



**goulburn broken
greenhouse alliance**

Business Plan
2019/20 Plan
Actions Report
Including

2019/20 Annual Financial Report

BUSINESS PLAN APPROVED BY GBGA ALLIANCE COMMITTEE 31 MAY 2019

FINAL REPORT JUNE 30 2020





GBGA BUSINESS PLAN 2019-20 End of year report June 30 2020






The Business Plan is derived from the overall GBGA Strategic Plan 2018-22. It relates to the Strategic Matrix as indicated by the numbering system.








| | |
|--|-----------------|
| | Achieved |
| | In progress |
| | Yet to commence |










NOTE committee and working group contributions shown shaded







Note ongoing items with significant activity for the year are marked complete for 2019/20








| Strategy Ref | Strategy Time | STRATEGY ACTION | METHOD 2019-20 | REPORT | |
|--------------|---------------|--|---|---|---|
| 1.1(a) | ongoing | Provide information and resources to support member decision making and program delivery | Work to update members on information from Victorian alliance meetings , regional meetings, project control groups and other sources. | Regular communication through emails, webinars and GBGA |  |
| 1.1(b) | ongoing | information and support to influence the inclusion of climate change impacts during the renewal of Council Plans, Public Health and Wellbeing Plans (PHWP) and Regional Catchment Strategies | Provide specific information for items on page 4 and other common issues for members strategies and assist to share/source information. Deliver links with DHHS policy unit and climate related information to improve future Public Health and Wellbeing Plans | Links developed with regional DHHS about the progress of guidance for the PHWP. |  |
| 1.1(c) | 2019/20 | Support capacity building for identified projects including specific learning forums/webinars | EO to assist GBGA for key projects in 2019/20 - Collaborative procurement of renewable energy (PPA) - Development of electric vehicle charge station infrastructure program - Improve climate change consideration in member governance - Relevant sessions in Victorian Alliances Conference (complete) - Other as identified by Officer Working Group and Alliance Committee | PPA revised with lead City of Darebin and entered Stage 2 - procurement EV charge station project finalised and made public to Councils Lobbied DELWP to finalise and release local govt Roles and Responsibilities project, relating to Local Govt Act |  |
| 1.1(d) | ongoing | Communicate and scale smaller group action or projects to benefit all members eg GBGA Sustainability Indicators | - Continue to assist member use of Sustainability Indicators tool and analysing relevance of outputs - Enable non- participating members to use outputs of energy efficient main road lighting business cases outcomes. | Members continue to add to this tool. Main Road Business Case results supplied to all members. |  |

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| | | | - EO to support communication between smaller councils to foster shared information. | Assisted small shires with a range of enquiries. Non participating members offered opportunity to join LGPPA stage 2 | |
| 1.2 | 2019/20 and 2020/21 | <p>a) Understand and respond to opportunities arising from changes to the Local Government Act in 2019/20 and the implementation of the Climate Change Act</p> <p>b) Work with partners to research, and build understanding of key partner issues listed on pg 4</p> <p>c) Develop links with learning institutions and other agencies to access research for GBGA projects</p> | <p>Develop suitable communication and learning opportunities when the LG Act is legislated. (this occurred 24/3/2020)</p> <p>Monitor opportunities and develop connections to prepare for work in these actions.</p> <p>Develop links to explore advance of agriculture opportunities</p> | <p>Deferred to 2020/21 due to delay in adoption of LGA and waiting for Victorian Government guidance</p> <p>Contributed during development of regional guides: DELWP/CSIRO Climate Projections 2019 and BOM Regional Weather & Climate Guides</p> |   |
| 1.3 | 2018/19 And ongoing | <p>a) Create a Communications and Engagement Plan</p> <ul style="list-style-type: none"> - using social media, web, presentations, conferences, GBGA forums, webinars, showcase, videos, flyers etc - including internal and external forums and networks - promote public access of the GBGA website <p>b) Include public learning opportunities in all GBGA projects</p> | EO develop Communications and Engagement Plan in conjunction with Officers Working Group in 2019. | Discussed in officers workshop 2019 Communications and Engagement Plan drafted, to be finalised 2020/21 |  |
| 2.1 | 2019/20 | <p>a) Continue to develop a highly functional website with use and contribution by all members</p> <p>b) Develop a kit of key messages for use in education by all members</p> <p>c) Develop Regional Sustainability Indicators (web based) including training and support for members to use the tool</p> | <p>(a) (b) EO to develop in 2019/20 in conjunction with Officer Working Group</p> <p>Consider budget and allocate funds to engage a web designer to implement.</p> <p>(c) Tool established on members section of GBGA website. Continue to assist members to enter data on the website.</p> | <p>Website updated with meeting and project information. Broader revision not conducted.</p> <p>Members to update data in website tool as data becomes available</p> |   |
| 2.2 | ongoing | a) Use council, agency and Victorian Alliance networks | Continue as active partner in Victorian Alliance network. | | |

