

**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, 14 APRIL 2021 AT 6:35PM**

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

**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
  - Miss Renee Chamberlain
  - Cr Paul Koch
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance
  - Mr Darren Cox

## **3 CONFIRMATION OF MINUTES**

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### **COMMITTEE RESOLUTION 2021:04:CEAP004**

Moved: Cr N Shanks

Seconded: Cr C Davies

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 17 March 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. CONTINUED Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate.	T Kelly, J Darzanos	10-04-2020	Pending updates to the document
2. Jack to coordinate a meeting with the CEO, Cr Shanks and Kathryn to be included in meeting.	J Darzanos	19-03-21	Complete
3. Provide the working draft document on the google drive for review. Tim also going to send out electronically for those who struggle with the Google Drive	T Kelly	26-03-2021	Completed 13-04-2021
4. Staff continue engagement with the YAC at their next meeting and seek to work with Renee and Jade in preparation	J Darzanos T Kelly	01-04-2021	Pending updates of the document
5. Review the section in the plan regarding accountability and governance.	T Kelly	01-04-2021	Completed 13-04-2021
6. Prepare a concept to bring to Council to re-establish the CEAP Working Group to transition to implementation oversight at the time of the CEAP approval and bring back to the group.	T Kelly J Darzanos	June 2021	Due in June
<p>Discussion</p> <ul style="list-style-type: none"> <li>- The terms of reference identify the CEAP Working Group continuing until revoked by council or local government elections.</li> <li>- As part of the recommendation to adopt the plan, it would be recommended to form a new committee to continue to oversee the implementation of the plan. This is a current recommended action of the CEAP but will also need to be addressed as the CEAP is presented for approval.</li> </ul> <p><b>ACTION</b></p> <p>The working group resolved that staff should explore the benefits and limitations of making the working group a formal committee of council.</p>			

## 6 ITEMS LISTED FOR DISCUSSION

### 6.1 DRAFT CLIMATE EMERGENCY ACTION PLAN

#### Revised Introductory Text

- The CEAP Working Group was advised that the Mayor has provided a message for the main document and four page summary version. This is now integrated into the document
- Further work is required in the introduction regarding future generations (see below).

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### How to express the commitment to emerging and future generations

Staff have checked with Governance on options to recognise and commit to future generations in delivering the CEAP, including an option for co-signing with the Youth Advisory Committee. Governance has responded with the following suggestions:

- There is no legal restriction or additional risk in making a commitment to the Gawler YAC in delivering the plan, beyond making the commitments included in the plan.
- The Gawler YAC does not have decision making power in its role so are not technically able to co-sign a document.
- There are other ways for the Town of Gawler to make an aspirational commitment to the emerging and future generations and to acknowledge the major role that YAC members have contributed to the development of the CEAP.

#### Discussion

The CEAP Working Group discussed ideas on engaging with emerging and future generations more broadly. There was agreement in preparing improved introductory text that recognises and promotes the YAC's involvement in the plan. In addition there were ideas to:

- Approach Gawler and Districts High School to seek student/school views on their aspirational future and what is important for them to have in the CEAP.
- This could be in the form of an invitation or a school based competition.
- The future vision of high schools and students could be buried in a climate change time capsule to be opened in 2030.

#### ACTION

The working group resolved that staff should approach Gawler Schools seeking their input into

- Defining the future that they are hoping for as emerging generations
- Top climate priorities of emerging generations.
- Exploring the interest in preparing a climate change time capsule

The working group acknowledged different stages to integrate such feedback and commit to further engagement as the consultation draft of the CEAP is finalised, during public consultation and during implementation.

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### Minor structural improvements to the CEAP

Staff advised that a recent set of revisions for the document was being undertaken.

- Changes came through the review of the CEAP by Edge Environment and the Workshop with Elected Members and the Executive Group have been completed.
- Another round of Working Group edits through the CEAP Working Group Chair is also nearing completion in changes to text and the following revised structure has been adopted.
- The revised structure for each action plan section ensures:
  - A clear **Goal** at the start of each section.
  - **Actions** described towards achieving the goal.
  - **Context** to provide the rationale behind the actions.
  - **Strategy** to describe the approach of the Town of Gawler in achieving the actions and goal.

