



Module 1 – Introduction to Climate Change

1 Expected outcomes of this module

At the completion of this module, workshop participants will understand:

- The difference between the terms climate and extreme events
- That the climate has changed significantly over the last 100 years
- How greenhouse gas emissions are forcing climate change (i.e. the greenhouse gas effect)
- That greenhouse gas emissions can come from natural and anthropogenic sources
- That climate change is projected to continue (and maybe even accelerate)
- The type of risks climate change can create for Council
- That climate change has the potential to impact the activities of each council business unit and the need for council to address climate change
- The role the Working Group will play in the climate change planning process

2 Resources required for module delivery

Delivery sequence	This module should be delivered first
Time	At least 60 minutes
Participants	All members of the Climate Change Action Planning Team including: <ul style="list-style-type: none"> • the Steering Committee • the Working Group Alternatively: <ul style="list-style-type: none"> • the Working Group
Materials	<ul style="list-style-type: none"> • A computer (ideally with internet access) • Data projector and screen • Module 1 PowerPoint presentation template • Evaluation forms (template available) • Whiteboard (for recording queries or items beyond the scope of this module) (optional) • Whiteboard markers (optional) • References and visual aids (such as pictures of climate impacts, climate change modelling and climate change reports) (optional)
Assistance	Not required

3 How to complete the module

The following tasks should ensure that the expected outcomes of the module are achieved:

- Arrange for the General Manager (GM), Mayor or a Councillor to open the workshop and provide an overview of the process
- Canvass the views of staff and select a day likely to suit most staff
- Ensure everyone in the room knows one another
- Provide all workshop participants with an overview of the planning process
- Administer and collect the pre- workshop survey and evaluation
- Deliver the “Introduction to Climate Change” PowerPoint presentation
- Encourage discussion during or after the presentation and ensure comments are explored and questions are answered (or followed up on after the workshop)
- Administer and collect the post- workshop evaluation forms



Above: Workshop set up at The Hills Shire Council (March, 2010)

3.1 Module preparation

The first workshop is very important as it could determine the on-going level of engagement and commitment from the working group. The first workshop should be interesting, upbeat and participatory. To help make the first workshop a success ***the facilitator should:***

- Consider providing briefing information to participants prior to the workshop (e.g. information from the module 3 briefing paper)
- Take additional care to ensure the first workshop is well organised and programmed so all participants can attend
- To re-enforce the importance of climate change action planning, try to get the GM, Mayor or a prominent Councillor to open the workshop
- If possible, ensure the workshop is held in the morning
- Assemble the required materials (list on page 1)
- Customise the “Introduction to Climate Change” PowerPoint presentation to be relevant to your local area and region
- Become familiar with the PowerPoint presentation
- Try to become like a ‘salesperson’ by being engaging and pitching to your council the rationale for taking action on climate change
- Consider using various mediums for communicating your messages including short videos, maps and photos
- Consider inviting a guest speaker to provide a different perspective and to benefit from their expertise and experience. Someone based in the region may be able to provide some local examples and insights
- Print survey evaluation forms (Tip: print the survey evaluation forms in coloured paper so that they can be easily identified amongst other workshop papers when being handed out to and collected from participants)

3.2 Workshop facilitation

3.2.1 Ensuring everyone in the room knows one another

In many smaller councils this step may be redundant, while in larger councils the facilitator may need to ensure everyone has been introduced.

The facilitator should:

- Introduce themselves and make housekeeping announcements
- Ask everyone in the room to introduce themselves, stating their name and their role at Council
- Foster a respectful atmosphere where everyone has a chance to participate
- Let the climate change sceptics voice their concerns early (invite participants to raise any issues they would like to discuss)

The facilitator may also consider:

- Using an ice breaker exercise to “warm up” the group (see the information about workshop facilitation on the LGSA website www.lgsa.org.au)

3.2.2 Providing workshop participants with an overview of the planning process

Many workshop participants will only have a limited understanding of climate change action planning when they arrive at the workshop (even if pre-reading material has been circulated). It is important that all participants are provided with a high level overview of the planning program, including the workshops they will be asked to attend.

If a Councillor or senior manager has come along to open the workshop then ***the facilitator should:***

- Introduce the Councillor or senior manager and ask them to provide an overview of the planning process

The Councillor /senior manager should:

- Note their support for the project
- Provide a verbal description of the planning process
- Describe how the Working Group will work through the modules with the support of the Steering Committee
- Highlight the importance of the project for Council



Above: L-R Cabonne Councillors, John Farr and Kevin Duffey, Mayor of Cabonne, who opened the workshop for the Wellington, Blayney and Cabonne Strategic Alliance (February, 2010)

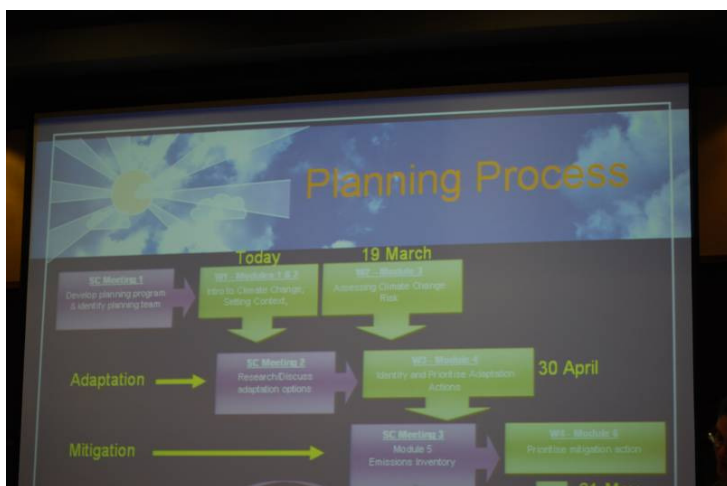
If a Councillor /senior manager is not able to open the workshop then ***the facilitator should:***

- Note the support of the GM and senior managers
- Provide a verbal description of the planning process
- Describe how the Working Group will work through the modules with the support of the Steering Committee

If more than one module is to be completed in the first workshop, it is also important to provide participants with an overview of the modules they are going to complete.

