



## Adaptive Capacity Checklist pilot

### ***Join the pilot and help shape the VCRC***

Are you interested in understanding which organisational strengths and capacities can enable a whole-of-organisation shift to prioritising climate change adaptation across your council?

We invite you to participate in the Adaptive Capacity Checklist pilot, a crucial step in the development of the [Victorian Climate Resilient Councils](#) (VCRC) program.

By joining our working group, you'll have the opportunity to review and update the [Adaptive Capacity Checklist](#) (ACC), a key tool in ***Step 1 of the VCRC program: Goal setting and securing support***.

Your insights and experiences will shape the review process including how the results of the ACC can be used to identify organisational barriers and capacities which can then inform a holistic understanding of a council organisation's needs and objectives for setting up an effective climate adaptation response.

You will have the opportunity to collaborate with other leading councils to consider how the ACC can be meaningfully reported, including whether the ACC can serve as a benchmarking mechanism and engagement tool for council leadership. Other monitoring, evaluation and reporting approaches to support the overall VCRC program delivery will be considered by the working group as well.

Not only will you contribute to updating the ACC as a key tool for the VCRC, you'll also help inform a leadership engagement process. Your recommendations on engaging council leadership on climate change will foster greater support for adaptation initiatives within councils and inform a key part of the VCRC program.

We invite broad participation from any Victorian councils interested in adaptation response planning and leadership engagement. Your diverse perspectives will support a holistic approach to the update of the ACC and ensure that the design of the first step of the VCRC is tailored to meet your needs and align with your specific circumstances.

We particularly welcome involvement from councils that have previously used the ACC tool (e.g. HWAWA councils). Your invaluable experiences of using this tool will guide the review process, including monitoring, evaluation and reporting options for the broader VCRC program through this working group.

Once the ACC is updated, a subset of councils with representation from metropolitan, regional and rural local governments will pilot the updated tool and assessment process within their council with

the support of the project team. These councils will gain a greater understanding of how to design their adaptation response to work with their organisation's strengths and capacities.

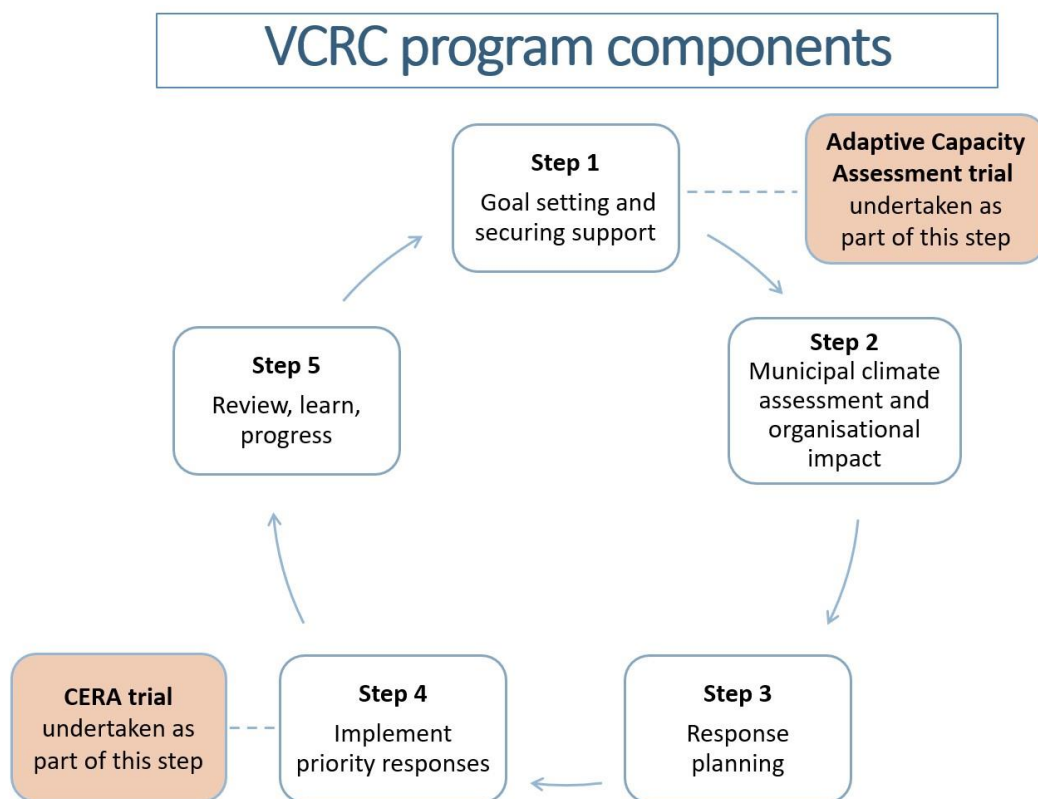
Your involvement will directly shape the development of the VCRC. The pilot's results and the working group's recommendations will inform an evaluation report that will guide the Project Steering Committee in advancing the VCRC program.

