

**ANNUAL GENERAL**

**MEETING AND**

**CONFERENCE INFORMATION**



**SUB-BRANCH**

**SECRETARY KIT 2023**

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PLEASE EMAIL TO [AGM@HSU.ASN.AU](mailto:AGM@HSU.ASN.AU)

## GUIDELINES FOR SUB-BRANCH SECRETARIES

The Sub-branch elections must be held in accordance with Rule 33 (Sub-branch) particular attention should be paid to the following:

- Organise with your Sub-branch committee and returning officer a date for the annual general meeting. This meeting must be conducted between 1st February and 30th April 2023. We ask that you hold the annual general meeting at your earliest convenience
- The notice calling for nominations / annual general meeting notice should be displayed on a notice board accessible to all members at least twenty-one days prior to the annual general meeting. This is recommended in order to allow the returning officer time to comply with the rules governing to nominations and elections
- Nomination forms should be made available to the returning officer or members nominating
- If the returning officer advises that a ballot is required, please display the notice of candidates for sub-branch elections on a notice board accessible to all members
- Please display or make available to members a copy of Rule 33 regarding sub-branches
- Please complete the sub-branch executive and sub-branch committee positions form and submit via e-mail or [agm@hsu.asn.au](mailto:agm@hsu.asn.au).

**PLEASE DO THIS IMMEDIATELY AFTER THE ELECTION HAS BEEN COMPLETED AND DECLARED.**

## NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of

Will be held on

Time and location

## AGENDA

At this meeting, the Returning Officer will conduct an election for the following sub-branch positions

- President
- Vice President
- Secretary
- Committee Members - Not less than five (5)
- Delegate to Conference (entitlement below)

Financial Members	Delegates
15 & Over	1

Note: Nomination forms are available from your Sub-branch Secretary and / or Returning Officer, and must be in the hands of the Returning Officer 7 days prior to the AGM.

Name of Returning Officer

Returning Officer's address

Returning Officer's contact number

Following the conduct of the election the President will arrange for the meeting to appoint a Returning Officer and two scrutineers for the ensuing 12 months.

Signature

Date

## SUB BRANCH NOMINATION FORM

We (2 names required), the undersigned FINANCIAL members, hereby nominate:

First name

Surname

For the position of

(President, Vice President, Secretary, Committee Member)

RULE 34 (d) (iv) STATES: "Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination".

Name (please print)

Address

Signature

Name (please print)

Address

Signature

## STATEMENT OF NOMINEE

Name (please print)

Address

Employed at

Workplace

**ACCEPT NOMINATION FOR THE ABOVE POSITION IN THIS SUB-BRANCH OF THE HEALTH SERVICES UNION:**

Signature

Date

# SUB-BRANCH SECRETARY KIT

## CONFERENCE DELEGATE NOMINATION FORM

We (2 names required), the undersigned financial members, hereby nominate:

First name

Surname

***To attend the HSU Conference Sunday 2<sup>nd</sup> — Tuesday 4<sup>th</sup> July, 2023, Hyatt Regency Sydney***

Note: Delegates must be a FINANCIAL member of the HSU at the time of nomination

RULE 34 (d) (iv) STATES: "Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination".

Name (please print)

Address

Signature

Name (please print)

Address

Signature

## STATEMENT OF NOMINEE

Name (please print)

Address

Employed at

Workplace

Sub-branch

**ACCEPT NOMINATION TO ATTEND THE  
2023 HSU CONFERENCE**

Signature

Date

## LIFE MEMBERSHIP

1. Persons proposed for life membership of the Health Services Union, shall have had a **MINIMUM OF FIFTEEN YEARS'** membership of the union, and further, when the life membership proposal is submitted, such person must be retired from any area of union coverage.
2. Persons proposed for life membership must have been an **ACTIVE MEMBER FOR AT LEAST TEN YEARS** of such membership. Activity for this purpose shall be such as a sub-branch official, councillor, and/or official of the union.
3. The Union Council of the Health Services Union shall have the sole right to propose persons for life membership.
4. Any person proposed for life membership and who is unsuccessful shall have the right to have their proposal submitted again in the future.
5. If any life member resumes his/her employment whilst a holder of life membership, it must be surrendered during such employment and ordinary membership must be taken out during this time in order to preserve membership rights. Upon resuming retirement, life membership is reinstated.

