



MINUTES
of the FNQROC CCP Working Group meeting
held on Monday, 2nd March 2009 commencing at 10.00 am
in the Civic Reception Room
Cairns Regional Council, 119 – 145 Spence Street, Cairns

FNQROC Regional Cities for Climate Protection Workshop focusing on:

- **International Council for Local Environmental Initiatives (ICLEI) Workshop**
- **Regional Energy Inventory and Action Plan Project**

Attendance:

Darlene Irvine	FNQROC
Luke Reade	ICLEI (Mgr for Qld)
Nelli Belberio	ICLEI (support officer with WA & NT)
Ian McCrae	Cook Shire Council
Steve toulin	Cook Shire Council
Antasia Azure	GBRMPA
John Rainbird	GBRMPA
Maree Grenfell	Cairns Regional Council
Sarah Faulkner	Cairns Regional Council
Tudor Tanase	Hinchinbrook Shire Council
Jason Vains	GBRMPA
Daniel Handley	Sustainable Focus
Geoff Wilson	Cassowary Coast Regional Council
Kirsty Abbott	Cassowary Coast Regional Council
Tim O'Brien	Tablelands Regional Council
Ilona Moerman van Solingen	Tablelands Regional Council

1. Welcome

Darlene welcomed and thanked everyone for making the effort to come today.

Darlene also thanked Luke and Nelli from ICLEI for undertaking today's workshop.

Special thanks were also offered to Maree Grenfell and Sarah Faulkner from Cairns Regional Council for their support towards Climate Change in the region.

Housekeeping undertaken

Round room introductions undertaken and handover to Luke Reade.

ICLEI workshop

A copy of the presentation is attached to the minutes.

Workshop Aims:

- Inform you about ICLEI and the CCP program
 - i. World wide movement of LG for sustainability
 - ii. Established in 1990 in Aust. since 1998
 - iii. Training and workshops to one on one.
 - iv. CCP
 - v. Water Campaign
 - vi. ICLEI Sustainability Services (ISS)
 - vii. Adaptation tool kit being released Thursday (5th)
 - viii. CCP
 - Flagship program, now 26 councils in QLD – 240 in Australia
 - Australasian Mayors Council for Climate Protection (AMCCP)
 - Collaboration between ICLEI, Dept Environment Heritage etc
 - a) Milestone 1 – Emissions inventory
 - b) Milestone 2 – set emission reduction goals
 - c) Milestone 3 – plan actions
 - d) Milestone 4 – implement actions & quantify savings
 - e) Milestone 5 – Re-inventory and review (CCP plus status)
 - f) CCP plus = Planning & Review – continued progression towards Emission reduction Goad
 - a. = Organisation Review
 - b. = Advancing Action Projects

Summary of discussions:

- Average length of time to progress – depends on resources could be anything between 6 months to 5 years.
- Need to work with Ergon to get energy usage for residential, commercial and industrial.
- Wet Tropics Greenhouse inventory - Based on 2005 data – stationery energy, fuels & land use – on WTMA website – **Darlene to send link.**
- **John Rainbird will send paper re Corporate Carbon Neutrality.**

Presentation from Maree regarding Cairns Regional Council process and evolution – Corporate Sustainability Policy (includes KPI's for corporate sustainability) – the Corporate Plan should reflect the corporate sustainability. Is on Cairns Regional Council website.

- Carbon Action Hierarchy (these generally get more expensive as you go from Avoid to Offset):
 - Avoid i.e. train instead of car
 - Energy efficiency
 - Alternatives
 - Offset

Workshop - Opportunities and Obstacles

Opportunities	Obstacles
Community awareness	Climatic conditions
Promote sustainability	End usage suitable to power generated
Alternative fuel trial	Building aspect
Could lobby state govt	Funding
Cultural change	Large council areas
Operational change	Private vehicle use – employee bonus
Holistic approach to strategies / plans	No public transport exists
Wider consequences of implementing actions	Large cost for small population
Negotiate with suppliers / influence suppliers	Cost should be shifted to state/federal
Actions to consider local services	High level support
Options affected by rate base	Ownership
Boundaries around responsibility	Cost seen to outweigh benefits
East of implementation	
Sharing / explaining knowledge	
Learning's can be used when considering new buildings	
Speaking to those with inside knowledge	

ICLEI workshop completed and thanks given.

Workshop re Regional Energy Audit and Action Plans

2. **Copy of Sustainable Focus tender and FNQROC contract pages (24,25 & 26) handed out**
3. **Daniel gave an overview of Sustainable Focus and its projects undertaken in the past.**
 - Data template has been handed out – Darlene to send to Jason Vains
 - Additional information has been requested over and above CCP to meet National Greenhouse and Energy Reporting System (NGERS)

Based on the earlier activity in ICLEI workshop which further identified the information required and the staff that need to provide it, it has been identified that staff priority to the collection of data will be an obstacle.

Recommendation

Darlene to draft an email/letter for CEO use to:

- Confirm councils commitment to the process
- Advise that relevant staff will be asked to attend 2 short internal council workshops and that they be given priority
- Advise that staff will be requesting information required for the energy audit and that these should provided as a priority.

4. Discussion regarding the process from here

The project timeline, actions and responsibilities were identified. The resulting action plan is attached at the end of these minutes. (Please note, as all participants on this group do not have access to Project Manager or Visio the action plan has been developed using Excel). For those that would like to see the 'white board' drawing – a photo can be forwarded.

5. Earth Hour 2009

- Councils participating = Cairns, Tablelands, Cassowary Coast and Wujal Wujal

6. Earth Hour 2010 – discussion regarding next year – support shown for collective effort for 2010

7. Attendees were also formally advised regarding the Expression of Interest lodged under the Local Adaptation Pathways Program round 2 - Climate Change risk assessment for Wet & Dry Tropics.

