

PURPOSE

Dear Local Government Colleagues

This survey of climate change adaptation tools and processes used by local governments in States and Territories is considered a national research priority by the Australian Local Government Association, all of the state and territory LGAs, and the Local Government Managers Association. Its purpose is to explore key issues and experiences including:

- * how various adaptation tools and process have, and are being utilised by different kinds of councils and ROCs - urban, peri-urban or rural; small, medium or large scale;
- * applications in various operational levels e.g. decision support, risk assessment, strategic planning, community and stakeholder engagement;
- * whether intended outcomes were met and how success was measured
- * gaps and limitations in the design of a tool and/or facilitating the process;
- * identifying critical success factors;
- * challenges and barriers encountered - and whether/how these were overcome;
- * strategies and techniques to engage communities and stakeholders;
- * scoping future improvements; and
- * clarifying next steps.

Three key points to note about this survey:

Firstly, the closed questions provide important quantitative data and you can't get to the next page without providing an answer.

Secondly, the open qualitative questions enable you to contribute 'rich data' on organisational and community/stakeholder experiences and insights on the adaption tools and their application processes.

Thirdly, the questions refer to 'tools/processes' because it can be difficult to define a 'tool' that is part of an overall process and/or involves a range of targeted adaptations to hazards, risks and vulnerabilities. This is especially the case when several tools are utilized, based on one or more assessment methodologies.

Your thoughtful responses will contribute to this prioritised knowledge building and sharing endeavor. Please allocate a half hour to complete it.

Be assured that all responses will be kept strictly confidential and anonymous – no organisations or individuals will be mentioned by name or identified in any other way in the Survey Report.

PROFILING YOUR ORGANISATION

*1a. Please indicate your State/Territory.

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA

1b. Please indicate the appropriate geographic/density type, population bracket, landlocked or a coastal boundary, and all applicable hazards/risks/vulnerabilities.

	Geographic/Density type	Population	Coastal/Landlocked	Regularity of coastal hazards	Regularity of storm-water/river flooding	Regularity of bushfires	Regularity of landgales, east coast lows or cyclones	Regularity of heatwaves	Regularity of droughts
Council									
ROC	<ul style="list-style-type: none"> Urban Peri-Urban Regional Rural Remote 	<ul style="list-style-type: none"> over 70,001 population 50,001-70,000 population 20,001-50,000 population 5,001-20,000 population 2,001-5000 population up to 2,000 population 	<ul style="list-style-type: none"> Coastal Boundary/ies Landlocked 	<ul style="list-style-type: none"> Rarely (1 in 100 years) Occasionally (1 in 20 years) Frequently (1 in 5 years) 					

***1c. At which level was this survey response signed off? Please choose one option:**

- GM
- Director
- Manager
- Team Leader
- No sign off or specific approval process required

TOOLS AND PROCESSES USED

2a. Please choose the option(s) below that best describe(s) the climate change adaptation project(s) undertaken at your Council/ROC.

Select the tool used for each relevant project, the funding source, indicate whether the tool was used in house or by consultants, and if the project has been completed.

If your Council/ROC has undertaken more than one climate change adaptation project, please provide answers for each project, and rank the projects in terms of usefulness or success.

Tool abbreviations are as follows:

AGO 2006 – “Climate Change Impacts and Risk Management: A Guide for Business and Government”

DCC 2009 – “Climate change adaptation actions for Local Government”

AS/NZS ISO 31000:2009 – AS/NZS 4360:2004 or AS/NZS ISO 31000:2009

RAM 2000 - Rapid Appraisal Method for Floodplain Management (Vic Dept Natural Resources and Environment 2000)

