**VICTORIA SECTION Inc.**

**Victorian President** **Victorian Secretary**  **Victorian Treasurer**

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**DRAFT MINUTES**

**VICTORIAN SECTION COUNCIL MEETING**

**COMMENCING 1030 22 JULY 2023**

**AT 36 BARRETTS ROAD, LANGWARRIN SOUTH. VIC. 3875**

Meeting open at 1030.

**Meeting Opening and welcome: The Chair welcomed everyone for travelling today and to those regional based members via Zoom.** A quorum was achieved.

The purpose of the meeting was to provide Situation Reports (SITREP) as at Item C, review and discuss Finance at Item D, resolve or otherwise the business at Item G and Item H.

**Housekeeping. In the event of an emergency please obey the direction of VP Andrews and muster at the Assembly point sign posted in the carpark.**

**To the matter of Conflicts of Interest:** The Chair asked if there wereany perceived or actual conflicts of interest from Council members on any of the Council agenda items and if so, disclose them to enable separation from that item(s) decision making and for the acknowledgement to be registered in the meeting minutes and the Section’s Conflict-of-Interest Register. The members responses were:

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|  | **V00** | **V58** | **V59** | **V60** | **V61** | **V64** | **V65** | **V68** | **V70** | **V72** |
|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **No** | **X** | **X** | **X** | **x** | **X** | **x** | **X** | **X** | **X** | **X** |
| **Yes** |  |  |  |  |  |  |  |  |  |  |

**Recording of the virtual meeting using Zoom.** The Chair advised that in accordance with the NAA laws and Victorian Law the administrator of a meeting is to ask the attendees if there are any

objections to the meeting being recorded. Victorian law states that should one person object to the recording the meeting is not to be recorded. The Chair asked if there was any objection to recording this meeting be recorded for the purpose of completing the meeting minutes. The recording will be deleted once the meeting minutes are ratified by the Section Council at the next Section Council meeting.

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|  | EXE | DAND | FOOT | FSTN | GEEL | MELB | SUNR | BOXH | EG | SW |
| No | X | X | X | X | X | X | X | X | X | X |
| Yes |  |  |  |  |  |  |  |  |  |  |

Sean Derrick from the Executive will provide the vote on behalf of the Executive today.

**Item A. Tribute to our shipmates. Vales:** Ken Barrett, East Gippsland Sub-section, deceased 01 July 23.

The Chair recited the Ode to the Fallen and the Naval Ode.

1. **Apologies:** Ange Kenos, Ian Kellett**.**
2. **Attendees v**ia Zoom link: Joy Emmett - Committee Alpha and Box Hill Sub-section, Peter Tunnage - East Gippsland Sub-section, Julienne Clifford, and Mick Clifford – Southwestern Sub-section, Peter Tanner – Geelong Sub-section, Bill Matthews – Sunraysia Sub-section.

**Attendees:** Graham Don - CFO, Ron Evans – Vice President Charlie and Melbourne Sub-section, Lee Andrews – Vice President Bravo, Sean Derrick – Committee Bravo, Russell Pettis – Footscray Sub-section, Gary Cleary – Dandenong Sub-section, Thomas – Section Chair.

**Visitor:** Greg Emmett

**Item B.** **Confirmation of Previous Meeting Minutes.** Reference: Paper One

Previous Victorian Council Meeting minutes dated 27 May 2023.

Moved Secretary the [Victorian](file:///F:\Meeting%20_Council%2027%20May%202023\Meeting_Executive%2024May2023\Council%20Meeting%2022%20Apr%202023\DRAFT%20Minutes%20Victorian%20Executive%20Meeting%2018FEB23%20V1.01.docx) Section Council meeting minutes of 24 May 2023 be accepted.

**Seconded**: V59

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| **For** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **Against** |  |  |  |  |  |  |  |  |  |  |

**Decision**: Carried

**For Action:** Secretary, sign previous meeting minutes and file

**Item C. Business Arising from the Previous Meeting Minutes**

SITREP of tasks provided in Paper Two - Task List post 27 May 2023.

**Commentary: Nil**

**NFA Required**

**Correspondence and Associated Actions.** Reference: Paper Three

The correspondence of significance is:

[ACNC advice – Change of Sub-types](file:///F:\Correspondence%20Register\ACNC%20application_%20Naval%20Association%20Of%20Australia%20Victoria%20Section%20Inc%20CRM_002620000455.eml).

