

Climate Change SIS Business Plan 2011/12

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1.0 INTRODUCTION

The Environment Institute of Australia and New Zealand (the Institute) has long discussed the inclusion of a Climate Change Special Interest Section (SIS) as part of the core SIS groups. An original Climate Change SIS working group was established over 12 months ago with the task of generating Institute interest in the SIS and to develop a Business Plan in order for the Climate Change SIS to be formally established by Executive and Council resolution in accordance with By-Law 5.5, so as to officially establish an SIS.

This Climate Change Business Plan (the Business Plan) has been in development since the formation of the working group in early 2009 and has reached the final stage of development. Equally, as the recent Member Survey results indicate (refer to **Appendix C**), there is considerable interest from the Institute membership base in forming the Climate Change SIS. In addition to the original working group of 27 members, an additional 43 members have shown direct interest in the Climate Change SIS.

Following is a description of the status of climate change policy and science interest in Australia and New Zealand, together with a viability assessment behind the proposed formation of a Climate Change SIS.

1.1 CLIMATE CHANGE STATUS IN AUSTRALIA AND NEW ZEALAND

While it is not the intention of this Business Plan to provide an assessment of climate change policy, programs and trends in Australia, New Zealand and internationally, an overview of the framework with which the proposed Climate Change SIS will operate, is considered beneficial for context purposes. Following is a description of climate change management in Australia and New Zealand against international commitments and ratification.

1.1.1 Climate Change Status and Context

Climate change is broadly considered to be one of the greatest social, economic and environmental challenges of our time. It is also widely recognised that human activity is causing the climate to change. This, in turn, is having an impact on the global, specifically Australia and New Zealand's rainfall, temperatures, bushfire frequency, health, heritage and biodiversity for current and future generations.

During the past 100 years, global average surface temperature increased by about 0.7°C. Since 1910 the average temperature of Australia has risen by about 1°C. While it is difficult to precisely predict what the impacts of climate change will be, as they vary with each region, best estimates are that by 2030 Australia will face:

- A further 1°C of warming in temperatures;
- Up to 20 per cent more months of drought;
- Up to 25 per cent increase in days of very high or extreme fire danger; and
- Increases in storm surges and severe weather events.

One of the greatest impacts of climate change in New Zealand is likely to be on water resources, with higher rainfall in the west and less in the east. Extreme climate events such as droughts could become more frequent in eastern areas, but floods could also increase. Projections for other climate changes in New Zealand include:

- Decreased frost risk;
- Increased frequency of high temperatures;
- Increased frequency of extreme daily rainfalls;
- Higher snow lines and possible reduced snow coverage;
- Possible increase in strong winds; and
- An increase in average sea level.

Both Australia and New Zealand have Annex 1 reporting and management compliance under the United Nations Framework Convention on Climate Change (UNFCCC) Kyoto Protocol.

1.1.2 Climate Change Management in Australia

Despite recent announcements to defer the introduction of a proposed Carbon Pollution Reduction Scheme (CPRS), the Government's official targets are equivalent to a reduction in every Australian's carbon footprint of nearly one third to one half. To help achieve the target of lowering these emissions to up to 25 per cent below 2000 levels, the Australian Government has developed some of the required policies needed to support a climate change mitigation framework. For the short to medium term, the Australian Government will add to existing investments in clean and renewable energy and support greater energy efficiency measures in order to bring down greenhouse gas (GHG) emissions.

The Australian Government is currently investing more than \$5 billion in developing and commercialising clean energy technologies because we know these technologies will be crucial for Australia's efforts to reduce its carbon pollution emissions. Australia has set a Renewable Energy Target of 20 per cent by 2020. This means that by 2020, one-fifth of Australia's electricity will come from renewable sources such as wind, solar and geothermal power. The Australian Government has also introduced a Clean Energy Initiative we are investing \$4.5 billion to help Australia use our abundance of natural resources to create a cleaner energy supply and to reduce our carbon pollution emissions.

The Australian Government has also established a framework for climate change adaptation through a position paper, *Adapting to Climate Change in Australia*. The paper sets out the Government's vision for adapting to the impacts of climate change and proposes practical steps to realise that vision. It outlines the Australian Government's role in adaptation, which includes building community resilience and establishing the right conditions for people to adapt; taking climate change into account in the management of Commonwealth assets and programs; providing sound scientific information; and leading national reform. The position paper identifies six national priority areas for action: water, coasts, infrastructure, natural ecosystems, natural disaster management, and agriculture. There a number of significant climate change adaptation initiatives at Federal, State and Local level.

1.1.3 Climate Change Management in New Zealand

To achieve the New Zealand commitment under UNFCCC under Kyoto Protocol New Zealand's inventory is compiled by the Ministry for the Environment. The Ministry for the Environment is the designated single national entity for inventory. The inventory is an across-government response from the Ministry of Economic Development for energy, and the Ministry of Agriculture and Forestry for agriculture and forestry.

The New Zealand Government, with Maori Party support, has passed an Act to revise the Emissions Trading Scheme to ensure New Zealand takes a responsible approach to the global problem of greenhouse gas pollution and climate change. Features of the amendment Act include:

- Revised entry dates of 1 July 2010 for transport, energy and industrial sectors and 1 January 2015 for agriculture;
- A transitional phase until 1 January 2013 with a 50 per cent obligation and \$25 fixed price option for the transport, energy and industrial sectors;
- A production-based industry average approach to allocations for trade exposed, emissions intensive businesses;

- A phase-out of industry support aligned with trading partners and the Government's long-term -50 by 2050 emissions reduction target;
- Incentives for afforestation created by a domestic and international market for carbon credits;
- Enhanced transitional support for the fishing industry; and
- A Treaty of Waitangi clause.

New Zealand participates in multilateral agreements and bilateral climate change partnerships to address the mitigation and adaptation challenges of climate change. International climate change discussions and negotiations are held principally under the UNFCCC. The Ministry for the Environment has a major role in New Zealand's international climate change negotiations. New Zealand's international climate change policy is developed collaboratively by the Ministry for the Environment, the Ministry of Foreign Affairs and Trade, the Treasury, the Ministry of Agriculture and Forestry, the Ministry of Transport, the Department of Prime Minister and Cabinet, and the Ministry of Economic Development.

