



# Anglican Church of Australia

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## General Synod

### CIRCULAR LETTER

**To:** General Synod Members and Guests

**Subject:** Eighteenth Session of General Synod (GS18)  
Final Arrangements

**Date:** 6 May 2022

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To all General Synod members and guests

This communication will provide you with information relating to your travel to the Gold Coast, registration procedures, your stay at RACV Royal Pines Resort or Mercure Gold Coast Resort and your participation in GS18. I suggest you print it out and bring it with you.

#### COVID SAFE EVENT

You received information on COVID safe arrangements for GS18 in Member Circular No 8 sent on 29 April 2022.

Please note the following:

- You are requested to take a rapid antigen test before departing from home. A test will be provided in your Registration pack to use if you develop symptoms during your stay
- Masks are to be worn in the Synod Hall unless you are speaking in debate – please bring your own supply.

#### TRAVEL ARRANGEMENTS CONFIRMED BY FCM TRAVEL

You will have received a confirmation email from the GS18 Registration Team providing details of flights and accommodation as requested at registration.

Please check that the booking confirmation complies with your request. I suggest you print out the travel confirmation and bring it with you. It contains the Airline Reference Number for your booking which you may need to access at the airport on check in.

As previously advised most flights are part of a group booking, you will not be able to check in online. You should be able to check in at kiosks at the airline terminal. Any problems please refer to airline staff.

The confirmation contains important contact numbers for FCM Travel should your flight be delayed or cancelled and the airline is unable to assist without reference to your travel agent.

The contact phone number for **FCM Travel is 03 9192 7395**. Calls over the weekend will be diverted to an after-hours travel consultant who will be familiar with your booking. Have your confirmation documentation with you to provide reference numbers required.

## ACCOMMODATION

Most GS18 members and guests will be staying at RACV Royal Pines Resort.

The following dioceses will be staying at Mercure Gold Coast Resort, ten minutes from the meeting venue:

- Bendigo
- North Queensland
- Rockhampton
- Willochra

These guests will check in at the Mercure Gold Coast Resort.

Transfers will be arranged at regular times between the Mercure and RACV Royal Pines throughout the week. Guests staying at the Mercure will be provided with a transfer timetable.

## ARRIVAL AT RACV ROYAL PINES RESORT

Royal Pines Resort is a 40-minute drive (30kms) from the Gold Coast Airport and an 80-minute drive (82kms) south of Brisbane Airport.

### Transfers from Brisbane and Gold Coast Airports

For attendees flying into Brisbane and Gold Coast airports on Sunday 8 May, and selected flights on Saturday 7 May, arrival airport transfers have been arranged.

On arrival at the airport, please collect your baggage and meet the Murrays Coaches driver holding **Anglican Church GS18** signage near the baggage carousel area.

If you have a confirmed transfer arranged and you cannot locate the driver, please call **Murrays Coaches on 13 22 59**.

**If you have made your own travel arrangements or have arranged to arrive earlier or later, please make your own way to RACV Royal Pines Resort.**

All airport transfers will arrive at the RACV Royal Pines Resort. A shuttle bus has been arranged to transfer GS18 members who are staying at the Mercure Gold Coast Resort where they will check in.

### Driving

If you are driving to the RACV Royal Pines Resort or the Mercure Gold Coast Resort, complimentary car parking is available in the resort car parks. You can park for a limited time near the entrance to the foyer during check-in procedures.

### Accommodation Check-in

An express check-in desk will be set up in the main foyer for General Synod members staying at RACV Royal Pines. Express check-in has also been arranged for those staying at the Mercure Gold Coast Resort.

Express check-in arrangements have been facilitated to reduce the delays on arrival. To support the check-in process, contact details and credit card information you provided in the online registration process, have been provided to the Resort for any chargebacks and incidentals. You will have the option of paying with a different credit card at check out.

You should not be required to provide any additional information and will be provided with your room key.

There will be an information desk at RACV Royal Pines staffed by Ellie and Brianna, our event management support team, near the check-in area. If you have any questions please refer to them in the first instance.

All GS18 members staying at the Mercure Gold Coast Resort should confirm their arrival with Ellie and Brianna at the information desk who will advise you when the next shuttle bus is departing. Members staying at the Mercure who have made their own transport arrangements (eg: hired a car) do not need to come to RACV Royal Pines and can go straight to the Mercure.

There is no guarantee that your allocated room will be ready before 2.00pm, although both Resorts will endeavour to have as many rooms as possible available for early arrivals.

