



NAMOI UNLIMITED

Premier agricultural region in Australia

AGENDA

NOTICE is hereby given that meeting of **the BOARD** of Namoi Joint Organisation of Councils trading as NAMOI UNLIMITED will be held on **TUESDAY 7 AUGUST 2018** at the Living Classroom, Bingara commencing at **12.45PM**.

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER	4
2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE	4
3. PUBLIC FORUM AND/OR PRESENTATIONS	4
4. CONFIRMATION OF MINUTES.....	5
5. DISCLOSURES OF INTERESTS.....	12
6. CHAIRPERSON MINUTES	13
6.1 Uralla Shire Council Non-Voting Membership Rescission 7. NOTICES OF MOTIONS.....	13
8. NOTICE OF MOTION OF RESCISSION (IF APPLICABLE).....	15
9. REPORTS ENDORSED BY JOLT	16
9.1 ELECTION OF THE CHAIR AND DEPUTY CHAIR OF JOLT.....	16
9.2 Namoi Roads Network Strategy.....	17
9.3 Code of Meeting Practice - ATTACHMENT A.....	19
9.4 Tasks Specific to the Wind up of the Unincorporated Association – ATTACHMENT B..	20
9.5 Statement of Revenue Policy for 2018/19 – ATTACHMENT C	21
9.6 2018-2021 Strategic Regional Plan - ATTACHMENT D.....	22
9.7 2018-2021 Statement of Strategic Regional Priorities – ATTACHMENT E.....	23
9.8 2018-2019 Business Plan – ATTACHMENT F	24
9.9 2018-2019 Annual Budget – ATTACHMENT F	25
9.10 Communications and Engagement Plan – ATTACHMENT F	26
9.11 Joint Organisation Functions, Policy and Procedure	27
10. EXECUTIVE OFFICER REPORTS	28
10.1 Calendar of Planned Activities	28
11. REPORTS FROM DELEGATES	29
12. QUESTIONS WITH NOTICE.....	30

13. CLOSED REPORTS 31
14. CONCLUSION OF THE MEETING 32

Rebel Thomson
EXECUTIVE OFFICER
1 August 2018



NAMOI UNLIMITED

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BUSINESS PAPER

1. WELCOME, ACKNOWLEDGEMENT AND/OR PRAYER

The Mayor of Gwydir Shire Council will welcome members to the meeting and introduce observing Councillors from Gwydir Shire Council.

2. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Nil provided at time of distribution of this Notice of Meeting.

3. PUBLIC FORUM AND/OR PRESENTATIONS

Nil requested at time of distribution of this Notice of Meeting.

4. CONFIRMATION OF MINUTES

MINUTES

Minutes of the BOARD of Namoi Joint Organisation of Councils trading as NAMOI UNLIMITED held on TUESDAY 3 JULY 2018 in the Council Chambers, Gunnedah Shire Council from 12.45PM.

1. OPENING AND WELCOME

The Mayor of Gunnedah Shire Council welcomed members to Gunnedah Shire and introduced the observing Councillors from Gunnedah Shire Council.

1.1 Present and Apologies

RESOLUTION:	<p>THAT, the present and apologies for the meeting on the 3 July 2018 are noted.</p> <p>THAT, a request for leave of absence from Cr Andrew Hope Liverpool Plains Shire Council, Cr Michael Pearce and Mr Andrew Hopkins Uralla Shire Council.</p>		
ENDORSED			
MEMBERS		PRESENT	APOLOGY
Cr Jamie Chaffey (Chairperson)	Gunnedah Shire Council	✓	
Cr John Coulton	Gwydir Shire Council	✓	
Cr Andrew Hope	Liverpool Plains Shire Council		✓
Cr Doug Hawkins	Liverpool Plains Shire Council	✓	
Cr Col Murray (Deputy Chair)	Tamworth Regional Council	✓	
Cr Eric Noakes	Walcha Council	✓	
Alison McGaffin	Department of Premier and Cabinet	✓	
NON-VOTING REPRESENTATIVES			
Cr Michael Pearce	Uralla Shire Council		✓
Eric Groth	Gunnedah Shire Council	✓	
Max Eastcott	Gwydir Shire Council	✓	
Ron Van Katwyk	Liverpool Plains Shire Council	✓	
Paul Bennett	Tamworth Regional Council	✓	

