



NAVAL ASSOCIATION OF AUSTRALIA

VICTORIA SECTION Inc.

Patron-in-Chief: His Majesty the King

Patron: The Governor of Victoria

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MINUTES

VICTORIAN SECTION COUNCIL MEETING

COMMENCING 1100 17 SEPTEMBER 2022 AT 36 BARRETT'S ROAD, LANGWARRIN SOUTH. 3911

Meeting opened at 1104

Item A. The purpose of this meeting is to provide Situation Reports (SITREP) as at Item C, discuss Finance at Item D, and resolve or otherwise the business at Items F – Motions, and General Business at Item H. Frank, fearless and robust discussion is highly encouraged IOT reach well-reasoned decisions. Where necessary the Section Treasurer will vote for the Section Executive.

- a. **Apologies:** Sandra Farlie, Section Secretary, Graham Savage, Vice President Alpha, Dale Borthwick, Committee Alpha. **No apology:** Geelong Sub-section and East Gippsland Sub-section.
- b. **Attendees:** Ron Evans, Vice President Charlie Via Zoom; Lee Andrews, Vice President Bravo; John Eriksson, Section Treasurer; Graham Thomas, Section President; Barry Davis, Committee Bravo; Russell Pettis, Footscray Sub-section; Gary Cleary, Dandenong Sub-section; Joy Emmitt, Box Hill Sub-section via Zoom; Ian Kellett, Sunraysia Sub-section via Zoom; Julianne and Mike Clifford Southwestern Sub-section via Zoom.
Visitors: Graeme Watkinson, Frankston Sub-section; Gary Emmett, Box Hill Sub-section.
- c. **Vale:** Eric Rigg Frankston Sub-section. 02 September 2022, Her Majesty Queen Elizabeth II, Patron-In-Chief 08 September 2022. Ceremony of the Vacant Chair performed.

Item B. Confirmation of Previous Meeting Minutes

Moved President the Victorian Council Meeting Minutes 16JUL22 be confirmed.



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Seconded: Footscray

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Secretary, sign the Victorian Council Meeting Minutes 16JUL22, and file.

Item C. Business Arising from the Previous Meeting Minutes

SITREP of tasks provided in Paper Two - Task List post 16 July 2022

Commentary: Nil

Item D. Correspondence and Associated Actions

Correspondence of Significance:

In 239_22 Veterans' Grants Open

In 242_22 Royal Commission into Veteran Suicide

In 245_22 ACNC 2021 AIS

In 247_22 Call for Agenda Items for National Council November 2022 Meeting.

In 248_22 Victorian Section Action Plan

Out 121_22 Sub-section Commemoration Services Implementation

Out 126_22 Minutes of the June 2022 National Council Meeting

Out 128_22 Sub-section WEM Submissions. One WEM submission received from South Western Sub-section.

Out 236_22 Call for Agenda Items for National Council November 2022 Meeting. No Agenda Items received from Sub-sections to date.

Item E. Treasurer's Statement and Accounts for Payment

Hard copy of the Treasurer's Financial Statement is available on request to the Section Treasurer.

Moved Treasurer the report is accepted, and payments ratified.

Seconded: Melbourne

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried



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Item F. Reports.

Sub-section Reports. Frankston, Footscray, East Gippsland, Dandenong, South-Western. **No report to Council from** Box Hill, Sunraysia, Melbourne, Geelong Sub-sections.

DVA Report. Nil.

ESO Report. Nil.

Moved President that the Reports be noted.

Seconded: Dandenong

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	x	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

Commentary: Footscray WWII Dixie Lee Coast Watcher, Naval Record to be amended through Footscray SS. Footscray corresponding with Navy and National Archive. Footscray wrote to Navy records. AWM to amend Dixie Lee's records. Footscray Report to Council is a point of reference for further information.

Item G. Notice of Motion

1. (Second Draft) – Reimbursement for Travel Related Expenses to Victorian Section Delegates.

