



**INAUGURATED 1920**  
**THE NAVAL ASSOCIATION OF AUSTRALIA**  
**Incorporated in the ACT 1995**

**VICTORIAN SECTION REGULATIONS**

**Adopted TBA**



## Naval Association of Australia, Victorian Section - Regulations

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## INTRODUCTION

1. The Naval Association of Australia, Victorian Section is part of the Naval Association of Australia (NAA) federation consisting of States and Territories many of which contain Sub-sections. The Victorian Section aims, along with its Sub-sections, to unite former and serving naval personnel for the purpose of mutual benefit.
2. This Naval Association of Australia has a Constitution and By-laws, that are the primary rules of the NAA Section Regulations and Sub-section Guidelines augment the Constitution and the By-laws. The Constitution and By-laws came into force on 1 January 2006.
3. Each NAA Victorian Section member is entitled to have access to the Constitution, By-laws, and Victorian Section Regulations.
4. Amendments to the Regulations **must** be promulgated on the Victorian Section Webpage as the authoritative reference document.
5. The master Regulation document will be sponsored and maintained by the Victorian Section Secretary. These Regulations are to be reviewed annually at the Victorian Section Annual General Meeting.

## Naval Association of Australia, Victorian Section - Regulations

### DEFINITIONS

The following definitions apply throughout this document:

**Affiliate.** An association or body that has been accepted as an affiliated organisation with the Naval Association of Australia in accordance with the Rules.

**Article.** An Article of this Regulation.

**Association.** The Naval Association of Australia Incorporated.

**Declared Partner.** Partnership by marriage or de facto relationship.

**Delegate.** A representative who has the authority to vote on behalf of the body which that delegate represents.

**Deputy Delegate.** A representative of a Section, Sub-section or Affiliated Organisation who does not have the authority to vote but may participate on behalf of the body which that observer represents.

**Due Date.** Is the date on which a National Council meeting, Victorian Section Council, Annual General Meeting and Victorian Executive meeting is scheduled.

**Fees.** Membership entrance fee, annual membership subscription and any other membership fees imposed in accordance with the Rules.

**Financial Member.** A member of the Association who has paid all fees owing in accordance with the Rules.

**Financial Section.** Where a section; a. is without sub-sections, the Section **must** have a quorum of members financial for the current year and has submitted monies due to the National Council for the current financial year, or b. has two or more sub-sections within its jurisdiction, that section **must** have a quorum of financial sub-sections.

**Financial Sub-section.** Is a sub-section that has a quorum of members financial for the current year and has submitted monies due to the relevant Victorian Section Council and to the National Council for the current financial year.

**Financial Year.** Naval Association of Australia membership is 1 January to 31 December. Reporting to external agencies such as the Australian Council Not-for-Profit Commission (ACNC), the Australian Taxation Office (ATO) and Consumer Affairs Victorian (CA-V) is 01 July to 30 June.

**Full Member.** A member of the Association who has paid all fees owing in accordance with the Rules.

**General Meeting.** A meeting, notice of which **must** be sent to all members of the relevant body, and at which all Full Members of that body may vote.

**Honorary Members.** Members of the Association who have been elected to the class of membership.

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**Kindred Affiliate.** An association or body the membership of which does not necessarily qualify for Association membership, but which has been affiliated in accordance with the Rules. The full member appointed as Kindred Affiliates Secretary in accordance with the Rules.

**Life Subscriber.** A member who has paid a fee that will cover payment of his annual subscription for the remainder of his/her natural life.

**May.** Discretion can be exercised.

**Must.** **Must** comply, **not** discretionary.

**Office Bearers.** Victorian Section President, Victorian Section Vice President (three positions), Secretary, Treasurer, Committee (two positions) and such other officers provided for in the Rules at, Section level.

**Ordinary Resolution.** A motion which receives a simple majority of valid votes.

**Plebiscite.** The determination of a question or proposal by a vote of Full Members conducted in accordance with the Naval Association of Australia's (NAA) Constitution Article 1.9.

