



# **Fort Street High School Student Environmental Council**

**Charter for Processes and Code of Conduct**

2011 Version 1.1

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# Preamble

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Formed in 2008, the Fort Street HS Environmental Council has been a key body in the protection and sustainment of both the built and natural environment surrounding Fort Street High.

Since 2008, the Council has been actively engaged with both the student body and the teachers in the promotion of environmental protection at Fort Street and in the years since has implemented:

- Photovoltaic Panelling
- Rainwater Collection Tanks
- Plant Regeneration
- A Paper Recycling Program
- A Worm Farm; and
- A Community Vegetable Garden

Climate change, although highly debated in Australia, is a key issue facing both our nation and the world. In the next few decades, it's severity will be determined by the actions at all levels of society, from both governments and individual people. As Fortians, we have a duty to actively promote and protect both built and natural environments so that future generations will be able to enjoy what we have worked hard for today.

The SEC will be working closely with both the Fort Street SRC, staff, schools within our region as well as the Department of Education and Training soon as we aim for Fort Street to become a truly environmentally sustainable school for the 21<sup>st</sup> century and (possibly) beyond.

This document will outline the conduct of the Fort Street SEC as well as provide a basis for the future course of actions of the SEC. I present this Charter with the best intentions and hope that the SEC will become a well-respected body at Fort Street.

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William Vu  
SEC Co-President

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Marina Saunders  
SEC Co-President

# Charter for Processes

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## Article 1: Aim of Group

1. The SEC's (here-on-in referred to as 'the Council') aims as a student-led body will follow key aims. These aims are:
  - 1.1. To promote awareness of environmental protection through both the student and staff body
  - 1.2. To recognise and advocate the awareness of climate change in the world and it's affects a local level as so to educate the student and staff body of Fort Street (here-on-in referred to as 'the School')
  - 1.3. To, at all possible times, prevent the harm, damage, destruction or otherwise alteration to the environment that may not benefit the surrounding ecology
  - 1.4. To protect the fauna, flora, built and natural environment with all possible actions
    - 1.4.1. These actions must not clash with any conditions of Article 12.
  - 1.5. To support, at all possible times, the advocacy and promotion of environmental awareness
    - 1.5.1. Support can only be given only if it does not clash with any conditions of Article 12
    - 1.5.2. Permission for the active support for external government and non-government organisations can only be given according to all conditions of Article 12
2. At least one of these aims must be addressed in an awareness campaign.
3. All these aims must be addressed in the conduction of an Environmental Protection Plan/ Project.
4. The Council will work closely with Sustainable Schools NSW and the Department of Education and Training (here-on-in referred to as 'the DET') to promote, advocate and protect the environment.

## Article 2: School Environment Management Plan

1. The SEC School Environment Management Plan (here-on-in referred to as 'the SEMP') has five focus area goals. They are:
  - 1.1. The school curriculum
  - 1.2. Resource management
  - 1.3. Ground management
  - 1.4. Whole school planning
  - 1.5. School student and staff body participation
2. These five goals are designed to address the Council's aims as well as:
  - 2.1. Current issues related to the environment within and surrounding the School
  - 2.2. Future issues that may have a severe impact on the environment within and surrounding the School
3. The Council must actively promote and apply the SEMP in all Environmental Protection Plans/Projects.
4. The Council must actively promote the SEMP as to educate and inform both the student and teacher body of the School.
5. The SEMP must be reviewed and (if required) amended annually at the permission of:
  - 5.1. The highest authority of the School (i.e. Principal)
  - 5.2. The Council teacher representative
  - 5.3. The Presidents

### Article 3: Environmental Policy

1. The student body and staff are encouraged to follow the idea of thinking globally and acting locally.
2. Students, staff and Council members must undertake, at all possible times:
  - 2.1. Minimise the use of packaging throughout the school
  - 2.2. Conserve the use of energy
  - 2.3. Conserve the use of water wherever possible
  - 2.4. Abolish litter
  - 2.5. Switch off all appliances that are not in use such as:
    - 2.5.1. Classroom lights
    - 2.5.2. Heaters
    - 2.5.3. Fans
    - 2.5.4. Air-conditioning units
    - 2.5.5. Computers
    - 2.5.6. Projectors
    - 2.5.7. SmartBoards; and
    - 2.5.8. All other electronic devices
  - 2.6. Recycle wherever possible; paper, newspapers, plastic, cans, bottles, green waste and all other waste as appropriate.
  - 2.7. Incorporate into our curriculum and syllabus strategies to improve our understanding of environmental issues.
  - 2.8. Be proactive in educating and informing others as to their habits
  - 2.9. Remind members of the Fort Street Community to “Do the Right Thing”
  - 2.10. Refrain from charging electronic devices at School power-points such as:
    - 2.10.1. DET Laptops
    - 2.10.2. Cellular Phones; and
    - 2.10.3. All other appliances requiring the frequent recharging of batteries and/or portable power sources
3. This policy must be reviewed and (if required) amended annually.
4. This policy must be proactively promoted and advocated to both the student and staff body.

