

# Anglican Church of Australia Diocese of Sydney

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Website: [www.sds.asn.au](http://www.sds.asn.au)

22 September 2016

## Further arrangements and election information : 3<sup>rd</sup> Session of the 50<sup>th</sup> Synod

### 2<sup>nd</sup> circular to Synod Members

#### Key points

- Documents for the Synod session are available with this circular at [www.sds.asn.au](http://www.sds.asn.au). A "self-printing" name tag will be sent as a separate email attachment
- The opening service for this session will be held in the Cathedral at **1.30 pm Monday 10 October 2016**
- Proceedings for each day of the session will start at 3.15 pm, with doors to the Wesley Theatre opening at 2.15 pm
- Daily Papers for each day of the session will be available for members on tables near the entrance to the Wesley Theatre (and will also be available earlier in the day at [www.sds.asn.au](http://www.sds.asn.au)). However the business paper for the first day of the session (provided with this circular) will not be provided to members in printed form on the first day
- There are no contested elections at this year's Synod session. Accordingly no ballots will be conducted at the session. The Notice of Uncontested Elections is posted at [www.sds.asn.au](http://www.sds.asn.au)
- Discounted parking will be available at 5 car parks in the vicinity of the Synod venue with most discounted parking requiring prior online booking

The material in this circular supplements the material in the 1<sup>st</sup> circular of 11 August 2016.

## 1. More on arrangements

### Synod communications

- 1.1 This is the second communication to Synod members for this session. It is accompanied by links to the following documents on the website of the Sydney Diocesan Secretariat ("SDS") [www.sds.asn.au](http://www.sds.asn.au) –
- This (2<sup>nd</sup>) circular
  - Business Paper for 10 October 2016
  - Synod Book 1 (including the Standing Committee's report to Synod and other reports and bills)
  - Synod Book 2 (including the Standing Committee's supplementary report to Synod and other reports and bills)
  - Synod Book 3 (including copies of the principal ordinances proposed to be amended and other background materials)
  - Amendment Sheet (for proposed amendments received before 22 September 2016)
  - Notice of Uncontested Elections
- 1.2 If you require a paper copy of the Standing Committee's report or any other large document provided to members for the session, copies are available for collection from the Reception at Level 2 St Andrew's House prior to the Synod and will be available at the Wesley Theatre during the session of Synod.
- 1.3 This communication also includes a "self-printing" name tag for the session which you will receive as an attachment to a separate email (see items 1.12 to 1.14 below).

### Synod Service

- 1.4 An opening service for this Synod will be held in the Cathedral at 1.30 pm with the Rev Gary Koo preaching.

### Meeting Place, Dates and Microphones

- 1.5 The Synod will meet in the Wesley Theatre, 220 Pitt Street, Sydney on Monday 10, Tuesday 11, Wednesday 12, Monday 17 and Tuesday 18 October 2016.
- 1.6 The proposed hours of meeting for each day of the session are as follows –
- For the first day -
- 3.15 pm to 5.30 pm  
5.30 pm to 7.00 pm - *Meal Break*  
7.00 pm to 9.30 pm
- For the second and subsequent days -
- 3.15 pm to 5.45 pm  
5.45 pm to 7.00 pm - *Meal Break*  
7.00 pm to 9.30 pm
- 1.7 The doors of the Theatre will be open to Synod members from 2.15 pm on each day.
- 1.8 There will be a public gallery at the rear of the Theatre. Synod members are not to sit in the public gallery if they want to participate in debate or vote.
- 1.9 Microphones are conveniently placed throughout the Theatre. If you are called to speak in debate move to the nearest microphone and speak into it. Don't get too close to or speak across the microphone.

### Daily Papers

- 1.10 The Business Paper for 10 October 2016 and the Amendment Sheet for proposed amendments received before 22 September 2016 are available on SDS's website [www.sds.asn.au](http://www.sds.asn.au). Copies of these documents will not be provided again to members on the first day of the session as part of the Daily Papers, although an updated Amendment Sheet may be included in the Daily Papers for the first day if further proposed amendments are received before 10 October 2016.
- 1.11 Daily Papers for each day of the session will be available in printed form on tables situated near the entrance of the Wesley Theatre. Daily Papers will also be posted on the website [www.sds.asn.au](http://www.sds.asn.au) as soon as they are finalised each morning. Members are encouraged, where possible, to download and use the Daily Papers from the website.

## **Name tags**

- 1.12 Your printable form of name tag (without the plastic holder) will be sent to you by **separate** email from [nkp@sydney.anglican.asn.au](mailto:nkp@sydney.anglican.asn.au) on or about 22 September as part of this 2<sup>nd</sup> communication. Please print (in black and white) the sheet on which your name tag appears, cut your tag out of the sheet and bring it to the session. Plastic name tag holders will be available at the Wesley Theatre.
- 1.13 If you have no capacity to print your name tag (in black and white), please contact Nerida Paul at [nkp@sydney.anglican.asn.au](mailto:nkp@sydney.anglican.asn.au) **by Friday 7 October 2016** so that suitable alternative arrangements can be made.
- 1.14 Please wear your name tag while in the Wesley Theatre itself.