**Property.** Assets to which depreciation can be applied, plus memorabilia of financial value.

**Regulations.** Regulations made by a Section Annual General Meeting.

**Rules.** The NAA Constitution, By-laws, Regulations and Guidelines.

**Section.** A part of the NAA that has geographical boundaries and may contain Sub-sections and/or Affiliates.

**Special Resolution.** A motion which has been passed by not less than 75% of valid votes.

**Sub-section.** A group of members in a particular locality or with common ties joined together as part of a Section.

**Working capital.** The amount of funds in a bank account which is used as a part of the financial management of the NAA.

### Acronyms

**AGM.** Annual General Meeting

**NAA.** Naval Association of Australia



## Naval Association of Australia, Victorian Section - Regulations

### 6. Governance

6.1 The prime governing body is the Victorian Section Annual General Meeting.

6.2 The Victorian Section Council **manages** the Victorian Section Annual General Meeting (AGM), the Victorian Section Executive Meeting and the Victorian Section Council Meeting. [The Organisational Chart is available here via this link.](#)

### 7. Incorporation

7.1 The Victorian Section is incorporated under local law. The Victorian Section's Incorporated Number is: A0047633A.

### 8. The Rules - Regulations

8.1. The Victorian Section Annual General Meeting may make, amend or repeal the Victorian Section Regulations to elaborate on the Constitution or the By-laws as they relate to management of the Victorian Section.

8.2. A Regulation may be made, amended, or repealed by Ordinary Resolution at the Victorian Section Annual General Meeting.

8.3. A Regulation **must** not contravene Australian law, the NAA Constitution or any NAA By-law.

### 9 Patron

9.1 Section Patron. The Victorian Section Council **must** invite the respective Victorian State Governor to be the Section's Patron.

## Procedures for Victorian Section Annual General Meeting

### 10. Section

10.1. The Victorian Section Council administers the day-to-day affairs of the Section in accordance with the NAA Rules and any appropriate Delegations.

10.2. The Victorian Section Council comprises Sub-sections which shall comprise of not less than eight members from a locality within its jurisdiction, provided the proposed Sub-section accepts the Rules of the Association.

10.3. Where a newly established Sub-section is formed within the Victorian Section, National Council will constitute the Sub-section as a Sub-section within the appropriate Section.

10.4. The Victorian Section with more than two Sub-sections will be subject to the provisions of NAA Constitution Article 3.2A.

### 11. Victorian Section Annual General Meeting

11.5. The Victorian Section AGM is the governing authority within the area for which the Victorian Section is responsible.

11.6. The Victorian Section AGM comprises:

- a. The Section Office Bearers: President, three Vice Presidents, Secretary, Treasurer and two Committee members.
- b. One delegate and no more than two deputy delegates from each Sub-section; and
- c. One delegate and no more than two deputy delegates from each Section Affiliate If applicable).

### 12. Victorian Section Annual General Meeting (AGM) Notice

12.1 Victorian Section Council members **must** be given at least fourteen days' notice of the Victorian Section AGM.

12.2. The notice **must** include the place, date, time and agenda for the meeting. The notice convening the Victorian Annual General Meeting **must** specify that it is an AGM.

12.3 The Notice may be served personally or by electronic transmission or after being resolved in the affirmative, the date, time, and location to be published on the Victorian Section Webpage on completion of the AGM.

### 13. Victorian Section Annual General Meeting Agenda

13.1. No business other than that set out in the notice convening the meeting may be conducted at the AGM. Proposals for inclusion in the agenda of the Victorian Section AGM **must** be received by the Victorian Section Secretary no later than six weeks before the date the Section AGM is scheduled to commence.

13.2. The agenda is to be prepared to include all items and nominations received by the Victorian Section Secretary. The Victorian Section AGM Agenda **must** be forwarded to each

## Naval Association of Australia, Victorian Section - Regulations

Sub-section Secretary and the National Secretary not later than one calendar month before the date the Victorian Section AGM is scheduled to commence.

13.3 The Section AGM **must** be held not later than 31 March each year.

13.4 Business at the Victorian Section AGM **must** include:

- a. Adoption of audited financial statements for the previous year.
- b. Appointment of an auditor for the present year.
- c. Election of Section Office Bearers to positions due to be declared vacant.

13.5 Victorian Section Office Bearers shall be elected at the Section AGM to hold office until the rising of either the first, second or third Section AGM succeeding their election. Victorian section Office bearers elected or appointed as a result of a casual vacancy will fill that position until the term of the previously elected occupant of that position would have expired.