[Corporate Partnerships](file:///F:\Correspondence%20Register\CORPORATE%20PARTNERSHIPS.eml).

[DHAAT Response to NAA Submission for a Review of decision not to award a VC to LCDR Rankin and LS Taylor](file:///F:\Correspondence%20Register\DHAAT%20Response%20to%20NAA%20Submission%20fo%20a%20Review%20of%20decision%20not%20to%20award%20a%20VC%20to%20LCDR%20Rankin%20and%20LS%20Taylor.eml).

[Investment Account](file:///F:\Correspondence%20Register\Investment_transfer.eml).

[J S Dickson Subsection members](file:///F:\Correspondence%20Register\J%20S%20Dickson%20Subsection%20.eml).

[Minutes for the May 23 National Council AGM](file:///F:\Correspondence%20Register\Minutes%20for%20the%20May%2023%20National%20Council%20AGM.eml).

[National Council Meeting - Launceston November 2023](file:///F:\Correspondence%20Register\National%20Council%20Meeting%20-%20Launceston%20November%202023.eml).

[Letter to Min Vet Affairs in order to Harmonisation of VEA, DRCA and MRCA Acts](file:///F:\Correspondence%20Register\NP%20Letter%20to%20Min%20Vet%20Affairs%20irt%20to%20Harmonisation%20of%20VEA,%20DRCA%20and%20MRCA%20Acts.eml)

[Governor's Oration - The Contributions of Governors’ Spouses - Tuesday 30 May 2023](file:///F:\Correspondence%20Register\OFFICIAL_%20Governor's%20Oration%20-%20The%20Contributions%20of%20Governors’%20Spouses%20-%20Tuesday%2030%20May%202023.eml)

[Coronation Reception Government House Tuesday 23 May moved to Monday 29 May 2023](file:///F:\Correspondence%20Register\OFFICIAL_%20IMPORTANT%20RESCHEDULE_%20Coronation%20Reception%20Government%20House%20Tuesday%2023%20May%20moved%20to%20Monday%2029%20May%202023.eml).

[Patronage](file:///F:\Correspondence%20Register\Patronage%20Governor%20of%20Victoria.eml).

[DFWA Media Statement - re Appointment of MAJGEN Fox AM, CSC to Chief of Personnel](file:///F:\Correspondence%20Register\Re_%20DFWA%20Media%20Statement%20-%20re%20Appointment%20of%20MAJGEN%20Fox%20AM,%20CSC%20to%20Chief%20of%20Personnel.eml)

[REQUEST FOR REFERENCE - NAVAL ASSOCIATION OF AUSTRALIA VICTORIAN SECTION](file:///F:\Correspondence%20Register\REQUEST%20FOR%20REFERENCE%20-%20NAVAL%20ASSOCIATION%20OF%20AUSTRALIA%20VICTORIAN%20SECTION.eml).

[RSL Victoria - Stakeholder Survey](file:///F:\Correspondence%20Register\RSL%20Victoria%20-%20Stakeholder%20Survey.eml).

[News, views and happenings for NFPs](file:///F:\Correspondence%20Register\News,%20views%20and%20happenings%20for%20NFPs.eml).

[2023 Premier's Anniversary of Anzac Day State Luncheon](file:///F:\Correspondence%20Register\RSVP%20closing%20today_%202023%20Premier's%20Anniversary%20of%20Anzac%20Day%20State%20Luncheon.eml).

[Russell Pettis - Order of Australia awarded in Kings Birthday Honours](file:///F:\Correspondence%20Register\Russell%20Pettis%20-%20Order%20of%20Australia%20awarded%20in%20todays%20Kings%20Birthday%20Honours.eml).

[Tax concessions endorsement for NAVAL ASSOCIATION OF AUSTRALIA VICTORIA SECTION INC](file:///F:\Correspondence%20Register\Tax%20concessions%20endorsement%20for%20NAVAL%20ASSOCIATION%20OF%20AUSTRALIA%20VICTORIA%20SECTION%20INC.eml).

[Victorian West Metro Veteran - Networking Session](file:///F:\Correspondence%20Register\Victorian%20West%20Metro%20Veteran%20-%20Networking%20Session%20.eml).

