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1. DATES

2.30pm Sunday, 15 July to 1.00pm Saturday, July 21 2012

2. LOCATION

The 13th Assembly will be held in the Grand Chancellor Hotel at 65 Hindley St Adelaide. All business sessions will be held in facilities at the hotel. Accommodation will be provided at the Grand Chancellor and the Mercure Hotel at 125 North Terrace (one block away). Other hotels may be added depending on demand by people seeking to pay the single room supplement.

3. TIMES / TIMETABLE

3.1 Opening Service

Adelaide Entertainment Centre, Port Road Hindmarsh. The Entertainment Centre can be reached by a free tram ride from the hotels. Information will be provided on arrival at the Assembly. Seating will be allocated for members of the Assembly, overseas visitors and invited guests. The service for the Installation of the President is a public event and tickets for other persons must be accessed through 13th Assembly Administrator, Mrs Gwenda Kerley at gkerley@sa.uca.org.au.

3.2 Registration of Members

Members will register via the web as previously advised. Please go to the hotel where you have been advised you will be accommodated and follow the process that was given to you when notified about which hotel you will be staying at. This advice will be coming to you in June. **Please note that there will be a lot of people coming to the hotels in a very tight timeline. The hotels will be doing their best to get people into rooms as early as possible Please do not wait until 2.00pm to register at the hotel.** Members will receive additional papers and information at this time.

3.3 Timetable

A broad timetable, indicating the proposed order of business, will be distributed with this April mailing. The Business Committee will issue a daily timetable during the Assembly.

3.4 Proposals / notices of revision

3.4.1 Proposals related to new business must be submitted to the General Secretary by April 16 for changes to the Constitution and Regulations and for other business by June 16.

3.4.2 Notices of revision to proposals distributed with the working papers, and which could reasonably have been foreseen from a reading of the working papers, should be in the hands of the Convener of the Business Committee, Mr Geoffrey Grinton, or the General Secretary by 6.00pm on Tuesday 17 July 2012. This is necessary so that they may be prepared for distribution to members and placed in the Timetable by the Business Committee.

3.4.3 **The only Proposals or notices of revision, which will be accepted after these times, will be those that arise specifically out of the debate and could not have been foreseen.**

3.4.4 Section 5.9 of *"A Manual for Meetings in the Uniting Church"* specifies that proposals must be presented 24 hours before they are considered. This rule must be kept in mind alongside the above closure times and members must check the timetable carefully, particularly for those reports and recommendations to be considered early in the week.

3.5 Nominations and Elections

3.5.1 All positions - Standing Committee, Chairpersons of Agency Reference Committees, President - elect. Nominations for President - elect close with the Assembly Secretariat (PO Box A2266 Sydney South NSW, 1235) on April 16 2012. All other nominations must be placed in the Nomination Box at the meeting venue by 6.00pm on Tuesday 17 July 2012.

- 3.5.2 Ballots will be held for Chairpersons of Agency Reference Committees (if required), President - elect and Standing Committee.
- 3.5.3 Re the ballot for the President elect
- The Standing Committee is proposing a new process for the balloting for President – Elect (See Proposals – Document C). This still leaves open the possibility of two ballots. The 1st ballot for President - elect to reduce the list of candidates to two (if the proposal is adopted) will be held at 3.15pm on Wednesday 18 July 2012 (Session 15) The second ballot, if required, will be held at 2.00 pm on Thursday 19 July 2012 (Session 20).
- 3.5.4 The ballot papers for Standing Committee and Chairpersons (if required) will be distributed at 12.00pm Thursday 19 July (Session 19) and the ballot will close at the conclusion of Session 23 at 12.30pm Friday 20 July.
- 3.5.5 Results of Ballots will be declared as soon as possible after the close of the ballot.

3.6 Other Functions

There are some other activities associated with the meeting of the Assembly. Some of these events, due to space considerations are by invitation. Advice will be provided about related events during the course of the meeting.

4. GENERAL INFORMATION

4.1 Location points / processes

Diagrams of locations points at the Grand Chancellor will be available when you register at Assembly.

(1) Morning and Afternoon tea

Morning and afternoon tea will be served each day except the first afternoon (Sunday) and last afternoon (Saturday).

