Organising a Medical Graduates’ Reunion
Contents

Introduction ..................................................................................................................... 1
Guidelines ..................................................................................................................... 2
Getting Started ........................................................................................................... 3
Alumni Database .......................................................................................................... 4
Making Your Reunion Special ..................................................................................... 5

Service Providers
➢ Venues ...................................................................................................................... 6
➢ Caterers .................................................................................................................... 7
➢ Flowers ..................................................................................................................... 8
➢ Music ....................................................................................................................... 9
➢ Name Tags ............................................................................................................... 10

Other Contacts ........................................................................................................... 11-14

Appendices
University of Sydney – Privacy Policy ........................................................................ 15
Insurance ...................................................................................................................... 16
Introduction

The Medical Graduates’ Reunion “Dinner” is a longstanding and wonderful tradition. There are many ways a reunion can be arranged, and many forms it can take. The purpose of this guide is to assist reunion organisers get started, and provide ideas and information on how the Medical Graduates’ Association (MGA) can help.

Any comments on this guide would be appreciated, and can be forwarded to:

Email: mga@med.usyd.edu.au or Telephone: 02 9351 8947

The Medical Graduates’ Association of the University of Sydney is managed on a voluntary basis and has limited administrative resources. We are, however, able to assist reunion organisers in a number of ways to ensure that the reunion is a success.

How the MGA can help you with your reunion

The MGA will:

1. Include a notification of the reunion in the MGA newsletter, Radius, and a plea for organisational assistance from fellow graduates if required.

2. Provide the organiser with a list of fellow graduates. Due to privacy regulations, we are unable to provide contact details of graduates but will provide a list of names. We will work with the organiser to ensure that the alumni database is current in order to send all graduates an invitation. Graduates will reply to the organiser directly, this will supply the organiser with contact details.

3. Envelope and mail the supplied invitation to fellow graduates at no charge to the organiser.

4. Provide the organiser with a list of venues, caterers and other service providers that you may choose to use.

5. Envelope and mail second and third circulars if required. These additional mailings will be at a charge.

How you can help the MGA

1. Get in touch with us if you are planning a reunion and let us know the date, venue and contact details of the reunion organiser(s).

2. Help us update the graduate address list by researching professional publications and personal contacts.

3. Provide us with sufficient numbers of invitations for the graduating year. We will envelope, address and post invitations.

4. Take photos and forward copies to the MGA with a chatty report on the reunion for publication in Radius.
Guidelines

1. There are no rules.

2. In the past a number of reunion organisers have preferred to hold reunions in January over the Australia Day long weekend. At this time, many Australians are still either on holidays or in holiday mode, and school holidays are just about over so vacationers are returning to Sydney, or make a point of returning via Sydney en route to their home towns. Overseas alumni members are often in the northern hemisphere and therefore, in their bleak midwinter, so with adequate notice, they can journey to Sydney in late January, see the folks, attend a tax-deductible medical meeting and be in the warm.

3. Even if not on holidays, the busy GP or specialist can take advantage of a long weekend to get to the reunion and back from anywhere in Australia.

4. Make sure your reunion does not correspond with major religious festivals eg. Chinese New Year.

5. If the reunion is held on a Saturday evening, this leaves Sunday free for groups of friends to “do their own thing”, or to have a separately organised event such as a tennis or golf match, then return to their home town on the Monday.

6. There will be more doctors present than at many a seminar you will attend in your life. By advertising your meeting in the MJA it may become an official medical meeting and may therefore be tax deductible. It is the responsibility of each group to obtain up-to-date advice.

7. In the past groups have approached a drug company for example, for sponsorship of a tangible nature. One reunion organiser advised that for a number of reunions, a company printed their names and addresses in booklet form with the company logo appearing discreetly on the front cover. The booklet is kept so that the company’s name is permanently on view.

8. If the 20th reunion is successful, often subsequent reunions are held every five years.

9. For their 35th reunion, the 1965 graduating class, as well as enjoying a wonderful reunion in the Great Hall, donated funds to the MGA. It was hoped that it would become a “tradition” for each 25 year reunion to make an extra effort to raise additional funds as a donation.

