

**MINUTES OF TOWN OF GAWLER
CLIMATE EMERGENCY ACTION PLAN WORKING GROUP MEETING
HELD AT THE CONFERENCE ROOM, TOWN OF GAWLER ADMINISTRATION CENTRE, 43
HIGH STREET, GAWLER EAST
ON WEDNESDAY, 13 OCTOBER 2021 AT 6:30PM**

PRESENT: Cr Nathan Shanks, Cr Cody Davies, Ms Kathryn Warhurst, Mr Tom Brdanovic,
Ms Jade Hancock, Mr Jack Gill

STAFF IN ATTENDANCE: Jack Darzanos, Tim Kelly, Meagan Jarmyn

APOLOGIES: Cr Paul Koch, Mr Darren Cox

1 STATEMENT OF ACKNOWLEDGEMENT

We would like to acknowledge this land that we meet on today is the traditional lands for the Kurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kurna people as the custodians of the greater Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today.

2 ATTENDANCE RECORD

- 2.1 Roll Call
- 2.2 Apologies
Ms Grace Gallagher (resigned), Alex Prior (resigned), Darren Cox
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
Miss Renee Chamberlain - 06 July 2021 to 30 November 2021.
- 2.5 Non-attendance
Kathryn Warhurst to follow up re Darren Cox attendance

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2021:10:CEAP008

Moved: Ms K Warhurst

Seconded: Cr N Shanks

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 8 September 2021 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

4 DECLARATION OF INTEREST

NIL

5 BUSINESS ARISING FROM MINUTES

Kathryn acknowledged the new members of the working group.

ACTIONS	Who	By When	Status
1. Contact Linda Weiss re: consultation process to ensure all are aware of this and have a clear understanding.	J Darzanos	13 October 2021	Combine Actions 1&8. Completed <ul style="list-style-type: none"> Linda to attend Nov meeting further discuss consultation. Same process will be followed as per Councils policy on strategic documents
2. An additional meeting to be scheduled once the document has been received from the graphic designer. The working group to review the document prior to sending it to the Mayor and councillors for their review prior to the consultation period commencing	T Kelly	1 October 2021	To be scheduled when the document is available <ul style="list-style-type: none"> Andrew Porter is working his way through the document. Expected to have the document in the next week or 2. This will push back some timeframes. Cr Shanks suggested waiting to go to community consultation in the new year as there is often low numbers on consultation leading up to and over the Christmas period. Tim advised, we need to get the document first and present to Council and let Council make the recommendation when it will go out for Community Consultation. Jack G asked whether the YAC Committee members would be able to review prior to the document being released to consultation. This would allow them greater time to review and provide comments during the consultation period.
3. Copy of the consultation policy to be circulated to the members of the working group.	Cr Shanks		Completed
4. Summarise CEWP Working Group advice to refer to, in the briefing when the draft Plan is presented to Council seeking approval for community consultation	T Kelly	13 October 2021	Ideas from last meeting have been documented. Refer Agenda Item 6.4
5. The ideas documented from the meeting discussion on implementation be compiled into a single advice document that may be provided to Council for the implementation phase.	T Kelly	13 October 2021	Complete Discussed under Agenda Item 6.4
6. The draft advice be further considered at the October CEAP meeting.	All	13 October 2021	Complete Discussed within Agenda
7. To discuss the impact of lighting selection and controls on nocturnal fauna in advance of selecting the replacement lamps for Gawler.	Administration staff	As appropriate	Meeting to be scheduled with SAPN

8. Staff to approach the Community Development Officer to a future CEAP Meeting to discuss the proposed CEAP Community Engagement Plan	J Darzanos & T Kelly	25 July 2021	Combined with Action 1. To be scheduled.
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6 ITEMS LISTED FOR DISCUSSION

6.1 DRAFT CEAP GRAPHIC DESIGN UPDATE

- The graphic design of the CEAP is now anticipated by 25-10-2021.
- An additional meeting will be scheduled once the document has been received.
- The working group supported the completion of the 4 page summary and the one page working examples/case studies in supporting the main document. The case studies were seen as a way to show real benefits for some in the community that may consider climate change to be a state or federal issue.

6.2 INTERNAL CONSULTATION UPDATE

- Meetings to discuss the vegetation and tree canopy targets have been rescheduled for late October.
- Progress has been made on the electric vehicle transition with replacement EV/Charging stations to be complete in October and support for an additional twin outlet charger and to trial two electric vehicles.
- The Local Government Electricity Procurement is continuing with collaboration between the Electricity Working Group of Councils and LGA Procurement. Responses to an initial call for expressions of interest were encouraging.
- The Public Lighting Project is progressing but has not been supported under the Building Better Regions infrastructure grant.
- Grady Hudd (previously from the Bunyip) commenced his position in Marketing and Communications this week, Jack will meet with him regarding the CEAP.
- Kathryn asked re the electricity report being presented back to the CEAPWG. Tim advised the report had been received 1-2 weeks ago and he is currently working through it. Next steps are distributing it to internal management prior to being distributed to Council Members or the CEAP working group. Kathryn would like it to come back to the CEAPWG, so the results could be included in the plan.
- Kathryn advised the process of being a community member has been quite difficult where information has not been made available to community members of the group but is available to staff and elected members. Staff advised that there are process constraints that apply to documents not yet provided to the IES Committee and Council for consideration.