### **DRESS CODE FOR GS18**

There will be no procession at the Synod Opening Service and clergy robes are not required.

During business sessions smart casual is generally the expected dress code for both clergy and laity.

### **GS18 REGISTRATION**

Usually members are invited to register to receive business papers and name badges on arrival on Sunday. We have arranged a contactless registration process as part of our COVID safe plan.

On arrival at the hotel, after the express check-in process, you will proceed to your allocated room. Your registration pack will be in your hotel room.

It will include

- A name badge with lanyard
- Business papers including a Business Paper and Amendment Sheets for the First Day. Please ensure you bring these to the Synod Hall on Monday morning.
- GS18 Book 1 - Bills and Book 3 - Financial Report if you have elected to receive papers in hard copy. *Copies of Books 2 and 4 – Reports to General Synod will not be made available in hard copy.* All Books are available online on the GS18 Portal.
- A GS18 program
- Additional material related to General Synod reports
- Promotional material from GS18 sponsors
- A name badge for your spouse if they are accompanying you

The GS18 Information Desk will be open from 3.00pm on Sunday, 8 May and will be staffed at all times during the week. On Sunday it will be located in the RACV Royal Pines foyer. From Monday it will be located in the Synod Hall foyer. Please do not hesitate to ask a member of the GS18 team any questions you may have about the arrangements for General Synod.

### **Name Badge**

All General Synod members, official guests, GSO staff, spouses and accredited media will be provided with a name badge. This should be worn at all times to gain entry to the Synod Hall and to identify you to resort staff for meals, including breakfast.

## **SUNDAY 8 MAY 2022**

Please take note of the following activities and events planned for the day of arrival:

### **4.30pm - New Members Briefing**

A briefing for new members of General Synod will be held at 4.30pm in the GS18 Chapel (Jacaranda Room) which is accessible from the foyer of the Synod Hall (Benowa Ballroom)

### **6.00pm –General Synod Opening Service, RACV Royal Pines**

A service of Holy Communion celebrating the opening of the Eighteenth Session of General Synod will commence at 6.00pm on the Tennis Courts (undercover) at RACV Royal Pines Resort.

### **7.30pm - Welcome Dinner**

A welcome dinner will be held in the foyer outside the Synod Hall (Benowa Ballroom) at the resort commencing at 7.30pm. All members, guests and accompanying persons, are welcome to attend. There will be free seating. A cash bar is available to purchase drinks.

## **GS18 VENUES**

### **The Synod Hall (Royal Benowa Ballroom)**

Business sessions, morning and evening prayer will be conducted in the Synod Hall.

The main seating plan for the Synod Hall has been arranged by dioceses. Members will be seated at round tables seating 5 members. Some tables will be shared by more than one diocese. The floor plan will be displayed outside the Synod Hall.

All tables will have access to power for those who will be accessing business papers electronically. Ensure you have chargers for your laptop, tablets and phones, particularly the device you are using for electronic voting.

The General Secretary, Secretaries and the administrative support team will be available at the front of the room and available to assist members.

The Synod Hall also contains allocated seating for accredited media and a public gallery. Visitors must sit in the public gallery and cannot sit with members on the floor of Synod.

### **The GS18 Secretariat (Karrie Webb Room)**

The GS18 Secretariat will be staffed during the course of GS18 offering business and help desk services. Business services such as printing and photocopying will be available but only for purposes related to GS18 business. An information desk will be staffed by the event management support team in the foyer outside the Synod Hall.

### **The GS18 Chapel (Jacaranda Room)**

The chapel has been established to provide a space of retreat for all members near the Synod Hall. The General Synod Chaplains will be based here. We are grateful to Br Christopher John SSF, Sr Juliana SI, Rev'd Mandy Wheatley TSSF and Joy Freier for their willingness to provide prayer and pastoral support.

### **The Garden Chapel (external to the building)**

A service of Holy Communion will be conducted each morning at 7.00am in the Garden Chapel which is a 150m walk from the main building.

## ACCESS TO SYNOD BUSINESS PAPERS

### GS18 Portal and General Synod website

By now you will have taken the opportunity to explore the [GS18 Portal](#). It provides members with general information on arrangements as well as access to business papers. Updated information will be communicated through the GS18 portal during the session.

As the General Synod is open to the public the business papers and minutes are also provided on the [General Synod website](#) at a page dedicated to General Synod sessions.

