



Australian Government

**Department of the Environment and Water Resources
Australian Greenhouse Office**

Australian Government Inventory Grants

2007-08 Guidelines

July 2007

Overview

These guidelines outline a programme of assistance to Cities for Climate Protection (CCP) councils that is fully funded by the Australian Government and administered by the Department of the Environment and Water Resources through the Australian Greenhouse Office.

The programme provides funding support of \$4500 to CCP councils for engaging temporary staff to assist with the completion of the inventory process a part of a Milestone or CCP Plus Planning and Review requirement. Through its contract with the Department of the Environment and Water Resources, ICLEI – Local Governments for Sustainability Australia/New Zealand (ICLEI A/NZ) will be available to assist councils with their inventory and must sign off completion of the inventory.

The Inventory Grants are available to first 30 Councils that submit an application and can commit to fulfilling the Funding Agreement criteria.

Applications for the Inventory Grant close either on full subscription of available grants or on **Monday 11 February 2008**. The completion date is to be on or before **Monday 26 May 2008**.

Further information regarding the grants, how to apply, or a copy of the Funding Agreement can be obtained from Eliza Gardener on telephone 02-6274 1450, or email eliza.gardener@environment.gov.au

Councils are required to complete an inventory at various stages during the Milestone and CCP Plus framework. They include Milestone 1, Milestone 5 and CCP Plus Planning and Review.

The milestone framework is made up of a five-step process to assist councils to identify, prioritise, implement and analyse the impacts of local actions taken to reduce greenhouse gas emissions through CCP Australia.

Milestone 1 involves the development of an inventory for a council's corporate and community sectors. This inventory provides a powerful picture of the sources and scale of local greenhouse gas emissions, acts as a yardstick of greenhouse gas emissions for a specified baseline year, and assists councils to select appropriate local responses to reduce emissions in the latter milestones.

The emissions forecast aids understanding of the impacts of current activities in the future. It involves detailing where, and by how much, greenhouse gases will increase if a council was to adopt a 'business as usual approach' and take no additional actions aimed at reducing greenhouse gas emissions.

With the assistance of temporary staff, it is anticipated that the Milestone 1 task may be completed over a period of around 6-10 weeks i.e. the task is not a continuous one,

as there are likely to be periods spent waiting for data to be provided. The total duration of the task will be largely dependent on the council's data management processes.

ICLEI A/NZ will provide quality assurance of the inventory data for council and check the data for any anomalies.

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Milestone 5 provides an opportunity for councils to assess their progress towards meeting reduction goals and reassess the strategies included in council's Local Action Plan. The process also provides an opportunity to revisit reduction goals, highlight achievements and assess key lessons learned.

Milestone 5 involves three key elements:

1. Re-inventory: using tools provided by CCP Australia, the re-inventory provides a measure of the trends in council's corporate emissions.
2. Quantification of implemented measures: using tools provided by CCP Australia and / or other verified qualitative assessments undertaken by council.
3. Milestone 5 Report: bringing together results from the re-inventory and measures quantification. It improves the description of the outcomes and provides future directions.

Experience with councils that have completed Milestone 5 indicates that the minimum time required to complete Milestone 5 (including quantification and reporting) is around 6 - 12 weeks. The time required for the quantification task will depend on the number of measures to quantify and the time passed since council achieved Milestone 4.

As with Milestone 1, ICLEI A/NZ will provide quality assurance of the re-inventory data for council and check the data for any anomalies.

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The **CCP Plus framework** supports councils beyond the milestone framework to continue to strive towards their emissions reduction goals set at Milestone 2. This initiative is available for those Councils who have completed Milestone 5.

CCP Plus delivers focussed support to councils in three key areas:

1. Organisational Review
2. Planning and Review
3. Advancing Action Area

The Inventory Grant provides funding for councils to engage temporary staff to assist with the completion of the Planning and Review stage. Planning and Review provides council with the opportunity to assess its progress towards its reduction goals and

reassess the strategic direction of the Local Action Plan (LAP). It also provides a valuable opportunity to highlight council's achievement and to assess key learnings.

