



AEU NT 2019 Branch Conference: First Notice

May Day weekend – Saturday 4 & Sunday 5 May 2019, Knotts Crossing Resort, Katherine

Australian Education Union NT Branch, Unit 3, 8 Totem Rd Coconut Grove NT 0810 PO Box 41863 Casuarina NT 0811
 telephone: (08) 8948 5399 email: admin@aeunt.org.au website: www.aeunt.org.au

To: All members (Sub-Branch Reps – please display this page and attached flyer on union noticeboard)
 From: Branch Secretary
 Date: 1 February 2019 **Total Pages - 3**

AEU NT sub-branches are encouraged to make an early start with electing your delegate(s) to attend the AEU NT 2018 Branch Conference to be held on Saturday 4 and Sunday 5 May in Katherine.

Each sub-branch is entitled to send one (1) delegate per twenty (20) financial members in your sub-branch or part thereof. Sub-branches can use proxies to maximise representation at conference. Contact the AEU NT office for more information: admin@aeunt.org.au

The deadline for delegate registrations and submitting of proposals/motions by delegates and sub-branches is COB Friday 22 March 2019.

TRAVEL AND RELEASE

The cost of travel for delegates from outside Katherine will be met by the AEU NT within Branch Rules and policy guidelines. We will arrange with the employer your release from work on the Friday, if necessary, to enable you to travel and attend the Conference. More details will be provided upon registration.

ACCOMMODATION

Delegates who require accommodation will be lodged at the Knotts Crossing Resort, Katherine. Accommodation may be on a **share basis**, and is booked and paid for by the AEU NT.

MEALS AND ALLOWANCES

All meals will be provided at the resort during the Conference unless advised otherwise. Provision for meal allowances will be made for delegates travelling from outside Katherine township. More information provided on registration.

CONFERENCE FORMAT

The conference will commence at 9am on Saturday 4 May 2019 at Knotts Crossing Resort and conclude by approximately 3pm on Sunday 5 May 2019.

AEU NT – for enquiries phone 8948 5399

Closing date for delegate registration and lodging motions is Friday 22 March 2019

Late notification of motions and/or delegates will *NOT* be accepted.

You will receive an emailed acknowledgement by Friday 29 March 2019 – if not, contact the office to ensure receipt.



Delegate Registration Form

This form should be jointly completed by sub-branch reps and the nominated conference delegate(s) and returned to the AEU NT **by no later than COB. Friday 22 March 2019**

Name of sub-branch:.....

Note: Each sub-branch is entitled to nominate one (1) delegate per twenty (20) financial members in that workplace or part thereof. Even if your sub-branch is only sending one delegate, we recommend you elect a second delegate as a reserve. For sub-branches entitled to send more than two delegates, please make an additional copy of this form.

Delegate 1	Delegate 2
Name:	Name:
Phone:.....	Phone:
Email:.....	Email:.....
Ensure you check your email frequently for important delegate information.	Ensure you check your email frequently for important delegate information.
If you are travelling in, what will be your mode of transport?	If you are travelling in, what will be your mode of transport?
Road Air	Road Air
Do you require accommodation?	Do you require accommodation?
Yes No	Yes No
Will you be attending the Saturday evening Conference dinner?	Will you be attending the Saturday evening Conference dinner?
Yes just myself No Yes with partner	Yes just myself No Yes with partner
Special dietary requirements/medical conditions	Special dietary requirements/medical conditions
.....
For claims processing please provide:	For claims processing please provide:
BSB.....Acc No.....	BSB..... Acc No.....
<i>(AEU claim forms will be available at conference. Claims will be processed as soon as possible.)</i>	<i>(AEU claim forms will be available at conference. Claims will be processed as soon as possible.)</i>

Delegates' accommodation may be provided on a share basis. Delegates bringing partners with them will need to pay for their own accommodation and claim reimbursement.

Conference dinner is to be held on Saturday from 6pm. Delegates' meals are provided throughout the Conference, though drinks are at delegates' own expense. Partners/extra guests are at delegates' own expense.

Complete and email this form to admin@aeunt.org.au or fax to 8948 2577

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Branch Conference Business

Motions from sub-branches and delegates to be considered as part of Conference business must be typed and emailed or written below and forwarded to admin@aeunt.org.au

NO LATER THAN close of business Friday 22 March 2019

Name of Sub Branch/Delegate _____

About framing motions for Conference:

1. Identify what the topic is in as concise a way as possible. Try expressing it in a sentence. This becomes the topic. Example: *'Difficulty in accessing business days.'*
2. Find out which body is responsible for things being the way they are, is it the employer? The government? The union?
3. What actions would you like to be put in place?
4. What result or effect can you expect to occur as a result of this? [is it possible/probable/realistic/imperative]
5. Write the motion beginning with "That...", so that all of the above is clear.

Example Motion: *That this Conference directs the full-time officers to request the DoE Chief Executive urgently address the policy on business days.*

That

Moved:

Seconded:

That

Moved:

Seconded:

Member presenting motion at conference (if known): _____