

**MINUTES OF TOWN OF GAWLER
CLIMATE EMERGENCY ACTION PLAN WORKING GROUP MEETING
HELD AT THE COUNCIL CHAMBERS, GAWLER CIVIC CENTRE, 89-91 MURRAY ST,
GAWLER SA 5118
ON WEDNESDAY, 13 JANUARY 2021 AT 6:42PM**

PRESENT: Cr Paul Koch, Ms Kathryn Warhurst

STAFF IN ATTENDANCE: Mr Tim 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
 - Nil
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance
 - Cr Shanks
 - Cr Davies
 - Darren Cox

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2021:01:CEAP001

Moved: Cr P Koch

Seconded: Mr J Darzanos

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 11 November 2020 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

4 BUSINESS ARISING FROM MINUTES

| Actions | Who | By When | Status |
|--|-------------|-----------------------|----------------------------|
| 1. The Working Group will strive to complete the draft CEAP in accordance with the key dates identified. | All Members | April 2020 to Council | Discuss in Agenda Item 5.1 |

| | | | | |
|----|--|-----------------------|------------|-----------------------------------|
| 2. | Discuss graphic design for the CEAP 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

The scheduling of workshops to finalise the text in sections of the plan was postponed in order to seek the availability of all members.

ACTION

The Project Coordinator contact each member of the CEAP to reschedule workshops to complete sections of the draft CEAP.

5.2 TIMEFRAMES AND WORKSHOP WITH COUNCIL MEMBERS

The Working Group discussed the steps to be completed in advance of the March workshop with Elected Members and the Executive Team.

- Once document is ready to be designed, send through to Marketing and Communication coordinator to be designed / formatted so it is ready for future workshops with Executive and Council Members
 - The working group noted that the Executive and Council Members are eager to see the first draft of the plan and what we are suggesting.
 - The aim is to hold the workshop on 2 March 2021. One hour has been designated for the workshop. This means that there is a need to provide all documents well in advance to the Mayor, Elected Members and the Executive,.
 - Kathryn suggested focusing on a couple of areas and to have these nearly finished to show the Council Members rather than the whole document being 70% completed. This will enable to show the Council Members some indepth knowledge and ideas of certain areas.
 - The Working Group considered sharing some near finished examples with the CEO for feedback. Tim would prefer to have a whole document formatted and graphically designed in advance of the workshop to gain better feedback in the shorter one hour format. The working Group agreed to seek the Graphic design and presentation of the whole document and then re-consider depending on the outcome of the workshop.
 - Tim strongly encouraged that members keep reviewing the document as it continues to evolve.
 - Graphic Designer is local (Gawler East) Jack and Tim will meet with him to discuss our vision and how we would like it designed and to discuss ideas.
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5.3 GRAPHIC DESIGN AND PLAN CONTENT

The package of public documents in envisaged to include:

- An A3 page folded summary.
- A4 pages on single actions for street lighting efficiency, electric vehicle transition and, renewable energy transition.
- The main document with the deatil for in depth reading.
- the GHG profiles for Council and community.
- How council will support community actions.

All summaries will also be mocked up by the graphic designer

Action: Staff engage the graphic designer as early as possible noting that drafts may continue to require edits to content

5.4 BUDGET NOMINATIONS FOR 2021-22

Jack Darzanos advise the working group that Environmental Services had nominated a number of projects consistent with recommended actions being considered for the CEAP Points to note:.

- First round of budget discussions were held just before Christmas and proposals discussed with the budget team.
- Some of the proposals overlapped or could be integrated with other departments and their projects
- In one form or another, most ideas progressed through this round.
- Some are still being debated or are subject to further information and external funding contribution. The process will continue over several months.
- Many actions won't appear as a separate budget bid, but may be included in other capital and operating budgets.

The CEAP discussed the need to keep a record of any operational savings and suggested that savings be reinvested into climate action in part or full.

Action: Staff to add a new initiative to the Action Plan that:

Where savings occur as a result of climate action initiatives such as energy efficiency or reduced fuel costs, that these savings be documented and reinvested in climate action (a revolving fund), where this can benefit council and communities.