[RESIGNATION OF THE SECTION SECRETARY](file:///F:\Correspondence%20Register\RESIGNATION%20OF%20THE%20SECTION%20SECRETARY.eml).

[Casual vacancy - National Secretary](file:///F:\Correspondence%20Register\Casual%20vacancy%20-%20National%20Secretary.eml).

[Memorabilia](file:///F:\Correspondence%20Register\Memorabilia_request%20from%20Carol%20Marshall.eml).

[Monthly Australian Veteran Community Issues Meeting](file:///F:\Correspondence%20Register\Monthly%20Australian%20Veteran%20Community%20Issues%20Meeting%20.eml).

[Victorian Section Secretary Expression of Interest](file:///F:\Correspondence%20Register\Section%20Secretary_EoI_Ange%20Kenos.eml).

**Moved** Secretary **that** the Correspondence Register be accepted as tabled.

**Seconded**: V00

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|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
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| **Against** |  |  |  |  |  |  |  |  |  |  |

**Decision**: Carried

**NFA Required**

**Item D. Treasurer’s Statement and Accounts for Payment**

Reference: Paper Four - Finance Report to 30 June 2023

Receipts: $5053.24 (transferred from investment account)

Expenditure: $-997.94

Surplus: $4055.30

Expenditure Summary: $326.00 (National Council Travel, Chair)

$287.67 (Governor’s Oration, J Clifford)

$384.27 (State Reception Government House, Chair)

Reconciliation: Ledger balance at 01 June 2023: $6690.75

Receipts to 30 June 2023: $5053.24

$11743.99

Expenditure to 30 June 2023: $-997.94

$10746.05

Balance IAW bank statement: $10746.05

Monetary Assets: General Account: $10746.05

Patriotic Welfare Account $ 198.62

Investment (for 6 [months@3.8%](mailto:months@3.8%25)) $58000.00

$68944.67

Review Section estimated expenditure to 31 December 2023

**Moved** Treasurer **that** the Statements and Accounts and payments be ratified.

**Seconded**: V64

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| **Against** |  |  |  |  |  |  |  |  |  |  |

**Decision**: Carried

**NFA required.**

**Commentary:** The Chair advised the purpose of the estimated expenditure to 31 December 2023 is to provide transparency and certainty for planning purposes against the 2023 budget.

The CFO proposed that $2000 be transferred to the general account to the welfare account to bolster the funds available for welfare needs. The proposal was not seconded. The Chair advised that the Section Council resolved at a previous Section Council meeting that the Section Council was committed to making funds available, from the general account, for welfare needs when required.

The Chair thanked the CFO for his action to transfer funds from the investment account to the general account as required by the Section Council resolution on 24 May 2023.

The CFO advised that of the general account funds available approximately $770 is quarantined for the J.S. Dickson Sub-section.

**Item E. Reports.**

Sub-section Reports. Reference: Paper Five.

**Moved** President that the Sub-section Reports as distributed be tabled and taken as read.

**Seconded**: V58

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| **Against** |  |  |  |  |  |  |  |  |  |  |

**Decision**: Carried

**NFA required.**

**Membership**

**Reference:** These numbers provided in this report are courtesy of the Section CFO, Graham Don. **As of 13 July 2023, there are 257 members**, one member is archived, Unfinancial members total 14. The number of financial members is 243. Reported Club members total 20. Some Sub-sections do not report Club Members. Life members total 13 and new members total 6. The impact of the financial members, for the Section is that income derived from capitations totals $2430 this year.

**DVA Report.**

Nothing of significance to report. The Section’s DVA-Vic delegate, Dale Borthwick has provided many emails relating to DVA activities, and these have been forwarded to Sub-section Secretaries for distribution.

**ESO Report.**

[KO/UA Meeting 26 June 2023](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\KO%20&%20UA%20Minutes%2026%20June%202023.pdf) meeting Minutes, distributed via email, from Rosemary Kennedy RSL Victoria.