Andrew Hopkins	Uralla Shire Council		✓
Jack O'Hara	Walcha Council	✓	
Rebel Thomson	Namoi Unlimited	✓	
	Office of Local Government		✓
MOVED:	WALCHA COUNCIL		
SECONDED:	TAMWORTH REGIONAL COUNCIL		
CARRIED			

2. ACKNOWLEDGEMENT OF COUNTRY

The Chair and members of Namoi Joint Organisation of Councils acknowledged the land on which they met, the land of the Kamilaroi, and paid respect to Elders of the past, present and future as well as the young people.

3. DISCLOSURES OF INTERESTS

No disclosures of interest relating to the business to be transaction on the 3 July 2018 were announced to the meeting.

4. RECOMMENDATIONS FROM JOLT

4.1 ELECTION OF JOLT CHAIR AND DEPUTY CHAIR

RESOLUTION:	THAT, an election for the Chair of the Joint Organisation Leadership Team (JOLT) will be conducted at the next JOLT meeting on the 16 July 2018.
ENDORSED	
MOVED:	GWYDIR SHIRE COUNCIL
SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
CARRIED	

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Meetings held Friday 8 June 2018

RESOLUTION:	THAT, the minutes of the previous Board meeting held on the 8 June 2018 – (ATTACHMENT A) were endorsed as a true and accurate record of the meeting.
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ENDORSED	
MOVED:	TAMWORTH REGIONAL COUNCIL
SECONDED:	WALCHA COUNCIL
CARRIED	

5.2 Minutes of the Final Meeting of the Unincorporated Association held Friday 8 June 2018

RESOLUTION:	THAT, the minutes of the previous windup meeting of the Unincorporated Association (ATTACHMENT B) meeting held on the 8 June 2018 are endorsed as a true and accurate record of the meeting.
ENDORSED	
MOVED:	TAMWORTH REGIONAL COUNCIL
SECONDED:	WALCHA COUNCIL
CARRIED	

6. ACTION ITEMS

6.1 Action Items list and Progress

RESOLUTION:	THAT, progress against actions on the List is noted.
ENDORSED	
MOVED:	GWYDIR SHIRE COUNCIL
SECONDED:	WALCHA COUNCIL
CARRIED	

6.2 Delegations to the Interim Executive Officer

RESOLUTION:	THAT, the delegations to the Interim Executive Officer are endorsed.
ENDORSED	
MOVED:	GWYDIR SHIRE COUNCIL
SECONDED:	TAMWORTH REGIONAL COUNCIL
CARRIED	

6.3 Draft Code of Meeting Practice

RESOLUTION:	THAT, the Draft Code of Meeting Practice (ATTACHMENT C) be referred to the next Board meeting in August 2018.
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ENDORSED	
MOVED:	TAMWORTH REGIONAL COUNCIL
SECONDED:	GWYDIR SHIRE COUNCIL
CARRIED	

6.4 List of appropriate Policy and Procedure relevant to the establishment of the Joint Organisation and the employment of the Interim Executive Officer

RESOLUTION:	THAT, progress of developing appropriate policy and procedure for the Namoi Joint Organisation of Councils is noted.
ENDORSED	
MOVED:	WALCHA COUNCIL
SECONDED:	TAMWORTH REGIONAL COUNCIL
CARRIED	

7. OTHER REPORTS FROM THE EXECUTIVE OFFICER

7.1 Joint Organisation Implementation Updates

RESOLUTION:	THAT, the information (including ATTACHMENT D) about the development of Joint Organisations of Councils in NSW is noted.
ENDORSED	
MOVED:	TAMWORTH REGIONAL COUNCIL
SECONDED:	WALCHA COUNCIL
CARRIED	

