The background features a collage of three elements: a blue-tinted clock tower building in the upper right, a piece of crumpled light blue paper in the upper left, and a circular inset in the bottom right showing a person riding a bicycle. The main text is set against a large, vibrant yellow-green circular area.

LOCAL GOVERNMENT CLIMATE EMERGENCY TOOLKIT

Version 1.0



What is this toolkit?

This toolkit offers practical recommendations for how local governments (also known as city councils and local councils) can take immediate action to address the climate emergency.

It is written for local government councillors, officers and community members who want to take climate action.

The recommendations outlined in this guide are specific and measurable, with suggested time frames.

This toolkit features information on:

- A. Who the decision makers are in local government
- B. Key documents that can influence change, and
- C. Recommendations to take action.

Why local government?

Local governments have significant opportunities and the power to invest in services and infrastructure to combat the climate emergency. In Victoria, local governments manage over \$90 billion of community assets and infrastructure and spend over \$8 billion on services each year¹.

Local Governments play a critical role to:

- communicate the current and future impacts of our climate emergency
- demonstrate climate adaptation and mitigation strategies
- pilot and promote new technologies
- lobby other levels of government and neighbouring local councils to act
- work with residents and businesses to lower greenhouse gas emissions, save money and improve the community's health.

Areas where local government can effectively contribute to climate emergency action include:

- energy
- transport
- communication
- advocacy
- procurement and waste
- industry and built environment
- agriculture and open space
- transparency and accountability

¹ Local Government Better Practice Guide, Local Government Victoria, DELWP 2018



A

Decision-makers in Local Government

Most decisions in local government can be classified as being about governance (how the organisation is run and regulated) or operations (how is money spent).

Councillors are primarily responsible for governance and overarching approvals on annual budget expenditure. Similarities can be drawn between councillors and that of a board of directors overseeing and advising on the strategic direction of a company.

Council officers (including the Chief Executive Officer, executive management team and all other employees) are responsible for the day to day management and operations of the council.

Councillors, the CEO and the executive team sit at the intersection of governance and management. Good councillors make evidence-based decisions and set strong strategic directions on behalf of their communities. Councillors are aided in decision-making by reports provided to them by council staff, who apply their own expertise as well as information provided by the community.

Here is a brief overview of key decision-makers, their roles and responsibilities, and their spheres of influence.

Councillors

Role

In Australia, local councillors are elected to govern each municipality under powers granted by each state's Local Government Act. This Act and the state minister responsible for local government set the municipality boundaries, voting method and a range of expectations for councillors to fulfil.

Victorian council elections occur every four years. You can find details of the next election at the Victorian Electoral Commission website www.vec.vic.gov.au.

Councillors are not considered employees of their council and do not receive employment benefits such as a salary and leave entitlements, rather they receive an allowance.

Each Victorian council determines the amount paid to councillors within limits set by the Victorian Government.

Responsibilities

Councillors are expected to attend planning sessions, briefings and all formal meetings of council.

Meetings of council occur monthly or fortnightly, often with a small break over December and January. Meetings require a quorum (minimum number) of councillors to attend for the meeting to take place. This is usually half of the elected councillors plus one.

At each meeting of council, councillors are required to make the final decision on a range of key actions, documents and policies prepared by council employees. Each report provides councillors with a list of recommendations to approve. The

content of these reports is influenced by the mandate given to the CEO via the Council Plan, previous decisions of council and the annual budgets.

Councillors are responsible for employing just one staff member, the Chief Executive Officer (CEO). Councillors also set the CEO's salary and their key performance indicators (KPIs).

Influence

An effective councillor will balance good governance and their community duties. An imbalance of this may lead to tension among the councillors, or within the organisation, which can result in less desirable outcomes for the community.

Decisions in the chambers come down to a vote by the majority. Without majority support, a recommendation will not be adopted. So, though a councillor may be extremely active in community campaigning or on social media, this does not necessarily mean that they have any greater power in decision-making. For this reason, it is important for community members to use the avenues available to them to be heard by a range of councillors.

Like the other two levels of government, local government is politically charged and driven by the political persuasion of the group majority. All candidates and councillors, regardless of party or independent status, will sit somewhere on the progressive-conservative spectrum and will act in accordance with their core beliefs, or if they're apathetic towards an issue, they will likely vote in line with community concern or pressure.

Chief Executive Officer

Role

The CEO is appointed by councillors to manage the operations of the council.