Moved Executive **that** the Second Draft of the motion, sighting the ATO rates, be approved.

Seconded: Vice President Bravo

Commentary: Footscray suggested the Second Draft of the motion be amended to reflect the DVA rate for milage allowance rather than the ATO rates given the low level of Section Council operating funds.

Seconded: Committee Bravo

Commentary: The Section Treasurer indicated the Section's investment fund was a potential source of additional funds but was very reluctant to transfer funds to the operating budget in order to support Section business and in particular Section travel and subsistence expenditure. The President registered his strongest preference not to transfer funds from the Section investment account.

Footscray indicated a Special Meeting may be needed to discuss funding the Section's ongoing Operating Costs. A Special Council Meeting will be managed IAW NAA Constitution 3.2A.3(h). The single agenda item for the Special Council Meeting will be Section funding to sustain business as usual operating costs year-on-year.

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		



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Decision: Carried

For Action:

President, amend the Section Regulations to reflect DVA rates.

Secretary, arrange a Special Council Meeting IAW the NAA Constitution 3.2A.3(h).

Priority: High

Moved Footscray **that** the DVA milage allowance be reviewed annually at the Section AGM.

Seconded: Vice President Bravo.

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Secretary, Add this item to the 2023 AGM Agenda

2. [Section Donation](#) to J.S. Dickson Sub-section.

Moved Executive **that** a donation of \$100 to the J.S. Dickson Sub-section.

Seconded: Frankston

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Treasurer

The President noted the J. S. Dickson Sub-section AGM is yet to be organised to elect the Sub-section Office bearers, then the bank account can be opened with financial transactions conducted IAW NAA requirements.

For Action: Provisional Secretary, (the Section Secretary) to develop an Agenda for the J. S. Dickson inaugural AGM and communicate with the J. S. Dickson members for a time, meeting location and date.

Priority: High

Item H. Election of Officers. A vacancy will exist, for the Section Treasurer position, on 17 November 2022. The Section Treasurer has formally advised, in writing to the Section President dated 17 September 2022, his intention to resign on 17 November 2022, given a significant change to his domestic arrangements and his opinion that he will not be able to fulfil the Treasurer's responsibilities due to expected long absences from Australia. *The knowledge and experience required for the position is a working knowledge of Excel spreadsheets.*

For Action: Secretary to contact each Sub-section for a volunteer for appointment to the Treasurer's position until the 2023 AGM.



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Due Date: ASAP

Priority: High

Item I. General Business

Reference: Paper Other.

1. **Portfolios:** ESO Forums: VP Evans; Grant Writing: Russell Pettis supported by Section Secretary; and Fundraising: Section Secretary. The Recruiting portfolio was not filled as the responsibility for recruiting, indicated by the Committeeman Bravo and Footscray delegates, is the responsibility of Sub-sections. There is much to be done at Sub-section level if membership numbers are to be improved across the Victorian Sub-sections.

2. **Financial Delegations:** Level of delegation and Financial Delegation Authority letter. VP Bravo, VP Charlie and CFO-Treasurer.

Moved Executive that the implementation Delegation Authority Letter is approved.

Seconded: Footscray

Commentary: Opportunity for Improvement: Footscray suggested the delegated amount to be reviewed at the Section AGM.

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried.

For Action: Secretary, **note the need to review** the delegated level of funds for entry into the Delegation Authority Letter, for the 2023 AGM Agenda.

3. **Finance Steering Committee:** VP Bravo, VP Charlie, and CFO-Treasurer.

Moved Executive that a Finance Steering Committee consisting of VP Bravo, VP Charlie, and CFO-Treasurer be installed ASAP.

Seconded: Dandenong

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: President, convene the committee and establish business rules and processes.

Due Date: ASAP

4. **Budgets:** Operating and Financial.



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Moved Executive that an Annual Budget, managed by the Finance Steering Committee is endorsed and implemented ASAP.