It is therefore suggested that if any previous member or members of your sub-branch are eligible to be considered under the terms of the above conditions, you forward the full name and address, together with the necessary details to reach the HSU Head Office **NO LATER THAN 30th April 2023**.

The  sub-branch of the Health Services Union nominates

for life membership.

This nomination was endorsed by a meeting of the sub-branch on

Signature

Date

PLEASE EMAIL TO [AGM@HSU.ASN.AU](mailto:AGM@HSU.ASN.AU)



## HEALTH SERVICES UNION ACKNOWLEDGEMENT OF NOMINATION

To nominee

Name

Please accept this as receipt for the nomination for the position of

in the

Sub-branch.

If more than sufficient candidates are nominated for the above position an election will be conducted at the annual general meeting which is being held at:

Place

Date

Time

Returning officer

Signature

Date

## NOTICE ADVISING SUB-BRANCH ELECTION REQUIRED

More than sufficient candidates have nominated and an election is required for the following positions


The election for the above positions shall be a secret ballot to be conducted at the annual general meeting.

Place

Date

Time

Sub-branch Returning Officer

Rule 20 (h) (ii) STATES:

“Such ballot shall be counted on the first past the post principle and shall be conducted in the order of President, Vice President and Secretary. Members of the sub-branch who will not be present at the AGM may make request, in writing to the returning officer, for an absentee vote, any time after the closing date for nominations and before the AGM.”

# SUB-BRANCH SECRETARY KIT

## AGM RESULTS - HEAD OFFICE COPY

The

Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Conference Delegate 1				

Sub-branch Secretary

Date

PLEASE EMAIL TO: [AGM@HSU.ASN.AU](mailto:AGM@HSU.ASN.AU)

# SUB-BRANCH SECRETARY KIT

## AGM RESULTS - NOTICE BOARD

The

Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Conference Delegate 1				

Sub-branch Secretary

Date

PLEASE PLACE ON NOTICE BOARD

## INFORMATION FOR 2023 HSU CONFERENCE

**SUNDAY 2<sup>ND</sup> JULY - TUESDAY 4<sup>TH</sup> JULY 2023**

**LOCATION: HYATT REGENCY SYDNEY, 161 SUSSEX STREET  
SYDNEY NSW 2000**

### REQUIREMENTS TO ATTEND

1. The Annual General Meeting (AGM) to elect a delegate must be held from the 1st February and no later than 30th April 2023.
2. Conference delegates must be a financial member of the HSU at the time of nomination.
3. Online registration must be completed and include air travel, accommodation and special dietary requests.
  - Online registration opens 3rd March 2023 and closes 1st May 2023.
  - Air travel and accommodation will only be provided to accredited delegates. Further information regarding air travel and accommodation details will be forwarded the week prior to conference.
4. Letter of request to employer to attend the HSU Conference 2023.
5. Only accredited delegates are eligible to attend the conference.

**SUB-BRANCH**

**RETURNING OFFICER KIT**

**2023**

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10. ELECTION RETURN TO HSU
11. ELECTION RETURN FOR SUB-BRANCH NOTICE BOARD
12. CONFERENCE 2023 REQUIREMENTS TO ATTEND

PLEASE EMAIL TO [AGM@HSU.ASN.AU](mailto:AGM@HSU.ASN.AU)

## GUIDELINES FOR THE RETURNING OFFICER IN SUB-BRANCH ELECTIONS

The Sub-branch elections must be held in accordance with Rule 33 (Sub-branch) particular attention should be paid to the following:

