

CLIMATE ACTION AND RESILIENCE PLANNING FOR NEIGHBOURHOOD HOUSES

Guidance for neighbourhood house networks
March 2023

Contents

Executive summary	5
1. Introduction	7
1.1 Purpose of this guide	7
1.2 Neighbourhood houses and climate change	7
1.3 How to use this guide	8
2. Climate action and resilience planning for neighbourhood houses	9
2.1 The planning process	9
2.2 Resourcing and timelines	10
3. Your step-by-step guide to planning	10
Step A: Project preparation	12
Step 1: Kick-off meeting	13
Step 2: Strengths and opportunities assessment for individual houses	15
Step 3: Strengths and opportunities assessment for the network (meeting 2)	17
Step 4: Action planning as individual houses	19
Step 5: Action planning as a network	20
Step 5A: Finalising the action plan	23
Step 6: Communicating the plan	24
Step 7: Monitoring implementation	25
Appendix 1: List of accompanying documents	26

For further information, contact:

Jack Piper, Ecological Justice Project Officer, Jesuit Social Services' Centre for Just Places

T: 0429 268 904

E: jack.piper@jss.org.au

Susie Moloney, Executive Director, Jesuit Social Services' Centre for Just Places

T: 0417 648 288

E: susie.moloney@jss.org.au

Jesuit Social Services: Who we are and what we do

Jesuit Social Services has been working for more than 40 years delivering practical support and advocating for improved policies to achieve strong, cohesive and vibrant communities where every individual can play their role and flourish. We are a social change organisation working with some of the most marginalised individuals and communities, often experiencing multiple and complex challenges. Jesuit Social Services works where the need is greatest and where we have the capacity, experience and skills to make the most difference. Our services span Victoria, New South Wales and the Northern Territory where we support more than 57,000 individuals and families annually.

Our service delivery and advocacy focuses on the following key areas:

- **Justice and crime prevention** – people involved with the justice system
- **Mental health and wellbeing** – people with multiple and complex needs including mental illness, trauma, homelessness and complex bereavement
- **Settlement and community building** – recently arrived immigrants and refugees, and disadvantaged communities
- **Education, training and employment** – people with barriers to sustainable employment
- **Gender and culture** – providing leadership on the reduction of violence and other harmful behaviours prevalent among boys and men, and building new approaches to improve their wellbeing and keep families and communities safe.
- **People and place** – leadership, research, action and advocacy on place-based approaches to address disadvantage and build resilient, inclusive, regenerative communities.
- **Ecological justice** – inviting discussion on what practices, policies and actions can be taken by governments, individuals, organisations and the community services sector within Australia, to build an ecologically just society.

Centre for Just Places

The Centre for Just Places was established by Jesuit Social Services, with significant seed funding from Gandel Foundation and the Victorian Government, to enable and support place-based approaches nationally through research, collaboration, engagement and knowledge exchange.

Vision

Enabling resilient, inclusive and regenerative communities.

Mission

Enable and support place-based approaches nationally through research, collaboration, engagement and knowledge exchange.

Pillars: Research – Action – Advocacy

- Demonstrate leadership in research and advocacy on place-based inequities and injustice.
- Focus on addressing the root causes of social, economic and environmental inequity and injustice.
- Promote a social and ecological justice lens in place-based research and action.
- Collaborate and partner with communities and cross-sectoral stakeholders to support and enable effective place-based approaches.

Acknowledgements

We acknowledge the Traditional Custodians and First Nations people of all the unceded lands on which Jesuit Social Services operates. This project was undertaken on the unceded Lands of the Wurundjeri Woi-Wurrung people. We pay our respects to their Elders past and present. We express our gratitude for their love and care of people, community, land, waters and all life.

This framework was codesigned by Jesuit Social Services' Centre for Just Places and the Darebin Neighbourhood House Network in 2022 with funding support from Melbourne's Climate Journey. Melbourne's Climate Journey is a community led project supporting Greater Melbourne communities to adapt to a changing climate, supported by the Department of Environment, Land, Water and Planning (DELWP) and funded through the Supporting Our Regions to Adapt program.



Executive summary

"It's easy to be daunted by the magnitude of the climate crisis and to think, there's not much my small organisation can do to make a meaningful difference... we want to change that thought process because there are many opportunities for our houses to influence change. And that's not just me being an optimist – we have many houses already doing the work. The aim... is to expand those efforts and to make climate action a real priority across the sector." – CEO of Neighbourhood Houses Victoria¹

This *Climate Action and Resilience Framework for Neighbourhood Houses* is intended to guide and support neighbourhood house networks to come together to address and respond to the impacts of climate change.

It includes a step-by-step planning process in which the network first identifies their strengths and opportunities, building on work that the network is already doing to build sustainable and resilient houses and communities. The network then considers their community's needs and together maps action priorities to produce a climate action and resilience plan.

Climate change and biodiversity loss is already being felt across Australia. Everyone is impacted by extreme weather, such as heatwaves, bushfire smoke and floods, but some people are impacted more than others. This is for a variety of reasons such as differences in age, ability, income, language barriers or quality of housing.

Neighbourhood houses are community-based organisations that support local neighbourhoods' specific priorities and needs, particularly those most at-risk to the impacts of extreme weather. Neighbourhood houses are more than just physical spaces that provide material support; they are places that inherently and organically build community resilience. Their embeddedness within the community and deep local knowledge makes neighbourhood houses uniquely placed to undertake work on climate action, sustainability, and resilience.

This guidance document is accompanied by:

- A template *Climate Action and Resilience Plan* that introduces key climate change concepts, including sustainability and resilience, and explores the important role neighbourhood houses can play in our community; and
- A self-reflection survey to support each house to look at their strengths and opportunities for action.

Networks are encouraged to create a working group that includes someone in a leadership position from each house in the network. Ideally, this working group is able to commit to an action planning process over six months and can resource one of the network's staff members to act as project lead. **The planning process suggested in this guide assumes there is a project lead that can carry most of the work** but also includes three working group meetings (1-2 hours each) with each house completing an exercise between meetings (1-1.5 hours each).