1.2 RECENT INSTITUTE CLIMATE CHANGE ACTIVITIES

The Institute is already actively pursuing climate change as an interest through a number of avenues, forums and departmental communications, including the following:

- The work of the External Relations Committee (ERC) in relation to recognition of environmental practitioners as legitimate participants in the auditor certification component of the *National Greenhouse and Energy Reporting Act 2007* and subordinate legislation, as well as submissions regarding the National Greenhouse and Energy Reporting System and the Carbon Pollution Reduction Scheme (CPRS);
- Rolling out a Climate Change Skills Training Program (ECCST) with support from a grant from the Australian Government Department of Climate Change;
- Invited to attend and participate in the Australian Government's National Climate Change Forum (NCCF) on adaptation in February 2010;
- Had submission and evidence to the Australian House of Representatives Inquiry into Climate Change impacts in the Coastal Zone recognised in the final report of the committee (HOR Inquiry);
- The formation of a special interest section would formalise these activities and ensuring that there was appropriate governance, oversight and coordination of climate change related activities and opportunities; and
- The working group members that have been actively involved in the Institute's climate change activities to this point, include the following, for example:

| | |
|---------------------|--|
| Institute Executive | Tiffany Thomson (together with Bill Haylock and Tom Burkitt). |
| ERC | Tiffany Thomson (together with Bill Haylock and Tom Burkitt), Justin Sherrard, Mark O'Brien and other and previous ERC members. |
| ECCST | Tiffany Thomson, Simon Cavendish, Justin Sherrard, Jane Gibbs, Tony Peterson, Barbara Radcliffe, Shireen Fahey as well as Divisional presidents and representatives responsible for organising Divisional-level climate change Forums. |

| | |
|-------------|---|
| NCCF | Jane Gibbs and Stewart Duncan. |
| HOR Inquiry | Justin Sherrard, Jane Gibbs, Greg Fisk, Sarah Hoyal, John Braid and Pat Dale. |

It is intended that the activities and opportunities for submissions will significantly expand and gain momentum with the formation of the Climate Change SIS.

2.0 BUSINESS CASE FOR A CLIMATE CHANGE SIS

Interest of members in climate change reflects a broader societal interest in the issue. It has international, national, regional and local significance, and it is widely considered to present the greatest sustainability challenge facing the world. Climate change is generally considered to encompass the two distinct, yet interrelated, areas of climate change mitigation and climate change adaptation.

Through having a clear and coherent focus on climate change as an issue (through a Special Interest Section), there are opportunities for the Institute to influence policy development on both mitigation and adaptation in Australia – at a national and state level, and in New Zealand.

2.1 BUSINESS PLAN DEVELOPMENT

Following an initial call for interest across the Institute's broader member base in around mid-2007, there was a discussion at two subsequent teleconferences in early 2009 that resulted in a core working group of members who volunteered to form a focus for future activities within the broader framework of the Institute in this area. This Business Plan is a product of this smaller group.

For the purposes of Business Plan development together with management of the subsequent approval process, a core working group (though not the entire original working group of 27 members), has contributed to the current document. The core working group members are as follows:

- Tiffany Thomson;
- Jane Gibbs;
- Justin Sherrard;
- Chris Milligan;
- Adam Davis;
- Mark O'Brien; and
- Valerie Masterton;

As part of the Business Plan (refer to **Section 3.0**), an Climate Change SIS Strategic Plan and a Climate Change Preliminary Action Plan will be developed to define the preliminary communication strategy requirements so as to re-engage with the original Climate Change SIS working group and the Institute member survey respondents.

It is also the intention of the Working Group to invest considerable energy in engaging and expanding the New Zealand membership of the proposed Climate Change SIS. The working group are aware that there a number of Climate Change Boot Camp initiatives, that may very well be aligned with and support by the Climate Change SIS.

An address of the specific Institute requirements regarding the establishment of a Special Interest Section follows.

2.1.2 Institute Special Interest Section Regulations

Following is an address of the Regulations required under By-Law 15.

2.1.2.1 Step 1 Regulation

A Special Interest Section shall be approved by the Council in accordance with By-Law 15 but may be initiated by a Division or any group of Institute members.

Response - A core working group of interested members has initiated by Institute members (refer to **Section 1.1**). The Business Plan forms the basis of the approval process, as required under By-Law 15.

2.1.2.2 Step 2 Regulation

The purposes of a Special Interest Section should be directed towards outcomes of benefit to the whole Institute or environmental practice generally. They are likely to be emergent opportunities that require dedicated focus over some time rather than standing committee business. The purpose may be related to specific and time-dependent tasks and/or to a broad and ongoing role.

Response - The broad and emerging nature of climate change lends itself to a SIS rather than a standing committee. This is due to the broad nature of the topic area, the rapid rate of change of policy developments in this area, and the sheer size of the challenge that climate change presents society.

Initial and subsequent communications have established that there are a number of members with specific interests in this area who are willing to contribute in complementary areas of interest under this broad topic (refer to **Appendix 1**). No specific time-frame for the SIS is proposed at this point, however an annual review, so as to ensure active member involvement and opportunity is ensured.

Depending on level of member involvement, there may be opportunity to divide the Climate Change SIS into two complimentary sub-working-groups, that meet separately and as part of the broader Climate Change SIS. The two sub-working groups would include:

1. Climate change mitigation; and
2. Climate change adaptation.

A better understanding of the likelihood of the formation of sub-working groups will be identified in the development of the Climate Change SIS Strategic Plan.

2.1.2.3 Step 3 Regulation

A proposal to establish a Special Interest Section must be accompanied by a business plan and include as a minimum:

- a. *A proposed title for the Section, which shall be subject to ratification by the Council;*
- b. *A statement of the purpose and benefits of the Section;*
- c. *A statement of any eligibility criteria that may apply to membership of the Section;*
- d. *The names of a proposed Convenor and at least four other active members who are current financial members of the Institute; and*

- e. *An estimate of the annual cost of conducting the activities of the Special Interest Section, if it is intended to be funded from the Institute general account or Division account, or an outline of alternative financial arrangements in accordance with Section 15.3(6) of this bylaw if the Section seeks to be responsible for its own finances.*

Response - Further information addressing each of the required items listed in Step 3 are provided below. The following sections address the opening sentence and include a response to the dot points that follow. **The intent of this document, in its entirety, is to seek agreement in forming a reference group for a Special Interest Section known as the Climate Change SIS.**

The intent of the Climate Change SIS, comprised originally as a small professional group of volunteers, is to provide a broad-base forum for the sharing of relevant information on climate change issues, and for promulgating the role of the Institute in the climate change field. The intent of the Climate Change SIS is to assist interested environmental practitioners with ongoing professional development in understanding the range of issues that are relevant to this emerging topic.

