

# Climate Resilience Technical Committee

## Minutes

<b>Meeting No</b>	03
<b>Meeting</b>	Climate Resilience Technical Committee (CRTC)
<b>Date</b>	December 5, 2023
<b>Time</b>	10:30 am – 2:30 pm
<b>Venue</b>	Cairns

### 1. Acknowledgement of Country

Climate Resilience Technical Committee acknowledges the traditional owners of the lands which we are gathering from and the lands we have crossed to be here today. We pay our respects to Elders past, present, and emerging.

### 2. Attendance & Apologies

Name	Organisation
Melissa Mitchell	Douglas Shire Council
Damon Sydes	Cassowary Coast Regional Council
Tudor Tanase	Tablelands Regional Council
Travis Sydes	FNQROC
Anthony Archie	FNQROC
Hannah Gilbert-Ball	Hinchinbrook Shire Council
Cr Dave Bilney	Tablelands Shire Council
Lucy Graham	Cairns and Far North Environmental Centre
Fiona Barron	Terrain
Jessie Gray	Bureau of Meteorology
Maria Anselmo	FNQROC
Prue Patch	Douglas Shire Council
Rachel Wicks	Cairns Regional Council

### Apologies

Name	Organisation
Scott Buchanan	Wet Tropics Management Authority
Pip Schroor	Cape York NRM
Stewart Christie	Terrain
Sarah Hoyal	Terrain
Michelle O'Loughlin	Cairns Regional Council
Fleur Anderson	Cairns Regional Council
Michael Nash	Hinchinbrook Shire Council

Name	Organisation
Sarah Frew	Cook Shire Council
Brett Carlsson	NEMA
Kate Bertola	Mareeba Shire Council

### 3. Guests

---

Welcome staff from the Disaster Management sectors across the region and Anthony Archie FNQROC Interim CEO.

### 4. Previous Minutes

---

Accepted

### 5. Terms of Reference

---

Amendments supported and Terms of Reference adopted.

**3.1 ACTION ITEM:** Upload Terms of Reference to FNQROC Website.

### 6. Climate Update

---

#### 6.1 The Bureau (Presentation)

Jessie Gray from The Bureau presented the Seasonal Outlook for summer including a brief update on Tropical Cyclone Jasper. Key points are highlighted in the Season outlook summary developed by The Bureau.

As per action item 2.3: *Create a succinct summary of Climate Updates for CRTC members to distribute internally and for the FNQROC Board outlining upcoming seasonal conditions and potential risks*, Committee Members reviewed and discussed the Season Climate Outlook Summary FNQ Risk & Recommendations for Resilience and recommend including a list of resources from community groups and health services.

**3.2 ACTION ITEM:** Distribute The Bureau Climate Season Outlook Summary for Far North Queensland.

**3.3 ACTION ITEM:** Update the Risks & Recommendations for Resilience Factsheet to include recommendations from CRTC.

### 7. Heatwave Resilience Action Update

---

#### 7.1 Keeping Our Cool Toolkit

The toolkit is available on the CRTC Group page on Microsoft Teams.

The toolkit can be shared with community organisations, businesses and research groups, recommends explaining the use of the personas as a tool for developing plans and strategies, they are not intended for media and marketing.

Cairns Local News recently requested to use the toolkit to develop a heatwave information pack which will be distributed with their printed newspaper.

The toolkit is designed to include your logos and need not reference FNQROC.

The toolkit includes website content for councils and organisations to upload onto their websites, helping increase community awareness of heatwave preparedness.

CAFNEC have included information in their latest newsletter, there are questions regarding the use of Toolkit for non-governmental organisations and the use of personas.

Tablelands Regional Council have information on their Disaster Dashboard but nothing specific.

Cassowary Coast Regional Council do not have a webpage with information, they share social media posts from Queensland Health and BOM.

Douglas does not have heatwave preparedness information on their website.

Hinchinbrook Regional Council have safety messages for internal staff and information on the website for the community.

Committee members agreed on the importance of having information available to the community on Council webpages.

**3.4 ACTION ITEM:** Discuss the use of the Keeping Our Cool toolkit for Non-governmental Organisations and communities with CAFNEC.

**3.5 ACTION ITEM:** Include on the FNQROC website information about the Keeping Our Cool Project and how to access the Toolkit.

**3.6 ACTION ITEM:** Include on the Council website, information about heatwave preparedness.

## 7.2 Workplace Health and Safety Technical Committee

Attend the Workplace Health and Safety Technical Committee on the 10<sup>th</sup> of October 2023. Presented information on predicted heatwaves from The Bureau and discussed impacts (past and future) on the workforce. Members are interested in moving forward with a regional heatwave management plan for the Council workforce.

Next Steps:

- Running workshop to identify risks, gaps and needs.

## 7.3 Roles & Responsibilities

This is in response to 2.6. ACTION ITEM: *Clarify the roles and responsibilities of SES, QLD Health/Public Health, and Local Disaster Management Officers in heatwave resilience and where CRTC fits.*

Discussions were had with staff from Tropical North Public Health to discuss heatwave resilience and the roles and responsibilities of Tropical North Public Health, the Cairns and Hinterland Hospital and Health Services and Queensland Health.