6.3 PUBLIC CONSULTATION PLAN

Public Consultation Policy

The CEAP Working Group noted the Town of Gawler Public Consultation Policy and requirements relating to various activities under the Local Government Act, including for strategic planning.

Translating the Policy into a Consultation Plan will be covered at the November CEAP Meeting.

ACTION

Invite Linda Weiss, Community Development Officer to assist in preparing a complete Consultation Plan to engage with the Gawler Community on the proposed CEAP.

6.4 PROPOSED ADVICE TO COUNCIL

6.4.1 – Advice to Council when seeking approval the CEAP for community consultation

The CEAP Working Group discussed the content of advice that should go to council when seeking approval to commence community consultation. The working group endorsed the following components:

- How the plan has been formulated:
- Three key themes of supporting community to reduce emissions, leading by example and a commitment to engagement and advocacy
- How the Plan compares with other Climate Change Plans from local government jurisdictions
- Internal and targeted engagement to date
- Costs and savings
- A consultation plan which meets the requirements of Council's public consultation policy

In addition, the working group agreed that the document should describe:

- How input and advice was incorporated into the document, including Kathryn Warhurst's one page document on meeting stakeholder needs.
- New information captured as part of the consultation period included as part of the report to Council.
- QR code as part of a poster which takes stakeholders to a survey or document with more information
- The questions that the EWG is seeking responses e.g. what does council want to achieve at the conclusion of public consultation? (this will be addressed at the next CEAP meeting).
- The extent to which consultation will be face to face or seek out targeted consultation and activity groups.
- Completion of the single information pages on topics ie. EV's, public lighting, risk to the community, solar initiatives/power, canopy cover, pool.

ACTION

- Develop questions for community consultation. Cr Shanks, Kathryn, Jack Gill, Tom B expressed interest in coming up with questions. Questions to be brought to the next meeting when Linda will be present. Jack and Tim to further discuss internally also, comparing responses received for other plans which have been released to the community.
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6.4.2 – Advice to Council when seeking the approval of the CEAP once consultation feedback has been addressed.

The CEAP Working Group supported that when briefing Council after public consultation, there will be a need to communicate:

- Outcomes of public consultation and how feedback has been addressed
- Any substantive updates to the draft Plan
- Update on costs and savings of the Plan
- CEAP Working Group suggestions on implementation and continued community engagement (as written up from the September CEAP Meeting and further development).

In addition, the Working Group added that the briefing should include:

- Demonstrated examples on how the Plan will benefit members of the community
- How consultation has encouraged opportunities for engagement and acknowledge organisations who may like to work with council with the implementation of the plan
- Areas to be further explored
- Ways to promote the CEAP such as an interview/video on the Plan/Mayor's weekly video
- Responses to questions to be included in the consultation period.
- An implementation Plan that covers opportunities to partner with community groups on implementation including: GBDG, YAC, Schools, GEC, GEHA, Jack G will check re Trinity, approaching business to be champions and ambassadors
- CEAP Working Group suggestions on implementation and continued community engagement.

ACTION

- Ensure that the briefings to council are drafted to incorporate the content agreed and documented by the CEAP Working Group.

6.5 CEAP MEMBER UPDATES

Public Lighting

- As discussed, the Town of Gawler was not successful in winning the Building Better Regions Grant but will be continuing to find a way to implement the project.

Other

- There was some discussion on reflecting the interest of Gawler Youth Advisory Committee in the plan which is now located in a *What we have heard* section within the introduction of the CEAP.
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5 CLOSE

The Meeting closed at 7:53pm.

6 NEXT ORDINARY MEETING

10 November 2021, Gawler Administration Centre at 6:30 pm.

The minutes of this meeting were confirmed at the Climate Emergency Action Plan Working Group Meeting held on .

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CHAIRPERSON

Action Summary

ACTIONS	Who	By When
1. Discuss the impact of lighting selection and controls on nocturnal fauna in advance of selecting the replacement lamps for Gawler.	Administration staff	As appropriate
2. Invite Linda Weiss, Community Development Officer to assist in preparing a complete Consultation Plan to engage with the Gawler Community on the proposed CEAP.	Jack Darzanos	20-October 2021
3. Develop questions for community consultation. Cr Shanks, Kathryn, Jack Gill, Tom B expressed interest in coming up with questions. Questions to be brought to the next meeting when Linda will be present. Jack and Tim to further discuss internally also, comparing responses received for other plans which have been released to the community.		25 October 2021(drafting)
4. Ensure that the briefings to council are drafted to incorporate the content agreed and documented by the CEAP Working Group		As appropriate