10. The Graduating Year of 1984 and 1966 have set up their own scholarship to provide financial assistance to students who are experiencing financial hardship.

11. The Graduating Year of 1995 held a dinner on the Saturday night for “students only”. They met again the following Sunday for a casual picnic with family and friends in Centennial Park.

12. Some groups have collected data, anecdotes, profiles and stories from classmates and compiled it into a special reunion publication.
Organising a Medical Graduates’ Reunion

1. Organising Committee

It normally falls to one or two members of a graduating year to form the organising committee. The people concerned are usually established organisers of undergraduate events or just generally well known to the Year.

2. Select Date

An initial meeting to plan dates, venues and so forth should ideally take place some 10–12 months prior to the event. Organisers will be surprised how quickly time goes when trying to track people down all over the world.

3. Decide on Style of Function

- Partners included / not included.
- Dress e.g Black Tie or Lounge Suit.
- Buffet or formal sit down dinner; i.e. an open buffet with unreserved tables and chairs will lead to members and partners circulating more freely during the evening. This maximises the chance to meet all the other guests. A more formal arrangement can lead to people being stuck in the one place for the whole evening.
- Other activities might include sports functions, debates, lectures, picnics etc. The female graduates in one reunion group organised an afternoon tea prior to their 30th reunion and several graduates attended who could not make the evening dinner.
- Arrange for a group photo, lectern and microphone for housekeeping announcements.

4. Choose your Venue

Newly opened or about-to-be opened hotels are popular as venues and good rates are offered by them to attract business and permit groups to “check the venue out” for separate, future functions. The banqueting manager will give you price lists of menus and an idea of how much extra to allow for alcohol. This is how the ticket price will be calculated.

Ensure that allowance is made for expenses to date, and any unforeseen extras. The Venues Collection of the University of Sydney is also popular. They will arrange venue, catering and table/chair hire and can also arrange for flowers and other extras, depending on the budget.

5. Mailing List

Inform the MGA that the Class of 19-- intend to hold a reunion. Once the organiser has signed and returned the “Volunteers and Casuals Agreement” (Appendix iii), the MGA will provide the organiser with a list of the graduates from that year. This will show which of your fellow graduates do not have their current addresses listed on the University’s alumni database. It will also list those who have died. Take this to your first or subsequent meeting and solicit the help of the organising committee in chasing up correct addresses for those marked “non current”. Forward these new addresses to the MGA by email, mga@med.usyd.edu.au or mail it to Medical Foundation Building (K25), University of Sydney NSW 2006.
Alumni Database

Reaching all graduates for the reunion year is most important in ensuring the success of the reunion. The University’s alumni database is the basis of the invitation mailing list. Remember that the University’s alumni database lists the year of graduation, not the year of final exams. Therefore, if final exams were passed in 1949 and the graduation ceremony was in 1950, the Graduating Year is 1950.

The MGA updates the alumni database whenever it is informed of address or name changes. There are always some, however, we do not hear about. Your organising committee can help us find these.

Review the list of graduates provided to you by the MGA. Help us to update the University’s alumni database by researching all those marked “non current” (Privacy Policy page 12). Inform the MGA of any new addresses found. Many will be found in the White and Yellow Pages. The Medical Directory of Australia is probably the next best source. Although virtually out-of-date by the time it is published, it is possibly the most comprehensive nationwide guide available. The various state Medical Boards also provide excellent assistance in providing addresses.

There may be additional graduates to whom an invitation will be offered. Those who studied with your year but deferred final examinations to another year will not be included on the list provided to you by the MGA. You may also like to invite the partner of a graduate who has died. Send any additional guest names and addresses to the MGA. The MGA will ensure that they also receive an invitation.

