

Anglican Church of Australia Diocese of Sydney

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24 September 2013

2nd circular to the Members of the 49th Synod

Re: 3rd Session of the 49th Synod

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The material in this circular supplements the material in the 1st circular of 13 August 2013.

Please contact me if you have any questions about this session of the Synod.

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Diocesan Secretary

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Please bring this with you for use at Synod.

1. More on arrangements

Synod Mailings

- 1.1 This is the second mailing to Synod members for this session and comprises –
- This circular
 - Business Paper for 14 October 2013
 - Your Name Tag
 - Annual Report of the Standing Committee and Other Reports and Papers
 - Supplementary Report of the Standing Committee (which includes Additional Papers for Synod members)
 - Principal Legislation and Other Background Materials proposed to be amended, repealed or otherwise considered
 - Amendment Sheet (for proposed amendments received before 14 October)
 - Car parking “follow on” ticket for St Andrew’s House including instructions (see item 4 below)

Meeting Place, Dates and Microphones

- 1.2 The Synod will meet in the Wesley Theatre, 220 Pitt Street, Sydney on Monday 14, Tuesday 15 and Wednesday 16 October 2013.
- 1.3 The proposed hours of meeting for each day of the session are as follows –
- For the first day -
 - 2.00 pm to 5.30 pm
 - 5.30 pm to 7.00 pm - Meal Break*
 - 7.00 pm to 10.00 pm
 - For the second and third days -
 - 2.00 pm to 5.45 pm
 - 5.45 pm to 7.00 pm - Meal Break*
 - 7.00 pm to 10.00 pm
- 1.4 The doors of the Theatre will be open to Synod members from 1.00 pm on each day.
- 1.5 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.
- 1.6 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.
- 1.7 A plan of the Wesley Theatre is attached at item 6.

Hearing loop and wheelchair access

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

Daily Synod papers

- 1.9 Daily Synod papers will be handed to you as you enter the Wesley Theatre.

Synod Service

- 1.10 An opening service will be held in the Wesley Theatre on Monday 14 October 2013 at 3.00 pm. The Rev Dane Courtney will lead the service and the Rev John Gray will preach.

Name tags

- 1.11 Please wear your name tag to enter the Synod members’ section of the meeting place.

2. Synod procedures: What you must know

Procedures generally

- 2.1 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 included in the Principal Legislation sent with this circular.
- 2.2 Further information about Synod procedures is contained in the paper entitled "Synod Procedures" which can be found on the website of the Sydney Diocesan Secretariat ("SDS"), 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

A copy of the paper can be obtained from the Diocesan Secretary upon request.

- 2.3 In addition, the Synod will be asked to approve a number of special arrangements to facilitate the Synod session being held over a shorter 3 day period. These are set out at item 12 of the Business Paper for 14 October 2013.

Distribution of material

- 2.4 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

- 2.5 Notices of motions from members received by 14 September 2013 are included in the Business Paper for 14 October 2013.
- 2.6 Notices of further motions and notices of questions may be given at the start of proceedings on 14 and 15 October. However, it is proposed that no notice of motions or questions may be given on 16 October without leave of the majority of the members present.
- 2.7 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. It is proposed to use the special arrangements for asking questions set out at item 10 of the Business Paper for 14 October 2013.
- 2.8 Forms of motions, amendments and questions are available from the Secretaries' Table or may be downloaded from SDS's website www.sds.asn.au under For Synod & Standing Committee then Synod this Year.
- 2.9 Guidelines for the moving of motions are printed at items 2.14 to 2.16 of the 1st Circular to Synod members dated 13 August 2013.

Addressing the Synod

- 2.10 You may only address the Synod when called by the President to do so.
- 2.11 If you wish to be called by the President to address the Synod, you must stand in your place. The President may call you to address the Synod from among those standing.
- 2.12 However, if the President rises to speak you need to sit down.

