within their Group.
- Improve water efficiency within their Group.
- Consider and reduce the carbon emissions profile within their Group.
- Reduce inequalities and enhance commitments to social justice, equity, inclusion and diversity.
- Engage with other Sustainability initiatives including the SDG Pledge Wall, Sustainability Awareness Module, and relevant Sustainability events.

Submitting to the SDG Files to help:

- Profile the sustainability impact and outcomes of the staff and students within their Group.
- Record the sustainability initiatives and achievements of the Group, and ensure these achievements contribute to Times Higher Education Impact Rankings and sustainability reporting.

Implementing Group level specific **sustainability initiatives** within:

- Climate action roadmaps.
- Water, Waste and Biodiversity initiatives, plans and procedures.
- Environmental management requirements under Griffith's environmental management system.