This framework was co-designed by Jesuit Social Services' Centre for Just Places and the Darebin Neighbourhood House Network who created their first *Climate Action and Resilience Plan* in 2022. **Available on request are template slides and collaborative worksheets for each step of the planning process.** If you are interested in using these additional resources, contact Jesuit Social Services' Centre for Just Places on

¹ Neighbourhood Houses Victoria (2021). Making Climate a Priority. (Weblink)

1. Introduction

1.1 Purpose of this guide

This *Climate Action and Resilience Framework for Neighbourhood Houses* is intended to guide and support a group of neighbourhood houses in a local government area or wider network to come together to address and respond to the impacts of climate change, by developing a Climate Action and Resilience Plan.

The guidance below includes a step-by-step planning process. It introduces key climate change concepts, including sustainability and resilience, and explores the important role neighbourhood houses can play in this space.² This document is written with the project lead in mind, but working group members may also read it.

1.2 Neighbourhood houses and climate change

Climate change affects us all, but we know it affects some people in our community more than others, due to social and economic inequity, disability, health, social isolation, or age, among other factors. Neighbourhood houses play an important role in building the resilience of communities to climate change whilst also promoting sustainability in their day-to-day programs.

Neighbourhood houses are often on the front-line, providing services to those people and communities most at-risk to climate change impacts. However, houses themselves are also at risk of disruption during periods of heightened need and require further action to support staff and continue providing services through extreme weather. Through this planning process, houses will look at ways they can bolster the **resilience of their own organisations and the network**.

Resilience can be thought of at the individual level – people's ability to respond to and cope with adverse events or challenges – as well as at the level of community and infrastructure – the ability to adapt and transform in response to shocks and stresses.

Houses are often regarded as safe physical spaces that can provide relief and support during and after emergencies. The trusted community relationships held by neighbourhood houses, and the community-led way they work, make them a unique and valuable piece of social infrastructure that **builds community resilience** (for example through education about how to prepare and be safe through a heatwave or by connecting people within a neighbourhood to address issues of social isolation often exacerbated during a heatwave).

Houses also work proactively to promote and embed **sustainability within their own programs and operations and with the wider community**.

Sustainability actions reduce our impact on the environment, slowing down climate change, reducing our waste and caring for the lands, waters and air around us. They can also help regenerate the environment by supporting biodiversity.

² Key concepts are introduced briefly in this guide. It is suggested that houses read the *Darebin Neighbourhood House Network Climate Action and Resilience Plan* for a more in-depth discussion of the issues, including definitions of key terms (Attachment 1).

The majority of neighbourhood houses already have sustainability embedded in their policies and many have a track record in engaging in activities and actions to promote climate action and sustainable living. Examples include education on food systems that empower and inspire sustainable change, hosting community climate action groups, providing information on renewable energy, and reducing their own energy use and waste through energy efficiency upgrades and recycling programs.

This *Climate Action and Resilience Framework for Neighbourhood Houses* therefore includes four key objectives that work towards building sustainable and resilient houses and communities. These objectives are:

1. **Sustainable Houses** – We actively reduce our environmental footprint and look after our natural environment.
2. **Resilient Houses** – We work to build our resilience to extreme weather and adapt to the changing climate.
3. **Sustainable Communities** – We help our community to reduce their environmental footprint and look after the natural environment.
4. **Resilient Communities** – We help our community to build resilience, adapt to the changing climate and mitigate the impacts of extreme weather.

1.3 How to use this guide

We recommend all houses interested in going through this planning process read the *Darebin Neighbourhood House Network Climate Action and Resilience Plan* before beginning their own journey. The Darebin plan includes background information, explaining key concepts around climate change, sustainability, adapting to climate change and building community resilience. It also highlights the role of neighbourhood houses in responding to climate change and provides advocacy priorities and actions that may inspire your own plan.

This guide takes the project lead through each step in the action planning process (Figure 1) including for each step: objectives, the process, estimated time commitment, and some tips learnt through piloting this process with the Darebin Neighbourhood House Network.

Attached to this guidance document are the following:

- Attachment 1 – [Example Darebin Neighbourhood House Network Climate Action and Resilience Plan \(PDF\)](#)
- Attachment 2 – [Self-reflection survey \(Microsoft Excel\)](#): This survey is a tool for each neighbourhood house to assess their strengths and identify opportunities to build on action they are already doing across the four objectives (step 2).
- Attachment 3 – [Climate Action and Resilience Plan Template \(Microsoft Word\)](#): This template introduces key climate change concepts such as sustainability and resilience and explores the role of neighbourhood houses in responding to climate change. For Darebin Neighbourhood House Network this was the version they shared with local and state government, their committees of management, staff and engaged community members.

Available on request are additional templates and resources to support each step of the planning process, including slides and collaborative worksheets. For some of the planning steps, relevant additional resources are highlighted in the footnotes.

Also available on request is a Template Executive Summary Climate Action and Resilience Plan (Microsoft Publisher): This executive summary is a much shorter version of the action plan. For Darebin Neighbourhood House Network this was the version they printed and shared more widely in the community.

If you are interested in using these additional resources, contact Jesuit Social Services' Centre for Just Places on just.places@jss.org.au.

2. Climate action and resilience planning for neighbourhood houses

2.1 The planning process

There are five key steps to creating a climate action and resilience plan for a network of neighbourhood houses (steps 1-5 in Figure 1). Guidance on each of these steps is outlined in the following sections.

The suggested planning cycle includes two additional steps once the action plan has been developed including, presenting your action plan to strategic stakeholders (i.e. potential funders) (step 6) and monitoring implementation (step 7). These are important steps that are briefly discussed with a suggested approach.