Questions about proposed ordinances

- 2.13 There is a question time on a proposed ordinance 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 one of the Secretaries) is notified in advance of any questions so that, if necessary, answers can be researched.

Amendments during debate

- 2.14 To move an amendment during a debate, you must stand in your place 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 Secretaries' Table, one of the clerks will collect it from you after you have spoken.
- 2.15 You don't need to give formal notice of an amendment. But it would be appreciated if members wishing to move amendments would give details to one of the Secretaries as early as possible. If there is time, the movers will be told, the amendments will be printed for the Synod and perhaps different points of view can be reconciled without taking up valuable time of the whole Synod.

3. Meals

Meals etc

- 3.1 Drinking water dispensers are located in the Wesley Theatre Foyer.
- 3.2 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.

4. Car parking

Parking rates and times

- 4.1 We have negotiated the following car parking rates at 2 car parks for Synod members –

St Andrew's House (Wilson Parking), Kent Street

Full Day Rate (in after 12 noon & out before midnight)	\$25	(follow on ticket required)
Evening Rate (in after 5 pm & out before midnight)	\$8	(no follow on ticket required)

Piccadilly Car Park (Secure Parking), underneath Wesley Centre (Piccadilly), off Castlereagh Street

Full Day Rate (in after 12 noon & out before midnight)	\$31.50	(Secure discount ticket required)
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- 4.2 We cannot guarantee parking in either of these car parks but if they are full there are other car parks you might use (in Kent Street especially). Overnight parking costs extra.
- 4.3 Please note that the St Andrew's House car park closes at midnight each night during Synod.

Parking procedure

St Andrew's House

- 4.4 For the St Andrew's House car park, we have included with this mailing one parking "follow-on" ticket (and instructions) which will enable you to obtain the discounted price of \$25 if you park your vehicle after 12 noon and before 5.00pm on any day of the Synod.
- 4.5 If you wish to pre-pay your parking you will need to see the on-site manager who will, on the presentation of the follow-on ticket and the payment of \$25, issue you with an exit ticket. If you are unable to pre-pay, then before leaving the car park at the end of the evening, you insert the parking ticket into one of the Automatic Pay Stations on Level 2 or 4 followed by the follow-on ticket, then pay the \$25.
- 4.6 No follow-on ticket is required if you park after 5.00pm on any day of the Synod, when a flat rate of \$8.00 will apply. This can be prepaid.
- 4.7 The more Synod members that pre-pay their parking, the less time members will spend queuing at the Automatic Pay Stations at the end of each night of Synod.
- 4.8 Please note that the enclosed follow-on ticket does not guarantee a space at the St Andrew's House car park. As for previous years, you are encouraged to car-pool to maximise the number of car park spaces available.

Overflow parking

- 4.9 The operator of the St Andrew's House car park, Wilson Parking, is offering overflow parking at Citipark, 431 Kent Street (north of St Andrew's House). A Wilson Parking manager will be on site at

the St Andrew's House car park to provide a follow-on ticket for use at 431 Kent Street at the same \$25 rate.

Piccadilly

- 4.10 For the Piccadilly car park, you will be issued with a parking ticket at the entry of the car park. You can then obtain a "Secure discount ticket" from the Clerks' table at the Synod venue for use on the day at the Automatic Pay Station. Before leaving the car park, you enter the parking ticket into the Automatic Pay Station, followed by the "Secure discount ticket" which will discount the parking fee down to \$31.50. You need a ticket for each day.
- 4.11 Please also note that parking *cannot* be prepaid at the Piccadilly car park.

5. Elections for this Synod Session

- 5.1 All elections to be conducted at this Synod session are Uncontested Elections, since, in each case, the number of nominations did not exceed the number of persons to be elected. Accordingly, there will be no ballots conducted at the session.
- 5.2 The list of Uncontested Elections will be tabled in the Synod on Monday 14 October 2013 however an early copy of the list has been posted on SDS's website at www.sds.asn.au.

6. Plan of Wesley Theatre

