

Our ref: RP/GM:jr 90/20/59-46



7 February 2014

Ms Constance Chatfield
NSW Local Government Aboriginal Network Inc
PO Box 574
DARLINGHURST NSW 1300

E: constance.chatfield@lgsa.org.au

Dear Ms Chatfield

**RE: NARRANDERA HOSTING OF THE LGAN NETWORK CONFERENCE –
MEMORANDUM OF UNDERSTANDING**

On behalf of Narrandera Shire Council, I write to confirm that the date of the Local Government Aboriginal Network (LGAN) Conference in Narrandera is 10, 11, 12 September 2014 with the theme 'Connecting to Country – old ways, future paths'.

We enclosed two copies of the Memorandum of Understanding which I have duly signed.

Please counter sign both copies and return one of the copies to us.

Council is pleased to have the opportunity to host the 2014 LGAN conference. We look forward to welcoming the LGAN Executive and delegates, and to showcasing the natural beauty and unique attractions of our shire for the enjoyment of all.

If you have any further enquiries concerning this matter please contact Tourism and Marketing Manager, Mr Andrew Brown on telephone 02 6959 5510, fax 02 6959 1884 or email council@narrandera.nsw.gov.au.

Yours faithfully



Mr Ray Pluis
General Manager

Enc Memorandum of Understanding (2 copies)



**MEMORANDUM OF UNDERSTANDING
BETWEEN NARRANDERA SHIRE COUNCIL AND NSW LOCAL GOVERNMENT
ABORIGINAL NETWORK**

In 2012 Narrandera Shire Council (NSC) was successful in its bid to host the 2014 NSW Local Government Aboriginal Network Conference.

This Memorandum of Understanding (MOU) will clearly outline the roles and areas of responsibility of Narrandera Shire Council and the NSW Local Government Aboriginal Network.

Narrandera Shire Council will:

1. Deliver the outcomes and milestones detailed in this MOU.
2. Ensure that no person is allowed to attend the pre-conference functions, any session of the conference, the conference dinner or any conference tours without being a registered participant or an official guest for the conference. To be a registered participant a person must have paid the registration fee and be registered by NSC.
3. Be responsible for receipt of registrations and registration fee payments, the registration fee shall be divided into 5 classes which may include:

Class 1-Early Bird Registration

Early bird registration fee shall be a discount class 2 fee for any registration fees paid 6 weeks before the conference starts.

Class 2-Full Registration

Full registration fee shall cover the full conference being attended at the pre-conference reception, all the conference sessions and conference dinner.

Class 3-Conference Dinner

Conference dinner fee shall only cover attendance at the conference dinner.

Class 4- Single day attendance

Single day attendance fee shall cover pre-conference functions only or Day 1 only or Day 2 only or Day 3 only conference sessions.

Class 5- Specific activities

Specific activities fee shall be a separate fee for any other specific activities at the conference (e.g. tours).

4. Be responsible for ensuring the distribution of any surplus funds at the conclusion of the conference as follows.
 - 30% to the Network
 - 70% to the NSC Aboriginal Advisory Committee
 - NSC will provide a fully reconciled conference budget to the Network Executive Committee within 28 days of the conference conclusion
5. Ensure a suitable venue is located to hold the conference with sufficient space available for promotional displays and workshop area. The conference venue must hold no less than 200 delegates.
6. Enlist the assistance of the local Aboriginal community for the conference
7. Ensure Councils, Government Departments and authorities, Aboriginal organisations and Aboriginal communities and regional Aboriginal organisations are notified about the conference.
8. Ensure the following protocol is followed:
 - If the Governor-General or the Governor or a Parliamentary Leader (Prime Minister, Premier or Leader of the Opposition) or Minister is addressing the conference, the Mayor of the host council shall do the introduction with the President of the Network as Master of Ceremony.
 - For anyone else it shall be an office-bearer or Executive committee member of the Network who will do the introduction and Master of ceremony.
 - Ensure welcome to country by an Aboriginal Elder.
 - Ensure the Mayor, the General Manager and local Aboriginal Elders are invited to participate in the opening and closing of the conference.
9. Provide exhibition space, for free for:

The Network to promote the Network and to conduct the ballot for the Host Councils for the 2015 Annual conference and the Executive committee elections.

10. Determine in consultation with Executive sponsorship amounts for trade display area for the duration of the conference to encourage additional financial support for the conference.
11. Ensure that there is sufficient hotel/motel accommodation for anticipated numbers of participants.
12. Provide information of childcare options for attending delegates, with delegates responsible for making their own arrangements.
13. Include return transfers for delegates attending the conference dinner (from set pick-up points around the town) and will investigate the feasibility of offering morning/afternoon courtesy transfers (mini bus and licensed driver) for delegates not staying at the conference venue (one run each time period).

14. Manage and deliver the annual Awards

- Council of the year
- Aboriginal Councillor of the year
- Aboriginal Council staff member of the year
- Non Aboriginal staff member of the year
- Aboriginal community organisation of the year
- Youth award
- Cr Pat Dixon Lifetime Achievement Award

15. Send invitations to official guests and quest speakers of the conference acknowledging the partnership between the NSC and the Network, including the Networks logo. In consultation with the Network, shall ensure the local media is informed of the conference and appropriate time arranged for interviews. A press release shall also be prepared in consultation with the Network.

16. Respond to all written and verbal requests/comments from LGAN within seven working days.

NSW Local Government Aboriginal Network (LGAN) will:

1. Receive and approve from Narrandera Shire Council a draft theme for the conference.
2. Receive and approve from NSC:
 - An agenda and list of guest speakers
 - Provide suggestions – potential sponsors
 - Provide to NSC the definition of 'official guests' so the financial implications of providing free meals/registration is known in advance to enable the conference to be delivered (at a minimum) cost-neutral.
 - Provide a database to NSC of past delegates to assist in marketing the conference.

Key Milestone

1. MOU document signed (completed by end of February 2014)
2. Conference theme presented by NSC to LGAN for endorsement (Month to be completed – February 2014)
3. First draft conference program presented by NSC to LGAN for consideration / feedback (March 2014)
4. Final conference Program reviewed / endorsed by LGAN (July 2014)
5. Conference brochure reviewed / endorsed by LGAN (August 2014)
6. Conference Held (October 2014)

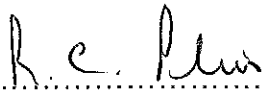
7. Financial acquittal / conference evaluation report presented to LGAN (November)

Outcomes of MOU

Narrandera Shire Council will:

1. Deliver end to end the 2014 Local Government Aboriginal Network Conference at no cost to the NSW Aboriginal Network Conference, ensuring that agenda, conference sessions and social events are delivered as directed by LGAN, observing LGAN and Aboriginal protocols.
2. Manage and deliver the Local Government Aboriginal Network Awards in accordance with the MoU.

Both Narrandera Shire Council and NSW Local Government Aboriginal Network will endeavour to deliver the 2014 conference at a minimum, on a cost-neutral basis.



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**Mr Ray Pluis, General Manager
Narrandera Shire Council**

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**President
NSW LGAN**



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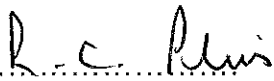
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