(2) Business Committee Table (right, front of stage)

The chairperson of the Business Committee will be found here. Messages for display on the projection screen are to be given to the official table (at the front stage in the Plenary Hall) for approval prior to projection.

(3) Holy Communion

A daily service of Holy Communion will be conducted at 8.00am in Oli's Room at the Grand Chancellor Hotel (see the timetable for which days). You are encouraged to make use of these optional services from Tuesday to Friday.

(4) Notice Boards

Notice boards will be located in the foyer. They display any special notices approved by the Chairperson of the Business Committee. If you have any information you would like placed on the notice boards provide it to Mr Geoffrey Grinton or a person at the official table in the Foyer. Results of all ballots for positions for which an election was necessary will be displayed on these boards.

Unauthorised material will be removed from the notice boards.

(5) Reception and information desk

A reception desk is located in the foyer outside the Plenary Hall. The staff member on duty will assist members and visitors with general enquiries, and retain any items of lost property.

(6) Toilet facilities

Toilet facilities are available throughout the hotel and including the foyer area just outside the Plenary Hall.

4.2 Meals

A hot breakfast will be provided in the hotel in which you are accommodated. Lunch will be provided at the Grand Chancellor outside the plenary meeting hall, as will morning and afternoon tea.

Evening meals will be the responsibility of members. There are many food outlets in the area surrounding the meeting venue at reasonable prices and offering quick service – so you can be back in time for the evening sessions!

4.3 Name Tags

Your official name tag is printed and will be issued to you at the time of your registration at the hotel. You are asked to wear your name tag at all times in the plastic holder that will be provided. If you do not have your name tag you will not be admitted into the meeting. Also the stewards are instructed to give voting papers only to those wearing official name tags. Meals will only be provided to people wearing appropriate name tags.

4.4 Visitors

Day and Session visitors are welcome. All visitors must register. A small fee to cover costs for morning and afternoon tea, and any papers that may be provided, will apply (\$20 / day, \$10 concession and half day)

4.5 Child Care – 0 to 6 Years

Child care for small children will only be provided for those members who have made prior arrangements, through the web based registration process with the 13th Assembly Office. Casual child care for visitors cannot be provided.

4.6 Latecomers

The doors providing entry to the hall will be closed, and no entry permitted, during morning Bible studies and worship sessions.

4.7 Security

It is the responsibility of all members to secure their personal possessions. Lock your room at all times. It is recommended that people walk together after dark especially returning to the Mercure Hotel and other accommodation away from the meeting venue. Late at night Hindley Street does not have a good reputation for safety so please travel with others in that situation.

4.8 Chaplains

4.8.1 Chaplains to the Assembly

The Assembly has chaplains who are available to members who may wish to access pastoral care or conversation during the course of the meeting. Contact details will be provided at the Assembly.

4.8.2 Chaplains to the President

The President has personal chaplains who assist him in a variety of ways. If you wish to make contact with the President about some aspect of the meeting or matter of concern please do so through one of his chaplains.

4.8.3 Compliance procedures

There will be a contact person for any complaint under the procedures for complaints as outlined in the papers. Contact details will be provided at the Assembly.

4.9 Distribution of current day's agenda, proposals and papers.

A detailed daily timetable will be distributed each day, along with any proposals and official papers. These documents will be available from the official table in the entrance foyer. **Note: Only documents approved by the General Secretary or the Business Committee can be distributed within any part of the Plenary Hall.**

4.10 Mobile Phones

Members are requested to ensure that their mobile telephones are **switched off** during business sessions.

4.11 Access for the Disabled and Reduced Mobility

The hotel facilities are accessible to persons with reduced mobility. Where required arrangements will be made to assist people with restricted mobility to get to events that are taking place away from the main venue.

5. PROCEDURES FOR THE ASSEMBLY MEETING

5.1 Members are asked to remember that the Assembly has determining responsibility in matters of worship, doctrine, government and discipline (Basis of Union, paragraph 15). Hence, we are concerned with matters of major importance for the mission of God in the world, and are dealing with principle and policy rather than committee detail.

5.2 Manual for Meetings

The Regulations require the Assembly to use the *Manual for Meetings* as its procedure (Regulation 3.8.4 – revised edition effective from June 1 2012). Members should familiarise themselves with the *Manual for Meetings*. A major effort has been made to shape the whole meeting around the rhythm of the *Manual for Meetings*.