Responsibilities

The CEO is responsible for all staffing and management within the council, and is expected to implement all decisions of council. An effective CEO manages to work successfully with both councillors and council staff.

The CEO and their executive management team are responsible for providing councillors with the draft Council Plan, budgets, policies and monthly reports for approval at council meetings.

Influence

This key position not only drives organisational effectiveness but also sets the culture within the organisation. Organisations with a strong and positive culture have happier employees and in turn this may mean better outcomes for the community they represent. The CEO also has an important role in advocating to the state government and to other councils.

Council employees

Role

Council staff are employed to carry out the everyday operations of a council. They are also often known as council officers.

Responsibilities

Council officers are expected to implement the decisions of council, provide advice to councillors and deliver services for the community, often within an area of specific expertise. Some staff administer, or are members or, advisory groups in their area of work.

Influence

Council staff have varying levels of autonomy and ability to implement council policies and actions. While some officers may be able to more efficiently support and direct councillors and more senior staff, there are many protocols and layers of approvals within most government organisations that tend to make them slow and reactive.

Local governments are often staffed with an abundance of experienced, knowledgeable and dedicated employees. It is the role of the CEO and executive team to recruit and manage these people who can then offer innovative, best-practice policy suggestions to benefit and drive the community forward.

Community members and leaders

Role

All people who work, live and play within a council area. They may be active as an individual resident, be part of an active neighbourhood or community group, or represent a community-focused organisation.

Responsibilities

Individuals who own a business or reside in a municipality directly elect councillors. They can also communicate with and make submissions to councillors and council staff throughout each term of council.

Influence

One significant way to influence a local government decision is to participate in community consultations for the Council Plan, annual budget, and other policies and strategies by making submissions, communicating with officers and talking with your local councillors.

Commenting or debating on social media posts is less effective in driving change at a local government level than participation in consultations and other forms of advocacy. Joining a resident advisory group on a topic of particular interest is another way to influence policy and action. Community members can also request the establishment of advisory groups.

Individuals and community groups can also seek out existing community groups, environmental organisations or officers at other local governments who have successfully implemented climate emergency actions. Many of these actors are willing to assist and have a range of tools available to replicate or build on.

Advocates should seek to collaborate with as many community groups that stand to benefit from a decision or action as possible as it gives the greatest chance of securing a majority vote at councillor meetings.





B

Key council documents that drive action

Council Plan

Reviewed: Every four years and within the first few months of a new council term.

The Council Plan is the most influential document within any local government. In Victoria, this document is drafted and adopted in the first few months following an election. It guides policy development, revenue, expenditure and actions for the entire term of that council. Items not included within a Council Plan are often given lower priority and require greater levels of community campaigning to be acted upon.

It is a priority for climate emergency actions to be embedded into Council Plans. This can be achieved by communicating with new councillors early in their term or by gaining public commitments from candidates prior to them gaining office.

Community members are given the opportunity to make submissions to the draft Council Plan. It is important that suggestions are specific and measurable, and have clear and achievable timeframes.

Annual Budget

Reviewed: Annually and in line with the financial year.

Councils are required to submit annual budgets each year within the timelines set by the relevant Local Government Act. Annual budgets include expected revenue and expenditure. Large metropolitan councils can have annual budgets of several hundred million dollars while regional Councils will often have much smaller budgets.

The budget expenditures will be split between operational expenditure and capital expenditure. This differentiates the funding between spending on staffing expenses (operational or OPEX) and programs and infrastructure (capital or CAPEX).

Councils that focus on a range of revenue-raising options other than only rates will have greater resources to act on our climate emergency. Actions that seek to significantly cut rate revenue or other revenue streams put the funding for short and long term climate change mitigation efforts at risk and should be discouraged.

Each annual budget is accompanied by a five or ten year rolling plan of capital projects. Council budgets prioritise projects that align with their Council Plan and, for effective action on climate change, it is important that those Council Plans and budgeted projects also align with the recommended actions in Section C, below.

Monthly Reports

Reviewed: Each month at meetings of Council.

At each formal meeting of council, the CEO and executive team present councillors with monthly reports relating to different areas of council activity. Each report will provide a list of recommendations for councillors to approve.

Councillors can request that a report be written on a particular topic by moving a notice of motion or general business item at a council meeting, requiring majority support of councillors to support for delivery of a report to a future meeting.

