

# Budget and Statement of Revenue Policy 2023/2024

Illawarra Shoalhaven  
Joint Organisation



The Illawarra Shoalhaven Joint Organisation's revenue and accounting policies are kept in accordance with the Australian Accounting Standards Board.

ISJO abides by the:

- Local Government Act (1993)
  - Local Government (General Regulation 2005)
  - Local Government Code of Accounting Practice and Financial Reporting
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## **1. Financial contributions by Member Councils**

As outlined in its Charter, the Illawarra Shoalhaven Joint Organisation (the ISJO) Member Councils contribute a monetary payment or equivalent contribution based on the following methodology:

- Equal contribution by all Member Councils in order to perform the principal functions of delivering on strategic regional priorities, regional leadership and intergovernmental cooperation, and
- Contributions by participating Member Councils for other functions of enhancing strategic capacity and direct service delivery.

### Principal Functions

For 2023/2024, as in previous years, the equal contributions from Member Council will fund the principal functions (Secretariat) of the Joint Organisation. The total combined Member Council contribution to the principal functions of the Joint Organisation will therefore be \$231,942 (or just under \$58,000 per council).

This is the same level of funding as in the 2022/2023 financial year.

### Strategic Capacity and Direct Service Delivery

Wollongong City Council, Shellharbour City Council and Kiama Municipal Council have delegated to the ISJO certain functions under the NSW Biosecurity Act 2015.

The contribution to fund delivery of these functions is set at approximately \$61,167 from each participating council.

The total contribution to Weeds Action Program delivery under the Biosecurity Act 2015 is therefore \$183,500. This is an increase of \$8,228 over the total participating council contribution in the 2022/2023 financial year.

The ISJO delivers these delegated services under the Illawarra District Weeds Authority branding.

## **2. Fees and Charges 2023/2024**

Under the Local Government Act 1993, the ISJO may charge and recover an approved fee for its services.

The ISJO must consider the following when establishing approved fees:

- the cost of provision of the service
- recommended prices suggested by outside bodies
- the importance of the service
- legislation that regulates certain fees
- Goods and Services Tax legislation

## 2.1 Illawarra District Weeds Authority

The ISJO in 2023/2024 will deliver delegated functions under the Biosecurity Act 2015 in accordance with the following schedule of fees and charges.

Details – Private Works Charges	2023/2024 fee inclusive of GST
<i>Small Scale Jobs</i> Works requiring up to 1 hour to complete. The fee includes labour (one operator), plant and chemical. Assumes chemical usage of 250 ml or 25 litres of mix	\$122 per job
<i>Large Scale Jobs</i> Works requiring more than 1 hour to complete. The fee includes one operator and all plant / equipment. Chemicals are extra	\$106 per hour
Large scale jobs requiring the services of two operators will incur an additional fee inclusive of plant equipment. Chemicals are extra	\$164 per hour
<b>NOTE:</b> An administration fee of 16.5% applies to all large-scale private works undertaken.	
Details – Private Works Charges	2022/2023 fee GST exempt
Application for a certificate from local control authority as to weed control notices, expenses and charges on land (Clause 28 (2) of Schedule 7)	\$220

## 2.2 GIPA Government Information (Public Access) Act 2009

The ISJO is empowered to levy fees and charges in relation to the carrying out of its responsibilities under the Government Information (Public Access) Act 2009. The fees and charges detailed below are unchanged from those applying in the 2022/2023 financial year.

Details	2023/2024 fee inclusive of GST
A processing charge based on an hourly Staff Services fee is applied where applicable as per Notes 1 – 4 below.	\$30 per application
<b>NOTE</b>	
1. The application fees cover the cost of receiving applications including registration and initial discussions with applicants. Any applications requiring more than one 1/2 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 Government Information (Public Access) Act 2009 if the ISJO'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. The first 20 hours are free of processing charge for those persons accessing documents relating to their personal affairs.	