Meeting Close – 3.45pm

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	Fixed Activities	Council Actions	FNQROC Actions	Sustainable Focus (SF) Actions	Key Stakeholders
Week 1	2-Mar	Regional Meeting	Minutes of meeting		
	3-Mar		Draft letter/email for CEO to send to relevant staff	Identify range (scope) of survey questions so that appropriate council staff can be identified to complete the survey	
	4-Mar		Contact details sent to Daniel (SF)		
	5-Mar				
	6-Mar				
Week 2	9-Mar	Letter/email from CEO to support data collection on request			
	10-Mar			Daniel to provide survey information / details to councils	
	11-Mar				
	12-Mar				
	13-Mar				
Week 3	16-Mar	Set dates for 1st and 2nd internal council meeting			GBRMPA (Jason?) to assist Cook Shire with council meetings
	17-Mar	1st internal council meeting with relevant data providers: Agenda: - overview of the project - identify information that is needed	Darlene to assist Cook Shire with Council meeting		
	18-Mar	- identify timelines for this information			
	19-Mar	- identify constraints to obtaining this information			
	20-Mar	- explain online survey to be undertaken (it will be subject specific) and request completion			
Week 4	23-Mar			From March - Daniel to commence ergon collection and send reconciliations to councils for verification	
	24-Mar			End of March - Early April (if not before) identify individual council workshop dates to occur in June to report back on inventory results and action plans (CCP & NRM)	
	25-Mar				
	26-Mar				
	27-Mar				
Week 5	30-Mar				
	31-Mar				
	1-Apr	Teleconference	(ALL) To review progress to date and identify and share obstacles and how these could be managed		
Week 6	2-Apr			Continued assistance to councils	
	3-Apr				
	6-Apr				
	7-Apr				
	8-Apr				
Week 7	9-Apr				
	10-Apr				
	13-Apr				
	14-Apr				
	15-Apr				
16-Apr					
17-Apr					

Week 8	20-Apr	<p>Teleconference</p> <p>Data finalised and sent to Daniel (Sustainable Focus) if this has not already been done</p>	<p>(ALL) To review progress to date and identify and share obstacles and how these could be managed</p>	<p>ICLEI to provide community forecast excl. waste</p>
	21-Apr			
	22-Apr			
	23-Apr			
	24-Apr			
Week 9	27-Apr	<p>Council contacts to review inventory results and action plans as they are developed and as requested by Daniel</p>	<p>Daniel to develop inventory results and action plans (NRM & CCP) in consultation with council contacts</p> <p>Agreed forecast year = 2020 (with a review every year)</p> <p>ICLEI will provide forecast for community excl Waste</p>	<p>ICLEI to provide community forecast excl. waste</p>
	28-Apr			
	29-Apr			
	30-Apr			
	1-May			
Week 10	4-May			
	5-May			
	6-May			
	7-May			
Week 11	8-May			
	11-May			
	12-May			
	13-May			
	14-May			
Week 12	15-May			
	18-May			
	19-May			
	20-May			
	21-May			
Week 13	22-May			
	25-May			
	26-May			
	27-May			
	28-May			
Week 14	29-May	<p>Individual Council workshops held to advise the inventory results and proposed action plan (NRM & CCP)</p>		
	1-Jun			
	2-Jun			
	3-Jun			
	4-Jun			
Week 15	5-Jun			
	8-Jun			
	9-Jun			
	10-Jun			

11-Jun

12-Jun

15-Jun

16-Jun

17-Jun

18-Jun

19-Jun

Week 16

22-Jun

23-Jun

24-Jun

25-Jun

26-Jun

Week 17

29-Jun

30-Jun

1-Jul

2-Jul

3-Jul

Week 18

6-Jul

7-Jul

8-Jul

9-Jul

10-Jul

Week 19

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Week 20

20-Jul

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22-Jul

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24-Jul

Week 21

27-Jul

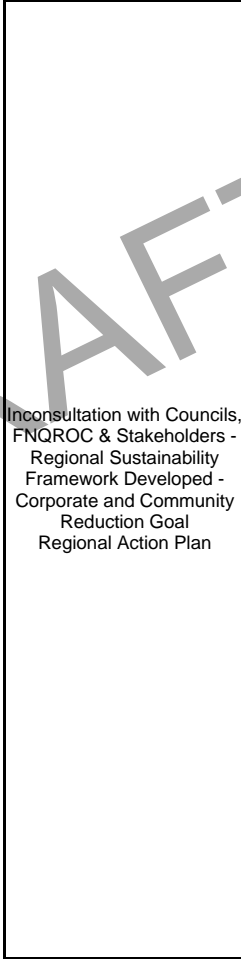
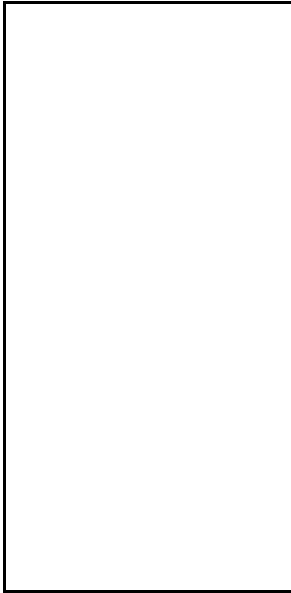
Regional Meeting

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Week 22

Draft Regional Strategy and Action Plan together with agreed Reduction Goal finalised for recommendation to FNQROC and councils



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Inconsultation with Councils, FNQROC & Stakeholders - Regional Sustainability Framework Developed - Corporate and Community Reduction Goal Regional Action Plan