

**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, 18 SEPTEMBER 2019 AT 6:30PM**

PRESENT: Cr Ian Tooley, Cr Paul Koch, Cr Cody Davies, Ms Kathryn Warhurst,
Mr Timothy Kelly, Mr Jack Dazanos, Mr Jack Gill, Mr Angus Millikan

STAFF IN ATTENDANCE: Jack Darzanos, Emily Lovett

1 STATEMENT OF ACKNOWLEDGEMENT

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

2 ATTENDANCE RECORD

2.1 Roll Call

2.2 Apologies

Mr Tom Brdanovic, Mr Darren Cox, Cr Paul Little, Cr Nathan Shanks

2.3 Motions to Grant Leave of Absence

Nil

2.4 Leave of Absence

Nil

2.5 Non-attendance

Nil

3 CONFIRMATION OF MINUTES

Item 5.3 – To be amended to 6-12 months rather than within the lifetime of the current Council – ie 3.5 years

Item 5.6 – To be amended to mitigation for point 1 and adaptation and preparedness for point 2. Point 2 to be amended to increase community awareness, education and empowerment regarding climate change mitigation and adaptation strategies.

4 BUSINESS ARISING FROM MINUTES

Nil

5 ITEMS LISTED FOR DISCUSSION

5.1 Appointment of Chair and Deputy Chair

- Kathryn Warhurst to be appointed as Chair – carried unanimously

- Darren Cox to be appointed as Deputy Chair

5.2 Who is available for supplementary workshop meetings

- Supplementary workshop meetings to commence within the next 7 days to begin discussions and report these discussions at monthly ordinary meetings
- Kathryn Warhurst, Cr Ian Tooley, Cr Nathan Shanks, Timothy Kelly, Angus Millikan, Jack Gill to be attendees at these supplementary workshop meetings
- Meeting schedules and opportunity for Skype facilities to be arranged via email
- Kathryn Warhurst and Jack Darzanos will co-ordinate the next supplementary meeting

Angus Millikan departed the Conference Room at 7:19.

5.3 Priority task for WG to outline the planning development process

- Mind Map for how to configure processes and planning
- Reaching out to other Councils who have completed this process

5.4 Communique /community update/call out to be circulated after each meeting within 1 week (different to minutes)

- Environment News within the Bunyip Newspaper – to be added as a community update prior to confirmation and distribution of minutes for community members that are actively following the progress of the working group
- Brief summary which also includes articles that have been shared rather than the political and formal aspects of the meetings
- Kathryn Warhurst and Timothy Kelly to assist with drafting a communique
- Advice from Donna Johnston to be sought regarding media engagement processes

5.5 Council provide enquiry point and maintain list of community members who want to help and have given permission to be contacted by CEAPWG member.

- Page for Climate Change Emergency Action Plan including enquiry section for the community where members of the workshop group can respond
- Council to contact the members of the community who have applied to be a part of the workshop group and ask these community members if they would like to be contacted by members of the workshop group to assist with future projects

5.6 A Gawler Council person to ask other Community applicants if they would approve their contact details and any special skills/interest areas shared with the members of the CEAP with the intention to involve them in the process as the plan development progresses.

- Supplementary Mailing List – Copy in members of the community who are interested to receive emails that are sent. Informative method to keep those who are interested engaged and informed with discussions of workshop group.
- Community connection and peers could benefit the workshop group.
- Jack Darzanos to formulate a contact list and make initial reach out to those who applied to be on the working group or to assist and be involved within the working group.

- 5.7 Training Workshop series on Energy, Resource Use, GHG Accounting and Reporting
- Funding to run a series of workshops – to discuss the fundamentals.
 - Package course open to staff, employers, members of working groups
 - 4-8 x sessions over approximately 2 hour periods – gauging interest and to occur prior to Christmas
 - Kathryn Warhurst will follow up with the Mayor in regards to the Code of Conduct
 - Jack Darzanos to determine key Council staff to attend these courses
 - Timothy Kelly to advise Phillip that the workshop group are interested to pursue the idea

Cr Ian Tooley departed the Conference Room at 7:37pm.

- 5.8 Council Data and Trellis - Implementation of Trellis and training
- List of invoices to be supplied – potentially back date until when GAC was first occupied by Council – December 2017
 - Mid October – Trellis

- 5.9 Briefing on available data
- Council Electricity consumption - MWh per year
 - Council Water Use - K/Lt
 - Council Transportation - Fuel Consumption - Use of EVs
 - Council Natural Gas usage
 - Council Greenhouse Gas Inventory
 - Council Resource Usage
 - Community data regarding:
 - Broader Community Energy Use
 - Waste estimate from NAWMA
 - Community data funded by ARENA SAPN
 - Data needs to be stratified by demographic
 - Train/public transport patronage

- 6.0 Council Web page / Facebook – Climate Emergency Information Sharing Portal

5.9.1 Agenda and Minutes

5.9.2 General Information

- Jack Darzanos has been collaborating with Council's IT department regarding a sharing portal.
- Invitation for action for the community to be drafted
- Social Media account to be used to promote specific activities but not to engage in Social Media overall
- Internal communication to occur through a closed group portal with password restriction for workshop members. Further training regarding this to be provided.

- 6.1 Timing and Frequency of Meetings (monthly)

- Third Wednesday of every month
- Conference Room at Gawler Administration Centre to continue to be venue

6.2 Tender Brief - Consultant

- Mind Map to assist confirm the Tender Brief

6 CLOSE

The Meeting closed at 8:31pm.

7 NEXT ORDINARY MEETING

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

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CHAIRPERSON