13.6 The Section Secretary **must** call for nominations, from Victorian Sub-sections, to fill Victorian Section Office Bearer positions, to be declared vacant, at least six weeks before the Victorian Section Council Meeting prior to the Section AGM.

13.7 Nominations **must** reach the Victorian Section Secretary before the start of that meeting and announced no later than six weeks before the date of the Section AGM. The Victorian Section Secretary is to conduct Due Diligence in the form of:

- a. Is the Nominee financial?
- b. Is the nomination form completed correctly?
- c. Was the nomination received at least six weeks before the Victorian Section Council Meeting prior to the Section AGM?

13.8 The Victorian Section Council **must** elect a Returning Officer, who is not a candidate for Section office.

13.9 The Victorian AGM may conduct any special business of which notice has been given in accordance with these Rules.

### 14. Victorian Section Annual General Meeting Voting

14.1 Upon any question arising at a Victorian Section AGM, a delegate has one vote only and the Victorian Section Executive one vote. Where a vote is a tie, the Chair will cast the vote to resolve.

14.2 All votes **must** be given personally.

14.3 Voting by proxy is not permitted.

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### 15. Victorian Section Council

15.1. A Victorian Section Council administers the affairs of the Section when Section AGM is not in session.

15.2. The Victorian Section Council comprises:

- a. The Section Office Bearers.
- b. Up to two delegates from each Sub-section.
- c. No more than two delegates from each Section Affiliate.
- d. Victorian Section Council Meetings are conducted in March, May, July, September and November.
- e. Eight financial Full Members of the Victorian Section achieves a quorum for a Victorian Section Council meeting.
- f. If a member of the Victorian Section Council is absent from three consecutive meetings without an acceptable explanation, the Victorian Section Council **must** declare that person's position vacant. If the person is a Victorian Sub-section or Victorian Section Affiliate delegate, the Victorian Section Secretary **must** so inform the relevant Victorian Sub-section or Victorian Section Affiliate, which **must** appoint a replacement.
- g. Where a Victorian Section Council Office Bearer position is declared vacant for any reason the Section Committee **must**:
  - (i) Advise all Victorian Sub-sections of the casual vacancy within fourteen days of such declaration.
  - (ii) Appoint a Returning Officer. The Returning Officer **must** within fourteen days of the date of that advice:
    - (1) if only one nomination is received, declare the nominee elected to the casual vacancy: or
    - (2) if more than one nomination is received, conduct a postal ballot in which the Victorian Section Council shall have one vote each.
    - (3) Call for nominations to fill the casual vacancy, to be received by the Victorian Section Secretary within one calendar month from the date of the call for nominations.
- h. Where a Victorian Section Committee position, to which the member is elected for a three-year term is declared vacant within six months of the end the three-year term, the Victorian Section Council **must** appoint a member to complete the remaining part of the term of office.

### 16. Procedures for General Meetings

16.1 The Victorian Section Council Meetings are to be conducted in accordance with the NAA Constitution Annex A and listed as the Enclosure to these Regulations.

## Naval Association of Australia, Victorian Section - Regulations

16.2 The conduct of meetings shall be subject to the Enclosure. In cases of doubt or dispute, the meeting procedures outlined in Joske's "Law and Procedure in Meetings in Australia" are to be used as a reference if they do not conflict with these Rules.

### 17. Notice of the Victorian Section Council Meeting

17.1. Victorian Section Councillors **must** be given not less than twenty-one-day notice of any Victorian Section Council meeting or, if a special resolution has been proposed for the agenda, at least forty days' notice. The notice **must** include the place, date, timing and an agenda for the meeting. This notice is resolved at the Victorian section Annual General Meeting and advertised on the Victorian Section Webpage.

17.2. Notice may be sent personally at the previous meeting or electronic transmission via email and published on the Victorian Section Webpage.

17.3. No business other than that set out in the notice convening the meeting may be conducted at the meeting.

17.4. A member of the Victorian Section Council intending to bring business before a meeting may notify, by email, the Secretary of that business, who **must** include that business in the notice.

