

Climate Resilience and Adaptive Capacity Checklist

A self-assessment and reflection tool for Queensland community legal centres

This is a modified version of an adaptive capacity checklist developed by the Federation of Community Legal Centres Victoria. It is designed to be a self-assessment and reflection tool for CLC staff and management to support organisational resilience in the face of intensifying climate change and extreme weather events.

Take time to self-assess each section of the checklist. The questions relate to different aspects of organisational resilience:

- Organisational resilience (business processes)
- Organisational leadership
- Service delivery, design and implementation
- Staff preparation
- Networks and external communication
- Disaster and climate justice

These aspects are grounded in evidence-based research about necessary components to becoming an adaptive and resilient organisation.

This tool may also assist your CLC in meeting the National Accreditation Standards (NAS) for CLCs, particularly one or more of the following standards:

- Standard 1: Governance
- Standard 3: Staffing
- Standard 5: Organisational Risk Management and Compliance
- Standard 7: Communications
- Standard 15: Accessibility, Inclusion and Diversity
- Standard 16: Cultural Safety for Aboriginal and Torres Strait Islander Staff and Clients

Community Legal Centres Queensland is keen to support members to improve their organisational resilience. If you would like to share your self-reflection with CLCQ, please email your completed tool to admin@communitylegalqld.org.au

Community Legal Centre name:

Completed by:

Date:

A. Organisational Resilience (Business Processes)

A resilient organisation has plans for maintaining service delivery following an extreme weather event.

1. Does your organisation have contingency plans if your building becomes inaccessible?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

2. Does your organisation have contingency plans if power, internet, telecommunications or water access is affected?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

3. Does your organisation have plans in place that allow it to cope if demand for services increases due to an extreme weather event?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

4. Does your organisation have plans in place that allow it to cope if staff are unable to work for more than one day?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

5. Does your organisation have plans in place that allow it to cope if the usual volunteer workforce is unavailable for more than one day?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

6. Does your organisation have adequate insurance cover that would ensure maintenance of services in extreme weather? Potential items for cover include assets, contracts, income, business continuity, staff absence, and volunteer absence.

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

7. Does your organisation have paid disaster leave available for staff to access?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

Please note down any further thoughts about your workplace's organisational resilience.

B. Organisational Leadership

Resilient organisations are supported by leadership that ensures that adaptive processes are integrated into your organisation's structure and operations.

8. Has your organisation incorporated disaster and climate change adaptation into organisational plans? For example: strategic plan, business plan, operational plans, health and wellbeing promotion plans, program or service plans?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

9. Does your organisation have structures and/or processes in place to coordinate the implementation of disaster and climate change plans across the organisation?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

10. Does your organisation's leadership provide opportunities for staff to contribute to plans and shape responses to climate change?

- Always
- Frequently
- Occasionally
- Rarely
- Never
- Unknown

Please reflect on any other points about your organisational leadership.

C. Staff Preparation

11. Does your organisation conduct regular check-ins with staff to consider climate change and its impacts upon their own wellbeing and the wellbeing of those they work with?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

12. Does your organisation ensure staff are aware of risks and their mitigation, in relation to their service provision during heatwaves and extreme weather events?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

13. Does your organisation provide access to training for staff and volunteers to increase their understanding of climate change adaptation and climate impacts?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

D. Service delivery, design and implementation

14. Does your organisation have processes in place to support clients in seasonal preparedness, and provide clients with appropriate resources?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

15. Does your organisation advocate for the preparation of individual disaster plans for vulnerable community members in extreme weather events (inclusive of emergency responses and ongoing climate change impacts)?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

16. Do staff use interpreters for people who do not speak English, and is information made available in the common community languages?

- Always
- Frequently
- Occasionally
- Rarely
- Never

Please note down any further thoughts you have about service delivery, design and implementation.

E. Networks and External Communication

17. Does your organisation have established networks with local disaster management groups in relation to extreme weather events?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

18. Does your organisation have established networks with community-based neighbourhood centres or other social services in your area that would be involved in an emergency response?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

19. Does your organisation have a communications plan to deliver legal information through social media channels in times of extreme weather events?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

Please note down any further reflections you have about staff preparation and/or communication

F. Disaster and Climate Justice

Disaster and climate resilient organisations understand that climate change affects people unequally and exacerbates inequality. Laws, policies and legal processes need to protect people who are most at risk of climate harm.

20. What level of climate justice literacy do you feel your organisation has?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

21. Does your organisation understand how climate justice relates to the communities you work with or the work you do?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

22. Does your organisation participate in any working groups, forums or community groups on Climate Justice and/or disaster resilience?

- Rarely
- Every 2 - 5 years
- Biannually – annually
- Monthly – Quarterly
- Unknown or not applicable

23. Do you see climate change and disasters impacting on current legal needs of clients?

- Always
- Frequently
- Occasionally
- Rarely
- Never
- Unknown

If so, how?

24. Do you see climate change and disasters changing the legal needs of clients?

- Always
- Frequently
- Occasionally
- Rarely
- Never
- Unknown

If so, how?

25. Do you feel the sector has a coherent and skilled approach to identifying issues of climate and disaster justice relevant to the communities we work with?

- Established and on-going
- In development
- Identified as a need, yet to develop
- Not yet considered
- Unknown or not applicable

26. Can you briefly identify what you think the sector needs in order to respond to the challenge of climate and disaster justice?

Please note down any further reflections you have about climate and disaster justice, and its relevance for your centre