**TEMPLATE**

*[Insert Organisation’s Name]*

**ENVIRONMENTAL ACTION PLAN**

PERIOD *[insert timeframe]*



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# **Acknowledgment of Country**

*[Insert your Acknowledgement of Country here]*

# Director’s / General Manager's Message

*[Insert message from Gallery or Museum Director/ General Manager here]*

# Galleries, Museums & Sustainability

Australia’s public galleries and museums are deeply embedded within their communities, forming part of, and contributing to, the cultural fabric of their regions. Through their exhibitions, public programs, and local collections they engage, educate and inspire audiences and stimulate debate and critical thinking. They are closely connected with the concerns, hopes and aspirations of their communities and hence are uniquely placed to respond to and address social, environmental and economic issues unique to their locality.

# Mission Statement & Environmental Sustainability Vision

*[Insert your Organisation’s Mission statement here]*

**Our Environmental Sustainability Vision**

*[Note: Develop and include your organisation's environmental sustainability vision and insert here.The following is an example from Blue Mountains Cultural Centre in NSW.]  
  
Example: We strive to be a leader in environmental sustainability in the NSW arts and cultural sector by ensuring our impact on the environment is kept to a minimum and by inspiring our visitors and community with engaging programs and exhibitions that highlight environmental issues relevant to our region.*

# Purpose & Goals

This Environmental Action Plan lays out strategic priorities as well as concrete goals and actions, that commit *[insert organisation name]* to initiatives that minimise waste and environmental impacts, preserve natural resources, and engage and inspire audiences and communities to take part in sustainable actions.

The key goals of the Environmental Action Plan for [*insert organisation's name]* buildings, operations, systems, and artistic programs for [*insert period years]* are:

*Note: You should develop a set of key goals for your Environmental Action Plan. Be mindful to set a realistic and achievable number of goals. 3-4 are usually sufficient. The following are examples you can base your goals on:*

1. *[insert goal] Example: Reduce our facilities’ and operational impacts on   
    the environment;*
2. *[insert goal] Example: Embed environmental considerations in our  
    procurement, planning and systems;*
3. *[insert goal] Example: Highlight and explore environmental themes within   
    our artistic programming; and*
4. *[insert goal] For example: Educate and engage our audiences and  
    stakeholders with environmental matters and act as a leader in sustainability  
    within the arts and cultural sector.*

By committing to these key goals *[insert organisation's name]* will build on existing initiatives to refine our social, environmental and cultural impact and continue to deliver tangible benefits to our local community and visitors.

# 

# Alignment with Global and Local Sustainability Goals

***➔If your organisation is a Local Government Unit:***

This Environmental Action Plan supports [*insert name]* Council’s approach to delivering services in our local government area and sits alongside a range of other strategic Council plans.

*[Note: Include any references to your local government strategic plans, waste management strategies, and other relevant planning documents. For example: Your Council’s Community Strategic Plan, Local Environment Plan (LEP), Council Strategic Waste Management Plan etc.]*

***➔If your organisation has a strategic and/or business plan:***

This Environmental Action Plan supports [*insert organisation’s name*] strategic plan and aligns with the key values and/ or strategic directions of *[insert document title]*.

This Environmental Action Plan aligns with [*insert relevant Organisation’s strategic or Planning Documents]* through the followingkey directions or values:

* *[Insert key directions or values here]*
* *[Insert key directions or values here]*
* *[Insert key directions or values here]*

**Global: the UN 2030 Sustainable Development Goals**  
In 2015, the United Nations defined 17 goals, known as the UN 2030 Sustainable Development Goals to address the world’s most pressing challenges by 2030. They included inequality, climate, education and justice. The Global Goals provide a roadmap to achieve a more sustainable and prosperous future for all. They have been widely adopted by leading global and Australian companies and government organisations.

Through our alignment with the 2030 UN Sustainable Development Goals, *[insert organisation’s name]* Environmental Action Plan supports global efforts to safeguard our natural environment. This Environmental Action Plan will contribute to *[insert number]* of the 17 Sustainable Development goals and *[insert number*] targets.

