This template has been designed to support documentation/tracking of information and activities undertaken while following the C-CADS process. It helps to maintain records and outcomes of activities and can be used to support formal reporting and planning, or simply as a reminder of where you are up to with your adaptation planning and implementation journey. Please delete any components of this document that do not suit your needs.

**NOTE:** *YOU NEED TO READ THE C-CADS GUIDANCE IN ORDER TO
DO YOUR ADAPTATION PLANNING.*

Project Details

**Organisation**:

**Project name**:

**Name of person responsible for adaptation planning**: *[template owner]*

*[Before undertaking C-CADS, familiarise yourself with the whole cycle. Read the section Using C-CADS, or scan through each step of the C-CADS cycle]*

**Step 1:** Identify the climate challenges

Planning

A. Selecting appropriate framing and scope of plan

*[Include consideration about scale, challenges and issues.*

*If this is second or further iteration of the C-CADS process, ensure that in making changes to your previously prepared version, you document your changes and reasons behind the changes. ]*

**B. Identify barriers to your adaptation plans and process**

*[What may constrain or halt planning by your organisation/group?]*

**C. Setting a vision and goals**

*[What do you or your organisation hope to achieve through this adaptation and implementation process?]*

Understanding climate threats and opportunities

**A. What are the past and present challenges?**

*[Have you engaged with stakeholders and community in addressing this question? Append or paste documentation and photos into this report]*

**B. What does current and future climate change mean for your organisation/interests?**

**C. Have you completed a First Pass Risk Screening?**

*[Cut and paste, or append the results of your First Pass Risk Screening to this document]*

*[If you have decided not to do a first pass risk screen, consider and document how this may affect your adaptation planning approach and outcome]*

**D. Outline why you, your organisation, your partner organisations need to act.**

*[This can be your preliminary reasoning derived from your First Pass Risk Screening]*

**E. Have you considered the legislative context of what should be done about climate change in your jurisdiction?**

*[Document this information here, it may be useful information to provides to managers and Board/Council members]*

**F. Getting buy in (developing a case for action)**

*[Use the information developed in this step to seek support from senior management and/or Boards, Council to act on the issue. List here a strategy for getting buy-in. This includes strategy to ensure that staff and other resources are available, and that leadership is in place to help drive adaptation planning within the organisation.*

*Collaborating within and between organisations, community and stakeholder engagement are all important at this stage. List here your potential collaborators and partners, their roles and responsibilities for the adaptation planning activities, and appropriate governance for the project/planning activities.]*

**Step 2**. Assess risks and vulnerabilities

A. Establish the type and level of risk assessment methodology to be used

[Have you considered the guidance on risk assessment in CoastAdapt, and are you clear on whether a first, second or third pass assessment is required?

Have you undertaken a data gaps and needs audit to identify whether you have the data and other resources needed to undertake your risk assessment?

Have you checked for past studies on local hazards and determined whether data previously collected are accessible?

Have you obtained advice from coastal or engineering experts on the significance of local risk and the adequacy of data for a second or third pass risk assessment?

Where further data collection is needed, have you considered data management and ease-of-use issues to maximise data usefulness, and accessed the CoastAdapt guidance on commissioning consultants?]

B. Use existing risk assessment approaches

[Provide information about the risk matrix you have selected]

[Your organisation may have its own risk assessment approaches and reporting mechanisms. It is very useful to think about how these can be used in conjunction with the tools and guidance provided in CoastAdapt, as this makes it easier to engage through corporate/organisation processes.]

C. Analysing risk and establishing or updating a risk register for your organisation/assets/project

[Document who was involved in the risk assessment processes. Document how you are reporting the risk to different levels in your organisation. Working with existing risk registers can help with communicating risk internally. Include your risk assessment outputs here.]

D. Priorities for developing responses

[Have you identified any risk hotspots in your area of interest? Include information about your responses to the vulnerability and risk identified. Do you need to update objectives? Do you need to adapt? Do you need a plan? When should you act?]

E. Engaging with stakeholders about vulnerability and risk assessment results

[Are you engaging with stakeholders effectively about the risks faced and the next steps that are required? Do you need to revisit Step 1 and adjust the framing and objectives of your adaptation planning?]

**Step 3**: Identify Options

A. Using risk registers to identify options

[Have you identified adaptation options for the risks that you have listed in your risk registers? (You may use existing knowledge, and stakeholder input in this case.) Have you identified and documented some of the benefits and the risks that are associated with your identified options?]

B. Developing suites of options

[Have you considered to identify suites of options including soft (social and environmental) and hard (engineering) solutions?]

C. Considering existing actions from other relevant plans or strategies

[Have you assessed whether existing options from other management plans and strategies are relevant or should be reprioritised as a result of climate change, and incorporated into your adaptation plan? If there is any document them in this section.]

D. Collating adaptation options

[Establish a list of adaptation options that have been shortlisted and capture information about them to ensure that once you start to select and prioritise final options you have the right information at hand, including about the ability to implement options.

Have you explored any opportunities for partnerships or potential co-benefits that may arise if a certain option is implemented?

Have you checked whether the option that you are considering for your adaptation is compatible with your State policies? ]

E. Considering integrated solutions and pathways

[Have you thought about how different options influence each other, and address other risks that your organisation may face, and how you might sequence options in a pathways approach?

Have you considered the need for, and types of, transformational adaptation options that may be required in the long-term?]

F. Stakeholder Engagement

[Stakeholder engagement continues to be important. Have you engaged effectively with stakeholders to ensure they have had input into identification of options? If not, what resources are required to help to do this more effectively, and what sort of time frames may be required?]

