

**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, 11 NOVEMBER 2020 AT 6:13PM**

**PRESENT:** Cr Cody Davies, Mr Darren Cox, Ms Kathryn Warhurst, Mr Tom Brdanovic

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

## **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
  - Cr Nathan Shanks
  - Cr Paul Koch
  - Mr Jack Gill
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

## **3 CONFIRMATION OF MINUTES**

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### **COMMITTEE RESOLUTION 2020:11:CEAP012**

Moved: Mr Brdanovic

Seconded: Cr C Davies

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 14 October 2020 be confirmed as a true and correct record.

**CARRIED UNANIMOUSLY**

It was noted that this meeting was not available online as the Administration Conference Room does not have live streaming facilities

#### 4 BUSINESS ARISING FROM MINUTES

ACTIONS	WHO	BY WHEN	STATUS
<b>WORKSHOP RECOMMENDATIONS</b>			
1. INVESTIGATE POTENTIAL CLIMATE CHAMPIONS <ul style="list-style-type: none"> <li>• FROM BUSINESSES</li> <li>• THROUGH THE SCHOOLS OF GAWLER (THROUGH THE CLIMATE CLEVER PARTNERSHIPS – A LIST HAS BEEN PROVIDED, BUT NOT PROGRESSED TO DATE</li> <li>• THROUGH COMMUNITY GROUPS</li> </ul>	T KELLY J DARZANOS	12 NOVEMBER-2020	ONGOING, SEE ADDITIONAL DISCUSSION
<p>THE CEAP WORKING GROUP DISCUSSED HOW THE CLIMATE CHAMPIONS IDEA COULD BE PROGRESSED.</p> <ul style="list-style-type: none"> <li>• CITY OF ADELAIDE THROUGH CARBON NEUTRAL PARTNERS HAVE EMBRACED A SIMILAR CONCEPT.</li> <li>• CLIMATE CHAMPIONS: NEED TO HAVE A PROSPECTUS OR AN IDEA OF WHAT TO PRESENT TO BUSINESSES. THIS CAN THEN BE USED BY EACH MEMBER OF THE WORKING GROUP AND MAKE CONTACT WITH NETWORKS.</li> <li>• QUESTION – IS THIS BEFORE OR AFTER THE CREATION OF THE PLAN.</li> <li>• INCLUDE AN OUTLINE OF WHAT A CLIMATE PARTNER WOULD LOOK LIKE AND THEN SEEK OUT SOME BUSINESSES OF WHO MAY WANT TO BE INVOLVED IN ADVANCE OF THE PLAN BEING FINALISED. ONCE THE PLAN IS FINALISED, THIS ENGAGEMENT COULD BE EXPANDED TO BUILD THE NUMBER OF CLIMATE CHAMPION PARTNERS</li> <li>• INITIALLY, CONTACT LOCAL SMALL BUSINESSES WHO ARE INVESTED IN THE AREA WOULD BE A GOOD STARTING POINT.               <ul style="list-style-type: none"> <li>○ INVITE PEOPLE AND BUSINESSES TO SELF-NOMINATE TARGETS AND ACTIONS THAT SUPPORT CLIMATE ACTION</li> <li>○ AIM FOR A MIX OF BUSINESS SIZES AND SECTORS</li> <li>○ COPY NO PLANET B AS AN EXAMPLE</li> <li>○ START TO IDENTIFY EMISSIONS AND WHAT IS BEING GENERATED AND WHAT SAVINGS CAN BE IDENTIFIED</li> <li>○ IDENTIFY 6 OR 7 PRACTICAL THINGS WHICH COULD BE DONE STRAIGHT AWAY – REDUCTION IN EMISSIONS AND COST IMPLICATION. STEP BY STEP APPROACH WHICH WILL MAKE IT EASY TO MAKE A DIFFERENCE</li> <li>○ CONTINUE TO FIND WAYS TO ENGAGE WITH THE BUSINESS SECTOR TO MAKE A DIFFERENCE AND SUPPORT OUR JOURNEY OF MAKING A CHANGE, NEED TO IDENTIFY WHAT THE BARRIERS ARE, WHAT CAN WE DO TO MAKE IT EASIER/MAKE A CHANGE.</li> <li>○ BE POWERFUL TO HAVE 1 OR 2 CASE STUDIES OF BUSINESSES WHO HAVE MADE THE CHANGE AND HAVE THEIR TESTIMONIES WITHIN THE PLAN.</li> <li>○ TIM SUGGESTED ADDING AN OPEN INVITATION TO THE PLAN INVITING BUSINESSES TO JOIN THE JOURNEY WITH THE TOWN OF GAWLER.</li> <li>○ CONSIDER A FACEBOOK PAGE FOR BUSINESSES WHO WANT TO REDUCE THEIR EMISSIONS.</li> </ul> </li> <li>• DARREN, KATH AND TIM TO SPEAK TO BUSINESSES, CONTINUING TO ENGAGE WITH THE GBDG AS THE KEY CONTACT.</li> </ul>			

