

NARRABRI SHIRE COUNCIL



**FINANCE &
GOVERNANCE
COMMITTEE**

FINANCE & GOVERNANCE COMMITTEE
MEETING OF COUNCIL HELD ON TUESDAY
4TH MARCH, 2008.

DELEGATIONS OF AUTHORITY TO COMMITTEES TO MAKE DECISIONS

Council delegate to its Standing Committees the authority to determine the following matters:

General (For all Standing Committees)

1. Receiving and noting reports.
2. Referring matters for further investigations and report back to the Committee.
3. Determining requests for assistance from outside organisations.

Finance & Governance

1. Determining reports in relation to Quarterly Financial Reviews and Management Plans.
2. Determining reports in relation to the exhibition of new policies or amendment of existing policies.

FINANCE & GOVERNANCE COMMITTEE

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NARRABRI SHIRE COUNCIL



**ITEMS FOR
COMMITTEE TO
RESOLVE**

**FINANCE & GOVERNANCE COMMITTEE
MEETING OF COUNCIL HELD ON TUESDAY
4TH MARCH, 2008.**

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1. CAPITAL EXPENDITURE REPORT (KS:KS) [CORP]

C20/32001

Purpose

The purpose of this report is to provide the Finance & Governance Committee with an updated Capital Expenditure Report.

Current Position

The status of capital works within the Corporate Services area is shown in Attachment 1.

<p><u>RECOMMENDATION :</u> That the Finance & Governance Committee receive and note the information in relation the Capital Expenditure Report for the period ending 24th January, 2008.</p>
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**2. BARWON DIVISION OF GENERAL PRACTISE – HEARTSTART
DEFIBRILLATORS (GAW:AH) [CORP] P30/06002**

Purpose

The purpose of this report is to place before Council a request from the Barwon Division of General Practise (BDGP) for donation towards the purchase of two HeartStart defibrillators for Narrabri.

Background

Nil.

Current Position

Council received a letter from the BDGP on 15th February, 2008 requesting donations from the Narrabri community. The letter is produced below-

“Dear Mr McCallum,

In 20005, after becoming aware of St John Ambulance’s Project HeartStart Australia the Barwon Division of General Practise (BDGP) – a not for profit organisation initiated a community fundraiser project o purchase HeartStart defibrillators in towns within the Divisions geographical area.

To date, Moree and Gunnedah have raised funds to purchase HeartStart machines for their communities – which have now been placed at appropriate sites, including local pharmacies thus allowing Public Access Defibrillation (PAD) possible.

In light of this achievement, fundraising will now commence to purchase two machines for the Narrabri community. As the cost of each machine is \$3000 the success of this project will rely on the support and funding from local businesses, organisations and individuals.

It is hoped that the Narrabri community share the Division’s commitment to purchasing these lifesaving machines and due considerations will be given to contributing to this worthwhile cause. Information brochures are available from Barrakets, Maitland Street, Narrabri.

Dr Kerry Moroney, local Narrabri GP and board member of the Division along with Sally Urquhart, BDGP Assistant CEO, are available should you wish them to present to organisation. Please contact Sally at the Narrabri Office, on 6792 5514 to arrange this.

Tax deductible donations made payable to BDGP Gift Fund, can be mailed to BDGP, PO Box 804 Moree 2400. Please do not hesitate to contact me for further information.

Yours Sincerely,

Carmel Sullivan.”

Policy Implications

Nil.

Financial Implications

As determined by Council – approximately \$4500 remains in the Contributions and Donations budget.

Legal Implications

Nil.

Commentary

Nil.

Conclusion

Nil.

<u>RECOMMENDATION:</u> That The Finance & Governance Committee donate \$500 to the Barwon Division of General Practise for the purpose of purchasing HeartStart defibrillators for Narrabri.

3. 2008 ANNUAL SHIRES CONFERENCE (MJK:AH) [GM]

G10/42001

Purpose

The purpose of this report is to advise Council on the upcoming 2008 annual Shires conference, to seek advice from Council on any proposed notices of motion to submit to the conference and to appoint the conference delegates.

