

# Coastal Climate Change Adaptation Planning for Councils

## Module I Getting Started



### I. MODULE OVERVIEW

This module outlines the *getting started* phase of community-based coastal adaptation planning for your council. The primary aim of this phase is to develop an understanding within your council about climate-related risks for an identified vulnerable coastal community in your municipal area, and obtain endorsement from senior management to undertake the community-based coastal adaptation planning process for that community.

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## OBJECTIVES

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- Gain the support of senior management within your council to undertake community-based coastal adaptation planning for the proposed project site.
- Establish a Coastal Adaptation Working Group comprising a cross-section of relevant council staff to oversee the community-based coastal adaptation planning process.
- Develop a comprehensive approach for engaging the community from the project site.



## ACTIVITIES

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- Arrange a meeting with senior management within your council to provide an overview of climate change impacts and coastal hazards, and to obtain their support for undertaking community-based coastal adaptation planning.
- Hold a meeting with the Coastal Adaptation Working Group to develop ideas for a communications plan.



## OUTPUTS

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The output will be:

- a communications plan for the project, outlining strategies for engaging council staff, elected members and the community.

## 2. ENGAGING SENIOR MANAGEMENT

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This section of the module will step you through what you should do before, during and after the meeting with senior management.

The purpose of the meeting will be:

- to gain their general support for undertaking community-based coastal adaptation planning in your region or municipality
- to gain their approval to form a Coastal Adaptation Working Group comprising a cross-section of relevant council staff to progress the planning.

In the meeting you will present the rationale for undertaking community-based coastal adaptation planning for your council, providing an overview of the projected climate change risks and coastal hazards for the area, the impacts for your municipality, and highlight the need for incorporating adaptation planning into the broader planning and management activities. You will also give an overview of the project's approach, including an emphasis on the requirement for transparency when providing the community with risk information.



## BEFORE THE MEETING

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- Undertake discussions with one or more senior managers within your council to determine if there is appetite to undertake community-based coastal adaptation planning. Getting one member of the senior management team to champion the project will strengthen your proposal to undertake this work.
- Determine a convenient time and invite relevant senior management to the meeting.
- Identify key council staff for potential inclusion in the Coastal Adaptation Working Group (think about people and positions that would provide valuable input to the project).
- Become familiar with your council's current climate change planning and activity.
- Develop an understanding of projected climate change impacts for your municipality by looking at its climate profile on the [Tasmanian Climate Change Office](http://www.dpac.tas.gov.au/divisions/climatechange/adapting/climate_futures/local_government_area_climate_profiles) website.  
[www.dpac.tas.gov.au/divisions/climatechange/adapting/climate\\_futures/local\\_government\\_area\\_climate\\_profiles](http://www.dpac.tas.gov.au/divisions/climatechange/adapting/climate_futures/local_government_area_climate_profiles)
- Develop an understanding of specific projections for climate change impacts and coastal hazards for the proposed project area by undertaking analysis using coastal inundation maps on the [Land Information System Tasmania \(LIST\)](http://www.thelist.tas.gov.au/app/content/home) website. Coastal erosion maps have been provided to councils by the Tasmanian Government and may be used to assist in this project.  
[www.thelist.tas.gov.au/app/content/home](http://www.thelist.tas.gov.au/app/content/home)
- Become familiar with the historical climate impacts on your municipality, such as coastal inundation, bushfire, erosion and flooding events.

- Prepare an overview of the project to present at the meeting. The **Senior management** meeting presentation template will provide a starting point.  
[www.dpac.tas.gov.au/divisions/climatechange/adapting/local\\_government/coastal\\_adaptation\\_planning/getting\\_started/](http://www.dpac.tas.gov.au/divisions/climatechange/adapting/local_government/coastal_adaptation_planning/getting_started/)



## DURING THE MEETING

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The aim of the meeting with your council's senior management team is to build awareness of the coastal climate change risks facing the proposed project area, and to obtain approval to undertake community-based adaptation planning for the area with a dedicated Coastal Adaptation Working Group comprised of council staff.

During the meeting, cover the following points:

- Outline the project's approach, particularly the information that will be gathered and how it will be shared with the community, the rationale for that and the approach to developing adaptation options via a flexible planning pathway.
- Explain the purpose of the Coastal Adaptation Working Group including suggested membership (identifying individuals, positions or general work areas) and their involvement in the project. Emphasise the need to engage interested staff who have a comprehensive understanding of council's assets and services, and the authority to make decisions.
- Outline the projected climate change impacts for the coastal area, including the number of private properties and any council assets that might be at risk from inundation or erosion.
- Secure senior management endorsement to approach participants for the Coastal Adaptation Working Group.