### Article 4: Fort Street Carbon Reduction Scheme

1. The Fort Street Carbon Reduction Scheme has been accepted by the Council as part of the DET Sydney Region Sustainability Forum 2010
2. The scheme is designed to address the aims of the Council, address the goals of the SEMP as well as reduce the School’s carbon output
3. The Council will actively:
  - 3.1. Apply the scheme in Environmental Protection Plans/Projects
  - 3.2. Fulfil (to the highest possible standard) the goals of the scheme
4. The scheme must be authorised by the highest authority of the School
5. The Council has a responsibility to ensure the scheme’s goals are met within any set deadlines or targets

### Article 5: Running of Council

1. The Council will follow a system of organisation that allows for the active participation of all members
2. The Presidents are the highest authority of the Council itself and determines the outcome of any decisions
  - 2.1. The Presidents prepares the agenda for each meeting

3. The Vice-presidents will assist the Presidents in performing their roles as well as representing the Council at meetings with the Principal
  - 3.1. This can be over-rid if:
    - 3.1.1. The Presidents wish to represent the Council
    - 3.1.2. The Council teacher representative wishes to represent the Council
    - 3.1.3. The Vice-presidents are not in a capacity to perform their roles
  - 3.2. The Vice-presidents assist group members to conduct Environmental Protection Plans/Projects
4. The Secretary will ensure all processes go smoothly. The Secretary will organise the conduction of Environmental Protection Plans/Projects as well as assist members in the organisation of the promotion or advocation of the Council.
5. The Treasurer oversees the funds and finances of the Council. Their role sees the expenditure and savings of available funds. As the Treasurer, they must:
  - 5.1. Ensure all spending of funds are addressed to the Council's aims and the SEMP goals
  - 5.2. Ensure the safe and regulated use of funds
  - 5.3. Not access funds without permission from the President or teacher representative
  - 5.4. Not provide or disclose the details of the Council's funds to external sources or bodies unless specifically requested by the Principal
6. The Secretary of External Affairs ensures the Council is well connected with outside schools, the DET, external non-government groups as well as build a well-respected reputation in the School body. The Secretary of External Affairs is responsible for the contact and/or consultation with external bodies or persons. Their role may be over-rid by:
  - 6.1. The highest authority of the school (i.e. The Principal)
  - 6.2. The teacher representative
  - 6.3. The Presidents
7. The Student Representative Council (here-on-in referred to as 'the SRC') Representative is the main point-of-contact for dialogue between the SRC and Council.
8. Ambassadors represent the School when direct contact or relationships are made between other specific schools. Their role is to maintain a close relationship between our School and the relevant school as well as ensure our reputation is well-respected in the community.
9. Members/officers/advocates are all other persons within the Council. They perform the tasks required by Environmental Protection Plans/Projects as well as assist in the promotion and advocation of the Council and SEMP.
10. Weekly meetings are held in the Alexander Kilgour Building Social-Science Faculty rooms. All members of the Council are required to attend each meeting and actively engage in any discussions. The council must follow the agenda strictly as well as ensure that the aims of the SEC as well as the SEMP are relevant to all topics discussed.
  - 10.1. Teacher representatives should be present at each meeting; they may attend at their own discourse
  - 10.2. The group should remain silent during the conduction of the meeting
  - 10.3. The Secretary will scribe minutes during the meeting for publication or use in the future
11. The 'Executive Council' consists of the Presidents, Vice-presidents and all secretaries
  - 11.1. Members of the Executive Council
12. The 'Inner-circle Executive Council' consists of the Presidents and Vice-presidents
13. Voting is conducted if there is an issue that needs a resolution.
  - 13.1. Voting is required if:
    - 13.1.1. An amendment is being made to the SEMP, the Charter for Processes, Fort Street Carbon Reduction Scheme or the Environmental Policy
    - 13.1.2. A decision is required on whether to establish an Environmental Protection Plan/Project

- 13.1.3. A position in the Executive Council is being altered or dissolved
- 13.1.4. Any other purpose called for by the President or any higher authority
- 13.2. All members have a single vote (except for the SRC representative, who is not entitled to vote on any decisions).
- 14. The Council shall be responsible for the upholding of the Council's aims, the SEMP goals as well as ensuring goals of the Carbon Reduction Scheme are met.