2.2 CLIMATE CHANGE SIS STRATEGIC PLAN

Upon successful formation of the Climate Change SIS, the working group will develop a Climate Change SIS Strategic Plan to further define the functionality of the SIS, the management structure and broader membership base targets, actions and performance indicators. It is the intention that the Climate Change SIS Strategic Plan will be reviewed on an annual basis from a meeting of the working group in consultation with the Climate Change SIS.

Included in the Strategic Plan will be an assessment and development of targets for the establishment of sub-working groups for Climate Change Mitigation and Climate Change Adaptation.

Following the development of the Climate Change SIS Strategic Plan, a Preliminary Climate Change SIS Action Plan will be developed to manage, drive and delegate the immediate actions required to establish the Climate Change SIS.

3.0 BUSINESS PLAN FOR A CLIMATE CHANGE SIS

In accordance with requirement 3 of By-Law 15, reproduced above in **Section 2.2**, the Business Plan has been developed to respond to the specific requirements of By-Law 15. While the Business Plan was originally developed in early 2009, a revised and expanded draft has been developed in consultation with the core working group of members, and presents a consensus position of a way forward to establish a Climate Change SIS.

Endorsement is sought from the Executive and Council of the Institute for approval in accordance with By-Law 15 of the establishment of the Climate Change SIS.

The following sections outline the core elements of the Business Plan. The long gestation of the Business Plan has reflected that climate change is an emerging area of interest for Institute members, and as such it has taken some time to focus active involvement and from there provide value to members of the Institute in the form of a specialist reference source on climate change issues.

3.1 PROPOSED TITLE FOR THE SPECIAL INTEREST SECTION

The proposed title for this Section is the **Climate Change Special Interest Section**, abbreviated to **CCSIS**.

After the development of the Climate Change SIS Strategic Plan, the viability of establishing two sub-working groups, as part of the broader Climate Change SIS will be assessed and managed. As previously outlined, the two sub-working groups will be the following:

- Climate Change Mitigation Sub-working Group; and
- Climate Change Adaptation Sub-working Group.

The viability of these two sub-working groups will be highly dependent on the level of broader Institute support and the offer of engaged interaction with the members that have shown active interest in joining the proposed Climate Change SIS. The viability of these two sub-working groups will be assessed on an annual basis.

For the purposes of driving the Climate Change SIS the core working group are focussed on establishing a workable and functional framework and some achievable targets as an SIS prior to establishing the sub-working groups.

3.2 STATEMENT OF CLIMATE CHANGE SIS PURPOSE AND BENEFITS

While this will be reviewed annually as part of the Climate Change SIS Strategic Plan, the formation purpose of the Climate Change SIS will be as follows:

- To increase the profile of environmental practitioners amongst business, government and the community as a credible source of information and assistance in relation to climate change issues;
- To increase the capacity of Institute members to deal with the challenges of climate change;
- To promote and support the Institute as a communicator of climate change-related technical issues in a readily understandable manner;
- To promulgate the role of the Institute as a contributor to public policy in relation to climate change;
- To gain recognition and provide opportunities for environmental practitioners in the field of climate change;
- To support the Certified Environmental Practitioner program in relation to accreditation issues concerning climate change; and
- To assist in increasing understanding of the climate change issues in the broader community through effective and clear communication of climate change issues in a meaningful way.

The initial planned benefits of the Climate Change SIS are as follows:

- Increased relevance of the Institute through increased capacity with respect to an important emerging issue;
- Formalisation of the current activities of the Institute in relation to climate change;
- Ensuring Institute members are confident that the Institute is relevant and in touch with emerging climate change science and climate change management issues; and
- Providing an active, dynamic, formal and centralised group with a special purpose focus on climate change.

The two initial activities of the proposed Climate Change SIS will be to develop the Climate Change SIS Strategic Plan and the Climate Change SIS Preliminary Action Plan. Detailed in the Climate Change SIS Preliminary Action Plan will also be the focus principles of the Climate Change SIS. The focus principles will likely be in alignment with the some of the topics presented at National Climate Change Forum on Adaptation Priorities for Australia's Coast in Adelaide (February 2010), in promoting the role of the Institute and environmental practitioners in leading

and contribute to the broader community debate on climate change and associated policy options. The four principles include the following:

1. Climate Change Advocacy;
2. Capacity Building;
3. Accreditation; and
4. Communication of climate change science and issues in plain English.

There have been a number of key climate change mitigation policy changes recently, including the deferral of the CPRS, the enhancement of the Mandatory Renewable Energy Target (MRET) program, an increased focus on energy efficiency and the roll-out of the National Greenhouse and Energy Reporting System Auditing Framework.

The Climate Change SIS will consolidate the Institutes position on these changes and develop a climate change advocacy component to the functioning of the SIS. The Climate Change SIS will seek to liaise with the Australian Federal Government, State and Territory Governments and Local Government to further increase the involvement of the environmental practitioner in these processes.

In relation to capacity building and accreditation and especially at a Local Government level, there is concern about the range of skill levels that exist in relation to climate change adaptation. For Local Government and industries at the 'pointy end' of adaptation issues (being the ones required to implement policies and approaches that deal with the issue), this is a particular concern. From the Institute Climate Change SIS perspective, this issue is twofold:

- Low level of confidence concerning competence levels amongst practitioners who may have responsibilities for climate change issues. This provides also an opportunity for the Institute's Climate Change Skills Training program;
- Concern over the competence of environmental practitioners with respect to climate change adaptation. This provides an opportunity for the Certified Environmental Practitioners (CEnvP) program in terms of improving confidence in the competence of environmental practitioners through an industry led initiative.

The core working group suggest that there is presently a low level of awareness of the existence of the CEnvP program and its importance to the environmental practitioner space.

Climate scientists and policymakers acknowledge that for both climate change mitigation and adaptation communication of the issues is not well done, neither in Australia, internationally. Within Australian environmental practitioner circles, there is a feeling that perhaps New Zealand has managed the communication of climate change issues more effectively. The Climate Change SIS would seek to discuss the New Zealand approach to climate change communication. The core working group consider that trans-Tasman involvement and sharing of ideas through the Climate Change SIS, including approaches between and within different jurisdictions, is crucial and highly beneficial.

