

**ALLIANCE COMMITTEE MEETING  
MINUTES**

**Date:** Wednesday September 15 2021  
**Time:** 3-5pm  
**Venue:** Zoom

**Committee Members:**

Note Julie Kirkwood MSC chaired meeting until item 5

Sharon Terry	Greater Shepparton SC	Evelina Dudzinski	Wangaratta CC
Julie Kirkwood	Murrindindi SC	Elyse Kelly	Mitchell SC
Cr Rohan Webb	Mansfield SC	Cr Charlie Vincent	Alpine SC
Carole Hammond	EO GMCA		

**1. APOLOGIES**

Cr Webb  
E Kelly

Acknowledgement of Country by Julie Kirkwood, MSC.

2. A quorum of at least three committee members was reached.

**3. CONFLICT OF INTEREST DECLARATION (Rule 2.21)**

No conflicts of interest were declared.

**4. SELECTION OF CHAIR**

**Julie Kirkwood (MSC)**

The Alliance Committee shall select a Chairperson (Rule 3.9). In the absence of the Chairperson, the Alliance Committee shall select a Chairperson for the meeting (4.1). An alternative method is to appoint a Deputy Chairperson.

Sharon Terry (GSCC) was nominated as an ongoing Alliance Chair.

Endorsed by the Committee present. To be endorsed by Cr Webb and Elyse Kelly prior to finalising.

Sharon Terry assumed the role of Chair for the remainder of the meeting.

**5. Call for additional agenda items**

No additional items nominated.

**6. Confirmation of previous minutes**

The draft minutes of the Alliance Committee meeting of July 29, 2021, as distributed to the Alliance Committee were confirmed.

**MOTION:**

**That the draft minutes of the Alliance Committee meeting of July 29, 2021, be confirmed.**

**That the Alliance Committee Chairperson of the September meeting sign the July minutes and certify that they have been confirmed.**

**MOVED: Cr Vincent**

**SECONDED: E. Dudzinski**

**Approved**

## 7. BUSINESS ARISING

### 7.1 Transition of auspice from GSCC to MSC

**Julie Kirkwood**

- a) Welcome to Carole Hammond. Transition process for new EO in process.  
Budget set up in process at MSC.
- b) Proposed domain name GMCA  
Carole discussed the ability of the Alliance / MSC to use .org.au domains.

**Carole Hammond**

**ACTION:** Carole to email all (including Elyse and Rohan) about the Committee preference for [www.gmca.org.au](http://www.gmca.org.au) and look for any previous motion within the last Ordinary Meeting. GoHosting can do all transferring. Send details to Sharon and Julie so a transfer and transition can be smoothly undertaken.

See Financial Report for further Auspice detail.

### 7.2 Planning development of GMCA Strategic Plan (action from May meeting)

**Discussion**

Form a Working Group to plan the process to renew the GMCA Strategic Plan, including renewal of the Strategic Statement by examining the Reason-for Being of the organisation, what service and value it provided to members and other core matters - the form of this plan (consider Adaptive Planning)

Sharon Terry (GSCC) and Cr Charlie Vincent (ASC) nominated to be on the Strategic Planning Working Group (SPWG). Some discussion regarding the SPWG included:

- Hold a 2-3hr workshop to work out key items (30<sup>th</sup> Sept 1-4pm in person)
- An asap start is preferred
- The current SP framework is 8 years old, so a fresh approach is desired
- Alliance members thinking of contributing to the SPWG will likely not need to commit large amounts of time after the initial early stages
- A consultant could be used for a workshop component, and specialist research if/where required, but the EO can contribute the bulk of the work as a cost saving measure.
- Some Alliance members may prefer to drop in and out of stages/aspects of the SPWG process to assist rather than sign up to the whole process.

**ACTION:** Sharon to call Chelsea Cherry, Bek or Kate Brunt, Allison McCallum, Robyn Nicholas, or James Steinfeld to see if they're available to sit on the Working Group.

ACTION from May: EO circulate draft scope for working group (Attached to September AC agenda)

## 8. GOVERNANCE

### 8.1 GMCA Rules

Julie Kirkwood, Sharon Terry

An anomaly between the rules and MOU regarding arrangements to withdraw was identified, see attached report. This was submitted to the Ordinary meeting of 19 August as an information item. Julie Kirkwood will report on consideration by MSC of this and other alternatives at the MSC Executive Meeting on 23 September 2021.

