



# Certified Environmental Practitioners Scheme

Terms of Reference (ToR)

ToR/Rev/Name	<b>4.1.217 1.1 CEnvP Scheme Specialist Environmental Advisory Committees ToR</b>
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## Revision History

Approved	Rev	Description of the Change	Change No
<b>13 Feb 24</b>	1.1	Review of existing SEAC ToR and update of responsible parties to align with the incoming By-law 16 revisions	CR151
<b>19 Aug 22</b>	1.0	Review of existing SEAC ToR and migration to the new template.	CR47

For full details on the revision history and the requested changes refer to the Change Control Register.



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# Introduction

## Background

CEnvP Scheme Specialist Environmental Advisory Committees ('SEAC') are advisory committees of the CEnvP Scheme Certification Board ('Certification Board'), which is itself a subsidiary of the Environment Institute of Australia and New Zealand Board ('EIANZ Board'). The Scheme is administered under EIANZ staff management ('CEnvP management').

SEAC members are relevant stakeholders who represent diverse aspects of the specialty area, providing a mechanism for consultation to support the CEnvP Scheme's strategic imperatives, in particular:

- Partner, collaborate and engage; and
- Focus growth to meet the emerging needs of environmental and social practice.

SEACs support the CEnvP Scheme by ensuring specialist input is involved in the development of standards, promotion of the certification, support of the specialisation and CEnvP Scheme overall, and once fully established, the continuous improvement of the specialisation.

All active specialist certifications are required to have a SEAC relevant to that specialist field.

The CEnvP SEAC Terms of Reference is the third of three key documents that encompass the requirements, roles, and responsibilities for the three stages of developing and maintaining a CEnvP Scheme specialist certification. These are:

- Business case to the Certification Board for establishing or continuing a CEnvP specialist certification
- Minimum requirements for a SEAC to develop the Guidance Notes of a CEnvP specialist certification
- CEnvP SEAC Terms of Reference applicable to pre and post launch of a CEnvP specialist certification.

## Scope

This Terms of Reference (ToR) applies to all current and future SEACs and specialist certifications in the CEnvP Scheme and is periodically reviewed and updated by the Certification Board.

## Governance

A SEAC is generally formed when a new specialist certification category is approved by resolution of the EIANZ Board, after consultation with the Certification Board.

The Certification Board appoints all SEAC members and SEAC Chairs and can withdraw such appointments by notice in writing.

## Purpose

The purpose of the SEAC is to consult with and involve relevant stakeholders, to ensure specialist input is considered in the formation, standards, promotion, and continuous improvement of a CEnvP Scheme specialist certification.

The objectives of the SEAC for the specialist certification are to:



- a. Operate and maintain the SEAC in accordance with CEnvP Scheme governance requirements
- b. Create standards and criteria in line with specialist practitioner needs and the minimum requirements for all CEnvP specialist certifications
- c. Support the sustainability of the specialist certification against criteria provided by the Certification Board
- d. Develop stakeholder engagement strategies; gain recognition by industry and partners; and support endorsement by regulators and other stakeholders, to ensure continued maintenance and uptake by practitioners in that specialisation
- e. Support CEnvP management in developing specialist promotional content and in targeting individuals and organisations that will ensure maintenance of an adequate body of CEnvPs for the speciality and focussed growth of the specialist certification
- f. Conduct a full review of standards and criteria on a 3-year cycle after launch of certification, but more frequently if required, and advise the Certification Board through the CEnvP management on recommended improvements
- g. Advise amendments to certification processes at any stage if new regulation or guidelines/standards change, and engage on these with external stakeholders if needed
- h. Support the CEnvP Scheme with guidance on relevant professional development and training opportunities for CEnvPs to choose, noting that consistent with ISO17024, the CEnvP Scheme does not limit choices of training and development opportunities
- i. Develop yearly measurable performance goals for the committee in line with the CEnvP Scheme strategy, including c, d, e, and f above
- j. Report in writing to the Certification Board through CEnvP management at six monthly intervals on progress against the yearly objectives or goals in line with the CEnvP current strategy, and on results annually.
- k. Consider and respond to matters referred to the SEAC by the Certification Board or CEnvP management.