Seconded: Box Hill

Commentary: Frankston delegate indicated that in his experience a budget can be manipulated and adjusted, both up and down, to meet a requirement and that a budget is not necessarily based on limited funds. Dandenong questioned the need for a budget given the limited amount of funds available to the Victorian Section. The President indicated that given the current level of available funds a budget is even more essential to ensure that expenditure does not exceed commitment leading to an unintended consequence of reputational damage. A general comment was made that managing a budget will cause additional work for the Finance Steering Committee. The President will mentor the Finance Steering Committee as required. Vice President Andrews maintains the Section President should be a member of the Finance Steering Committee.

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

5. **Key Performance Indicators (KPIs):**

Moved Executive that the use of KPIs is delayed until the November 2022 Executive and Council meetings.

Seconded: Lapsed.

Commentary: Despite this motion lapsing and the language used in the motion there was a lengthy unnecessary, sometime emotive discussion about the need for KPIs. Some Council member's view KPIs as an evaluation of the person holding a position and their actions *rather than an evaluation of the systems and processes, effectiveness and efficiency with the Section.*

The perception is that KPIs, as a management tool, are unnecessary given the Victorian Section is not a business but a volunteer organisation even though the Section must function within requirements managed by Consumer Affairs – Victoria, the Australian Taxation Office and the Australian Charity Not-For-Profits Commission. KPIs for Not-For-Profit organisation are readily available as are Finance related KPIs. The initiative to introduce KPIs, used by the Section President, in consultation with Section Office bearers, to gauge the impact of Section actions and report on the Victorian Section's effectiveness and efficiency, to National Council, lapses until further investigation is initiated by the Section Executive.

6. **Draft Section Regulations**

Moved Executive that the Draft Regulations as published on the Section webpage are endorsed.

Seconded: Frankston

Commentary: The Section President thanked those Section Members who contributed not the review process. The document will be forwarded to Victorian Section Sub-sections for their comments and contribution.



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	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Secretary, forward a word version of the Section Regulations to Victorian Sub-sections for comment.

Due Date: ASAP

7. **Membership:** Mandatory use of the Auto Fill Excel File V3.42 and education package.

Moved Executive that Victorian Sub-sections use the Auto Fill Excel File 3.42 effective 17 September 2022.

Seconded: South-Western

Commentary: The education package, delivered by the Section Secretary to Sub-section Secretaries or the responsible person, will be an integral element of successful introduction into service of the Auto Fill Excel File version 3.42. Box Hill Secretary requested communication with the Section Secretary to enable the education package. Committee Bravo asked if the Auto Fill Excel File V3.42, available on the NAA webpage, contained instructions? Instructions are contained within the file.

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Secretary with Sub-section Secretaries

Due Date: ASAP

Priority: High

8. **Certificate of Merit Application**

Certificate of Merit Application, Gary Cleary:

Moved Executive that the Certificate of Merit for Gary Cleary is approved by the Section Council.

Seconded: President

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Section Secretary and President

Due Date: ASAP post 17 September 2022

Priority: High



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9. Certificate of Merit Application

Certificate of Merit Application, Chris Van Dijk:

Moved Executive **that** the Certificate of Merit for Chris Van Dijk is approved by the Section Council.

Seconded: President

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: Section Secretary and President

Due Date: ASAP post 17 September 2022

Priority: High

Life Member Application – Norman Hansen

The nomination was considered by the Section Executive and, the Section Executive is satisfied the nomination complies with the pre-requisites and has recorded its satisfaction in step three of the application. One error on the form is the qualifying period, the correct period is ten years **Not** fifteen years.

For Action: Secretary forward to the National Secretary.

Due Date: ASAP post 17 September 2022

Priority: High

10. **Victorian Section Webpage. Vision Statement.**

Moved Executive that the Victorian Section Vision Statement, as provided in the Victorian Section webpage is endorsed.