<ul style="list-style-type: none"> <li>○ TIMEFRAME FOR THE EMAIL WITH GBDG – JACK TO DETERMINE WHEN THE NEXT MEETING IS AND TO ARRANGE A PRESENTATION TO THE GROUP.</li> <li>○ ACTION: INVITE GBDG TO BE A PART, JACK SUGGESTED WE ATTEND THEIR MEETING WHICH WILL GUARANTEE INFORMATION BEING SHARED.</li> </ul> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• INCORPORATE IDEAS FROM THIS DISCUSSION IN THE CEAP COMMUNITY ENGAGEMENT PLAN</li> </ul>			
2. INVESTIGATE THE POTENTIAL FOR A BUSINESS SOLUTIONS OR 'TRADIES' PAGE THAT LINKS FROM THE CEAP TO ASSIST GAWLER CUSTOMERS AND BUSINESSES IN TACKLING CLIMATE CHANGE ACTION	15 NOVEMBER	15-11-2020	COMPLETE (INCLUDED IN DRAFT CEAP)
3. CONTINUE TO EXPLORE REGIONAL COLLABORATION THROUGH THE BAROSSA, GAWLER, LIGHT REGIONAL AND ADELAIDE PLAINS REGIONAL DEVELOPMENT AUTHORITY.	30 DECEMBER	30-12-2020	ONGOING
4. SUBJECT TO COUNCIL SUPPORTING THE RECOMMENDATION FOR A COMBINED FACILITATED WORKSHOP ON THE DRAFT CEAP, STAFF SCHEDULE THIS FORUM AT A SUITABLE LOCATION IN NOVEMBER	T KELLY	27-10-2020	NOW TO BE SCHEDULED IN JAN/FEB
5. REVIEW AND REFINE THE CEAP MAIN DOCUMENT AND FOUR PAGE SUMMARY DOCUMENT BETWEEN OCTOBER 26 AND NOVEMBER 15.	ALL MEMBERS	15-11-2020	COMPLETE NEXT SECTION WORKSHOPS IN DECEMBER
<ul style="list-style-type: none"> <li>• SEE REVISED TIMEFRAME UNDER SECTION 5.1.4.</li> </ul>			
6. STAFF PREPARE A COMMUNITY ENGAGEMENT PLAN IN ADVANCE OF THE NOVEMBER WORKSHOP, TO ACCOMPANY THE DRAFT CEAP AND ITS FOUR PAGE SUMMARY.	T KELLY J DARZANOS	12-11-2020	CARRY OVER TO 09-12-2020

## 5 ITEMS LISTED FOR DISCUSSION

### 5.1 CLIMATE EMERGENCY ACTION PLAN

#### 5.1.1 TABLE OF ACTIONS TO DATE

- Table has been available to review and placed in one place.
- Used to restructure
- Bigger items in green
- Remaining items is process stuff
- Can colour throughout the plan
- Will be placed back in main document so they can be edited or changes suggested

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### 5.1.2 FOUR PAGE SUMMARY

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- Been working on – currently longer than 4 pages
- Pull out high level targets – go into document for more details
- Please review
- Not everything can be covered in this summary
- Have worked on shortened vision and statement for the Mayor. Need to be short and succinct
- This it to be reviewed at the workshop
- Sometimes the Mayor will edit and place more into her words

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### 5.1.3 MAIN CEAP DOCUMENT

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There is a need to:

- Confirm the positive future vision –
- Take a group photo of the CEAP Working Group
- Undertaking targeted workshops on sections of the draft the CEAP
- Suggested that a whole day workshop be held and review the entire plan

A new timeline and key dates were suggested as follows:

#### **December and January**

- Several additional workshops (to doodle poll) for the CEAP to focus on key areas of the plan
  - A) Actions
  - B) Community Section Text
  - C) Council Activities Section Text
  - D) Introductions Section Text and 4 Page Summary Document.

