



### South Coast Alliance Inc.

*Leading sustainable economic development through collaboration.*

**SUBJECT** : **Briefing Note: Your Business - Our Future, WALGA Funding**  
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#### Summary

In June 2021 WALGA selected the South Coast Alliance (SCA) to participate as one of the two Regional Climate Alliance Pilot programs designed to:

- Foster action and collaboration between Local Government, communities and businesses
- To deliver projects that reduce greenhouse gas emissions,
- Reduce climate change risks and build resilience to climate change.
- Deliver projects typically beyond the reach of individual Local Governments
- Support capacity building and knowledge sharing between Local Governments in the Alliance.

SCA has been invited to apply for a competitive grant to implement a climate change adaption and mitigation project. The program has \$100,000 (ex GST) available across the two Alliances. *Your Business – Our Future* is the pilot project the SCA is proposing to access funds from the competitive grant.

*Your Business – Our Future* will trial strategies for businesses to monitor and reduce emissions, increase awareness of emissions sources and sustainability options, and provide case studies for utilisation within the broader community.

WALGA will announce outcomes of grant application in November 2022.

#### Background – Your Business – Our Future

Businesses have an important role to play in emissions reduction. Businesses provide leadership to the local community and by delivering a sustainable economy they can grow with confidence.

Emissions in the South Coast Region were around 1.24MtCO<sub>2</sub><sup>e</sup> in the year 2018/19 and are expected to increase over the coming years. The major source of emissions for the region is agriculture, at just under 50% of the total. Commercial and retail businesses that occupy

large tracts of land, use high volumes of stationary energy, and rely on the import of goods and services from outside the region to satisfy local needs, contribute 6% of the region's emissions. Despite the commercial sector accounting for a relatively small proportion of emissions, their leadership and role modelling within the community has significant potential as a catalyst for change within the wider community.

SCA will invite applications from 8 businesses (two per local government – one agricultural and one urban) across the South Coast Alliance region to participate in project to have a complete carbon footprint audit undertaken on their business. The audit process will include the development of recommendations, together with the provision of support to develop an action plan to monitor and reduce emissions within each business into the future. Adaption strategies may be relevant for some businesses depending on the outcome of the carbon footprint audit and nature of the business. Participating businesses will be provided with educational resources and information sessions to improve their carbon literacy throughout the program.

The project will identify challenges and opportunities specific to the region, while providing identifiable examples and potential ambassadors to encourage other businesses to implement actions for emissions reduction. The development of education resources and case studies for use within the broader community will be an output of the project.

Program participants will be locally owned small-to-medium enterprises (SME) consisting of 4 agricultural businesses and 4 urban businesses. As such, it is an expectation that chosen consultants will have had experience supporting SMEs across a broad range of industries, including agriculture.

The objective of the project is to:

- a. improve the knowledge and understanding of the South Coast Alliance Inc. and member Councils, business, and the community, by identifying a range of strategies for businesses to reduce their carbon footprint, tailored for the South Coast region's context and climatic zones focusing on reducing energy and water use and considering the life-cycle carbon emissions of their operations.
- b. Use the findings to develop educational resources and case studies transferable to other 'similar' businesses throughout the broader business community.

The two core outputs enabled by the WALGA funding are

- a. Delivery of the *Your Business – Our Future* program to 8 participating businesses, including the identification of the businesses carbon footprint and creation of personalised recommendations and action plan to reduce carbon emissions.
- b. To create regionally specific factsheets/case studies on different businesses that can be utilised by LGAs for education and information purposes.

#### [Selection guidelines for participation](#)

Program participants will be chosen through a competitive application process, involving application form and interview. Applicants will be selected who meet following criteria:

- SME businesses only (as per ABS definition).
- High preference for locally owned and operated businesses.
- Participants will need to be owners of the business premises or have the authority to undertake action based on recommendations from the audit.

- Participants must be willing to share their experiences and champion the process/outcomes in the community.

### Timelines

The Timeline of this project is outlined in Table 1. The project is due for finalisation by Feb 23.

**Table 1 – Indicative Project Timeline**

Project: Your Business – Our Future												
ID	Deliverable	FY22								FY23		
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Engage and appoint consultants											
2	Promotion of program (until applications close)											
3	Selection of program participants											
4	Program Delivery, inclusive of:											
	4.1 Carbon footprint audits completed											
	4.2 Education program											
	4.3 Action planning workshop											
	4.4 Follow up sessions											
5	Delivery of written case studies and supporting power point presentations, incorporating the review, recommendations, and associated cost/benefit outcomes for the 8 participants.											
6	Education resources for broader use within the community											
7	4 community workshops (Albany, Jerramungup, Mount Barker and Denmark) showcasing case studies and introducing tools and resources that audience can utilise to calculate their businesses carbon footprint and develop action plans to reduce carbon emissions											
8	Monitoring and evaluation of program											

### Budget/Financial Implications -

A breakdown of the project budget is not available for early release agenda. Request for Quote will go out to suitably qualified consultants in the first half of October 2022.