5.3 Major Issues

Selected major issues will be presented to the Assembly in plenary session and then sent to community working groups for discussion, as outlined in the *Manual for Meetings*. The issues are matters related to relations with other faiths and matters related to the Ministry of Pastor.

5.4 Addressing the Assembly

The correct form of address when addressing the President is simply "President" (not Mr President). All speakers should provide their name and appointing body eg "I am "name", Presbytery of ..., Synod of If a person is ex officio or appointed by an Assembly Agency the speaker should indicate their appointing body. Persons wishing to speak should not wave blue cards towards the front table. The appropriate method for indicating that you wish to speak is to line up at a microphone and await the call of the President. All speakers must await the call of the President before speaking. All speakers **must** use the microphones. No matter how strong you think your voice is people will not hear you.

5.5 Inclusive Language

Members of Assembly are requested to use inclusive language.

5.6 Social Media, texting, etc

The Assembly understands the significance of social media in today's environment. However members are requested to remember that we gather as women and men whom Christ the head of the church has called together as the Assembly to discern the will of Christ for his Uniting Church. This requires of us that we listen carefully to one another and not to become

distracted or overly informed by the opinions of people who are not so called and resourced through prayer, worship and the community that is built over the course of the Assembly meeting.

Members of the Assembly are also reminded that the respect and commitment to being a safe place that is expected of members in their face to face encounters with one another are also expected in comments made through social media.

5.7 Quorum

A quorum consists of at least half the number of members of the Assembly within which number at least half the number of Synods shall be represented (Regulation 3.8.5 (g) – revised edition effective from June 1 2012).

5.8 Bar of the House

Plenary sessions will be held in table groups. Members and persons associated with the Assembly are invited to sit at these tables. The location for visitors will be well marked and stewards can point people in the right direction.

5.9 General

The Assembly meeting is meant to be a safe place where Christian community is fostered and encouraged. However if at any time you feel stressed or subject to inappropriate behaviour please contact one of the Assembly chaplains or the persons nominated to handle complaints. While the Community Working Groups will have a primary focus on items of business one of their key functions is to help people have a group of people that they can know a bit better within the larger gathering, and hopefully provide you with a stronger sense of community than a gathering of 270+ people can always offer.

6. PROPOSALS OR NOTICES OF REVISION

6.1 Guidelines

- 6.1.1 In order that the Assembly may most effectively use its time and resources, it is important that these guidelines are followed closely
- 6.1.2 If any member is unsure about how to proceed in bringing business before the meeting then you are encouraged to speak with an experienced member of the Assembly, or alternatively you may approach the Chairperson of the Business Committee or the General Secretary. However it is most important that persons who wish to submit matters for consideration should ensure that contact is made as early as possible.

6.2 Terminology

- 6.2.1 Clause 5.10 of the *Manual for Meetings* requires that any recommendation shall be submitted in writing, over the signature of at least two members, to the Business Committee.
- 6.2.2 The term **Recommendation** is used to refer to a formal proposal brought to the Assembly for consideration and decision.
- 6.2.3 If the recommendation is to be considered using the procedures for *Making Decisions by Consensus* (Chapter 6 of the Manual), it has the status of a proposal for discussion, as described in Clause 6.1.
- 6.2.4 If, however, the recommendation is to be considered using the procedures for *Making Decisions by Formal Majority* (Chapter 7 of the Manual), the recommendation provides the words for the formal motion, as described in Clause 7.1.
- 6.2.5 A **Notice of Revision** may be submitted to stand against any Recommendation. Any members of the Assembly may submit a Notice of Revision. Just as a Recommendation forms the basis of a proposal or motion, as appropriate, so a Notice of Revision can become the basis for either an alternative proposal (consensus procedures) or an amendment (formal majority procedures).

6.2.6 Once the Assembly has made a decision, regardless of the process used to arrive at that decision, the recommendation, in either its original or revised form becomes a **Resolution** of the Assembly. The minutes will record on that “The Assembly resolved...”

6.3 The Nature of a Recommendation

6.3.1 One of the roles of the Assembly is to establish policy, and to initiate action. Hence recommendations brought to the Assembly should be designed with some specific intention for an outcome that results in change.