The Chair requested this following information be distributed to the Sub-section members for their consideration and the Sub-section returns be provided directly to Vice President Ron Evans for on forwarding to RSL Victoria. The items are:

4.2 **– Call out for volunteers to assist with the 2024 Melbourne ANZAC Day marshalling duties.**

‘Shortage of Marshals will be a problem for 2024. Ideally, we would like to have members of the ADF in uniform who understand what ‘marshalling’ is. However, the issue here is that many of those have been involved in overseas and domestic operations and are eligible and should be marching. Please ask your members if anyone can assist with marshalling duties.’.

The Navy has three designated marshals; these are Sooty Winter, Marty Grogan, and Ange Kenos.

4.3 – **Springvale Remembrance Service 5 November. RSLV’s State Annual Remembrance Service. ‘**Held on the Sunday prior to Remembrance Day each year at the Springvale Botanical Cemetery. This year it will be held on Sunday, 5 November commencing at 1:00 pm. RSLV has been organizing this service for 32 years to recognise the 652 war graves located there.

Please circulate this date to all your members and everyone is most welcome to attend. We enjoy a good crowd of between 250-500 people.’.

4.4 – **Remembrance Day in CBD – Volunteers requested to help escort buglers at nominated CBD intersections.** There are plans for buglers around the CBD intersections on the 11th of November 2023. Last year 16 buglers (8 of which came from the ADF). In 2023, the number of buglers may be as low as 1 or 2 because of budgetary cutbacks in the ADF. We need volunteers to assist with escorting buglers at in the intersections.

Next KO/UA meeting is scheduled for Monday 9 October at 11:00 am. Our representative Ron Evans will attend.

**Moved** President that the Membership report, the DVA report and the ESO report be accepted as tabled and taken as read.

**Seconded**: V70

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| **For** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **x** |
| **Against** |  |  |  |  |  |  |  |  |  |  |

**Decision**: Carried

**For Action:** All Sub-sections to co-ordinate with Vice President Evans ASAP.

**Item F. Notice of Motion.** Nil

**Item G. Election of Officers**

The Section Secretary’s position was declared vacant on receipt of the formal advice from the then Secretary. IAW the NAA Constitution the Section Committee must:

(1) advise all Sub-sections of the casual vacancy within 14 days of such declaration. This was completed via email.

(2) appoint a Returning Officer – Lee Andrews was appointed as the Returning Officer; and

(3) call for nominations to fill the casual vacancy, to be received by the Section Secretary within one calendar month from the date of the call for nominations. This was completed via email.

(4) Within fourteen days of the date of that the Returning Officer is advice if only one nomination is received, declare the nominee elected to the casual vacancy.

Ange Kenos, from the Melbourne Sub-section is the only nomination for the vacancy and as such is appointed as the Victorian Section Secretary.

Moved V59 **that** a vote of congratulations be provided.

Seconded: V58

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| **For** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **x** |
| **Against** |  |  |  |  |  |  |  |  |  |  |

Ange Kenos was collectively welcomed as the Victorian Section Secretary.

**For Action:** The Chair provide a New Member Joining Pack as reading-in material. A handover/takeover will be convened ASAP.

**Item H. General Business**

1. [By-law re Disposal of Sub-section Funds.](C:\\Users\\EGNAA10\\Documents\\Section Executive Meetings\\Executive Papers\\22 July 2023\\Disposal of Assets By-law.docx) SITREP provided by the Chair:

**Preamble:** This item was discussed and resolved at a specially convened meeting of the National Council. The Section’s decision will Sub-section comments formed the Victorian Section’s decision.

Comments from Sub-sections were provided to the National Council; these were:

**Melbourne**: What steps can be taken to prevent the write down of assets to maintain a threshold of $5000?

Who determines the value of assets or is the value set by an independent valuer?

There is no mention of Trusts, where the ownership of assets (particularly land) is vested in Trustees. Frankston and Geelong have real estate and the Trustees should be the Section Council.

**Frankston**: rather, that a By-law this must be in the NAA Constitution!

**Footscray:** supported part of the motion and suggested the other part should be covered in State regulations. This will mean the motion as it stands is not supported by Footscray, unless amended at the meeting. Footscray supports the part covering disposal of significant on-going assets without Section approval as being not allowed. However, expenditure of Sub-section funds in a social context should be covered by State Regulations. We support members funds being used only for members with some latitude.