- The Notice of Meeting should be displayed on a notice board accessible to all members at least twenty-one days prior to the annual general meeting. This is recommended in order to allow the returning officer time to comply with the rules in respect to nominations and elections.
- Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by any other means that ensures delivery so as to reach the returning officer at least seven days prior to the annual general meeting.
- The returning officer shall check all nominations received for compliance with the requirements of these rules and shall reject any that do not so comply; provided that in the event of their finding a defect in a nomination they shall, before rejecting the nomination, notify the person concerned of the defect, and, where it is practicable to do so, give them the opportunity of remedying the defect within seven days of being so notified. The returning officer must acknowledge nominations received.
- If more than sufficient candidates are nominated an election shall be held. The election shall be held in the order President, Vice President and Secretary.
- The returning officer shall obtain sufficient ballot papers (see sample ballot paper included) for the election and shall make arrangements so as to enable members to vote at the annual general meeting. See Rule 33 (d) Sub-branch Representatives.
- The returning officer shall initial all ballot papers, which shall not bear any other distinguishing mark.
- Any member of the sub-branch who will not be present at the annual general meeting may lodge with the returning officer, at any time after the closing date for nominations and before the annual general meeting commences a written request for an absentee vote. All absentee votes will be counted by the returning officer at the annual general meeting.
- In the case of an equality of votes for two or more candidates the returning officer shall determine by drawing lots which of the members is elected.
- Any candidate at any such election may appoint a scrutineer who shall be entitled at the expense of the candidate to be present at all stages of the ballot.
- The returning officer shall declare the result of the ballot following the count, which includes any absentee votes received at the annual general meeting, and all persons elected shall occupy their positions forthwith.

**DELEGATES MUST BE A FINANCIAL MEMBER OF THE HSU AT THE TIME OF NOMINATION.**



## NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of

(Sub-branch)

Will be held on

Time and location

## AGENDA

At this meeting, the Returning Officer will conduct an election for the following sub-branch positions

- President
- Vice President
- Secretary
- Committee Members - Not less than five (5)
- Delegate to Conference (entitlement below)

Financial Members	Delegates
15 & Over	1

Note: Nomination forms are available from your Sub-branch Secretary and / or Returning Officer, and must be in the hands of the Returning Officer 7 days prior to the AGM.

Name of Returning Officer

Returning Officer's address

Returning Officer's contact number

Following the conduct of the election the President will arrange for the meeting to appoint a Returning Officer and two scrutineers for the ensuing 12 months.

Signature

(Sub-branch Secretary)

Date

## SUB BRANCH NOMINATION FORM

We (2 names required), the undersigned FINANCIAL members, hereby nominate:

First name  Surname

For the position of   
(President, Vice President, Secretary, Committee Member)

RULE 34 (d) (iv) STATES: "Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination".

Name (please print)

Address

Signature

Name (please print)

Address

Signature

## STATEMENT OF NOMINEE

Name (please print)

Address

Employed at  Workplace

**ACCEPT NOMINATION FOR THE ABOVE POSITION IN THIS SUB-BRANCH OF THE HEALTH SERVICES UNION:**

Signature  Date

## CONFERENCE DELEGATE NOMINATION FORM

We (2 names required), the undersigned financial members, hereby nominate:

First name

Surname

***To attend the HSU Conference Sunday 2<sup>nd</sup> — Tuesday 4<sup>th</sup> July, 2023, Hyatt Regency Sydney***

Note: Delegates must be a FINANCIAL member of the HSU at the time of nomination

RULE 34 (d) (iv) STATES: "Nominations must be in writing, signed by the member who is nominated and endorsed by at least two financial members and must be forwarded by registered mail or by other means that ensures delivery so as to reach the Returning Officer at least seven days prior to the Annual General Meeting. The Returning Officer shall provide each member with a receipt upon delivery of his/her nomination".

