



Certified Environmental Practitioners Scheme

Terms of Reference (ToR)

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Revision History

Approved	Rev	Description of the Change	Change No
08 Oct 25	1.2	Review of existing SEAC ToR to include Chair appointment process, reappointment provisions, SEAC–SIS relationship, clarified roles, voting protocols, and removal of six-monthly reporting.	CR157
13 Feb 24	1.1	Review of existing SEAC ToR and update of responsible parties to align with the revised By-law 16.	CR151
19 Aug 22	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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1. Introduction

1.1. Background

Each specialist CEnvP certification has its own Specialist Environmental Advisory Committee (SEAC), which plays a vital role in shaping certification standards, promoting the certification, and ensuring ongoing enhancement.

SEAC members are selected and appointed by the Certification Board to foster collaboration and engage key stakeholders in shaping environmental standards, bringing a broad range of experience to guide the development, improvement, promotion and maintenance of CEnvP's specialist certifications.

1.2. Scope

This Terms of Reference (ToR) outlines the roles, responsibilities, structure, and operational matters of all Specialist Environmental Advisory Committees (SEACs) established under the CEnvP Scheme. It provides guidance on their purpose, governance, and function to ensure that SEACs operate consistently, transparently, and in alignment with the objectives and governance framework of the CEnvP Scheme. This Terms of Reference applies to both current and future SEACs and is reviewed and updated periodically by the Certification Board.

1.3. Governance

SEACs are established following EIANZ Board approval of a new specialist certification, on the recommendation of the Certification Board.

All SEAC members are appointed by the Certification Board and serve at its discretion. Appointments may be amended or revoked at any time by written notice from the Certification Board.

2. 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 in accordance with CEnvP Scheme governance requirements
- b. Create and/or maintain standards and criteria in line with the needs of industry, regulators and specialist practitioners, 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, grow 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 the CEnvP Program Office 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 regular post-launch reviews of certification standards and criteria, and provide recommendations for improving the guidance notes and assessment criteria.

- 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. Provide advice to the Program Office on current professional development and training opportunities that may be relevant and beneficial for Certified Environmental Practitioners (CEEnvPs). This guidance is intended to assist with identifying suitable existing options, noting that in accordance with ISO 17024, the CEnvP Scheme does not restrict practitioners' choices regarding training and development.
- i. Develop yearly measurable performance goals for the committee in line with the EIANZ strategy, including c, d, e, and f above
- j. Consider and respond to matters referred to the SEAC by the Certification Board or Program Office.

3. Membership and Structure

3.1. Structure

SEACs are composed of volunteer members from across the environmental sector who bring specialist knowledge to support the development and governance of CEnvP specialist certifications. SEAC members are not required to hold CEnvP certification or be members of EIANZ but must be recognised specialists in the relevant certification field.

SEACs are initially appointed during the development phase of a specialist certification, continuing through launch and early implementation. Once established, SEAC membership may be reviewed to reflect the ongoing needs of the certification area.

While the role is voluntary, members are expected to contribute approximately two hours per month through meetings and ongoing committee work. Appointments are for a two-year term and may be extended twice, for a maximum total of six years. Members who have completed the maximum term may reapply for consideration beyond this period.

SEAC members are integral to ensuring that certifications remain relevant, credible, and representative of professional practice across the environmental sector.

SEACs are composed of a minimum of five and a maximum of eleven members, with desirable representation from both Australia and New Zealand, as well as broad geographic diversity across Australia. Membership should include a majority of practitioner members who are either certified in the specialist area or eligible for certification. Ideally, SEACs should include representation from all the following sectors:

- Regulator or government
- A related professional organisation, industry body or society
- A related research and tertiary institution
- Corporate
- Non-government organisation
- Specialist Registrar (non-voting committee member to provide adhoc feedback on applications and the application process).

3.2. Eligibility

To maintain independence and avoid any perceived or actual conflicts of interest, certain individuals are not eligible to serve as SEAC members.

