

The Price of Liberty is Eternal Vigilance



**CIRCULAR**

**CIRCULAR**

**THE RETURNED AND SERVICES LEAGUE  
OF AUSTRALIA  
(NEW SOUTH WALES BRANCH)**

**ANZAC HOUSE, 245 CASTLEREAGH STREET, SYDNEY NSW 2000**

**Telephone: (02) 9264 8188**

**Fax No: (02) 9264 8466**

**Email: [admin@rslnsw.org.au](mailto:admin@rslnsw.org.au)**

**PATRON**

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Retd)  
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: 13/16

FILE NO: 2016

11 May 2016

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,  
DISTRICT COUNCILS AND STATE COUNCILLORS

***EXPIRY DATE: 25 May 2016***

Dear Sir/Madam,

**CONGRESS INFORMATION FOR DELEGATES AND GUESTS**

The following general information is for delegates and guests attending the 2016 Annual State Congress at the Sydney Town Hall. The main entrance to the Town Hall is via George Street however mobility/wheelchair access is via Druitt Street. The registration/sign on desks and the RSL/Poppy Shop will be located in the Vestibule on the George Street level. Trade Displays will be in the Lower Town Hall. Stairs and lifts provide access between the two levels. Coffee points will be available in the vestibule and in the Lower Town Hall from Monday to Wednesday.

**Delegates Meet and Greet - Sunday 22 May from 3.00pm**

Delegates can collect their voting paddle from staff in the vestibule of the Town Hall before proceeding into the Centennial Hall for the function. Please bring your current membership card in order to collect your paddle. Bar service and canapes will be available in the Hall. All delegates and alternate delegates are welcome to attend.

**Administration Seminar – Monday 23 May 2016 starting at 9.00am**

All sub-Branch executive and committee members are welcome to take part in information sessions relevant to the running of your sub-Branch. Sessions will be run on two levels of the Town Hall (please see circular 12/16 for more detail).

**NOTE:** For all sessions of Congress (Tuesday and Wednesday), the tables on the floor of the Centennial Hall are reserved for delegates and alternate delegates only. All guests and observers are welcome to sit in the gallery.

**Official Opening of Congress – Tuesday 24 May starting at 9.00am**

All delegates must sign on (desk open at 8.00am) in the vestibule. Delegates and guests are requested to be seated by 8.45am. The Opening is scheduled to conclude at 11.00am.

**DVA Forum** – Tuesday 24 May starting at 11.30am

An opportunity for delegates to ask questions of senior member from the Department of Veterans Affairs. The forum will end at 12.30pm.

**Lunch** – Tuesday 24 May 12.30pm to 1.30pm

**Business Session Day 1** – Tuesday 24 May 2016 starting at 1.30pm

Delegates must sign on prior to this session. The sign on desk will be open from 12.40pm in the vestibule. This session is due to conclude at 3.30pm.

**Annual State Congress Dinner** – Tuesday 24 May starting at 7.00pm

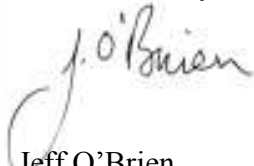
Access to the vestibule will be from 6.30pm and dinner will be in the Centennial Hall. ANZAC House staff will be on hand to assist you with finding your table allocation. All delegates and guests will need to be seated by 7.30pm. The function is due to conclude between 10.00pm and 10.30pm.

**Business Session Day 2** – Wednesday 25 May starting at 9.00am

All delegates will need to sign on for this session. The sign on desk will open at 8.00am in the vestibule. The first order of business will be a ballot to determine the venue for Congress 2017 to 2019 followed by a State Council Forum until 10.00am. At the conclusion of the forum Congress will continue to hear motions until close.

Please note that there will be plenty of ANZAC House staff on hand over this period to assist you with finding your way around the Congress venue. Do not hesitate to ask a staff member for help if you need it.

Yours sincerely



Jeff O'Brien

OPERATION MANAGER