*[Note: Here you should refer to the UN Sustainable goals and targets and select what goals and targets your organisation should align with. You can find the 2030 UN Sustainable Development Goals here:* [*https://sdgs.un.org/goals*](https://sdgs.un.org/goals)*.]*

*Below is a list of goals and targets that you may want to use:*

**Goal 11**: **Sustainable cities and communities:   
-**Target 11.4: Strengthen efforts to protect and safeguard the world’s cultural and natural heritage

**Goal 12**: **Responsible consumption and production:**-Target 12.2: By 2030, achieve the sustainable management and efficient use of natural resources  
-Target 12.3: By 2030, halve food waste at the retail and consumer levels and reduce food losses along production and supply chains, including post-harvest losses  
-Target 12.4: By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment  
-Target 12.5: By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse  
-Target 12.6: Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle.  
-Target 12.7: Promote public procurement practices that are sustainable, in accordance with national policies and priorities

**Goal 13: Climate action:**-Target 13.3. Improve education, awareness raising and human and institutional capacity on climate change mitigation, adaption, impact reduction and early warning

# The Carbon Baseline. Where are we now?

*[Note: If possible, you should conduct a carbon footprint calculation for your organisation to understand your baseline, i.e. have a clear understanding of the amount of emissions that your organisation currently produces. It is helpful to engage a Carbon Management Consultant to assist you in collecting data from each of your relevant emissions-releasing activities, calculate your current emissions and provide you with realistic suggestions on how to reduce them.*

*However many small to medium organisations do not have the resources or funds to conduct a full carbon footprint calculation and to engage a consultant. You can use an online carbon calculator to get an initial understanding of your organisation's current emissions. Choose a 12-month period to collect activity data (if reporting for the first time, choose the most recent 12-month period for which you have data). Here are some examples of the activities you should measure.*

* *Electricity use: Total kilowatt-hours used from electricity bills.*
* *Natural gas use: Total kilowatt-hours used from gas bills.*
* *Water supply: Total water supplied in cubic metres from water bill.*
* *Fuel used in company-owned vehicles: Litres of fuel purchased from invoices  
   and receipts (more accurate) or vehicle mileage from vehicle log  
   books/odometers (less accurate).*
* *Employee passenger travel: Employee receipts for details of travel and  
   distance calculation websites to obtain flight, rail, and road distances.*
* *Waste disposal/recycling: Tonnes of waste-to-landfill and recycled from waste  
   collection provider.]*

[Link to online carbon calculator](https://carbonneutral.com.au/carbon-calculator/)

***[Insert Organisation’s Name]* Carbon Footprint for *[insert period]***

| **Scope** | **Data** | **Carbon dioxide equivalent emissions (tonnes)** |
| --- | --- | --- |
| **Scope 1 Direct Emissions** |  |  |
| Gas | *For example: 10,000 MJ* | *0.66 t CO2e* |
| Refrigerants (refrigerator gas) | *n/a* |  |
| Fleet vehicles (fuel consumption or distance travelled) | *For example: 1 vehicle. Make and model: Mazda 3. Fuel: petrol. Amount of kilometres travelled: 15,000km (or 1200 litres consumed)* | *2.95 t CO2e* |
| **Scope 2 Indirect Emissions** |  |  |
| Electricity consumed (including heating or cooling) | *For example:  565082.73 kWh* | *457.72 t CO2e* |
| Scope 3 indirect value chain emissions |  |  |
| Water consumption | *For example: 561.38 kL* | *0.85 t CO2e* |
| Waste:  General Waste  Gallery waste (MDF)  paper  Co-mingled recycling | *For example:*  *76,960 litres*  *300kg*  *n/a*  *n/a* | *30.78 t CO2e*  *0.21t CO2e* |
|  | **TOTAL** | ***493.17 t CO2e*** |

# Environmental Action Plan

**Goal 1: *[Insert your key goal 1]***[*Note: Insert here your organisation’s first key goal, which you developed in* ***Part 4.****]*

*Example: Reducing the organisation’s building and operational impacts on the environment.*

**Objectives:***[Note: Develop a set of objectives for each of your key goals. Objectives are like the stepping stones towards the achievement of our goals. They are meant to be realistic targets.]*

* *[Insert objective here] Example: Reduce energy consumption*
* *[Insert objective here] Example: Reduce water consumption*
* *[Insert objective here] Example: Increase renewable energy usage across  
   organisation  
    
