



# **RSLWA**

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## **North Beach RSL Sub-Branch**

### **Annexure**

## **North Beach RSL Sub-Branch By-Laws**

The content of this Annexure form part of and relate to the By-Laws  
and support the effective and consistent management of the Sub-Branch

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**RECORDS OF AMENDMENTS**

<b>Amendment No</b>	<b>Date</b>	<b>Rules Amended</b>	<b>Type of Meeting</b>
0	2021 09 10	Original Version	Executive Committee
1	2022 03 11	Insert Poppy Collection Guidelines	Executive Committee
2	2022 05 06	Wall of Remembrance Cost of Plaques amended	Executive Committee
3	2023 09 08	Appeal Collection Guidelines	Executive Committee

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# 1 CODE OF CONDUCT

The Monthly Meeting is conducted under formal RSL rules (RSLWA By-Laws 1.33 Standing Orders). The Sub-Branch will conduct Meetings in a respectful and dignified manner at all times, observing due propriety, respect and Standing Orders.

General meeting is the preserve and domain of all members. Respecting member and visitor sensitivities and maintaining engagement is paramount.

## 1.1 STANDING ORDERS

- 1.1.1 All proceeding at meetings of the State Congress or Board of Directors committee meetings and general meetings of Sub-Branches, and at all other meetings held under the Rules of RSLWA, shall be governed by the following Standing Orders for the conduct of such meetings.
- 1.1.2 Order of Business - The business at meetings shall be conducted in accordance with the provisions of the *Associations Incorporation Act 2015*.
- 1.1.3 Addressing Chair - A member wishing to speak shall rise in his place and address the Chairman. If two or more members rise at the same time, the Chairman shall call upon the member who, in his opinion, rose first to speak.
- 1.1.4 Respect for Chair - A member speaking shall at once resume his seat if the Chairman rises to speak or if a point of order is raised and shall not resume his speech until the Chairman shall resume his seat or the point of order has been decided.
- 1.1.5 Discussion confined to Motions, Amendments - Subject to the Chairman's right to permit discussion upon any matter he deems of importance to the meeting, no discussion shall take place except on a motion or amendment moved and seconded and put in writing if so requested.
- 1.1.6 Motions - All motions and amendments shall, if so required by the meeting concerned, be submitted in writing, signed by the mover and seconder. Such motions shall be of an affirmative character and, once having been submitted, shall only be withdrawn by leave of the meeting or by amendment. No motion vitally affecting the policy of the League shall be submitted to a meeting without adequate notice.
- 1.1.7 Motion not seconded - A motion not seconded shall not be debated, and no entry thereof shall be made in the minutes of the meeting.
- 1.1.8 Restriction upon speeches - The mover of a motion shall be allowed ten minutes to introduce the motion and five minutes for the right of reply. Speakers for or against such proposal shall be limited to five minutes, except that at any time the meeting may resolve, on the motion of a delegate, that the speaker's time be extended by a specified number of minutes and any such proposal for an extension of time shall be put to the meeting without debate.
- 1.1.9 No member shall propose more than one amendment upon a motion, and no member shall speak more than once upon a motion or once upon each amendment thereto, except with the permission of the Chairman or except he be the mover of the motion, who shall be entitled to the right of reply; provided that, for the purpose of this By-Law, an amendment that has become the substantive motion shall be deemed to be a separate motion. Notwithstanding, however, the right to reply given to the mover in the foregoing, the Chairman may, should he consider that there is no practical difference of opinion among the members, stop the discussion and submit the proposal to the

meeting.

- 1.1.10 Seconding without remarks - A member who uses the words "*I second the motion*" or "*amendment*", shall not be deemed to have spoken to the question before the Chair and may exercise his right to speak later, always providing he is not the third consecutive speaker on the one side. For the general purpose of debate, however, he shall be deemed the second speaker in the affirmative.
- 1.1.11 Debate - When a motion has been duly proposed and seconded, the Chairman shall proceed to take the votes, unless some member rises to oppose it or to propose an amendment. No more than two members shall speak in succession either for or against any question before the meeting, and if, at the conclusion of the second speaker's remarks, no member rises to speak on the other side, the motion or amendment shall be at once put to the meeting.
- 1.1.12 Time of Amendment – A motion may be amended at any time during the debate thereon by:
- a) striking out certain words.
  - b) adding certain words; or
  - c) striking out certain words and inserting others in their place.
- 1.1.13 Any member who wishes to propose a further amendment to the motion shall have power to give notice of amendment and state its nature before the amendment before the Chair has been put to the vote.
- 1.1.14 Amendments - Only one amendment shall be entertained at the one time. If the amendment is carried, it shall become the substantive motion, the original motion lapsing, and there shall be no necessity to put the original motion to the meeting.
- 1.1.15 Other Amendments - Whether an amendment is carried or not, other amendments may be submitted, in the manner to be decided, until the subject is finally disposed of.
- 1.1.16 Amendment Lost - In the case of all amendments being lost, the Chairman shall put the original motion to the vote.
- 1.1.17 Motion discharged from Agenda - A motion may be superseded at any time by:
- a) another, that it be discharged from the notice paper.
  - b) a motion for the adjournment of the question under consideration; or
  - c) a motion for the adjournment of the meeting; or
  - d) a motion "*That the next item of business be proceeded with*", being resolved in the affirmative.
- 1.1.18 Frequency of Speech - A member shall not speak more than once upon any motion before the meeting, except:

