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| **Template 1: Best Practice Planning** | | | | | | | |
|  | **Performance Criteria** | **Rating** | | | | | **Considerations** |
| Strongly Agree | Agree | Disagree | Strongly Disagree | Don’t Know |
| **INTEGRATED** | **Policies, plans and actions are consistent across government, communities, and relevant industry sectors** | | | | | | |
| Staff from all relevant Council divisions (as appropriate) are engaged in the planning process |  |  |  |  |  | * *Were a range of Council staff involved in the development of Council’s adaptation plan (e.g. asset management, land use planning, finance, governance, environment and sustainability)?* |
| Adaptation plans are consistent with Council policies and plans |  |  |  |  |  | * *Were other Council policies and plans considered during the development of Council’s adaptation plan?* * *Are the objectives in Council’s adaptation plan consistent with those of other Council policies and plans?* |
| Staff from all relevant government agencies (as appropriate) are engaged to ensure consistency |  |  |  |  |  | * *Were relevant government agencies consulted in the development of Council’s adaptation plan (e.g. environment, planning, infrastructure, Crown lands, water authority, health, emergency services and social services)?* |
| Adaptation plans are consistent with state and national policies and plans |  |  |  |  |  | * *Were relevant state and national policies and plans considered during the development of Council’s adaptation plan?* |
| Representatives from all relevant community sectors are engaged to ensure synergistic strategies |  |  |  |  |  | * *Were representatives from relevant community sectors consulted in the development of Council’s adaptation plan (e.g. peak community organisations, special interest groups, minority groups, vulnerable community sectors)?* |
| Representatives from all relevant industry and business sectors are engaged to ensure synergistic strategies |  |  |  |  |  | * *Were representatives from relevant industry and business sectors consulted in the development of Council’s adaptation plan (e.g. property sector, chambers of commerce, local industrial and manufacturing operations, private infrastructure providers)?* |
| **EQUITABLE** | **Adaptation strategies recognise the costs and benefits to different community and industry sectors** | | | | | | |
| The costs and benefits of adaptation strategies to different community sectors are assessed and distributed equitably |  |  |  |  |  | * *Were the costs and benefits of Council’s adaptation strategies to different community sectors considered?* * *Has Council considered how to distribute those costs and benefits to ensure an equitable outcome for different sectors?* * *Has Council considered how it will communicate the distribution of those costs and benefits to different sectors?* |
| The costs and benefits of adaptation strategies to different industry and business sectors are assessed and distributed equitably |  |  |  |  |  | * *Were the costs and benefits of Council’s adaptation strategies to different industry and business sectors considered?* * *Has Council considered how to distribute those costs and benefits to ensure an equitable outcome for different sectors?* * *Has Council considered how to communicate the distribution of those costs and benefits to different sectors?* |
| **SUSTAIN-ABLE** | **Strategies consider quadruple bottom line impacts (environmental, social, economic and governance)** | | | | | | |
| Environmental, social, economic and governance impacts are considered to enhance the long-term sustainability of adaptation strategies |  |  |  |  |  | * *Has Council considered the impacts of adaptation strategies across the quadruple bottom line (environmental, social, economic and governance)?* * *Where negative impacts are identified, has Council considered alternative strategies to minimise those?* * *If alternative strategies are unfeasible, are negative impacts in one area offset by positive impacts in another?* * *Has Council considered how these impacts might change over time?* |
| **INFORMED** | **Decisions are based on a range of knowledge sources (e.g. scientific, indigenous and local)** | | | | | | |
| A range of evidence is considered and weighted appropriately in the development of adaptation strategies |  |  |  |  |  | * *Has Council considered a range of knowledge sources in the development of their adaptation plan (e.g. scientific, organisational, local, expert, indigenous)?* * *Has Council considered how different knowledge sources should be weighted (e.g. should scientific data be prioritised over anecdotal evidence from the community or vice versa)?* |
| **RESPONSIVE** | **Strategies recognise uncertainties and respond to changes in the environment in which they operate** | | | | | | |
| Multi-criteria analysis[[1]](#footnote-1) (or other tools) is used to develop, refine and adjust adaptation strategies |  |  |  |  |  | * *Has Council used decision-support tools such as multi-criteria analysis to identify and weigh up the advantages and disadvantages (e.g. environmental, social, economic and governance) of different adaption strategies?* |
| Monitoring and evaluation is conducted regularly and at appropriate spatial and temporal scales |  |  |  |  |  | * *Has Council developed a monitoring and evaluation plan to assess the impact of adaptation strategies once implemented?* * *Has Council established baselines or benchmarks from which to measure the impacts of adaptation strategies?* * *Has Council considered which spatial (e.g. local, precinct, regional) and temporal (e.g. quarterly, annually, biennially) scales are most suitable for monitoring adaptation strategies?* |
| Transition / trigger points are identified for switching between adaptation strategies |  |  |  |  |  | * *Has Council identified thresholds to guide pathways to different adaptation strategies (e.g. a particular level of sea level rise or number of storm / flood events per year)?* * *How will Council monitor whether those thresholds have been reached?* * *Has Council developed an action plan to transition between strategies if a threshold is reached?* * *How will Council communicate those thresholds to staff and stakeholders?* |

1. Multi-criteria analysis (MCA) is any structured process for decision-making that takes account of a range of values and interests relevant to the situation at hand. It allows decision-makers to work directly with diverse values as well as both qualitative and quantitative information. For an example of MCA in practice, refer to the SCCG Project *Prioritising Coastal Adaptation Development Options for Local Government:* [*http://www.sydneycoastalcouncils.com.au/Projects/prioritising\_coastal\_adaptation*](http://www.sydneycoastalcouncils.com.au/Projects/prioritising_coastal_adaptation) [↑](#footnote-ref-1)