



**National Tertiary
Education Union**

Let's aim higher

National Council Memo 2022

To: Division Secretaries
National Executive
Branch, Division and National Staff
National Councillors

From: Matthew McGowan

Date: 10 August 2022

Subject: **NATIONAL COUNCIL MEETING 2022**

DATES

The NTEU National Council Meeting will be held on **Thursday 6, Friday 7 and Saturday 8 October 2022**.

VENUE

The meeting will be held at the Novatel on Collins, 270 Collins Street, Melbourne

REGISTRATION

Below is registration information for the National Council Meeting. **All those expecting to attend the meeting must submit a Registration form to the National Office before COB 2nd September 2021.**

Please use the form below and email back to tcoster@nteu.org.au

Branch and Division Secretaries are urged to ensure that all members of their respective constituencies, who are eligible to attend the National Council Meeting, have completed and lodged their registration form.

The NTEU will pay for 1 staff member from each state to attend the National Council Meeting all other staff who attend will be charged back to the State or Branch as per the registration form filled out there is a registration fee of \$450 plus the cost of flights and accommodation.

LATE REGISTRATION

Late registrations may mean that you will incur a late registration fee as well as the extra costs for flights and accommodation. **Representatives who will not be elected before this cut off date will not incur a late registration fee.**

Dinner

There will be a council dinner held on Friday 7 October starting with pre dinner drinks at 6.30 at Zinc at Federation Square. Claims for Dinner allowance will not be reimbursed for the Friday night as it is expected that you will be attending the Council Dinner.

ACCOMMODATION

Accommodation will be provided on the Thursday and Friday nights of the conference

Accommodation on the Wednesday night will be provided for delegates from WA, NT and Queensland. Accommodation on the Saturday night will be provided to delegates who can not travel home after the conclusion of the meeting due to lack of flights.

Other nights' accommodation may be approved due to long distances from departure airport please email Tracey Coster if you have any flight and accommodation issues.

MEALS AND CLAIMS

Claims for meals associated with the Council Meeting. Lunch will be provided each day of the meeting and all delegates staying in the hotel will have breakfast as part of their accommodation. But other meals outside of those already arranged can be claimed back after the meeting, receipts must be provided along with a claim form which you will be able to get from Tracey at the meeting. The NTEU will pay up to the following amounts for meals you can claim.

Breakfast: \$27.00

Lunch: \$30.00

Dinner: \$53.00

Car petrol allowances, delegates who choose to drive over travelling on flights or train can claim up to what the cost of a fare would have cost the NTEU to book. Please let Tracey Coster know ASAP if you wish to drive to the meeting and she will be able to give you a price of what flights would have cost for you to attend council. The Petrol allowance is 95 cents per Kilometre up to the cost of the airfare.

CHILDCARE

The NTEU tries to help as much as possible to parents to be able to attend meetings. Therefore, if you need childcare from your home state the NTEU will cover the costs up to \$120 per day upon a claim with receipts. If you bring your child to the meeting the NTEU can arrange childcare at the meeting, but any costs associated with bringing your child to the meeting will be borne by the individual.

AGENDA AND PAPERS

A draft agenda will be sent out to delegates on 2 September by email. The National Council agenda and papers will be in electronic format this year and an instruction guide along with other information will be despatched from the National Office and should be received in early October.

PROXIES

There are two types of proxies at National Council, and different rules govern these. These are (slightly paraphrased below) set out in the rules as follows:

1. Members of National Council unable to attend all or part of the meeting.

18.4 D Proxies at National Council

A Member of National Council who is unable to attend all or part of a meeting of National Council or of the relevant Division Council may designate a proxy, who shall exercise the rights or responsibilities of the Member of National Council.

The proxy must be:

- (a) another National Councillor from the same Branch or a member of the Branch Committee in the case of a National Councillor,*
- (b) a member of the Branch Committee in the case of a Branch President who is a member of National Council in that capacity,*
- (c) another member of the Aboriginal & Torres Strait Islander Policy Committee in the case of an Aboriginal & Torres Strait Islander National Councillor or the Aboriginal & Torres Strait Islander National Executive member,*
- (d) a member of the Division Council in the case of a Division President or Secretary,*
- (e) another member of the National Executive in the case of a National Officer or an ordinary member of the National Executive.*

AND

18.4 G *Where there is no person available from the relevant pool specified [above], the person designating a proxy shall appoint as her or his proxy a financial member of the Union who is entitled to nominate for the office in respect of which a proxy is required to be appointed.*

2. National Councillors from Branches, Aboriginal & Torres Strait Islander National Councillors and Branch Presidents who also hold another position which is also a voting member of National Council (e.g. Division President).