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| | | <p>to keep abreast of industry developments and communicate these around the GBGA.</p> <p>b) Build GBGA capability to link others to credible knowledge, grants and government policy</p> <p>c) Promote the work of the GBGA to member organisations overall (all units, not just committee members)</p> | <p>EO to liaise with regional networks eg Hume forums, Planners Forum, Asset Managers Forum, using projects of interest to each group.</p> | <p>Developing issues reported to officers and GBGA meetings</p> <p>External liaison developed with BOM and CSIRO</p> <p>EO presented to Hume Planners Network August 2019 and Hume Regional Local Govt Network Nov 2019</p> |  |
| 2.3 | 2018/19 And ongoing | <p>a) Create an Advocacy Strategy based on GBGA strategy – where to put the advocacy effort?</p> <p>b) Also be prepared to consult with the membership and provide advocacy on emerging issues</p> <p>c) Link to agency responses and strategy development regarding climate change e.g 3.1(a)</p> | <p>Advocacy</p> <p>Develop an Advocacy Strategy on thematic basis with assistance of Officers Working Group through 2019</p> <p>Make advocacy submissions as required and in line with opportunities as they arise.as arise.</p> <p>Join with other organisations and alliances if appropriate.</p> | <p>Advocacy themes developed and approved by Ordinary meetings in August 2019 and May 2020. Advocacy increased in 2019/20, including Fire and COVID recovery advocacy</p> <p>Formal advocacy strategy to be developed in 2020/21</p> |   |
| 3.1(a) | 2018/19 | <p>Work with DELWP, CMAs and other regional partnerships to influence and contribute to regional policy eg Renewable Energy Roadmap, planning policy</p> | <p>Assist case studies and planning for Renewable Energy Roadmap in 2019</p> <p>Identify policy opportunities for 2019/20 eg Regional Adaptation Policy - and make active contribution</p> | <p>Provided active submission to Hume Renewable Energy Roadmap (complete) and Hume Regional Adaptation Strategy (ongoing in 2020/21).</p> |  |
| 3.1(b) | 2018/19 | <p>To reduce the extreme risks of climate change, develop GBGA member mitigation projects - energy efficient main roads streetlights</p> | <p>EO and officers to develop forward plan to implement changeover of main road streetlights.</p> <p>Identify other joint mitigation projects</p> | <p>All reports for streetlight project Stage 1 finished.</p> <p>Possible design stage 2 in 20/21</p> |  |
| 3.1(c) | 2019/20 | <p>Develop a skills matrix of GBGA members to leverage internal skills for benefit of members</p> | <p>EO to Develop in conjunction with Officers Working Group in 2019</p> | <p>Deferred to 2020/21</p> |  |
| 3.1(d) | Ongoing | <p>Formally involve other organisational units in project work</p> | <p>Involve other units in streetlight, PPA and governance projects</p> | |  |