7.2 Insurances

RESOLUTION:	THAT, insurance with Statewide Mutual is noted, documents confirming insurances are distributed to member Councils.
ENDORSED	
MOVED:	LIVERPOOL PLAINS SHIRE COUNCIL
SECONDED:	GWYDIR SHIRE COUNCIL
CARRIED	

7.3 Consultation with Councils during implementation

RESOLUTION:	THAT, the process for consultation with Member Councils as and when required in the transition to a Joint Organisation of Councils up to 30 September 2018 is endorsed to the Board for implementation.
ENDORSED	
MOVED:	TAMWORTH REGIONAL COUNCIL
SECONDED:	GWYDIR SHIRE COUNCIL
CARRIED	

7.4 Governance structure and Decision Making

7.4.1 Steering Committees and Representation

RESOLUTION:	THAT, 7.4.1 and 7.4.2 be deferred to the August Board Meeting following discussion and recommendation by JOLT on 16 July 2018.
ENDORSED	
MOVED:	TAMWORTH REGIONAL COUNCIL
SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL
CARRIED	

7.4.2 Working Groups and Representation

RESOLUTION:	THAT, 7.4.1 and 7.4.2 be deferred to the August Board Meeting following discussion and recommendation by JOLT on 16 July 2018.
ENDORSED	
MOVED:	WALCHA COUNCIL
SECONDED:	TAMWORTH REGIONAL COUNCIL
CARRIED	

7.6 Joint Organisation Strategic and Operational Collaboration

RESOLUTION:	THAT, the report is noted. THAT, a letter of congratulations on his appointment and expressing our willingness to cooperate be sent to Councillor Michael Pearce of Uralla Shire Council.
ENDORSED	
MOVED:	GWYDIR SHIRE COUNCIL
SECONDED:	LIVERPOOL PLAINS SHIRE COUNCIL

CARRIED

7.7. DRAFT Strategic Plan 2018-2021

RESOLUTION: THAT, the 2018-2021 Strategic Plan (ATTACHMENT E) be deferred for further consideration from JOLT and presentation back to the Board at the August meeting.

ENDORSED

MOVED: TAMWORTH REGIONAL COUNCIL

SECONDED: WALCHA COUNCIL

CARRIED

7.8 JOLT Deliberations on the development of the JO Business Model

RESOLUTION: THAT, the framework for the JO Business Model is endorsed.

ENDORSED

MOVED: TAMWORTH REGIONAL COUNCIL

SECONDED: WALCHA COUNCIL

CARRIED

8. COMMUNICATION AND ENGAGEMENT

8.1 DRAFT Media Release from this meeting

RESOLUTION: THAT, the draft media release (ATTACHMENT F) from the Board meeting held 3 July 2018 is endorsed with an amendment to paragraph 6.

ENDORSED

MOVED: TAMWORTH REGIONAL COUNCIL

SECONDED: WALCHA COUNCIL

CARRIED

8.2 DRAFT Communique for Representative Councils from this meeting

RESOLUTION: THAT, the draft Communique (ATTACHMENT G) for represented Councils of Namoi Joint Organisation is amended to reflect the decisions on the Code of Meeting Practice.

ENDORSED

MOVED:	GWYDIR SHIRE COUNCIL
SECONDED:	TAMWORTH REGIONAL COUNCIL
CARRIED	

Meeting closed at 1.40pm.

5. DISCLOSURES OF INTERESTS

In accordance with Council's Code of Meeting Practice and specifically Section 451 of the Local Government Act, 1993 declarations of interest are required by Councillors and designated staff attending the meeting.

MEMBER	ITEM	REPORT	Type of Interest Declared (P, SNP, LSNP, RC)	REASON
STAFF	ITEM	REPORT	Type of Interest Declared (P, SNP, LSNP, RC)	REASON
P – Pecuniary, SNP – Significant Non Pecuniary, LSNP – Less than Significant Non Pecuniary, RC – Remain in Chamber during consideration/discussion of item.				

