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Premier and Cabinet Circular

PC 007 – CLIMATE READY GOVERNMENT

Effective from December 2024

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Purpose statement

This circular sets out requirements for South Australian Government public sector agencies to establish and maintain governance, resources and processes to effectively assess and manage climate related risks and opportunities and reduce operational greenhouse gas (GHG) emissions.

Implementation of this circular will:

- contribute to achieving statewide GHG emissions reduction targets,
- help to reduce climate-related risks to public assets, operations and services, and
- help agencies to identify and take advantage of opportunities that may arise as the climate changes.

Context

In May 2022, the South Australian Parliament declared a climate emergency and committed to restoring a safe climate by transforming the economy to net zero emissions.

South Australian Government public sector agencies have:

- a key role to play in achieving statewide GHG emissions targets, and
- responsibility to identify and manage climate-related risks and opportunities for public assets, operations and services.

The South Australian Government has committed to the following actions:

- Net zero government operations – . The government is leading by example by reducing GHG emissions across government operations.
- Climate change risk management – The government is building its capacity to ensure climate change risks and opportunities are understood, integrated into decision-making, and acted upon.

This circular will complement and build on existing agency commitments to manage risk and reduce GHG emissions, recognising the whole of government and societal challenge, and allowing for an orderly transition to climate ready government operations.

The circular is supported by the Net Zero Emissions for Government Operations program.

Authority and accountability

South Australian Government public sector agencies must fulfil the requirements of this circular and are required to:

- establish and maintain effective **operational arrangements** (governance, training, resources, procedures, reporting) for meeting the requirements of this circular, and
- deliver the **implementation actions** set out in the Application section, in accordance with the timelines prescribed in Appendix 1.

It is the responsibility of Chief Executives to ensure their agencies comply with this circular.

To help drive improvements over time, public sector agencies are responsible for monitoring the effectiveness of their approach to climate risk management and GHG emissions reduction.

The Chief Executive, Department for Environment and Water is responsible for monitoring compliance with this circular across government.

The Department for Environment and Water is responsible for:

- reviewing and coordinating reports by agencies to support compliance with this circular
- preparing an annual report for the Minister for Climate, Environment and Water on agency progress in meeting the requirements of the circular and effectiveness of measures
- updating supporting materials and templates, as required.

Application

This circular applies to all South Australian Government public sector agencies and requires the establishment of appropriate operational arrangements to support the implementation of the circular and delivery of the implementation actions set out in this section, within the time frames prescribed in Appendix 1 – Time frames for mandatory application of Climate Ready Government.

1) Operational arrangements

- a) Governance and management
 - i. Establish roles and responsibilities for oversight and management of climate risks, opportunities and GHG emissions.
 - ii. Nominate one or more officers at executive and agency-level who will be responsible for coordinating action to consider climate-related risks and reduce operational GHG emissions within the agency and for ensuring that the agency adheres to the requirements under this circular.
- b) Resourcing / training
 - i. Ensure adequate resourcing is provided to enable the deliverables to be achieved effectively.
 - ii. Provide access to training on climate risk management and GHG emissions reduction for staff who will be involved in implementing this circular.

2) Implementation Actions

- a) Update policies and strategic plans to be climate ready
 - i. Include requirements to manage climate risk, opportunities and GHG emissions in relevant agency strategic plans and corporate policies and processes.
 - ii. Review and update any whole-of-government policies and processes for which the agency has responsibility, to include requirements to manage climate risk, opportunities and GHG emissions where relevant.
- b) Climate risk assessment and management

- i. Assess climate-related risks and opportunities that could affect delivery of agency objectives and functions over the short, medium and long term, and develop, implement, monitor and report on actions to address priority risks and opportunities.
 - ii. Regularly develop or update the climate risk assessment and associated actions as per the time frames set out in Appendix 1.
- c) Carbon management plans
- i. Develop, implement, monitor and report on the agency's carbon management plan for the agency's operations and associated actions. Carbon management plans must include quantitative data on GHG emissions sources and GHG emission reduction actions.
 - ii. Regularly develop or update these plans as per the time frames set out in Appendix 1.
- d) Monitoring and reporting
- i. Report annually to the Department for Environment and Water on progress in achieving and maintaining the requirements of the circular and the effectiveness of actions undertaken; and on progress in delivering cross-agency actions led by the agency under the Net Zero Emissions for Government Operations program.

In meeting these requirements, each agency is expected to develop and implement arrangements that are fit for purpose and respond to the specific needs of their agency. Arrangements should be approved by agency chief executives and/or executive groups.

Agencies should also have regard to any GHG emissions reduction policies, targets and reporting requirements that are set by government.

The Climate Ready Government Implementation and Reporting Guide provides guidance on steps that agencies can take to comply with the requirements of this circular. This guide and other supporting documents and resources will be made available to agencies to support implementation.

Exemptions

All public sector agencies must apply this circular as soon as practicable. Application is mandatory for public sector agencies as per the time frames prescribed in Appendix 1.

Any exemptions and / or extensions to comply with the requirements of this circular may only be approved by Cabinet.