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| 3.1(e) | 2019/20 | Conduct a snapshot assessment of TAKE2 pledges for success and future approach and plan implementation | Develop snapshot and plan future involvement in conjunction with Officers Working Group in 2020 | Snapshot of GBGA TAKE2 pledges drafted, to be finalised in 2020/21 |  |
| 3.1(f) | 2019/20 | Review past projects for reflection and learnings and ongoing skill and project development | EO to action in conjunction with Officers Working Group in 2020 | Deferred to 2020/21 |  |
| 3.1(g) | 2018/19 | Investigate and develop adaptation and mitigation through appropriate action and education to support programs for low income households and vulnerable groups | Form specific workgroup to consider practical options – report to Alliance Committee in 2019 | GBGA adopted advocacy approach through partnership submissions with Environment Victoria, ACOSS, Renew and others |  |
| 3.1(h) | ongoing | Implement collaborative projects approved by the Alliance. | See 1.1(c) and 4.1(a) | Main roads Business case,- reports complete EV business case completed |  |
| 3.2(a) | 2019/20 | Investigate formalising the partnership with Alliances | Victoria – missing alliance coverage in south west Victoria Contribute to proposal for a national roundtable of alliance networks | Alliances assisting formation of new South West Climate Change Alliance Alliances determined there were limited opportunities for a roundtable with other states |  |
| 3.2(b) | ongoing | Link with community networks leading the development areas on pg 4 | Consider opportunities as they arise in these areas | EO has linked with north east renewable energy network |  |
| 3.2(c) | ongoing | Effectively share projects and results through member organisations, and other agencies and networks and into the community | Include in development of communications and engagement plan see 1.3(a) | Communications and Engagement Plan drafted, to be finalised 2020/21 |  |
| 3.2(d) | ongoing | Develop strategic relationships with networks that can contribute to GBGA projects eg climate change & Municipal Health and Wellbeing Plans (MHWP) | Include in development of communications and engagement plan see 1.3 (a) | Assisted DELWP with presentation to internal units. Effective communication established with regional DHHS about MHWPs |  |
| 4.1(a) | 2018/19 | Research and report funding opportunities to members | 2019/2020 investigate funding options for | |  |

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| | | and develop project proposals as appropriate | Project planning for joint changeover of main road streetlights Electric vehicle charge station network business case Climate change consideration in governance Agriculture sector adaptation | Budget information developed EV Business Case finalised Applied for DELWP funds – governance project (unsuccessful) EO participated in NECMA agriculture climate change project | |
| 4.1(b) | ongoing | Include internal project officer resource in any application for grant and other external funds | ongoing | Have received about \$5000 from projects in 2020/21 |  |
| 4.2(a) | 2019/20 | Investigate options for non-members to be partners in projects as appropriate | For Alliance Committee to consider as required | Not required 2020/21 | |
| 4.2(b) | Ongoing | Improve understanding of GBGA role and work across member and non-member organisations (part of Communications Plan) | Include in development of communications and engagement plan see 1.3(a) | EO presented to member councils, DELWP staff, Hume region mayors and CEOs |  |
| 4.2© | ongoing | Ensure that communication, projects and programs consider all members | Include in development of communications and engagement plan see 1.3(a) | Communications and Engagement Plan drafted, to be finalised 2020/21 |  |
| 4.3(a) | 2018/19 | Develop effective officer meetings to benefit the work of the GBGA | Executive Officer to continue to develop effective working group with support of Alliance Committee | Officer meetings established |  |
| 4.3(b) | 2018/19 | Every 12 months review the operation of the GBGA for the next year eg meeting locations and program | Review by Alliance Committee and report with AGM and at the end of calendar year | Completed |  |
| 4.3(c) | 2019/20 | Proactively plan the next MOU and auspice (to commence mid 2021) | Within Alliance Committee role | Detailed planning commenced for 2021-25 MOU and auspice |  |
| 4.3(d) | 2019-22 | Monitor and consider responses to challenges and opportunities related to government policy | Alliance Committee and EO to review policies, issues as they arise for GBGA action | Included in risk assessment and Risk Management Plan developed for GBGA in 2020 |  |
| 4.3(e) | 2018/19 | Refine and strengthen the Alliance Committee through a clear role, action plan and effective membership | Alliance Committee to assess its operation | Assessment tool drafted, Alliance Committee functioned effectively to conduct risk |  |