### 18. Voting at Victorian Section Council meetings

18.1. Upon any question arising at a Victorian Section Council meeting, each Sub-Section and the Section Executive are entitled to one vote only. Where a vote is a tie, the Chair will cast the vote to resolve.

18.2. All votes **must** be given personally.

18.3. Voting by proxy is not permitted.

18.4. A Victorian Section Councillor representing a Sub-section may have neither voice nor vote if that Sub-section is unfinancial.

18.5. A Sub-section is deemed to be unfinancial if it does not have:

- a. A quorum of members financial for the current year.
- b. Has not submitted monies due to the relevant Victorian Section Council and National Council for the current financial year by 31 December.

18.6. The Victorian Section Councillor **must** have paid the membership subscription due for the current year by 31 December of the previous year.

### 19 Notice of a Special Meeting

19.1 Victorian Section Council members shall be given not less than forty-day notice, served personally or electronic transmission, of any Victorian Section Council Special Meeting at which:

- a. Only the business set out in the notice may be transacted.

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- b. If called following a requisition submitted to the Section Executive, the proposed business may not be transacted unless 75% of the Sub Sections who signed the requisition are present.
- c. The business may be determined by secret ballot if the meeting so determines.

20. Victorian Section Executive

20.1. The Victorian Section Executive manages the Association at Section level in accordance with delegations by Victorian Section Council.

20.2. The Victorian Section Executive comprises the Victorian Section Office Bearers: Section President, Section Vice Presidents (three), Section Secretary, Section Treasurer and Section Committee (two members), whose duties are prescribed in the Victorian Section's Regulations.

20.3 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments **must** be signed by two members of the Victorian Section Executive.

21. **Funds Management**

21.1. Funds of the Victorian Section Council shall be derived from Victorian Sub-section capitation fees, donations, merchandise sales, grants and such other sources as the Victorian Section Council determines.

21.2. The Section Treasurer **must**:

- a. Collect and receive all moneys due to the Victorian Section Council and make all payments authorised by the Victorian Section Council.
- b. Keep correct accounts and books showing the financial affairs of the Victorian Section Council with full details of all receipts and expenditure connected with activities of the Victorian Section Council.

**Bank Accounts**

21.3. Victorian Executive approval is required to open or close a bank account on behalf of the Victorian Council.

22.4. Any Victorian Section Office Bearer may be a signatory to a Victorian Council bank account. Each Victorian Council bank account **must** have two signatories (one being the Victorian Treasurer) to operate that account.

**Books of Account**

21.5. The Victorian Section CFO – Treasurer **must** use proper bookkeeping practice in maintaining books of account for the Victorian Council.

**Cash Floats**

21.6. The Victorian Section Executive may approve for certain Victorian Section Office Bearers to hold cash floats, the amounts of which will be determined by the Victorian Section Executive from time to time.

**Victorian Budget**

21.7. The Victorian Section will use two types of budgets: an Operating Budget and a Financial Budget. The Financial Budget is to forecast its future position both the long-term and short-term incomes and expenses of the Victorian Section. An Operating Budget is to be prepared before preparing the Financial Budget. The NAA Victorian Section has income from

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Annual NAA Membership fee capitation set by the National Council AGM, Grants provided by Commonwealth and State agencies and donations while some income is derived from bank and investment interest and merchandising. Expenditure, of Victorian Section ranges from office requisites and office consumables, travel and subsistence for Victorian Section delegates, annual Public Liability Insurance (PLI), engraving, postage, catering and general operating expenses for example, wreaths, licencing for IT products and the purchase of merchandise for resale. The Victorian Section CFO – Treasurer is responsible for developing the Victorian Operating Budget and Financial Budget to meet the following timetable:

- a. December: first draft considered by Victorian Section Council.
- b. February Executive Meeting: second draft (with actual financial position as at previous 31 December) considered by Victorian Section Executive.
- c. March AGM: budget approved by Victorian Section Executive.

### Reports

21.8. The Victorian Section CFO – Treasurer is required to report the following at each Victorian Section Executive and Victorian Section Council meeting:

- a. Bank reconciliation and bank statement for previous month(s).
- b. Payments for endorsement.
- c. Reconciled balance of Travel Fund.
- d. Comments as appropriate.

