



National Partnership for Climate Projections Steering Committee Terms of Reference

The National Partnership for Climate Projections

The National Partnership for Climate Projections (NPCP) is aiming to develop a consistent approach to deliver comparable, robust, fit-for-purpose future climate projections information to assess climate risks and inform adaptation planning.

The NPCP is a voluntary collaboration between state and territory governments, CSIRO, the Bureau of Meteorology, universities, and Australian Government funded initiatives such as the National Environmental Science Program (NESP) Climate Systems Hub and the Australian Climate Service (ACS).

Activities of the NPCP are outlined in the [Climate Projections Roadmap for Australia](#) (the Roadmap) and individual work plans for the three Working Groups under the Partnership:

1. Climate change science and projections
2. Technology, computing and data
3. Climate services and user needs.

These NPCP Steering Committee Terms of Reference complement the Roadmap, including the Partnership Terms of Reference outlined in Appendix A of the Roadmap.

The National Partnership for Climate Projections (NPCP) Steering Committee

Purpose of the NPCP Steering Committee

1. To provide leadership and facilitate collaboration to enable NPCP goals to be achieved.
2. To enable the decisions and the recommendations of the NPCP to be supported and acted on by respective organisations, where feasible.
3. To promote the work of the NPCP within partner organisations and wider stakeholder groups.
4. To provide oversight and strategic guidance for the work being produced under the auspices of the NPCP.
5. To provide linkages between the NPCP and other expertise and stakeholders as required.

Responsibilities of the NPCP Steering Committee

1. To determine criteria for partner membership of the NPCP and discuss and agree inclusion of new NPCP partners where appropriate.
2. To agree priorities for the NPCP.
3. To endorse work plans for individual working groups; and help ensure connectivity across working group plans.
4. Endorse proposals for new Working Group leads from time to time as required, noting Working Group leads fill their positions voluntarily, and proposals would be endorsed by the Working Group and outgoing lead.



5. To monitor and provide continuous review of the effectiveness of the partnership and its workplans and make recommendations to improve its operations.
6. To discuss and identify implementation requirements, pathways and potential barriers to implementation and identify solutions; and make recommendations to working groups and where appropriate, partner organisations.
7. To provide an arbitration mechanism and resolve any challenges within or between working groups.
8. Advise on and endorse reporting to the Senior Officials Group under the Energy and Climate Change Ministerial Council (ECMC).
9. Annual review of the Partnership Chairing arrangements and Roadmap (as per the Roadmap).
10. Review of these Terms of Reference after one year of operation, and subsequently as agreed.
11. Review of the effectiveness of the Steering Committee after one year of operation, and subsequently as agreed, including in April 2026 to determine: a) extension and b) any adjustments to membership required by partners.

Steering Committee Decision Making

The Steering Committee will, where possible, aim to make decisions by consensus. Where this is not possible and a decision is required, members would vote. Any dissenting views will be recorded in the minutes.

Member Conduct, Conflict of Interest and Confidentiality

1. Members are expected to:
 - engage with a collaborative spirit and provide constructive guidance both in the national interest and in the context of their partner organisations operational needs and requirements
 - support open discussion and debate and support all Steering Committee members to contribute their views.
2. Members will take steps to declare and avoid any real or perceived conflict of interest in providing advice to the NPCP working groups and partner organisations.
3. Where a real or perceived conflict of interest is deemed to exist, the Chair will consult with the Steering Committee members to determine whether the member with a conflict of interest should withdraw from the relevant discussions.
4. Members will not directly or indirectly disclose to any person any *Confidential Information* supplied by any NPCP partners, and this undertaking shall survive post any termination of membership of the Steering Committee:
 - *Confidential Information* will be identified by partner organisations or individuals during the course of proceedings or in any written communications
 - *Confidential Information* means all *Intellectual Property* and all other information, which is subject to an obligation of confidentiality, and includes information about business, commercial and personal information as identified in the Privacy Act
 - *Intellectual Property* means any patent, patent application, technical trade secret, patentable idea, code or potential subject of such right, design, copyright, know-how, technology, and all other like rights.