Name (please print)

Address

Signature

Name (please print)

Address

Signature

## STATEMENT OF NOMINEE

Name (please print)

Address

Employed at

Workplace

Sub-branch

**ACCEPT THIS NOMINATION TO ATTEND THE  
2023 HSU CONFERENCE**

Signature

Date

## LIFE MEMBERSHIP

1. Persons proposed for life membership of the Health Services Union, shall have had a **MINIMUM OF FIFTEEN YEARS'** membership of the union, and further, when the life membership proposal is submitted, such person must be retired from any area of union coverage.
2. Persons proposed for life membership must have been an **ACTIVE MEMBER FOR AT LEAST TEN YEARS** of such membership. Activity for this purpose shall be such as a sub-branch official, councillor, and/or official of the union.
3. The Union Council of the Health Services Union shall have the sole right to propose persons for life membership.
4. Any person proposed for life membership and who is unsuccessful shall have the right to have their proposal submitted again in the future.
5. If any life member resumes his/her employment whilst a holder of life membership, it must be surrendered during such employment and ordinary membership must be taken out during this time in order to preserve membership rights. Upon resuming retirement, life membership is reinstated.

It is therefore suggested that if any previous member or members of your sub-branch are eligible to be considered under the terms of the above conditions, you forward the full name and address, together with the necessary details to reach the HSU Head Office **NO LATER THAN 30th April 2023**.

The  sub-branch of the Health Services Union nominates

for life membership.

This nomination was endorsed by a meeting of the sub-branch on

Signature

Date

PLEASE EMAIL TO [AGM@HSU.ASN.AU](mailto:AGM@HSU.ASN.AU)

## HEALTH SERVICES UNION ACKNOWLEDGEMENT OF NOMINATION

To nominee

Name

Please accept this as receipt for the nomination for the position of

in the

Sub-branch.

If more than sufficient candidates are nominated for the above position an election will be conducted at the annual general meeting which is being held at:

Place

Date

Time

Returning officer

Signature

Date

## NOTICE ADVISING SUB-BRANCH ELECTION REQUIRED

More than sufficient candidates have nominated and an election is required for the following positions


The election for the above positions shall be a secret ballot to be conducted at the annual general meeting.

Place

Date

Time

Sub-branch Returning Officer

Rule 20 (h) (ii) STATES:

“Such ballot shall be counted on the first past the post principle and shall be conducted in the order of President, Vice President and Secretary. Members of the sub-branch who will not be present at the AGM may make request, in writing to the returning officer, for an absentee vote, any time after the closing date for nominations and before the AGM.”

## HEALTH SERVICES UNION (NSW/ACT/QLD) ANNUAL GENERAL MEETING 2023 BALLOT PAPER

### PRESIDENT One (1) to be elected

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

CANDIDATES NAME

CANDIDATES NAME

### VICE PRESIDENT One (1) to be elected

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

CANDIDATES NAME

CANDIDATES NAME

### SECRETARY One (1) to be elected

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

CANDIDATES NAME

CANDIDATES NAME

### COMMITTEE MEMBER

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

CANDIDATES NAME

The results of the election will be on a first past the post basis i.e., the candidate with the highest number of votes will be elected to the nominated position. In the case of an equality of votes for two or more candidates, the returning officer shall determine by drawing lots which of the member is elected.

## REQUEST FOR ABSENTEE VOTE

To the returning officer

I,

enable me to vote absentee as I will not be attending the AGM of

Sub-branch to be held on

Name

Address

Phone no

Signature

**BALLOT PAPERS MUST BE IN THE HANDS OF THE RETURNING OFFICER PRIOR TO THE COMMENCEMENT OF THE AGM.**



## AGM RESULTS - NOTICE BOARD

The

Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Conference Delegate 1				

Sub-branch Secretary

Date

PLEASE PLACE ON NOTICE BOARD

## REQUEST FOR ABSENTEE VOTE

The

Sub-branch Executive Committee positions

	Name	Member number	E-mail address	Phone numbers
President				
Vice President				
Secretary				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Committee member				
Conference Delegate 1				

Sub-branch Secretary

Date

PLEASE PLACE ON NOTICE BOARD

## INFORMATION FOR 2023 HSU CONFERENCE

**SUNDAY 2<sup>ND</sup> MAY - TUESDAY 4<sup>TH</sup> JULY 2023**

**LOCATION: HYATT REGENCY SYDNEY, 161 SUSSEX STREET  
SYDNEY NSW 2000**

### REQUIREMENTS TO ATTEND

1. The Annual General Meeting (AGM) to elect a delegate must be held from the 1st February and no later than 30th April 2023.
2. Conference delegates must be a financial member of the HSU at the time of nomination.
3. Online registration must be completed and include air travel, accommodation and special dietary requests.
  - Online registration opens 3rd March 2023 and closes 1st May 2023.
  - Air travel and accommodation will only be provided to accredited delegates. Further information regarding air travel and accommodation details will be forwarded the week prior to conference.
4. Letter of request to employer to attend the HSU Conference 2023.
5. Only accredited delegates are eligible to attend the conference.