### 22. Duties of the Section Executive

22.1. Victorian Section Executive (President, Vice President (three), Secretary, Treasurer and Committee (two)).

#### Duties and Authority

22.2. In managing the day-to-day Victorian Section affairs, the Victorian Section Executive carries out tasks as delegated by Victorian Section Council and as prescribed in the Rules. It is authorised to expend Victorian Section funds to a level as delegated by the Victorian Section Council from time to time.

#### Meetings

22.3. The Victorian Section President or, in his/her absence, a Victorian Section Vice President **must** chair Victorian Section Executive meetings.

22.4. Each member of the Section Executive has one vote on any motion. In the case of a tied vote, the chair does not have a casting vote and the motion will be resolved in the negative. Voting is 'open' except where a secret ballot is prescribed in the NAA Rules.

22.5. Except where a Special Resolution is required by the NAA Rules, a motion is passed by Ordinary Resolution.



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### Section Executive Meeting frequency and Minimum Number for Quorum

22.6. The interval between Victorian Section Executive meetings is eight weeks. These dates are listed in the AGM Minutes and on the Victorian Section Webpage.

22.7. A quorum at Victorian Section Executive meetings is five.

**23. Procedures for and authority of the Victorian Section Committee and the duties of office bearers.**

**Responsibilities of Victorian Section Office Bearers**

Victorian Section President

23.1. The Victorian Section President is responsible to the Victorian Section Annual General Meeting for presiding over all activities of the Victorian Council and Victorian Section Executive.

23.2. The Victorian Section President is authorised to liaise with individuals (including Government Ministers) and organisations as required.

23.3. Representing the Naval Association of Australia, Victorian Section at Commemoration Services and forums.

Victorian Section Vice Presidents

23.4. In an absence of the Victorian Section President, one of the Victorian Section Vice Presidents will carry out the duties of the Victorian Section President.

23.5. The Victorian Section President will allocate portfolios to the Victorian Section Vice Presidents in order that the following areas are covered:

- a. Ex-service Organisation forums – Vice President Charlie.
- b. Membership and Recruiting – Vice President Bravo.
- c. Special Projects – Vice President Alpha.

23.6. Each Victorian Section Vice President is responsible to the Victorian Section Council, through the Victorian Section Executive, for carrying out tasks related to portfolios or as directed by the Victorian Section Executive.

23.7. Victorian Section Vice Presidents are authorised to liaise directly with individuals (except Government Ministers) and organisations as required to carry out their assigned tasks.

Victorian Section Secretary

**Responsibilities**

23.8. The Victorian Section Secretary is responsible to the Victorian Section Council, through the Victorian Section Executive, for:

- a. Maintaining records, either physical or electronic, of Victorian Section Annual General Meetings and meetings of Victorian Section Council and Victorian Section Executive. Where Meetings are conducted by Zoom and as required by the Privacy Act members attending Meetings via Zoom **must** be advised the meeting is being recorded, the recording will be used to produce the Meeting Minutes and when ratified at the next Meeting the recording **must** be deleted from file.
- b. Promulgating notices, agenda and minutes of Victorian Section Annual General Meeting and meetings of Victorian Section Council and Victorian Section Executive.

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- c. Maintaining the master copies of the Victorian Section Council Regulations.
- d. Maintaining the Victorian Section Webpage.
- e. Tasks as directed by the Victorian Section Executive.

### **Authorities**

23.9. Is authorised to liaise with the National Secretary, Section Secretaries, Victorian Sub-Section Secretaries and Secretaries of Affiliates, external Commonwealth and State government agencies, other Ex-service organisation as required dealing with Victorian Section correspondence.

### Victorian Section Treasurer

#### **Responsibilities**

23.10. The Victorian Section CFO – Treasurer is responsible to the Victorian Section Council, through the Victorian Section Executive, for:

- a. The ultimate receipt and banking of monies paid to Victorian Section Council.
- b. Maintaining books of financial account.
- c. Maintaining the Victorian Section Council Register of Assets.
- d. Providing a financial report to each Victorian Section Council and Victorian Section Executive meeting.
- e. Providing to the Victorian Section Auditor such financial and other information as is required to comply with the relevant Commonwealth and State legislation relating to the preparation of the Victorian Section returns and accounts.
- f. Presenting the annual Victorian Section Audited Financial Statements to the Victorian Section Annual General Meeting, through the Victorian Section Executive.
- g. Preparing the Victorian Section annual operating and financial budget.
- h. Preparing and submitting annual Returns and Taxation Returns as required.
- i. Preparing the annual Consumer Affairs Victoria return.
- k. Carrying out other tasks as directed by the Victorian Section Executive.