An Excel spreadsheet of graduate names will be provided. This will form the basis of a database should you wish to develop one for your reunion. Simply add in the fields and details of those who respond to your invitation. Information you may consider collecting:

- Name at graduation
- Name now
- Address *
- Email
- Number of tickets
- Name of partner
- Special meal requirements
- Record of payments
- Record of hotel bookings
- Information for targeted lists such as “currently overseas”, untraceable” and “deceased”

* Name and address fields can be merged to print sticky labels for final mailings or to make name tags. Name badges for members and partners should be in a suitable font size. (It has been found that having the Christian name centred in a larger font i.e. Times Roman 30 or 32 and the surname smaller, underneath, has greatly assisted recognition!)

A guest list can also be prepared from the information collected.

The decision to maintain a database depends on the style of reunion chosen. In some cases past reunion organisers have arranged hotel accommodation, pre and post reunion functions, and have found it useful to develop a database. Filemaker Pro or Access are good relational databases.
Suggestions

The following is a list of events that past graduates have done to make their reunion a success.

1. Ask one or two good speakers to give humorous speeches during the dinner.

2. Put together a reunion booklet, including short paragraphs of what everyone is up to.

3. Organise a scientific weekend incorporating a reunion dinner.

4. Arrange a family picnic the day after the reunion.

5. Arrange a tour of University buildings. For further information on tours, contact:

   University Tours
   Museums and Collections
   Ph: 9351 2274
   Fax: 9351 5646
   Email: macleay@macleay.usyd.edu.au

6. Conduct a survey or questionnaire to gain information on fellow graduates to discuss at the reunion or to use to compile feedback on the reunion dinner.

7. Choose a unique location. For example, the Graduating year of 1955 held a Saturday luncheon in the restored main corridor (Portrait Gallery) of the Anderson Stuart Building. There they distributed special edition replicas of the 1954 final year examination papers and also raised funds to restore a unique wax anatomy model in the Wilson Museum.
Venues

Venues where previous reunions have been held

Reunions have been held both on and off campus with great success. Some venues are listed below, with the contact name of the reunion organiser for comments and tips.

A comprehensive list of the University’s venues is available on the University website at www.usu.usyd.edu.au or by calling the Booking Office on (02) 9351 2949.

If considering using the Union caterers, book your venue and arrange catering through The Venue Collection on (02) 9563 6245.

<table>
<thead>
<tr>
<th>University of Sydney Venues</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Venue Collection</td>
<td>Contact: Anna Pratten</td>
</tr>
<tr>
<td>Box 500 Holme Building</td>
<td>Ph: 9563 6245</td>
</tr>
<tr>
<td>The University of Sydney</td>
<td>Website: <a href="http://www.usu.usyd.edu.au">www.usu.usyd.edu.au</a></td>
</tr>
<tr>
<td>NSW 2006</td>
<td></td>
</tr>
<tr>
<td>Sydney University Student</td>
<td></td>
</tr>
<tr>
<td>Union members receive a</td>
<td>Includes:</td>
</tr>
<tr>
<td>discount</td>
<td>Withdrawing Room &amp; Refectory</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>University Venues Office</td>
<td>Email: <a href="mailto:univenues@facilities.usyd.edu.au">univenues@facilities.usyd.edu.au</a></td>
</tr>
<tr>
<td>Level 2 Services Building</td>
<td>Tel: 9351 2952</td>
</tr>
<tr>
<td>The University of Sydney</td>
<td>1977 Graduates – 25 year reunion (Tony Joseph)</td>
</tr>
<tr>
<td>NSW 2006</td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>Great Hall</td>
<td></td>
</tr>
<tr>
<td>MacLaurin Hall</td>
<td></td>
</tr>
</tbody>
</table>

Other Venues

| Athol Hall                  | 1992 Graduates – 20 year reunion |
| Ashtown Park                 | Organisers: Sylvia Fragiacomo and John |
| Bradleys Head Road           | Kennedy |
| Mosman NSW 2008              | |
| Ph: 9968 4441                | |
| Fax: 9968 4004               | |
| Email: dhsh@bigpond.com      | |
| Web: www.atholhall.com.au    | |

| Australian Jockey Club      | 1975 Graduates – 30 year reunion |
| Allison Road                | Organiser: Alan Stern |
| Randwick NSW 2031           | |
| Ph: 9663 8400               | |
| Fax: 9662 6292              | |
| web: www.ajc.com.au         | |

| Concord Golf Club           | 1950 Graduates – 55 year reunion |
| Majors Bay Road             | Organisers: Gordon Parkin & Brian Pollard |
| Concord NSW 2137            | |
| Ph: 9743 6111               | |
| Fax: 9743 5808              | |
| Email: info@concordgolfclub.com.au | |