Ineligible individuals include (but are not limited to):

- **Current members of the EIANZ Board**, to ensure separation between organisational governance and advisory functions.
- **Current members of the Certification Board**, to preserve impartiality in certification oversight and decision-making, excluding special advisories to the Certification Board as they do not hold voting rights on Certification Board decisions.
- **Members of the Certification Appeals Committee**, to prevent conflicts between those advising on certification development and those handling certification disputes.

These exclusions help ensure the integrity, objectivity, and transparency of the SEAC's role in supporting the CEnvP Scheme. If you are unsure about your eligibility due to other roles held within EIANZ or related bodies please contact the **CEnvP Program Office** for clarification.

3.3. SEAC Roles

3.3.1. SEAC Chair

The SEAC Chair plays a vital leadership role in guiding the committee's work, fostering collaboration, and ensuring meetings are productive and inclusive.

SEACs shall appoint a Chair from among their members by a resolution of an absolute majority. If only one nomination is received, the nominee shall be deemed elected unopposed.

The appointed Chair will serve for the duration of their term on the SEAC and may be reappointed as Chair if reappointed to the SEAC. If, during the term, another member expresses interest in the Chair role, the SEAC may resolve by absolute majority to appoint a new Chair at any time.

In the Chair's absence from any meeting, the members present shall appoint one of their members to act as Chair for that meeting.

The Chair acts as the key liaison between the SEAC and the Certification Board, particularly via the certification's nominated Certification Board SEAC Champion.

3.3.2. SEAC Member

SEAC members are specialists in the SEAC certification field, regardless of whether they hold CEnvP Certification or EIANZ membership.

SEAC members play a pivotal role in establishing and developing specialist certifications by providing their expert advice. During the early phases of the certification's establishment, SEAC members may also provisionally serve as Registrars and Panellists until a cohort of certified practitioners can assume these positions.

3.3.3. SEAC Champion

The SEAC Champion is a representative of the Certification Board who plays a strategic and facilitative role in supporting their nominated SEAC. Acting as a key liaison, the SEAC Champion strengthens the connection between SEACs and the Certification Board, supporting alignment with the broader objectives of the Certified Environmental Practitioner (CEnvP) Scheme. By providing guidance, encouraging collaboration,

and advocating for SEAC-led initiatives, the SEAC Champion helps drive consistency, efficiency, and impact across certification areas.

3.3.4. Standing Position

A Standing Position is a dedicated seat on a SEAC assigned to a partner organisation with a significant stake in the success of the relevant specialist certification. These organisations may include government agencies, regulatory bodies, industry associations, or other key stakeholders with the capacity to provide sector-wide insight and long-term strategic engagement. The creation of a Standing Position must be approved by the Certification Board.

A Standing Position is designed to ensure consistent participation and strengthen collaboration between the SEAC and the organisation it represents. Appointees to Standing Positions are expected to be senior leaders within their organisation who can provide a broad perspective, contribute to discussions, and offer relevant advice and feedback from their organisation's area of expertise.

While the organisation holds the right to the Standing Position, the nominated individual is subject to the same membership term limits as other SEAC members. This maintains consistency with SEAC governance processes while allowing for rotation and renewal. If the appointed representative is unable to continue, it is the responsibility of the organisation to nominate a suitable replacement to ensure continuity of involvement. Individual nominations will be reviewed and confirmed by the Certification Board.

Standing Positions represent a formal commitment by the organisation to support the objectives of the CEnvP Scheme. They help foster open communication, encourage collaboration, and support sector-informed decision-making, while respecting that the SEAC maintains its independent role in providing expert input to the Certification Board.

3.3.5. Sub-Committees

SEACs may establish sub-committees or working groups to focus on specific areas of work or to assist in progressing key tasks aligned with the SEAC's objectives. Sub-committees provide a structured approach to managing complex or specialised topics such as application review criteria, stakeholder engagement strategies, or resource development.

Each sub-committee must include at least two SEAC members and operate under the direction and oversight of the full SEAC. Sub-committees must report regularly to the SEAC at each quarterly meeting, and their outputs are subject to SEAC review and approval.

Membership of sub-committees and working groups may include external individuals (such as CEnvPs or subject matter experts) to support delivery of specific tasks or time-limited initiatives. They do not hold decision-making or voting rights within the SEAC and are not required to attend quarterly meetings. Their involvement is coordinated by the SEAC and reviewed in line with its governance processes.