- a) in reply upon an original motion.
- b) in committee of the whole.
- c) in explanation; or
- d) upon a point of order raised during a debate.

- 1.1.19 Explanation - Any member who has spoken to a motion may again be heard to explain himself regarding some part of his speech which the Chairman agrees may have been misquoted or misunderstood, but such member shall not introduce any new matter or interrupt any delegate who may be speaking, and no debatable matter shall be brought forward nor debate arise upon such explanation.
- 1.1.20 Motion for question to be put - A motion "*that the question be now put*" may be moved at any stage of a debate and shall be put immediately to the meeting without discussion. If lost, the debate shall continue as if such motion had not been moved. If carried, the mover shall have the right to reply, then the amendment if there be an amendment, or motion, if no amendment has been moved thereon, or all amendments have been disposed of, shall be put to the meeting without further discussion. No delegate who has spoken to the motion or amendment immediately before the Chair shall be permitted to move "*that the question be now put*".
- 1.1.21 Restriction on moving that question be put - At any meeting, no motion that the question be now put shall be proposed or seconded by a delegate from the same Sub-Branch as that represented by the proposer or seconder of the original motion.
- 1.1.22 Notice of Motion - A member may, at any meeting, give a notice of motion for a future meeting by reading such notice to the meeting and handing a copy thereof to the Chairman. Such notice of motion shall take precedence in the order in which it stands in the minute book in relation to other similar notices, unless otherwise ordered by the meeting, and will lapse if the member, or some member on his behalf, be not present when the order for notice is read.
- 1.1.23 Delegate's absence - If the Chairman of the meeting declares that an item on the meeting agenda paper may lapse because of the absence of the delegate proposing the item, the Chairman may accord to another delegate the right to propose such item to the meeting.
- 1.1.24 Precedence of Business adjourned meeting - When a motion for the adjournment of the meeting has been carried, the business then undisposed of shall have precedence in its order at the next meeting.
- 1.1.25 Rescinding Resolutions - Any member wishing to rescind a resolution, which has been previously passed by the meeting, must give notice of motion that, at the next meeting, he will move that such a resolution be rescinded. Such notice of motion shall require a majority of two thirds of the votes of members present at the meeting to rescind the resolution in question.
- 1.1.26 Cannot represent two Sub-Branches - No delegate shall, at the one time, or in connection with the one motion or any amendments thereto, represent or vote on behalf of more than one Sub-Branch.
- 1.1.27 Conducting vote - The Chairman shall put all questions in a distinct and audible voice to the meeting by asking the "*ayes*" to vote first and, afterwards, the "*noes*", and shall, thereupon, give his opinion as to which are in the majority, and shall declare a show of hands or a ballot if same is asked for.

- 1.1.28 No debate during voting - No members shall speak to any question after it has been put by the Chairman, nor during a vote, except to a point of order.
- 1.1.29 Voting procedure - No member shall be allowed to vote on any show of hands or ballot who was not present when the question was first put. Every member present must vote, but in the event of a member's refusal to vote, he shall be assumed to have voted in the negative. No member shall be allowed to enter or leave the meeting while a vote is being taken.
- 1.1.30 Introduction of authorised subjects only - No member shall be allowed to obtain a discussion upon any subject through the media or correspondence, but he may introduce the matter, in his place at the meeting, by moving the suspension of Standing Orders.
- 1.1.31 Meeting to resolve as committee - The meeting may, at any time, resolve itself into a committee of the whole, and such resolution may exclude the press. So far as possible, however, business to be dealt with in committee shall be held over until all other business has been transacted.
- 1.1.32 Adjournment of meeting or debate - A motion for the adjournment of the meeting may be proposed at any time during a meeting, or for the adjournment of a debate at any time during such debate, and shall be, at once, put to the meeting by the Chairman.
- 1.1.33 Disorderly conduct - If any member at any such meeting:
- a) persistently and willfully obstructs the business of any meeting.
  - b) is guilty of disorderly conduct.
  - c) uses objectionable words and refuses to withdraw such words.
  - d) persistently and willfully refuses to conform to these Standing Orders or any one or more of them; or
  - e) persistently and willfully disregards the authority of the Chair; the Chairman may report to the meeting that such Member has committed an offence.
- 1.1.34 Apology or explanation for offence - When any member has committed an offence, he shall be called upon to stand up in his place and make any explanation or apology he may think fit and, afterwards, a motion may be moved "*that the member be suspended for the sitting of the meeting*". No amendment, adjournments or debate shall be allowed on such motion, which shall be immediately put by the Chairman.
- 1.1.35 Suspension - If any member be suspended, his suspension on the first occasion shall be for the remainder of that sitting; on the second occasion for the sitting of two consecutive meetings; and on the third occasion may, in the case of a member of the State Congress, Board of Directors or Sub-Branch Committees, have his seat thereon declared vacant.
- 1.1.36 Points of Order - In all cases where a point of order is raised, the member raising the same shall state his point of order clearly and distinctly and with the omission of irrelevant details. If a member is speaking, such member shall take his seat until the point of order is decided. The Chairman shall decide the matter promptly, and his decision shall be final, unless his ruling is disagreed with. Points of order shall deal with the conduct or procedure of the debate. The member rising to put the