Organising a Medical Graduates’ Reunion
Cypress Lakes Resort  
Cnr McDonalds & Thompsons Roads  
Pokolbin Hunter Valley NSW 2320  
Ph: 4993 1555  
Web: www.cypresslakes.com.au

**1972 Graduates – 30 year reunion**  
(Scientific Weekend)  
Organisers: Leslie Schrieber and Harry Merkur

Intercontinental Hotel  
117 Macquarie Street  
Sydney NSW 2000  
Ph: 9253 9000  
Fax: 9240 1240  
Email: sydney@interconti.com

1955 Graduates – 50 year reunion  
Organisers: Vera Gallagher, Tom Taylor and John Wright

Royal Sydney Yacht Squadron  
Peel Street  
Kirribilli NSW 2061  
Ph: 9955 7171

1952 Graduates – 50 year reunion  
Organisers: Joan Croll and Monica Bullen

Sebel Pier One Sydney  
Functions Co-ordinator: Fiona Philip  
Ph: 8298 9961  
Fax: 8298 9788  
Email: fiona_philip@tspos.mirvac.com.au  
web. www.mirvachotels.com.au

1963 Graduates – 40 year reunion  
Organiser: Erica McCleary

Taronga Zoo Function Centre  
Event Coordinator  
Taronga Centre  
Taronga Zoo  
PO Box 20  
Mosman NSW 2088

1973 Graduates – 30 year reunion  
Organiser: Phillip Cocks
## Caterers

<table>
<thead>
<tr>
<th>Caterers</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| The Venue Collection                                          | Contact: Anna Pratten  
Box 500 Holme Building A09  
The University of Sydney NSW 2006  
*Sydney University Student Union members receive a discount.*  
Website: www.usu.usyd.edu.au |
| Belinda Franks                                                | Contact: Jennifer Dwyer or Belinda Franks  
Unit 10/79 Bourke Road  
Alexandria NSW 2015  
Ph: 8338 9393  
Email: belinda@belindafranks.com.au |
| Catering To Your Taste Buds                                   | Contact: Gabrielle Wheatley  
2/47 Waverley Street  
Bondi Junction NSW 2022  
Ph: 0412 590 366  
Fax: 02 9386 9047  
Email: cateringtoyoutastebuds@hotmail.com |
| European Catering & Special Events                            | Contact: Carlo Huber, Arnold Huber, Georgina Waters.  
Unit 9/566 Gardeners Road  
Alexandria NSW 2015  
Ph: 9317 2733  
Fax: 9317 5540  
Email: georgina@europeancatering.com.au  
Website: www.europeancatering.com.au |
| Forum Restaurant at the Darlington Centre                     | Contact: Stephen Ryan  
H02 – Sydney University Press  
The University of Sydney NSW 2006  
Ph: 9351 4664  
Email: forum@darlington.usyd.edu.au |
| Simmer Catering                                               | Contact: Brigid Kennedy  
27A Waterloo Street  
Surry Hills NSW 2010  
Ph: 9318 1917  
Email: brigidsimmer@aol.com |
| Snodgrass Catering                                            | Contact: Judith Sinclair  
Ph: 9559 3500  
Email: snoddys@cia.com.au |
| Susie’s Table (up to 200 people only)                         | Contact: Susie Brooks  
26 Brookes Street  
Thornleigh NSW 2120  
Ph/Fax: 9484 3881  
Mob: 0413 153 702  
Email: susieg@ozemail.com |
| The Culinary Edge                                             | Contact: Charles Wilkins  
13 Ramsay Road  
Five Dock NSW 2046  
Ph: 9713 2322  
Email: culedge@bigpond.com |
| The Provin Group Specialist Catering                          | Contact: Arthur Huxley  
96 Brenan Street  
Leichhardt NSW 2040  
Ph: 9564 1744  
Fax: 9564 1825  
Email: theprovingroup@bigpond.com |
Flowers

Before you choose your flowers, consider that some people are sensitive to flower perfume.

