



Policy No: 2011/21

Publication Date: 15/04/2011

Contact: Regional Representative

Reviewed: 01/09/2018

Amended: 10/02/2021

DELEGATES

A Delegate is a representative elected by a United Hospital Auxiliary Branch, sent to a Conference or Regional Forum.

- Two delegates from each Auxiliary shall be elected by the Branch and are entitled to vote at Conferences (Regional/Annual State) and Regional Forums.
- Delegates are entitled to reasonable travel expenses.
- It is necessary for the members voted as delegates, at a Branch Meeting, to be present when resolutions are discussed at Regional Forums and Regional Conferences. Delegates must be prepared to state the Branch's opinion whether they agree with it or not.
- Conference should be approached with an open mind so that full consideration may be given to the varying opinions and evidence, which may be brought to bear on any subject. A Branch should endeavour to send Delegates to Conference in whose judgement and discretion they are confident.
- If a Branch was allowed to vote Yes or No to a resolution without hearing the evidence, it would be unconstitutional. Debate is essential on any resolution before forwarding to the Minister or organisation responsible for the subject. Therefore, it is necessary for a Delegate to attend State Conference to put the resolution forward.
If the submitting Branch is not present and there isn't anyone who was present at the Regional Forum or Regional Conference where the resolution was passed to go to State Conference, then there is no option but to let the resolution lapse.
- Delegates are required to attend all sessions, from the beginning of the Agenda on Business Day, including the Annual General Meeting, Presentation Day and until the end of Conference. **Note Dress Code - Smart Casual.**

STATE CONFERENCE DELEGATES EXPENSES

Two Delegates attending State Conference are entitled to expenses as follows:

- Each Delegate shall be paid the equivalent of a return first class rail fare, economy class airfare or bus fare; if these are unavailable then an allowance to cover the cost of one vehicle should be paid. Allowance is to be paid by the Auxiliary from the General Account, accommodation for a maximum of 3 nights, if necessary, plus 2 days Conference expenses as advised from Head Office.
- Apply to your local health facility for the subsidy to help defray the cost of attending Conference (Policy No. 2011/20). The Subsidy is available to all Auxiliaries attending regardless of how many Auxiliaries serve a particular health facility. The subsidy is to be deposited into the General Account.
- Any amount of members can attend State Conference with the funds coming out of your Domestic Account if all members pass it at a Branch meeting.

Subsidy to delegates attending the United Hospital Auxiliaries of NSW Annual General Conference

Summary This Information Bulletin provides an update of the rate payable to the scheme for subsidising one delegate from each of the metropolitan or country United Hospital Auxiliaries (UHA) branches to attend the annual general conference of the auxiliaries

Document type Information Bulletin

Document number IB2023_029

Publication date 01 August 2023

Author branch Financial Accounting, Policy, Insurance and Revenue

Branch contact 02 9461 7674

Replaces IB2022_018

Review date 01 August 2024

Policy manual Fees Procedures Manual for Public Health Organisations

File number H23/57031

Status Active

Functional group Corporate Administration - Accounting, Fees

Applies to Local Health Districts, Affiliated Health Organisations, Public Hospitals

Distributed to Public Health System

Audience Local Health Districts

Subsidy to delegates attending the United Hospital Auxiliaries of NSW Annual General Conference 2023

PURPOSE

This Information Bulletin provides an update of the rate payable in relation to the scheme for subsidising one delegate from each of the metropolitan or country United Hospital Auxiliaries (UHA) branches to attend the annual general conference of the auxiliaries.

KEY INFORMATION

The subsidy, payable to delegates from fundraising and non-fundraising auxiliaries has been increased to \$334 (from \$327) for the 2023 Annual General Conference.

The subsidy is payable:

- to one delegate from each of the metropolitan UHA branches when attending rural based annual conferences
- to one delegate from each of the country UHA branches when attending rural based annual conferences (except branch delegates in the rural town where the annual conference is being held) or Sydney based annual conferences.

The cost is to be met from within existing Local Health District budgets.



CLAIM FORM

TO: NSW HEALTH
**FOR: Subsidy to Delegates attending
2023 UHA Annual State Conference**

This form must be completed and submitted to your Local Health Representative who will submit your claim for payment. Please make sure you include your branch bank details for payment.

(Do not send this form to Head Office)

Document Number: IB2023_029
Publication Date: 1 August 2023
Functional group: Corporate Administration – Fees
Branch Subsidy: 2023 = \$334

CLAIM Account Code: 195400

**Request for payment of the above subsidy for attendance of branch representatives
at the UHA of NSW Inc State Conference**

Date of Conference	18th & 19th October 2023
Conference Site	Newcastle, NSW
Branch Name	
Branch Address	
Contact Name	
Amount of claim	\$334.00
Branch BSB	
Branch Bank Account No	

Upon deposit of the above amount into our branch account we request that a confirmation email be sent to

_____ @ _____

Yours faithfully,

On behalf of the

_____ Branch, United Hospital Auxiliaries of NSW Inc.