point of order shall be required to prove one or more of the following that:

- a) the speaker is using unacceptable language.
- b) he is digressing from the question.
- c) he is transgressing some Rule of RSLWA or Sub-Branch; or
- d) he is infringing the Standing Orders or, in the absence of a Standing Order relating to the point of order, is acting contrary to the general custom of debate. Points of correction, such as a protest that a speaker is not stating the truth, are not *Points of Order*.

1.1.37 Disagreement with Chairman's ruling - When a motion is moved and seconded "*that the Chairman's ruling be disagreed with*", the Chairman shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended. Another Chairman shall then be appointed by the meeting and the question "*that the Chairman's ruling be disagreed with*" shall be discussed and decided, after which the former Chairman shall resume the Chair and the debate on the original question shall be proceeded with as if the same had not been suspended.

1.1.38 Suspension of Standing Orders - It shall be competent, by a two-thirds majority vote of the members present and voting, to suspend the Standing Orders, provided the effects of such suspension shall not be the amendment of these By-Laws or RSLWA Rules, and provided, further, that the suspension of the Standing Orders shall be limited in its operation to the particular purpose for which the suspension has been sought.

1.1.39 Re-committing Resolution - No resolution passed by a meeting shall be again debated or re-committed at the same meeting unless two-thirds of the members present and entitled to vote so agree.

1.1.40 Objection to validity of vote - Subject to these Standing Orders, the Chairman shall be sole and absolute judge as to the validity of any vote cast on any question, and unless objection to the validity of any vote is raised immediately after the Chairman has declared the result of the vote thereon, its validity cannot be again raised at any subsequent stage of the meeting.

## 2 FLAG PROTOCOL

### Order of Precedence

The Australian National Flag takes precedence over all national flags when it is flown in Australia or Australian Territory.

After the Australian National Flag, the order of precedence of flags are, national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.

The Australian National Flag should not normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

### Flag Protocol for the Australian Flag on ANZAC Day

In the morning, the flag is raised to the masthead then immediately lowered to half-mast.

On the first note of Reveille (sometimes referred to as the Rouse), the flag is raised smartly to the masthead.

After the ceremony, the flag is returned to the **half-mast** until noon, when it is raised to the masthead until sunset.

### Flag Protocol for the Australian Flag on Remembrance Day

Flag is raised to the masthead from 8:00 am until 10.30 am, then lowered to **half-mast**.

On the first note of Reveille (sometimes referred to as the Rouse), the flag is raised smartly to the masthead.

After the ceremony, the flag remains at the masthead until sunset.


*From:*

<https://www.itsanhonour.gov.au/>

<http://www.anzacday.org.au/education/tff/commemserve.html>

### **3 PROCEDURES AND GUIDELINES**

### **3.1 Death of Member and Funeral Arrangements**

 <b>RSLWA</b> North Beach RSL Sub-Branch	<h2 style="margin: 0;">NORTH BEACH RSL SUB-BRANCH</h2>
<b>Guidelines</b>	<b>Death of Members and Funeral Arrangements</b>
<b>Responsibility</b>	<b>Sub-Branch Executive</b>
<b>Date of Procedure</b>	<b>8 March 2021</b>

This Sub-Branch Guideline is based on Chapter 6 of the “Ceremonial and Commemorative Protocols and Procedures” of RSLWA (Attached), and those of DVA relating to Funerals. It reflects accepted practice exercised by the North Beach Sub-Branch.

*In most cases, and where it is appropriate, representatives of Sub-Branch Members attend the funeral, provide a Guard of Honour for the Casket, hand out poppies if requested), and may present the Flag to the Next of Kin.*

*It is the role of our Sub-Branch to support the family of the deceased member when it is appropriate and has been asked for by them ,and to pay respects to the deceased on behalf of the RSL.*

**The Responsible Officer** for exercising this Guideline is a Wellbeing Support Officer who accepts the role, following nomination by the Sub-Branch Executive. The nominated member who and accepts the role may perform other Wellbeing Support activities - or be a dedicated Wellbeing Support Officer – Funerals (**WSOF**).