Other Considerations for updating the Rules;

- The Rules do not require a Strategic Plan, but this has long been the practice of the GMCA. The Rules require an annual Business Plan (section 11). A Strategic Plan provides overall approach and coordination for the annual Business Plan.  
The Risk Management Plan includes these items
- Attempt of Representatives to unduly influence the EO  
Action - EO to report any perceived influencing to Alliance Committee or manager at auspice organisation. Include for consideration in annual review of EO.  
Does Rule 3.6 (a) sufficiently cover this issue?
- Attempt of Auspice body or manager to unduly influence the EO, or divert to other duties.  
The AC discussed the requirement to incorporate an independent Chair (ie not of auspice body) in the Rules.

**ACTION:** Carole to draw up track changes in MOU and Rules for AC review.

MSC Exec having presentation next week (week of 21/9).

Julie will present the 12month future payment rule as discussed by the AC, to be taken from the date of withdrawal of a Member (ie not FY).

Because a decision to withdraw as a Member impacts Murrindindi's financial risk as auspice of the EO this needs to be taken into account.

**ACTION:** Julie/MS to let the Alliance know what its preference is re risk appetite and MSC to seek legal advice. Legal advice will be paid for by the Alliance.

The AC also discussed methods to reduce the risk of Member withdrawal, particularly working on enabling Members to see the Alliance's value.

Alliance Committee to work on work on this in the Strategic Plan development.

A discussion was had around potential members, including the Alpine Resorts now that they are amalgamating. They are becoming more aligned with the goals of the Alliance in their amalgamation process. Could be partners in the Strategic Plan.

Carole and Bronwyn are presenting to them on 22<sup>nd</sup> September, particularly on the EV Project.

There is also interest from Gateway Health as a collaborator.

AC should consider the Alliance's capacity to service membership's needs ie with one staff member assisting a growing Alliance.

Associate membership option applies to Agencies. Discussion around types of membership and fees.

**ACTION:** Bronwyn to ask Regional Waste Mgt Groups re fees they charge the Alpine Resorts.

## 8.2 POLICY – Alliance Financial Reserves

This is an action from GMCA Risk Management Plan to mandate a specific financial reserve to lessen the financial risk should any Member withdraw from the Alliance. The outcome could be included in the Rules and/or GMCA Operation Guidelines. See attached report.

**ACTION:** Julie to add to MSC Exec discussions on 23 September 2021, and discuss with MSC Finance Manager re the Council's appetite re reserve. To report to the Alliance Committee for discussion if it should be included in the Rules. To be included in MSCs legal advice.

## 9. FINANCIAL REPORT

Sharon Terry and Julie Kirkwood

Shepparton currently finalising the EOY report 2021-22 and reserve for transfer to Murrindindi. The four year rolling plan has been drafted.

**ACTION** That the EO present the final EOY 2021-22 report and four year rolling financial plan at the Alliance meeting of 18 November 2021.

MSC currently checking and finalising receipt of Alliance membership payments.

## 10. MEETING CYCLE 2022 & PLANNING

Proposed dates for meetings.

Note The Benalla Lakeside Centre (Redgum room has been booked for the GMCA meeting of 18 November.

		Ordinary Meeting Thurs 10-2p (lunch)	Alliance Committee Mon 10-12	Officer Meeting Mondays 12-3p (lunch)
2021	Oct		18/10/21 (1-3p)	25/10/21
	Nov	18/11/21		
	Dec			
2022	Jan			
	Feb	24/2/22	7/2/22	
	Mar			07/3/22
	Apr			
	May	19/5/22	2/5/22	
	Jun			
	Jul		25/7/22	11/7/22
	Aug	18/8/22		
	Sept			
	Oct		17/10/22	
	Nov	17/11/22		
	Dec			

The Committee endorsed a change of the Alliance Committee meetings to 10-12 on Mondays.

