

**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 MAY 2022 AT 6:38PM**

PRESENT: Cr Paul Koch, Cr Cody Davies, Cr Nathan Shanks, Ms Kathryn Warhurst, Ms Jade Hancock

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

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
Mr Tom Brdanovic, Jack Gill
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance
Renee Chamberlain

3 DECLARATIONS OF INTEREST

NIL

4 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 13 April 2022 be confirmed as a true and correct record.

No one was present who was at the last meeting. Minutes will be confirmed at the next meeting.

5 BUSINESS ARISING FROM MINUTES

ACTIONS	Who	By When	Status
1. Staff to collaborate with URPS and coordinate further input as necessary to complete the Communications Strategy and public consultation, materials (media release, feedback guideline etc) and survey questions	Jack, D Tim K	11 May 2022	Proposed Engagement Plan prepared
2. Staff to prepare a more complete list of the significant climate change action achievements since mid 2019.	Tim K.	Ongoing	Suggest to review at the June Mtg
3. Tim Kelly to double check and confirm the arrangements for community working group members.	Tim K	11 May 2022	Members contacted
4. Staff to consider with URPS ways to reduce the size of the survey without losing key content	Jack D Tim K	11 May 2022	Suggestions made to the survey questions
5. Suggested changes to reduce the length of the survey by asking the following two questions for each goal and its actions: 1. Level of support (rating of 1-5) 2. Any other comments Additional context to be provided for some of the questions to address concerns of lack of information for responders that may not have read the CEAP.	Jack D Tim K		

6 ITEMS LISTED FOR DISCUSSION

6.1 EDITS TO THE DRAFT CONSULTATION DRAFT OF THE CEAP

- Jack confirmed that the draft CEAP to be released for public consultation will be the draft plan as endorsed by Council at the December 2021 Council meeting.
- Any further edits and suggested changes are to be considered following public consultation.
- Commencing Community Engagement is was anticipated to start on 8 June 2022.
- An email is be sent to Elected Members that includes the Community Engagement Plan prepared by URPS and the survey questions.
- The CEAP Working Group noted that all further edits and suggested changes are to be considered following public consultation. Once Community Engagement has ended, submissions received will be reviewed and plan then updated accordingly.
- The committee briefly discussed the concerns expressed by Cr Koch and noted that those relating to the content of the CEAP will also be considered following the completion of the community consultation phase.
- Discussion held whether comments/changes suggested be included and plan will then need to go back to Council to endorse new version or use the version endorsed and combine changes as part of the engagement period.

- The endorsed version will be used in the community consultation process.

ACTIONS

Staff to report progress of the public consultation process at the June CEAP Working Group Meeting.

6.2 AMENDED VERSION FOR DRAFT CEAP SURVEY QUESTIONS

Concerns relating to the survey were discussed and the Working Group noted the efforts to reduce the length of the survey and add contextual notes with some questions.

- It was suggested to include address/Gawler resident in survey responses
- Suggested to include an approx time it will take to complete the survey, along with the number of questions to be answered and potential costs associated with a number of the initiatives identified in the plan.
- Suggested get some residents to complete survey prior to releasing the plan to community engagement process. It was also suggested asking the Gawler Youth Advisory Committee members to road test the survey.

The CEAP Working Group confirmed its support for the structure of the survey with the shortened approach and two questions for each goal (level of support and invitation for additional comments).

ACTIONS

Staff to include provision for respondents to the draft CEAP to provide Town of Gawler resident status by including suburb or address, aligning with normal Town of Gawler engagement protocols for surveys.

Once the Survey is finalised, staff to consider road testing the survey with some community and Gawler Youth Advisory Committee members.

6.3 PROPOSED COMMUNICATIONS AND ENGAGEMENT PLAN (URPS)

The CEAP Working Group noted the Engagement Plan and proposed Proposed 2 page spread – 8th June edition – The Bunyip.

Working Group members provided the following suggestions:

- It would be good to highlight that the working group is a community group
- Promote discussion in Your Voice, when it will be live, savings established, benefits to the community
- Working group agreed to proceed with the 2 page spread
- Recommend to distribute content to working group prior to finalising if possible.
- Key message is to highlight 'wins' council has already achieved
- Engagement strategy to be reviewed and any comments provided to staff

ACTIONS

CEAP Members may review the Community Engagement Strategy and provide any comments to staff

6.4 OTHER BUSINESS

- Nil

7 CLOSE

The Meeting closed at 7:37pm.

8 NEXT ORDINARY MEETING

The minutes of this meeting were confirmed at the Climate Emergency Action Plan Working Group Meeting held on 8 June 2022.

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CHAIRPERSON

Action Summary

ACTIONS	Who	By When
1. Staff to prepare a more complete list of the significant climate change action achievements since mid 2019.	Tim K.	Ongoing
2. Staff to include provision for respondents to the draft CEAP to provide Town of Gawler resident status by including suburb or address, aligning with normal Town of Gawler engagement protocols for surveys.		20-May 2022
3. Once the Survey is finalised, staff to consider road testing the survey with some community and Gawler Youth Advisory Committee members.	Jack D Tim K	Prior to survey release
4. CEAP Members may review the Community Engagement Strategy and provide any comments to staff	All Ceap Members	8-June 2022