*Attending funerals and dealing with grieving relatives can take a toll on personal wellbeing. The Sub-Branch Executive expects the **WSOF** to share the load with others and seek assistance when it is needed.*

When a death of a Member occurs, the **WSOF** may be asked by the Secretary to contact and assist the Next of Kin or the responsible family member (**NOK**).

*The **WSOF**, with support of the Executive, identify a Member who was a friend/colleague of the deceased and/or family, and is willing to:*

- Contact the family in the first instance to offer sympathy on behalf of the Sub-Branch, and:

Enquire:

- Whether they or a family member are able to advise relevant authorities, such as DVA, Centrelink, State and Commonwealth Electoral, State Seniors, etc.
- How the Sub-Branch can support them and pay its respects at the funeral.

*In most cases a Guard of Honour is provided where agreed to by the **NOK**.*

- Whether Poppies are required to be distributed to attendees.
- If they want a Sub-Branch tribute (Eulogy) at the funeral.
- Whether they have a particular Sub-Branch member that they wish to deliver a Eulogy at the Service; and
- Enquire (if appropriate) who will receive the flag.

**Note** – the family of the deceased member may have already made funeral arrangements, in accordance with the wishes of the deceased.

Information gathered by a nominated Member is to be collated and passed on to the **WSOF**, .

The **WSOF** may / will:

- Assist with, or provide advice to the **NOK** or family member on how, to:
  - Advise DVA Bereavement Section.
  - Request ADF records if necessary, for eulogy purposes.
  - Advise the RSLWA Advocate team – who will notify Legacy in the case of a surviving Widow/Widower.
- Contact the nominated funeral director and celebrant to make them aware what the **NOK** has requested of the Sub-Branch, your role, and contact details.

The Sub-Branch Secretary and President are to be kept advised of Sub-Branch involvement, timeframes and whether further support is needed.

Prepare for the service:

- Confirm funeral details with members and brief them on timings, Sub-Branch role and dress standards.
- Collect together information in order for a eulogy to be prepared, if requested by the **NOK**.

*If the **NOK** requests that an RSL Eulogy be delivered at the Service, then it may be given by a Sub-Branch friend or associate of the deceased, or the Sub-Branch President.*

- Obtain the Flag (if used) and pass to Funeral Director.
- Clarify who will present the Flag to the NOK. This may be funeral director, family member or Sub-Branch representatives.

At the service.

- Ensure all Members have poppies, if required.
- Liaise with the Funeral Director and the Celebrant.
- If it has been requested by the **NOK**, ensure there is a recording of “Last Post” and “Rouse” and establish a cue for their playing.
- Present the flag to the **NOK** if it is to be a Sub-Branch representative.

If requested by the **NOK**,

- discuss War Grave entitlements with the RSLWA Wellbeing Advocate team.

### **Flag Procedure at RSL Funerals**

It should be noted that it is RSL policy that the Australian National Flag should be used at all RSL funerals, except in the circumstances where the deceased member was a British Ex- Serviceman, and the next of kin expressly request the use of the Union Jack.

When used to cover a casket at a funeral, the top left quarter (the upper hoist) of the Australian flag should be draped over the left shoulder of the deceased. The flag should be removed after the service at the Chapel / Crematorium or before the casket is lowered into the grave. At all times care should be taken to prevent any portion of the flag touching the ground.

To remove the flag, two representatives (funeral directors or as nominated) are to move to a position at the head and foot of the casket, and:

- Grasp each end of the flag and remove it while stepping clear to one side of the casket and spread the flag to arm’s length.
- Fold the flag once along its width, with the upper hoist facing downwards.
- Fold the flag again along its width, with the upper hoist facing downwards.
- The representative at the foot of the casket then moves towards the other, and hands his corners of the flag, making a fold along its length. The trailing edge is lifted to fold it once again.
- The representative at the head of the casket then drapes the folded flag to be carried over the arm and presented to the NOK, with the words “*Presented on behalf of a Grateful Nation*”

## CHAPTER 6 - FUNERALS

### INTRODUCTION

The form of ceremony to be used at the funeral of an RSLWA Member or ex- serviceperson is discussed below. The ceremony is a suggestion only and may be varied to meet particular requirements e.g. next-of-kin, local Clergy wishes etc.

In the case of a Church only service, followed by a private committal, it is important that the conduct of the RSLWA Funeral Tribute is cleared with the Officiant (a priest or minister who performs a religious service or ceremony). It must be clearly understood that The Rector, Minister, Priest or Pastor has a primary duty to his congregation and their wishes. Additionally he/she has to balance this with the wishes of the bereaved.