  [Then develop your Key Performance Indicators (KPIs) for your various objectives. Your KPis need to be quantifiable measures of performance for a specific objective over a set timeframe.*

*Finally complete the Environmental Action Plan Table template below incorporating your The UN 2023 goals and targets, your organisation’s or Council’s strategic values, your objectives and your KPIS. Then insert specific actions that you will implement to achieve your KPIs and finally set the timeframe and assign responsibilities. Examples have been provided below, which you can base your action plan on.]*

| **Global Goal & Target** | **Organisation or Council’s strategic directions or/ values** | **Objective** | **KPI** | **Action** | **Timeline/ Responsibility** |
| --- | --- | --- | --- | --- | --- |
| *[Insert relevant UN Sustainable Development Goal/ Target]* Example: Goal 12. Responsible Consumption  Targets 12.2,12.5,12.6 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Reduce energy consumption | *[Insert KPI]*  Example: Reduce electricity consumption by at least 6% from 20-21 carbon baseline by 2025. | *[Insert action]*  Example: Review electricity usage during non-operating hours such as lighting and air-condition usage. | *[Insert responsible personnel and timeframe]* Example: Organisation’s Technician |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: Goal 12 Responsible Consumption  Targets 12.2,12.6 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Reduce water consumption | [Insert KPI]  Example: Use grey water in Public toilets | *[Insert Action]*  Example: Install grey water treatment system | *[Insert responsible personnel and timeframe]* Example: Organisation’s Technician by 2025 |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: Goal 12 Responsible Consumption  Targets 12.2,12.5,12.6 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Increase renewable energy usage across organisation | *[Insert KPI]*  Example: The organisation uses 100% renewable electricity providers by 2025 | *[Insert Action]*  Example: research and select 100 % renewable energy provider | *[Insert responsible personnel and timeframe]*  Example: Director/ CEO by 2025 |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 12 Responsible Consumption  Targets 12.2,12.5,12.6 | *[Insert relevant values or strategic directions]* | *Insert relevant objective]*  Example: Reduce waste production | *[Insert KPI]*  Example: Reduce waste production across all operational areas by %15 by 2025. | *[Insert Action]*  Example: Implement the Corporate Waste Management Plan and monitor waste production with support of Council’s Sustainability Team. | *[Insert responsible personnel and timeframe]*  Example: Organisation’s Technician + all staff by 2025 |

**Goal 2: [*Insert your key goal 2]****Example: Embed environmental considerations in our procurement, planning and systems*

**Objectives**

* [*Insert objective here] Example: Develop sustainable procurement strategies and encourage environmentally conscious behaviours*
* *[Insert objective here] Example: Transition to sustainable material sources;*
* *[Insert objective here] Example: Encourage and use sustainable transport options;*
* *[Insert objective here] Example: Increase the use of sustainable businesses and contractors for building works and maintenance*
* *[Insert objectives here] Example: Sustainable management of natural resources;*
* *[Insert objectives here] Example: Support the circular economy (avoid, re-use, recycle, repurpose; and*
* *[Insert objectives here] Example: Staff training and development of environmental literacy within the team*

| **Global Goal & Target** | **Organisation or Council strategic directions/ values** | **Objective** | **KPI** | **Action** | **Timeline/ Responsibility** |
| --- | --- | --- | --- | --- | --- |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 12. Responsible Consumption  Targets 12.2,12.5,12.6 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Develop sustainable procurement strategies and encourage environmentally conscious behaviours. | [Insert KPI]  Example: Replacement of all gallery materials that have sustainable alternatives by 2023. | *[Insert Action]*  Example: Review and audit of gallery materials to be replaced with recyclable, or re-usable materials including but not limited to labels, wall decal, bubble wrap and MDF. | *[Insert responsible personnel and timeframe]*  Example: Exhibitions Team  By 2023 |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 12 Responsible Consumption  Targets 12.2,12.5,12.6 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Encourage and use sustainable transport options | *[Insert KPI]*  Example: By 2023 establish partnerships with nearby galleries and museums to share artwork transport via IAS shuttles | *[Insert Action]* Example: Connect and develop a shared freight coordination system between our organisations and x and y organisation | *[Insert responsible personnel and timeframe]* For example: Exhibition Team by 2023 |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 12. Responsible Consumption  Targets 12.2,12.5,12.6 | *[Insert relevant objectives, values or key directions]* | *[Insert relevant objective]*  Example: Transition to sustainable material sources | *[Insert KPI]*  Example: Eliminate single-use plastic packaging from the Organisation’s Café or catering operations by 2025 | *[Insert Action]*  Example: Conduct full audit of single-use plastic materials used in organisation’s café / restaurant operations and catering and replace with reusable options | *[Insert responsible personnel and timeframe]*  For example: Café Coordinator by 2025 |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 13. Climate Action  Targets 13.1, 13.3 | *[Insert relevant objectives, values or strategic directions]* | *[Insert relevant objective]*  Example: Transition to sustainable material sources | *[Insert KPI]*  Example: All paint used in the organisation’s building and gallery to be VOC free by 2023. | *[Insert Action]*  Example: Introduce VOC free paint and re-paint gallery walls during installs. Re-paint building walls with VOC paint when re-repainting is required. | *[Insert responsible personnel and timeframe]*  Example: Technician by 2023 |

