# Climate Skills Assessment and Capability Planning

**Commonwealth Climate Disclosure Initiative**

This factsheet supports entities with implementing Commonwealth Climate Disclosure criteria G1(a)ii to disclose information about how the accountable authority determines whether appropriate skills and competencies are available or will be developed to oversee strategies designed to respond to climate-related risks and opportunities.

To assist with this task, this factsheet provides a process entities can use to identify necessary skills and capabilities, determine who needs them, assess gaps, and integrate a development plan into the overall strategy. The process is outlined in the following diagram:

### Step 1: Skill and competency identification

Producing a climate disclosure requires a multi-disciplinary approach from people with diverse skills and knowledge. This includes people with skills in areas such as climate science, enterprise risk management, annual reporting, organisational governance, and emissions reduction. It is important to consider the roles and responsibilities of everyone who contributes both directly and indirectly to your entity’s climate disclosure so that skills gaps can be identified and addressed.

Depending on your entity’s type and risk profile, you may consider assessing for skills and capability in the following areas:

### Step 2: Internal stakeholders

It is important to consider all relevant stakeholders when assessing skills and competency gaps. This should include those leading the climate disclosure, those who provide content for parts of it, as well as those responsible for the annual report development and approvals.

The list below outlines some stakeholders and the level of skills and competencies they are likely to need.

### Step 3: Measure and identify gaps

In this step, you will need to measure and identify any gaps in skills and competencies required for effective climate disclosure. This involves several key actions, as depicted in the diagram below.

To illustrate how skills can be assessed, an example Skill Assessment Matrix based on a fictional entity, is also provided below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Entity | Department of Parks and Recreation (Property & Works Division) | | | |
|  |  |  |  |  |
| Capabilities | Team member: **April**  Role: **Director Public Works** | | Team member: **Jerry** Role: **Recreation Officer** | |
| **Proficiency** | Required Competency | **Proficiency** | Required Competency |
| Climate Change Science | **4** | 4 | **2** | 4 |
| Emissions accounting | **4** | 5 | **1** | 1 |
| Emissions reduction and net zero | **3** | 5 | **1** | 2 |
| CROMP | **2** | 4 | **1** | 3 |
| Risk management | **1** | 4 | **3** | 4 |
| Governance | **1** | 3 | **4** | 5 |
| Emissions reduction technology | **3** | 5 | **1** | 2 |
| Annual reporting | **1** | 3 | **2** | 3 |
| Sustainable Procurement Policy | **3** | 5 | **2** | 2 |
| Climate disclosure requirements | **3** | 5 | **1** | 2 |

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| **Case study: Fair Work Commission**  The Fair Work Commission (the Commission) opted into the Commonwealth Climate Disclosure Pilot as a voluntary participant to produce its first climate disclosure in the 2023-24 financial year.  As part of its strategy to build climate knowledge, the Commission started with developing and issuing a climate action pulse survey to all staff to assess current climate knowledge, level of understanding of the Commission’s emission reduction plan as well as what staff wanted to learn more about. A campaign was run for almost 2 weeks with both management and staff promoting the survey to ensure a high participation rate.  The results of this survey are being used to develop a program of training for the second half of the 2024-25 financial year, covering topics identified by staff. Topics will include:   * the Commission’s commitment to climate action * Australian Government’s climate-related initiatives * how staff can reduce their own impact on climate change at work. |

### Step 4: Develop capability development plan

Capability development plans provide a structured approach to building climate-related skills and capabilities. You could consider including specific training programs tailored to different roles, ensuring all staff are equipped to support climate-related objectives.

The table below provides an example of a simple climate capability development plan. Additional resources are available in the box below to support further development.

|  |  |  |
| --- | --- | --- |
| Training | Who | When |
| Climate Risk and Opportunity Management Program (CROMP) module 1 | All staff | 30 June 2025 |
| CROMP module 1 and 2 | Staff contributing to disclosure | 30 June 2025 |
| Foundations of Net Zero in Government Operations | Staff contributing to disclosure | 30 June 2025 |
| Climate leadership conference | Chief Sustainability Officer | 30 June 2025 |
| Sustainable Procurement Course | Procurement team | 30 June 2025 |
| Attend 2 webinars through DCCEEW or Finance Communities of Practice | Staff contributing to disclosure | 30 June 2025 |

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| Resources available The following resources are freely accessible for Commonwealth entities and companies to use to support building internal skills and capability.   * Foundations of Net Zero in Government Operations on [APS Academy](https://www.apsacademy.gov.au/course-sessions/foundations-net-zero-government-operations) * Introduction to Commonwealth Climate Disclosure on [APS Academy](https://www.apsacademy.gov.au/course-sessions/foundations-net-zero-government-operations) * Climate Risk and Opportunity Management Program training modules on [APS Academy](https://www.apsacademy.gov.au/news/climate-risk-and-opportunity-management-program) * Climate Action courses on the [SDG Academy](https://sdgacademy.org/courses/?g=1140) * [Climate Active Electricity Accounting](https://www.climateactive.org.au/sites/default/files/2021-04/Climate%20Active%20Electricity%20Accounting.pdf) * [Annual Climate Change Statement](https://www.dcceew.gov.au/climate-change/strategies/annual-climate-change-statement-2023) * GovTEAMS community of practice for entities participating in the Commonwealth Climate Disclosure initiative * Sustainable Markets Initiative [Government Training Programme](https://www.aap.com.au/aapreleases/cision20241025ae40558/#:~:text=The%20programme%20has%20convened%20subject,projects%20and%20the%20implementation%20of) on climate for Commonwealth Member States |

### Step 5: Implement and embed capability plan

To ensure capability plans are implemented, entities may consider building training into staff performance agreements, team/work area KPIs, and related entity-wide strategies and programs which could include:

* new staff inductions
* learning and development strategy
* Board skills matrix reporting.

# Document control

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| --- | --- | --- |
| Version number | Date of issue | Brief description of change |
| 1 | 31/01/2025 | Initial publication |
| 2 | 01/05/2025 | Update of ‘Resources Available’ to reflect the APS Academy Course ‘Introduction to Commonwealth Climate Disclosures’ |

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