

Council submission: Teacher guide

Council submission structure overview

1. **Site name and issue:** Describe the local space and the heat problem
 2. **Evidence:** Include your test data and graph
 3. **Recommendations:** 3-5 design actions (e.g. trees, cool roofs, water features, reflective paving, shaded bus stops)
 4. **Stakeholder impact:** Who benefits and how
 5. **Call to action:** Conclude with one persuasive line convincing Council to adopt your plan
-

Detailed outline

1. Submission cover / applicant details

- Organisation (group) name (e.g. *Casey Secondary Student Urban Design Team*)
- Contact name (team spokesperson)
- Date
- Site/location under review

2. Subject / proposal title

E.g. Submission on heat-mitigation strategies for [Location] to [selected Council Member]

3. Background and issue statement

Describe the current problem: e.g. High surface temperatures in the [Main St carpark] lead to unsafe conditions for pedestrians and vehicle users.

Include any relevant local context (population, land use, etc.).

(This aligns with the 'Background' section in real-life planning reports.)

4. Evidence

- Include **data from the model tests** (e.g. graph of melting points over time for each of the different scenarios)
- Describe what the results show about heat retention and cooling
- Optionally include supporting external data (e.g. photos, lived experience)

5. Recommendations

Present **3-5** clear, practical actions, each phrased like a real planning submission.
For example:

Action	Description	Expected benefit
Increase tree canopy coverage to 30%	Plant native shade trees along footpaths and in carpark medians	Reduces local air temp and provides pedestrian shade
Install green roofs on nearby council buildings	Improves insulation and air quality	Reduces heat load, provides urban biodiversity

6. Stakeholder considerations

Refer to your **persona cards** and explain how these recommendations will benefit or impact key community groups. For example:

- Older residents will benefit from shaded seating near bus stops
- Business owners can maintain customer foot traffic during summer
- Families feel safer letting children play outside

7. Conclusion / call to action

Summarise and make a polite, persuasive closing statement, e.g.

“We ask Council to prioritise heat-mitigation measures in the 2026-2030 Urban Design Strategy and consider pilot funding for this site.”

8. Supporting attachments

A3 redesign plan of the area