## HEALTH SERVICES UNION (NSW/ACT/QLD) ANNUAL GENERAL MEETING 2023 BALLOT PAPER

### PRESIDENT One (1) to be elected

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

### VICE PRESIDENT One (1) to be elected

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

### SECRETARY One (1) to be elected

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

### COMMITTEE MEMBER

Place a tick in the box next to the candidate of your choice. Vote for one (1) candidate only.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

The results of the election will be on a first past the post basis i.e., the candidate with the highest number of votes will be elected to the nominated position. In the case of an equality of votes for two or more candidates, the returning officer shall determine by drawing lots which of the member is elected.

A blue-tinted photograph of two women standing at a podium with microphones. The woman on the left is speaking, and the woman on the right is looking down. In the foreground, the back of a person's head and shoulders is visible, looking towards the speakers.

**CONFERENCE**

**INFORMATION KIT**

**2023**

# CONFERENCE INFORMATION



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## INFORMATION FOR 2023 HSU CONFERENCE

**SUNDAY 2<sup>ND</sup> MAY - TUESDAY 4<sup>TH</sup> JULY 2023**

**LOCATION: HYATT REGENCY SYDNEY, 161 SUSSEX STREET  
SYDNEY NSW 2000**

### REQUIREMENTS TO ATTEND

1. The Annual General Meeting (AGM) to elect a delegate must be held from the 1st February and no later than 30th April 2023.
2. Conference delegates must be a financial member of the HSU at the time of nomination.
3. Online registration must be completed and include air travel, accommodation and special dietary requests.
  - Online registration opens 3rd March 2023 and closes 1st May 2023.
  - Air travel and accommodation will only be provided to accredited delegates. Further information regarding air travel and accommodation details will be forwarded the week prior to conference.
4. Letter of request to employer to attend the HSU Conference 2023.
5. Only accredited delegates are eligible to attend the conference.

## ACCOMMODATION INFORMATION

All delegates attending Conference will be accommodated at the Hyatt Regency Sydney.

As a contract has been entered into with the hotel for a number of rooms, the Union cannot accept liability for charges incurred by delegates wishing to stay at other locations while the booked accommodation is still available.

Delegates requiring accommodation, should submit all details when registering online no later than Tuesday 1st May 2023 otherwise there is no guarantee of obtaining accommodation, as only a limited number of rooms are available.

Accommodation costs shall only be met for accredited delegates to Conference.

Hotel policy stipulates, guests wishing to smoke will need to go outside the hotel premises. A cleaning charge of \$350 per room applies where this policy is not observed.

Delegates are reminded they are responsible for their own personal expenses such as, mini bar, telephone calls, internet, pay TV and movies.

**PLEASE NOTE: The Union will not arrange or accept responsibility for accommodation costs other than Sunday 2nd and Monday 3rd July 2023.**

**IMPORTANT: You must be checked out of your accommodation prior to attending the conference on Tuesday morning. Storage is available for guests utilising public transport. If you have brought your car, please store your luggage in your car.**

For enquiries, please contact HSU Head Office on 1300 478 679 or e-mail [agm@hsu.asn.au](mailto:agm@hsu.asn.au)

**Hotel check-in: from 3pm**

**Hotel chout-out: by 11am**

**FOR ENQUIRIES, PLEASE CONTACT HSU HEAD OFFICE  
ON 1300 478 679 OR E-MAIL [AGM@HSU.ASN.AU](mailto:AGM@HSU.ASN.AU)**



## TRAVEL INFORMATION

### AIR TRAVEL

Air travel arrangements will only be made for delegates living in and beyond the specific areas outlined below:

- Forster
- Muswellbrook
- Mudgee, Orange, Blayney
- Yass, Canberra
- Ulladulla

Return flights will be booked for accredited delegates, ONLY if requested. All flights will be arranged for Sunday 2nd July 2023 and returning on Tuesday 4th July 2023.