3.3 ELIGIBILITY CRITERIA FOR CLIMATE CHANGE SIS MEMBERSHIP

Following is a description of the formative eligibility criteria for membership with the Climate Change SIS. These criteria will be reviewed annually as part of the Climate Change SIS Strategic Plan.

1. Membership of the Climate Change SIS is open to any financial member of the Institute who has a self-nominated interest in climate change. Under Institute rules, members may be required to pay an additional levy. The likelihood of charging an additional level will be assessed as part of the Climate Change SIS Strategic Plan. Endorsement will be sought from the Council if this was proposed as part of the Strategic Plan;

2. Members of the Climate Change SIS may further be given the opportunity participate in one of two sub-working groups, including Climate Change Mitigation Sub-working Group and the Climate Change Adaption Sub-working Group. As stated previously, this will be assessed under the Climate Change SIS Strategic Plan;
3. Members of the Climate Change SIS will be expected to have willingness, capacity and some availability, within their existing framework of commitments, to actively engage and participate in furthering the professional standing of the Institute with respect to climate change issues;
4. Specific qualifications or training, co-membership of another professional body, residence in a specific geographical area and other factors that are considered relevant may be mentioned by additional Institute members who wish to contribute to discussion within the forum of this SIS, but not become SIS members;
5. The longevity of the Climate Change SIS will be determined by consensus of members of the SIS as part of the annual Strategic Plan review process. Initial viability projections will be based on a period of 3 years;
6. Content and focus of discussions may be regulated by a coordinator of a specific interest section in the interests of keeping discussion concise and easily scanned by members;
7. All Climate Change SIS members are expected to reasonably offer support and participation, within the framework their existing commitments. The Climate Change SIS will only be effective if an even distribution of workload is achieved and supported. A position of specific interest section coordinator (refer to Item 7 above) must be rotated at regular intervals (as decided by the core working group) to ensure workloads for these volunteers are not excessive and that discussions retain a broad base; and
8. Although not expected to be the case, the Climate Change SIS also reserves the right to remove the membership status of an individual, should the working group consider that the member is not contributing to the Climate Change SIS in a positive, ethical, professional and productive manner. The removal of membership status will be conveyed in writing to the member by Institute Central Operations.

3.4 GROUP MANAGEMENT OF THE CLIMATE CHANGE SIS

The Climate Change SIS will be managed by an SIS Executive. Initially, this SIS Executive will be formed by the core working group, largely due to the long-term involvement and commitment to the formation of the Climate Change SIS. The number of SIS Executive members is not limited and can include members by consensus agreement of the incumbent SIS Executive (the core working group). The Climate Change SIS will also seek to add more New Zealand members to the SIS Executive as a priority.

Following is a description of the Climate Change SIS Executive.

3.4.1 Sustainable Management Principles

The Climate Change SIS core working group are of the view that the key to the success of the Climate Change SIS will be the active and engaged participation by all approved and aligned members. The successful management of the Climate Change SIS must therefore be shared based on the concepts of the SIS Executive as follows:

- Functionality;
- Sustainability;
- Individual satisfaction
- Shared decision-making and management.

The Climate Change SIS will be managed by an agreed and shared SIS Executive. Initially, this SIS Executive will be formed by the core working group, largely due to the long-term involvement and commitment to the formation of the Climate Change SIS. The number of SIS Executive members is not limited and can include members by consensus agreement of the incumbent SIS Executive. The Climate Change SIS will also seek to add more New Zealand members to the SIS Executive as a priority.

3.4.2 Formation Climate Change SIS Executive

The structure of the SIS Executive will therefore to be shared in a sustainable manner as described below. This structure is also of key importance to best manage a diverse and complex SIS such as the Climate Change SIS.

1. **Climate Change SIS Convenor**, the SIS Executive and Council nominated incumbent charged with driving the formation of the SIS is Tiffany Thomson, Vice-President (Australia);
2. **Climate Change SIS Co-Convenor**, to be nominated by the core working group, upon formation of the Climate Change SIS (either Australia or New Zealand);
3. **Climate Change SIS Co-ordinator**, to be nominated by the core working group, upon formation of the Climate Change SIS (either Australia or New Zealand);
4. **Climate Change SIS Executive Body** (both Australia and New Zealand), of which the above three roles are a part and formed by.

All key decision-making of the Climate Change SIS must be undertaken and agreed by the SIS Executive.

Although not part of the SIS Executive, the following coordinators, once identified, assessed as viable, and formed as part of the Climate Change SIS Strategic Plan, will have a key role in the Climate Change SIS:

- a. Climate Change Mitigation Sub-working Group Coordinator; and
- b. Climate Change Adaptation Sub-working Group Coordinator.

3.4.3 Operation and Responsibilities of the Climate Change SIS Executive

The structure and timeframe for review of involvement and availability are defined below. As stated, the focus of the SIS Executive will be to ensure that the management of the Climate Change SIS is effective, functional, sustainable and positive. If the management of the Climate Change SIS is shared, then effective engagement and interest has a far greater likelihood of success and long-term participation.

The SIS Executive shall be appointed by the Institute Council for the term of the SIS specific charter, as defined by the Climate Change SIS Strategic plan, or for two (2) years (whichever is shorter). The SIS Executive is eligible for re-appointment. Going forward, it is expected that the SIS Executive will be part of a review and election process. The foundation SIS Executive, as previously defined, consists of the members listed below. As stated, it is the intention of the SIS Executive to expand upon formalisation of the Climate Change SIS, in particular, to include a greater New Zealand representation (Refer Section 4 below). The Co-Convenor and the Co-ordinator SIS Executive positions will be initially defined and filled by the core working group.

- a. Tiffany Thomson (Council and SIS Executive nominated Convenor);
- b. Jane Gibbs (SIS Executive);
- c. Justin Sherrard (SIS Executive);
- d. Chris Milligan (SIS Executive);
- e. Adam Davis (SIS Executive);
- f. Mark O'Brien (SIS Executive); and

g. Valerie Masterton (SIS Executive).