Based on information from discussions and research, the following information was presented to CRTC members.

- Lines of communications leading up to a severe/extreme heatwave event.
- Roles and responsibilities of state, regional and local agencies with respect to the Disaster Management Framework (Plan, Prepare, Respond, Recover).
- Observed gap, needs and next steps.

Key points from discussions:

- Clarify the process for getting information on the ground and to vulnerable communities. Currently, CAFNEC and SES are disseminating information. What is QLD Education doing?
- Obtain a universal position on the gaps and needs for heatwave resilience in Far North Queensland.
- What are other regions in tropical climates doing in heatwave resilience space and can we learn from them, for example, Darwin's Heat Mitigation and Adaptation Strategy?
- As there is work in progress for responding to heatwave events, does the CRTC focus on the Planning phase and move into a similar space as flood mitigation? Examples of plan and preparation include.
  - o Cairns Design for Density in the Wet Tropics and Cool Homes documents.

- Through heat mapping, identify hotspots and prioritise high-risk areas for resilience.

**3.7 ACTION ITEM:** Heat Mitigation and Adaption presentation from Darwin.

## 8. Regional Drought Resilience Plan

---

### 7.1 Regional Drought Forum

Held Friday 24 November 2023 with 27 participants from across multiple sectors.

Thank you to those from CRTC who attended the forum.

The Forum offered the opportunity to discuss results from interviews regarding drought impacts on the community, economy and the environment and the strategies and actions required to build resilience. To identify gaps, participants worked through scenarios and provided feedback on potential impacts and ways to reduce risk.

#### Next Steps

- First draft strategy December 2023.
- Third round of engagement with stakeholders identified as partners for delivering actions commence early 2024.
- The draft will be shared at upcoming CRTC meetings for feedback.
- Final draft presented to FNQROC Board for endorsement.

### 7.2 Draft Plan

Committee members reviewed suggested Pathways and Actions for the Wet Tropics Drought Resilience Plan. Feedback captured online will be included in the first draft, including the addition of guiding principles.

**3.8 ACTION ITEM:** Update draft strategies and actions with feedback provided from the workshop.

## 9. Project Updates

---

### 9.1 GHG Emissions Audit

I am writing up the contracts with Ironbark to commence implantation in January 2024.

Suggestion to establish a working group for the project endorsed by the CRTC members.

Brief progress updates will continue to be provided at CRTC meetings.

### 9.2 GBRF Funding Outcomes

Successful application to fund Hope Vale, Yarrabah and Wujal Wujal Aboriginal Shire Councils to establish greenhouse gas emissions inventories for 2021/22. The funding includes resources for a temporary officer to assist the three Councils with acquiring the necessary data.

**3.9 ACTION ITEM:** Form a Working Group for GHG Emissions Inventory and audit project.

## 10. Round Table Updates

---

Organisation	Current and/or upcoming project/s
Hinchinbrook Shire Council	<ul style="list-style-type: none"> <li>GHG Inventory received the final report and has action to move forward.</li> </ul>
Cassowary Coast Regional Council	<ul style="list-style-type: none"> <li>About to sign a contract for solar capacity with GBR</li> <li>Disaster preparedness as of yesterday develop local response around natural disasters, identifying who would be on the recovery group if called into action.</li> </ul>
Douglas Shire Council	<ul style="list-style-type: none"> <li>Waiting on 350,000 for solar through reef guardian</li> <li>Erosion settlement contract</li> <li>Groundwater research into contamination.</li> <li>Terrain + reef coastal restoration fund for mangrove restoration and fish barriers.</li> <li>Ecotourism-certified destination second onsite audit.</li> <li>Attended QCoast Forum – positive experience, interesting presentations one on oyster reefs there is talk of creating new codes.</li> </ul>
Cairns and Far North Environmental Centre	<ul style="list-style-type: none"> <li>Key issues raised during the door-knocking engagement were regarding coastal hazards and the cost of living. There is a lack of understanding regarding the link between coastal hazards and climate change.</li> <li>Following on from the results we will run community climate change workshops to start the conversation about climate change and its impact on climate and social justice. Focus on community sectors most vulnerable to climate change and people responding to it.</li> <li>Aiming to articulate our region’s experience of climate change, we will run focus groups to talk about how vulnerable communities are experiencing climate change now. Publish findings into a report by mid-2024. Will commence in January 2024.</li> <li>Looking into energy transition, the need for critical minerals and its impact on the region.</li> </ul>
Terrain	<ul style="list-style-type: none"> <li>CEO Sarah Hoyal is currently in COP28.</li> <li>Working on coastal restoration.</li> <li>Lobbying work to get coordination between levels of government.</li> <li>Active in circular economy and renewable space.</li> </ul>

## 11. Rivers to Reef Climate Action Plan

### 11.1 Deliverable Update

M.1: Emission Monitoring: In progress.