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**CEAP Member review and next steps**

The CEAP Working Group has noted the recent progress of other councils establishing carbon neutral plans but also recognise that these councils are addressing their operations only, rather than tackling the broader community emissions and action. The Working Group acknowledged the desire for the CEAP to be completed as soon as possible, but is also committed to ensuring that the best possible plan is proposed for council and community consultation.

**Discussion**

- The Working Group is aiming to have the draft CEAP completed and ready to be presented to Council by August/September 2021 for approval to start Community Consultation.
- The working Group has resolved to have a full day workshop on finalising the text of the plan once the current changes are complete and the document is prepared with graphic design. The working group also agreed that a facilitator could assist the working group in reviewing the document in this way, ensuring that proposed edits are agreed as a group and ideas are discussed and expanded upon where necessary.
- Kathryn suggested end of May for the next draft including graphic design changes. The graphic designer is ready to go, and is waiting for us to give him the changes required. Identifying a suitable day will require staff to check the availability of YAC members and preparing several options. Lunch to be arranged.

**ACTION**

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.

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**RECOMMENDATION**

The Working Group recommends that Council note that the proposed CEAP is now scheduled to be presented to Council seeking approval for public consultation during August – September 2021.

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**6.2 STAFF UPDATES**

Staff provided the working group on some updates on council activities:

**Electricity Procurement Process towards 2023**

- The vast majority of councils have accepted the invitation to participate in the next electricity procurement process.
- Working Group has been established, made up from council staff to work alongside LGA Procurement.
- There is a clear delineation of roles whereby LGA Procurement are responsible for all procurement matters whilst the Electricity Procurement Working Group is responsible for articulating the needs and aspirations of councils and advocating for clarity in renewable electricity markets.

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**Town of Gawler submission to the Clean Energy Regulator**

- The Town of Gawler recently made a submission to the Clean Energy Regulator on a proposed Corporate Emissions Reduction Transparency scheme. The submission calls for clarity across all parts of the market for councils, households and small to medium businesses to be able to buy accredited renewable electricity and carbon offsets that are clearly defined and at a fair price.

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- Staff are also seeking to work with other councils through Climate Emergency Australia on these matters.

### **6.3 OTHER BUSINESS**

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#### **New members to the CEAP**

- The Working Group noted the new members proposed to join to the CEAP. Contact details will be updated to ensure that all CEAP members receive minutes, agendas and other notifications.

#### **Update on Conflict of Interest issues**

- Staff have sought additional guidance from governance on managing potential conflicts of interest. Final advice will be provided at the May CEAP meeting.

### **7 CLOSE**

**The Meeting closed at 8:06pm.**

### **8 NEXT ORDINARY MEETING**

**The minutes of this meeting were confirmed at the Climate Emergency Action Plan Working Group Meeting held on Wednesday 12 May 2021.**

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**CHAIRPERSON**

**Appendix 1 Action Summary**

<b>ACTIONS</b>	<b>Who</b>	<b>By When</b>
1. CONTINUED Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate.	J Darzanos T Kelly,	10-06-2020
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
3. Staff to approach Gawler schools in regarding School and student input in: <ul style="list-style-type: none"> <li>Defining the future that emerging generations are hoping for by 2030.</li> <li>Top climate priorities of emerging generations.</li> <li>Exploring the interest in preparing a climate change time capsule</li> </ul>	T Kelly	15 -05-2021
4. Staff to propose dates for a whole day workshop in in late May for the CEAP Working Group to finalise the draft document, and make necessary arrangements.	J Darzanos T Kelly	01-04-2021

**RECOMMENDATION TO COUNCIL**

The Working Group recommends that Council note that the proposed CEAP is now scheduled to be presented to Council seeking approval for public consultation during August – September 2021.