### Business Papers - Business Paper for the First Day and Books 1-4

If you elected to receive business papers in hard copy you will be provided with Books 1 – Bills and Book 3 – Financial Report in your registration pack. Books 2 and 4 – Reports to General Synod are only available online.

If you selected electronic access only, you can review the papers online or download the necessary material.

Every member in the Synod Hall will receive a hard copy of the Business Paper and Amendment Sheets for the day. The Business Paper and Amendment Sheets for Day 1 will be in your Registration Pack and should be brought with you to the Synod Hall on Monday.

You can access the daily business papers on the [GS18 Portal](#) each morning. The papers will be published overnight and will be available no later than 7.00am AEST.

You will find the business paper and amendment sheets for each day on the [Order of Business](#) page of the portal. The Business Paper and Amendment Sheets for Day 1 are already published on this page.

On the *Bills* page on the [GS18 Portal](#) you can also download Book 1 – Bill or choose to download individual bills.

You can review reports to General Synod online on the portal.  
Book 2 – Standing Committee Report to General Synod  
Book 4 – Reports of General Synod Bodies.

### Forms for Synod Business

Members who wish to:

- Give notice of motions
- Give notice of amendments to motions or Bills
- Ask questions

are required to use the prescribed form and comply with the relevant section of Standing Orders (Rule I).

Electronic forms can be downloaded from the *Synod Processes* or the *Forms* page on the [GS18 Portal](#) Forms and may be submitted by email to [gs18@anglican.org.au](mailto:gs18@anglican.org.au). Please do not send them to another General Synod email address as that inbox may not be monitored.

Hardcopy forms are available from the Secretaries desk in the Synod Hall. Please complete the forms legibly and hand them to the Secretaries.

## Synod Minutes

Following confirmation the minutes will be posted on both the [GS18 Portal](#) and the [General Synod website](#) from Day 2 onwards.

### ELECTRONIC VOTING

We will be using the Vero Voting system which provides an independent, secure voting system on a web browser. You will have received the attached Member Circular No 9 yesterday which outlines arrangements for voting on motions. You should also have received an email and/or SMS directly from Vero Voting allowing you to access the system. If you have not received this, please contact [jofrey.valendez@anglican.org.au](mailto:jofrey.valendez@anglican.org.au) as soon as possible. A user guide is provided in the email from Vero Voting and you are encouraged to trial the test vote.

Please make sure you have a laptop, tablet or smart phone with you during business sessions and it is fully charged.

The GS18 Secretariat team will be able to provide you with access to a tablet connected to Wi-Fi if required.

Given that there will only be a small group connecting by videoconference the Synod President and Chair of Committees may choose to rely on votes by voices and raised hands to resolve motions, questions and amendments before the Synod. If there is a clear majority in the Synod Hall, there will be no need to implement an electronic vote to accommodate the votes of those connected by videoconference. However, if the majority is not clear, or a vote by Houses is required, the President will call for an electronic vote.

### GENERAL SYNOD ELECTIONS

See the *Elections* page on the [GS18 Portal](#) for all information and forms related to the elections process at General Synod.

Members who wish to nominate candidates for elections are asked to use the appropriate nomination form and follow the conduct under the Rules for the Conduct of Elections (Rule III).

**Where an election is to be made by members of a particular House of General Synod, a person can only be nominated for election by members of that House.**

Electronic forms can be downloaded from the portal. Signed nomination forms may be submitted by email to [gs18elections@anglican.org.au](mailto:gs18elections@anglican.org.au). Please do not send them to another General Synod email address as that inbox may not be monitored.

Hardcopy forms are available from the GS18 Office and the Secretaries desk in the Synod Hall. Please complete the forms legibly and hand them to the Secretaries.

Nominations for the Appellate Tribunal and Standing Committee will close at 7.30pm on Monday 9 May.

Nominations for all other elections under Rule III will close at 1.30pm on Tuesday 10 May.

The list of candidates for each election will be posted on a noticeboard in the Synod Hall and will be published on the [GS18 Portal](#) as soon as practicable on Tuesday 10 May. Candidate profiles will also be available on the [GS18 Portal](#) where they have been provided.

The General Synod Elections usually conducted by ballot paper will be conducted online through Election Runner. Again, members will receive log in details and be able to vote for their preferred candidates online when the election is open.

When nominations close you will receive an email from [gs18elections@anglican.org.au](mailto:gs18elections@anglican.org.au) providing you with log in details and links to the Election Runner system. You should not share your log in details or link. Please look for this email in your inbox after 6.00pm on Tuesday 10 May 2022.

