**Climate Action Plan Template**

We created the carbon dashboards to make UNSW emissions data transparent and accessible to all staff. This guide helps you and your team to interpret the dashboards and identify priority areas for action.

**Why climate action matters**

UNSW is taking urgent action to reduce emissions across our operations and value chain. We’re committed to:

* Cutting emissions by 50% by 2030.
* Reaching net zero by 2050, based on our 2018 baseline *(net zero emissions refers to achieving an overall balance between greenhouse gas emissions produced and taken out of the atmosphere).*

These targets follow the [Science Based Targets initiative](https://sciencebasedtargets.org/) (SBTi), which provides a clear pathway to help limit global warming well below 2°C.

Key UNSW climate initiatives include reducing operational (scope 1 and 2) emissions by switching to renewable energy, reducing energy usage and electrifying our campuses, as well as tackling value chain emissions (scope 3) by engaging with our key suppliers, reducing air travel and implementing low-carbon, fossil fuel-free investment strategies.

While some actions are led by the Division of Operations (optimising building heating systems, establishing sustainable procurement framework, etc.), we need **all staff** to drive the journey towards net zero emissions. You don’t need ‘sustainability’ in your job title to be a climate leader. All it takes is choosing to act using the resources, relationships and knowledge you already have.

**How to use this action guide**

1. Open the [dashboards](https://app.powerbi.com/groups/me/reports/78c6c73f-11e0-4ba4-ba59-fafeb2bb3d5c/ReportSection5ac10896394fa45c2803?ctid=3ff6cfa4-e715-48db-b8e1-0867b9f9fba3&experience=power-bi). First time? Watch the [walkthrough tutorial](https://unsw.sharepoint.com/%3Av%3A/s/EMPowerBITest/EWD7sNM9VjJJsIS-dgI6L7wBADHyB8UgkMSLCyiJ5wvaGQ?nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D&e=SZfxMw) for tips and insights.
2. Work through the guiding questions below to interpret your faculty/division’s emissions and identify key areas for action. We recommend forming a team to go through this exercise collaboratively.
3. Send your draft to the Environmental Sustainability mailbox (sustainability@unsw.edu.au). Allow 2 weeks for feedback.
4. Seek endorsement from your unit’s leadership for the plan.
5. Time to implement and celebrate your climate leadership. Don’t forget to share your progress with the Environmental Sustainability team.
6. (Optional) To understand more about climate change and its impact on Australia, read this [*climate change guide*](https://www.bbc.com/news/science-environment-24021772) and explore the [*State of the Climate Report*](https://www.csiro.au/en/research/environmental-impacts/climate-change/State-of-the-Climate)*.*

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| **Unit name** |  |
| **Action plan owner**  |  |
| **Action plan approver** |  |
| **Team member names** |  |

**1. Understanding emission sources**

Start by understanding where your emissions come from. This helps you focus your efforts where they’ll have the most impact.

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| [Dashboard 1 (UNSW Emissions 2018-2024)](https://app.powerbi.com/groups/me/reports/78c6c73f-11e0-4ba4-ba59-fafeb2bb3d5c/713b694f76ae8c5082bd?ctid=3ff6cfa4-e715-48db-b8e1-0867b9f9fba3&experience=power-bi)**Which three categories are the largest contributors to UNSW’s overall emissions?** |
| Category 1:Category 2:Category 3: |
| [Dashboard 2 (Faculty and Division summary)](https://app.powerbi.com/groups/me/reports/78c6c73f-11e0-4ba4-ba59-fafeb2bb3d5c/df7bd9858dbc64b66a44?ctid=3ff6cfa4-e715-48db-b8e1-0867b9f9fba3&experience=power-bi)**Which three categories are the largest contributors to your Faculty/Division emissions?**  | [Dashboard 4 (Supply chain emissions)](https://app.powerbi.com/groups/me/reports/78c6c73f-11e0-4ba4-ba59-fafeb2bb3d5c/eab67c4f4b2e22418fb1?ctid=3ff6cfa4-e715-48db-b8e1-0867b9f9fba3&experience=power-bi)**What are the top 5 procurement categories driving your Faculty/Division supply chain emissions?** |
| Category 1: Category 2: Category 3:  | Category 1: Category 2:Category 3: Category 4: Category 5:  |
| [Dashboard 5 (Business travel emissions)](https://app.powerbi.com/groups/me/reports/78c6c73f-11e0-4ba4-ba59-fafeb2bb3d5c/d4a009b878223df6c203?ctid=3ff6cfa4-e715-48db-b8e1-0867b9f9fba3&experience=power-bi)**What percentage of your Faculty/Division business travel emissions are from air travel?** |
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| **Note any other observations you made while reviewing the dashboards. Do any of these results surprise you?** |
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**2. Prioritising and planning action**

Now that you’ve identified your main emission sources, use this section to decide where to act, either directly or by influencing others. Focus on what’s practical, impactful, and achievable.

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| **Step 1: What can you control?**List emission sources your team can directly reduce or avoid. *Examples include sharing resources to avoid duplicate purchases, identifying and eliminating wasteful or unused expenses, opting for plant-based catering, choosing more sustainable suppliers, or reducing air travel.* |
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| **Step 2: What can you influence or collaborate on?**Think about emission sources you can’t control directly but can influence through collaboration or advocacy.*Examples include encouraging leadership to adopt sustainable procurement practices or collaborating with other teams to consolidate orders or reduce travel.* |
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| **Step 3: What’s already happening?**Are there existing initiatives you can join or build on?*Examples include UNSW Sustainable Procurement Framework, UNSW Supplier Charter, 15% sustainability criteria in large procurement tenders, ADA Faculty’s vegan catering policy, LEAF program for laboratories, climate literacy workshops for staff.* |
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| **Step 4: Prioritise**Based on your answers above, choose three initiatives your team can commit to in the next twelve months. Think about high impact initiative with the least effort required. Use the table on the next page to plan and track your initiatives. |
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**3. Tracking progress**

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| **Initiative name** | Initiative 1 |
| **Action** | **Completion date** | **Responsibility** | **Status** |
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| **Initiative name** | Initiative 2 |
| **Action** | **Completion date** | **Responsibility** | **Status** |
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| **Initiative name** | Initiative 3 |
| **Action** | **Completion date** | **Responsibility** | **Status** |
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**Resources:**

* Find out more about environmental sustainability at UNSW in action in the [latest report](https://www.sustainability.unsw.edu.au/sites/default/files/documents/Environmental%20Sustainability%20Report%202024.pdf).
* [UNSW Sustainable Procurement Framework](https://www.unsw.edu.au/about-us/excellence/unsw-finance/sustainable-procurement)
* [UNSW Supplier Charter](https://www.unsw.edu.au/content/dam/pdfs/unsw-adobe-websites/divisions/unsw-finance/2024-09-unsw-supplier-charter-2024.pdf)
* [Climate Solutions at Work Guide](https://drawdown.org/publications/climate-solutions-at-work), Project Drawdown
* [Climate Leadership Playbook](https://unsw.sharepoint.com/%3Ab%3A/s/EMPowerBITest/ETylHKpjRoRMqUJbP3pXd9UBpSMGl7XXxxpRUkvBMQyMqQ?e=MTf4ha), Section 4, WorkforClimate
* Email the Environmental Sustainability team for support at sustainability@unsw.edu.au