Any agency seeking an exemption or extension must ensure the submission to Cabinet:

- states the reasons why the exemption(s) / extension(s) is necessary
- specifies the proposed alternative policies, procedures or controls that will be adopted by the agency to effectively assess and manage climate related risks and opportunities, and reduce operational GHG emissions, and report on progress
- explains how the proposed alternative(s) will be undertaken in a manner that is consistent with requirements of this circular

- explains how the proposed alternative(s) will contribute to achieving any GHG emissions reduction targets set for whole of government operations.

The Department for Environment and Water must be notified of any exemption requests via dewclimatechange@sa.gov.au.

Monitoring and compliance

The Chief Executive, Department for Environment and Water is responsible for monitoring compliance with this circular across government. Compliance will be monitored through the agency annual reporting process (2d), which will be coordinated by the Department for Environment and Water.

The Department for Environment and Water will coordinate an annual report on agencies' progress in meeting the requirements of the circular and in addressing climate risk and reducing GHG emissions, which will be provided to the Minister for Climate, Environment and Water and Cabinet at the Minister's discretion.

More information on reporting requirements is available in the Climate Ready Government Implementation and Reporting Guide.

Distribution and publication

This circular will be published on the Department of Premier and Cabinet's website. Supporting documents and resources will be made available at the [Climate Ready Government Information Hub](#).

The Department for Environment and Water will communicate with agency chief executives when this circular is published and/or updated.

Document control

Review number: 1

Review date: December 2024

Next review date: April 2026

For more information

Climate Change Policy and Strategy,
Department for Environment and Water
T: (08) 8463 7023

E: dewclimatechange@sa.gov.au

W: [Department for Environment and Water - Climate Change](#)

Any suggestions for amendments, revisions or queries to this circular should be directed to dewclimatechange@sa.gov.au.

Appendix 1 – Time frames for mandatory application of PC007 - Climate Ready Government

Application of PC007 – Climate Ready Government is mandatory for South Australian Government public sector agencies in a phased approach, with agencies grouped as Phase 1, Phase 2 or Phase 3, as below.

	1. Operational arrangements		2. Implementation actions				
	Governance and management (Actions 1(a))	Resourcing / Training (Actions 1(b))	Corporate policies updated to be climate ready (Action 2(a)(i))	Whole of government policies updated to be climate ready (Action 2(a)(ii))	Climate risk management (Actions 2(b))	GHG emissions reduction – carbon management plans (as part of Actions 2(c)(i) and (ii))	Monitoring and reporting (Action 2(d))
Phase 1 agencies	By 31 December 2025	By 31 December 2025 And ongoing thereafter as needed	By 30 June 2026 And ongoing thereafter	By 30 June 2027 And ongoing thereafter	By 30 June 2026 And every 5 years thereafter	By 31 December 2025 And every 3-5 years thereafter	From 30 June 2026 And annually thereafter
Phase 2 agencies	By 31 December 2025	By 31 December 2025 And ongoing thereafter as needed	By 30 June 2027 And ongoing thereafter	By 30 June 2027 And ongoing thereafter	By 30 June 2027 And every 5 years thereafter	By 31 December 2026 And every 3-5 years thereafter	From 30 June 2026 And annually thereafter
Phase 3 agencies	By 31 December 2025	By 31 December 2025 And ongoing thereafter as needed	By 30 June 2028 And ongoing thereafter	By 30 June 2027 And ongoing thereafter	By 30 June 2028 And every 5 years thereafter	By 30 June 2028 And every 3-5 years thereafter	From 30 June 2026 And annually thereafter

Phase 1 agencies (or their successors)	Phase 2 agencies (or their successors)	Phase 3 agencies
<ul style="list-style-type: none"> Department for Education (including public education and care facilities) Department for Infrastructure and Transport SA Health (including the Department for Health and Wellbeing, local health networks and administrative units) SA Water <p>Agencies are also encouraged to apply the</p>	<ul style="list-style-type: none"> Attorney-General's Department Audit Office of South Australia Department for Child Protection Department for Correctional Services Courts Administration Authority Defence SA Electoral Commission of South Australia South Australian Country Fire Service South Australian Metropolitan Fire Service South Australian Fire and Emergency Services Commission South Australian State Emergency Service Department for Energy and Mining Department for Environment and Water Green Industries SA Environment Protection Authority 	<p>All other public sector agencies as defined by the <i>Public Sector Act 2009</i> and not included in Phase 1 or 2.</p> <p>This includes agencies' affiliated bodies, such as attached offices, administrative units, relevant statutory authorities etc. that have not been included in earlier phases.</p>

requirements of this circular to affiliated bodies, such as attached offices, administrative units, and relevant statutory authorities etc., as far as practical.

- Department of State Development
- Department of Human Services
- South Australia Police
- Department of the Premier and Cabinet
- Department of Primary Industries and Regions
- TAFE SA
- South Australian Tourism Commission
- Department of Treasury and Finance
- Department for Housing and Urban Development
- South Australian Housing Trust
- Renewal SA.

Agencies are also encouraged to apply the requirements of this circular to affiliated bodies, such as attached offices, administrative units, and relevant statutory authorities etc., as far as practical.