6.3.2 The Assembly is, of course, able to change policy, or to set new directions but it is not usually appropriate for it to **affirm, re-affirm, or note** the actions of a previous Assembly. It is a basic assumption that once established, policies or decisions continue unless changed.

6.3.3 Further, it is not necessary or appropriate for the Assembly to consider recommendations which request or authorise a body to do work for which it already has responsibility, and which it is willing to undertake.

6.4 The Form of a Recommendation

6.4.1 All recommendations must commence with the words: *That the Assembly*

6.4.2 The next phrase will normally set out the action to be taken as a result of carrying the recommendation. In the minutes of the Assembly, this initial wording will be changed to read: *The Assembly resolved:*

6.4.3 A brief subject line is required, to allow a short-form reference to the recommendation. This will be printed in both the working papers and the minutes on the line above the text of the recommendation, as a form of sub-heading.

6.4.4 Usually, the text of the recommendation will commence by making reference to the body to whom it is directed.

6.4.5 Typical phrases which might commence the body of a recommendation are:

That... be requested...
That ...be advised that...
To adopt as its policy the statement...
That... be appointed...
To record its appreciation for...
To approve...

6.4.6 A recommendation may be divided into sub-clauses where this makes the sense clearer, or where it will help the discussion of the matter. For example, it can be helpful to separate the establishment of a principle or policy from clauses related to implementation or reporting.

6.4.7 A clear rationale that is clearly linked to the recommendation should follow the recommendation. The purpose of the rationale is to assist members of the Assembly to understand what it is that it is hoped to achieve and why this approach is helpful. A good rationale assists members of the Assembly to commence their reflection on the issue and to think about the questions or points that they may want to raise before the discussion commences. It is not appropriate for a rationale to be incorporated into a recommendation.

6.4.8 It is normal practice of the Assembly to move, discuss and decide upon the whole of a recommendation at once. In some circumstances the President may agree to a request that separate decisions be taken on each clause.

6.5 The Scope of a Recommendation

6.5.1 A recommendation should be short, precise and explicit. It should specify as many of the following points as are appropriate:

- i. What is to be done - the task or action to be carried out;
- ii. Who is to do it - the responsible person or body;
- iii. Subsequent action or reporting - such as a report back to the Assembly or to some other body;
- iv. The time frame - when the action is to be taken or completed;
- v. Any required personnel - if a committee is required, who is to set up the committee, and the way in which appointments are to be made.

6.6 Requirements for a Recommendation

- 6.6.1 A recommendation must be complete in itself, without reference to other material or documents. Hence, for example, it is not appropriate to move that someone be asked to “carry out the review described in the report”. It must be possible to read the text of a minute, or send that text to someone not present during the discussion, and to expect them to understand what was resolved and what is now to be done.
- 6.6.2 There will be cases (for example, the adoption of a budget) where it is appropriate to refer to other material when it is clearly understood that such material will be included in the minutes.
- 6.6.3 It is helpful to ask someone who is not closely associated with the matter concerned in the recommendation to read a draft to check that it is understood in the way intended. If your draft recommendation does not pass this test please keep working on it!
- 6.6.4 It may be appropriate in some cases to include a brief explanatory phrase or clause at the start of a recommendation in order to establish a context. These words must be brief and relevant, so that the body of the recommendation might take a form such as:

In the light of the decision of ... that... be ... requested...
That, noting the effects of...etc.

- 6.6.5 A recommendation from one of Assembly’s reporting bodies must be signed by an authorised officer of the body, and must advise the names of one or two people who will present the recommendation to the Assembly meeting. A contact name must also be provided for those seeking further information; this may be one of the above people, or someone else, as appropriate. It must be clearly indicated that the recommendation is presented in the name of the reporting body. A mobile phone contact is required.
- 6.6.6 A recommendation that comes from members of the Assembly must be signed by two members of the Assembly. It is expected that the first named person (the proposer) will present the recommendation to the meeting, and that the second-named person (the support) will be available to provide additional information if required. Contact information must be provided to enable any contact that may be necessary by the Business Committee. A mobile phone contact is required.