<table>
<thead>
<tr>
<th>Florist</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coula Zachariadis</td>
<td>Ph: 9587 2256, Mob: 0411 814 384</td>
</tr>
<tr>
<td>22 Battye Avenue</td>
<td></td>
</tr>
<tr>
<td>Beverly Park</td>
<td></td>
</tr>
<tr>
<td>NSW 2256</td>
<td></td>
</tr>
<tr>
<td>Darling Buds</td>
<td>Contact: Jennifer Mackay</td>
</tr>
<tr>
<td>93 Booth Street</td>
<td>Ph/fax: 9552 1258</td>
</tr>
<tr>
<td>Annandale</td>
<td>Website: <a href="http://www.darlingbuds.com.au">www.darlingbuds.com.au</a></td>
</tr>
<tr>
<td>NSW 2039</td>
<td>Email: From website</td>
</tr>
</tbody>
</table>
Music

Music is often played during the first hour or two of the reunion. It could be anything from a light Jazz 3 piece, to a violin and flute combination or a string quartet.

Reunions in the past have sometimes enjoyed their pre dinner drinks in the quadrangle to music, or in The Great Hall.

<table>
<thead>
<tr>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classical musician. Can arrange any combination you wish.</td>
</tr>
<tr>
<td>Concert Co-ordinator  Department of Music  University of Sydney</td>
</tr>
<tr>
<td>Groups e.g. string quartet  solos e.g. piano are available on request</td>
</tr>
<tr>
<td>Cost: $80/hr/musician for first hour  $60/hr/musician for subsequent hours.</td>
</tr>
<tr>
<td>Student of Music at Conservatorium – won the University Medal. Can arrange string quartet</td>
</tr>
</tbody>
</table>
Name Tags

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showcard</td>
<td>Contact: Geoff Jamieson</td>
</tr>
<tr>
<td>5/2 St Johns Avenue</td>
<td>Ph: 9499 4994</td>
</tr>
<tr>
<td>Gordon NSW 2072</td>
<td>Email: <a href="mailto:showcard@ozemail.com.au">showcard@ozemail.com.au</a></td>
</tr>
<tr>
<td></td>
<td>Print your own with, for example, the Avery Laser Name Badge Kit L7418K</td>
</tr>
<tr>
<td></td>
<td>There are a couple of these products on the market and available from large stationers such as Penfolds or Officeworks.</td>
</tr>
<tr>
<td>Snap Printing</td>
<td><a href="http://www.snapprinting.com.au">www.snapprinting.com.au</a></td>
</tr>
<tr>
<td>Kwik Kopy Printing</td>
<td>465 Victoria Avenue</td>
</tr>
<tr>
<td></td>
<td>CHATSWOOD NSW 2067</td>
</tr>
<tr>
<td></td>
<td>Mr Andrew Bannerman Phone 02 9419 4744</td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:mail@kwikkopychatswood.com.au">mail@kwikkopychatswood.com.au</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.kwikkopychatswood.com.au">http://www.kwikkopychatswood.com.au</a></td>
</tr>
</tbody>
</table>
## Other Contacts

### State & Territory Medical Boards

#### Australian Capital Territory

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Board of the Australian Capital Territory</td>
<td></td>
</tr>
<tr>
<td>6th Floor</td>
<td></td>
</tr>
<tr>
<td>FAI House</td>
<td></td>
</tr>
<tr>
<td>197 London Circuit</td>
<td></td>
</tr>
<tr>
<td>Civic ACT 2608</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Box 976</td>
</tr>
<tr>
<td></td>
<td>Civic Square ACT 2608</td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Mr R Bradford
- Phone: (02) 6205 1600
- Fax: (02) 6205 1602
- Email: bob.bradford@act.gov.au