**ACTION:** Carole to send invitations to the Alliance, and Committee.

## 11. Member Related Items

No items

## 12. EXECUTIVE OFFICER ACTIVITIES

- a) Work for AGM preparation and documentation
- b) Work associated with transfer of auspice
- c) Appeared in a hearing by the Senate Standing Committee on Environment and Energy on the draft Australian Local Power Agency.
- d) Work preparing for transfer of EO – briefings, files and website etc

## NEXT MEETINGS

Monday 18/10/21 (rescheduled) – 1-3pm

November 25th (following Ordinary meeting 18/11) (to be scheduled)

21/10/21 Alliance Committee to meet with MSC

SIGNED by CHAIR:

DATE:

## GMCA STRATEGIC PLANNING (BC to update)

See attached components of Strategic Statement in 2018-22 Strategic Plan.

When the 2018-22 Strategic Plan was formed, the committee concentrated on the actions for the period, and reviewed the strategic statement elements with minor modifications.

In the next Strategy there is a need for the full committee to reform the strategic statement. It would be best to do this in the second half of 2021. Specific actions should be formed after a review of Council Plans.

The strategic planning day for the current plan was facilitated by Rob Carolane. Rob is also a member AICD and chair at The Centre, a local community education institute and former board member at Winton Wetlands. To explore possibilities for our process, I had a meeting with Rob. Rob is semi-retired, but interested to provide his experience. The Centre ran a strong strategic development process in 2020, using consultant SPARK, which concentrated on members engagement.

This examined the Reason-for Being of the organisation, what service and value it provided to members. This relates to the motivation to contribute resources. What is success? Other important factors are the focus and drivers for GMCA; where to put the organisation's resources and efforts, what generates the most value to members?

Rob recommended having a consultant develop questions and interview Councillor/officer members and CEOs.

The work for The Centre cost \$15,000 for a strategic statement only.

## PURPOSE OF THE ALLIANCE COMMITTEE

To serve as Committee of Management for the GBGA.

Excerpt of sections of the Alliance Rule of Operation, on the role of the Alliance Committee;

### Authority

3.6 The Alliance Committee is authorised to:

- (a) In association with the Auspice Council appoint and manage the Executive Officer;
- (b) Manage the day-to-day business of the Alliance if the position of Executive Officer becomes vacant, until an appointment is made;
- (c) In association with the Auspice Council, and/or a member acting to lead a project, appoint and manage project officers as required;
- (d) Endorse the Annual Report;
- (e) Endorse the Annual Business Plan including detailed budget for submission to members, in accordance with section 11;
- (f) Endorse the rolling three-year Strategic Financial Plan for Alliance member endorsement;
- (g) Ensure the Alliance is complying with its legal and financial obligations;
- (h) Ensure the Alliance is adequately resourced to meet its obligations;
- (i) Call an EGM of its own motion;
- (j) Appoint and operate Working Groups (as required);
- (k) Monitor Alliance performance against the Annual Business Plan including Budget;
- (l) Ensure the Alliance is financially solvent at all times;
- (m) Obtain outside legal, financial or other professional advice to assist in undertaking its oversight of responsibilities.

### Appointment of Skilled Persons to Attend Meetings

3.14

Th

e Alliance Committee may by agreement co-opt persons with appropriate skills and expertise to provide their skills and expertise at meetings of the Alliance Committee for such period or periods as the Alliance Committee members shall decide from time to time. Such persons do not have the right to vote at Alliance Committee meetings.

### Appointment of Working Groups

3.15

The Alliance Committee may by agreement establish Working Groups to consider and develop recommendations on technical and operational matters for consideration by the Alliance Committee. Operation and membership of Working Groups will be subject to terms of reference developed and approved by the Alliance Committee. At least one Alliance Committee member will attend all Working Group meetings. Membership of Working Groups may comprise Representatives of Members, Associate Members and Project Partners and others as determined by the Alliance Committee.

### Alliance Committee membership

*The AC has 4-9 members drawn from member representative. The current committee is:*

*Evelina Dudzinski (Rural City of Wangaratta), Julie Kirkwood (Murrindindi Shire – auspice council 2021-25), Sharon Terry (Greater City of Shepparton), Elyse Kelly (Mitchell Shire), Cr Rohan Webb (Mansfield), Cr Charlie Vincent (Alpine Shire)*