6. CHAIRPERSON MINUTES

6.1 Uralla Shire Council Non-Voting Membership Rescission

7. NOTICES OF MOTIONS

Nil provided at time of distribution of this Notice of Meeting.

8. NOTICE OF MOTION OF RESCISSION (IF APPLICABLE)

Nil provided at time of distribution of this Notice of Meeting.

9. REPORTS ENDORSED BY JOLT

9.1 ELECTION OF THE CHAIR AND DEPUTY CHAIR OF JOLT

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	Nil
Financial	Nil
Strategic Link	<i>Item 4.5 Joint Organisation Leadership Team in the Joint Organisation Charter says: Recognising the role of General Managers in providing advice to the Mayor. The General Managers will form a reference group for the consideration and provision of strategic advice to the board.</i>
Attachments	Nil

RECOMMENDATION TO THE BOARD:	THAT, the appointment of Paul Bennett as Chair and Eric Groth as Deputy Chair of JOLT is NOTED.
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PURPOSE: Conduct an election for a Chair and Deputy Chair of JOLT

BACKGROUND: An election for a Chair and Deputy Chair of JOLT is to be held at the July meeting.

This will align the election of a Chair and Deputy Chair of JOLT to the election of a Chairperson and Deputy Chairperson of the JO.

The individuals elected will hold the position for two years.

The role of JOLT is critical to providing the Board with sound advice and for the provision of resources to the Joint Organisation.

JOLT also work closely with the Executive Officer to execute the strategic and operational opportunities for collaboration.

COMMENTARY: Max Eastcott stood down from the position of Chair and the Executive Officer took the role of returning officer.

Nominations for Chair requested, Eric Groth nominated Paul Bennett, seconded Max Eastcott, Paul Bennett accepted the nomination. No further nominations were received – Paul Bennett elected Chair of JOLT.

Nominations for Deputy Chair requested, Paul Bennett nominated Eric Groth, seconded Jack O'Hara, Eric Groth accepted the nomination. No further nominations were received – Eric Groth elected Deputy Chair of JOLT.

Members expressed a sincere vote of thanks to Max Eastcott for his work as the Chair.

9.2 Namoi Roads Network Strategy

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	Nil
Financial	Nil
Strategic Link	2.5 Collaborate on the pursuit of regional infrastructure priorities.
Attachments	Nil

RECOMMENDATION TO THE BOARD: THAT, the project report and the potential extension of this project to the end of August is noted.

PURPOSE: Provide an update to the Board on the Namoi Roads Network Strategy

BACKGROUND: The Roads and Transport Working Group with the NSW Roads and Maritime Services completed Stage 1 of the Namoi Roads Network Strategy to identify the regionally significant pinch points and safety considerations on the roads network.

Stage 2 of the Namoi Roads Network Strategy is a consultancy to collate the pinch points into corridors, conduct BCRs on the pinch points to achieve an cumulative BCR for a corridor.

This pilot is being funded by the NSW Roads and Maritime Services.

COMMENTARY: A meeting of the Roads and Transport Working Group with consultants Rhelm was held on Thursday 5 July 2018. The outcomes of that meeting were:

Members of the working group were asked to affirm the assumptions at the base of the model, for example, a 30 year life of the asset, traffic growth estimate of 1.5%, speed is as per google maps for the purposes of developing the model.

Members reviewed information and modelling on a number of corridors, the opportunity was for members to consider how the results and the groups of assets combined were grouped, any changes to the corridor groups needs to be advised to Rhelm as soon as possible.

Stakeholder engagement seemed to be limited to the freight industry, in general industry is not necessarily looking to divert to the upgraded route, but addressing the pinch point will mean that the route would mean operators would move from GML to HML.

B-triple access and Tamworth to Gunnedah remains the major concern for industry.

