**VICTORIA SECTION Inc.**

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

Graham Thomas Graham Don

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INC No: A0047633A

**Physical Address:**

Naval Association of Australia Victorian Section

36 Barretts Road

Langwarrin South. VIC. 3911

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Naval Association of Australia Victorian Secretary

5 Marapana Drive,

WY YUNG. VIC.3875

**RUNNING SHEET**

**VICTORIAN SECTION COUNCIL MEETING**

**COMMENCING 1030 22 JULY 2023**

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

Meeting open at.

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

The purpose of this meeting is 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:** Are there any perceived or actual conflicts of interest from Council members on any of the Council agenda items? If so, disclose them now to enable your separation from that item(s) decision making and for your acknowledgement to be registered in the meeting minutes and the Section’s Conflict-of-Interest Register. You will be asked now for your individual responses.

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| **No** |  |  |  |  |  |  |  |  |  |  |
| **Yes** |  |  |  |  |  |  |  |  |  |  |

**Recording of the virtual meeting using Zoom.** 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. **Is there an 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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| **No** |  |  |  |  |  |  |  |  |  |  |
| **Yes** |  |  |  |  |  |  |  |  |  |  |

**Item A. Tribute to our shipmates. Vales:**

The Chair and VP Andrews conducted the Ceremony of the Vacant Chair, recited the Naval Ode and the Ode to the Fallen.

1. **Apologies: Nil.**
2. **Attendees:**

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

[Previous Victorian Council Meeting minutes dated 27 May 2023.](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\Draft%20Minutes_Victorian%20Council%20Meeting%2027%20MAY%202023%20V1.00.docx)

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**:

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**Decision**:

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

SITREP of tasks provided in Paper Two - [Task List post 27 May 2023.](https://navalassoc.org.au/sites/default/files/Paper%20Two_Task%20List%20Post%2027%20May%202023%20V1.03_0.docx)

**Commentary:**

**Correspondence and Associated Actions.** [Reference: Paper Three](https://navalassoc.org.au/sites/default/files/Interim%20Correspondence%20Register%20Mar%20-%20Jul%202023.xlsx)

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** President **that** the Correspondence Register be accepted as tabled.

**Seconded**:

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**Decision**:

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

Reference: Paper Four - [Finance Report to 30 June 2023](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\Paper%20Four_Financial%20report%20to%2030th%20June%202023.xlsx) **Treasurer**

[Review Section estimated expenditure to 31 December 2023](file:///C:\Users\EGNAA10\Documents\Section%20Executive%20Meetings\Executive%20Papers\22%20July%202023\operating%20budget%201%20July%2023%20to%2031%20December%2023.xlsx) **Treasurer**

**Moved** Treasurer **that** the Statements and Accounts be accepted.

**Seconded**:

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**Decision**:

Is there any business from the last meeting concerning the Statement of Accounts?

**Commentary:**

**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**:

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| **For** |  |  |  |  |  |  |  |  |  |  |
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**Decision**:

**Membership**

**Reference: NAA Dashboard.** 158 Financial members. No change from the last Council meeting.

**DVA Report.**

Nothing of significance to report.

**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) from Rosemary Kennedy RSL Vic

Our attention to the following items in the minutes:

4.2 – Call out for volunteers to assist with marshalling duties in 2024

4.3 – Springvale Remembrance Service 5 November

4.4 – Remembrance Day in CBD – Volunteers requested to help escort buglers at the intersections

 A reminder the next meeting will be on Monday 9 October at 11:00 am.

**Does the Section want to contribute to 4.2, 4-3 and 4.4? If so, how do we proceed?**

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

**Seconded**:

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**Decision**:

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

**Item G. Election of Officers**

Casual Vacancy – Section Secretary Expression of Interest- Ange Kenos. **Decision:** **Ratification of the Expression of Interest.**

**Note:** There is no other expression of interest in the Section Secretaries position and in accordance with the NAA Constitution and its By-laws, Ange Kenos the Section Council welcomes you as the Victorina Section Secretary. The meeting minutes will reflect you as the Section Secretary. You will receive a New Member Joining Pack from the Chair. Please complete the reading and provide responses to me, at your earliest convenience, for record maintenance.

**Item H. General Business**

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

**Preamble:** This item is to be discussed and resolved at a specially convened meeting of the National Council. The Section’s decision will form the Victorian Section’s decision whether that be in favour or against the By-law. Remember please that when voting the vote is to reflect a **for** or **against**.

