



NOTICE OF MEETING

| | | | |
|-----|--------------|---------------------|--|
| TO: | Chairperson: | Ms Kathryn Warhurst | Council Member |
| | Deputy: | Mr Darren Cox | Council Member |
| | Members: | Cr Cody Davies | Council Member |
| | | Cr Paul Koch | Council Member |
| | | Cr Nathan Shanks | Council Member |
| | | Vacant | Youth Advisory Committee Members |
| | | Vacant | Youth Advisory Committee Members |
| | | Vacant | Community Member |
| | | Vacant | Community Member |
| | | Vacant | Community Member |
| | | Vacant | Community Member |
| | | Mr Jack Dazanos | Team Leader Environmental Services |
| | | Mr Timothy Kelly | Environment and Sustainability Officer |

NOTICE is hereby given that the next **Climate Emergency Action Plan Working Group meeting** for the **Town of Gawler** will be held in the Council Chambers, Gawler Civic Centre, 89-91 Murray St, Gawler SA 5118, on **Wednesday 13 January 2021**, commencing at 6:30pm.

A copy of the Agenda for the above meeting is supplied.

A handwritten signature in black ink, appearing to read "RV", is located above the printed name of Ryan Viney.

Ryan Viney
Manager Development, Environment & Regulatory Services
8 January 2021

Order Of Business

| | | |
|---|-------------------------------------|---|
| 1 | Statement of Acknowledgement..... | 3 |
| 2 | Attendance Record | 3 |
| 3 | Confirmation of Minutes..... | 3 |
| 4 | Business Arising from Minutes | 3 |
| 5 | Items Listed for Discussion | 3 |
| 6 | Close..... | 4 |
| 7 | Next Ordinary Meeting..... | 4 |

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
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

3 CONFIRMATION OF MINUTES

Climate Emergency Action Plan Working Group Meeting - 9 December 2020 (5 minutes)

4 BUSINESS ARISING FROM MINUTES

Summary of Actions (10 minutes)

| Actions | Who | By When | Status |
|---|-----------------------|-----------------------|--------------------------------------|
| 1. The Working Group to strive complete the draft CEAP in accordance with the key dates Identified above. | All Members | April 2020 to Council | Discuss in Agenda Item 5.1 |
| 2. Discuss graphic design with the Coordinator, Marketing and Communications. | T Kelly | 30 11-2020 | Discussion Complete |
| 3. Staff to prepare a draft budget bid submission prior to the next CEAP meeting and circulate for approval out of session. | T Kelly J Darzanos | 30-11-2020 | Discuss in Agenda Item 5.4 |
| 4. Staff to prepare a community engagement plan in advance of the December CEAP Meeting, to accompany the draft CEAP and its four page summary. | T Kelly | 16-12-2020 | Complete Refer to Agenda Item 5.5 |
| 5. Staff to provide the feedback of the CEAP Working Group on the draft Community Plan 2030 to the Town of Gawler. | T Kelly | 13-11-2020 | Complete |

5 ITEMS LISTED FOR DISCUSSION

- 5.1 Scheduling Workshops for the Completion of sections of the CEAP (discussion 20 minutes)
- 5.2 Timeframes and workshop with elected members on 2 March 2021 (10 minutes)
- 5.3 Graphic Designs of the main document, summary, 1 page issue sheets & emissions profiles. (10 minutes)

- 5.4 Budget nominations for 2021-22 (10 minutes)
- 5.5 Communications and Engagement Strategy (Draft, See attachment 5.5) (30 minutes)
- 5.6 Changes to the CEAP working group and minimum membership (15 minutes)
Link to the [CEAP Working Group Terms of Reference](#)

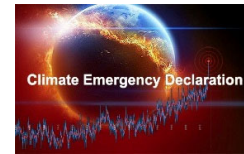
6 CLOSE

7 NEXT ORDINARY MEETING 10 FEBRUARY 2020 6:30 PM – 8:30 PM

Agenda Papers

Item 5.5 Communications and Engagement

Climate Emergency Action Plan Working Group



Communications and Engagement Strategy

Introduction

A key part of the community consultation of the draft Climate Emergency Action Plan and subsequent final Plan, is to manage community and targeted stakeholder consultation in a way that communicates the need to tackle the climate emergency whilst demonstrating that the Town of Gawler can lead through providing practical solutions for our local community business and council whilst also achieving cost reductions and multiple benefits

Outcome sought

The outcomes sought from this communication strategy will be to effectively communicate with community and other stakeholders to build a broad understanding on why the Town of Gawler has prepared a draft CEAP and its purpose, scope, the role of council and the opportunities and benefits for the community to play a part in supporting its adoption and implementation.

Background

Throughout the Development of the CEAP there has been a tension between engaging with the community early and the need for agreement of council on particular actions and commitments that could be discussed.

The approach taken by the CEAP Working Group was to support limited engagement through the open access to CEAP Working Group Meetings and targeted engagement with the Gawler Youth Advisory Committee, the Aboriginal Reconciliation Committee, Gawler Business Development Group and, Barossa RDA and identify the need to engage with local schools and community groups.

The CEAP Working Group appreciate that community engagement activities will increase for the community consultation period and for the implementation of the Plan.

Key elements of the Communications and Engagement Strategy.

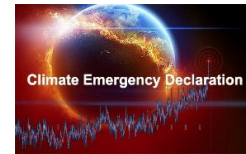
Communicating to and engaging with the community should be guided by the following focus areas

- The CEAP documents must describe practical solutions and opportunities that communities can understand and relate to.