3.4. Distinction Between SEAC and SIS Roles

Specialist Environmental Advisory Committees (SEACs) and EIANZ Special Interest Sections (SIS) serve different purposes within the Institute.



SEACs are formal advisory bodies under the Certified Environmental Practitioner (CEnvP) Scheme, each focused on a specific certification area. They are appointed by the Certification Board and provide expert input into the development, governance, and continuous improvement of specialist certifications, including setting standards, drafting guidance materials, and promoting the certification within the profession.

In contrast, SIS groups are open, member-led networks that bring together EIANZ members with shared interests to support broader professional development. SIS groups contribute through knowledge sharing, events, and the development of guidance and government policy submissions, but do not have a role in certification processes.

Both contribute to EIANZ's strategic goals but operate independently with different scopes and functions. Liaising between SEACs and SISs is encouraged to ensure CEnvPs are provided with adequate professional development opportunities, and that industry advocacy is being adequately addressed.

4. Responsibilities

4.1. SEAC Chair

The SEAC Chair, with assistance from the Program Office, is responsible for the following duties:

- **Meeting facilitation:** leading meetings in a structured and inclusive manner, ensuring that all voices are heard and the committee stays focused on its objectives.
- **Agenda planning:** collaborating with the Program Office to create meeting agendas based on input from SEAC members and key updates on the CEnvP Scheme and sector priorities.
- **Time management:** ensuring agenda items are discussed within the allocated timeframes to respect everyone's time and keep the meeting on schedule, balancing the need for inclusive participation with effective timekeeping.
- **Decision-making support:** guiding discussions and supporting consensus-building. If quorum is not met, deciding whether the meeting will proceed as a discussion-only session.
- **Liaison with Program Office:** acting as the main point of contact between the SEAC and the Program Office, ensuring seamless communication, coordination, and follow-up on actions or decisions.
- **Liaison with the Certification Board SEAC Champion:** acting as the main point of contact between the SEAC and the Certification Board, ensuring seamless communication and enabling the Champion to adequately represent the SEAC in Certification Board discussions.
- **Encouraging engagement:** promoting active participation from all members and fostering a respectful and constructive meeting environment.
- **EoI review:** assisting in reviewing and providing input on Expressions of Interest (EoIs) for SEAC membership before they are submitted to the Certification Board for consideration.
- **Onboarding new members:** assisting with the orientation of new members, ensuring they understand the SEAC's role and processes.
- **Representation:** in some instances, the Chair may represent the SEAC in cross-committee discussions or provide input to the Certification Board.
- **Annual meeting:** the Chair is invited to meet with the Certification Board annually to discuss the SEAC's progress and goals.

4.2. SEAC Members

SEAC members serve in an advisory capacity and are expected to contribute their professional expertise, sector insights, and networks to support the strategic development of the specialty area in line with the objectives of the CEnvP Scheme.

Key responsibilities include:

- **Providing sector intelligence:** bringing forward relevant industry trends, regulatory changes, emerging challenges, and innovations that may influence certification standards, candidate pathways, or Scheme evolution.
- **Offering strategic and technical input:** contributing expertise to discussions on competency standards, assessment approaches, or professional expectations within the specialty.
- **Stakeholder engagement:** acting as a conduit between the Scheme and the broader profession—sharing updates, gathering informal feedback, and identifying opportunities to promote the Scheme in professional networks.
- **Supporting scheme promotion:** championing the value of certification by raising awareness of the Scheme within industry events, professional associations, and relevant networks, and identifying potential marketing or engagement opportunities.
- **Participating actively in SEAC activities:** attending and contributing to SEAC meetings, reviewing materials in advance, and completing assigned actions in a timely manner.
- **Maintaining confidentiality and professional conduct:** upholding the integrity of SEAC processes and aligning with the values as well as EIANZ's Code of Ethics and Professional Conduct.
- **Clarifying the advisory role:** committee members should note that the SEAC is not an operational or implementation-focused group. Unlike SIS Groups, SEACs provide high-level strategic, technical, and stakeholder advice—not project delivery or administrative oversight.

