

SA Climate Ready Coasts

Program Management Group Terms of Reference

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

Purpose

The purpose of the Program Management Group (the Group) is to provide operational coordination of the SA Climate Ready Coasts program.

Membership

The membership of the Group is derived from individuals who are actively involved in program delivery and councils who provide an end user perspective. The Group's membership is not representative, noting that project stakeholders have representation and contribute to program direction through the Stakeholder Reference Group.

Given this, the Group's membership comprises:

- Adelaide Coastal Councils Network – Executive Officer
- Councils:
 - one senior staff member from a metropolitan council nominated by the Adelaide Coastal Councils Network
 - one senior staff member from a regional council nominated by the SA Coastal Councils Alliance
- Department of Environment and Water – one nominee as appointed by the CEO
- Local Government Association of SA - the SA Climate Ready Coasts Program Manager, who will serve as the Chair of the Group
- SA Coastal Councils Alliance – Executive Officer
- Capacity Workstream Lead
- Data Workstream Lead.

Functions

Functions of the Group include:

- Oversee program delivery at an operational level, including adherence with the Program Implementation Plan, individual project plans and associated deliverables, timeframes and budgets – and associated operational decision making
- Coordinate the timing and delivery of projects to ensure overall program delivery is cohesive, logical and achieves desired dependencies
- Act as the primary communication and coordination conduit between partner agencies
- Coordinate communications and engagement activities to ensure consistency of message, avoid duplication of effort and make best use of stakeholders' time and expertise

- Regularly review program and project risks, and resolve highly rated risks by suggesting solutions to the Working Groups and/or Program Manager, or escalating the risk to the Executive Steering Committee
- Consider reports and recommendations from the Program Manager or Working Groups, including project plans for individual projects
- Provide advice on approaches to program delivery and stakeholder engagement.

Status

The Group will exist for the duration of the SA Climate Ready Coasts program and is responsible to the SA Climate Ready Coasts Executive Steering Committee for the discharge of its functions. The Group has a coordinating function and delegation to undertake operational decision making in accordance with agreed program and project plans.

Expectations of Group Members

- Attend and actively participate in meetings (members may nominate a proxy to attend in their absence)
- Stay informed about the program, and prepare themselves for meetings
- Undertake agreed actions in between meetings, and report on progress at subsequent meetings
- Build a collegial working relationship with other Group members that contributes to a consensual approach to decision making
- Contribute their skills, experience, knowledge and networks to support the success of the program.

Meeting arrangements

The Group will meet at least monthly or at such times as determined by the Group.

An agenda will be compiled and circulated with papers at least five business days before the planned meeting.

It is the responsibility of the Program Manager to ensure that informal minutes of all meetings are recorded.

The Group may be asked to consider an item of business or undertake work out of session. Where appropriate, any out of session decisions will be noted in the minutes of the next meeting.

There is no remuneration payable to Group members.