Flight departures from your closest airport on Sunday will be booked after 12 noon where possible.

Flight departures from Sydney Domestic Terminal on Tuesday will be booked on the LAST flight available, to allow sufficient time at the conclusion of Conference to be transferred to the airport.

### Trains

All flights will arrive at Sydney Domestic Airport therefore, you will be required to complete the remaining journey by train alighting at Town Hall Station. The Hyatt Regency Sydney is a short 8 minute walk from Town Hall Train Station.

### COACH

At Conference conclusion on Tuesday 4th July, coaches have been arranged for delegates requiring air travel. You will be transported directly from Hyatt Regency Sydney to Sydney Domestic Terminal. (Coach departure time TBC) Please ensure you have checked out of your room prior to attending Conference on Tuesday 4th July. Luggage will be stored until departure on Tuesday afternoon.

### PARKING

HSU will subsidise parking, which has been arranged at a cheaper rate at Wilson Parking with an entry point on Sussex Street directly opposite the Hyatt Regency. It is pre-paid parking for the duration of the Conference. If utilising this carpark, please follow instructions below:

1. Enter the carpark station and retain the ticket issued upon entry. (You will need this entry ticket to exit).
2. Obtain an EXIT Ticket from an HSU Representative when registering upon arrival.
3. Upon Conference completion on Tuesday 4th July, use both the "Initial Entry Ticket" and "Exit Ticket" to exit the carpark.

HSU recommends utilising the above car park as it is a discounted rate, however, there are alternative carpark stations in the area which would require payment by the delegate, which can then be reimbursed via an expense claim form.

### TRAINS

Delegates who choose to catch a train will need to catch a train from your origin to Town Hall Train Station. The Hyatt Regency Sydney is a short 8 minute walk from Town Hall Train Station.

## MEAL INFORMATION

### ALL DELEGATES

All delegates attending Conference will be provided arrival, morning and afternoon tea and lunch on both Monday 3rd and Tuesday 4th July 2023.

For delegates requiring accommodation, breakfast will be provided on Monday 3rd and Tuesday 4th July 2023.

### SUNDAY 2ND JULY: WELCOME HSU DELEGATES

Enjoy a pre-dinner drink from 6:30pm before entering the Grand Ballroom for dinner.

### MONDAY 3RD JULY: PRE-DINNER DRINKS & GALA DINNER

Pre-dinner drinks will be served adjacent to the Grand Ballroom for 30 minutes from 6:30pm. From here delegates will be seated for a sumptuous dinner.

Dress is smart casual.

### SPECIAL DIETARY REQUIREMENTS

If you have special dietary requirements, you **MUST** advise this request when registering online.

**Please note:**

**All other food and beverage is at the expense of the Delegate**

## DELEGATE TO 2023 HSU CONFERENCE LEAVE REQUEST

Dear Employer,

I wish to advise that:

(Name)

has been elected by the Sub Branch as the accredited delegate to attend the 2023 Health Services Union Conference.

The 2023 HSU Conference is to be held on Sunday 2nd, Monday 3rd and Tuesday 4th July 2023.

I would appreciate if the elected delegate could be granted Special Paid Leave to enable them to attend and represent their respective Sub-Branch at the Conference.

Yours faithfully,



Gerard Hayes  
Secretary HSU NSW/ACT/QLD

Phone: 1300 478 679 Fax: 1300 329 478 Email: [info@hsu.asn.au](mailto:info@hsu.asn.au)

Health Services Union  
ABN 85 037 751 682  
Sydney Head Office  
Level 2, 109 Pitt Street  
Sydney NSW 2000

Postal Address Locked Bag 3 Australia Square NSW 1215

## DELEGATE TO 2023 HSU CONFERENCE LEAVE REQUEST NON SUB-BRANCH MEMBER

Dear Employer,

I wish to advise that:

(Name)

has been elected by the Sub Branch as the accredited delegate to attend the 2023 Health Services Union Conference.