Monthly reports are often great opportunities to further embed climate emergency actions within a council. Councillors have the power to move alternatives or amend any of the recommendations that have been presented. Some councils have requirements to call for a new report rather than move an amendment to an existing report for any new initiatives that may have a financial or business process impact.

Departmental Strategies

Reviewed: Vary.

Most councils have specific strategies and action plans for particular areas, such as an environment strategy, or a sustainable travel action plan. These are informed by the Council Plan but go into much more detail about how and why the council want to carry out action in a particular area.

Departmental strategies are usually developed by staff with expertise in that area, and sometimes are developed or informed by external consultants.

Most councils will invite the community to participate in either strategic development or consultation. This is another opportunity to influence direction and action, particularly for strategies that have not included environmental considerations.



C

Recommendations for action to address the climate emergency

Here are seven areas where local governments can affect climate emergency action.

It is important that suggestions and actions including a climate emergency declaration match the level of urgency and ambition that comes with that declaration. Therefore each of the recommendations below are within the power of local government and are specific and measurable and include timeframes. The recommendations provide who should enact the change within council, via what method and the key document for embedding the change.

Where applicable, each recommendation will also establish three levels of ambition (one, two and three stars). One star being the recommended minimum level of ambition through to three stars being best-practice.

Legend

- ★ Recommended minimum
- ★★ Moderate
- ★★★ Best Practice



Transparent & accountable actions

Council operations and actions should be transparent to ensure accountability to the public. Without clear roles and responsibilities, a clear strategy or realistic goals, climate emergency action may be undermined.

Recommended actions

★	★★	★★★	Who	Key Document	Method
Embed measurable climate emergency key performance indicators (KPIs) into the Chief Executive Officer's (CEO) contract.	N/A	N/A	Councillors	CEO contract	Seek inclusion via confidential report
Ensure councillor attendance registers, expense policies, agendas and minutes for the previous 5 years are made publicly available on the council website.	N/A	N/A	Councillors, supported by CEO, governance and communications staff	Council plan or monthly report, and ultimately council website	Seek inclusion via Council Plan adoption or monthly report
Digitise processes to promote reduction in paper consumption across council operations. This should include on demand video recording of all council meetings to reduce the need for residents to commute and to improve transparency of decision making.	>50% internal processes digitised	>90% internal processes digitised	Councillors, CEO, executive team	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
Ensure the organisation's risk management framework is aligned with Environmental Management System ISO 14001. This would seek to ensure broad understanding of environmental aspects and impacts and, Environmental Strategy and Management Plan established. Importantly involving senior management through responsibility and decision making.	14001 certified	31000 aligned, 14001/ 9001 certified	Councillors, CEO, executive team	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report

Action Example

The CEO's key performance indicators (KPIs) are set at the beginning of a new CEO contract and are reviewed annually. Every councillor will have an opportunity to amend the CEO's KPIs at least once in their council term.

In a confidential report on the CEO contract a councillor could add the following wording.

That Council:

Insert the following wording into the Chief Executive Officer key performance indicators within the CEO contract:

Ensures effective advocacy on the climate emergency on behalf of the local community and Council to other levels of government, peak bodies and industry.

Ensures the executive and management group have strong alignment in contributing and delivering measurable actions that mitigate the effects of the climate emergency.

Delivers on key outcomes as highlighted in the Council Plan including prioritising actions related to mitigating the effects of the climate emergency.

Demonstrates a high level of financial acumen including innovative approaches that contribute to delivering on actions that mitigate the climate emergency



Communication actions

Communicating with the community is vital to building trust, public support, and community awareness of local issues. As councillors and council officers work together in the community's interest, councils should provide information about the climate emergency and what action the council is taking and what change they are trying to influence.



Recommended actions

★	★★	★★★	Who	Key Document	Method
Publicly declare a climate emergency.	N/A	N/A	Councillors, CEO, executive team	Council Plan or monthly report	Seek inclusion in Council Plan or monthly report
Use climate emergency language and concepts to inform council communications by articulating the level of urgency and mobilisation required in the communications plan, social media posts, quarterly newsletters, planning applications and on the council website.	N/A	N/A	Councillors, CEO, executive team	Council Plan or monthly report, communication plans	Seek inclusion via plan adoption or monthly report
Create actions under each area for community participation and leadership. Including the establishment of community climate emergency advisory groups, green champions programs or climate-focused business networking	dedicated resource	≥ 3 dedicated resources	Councillors, CEO, executive team	Council Plan or monthly report. Annual budget. Departmental strategies	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.