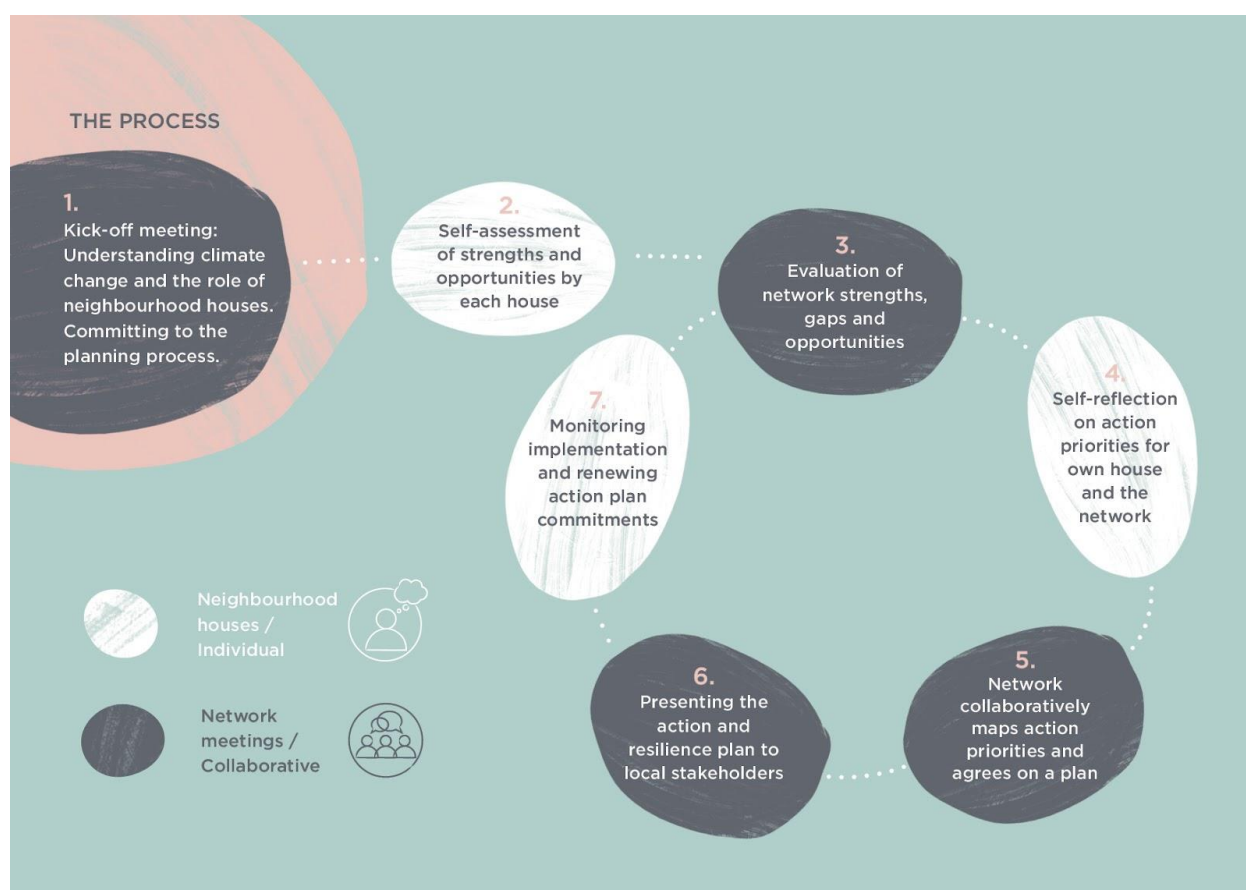


Figure 1: The seven steps in the climate action and resilience planning process

This guide also includes some preparation tips for the project lead before the first working group meeting to kick-off the planning process.

2.2 Resourcing and timelines

Networks are encouraged to create a working group that includes someone in a leadership position from each house in the network. Ideally, this working group is able to commit to an action planning process over six months and can resource one of their staff members to act as project lead. The planning process suggested in this guide includes three working group meetings (1-2 hours each; steps 1, 3 and 5 in Figure 1) with each house completing an exercise between meetings (1-1.5 hours each; steps 2 and 4 in Figure 1).

This process was co-designed with the Darebin Neighbourhood House Network and best suits a group of houses working collaboratively at the local government scale, however, a similar approach can be followed for larger networks. The guidance below includes steps for the working group and steps for a project lead who can prepare material for each working group meeting and carry the work between meetings.

In Darebin, a working group was formed including the CEO of each of the six houses in the network. With funding from Darebin City Council, a community development worker from one of the houses was resourced for 6 hours per week to lead the process, coordinate meetings and consolidate input from each house over the six months. Networks undertaking this full action plan are encouraged to seek opportunities to fund a similar project lead role.

3. Your step-by-step guide to planning

Step-by-step guidance is provided below to support a network to develop a climate action and resilience plan. This includes an estimate of the time commitment in an ideal scenario, acknowledging the diversity of houses in size, capacity and resourcing. Note also the recommended timeline excludes school holidays (when many houses are closed) and assumes a network size of six to ten houses. The key steps are highlighted in Figure 1 and described in detail below:

	Project Lead commitment	Working Group commitment	Estimated Timeline
Step A: Project preparation	2 days (liaising with each house to confirm commitment, meeting coordination and preparation, review of relevant policies/plans)		Allow 2-3 weeks before kick-off meeting
Step 1: Kick-off meeting	3 days (organising meeting, preparation of materials, delivery and follow-up)	2 hours (0.5 hour preparation; 1.5 hour meeting as a network)	
Step 2: Strengths and opportunities assessment for individual houses	Allow for 1-1.5 hours for each house depending on support required (they might complete independently)	Survey takes about 1-1.5 hours to complete per house	Allow 3-4 weeks for all houses to complete and 1-2 weeks to consolidate responses
Step 3: Strengths and opportunities assessment for network	2 days (to consolidate survey results, prepare slides and facilitate meeting)	2 hour meeting as a network	
Step 4: Action planning as individual houses	Allow 1.5-2.5 hours for each house (including preparation, travel, meeting and reviewing notes)	30 minutes to 1 hour (each house to have 1-on-1 meeting with project lead)	Allow 3 weeks to find time to meet with all houses and 2 weeks to consolidate responses
Step 5: Action planning as a network	3 days (consolidate ideas, prepare slides and resources, and facilitate the meeting) Additional hours to follow-up with the houses who were unable to attend meeting	2 hour meeting	
Step 5A: Finalising the action plan	3 days (consolidate discussions from the third meeting, draft network climate action plan, seek feedback from all houses, finalise content and design)	1 hour for each house to review action plan content	Allow 5 weeks
Step 6: Communicating the plan	2 days	1.5 hours (1 hour network meeting to plan session and 1 hour for presentation to externals)	
Step 7: Monitoring implementation	TBD by network	TBD by network	