5.5 COMMUNICATIONS AND ENGAGEMENT STRATEGY

The Working Group noted the Communications strategy prepared by staff

- This was pitched at a high level and included a list of things we need to ensure are done for the engagement of the plan.
- Kathryn has read and it has captured a lot of the ideas which have been discussed as part of the working group and recommendations.
- The working fgroup suggested adding the 'Readadility Checklist' prepared by Kathryn and Tim to check content of the CEAP summary and single A4 action sheets

Action: Staff to liaise with the Communications Manager to tweak the engagement strategy as appropriate.

5.6 CHANGES TO THE WORKING GROUP AND MEMBERSHIP

The Group noted that the membership of the CEAP Working Group has decreased as a result of the draft CEAP about to transition from broad ideas towards documenting actions and recommendations.

The CEAP working group noted the need to prevent any potential conflict of interest of current and future members potentially being in a business that may provide services to council.

According to the Terms of Reference, there is still sufficient membership of the Working Group but it was felt that there is a need to seek two additional nominations from the Gawler Youth Advisory Committee

In addition:

- The CEAP Working group was supportive of engaging local businesses for their technical advice rather on the feasibility or technical aspects of the CEAP and projects as an on a needs basis, in accordance with council procurement requirements.
- The CEAP Working Group Terms of Reference, Agenda template will be updated to require declarations of potential conflicts of interest (in relation to the agenda) to be declared at the start of any meeting. This will be developed by Councils Procurement and Governance teams for inclusion.
- When seeking nominations for new members to join the CEAP Working Group, potential nominees will be advised through the process that it will not be possible to appoint members that offer services relating to climate action.

Actions: Staff to send a letter of thank you to retiring members for their valued and significant contributions in preparing the draft CEAP

The Terms of Reference, Agenda Template and Request for Nomination Templates be updated.

5.7 OTHER BUSINESS

- The CEAP Working Group noted that the Federal Government's Climate Active Program have concluded the consultation process on Accounting for Electricity and have made a determination which covers participants in its program. The Town of Gawler made a significant and important submission for this consultation and was supported by other submissions such as the City of Sydney calling for reforms.

As a result, for the first time, an Australian Government program will allow those participants claiming renewable electricity use to count their mandatory contributions as part of achieving 100%. This means that rather than paying for approximately 125% renewable electricity certificates as required by GreenPower currently, businesses can claim approximately 25% that they have already paid for first, and then purchase the remaining 75% in accredited renewables. This results in payment for 100% renewables resulting in achieving 100% renewables use. It is expected that the GreenPower Accreditation Program will follow suit in the near future.

This reform is aligned with the GHG Protocol- Scope 2 Guidelines that were established in 2015 to establish market based GHG accounting for renewable electricity. Whilst there is no legal framework in Australia that covers end user purchasing and claims for renewable electricity, the Climate Active reform is a step in the right direction.

A summary of the Climate Active Determination is attached (**Appendix 2**)

- The CEAP noted the Council's intent to resubmit the LGA Climate Emergency Declaration motion to the LGA OGM in April 2021.
 - A report is being prepared by Council based on information from LGA Procurement on the need for a new LGA electricity procurement contract by 2023. This provides a good opportunity to fully explore 100% renewable electricity options. It is hoped that Gawler can play a key part in conveying that the Climate Emergency response must be integrated with the next electricity contract
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ACTIONS

- Staff to distribute link to the Electric Vehicles charging grant and hosting opportunities

6 CLOSE

The Meeting closed at 8:09pm.

7 NEXT ORDINARY MEETING

Wednesday 10 February 2021 at 6:30pm in the Council Chambers

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

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CHAIRPERSON

Appendix 1 Summary of Actions

| Actions | Who | By When |
|---|------------------------|----------------|
| 1. The Project Coordinator contact each member of the CEAP to reschedule workshops to complete sections of the draft CEAP. | T Kelly | 22-01-2021 |
| 2. Action: Staff engage the graphic designer as early as possible noting that drafts may continue to require edits to content | T Kelly, J Darzanos | 28-01-2020 |
| 3. Action: Staff to add a new initiative to the Action Plan that: Where savings occur as a result of climate action initiatives such as energy efficiency or reduced fuel costs, that these savings be documented and reinvested in climate action (a revolving fund), particularly where this can benefit council and communities. | T Kelly | 10-02-2020 |
| 4. Action: Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate. | T Kelly, J Darzanos | 10-02-2020 |
| 5. Staff to send a letter of thank you to retiring members for their valued and significant contributions in preparing the draft CEAP | J Darzanos | 22-01-2020 |
| 6. The Terms of Reference, Agenda Template and Request for Nomination Templates be updated. | T Kelly | 10-02-2020 |
| 7. Staff to distribute link to the electric vehicles charging grant and hosting opportunities | T Kelly | 22-02-2020 |