### **Project Background**

The local government sector has been identified as needing more support to adapt to climate change (Local Government Review, 2021, [Needs Analysis](#), 2021). [Consultation](#) with sustainability officers from 52 Victorian local governments confirmed this need, highlighting a lack of support and funding, inequity in resources and capacities, low prioritisation of climate risk management, and a lack of clear guidance. In response, the [Western Alliance for Greenhouse Action](#) (WAGA) is leading the development of the [Victorian Climate Resilient Councils](#) (VCRC) program.

This program aims to guide councils in managing climate change risks and implementing actions to manage the impacts to services, operations and local communities. The program will build capacity across the local government sector to implement sustained and coordinated responses to climate change risks and provide flexibility to meet the needs and local contexts of individual councils.

WAGA, in partnership with the Victorian Greenhouse Alliances and Victorian local governments, is developing the VCRC program over 2023 - 2024 with funding from the Australian Government under the National Partnership Agreement for Disaster Risk Reduction. You can download an infographic with an overview of the VCRC program development process [here](#).



The implementation and roll out of the fully developed program is dependent on completing the development phase, including securing governance arrangements and further funding beyond 2024.

## **Pilot Project Aims**

- Develop the first step, "Goal Setting and Securing Support," of the Victorian Climate Resilient Councils program.
- Identify benchmarking, monitoring, evaluation, and reporting options for the VCRC program.
- Identify effective methods for engaging council leadership.

## **Pilot Project Objectives**

1. Update the existing Adaptive Capacity Checklist (ACC) and integrate it as a key assessment tool within the Victorian Climate Resilient Councils program.
2. Demonstrate the value of the ACC as a reporting format that can effectively identify and summarise gaps and opportunities, engaging council leadership and informing their climate adaptation goals.
3. Investigate the suitability of the ACC as a benchmarking tool and explore additional options for monitoring, evaluation, and reporting within the broader VCRC program.
4. Identify effective methods for engaging council leadership in climate adaptation response to enhance the implementation of the VCRC program.

## **Methodology and Timing:**

	<b>Activity</b>	<b>Indicative council participant resourcing requirement</b>	<b>Timing</b>
1.	Convene a working group of council officers to review and update the ACC, aligning it with the draft program model and incorporating relevant outcomes from the literature review.	Attend one online working group meeting to establish the ACC review process  Participate in an online working group to collaborate on the review of the ACC.	July – September 2023
2.	The working group will assess the suitability of the ACC for benchmarking adaptation progress and engaging council leadership. They will determine appropriate reporting formats for these purposes.  Review and recommend additional monitoring, evaluation and reporting options for the broader VCRC program, including the 'How Well Are We Adapting?' tool.	Attend one online working group meeting to discuss benchmarking, monitoring, evaluation, and reporting options.	July – December 2023
3.	The working group will explore council leadership engagement methods for various types of councils (rural, regional, metropolitan). This includes identifying key messages and information crucial for influencing leadership support in climate adaptation response. They will review past efforts such as the Councillor climate	Attend one online working group meeting to discuss leadership engagement methods.  Participate in an online working group to collaborate on leadership engagement options for the VCRC.	July – December 2023

	<p>change training program and the QCRC program.</p> <p>Recommend an effective approach for the program that considers a range of council needs and aligns with potential funding options.</p> <p>Because funding is yet to be determined for the future VCRC program, consider suggesting several workable options with different funding implications for the consideration of the VCRC project steering committee.</p>		
4.	<p>Pilot the updated ACC with a small subset of councils, including at least one rural, one regional, and one metropolitan council. Participating councils will commit to completing the updated ACC with support from VCRC program staff.</p>	<p>The completion of the pilot is estimated to take approximately three days of an officer's time, which includes training on the updated checklist, establishing internal communications and engagement processes, collecting responses from internal teams, analysing and interpreting results, and providing feedback through an evaluation session or survey response with the program team.</p>	<p>September – December 2023</p>
5.	<p>Evaluation of the pilot and recommendations provided to the Project Steering Committee.</p>		<p>January – February 2024</p>

### ***High Level Deliverables***

1. An updated ACC that serves as a vital tool within the VCRC program. It will assist councils in effectively identifying organisational barriers and opportunities, informing an efficient climate adaptation response.
2. A reporting template or output derived from the updated ACC, specifically designed for benchmarking or engaging council leadership.
3. Template(s), methods, or resources for effectively engaging with council leadership, ensuring clear and impactful communication.
4. A report evaluating the outcomes of the pilots and providing recommendations for council leadership engagement. Additionally, it will include recommendations for monitoring, evaluation, and reporting (ME&R) options for the broader VCRC program.

**To express your interest in participating in either the working group or the pilot, please email [VCRCprogram@gmail.com](mailto:VCRCprogram@gmail.com) by July 7, 2023. We look forward to your involvement!**