Except in the case of a burial, regardless of the type of Service, the Religious Committal is to be recited by the Officiant. In the case of the Church only service; this is when the casket is placed in the hearse.

To re-iterate; prior communication with the Officiant is to be made to ensure that there is no variation in the minds of the Officiant and the RSLWA Representative; or the Veteran's family and relatives of how the service is to be conducted. Also so that the wishes of the bereaved are met.

For the following three forms of tribute the Presiding RSLWA Member should ask for members to stand before commencing the tribute. With seating being more common at gravesides, it cannot be presumed that Members will be standing.

### FUNERAL TRIBUTE – CHURCH AND GRAVEYARD COMMITTAL

The following procedure is for guidance only, dependent upon the location and ability of those attending; and of any local custom not contrary to the Objects of RSLWA.

The attendance of Members of the RSLWA at the Church Service is at each Member's discretion.

Prior to the arrival of the hearse at the cemetery RSLWA Members and other ex-service personnel should assemble at a certain location so that poppies can be issued, and the form of Tribute outlined.

The Tribute party should form up in fours (two's if necessary) and then march to the hearse forming lines on either side of the hearse as it proceeds to the gravesite. The form up point is likely to be within the Cemetery grounds.

When the hearse stops the Tribute party continues on to form an avenue (guard) through which the casket is borne to the gravesite.

As the casket passes, each member in succession shall fall in behind the last mourner, as the mourner passes them. At the grave, one file of the Tribute party proceeds to the right and the other to the left to form up on both sides of the grave.

The appropriate time for the RSLWA Funeral Tribute, is immediately before the committal, as long as this is the agreed place in the service.

#### Form of Tribute

An officer of the Sub-Branch steps forward and says,

*"Their bodies are buried in peace and their names liveth for evermore"*

An officer of the Sub-Branch takes a place at the grave and delivers the RSLWA eulogy.

An officer of the Sub-Branch steps forward and says:

*"O valiant hearts who to your glory came Through dust of conflict and through battle flame, Tranquil you lie, your knightly virtue proved, Your memory hallowed in the Land you loved."*

If desired, and a Chaplain or Church Representative is present, a prayer shall be said at this stage. (Note: The casket is still on the bearer supports for the RSLWA Tribute and is only lowered after the flag is removed).

The Sub-Branch President, or officer of the Sub-Branch, holding a poppy in hand then continues with:  
*"The hour has come for rest. This poppy- an emblem of sacrifice, the symbol of a life offered in the service of one's country- is a link between our comrade and us who remain. We place it here - in remembrance."*

The President, or officer of the Sub-Branch, drops the poppy on the casket, followed by the other members of the Tribute party in turn saying their own form of farewell or the words: *“Our Beloved Comrade.”*

The President, or officer of the Sub-Branch, then says: *“The Ode will now be recited followed by the Last Post, Minutes’ Silence and Rouse. Please remain standing.”*

The President, or officer of the Sub-Branch then says:

*“They shall grow not old as we that are left grow old, Age shall not weary them, nor the years condemn, At the going down of the sun and in the morning, We will remember them.”*

ALL REPEAT

*“We will remember them.”*

The President or officer of the Sub-Branch then says:

*“Lest we forget.”*

ALL REPEAT

*“Lest we forget.”*

Then follows:

LAST POST. SILENCE. ROUSE.

The Religious Service will then continue with the Committal being said by the Officiant. Dispersal.

### **FUNERAL TRIBUTE CHURCH SERVICE ONLY**

The following procedure is for guidance only dependent upon the location and ability of those attending, and of any local custom not contrary to the Objects of the RSLWA.

The attendance of members of the RSLWA at the Church Service is at each Member’s discretion.

Prior to the commencement the Church Service RSLWA members and other Ex-service personnel should assemble at a certain location so that poppies can be issued, and the form of Tribute outlined.

The Tribute party should form up in a group on either side between the rear of the hearse and the Church entrance. The casket is brought into the Church between the Tribute party following the family into the church.

Flexibility has to be allowed due to the variation of situations. Form of Tribute:

An officer of the Sub-Branch steps forward and says,

*“Their bodies are buried in peace and their names liveth for evermore”*

An officer of the Sub-Branch takes a place at the lectern and delivers the RSLWA eulogy.

An officer of the Sub-Branch steps forward and says:

*“O valiant hearts who to your glory came Through dust of conflict and through battle flame, Tranquil you lie, your knightly virtue proved, Your memory hallowed in the Land you loved.”*

or

*“O risen Lord, O Shepherd of our dead,*

*Whose cross has bought them and whose staff has led, In glorious hope their proud and sorrowing land Commits her children to Thy gracious hand.”*

If desired, and a Chaplain or Church Representative is present, a prayer shall be said at this stage.

