

**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, 10 FEBRUARY 2021 AT 6:31PM**

PRESENT: Cr Cody Davies, Ms Kathryn Warhurst,

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 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
 - Cr Nathan Shanks
 - Mr Darren Cox
- 2.3 Motions to Grant Leave of Absence
- 2.4 Leave of Absence
- 2.5 Non-attendance

Youth Advisory Committee (YAC) Members, Renee Chamberlain and Jade Hancock in attendance

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2021:02:CEAP002

Moved: Mr J Darzanos

Seconded: Ms K Warhurst

That the minutes of the Climate Emergency Action Plan Working Group Meeting held on 13 January 2021 be confirmed as a true and correct record.

CARRIED UNANIMOUSLY

4 BUSINESS ARISING FROM MINUTES

Actions	Who	By When	Status
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	Refer to Agenda Item 1 Draft docs are available Document has been shared with the graphic designer
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	Documents provided to the Coordinator of Marketing & Communications
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	Complete New action added to the CEAP
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	Not complete Include in discussions on the draft CEAP documents
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	Letter drafted
6. The Terms of Reference, Agenda Template and Request for Nomination Templates be updated.	T Kelly	10-02-2020	Refer to Agenda Item 5.3
7. Staff to distribute link to the electric vehicles charging grant and hosting opportunities	T Kelly J Darzanos	22-02-2020	Complete

5 ITEMS LISTED FOR DISCUSSION

5.1 NOMINATIONS FROM THE GAWLER YOUTH ADVISORY COMMITTEE (YAC) TO JOIN THE CEAP WORKING GROUP

The CEAP Working Group welcomed Jade and Renee as observers to the meeting and noted that their formal nominations will be presented to the February 2021 Council meeting.

There could also be another new member from YAC who may be interested in taking part in the CEAP Working Group.

The Chair noted that changes to the agenda to request any declarations of a potential conflict of interest

ACTION

Ensure proposed changes to the standard Agenda template as well as agreed changes to the Terms of Reference are completed for the March Meeting.

5.2 CRITICAL DATES AND TASKS

Reschedule of workshops on sections of the draft CEAP

The working group discussed the progress of the set of draft CEAP Documents. The working group noted:

- The Elected Member, Executive Group and CEAP Working Group combined workshop will be held on 2 March 2021 for a duration of one hour following the community consultation workshop on the Community Plan.
- The draft CEAP document and four page summary document is to be distributed to the Elected members prior to the workshop. This will support elected members and the Executive Group to provide informed feedback.
- The importance of CEAP members reviewing the updated documents prior to meeting with the Elected Members, noting the further development, updates and new actions in recent months
- Agreed that it will be easier to see which areas require further work in presentation once the documents are presented in graphic design form.
- That some timeframes of actions have been adjusted.
- It would be preferable for Working Group Members to be in attendance at the workshop.

Outline of the Workshop with Elected Members and the Executive Group on 2 March 2021

Kathryn suggested that an additional meeting be held prior to the workshop with the EM's to discuss the Agenda allow additional time to review etc. if schedules allow. It would be particularly good to ensure dates are convenient for members who have been apologies/absent from last few meetings.

Identify other key dates and tasks

- BUDGET - Jack Darzanos advised the Working Group of the budget process that is underway and that bids have been submitted that are consistent with the Draft CEAP.
- Some proposals were considered as being achievable through existing processes and operational budgets.

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- **COMMUNICATING THE DRAFT CEAP** – The Group suggested that when the CEAP Document is released for public consultation that it could be announced in the Mayor's weekly video.
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ACTION

Schedule an additional pre workshop meeting of the CEAP. Already discussed.

5.3 DISCUSSION ON THE PACKAGE OF DOCUMENTS

**Draft CEAP (48 pages),
four page summary,
Town of Gawler Emissions Profile,
CEAP Single Action – Getting to Zero – Street Lighting,
Single Action – Council Supporting Community**

- Previously discussed in the meeting

5.4 PROPOSED AMENDMENT TO THE TERMS OF REFERENCE

The CEAP Working Group agreed in principle to proposed amendments to the Terms of Reference (ToR).

ACTIONS

- Staff to prepare a complete draft of a revised Terms of Reference to be endorsed and submitted to Council
- All future agendas need to include Conflict of Interest as a set part of the agenda similar to council and committee agendas
- ToR and conflict refresher at the next meeting being provided to all members of the working group.

5.5 OTHER BUSINESS

- The Working Group was advised that the Infrastructure and Environmental Services Committee endorsed the Town of Gawler to participate in the electricity procurement process for new contracts to commence in January 2023.
 - LGA Procurement will commence the procurement process on behalf of South Australian Councils that wish to participate (currently 64 of 66 councils purchase electricity through LGAP negotiated contracts)
 - Tim Kelly was supported to participate in a Councils Working Group that would engage with LGA Procurement through the process.
 - Jack Darzanos was nominated as a reference Group Member to receive updates and communications relating to the progress of the procurement.
 - The IES noted and supported the strong interest to explore 100% renewables at lower cost through this process, in line with Council's climate emergency action commitment.
 - Requests for quotes on preparing a Renewables Transition Plan and Program have gone out to the market via the SA Government tenders process.
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- Council staff have responded to some media interest as a result of seeking quotes.

6 CLOSE

The Meeting closed at 7:54pm.

7 NEXT ORDINARY MEETING

Wednesday 10 March 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. CONTINUED Staff to liaise with the Coordinator, Marketing and Communications to tweak the engagement strategy as appropriate.	T Kelly, J Darzanos	10-03-2020
2. Ensure proposed changes to the standard Agenda template as well as agreed changes to the Terms of Reference are completed for the March Meeting	T Kelly, J Darzanos	10-03-2020
3. Schedule an additional pre workshop meeting of the CEAP already discussed.	T Kelly	20-02-2021
4. Staff to prepare a complete draft of a revised Terms of Reference to be endorsed and submitted to Council	T Kelly, J Darzanos	10-03-2020
5. All future agendas need to include Conflict of Interest as a set part of the agenda similar to council and committee agendas	T Kelly document All members to administer	10-03-2020
6. ToR and conflict refresher at the next meeting being provided to all members of the working group.	T Kelly K Warhurst	10-03-2020