Background

The 2008 conference is to be held from Monday 2nd June, 2008 through to Wednesday 4th June, 2008. The proposed theme of the conference is "Accentuate the Positive". Submission of conference motions close on Friday 14th March, 2008.

Details on how such motions are to be submitted is outlined in Item 3 of the LG&SA Circular no 7 of 22nd February, 2008.

The 2007 Shire conference delegates were-

Cr Ken Bates
Cr Conrad Bolton
Cr George Sevil
Max Kershaw – General Manager.

Council policy outlining delegates to this annual conference is-

"That the General Manager, the Mayor and two Councillors be authorised to represent Council at the Annual Conference of the Shires Association of NSW. The two Councillors to be from Councillors who have not attended the conference previously. If more than two Councillors wish to attend, then a draw is to be made to determine the two Councillors. If all Councillors have attended previously and more than two Councillors wish to attend, then a draw is to be made to determine the two Councillors."

Current Position

The General Manager and Cr Bolton attended the "B" Division meeting of the Shires Association Country tour in Inverell on Wednesday 13th February, 2008. A delegates report on that conference was presented to the February, 2008 Council meeting.

Policy Implications

Refer to Councils policy on "Councillor Attendance at the Shires Association of NSW Annual Conference".

Financial Implications

The actual 2008 annual conference fee per delegate is unknown at this point in time. It is anticipated that such changes will be circulated with the formal conference agenda in late March, 2008.

The 2007 per delegate cost was \$632.50. Other costs will include travel and accommodation expenses. These costs are factored into the 2007/08 Management Plan.

Legal Implications

Nil.

Commentary

There are three areas for Council's consideration and resolution-

1. That Council will attend the 2008 Conference.
2. Other than the Mayor and the General Manager, the two (2) other Council delegates.
3. Possible motions to be submitted to the conference.

Conclusion

Nil.

RECOMMENDATION 1: That the Finance & Governance Committee elect Council to attend the 2008 annual Shires Conference to be held in Sydney from 2nd through to 4th June, 2008.

RECOMMENDATION 2: That in addition to the attendance of the Mayor and the General Manager, that Councillors _____ and _____ also attend.

RECOMMENDATION 3: That the Finance & Governance Committee give consideration to possible motions to be submitted to the 2008 Conference.

**4. REQUEST FOR SPONSORSHIP FOR 2009 ROTARY CONFERENCE
(AEF:AEF) [GM]****P30/06002****Purpose**

The purpose of this report is to present to Council a request received by Council to sponsor the 2009 Rotary Conference.

Background

The Narrabri Rotary Club is hosting the 2009 conference for the 9650 District which encompasses 57 Rotary Clubs. The Rotary Conference will be held from the 20th – 22nd March 2009.

Current Position

For Councils information the following letter was received by Council from the 2009 Conference Committee;

“The Rotary Club of Narrabri on behalf of the Rotary District 9650 Governor 2008/9, Ken Hall, has embraced the task of organising the 2009 District Conference.

This conference to be held from the 20th to 22nd March 2009 will attract a minimum of 450 participants plus notable guest speakers and sponsors. (We have approached the Governor of NSW, Professor Marie Bashir to open our conference.) The Crossing Theatre has been booked and will be a magnificent venue for this conference.

We intend to promote the Narrabri Shire as an attractive district to visit and encourage travelling Rotarians to spend extra time in the area visiting the many wonderful sights.

Rotary 9650 encompasses 57 Rotary Clubs from Woolgoolga on the north coast to Forster as the southern most club, Lightning Ridge as the North Western boundary and Coonamble to the South West. There are 1652 members of Rotary (male and female) in District 9650. You may like to seek further information by visiting the website www.d9650.rotarnet.com.au

To assist the club present a professional event and to showcase the Shire with highly visible promotional material, our club needs a significant level of sponsorship.

I ask you to present to the Narrabri Shire Council the following request for sponsorship by the Council, with our assurance that the Narrabri Shire will be widely publicised in our promotions from now until after the conclusion of the conference.

The most significant promotion event will be the March, 2008 conference at Forster where we will make a formal presentation and distribute promotion material to up to 700 participants. We would like Narrabri Shire Council to assist us make this one of the best conferences Rotary District 9650 has had.