Step A: Project preparation

To prepare to reach out to each of the participating houses and kick-off the planning process, you are encouraged to read the Darebin network's *Climate Action and Resilience Plan* (Attachment 1) and familiarise yourself with state and local government plans and strategies relevant to sustainability and climate resilience.³

Time commitment:

Project lead	Approximately 2 days
Working group	-

Objectives:

- Familiarise yourself with key terms and concepts, including the role of neighbourhood houses in responding to climate change and the four objectives to guide action planning.
- Familiarise yourself with relevant state and local government policy. This is important to help the network identify opportunities to align their action plan and language with existing government policy and programs and potential sources of funding.
- Make sure you understand the planning process and resourcing commitments for your role as the project lead, as well as working group.
- Identify members of a working group, schedule a first meeting, and draft a realistic project timeline for discussion with the working group.

Process:

1. Read the Darebin network's *Climate Action and Resilience Plan* (Attachment 1). In particular, familiarise yourself with the terms and concepts and how neighbourhood houses are framed as key players in responding to climate change. Consider how their action commitments support the delivery of the four objectives. You will become more familiar with these concepts and be able to shape the objectives to align with your network through the planning process. Do you think some of the Darebin action commitments might be relevant to your house or others in your network?
2. Search online for state and local government plans and strategies relevant to sustainability and climate resilience. Keep an eye out for priorities, goals, objectives, outcomes, and actions that you think might be relevant and take note of these. Example documents at the state government level in Victoria include the *Health and Human Services Climate Change Adaptation Action Plan 2022–2026* and the *Greater Melbourne Regional Adaptation Strategy*. Consider if your local government has a Climate Emergency Strategy or similar and try doing a word search for relevant terms such as "climate change", "adaptation" or "sustainability" in your local Council Plan or Council Health & Wellbeing Plan. This is important to help your network see opportunities to align your action plan with potential sources of funding.
3. Read through this entire guidance document and prepare a rough project timeline for the working group, considering school holidays and busy periods for your houses.

³ Relevant resources available on request at just.places@jss.org.au: Project timeline template (MS Word).

4. Establish who from each house will be participating in the working group, ensuring they are aware of the resourcing commitment required from each house, and arrange a time and place for the kick-off meeting (step 1). This may require arranging a 1-on-1 call with leadership at each of the houses or presenting at an existing network meeting (if this group of houses already works collaboratively as a network). Be prepared to discuss the draft project timeline and overall resourcing commitment.

Tips for you

If you're based in Victoria, some of the policy context work has been done for you already by the Darebin network. For reference, see Appendix A in Attachment 1 – *Darebin Neighbourhood House Network Climate Action and Resilience Plan*.

Step 1: Kick-off meeting

In this meeting, the working group begins to build a common understanding of the role of neighbourhood houses in responding to climate change and the four objectives to guide their action planning. The group commits to the planning process and is ready to reflect on their own strengths and opportunities using a self-reflection survey (Attachment 2).⁴

Time commitment:

Working group	30 min preparation + 1-1.5 hour meeting (depending on the size of the group)
Project lead	3 days (organising meeting, preparation of materials, delivery and follow-up)

Objectives:

- Working group is introduced to key climate change terms and concepts, relevant state and local government policy, and the role of neighbourhood houses in responding to climate change.
- The working group is familiar with the four objectives to guide action planning and the role of houses to support delivery across all objectives.
- Working group is established, understands the resourcing required and commits to the planning process. All agree to a project timeline.
- Working group understands and commits to completing a self-reflection survey to identify their house strengths and opportunities for action across all four objectives (step 2).

Process:

Preparation

1. Arrange kick-off meeting (okay if online as there is limited collaborative work in this first meeting). Send the Darebin network's *Climate Action and Resilience Plan* (Attachment 1) to working group for pre-reading.

⁴ Relevant resources available on request at just.places@jss.org.au: Meeting 1 template slide pack (MS Powerpoint); Project timeline template (MS Word).

2. Ask working group to read the Darebin network's plan. In particular, to familiarise themselves with the terms and concepts and how neighbourhood houses are framed as key players in responding to climate change across the four objectives. Don't worry if the working group doesn't fully grasp everything, it will be clearer as they actively engage with the planning process.
3. Read all guidance instructions within the self-reflection survey (Attachment 2) and familiarise yourself with the action areas by completing the survey to the best of your ability for your neighbourhood house (if project lead is a neighbourhood house staff member). This survey is a tool for each neighbourhood house to assess their strengths and identify opportunities to build on action they are already doing across the four objectives.
4. Prepare slides and agenda for 1 hour meeting.

Delivery

1. Recommended agenda and timing for delivery of the kick-off meeting:

Agenda item	Time estimate
Project lead introduces relevant terms and concepts and facilitates discussion around climate change, climate projections, sustainability, resilience, and the role of neighbourhood houses. Four objectives introduced	15-20 minutes
Project lead invites group reflection on how their houses and communities have experienced or are experiencing climate change and the importance of working collaboratively to respond	15-20 minutes
Project lead introduces the planning process	5 minutes
Group discusses the proposed planning process timeline, resourcing and realistic capacity for each house, and any challenges. Referring to the draft timeline prepared by project lead, all commit to an agreed process, including roles and responsibilities for the project lead and others	10 minutes
Project lead very briefly reflects on their research on relevant state and local policy – this will be revisited in future meetings	5 minutes
Project lead introduces the self-reflection survey, the purpose and suggested process	15 minutes
Due date for self-reflection tool responses and dates for future meetings agreed	5 minutes
Additional time included as buffer for discussions to continue	15 minutes

Follow-up

1. Send working group the meeting slides, finalised timeline, self-reflection survey (Attachment 2) and suggestions on how to complete the survey.
2. Send calendar invitation placeholders for each of the upcoming working group meetings.
3. After a week or so you might consider reaching out to offer to run through the survey with individual houses 1-on-1.

