Climate Change Risk and
Adaptation Management
Committee – terms of reference

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| Introduction NSW councils have financial, social, and environmental exposure to climate-related risk, with potentially significant impacts on public spending and public sector objectives. To support management of climate change risk and adaptation, governance bodies such as a specific committee should be established to support engagement, uptake, and ownership across Council. The leadership of the governance body is essential to successful adaptation. The governance body will champion climate risk assessment and adaptation work at a leadership level, support team members to dedicate resources towards climate adaptation and seek opportunities to integrate climate risk considerations into existing risk management systems, strategy development and operations. According to Council context, Council may wish to name this oversight body: * Climate Change Risk and Adaptation Management Committee
* Climate Change Risk and Adaptation Steering Committee
* Climate Change Risk and Adaptation Working Group.

Text for revision in this document is shown in blue. This text should be developed in consultation with relevant business areas in Council and other stakeholders, where relevant. Some details such as timeframes or measures are highlighted for revision in yellow. Explanatory text and examples are provided in text boxes like this one. |

Purpose

The **Climate Change Risk and Adaptation Management Committee** is established by [insert Council name] to champion and guide progression of [insert Council name]’s agenda to identify, monitor, manage and report on climate-related risks to assets, services and objectives; and to report progress to financial and risk committees, where applicable.

Objectives

* **Risk and adaptation integration:** To provide functional area–specific or sector-specific insights and guidance on initiatives to improve [insert Council name]’s preparedness to manage and adapt to climate-related risks, and support scalability, implementation and integration of climate risk and adaptation management initiatives into Council operations and existing risk management processes.
* **Stakeholder expectations:** To help ensure that initiatives to improve [insert Council name]’s preparedness for climate change meet the expectations of key stakeholders, and support engagement by Council executives, councillors and staff.
* **Knowledge sharing:** To share knowledge (including Council-specific information) between members, as well as opportunities for integration of adaptation measures, and wider trends in climate change adaptation and emissions reduction. To guide alignment of relevant initiatives with existing and new policy and strategy and avoid duplication.
* **Action:** To facilitate and champion implementation of climate adaptation initiatives, such as scoping, budget allocation and wider integration.
* **Monitoring and reporting:** To develop recommendations, and to monitor and report to [insert Council name]’s committees and subgroups, as relevant.

Responsibilities of committee members

* To demonstrate leadership within their own teams to address climate-related risks and opportunities, and facilitate involvement in, and implementation of, adaptation measures by relevant teams in their organisation.
* To understand and take a genuine interest in improving [insert Council name]’s preparedness to respond to a changing climate.
* To support and facilitate the objectives of the committee.
* To raise and support management of issues, risks, and opportunities, where relevant.
* To actively embed a culture of considering climate change in [insert Council name]’s operational and risk management practices within their organisations.

Membership

* Membership of the committee is voluntary.
* Members have a duty to act honestly and in good faith; exercise reasonable skills, care, and diligence in carrying out their duties; avoid conflicts of interest; and not make improper use of information.

Proceedings

* The committee will be chaired by [insert team/division].
* [insert team/division] will provide secretariat duties, including documentation of actions and minutes.
* A quorum of [5] members is required to hold a meeting.
* Meetings will be scheduled at least 3 times per year. Additional meetings may be scheduled to support completion of specific objectives.
* Observers, and technical and other contributors may be invited to a meeting with the approval of the Chair.
* Proxies of appropriate delegation may be nominated to attend on behalf of members.

Confidentiality

* Members should maintain the confidentiality of any materials they are provided with, apart from those provided for broader community consultation.
* Members should be aware that all written material associated with the committee and program is subject to state freedom of information laws and regulations.

Dispute resolution

* Members will endeavour to resolve disputes between themselves in the spirit of collaboration, openness, and transparency, and in a timely manner.
* If an issue cannot be resolved in a meeting, it will be elevated to the relevant Treasury executive for a final decision.

Dissolution

* [insert team/division] may agree to dissolve the committee by notice in writing to members.
* Notwithstanding, the committee has a sunset date of [30 June 2022], subject to agreement by [insert team/division].

Schedule 1: Initiatives

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|  | [insert relevant programs to report to the committee] |
| Summary |  |
| Timeframe |  |
| Benefits |  |
| End-of-program outcomes |  |
| Objectives |  |
| Key deliverables (completed and in progress) |  |
| Performance targets |  |

Schedule 2: Committee membership

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| Member name | Position title | Agency | Contact email |
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