

Worksheet 2.2B

Sample charter for a Sustainability Committee

This is an example only – adapt this charter to suit your organisation's requirements.

Date of this charter:

The Committee's purpose

In response to the emerging importance of sustainability within the commercial property industry, the Sustainability Committee's purpose is to provide a structured advisory forum to deal with the issues and opportunities relating to sustainability.

The Committee will look at how sustainability is relevant to this organisation and what its potential impacts may be—knowledge that will enable us to work out what types of strategies and initiatives we will need to implement in order to remain competitive.

The Sustainability Committee's charter is to evaluate, develop, promote, implement and monitor sustainability principles and practices through the organisation which will deliver value to our investors, tenants and clients, while:

- using resources in an efficient manner
- anticipating and managing risks and opportunities across all levels of business
- meeting stakeholders' expectations in regard to economic, social and environmental performance.

The Committee's function

- Review the emergence of sustainability within the commercial property industry and identify trends which may have an impact on the organisation's long-term viability.
- Examine current standards and procedures that encompass corporate sustainability and measure these against organisation policy and industry best practice.
- Where shortfalls exist between current and best practice, evaluate the case for adopting best practice within relevant business units.
- Look for opportunities to better promote the organisation's policies and progress with implementing sustainability to the property market.
- Provide advice to business unit managers to help them build business cases so they can acquire the resources and expertise to implement sustainability initiatives.
- Report to senior management (and provide information they need to report to the executive) on recommendations for implementing additional sustainability initiatives within the organisation.
- Where appropriate, set up and coordinate a team of volunteers to champion workplace sustainability awareness and activities (e.g. waste recycling, energy management and procurement).
- Consult with the personnel who are responsible for implementing and managing the organisation's sustainability policy.

Membership and responsibilities

- The Committee will be made up of no less than [XX] nominated personnel from various business units so that it is representative of the whole organisation.
- Committee membership will be reviewed annually.
- The role of the Committee Chair is to run the meetings and make sure they proceed within the allocated time and in accordance with the agenda. The Chair will also be responsible for reporting and making recommendations to senior management.
- The role of Committee Secretary is to prepare the meeting agenda, arrange times and venues for meetings and recording and distribute minutes.

Committee's authority—an advisory body

- The Committee has the power to make submissions and recommendations to senior management (and the executive) on matters of sustainability, including directions, actions, initiatives, policies and measures.
- The Committee has the power to request and obtain information (and the analysis of that information, including necessary research) from other business units.
- The Committee does *not* have the power to direct expenditure, commission or wind-up specific sustainability initiatives or adopt particular directions etc., unless specifically empowered to do so by senior management or the executive. Therefore the Committee is first and foremost an advisory body.

Non-committee members

Guests may attend meetings by invitation of a Committee member if this is approved by the Chair. Guests will remain neutral and observe correct protocols during Committee meetings.

Frequency of meetings and quorum

The Committee will meet at six weekly intervals in accordance with arranged times, or as otherwise directed by the Committee Chair. A minimum of [XX] representatives from the Committee will constitute a valid meeting of the Committee. If a Committee member is unable to attend a meeting, they must nominate a 'stand in' to attend on their behalf.

Agenda

The agenda for Committee meetings will address the following issues:

- minutes from previous meeting
- status of action items from previous meeting
- status of sustainability initiatives
- general business.

The agenda will be distributed no less than three business days before the meeting.

Source: Colonial First State Global Asset Management 2004