Tips for you

- Consider preparing questions to guide the reflections in meeting 1. For example:
 - What are some of the factors that might put one person or group more at risk to the impacts of extreme weather (and climate change)?
 - How has extreme weather impacted you/your house/your community? (You might even research climate projections for various events in your region such as heatwaves or floods)
 - Has your house engaged in action across any of the four objectives?
 - Why is it important that neighbourhood houses act on climate change?
 - What is the benefit of working together to develop a collaborative action plan?
- Many houses will think about sustainability action when talking about climate change and their house (e.g. recycling or solar panels), others will think about how they recently supported their community after a bushfire or storm. This kick-off meeting is the first opportunity to get everyone thinking about action across all four objectives.

Step 2: Strengths and opportunities assessment for individual houses

Each house is asked to complete the self-reflection survey, exploring their strengths and opportunities for action under each of the four objectives (Attachment 2).

Time commitment:

Working group	Members complete the survey independently, with support from other staff within their organisation and the project lead if required. This should take about 1-1.5 hours per house. Allow 3-4 weeks for all the houses to complete.
Project lead	Support working group members to complete the survey if required (1-1.5 hours)

Objectives:

- All houses have completed the self-reflection survey and submitted to the project lead to consolidate results across the network.
- All houses have a clearer understanding of the range of actions that neighbourhood houses can do to deliver under each of the four objectives, depending on their context, size, capacity, programs etc.
- Each house has a clearer understanding of their own strengths under each of the objectives, including areas where they are already taking action.

Process:

1. Ask each working group member to set aside 1-1.5 hours to complete survey.
2. Ask working group members to familiarise themselves with the self-reflection survey, its purpose, contents and objectives. Working group members should read the guidance and background in the Introduction tab (this should take less than 5 minutes).

3. Ask working group members to respond to all survey questions. For those short on time a recommended process:
 - For each of the four objectives, select a 'status' from the dropdown options for each action area (tabs 1 through 4)
 - Go back through each action and add examples or notes where possible
 - Come back to tab A – 'Learning About Your Neighbourhood House' and complete all questions
4. Ask working group members to send their completed survey to the project lead by the agreed due date so they have time to consolidate everyone's responses before meeting 2.

Tips you can share with the working group

- Working group members may want to include other staff or volunteers in their houses to support completion of the survey. For some houses in the Darebin network the CEO or a senior manager completed the survey on their own, in others multiple staff were asked to provide input to various sections. Either way, it is important the working group member has reviewed the responses and gained insight through the process.
- See the 'Introduction' tab within the spreadsheet for more detailed instructions.
- Working group members should fill out the survey to the best of their knowledge and ability – it is okay if there are gaps! Working group members may come across unfamiliar terms, find they are unfamiliar with certain action areas, or find that some areas aren't relevant to their specific context. Many actions are not relevant to all neighbourhood houses, and capacity to deliver on some actions will depend on the size and capacity of each house. Don't let this deter working group members or make them feel they are 'not doing enough'. This is not about what working group members are *not* doing, but rather identifying what they *are already* doing to find strengths and opportunities for each house, and finding inspiration for the plan.

Tips for you

- If you have capacity, offer to help each house complete the survey, running through each question together. Many houses will not need your support while others may just need some encouragement to get started.
- If a house is unlikely to be able to meet the agreed deadline to submit their survey results you may want to delay meeting 2 to give you time to consolidate results. Otherwise, you could follow-up with that house and ask them to at least complete the dropdown boxes across all action areas. This should take no more than 20 minutes.

Step 3: Strengths and opportunities assessment for the network (meeting 2)

In this second working group meeting, the group explores the strengths and opportunities for action as a network and begins to reflect on the objectives and outcomes they would like to work towards in their action plan.⁵

Time commitment:

Working group	2 hour meeting
Project lead	2 days (to consolidate survey results, prepare slides and facilitate meeting)

Objectives:

- All houses are aware of the relevant state and local government plans and strategies and have begun thinking about how their action plan might align with funding opportunities.
- Working group has begun building a common understanding of the strengths and opportunities of each house across all objectives and where the network might choose to focus their actions.
- Working group has reflected on the four objectives and had an initial conversation about the outcomes they would like to work towards.
- Each house has a list of initial ideas for action for their house and the network across the four objectives, to inform step 4 discussions.

Process:

Preparation

1. Consolidate all survey responses into PowerPoint slides using the colours from the dropdown 'status' column against each action area. This summarises results using a 'traffic light' system, providing a visual and higher-level overview of strengths, gaps and opportunities across the network.
2. Consider the example screenshot below for 4 houses (A to D). Mirroring this communication tool, you may want to have two slides per objective, one slide with action areas where progress and action is already happening across the network (lots of green and yellow, minimal red and orange) and one slide with action areas for potential further consideration and action (more red and orange).

	Action Area	Action Description	A	B	C	D	Example
1.02	Creating opportunities for communities to learn	Community education or behaviour change programs to reduce waste.					
1.03		Delivers programs and events to engage community on climate change (and action).					
1.04		Programs or activities that help communities to build skills in emerging environmental industries.					
1.06	Building partnerships & connecting people	Supports groups, local leaders, traders or others taking action on climate change.					

Yes	In Progress	No – ID'd as a need, yet to develop	No, not considered
-----	-------------	-------------------------------------	--------------------

⁵ Relevant resources available on request at just.places@jss.org.au: Meeting 2 template slide pack – mapping network strengths and opportunities (MS Powerpoint); Meeting 2 activity worksheet – action areas and implementation ideas (MS Word).

