



OPERATIONAL PLAN 2019/20

May 2019

Version	1.0
Date	May 2019
Prepared by	Interim Executive Officer
Adopted by Board	
Reviewed	
Amended	

PART A – REVENUE POLICY

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) An equal contribution by 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 2019/20:

- a) Member council contributions
 - Equal contributions of \$5,000
- 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"> 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). 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. 3. A 50% reduction in fees applies for eligible pensioners and non-profit organisations under financial hardship. 4. First 20 hours free of processing charge for person accessing documents relating to their personal affairs. 	
Research and Processing	\$30 per hour
Application for review of determination	\$40 per application

PART B – 2019/20 BUDGET

NEW ENGLAND JOINT ORGANISATION					
2019-2020					
DRAFT BUDGET					
AS AT 1-7-2019					
0% of year complete					
Income					
	NOTE	2019-2020 Total Budget	2019-2020 Actuals	Variance	(%)
Income from Continuing Operations					
Council Contributions	1	35,000		(35,000)	0.0%
Interest & Investment Revenue		1,000		(1,000)	0.0%
Other Revenue		0		0	0.0%
Grants & Contributions provided for Operating Purposes	2	0	-	0	0.0%
Total Income from Continuing Operations		36,000	0	(36,000)	0%
EXPENSES					
	NOTE	2018-2019 Total Budget	2018-2019 Actuals	Variance	(%)
Expenses from Continuing Operations					
Employee Benefits & On-Costs	3	72,707	-	-72,707	0.0%
Administrative Expenses	4	28,780	-	-28,780	0.0%
Other Expenses	5	9,000	-	-9,000	0.0%
JO Grant Funded Projects	6	80,000	-	-80,000	0.0%
Total Expenses from Continuing Operations		190,487	0	-190,487	0%
Sub Total		-154,487	0	154,487	
Transfers from Cash Reserves		155,000	0	-155,000	
Net Operating Profit / (Loss) for the Year		513	0	-513	
NOTES					
	NOTE	2018-2019 Total Budget	2018-2019 Actuals	Variance	(%)
Council Contributions					
	1				
Armidale Regional Council		5,000		(5,000)	0.0%
Glen Innes Severn Shire Council		5,000		(5,000)	0.0%
Inverell Shire Council		5,000		(5,000)	0.0%
Moree Shire Council		5,000		(5,000)	0.0%
Narrabri Shire Council		5,000		(5,000)	0.0%
Tenterfield Shire Council		5,000		(5,000)	0.0%
Uralla Shire Council		5,000		(5,000)	0.0%
		35,000	0		
Grants & Contributions provided for Operating Purposes					
	2				
OLG Joint Organisation Establishment Funding				0	0.0%
		0	0	0	0.0%
Employee Benefits & On-Costs					
	3				
Salaries - Executive Officer		62,000		(62,000)	0.0%
Superannuation		5,890		(5,890)	0.0%
Leave Entitlements Provisions		3,577		(3,577)	0.0%
Workers Compensation Insurances		1,240		(1,240)	0.0%
		72,707	0	(72,707)	0.0%
Administrative Expenses					
	4				
Bank Fees		160		(160)	0.0%
Advertising		500		(500)	0.0%
Accountancy Software		900		(900)	0.0%
Audit Fees		6,000		(6,000)	0.0%
Financial Statement Templates		3,000		(3,000)	0.0%
Printing & Stationary		2,500		(2,500)	0.0%
Telephone		720		(720)	0.0%
Web Site Expenses		1,300		(1,300)	0.0%
Email Hosting		1,200		(1,200)	0.0%
Information Technology		2,500		(2,500)	0.0%
Contingency Funds		10,000		(10,000)	0.0%
		28,780	0.00	(28,780)	0.0%
Other Expenses					
	5				
Travel Expenses - OLG Meetings		6,000		(6,000)	0.0%
Travel Expenses - EO		3,000		(3,000)	0.0%
		9,000	0.00	(9,000)	0.0%
JO Grant Funded Projects					
	6				
Strategic Projects		80,000		(80,000)	0.0%
		80,000	0	(80,000)	0.0%