The Sub-Branch President, or officer of the Sub-Branch, holding a poppy in hand then continues:-

*“The hour has come for rest. This poppy- an emblem of sacrifice, the symbol of a life offered in the service of one’s country- is a link between our comrade and us who remain. We place it here- in remembrance.”*

The President, or officer of the Sub-Branch, places the poppy on the casket, followed by the other members of the Tribute party in turn saying their own form of farewell or the words, *“Our Beloved Comrade.”*



The President, or officer of the Sub-Branch, then says:- *“They shall grow not old as we that are left grow old, Age shall not weary them, nor the years condemn, At the going down of the sun and in the morning,*

*We will remember them.”*

ALL REPEAT

*“We will remember them.”*

The President or officer of the Sub-Branch then says:

*“Lest we forget.”*

ALL REPEAT

*“Lest we forget.”*

Then follows:

LAST POST. SILENCE. ROUSE.

The Religious Service will then continue with the Committal being said by the Officiant.

Dispersal.

### **FUNERAL TRIBUTE AT A CHAPEL**

The following procedure is for guidance only dependent upon the location and ability of those attending and of any local custom not contrary to the Aims & Objectives of RSLWA.

Prior to the arrival of the hearse RSLWA Members and other ex-service personnel should assemble at a certain location so that poppies can be issued, and the form of Tribute outlined.

The Tribute party should form up in two lines on either side of the entrance to the Chapel and between the rear of the hearse and the front door of the Chapel. The casket is carried into the Chapel between the two lines of the RSLWA Tribute party.

Flexibility has to be allowed due to the variation of situations.

After the mourners have moved into the Chapel the RSLWA Tribute party files into the Chapel to line both walls of the Chapel. If seating is available or required because of infirmity Members may be seated.

Form of Tribute

An officer of the Sub-Branch steps forward and says:

*“Their bodies are buried in peace and their names liveth for evermore”*

An officer of the Sub-Branch takes a place at the lectern and delivers the RSLWA eulogy.

An officer of the Sub-Branch steps forward and says:

*“O valiant hearts who to your glory came*

*Through dust of conflict and through battle flame,*

*Tranquil you lie, your knightly virtue proved,*

*Your memory hallowed in the Land you loved.”*

If desired, and a Chaplain or Church Representative is present, a prayer shall be said at this stage.

The Sub-Branch President, or officer of the Sub-Branch, holding a poppy in hand then continues:

*“The hour has come for rest. This poppy - an emblem of sacrifice, the symbol of a life offered in the service of one’s country- is a link between our comrade and us who remain. We place it here- in remembrance.”*

The President, or officer of the Sub-Branch, places the poppy on the casket, followed by the other members of the Tribute party in turn saying their own form of farewell or the words, *“Our Beloved Comrade.”*

The President, or officer of the Sub-Branch, then says: *“The ODE will now be recited followed by the “Last Post, Silence and Rouse. Please remain standing.*

The President, or officer of the Sub-Branch then says:- *“They shall grow not old as we that are left grow old, Age shall not weary them, nor the years condemn,*

*At the going down of the sun and in the morning, We will remember them.”*

ALL REPEAT

*“We will remember them.”*

The President or officer of the Sub-Branch then says:

*“Lest we forget.”*

ALL REPEAT

*“Lest we forget.”*

Then follows:

LAST POST. SILENCE. ROUSE.

- The Religious Service will then continue with the Committal being said by the Officiant.
- Dispersal.

**PERIOD OF SILENCE**

A period of not more than two minutes silence is to be observed.

## 3.2 Welfare and Advocacy

 <b>RSLWA</b> North Beach RSL Sub-Branch	<h2 style="margin: 0;">NORTH BEACH RSL SUB-BRANCH</h2>
<b>Guideline</b>	<b>Welfare and Advocacy</b>
<b>Responsibility</b>	<b>Sub-Branch Welfare Committee</b>
<b>Date of Procedure</b>	<b>1 September 2021e</b>

These Guidelines may be used to assist Members in their Welfare and Advocacy related role.

The Department Veteran Affairs (DVA) has Handbooks on the following roles:

- Rehabilitation and Compensation Advocate
- Wellbeing Advocate
- Wellbeing Support Officer
- Compensation Support Officer

These are accessed on:

<https://www.dva.gov.au/civilian-life/support-ex-service-organisations-and-advocates/advocacy-handbooks>

**RSLWA** on its website has comprehensive information on Welfare related roles.

<https://www.rslwa.org.au/welfare-information/>

The contents of that page on its website include:

- Welfare information
- Role description & code of conduct
- Provision of financial/material assistance
- Application Financial Assistance form
- Permission to Act form
- Home and Hospital Visiting form
- Professional boundaries
- Sub-Branch Member Visit form
- Hospital Visitors list
- ATDP accreditation activities
- Welfare Complete Tool Kit
- Financial Counselling
- Volunteer Advocacy and Support Pack

The North Beach Sub-Branch (Sub-Branch) will utilise this information, policies and procedures in the operation and management of its Welfare related function.