#### **Authorities**

23.11. The Victorian Section CFO – Treasurer is authorised to:

- a. liaise with the National Treasurer, Victorian Sub-section Treasurers and external Commonwealth and State agencies.

### Committee

#### Responsibility

23.12. Has the responsibility to interact and engage with the Victorian Section Department of Veterans' Affairs Victoria and conduct business as the Victorian Section Liaison.

## Authorities

23.13. The Victorian Section Department of Veterans' Affairs Victoria Veterans' Affairs Liaison is authorised to make decisions based on the best interest of Victorian ex-navy veterans and to liaise with State agencies.

### 24. Financial Delegations

24.1. Financial delegations are a vital part of organisational controls that ensure appropriately skilled, management appointed personnel perform key functions, including approval of financial transactions.

24.2. Delegations are also used to minimise bureaucracy and increase the efficiency of authorisation and decision-making. In the NAA Victorian Section Key Financial Delegations include those for procurement, payments, and journal entries.

24.3. A financial (expenditure) delegation is the authority to approve expenditure or enter financial commitments on behalf of NAA Victorian Section. All delegations apply to positions and not to the individual. The positions identified herein are the Victorian Section Finance Steering Committee, with approved financial delegations for general expenditure against approved NAA Victorian Section commitments identified in the Victorian Section financial budget.

24.4. The Financial Delegation Authority Letter, for the position holders identified below, will be reissued on completion of the NAA Victorian Section AGM or when the incumbent is not nominated and or elected or steps down from the position. Moreover, the level of funds delegated will be decided by Ordinary Resolution at the Victorian Section AGM.

#### Financial delegation

FINANCIAL DELEGATE	EXPENDITURE LIMIT (\$)
Vice President Bravo	\$2000
Chief Financial Officer – Section Treasurer	\$2000
Vice President Charlie	\$2000

A Sample Delegation Authority Letter is provided [here](#).

**25. Indemnity – Public Liability Insurance**

25.1. The insurance policies required in NAA Constitution may be extended to cover the Victorian Section and Victorian sub-sections. Approval for such an extension **must** be determined by special resolution by either the National Annual General Meeting or National Council.

25.2. The National Council assesses the proportion of costs of maintaining a policy based on the number of financial members (Full, Restricted and Affiliated) in the Victorian Section as at the 31 May in the year in which the notice of premium is received plus a 10% increase to allow for late receipt of Capitation Reports for the current year.

25.3. The Victorian Section **may** pass the cost of such coverage, on a pro rata basis, to Victorian Sub-sections for which the Victorian Section is responsible.

25.4. The National Council assesses the proportion of costs of maintaining a policy based on the number of financial members in the Victorian Section as at the 31 December in the year prior to the year which the notice of premium is received.

25.5. Accounts will be sent to the Victorian Section by the National Council at least one month before the premium is due to be paid. The Victorian Section **must** pay the account received from the National Council within 30 days of receipt. The received account is to be date stamped, with the date of receipt, for compliance purposes.

## 26. Victorian Section Council Travel

### Overview

26.1. The Victorian Section travel policy is designed to inform and guide NAA Victorian Section members in the purchase of travel and accommodation, and/or the payment or reimbursement of travel and accommodation expenses when on official approved NAA Victorian Section business. The policies outline the procedure used to pay for or reimburse the Victorian Section Executive, Victorian Section Councillors, or Deputy Victorian Section Councillors (who are members of a sub-section within the Section represented).

26.2. The Victorian Section Executive members are the: President, Vice Presidents – Alpha, Bravo and Charlie, the Secretary, the CFO-Treasurer, Committee members Alpha and Bravo.

26.3. Victorian Section Councillors, or Deputy Victorian Section Councillors are members of each NAA Victorian sub-section within the NAA Victorian Section to the Victorian Section Council.