Completing CCP Plus Planning and Review involves the following four key elements:

1. A full re-inventory of corporate and community (where data is available) greenhouse gas emissions.
2. Quantification of all abatement measures that result in an impact in the re-inventory year.
3. A review and realignment of council's LAP including the addition of new actions.
4. A Planning and Review report endorsed by the General Manager or CEO or council incorporating the previous three elements.

As with Milestone 5, ICLEI A/NZ will provide quality assurance of the re-inventory data for council and check the data for any anomalies.

Funding support for the salary of temporary staff

Funding under this grant is provided to CCP Councils to engage temporary staff to assist with the completion of the inventory process. The council is responsible for engaging the staff. Recruitment can be undertaken directly by the council or through an employment agency.

For many councils, the funding support of \$4500 will be sufficient to cover the salary costs of the temporary staff required for completion of the inventory process. For other councils, this funding support may only cover the major part of the salary costs for the inventory process. In this latter case, it is required that the council will ensure completion of the inventory task either with additional time input by council staff or through supplementary council funding for additional person-days by the temporary staff support.

Recruitment of temporary staff

To assist councils in recruiting temporary staff, ICLEI A/NZ will provide a recruitment guideline that outlines the duties to be performed in completing the inventory process. The information sheet will also contain guidance on the salary range that would be appropriate to the task and skill level.

Training for temporary staff

The temporary employee will require induction and training on the CCP Online software. The nature of the training arrangements will be determined by ICLEI A/NZ in consultation with councils and, where appropriate, with the Department of the Environment and Water Resources. Council is expected to deliver this training to temporary staff where possible.

Funding

Due to limited numbers of Inventory Grants available, funding will be allocated to the first 30 applications from eligible councils received by the Department of the Environment and Water Resources.

The Department reserves the right to refuse non-compliant applications or refuse applications if grants have been fully subscribed before the close off date of Monday 11 February 2008.

Special permission may be given for late applications for the Australian Government Inventory Grant.

The Funding Agreement

Funding support under the Inventory Grant will be formalised through a Funding Agreement with each council. A draft of this agreement is available from the Department of the Environment and Water Resources on request.

The key elements of the Funding Agreement are as follows:

- \$4500 (GST exclusive) is provided under the Agreement for the purpose of engaging a temporary staff member to assist with the completion of the inventory process for either the Milestone or CCP Plus framework:
 - the funds cannot be used to meet the salary costs of a council employee that is transferred from other duties to complete the inventory;
 - a full payment of \$4500 (GST exclusive) will be made following receipt of the signed Agreement by the Department of the Environment and Water Resources; and
 - receipt and acceptance by the Department of the Environment and Water Resources of a Statutory Declaration from the council confirming that the inventory has been completed to the satisfaction of ICLEI A/NZ.
- Any training of the temporary staff member is to be arranged by the council in consultation with ICLEI A/NZ.
- The temporary staff member may also be engaged on other related CCP activities.
- The inventory completion date is to be on or before **Monday 26 May 2008**.
 - if any delay is anticipated, the Council is required to notify the Department of the Environment and Water Resources of the reasons for the delay and the proposed means of dealing with it in writing no later than two months prior to the inventory completion date;
 - the Department of the Environment and Water Resources will then decide whether to accept the reasons for the delay and amend the Project Plan accordingly, or to terminate the Agreement.
- Special permission may be given for late applications for the Australian Government Inventory Grant.
- During the course of work on the inventory process for either the Milestone or CCP Plus framework, the temporary staff member may be employed on other activities unrelated to CCP tasks:
 - however, in this event, the Australian Government funds may not be used to support the temporary staff member's employment on such activities.

- If funds additional to those provided under this Agreement are required to enable completion of the inventory, these supplementary funds are to be provided by the council.

Department of the Environment and Water Resources

Further information regarding the grants, how to apply, or a copy of the Funding Agreement can be obtained from:

Eliza Gardener
eliza.gardener@environment.gov.au
02-6274 1450

ICLEI A/NZ:

Information regarding inventory requirements (eg. training and recruitment) please contact your CCP State Manager on (03) 9639 8688.