Chair

Chair Responsibilities

The Chair is responsible for leading discussion and facilitating the effective contribution of all members, promoting constructive and respectful relations between members.

The Chair is also responsible for approving committee agendas and ensuring that adequate time is available for discussion of agenda items.

Chair Appointment

The Chair of the Steering Committee will be reviewed by the partnership annually and may be selected on a rotational basis from across NPCP Partners, or be an agreed independent Chair. In the first instance, the Assistant Secretary, National Adaptation Policy office, Department of Climate Change, Energy, the Environment and Water, Australian Government will act as Chair.

Chair Proxy

The Chair can nominate a proxy from the Steering Committee membership should the Chair be unable to attend.

Steering Committee Membership

Membership will initially be comprised of:

1. **Government:** A representative from each federal, state and territory government policy agency in the NPCP.

Government representatives will be drawn from business units that have responsibility or oversight for climate projections production (or have responsibility for procuring relevant science) within their jurisdiction.

2. **National research agencies:** A representative from the Commonwealth Scientific and Industrial Research Organisation (CSIRO) and a representative from the Bureau of Meteorology (BOM).

Representatives will have direct responsibility for production of climate science or research infrastructure as relevant to climate projections production.

3. **National Environmental Science Program Climate Systems Hub and the Australian Climate Service:** A representative from each of these major initiatives. These representatives may be the same as the CSIRO or BOM representatives or additional noting distributed responsibilities.

Representatives will have direct responsibility for production of climate science or research infrastructure as relevant to climate projections production.

4. **National research infrastructure:** A representative from either/and the National Computing Infrastructure (NCI) or the Australian Earth Systems Simulator National Research Infrastructure (ACCESS NRI).



This representation may be rotated between these infrastructures.

5. **University Sector:** Up to 2 representatives from the university sector to be determined by the University Sector. Membership may be rotated across universities. It is suggested that one representative is drawn from either the ARC Centre of Excellence for Climate Extremes or 21st Century Weather; and the other representative from universities that are not participating in the ARC Centres of Excellence.

University representatives will be engaged in the production of climate research that underpins climate projections and / or directly responsible for production of climate projections.

Member Appointments

Appointments to the Steering Committee will be determined by respective partner organisations.

Term of Appointments

The Steering Committee will be appointed for a period of three years, from June 2023 through to June 2026 in the first instance. The Steering Committee may be terminated before June 2026 if a periodic review considers it ineffective in achieving its desired outcomes.

Members nominated in 2023-24 are listed at Appendix B.

Proxies

Proxy representatives can be nominated in the event that attendance of the official member is not possible. Proxies are entitled to participate in discussion and contribute to decision making to the same degree of a member.

Members should brief proxies prior to Steering Committee meetings to enable constructive participation.

Meetings

Quorum

A quorum for a meeting will be attendance of more than 50 per cent of members, including the Chair or their proxy.

Meeting Frequency

The Steering Committee is expected to meet virtually twice a year, following a NPCP plenary meeting, but members may, from time to time, be asked to consider matters out of session.

Meetings will be arranged by the Secretariat a minimum of 60 business days in advance. Where possible meeting times will be identified and flagged with committee members at least six months in advance, noting this may not be possible in every instance.

Special attendees

The Steering Committee may elect to invite experts to speak or provide specific advice relating to NPCP projects on a case-by-case basis.



NATIONAL PARTNERSHIP FOR CLIMATE PROJECTIONS

Observers

The Steering Committee includes observers that are invited to participate in meetings, but are not able to vote on decisions. Working Group leads are included as observers.

Observers nominated in 2023-24 are listed at Appendix B.