The 2023 HSU Conference is to be held on Sunday 2nd, Monday 3rd and Tuesday 4th July 2023.

I would appreciate if the elected delegate could be granted Special Paid Leave to enable them to attend and represent their respective Sub-Branch at the Conference.

Yours faithfully,



Gerard Hayes  
Secretary HSU NSW/ACT/QLD

Phone: 1300 478 679 Fax: 1300 329 478 Email: [info@hsu.asn.au](mailto:info@hsu.asn.au)

Health Services Union  
ABN 85 037 751 682  
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## HSU Events Code of Conduct

At the Health Services Union (NSW/ACT/QLD), we believe in equality for all. As such, we are committed to creating safe event environments that are diverse, inclusive and free from discrimination, regardless of:

- Race, including colour, national or ethnic origin or immigrant status
- Sex, pregnancy, marital status and breastfeeding
- Age
- Disability, or
- Sexual orientation, gender identity and intersex status

### **All participants of HSU events must abide by the following:**

1. Behave honestly and with integrity
2. Be considerate, respectful and collaborative
3. Treat everyone with respect and courtesy, and without harassment
4. Comply with all applicable laws

### **Unacceptable behaviour may include but is not limited to:**

1. Harassment and discrimination including any verbal, physical, or visual conduct relating to gender, sexual orientation, disability, race, ethnicity, religion, age, national origin, gender identity or expression, or physical appearance, inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing, photography or recording; sustained disruption of sessions, talks or other events; inappropriate physical contact, and any unwelcome sexual attention.
2. Any boisterous, lewd, or offensive behaviour or language, using sexually explicit or offensive language or conduct, profanity, obscene gestures, or racial, religious or ethnic slurs.
3. Wearing clothing that is not suitable for a professional work environment that is provocative, inappropriate or otherwise potentially offensive.
4. Possession of a weapon or any item that can be used as a weapon which may be used to threaten or cause injury to others if used in a certain manner.
5. Any destruction or vandalizing of personal property or event site or materials.
6. Possessing any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol or being intoxicated, as determined by the HSU, in any event venue or function. Please drink responsibly.
7. Possessing any illegal substance. HSU does not tolerate the use or abuse of illegal substances anywhere in the event venues.
8. Smoking is not permitted, other than in designated areas.
9. Assembling for the purpose of, or resulting in, disturbing the peace, committing any unlawful act or engaging in any offensive behaviour.
10. Any other illegal activity not already covered above.
11. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
12. Failure to obey any of the rules or regulations of the event venues or instructions of the event staff.



## **Consequences of Unacceptable Behaviour**

Unacceptable behaviour will not be tolerated. Anyone asked to stop unacceptable behaviour is expected to comply immediately. If a participant engages in unacceptable behaviour, the event organisers may take any action they deem appropriate, up to and including expulsion from the event without warning and if appropriate involvement of local law enforcement.

If you have a complaint or concern about harassment, discrimination, bullying or any other conduct that violates the HSU Events Code of Conduct, we encourage you to tell an event staff member or security personnel immediately. If you witness this happening to someone else, please report that too. You may request that your report remain completely confidential.

Together, we can ensure HSU events are safe and welcoming experiences.

## HSU Terms and Conditions

These are the terms (the “Agreement”) that govern your attendance and/or participation in the HSU Annual Conference 2023 hosted by HSU.

By registering for this Event, you are agreeing to these terms. If you are registering on behalf of another it is your responsibility to ensure that the person attending is aware of these terms and accepts them. By completing the registration, you are confirming that you have made the attendee aware of these terms and that they have accepted these terms.

### 1. Registration

All Conference delegates must be financial members of the HSU.

It is the responsibility of delegates to submit their leave request to their employer. Registrations can only be completed once the leave request has been approved by the delegate’s employer.

Applications for attending the Conference will be made using the online registration form and must be submitted by Tuesday 1<sup>st</sup> May 2023. Upon completion of a valid registration, confirmation advice will be emailed to the participant.