Research and Processing	\$30 per hour
Application for review of determination	\$40 per application

### 3. 2022/2023 Estimates – Budget Summary

Program	Income	Expenditure	Net Operating Result before return of non-cash items and access to funds in reserve	Reserve Opening	Net Transfer to (from) Reserve	Reserve Closing
Secretariat	808,610	(1,027,366)	(218,756)	605,194	(322,744)	282,450
Waste Program	1,125,946	(1,334,730)	(208,784)	166,163	(184,977)	(18,814)
Weeds Action Program	429,650	(507,992)	(78,342)	662,336	(63,394)	598,942
Resilience	699,238	(1,291,592)	(592,354)	1,039,423	(590,461)	448,962
<b>Total</b>	<b>3,063,444</b>	<b>(4,161,681)</b>	<b>(1,098,236)</b>	<b>2,473,116</b>	<b>(1,161,576)</b>	<b>1,311,540</b>

	Draft Budget 2023/24
Member Council Contributions	
ISJO Membership	231,941
Weeds Authority	183,500
User charges and fees	95,740
Grants and Contributions	2,011,314
Interest and investment income	12,000
Other income	283,549
Internal Income	245,400
<b>Total Income</b>	<b>3,063,444</b>
Employee Costs	(1,477,549)
Administrative Expenses	(2,411,375)
Depreciation	(53,886)
Internal Expenditure	218,870
<b>Total Expenses</b>	<b>(4,161,681)</b>
<b>Net Operating Result</b>	<b>(1,098,236)</b>
<b>Non-cash adjustment</b>	
Depreciation	53,886
<b>Reserve Movements</b>	
To reserves	2,288,834
From reserves	(3,450,410)
<b>Reserve balances</b>	
Opening balance	2,473,116
Reserve Closing balance	1,311,540
<b>Unrestricted Cash Closing balance</b>	<b>136,173</b>

#### 4. 2022/2023 Estimates – Budget by Programs

##### Principal Functions (Secretariat)

Categories	Budget 2023-24
<b>Income</b>	
Grants for Operations and Project Delivery	34,000
Interest and Investment Revenue	12,000
LG Procurement Rebate	150,000
Member Council Contributions	231,941
Other Revenue	129,929
Program Overheads Recovery	245,400
Vehicle Leaseback Contributions	5,340
<b>Total Income</b>	<b>808,610</b>
<b>Expenses</b>	
Administration Expenses	(338,866)
Depreciation & Amortisation	(13,238)
Employee Benefits (Includes on & related costs for all staff which are to be recouped through overhead attribution. Secretariat direct employment costs = \$344,464)	(530,262)
Project Delivery Expenses	(145,000)
<b>Total Expenses</b>	<b>1,027,366</b>
<b>Net Operating Result</b>	<b>(218,756)</b>
<b>Non-cash and Reserve Adjustments</b>	
Add back Depreciation	13,238
Transfer to asset replacement reserves	0
<b>Reserve Movements</b>	
Transfer to Reserves	34,000
Transfer from Reserve	(356,744)
<b>Net Transfer from / to Reserves</b>	<b>(322,744)</b>
<b>Unrestricted Cash Movements</b>	<b>117,225</b>

## Environment, Waste and Sustainability Programs

Categories	Budget 2023-24
<b>Income</b>	
Grants for Operations and Project Delivery	1,110,326
Other Revenue	15,620
Vehicle Leaseback Contributions (Private use motor vehicle removed)	0
<b>Total Income</b>	<b>1,125,946</b>
<b>Expenses</b>	
Administration Expenses	(32,113)
Depreciation & Amortisation	(23,807)
Employee Benefits and Oncosts	(321,449)
Program Overheads Recovery	(95,451)
Project Delivery Expenses	(861,910)
<b>Total Expenses</b>	<b>(1,334,730)</b>
<b>Net Operating Result</b>	<b>(208,784)</b>
<b>Non-cash and Reserve Adjustments</b>	
Add back Depreciation	23,807
Transfer to asset replacement reserves	0
<b>Reserve Movements</b>	
Transfer to Reserves	1,125,946
Transfer from Reserve	(1,310,923)
<b>Net Transfer from / to Reserves</b>	<b>184,977</b>
<b>Unrestricted Cash Movements</b>	<b>0</b>