### General Policy

26.5. This policy governs the booking and purchasing of travel services and the payment/reimbursement of travel expense.

### Travel Approval and Planning

26.6. All travel **must** be budgeted and committed in the Victorian Section budget. Travel is to be approved before departure by the Victorian Section Finance Steering Committee. At the time of seeking approval, documentation **must** be submitted to the Victorian Section CFO – Treasurer outlining:

- a. The purpose of the travel and its relationship to NAA Victorian Section business.
- b. Whether the travel is to be fully or partially funded by National Council Naval Association of Australia.

26.7. The guidelines are written to support the fundamental principles listed below:

- a. Victorian Section delegates are not out of pocket because of officially representing the NAA Victorian Section or their Sub-section, neither should they receive nor recover more than is reasonable or incurred.
- b. Consideration is to be given to the cost versus benefit to the NAA Victorian Section and its goals when considering travel/accommodation at the time of travel request.
- c. NAA Victorian Section Council members are to be provided with appropriate levels of safety, convenience and comfort when undertaking travel/accommodation on behalf of the NAA Victorian Section, at the minimum practicable cost to the NAA Victorian Section.
- d. The policy maintains transaction transparency and facilitates good governance of NAA Victorian Section Budget.

Primary Responsibilities and Accountabilities

26.8. All Victorian Section council members who travel on official Victorian Section approved business and incur travel expenses for fares, accommodation, and operational costs are responsible to always comply with this policy.

26.9. The Victorian Section CFO – Treasurer is responsible for the implementation and application of this policy on behalf of the Victorian Section Executive and is responsible for ensuring that reimbursements provided comply with this policy.

26.10. All Victorian Section travel and associated expenditure is subject to audit.

**Reimbursement of Travel and Accommodation expenses.**

26.11. Reimbursement of travel, accommodation, and related operational expenses

Operational Coverage

Accommodation

26.12. This guidance covers travel to and from Victorian Section Annual General Meeting (AGM), Victorian Section Council Meetings and other authorised travel where Victorian Section representation is necessary.

26.13. This guidance relates to accommodation and operational expenses incurred in attending these gatherings and includes car parking fees and related fuel costs.

26.14. Accommodation expenses, for the Victorian Section President as a National Council delegate Council, is equally shared by the Victorian Section and the Nation Council.

Operational Costs

26.15. Transport to and from airport to meeting venues should be undertaken by the option that does not inconvenience the delegate in either time or money.

26.16. Fuel costs are limited to those associated with attending a Victorian Section AGM and Victorian Section Council Meeting, where the use of private motor vehicle does not inconvenience the delegate in either time or money.

26.17. Approved travel to attend at Victorian Section Council expense is limited to one Section Delegate. The Victorian Section Delegate is a representative who has the authority to vote on behalf of the Section which that delegate represents.

Ground Travel

26.18. The preferred options for travel to and from interstate airports is airport shuttle or taxi. Receipts to be retained and presented to the national Treasurer for reimbursement.

Travel Insurance

26.19. Where a member books well in advance and there is the possibility that a medical condition of the member or the member's family may preclude the member from undertaking the travel at short notice, the travel insurance option is to be taken within the fare package.

Travel Arrangements

26.20. When travelling on Victorian Section business, the purchase of travel services should be based on the criteria of Value for Money and traveller convenience, for example, flight times, stopovers, length of flight.

Airfares

26.21. Air travel, to attend the National Council, should be booked by the Victorian Section delegate. All air fares are to be booked at the lowest price Economy Class available at the time of booking. The Victorian Section will be limited to two Section Delegates to attend the National Council's Annual General Meeting and National Council.

26.22. Non-NAA sourced funding for Victorian Section travel where funding for travel to National Council or National Executive members has been provided by non-NAA sources, for example, DVA or government grants, the rules of the funding agency may apply.