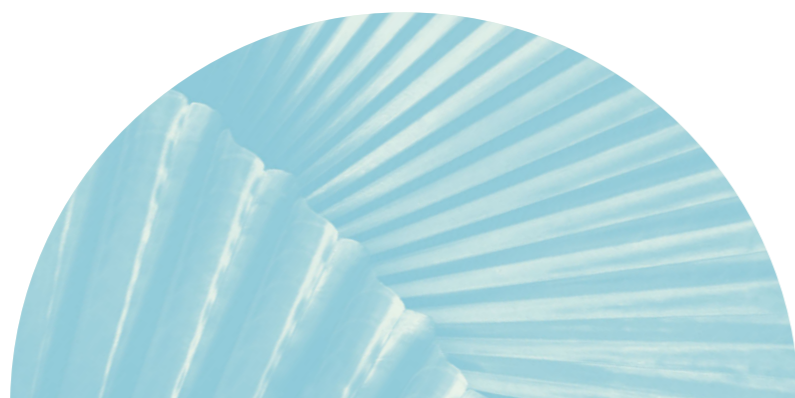
Action Example

Using a notice of motion, a councillor calls for the council to declare a climate emergency and asks for a report with recommendations to return to a future meeting.

Any councillor can move a notice of motion or general business item to and seek a report back with options for implementation. The text below is suggested text.

That Council:

1. Acknowledges we are in a state of climate emergency that requires urgent action by all levels of government, including local government.
2. Embeds this climate emergency acknowledgement and declaration and required actions into all future strategies, the next Council Plan and budgetary processes.
3. Seeks a report back to the next meeting investigating how recommendations as listed in the Local Government Climate Emergency Toolkit can be implemented within council operations.





Energy actions

Over half of Australia's greenhouse gas emissions are attributable to stationary energy consumption. Local governments have the opportunity to work with communities to take steps to reduce emissions from energy consumption through council's procurement of energy, supporting the community to generate renewable energy, fuel switch and reduce demand from fossil fuel sources, as well as advocate for sustainable energy options more broadly.

Recommended actions

★	★★	★★★	Who	Key Document	Method
Set a combined 2030 target for operations and community emissions.	2030 net zero target	2030 net negative target	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
Ensure council operates on 100% green electricity through the direct purchase of green electricity and/ or a power purchase arrangement. Carbon neutral certification must be provided while fossil fuels, including gas connections, are phased out by 2025.	Domestic offsets purchased	No offsets required	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via plan adoption or monthly report. Funding to be sought from the budget.
Commit to lead and facilitate a 100% renewable energy power purchase, microgrid, virtual power plant or similar agreement for at least 0.5% of residents within the council area.	>1% / dedicated resource	>5% / dedicated resource	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via plan adoption or monthly report. Funding to be sought from the budget.
Commit at least 2% of the council budget or \$10 per capita (whichever is higher) to energy efficiency or renewable energy grants, programs and upgrades for sporting clubs and residential and commercial properties. Low income residents could be targeted in the first instance.	3% / \$10 per capita	5% / \$20 per capita	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via plan adoption or monthly report. Funding to be sought from the budget.

Action Example

A councillor adds an amendment to the Council Plan to include a 2030 net negative operations and community target.

When moving the draft or final Council Plan, councillors can insert actions for inclusion. This will have financial and operational implications and is most likely to succeed when drafted in conjunction with CEO, executive team and CFO feedback.

For best outcomes, councillors should seek to include these in the draft Council Plan and have measures supported by community submissions as part of a robust consultation process. The text below is suggested text.

Add the additional point to the 20xx draft Council Plan.

That Council:

1. Notes the climate emergency and the urgent need for Council to implement a range of measures to mitigate the worst of impacts from occurring.
2. Sets a combined 2030 target for operations and community emissions with associated actions for community consultation.



Transport actions

Around a fifth of Australia's greenhouse gas emissions are attributable to transport. Local governments influence the safety and design of our roads, footpaths and bike infrastructure to incentivise zero emissions and sustainable transport. The way we move has a critical impact not just on reducing our emissions but the health of our communities.