### **SUB-BRANCH WELFARE COMMITTEE**

The Welfare Committee will consist of:

- Sub Branch President
- Sub Branch Secretary
- Sub Branch Treasurer
- Wellbeing Advocates
- Wellbeing Advocates under training.
- Wellbeing Support Officers

And other members or persons as needed from time to time.

The Sub-Branch Welfare Committee will actively support its Members in their Welfare related roles and determine the need for members to gain accreditation as Advocates.

The Committee will engage with the Sub-Branch Executive to encourage expressions of interest in Welfare related roles and provide support within its membership to, where appropriate, assist with Welfare related activities under supervision of a Welfare Support Officer or Advocate.

The Committee will align the roles and functions of its Welfare and Advocacy programmes to the Policies and Procedures detailed by the Welfare Branch of RSLWA and as documented on its website.

## **TRAINING**

Detailed information relating to training is contained in the Volunteer Advocacy and Support Pack. This is accessed on:

<https://www.rslwa.org.au/wp-content/uploads/2018/05/VolunteerInformationPack-2020.pdf>

It summarises that:


- Training is required to be undertaken under the Advocacy Training and Development Program (ATDP) which must be delivered by a Registered Training Organisation (RTO).
- Members who were TIP trained are now required to meet the ATDP requirements  
<https://web.atdp.org.au/mts.php>
- There is a provision for Recognition of Prior Learning (RPL) to be applied for, up to Level 2.

## **ROLES AND RESPONSIBILITIES**

Roles and responsibilities within the Sub-Branch are to align with those detailed by the RSLWA on its website as previously detailed.

The Welfare Committee will assure the Sub-Branch Executive and its members that it is complying with the overarching Policies and Procedure of the RSLWA.

### 3.3 Charles Owen Riley Memorial Precinct, Wall of Remembrance

 <b>RSLWA</b> North Beach RSL Sub-Branch	<h2 style="margin: 0;">NORTH BEACH RSL SUB-BRANCH</h2>
<b>Policy and Guidelines</b>	<b>Charles Owen Riley Memorial Precinct, Wall of Remembrance</b>
<b>Responsibility</b>	<b>Memorial Warden and Executive Officers</b>
<b>Date of Procedure</b>	<b>1 September 2021</b>

### Wall of Remembrance and Memorial Plaques

Deceased RSL Members and Veterans who had a connection with the North Beach local area may be remembered in perpetuity by an embossed plaque on the Wall of Remembrance. The Wall of Remembrance, managed by the North Beach RSL Sub-Branch, is located within the Charles Owen Riley Memorial Precinct, Charles Riley Memorial Reserve.

**Policy relating to Memorial Precinct, Wall of Remembrance and Memorial Plaques  
Is incorporated in Sub-Branch By-laws**

#### 1.6 Memorial

- 1.6.1 Families of qualifying local ex Service personnel and deceased members of the Sub-Branch are entitled, at their cost, to have a plaque placed on the 'Wall of Remembrance' at The Charles Riley Memorial Precinct.
- 1.6.2 The Wall of Remembrance and the Monument remain the property and responsibility of the City of Stirling. The North Beach Sub-Branch shall retain a vested interest in all Plaques.
- 1.6.3 The Sub-Branch will comply with the approval requirements of the City of Stirling's "*Commemorative Memorials and Plaque Policy*".
- 1.6.4 All Policy and Procedures for The Charles Riley Memorial Precinct and matters dealing with the administration of Plaques, rests with the President of the North Beach RSL Sub-Branch through a designated Memorial Warden, a member of the Sub-Branch appointed by the Executive Committee.
- 1.6.5 Eligibility, Design of Plaques, and Application details are contained in the **Annexure Register to the By-Laws**

#### 2.6 Warden

The Sub-Branch may in accordance with RSLWA By-Laws elect no more than two Wardens. The Executive Committee may appoint additional Wardens to undertake specific defined responsibilities, including a Memorial Warden to, among other things:

- a) Ensure that the area around the Memorial Precinct is kept to an acceptable standard.
- b) Arrange for flags to be flown at appropriate times.
- c) Liaise with Events Coordinators for commemorative events as required.
- d) Contact family of deceased members to advise of Memorial Plaques procedure in a timely manner
- e) Keep records of all applications for the sponsorship of Plaques.
- f) Ensure that applications are valid and meet the requirements for eligibility.
- g) Liaise with the Plaque applicant and the Plaque Manufacturer to ensure that details are correct.
- h) Obtain permission from Office of War Graves for permission to use Australian Military Forces badge on the Plaque
- i) Arrange the placement and fixing of Plaques.
- j) Keep a database of the location of all Plaques.