## Membership and Structure

SEAC members are first appointed based on commitment to SEAC participation for the period from establishment and development of the specialist certification, through to launch and acceptance of applications. Following this initial establishment of the specialist certification, SEAC members may consider their ongoing commitment and the Certification Board considers the needs of the speciality, to determine appointments. These appointments are based on commitment for a term of 2 years, extendable twice (maximum 6 years).

SEACs have at least 5 and a maximum of 11 members.

It is desirable for SEACs to have representation from both Australia and New Zealand and to have broad geographic representation within Australia.



It is desirable that membership includes a majority of practitioner members being either CEnvP specialists of that SEAC certification type or be eligible for certification in that specialisation, and at least:

- 1 x regulator or government representative
- 1 x representative of related professional organisations, industry bodies or societies
- 1 x representative of related research and tertiary institutions
- 1 x related corporation representative
- 1 x NGO representative
- 1 x specialist Registrar (unofficial member to provide adhoc feedback on applications).

### 1.1. Chair

SEAC Chairs are appointed for a one-year term (maximum 2 years), allowing opportunity for rotating the Chair's role within the committee.

### 1.2. Eligibility

Individuals who are not eligible for SEAC membership include but are not limited to those with organisational governance conflicts including both EIANZ and Certification Board members and Certification Appeals Committee members.

## Responsibilities

### 1.3. Chair

The SEAC Chair is responsible for:

- a. Being a role model for professional conduct and for promotion and endorsement of the Scheme
- b. Leading the SEAC including chairing meetings, developing agendas with CEnvP management, assigning tasks to members, etc
- c. Being the communications conduit to the Certification Board through the CEnvP management
- d. Reporting to the Certification Board on the achievement of financial year goals.

The SEAC Chair is invited annually to a meeting with the Certification Board.

### 1.4. All members

SEAC members are responsible for duties in line with the purpose and objectives of this ToR and professional conduct aligned with the CEnvP Scheme's values (see CEnvP Strategy 2020-2025).

### 1.5. CEnvP management

The duties of CEnvP management staff are delegated by the EIANZ Board. Their role is to:

- a. Facilitate operations of the SEAC, including meetings
- b. Prepare agendas and minutes
- c. Assign SEAC roles
- d. Liaise with specialist Registrars as required, and report quarterly to the Certification Board
- e. Review progress on SEAC objectives, specifically against the financial year goals.



- f. Manage implementation of changes to SEAC membership and processes to improve the specialist certification, as approved by the Certification Board.

## Powers of the SEAC

The SEAC is an advisory committee of the Certification Board and makes recommendations to the Certification Board in an advisory capacity. There are no delegations by the Certification Board or EIANZ Board to a SEAC. The SEAC's key accountabilities are for strategic, technical and stakeholder advice for the specialty, consistent with the CEnvP Scheme.

## Operation

### Meetings

SEAC meetings are called by CEnvP management with the support of the SEAC Chair at least three times per calendar year, preferably quarterly and otherwise at a frequency, as determined by the SEAC, that is required to execute their responsibilities.

The meeting quorum is two-thirds of the number of sitting committee members. Minutes of SEAC meetings are required as a record of the SEAC's deliberations and are taken by the CEnvP management.

### Conflict of Interest

A SEAC member who has a material personal or pecuniary interest in a matter being considered at a SEAC meeting, must disclose the nature and the extent of that interest to the meeting. The person must not be present while the matter is being considered at the meeting and must not vote on the matter. This requirement does not apply to a material personal or pecuniary interest that exists only because the person belongs to a class of persons for whose benefit the Scheme is established or that the person has in common with all, or a substantial proportion of, a class of persons at the meeting.

### Information Management

All material created for and by the CEnvP SEAC are the intellectual property of the CEnvP Scheme.

All information developed is to be stored and maintained within the data management files and systems of the CEnvP Scheme.

All information shared or developed is the private and personal property of the CEnvP Scheme and may not be shared with external organisations or other internal bodies without the express permission of the Certification Board.

### Resources

SEAC activities are executed through volunteers and assigned staff of CEnvP management. CEnvP management provides direction and administrative support to the SEAC. Once a specialist certification has launched, implementation of the CEnvP Scheme's application and recertification processes are wholly the role of the Certification Board and CEnvP management.



## Reference documents

- [EIANZ By-law 16](#)
- [EIANZ Rules of Association](#)
- [ISO 17024](#)
- [CEnvP Strategy 2020-2025](#)
- [EIANZ Code of Ethics and Professional Conduct](#)