Article 6: Relationship with the Student Representative Council

- 1. The Council should work closely with the SRC in the running of the Council.
- 2. The SRC should have a minimum of one representative for the Council.
  - 2.1. That representative must be present at each meeting.
  - 2.2. The representative is there to assist the Council in any decision making.
- 3. The SRC can work with the Council in either providing:
  - 3.1. Funding
  - 3.2. Students
  - 3.3. Advice
  - 3.4. Assistance in the conduction of Environmental Protection Plans/Projects
  - 3.5. Any other assistance as may be provided by the SRC or requested by the President of the Council

Article 7: Membership and Application to the Council

- 1. Application for membership to the Council is strictly regulated through a number of procedures.
- 2. For students wishing to apply for membership to the Council that are in Year 7, they:
  - 2.1. Must approach a member of the Council stating their intentions
  - 2.2. May be requested to fill out an application form
  - 2.3. May be requested to attend an informal interview
  - 2.4. Must attend the next available meeting for a summary of the Council
- 3. For students wishing to apply for membership to the Council that are in Years 8 or 9, they:
  - 3.1. Must approach a member of the Council stating their intentions
  - 3.2. May be requested to attend an informal interview
  - 3.3. Must attend the next available meeting for a summary of the Council
- 4. For students wishing to apply for membership to the Council that are in Year 10, they:
  - 4.1. Must approach the Presidents, Vice-presidents or the Council teacher representative
  - 4.2. Must fill out an application form
  - 4.3. May be requested to attend an informal interview
  - 4.4. Must attend the next available meeting for a summary of the Council
  - 4.5. Must have the approval of the Presidents and/or teacher representative
- 5. Students in Years 11 or 12 are not entitled for application for membership for the Council.
- 6. Members are only entitled to remain in the Council until Term 2 of Year 11 or earlier. This can be extended to a maximum of Term 1 of Year 12 by the President or any higher authority.
- 7. Members are only entitled to remain in the Council for a maximum of two years from the start of membership.
- 8. When group numbers are low (i.e. Below ten members), Article 7 Point 6 and 7 are frozen and an extension to a member's term of stay is allowed provisionally without authorisation.
- 9. The number of members in the Council is unlimited, however this must not clash with Article 7 Point 5.

### Article 8: Funding and Fundraisers

1. Approval of any type of fundraising must be given approval by the highest authority of the school (i.e. The Principal).
2. Any fundraising activity must be within the School grounds and must not interfere with the public outside the School grounds.
  - 2.1. Any activity that clashes with any conditions of Article 12 must not be taken.
3. Profits made by the fundraising activity will be divided between the Council, the School and any other external non-government organisations.
  - 3.1. Members are not allowed to donate to external organisations (government or non-government) on behalf of the Council without express consent from the School Principal.
4. The Council may vote on how best to utilise these funds.
5. Once a method is found of using the funds, the Treasurer will administer the method with the assistance of the Presidents or teacher representative.
6. The conduction of a fundraiser will require at least one representative from the Executive Council or a teacher.

### Article 9: Role in the Community

1. The Council must be actively engaged with the local community surrounding the School.
  - 1.1. The Council should be in regular contact with local schools and non-government environmental organisations.
    - 1.1.1. This must not clash with any conditions of Article 12.
2. The Council must attain relationships between other schools with the Sydney District as well as our Sister Schools.
3. Relations with external non-government organisations should be maintained as so to assist the Council in implementing and conduct any Environmental Protection Plans/Projects. These organisations can include (but are not limited to):
  - 3.1. Australian Youth Climate Coalition
  - 3.2. GetUp! Australia
  - 3.3. Amnesty International
  - 3.4. Greenpeace
4. If possible, the Council should assist other school environmental groups in their application of a SEMP, Carbon Reduction Scheme or similar initiatives.
5. The Council should attend, whenever possible, all meetings or forums that see the convergence of multiple schools. This opportunity should be taken as so to keep the Council both informed and prepared.

### Article 10: Conduction of Audits

1. The Council should conduct various audits annually that address the Council's aim, the SEMP goals and/or the Carbon Reduction Scheme targets.
2. The Council must produce a Fort Street SEC Environmental Audit annually.
  - 2.1. Every four years, the SEC must produce a number of audits that include:
    - 2.1.1. Electricity Audit
    - 2.1.2. Water Audit
    - 2.1.3. Audit of the State of the Ecology
    - 2.1.4. Carbon Output Audit
    - 2.1.5. Audit of the State of the Built Environment
  - 2.2. Audits may be added or removed in the future depending on the situation then.
3. Audits must begin after October of that year and finish before the year's end.
4. Audits must be conducted outside of class time (i.e. Before or after school, recess or lunch)



5. Any audit requiring access to a room must require the permission of the Head Teacher and the President.
6. Any audit requiring access to a restricted room (such as a Connected Classroom or Wood Technology Room) must require the supervision of a teacher and permission from the teacher representative of the Council.
7. Only Council members can conduct an audit; any persons outside the Council do not have privileges to enter a classroom to conduct an audit.