	Tool used	Funding sourced from	Tool used by	Project completed?	Ranking (multiple projects only)
i. Corporate Risk Assessment & Management					
ii. Community Risk Assessment & Management	AGO 2006 AS/NZS ISO 31000:2009	In Council/ROC State Government Program/Grant	In house By Consultants	Incomplete Complete	1 (most useful) 2 3 4 5
iii. Community & Corporate Risk Assessment & Management	AGO 2006 & AS/NZS ISO 31000:2009 DCC 2009 RAM 2000	Federal Government Program/Grant LAPP Insurance Provider	Combination		
iv. Coastal Risk/Hazard Assessment & Adaptation Project	Professionally integrated tool Other				

ACCARNSI Climate Change Adaptation 'Tools and Processes' Survey

v. High level Vulnerability Assessment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
vi. Detailed Flood Risk & Climate Adaptation Study	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
vii. Detailed Coastal Zone Hazards Study & Coastal Zone Management Plan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
viii. Developing a Business Case for Adaptation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ix. Sustainability Scorecard, checklist or similar tool	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
x. OTHER tool/process (please describe in Q2b)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2b. If you selected or ranked “OTHER tool/process”, please briefly describe it. If not, then move on to the next question:

ALL FOLLOWING QUESTIONS REFER TO THE TOPMOST RANKED TOOL IN Q2A

NB: ANSWERS TO QUESTIONS 3-9 ARE LIMITED TO THE MOST USEFUL OR EFFECTIVE TOOL/PROCESS (i.e. 'TOPMOST TOOL') RANKED '1' IN QUESTION 2a OR 2b.

KEY DRIVERS FOR USING A TOOL/PROCESS

***3a. KEY DRIVERS for using the 'topmost tool/process': Please rank most relevant key drivers - ranking from 1 to 3 or more, starting with '1' for the most significant driver. Select from the options below:**

i. CORPORATE - Provide leadership at local and/or regional levels

ii. CORPORATE - Support development of relevant policies

iii. CORPORATE - Build internal organisational capacities

iv. CORPORATE - Initiate action plans (overcome inertias)

v. CORPORATE - Identify future research needs and directions

vi. BUSINESS CASE - Save money in the future by being proactive now

vii. BUSINESS CASE - Reduce risks to avoid litigation and liability issues

viii. STRATEGIC PLANNING - Identify and prioritise risks, hazards and vulnerabilities arising from climate change impacts

ix. STRATEGIC PLANNING - Enhance resilience through development and integration of adaptation strategies at a range of temporal and spatial scales, local to regional

x. COMMUNITY - Meet the expectations of a community that is keen to see an action plan happening

xi. COMMUNITY/STAKEHOLDER – Identify and respond to community or stakeholder issues/concerns about impacts especially in vulnerable areas

xii. OTHER key driver

3b. If you ranked "OTHER key driver", please briefly describe it. If not, then move on to the next question:

3c. Comment on a significant experience or insight that emerged regarding a key driver for your organisation, community or stakeholder(s). Otherwise, go to the next question.

EVALUATING OUTCOMES & MEASURING SUCCESS

***4a. EVALUATING OUTCOMES AND MEASURING SUCCESS of the topmost tool/process:**
Please rank (1 to 3+) the relevant key performance indicator(s). Select from the options below:

- i. Identifies key gaps and further needs
- ii. Resolves a difficult problem, need or gap
- iii. Enables informed decision-making
- iv. Enables development of action plans
- v. Promotes systems thinking in climate change adaptation and sustainability
- vi. Drives innovative approaches to urban and regional planning
- vii. Encourages collaboration within/across councils
- viii. Adaptable: can evolve over time to changing needs e.g. improved standards for risk assessments, improved monitoring and reporting processes
- ix. Enables meaningful engagements with communities and stakeholders
- x. Results can be readily communicated and shared with communities and stakeholders
- xi. OTHER KPI

4b. If you ranked "Other KPI", please briefly describe it. If not, move on to the next question.

4c. Comment on a significant experience or insight that emerged in evaluating a significant outcome, KPI or measure of success. Otherwise, go to the next question.

