



# OPERATIONAL PLAN 2020/21

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April 2020

Version	1.0
Date	March 2020
Prepared by	Interim Executive Officer
Adopted by Board	##/##/####
Reviewed	
Amended	

# PART A – REVENUE POLICY

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## 1 INTRODUCTION

In accordance with the *Local Government Act 1993* and General Regulations 2005, Council must provide a statement of the Joint Organisations Revenue Policy and the basis in which charges will be made.

The Joint Organisation’s Revenue Policy goal is to ensure that the approved activities of the organisation are funded in a manner that ensures the operational effectiveness and financial sustainability for the organisation.

In pursuit of this goal, the following financial strategies will be followed:

- To raise sufficient revenue to match the approved activities of the Joint Organisation
- To generate revenue in a fair and equitable manner, over time to ensure there is sufficient capacity to meet operational costs and project expenses
- To establish reserves sufficient to meet obligations to staff, stakeholders and member Councils

## 2 PRICING PRINCIPLES

The following principles will be utilised when establishing a price for services:

- a) A flat fee for 50% plus a 50% per capita fee for all member Councils in order for the Organisation to perform the principle functions of delivering on strategic regional priorities, regional leadership and intergovernmental cooperation
- b) Member contributions will increase each year by the maximum permissible amount for general rate increases as determined by the Independent Pricing and Regulatory Tribunal (IPART)
- c) A ‘User Pays’ pricing model for the provision of works associated with special projects/activities approved by the Board
- d) Should the organisation seek to compete in a market, where private business is a competitor, the notion of competitive neutrality will be observed – the organisation will not seek to gain a net competitive advantage simply by virtue of its public sector membership.

### 3 CONTRIBUTION AND CHARGES

The following contributions and charges shall be applied in 2020/21:

a) Member council contributions

	2016 Census	Flat Fee	Per Capital Contribution	Total	2.7% Rate Peg	Total \$
Armidale	31,500	8,500	19,080	27,580	740	28,320
Glen Innes	8,800	8,500	5,330	13,830	370	14,200
Inverell	17,300	8,500	10,480	18,980	510	19,490
Moree	13,750	8,500	8,330	16,830	450	17,280
Narrabri	13,400	8,500	8,120	16,620	450	17,070
Tenterfield	7,150	8,500	4,330	12,830	350	13,180
Uralla	6,350	8,500	3,850	12,350	330	12,680
	98,250	59,500	59,520	119,020	3200	122,220

b) GIPA (*Government Information (Public Access) Act 2009*)

A processing charge based on hourly Staff Services fee is applied where applicable. Subject to notes 1 to 4.	\$30 per application
<p>NOTE:</p> <ol style="list-style-type: none"> <li>1. Application fee covers costs of receiving application including registration and initial discussions with applicants. Any applications requiring more than ½ hour file research will involve processing charges (subject to note 4).</li> <li>2. An advance deposit may also be required in accordance with Section 68 and 69 of the <i>Government Information (Public Access) Act 2009</i>, if Council's costs are likely to exceed the application fee.</li> <li>3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship.</li> <li>4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs.</li> </ol>	
Research and Processing	\$30 per hour
Application for review of determination	\$40 per application

# PART B – 2020/21 BUDGET

## NEW ENGLAND JOINT ORGANISATION 2020-2021 BUDGET

AS AT 01/07/2020

<b>Income</b>	<b>NOTE</b>	<b>2020-21 Original Budget</b>
<b>Income from Continuing Operations</b>		
Council Contributions	1	122,220
Interest & Investment Revenue		500
Other Revenue		
Grants & Contributions provided for Operating Purposes	2	150,000
<b>Total Income from Continuing Operations</b>		<b>272,720</b>
<b>EXPENSES</b>	<b>NOTE</b>	<b>2020-21 Total Budget</b>
<b>Expenses from Continuing Operations</b>		
Employee Benefits & On-Costs	3	75,308
Administrative Expenses	4	29,580
Other Expenses	5	17,800
JO Grant Funded Projects	6	150,000
JO Council Funded Projects	7	0
<b>Total Expenses from Continuing Operations</b>		<b>272,688</b>
<b>Sub Total</b>		<b>32</b>
<b>Transfers from Cash Reserves</b>		<b>0</b>
<b>Net Operating Profit / (Loss) for the Year</b>		<b>32</b>

<b>NOTES</b>	<b>NOTE</b>	<b>2020-21 Total Budget</b>
<b>Council Contributions</b>	<b>1</b>	
Armidale Regional Council		28,320
Glen Innes Severn Shire Council		14,200
Inverell Shire Council		19,490
Moree Shire Council		17,280
Narrabri Shire Council		17,070
Tenterfield Shire Council		13,180
Uralla Shire Council		12,680
		122,220
<b>Grants &amp; Contributions provided for Operating Purposes</b>	<b>2</b>	
OLG - Joint Organisation Capacity Building Fund		150,000
		150,000
<b>Employee Benefits &amp; On-Costs</b>	<b>3</b>	
Salaries - Executive Officer		63,860
Superannuation		6,067
Leave Entitlements Provisions		3,684
Workers Compensation Insurances		1,697
		75,308
<b>Administrative Expenses</b>	<b>4</b>	
Bank Fees		160
Advertising		500
Accountancy Software		1,200
Audit Fees		6,500
Financial Statement Templates		3,000
Printing & Stationary		2,500
Telephone		720
Web Site Expenses		1,300
Email Hosting		1,200
Information Technology		2,500
Contingency Funds		10,000
		29,580
<b>Other Expenses</b>	<b>5</b>	
Travel Expenses - OLG Meetings		10,500
Travel Expenses - EO		7,300
		17,800
<b>JO Grant Funded Projects</b>	<b>6</b>	
Capacity Building Projects		150,000
		150,000
<b>JO Council Funded Projects</b>	<b>7</b>	
		0
		0