6.7 Notice of Revision

- 6.7.1 When it is felt that the form of a recommendation could be improved, or that a change is required to a recommendation already submitted, a *Notice of Revision* may be submitted.
- 6.7.2 A notice of revision should vary the terms of the recommendation in some manner, but cannot vary it in such a way that its effect would be reversed or negated. The requirements are exactly the same as those for a recommendation; that is, two members of Assembly must be identified and present the revision to the meeting.
- 6.7.3 The form of notice of revision is: *That Proposal No. # be amended by...*
The following text should provide explicit details of words to be deleted and \ or words to be added.
- 6.7.4 A notice of revision generally should not provide the full text of an alternative from of words. This can lead to confusion, as it can be difficult in such a case to determine exactly what changes are being proposed by the revision. However, there are cases where the nature of the change is sufficiently complex that it will be more helpful to members to reprint the **full** recommendation with the new words highlighted. The Business Committee will decide which is more appropriate.

7. QUESTIONS

- 7.1 Questions on the reports of Assembly agencies will be raised through the processes that will be provided for interaction with Agencies about their area of work. There will be a process that will allow appropriate questions to be brought from the interaction process to a plenary session where representatives of the Agencies will respond.

8. NOMINATIONS – PROCEDURE

8.1 Members of Standing Committee

Nomination forms for members of Standing Committee are provided in these papers. **Nominations** are to be placed in the Nomination Box at the meeting venue and **must be signed by both the nominator and the nominee**. See section 3.5.1 for closing times.

8.2 Nomination Forms

Nominations forms are to include a brief (up to 70 words) nomination profile, to be completed by the nominator. NOTE: The failure to supply a profile will disadvantage the nominee. Profiles, which are submitted with more than seventy words will have only the first seventy words printed. Only relevant information should be provided. Marital status and number of children is not relevant information for any of the appointments which the Assembly will be making. **Note: all nominees must indicate their willingness to accept nomination before their name is submitted.**

9. ELECTIONS – PROCEDURE

The following procedures will apply for elections for Chairpersons of Agency Reference Committees, the President- elect and members of Standing Committee.

9.1 General

- 9.1.1 If the number of persons nominated for election does not exceed the number of persons to be elected:

- (a) Voting shall be by show of hands;
- (b) A single vote shall be taken in respect of all nominees unless the Assembly resolves that a separate vote shall be taken in respect of each nominee;
- (c) Nominees who receive an absolute majority of votes shall be declared elected.

- 9.1.2 If the number of persons nominated exceeds the number of persons to be elected voting shall be by written ballot.

9.2 Ballot for President - elect (Please note that the Standing Committee is bringing a proposal to make changes to the method for the ballot for President - elect. The process described below assumes passage of this proposal. The current process is provided in the ballot report Document D1 part 4.13)

- (a) if more than two nominations are received for President - Elect, a first-round preferential ballot be used to identify the two candidates with the highest number of preferences;
- (b) if a candidate in the preferential ballot receives more than 50% of the first preferences of those participating in the ballot, that candidate be declared elected;
- (c) if there are only two nominations, or following a prior preferential ballot, in which no candidate received more than 50% of first preferences, the names of the two candidates who, after the distribution of preferences, received the most votes shall be submitted and members shall indicate their preference for one candidate; and

- (d) to be declared elected, a candidate must receive the support of more than 50% of those participating in the ballot.

9.3 Standing Committee Election - procedures

In electing the members of Standing Committee the Returning Officer will take into account Regulation 3.7.5.1, and Assembly Minute 00.05. In the exercise of their responsibilities the members of the Assembly are to give attention to the role of the Standing Committee as described in regulation 3.7.5.1(l), as indicated in the report of the Standing Committee to this Assembly, and the gifts and graces of the persons making themselves available for election.