**Goal 3: [*Insert your key goal 3]****Example: Highlight and promote eco-sustainability themes within the Artistic Programming*

**Objectives**

* [*Insert objective here] Example: Prioritise hosting exhibitions and public programs with environmental and sustainability themes*
* [*Insert objective here] Example: Provide community access to creative programs and collections that encourage debate and critical thinking about climate action and sustainable futures*
* [*Insert objective here] Example: Create opportunities for creative practitioners to produce new work that engages with environmental & sustainability themes*
* [*Insert objective here] Example: Involve and seek input from Aboriginal creative practitioners and traditional custodians in the development and production of artistic program to promote the value of First Nations knowledge in sustainable living and land management*

| **Global Goal & Target** | **Organisation’s or Council’s strategic directions/ values** | **Objective** | **KPI** | **Action** | **Timeline/ Responsibility** |
| --- | --- | --- | --- | --- | --- |
| *[Insert relevant UN Sustainable Development Goal/ Target]* Example: 11. Make cities and human settlements inclusive, safe, resilient, and sustainable. 11.4 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Prioritise exhibitions and public programs with environmental and sustainability themes | *[Insert KPI]* Example:Regular quarterly programming of exhibition and public programs that address environmental matters and align with local environmental themes | *[Insert Action]*  Example: Identify opportunities within the organisation’s artistic program to host several exhibitions and public programs that address environmental themes | *[Insert responsible personnel and timeframe]*  Example: Curator/ Director ongoing |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 11. Make cities and human settlements inclusive, safe, resilient, and sustainable. 11.4 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  For example: Create opportunities for creative practitioners to produce new work that engages with environmental & sustainability themes | *[Insert KPI]*  For example: Regularly commission and seek funding for new work by artists and creative practitioners, that speak to environmental action and climate change for exhibitions. | *[Insert Action]*  For example: Actively seek funding opportunities for new work and fundraise money for new collection commissions | *[Insert responsible personnel and timeframe]*  Example: Director/ Curator ongoing |
| *[Insert relevant UN Sustainable Development Goal/ Target]* For example: 13. Climate Action | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Provide community access to creative programs and collections that encourage debate and critical thinking about climate action and sustainable futures | *[Insert KPI]*  Example: Build partnerships with environmental & science agencies for creative programs that address environmental issues | *[Insert Action]*  Example: Host at least 4-5 environmental community programs per year in partnership with environmental agencies or organisations | *[Insert responsible personnel and timeframe]*  Example: Curator/ Director ongoing |
| *[Insert relevant UN Sustainable Development Goal/ Target]* Example: 11. Make cities and human settlements inclusive, safe, resilient, and sustainable. 11.4 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]  Example:* Involve Aboriginal creative practitioners and traditional custodians in the development and production of artistic programs that promote the value of First Nations’ knowledge in sustainable living and land management. | *[Insert KPI]*  Example: Regularly produce exhibitions and public programs that promote First Nations knowledge of, and ongoing connection to, Country. We will do this in consultation and in partnership with First Nations creative practitioners, local Elders and knowledge holders. | *[Insert Action]*  Example: Liaise with the relevant Aboriginal Advisory Committee on development of relevant programs to support, promote and celebrate Aboriginal artists and their traditional knowledge. | *Insert responsible personnel and timeframe]* Example: Director/ Curator ongoing |