3. Prepare an activity sheet for each participant to note down any ideas for action for their house or the network during the meeting. This worksheet could include a separate table for each objective with two columns, one for higher level action ideas and one for more specific implementation ideas that might fall under the higher-level actions. The Darebin network's action plan included more higher-level actions but a record was kept of all the implementation ideas discussed during the meetings for future reference.

Delivery

1. Recommended agenda and timing for delivery of meeting 2:

Agenda	Time estimate
Project lead reminds everyone of the planning process, work done so far and the four objectives. Provides guidance on utilising the activity sheet to record ideas for action for the network and their house.	10 minutes
Project lead highlights aligned objectives and actions from relevant state and local plans and strategies to provide some wider policy context (review of content from meeting 1).	5 minutes
Project lead provides overview of self-reflection survey results. <ul style="list-style-type: none"> - For each objective the project lead highlights areas where progress and action is already happening across the network, offering an example from one of the houses for each action area. - Reflects on a few areas where there might be potential for further consideration and action (e.g. where only one house might be doing a lot but could share their resources or learnings to support other houses to act). 	1 hour (15 minutes for each objective)
Working group discusses outcomes under each of the 4 objectives using the <i>Darebin Neighbourhood House Network Climate Action and Resilience Plan</i> as a starting point. Where might you see a need to shift the focus or wording from the Darebin network's objectives and outcomes?	15 minutes
Next steps and wrap up: <ul style="list-style-type: none"> - Ensure each house committed to meeting with project lead for a 'brain dump' of ideas for their house and the wider network. - Confirm date of next meeting (allowing time for project lead to meet with each house and consolidate all ideas). 	15 minutes
Other business	15 minutes

2. During the meeting everyone should take notes in an activity sheet, capturing their ideas of how they think their house or the network should take action. Consider whether these ideas are higher level actions (e.g. supporting and enabling greater use of public transportation and bicycles for staff/community) or more specific implementation ideas (e.g. installing bike racks at each house).

Follow-up

1. Send working group the meeting slides, objectives and outcomes with any changes incorporated from the discussion. Confirm meeting 3 date and update placeholder calendar invitation.
2. Reach out to each house by email or phone to line-up a 30-60 minute 1-on-1 brainstorm on actions (step 4).

Tips you can share with the working group

- At the start of this planning process there may be very different understandings of sustainability and climate resilience between the houses. Coming together to share responses to the self-reflection survey is an opportunity to build a common understanding, with examples shared to reinforce this understanding (i.e. you may hear, "oh that's what we mean by... I thought I wasn't actually doing much in that space when I did the survey but now you're making me think about how we actually...". This kind of discussion is an important step to support action planning in the subsequent meeting.
- A discussion about objectives and outcomes should be had after looking at the results of the self-reflection survey so that it is informed by the network's strengths and opportunities. It may be helpful to use the Darebin network's outcomes as a starting point however, their inner-city context and particular community needs might differ significantly from your network, requiring a shift in the priorities and language (e.g. under Objective 4 Resilience Communities, houses in rural farming communities may emphasise supporting emergency preparedness and collaboration with emergency services or be thinking about how they support their community to diversify farm income in a future with less reliable rainfall).

Step 4: Action planning as individual houses

Each house now takes the time to consider actions that their house and the network could or should commit to under each of the four objectives. The project lead will consolidate all ideas to support the collaborative network action planning in step 5.⁶

Time commitment:

Working group	30 minutes to 1 hour (each house to have 1-on-1 meeting with project lead)
Project lead	Allow 1.5-2.5 hours for each house (including preparation, travel, meeting and reviewing notes)

Objectives:

- Each house has shared their ideas for action under the four objectives, for their house and for the wider network.
- Ideas have begun to be consolidated into higher level actions for the climate action and resilience plan.

⁶ Relevant resources available on request at just.places@jss.org.au: Individual house action areas and implementation ideas worksheet (MS Word).

Process:

1. Meet 1-on-1 with each of the working group members for 30 minutes to 1 hour to brainstorm ideas for action under each of the four objectives. Some houses will have written down ideas for higher level actions and more specific implementation ideas in meeting 2 to bring to the meeting.
2. Tidy up the notes from each house, beginning to explore appropriate wording for higher level actions, consolidate implementation ideas into themes where required.

Tips you can share with the working group

- Some houses will be more comfortable sharing ideas for action under 1 or 2 of the objectives. Try to give time to brainstorming ideas for all four objectives, ideally sharing at least 3 actions for each.
- Working group members might consider referring to the slides from meeting 2 so that their ideas are informed by the strengths of the network and your house. The action areas from the self-reflection survey can be prompts to get creative and strategic ideas flowing.
- Discussion around actions often turn to specific implementation ideas. Encourage working group members to try to focus on higher level actions, while recording implementation ideas for future reference. It may be helpful to refer to the Darebin network's actions tables (in Attachment 1).

Tips for you

- When recording each house's ideas, it can be a challenge to consolidate implementation ideas into higher level actions. As you speak to each house you will hopefully hear some common themes and over time be able to more easily see the emerging priority actions.
- If a house has many ideas, consider asking them to prioritise 3 to 5 that you can take back to the network.

Step 5: Action planning as a network

The working group comes together to confirm the wording of the objectives and outcomes, prioritise actions for the network's climate action and resilience plan and discuss advocacy priorities. The project lead has made an initial attempt to consolidate the individual house's ideas into thematic higher-level actions prior to the meeting. While prioritising actions, the working group might suggest changes to the wording, further consolidate ideas, or recognise important actions outside their control that will require advocacy.⁷

Time commitment:

Working group	2 hours for meeting
Project lead	3 days

⁷ Relevant resources available on request at just.places@jss.org.au: Consolidation of network action areas and implementation ideas worksheet (MS Word); Meeting 3 slide pack template – collaborative action planning (MS Powerpoint).