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| | | | | assessment and plan for the next auspice. | |
| 4.3(f) | 2019/20 | From member information, review and update the DELWP 'Analysis of Climate Change Adaptation Governance Across Local Governments in Victoria' | EO to develop project and seek external resources | Unsuccessful application to DELWP a project – no further action recommended |  |
| 4.3(g) | 2020-22 | Support members to include climate change in governance and policies | EO to deliver on themes developed in conjunction with Officers Working Group | Waiting for DELWP research and guidance to be released in late 2020 |  |
| 4.3(h) | ongoing | Alliance Committee and EO develop governance policies as directed | As required – Alliance Committee to monitor and recommend action | Logo procedure approved at GBGA meeting 21/11/2019 |  |
| 4.3(i) | 2018/19 | Develop a criteria list to evaluate the relevance and suitability of any proposal for GBGA action | Alliance Committee to develop in 2019 | Deferred to 2020/21 |  |
| 4.4(a) | 2018/19 | Develop a process for review of all projects undertaken to identify learnings and continuous improvement | Develop in conjunction with Officers Working Group in 2019 | Deferred to 2020/21 |  |
| 4.4(b) | 2018/19 | Develop a tool to assess the health and effectiveness of the GBGA Committee and the Alliance Committee over time | Alliance Committee to develop in 2019 | Draft developed, for finalisation in 2020-21 |  |
| 4.4(c) | 2019/20 | From the GBGA Strategy, produce the 2019/20 Business Plan and report against it each financial year, analyse performance and demonstrate value for money | Note – updated for 2019-20. EO and Alliance Committee to action by May 31, 2020. | Completed to 2019-20 |  |

GBGA Financial Report for year ended June 30 2020.

Notes

The preparation of the budget for the year ended 30 June 2020 set a break even on the year's operation. In reality the GBGA finished the year with a deficit of \$5393.52. A portion of this is due to unbudgeted expenditure approved at Ordinary Meetings of the alliance.

The expenditure of the GBGA included the following, which had not originally been budgeted for.

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|---|----------|
| Contribution to Victorian Electric Vehicle project. | \$12,000 |
| Contribution to Alliance of Alliances Annual Conference | \$600 |
| Contribution to Electricity Distribution Price Review | \$3,180 |
| Total | \$15,780 |

These expenditure items were approved by the Alliance at ordinary meetings.

Offsetting these amounts the GBGA received income for the following, which also was not budgeted for.

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|---|----------|
| Member Council contributions for Electric Vehicle Project (Balance of the Electric Vehicle contributions were received in 2018-19) | \$3,000 |
| Income payment for Main Roads Streetlighting Project | \$8,871 |
| Total | \$11,871 |

The balance of \$1,484 was extra expenditure on travel also not budgeted for.

The GBGA has funds in hand of \$57,349.41 at June 30 2020.

By agreement, the GBGA holds funds on behalf of some members totalling \$109,720. It is anticipated that these funds will be returned to member Councils in the 2020-2021 financial year. These funds are held separately and not included in this financial report.

**Goulburn Broken Greenhouse Alliance
Income Statement
for period ended 30 June 2020**

| | | | |
|--|---------------|------------------|---------------------------|
| Revenue | | | |
| Member Contributions | \$ 121,003.00 | | \$ 121,003.00 |
| Expenses | | | |
| Salaries | \$ 104,374.74 | | |
| Super, LSL & Workcover costs | \$ 12,736.91 | | |
| Staff Training | \$ 538.65 | | |
| Contractors & Services | \$ - | | |
| Advertising, Marketing & Promotions | \$ - | | |
| Grants, Contributions & Sponsorships | \$ 15,780.00 | | |
| Telephone & Internet | \$ 295.00 | | |
| External Hire | \$ 403.64 | | |
| General materials | \$ 343.17 | | |
| Catering costs | \$ 1,140.06 | | |
| Travel costs | \$ 878.73 | | |
| Software Purchase | \$ 433.79 | | |
| Publications/Subscriptions | \$ 38.68 | | |
| | | | \$ 136,963.37 |
| Surplus/(Deficit) for period | | | <u>(15,960.37)</u> |
| GSCC Contribution/Admin Adjustments | | | |
| | | <u>2018/19</u> | <u>2017/18</u> |
| Plus GSCC GBGA contribution | 26,563.00 | 25,980.00 | 22,512.00 |
| Less GSCC administrative cost | 15,996.15 | 15,682.50 | 15,375.00 |
| | | | 10,566.85 |
| Surplus/(Deficit) after GSCC Contribution/Admin Costs | | | <u>(5,393.52)</u> |
| 19020.9065.2050 | | | |
| Opening Balance | | 62,742.93 | |
| Less Deficit | | (5,393.52) | |
| Closing Balance | | 57,349.41 | |