Seconded: Dandenong

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X		X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

NFA required

11. **Victorian Section Process Flow Charts.** Not discussed but circulated to Council members for out of session review and comment.

12. **For discussion. Compliance Reporting:** Consumer Affairs Victoria registration of Dandenong Sub-section, and the Box Hill Sub-section as an incorporated body, and the requirement to submit an Annual Sub-section Statement was questioned by the Barry Davis, Section



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13. Committeeman Bravo. The opinion is that Victorian Sub-sections do not need to be incorporated unless the Sub-sections meet the Consumer Affairs - Victorian (CA-V) requirements for incorporation, for example, ownership of a physical asset and assets at or above a ceiling determined by Consumer Affairs - Victoria. Given the level of uncertainty and misinformation further detailed investigation with stakeholders is necessary. The President noted South-Western Sub-section consulted with Consumer Affairs – Victoria during 2019 and the CA-V advice then was that once incorporated an organisation cannot be unincorporated unless the organisation ceases to function. A question was raised several times: Who directed Victorian Sub-sections to be incorporated? Answer unknown!

For Action: Committee Bravo to investigate with CA-V and provide a report to Section Council on 19 November 2022.

Secretary, add this item to the November 2022 Executive and Council Meetings under Reports.

14. Building Sustainable Grants and Funding Strategies online Workshops

The President summarised the issue noted in the provided meeting reading pack and added, the Grant application for \$4620 (GST Exclusive) was submitted to the Victorian Veterans Council (VVC) to fund twenty trainee positions for an online training package. Advice of successful Grant applications will be provided by the VVC during October 2022. Given twenty training positions are available the intent is to call for expressions of interest from Victorian Sub-sections as the priority. Eight nominations are recorded thus far. If the training panel is not fully subscribed the invitation to attend the training will be forwarded to other NAA sections through Section Secretaries for Sub-sections. South-Western Sub-section provided an endorsement of the initiative, and suggested the new knowledge and skills, gained from attending the workshops, maybe portable and maybe used in other volunteer forums.

15. Navy Heroes Worthy of the Victoria Cross for Australia. Dr John Carroll, a NAA member, has raised a paper about the HMAS YARRA II 04 March 1942 action with IJN units. Dr Carroll's paper VC for LCDR Rankin RAN, YARRA's Commanding Officer and LS Ronald Taylor.

Moved Executive that the Section Council grant the Section President autonomy to recommend to the National Council that the Victorian Section support the intent of the paper.

Seconded: Frankston

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X	X	Absent	Absent	X	X
AGAINST							Absent	Absent		

Decision: Carried

For Action: President communicates the recommendation to the National Secretary.

16. RSL and Servulink Pilot. Volume 38 of the Vet Affairs paper, the August edition published an article on page 13 that announced RSL partnering with Servulink, an Australian owned technology provider, to circulate a pilot program that will use technology to better connect veterans and their



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families to vital services and support in their area. The article called for service providers that want to be part of the catalogue of Services to register. This is an opportunity that will benefit our members and their families.

Moved Executive **that** the Section Council forward a Motion of support for the initiative, to the National Secretary, for inclusion, discussion, and evaluation of registering the NAA with Servulink at the November 2022 National Council meeting.

Seconded: Footscray

	Exec	V68 Box Hill	V72 SW	V59 Foots	V58 Dandenong	V60 Frank	V61 Gee	V70 East Gipps	V64 Mel	V65 Sunray
FOR	X	X	X	X	X		Absent	Absent	X	X
AGAINST						X	Absent	Absent		

Decision: Carried

For Action: President forwards a motion to the National Secretary.

Closure. Meeting summary of decisions. The President thanked those attending for their contribution and commitment of time. Meeting closed at 1418.

Next Council Meeting: 19NOV22 via Zoom commencing at 1100.

Enclosure:

1. Task List Post 17 Sep 22

X

Graham G. Thomas
President

NAA Victorian Section

Wednesday, 30 November 2022