## Weeds Action Program

Categories	Budget 2023-24
<b>Income</b>	
Grants for Operations and Project Delivery	167,750
Interest and Investment Revenue	0
Member Council Contributions	183,500
Other Revenue	70,000
Vehicle Leaseback Contributions	8,400
<b>Total Income</b>	<b>429,650</b>
<b>Expenses</b>	
Administration Expenses	(99,580)
Depreciation & Amortisation	(14,948)
Employee Benefits and Oncosts	(259,781)
Program Overheads Recovery	(93,983)
Project Delivery Expenses	(39,700)
<b>Total Expenses</b>	<b>507,992</b>
<b>Net Operating Result</b>	<b>(78,342)</b>
<b>Non-cash and Reserve Adjustments</b>	
Add back Depreciation	14,948
Transfer to asset replacement reserves	0
<b>Reserve Movements</b>	
Transfer to Reserves	429,650
Transfer from Reserve	(493,044)
<b>Net Transfer from / to Reserves</b>	<b>(63,394)</b>
<b>Unrestricted Cash Movements</b>	<b>0</b>



## Resilience Program

Categories	Budget 2023-24
<b>Income</b>	
Grants for Operations and Project Delivery	699,238
Interest and Investment Revenue	0
Member Council Contributions	0
Other Revenue	0
Vehicle Leaseback Contributions	0
<b>Total Income</b>	<b>699,238</b>
<b>Expenses</b>	
Administration Expenses	(1,360)
Depreciation & Amortisation	(1,893)
Employee Benefits and Oncosts	(346,503)
Program Overheads Recovery	(29,436)
Project Delivery Expenses	(912,400)
<b>Total Expenses</b>	<b>(1,291,592)</b>
<b>Net Operating Result</b>	<b>(592,354)</b>
<b>Non-cash and Reserve Adjustments</b>	
Add back Depreciation	1,893
Transfer to asset replacement reserves	0
<b>Reserve Movements</b>	
Transfer to Reserves	699,238
Transfer from Reserve	(1,289,699)
<b>Net Transfer from / (to) Reserves</b>	<b>590,461</b>
<b>Unrestricted Cash Movements</b>	<b>0</b>

## 5. 2022/2023 Estimates – Reserves Movements

External Reserves	Opening Balance 1 Jul 23	To Reserve	From Reserve	Closing Balance 30 Jun 2024
Regional Illegal Dumping	17,313	612,399	(627,450)	2,262
Regional Waste Strategy Coordination	(4,573)	93,171	(91,121)	(2,523)
Better Waste and Recycling	(3,635)	0	0	(3,635)
Community Recycling Centre	812	60,000	(60,000)	812
OLG Capacity Building	97,728	0	(81,145)	16,583
Bald Hill Management Program	0	23,600	(5,000)	18,600
Parthenium Weed	23,985	0	(9,200)	14,785
Regional Litter Projects	20,617	0	(20,617)	0
Dunmore Wetlands	12,240	0	0	12,240
Roads & Reserves Weed Control	27,930	7,150	(35,500)	(420)
LGP Benchmarking	3,509	0	0	3,509
Resilience	614,423	699,238	(1,289,699)	23,962
Charities audit	7,219	0	0	7,219
Economic Development Strategy	116,000	34,000	(125,000)	25,000
Asbestos Clean Up 2023	76,755	32,845	(109,600)	0
Greater Cities Commission Data Platform	425,000		(150,599)	274,401
LGWS Circular Ecosystem Wood Waste	77,978	311,911	(387,954)	1,935
<b>Total External Restrictions</b>	<b>1,513,301</b>	<b>1,874,314</b>	<b>(2,992,884)</b>	<b>394,731</b>

Internal Reserves	Opening Balance 1 Jul 23	To Reserve	From Reserve	Closing Balance 30 Jun 2024
Regional Procurement		0	0	0
Regional Waste Projects	(26,323)	15,620	(14,181)	(24,884)
ELE Provision	343,473	0	0	343,473
Asset Replacement	44,484	0	0	44,484
Weeds Programs	598,180	398,900	(443,344)	553,736
<b>Total Internal Restrictions</b>	<b>959,815</b>	<b>414,520</b>	<b>(457,525)</b>	<b>916,809</b>
<b>Total Restrictions</b>	<b>2,473,116</b>	<b>2,288,834</b>	<b>(3,450,410)</b>	<b>1,311,540</b>
<b>Unrestricted</b>	<b>18,948</b>	<b>774,610</b>	<b>(657,385)</b>	<b>136,173</b>