#### New South Wales

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Wales Medical Board</td>
<td></td>
</tr>
<tr>
<td>Gladesville Hospital Campus</td>
<td></td>
</tr>
<tr>
<td>Off Punt Road</td>
<td></td>
</tr>
<tr>
<td>Take Second Hospital Entrance</td>
<td></td>
</tr>
<tr>
<td>GLADESVILLE NSW 2111</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PO Box 104</td>
</tr>
<tr>
<td></td>
<td>Gladesville NSW 2111</td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Mr A E Dix
- Phone: (02) 9879 2200
- Fax: (02) 9816 5307
- Email: nswmb@nswmb.org.au
### Queensland

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Medical Board of Queensland</td>
<td>GPO Box 2438</td>
</tr>
<tr>
<td>19th Floor, 160 Mary Street</td>
<td>Brisbane</td>
</tr>
<tr>
<td>Forestry House</td>
<td>QLD 4000</td>
</tr>
<tr>
<td>Brisbane</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Mr J O'Dempsey
- Phone: (07) 3225 2515
- Fax: (07) 3225 2527
- Email: (general): medical@healthregboards.qld.gov.au
  (registrar): registrar@healthregboards.qld.gov.au

The Register of Medical Practitioners in Queensland can be accessed on the Board's website at [www.medicalboard.qld.gov.au](http://www.medicalboard.qld.gov.au)

---

### Victoria

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Practitioners Board of Victoria</td>
<td>GPO Box 773H</td>
</tr>
<tr>
<td>Level 16</td>
<td>Melbourne</td>
</tr>
<tr>
<td>150 Lonsdale Street</td>
<td>VIC 3000</td>
</tr>
<tr>
<td>Melbourne</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Details:**
- Chief Executive Officer: Mr I Stoney
- Phone: (03) 9655 0500
- Fax: (03) 9655 0580
- Email: mpbofv@mpbofv.org.au

---

### Tasmania

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Medical Council of Tasmania</td>
<td>PO Box 8</td>
</tr>
<tr>
<td>AMA House</td>
<td>South Hobart</td>
</tr>
<tr>
<td>2 Gore Street</td>
<td>TAS 7004</td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Ms A McLean-Aherne
- Phone: (03) 6233 5499
- Fax: (03) 6233 7986
- Email: mct@our.net.au
### South Australia

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Board of South Australia</td>
<td>PO Box 359</td>
</tr>
<tr>
<td>91 Payneham Road</td>
<td>Stepney SA 5069</td>
</tr>
<tr>
<td>St Peters   SA  5069</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Mr D H Wilde
- Phone: (08) 8362 7811
- Fax: (08) 8362 7906
- Email: admin@medicalboardsa.asn.au
- Web site: http://www.medicalboardsa.asn.au

### Western Australia

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Board of Western Australia</td>
<td>PO Box 1040</td>
</tr>
<tr>
<td>London House</td>
<td>West Perth WA 6872</td>
</tr>
<tr>
<td>216 St Georges Tce</td>
<td></td>
</tr>
<tr>
<td>Perth     WA 6805</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Mr S Hood
- Phone: (08) 9481 1011
- Fax: (08) 9321 1744
- Email: info@wa.medicalboard.com.au

### Northern Territory

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Board of the Northern Territory</td>
<td>PO Box 4221</td>
</tr>
<tr>
<td>2nd Floor</td>
<td>Darwin NT 0801</td>
</tr>
<tr>
<td>Harbour View Plaza</td>
<td></td>
</tr>
<tr>
<td>Corner Bennett &amp; McMinn Street</td>
<td></td>
</tr>
<tr>
<td>DARWIN    NT 0800</td>
<td></td>
</tr>
</tbody>
</table>

**Contact Details:**
- Registrar: Ms S Williams
- Phone: (08) 8999 4157
- Fax: (08) 8999 4196
- Email: healthprofessions.ths@nt.gov.au
The University Of Sydney

Privacy Policy

The University will collect, manage, use and disclose personal information in accordance with all relevant legislation and standards. The Information Protection Principles contained in Part 2 of the NSW Privacy and Personal Information Protection Act 1998, except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information in the University.