### 2. Cost

HSU will cover the full cost for attendees at the Conference. If required, necessary travel and accommodation costs will be covered by the HSU.

### 3. Accommodation

Accommodation costs will only be provided for accredited delegates attending the conference.

All delegates will be accommodated in a **shared room**. Delegates are reminded that they are responsible for their personal expenses including but not limited to telephone, calls and pay TV movies.

As a contract has been entered into with the hotel for a number of rooms, the HSU cannot accept liability for the charges incurred by delegates wishing to stay at other locations while booked accommodation is still available.

The HSU will not arrange or accept responsibility for accommodation costs other than Sunday 2<sup>nd</sup> July and Monday 3<sup>rd</sup> July 2023.

Delegates requiring accommodation must submit all details on their registration form no later than Tuesday 1<sup>st</sup> May 2023 to secure a room.

### 4. Travel

Travel costs will only be covered by the HSU for accredited delegates attending the conference.

Delegates requiring flights, coach or parking must submit all details on their registration form no later than Tuesday 1<sup>st</sup> May 2023.

#### **a) Flights**

Air travel will only be made for delegates living in and beyond the specific areas outlined below:

- Forster
- Muswellbrook
- Mudgee, Orange, Blayney
- Yass, Canberra
- Ulladulla

Return flights will be booked for accredited delegates only and for the dates Sunday 2<sup>nd</sup> July, returning Tuesday 4<sup>th</sup> July. Flights will be booked under QBT's Restricted Fare rate, meaning the rates are non-refundable, non-cancellable or non-changeable. Delegates may be liable for any change requested to their flights.

#### **b) Trains**

All flights will arrive at Sydney Domestic Airport. Delegates can complete the remaining journey by train alighting at Town Hall Station. HSU may reimburse costs if delegates choose (as a group) to take another method of travel to the venue such as cabs or Ubers.

#### **c) Coach**

At the conclusion of the conference on Tuesday 4<sup>th</sup> July, coaches have been arranged for delegates returning home via air travel. Delegates will be transported directly from the venue to Sydney Domestic Terminal. The coach departure time will be confirmed at the Conference. HSU will cover the cost for delegates wishing to take the coach.

#### **d) Parking**

Parking is available for the duration of the Conference, from Sunday 2<sup>nd</sup> July to Tuesday 4<sup>th</sup> July. HSU will cover the costs for parking during these days.

### **5. Meals**

All delegates attending the Conference will be provided with morning and afternoon tea, lunch and dinner. For delegates with accommodation, breakfast will be provided on Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July. All other food and beverage expenses will be at the expense of the delegate.

Delegates with any dietary requirements must submit all details on their registration form no later than 1<sup>st</sup> May 2023.

### **6. Cancellation**

Cancellation penalties may apply and must be made as soon as possible in writing to [info@hsu.asn.au](mailto:info@hsu.asn.au).





If you do not contact the HSU 30 days prior to the event and do not show, you may be liable for the cost covered by HSU including the fee for attending the Conference and any incurred travel or accommodation costs.

A substitute delegate may attend in your place by prior arrangement where deemed appropriate, subject to approval by your HSU Organiser and in writing 30 days prior to the Conference date.

## **7. Attendance**

Your attendance at the HSU Conference is, at all times, at the sole discretion of HSU. HSU reserves the right to refuse entry to you to the HSU Conference, or to request that you leave the HSU Conference in accordance with the HSU Events Code of Conduct.

## **8. Privacy**

Your registration details will be shared with HSU event organisers for the purpose of facilitating your registration. Such information may include your contact details, such as your name, physical address, email address, and telephone number. This is so we can contact you and process your application.

We will specifically use your personal data to:

1. process your registration and facilitate your attendance at the Conference(s);
2. book accommodation and/or travel and;
3. provide you with information regarding the conference, including scheduling and logistics.

By registering for the Conference you are hereby giving HSU permission to photograph you for use in our publications, website and other promotional material associated with HSU Conferences. If you do not consent to your photograph/s being used, please contact HSU via email at [info@hsu.asn.au](mailto:info@hsu.asn.au).