**Table 2 – Project Budget**

Item	Councils staff time in hours	Explanation	SCA LGAs In Kind from councils \$	WALGA \$	TOTAL \$
Project Steering Committee (Monthly meeting for project duration – 11 months, 4 CEOs)	44 hrs	Project Governing Body consisting of CEOs from each council	Based on minimum hourly rate of \$70		\$3,080
Project Working Group (Monthly meeting for project duration – 11 months, 5 staff)	55 hrs	Inform key stakeholders within each council	Based on minimum hourly rate of \$53.45		\$2,940
Marketing (10 hours per LGA)	40 hrs	Promotion of project via e-newsletters, social media and website	Based on minimum hourly rate of \$53.45		\$2,138
Venue hire (2 days per LGA)	8 days	Council owned venue hire for community events	Based on daily hire fee of \$300		\$2,400
Consultant Cost		As per the RFQ			
<b>Total</b>	<b>139 hrs</b>		<b>\$10,558</b>		

The Climate Coordinator's salary is met through the WALGA Regional Climate Alliance funding with funding through the lifecycle of this project (completion September 2023).

### Future Budget Financial Implications -

Details not available for early release agenda.

## Risks

An initial risk analysis has been undertaken based on the ISO31000:2009 guidelines. The top two risks identified together with their key risk management strategy include:

	Key Risk	Risk Management Strategy
1	Program does not attract enough applicants.	<p>4 Communication Strategy developed in consultation with Shire/City marketing and communication officers. Clear call to action and identification of benefits of participation.</p> <p>5 Application period to extend throughout December and January to allow sufficient time to apply over peak operational periods.</p>
2	Selected program participants do not remain engaged throughout duration.	<p>6 Consultants chosen with experience in adult education.</p> <p>7 Timing of audit activities to be flexible to operational needs of participating businesses.</p>

## Alignment with Regional Climate Alliance Program

This project proposal meets the stated Objective of the Regional Climate Alliance Program project grant through:

- *Fostering action & collaboration between LG, communities and businesses:* Collaborative project connecting local governments and businesses across the South Coast to trial emission reduction ideas in a region-specific context to develop an action template for broader use.
- *Project that reduces gas emissions:* Implementation of recommended actions will drive emissions reduction for participating businesses, with potential for replication across the region and beyond.
- *Reduce climate change risks and build resilience to climate change:* Increased awareness of climate change risks and implementation of actions to build resilience.
- *Deliver projects typically beyond the reach of individual LGs:* Provides resources and support that individual councils do not have the capacity to deliver alone.
- *Support capacity building and knowledge sharing between Local Governments:* Develop resources and knowledge to encourage increased adoption of emission reduction actions among businesses and community across the South Coast.

## Governance

The project will be governed by a Project Steering Committee, that will act as a supervisory board that is accountable for managing and addressing project issues, monitoring risks, quality and project timelines. The Project Steering Committee will consist of CEOs from the City of Albany and the Shires of Denmark, Jerramungup and Plantagenet.

The group will meet regularly to review the progress of the project in accordance with the project plan and will provide regular updates on the development of the project. The project will be reviewed and audited in accordance with the funding agreement criteria. Contractors may be invited to be part of the Steering Committee if required.

**Strategic & Corporate Plan Implications**

Strategic & Corporate Plan Implications

*Your Business – Our Future* supports the goals articulated through the various themes of the [SCA Strategic Plan](#) as highlighted and a range of Implementation Strategies:

Vision					
The South Coast Alliance, leading sustainable development through collaboration.					
Strategic Theme – Advocacy					
Goals					
To positively influence policy and planning across all relevant Government spheres for the benefit of the South Coast Alliance geography.		To proactively connect industry and the community with opportunities and resources to progress their ideas.		To support multi-stakeholder partnerships working for the benefit of the community in the South Coast Alliance geography.	
Strategic Initiatives					
Establishment and communication of positions on key regional issues	Data collection and reporting to inform decision making at South Coast Alliance aggregated level	Identify opportunities created by Diversify WA, Federal Growth Centres et al	Support an innovation culture.	Youth Program	Workforce Development initiative
Strategic Theme - Economic Development					
Goals					
To lead the communication of regional sustainable development thinking, activating opportunities for our community.		To proactively measure and communicate population level social outcomes, activating partnerships to address issues of concern.		To lead the community by example, achieving zero carbon emissions at an LGA organisational level.	
Strategic Initiatives					
Map knowledge of current opportunity landscape in partnership with regional stakeholders.	Support an innovation culture across all sectors.	Develop an integrated Data Dashboard	Innovation Program	Climate Change Action and Education	Renewable Energy activation
Strategic Theme – Efficiency & Consistency					
Goals					

To share knowledge, opportunity, research and resources across the South Coast Alliance to maximise efficiency and collective action opportunities.		To provide a forum for individual members to bring forward ideas for exploration that impact more than one LGA.		To provide a forum for regional stakeholders to engage on issues that cover more than one LGA.	
<b>Strategic Initiatives</b>					
SCA Energy Project for member Shires.	Provide a centralised entity to enable a single funding application to be progressed for multi-shire projects.	Develop a mechanism to encourage the surfacing of ideas across the network.	Allocate a pool of funds each year for exploration of ideas.	Communication Strategy to include engagement with key regional stakeholders.	SCA identified as a key regional development actor.
<b>Strategic Theme – Effective Governance</b>					
<b>Goals</b>					
Best practice governance processes are relevant, current and maintained.		To apply appropriate outcome and measurement frameworks.		Appropriately resource the SCA to achieve the strategic plan.	
<b>Strategic Initiatives</b>					
Maintenance of information flows to and from Management Committee.	Ensure governance processes are relevant, current and maintained.	Development of an Integrated Dashboard	Communication Strategy	Identify opportunities for commercialisation of SCA activities to support the financial health of the entity.	Develop relationships and partnerships in shared outcomes.