Assumptions have been made about traffic growth, road managers were asked to check that the assumptions included any known developments in the area to impact growth beyond the base of 1.5%.

There have been some delays in the delivery of information to the consultants and the stakeholder engagement.

Potential considerations for 2018-2019:

Regional coordination, collation and collection of data around pinch points.

Consider collections and information gathering on approach and past the pinch point to try and develop origin and destination data.

Consideration to be given to ongoing consultation with industry and freight providers to build knowledge and industry support for the process and the projects.

At the commencement of this process members were advised that if they wanted to submit a pinch point to the Namoi Roads Network Strategy it needed to be strategic and or address safety. Members were also asked to have traffic data and concepts available.

The costs of concepts were discussed and the RMS has offered to review the costings for the identified solutions. This may create a delay in the deadline for the project. It was agreed that if the RMS had the capacity to undertake this work it would be helpful.

Deadline for the completion of the project if the RMS is able to undertake this work is now end August.

Any Council that requires the base information being collated by Rhelm is to contact Rhelm and obtain the information they need and discuss prioritising this work. The Council may also like to talk to Rhelm about completing additional work.

Overall it appears that the grouping of pinch points for consideration will prove helpful for member Councils in building a Business Case. In some cases this also includes combining a Council asset with an RMS asset.

9.3 Code of Meeting Practice - ATTACHMENT A

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	<i>NSW Local Government Act 1993 (the Act)</i> and the Regulation
Financial	Nil
Strategic Link	Nil
Attachments	ATTACHMENT A

RECOMMENDATION TO THE BOARD: THAT, progress on the review of the Code of Meeting Practice is noted, and that the draft is forwarded to the Office of Local Government for review.

PURPOSE: Adoption of a Code of Meeting Practice for the Namoi Councils Joint Organisation

BACKGROUND: Joint Organisations are required to adopt and implement the Local Government Code of Meeting Practice.

COMMENTARY: **ATTACHMENT A** is the draft Code of Meeting Practice is compliant *NSW Local Government Act 1993 (the Act)* and the Regulation. The following differences are noted:

- the board of a joint organisation may transact any of its business at a meeting at which representatives (or some representatives) participate by telephone or other electronic means, but only if the representative who is speaking can be heard by all other representatives
- a motion at a joint organisation board meeting is taken to be defeated in the event of an equality of votes—in other words, unlike councils, the chairperson of a joint organisation board does not have a casting vote
- to allow non-voting representatives to participate in debate, non-voting representatives should be permitted to speak (but not move, second, amend or vote) on motions.

The document has been developed from:

- The Tamworth Regional Council Code of Meeting Practice
- A review by JOLT members
- A review by OLG Engagement Officer
- Review by the Governance team at Tamworth Regional Council

A further review by JOLT members before being presented to the Board.

Once endorsed by the Board, practice will reflect the Code and this document is to be placed on the website.

9.4 Tasks Specific to the Wind up of the Unincorporated Association – **ATTACHMENT B**

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	Nil
Financial	2017-2018 End of Financial Year
Strategic Link	Nil
Attachments	ATTACHMENT B

RECOMMENDATION TO THE BOARD:

THAT, the end of financial year report 2017-2018 presented to JOLT is noted, **ATTACHMENT B**.

THAT, the end of year financial reports are noted and that the Hon Auditor Tamworth Regional Council commence the financial year review and report by the end of September 2018.

PURPOSE: Provide the Board with an updated financial position to 30 June 2018.

BACKGROUND: The financial report includes a reconciliation of the JO accounts to the end of June 2018.

Outstanding payments have been estimated at 30 June 2018 are noted. A final account from Gwydir Shire Council to the 30 June 2018 has not been received.

The reconciliation of the Executive Officer salary and expenses has been completed.

The status of outstanding amounts owed to the Joint Organisation by the ATO needs to be pursued by the EO.

With the finalisation of the year end accounts, the accounts and supporting information can be sent for Audit.