(consolidate ideas, prepare slides and resources, and facilitate the meeting)
Additional hours to follow-up with the houses who were unable to attend meeting

Objectives:

- The network has identified priority actions for their climate action and resilience plan under each objective, based on previously identified network strengths and opportunities.
- The network has identified advocacy priorities to build their houses and the community's sustainability and resilience.
- Next steps are agreed to finalise the action plan and present it to strategic stakeholders and the wider community.

Process:

Preparation

1. Consolidate the individual house's ideas from step 4 into thematic higher level actions under each objective. PowerPoint slides are prepared for meeting 3 with these higher-level actions colour coded based on the network's capacity to delivery, using the traffic light system from meeting 2. The screenshot below is an example from the Darebin network's action planning meeting in which the green actions are areas identified as strengths, orange actions are areas where the network may need to build their capacity to implement, and yellow are advocacy asks where the action may be out of the network's control.
2. This working group meeting should be done in person if possible. There is a lot to cover in a short two-hour period so the project lead might consider arranging a venue and catering that will allow the discussion to continue after the meeting has concluded.
3. Print the outcomes statements and actions slides on A3 paper for groups to discuss at their tables and vote on their top 3 priority actions for each objective.

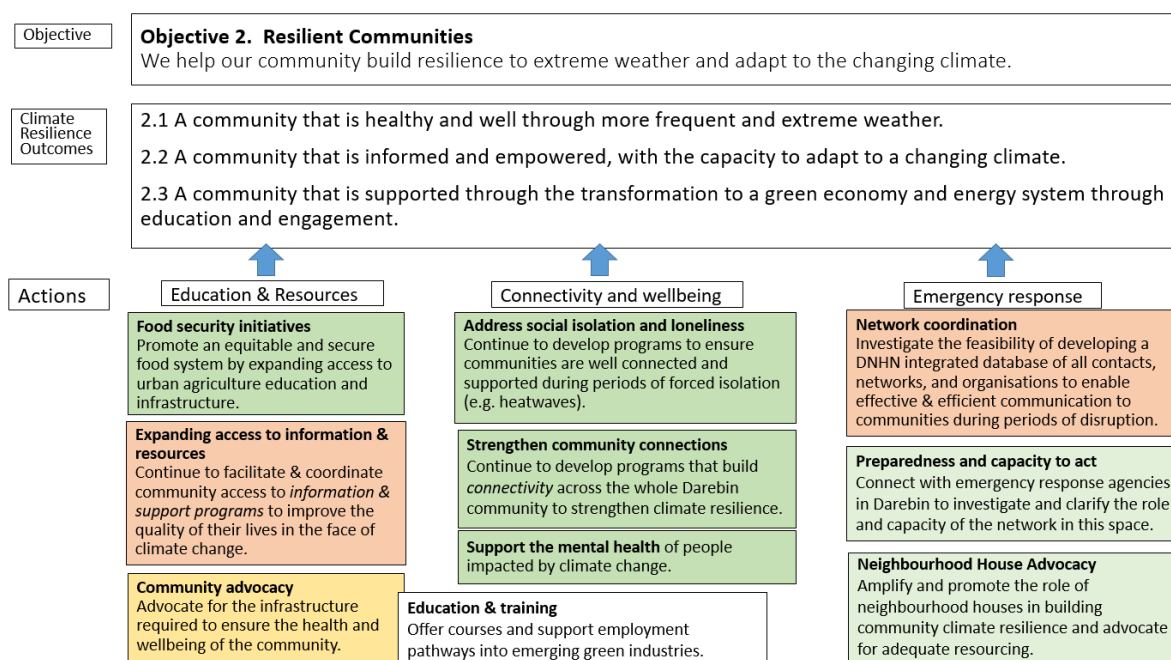


Figure 2: Example outcomes statements and actions for discussion in the action planning workshop.

Delivery

1. Recommended agenda and timing for delivery of meeting 3:

Agenda	Time estimate
<p>Task 1: Agree on objectives and outcomes</p> <ul style="list-style-type: none"> • Revisit the four objectives and planning process (how we got here) • Revisit relevant state and local government policy context • Revisit outcomes to agree final wording – what do we want to achieve? This is worth going through in detail to make sure the wording is accessible and reflects everyone's understanding of the role of their house and the network in responding to climate change. 	30 minutes
<p>Task 2: Agree on priority actions</p> <ul style="list-style-type: none"> • For each objective, groups of 2 or 3 spend 5-10 minutes discussing and voting on their top three priority actions (e.g. with a tick on the printed slides). The working group then comes together for 5-10 minutes to combine their votes. The top three or four actions are recorded for inclusion in the final action plan. • The project lead may facilitate a discussion about the wording of the actions and highlight where an action may be relevant across multiple objectives. 	15-20 minutes per objective – 1-1.5 hours total
<p>Agree on advocacy priorities</p> <ul style="list-style-type: none"> • Prioritising actions will likely inform the working group's thinking about advocacy priorities, in particular consideration for actions outside of the network's control (e.g. required upgrades for Council owned facilities). 	10-15 minutes
<p>Agree on next steps to finalise action plan, including presentation to strategic stakeholders and the wider community.</p>	10-15 minutes

Follow-up

1. Consolidate the outcomes of the discussion, capturing agreed objectives and outcomes, and priority actions under each objective and advocacy priorities.
2. Reach out to any houses that were unable to attend meeting 3 to arrange a time to update them on the discussion and capture their input. This is important to ensure all houses in the network have buy-in and have agreed to the final action plan.

Tips you can share with the working group

- Working group members have time to review the wording of the outcomes, advocacy priorities and actions in writing after this meeting. While the precise wording can be worked out in the next phase, it is important working group members raise any concerns or questions about the actions in this meeting so everyone is sure they are on the same page and okay with the actions that have been prioritised to include in the plan.
- In Darebin, the network chose to record priority actions across the four objectives as well as a set of actions that address all (or multiple) objectives.

