

**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, 9 JUNE 2021 AT 6:46PM**

PRESENT: Cr Nathan Shanks, Cr Cody Davies, Miss Renee Chamberlain, Ms Jade Hancock, Grace Gallagher

STAFF IN ATTENDANCE: Mr Timothy Kelly, Mr Jack Darzanos, Meagan Jarmyn

In the absence of the Chair Ms Warhurst, it was agreed that Cr Davies would chair the meeting.

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
 - Cr Paul Koch
 - Ms Kathryn Warhurst
 - Alex Prior
 - Mr Darren Cox
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2021:06:CEAP005

Moved: Cr N Shanks

Seconded: Mr Darzanos

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 12 May 2021 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

4 DECLARATIONS OF INTEREST

Nil

5 BUSINESS ARISING FROM MINUTES

ACTIONS	Who	By When	Status
1. Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate.	J Darzanos T Kelly,	10-06-2020	Continuing
2. Staff should explore the benefits and limitations of making the working group a formal committee of council.	J Darzanos T Kelly	10-06-21	Complete Refer to Agenda Item 6.1
3. Staff to approach Gawler schools in regarding School and student input in: <ul style="list-style-type: none"> Defining the future that emerging generations are hoping for by 2030. Top climate priorities of emerging generations. Exploring the interest in preparing a climate change time capsule 	T Kelly	15 -05-2021	Ongoing Refer to Agenda Item 6.2
4. Staff to propose dates for a whole day workshop in late May for the CEAP Working Group to finalise the draft document, and make necessary arrangements.	J Darzanos T Kelly	01-04-2021	Complete
5. Ensure all contact details are added to the mailing groups and info council.	T Kelly M Jarmyn	09-06-2021	Complete
ACTION <ul style="list-style-type: none"> Double check YAC members are included on the invite from Angela from the Council Diary. 			
6. Tim to gather the data from Trellis and present to council as part of the next CEAP progress report to Council including the reduction in costs of electricity usage and GHG emissions	T Kelly J Darzanos		Progress Report to Council planned for July 2021
ACTION <ul style="list-style-type: none"> Advise the chair of the Climate Action Update to be provided to Council at the July Meeting invite the chair to present on the progress of the Working Group towards finalising the CEAP. Will also include data and graphical updates using results from Trellis 			
7. All CEAP members to participate in the Doodle Poll to confirm a date for the workshop.	All		Complete Date confirmed as 6 July 2021

6 ITEMS LISTED FOR DISCUSSION

6.1 PLANNING THE IMPLEMENTATION OF THE CEAP

The CEAP Working Group discussed next steps to finalise public consultation draft of the CEAP including:

- CEAP Workshop 6 July – this will finalise the wording.
- Sections for the Climate Science Introduction and messages from the Gawler YAC still require updating
- A professional editor is being engaged to review document and the graphic design will be finalised
- The CEAP will then be presented to Council seeking approval to go to public consultation, then will follow council procedures following the consultation process.

The CEAP Working Group noted that once the CEAP is finalised, CEAP working group will wind up. In preparation for this, the CEAP may make suggestions regarding implementation of the Plan. An implementation Plan would be the responsibility of Council staff to prepare and present to Council.

Jack Darzanos advised that a council motion would be required for any new group to be formed with a new terms of reference.

Working Group members were advised that feedback discussed at the last CEAP meeting has been incorporated into the plan and is available for review on the google drive.

ACTION:

- Tim to send an invite to all members to access the google drive to review the plan.

6.2 CONTACTING GAWLER SCHOOLS REGARDING THE CEAP

The working Groups were advised that Trinity North School, Trinity South School and Gawler and District School were contacted regarding having input into messaging from emerging generations to be incorporated into the CEAP.

- Responses have been received from two schools advising they are considering our requests.
- Cr Shanks suggested leaving this item on the Business arising from Minutes to come back to once all feedback has been received.
- Cr Davies is on the Governing Council at Gawler and Districts, and will bring this up. Renee will also check with the Office regarding this.

Cr Davies also suggested that there was a lot which could be done through the primary schools also. Sustainability and climate change is part of the agenda for Tony Piccolo's youth committee.