COMMENTARY: Nil

9.5 Statement of Revenue Policy for 2018/19 – ATTACHMENT C

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Statement of Revenue Policy 2018/19
Legal	<i>NSW Local Government Act 1993 (the Act)</i> and the Regulation
Financial	Nil
Strategic Link	Joint Organisation Implementation Checklist
Attachments	ATTACHMENT C

RECOMMENDATION TO THE BOARD: THAT, the Statement of Revenue Policy for 2018-2019 financial year is endorsed.

PURPOSE: Provide JOLT and the Board with a draft Revenue Policy

BACKGROUND: Joint organisations proclaimed on the 11 May 2018 are required to adopt a statement of revenue policy for 2018/19, including a budget by 31 August 2018. The statement of revenue policy and budget will be for the period from 30 June 2018 to 30 June 2019.

The Executive Officer used the Revenue Policy of Tamworth Regional Council to draft Attachment C. JOLT was asked to review the attachment and provide advice at their meeting on the 16 July 2018.

COMMENTARY: Once endorsed by the Board this document is to be placed on the website.
The Statement of Revenue Policy is required to be placed on public exhibition.

9.6 2018-2021 Strategic Regional Plan - ATTACHMENT D

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	<i>NSW Local Government Act 1993 (the Act)</i> and the Regulation
Financial	Nil
Strategic Link	The principal functions of Namoi Joint Organisation of Councils Joint Organisation will be to: <ul style="list-style-type: none">A. Establish strategic regional priorities for the joint organisation area and develop strategies and plans for delivering these priorities.B. Provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities.C. Identify and take up opportunities for intergovernmental collaboration on matters relating to the joint organisation area.
Attachments	ATTACHMENT D

RECOMMENDATION TO THE BOARD: THAT, the 2018-2021 Strategic Regional Plan is endorsed.

PURPOSE: Provide the Board with the DRAFT Strategic Regional Plan for the Namoi Joint Organisation of Councils.

BACKGROUND: Joint Organisations of Councils are required to deliver a Statement of Strategic Directions. In order to complete the Statement, a Strategic Plan has been developed.

COMMENTARY: Member Councils have participated in three development sessions with Seftons to identify the strategic regional priorities for the period.

JOLT and the Board have considered drafts of the Plan, and a further review of the Plan was conducted by JOLT on the 16 July 2018, the draft Strategic Regional Plan is provided at ATTACHMENT D.

Once endorsed by the Board this document is to be placed on the website.

9.7 2018-2021 Statement of Strategic Regional Priorities – ATTACHMENT E

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	<i>NSW Local Government Act 1993 (the Act)</i> and the Regulation
Financial	Nil
Strategic Link	The Local Government (General) Amendment (Regional Joint Organisations) Regulation 2018 requires that each joint organisation prepare a short statement of strategic regional priorities and the strategies and plans.

Attachments **ATTACHMENT E**

RECOMMENDATION TO THE BOARD: THAT, the Statement of Strategic Regional Priorities is endorsed.

PURPOSE: Provide the Board with the DRAFT Statement of Strategic Regional Plan for the Namoi Joint Organisation of Councils.

BACKGROUND: Joint Organisations of Councils are required to deliver a Statement of Strategic Directions.

At a minimum, each statement of regional priorities should include:

Vision — the joint organisation’s vision for the region

Priorities — approximately five strategic priorities the joint organisation plans to focus on

Strategies — a small number of strategies the joint organisation will undertake to deliver each priority

Stakeholders — agencies and organisations the joint organisation will work with to deliver activities and achieve its priorities.

The simplified Statement forms part of the Communications and Engagement Plan, which is included in the draft Business Plan. This more simplified statement is intended to assist with communications around what the JO will do, address perceptions that the JO is undertaking tasks of local government or perceived as the fourth tier of government.

In 2017, post the development of the Annual Business Plan, a short one page summary of the directions in the Annual Business Plan was developed for Councils.