CRITICAL SUCCESS FACTORS

***5a. CRITICAL SUCCESS FACTORS: Please rank (1 to 3+) any factors that were critical to the successful application of the topmost tool/process. Select from the organisational, planning, community/stakeholder or other options:**

- i. ORGANISATIONAL - Required minimal council resources other than staff time to attend workshops
- ii. ORGANISATIONAL - External consultants/facilitators brought expertise and rigour which gave staff confidence in integrating multiple assessment factors
- iii. ORGANISATIONAL - Integrated scientific data from credible research organisations with liability risks from insurers' perspectives
- iv. ORGANISATIONAL - Engaged staff from all departments or business units
- v. ORGANISATIONAL - Senior management &/or elected representatives showed positive attitudes and supported the tool/process
- vi. ORGANISATIONAL - One or more champions drove the tool/process and made things happen
- vii. PLANNING - Baseline data generated by the tool/process can be updated and expanded to create a 'living document'
- viii. PLANNING - Flexibility of the tool/process to suit local contexts and address local issues
- ix. PLANNING - Commitment to incorporate tool/process outputs in a longer-term Strategic Plan
- x. COMMUNITY/STAKEHOLDER - attitudes and preferences were assessed early on in the process
- xi. COMMUNITY/STAKEHOLDER - Outputs met with expectations that Council address and respond to its perspectives and concerns
- xii. OTHER critical success factor

5b. If you ranked "OTHER critical success factor", please briefly describe it. If not, then move on to the next question:

5c. Comment on a significant experience or insight that emerged regarding a critical success factor for your organisation, community or stakeholder(s). Otherwise, go to the next question.

CHALLENGES AND BARRIERS

***6a. CHALLENGES AND BARRIERS ENCOUNTERED: Please rank (1 to 3+) any relevant challenges or barriers. Select from the options below:**

- i. FACILITATION - Getting the right people including planners and decision makers to participate
- ii. FACILITATION - Difficult to get workshop participants to complete assigned follow-up tasks
- iii. DISENGAGED COMMUNITY - "seems like residents don't want to know about climate change"
- iv. TECHNICAL - Risk/vulnerability assessment method(s) require external expertise to apply rigorously
- v. TECHNICAL - Local knowledge among staff and community is insufficient to deal with complex science &/or identify and assess multiple vulnerabilities and risks
- vi. TECHNICAL - CSIRO Catchment Scenarios and other national scenarios are too broadscale to be locally relevant. Need local or regional scale scenarios
- vii. PLANNING - Integrating tool/process outputs into planning processes
- viii. IMPLEMENTATION - Lack of sustained funding to implement action plans
- ix. NEXT STEPS? Unsure how to move beyond a "first pass" assessment to the next stage
- x. OTHER challenge/barrier

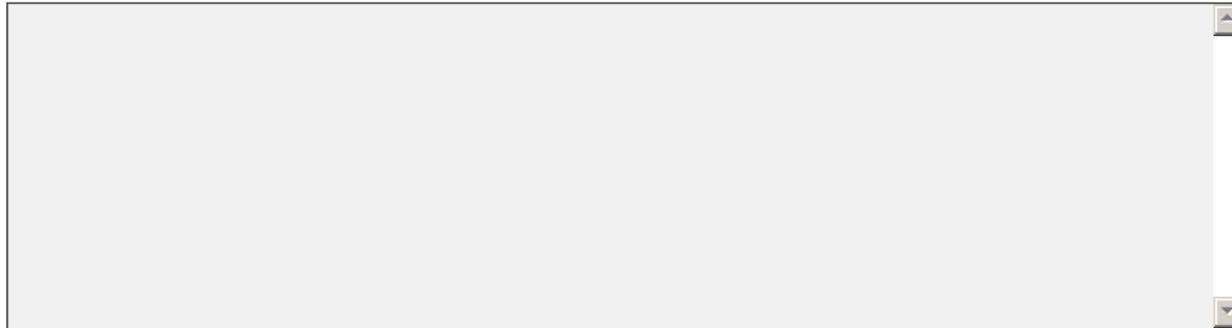
6b. If you ranked "OTHER challenge/barrier", please briefly describe it. If not, then move on to the next question.