4.3. Certification Board SEAC Champion

The SEAC Champion is responsible for the following duties:

- a. **Representation and advocacy:** acting as the primary liaison between their nominated SEAC and the Certification Board, ensuring that SEAC insights, recommendations, and priorities are clearly communicated to support informed decision-making.
- b. **Strategic alignment:** providing high-level guidance to SEACs to help ensure their work aligns with Certification Board priorities and contributes to the broader objectives of the CEnvP Scheme.
- c. **Cross-committee coordination:** encouraging consistency and collaboration between SEACs by identifying shared opportunities, minimising duplication, and promoting cross-sector knowledge exchange.
- d. **Information sharing:** communicating relevant updates from the Certification Board and other SEACs to ensure committees remain well-informed and strategically aligned.
- e. **Support for growth and promotion:** working with SEACs to co-develop strategies that promote the value of certification to industry and government, including communication plans, stakeholder

engagement approaches, and advocacy initiatives.

4.4. CEnvP Program Office

The duties of Program Office staff are delegated by the Certification Board. Their role, in relation to SEACs, is to:

- a. Facilitate operations of the SEAC, including meetings
- b. Prepare agendas and minutes
- c. Liaise with specialist Registrars as required, and report quarterly to the Certification Board
- d. Review progress on SEAC objectives, specifically against the financial year goals
- e. Manage implementation of changes to SEAC membership and processes to improve the specialist certification, as approved by the Certification Board.

5. 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. The SEAC may be asked for advice on a specific topic by the Certification Board, and may offer unsolicited advice to the Certification Board as the SEAC sees fit. There are no delegations by the Certification Board or EIANZ Board to a SEAC. The SEAC's key accountabilities are for proactive strategic, technical and stakeholder advice for the specialty, consistent with the CEnvP Scheme.

6. Operation

6.1. Meetings

SEAC meetings are essential to advancing the CEnvP specialist certification process, providing a forum for collaboration and decision-making. They are convened by the Program Office in partnership with the SEAC Chair.

6.1.1. Meeting Frequency and Scheduling

SEAC meetings are held **a minimum of three times per year**, ideally on a **quarterly** basis, or more frequently if required to meet the committee's objectives.

An annual schedule is set between December–January, with members offered two date/time options per quarter (usually Tuesdays or Thursdays between 11:00am–12:00pm or 1:00pm–2:00pm AEST/AEDT). Final dates are based on majority availability.

If these options are a barrier to your participation, please contact the SEAC Chair or Program Office to discuss alternatives. Meetings are held online via Microsoft Teams, with links sent in calendar invites and reminders.

6.1.2. Quorum and Decision-Making

To ensure decisions reflect the collective input of the SEAC, a quorum (defined as at least 50% of current SEAC members) is required for any formal vote or resolution to proceed. If quorum is not achieved:

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- The Chair may choose to proceed with the meeting in a **discussion-only format**.
- The Chair to confirm if any matters requiring a vote will either be **postponed until the next meeting** with a quorum or addressed through an **out-of-session vote**.
- Minutes will still be recorded and distributed as usual to ensure transparency and continuity.

6.1.3. Attendance and Communication

We understand SEAC members are volunteers with other commitments. If you're unable to attend a meeting, please notify the Program Office early to support scheduling and effective communication.

6.1.4. Sub-Committee and Working Group Meetings

Sub-committees and Working Groups may be formed to focus on specific projects, tasks, or priority areas outside of regular SEAC meetings.

Meetings are scheduled on an ad hoc basis depending on member availability and project needs, with the Program Office coordinating logistics (e.g., via Doodle Poll). While the Program Office will organise meetings, sub-committees are responsible for recording their own notes and action items.

6.1.5. Participation Expectations

Your engagement and participation in SEAC meetings are vital to the success of the CEnvP Scheme. To help meetings run smoothly and effectively, we ask that all members:

- Join meetings on time and stay engaged throughout the session.
- Turn cameras on where possible to support connection and communication.
- Review materials beforehand and come prepared to contribute,
- Participate actively in discussions, sharing their insights, and suggesting action items or improvements.
- Respect all opinions, listen actively, contribute to a constructive and respectful meeting environment.