The University will:

- Only collect personal information for lawful purposes;
- When reasonably possible, only collect personal information from the individual to whom it relates;
- Only collect such information as is reasonably necessary;
- Notify the individual concerned when it collects personal information either at the time of collection or as soon as practicable thereafter;
- State what the personal information will be used for;
- State who will receive the personal information;
- State if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided;
- Provide contact details regarding who to contact regarding access to and correction of the personal information;
- Take reasonable steps to ensure that personal information holdings are relevant, not excessive, accurate, up to date and complete and that the collection does not unreasonably intrude on the personal affairs of individuals;
- Retain personal information for no longer than is necessary and then dispose of it lawfully and securely;
- Protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse;
- Ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external service providers;
- Not disclose personal information outside the University or its affiliated student bodies except where:
  - the subject of the information has consented to the disclosure, or has been notified of the likelihood of the disclosure; or
  - the University is required by legislation, court order or other legally enforceable instrument and the request is in an appropriate written form; or
  - disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.

In no other circumstances will personal information be disclosed.

Approved by the Vice-Chancellor, 28 June 2000

Privacy
Archives and Records Management Services
Main Building, A14 The University of Sydney NSW 2006 Australia
E-mail: foi@mail.usyd.edu.au
URL: http://www.usyd.edu.au/arms/privacy/
Ph: (02) 9351 4263 Fax: (02) 9351 7304
Last Updated: 3 July 2000
Insurance

The University of Sydney Medical Graduates’ Association being an affiliated body of the University is covered under the University’s insurance policies which includes Public and Products Liability insurance.

Any activity/function considered to be an authorised activity/function of the Association is also covered by the policies. The organisation of the activity/function may be conducted by a third party on behalf of the Association. Any hiring agreements will need to be in the name of the Medical Graduates’ Association and the hirer, an authorised representative of the Association will need to sign the hiring agreement.
Dear [name],

In the course of your [paid/voluntary] employment at The University of Sydney you may have access to personal information relating to alumni, friends, affiliates, students, staff and members of the public. You may also have access to information about University events or other matters that are not yet public knowledge. The University is subject to the NSW Privacy and Personal Information Protection Act 1998 and the NSW Health Records and Information Privacy Act 2002 (the privacy Acts), which regulate the collection, management, use and disclosure of personal information. The definition of personal information under the Acts is very broad and covers most information that can identify an individual.

The Office of University Relations is responsible for collecting and maintaining information about alumni, friends and affiliates. This information may be held on paper records, computer files or may be conveyed to you verbally. It may include personal contact details, donation histories, employment, relationship, marriage and death information.

Please be aware that you are NOT PERMITTED to:

1. View or attempt to gain access to any personal information unless it is directly related to your duties;
2. Discuss any personal information except with other employees of the University necessary in the course of carrying out your duties;
3. Disclose any personal information to the media or persons outside the University.

Please note that you are required to act in accordance with the University Privacy Policy, which is attached. Also attached are the "Code of Conduct" for University employees, the Corruption Prevention strategy and the Policy On The Use Of University Information And Communication Technology Resources (ICT Resources), which cover all aspects of your obligations while working for the University. In addition, you should be aware that the privacy Acts and the NSW Crimes Act 1900 create criminal offences relating to the unauthorised access to, and disclosure of, information.

Your signature on this form indicates:

1. Your understanding of your responsibilities indicated above;
2. That you have read the attached statements and
3. That you agree to abide by the rules and regulations set out in these documents.

A copy of your signed form will be kept on file in [Alumni Relations/Development] and you are advised that if you do not adhere to the conditions outlined in the University's policy documents, then the University reserves the right to terminate any services being provided by you.

If you have any enquiries about the University documents concerned, please contact me immediately so that we can discuss the documents and how they may apply to your work situation.