The following requirements also apply to the Climate Change SIS Executive:

- If not already a Councillor, the Convenor, the Co-Convenor and the SIS Executive shall be responsible for keeping the Council briefed on activities and emerging issues associated with the Climate Change SIS through a nominated Councillor.
- The SIS Executive must include a written Council report at the following intervals:
 - a. a quarterly update and progress report (by way of a Briefing Note) to Council on the activities and issues regarding the Climate Change SIS; and
 - b. a more detailed annual report that will also outline the projected activities and tasks for the coming year and if needed, petition the Institute for resources required to support specific activities of the Climate Change SIS that exceed the resources base of the group.
- The SIS Executive is responsible for the management and coordination of all meetings;
- The SIS Executive may also other members to assist with the management of the Climate Change SIS, as required, by distributing the work load among group members.
- Although not expected to be the case, the SIS Executive also reserves the right to remove the SIS Executive and membership status of an individual, should the SIS Executive consider that the member is not contributing to the Climate Change SIS in a positive, ethical, professional and productive manner. The removal of membership status will be conveyed in writing to the member by Institute Central Operations.

3.5 FINANCIAL SUPPORT OF THE CLIMATE CHANGE SIS

The requirement for financial support for the operation and management of the Climate Change will be assessed and developed as part of the Climate Change SIS Strategic Plan. The outcome of the Strategic Plan will be communicated to the Executive and Council, including any relevant financial or budget requirements.

No foundation or financial costs, required to establish the Climate Change SIS are included in this Business Plan. The initial focus of the SIS Executive will be exploration of the topic, the establishment of a Preliminary Action Plan, and establishing the actual membership base. The following parameters, as established by By-Law 15 apply to any financial management considerations of the Climate Change SIS going forward.

1. Under By-Law 15, should the Climate Change SIS seek funds from the Institute, it may be required by Council to:
 - Appoint one of its members to act as treasurer for the Section;
 - Maintain its own books of account;
 - Operate its own bank account, which must have at least two office bearers as signatories;
 - Produce an annual budget which identifies any additional levy that may be required to fund its activities;
 - Produce an annual financial report in accordance with a format and schedule determined by the Council; and
 - Produce quarterly financial reports or other financial information as determined by the Council.

2. Other operational mechanisms are also available and may be used at some future time in consultation with the Institute Executive and the Council;
3. It is understood that, should the Climate Change SIS cease to operate, or establish itself as an independent organisation outside the Institute, all SIS funds, whether raised through levies or other activities, remain the property and asset of the Institute. These funds will not be transferable to another organisation under any circumstances;
4. All funds, including any remaining funds from an external source, in the Climate Change SIS account, up to the original cash value, shall be offered to the Climate Change SIS, should it form an independent organisation; and
5. Only the expenditure specifically approved by the Council will be the responsibility of Council. Such expenditure may be recovered through a subsequently approved Climate Change SIS levy, which will be addressed as part of the Climate Change SIS Strategic Plan.

3.6 SUPPORT IN-KIND FROM THE INSTITUTE FOR THE SIS

1. Under By-Law 15, the Climate Change SIS may also seek support in-kind from the Institute. These measures are to be at no additional cost to the Climate Change SIS, and will include the following:
 - Up to a page in the Institute newsletter or as appropriate;
 - Space on the Institute website sufficient to effectively undertake its activities and functions as a Climate Change SIS;
 - A section in the Annual Report of the Institute to disseminate Climate Change SIS-related information and comment;
 - Listing, as appropriate, in Institute's promotional material; and
 - Reasonable assistance from Central Office, where requested and available, and as can be assigned in the context of other Institute priorities.

3.7 ACTIVITIES OF THE CLIMATE CHANGE SIS

Once formed, the Climate Change SIS Executive reserves the right to modify and expand on the originally proposed activities, in consultation with the Climate Change SIS members. For the purposes of establishing a functional Business Plan, however, the following activities are proposed:

1. In the initial stages, communication between members will be by email. Following development of the Climate Change SIS Strategic Plan and the Climate Change SIS Preliminary Action Plan, a regular phone meeting will also be established. Ideally, an annual face-to-face meeting will also be scheduled;
2. Formal and informal regular communication between the members of this Climate Change SIS will contribute to a forum for the exchange of information to members of the Section;
3. As part of the Preliminary Action Plan, a working group set with the task of populating the Climate Change SIS section of the Institute website will be established. An agreed and sustainable timeframe will act as momentum behind the working group for this activity;
4. Key position papers will also be added to the Climate Change SIS Institute website (Point 2 in preceding section). Other media will be considered at a more mature stage (publications, conference presentations,

training courses, specific technical protocols). There will be links between the SIS and the Institute's existing Climate Change Skills Training program and the materials developed for this program and already available on the Institute's website;

5. Under the proposed framework, the Climate Change SIS will not act as a clearing house for new information on all matters of climate change. The voluminous amount of new information available on a daily basis is considerable. Subscription to a climate change news service may, however, be a consideration for the Institute going forward. In the meantime, the Climate Change SIS may direct other members to existing news and email services which are devoted to their particular interest with respect to climate change where available and accessible;
6. As part of the Strategic Plan development process, a blog facility may also be established. Should a blog facility be successfully established, all blog entries will be signed by the contributor and will be expected to be short clear communications on the topic. The Climate Change SIS Executive or the potential Sub-Working Group Coordinators will provide administration and peer review over blog entries. Comments by other members of the SIS are encouraged and expected to be part of the communication refinement process;
7. Any profit-generating-activities will contribute to the common funds of the Climate Change SIS for use in activities (for example, conference inputs, publications or additional web functionality) or in similarly related and permitted ways associated with the wider Institute. These wider uses may be as determined by the SIS Executive on behalf of the group; and
8. As a result of findings of the Climate Change SIS at any stage, recommendations formulated by consensus may be made to the Institute Executive and Council. All communications in this regard are considered commercial-in-confidence and may not be released to the public under any circumstance. All communications on behalf of the Institute are to be made by the Institute Executive Council. Dissenting opinion can be voiced through representatives on the Institute Executive and Council;
9. All actions of the Climate Change SIS are expected to be sustainable, functional, manageable and productive, as far as possible. It is recognised clearly that all time spent on the Climate Change SIS is voluntary in nature and should not consume an individual's other professional responsibilities. Should a small number of individuals be continually left with the responsibility of the majority or all of the Climate Change SIS functions, the SIS Executive reserves the right to review the SIS Executive and SIS structure and amend the roles to the benefit of the entire SIS and the individuals of mention.