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|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **For** |  | **x** |  |  |  | **-** | **x** | **x** |  | **x** |
| **Against** | **x** |  | **x** | **x** | **x** |  |  |  | **x** |  |
|  | **EXE** | **NSW** | **VIC** | **QLD** | **SA** | **TAS** | **WA** | **ACT** |  |  |
| **For** | **x** |  |  |  | **x** | **x** | **x** | **x** |  |  |
| **Against** |  | **x** | **x** | **x** |  |  |  |  |  |  |

**Decision:** Carried. The By-law Disposal of Sub-section Funds will be included in the NAA By-laws.

**Commentary:** The National Council resolved to add the Constitution change to the next NC AGM Agenda.

The Chair thanked every Sub-section for their involvement. Sub-section comments were provided to the NC and the feedback received from Section Presidents was very favorable.

Russell Pettis, as the past National Secretary, provided a verbal brief on the complexities of this issue and for discretion and privacy but, acknowledged that more information would have assisted Victorian makers with coming to a well-considered decision.

**For Action:** The Victorian Section’s Regulations to be edited to reflect the by-law requirement(s).

**Responsible Persons:** Section Secretary as the Sponsor of Section Regulations. Sub-section Executive. As relevant.

Where relevant, Victorian Subsections will need to comply, with this new By-law**. The contents of the By-law are:**

1. A Sub-section desiring to sell assets which are estimated to have a value greater than $5000 must place the proceeds of any such sale in trust for a period defined in the governing Section Regulations.
2. Should a Sub-section decide to wind up and return its charter:
3. The Rules at Constitution Article 1.10.4 are to be followed with the surplus funds being transferred to the governing Section Council, and
4. are to be held in trust for a period of two (2) years in accordance with Section 1.10.4c of the NAA Constitution.
5. A Sub-section must **not** dispose of funds gained from the sale of any assets in any other manner than prescribed below without the express approval of its governing Section Council.
6. A Sub-section which disposes of its declared assets:
7. the total of funds raised from disposal of assets must not exceed $5,000.00 in any 12-month period.
8. Should a Sub-section wish to expend the funds by way of donation or transfer to another organisation, the Sub-section must seek the approval of its governing Section Council prior to taking any asset disposal action.
9. Funding for social functions of any sort for members of a Sub-section resulting from the sale of its assets shall be on the basis of:
10. a subsidy of no more than 50% of the costs for each member attending the function.
11. that 50% subsidy for function funding does not exceed an amount of $50.00 per member in a calendar year; and
12. that the subsidy for funding of functions excludes the costs of alcoholic beverages at all functions.
13. Contravention of these rules will result in the members of Executive/Committee of the defaulting Sub-section being liable to recompense the governing Section Council to the extent of the amount which was expended without the authority of the governing Section Council.

V68 asked for clarification and was advised that all Sub-sections with physical assets, Geelong Sub-section for example, will be affected should disposal of assets be undertaken while, that Sub-section will be impacted by the requirement of 4 a-c inclusive.

1. **Letter to CDF.** SITREP provided by the Chair.

**Preamble:** The Section’s response to the National President in an out-of-session email. The Victorian Section’s resolution along with other Section returns will enable the National President to either provide or otherwise support to the SAS Association.

**Comments forwarded are:**

The NAA should not involve itself formally in the process at this time!

Remove the medals only from those convicted of war crimes. Those not impacted should not suffer in any way!

Melbourne Sub-section discussed this matter and feels it has been politicized and NAA should not get involved. Having said that, the sentiment was to wait until after any ultimate and formal judicial determination.

**Moved** Executive that the Council support the CDF to remove **convicted** SAS members Medals.

**Seconded**: V59

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|  | **EXE** | **DAND** | **FOOT** | **FSTN** | **GEEL** | **MELB** | **SUNR** | **BOXH** | **EG** | **SW** |
| **For** |  |  | **X** |  | **-** | **A** |  |  |  |  |
| **Against** | **X** | **X** |  | **X** | **-** |  | **X** | **X** | **X** | **A** |

**Decision**: Against the CDF’s decision to remove medals.

**NFA required.**

1. **Dandenong Sub-section Motion:** That the 2024 Victorian Section Annual General Meeting is accompanied by a seated luncheon, at a RSL of choice, for all financial members and partners where the cost of the meal and beverage is paid individually by those attending.