## **Hearing loop and wheelchair access**

- 1.15 If you wish to utilise the hearing loop in the Wesley Theatre or require wheelchair access, you should contact the Conference Centre Reception inside the Pitt Street entrance of the Synod venue for assistance.

## **2. Elections for this Synod Session**

### **Uncontested elections**

- 2.1 All elections to be conducted at this Synod session are Uncontested Elections since, in each case, the number of nominations as at the deadline for withdrawing nominations on 19 September 2016 did not exceed the number of persons to be elected. Accordingly there will be no ballots conducted at this session.
- 2.2 The Notice of Uncontested Elections has been published with this circular on SDS's website at [www.sds.asn.au](http://www.sds.asn.au).

## **3. Synod procedures: What you must know**

### **Procedures generally**

- 3.1 You should read the business rules contained in the Schedule to the *Conduct of the Business of Synod Ordinance 2000*. A copy of this Ordinance is available at [www.sds.asn.au](http://www.sds.asn.au) and is also included as background material in Synod Book 3.
- 3.2 Further information about Synod procedures is contained in the paper entitled "Synod Procedures" which can be found on SDS's website, [www.sds.asn.au](http://www.sds.asn.au) under For Synod & Standing Committee then Administration – Synod Procedures. The paper has hints on –
  - Meetings and Papers
  - Procedures, Order of Business etc
  - Rules for Tabling and Circulating Printed Material
  - Rules of Debate: Motions and Amendments
  - Questions
  - Ordinance Procedures

### **Distribution of material**

- 3.3 Printed material must not be placed on seats or tables or handed out in the Synod venue or inside the entrance to the Synod venue. Copies of material which has been tabled in the Synod, or which has been authorised, may be made available to members in the foyer of the Wesley Theatre by arrangement with the Diocesan Secretary.

### **Motions, amendments and questions**

- 3.4 Notices of motions from members received by 10 September 2016 are included in the Business Paper for 10 October 2016.
- 3.5 Notices of further motions may be given and questions may be asked at the start of proceedings on 10, 11 and 12 October, but not on 17 and 18 October without leave of the majority of the members present.
- 3.6 Questions are usually answered the day after the question is asked. If you want to ask a question please make sure the wording of the question complies with Business Rule 6.3.

- 3.7 Forms of motions, amendments and questions are available from the Secretary Table or may be downloaded from SDS's website [www.sds.asn.au](http://www.sds.asn.au) under For Synod & Standing Committee then Synod this Year.
- 3.8 Guidelines for the moving of motions are printed at items 2.15 to 2.17 of the 1<sup>st</sup> Circular to Synod members dated 11 August 2016.

### **Addressing the Synod**

- 3.9 You may only address the Synod when called by the President to do so.
- 3.10 If you wish to be called by the President to address the Synod, you must stand in your place or, if directed by the President, near a microphone. The President may then call you to address the Synod.
- 3.11 However, if the President rises to speak you need to sit down.

### **Questions about proposed ordinances and policies**

- 3.12 There is a question time on a proposed ordinance or policy after the motion that it be approved in principle has been moved and seconded. Questions may be asked without notice at this time, but speeches and statements are not allowed. It is in the interests of the whole Synod if the mover of a proposed ordinance or policy (or the Synod Secretary) is notified in advance of any questions so that, if necessary, answers can be researched.

### **Amendments during debate**

- 3.13 To move an amendment during a debate, you must stand in your place (or near a microphone if directed by the President) and if called by the President (or the Chairman of Committees when the Synod is in committee), state that you wish to move an amendment, read the amendment and speak to it. If you have not already handed in the text at the Synod Secretary Table, one of the clerks will collect it from you after you have spoken.
- 3.14 You don't need to give formal notice of an amendment. However, providing the details of your proposed amendment to the Synod Secretary as early as possible either on paper or by email to [synodbusiness@sydney.anglican.asn.au](mailto:synodbusiness@sydney.anglican.asn.au) has several benefits. If there is sufficient time –
- (a) the mover of the principal motion will be told,
  - (b) different points of view can be discussed with the mover of the principal motion and perhaps reconciled without taking up valuable time of the whole Synod, and
  - (c) the amendments can be included in the Amendment Sheet (or displayed on the overhead screen).
- 3.15 If the mover of a principal motion agrees to include your amendment in the motion, the mover should notify the Synod Secretary. The Synod Secretary will then print the principal motion in the business paper for the next day in a form which incorporates the amendment.

## **4. Meals**

### **Meals etc**

- 4.1 Drinking water dispensers are located in the Wesley Theatre Foyer.
- 4.2 There are a number of small restaurants and cafes in the vicinity of the Wesley Centre where a quick cup of coffee or a meal can be obtained for a reasonable range of prices.