6c.

Comment on a significant experience or insight that emerged regarding a challenge or barrier for your organisation, community or stakeholder(s). Otherwise, go to the next question.

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***7. RESOLVING CHALLENGES AND BARRIERS: Please describe if/how your organisation resolved its 1st ranked challenge/barrier – or how it could be resolved in the future (e.g. with additional funding for expert assistance)**

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ADAPTIVE LEARNING - KEY LESSONS FOR YOUR ORGANISATION, COMMUNITY & STAK...

8a. ADAPTIVE LEARNING: Please rank (1 to 3+) key lessons or gains in understanding that resulted from the application of the topmost tool/process. Select from the organisational and community/stakeholder options below:

- i. ORGANISATIONAL - Maintaining continuity of key staff resources throughout the project is important.
- ii. ORGANISATIONAL - Need to build staff ownership of adaptation processes, priorities, strategies and action plans
- iii. ORGANISATIONAL - in retrospect, the scope of the "1st pass" LAPP project was too broad.
- iv. ORGANISATIONAL - Vulnerability assessment generated more questions than answers, particularly the costs and benefits of potential adaptation actions
- v. ORGANISATIONAL - "Climate change is something we need to build into our business."
- vi. COMMUNITY/STAKEHOLDER - Crucial to have an experienced, reputable external facilitator who is familiar with local governments and community/stakeholder engagement
- vii. COMMUNITY/STAKEHOLDER - Clarify how community leadership roles and responsibilities can best contribute to assessment processes and implementation plans
- viii. COMMUNITY/STAKEHOLDER - good local knowledge of hazards, risks and vulnerabilities (e.g. flooding, bushfire)was a crucial input
- ix. COMMUNITY/STAKEHOLDER - Summarise key information in simplified, non-scientific language to improve communication and general comprehension.
- x. COMMUNITY/STAKEHOLDER - trusts its Local Government to provide high quality products e.g. hazards maps, reports on local vulnerabilities, action plans
- xi. OTHER adaptive learning

8b. If you ranked "OTHER adaptive learning", please briefly describe it. If not, then move on to the next question:

8c. Comment on a significant experience or insight that emerged regarding an adaptive learning for your organisation, community or stakeholder(s). Otherwise, go to the next question.

NEXT STEPS

***9a. NEXT STEPS? Where to from here - will the topmost tool/process outputs be integrated into adaptation processes &/or plans? Please rank any of the relevant steps suggested below:**

i. Complete the tool/process (if still uncompleted)

ii. Continue implementing a current Action Plan

iii. Develop a NEW Action Plan

iv. Incorporate the tool/process outputs into an existing or new STRATEGIC Plan

v. Incorporate the tool/process outputs into an existing or new COMMUNITY Plan

vi. Incorporate the tool/process outputs in an existing or new CORPORATE Plan

vii. No further steps in the short to medium term.

viii. OTHER step

9b. If you ranked "OTHER step", please briefly describe it. If not, then move on to the next question:

***9c. What was the KEY PROMPT for your 1st ranked 'next step'? Please indicate one of the prompts suggested below:**

- i. New requirement of State/NT Government
- ii. Opportunity to work with another council or ROC
- iii. Opportunity to work with other stakeholder(s)
- iv. Opportunity to access funding
- v. OTHER context-specific factor(s)

9d. If you selected “OTHER context-specific factor(s)”, please briefly describe them. If not, then move on to the next question:

FINAL REFLECTIONS

10a. Do you have in mind another survey question that could or should have been asked? If so, please pose it and answer briefly. Otherwise, go to the next question.

10b. Looking back on your participation in an adaptation tool/process, which experience or outcome stands out as the most memorable or rewarding?

THANK YOU FOR COMPLETING THIS IMPORTANT SURVEY. WE VALUE YOUR INPUT.

PLEASE PRESS SUBMIT
(AT THE BOTTOM OF THE SCREEN)