

TERMS OF REFERENCE

Western Sydney Environmental Educators Network (WSEEN)

1. Purpose

The Western Sydney Environmental Education Network (WSEEN) was formed in 2000 to help foster links between the environmental educators of Western Sydney and to facilitate the sharing of information and for participants to learn from one another.

The objective of WSEEN is to improve community engagement in sustainability education in Western Sydney, by:

- Encouraging shared information and networking;
- Identifying opportunities for shared initiatives and resources;
- Advocating for environmental education in Western Sydney;
- Providing professional development and training through talks and lectures and presentations;
- Providing an avenue for external parties to address councils *en masse* on any issue deemed to be relevant to the group.
- To provide advice on environmental education to other organisations where deemed relevant.

2. Membership

- Membership of the Network is voluntary and non-binding.
- Every organisation will appoint a key person as point of reference who can delegate where appropriate or necessary.
- WSEEN membership is predominantly for:
 - Local Government environmental educators from councils in the Greater Western Sydney Region;
 - Representative from the Australian Association for Environmental Education;
 - Representative from the Western Sydney Regional Organisation of Council (WSROC);
- Other organisations are welcomed to attend the group if interested and approved by the group. E.g:
 - Interested State Government or not-for-profit organisations from across the Greater Western Sydney region;
 - Other educators, outside of these categories, may attend meetings at the discretionary invitation of, or approval by the group;
 - Guest speakers relating to various issues and concerns raised by the group, including commercial educators, may also attend where appropriate and by invitation from the group.

3. Guiding Principles for WSEEN

The network aims to:

- Share learnings between councils in regards to research, planning, implementation, evaluation, strategies, educational tools, materials and programs;
- Establish best management practice in the field of education for sustainability in Local Government through shared learnings;
- Avoid duplication of programs and events in the Greater Western Sydney region;
- Provide an avenue for regional education events/projects/coordination;
- Enhance awareness of education for sustainability events through cross promotion;
- Provide a networking and support opportunity for practitioners.

4. Roles and Responsibilities of Group Members

The Group is accountable for:

- Fostering collaboration;
- Reporting group activities and outcomes to their respective organisations;
- Identifying opportunities for and assist in development of joint projects;
- Providing a forum for regional discussion of relevant professional issues;
- Highlighting opportunities to work with agencies and Government or other stakeholders to achieve professional outcomes;
- Identifying possible procurement projects where beneficial.

5. Administration

Logistics:

- Two hour meetings will be held once every three months at a regular time (10am) and day (Wednesday).
- The meeting schedule for the year will be set at the last meeting of the year.
- The agenda is to be circulated one week prior to the meeting.
- Minutes are to be circulated two weeks after the meeting.
- Special interest meetings can be organised outside of the regular meeting schedule.

Hosting:

- Meetings will rotate around member councils by agreement.
- The host council chairs the meeting.
- The host council has responsibility for preparing the agenda in a timely manner, providing the venue and any refreshments as required.
- Volunteer minute taking will rotate at each meeting.
- A minimum of five organisations is required for each meeting, if the attendance is lower, the meeting will not proceed.

Oversight:

- WSROC is a central point of contact.
- WSROC will provide administrative support by maintaining the contact database, sending out the agenda and distributing minutes.