**Step 4**: Evaluate options and prepare plan

A. Evaluation and comparison of different options

[Have you determined the level of acceptable risk for your organisation and stakeholders? This should determine what options should be considered.]

B. Identifying decision criteria to evaluate your options and initial screening

[Capture the decision criteria that you or your organisation have selected to use when evaluating options. It is useful to keep a record of which internal and external stakeholders were engaged while determining these criteria.

Have you done an initial screening of options and weeded out those that should not be taken further, and justified these appropriately?]

C. Assess the options you have identified

[Document the option evaluation method you have selected, and keep notes to justify your selection. If a particular approach is required or recommended by your State or Territory, or by your organisation, these should be used.

Document the process and the stakeholder engagement undertaken at this stage.

Append the outcomes of your evaluation.]

D. Consideration of making decisions under uncertainty, sequencing and pathways

[Make notes on the uncertainties associated with your climate change adaptation decision making and your selection of options. Consider how developing sequences or pathways of options may help to reduce unnecessary expenditure or action, and keep your options open for more innovative and perhaps more cost effective options in the future.

Consider and document thresholds at which options may be triggered, and think about what indicators should be monitored to trigger actions.]

E. Developing an adaptation plan or investment proposal

[Have you included all the information and elements in your plan, and engaged appropriately within and outside of your organisation in the preparation and review of your plan or proposal? Is it clear to stakeholders that your organisation is fully committed to the plan?]

F. Identifying implementation barriers

[It is useful to consider and document possible barriers to implementation of your plan, project or activity, and to work out approaches to overcoming these barriers.]

G. Identifying, monitoring and evaluation of indicators

[Your plan should include performance indicators for each option. This is important as without these it is impossible to monitor performance effectively. When selecting indicators you should think about how they will be monitored and what resources are required. Consider partnerships and approaches that can be developed to make this more cost effective.]

H. Mainstreaming

[Have you considered ways in which your adaptation plan and project can be integrated into the core business of your organisation? Document the approaches you have taken to discuss this within your organisation, and what approaches will be taken including timing.]

I. Getting sign-off of your adaptation plan, approach or proposal

[Has your plan been signed off at a high level in your organisation? Document what you have done to achieve this, and who has been engaged in the process.]

J. Building a business case for implementing your adaptation plan, or actions

[Have you taken steps to develop a business plan for implementing your plan or for a project or adaptation option? Document what steps you have taken to develop the plan, and also what approaches you or others will need to take to ensure that the plan is supported.]

K. Continual iteration

[Document the approaches you have taken to ensure that the plan is revisited at appropriate intervals, and updated as necessary

You may want to revisit your risk register to check while identifying and evaluating options, whether you have identified any risks that you may not have identified before]

**Step 5**: Take Action

A. What do I need to do and when?

[Your plan will identify the various options that need to be implemented, and who is responsible for implementing them. There are a variety of activities that need to be done within and outside of your organisation to ensure that the plan/project gets delivered. The plan needs to be a living document with care taken to ensure that it does not become out of date with changes to staff etc.

Thresholds indicators need to monitored to ensure that options are implemented in the right sequences.]

B. Maintaining stakeholder and community buy-in

[Adaptation plans are long-term plans, and there is a need for regular update and as thresholds are reached for new options to be implemented. As the effects of climate change increase, some options may be contentious, requiring extensive engagement.

Document the engagement activities that are being undertaken here, including articulating what success looks like and how you will determine whether the engagement has been effective.]

C. Funding and financing mechanisms for implementing adaptation actions and plans

[Adaptation is likely to be expensive, particularly as the effects of climate change reduce the effectiveness of soft (non-engineered solutions). Keep track of what funds are available, what actions have been taken to attract funding or finance for adaptation projects, and who is responsible for reporting etc.

Ensure that funding and financing includes consideration of maintenance of the work that has been done. Funding and financing adaptation requires engagement with a range of different people in your organisation, ensure that all players are being provided with the right information and feedback.]

D. Building Partnerships for action

[Adaptation can be implemented at the right scales and can be made more cost effective, by building partnerships in a strategic way. Keep track of opportunities, approaches and outcomes, ensure that structures are set up effectively, and that all parties are getting the feedback they require]

**Step 6**: Monitor, Evaluate and Review

[This is an essential step of any plan, project and action, even of activities related to preparing your plan. Doing this step properly will help to ensure continual learning and improvement of activities and actions. It will help with reporting to finding bodies, boards, stakeholder and the community, and importantly will help identify when thresholds have been reached and additional adaptation actions are required.]

A. Designing an effective monitoring and evaluation program

[Append your M&E Plan, and list the names of the people who will be involved, information about who is responsible for data/information collection, who will analyse the results of monitoring, and how you will report them.

Your monitoring plan will include trigger points which when reached indicate that a new action or suite of actions is required. You may be relying on a range of different groups or entities to undertake monitoring (including community groups and schools). It is important you keep records of all activities so that they can be integrated on a fairly regular basis.

Does your monitoring plan include short-term outputs from projects as well as medium and longer-term outcomes?]

B. Monitoring

[Who is involved? What are they doing?

Who is analysing? How will information be reported?]

C. Evaluation

[Have you established processes by which you will evaluate the work you have done? Select tools and approaches and ensure these are documented.

Have you used the checklist to evaluate whether your existing adaptation plan is still current?

Ensure that lessons learned are documented, and that you have processes in place to act on those lessons once you start going through the C-CADS cycle again.

Ensure that internal and external stakeholders are informed of outcomes and that they are aware that a new planning cycle building on the lessons learned will begin.]