Please also ensure a stable internet connection to avoid disruptions. If you experience technical issues, contact the Program Office ahead of time for support.

6.1.6. After the Meeting

Following each meeting, you'll receive an email within 1–2 weeks confirming that the minutes and actions have been uploaded to SharePoint. Please review the minutes promptly, any objections must be raised within five business days. If none are received, the minutes will be considered approved.

Ensure any assigned actions are completed in a timely manner and reach out if you need clarification or support.

6.2. Conflict of Interest

A SEAC member who has a material personal or pecuniary interest in a matter before the meeting must disclose the nature and extent of that interest prior to the meeting commencing. The member must not be present during discussion of the matter and must not vote on it. This does not apply if the interest exists



only because the member belongs to a class of persons benefiting from the Scheme or if the interest is shared by all or a substantial proportion of members at the meeting.

For further guidance, please refer to the EIANZ Conflicts of Interest Policy.

6.3. In Session Votes

When quorum is met during a scheduled SEAC meeting, matters requiring a formal decision can be voted on during the SEAC meeting. The information and documentation may be presented before or during the meeting for the committee to review and consideration.

Members will be asked to indicate via a show of hands whether they accept (hands up) or reject (hand remains down) the proposal and may also provide any comments or feedback. All responses are recorded in the SEAC Decision and Voting Register to ensure transparency and accountability.

Voting requirements are considered completed during the meeting.

6.4. Out of Session Votes

If quorum is not met at a scheduled SEAC meeting, formal decisions may proceed via out-of-session email voting.

Relevant information will be sent to members for review, and they must respond with acceptance or rejection and may also provide any comments or feedback. All responses are recorded in the SEAC Decision and Voting Register.

Voting should be completed within two weeks of the initial email. A reminder will be sent after one week to prompt any outstanding responses. Once a majority is reached, voting is considered closed. Members are then notified, and non-respondents have 2 business days to raise any objections before the vote is final. This process ensures efficient, fair, and inclusive decision-making.

7. Information Management

All materials created by or for the SEAC are the intellectual property of the CEnvP Scheme.

All information developed must be securely stored within the Scheme's approved data management systems and handled according to its privacy and confidentiality policies.

Without explicit permission from the Certification Board, SEAC information must not be shared, copied, or disclosed to external parties or internal groups not directly involved with SEAC activities. All members are required to treat SEAC materials as confidential and proprietary.

8. Resources

SEAC activities are carried out by volunteer members, supported by the CEnvP Program Office and guided by the Certification Board. Once a specialist certification is launched, all application and recertification processes are managed solely by the Certification Board and Program Office. SEACs contribute to developing and refining specialist certification standards but do not oversee the operational delivery of certification processes.



9. Contact Information

9.1. SEAC Member Group Email

Each SEAC has a dedicated group email to help members stay connected between meetings. This channel can be used to share resources, raise questions, and engage in discussions relevant to SEAC matters. Please use the email group respectfully and keep messages focused on SEAC-related topics.

SEAC	Email Address:
CC-SEAC	ccseac@cenvp.org
ECO-SEAC	ecoseac@cenvp.org
GEO-SEAC	geoseac@cenvp.org
HER-SEAC	herseac@cenvp.org
IA-SEAC	iasseac@cenvp.org
SC-SEAC	scseac@cenvp.org
SIA-SEAC	siasseac@cenvp.org

9.2. Program Office Contact Details

For all SEAC-related matters, including meeting logistics, agendas, documentation, and general queries, please contact the Program Office. Bree Williamson is your primary point of contact.

Email: programoffice@cenvp.org

If needed, you may also contact the following members of the leadership team:

Jonathon Miller – *EIANZ Chief Executive Officer*

Email: jon@eianz.org

Elena Sanfilippo – *CEnvP Program Lead*

Email: elena@cenvp.org

10. Reference Documents

- [EIANZ By-law 16](#)
- [EIANZ Rules of Association](#)
- [EIANZ Strategic Plan 2024-27](#)
- [EIANZ Code of Ethics and Professional Conduct](#)
- [EIANZ Conflict of Interest Policy](#)