Dear PSA Member

**PSA 2013 ANNUAL WOMEN’S CONFERENCE**

I refer to my earlier e-mail which informs you that your registration has been accepted for the 2013 PSA Annual Women’s Conference. The theme of this year's conference is "Together Women Can".

The Conference will be held on **Tuesday, 10 September and Wednesday, 11 September 2013** at PSA House, Level 10, 160 Clarence Street, Sydney.

The Conference registrations will commence at 9.30 am on 10 September, with the Conference opening at 10 am.

Workshops will also be held on 10 September from 1.30 pm to 3.00 pm. On 11 September the Conference will start at 9.30 am and will conclude approximately 12.30 pm.

Conference attendees will be required to sign in at the beginning of each day, as well as signing an attendance sheet at the end of the workshops on 10 of September, and the end of the Conference (approximately 12.30 pm on Wednesday, 11 September).

There will be an exciting range of speakers addressing topics of interest to women members, including: Mark Lennon, Secretary (Unions NSW), Sally McManus, Secretary (Australian Services Union), Alex Grayson, Solicitor (McNally Jones & Associates), Ged Kearney, President (ACTU), Amanda Tattersall (Sydney Alliance), and others. There will also be workshops on superannuation, empowering women in the union and a panel discussion on pay equity.

**SPECIAL LEAVE**

The two-day Conference is covered by your Special Leave (Trade Union Activities) entitlement. A letter authorising your leave for conference has been sent to you and to your employer. You are required to submit a leave form to your employer as you would for any other type of leave.
Those members who register for the Conference and fail to attend should be aware their Department/Agency will be notified and special leave entitlements for attending the Conference could be withdrawn. **If you cannot attend you must advise both the PSA and your employer regarding the necessary changes to your leave arrangements.**

**CONDITIONS FOR CLAIMING EXPENSES**

**COUNTRY DELEGATES**

**Travel Arrangements**

Delegates believing they need to fly to and from Sydney in order to attend Women’s Conference are required to contact the PSA to discuss their needs and obtain approval for air transport. If flying to and from the Conference is considered a reasonable form of transport, the PSA will book and pay for the flights on the delegates’ behalf, if that is the wish of the Delegate. (Delegates may book their own flights, but will need to book economy flights with minimum delay, and will need to produce tax invoices when attending Conference to claim reimbursement).

Delegates requiring a flight to be booked need to email their request to aissac@psa.asn.au as soon as possible so bookings can be made. Only economy flights will be booked. Delegates who are deemed as needing to travel by air, will be booked on an early morning flight for Tuesday, 10 September and a late afternoon flight on Wednesday, 11 September. Please note the Conference closes at approximately 12.30 pm on this day. Should a delegate believe they will need to travel prior to 10 September, 2013 must seek approval from the General Secretary, by emailing women@psa.asn.au Approval will only be given in extenuating circumstances.

**Airport Train**

For delegates who have been authorised to fly to and from Sydney, the PSA will only reimburse delegates for the cost of travelling to and from the airport to the conference venue, the cost of travelling to and from the airport on the Airport train. From Sydney Airport this is considered the easiest and most economical form of travel (trains leaving frequently to and from airport). The closest station to the conference venue is Town Hall Station and from there it is a short walking distance to the PSA House at 160 Clarence Street Sydney.

For more information please see website and look for Airport/East Hills Line for timetable information. [http://www.cityrail.info/timetables/#landingPoint](http://www.cityrail.info/timetables/#landingPoint)

Please note that **NO** taxi fares will be reimbursed from Sydney Airport to the Conference venue.
Train Travel

Delegates travelling by train from country centres will need to book and pay for their train travel, and seek reimbursement from the PSA (providing the PSA with evidence of ticket purchase). The PSA will reimburse the cost of economy train travel. Application for reimbursement can be made on the first day of Conference.

Parking and Taxi Expenses

Parking fees and taxi expense will not be reimbursed.

Meals

The PSA will be providing lunch for delegates on Tuesday, 10 September, 2013. All Delegates are invited to the PSA Women’s Conference Dinner on the evening of 10 September, 2013. All other meals will need to be covered from sustenance payment for those entitled to receive sustenance.

Accommodation

Should delegates believe they are entitled to stay overnight on Tuesday, 10 September, 2013, they need to seek approval to be paid appropriate accommodation and meals. Delegates can seek approval by emailing women@psa.asn.au In extenuating circumstances, a delegate may be granted permission to stay overnight on Monday, 9 September, 2013. Delegates believing they require this consideration given can make application to the General Secretary by emailing women@psa.asn.au It should be noted that Conference does not commence until 10.00 a.m. on Tuesday, 10 September, 2013, and this is to allow people to travel without the need to stay overnight prior to the commencement of Conference. Sustenance expenses cannot be claimed until the first day of the Conference.

General

Please note, any costs incurred by the PSA for a delegate who fails to attend the Conference will be recovered from the delegate.

METROPOLITAN DELEGATES

Travel

Are entitled to claim for any reasonable travel costs associated with attending the Women’s Conference; for example, train or bus fare, which is over and above the normal travel costs the delegate would incur travelling to and from work.

Parking fees and taxi expenses will not be reimbursed.
Meals

As previously stated, the PSA will be providing lunch for delegates on Tuesday, 10 September, 2013. All Delegates are invited and encouraged to the PSA Women’s Conference Dinner on the evening of 10 September, 2013.

CONFERENCE DINNER FOR ALL CONFERENCE DELEGATES

This year the PSA will host Women’s Conference Dinner at 6 pm on Tuesday, 10th September.

The dinner will be held at 99 on York, Red Room, Level 1, 95-99 York Street, Sydney (near the Cnr. of Market Street, only a minutes’ walk from PSA House).

All conference delegates are welcome to attend the dinner. It will be a great opportunity for women to get to know each other and our PSA staff in a relaxed, informal setting. If you cannot attend the dinner please email women@psa.asn.au or contact Jessica Moore in the Women’s Unit on 02 9220 0906 as soon as possible so we can advise the function centre of numbers. It is important to let us know if you are unable to attend the dinner so we can maximise use of conference funds. Please note, the dinner is kindly funded by First State Superannuation.

Map

Attached is a map marking for your information relevant points of interest, including the location of PSA House, Town Hall railway station and the venue for the Women’s Conference Dinner, “99 on York”.

We look forward to seeing you for what promises to be an exciting and informative Women’s Conference.

If you have any inquiries, please telephone the Women’s Unit at the PSA on 9220 0906, or e-mail women@psa.asn.au

Yours sincerely,

Jenny Singleton
A/Women’s Industrial Officer
for Anne Gardiner, General Secretary