18.4 E *A National Councillor who is also a Member of National Council by virtue of holding another office shall not be entitled to exercise the rights of the former office during any overlap of the terms of the two offices. He or she shall appoint a proxy to exercise the rights of the office of National Councillor from among the members of the Branch Committee, except that in the case of an Aboriginal & Torres Strait Islander National Councillor the proxy shall be to another member of the Aboriginal & Torres Strait Islander Policy Committee.*

18.4 F *A Branch President who in that capacity is a Member of National Council and who holds another office that entails membership of National Council, shall for any period of overlap of the term of the two offices appoint a proxy to exercise her or his vote as Branch President at National Council, but may not otherwise exercise that vote.*

18.4 G *Where there is no person available from the relevant pool specified [above], the person designating a proxy shall appoint as her or his proxy a financial*

member of the Union who is entitled to nominate for the office in respect of which a proxy is required to be appointed


Please note that, as a result of the rule change recently approved, a National Councillor (etc) who is also an Ordinary member of the National Executive no longer has a second vote to proxy off in the circumstances described above. This is because of the enactment of the new sub-rule 17.1, which reads:

17.1 The National Council in Annual General Meeting and in Special Meeting shall consist of National Councillors elected in accordance with the provisions of Rule 72 and Rule 73, Branch Presidents in accordance with Rule 18.1, the National Officers, the Chair of the Aboriginal & Torres Strait Islander Policy Committee, Division Secretaries and Division Presidents, and, as Council members without voting rights, members of the National Executive who do not hold any of the other offices listed in this Rule.

ENQUIRIES

All enquiries regarding registration should be directed to Tracey Coster, and enquiries regarding the agenda, and papers should be directed to Anastasia Kotaidis. Both can be contacted via email on tcoster@nteu.org.au or akotaidis@nteu.org.au as at the moment they are both working from home due to lockdown restrictions in Victoria.

Yours sincerely,



Matthew McGowan
GENERAL SECRETARY



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National Council Meeting 2022 Registration Form

Name: _____

Institution: _____

Position: _____

These are some of the positions to choose from: National Councillor, Proxy National Councillor, Division President, Division Secretary, Branch President, National Funded Staff member, Division Funded Staff Member, Branch Funded Staff Member, Observer, Other please note:

Phone Number (Mobile): _____

Email address: _____

Special Meal Requirements: _____

Attending the Council Dinner on Friday 7 October: _____

FLIGHT AND ACCOMMODATION ARRANGEMENTS TO BE MADE:

Name must have photo ID in this name: _____

Date flying _____ Flying from _____ Approximate time of Flight _____

Date flying _____ Flying to _____ Approximate time of Flight _____

Mobile Number: _____ Frequent Flyer/Velocity Number: _____

Home Postcode: _____

Accommodation:

Monday

(For A&TSI Committee Members who cannot travel on the morning of the Committee Meeting)

Tuesday

(For A&TSI Committee members, National Executive who can not travel on the morning of the Executive)

Wednesday

(for A&TSI Committee members, National Executive, and Delegates from WA, NT and Queensland)

Thursday:

Friday:

Saturday:

(only for delegates who cannot travel home after the conclusion of the meeting on Saturday)

Any other special arrangements required: _____

**PROXY NOMINATION FORM
NTEU NATIONAL COUNCIL MEETING 2022**

This completed form should be returned to National Office ASAP. Please read notes below

I, _____ From Branch/CBE/Division _____

hereby nominate _____ From Branch/CBE/Division _____

or in his/her absence _____ From Branch/CBE/Division _____

to act as proxy for myself at the NTEU National Council Meeting held during

6,7 & 8 October for the following period:

All of the National Council Meeting

A session or sessions of the National Council Meeting (please specify below)

The said proxies are entitled to hold the proxy under the rules.

My apologies for non-participation for the period specified above should be recorded in the Minutes of the Meeting.

Signed:

Dated:

Note: **Before appointing proxies, delegates should acquaint themselves with the provisions covering proxies under the heading proxies in the registration memo or in the NTEU Rules.**

Please make sure that the proxy also filled out the registration information so we can make sure that log on information is provided to the proxy

**PROXY FORM
VOTING FOR NATIONAL EXECUTIVE 2022**

This completed form should be returned to National Office ASAP. Please read notes below

I, _____ From Branch/CBE/Division _____

hereby nominate _____ From Branch/CBE/Division _____

or in his/her absence _____ From Branch/CBE/Division _____

to act as proxy for myself at the NTEU National Council Meeting for the Election of the National Executive to be conducted at the National Council Meeting.

The said proxies are entitled to hold my proxy under the rules.

Signed:

Dated:

Note: **Before appointing proxies, delegates should acquaint themselves with the provisions covering proxies under the heading proxies in the registration memo or in the NTEU Rules.**