#### Article 11: Conduction of Environmental Protection Plans/Projects

1. The conduction of any Environmental Protection Plan/Project (here-on-in referred to as an 'EPP') must seek approval by the President and all higher authority.
2. The conduction of an EPP must address the Council's aims and SEMP goals or the Carbon Reduction Scheme targets.
3. Only members of the Council can conduct an EPP; persons outside the Council cannot conduct an EPP and do not have permission to do so.
  - 3.1. This can be over-rid by the Vice-president and all higher authority
4. Students can conduct an EPP during class time, given:
  - 4.1. They inform their teacher in writing of their absence from class
  - 4.2. They catch-up on all missed class-work
  - 4.3. Complete any homework set by the teacher during their missed class
  - 4.4. Minimise disruption to a class
  - 4.5. Minimise noise during movement around the School
  - 4.6. Must not leave the School grounds
  - 4.7. Adhere to any directions given by a teacher

#### Article 12: Sustaining Reputation of Fort Street High School

1. Under any circumstances, the publication of any material, articles, documents, or any texts that can undermine or bring disrepute to the School is strictly prohibited.
2. Under any circumstances, any protesting, chanting, rallying or any other form of aggressive action that is linked to the Council or the School is strictly prohibited.
3. Members must not abuse their power as a member of the Council and use it against others.
4. Members cannot take part in any external activities that may relate to the Council or the School that could undermine or bring disrepute to the School.
5. Any action or decision made by the Council may, at any time, be altered, removed or otherwise changed by the highest authority of the school (i.e. The Principal).

# Code of Conduct

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## Section 1: Protection of the Environment

1. All members of the Council must adhere to all rules and prohibitions presented in the Charter for Processes.
2. All members must follow the aims of the Council (Charter for Processes, Article 1 Points 1.1-1.5) and/or the aims of the SEMP, Environmental Policy or Carbon Reduction Scheme goals.
3. Members must not support or advise any activity that may harm, damage, destroy, or otherwise alter the environment that may not benefit the surrounding ecology.
4. Consequences of not adhering to the conditions set out in the Charter for Processes or Code of Conduct include:
  - 4.1. Review of membership to Council
  - 4.2. Possible removal from Council
  - 4.3. Possible suspension or expulsion from the School

## Section 2: Sustaining Reputation of the School

1. Members must always adhere to the conditions set out in Article 12 of the Charter for Processes
2. It is vital that the reputation of both the Council and the School is kept in high regard for this body to function successfully.
3. Members are required to report any signs of external actions that may bring disrepute to the Council or the school.
4. Consequences of not adhering to the conditions set out under Article 12 or the Code of Conduct include:
  - 4.1. Indefinite removal from Council
  - 4.2. Possible suspension or expulsion from the School

## Section 3: Adherence to School Policies

1. Members must always adhere to the policies set out by the School that include (but not limited to):
  - 1.1. School Uniform
  - 1.2. Technology and Internet Usage
  - 1.3. Positive Expectation Policy
  - 1.4. Peer Relations; as well as
  - 1.5. Any policies set by the NSW Board of Studies or the DET.
2. Adherence to these policies is a requirement of membership of the Council as well as a condition of entry into the school grounds of the School.
3. Failure to adhere to these rules will result in similar consequences in Section 1 of the Code of Conduct.

## Section 4: Attendance of Meetings

1. All members are required to attend all weekly meetings.
  - 1.1. Absence from a meeting will need an explanation to the Secretary or any higher authority.
  - 1.2. Failure to provide explanation promptly may result in the below consequences.
2. Members must strive to actively participate in any discussion during the meetings.
3. Failure to follow these rules will result in:
  - 3.1. A review of membership to Council.
  - 3.2. Possible revoke of membership to Council

3.3. Further action that may be deemed necessary may be taken.

Section 5: Structure of Council

1. Members of the Council that possess an executive role must perform their role to the best of their ability
2. Executive members must not abuse their power against other members of the Council
3. Members must notify the President or Vice-president if they wish to revoke their membership of the Council or if they wish to alter their membership or role
4. Failure to comply with these rules may result in possible revoke of membership to the Council.

**--END OF DOCUMENT--**