Some comments from members are:

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?

Rather, that a By-law this must be in the NAA Constitution!

**Would anyone like to speak in favour of the proposed By-law?**

**Would anyone like to speak against the proposed By-law?**

**Moved** President that the By-law regarding disposal of Sub-section funds is not supported.

**Seconded**:

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

**Decision**:

1. [Removal of Medals from Convicted SAS members.](C:\\Users\\EGNAA10\\Documents\\Section Executive Meetings\\Executive Papers\\22 July 2023\\Ancillary Document - Removal of Medals_Email.docx) Letter to CDF.

[Ancillary document.](file:///C:\Users\EGNAA10\Documents\Section%20Executive%20Meetings\Executive%20Papers\22%20July%202023\Ancillary%20document_Removal%20of%20Medals.docx) Email to ESOs

**Preamble:** The Section’s response to the National President in an out-of-session email. Our resolution will enable the National President to either provide or otherwise support to the SAS Association. Remember please that when voting the vote is to reflect a **for** or **against**.

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!

Would anyone like to speak in favour of the CDFs intention to remove medals from convicted SAS members?

Would anyone like to speak against the CDFs intention to remove medals from convicted SAS members?

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

**Seconded**:

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| **For** |  |  | **x** |  |  | **A** |  |  |  |  |
| **Against** |  | **x** |  |  |  |  |  |  | **x** |  |

**Decision**:

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.

**Moved** President that ***the Council decide: Where? Who? How? Open to Victorian members? What resources are necessary?***

**Seconded**:

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| **For** |  |  |  |  |  |  |  |  |  |  |
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**Decision**:

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. At the end of the re-registration process, I took the opportunity to conduct a self -assessment using the ACNC online self-assessment tool. The result of the self-assessment is:

[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)

1. SITREP: Task list resourcing – People, Money, Authority, Responsibilities.

* Welfare Frequently Asked Questions (FAQ) (Under Development) **Proposed** Box Hill Sub-section.
* Sub-section New Member Checklist (Under Development) **Proposed** Geelong Sub-section.
* Bereavement Package (Under Development) **Proposed** Melbourne Sub-section.
* Executive Forum (Under Development) **Proposed** Sub-section Dandenong.
* First Aid Training Update and equipment (Under Development) ***Allocated*** *to South-Western Sub-section.*

Preamble: On behalf of the Victorian Section, the South-Western Victorian Sub Section has taken on the project of sourcing first aid training and defribulators together with a means by which to pay for them.

SITREP: 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.

Question: What are the next steps to bring this task to completion?

* Memorabilia and Honour Boards (Under Development) ***Allocated to*** *East Gippsland Sub-section.*

SITREP:

* ANC Award Sponsorship (Under Development) **Proposed** Frankston Sub-section.

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 [Risk Register population.](https://navalassoc.org.au/sites/default/files/NAA%20Risk%20Assessmnet%20and%20Hazard-Risk-Assessment%20Register%20V1.03%20as%20at%2016%20June%202023_0.xlsx) 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 risks.

**Moved** President that the Council ratifies the Section Risk Register.

**Seconded**:

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**Decision**:

**Other:**

1. [Calendar](https://navalassoc.org.au/sections/vic-v00) hyperlink

[13 August 2023 Invitation at the Melbourne Shrine of Remembrance](file:///C:\Users\EGNAA10\Documents\Section%20Executive%20Meetings\Executive%20Papers\22%20July%202023\Fw_%20Naval%20Association%20Victoria%20-%20MAA%20Op%20Pedestal%20-%2013%20AUG%2023%20-%20Shrine%20of%20Remembrance.eml)

1. [Memorabilia Ms Carol Marshall hyperlink](file:///C:\Users\EGNAA10\Documents\Correspondence%20Register\Memorabilia_request%20from%20Carol%20Marshall.eml)
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.

[**Provided by Joy Emmett: Scouts Victoria:**](file:///C:\Users\EGNAA10\Documents\Council%20Papers\Council_Meeting%2022%20July%202023\Executive%20Meeting%20Documents19%20July%202023\Report_NAA%20fundraising%20with%20Scouts%20Vic%20Raffle%20June%202023_Box%20Hill%20Sub-section.docx) **Hyperlink.**

1. Periods of absence

[Next meeting.](https://navalassoc.org.au/sections/vic-v00)

**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