The Chair advised the Section Executive has resolved to manage the process to fulfill the Dandenong Sub-section motion. A short list of RSL venues has been established based on general accessibility, car parking, location, seating availability. Quotes have already been sought for items such as morning and afternoon tea, the provision of ICT equipment, for example microphones, screens and that the Executive extend an invitation to Sub-sections to attend the AGM and luncheon.A quote from Springvale RSL indicates a per person amount of $15.00. A loose program, **subject to change,** is:

Proposed times: 0900 – 1600

0900: Assemble for registration Tea and coffee station on arrival

0950: Light morning tea

1000: AGM commences.

1200: luncheon

**For Action:** Executive to continue gathering quotes.

1. Situation Report (SITREP): Preamble: The Section’s status as an ACNC double defaulter has been reviewed and the Section is now re-registered as a Charity Not-for-Profit. Part of the re-registration process required a Victorian Section Responsible Person to provide evidence of certain internal processes and systems before re-registration was awarded. A self -assessment using the ACNC online self-assessment tool has been completed and the result of the self-assessment is that the Section is in a very good position to demonstrate compliance if so, required by the ACNC. The self-assessment is available on the Section webpage. click Ctrl + Click to open the link: [Audit of Compliance – Section Council processes, procedures, and policies against the ACNC self-assessment template.](https://navalassoc.org.au/sites/default/files/self-evaluation_for_charities_ACNC_Completed.docx)
2. **Task list resourcing – People, Money, Authority, Responsibilities.**

* Welfare Frequently Asked Questions (FAQ). Status: Undertaken by Box Hill Sub-section with an agreed completion date of 30 November 2023.
* Sub-section New Member Checklist Proposed Geelong Sub-section. Status: Unknown
* Bereavement Package (Under Development) Supported by Melbourne Sub-section. Status: Melbourne has provided a running sheet of the bereavement team’s delivery to value add to the consolidated package. Further information is required before a quality package is available.
* Executive Forum Status: Allocated to Section Executive.
* First Aid Training Update and equipment undertaken by *South-Western Sub-section.* Status: A quote from Pro Med first Aid is awaited. In the meantime, a discussion with Karen Cain from DVA has confirmed that grants of $2000 per sub section and for the Victorian Section are available for health and welling being related activities and purchases. Karen is happy to assist with the application process. Additional quotes to test the market will be requested.
* Memorabilia and Honour Boards undertaken by *East Gippsland Sub-section.* Status: Documentation is well matured and an initial draft to be submitted by mid to late August 2023.
* ANC Award Sponsorship (Under Development) Status: Not allocated.

1. **Review Section WHS. Risk Register population.**

Preamble: The Section’s hazards and risks relate to regulatory compliance to State and Federal agencies. The Risk Register identifies mitigation strategies to eliminate, substitute, isolate or reduce the result of an incident. VP Evans has been populating the Section’s Risk Register with identified hazards and risks. The Section Executive resolved to meet quarterly to review the Section hazards, risks, and mitigation.

**Other:**

**Calendar**

**Battle of Savo Island and the loss of HMAS Canberra**. 09 August 2023, 1100 - 1130

Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001. This service remembers the Battle of Savo Island and the loss of HMAS Canberra.

**Operation Pedestal** 13 August 2023, 1200 – 1230, 13 August 2023

Second World War Forecourt, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001. Operation Pedestal was a British operation that took place during the Second World War to get desperately needed supplies to Malta.

**Merchant Navy** - A wreath laying to honour the service and sacrifice of those in the Merchant Navy. 03 September 2023, 1400 – 1430, Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001. The Merchant Navy refers to a nation's commercial shipping and crews. Although not a branch of the Armed Forces, the Merchant Navy is often referred to as the Fourth Service for their help in the fight.

**HMA Submarines AE1 and AE2**. A wreath laying to honour the service and sacrifice of those aboard HMA Submarines AE1 and AE2. 10 September 2023, 1130 - 1200. Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001

**Battle of Bita Paka (Rabaul 1914).** A wreath laying to honour the service and sacrifice of those who fought in the Battle of Bita Paka 1914. The outbreak of the First World War saw the quick formation of the Australian Naval and Military Expeditionary Force. Their first targets were German bases in the Pacific, including the wireless station at Bita Paka. 11 September 2023, 1100 – 1130.