ASSEMBLY STANDING COMMITTEE (See Para 47, Constitution)

3.7.5.1 Membership (revised edition effective from June 1 2012)

- (a) The Assembly Standing Committee shall consist of
 - (i) the President, President-elect, ex-President and General Secretary of the Assembly;
 - (ii) the Chairperson and the National Administrator of the Uniting Aboriginal and Islander Christian Congress;
 - (iii) 18 members of the Assembly elected by the Assembly; and
 - (iv) no more than four persons co-opted by the Standing Committee.
- (b) The elected membership shall include at least one person from each Synod.
- (c) The number of lay members of the Standing Committee shall be not fewer than the number of members who are Ministers.
- (d) In the election of members, paragraphs (b) and (c) shall be applied in that sequence in determining the persons elected.
- (e) The elected membership shall include no more than six persons from any Synod.
- (f) The Standing Committee may act notwithstanding any vacancy in its membership. Any vacancy may be filled by the Standing Committee appointing a member of the same status, whether Minister or lay person, as the person who caused the vacancy. If the person whose place has become vacant was the only elected member of the Standing Committee from a Synod, the new member shall be from the same Synod.
- (g) Only members of the Assembly are eligible for membership of the Standing Committee.

RESPONSIBILITIES OF THE STANDING COMMITTEE

- (l) The Standing Committee shall:
 - (i) transact such business as may be referred to it by the Assembly and such other business as may be required or be desirable to be done on behalf of the Assembly between meetings of the Assembly, except such as may be precluded by the Assembly;
 - (ii) in order to assist the Assembly in its discernment, at least ten months prior to an Assembly meeting, advise the Church on the challenges and issues which may be faced by the President and the Assembly in the seven subsequent years;
 - (iii) offer guidance to the President on priorities to be pursued, and the way in which the responsibilities named in Regulation 3.6.4.2 may be exercised, taking into account the particular gifts and graces of the President;
 - (iv) report its decisions to Synods, Presbyteries and the next meeting of the Assembly.

Assembly minutes 00.05 and 09.03.05 between them provide for the following considerations to be taken into account when the ballot for membership of the Standing Committee is being counted.

The Assembly resolved to determine that the elected membership of the Standing Committee shall include:

- at least two persons 25 years of age or under;
- no fewer than eight women and no fewer than eight men;
- at least two persons recognised by Multicultural and Cross Cultural Ministry as being among the culturally and linguistically diverse communities of the church, at least one of whom shall be a lay person;

In casting their vote members of the Assembly are not required to give attention to these criteria. You should vote on the basis of your view as to who are the most suitable people to serve on the Assembly Standing Committee. The Returning Officer will take these requirements into account if it proves to be necessary in the counting and declaration of the ballot.

10. WORKING PAPERS

10.1 Working papers have been distributed to all members of Assembly. A limited number of additional copies are available from the Assembly Secretariat for purchase at cost plus postage - contact (02) 8267 4202 or assysec@nat.uca.org.au Reports and proposals are also available on the web at www.assembly2012.uca.org.au

10.2 General

10.2.1 Pages are numbered within the following major sections

A	Information
B	Reports
C	Proposals
D	Elections and Nominations
E	Members of the Assembly
F	Ministerial Matters
G	Member Information
H	Miscellaneous
I	Manual for Meetings
J	Daily Notices

Each of these sections can be readily identified by a change of colour. Within each major section each body has a separate sub-section and its pages are then numbered consecutively - for example report "Retiring President" is B2 and the pages of its report are numbered B2 – 1, B2 – 2

10.2.2 For supplementary reports, the pages continue the sequential numbering of the original report

10.3 The Convenor of the Business Committee, Geoffrey Grinton will be responsible for authorising material to be circulated during Assembly and any such material should be handed to him or to Ms Jenny Bertalan in the first instance. Please check with Jenny on size and quantity. Approved material must be delivered at least one session before it is to be circulated.

10.4 Any member who has any query should seek an early opportunity for discussion with the Convenor of the Business Committee.

11. CAR PARKING

Very limited car parking will be available at cost to the member of the Assembly. Members need to make arrangement for parking, and arrangements for payment with the 13th Assembly Administrator, Mrs Gwenda Kerley before arrival in Adelaide. Gwenda can be contacted at gkerley@sa.uca.org.au

12. TRAVEL EXPENSES

Claim forms for reimbursement of travel expenses have been distributed with the registration

information. The process for reimbursement is described in that letter. Information can also be received from Mrs Gwenda Kerley at gkerley@sa.uca.org.au

Direct debit payment for air travel expenses will be available as soon as possible after receipt of the claim form. **Please sign the Reimbursement Claim Form.** Claims for road travel will not be processed before the Assembly meeting but claims do have to be submitted to Gwenda Kerley by Wednesday 18 July – no late claims will be processed.