Secretariat

The Secretariat for the first period from June 2023 to June 2026 will be provided by the Department of Climate Change, Energy, the Environment and Water.

The Secretariat's role includes:

- Organising Steering Committee meetings
- Coordinating production of any relevant papers, including work plans and coordinating reporting to the Senior Officials Group under the Energy of the Climate Change Ministerial Council (ECMC)
- Maintaining a complete and accurate record of the proceedings of the Steering Committee meetings, through written minutes
- Supporting working groups to produce work plans
- Assisting with any other logistical arrangements for the Steering Committee
- Acting as a conduit between the NPCP and other stakeholders, including within Australian Government and partner organisations where appropriate.

Agenda, Meeting Papers and Minutes

- The Secretariat will supply an agenda 10 days prior to meetings and meeting papers at least 5 business days in advance of each meeting
- Minutes will be supplied, where possible, within 10 days subsequent to Steering Committee meetings
- At times, Out-Of-Session papers may be supplied to the Steering Committee for their consideration. Time for comment on Out-of-Session papers will be determined based on the paper's content and any consultation process that may be required within respective partner organisations.



Appendix A

NPCP Partners

Government policy agencies

Department of Climate Change, Energy, the Environment and Water
Australian Capital Territory Environment, Planning and Sustainable Development Directorate
New South Wales Department of Planning and Environment
Northern Territory Department of Environment, Parks and Water Security
Queensland Department of Environment and Science
South Australia Department for Environment and Water
Renewables, Climate and Future Industries Tasmania
Victoria Department of Energy, Environment, and Climate Action
Western Australia Department of Water and Environmental Regulation

National research institutions or programs

Australian Climate Service (ACS)
Bureau of Meteorology (BOM)

National Environmental Research Program Climate Systems Hub and the Australian Climate Service

Commonwealth Scientific and Industrial Research Organisation (CSIRO)
National Environmental Science Program Climate Systems Hub (NESP CSH)

National research infrastructure

National Computing Infrastructure (NCI)
Australian Earth Systems Simulator National Research Infrastructure (ACCESS NRI)

Universities

Australian National University
Monash University (Monash) – also representing the Centre of Excellence for 21st Century Weather
University of Melbourne
University of New South Wales (UNSW) – also representing the Centre of Excellence for Climate Extremes
University of Southern Queensland Centre for Applied Climate Science
University of Tasmania



Appendix B

NPCP Steering Committee Members and Observers June 2023 – June 2026

Members

Government	Representative
Department of Climate Change, Energy, the Environment and Water	Kathryn Smith
Australian Capital Territory Environment, Planning and Sustainable Development Directorate	Perry Wiles
New South Wales Department of Planning and Environment	Matthew Riley
Northern Territory Department of Environment, Parks and Water Security	Karen Avery
Queensland Department of Environment and Science	Celine Roux
South Australian Department for Environment and Water	Graham Green
Renewables, Climate and Future Industries Tasmania	Sarah Russell
Victoria Department of Energy, Environment, and Climate Action	Lana Kovac
Western Australia Department of Water and Environmental Regulation	James Duggie
National research institution or programs	Representative
Commonwealth Scientific and Industrial Research Organisation (CSIRO)	Jaci Brown
Bureau of Meteorology (BOM)	David Jones
National Environmental Research Program Climate Systems Hub and the Australian Climate Service	Representative
National Environmental Science Program Climate Systems Hub (NESP CSH)	Simon Marsland
Australian Climate Service (ACS)	Judith Landsberg
National research infrastructure	Representative
(NCI or ACCESS NRI)	Andy Hogg Sean Smith
University Sector	Representative
Deputy Director of CLEX	Julie Arblaster

Observers

Observer	Representative
WG1 Lead – Climate change science and projections	Michael Grose
WG2 Lead – Technology, computing and data	Ben Evans
WG3 Lead – Climate services and user needs	Ramona Dalla Pozza
Climate Change Authority	Eliza Murray