## AFTER THE MEETING

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Engage the participants identified for involvement in the Coastal Adaptation Working Group and arrange an initial meeting.

## 3. CONVENING THE COASTAL ADAPTATION WORKING GROUP

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This first meeting with the Coastal Adaptation Working Group covers a wide range of subject matter. It would be wise to allow up to three hours for the session.



## BEFORE THE MEETING

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- Arrange for someone within the senior management group to open the workshop and provide an overview of the project.
- Using the overview of the project prepared for the meeting with senior management as a basis, prepare a presentation for the group that provides the project background and methodology, and an introduction to the climate-related coastal risks for the project area.
- Using the LIST, print out maps of your area in A3 or A1 sizing, showing the impacts of coastal hazards for the project area.



## DURING THE MEETING

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The aim of the meeting is to build awareness of the risks for the project area and the project's approach towards assessing the risks and developing adaptation options. You will also need to seek the commitment of the participants to continue as part of the Coastal Adaptation Working Group. If a member of senior management is opening the workshop, the project coordinator should introduce him or her and ask them to provide an overview of the program.

The key areas for discussion during the meeting should be:

- current and future risks for the project area, including discussion on historical events and relevant climate change projections;
- community engagement with the project and the development of the communications plan.



## AFTER THE MEETING

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Generate a brief report of key findings, areas of concern and potential greatest impact, and an overview of the future activities for the group. Disseminate the report to those involved and seek endorsement from senior management on the approach. Use the report to inform the development of the communications plan.

## 4. DEVELOP A COMMUNICATIONS PLAN TO ENGAGE THE COMMUNITY

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The communications plan, prepared with the help of the Coastal Adaptation Working Group, will outline your approach for engaging

stakeholders from your council as well as the broader community. Successful engagement is critical to the success of community-based coastal adaptation planning. An important part of the plan should be providing regular updates of progress to council senior management.

The core component of your communications plan will be an information session and adaptation pathways workshop. The purpose of the workshop will be twofold:

- to present the results of the hazard, risk and values assessments (see Module 2), including the maps showing the projected impacts of inundation and erosion for the project area;
- to interactively explore adaptation pathways with groups of community members, ascertaining the positives and negatives of the proposed pathway, and the community's preferred pathway.

Engagement with the community should also involve media releases, mailouts or letterboxing, and announcements via your council's website. At least one letter should be distributed to the community members occupying properties within the project area informing them about the project and its aims, and inviting them to attend the workshop (see Module 3).

Developing a communications plan for the project will ensure your council adopts a clear and consistent message, and communicates it to those who need to know. Your communications plan should focus on the following:

- Who are the stakeholders with an interest in this project?
- What information will they require?
- When will they require the information?
- How will they receive the information? Consider your audience and how you can best reach them (e.g. letters, social media)

To assist you with the development of your communications plan for the project, please refer to the [Coastal Hazard Adaptation Communication Guidelines](#) developed for the Local Government Association of Queensland as well as the '[Communications plan template](#)'.

[www.lgaq.asn.au/coastal-hazard-adaptation](http://www.lgaq.asn.au/coastal-hazard-adaptation)

[www.dpac.tas.gov.au/divisions/climatechange/adapting/local\\_government/coastal\\_adaptation\\_planning/getting\\_started/](http://www.dpac.tas.gov.au/divisions/climatechange/adapting/local_government/coastal_adaptation_planning/getting_started/)



## 5. MODULE CHECKLIST

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- Researched projected impacts to coastal areas under climate change scenarios
- Conducted meeting with senior management
- Convened the Coastal Adaptation Working Group and held a workshop
- Developed and disseminated the communications plan



## 6. RESOURCES

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Climate Futures for Tasmania Reports – Tasmanian Climate Office, Department of Premier and Cabinet: [www.dpac.tas.gov.au/divisions/climatechange/adapting/climate\\_futures](http://www.dpac.tas.gov.au/divisions/climatechange/adapting/climate_futures)

CSIRO and Australian Government Bureau of Meteorology, 2012 State of the Climate 2012, [www.csiro.au/Outcomes/Climate/Understanding/State-of-the-Climite-2012.aspx](http://www.csiro.au/Outcomes/Climate/Understanding/State-of-the-Climite-2012.aspx)

CSIRO and Australian Government Bureau of Meteorology, Climate Change in Australia, [www.climatechangeinaustralia.com.au/](http://www.climatechangeinaustralia.com.au/)



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