Sanctuary, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001

**HMAS Lismore with Berwick Primary School.** A wreath laying to honour the service and sacrifice of those aboard HMAS Lismore. This service is to honour HMAS *Lismore* and all those who served on her. 20 October 2023, 1100 - 1130

Memorial Tree F01, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001

**Legacy Remembrance Service.** A wreath laying to honour the service and sacrifice of Australian Defence Force personnel and their families. 05 November 2023, 1100 - 1145

Second World War Forecourt, Shrine of Remembrance, Birdwood Avenue, Melbourne, VIC 3001

1. **Memorabilia Ms Carol Marshall**. The Chair is to contact Ms Marshall and advise the Memorabilia will be accepted and stored at the Langwarrin storage unit.
2. **Funding:**

**Provided by Julienne Clifford. Request to BAE:** After an initially promising phone call to BAE Systems Community Liaison, advice has been received that their corporate giving is tied up until the end of 2024 and that their preference is to deal at national level on these matters. **Perhaps worthy of sharing with the National Council.**

**For Action:** Chair to add to the Section Council Agenda, September 2023, for a Motion to National Council for consideration.

**Provided by Joy Emmett - Scouts Victoria - Fundraising via Scouts Victoria Monster Raffle:**

Naval Association of Australia Victorian Section is participating in fundraising through the Scouts Victoria Monster Raffle.

**Phone call to Jessie at Scouts Victoria 85439809 on 5.07.2023**

As long as Naval Association is registered in Victoria or NSW as a charitable organisation, we are ok to sell tickets and to participate in fundraising through their Monster raffle. Tickets can ONLY be sold in NSW & Victoria.

NAA Victorian Section was required to provide ABN, registered address, Bank details, contact person, email address.

**https://scoutsvictoria.com.au/age-sections-adults/leader-resources/fundraising-and-grants/**

**Fundraising and Grants**

Scout Groups fundraise for themselves and others – it’s integral to the ethos of Scouting.  This might mean fundraising for a charitable cause or your own hall maintenance and upgrades, or for subsidising membership fees and event attendance or new quality camping gear – the list goes on.

**Some important legal Considerations:**

* Scouts Victoria is the legal entity and registered not-for-profit organisation through the Australian Charities and Not-for-profits Commission with tax Deductible Gift Recipient status (DGR) attached to our ABN, not individual Scout Groups.
* For grant funding and other donations, often a tax-deductible tax invoice​ will be required and only Scouts Victoria can issue this, not individual Scout Groups. Funding Agreements and contracts are also only to be signed by the legal entity, Scouts Victoria.
* Scouts Victoria does not require a Consumer Affairs Victoria fundraising registration under the Fundraising Act (VIC) 1998 based on our major activity being a raffle which is exempt.

Tickets can be bought online via

https://scoutsvic.raffletix.com.au/navalassocofausvic?v=1

Click on buy tickets.

Select number of tickets

Fill in your details, make payment and tickets are sent to your mobile phone & email address.

There is a small credit card surcharge.

Alternatively, tickets can be bought through a nominated person (atm only myself - is anyone willing to be a seller?). This method will require the collection of cash or money to be paid directly to the Naval Association Bank account, or a Sub-section bank Account.

At the end of the raffle selling period any 'cash' money collected is deposited to Scouts Australia.

After the raffle draw, $1.50 for every ticket sold will be returned to Naval Association Australia - Victorian Section.

The Chair encouraged this message be passed to Sub-section members as an opportunity to win a prize in the monster raffle with $1.50 of every $2.00 ticket purchased against the Victorian Section registration returning to the Victorina Section on completion of the raffle draw in November 2023.

1. **Periods of absence:**

Mick and Julienne Clifford, all September 2023.

Ron Evans, for the week commencing 05 August 2023.

Peter Tunnage late October – 5 November 2023.

**J. S. Dickson Sub-section.** The CFO required advice regarding the J.S. Dickson Sub-section. The Chair indicated the Section Council resolved to continue the J.S. Dickson Sub-section as the membership numbers required to continue a viable Sub-section were sufficient.

**Next meeting.**

**Executive** Meeting: 13 September 2023 commencing at 1030 via zoom.

​**Council** Meeting:16 September 2023, commencing at 1030. Via Zoom. Via Zoom link available.

**Closure.** Closed at 1246.