

Identify challenges

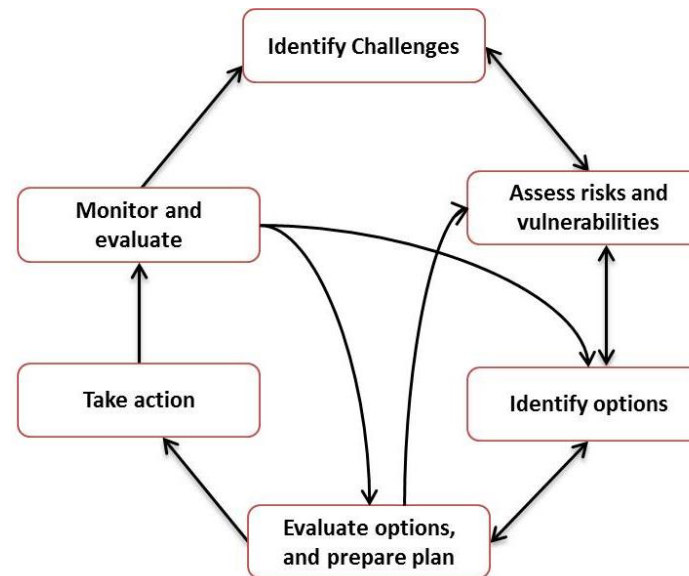
- Bring together a range of stakeholders, including those who may oppose the process. Early and continual engagement is essential.
- Ensure a good gender mix and age balance, and that all sectors are represented
- Pull together information on past climate-related events and impacts
- Use expert opinion, simple maps, figures and climate change projections to determine whether you have a climate challenge to address (a first-pass risk screening).
- Talk to decision makers and get authority to act

Determine vulnerability:

- Communicate your findings of a first-pass risk screening to your stakeholders and narrow down your focus to areas that are most at-risk and use existing information, maps in conjunction with stakeholder and expert knowledge to conduct a second-pass risk workshop.
- Before risk workshop, identify past climate impacts of your area using freely available data, visualisations, state or local government studies and reports
- If any major risks are identified in the risk workshop, a deeper understanding may be required in key areas. Therefore communicate the results of the risk workshop with decision makers to discuss what can be done to address
- Understand the legal risks of not addressing the identified risk

Identify options:

- Explore options that reduce future risk
- Do not put new development in harm's way
- Enable natural adaptation to occur
- Use soft options where appropriate (social and environmental)
- Consult with stakeholders to help identify options.
- Consider opportunities that may arise if a certain option is implemented
- Consider whether a given option is compatible with your State's policies



Evaluate options and make a plan:

- Always try to select options that will allow you to keep your options open (i.e. do not commit to something that cannot be changed or built on if required).
- Incorporate relevant existing plans and strategies of your organisation into a spreadsheet and assess their utility for managing climate risks
- Identify suitable indicators to assess performance of options consulting with your stakeholders (include consideration of benefits or negative impacts of an option on community, environment etc.)
- If implementation is not required immediately, identify thresholds and trigger levels when actions should be taken
- Identify people/groups responsible for actions
- Put a simple plan in place with above information (previous two bullet points)
- Include review points when plan will be updated

Monitor and evaluate

- If you have made a simple plan identifying your future plan with thresholds to act, then put a monitoring system in place and evaluate the results in due course
- Identify simple indicators that are clearly linked to the outcomes of decisions
- Identifying thresholds and monitoring these over time to determine when actions are required can save resources.

Take Action

- Identify potential barriers to action and include mechanisms to overcome them
- Implement options that reduce future risk – do not put new development in harm's way
- If your action is not to take any action, then document the process through which you arrived at this decision.
- Use soft options where appropriate (social and environmental) and if suitable enable natural adaptation to occur. However, understand the risk of this action before making a final decision.
- Always consult with stakeholders before taking any action.
- If required try to establish collaboration with other organisation (with in same sector or cross sectors) to implement an adaptation action