Appendix 2 Climate Active – Determination on Accounting for Electricity**Key Outcomes:**

- A technical working group, including Climate Active network members, will be established to provide advice on the evolution of the Climate Active electricity accounting methods and rules.
- Climate Active organisation, simple service, building, precinct and event certifications must report electricity emissions using a 'dual reporting' (location- and the market-based methods) approach.
- Product and complex service certifications can use the dual reporting approach if appropriate.
- Members may choose either the location- or market-based method as their primary method. The primary method will determine the amount of offsets required.
- To avoid double counting, zero emission renewable electricity claims for electricity consumption from the electricity grid can only be made under the market-based method. Behind the meter usage of renewable systems can be claimed under both methods.
- Retired LGCs are the mechanism to make a claim on the zero emissions attribute of grid-based renewable energy use in a Climate Active carbon account.
- A business's mandatory LRET investment is treated as zero emissions in a carbon account under the market-based method.
- Behind the meter usage of renewable electricity is treated as zero emissions, regardless of whether any STCs have been created, transferred or sold. Any LGCs must be retired.
- Exported electricity from renewable systems is converted into its carbon dioxide equivalent and deducted from gross electricity emissions (market-based method only).
- Carbon neutral electricity is deducted from gross carbon account emissions rather than electricity emissions.
- A framework will be developed to recognise businesses matching 100% of their electricity emissions (using the market-based method) with investments in renewables.

Appendix 3: SA Government Smart Charging Grant and Site Host program

There are two that are being considered by council and are open to businesses in Gawler

1. Funding round now open for electric vehicle smart charging trials.

See [Smart Charging Trials](http://www.renewablessa.sa.gov.au/topic/zero-emission-vehicles/smart-charging-trials-fund), <http://www.renewablessa.sa.gov.au/topic/zero-emission-vehicles/smart-charging-trials-fund>

The South Australian Government is investing \$18.3 million in the delivery of its Electric Vehicle Action Plan, including \$3.6 million for Electric Vehicle Smart Charging Trials.

Proposals are sought that can demonstrate, integrate and bring forward smart charging solutions that will benefit all South Australians by contributing to the reliability, security and affordability of our clean energy system.

Successful proposals will address integration risks and service gaps to enable households and businesses to harness South Australia's abundant renewable electricity supply, while also accelerating electric vehicle uptake.

Proposals are sought in the following priority areas:

- Virtual Power Plant integration
- Apartment living, including shared electric vehicles
- Adelaide CBD off-street car parks
- Hotel, motel and holiday parks electric vehicle charging
- Commercial
- Public charging time-of-use pricing.

How to submit a proposal

Download and follow instructions in the [Funding Guidelines \(PDF\)](#).

Deadline: **12:00 pm (ACDT) on Monday 15 February 2021.**

For further information, please contact electricvehicles@sa.gov.au

2. Hosting a recharging site

See [Statewide Charging Network – Site Host](http://www.renewablessa.sa.gov.au/topic/zero-emission-vehicles/statewide-charging-network) <http://www.renewablessa.sa.gov.au/topic/zero-emission-vehicles/statewide-charging-network>

The State Government is seeking Registrations of Interest from prospective site owners and tenants to host public electric vehicle charging services.

The South Australian Government is investing up to \$13.4 million to leverage approximately \$25 million of private investment in a statewide public charging network.

To lay the foundations, the South Australian Government is seeking Registrations of Interest from property owners and tenants interested in hosting electric vehicle chargers that are part of the public, statewide network.

Sites can include destinations such as shopping centres, public amenities, town centres and hotels, motels and holiday parks in metropolitan, regional and remote areas.

How to apply

Download and complete the [Site Host Registration of Interest](#) form and submit to the Department for Energy and Mining via email by **12:00 pm (ACDT) on Monday 15 February 2021.**