The facilitator should:

- Describe the modules that will be delivered in the first workshop and subsequent workshops (the expected outcomes section in each module and the PowerPoint presentations may be a useful reference)



Above: A slide explaining the workshops and meetings to follow the first workshop by The Hills Shire Council (March, 2010)

3.2.3 Administering the pre-workshop survey

The pre- and post-workshop survey is designed to:

- 1 Get participants thinking about how climate change may affect them
- 2 Provide the facilitator with information that may help tailor future workshops
- 3 Provide data that may help evaluate the workshop

At the beginning of the planning process, a number of participants may be sceptical about how climate change will impact their particular business unit. The pre-workshop survey measures awareness of climate change and the post-workshop survey asks participants what they have learned and whether their attitudes have changed. Inviting participants to consider whether their attitudes have changed after the first workshop may help to get people involved in the planning process.

The facilitator should:

- Hand out the pre-workshop survey and ask everyone to complete the survey before the presentation begins¹ so that the workshop can be evaluated
- Note that the forms can be completed anonymously and that a summary report of the results can be shared with participants once the survey results have been analysed
- Thank everyone for completing the survey and let them know they will be surveyed again at the end of the workshop

¹ Note: This can be done as people arrive and are waiting for the workshop to begin

3.2.4 Delivering the “Introduction to Climate Change” presentation

A basic introduction to climate change PowerPoint presentation is provided in the Workshop Package. The presentation is broken down into the following seven sections:

- Important terminology and definitions
- The historical evidence of climate change
- A description of “the greenhouse effect”
- Sources of greenhouse gas emissions
- Future climate change projections
- The type of risks climate change can create
- Examples of how climate change may impact Council assets and service delivery

The facilitator should:

- Customise the PowerPoint presentation and include local examples and material
- Deliver the presentation and highlight the issues detailed in the presenter notes
- Invite questions at the end of the presentation, or during the presentation as discussion
- Ensure the presentation addresses participants’ queries, or where queries cannot be adequately dealt with on the spot, that queries are noted down so that they can be followed up on after the workshop to provide information to participants

3.2.5 Administering the post-workshop survey

At the end of the formal question and answer session following the presentation, **the facilitator should:**

- Hand out the post-workshop survey and ask everyone to complete the survey before they leave so that the workshop can be evaluated



Above: The introduction to the first climate change action planning workshop by The Hills Shire Council (March, 2010)

3.3 Finalising module outputs

Following the workshop the facilitator should:

- Thank participants for their involvement and contribution to the process
- Follow up on any issues or questions that were raised at the workshop and not completely resolved or answered
- Make the PowerPoint presentation and any associated materials available to all staff members
- Remind participants of the date and arrangements for the next workshop
- Collate and analyse the results of the workshop survey and circulate a summary of the survey results to workshop participants
- Reflect on the strengths of the workshop and areas for improvement in future workshops and activities

Pilot Evaluation Form - Participants

The LQSA is in the process of developing a module on the topic of climate change action planning. Your feedback on this pilot workshop is essential to ensure the module is relevant and useful to participants. Please email the feedback to the LQSA at lqsa@lqsa.gov.uk or call 01223 333333.

We would be grateful if you could complete the questionnaire below and return it to the LQSA. Please email the feedback to the LQSA at lqsa@lqsa.gov.uk or call 01223 333333.

Module 1: Introduction to climate change

1. How much do you understand the importance of climate change?

Not at all Somewhat A lot Very much

2. How would you rate the presentation's level of interest?

Not at all Somewhat A lot Very much

3. Did this module follow a logical sequence?

Yes No

4. Do you think the module is an important part of the climate change action planning process?

Yes, it was a waste Not sure yet No, it was useful but not essential Yes, it was essential

Climate Change Action Planning Working Party - Workshop Facilitation Form for Pilot LQSA

The LQSA is pleased to be able to trial the workshop and welcomes any feedback on the workshop in order to improve the workshop and to ensure information is released in June 2010. For more information on the workshop package and to access information, visit the LQSA website at www.lqsa.gov.uk.

Above: A workshop evaluation form

4 The delivery checklist

Task	Complete
Provided all workshop participants with an overview of the planning process	Yes / No
Administered and collect the pre- workshop survey	Yes / No
Presented the “Introduction to Climate Change” PowerPoint presentation	Yes / No
Administered and collected the post- workshop survey	Yes / No
Finalised module outputs (as listed on page 6)	Yes / No

5 Useful references

AGO, 2006, *Climate Change Impacts and Risk Management – A Guide for Business and Government*.

CSIRO, 2007, Catchment Scenario Reports.

Department of Climate Change, 2009, *Climate Change Adaptation Actions for Local Government*.

Garnaut, R., 2008, *The Garnaut Climate Change Review*.

IPCC, 2007, *Summary for Policymakers*. In: Solomon, S., D. Qin, M. Manning, Z. Chen, M. Marquis, K.B. Averyt, M.Tignor and H.L. Miller (eds.), 2007, *Climate Change 2007: The Physical Science Basis. Contribution of Working Group I to the Fourth Assessment Report of the Intergovernmental Panel on Climate Change*, Cambridge University Press, Cambridge, United Kingdom and New York, NY, USA.

Local Government Act, 1993.

Links to useful resources are provided on the LGSA website (www.lgsa.org.au)