26.23. Out-of-Pocket Expenses Paid by the NAA National Council:

- a. Air fares – economy class is the standard for all interstate travel.
- b. The use of Private Motor Vehicles (PMV). Where approval is given for the use of PMV on Association business the following rules apply:
  - (i) The NAA will not accept any liability of any consequence which may arise from the use of the PMV on Association business.
  - (ii) Where a member uses a PMV for interstate travel and the cost at the DVA Rate exceeds a return economy air fare, and associated costs, for example, airport car parking, the lesser amount will be paid.
  - (iii) Where two or more authorised members travel interstate in a PMV and the cost of travel at the DVA Rates and reimbursement receipts exceeds the cost of the sum of the airfares and associated costs of the authorised members travelling in the vehicle, the lesser sum will be paid to the PMV custodian.
  - (iv) Where a kilometre allowance will be paid, Tolls, meals and accommodation will be paid based on DVA's Repatriation Transport Scheme in line with the Consumer Price Index. The intention is to assist with travelling expenses for an entitled person and their medically required attendant, not necessarily to reimburse the entire cost incurred. The 01 July 2022 rates will be applied until amended by DVA. Figure 1 Travel allowances for transport, meals, and accommodation refers.



**Naval Association of Australia, Victorian Section - Regulations**

<b>Type of Allowance</b>	<b>Measure</b>	<b>As of 01 July 2022,</b>	<b>Travel with a medically required attendant +</b>
Private vehicle	Per kilometre	39.1 cents	x1
Public, community, or air transport	Actual fare	Actual fare	x2
Taxi transport	Actual fare	Actual fare	x1
Commercial accommodation non-capital city - single*	Per night	\$161.40	x2
Entitled person and medically required attendant — commercial accommodation — shared*	Per night	\$262.50	x1
Subsidised accommodation — single*	Per night	\$100.80	x2
Private accommodation*	Per night	\$50.30	x2
Meal allowance — more than 50 km but less than 200 km from entitled person's home	Per day	\$16.10	x2

## Naval Association of Australia, Victorian Section - Regulations

Meal allowance — more than 200 km from entitled person's home	Per day	\$32.60	x2
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\* A meal allowance is not paid on a day where an accommodation allowance is paid, as a meal component is already built into the accommodation allowance.

† This column refers to the number of times an allowance is paid when an entitled person travels with a medically required attendant. For instance, if an entitled person shares a room with an attendant, only the allowance for one room is paid for (x1). If each have a single room, the allowance for both rooms is paid for (x2).

### Figure 1 Travel allowances for transport, meals, and accommodation

#### Entertainment

26.26. Any funds controlled by the NAA Victorian Section shall not be used for the reimbursement of costs of personal social functions, tours, entertainment or other optional expenses.

#### Reimbursement

26.27. All claims for reimbursement **must** be supported by receipts and/or documentation. Reimbursement of travel and accommodation expenses for National Council members are to be authorised by National Executive.

26.28. Travel and Accommodation by the National President Travel and accommodation by the National President in the performance of official duties, for example, the National President visiting the Victorian Section Council Meeting, shall be at the expense of the Victorian Section Council under the following rules:

- a. Prior to booking the travel, the National President is to inform the Victorian Section Executive of the travel.
- b. Seek the counsel of the Victorian Section CFO – Treasurer as to whether the Association is in a financial position to afford the travel.
- c. After all costs have been received regarding travel, the National Executive will submit an invoice to the Victorian Section for half the travel.

27. **Privacy**

27.1. Privacy is a fundamental human right that underpins freedom of association, thought and expression, as well as freedom from discrimination.

27.2. Privacy includes the right to:

- a. Be free from interference and intrusion.
- b. Associate freely with whom a person wants.
- c. Be able to control who can see or use information about NAA members.

27.3. Privacy can be assessed in three stovepipes: **physical privacy, surveillance and information** privacy (how your personal information is handled). Information privacy is about promoting the protection of information that says who we are, what we do and what we believe.

**The Australian Privacy Principles (APPs)**

27.4. There are thirteen APPs that will impact how the NAA Victorian Section and its Sub-sections manage privacy issues; these thirteen APPs are available [here via this link](#).

28. **Bereavement**

28.1 The state of Victoria is separated into regions for the purpose of bereavement and the delivery of a Naval Burial Service as a part of the holistic family service, if requested by the family, to commemorate and celebrate the deceased member's life and Service to his/her country. The regions are Western, Central and Eastern.

28.2 Guidance to the delivery of the Naval Burial Service package is available in the NAA By-laws: Section 1, 1.6.4 and 1.6.6. [Click here for a direct link.](#)