Tim Kelly suggested that some of this work would be addressed during implementation of the CEAP

6.3 A FORUM TO LEARN MORE ABOUT ELECTRIC VEHICLES AND CHARGING OPTIONS

The Working Group was advised that the Town of Gawler Fleet Manager is seeking to arrange an electric vehicle and charging forum and has been speaking with providers, who are experts in this field. Once a date has been confirmed, the CEAP working group and elected members will be informed.

6.4 CEAP ALL DAY WORKSHOP PROGRAM - 6 JULY 2021

A date for the Workshop is now finalised during school holidays to minimise impact on students and their exams.

An agenda will be prepared and distributed prior to the workshop including to the facilitator.

- Key areas to cover:
 - (a) Introduction sections (recently reviewed)
 - (b) Community messaging and actions
 - (c) Council Operations – Messaging and Actions
 - (d) Engagement and Advocacy Section
 - (e) Governance and implementation
 - (f) Key Themes throughout – Positive achievable message, proven solutions that will benefit community and/or save costs.

The workshop will focus on completing the document, and identifying gaps and outstanding tasks.

Cr Shanks would like to spend a period of time on the text within the document and a period of time on the layout going page by page. Also brainstorm ideas re graphics and what sort of things we want included.

Jack advised we will also be discussing the outcomes and key thoughts, teasing these out and expanding where necessary.

Tim also explained to the facilitator it is a plan for the community, council and implementation.

ACTION:

- Tim to prepare and circulate a full day Agenda for the CEAP Workshop.

6.5 UPDATES FROM STAFF AND MEMBERS

- The Town of Gawler Mayor is attending the Australian Local Government Association National General Assembly (ALGA NGA) in Canberra and presenting the motion Council passed regarding renewable electricity reform. This will benefit Councils, households and small to medium businesses seeking to buy renewable electricity.
- Council staff are participating in an Electricity Working Group in collaboration with LGA Procurement for electricity from 1 January 2023. Renewable Electricity options are being sought together with unspecified electricity options as a comparison. 52 Councils and 5 affiliated organisations have expressed an interest in participating in this group procurement. The aim is to seek renewable electricity that reflects the falling price of renewables.
- Cr Shanks sent an email re suggestion about the CEAP document also being converted to a webpage. This would capture the views, would provide a platform, is interactive and would enable greater engagement. This could also track and allow greater involvement. Tim has this listed as something to further explore through Donna, the Marketing and Communications coordinator. Tim suggested we look at the Resilient East web page as it is a great example of a great webpage. Renee added that a webpage will be more engaging than a document.

ACTIONS:

- Tim to check that the Web Page idea is suggested in the engagement plan.
 - Tim will find out the level of resourcing allocated to Resilient East web page.
 - Staff to approach the Corporate Communications Officer to a future CEAP Meeting to discuss the proposed CEAP Engagement Plan
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6.6 OTHER BUSINESS

- Nil
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7 CLOSE

The Meeting closed at 7:49pm.

8 NEXT ORDINARY MEETING

Wednesday 14 July 2021 commencing at 6:30pm

The minutes of this meeting were confirmed at the Climate Emergency Action Plan Working Group Meeting held on 14 July 2021.

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CHAIRPERSON

APPENDIX 1 Action Summary

ACTIONS	Who	By When
1. Confirm (Double check) YAC members are included on the invite from Angela from the Council Diary	T Kelly M Jarmyn	09-07-2021
2. Staff to prepare CEAP progress report to Council including the reduction in costs of electricity usage and GHG emissions Advise the chair of the Climate Action Update to be provided to Council at the July Meeting invite the chair to present on the progress of the Working Group towards finalising the CEAP.	T Kelly J Darzanos	7-7-2021 July Council Mtg 2021
3. Send a new invitation invite to all members to access the google drive to review the plan.	T Kelly	20-7-2021
4. Prepare and circulate a full day Agenda for the CEAP Workshop.	T Kelly	25-7-2021
5. Confirm that the Web Page idea is suggested in the engagement plan.	T Kelly	25-07-2021
6. Identify the level of resourcing allocated to Resilient East web page.	T Kelly	25-07-2021
7. Staff to approach the Corporate Communications Officer to a future CEAP Meeting to discuss the proposed CEAP Engagement Plan	T Kelly	25-07-2021