M.5: Low carbon procurement in progress. Project planning for FNQROC to pilot a low-carbon process is underway this month.

A.2 Community Preparedness to Heatwave events: Completed. Keeping Our Cool Toolkit completed.

A.3 Heat event management responses: In progress.

- Liaise with Local Disaster Management Groups,
- Working with WH&S to investigate processes for managing outdoor staff.

A.6 Disaster management response for natural assets, Completed. Workshop declines and heatwave event completed on Tuesday 14, 2023.

## 11.2 Expanding the Action Plan

Reviewed proposed Engagement Plan. Members agreed to split workshops into two:

Workshop 1: Adaptation & Community of Practice, online, February 2024

Workshop 2: Mitigation & Transition, online, after Councils receive GHG emissions data.

**3.10 ACTION ITEM:** Send out dates for Climate Resilient Actions - Adaptation & Community of Practice workshop.

## 12. Actions

No.	ACTION	Responsible Person(s)	Update
2.1	Email the amended TOR to CRTC members for feedback and approval. Carry on from Action 1.10	FNQROC	Completed
2.2	Distribute presentation slides and AFAC Seasonal Bushfire Outlook Spring 2023, to all CRTC members.	FNQROC	Completed
2.3	Create a brief summary of Climate Updates for CRTC members to distribute internally and for the FNQROC Board outlining upcoming seasonal conditions and potential risks.	FNQROC	Completed
2.4	Invite LDMOs to the next CRTC meeting.	FNQROC and CRTC Council Members	Completed
2.5	Include design files in the Toolkit and distribute the Keeping Our Cool Toolkit to CRTC members.	FNQROC	Completed
2.6	Clarify roles and responsibilities of SES, QLD Health/Public Health, and Local Disaster Management Officers in heatwave resilience and where CRTC fits.	FNQROC	Completed
2.7	GHG Emissions Inventory <ul style="list-style-type: none"> <li>- Email details of RFQ submissions (FNQROC).</li> <li>- Council members provide clarity on their Council's next steps (Council members)</li> <li>- Confirm supplier is Climate Active certified (FNQROC).</li> <li>- Notify the board of GHG Inventories (FNQROC)</li> </ul>	FNQROC and CTRC Council Members	Completed
2.8	Regional Drought Resilience Plans: <ul style="list-style-type: none"> <li>- provide an update on the RDRP at the next Committee meeting, and</li> <li>- confirm the date and location of the Drought Workshop.</li> </ul>	FNQROC	Completed
2.9	Arrange a meeting online/in person to discuss the Rivers to Reef Action Plan.	FNQROC	Carrying on
2.10	Share feedback on FNQ Regional Plan engagement and provide CRTC members with an update on FNQ Regional Plan.	FNQROC	Completed

No.	ACTION	Responsible Person(s)	Update
2.11	Email information on the Climate Vulnerability Index to CRTC Members. CRTC members to provide clarification on their involvement (Y/N).	FNQROC and CRTC Council Members	Awaiting details from the CVI project team.
2.12	Apply for the Great Barrier Reef Foundation Community Climate Action Accelerator grant.	FNQROC	Completed.
2.13	Confirm the date and location of the next meeting.	FNQROC	Completed.

## 13. Business Arising

### 13.1 FNQ Regional Plan:

Draft due March and will be available for public consultation after elections.

### 13.2 Queensland Resilience and Risk Reduction Fund, closing 20<sup>th</sup> December.

FNQROC will be applying for funding.

## 14. Points for noting to the FNQROC Board

NA

## 15. Next meeting

- Following dates for CRTC meetings:  
Friday 9th March 2024 – Cairns  
Friday 7th June 2024 – Cairns

The meeting closed at 2.32 pm.

Minutes prepared by FNQOC Climate Resilience Coordinator – Maria-Helena Anselmo

## ACTION ITEMS

No.	ACTION	Responsible Person(s)
3.1	Upload Terms of Reference to FNQROC Website.	FNQROC
3.2	Distribute The Bureau Climate Season Outlook Summary for Far North Queensland.	FNQROC
3.3	Update the Risks & Recommendations for Resilience Factsheet to include recommendations from CRTC	FNQROC

No.	ACTION	Responsible Person(s)
3.4	Discuss the use of the Keeping Our Cool toolkit for Non-governmental Organisations and communities with CAFNEC.	FNQROC
3.5	Include on the FNQROC website information about the Keeping Our Cool Project and how to access the Toolkit.	FNQROC
3.6	Include on the Council website, information about heatwave preparedness.	CRTC Council Members
3.7	Arrange a Heat Mitigation and Adaption presentation from Darwin.	FNQROC
3.8	Update RDRP draft strategies and actions with feedback provided from the CRTC meeting.	FNQROC
3.9	Form a Working Group for GHG Emissions Inventory and audit project.	FNQROC
3.10	Send out dates for Climate Resilient Actions - Adaptation & Community of Practice workshop. (carry on from 2.9 Action Item)	FNQROC