You will receive a link that gives you access to the ballots relevant to you. i.e. When you are required to vote as a member of your House and when you are required to vote as a member of Synod as a whole.

## **INTERNET SERVICES**

Internet access will be available through a dedicated conference Wi-Fi for GS18.

This access will be available from Sunday 8 May to Friday 13 May.

**NETWORK: GS18WIFI**

**PASSCODE: GS182022**

The conference WiFi network will be accessible from the Synod venues, accommodation rooms and generally throughout the resort.

## **RESORT SERVICES**

The RACV Royal Pines is located outside the Gold Coast centre. If you don't have access to transport you may not get a chance to access shops and other services, so plan ahead.

Please review the [RACV Royal Pines Resort website](#) for information on services.

## **CATERING ARRANGEMENTS**

### **Breakfast**

Breakfast is available in the Kalinda Restaurant at RACV Royal Pines and the Green Dining Room at Mercure Gold Coast Resort for in-house guests. The cost of breakfast is included for GS18 members, spouses and official guests.

The RACV Royal Pines Resort Staff have been advised to provide persons wearing an official GS18 name badge and lanyard to access the restaurant for breakfast.

### **Business Sessions – Lunch and breaks**

Morning teas, lunches and afternoon teas will be available in the foyer of the Synod Hall. Members who have indicated special dietary requirements will need to make themselves known to the hotel staff to obtain their specific meal.

### **Business Sessions - Dinner**

Dinners on Sunday, Monday, Wednesday and Thursday will be served in the foyer of the Synod Hall.

The Resort Staff have been advised that persons wearing an official GS18 name badge and lanyard have access the GS18 catered meals.

Drinks can be purchased at a cash bar at all evening meals.

Note: Tuesday night is a free night and dinner is to be arranged at member's own cost. Groups of members often arrange to dine together on the free evening. A list of suggested local restaurants can be found on the [GS18 Portal](#) on the *Venue* page.

There are also restaurants located in the RACV Royal Pines. See the [RACV Royal Pines Resort website](#). Bookings are required. Arakawa Japanese Restaurant is not usually open on Tuesday nights but will take bookings from GS18 members. Please call the restaurant on 07 5597 8700 to book.

## SPONSORS

We are grateful for the generous support of our sponsors and exhibitors.

Sponsors of the General Synod include:

- Destination Gold Coast [destinationgoldcoast.com](http://destinationgoldcoast.com)
- Anglican Super [anglicansuper.com.au/](http://anglicansuper.com.au/)
- Anglican Board of Mission – Australia [abmission.org](http://abmission.org)
- Broughton Publishing [broughtonpublishing.com.au](http://broughtonpublishing.com.au)
- Mission to Seafarers [mts.org.au](http://mts.org.au)
- MOWatch – Movement for the Ordination of Women [mowatch.com.au/](http://mowatch.com.au/)

You can enjoy barista coffee, sponsored by Anglican Super, in the Synod Hall foyer before the session starts each day and at the morning tea break.

## DEPARTURE ARRANGEMENTS

In house guests are required to check out of Royal Pines and the Mercure by 10am on Friday 13 May 2022. Please take advantage of any express check out service offered by the resort to reduce queues in the morning.

Baggage can be left with the hotel concierge on Friday morning.

Information on coach transfers to the airport will be provided to members before Friday.

The business session will conclude at 12.30pm on Friday 13 May. There will be lunch available in the Synod Hall foyer for those who are not immediately departing.

## CONTACTS DURING SYNOD

### GS18 Office

#### Contact number (GSO Staff): 0412 204 501

- Please contact the General Secretary or any member of GS18 Staff in relation to the arrangements for General Synod.

### FCM Travel

#### Contact number (business hours): 03 9192 7395

- Please contact FCM Travel in relation to any travel arrangements to and from General Synod.
- This number will be diverted to the after-hours travel consultants when calling after business hours and on the weekend.

### Medical Emergency

- In the first instance please contact the **hotel reception** who will ensure prompt medical treatment is arranged.
- If a medical situation impacts on your attendance at General Synod, when appropriate please alert
  - the **General Secretary on (mob) 0412 103 734** or
  - GSO Office on (mob) 0412 204 501,The GSO can make contact with the emergency contact person provided in your registration details.

I look forward to working with you to ensure the success of the Eighteenth Session of the General Synod.

Yours sincerely



**Anne Hywood**  
**General Secretary**

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