3.7.1 External Promotion and Communication of the Climate Change SIS

All external promotion of the Climate Change SIS is to indicate that the group is a part of the Institute. All external communication or promotion of the Climate Change SIS must be consistent with the template and formats as developed by the Operations Manager, Anne Young. All communication and promotion of the Climate Change SIS must adhere to the principles established by the Institute, including but not limited to, the following documents:

1. Environment Institute of Australia and New Zealand Endorsement Policy;
2. Environment Institute of Australia and New Zealand Sponsorship Policy; and
3. Environment Institute of Australia and New Zealand Code of Ethics and Professional Conduct.

Neither the SIS Executive, nor any other Climate Change SIS member may represent or make a statement on behalf of the Institute without the prior approval of the Institute Executive or Council.

Any external promotion or communication that is deemed as being in breach of Institute policies, will be presented to and addressed by the Institute Executive and Council.

3.8 WINDING UP THE CLIMATE CHANGE SIS

As an SIS, the Climate Change SIS may be terminated by the Council on the following grounds:

1. It has completed any specific tasks for which it was established and has no ongoing function;
2. At the request of a majority of members of the CCSIS;
3. If CCSIS has not conducted any activity or reported to the Council for a period of not less than two years;
and
4. Other reasons, as defined by the Institute Executive and Council, in consultation with the Climate Change SIS.

In the event of terminating the CCSIS, any remaining funds are to be retained either by the main body of the Institute or by the Divisional account from whence they came.

4.0 FORMATION OF THE CLIMATE CHANGE SIS

The Executive and Council approved the SIS, and it was adopted by the Institute.

SIS Executive roles, responsibilities and relationships and an initial strategic and action plan have been developed (Appendices A and B). These are for 2011/12 and will be updated annually.

Appendix A: Climate Change SIS Strategy and Action Plan

This Strategy and Action Plan includes **Five (5) Objectives** and related Targets, Strategies, Actions - together with means and timeframes within which to complete Actions. A status column may be used to track the status of actions for reporting purposes.

○ **Objective 1: Advocacy**

| Objectives | Targets (SMART) | Strategies | Actions | By whom | Start | By when | Status |
|--|--|--|---|--------------------------------------|--------|---------|--------|
| O1 Effective climate change advocacy with key decision-makers and professional stakeholders | T1 Key decision-makers / professional stakeholders (stakeholders) identified by 30/9/11. | S1 Identify key stakeholders and their respective roles in mitigation and adaptation | A1 Meet with Australian Federal and State Government (for example, DCCEE) to identify mitigation and adaptation stakeholders (Govt, professional, accreditation, industry) | CC SIS Convenor | 3/5/11 | 31/7/11 | |
| | | | A2 Meet stakeholders (where possible) and draw up and maintain high priority list that is likely to seek CC SIS advocacy and be registered on consultation list | CC SIS co-convenor, A & M sub-chairs | 1/7/11 | 30/9/11 | |
| | T2 Advocacy completed effectively (2 off pa) during Business Plan period | S2 Establish advocacy management process | A3 Establish advocacy leader within subcommittees and co-opt support teams | A & M sub-chairs | 1/7/11 | 30/6/12 | |
| | | | A4 Agree advocacy process, i.e. CC SIS technical position, suitability sorting, EIANZ approval, links to other Objectives, Communications, e.g. SNS (Linked in), email teleconference | CC SIS co-convenor, A & M sub-chairs | 1/7/11 | 31/8/11 | |
| | | S3 Advocate | A5 Make high quality submissions (<i>minimum</i> per annum: 1 off Mitigation, 1 off Adaptation – reasonable would be 3) | A & M sub-chairs | 1/9/11 | 30/6/12 | |

○ **Objective 2: Accreditation / Certification**

| Objectives | Targets (SMART) | Strategies | Actions | By whom | Start | By when | Status |
|---|---|---|---|--|----------|----------|---------------------------------------|
| O2 Setup credible climate change accreditation and certification schemes | T1 ANZ status of accreditation certification market – including EIANZ’s role - understood by 30/11/11 | S1 Identify stakeholders, proficiencies and accreditation certification processes | A1 Identify potential accreditation / certification stakeholders, their needs and likely accreditation / certification processes for mitigation and adaptation (links to O1.T1.S1.A1 / A2 above), e.g. AIEA, GHG Institute, Eco Canada,SAI Global | CC SIS Convenor / EnviroPartners (EP) | 3/5/11 | 31/7/11 | Done – see CCCC Discussion paper |
| | | | A2 Develop and agree mitigation proficiencies brief with AIEA (it will link to MoU and serve different needs of EIANZ / AIEA) – <i>note also that AIEA is aligned with one part of CC professional activities</i> | CC SIS convenor, EP | 2/5/11 | 30/6/11 | Did not proceed. It was left with TT. |
| | | | A3 Evaluate Eco Canada, GHG Institute and other proficiencies to define suitable mitigation proficiencies linked to STEP (as Ecology / Impact Assessment) | EP | 1/7/11 | 31/8/11 | Done – see CCCC Discussion paper |
| | | | A4 Confirm appropriateness and status of STEP evaluation | EP | 1/7/11 | 30/9/11 | |
| | | | A5 Prepare mitigation proficiencies discussion paper and workshop at EIANZ conference | EP, CC SIS Convenor, M sub-chair, AIEA | 1/7/11 | 30/9/11 | Done – see CCCC Discussion paper |
| | | | A6 Finalise discussion paper (it will include a section to enable EIANZ to decide its role) | EP, CC SIS Convenor, M sub-chair | 1/10/11 | 25/11/11 | Done – see CCCC Discussion paper |
| | | | A7 Endorse discussion paper and recommendations | EIANZ, AIEA | 25/11/11 | 30/11/11 | |
| | | | A8 Consider A2 to A7 for adaptation | A sub-chair | 1/7/11 | 30/6/12 | Done – see CCCC |

| | | | | | | | |
|--|--|--|--|--|--|--|------------------|
| | | | | | | | Discussion paper |
|--|--|--|--|--|--|--|------------------|

| Objectives | Targets (SMART) | Strategies | Actions | By whom | Start | By when | Status |
|------------|--|--|--|--|---------|------------------|--------|
| O2 | T2 EIANZ has a significant role in ANZ mitigation accreditation / certification that is linked to CEnvP (before ETS) | S2 Develop accreditation / certification processes for NGER, ISO 14064/65 and links to CEnvP. Consider others. | A9 Develop mitigation accreditation / certification process with either AIEA and/or other professions / businesses (via MoU) or take lead role | CC SIS Co-Convenor, A & M sub-chairs, CEnvP Board, tba | 1/12/11 | 30/6/12 (by ETS) | |
| | | | A10 Consider A1 for adaptation | A sub-chair | tba | tba | |

