



Australian
Centre for
Disease
Control

Guidance on climate risk assessment and adaptation planning for Australian health system organisations

Adaptation plan template

1. Foreword

Consider a brief foreword from an executive sponsor that:

- acknowledges key climate risks
- states their commitment to addressing these risks
- explains the purpose of the plan
- includes a call to action for staff and other stakeholders
- acknowledges contributors and partners.

2. Executive summary

Include a short (1-2 pages) executive summary, covering:

- **Risk assessment findings:** briefly summarise key findings from your climate risk assessment.
- **Adaptation actions:** outline the priority adaptation actions.
- **Expected benefits:** highlight key benefits of the preferred option.
- **Costs of inaction:** highlight the costs of inaction.
- **Alignment:** note how this package supports broader organisational goals/objectives.

3. Background

Provide an overview of the context for this adaptation plan, including:

- **Strategic/policy context:** explain how this plan is situated within a broader organisational, local, state/territory and/or national strategic and policy context. Explain how it supports broader organisational goals.
- **Current state:** summarise the current state of adaptation action in your organisation/community.
- **Risk assessment process:** provide an overview of your climate risk assessment process, including a summary of stakeholders engaged, and any relevant governance structures.
- **Impacts of inaction:** Outline likely costs and consequences if no action is taken (financial, reputational, service disruption, health impacts).

4. Summary of climate risks

Provide an overview of the key risks that were identified in your risk assessment process. You may wish to present the highest-priority risks first. Consider including a risk matrix to combine risk likelihood and consequence to classify and rate risks. A sample risk matrix is provided in Table 8 of the Manual.

5. Adaptation actions

Outline the adaptation actions that have been selected by your organisation, including:

- action description
- the risk/s each action addresses
- expected outcomes for each action
- timeframe and priority level for implementation
- dependencies/sequencing considerations
- links to existing business processes/strategic plans.

6. Adaptation actions

Provide an overview of governance, roles and responsibilities for your adaptation plan. Consider including a visual representation of roles and reporting lines.

7. Monitoring, evaluation and reporting

Provide an overview of the approach that you will take to monitoring, evaluation and reporting. Where possible, consider:

- setting measurable key performance indicators (KPIs)
- defining review cycles
- outlining reporting mechanisms (e.g. annual reports).

8. Appendices

Appendices to consider including:

- detailed risk assessment findings
- summary of stakeholder engagement
- glossary of terms.