#### **February / March**

- Graphic Design
- Combined Council, Executive Group and CEAP Working Group Workshop

#### **March / April**

- Integrate feedback and provide draft to Council for consideration in advance of public consultation

#### **April / May**

- Release for Public consultation minimum 21 days

#### **May – June 2021**

- Present final draft to Council

### **ACTIONS**

- The Working Group to strive complete the draft CEAP in accordance with the key dates identified above.
- Tim to arrange a time to discuss graphic design with the Coordinator, Marketing and Communications.

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#### 5.1.4 WORKSHOP OF THE DRAFT CEAP WITH THE EXECUTIVE, ELECTED MEMBERS AND THE CEAP WORKING GROUP

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Staff advised that the combined workshop will now be scheduled in early 2021 due to a busy Council Calendar schedule.

In advance of this workshop, the CEAP Working group will seek to refine the draft CEAP and present in a formatted version

#### 5.1.5 BUDGET BIDS

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The CEAP Working Group noted that the draft actions list of the CEAP can be used to inform bids for the 2021-22 budget planning cycle and beyond.

Some actions can be achieved within current operations and decision making, whilst others may require additional Capex or Opex funding.

The working Group agreed that a CEAP submission be provided to Council for actions that have budget impacts to be considered on their stand alone merits. This approach will facilitate the prompt implementation of the CEAP once it is adopted by Council

The Working Group also agreed that:

- There is a need to continue to seek grant funding that could assist in the implementation of actions
- Promote the Climate Clever Schools and other community based initiatives

#### ACTION

Staff to prepare a draft budget bid submission prior to the next CEAP meeting and circulate for approval out of session.

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#### 5.2 COMMUNITY ENGAGEMENT PLAN OUTLINE

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- The Working Group discussed that the Community Engagement Plan should include outcomes from the discussion held during the review of actions arising.

**ACTION** Staff to prepare a community engagement plan in advance of the December CEAP Meeting, to accompany the draft CEAP and its four page summary.

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#### 5.3 CORRESPONDENCE AND COMMUNICATIONS

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The Working Group noted the correspondence

##### Correspondence Out

- **CEAP Meeting Communique** - The CEAP Working Group noted the communique that was attached to the minutes of the previous meeting but felt that at this stage there was no need to prepare such a document in addition to the minutes.

##### Correspondence In

- **Climate Change and Knowledge Plan** - It was agreed that a link be provided on the CEAP Website to the State Government document.
- **Gawler Community Plan 2030** The CEAP Working Group reviewed the climate change aspects and identified that the Community Plan 2030 could better reflect that the Draft CEAP is advanced in its development and the focus might be on supporting its implementation

once it is adopted. In particular, the working group identified that there will be a need for resources to undertake community and business engagement and collaboration to reduce non-council emissions (99% of Gawler's total emissions) and to support community preparedness and resilience.

**ACTION:** Staff to provide the feedback of the CEAP Working Group on the draft Community Plan 2030 to the Town of Gawler.

## 6 CLOSE

The Meeting closed at 8:10pm.

## 7 NEXT ORDINARY MEETING

9 December 2020 – Council Chambers, Gawler Civic Centre

The minutes of this meeting were confirmed at the Climate Emergency Action Plan Working Group Meeting held on 9 December 2020.

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CHAIRPERSON

### Appendix 1 Summary of Actions

Actions	Who	By When
The Working Group to strive complete the draft CEAP in accordance with the key dates Identified above.	All Members	April 2020 to Council
Discuss graphic design with the Coordinator, Marketing and Communications.	T Kelly	30 11-2020
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
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
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