## **5. Car parking**

### **Parking rates and times**

- 5.1 The parking arrangements for this year are similar to last year, and rely on pre-booking a space online in order to benefit from discounted pricing. Significant roadwork is underway in the CBD during Synod, so please plan your route through the city carefully.

#### *Online booking*

- 5.2 The following table lists the car parks which have provided discount rates for Synod members. The evening rates provided are the standard online booking rates available to the public; the discounted half-day rates are also booked online, but require a specific promotional code.

<b>Carpark facility</b>	<b>Discounted half-day rate (booked online with promotional code) 12.30 pm – 11.30 pm</b>	<b>Evening rate (booked online) 5.00 pm – 11.30 pm</b>
<b>St Andrew's House</b> 464 Kent Street <i>WILSON PARKING</i>	\$30	\$10
<b>MLC Centre</b> 108 King Street <i>WILSON PARKING</i>	\$30	\$20
<b>Citipark</b> 431 Kent Street <i>WILSON PARKING</i>	\$30	\$8
<b>383 Kent Street Car park</b> (Extra height for taller vehicles: 2.1m) <i>WILSON PARKING</i>	\$30	\$7
<b>Piccadilly Car park</b> 133 Castlereagh Street (Underneath Wesley Centre) <i>SECURE PARKING</i>	\$39.99	\$17.50

5.3 We cannot guarantee parking in any of these car parks. Overnight parking costs extra.

5.4 Please note the closing time of the car park you select. St Andrew's House car park closes at midnight each night during Synod.

#### *Evening Parking*

5.5 If you are parking only for the evening session, you might also consider the Queen Victoria Building car park, being closer than most other car parks and having parking after 5.00 pm until midnight for \$12, without the need to prebook online.

#### **Parking procedure**

5.6 For each carpark facility in the above table, you need to follow the specific procedure outlined below to book a spot online at the listed rates. This should be done at least one hour before entering the carpark facility.

#### *Wilson car parks – St Andrew's House, MLC Centre, Citipark and 383 Kent Street car parks*

5.7 For the Wilson car parks listed, go to <https://www.wilsonparking.com.au/book-a-bay>, and select "NSW".

5.8 Select your chosen car park (*St Andrew's House, MLC Centre, Citipark or 383 Kent Street*) and your entry (and exit) date, and the following recommended times to allow the greatest flexibility –

(a) If you require parking prior to 5.00 pm –

Entry Time: **12.00** | Exit Time: **23.30** | Promo code: **SYNOD**

(b) If you require parking after 5.00 pm –

Entry Time: **17.00** | Exit Time: **23.30** | (do not enter a promo code)

5.9 Parking prior to 5.00 pm and using the promo code will attract the discounted day rate of \$30. If parking after 5.00 pm, it is cheaper to select the "Book a Bay" evening rate for that car park and leave the promo code blank. There is a one hour grace period prior to your entry time and following your exit time (pending car park operating hours) to allow for unforeseen circumstances.

5.10 Complete the payment process being careful to use a Credit Card that you will have with you while parking (your credit card is used as your pass to enter and exit the parking facility).

#### *Piccadilly car park (under the Wesley Centre)*

5.11 For the Piccadilly car park, go to <https://au.secure-a-spot.com>. If you are not already a registered customer with Secure Parking, you need to complete the registration process at the bottom of the page, which includes registering a credit card. Payment is not taken at this point.

- 5.12 If you require parking at Piccadilly car park prior to 5.00 pm –
- (a) Select the following recommended options, which should allow the greatest flexibility for entry and exit times without additional expense (you can enter after the designated entry time and exit prior to the designated exit time) –
    - City: **Sydney** | Region: **Sydney CBD** | Car park: **Piccadilly**
    - Entry Date: **e.g. 10/10/2016** | Entry Time: **12.00 PM** | Exit Time: **11.30 PM**
  - (b) Choose “Casual Hourly Parking”. This will display a rate of \$60.00 (+ \$0.50 booking fee).
  - (c) Click on “Book Now” which will take you to a Review page.
  - (d) Enter the Promotion Code: **DSA2016** and click “Apply Promotion Code”. This will reduce the rate per day to \$39.99 (+ \$0.50 booking fee). Then click “Proceed to Payment”.
- 5.13 If you are only parking at Piccadilly car park after 5.00 pm –
- (a) Select the following recommended options –
    - City: **Sydney** | Region: **Sydney CBD** | Car park: **Piccadilly**
    - Entry Date: **e.g. 12/10/2015** | Entry Time: **5.00 PM** | Exit Time: **11.30 PM**
  - (b) Choose “Evening Rate”. This will display a rate of \$17.00 (+ \$0.50 booking fee).
  - (c) Click on “Book Now” which will take you to a Review page. (There is no further discount available for evening parking.)
- 5.14 Once you have completed the booking process, a confirmation email will be sent to you with a five digit code. This code will allow you to enter and exit the car park.
- 5.15 Secure Parking have provided the following number to call if you have any problems: 8912 4900.