

SA Climate Ready Coasts

Executive Steering Committee Terms of Reference

Approved by the Executive Steering Committee at its meeting on 24 March 2023.

Purpose

The purpose of the Executive Steering Committee (the Committee) is to provide strategic leadership to the SA Climate Ready Coasts program to ensure it achieves its contractual obligations and meets expectations of program partners.

Membership

The Committee's membership is derived from the three program partners and thus comprises:

- Coast Protection Board – one nominee appointed by the Board
- Department of Environment and Water – one nominee appointed by the CE
- Local Government Association of SA - one nominee appointed by the CEO, who will serve as the Chair of the Committee.

The SA Climate Ready Coasts Program Manager will serve as the Committee's Executive Officer. Staff of program partners and other stakeholders may attend meetings on an invitation basis.

Functions

Functions of the Committee include:

- Oversee program delivery in accordance with the overall Program Implementation Plan and Funding Agreement(s)
- Consider reports and any recommendations from the Program Manager, Program Management Group and Stakeholder Reference Group
- Review quarterly reports and recommend mitigation measures for key risks
- Provide advice on program delivery and stakeholder engagement
- Manage the relationships between partner agencies, and ensure that each partner is providing resourcing and support to the program
- Ensure alignment between the priorities and actions of partner agencies and the program
- Approve key program documents and significant changes to scope
- Monitoring the program's expenditure against budget, and provide advice regarding the allocation of program funds.
- Ensuring two way communication between their organisation and the Committee, including reporting outcomes of Committee meetings to relevant stakeholders in their organisation.

Status

The Committee will exist for the duration of the SA Climate Ready Coasts program. The Committee is responsible to the LGA CEO (program sponsor) for the discharge of its functions. The Committee has decision making authority regarding program scope and direction, and allocation of program resources consistent with the program funding agreement(s) and relevant LGA policies.

Expectations of Committee Members

- Attend and actively participate in meetings (members may nominate a proxy to attend in their absence)
- Stay informed about Committee matters and the program, and prepare themselves for meetings
- Build a collegial working relationship with other Committee members that contributes to a consensual approach to decision making
- Provide a report from their organisation about any matters the Committee needs to be aware of
- Appropriately handle all information and discussions that are considered by the Committee in confidence
- Contribute their skills, experience, knowledge and networks to support the success of the program.

Meeting arrangements

The Committee will meet quarterly or at such times as determined by the Chair.

The Chair is responsible for the preparation of the agenda. An agenda with papers will be circulated by the Program Manager (Executive Officer of the Committee) at least five business days before the planned meeting.

Quorum for the Committee is three members.

It is the responsibility of the Program Manager to ensure that minutes of all meetings are recorded. Draft minutes shall be forwarded within five business days after the date of the meeting to all members, and endorsed at the subsequent meeting.

The Committee may be asked to consider an item of business out of session, and provide feedback and/or respond to a recommendation in writing. Out of session decisions of the Committee will be noted in the minutes of the next Committee meeting.

There is no remuneration payable to Committee members.