The statement is a key tool for joint organisations and must be developed by 31 December 2018 or within six months of establishment, whichever is later.

COMMENTARY: Member Councils have participated in three development sessions with Seftons to identify the strategic regional priorities for the period.

JOLT and the Board have considered drafts of the Plan, and a further review of the Plan was conducted by JOLT on the 16 July 2018, the draft Strategic Regional Plan is provided at **ATTACHMENT E**.

Once endorsed by the Board this document is to be placed on the website.

9.8 2018-2019 Business Plan – ATTACHMENT F

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	Nil
Financial	Nil
Strategic Link	Good practice determines the development of a Business Plan annually to outline how activity will align with the Strategic Regional Plan.
Attachments	ATTACHMENT F

RECOMMENDATION TO THE BOARD: THAT, the Board endorses the 2018-2019 Business Plan.

PURPOSE: To provide the Board with the proposed 2018-2019 Business Plan

BACKGROUND: An annual Business Plan provides the basis for annual activity, reporting and budgeting.

COMMENTARY: Member Councils have participated in three development sessions with Seftons to identify the strategic priorities.

From the strategic priorities a Business Plan of activity has been developed and was workshopped with the Board at their meeting in June and July.

As part of developing the 2018-2019 Annual Business Plan and confirmation of members and their contribution to the activity planned, a budget has been prepared.

Once endorsed by the Board this document is to be placed on the website.

9.9 2018-2019 Annual Budget – ATTACHMENT F

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	Nil
Financial	Nil
Strategic Link	Good practice determines the development of a budget aligned to the Business Plan annually to outline how activity will align with the Strategic Regional Plan.
Attachments	ATTACHMENT F

RECOMMENDATION TO THE BOARD: THAT, the Board endorses the 2018-2019 Budget included in the business plan.

PURPOSE: To provide the Board with a detailed budget which is summarised in the annual business plan and the Statement of Revenue Policy

BACKGROUND: Developing an annual budget provides the framework for income and expenditure for the 2018-2019 financial year.

COMMENTARY: The budget has been prepared on the following Income assumptions:
The NSW Government will provide \$300,000 (ex GST) for the establishment of the Joint Organisation
Membership fees of the five Namoi members is set at \$30,000 (ex GST) for the 2018-2019 financial year
Non-voting membership will be received from Uralla Shire Council of \$15,000 (ex GST) as per the resolution of the Council on the 26 June 2018
Any surplus funds to 30 June 2018 can not be estimated until the wind up of the Unincorporated association can be completed by 30 September 2018
Any surplus funds to 30 June 2018 that belong to the Namoi Water Alliance are to be confirmed by the 30 September 2018.

9.10 Communications and Engagement Plan – ATTACHMENT F

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	Nil
Legal	<i>NSW Local Government Act 1993 (the Act)</i> and the Regulation
Financial	Nil
Strategic Link	OLG requires a Communications and Engagement Plan to be developed and submitted. The Communications and Engagement Plan forms part of the annual business plan.

Attachments **ATTACHMENT F**

RECOMMENDATION TO THE BOARD: THAT, the Board endorses the Communications and Engagement Plan included in the business plan.

PURPOSE: Provide the Board with the Draft Communications and Engagement Plan

BACKGROUND: OLG requires a Communications and Engagement Plan to be developed and submitted. The Communications and Engagement Plan forms part of the annual business plan.

COMMENTARY: JOLT will develop a framework for reporting value of being part of the Joint Organisation.

The Budget includes provision for a resource to coordinate Communications and Engagement across projects, re-establish the organising social media presence and to conduct campaign activity.

The Executive Officer is proposing that the JO invests in Communications and Engagement to:

- Action communications and engagement within projects and activities
- Commence industry, business and community engagement in projects
- Enable the Executive Officer to focus on the pursuit of the strategy and business plan

Member Councils should remain responsible for the distribution of Communiques and information through their existing communications channels.

A project brief will be prepared on endorsement of the budget.