**Goal 4 *[insert key goal 4]****Example: Educate and engage audiences and stakeholders with environmental matters and act as a sustainability leader within the visual arts industry.*

**Objectives**

* [*Insert objective here]**Example: Deliver a range of educational programs, workshops, creative programs, and conferences that encourage dialogue and exchange on environmental and sustainability topics*
* [*Insert objective here]**Example: Engage and collaborate: Build partnerships with local community groups and environmental & science agencies to deliver environmentally focused programs*
* [*Insert objective here] Example: Promote [insert organisation’s name] as a leader in environmental sustainability to its stakeholders the broader arts industry*
* [*Insert objective here] Example: Create education resources for schools centred around environmental matters relevant to our local region*

| **Global Goal & Target** | **Organisation’s or Council’s strategic directions/ values** | **Objective** | **KPI** | **Action** | **Timeline/ Responsibility** |
| --- | --- | --- | --- | --- | --- |
| *Insert relevant UN Sustainable Development Goal/ Target]*  Example:  Goal: 12 Responsible Consumption  Target: 12.7 + Goal: 13 Climate Action  Target:  13.3 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Deliver a range of educational programs, workshops and conferences that encourage dialogue and exchange on environmental and sustainability topics. | *[Insert KPI]*  Example: Develop and deliver [insert number] public programs quarterly, that engage audiences and young people with environmental and sustainability themes. | *[Insert Action]*  Example: Making use of the organisation’s permanent collection the Public Programs coordinator will deliver [insert number] of programs and educational experiences each quarter. | *[Insert responsible personnel and timeframe]*  Example: Curator and Public Programs Coordinator  ongoing |
| *[Insert relevant UN Sustainable Development Goal/ Target]* Example:13. Climate Action  13.3 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Engage & collaborate: Build partnerships with local community groups to deliver environmentally focused programs. | *[Insert KPI]*  Example: Expand the list of environmental collaborators for creative programs. Actively seek out partnership and collaboration opportunities. | *[Insert Action]*  Example: Build a database of environmental agencies and community organisations for potential collaboration. | *[Insert responsible personnel and timeframe]* Example: Curator Public Programs Coordinator  ongoing |
| *[Insert relevant UN Sustainable Development Goal/ Target]*  Example: 13. Climate Action  13.3 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]*  Example: Promote the *[insert organisation’s name]* as a leader in environmental sustainability to its stakeholders the broader arts industry. | *[Insert KPI]*  Example: Regularly promote [insert organisation’s name] environmental actions at industry events. | *[Insert Action]*  Example: Present on and promote *[insert organisation’s name]* environmental actions at arts conferences, industry events and submit nominations for relevant sector awards. | *[Insert responsible personnel and timeframe]*  Example: Director  ongoing |
| *[Insert relevant UN Sustainable Development Goal/ Target]* Example: 13. Climate Action  13.3 | *[Insert relevant values or strategic directions]* | *[Insert relevant objective]* Example: Promote the organisation as a leader in environmental sustainability to its stakeholders, volunteers and patrons**.** | *[Insert KPI]*  Example: Create a communication strategy to promote [insert organisation's name] as environmental sustainability leader to stakeholders. | *[Insert Action]*  Example: Promote *[insert organisation’s name]* as a leader in environmental sustainability on website, through e-news and social media. | *[Insert responsible personnel and deadline or timeframe]*  Example: Promotions & Marketing Manager  By 2024 |

# Monitoring & Review

The [*insert responsible personnel]* are responsible for driving the implementation of the Environmental Action Plan, reporting on progress, and reviewing the plan every *[insert period]* years.

The Environmental Action Plan will be made available on the *[insert organisation’s name]* website, used for internal communications to staff and volunteers and will be included in staff orientation packages.

All *[insert organisation’s name]* staff are responsible for championing sustainability in their service areas and ensuring that actions relevant to their area are budgeted for and implemented. The implementation of these actions will be reported to *[insert personnel].*

Key targets will be included in staff personal development plans where applicable.

The *[insert organisation’s name]* Environmental Action Plan will be completed by *[insert date].* The Sustainability Action Plan will be reviewed in *[insert date]* to enable a new plan for the following three-year period.