Agenda Papers

Item 5.5 Communications and Engagement

Climate Emergency Action Plan Working Group



- The community engagement process must build a community and business appreciation of the Councils role to commit to emergency action through sharing knowledge, creating opportunities where it has the power to do so, advocating on behalf of its community to address barriers, on policy reforms where necessary and leading by example in its own operations.
- Providing a set of CEAP documentation that underpins community engagement of the draft CEAP including:
 - A summary CEAP document of the key actions
 - A main CEAP document that contains greater detail for those readers that are interested in the detail and particular actions
 - Potentially develop single page and issue leaflets on specific CEAP Actions such as the changing street lighting to LED lamps or describing an electric vehicle transition.
 - Council emissions account and community emissions profile.
- The documents will be of high quality and graphically designed, with the use of checklists to ensure that they are relevant to the reader, visually impressive, easy to read, demonstrate a compelling case and positive future, clear solutions and opportunities whilst explaining the role of council.
- During the public consultation period, opportunities for direct answering of questions and discussion with interested stakeholders should be scheduled.
- Once the CEAP Action Plan is adopted, there is a need to resource ongoing communication and engagement forums both generally and to aid the implementation of specific actions as necessary.

TOWN OF GAWLER

Terms of Reference



Climate Emergency Action Plan Working Group

Adopted by Council:

25 June 2019

Review Date:

4 years (or within 12 months of a general election)

1. Background

- 1.1 Pursuant to the Code of Practice for Working Groups, the Council established by resolution at its meeting 25 June 2019 the Climate Emergency Action Plan Working Group ("the Working Group").
- 1.2 Subject to clause 1.3, the Working Group is established from 25 June 2019 and will continue in existence until the next general election of Council unless wound by Council resolution.
- 1.3 The Working Group may be wound up at any time by the Council by resolution.
- 1.4 The Working Group is not a Committee of the Council under Section 41 of the *Local Government Act 1999* ("the Act").

2. Function of the Climate Emergency Action Plan Working Group

The Working Group is established for the purpose of:

- 2.1 Developing a Climate Emergency Action Plan to be adopted by Council.
- 2.2 Collaborating with Council's project team leader, taking into consideration such things as project outcomes and milestones.
- 2.3 Collaborating with Council's project team leader to guide community consultation.
- 2.4 Effecting an outcome of the Climate Emergency Action Plan that reflects community aspirations.

3. Membership

- 3.1 The Membership of the Working Group shall be:
 - 3.1.1 A minimum of two (2) Council Members will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
 - 3.1.2 A minimum of two (2) independent members of the community will be appointed by the Council by resolution as members of the Working Group, following a Public Notice request for nominations, for a period determined by Council.
 - 3.1.3 A minimum of two (2) Council Staff representatives will be appointed by the Council by resolution as members of the Working Group, for a period determined by Council.
 - 3.1.4 Up to two (2) representatives from the Youth Advisory Committee may be selected by the Youth Advisory Committee, to be appointed by the Council by resolution as members of the Working group, for a period determined by Council.

3.1.5 A maximum of thirteen (13) representatives in total.

- 3.2 The Working Group may, by a vote supported by a majority of all members of the Working Group, make a recommendation to the Council to remove a member of the Working Group from office where a member has failed (without the leave of the Working Group) to attend three consecutive meetings of the Working Group.
- 3.3 All members of the Working Group must comply with the Code of Conduct for Council Members, the general duties set out in Section 62 of the Act and the conflict of interest provisions set out in Sections 73 – 75B of the Act as if the Working Group were a Council and the members of the Working Group were Committee members.

4. Chairperson and Deputy Chairperson

- 4.1 The Working Group will appoint a Chairperson of the Working Group at the first meeting of the Working Group.
- 4.2 The role of the Chairperson includes:
 - 4.2.1 Overseeing and facilitating the conduct of meetings of the Working Group in a timely and efficient manner.
 - 4.2.2 Ensuring that the business discussed at Working Group meetings is limited to the relevant functions of the Working Group.
 - 4.2.3 Ensuring all persons present have an opportunity to participate in discussions.
 - 4.2.4 Determining the time and place of the next meeting of the Working Group in consultation with the members and the staff representatives.
- 4.3 If the Chairperson of the Working Group is absent from a meeting then a member of the Working Group, chosen from those present, will preside at the meeting until the Chairperson is present.

5. Meeting Details

- 5.1 The Working Group will meet on such dates, at such times and at such places as determined by the Working Group.
- 5.2 The Working Group may meet at the Gawler Administration Centre, or as otherwise determined by the Group.
- 5.3 All Working Group meetings will be conducted in accordance with the Code of Practice for Working Groups.
- 5.4 Items for discussion at meetings of Working Groups must be submitted in writing to the Chairperson. The Chairperson is responsible for compiling the list of items for discussion that have been provided and may include other matters the Chairperson considers fit. The agenda for Working Group meetings is to be provided to Council Staff at least five (5) business days prior to the meeting for comment, finalisation and distribution to the Working Group members.

6. Reporting Requirements

- 6.1 The Working Group is responsible for ensuring a record of its meeting is kept. At a minimum such record must contain:
 - 6.1.1 The persons present at the meeting;
 - 6.1.2 A brief summary of matters discussed; and
 - 6.1.3 Any agreements or conclusions reached and any recommendations which the Working Group has requested be taken to the Council or a Committee meeting by a Council Member or a Council Officer.
- 6.2 The Minutes of Working Group meetings will be presented to Council Staff within 7 days of the meeting.