9.11 Joint Organisation Functions, Policy and Procedure

Meeting	JOLT 16 July 2018
Author	Executive Officer
Policy	As described
Legal	<i>NSW Local Government Act 1993 (the Act)</i> and the Regulation
Financial	Nil
Strategic Link	There are two identified ways for the JO to adopt policy and procedure: <ol style="list-style-type: none">1. The Board resolves to develop and adopt a specific JO policy2. The Board resolves to delegate the function and application of Policy and Procedure to a Member Council
Attachments	Nil

RECOMMENDATION TO THE BOARD:

THAT, the function and provision of Office Space for the Executive Officer including emergency and evacuations is delegated to Tamworth Regional Council.

THAT, the administration of the Bank Account, payment of accounts and reporting is delegated to Tamworth Regional Council.

THAT, the functions of human resources, including recruitment and termination, employment, incident response and reporting, investigations into Staff Conduct, discipline, performance management systems, grievances, induction, training and professional development, the provision and management of a motor vehicle, and private use is delegated to Tamworth Regional Council.

THAT, the provision of ICT, equipment and services including but not limited to telephone, computers and mobile services, systems for records and document management is delegated to Tamworth Regional Council.

PURPOSE: To identify policy and procedure for the Joint Organisation

BACKGROUND: At the June meeting of the Board, JOLT was asked to detail policy and procedure applicable to the employment of an Executive Officer and what and how policy and procedure would apply or be implemented.

JOLT has an identified list of appropriate policy and procedure that may be applicable to the Joint Organisation or the employment of an Executive Officer.

COMMENTARY: The Board is seeking to maintain a lean and effective organisation. The development and maintenance of a specific Joint Organisation policy or procedure unless legislated could prove to be time consuming for the organisation, the Executive Officer and JOLT to manage.

From a risk management perspective it would also be sensible and a low risk model to assume that if a member Council takes on the function of a delegation, the policy and procedure they would also take on the application or training of any such policy and procedure.

10. EXECUTIVE OFFICER REPORTS

10.1 Calendar of Planned Activities

Aug	6	NSW Information and Privacy Commission, CEO Elizabeth Tydd	Gunnedah	Accepted
Aug	7	Board Meeting	Bingara	
Aug	7	NSW Information and Privacy Commission, CEO Elizabeth Tydd	Bingara	Accepted
Aug	15	NSW Joint Organisation Executive Officers meeting	Sydney	Accepted
Aug	16	NSW Joint Organisation Chairs and Executive Officers meeting	Sydney	Accepted
Aug	16	NENW Regional Plan Monitoring and Coordination Committee Meeting	Tamworth	Proposed to send a Delegate
Aug	20	JOLT	Tamworth	
Aug	19-24	Ningbo and Yinzhou Delegation in the Namoi Region	Various	Approved
Aug	19	Ningbo and Yinzhou Delegation Welcome to the Namoi Region Dinner	Willow Tree	Approved
Aug	20	DPE Population Insights presentation to JOLT (12.30pm) and to planning and economic development staff (1.30pm-2.30pm)	Tamworth	Accepted
Aug	22	Crown Lands Training	Armidale	Information provided to Councils
Aug	24	Namoi Unlimited Seminar Series (10am – 2pm)	Gunnedah	Accepted
Aug	28	Western NSW Mining and Resource Development Taskforce	VC	Accepted
Sep	4	Board Meeting	Walcha	
Sep	5	National Carp Control Plan	Tamworth	Accepted
Sep	17	JOLT	Tamworth	
Sep	28	Regional Leadership Executive – Economic Development Sub-Committee Meeting	Tamworth	Accepted

11. REPORTS FROM DELEGATES

Nil provided at time of distribution of this Notice of Meeting.

12. QUESTIONS WITH NOTICE

Nil provided at time of distribution of this Notice of Meeting.

13. CLOSED REPORTS

Nil provided at time of distribution of this Notice of Meeting.

14. CONCLUSION OF THE MEETING