Recommended actions

★	★★	★★★	Who	Key Document	Method
Commit at least 2% of the Council budget or \$10 per capita (whichever is higher) towards new pedestrian and cycling infrastructure in the city.	3% / \$10 per capita	5% / \$20 per capita	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget
Reallocate road space to active and public transport users on all local roads within 2km of all activity and neighbourhood centres. This will include speed limit reductions, separated cycling lanes, traffic calming measures and road space reallocation.	5km and max 40km/h on all local roads in that area	5km and max 30km/h on all local roads in that area	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.
Develop an advocacy plan that prioritises consistent and strong advocacy to the State and Federal Government to improve cycling connections, public transport infrastructure and roll out of a public electric vehicle [EV] charging network across city boundaries and the broader region.	dedicated resource	dedicated resource/ transport funding co-contribution	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.
Introduce a fleet policy that targets a maximum 100g/C02-e average emissions across all fleet vehicles purchased, with an immediate phase out of diesel engines where 'Euro 6 standards' cannot be achieved. Zero emissions and electric vehicles [EV] should make up at least 25% of all new vehicles purchased.	80g/C02-e	50g/C02-e	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report

Action example

A councillor adds an amendment to the annual budget to commit to per capita expenditure targets for new transport infrastructure.

When moving the draft or final annual budgets Councillors can insert actions for inclusion. This will have financial and operational implications and is most likely to succeed when drafted in conjunction with CEO, executive team and CFO feedback.

For best outcomes, councillors should seek to include these in the draft annual budget and have measures supported by community submissions as part of a robust consultation process. The text below is suggested text.

Add the additional point to the 20xx annual budget.

That Council:

1. Notes the climate emergency and the urgent need for Council to implement a range of measures to mitigate the worst of impacts from occurring.
2. Include funding for at least 2% of the Council budget or \$10 per capita (whichever is higher) towards new pedestrian and cycling infrastructure in the city as part of the final adoption of the 20xx Annual Council Budget.
3. Notes that the capital works program will be updated to reflect changes in expenditure.



Procurement and waste actions

Through procurement, local governments can support businesses who are supplying zero or low carbon and recycled alternatives, as well as supporting the community with the right tools and services to consume less and recycle more.

Action Example

Using a notice of motion, a councillor calls to update the procurement policy and mandate a recycled content percentage target in new capital works projects. The text below is suggested text.

That Council calls for a report that seeks to:

1. Amend the procurement policy and Council technotes to individually weigh and evaluate environmental and social benefits at 10% in all future tenders.
2. Mandates a minimum of 15% recycled content in all new capital works projects increasing to 25% as a minimum over the term.

Recommended actions

★	★★	★★★	Who	Key Document	Method
Develop a plan for council to divest from institutions that operate or invest in fossil fuel companies and projects. The plan should seek to address both investments and banking with authorised deposit taking institutions.	Divestment of all investments within 12 months	Divestment of both, all investments and authorised deposit taking institutions within 12 months	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
Set a 100% recycling target for 2030 and ensure there is a ban on the incineration of all mixed waste collected. While giving access to at least 3 streams for waste separated recycling in both public and private areas and residences. Bin colours must be compliant with AS 4123.	≥3 waste separation options for residents/ reusable cloth nappy and sanitary product program.	≥5 waste separation options for residents/ reusable cloth nappy and sanitary product program.	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.
Promote the sharing and repair economy by providing community grants and assistance to develop and promote toy, tool, seed and traditional libraries, as well as repair cafes and facilities.	1 of each available in the city	3 of each available in the city and ongoing grants program established	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.
Amend the procurement policy and council technotes to individually weigh and evaluate environmental and social benefits. While also mandating a minimum of 10% recycled content in all new capital works projects increasing to 20% as a minimum over the term.	15% / 25%	25% / 35%	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
All tenders are reported to council and/or notified on the council website publicly declaring the recycled content or other environmental benefits of these projects. Feedback is to be provided to unsuccessful tenderers where their application lacks environmental benefits.	Section of all reports contain 'Climate Emergency section'	Section of all reports contain 'Climate Emergency section' and there is dedicated resource	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
Promote and transition council operations to using low carbon / zero emissions concrete and steel.	Demonstrate zero emissions materials in >5% of projects	Demonstrate zero emissions materials in >20% of projects	Councillors	Council Plan or monthly report	Inclusion via plan adoption or monthly report



Industry and built environment actions

Local governments can make decisions in the built environment that reduce emissions and the need to extract finite resources. The way the built environment operates is a vital contributor to reducing emissions and saving resources within an economy.

Action Example

A councillor chooses to amend the recommendations of a report already on the agenda by moving an amendment to seek inclusion of water sensitive urban design. The text below is suggested text.

Add the additional point to the report.

