

PROCEDURE

2018/10 – 001/2

ADVOCACY & LEADERSHIP



NAMOI UNLIMITED

Premier agricultural region in Australia

Date	Type	Version	Revisions	Endorsed
02/10/2018	Draft document review	1.0	Document introduction	02/10/2018
03/10/2018	Document Implemented	2.0	-	02/10/2018

Abstract

This Advocacy and Leadership Policy outlines the guiding principles and standards within a framework by which Namoi Joint Organisation of Councils trading as Namoi Unlimited, for *Advocacy and Leadership* activities to be conducted.

Related Documents

ATTACHMENT 001/1	Advocacy and Leadership Policy
ATTACHMENT 001/2	Advocacy and Leadership Procedure
ATTACHMENT 001/3	Template for a proposed position of Advocacy or Leadership
ATTACHMENT 001/4	Advocacy and Leadership Report Template
ATTACHMENT 001/5	Advocacy and Leadership Register

Definitions¹

Advocate (1) to recommend publically; (2) one who defends, vindicates, or espouses a cause by argument, **Advocacy** (adj).

Leader a guiding or directing head.

Advocacy or Leadership position is a topic resolved by the Members as a position to advocate upon.

Any definitions not described can be found in the Namoi Unlimited in the Charter, the Code of Meeting Practice and any other official document of Namoi Unlimited.

1. PURPOSE

The Policy and associated documents have been designed to assist and guide Member Council's of Namoi Unlimited to determine, assess and endorse positions of *Advocacy and Leadership*.

This Procedure is designed to assist and guide individuals and organisations to prepare and submit a position of *Advocacy and Leadership* for consideration by Namoi Unlimited.

2. SCOPE

Official positions of *Advocacy and Leadership* must be evidenced by facts to build the understanding among members, target audiences and the community of any aspect or any issue.

¹ The Macquarie Dictionary, Macquarie University NSW 1986

PROCEDURE

2018/10 – 001/2

ADVOCACY & LEADERSHIP



NAMOI UNLIMITED
Premier agricultural region in Australia

3. APPLICATION OF THE PROCEDURE

Advocacy and Leadership on and by Namoi Unlimited will only be undertaken when it has been requested, reviewed, deemed appropriate, and approved.

3.1 Who can propose a position of *Advocacy or Leadership*

- (i) The Chairperson proposing a position of Advocacy or Leadership to the Members at a Meeting.
- (ii) A Member proposing a position of Advocacy or Leadership to the Members at a Meeting.

3.2 Positions of *Advocacy and Leadership* can be identified under two distinct categories:

- (i) Defined under the current Namoi Unlimited Strategic Regional Priorities
- (ii) Defined under the key function of a Joint Organisation - Advocacy and Leadership

3.3 How to propose a position of *Advocacy or Leadership*

- (i) Proposed by the Chairperson or a Member
The Chairperson or a Member can propose a position of Advocacy or Leadership at a Meeting.
- (ii) Proposed by a constituent living or organisation operating within in the Namoi region

A constituent living or organisation operating within the Namoi region must complete the ATTACHMENT 001/3 Template for a proposed position of Advocacy or Leadership.

A constituent living or organisation operating within the Namoi region must then meet with one of the Member representatives (the Mayor) to discuss the proposed position of advocacy.

3.4 Decisions of a Member on a proposed position of advocacy

- (i) The Member who meets with a constituent living or organisation to discuss the proposed position of advocacy, may deem that the proposed position of advocacy is not a regional issue for the Joint Organisation or they may refer the proposed position to all Members of Namoi Unlimited to respond and address and Local Government Authorities.
- (ii) The Member who believes that the position of advocacy may be a regional issue for the Joint Organisation will refer the completed Template for Advocacy and Leadership to the Executive Officer.

3.5 Collate proposed positions of *Advocacy and Leadership*

Completed templates for a proposed position of *Advocacy or Leadership* are to be provided to the Executive Officer to prepare a report for a Member Workshop or Information Session.

PROCEDURE

2018/10 – 001/2

ADVOCACY & LEADERSHIP



NAMOI UNLIMITED

Premier agricultural region in Australia

3.6 Proposed positions of Advocacy and Leadership presented to a Board Workshop

Members will have the opportunity to discuss and debate a position of *Advocacy and Leadership* and should form a position as to whether the Members are satisfied that;

- (i) The *advocacy or leadership* proposed to be undertaken is to advance the mission of the Joint Organisation; or
- (ii) The topic of advocacy is within the Strategic Regional Priorities or the Annual Business Plan; and

AND

- (iii) The topic of *Advocacy and Leadership* is not for the purpose of advancing a particular political party or candidate or campaigning against a particular party or candidate it does not have a purpose of engaging in or promoting activities that are unlawful;
- (iv) The *Advocacy and Leadership* does not have a purpose of engaging in or promoting activities that are contrary to public policy i.e., the rule of law, our constitutional system, and the safety of the public or national security.

3.7 Determination on a proposed position of *Advocacy and Leadership*;

By way of a resolution at a Meeting, the Members may adopt, reject or amended a position of *Advocacy or Leadership* at any time.

Any position is supported by a unanimous resolution of Members.

3.8 If, the proposed position is supported by Members

The Executive Officer will then move to complete ATTACHMENT 001/4 Advocacy and Leadership Report Template to be presented to a future meeting.

The Members may also determine any additional scope of consultation to be undertaken to develop the Advocacy and Leadership Report.

3.9 If, the proposed position is NOT supported by Members

The Executive Officer will communicate the constituent living or organisation operating within in the Namoi region the reasons that the proposed position is NOT supported by the Members.

3.10 Actions to be taken for agreed positions of Advocacy and Leadership

ATTACHMENT 001/4 Advocacy and Leadership Report Template will include actions to be undertaken by the Chairperson or the Executive Officer in pursuit of a position of Advocacy and Leadership.

3.11 Register and ongoing reporting of Advocacy and Leadership

The Executive Officer will maintain ATTACHMENT 001/5 Advocacy and Leadership Register. Reports against progress will be presented to the Chairperson and at meetings of the Members as required.

PROCEDURE

2018/10 – 001/2

ADVOCACY & LEADERSHIP



4. RESPONSIBILITIES

4.1 Chairperson or their nominee

The Chairperson or their nominee will be the public spokesperson for positions of *Advocacy and Leadership*.

4.2 Member Councils

- (i) Members may consult, seek feedback and provide evidence to support or reject a position.
- (ii) Members will uphold any position of *Advocacy and Leadership* endorsed by resolution.
- (iii) A Member must present the Advocacy and Leadership Register at least once a year to a meeting of their Council to affirm or amend a Member Councils position.

4.3 Executive Officer

- (i) The Executive Officer is responsible to preparing any documents and evidence to prepare a position of official *Advocacy and Leadership* for consideration as part of preparation of a Business Paper for a Members meeting.
- (ii) The Executive Officer is responsible for executing any actions determined by the members in pursuit of advocacy.
- (iii) The Executive Officer is responsible for reporting progress on an official advocacy position.