



MEMORANDUM OF UNDERSTANDING

BETWEEN THE HOST COUNCIL AND NSW LOCAL GOVERNMENT ABORIGINAL NETWORK

In 2014 Tweed Shire Council was successful in its bid to host the 2016 NSW Local Government Aboriginal Network conference.

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

Host Council will:

Deliver on the action plan attached.

Further to the attached action plan and as a requirement of LGAN will:

1. 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 to the conference. To be a registered participant a person must have paid the registration fee in clause 2 ii and registered by Tweed Shire Council.
2. Be responsible for receipt of registrations and registration fee payments, the registration fee shall be divided into 5 classes.

Class 1- Early Bird Registration

Early bird registration fee shall be a discount on 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 attendance 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).

3. 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 Tweed Shire Council's Aboriginal community programs.
 - Tweed Shire Council will provide a fully reconciled conference budget to the Network Executive Committee within 10 days.
 - Payment to made to the Network within 60 days following the receipt of final payments at the conclusion of the conference.
4. 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
5. Enlist the assistance of the local Aboriginal community for the conference
6. Ensure councils, government departments and authorities, Aboriginal organisation and Aboriginal communities and regional Aboriginal organisation are notified about the conference.
7. Ensure that 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 the ceremony.
 - Ensure welcome to country by a local Aboriginal Elder.
 - Ensure the Mayor, the General Manager and local Aboriginal Elders are invited to participate in the opening and closing of the conference.

- 8.** Provide exhibition space, for free, for: The Network to promote the Network and to conduct the ballot for the Host councils of the 2016 Annual conference and for Executive committee elections.
- 9.** Determine in consultation with Executive sponsorship amounts for trade display area for the duration of the conference to encourage additional financial support to the conference.
- 10.** Ensure that there is sufficient hotel/motel accommodation for anticipated numbers of participants. Tweed Shire Council to provide accommodation information for the accommodation needs of the conference.
- 11.** Provide information of childcare options for attending delegates, with delegated responsible for making their own arrangements.
- 12.** Include return transfers for delegated attending the conference dinner (form 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 only each time period).
- 13.** Manage and deliver the annual Awards
 - Council of the year
 - Aboriginal councilor of the year
 - Aboriginal council staff member of the year
 - Non Aboriginal council staff member of the year
 - Aboriginal outdoor staff
 - Youth award
 - Cr Pat Dixon Lifetime Achievement Award
- 14.** Send invitations to official guests and quest speakers of the conference, acknowledging the partnership between the Tweed Shire Council and the Network, including the Networks logo. Note: invite quests are those as mentioned in Clause vii (a).
- 15.** In consultation with the Network, shall ensure the local media is informed of the conference and appropriate time arranged for interviews. A press release should also be prepared in consultation with the Network.
- 16.** Respond to all written and verbal requests/comments from LGAN within seven working days.
- 17.** Ensure Disability access at venues.

NSW Local Government Aboriginal Network (LGAN) will:

1. Develop the theme of the conference Status: Theme “.....” established and approved by the LGAN Executive.
2. No Later than

 - o Provide to Tweed Shire Council an agenda and list of guest speakers.
 - o Provide suggestions- potential sponsors.
 - o Provide to Tweed Shire Council the definition of ‘official guests’ so the financial implications of providing free meals/registrations is known in advance to enable the conference to be delivered (at a minimum) cost-neutral.
 - o Provide a database to Tweed Shire Council of past delegates to assist in marketing the conference.

Outcomes of MOU

.....Council will:

Deliver end-to-end the 2016 Local Government Associations conference at no cost to the NSW Aboriginal network Conference or Tweed Shire Council, ensuring that agenda, conference sessions and social events are delivered as directed by LGAN, observing LGAN and Aboriginal protocols.

Manage and deliver the Local Government Aboriginal Network Awards.

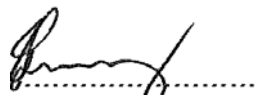
NSW Local Government Aboriginal Network will:

Established and direct the conference program, sessions and speakers.

Both Tweed Shire Council and NSW Local Government Aboriginal Network will endeavor to deliver the 2016 conference at a minimum, on a cost-neutral basis.

.....
General Manager

Tweed Shire Council



President

NSW Local Government Aboriginal Network

10 March 2015