



**CIRCULAR**

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

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**PATRON**

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

CIRCULAR NO: 11/17

FILE NO: JOB/JSF 2017/6

14 March 2017

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

***EXPIRY DATE: 24 May 2017***

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Dear Sir/Madam

**STATE CONGRESS 2017 – DISTRICT COUNCIL/SUB-BRANCH DELEGATES**

Reference(s):

- (a) RSL NSW Constitution, Section F, Clause 21 and sub-clause 1-12.
- (b) RSL By-Laws as indicated.

1. 2017 Annual State Congress for RSL NSW will be held at the Albury Entertainment Centre (AEC), 525 Swift Street, Albury NSW 2640. The main events will be as follows:
  - a. Delegates Meet and Greet, 4.00 p.m. in the Commercial Club, Level 1, Auditorium, 618 Dean Street, Albury on Sunday 21<sup>st</sup> May 2017
  - b. sub-Branch Administration Seminar, 9.00 a.m. in the AEC Theatre & Convention Wing on Monday 22<sup>nd</sup> May 2017
  - c. Official Opening, 9.00 a.m. in the AEC Theatre on Tuesday 23<sup>rd</sup> May 2017
  - d. Congress Dinner, 7.00 p.m. in the Banquet Room on Tuesday 23<sup>rd</sup> May 2017
  - e. Non-delegates Outing, 8.30 a.m. pick up from the AEC on Tuesday 23<sup>rd</sup> May 2017
  - f. Congress concludes in the AEC Theatre on Wednesday 24<sup>th</sup> May 2017

More information will be available on the RSL website at [www.rslnsw.org.au](http://www.rslnsw.org.au)

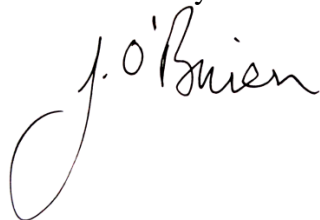
2. State Congress Agenda Committee (see By-Law No. 11) Your attention is drawn to items 7, 8, 9 and 10 of the above By-Law in regard to the powers of the State Congress Agenda Committee.
3. State Congress Suspension Committee (see By-Law No. 13): Your attention is drawn to the above By-Law for the submission of late motions. Note item 5 of this By-Law.

4. District Council/sub-Branch Delegates to State Congress 2017: Attached as Appendix “A” is a nomination form for District Council/ sub-Branch Delegates. Nomination forms are to be handed to RSL State Branch staff when collecting the delegate voting paddle. If the nominee is not a member of your sub-Branch indicate this on the form and include the sub-Branch of which they are a member. Delegates must be financial members of the League and produce a current membership card in order to receive a voting paddle.  
**(Please note that Delegate nominations are not included in the SBA forms)**
  
5. Voting Paddles: Only sub-Branches and District Councils who have completed their administrative requirements as per the Constitution (Clause 37) will be issued voting paddles for Congress. As per Circular 36/13, the voting paddle will only have the name of the sub-Branch or District Council on it, not the name of the Delegate or Alternate Delegate. Only one voting paddle will be issued per compliant sub-Branch or District Council and Delegates or Alternate Delegates must clearly display their voting paddle when speaking or voting at Congress.

### **IMPORTANT INFORMATION**

6. Issue of Voting Paddles: Delegates can collect their respective paddle at the Delegate Meet and Greet, the sub-Branch Administration Seminar or from the sign-on desk during Congress. The delegate must produce a current RSL NSW membership card and sign for receipt of the paddle. The onus is on the sub-Branch and/or District Council to ensure that the nominated delegate submits the Delegate nomination form (Appendix “A”) and collects the voting paddle.
  
7. Replacement Voting Paddles: If a voting paddle is lost or destroyed, please inform the staff on the sign-on desk and they will guide you through the process of issuing a replacement paddle.
  
8. Also included as Appendix “B” is a form for requesting State Public Service – Leave of Absence.

Yours sincerely



Jeff O'Brien

**Chief Operating Officer/Assistant State Secretary**

**STATE CONGRESS 2017**  
**NOMINATION FORM FOR DISTRICT COUNCIL/SUB-BRANCH DELEGATES**  
**DO NOT MAIL TO STATE BRANCH**

This form is to be signed by the delegate nominees and is to include the signatures of the President and Secretary of the sub-Branch/District Council.

**The form is to be handed in to State Branch staff at Congress when collecting your voting paddle.**

The  RSL sub-Branch

**OR**

The  District Council of RSL  
sub-Branches

has appointed the below mentioned members to act as Delegate and Alternate Delegate at State Congress 2017.

**DELEGATE:**

Name:   
Please PRINT Clearly

Signature:

**ALTERNATE DELEGATE:**

Name:   
Please PRINT Clearly

Signature:

**CERTIFIED BY:**

President signature:

Secretary signature:

Date:

**STATE PUBLIC SERVICE – LEAVE OF ABSENCE**

The following delegate(s) to the State Congress 2017 of the Returned and Services League of Australia (NSW Branch) require Special Leave of Absence.

NAME: .....

RSL SUB-BRANCH: .....

NAME/INITIALS OF DEPARTMENT HEAD: .....

FULL ADDRESS OF DEPARTMENT: .....

.....

LEAVE REQUIRED FROM: ..... TO: ..... (INCLUSIVE)