Our Sponsorship request

- | | |
|---|----------------|
| 1. Provide 1,000 plastic bags for hand out of literature (stock on hand) | |
| 2. Provide 700 Shire promotion booklets as used for visitors through the tourist centre. (stock on hand) | |
| 3. Provide 1,000 fridge magnets for promotion at the 2008 Conference and during the period prior to 2009. | \$480 |
| 4. Provide 700 Stubbie holders. | \$1,960 |
| 5. Provide 600 screen-printed calico satchel bags for the conference papers. | \$3,150 |
| 6. Provide 700 writing pens for promotion | \$700 |
| <i>Total Value of sponsorship</i> | <i>\$6,290</i> |

Your Sponsorship Benefit

1. Shire logo etc on the plastic bags and hang out satchels.
2. Shire logo on all documents used for promotion and communication that carries sponsorship logos.
3. Three days booking of the Crossing Theatre without discount.
4. Four (4) seats at the sponsor's table for the Governor's Dinner on the 28th March 2009.
5. Recognition through the conference of the sponsorship.
6. Many visitors to the Narrabri Shire.

The Conference Logo

The attached logo will be used for the artwork on the fridge magnets and the cooler holders and all other promotion.

We also hope our conference in Narrabri exposes Rotary to the wider Narrabri Community, which in turn will benefit all in our Shire through our continuing local projects.

I trust the Shire Councillors will look upon this support as highly beneficial for the Narrabri Shire and grant this request for sponsorship.

Yours Sincerely

*Bill Phillips
District 9650 Conference Chairman, 2009"*

Policy Implications

Previous contributions to conferences such as the CWA Conference came from the Contributions and Donations Policy as a Contribution to Special Events.

Financial Implications

The financial implications of sponsorship will be \$6,290 plus any in kind costs associated with Council staff and services provided.

Legal Implications

There are no legal implications arising from this report.

Commentary

The Rotary Conference will attract approximately 700 delegates to Narrabri Shire who will in turn seek accommodation in Narrabri Shire and spend money in local businesses, cafes and restaurants. Having so many people utilise The Crossing Theatre also helps to promote this facility to a wider audience.

Narrabri Shire has hosted numerous large conferences in the past. The Rotary Conference is of a similar size to the CWA Conference held in 2006. Council gave a contribution of \$2,000 to the CWA Conference from the Contributions to Special Events grant funding as well as in kind support which included;

- Narrabri Shire Visitors Centre being the accommodation agents for the conference with all accommodation bookings going through the centre. They also sourced a majority of the billeted accommodation used throughout the conference. (A 10% booking fee was charged for all bookings for the Visitors Centre to recoup some of these costs)
- A large amount of printing.
- Supply of Narrabri Shire merchandise to be given to delegates.
- Council staff provided a pick-up and drop off service from the train, plane and for delegates having dinner out in Narrabri.
- Tourism staff did restaurant bookings throughout the duration of the conference.
- Tourism staff arranged a mini Nosh to be held whilst the conference was on.
- Council provided a mini-bus to transport delegates around for the duration of the conference.
- Tourism staff arranged and conducted tours for delegates and their partners.
- An extra staff member was employed full time for 6 weeks prior to the conference to help with co-ordination.

The in-kind contribution provided for the CWA conference was greater than the cash contribution.

This same level of in-kind support is expected for the Rotary Conference and some is already beginning to be arranged.

Conclusion

Although the costs to Council may be great for these conferences, the Tourism dollars and promotion of Narrabri Shire is of great benefit to Council and local business. It is important we show Narrabri Shire at its best for these delegates.

RECOMMENDATION 1: That the Finance & Governance Committee resolve to sponsor the Rotary District 9650 2009 Conference for the amount of \$6,290.

RECOMMENDATION 2: That Council request all promotional items used for the conference display the Narrabri Shire Council logo where suitable.

RECOMMENDATION 3: That Council request a 10% booking fee for all accommodation booked through the Narrabri Shire Visitors Information Centre for 2009 Rotary Conference.

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ATTACHMENTS

**FINANCE & GOVERNANCE COMMITTEE
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ATTACHMENTS

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ATTACHMENT 1 CAPITAL EXPENDITURE REPORT

ITEM 1

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