○ **Objective 3: Capacity Building**

| Objectives | Targets (SMART) | Strategies | Actions | By whom | Start | By when | Status |
|--|--|--|---|--------------------------------------|--------|---------|--------------|
| O3 Further develop climate change skills of professionals and practitioners | T1 If funded for \$150,000, train 1000 professionals in Climate Change over 3 years (pro-rata if other funding / time) | S1 Build on the success of, and use experience from, EIANZ's Climate Change Skills Training program 2008-11(ECCST) | A1 Actively identify (using for example: O1.T1.S1.A1) and seek funding for skills training using ECCST application as a model | CC SIS co-Convenor | 3/5/11 | 30/6/12 | Fabian doing |
| | | | A2 Manage the program using ECCST's documented processes and learnings and (preferably) outcomes of O2 | CC SIS Co-convenor, A & M sub-chairs | tba | tba | |
| | T2 MoUs with trainers for full suite of proficiencies | S2 Use EIANZ's STEP program for training | A3 Review outcomes of O2 to develop MoUs with training providers (ECCST MoU with USC is a non commercial model) | tba | tba | tba | |
| | | | A4 Supplement with EIANZ Chapter / Divisional training, as required | tba | tba | tba | |

○ **Objective 4 Communication**

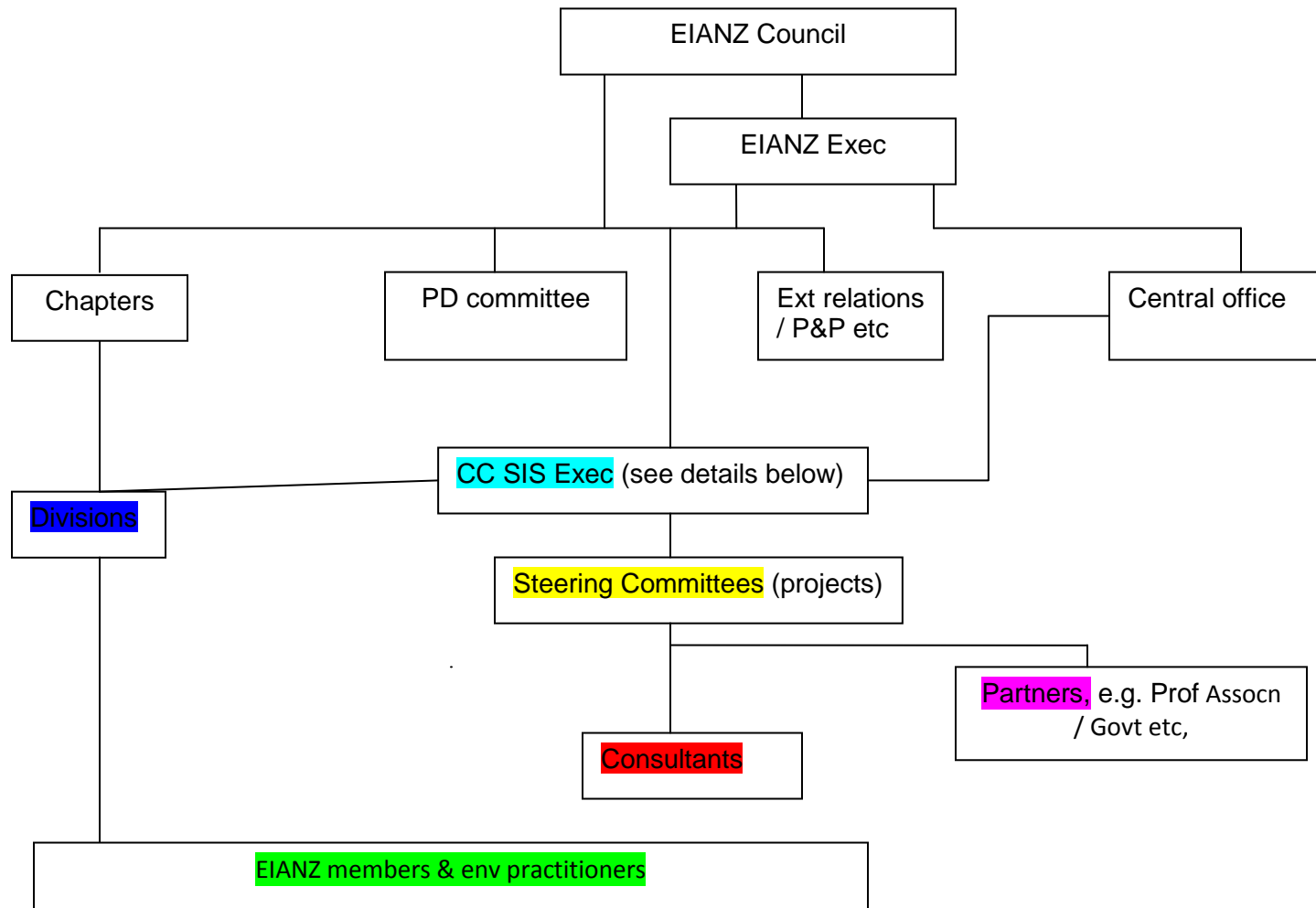
| Objectives | Targets (SMART) | Strategies | Actions | By whom | Start | By when | Status |
|---|---|---|--|--|---------|---------|--------|
| O4 Improve communication of climate change science, issues and CC SIS business | T1 Effective communication strategy in place for Business Plan period | S1 Develop a communication strategy that suits EIANZ and CC SIS communication | A1 Prepare communication strategy that will serve this CC SIS Strategy and Action Plan and internal / external links (promotion, regular articles, CC SIS website, linked in / SIS, MoU parties, media). External to consider behavioural and plain English needs. | TBA | 1/6/11 | 15/9/11 | |
| | | | A2 Endorse strategy | CC SIS Convenor, CC SIS Executive | 15/9/11 | 30/9/11 | |
| | | S2 Implement strategy | A3 Prepare, agree and release communications. | CC SIS Coordinator | 30/9/11 | 30/6/12 | |
| | | | A4 Set-up and use an effective communication strategy within CC SIS and with EIANZ (ECCST learnings are relevant) | CC SIS Co-convenor, CC SIS coordinator | 30/9/11 | 30/6/12 | |