That Council:

1. Develops a water sensitive urban design (WSUD) policy including inclusion of rain gardens and water harvesting in all new community and public infrastructure projects.

Recommended actions

★	★★	★★★	Who	Key Document	Method
<p>Ensure that the council implements a local Environmentally Sustainable Design (ESD) planning policy and/or participation in an ambitious state-wide ESD policy. As a minimum this must include;</p> <ul style="list-style-type: none"> • an all electric home that is at least one NatHERS star higher than minimum standards • onsite renewable energy generation • ≥3 streams of waste separation for recycling • water harvesting • green infrastructure and permeable surfaces. <p>This work can be further supported by the introduction of voluntary scorecards or best practice guidelines.</p>	<p>Mandatory ESD provisions within scheme</p>	<p>Mandatory ESD provisions within scheme / lead with additional voluntary tools and excellence scorecards / all new Council-led developments are passive house or equivalent excellence standard.</p>	<p>Councillors</p>	<p>Council Plan or monthly report</p>	<p>Seek inclusion via Council Plan adoption or monthly report</p>
<p>Develop a water sensitive urban design (WSUD) policy including inclusion of rain gardens and water harvesting in all new community and public infrastructure projects.</p>	<p>N/A</p>	<p>N/A</p>	<p>Councillors</p>	<p>Council Plan or monthly report or annual budget</p>	<p>Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.</p>
<p>Each community centre, club, park and playground must provide easy access to free drinking water. This may be combined with reusable cutlery and crockery, washing facilities and plastic wise strategies to reduce dependence on consumption of fossil fuel products.</p>	<p>All facilities have accessible and free drinking water.</p>	<p>All facilities have accessible and free drinking water and washing facilities.</p>	<p>Councillors</p>	<p>Council Plan or monthly report or annual budget</p>	<p>Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.</p>
<p>Support commercial businesses to retrofit operations to align with climate emergency actions.</p>	<p>Commercial grants program</p>	<p>Commercial grants program / dedicated resource</p>	<p>Councillors</p>	<p>Council Plan or monthly report</p>	<p>Seek inclusion via Council Plan adoption or monthly report</p>



Agriculture and open space actions

Green, open space and connection to our natural environment not only helps protect biodiversity but is vital for our physical and mental health. Local governments can ensure we not only have access to open space but have a greater awareness and understanding of the entire system in which it operates.



Recommended actions

★	★★	★★★	Who	Key Document	Method
Ensure the council has developed and provides ongoing funded positions to maintain and harmonise a food systems strategy, biodiversity strategy, urban forest and urban heat island mitigation strategies.	OPEX / CAPEX for each ≥\$80k	OPEX / CAPEX for each ≥\$200k	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Plan adoption or monthly report. Funding to be sought from the budget.
Commit to promoting and engaging only vegetarian catering at meetings and events. All produce and catering should be as locally sourced as possible.	≥1 day per week	All events	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
Ensure local laws are updated with provisions to protect significant or mature trees.	protections also built within in the planning scheme	protections also built within in the planning scheme / development of a significant tree register.	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report.
In urban areas, ensure all residents have access to green open space within 500m of their property. In rural areas implement best practice land management including where relevant, initiating a drawdown project to support the zero carbon target objective and enhance agricultural practices, regenerative agriculture and Traditional Owner practices.	400m	400m and net gain of open space each year	Councillors	Council Plan or monthly report	Seek inclusion via Council Plan adoption or monthly report
Increase engagement and employment of local First Nations people in management/improvement of open space, parkland (including cool burn cultural practices for managing fire risk) and employment in council.	Management plan	Management plan / dedicated resource	Councillors	Council Plan or monthly report or annual budget	Seek inclusion via Council Pan adoption or monthly report. Funding to be sought from the budget.

Action Example

Using a notice of motion, a councillor calls to set a program of works to develop and provide ongoing resources to food systems, biodiversity, urban forest and urban heat island mitigation strategies. The text below is suggested text.

That Council calls for a report that seeks to:

1. Ensure that Council has developed and provides ongoing funded positions to maintain and harmonise a food systems strategy, biodiversity strategy, urban forest and urban heat island mitigation strategies
2. Provides options to ensure each program has funding in excess of \$80,000 per annum.

About

Version 1.0 November, 2020

This Toolkit will be reviewed frequently to ensure actions maintain appropriate ambition and relevance.

We look forward to collaborating with you to ensure this toolkit has the greatest potential to address the climate emergency.

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