Tips for you

- Ideally, there is someone other than the project lead taking notes throughout the discussion, allowing the project lead to focus on facilitating the conversation. It is important to capture the specific wording discussed for the outcomes, actions and advocacy priorities. There will likely be many detailed implementation ideas raised that should be captured for future reference by the network.
- It may be helpful to again circulate the *Darebin Neighbourhood House Network Climate Action and Resilience Plan* to the working group as inspiration.
- Allow lots of room to spread out for the small group discussions and consider using a large whiteboard to record the priority actions under each objective and specific wording.

Step 5A: Finalising the action plan

Following the discussions in meeting 3, the project lead is now able to draft the network's climate action and resilience plan, seek input and approval from the working group members and finalise the content and design.

Time commitment:

Working group	1 hour for each house to review action plan content
Project lead	3 days (consolidate meeting 3 discussions, draft the network's climate action plan, seek feedback from all houses, finalise content and design)

Objectives:

- All houses have a shared understanding of their role in responding to climate change and have endorsed the action plan content, committing to delivery of the agreed priority actions.
- The climate action and resilience plan articulates the role of neighbourhood houses in responding to climate change, the objectives and outcomes of the network, actions and advocacy priorities.

- The action plan demonstrates the synergies between sustainability and resilience actions and broader Sustainable Development Goals (SDGs).⁸

Process:

Preparation (project lead drafts the action plan)

1. Consolidate meeting 3 discussion into tables for feedback, including:
 - Objectives and outcomes table
 - Advocacy priorities table
 - Five actions tables (one for each of the four objectives and one for actions that address all objectives)
2. Identify aligned Sustainable Development Goals for the actions tables
3. Adapt the content in the template Climate Action and Resilience Plan for your network (Attachment 3), including the section about your neighbourhood house network and the policy context.

Delivery

1. Send the outcomes, advocacy and actions tables, as well as the draft action plan content to the working group for feedback.
2. Ask working group to review the content and provide comments.
3. Respond to outstanding questions and consolidate feedback.
4. Input final agreed content to the action plan template attached to this guide (note Attachment 3 is a long version with considerable background content. Available on request is also a template Executive Summary, shorter version).
5. Share the final designed action plan with the network for sign-off.

Tips you can share with the working group

- It may be more effective for feedback to first prepare the action plan content in a shared google doc.
- Some houses may not have capacity to review the outcomes and actions in detail. This is okay, assuming they were able to provide input in meeting 3.
- Most of the content and graphic design for the action plan has been drafted in the templates provided. You may wish to change this content and do your own design work.
- Remember the *Darebin Neighbourhood House Network Climate Action and Resilience Plan* can be a helpful source of inspiration and guidance throughout this action planning phase, having already given careful consideration to the outcomes, advocacy priorities and actions across all objectives.

Step 6: Communicating the plan

Once your action plan is published and ready for circulation, it is important to let the community know what your neighbourhood houses are setting out to achieve and how you plan to get there

⁸ For more information about the SDGs and how they relate to neighbourhood houses, see the Australian Neighbourhood House and Centres Association presentation "SDGs for NCHCS" at <https://www.anhca.org/sdgs-for-nchcs>

as a network. You might consider hosting a public launch for your staff, volunteers and those who use your houses. Many people may not have thought about the role of neighbourhood houses in responding to climate change so this launch is an important opportunity to share your vision and invite the community to support their local house to help implement the actions.

You might also consider hosting a targeted launch for key stakeholders from state and local government, funding bodies, local climate groups and others who may be able to support you to deliver your climate action and resilience plan.

Example: Darebin network

The Darebin network hosted a launch for key stakeholders in which they talked through their advocacy priorities in detail and explained how and why their neighbourhood houses are important parts of the social infrastructure that shapes community resilience in Darebin. Invited to this presentation were representatives from local Councillors, council staff from across departments (e.g. Climate Emergency team, Amenities team, Municipal Emergency Management team, Equity and Wellbeing team), local Members of Parliament, representatives from the Department of Families Fairness and Housing and from the Department of Environment, Land, Water and Planning, Neighbourhood Houses Victoria, North East Neighbourhood House Network, and local climate action groups including Darebin Climate Action Network.

Step 7: Monitoring implementation

The final step in the action planning process is to commit to a monitoring and evaluation cycle. This will look different for every network, often depending on existing collaborative programs, ways of working, and reporting. The Darebin network identified that resourcing and capacity would be the key limiting factors to hinder implementation of their plan. They agreed to monitor ongoing implementation as a network every few months as an agenda item in their monthly network meetings to: identify challenges, together find opportunities to align their programs with strategic actions, and work collaboratively to apply for funding and deliver on actions. For the Darebin network, the action plan is a live working document that can evolve and change as required. They also agreed to formally revisit the action plan every two years, reporting on their implementation and reviewing their strengths and opportunities to go through steps 3-6 again and recommit to updated actions and advocacy priorities.

Appendix 1: List of accompanying documents

- Attachment 1 – **Example Darebin Neighbourhood House Network Climate Action and Resilience Plan (PDF)**
- Attachment 2 – **Self-reflection survey (Microsoft Excel)**: This survey is a tool for each neighbourhood house to assess their strengths and identify opportunities to build on action they are already doing across the four objectives (step 2).
- Attachment 3 – **Climate Action and Resilience Plan Template (Microsoft Word)**: This template introduces key climate change concepts such as sustainability and resilience and explores the role of neighbourhood houses in responding to climate change. For Darebin Neighbourhood House Network this was the version they shared with local and state government, their committees of management, staff and engaged community members.

Available on request are additional templates and resources to support each step of the planning process, including slides and collaborative worksheets. For some of the planning steps, relevant additional resources are highlighted in the footnotes.

Also available on request is a Template Executive Summary Climate Action and Resilience Plan (Microsoft Publisher): This executive summary is a much shorter version of the action plan. For Darebin Neighbourhood House Network this was the version they printed and shared more widely in the community.

If you are interested in using these additional resources, contact Jesuit Social Services' Centre for Just Places on just.places@jss.org.au.