○ **Objective 5 Governance**

| Objectives | Targets (SMART) | Strategies | Actions | By whom | Start | By when | Status |
|---|--|---|--|--------------------------------------|--------|---------|--------|
| O5 CC SIS is highly effective and meets EIANZ due diligence requirements | T1 CC SIS Business Plan is endorsed annually | S1 Finalise 2011/12 Business Plan and report progress | A1 Gain CCSIS Executive endorsement for 2011/12 Business Plan based on draft 150510 and after agreeing initial roles and responsibilities (under Section 3.4), funding and including this Strategy and Action Plan | CC SIS Convenor, CC SIS Executive | 3/5/11 | 30/6/11 | |
| | | | A2 Report on Business Plan progress to EIANZ Council (Policy changes), EIANZ Executive (EIANZ administrative decisions) and CCSIS Executive (Strategy / action plan progress) | CC SIS Coordinator, CC SIS Executive | | 1/4ly | |
| | | S2 Prepare 2012/13 Business Plan | A3 Revise Business Plan to develop 2012/13 Plan | CC SIS Convenor, CC SIS Executive | 1/2/12 | 30/6/12 | |

Appendix B: Relationship, roles and responsibilities

Figure: Climate Change SIS relationships



Roles and responsibilities

| Position | Role | Name | email | phone |
|---|--|--|--|--------------|
| EIANZ Climate Change SIS (CC SIS) Executive | Accountable for governance (in the context of the broader Business Plan) and provides links to/from Exec, Council, PD Tech reference group, Partners | | | |
| Convenor | Chairs CC SIS Executive and responsible to EIANZ Executive to assure CC SIS governance | Tiffany Thomson | tiffany.thomson@pereniicarbon.com | 0414 966 555 |
| Co-convenor | Vice-chair of CC SIS Executive and directly manages CC SIS governance and Exec / Admin running | Simon Cavendish | simon@enviropartners.com.au | 0417 611 445 |
| Admin coordinator | Coordinator and administrator of CC SIS governance | Anne Young | Anne Young [Office@eianz.org] | 03 9654 7473 |
| Adaptation (A) and Mitigation (M) sub-working group coordinators | Chairs sub-working group acting as projects managers for technical / business coordinators | Adam Davis (A) / Andrew Chamberlin (M) | adavis@manidisroberts.com.au | 0410 624 741 |
| Advocacy coordinator | Coordinates all advocacy plans and submissions reporting to sub-working groups and liaises with External Relations subcommittee | Anne-Maree, Kirkland?, Warwick Armstrong / Sarah Hughes? | | |
| Skills and certification coordinator | Coordinates skills and certification development plans and reporting to sub-working groups and liaises with PD subcommittee | Jeska McNicol, Simon Cavendish (temp), Andrew Gunst (M)? | jeska@prescotthorn.co.nz | 021 453 752 |
| Capacity building coordinator | Coordinates all capacity building plans, submissions and reporting to sub-working groups and liaises with PD subcommittee | Melanie Bainbridge, WALGA? / David White, Virgin? | | |
| Communications coordinator | Coordinates all communications systems plans and reporting to sub-working groups and liaises with Central Office | Chris Milligan | | |
| Others, e.g. A sub-working group | Technical support to sub-committee | Peter Waterman? Angas Hopkins? Cathy Crawley? | | |
| Others, e.g. M sub-working group | Technical support to sub-committee | Richard Hoy?, Robert Kennedy (science?) | | |

| Position | Role | Name | email | phone |
|----------------------------|--|---|-------|-------|
| | | Joe Pryor? | | |
| Steering Committee | Steers projects using CC SIS Executive members, partners, consultants | | | |
| Consultants | Develops CC SIS materials steered by CC SIS Executive or separate Steering Committee | EnviroPartners, others, etc. | | |
| Partner | Partners CC SIS in delivering its Business Plan via MoU | AIEA, Eco-Canada, CEnvP Board, GHG Mgt Inst | | |
| EIANZ Divisions / Chapters | Receive and deliver CC SIS services to members | Presidents | | |
| Membership | Receives CC SIS services | Members + | | |

Appendix C List of contacts

CCCC discussion paper (draft) consultation @ 30/9/11

| Name | Email | Phone | Source | Purpose |
|--|--|--------------|---|----------------------------|
| Kim McClymont, NSW Nat Parks | Kim.McClymont@environment.nsw.gov.au | 0407 893 175 | EIANZ Conference 2011 | General |
| Simon Welchman, Katestone | simon@katestone.com.au | 0417 786 425 | EIANZ Conference 2011 | General |
| Michael Cass, Shell refining | Michael.m.cass@shell.com | 0404 460 208 | EIANZ Conference 2011 | General |
| Alastair Buchan, Wicked Solutions | alastair@wickedolutions.com.au | 0448 250 235 | EIANZ Conference 2011 | General |
| Ian Ackland, NCSI | ian.ackland@ncsi.com.au | 0414 689 077 | EIANZ Conference 2011 | General |
| Nigel Murphy, CEnvP Board | nigel.murphy@earthsystems.com.au | 0402 153 356 | EIANZ Conference 2011 | R17 |
| Phil Abernathy | Phil@absorbenviro.com.au | 0412 187 575 | EIANZ Conference 2011 | General |
| Simon ? | | | | |
| Jamie Pittock, ANU | Jamie.pittock@anu.edu.au | 0407 265 131 | EIANZ Conference 2011 (keynote speaker) | R19 (ANU interconnections) |
| Anna Skarbek, Climate Works | Anna.skarbek@climateworksaustralia.org | 0419 686 018 | EIANZ Conference 2011 (keynote speaker) | R19 (Climate Works) |
| Prof John Cole | John.Cole@usq.edu.au | 0417 723 965 | EIANZ Conference 2011 | General |
| Helen Ross | | | | R19 (Psychologists) |
| Amanda McKenzie, Climate Commissioner? | Amanda.mckenzie@climatechange.gov.au | | EIANZ Conference 2011 (keynote speaker) | |
| STEPS Chair? | | | | |