

TRAVEL REQUEST FORM 2024 AGM

CONTACT DETAILS

Name: _____

Phone: _____

Email: _____

EVENT DETAILS

The following days are proposed for the AGM:

- Monday 25th November - Travel Day
- Tuesday 26th November – Information Day
- Wednesday 27th November – AGM
- Thursday 28th November – Return Travel Day

TRAVEL DETAILS

Where are you travelling from: _____

Who are you travelling with: _____

Do you require:

- Flights - Monday and Thursday to and from Broome. Travel to Derby maybe by Bus or by plane subject to availability.
- Fuel (self driving) – please provide dates you will commence travelling to and from Derby.
- Bus ticket.
- Accommodation in Derby.
- Monday
- Tuesday
- Wednesday
-

PLEASE COMPLETE AND RETURN TO AC@DAMBI.ORG.AU

NO LATER THAN 3PM FRIDAY 15th NOVEMBER 2024

No further requests can be accepted after this date.

dambimangari

Aboriginal Corporation

Details of travel bookings

Remember we are unable to cater for children or non-members to attend.

Bookings

Travel requests must be made by completing the Travel Request Form. Travel requests will only be accepted through a completed Travel Request Form. The form can be emailed to AC@dambi.org.au, dropped off at the office or texted to 0499 989 760

Meeting

Will be held in Mowanjum at the Mowanjum Hall. An Agenda will be sent to you with times, dates and confirmation of the meeting's activities.

Accommodation

Accommodation is provided for Monday to Wednesday nights in Derby.

Flights, Bus and Fuel

Return Flights will be provided for members traveling long distances. All flight bookings must include return dates at time of booking.

Return Bus tickets will be provided for members where flights not appropriate.

Fuel will be provided for members travelling by motor vehicles. Example: \$200 in Broome, \$200 in Derby for return. Additional amounts for longer distances (to a maximum of 3 locations, \$600, each way).

For those on long bus rides or driving a long way, a once off food allowance of \$30 / adults and \$15 / child will be provided by Essentials Card.

Meals

Derby Short Stay

Members staying at the Derby Short Stay will have all meals provided.

Boab Inn - Members staying at the Boab Inn will be provided with meals and a non-alcoholic beverage at the hotel limited to \$30 breakfast per member & \$50 dinner per member.

Spinifex Hotel

Members staying at the Spinifex Hotel will be provided with meals and a non-alcoholic beverage at the hotel limited to \$30 breakfast per member & \$50 dinner per member.

Kingsound Hotel

Members staying at the Kingsound Hotel will be provided with meals and a non-alcoholic beverage at the hotel limited to \$30 breakfast per member & \$50 dinner per member.

Where possible, we ask that children be left with a carer.

Please Note: No changes or cancellations will be made. If arranged transport is missed for any reason, it will not be re-booked.

We only cater for Dambi members. Non Dambi people should not attend the meetings.

Non Dambi members might travel in the same vehicle, but we would not pay additional fuel or food costs.

Accommodation booking Terms & Conditions

1. Members must always abide by the Code of Conduct while participating in the AGM and associated travel arrangements (copy attached).
2. Keep the premises clean and return in the same state of cleanliness as it was received.
3. Rubbish needs to be disposed of in the bins provided. Don't leave rubbish around or outside your room.
4. Do not use or allow the premises to be used for any illegal purpose.
5. Be mindful of other users and neighbors and do not cause a nuisance (i.e. excessive noise / loud music)
6. Be mindful of the safety and security of your belongings by locking doors when not in attendance.
7. Smoking only permitted in designated smoking areas.
8. Advise the hotel as soon as possible if any damage occurs or if maintenance is required.
9. Abide by the hotel's check in and check out times to avoid additional charges.

Dambimangari Aboriginal Corporation believes it is important to provide members with travel support to attend our AGMs. However, in instances where these terms and conditions are breached the matter will be escalated to the Chairperson and or Board of Directors. Possible consequences include cancellation of accommodation with immediate return home and limitations on future travel support.

Member’s code of conduct

Policy number	031	Version	001
Policy type	Corporation	Date drafted	18 th November 2021
Board approval date	September 2023	Scheduled review date	September 2024

Signatures	
Chairperson: 	Date: 31/10/2023
Chief Executive Officer: 	Date: 31/10/2023

1. Purpose

This policy sets out the principles and processes of a code of conduct for the general membership of the Dambimangari Aboriginal Corporation.

2. Principles

Membership of the Dambimangari Aboriginal Corporation is only available to Worrorra (Dambimangari) people who are at least 18 years of age.

People seeking membership must apply in writing and the corporation’s board of directors decide whether membership should be granted or not.

Once accepted as a member, a person is required to follow the corporation’s rules.

Members that are elected as directors of the corporation are expected to comply with the director’s code of conduct.

This policy covers all other members.

The corporation’s Rule Book states that a member must treat other members with respect and that if a member misbehaves the corporation may seek cancellation of membership by special resolution at a general meeting. This policy expands on those requirements.

3. Processes

The corporation exists to support and assist its members by providing social, economic and capacity building programs. The corporation operates in the best interests of all its members and treats all members equally.

The corporation expects its members to respect the work of the board of directors who are their elected representatives and the corporation employees who carry out their duties under the guidance and direction of the board.

The corporation has developed a suite of policies that will ensure it carries out its responsibilities to its members effectively. There are policies that explain how membership works, what to do if a member has a complaint or grievance and how to access the support of the corporation and access its facilities and resources.

The policies provide a way for members to communicate directly with the corporation on any issue without the need for poor conduct, inappropriate or aggressive behaviour or language. By using the corporation's policies there will always be a calm and sensible way to deal with an issue or solve a problem.

This policy provides a simple code of conduct that members should apply when dealing with the corporation. Members should:

- (a) Not use language or behaviour that offends, harasses or discriminates.
- (b) Not abuse, intimidate or physically assault the corporation's directors, employees or other members.
- (c) Not attempt to influence other members to take actions or make decisions that are detrimental to the corporation's operations or reputation.
- (d) Not deface or damage the corporation's buildings, vehicles, property or equipment.
- (e) Only smoke in designated areas when attending the corporation's offices and workplaces.
- (f) Accept the views and positions of other members in relation to corporation business and should not speak badly about the directors or other members who hold different views.
- (g) Not post comments on private social media that denigrates or offends the corporation's members, directors or employees or puts at risk the corporation's operations or damages the corporation's reputation.
- (h) Accept that inappropriate conduct or misbehaviour that could damage the operations or reputation of the corporation may result in a range of consequences that may include bans on attending the corporation's offices, restrictions on access to the corporation's services and programs, suspension of membership or in severe cases seeking approval from the members to cancel membership.

In addition to the general requirements for acceptable member behaviour as specified above, members should also understand that the corporation applies a zero tolerance approach to drug and alcohol issues.

Members must not attend any of the corporation's offices or workplaces when under the influence of drugs or alcohol.

When participating in activities or events organised by the corporation on Dambimangari country, or when representing the corporation in any capacity in any location, members must not transport, share or consume alcohol or prohibited drugs.

Members should understand that there will be consequences for breaches of this policy.