## PLAQUES

### Eligibility for Sponsored Plaques

- Deceased members of the North Beach RSL Sub-Branch, irrespective of their place of abode when deceased.
- Members of the North Beach RSL Sub-Branch, awarded with Life Membership, are eligible for a 'Wall of Remembrance' Plaque, funded by the Sub-Branch.
- Local ex Service Personnel generally in the North Beach RSL Sub-Branch Catchment Area bounded by Hepburn Avenue, Karrinyup Road and Wanneroo Road and/or as agreed to by the Memorial Warden and The Executive Officers of the Sub-Branch

### Eligibility for Pre-Paid Plaques

- Financial Member of the North Beach RSL Sub-Branch may apply to Pre-Pay for the placement of a Bronze Plaque on the North Beach Wall of Remembrance.

The Placement and Dedication of the Plaque to be arranged on the 11<sup>th</sup> of November after their death.

### Plaque Format.

For continuity, the format for Plaques should be the same, however there are differences for the Unit classification with the three Services. The Plaque is to be cast in bronze. The format is to be as the sample below. The Memorial Warden is to manage all applications for donation of Plaques and is to guide the Applicants as to the wording and layout of the Plaques. The Application for Donation of plaques is included at the end of this document.

### Plaque Supplier

Bell Plaques Pty Ltd trading as PLAQUES.COM.AU. Plaques to be made by Arrow Bronze Company.

### Plaque Costings

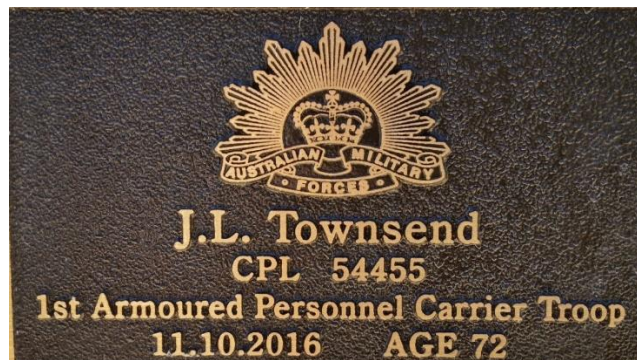
The cost of a plaque includes fitting to the wall. Cost is to be met by the applicant on receipt of a quotation from the manufacturer. Memorial Warden to liaise with the Treasurer to provide a numbered receipt to the applicant. If there is a reason that the applicant does not wish to go ahead with a Plaque, the cost can be reimbursed before the order is firmly placed with the supplier.

### Plaque Locations on Wall

The Plaques will be affixed to the limestone blocks as per the guidelines from the supplier. Numbering of the positions of the plaques will be by rows alphabetically from the top and columns numerically starting from the right. The first plaque being A-1.

### Example of Plaque

The Plaque measure 160mm x 100mm and there are places for 290 Plaques on the Memorial Wall.







# North Beach RSL Sub-Branch



## Application for Sponsor of Plaque to the Wall of Remembrance

Applications to be forwarded to: Memorial Warden  
 PO Box 2601  
 Warwick WA 6024

### Eligibility for Sponsored Plaques

Deceased members of the North Beach RSL Sub Branch, irrespective of their place of abode when deceased.

Deceased local ex Service Personnel. Local ex Service Personnel generally in the North Beach RSL Sub-Branch Catchment Area bounded by Hepburn Avenue, Karrinyup Road and Wanneroo Road and/or as agreed to by the Memorial Warden and The Executive Officers of the North Beach RSL Sub-Branch

*Please ensure that the spelling and all details are double checked before submitting this application. Cost of a Plaque will be advised by the Memorial Warden following application and is payable to the North Beach RSL by Cheque or EFT.*

Bank Details: ANZ: North Beach RSL Sub-Branch      BSB – 016 494 Account No 495238124.  
If Paying by EFT Please Quote Surname and Service Number

### Name of Member

ADF Service

Date of Birth

Rank

Service No.

Unit/Ship/Branch *Discuss wording with Memorial Warden*

Date Died

Age

### Sponsor/Applicant Details

Name

Email Address

Relationship to Member

Street Address

Suburb

Post Code

Home Telephone No

Mobile No

Signature

Date:

### RSL Admin Use Only

Application Received

Date

Receipt No

OAWG Approval Letter

Date

Application to Supplier for formatting

Date

Formatting approved and forwarded to supplier for manufacture

Date

Plaque Received from supplier

Date

Position of Plaque on Wall

Row

Position



# North Beach RSL Sub-Branch



## Application for Member Pre-Paid Plaque to the Wall of Remembrance

### Eligibility for Member Pre-Paid Plaque

Financial Members of the North Beach RSL Sub Branch may apply to Pre-Pay for the placement of a Bronze Plaque on the North Beach Wall of Remembrance. The Placement and Dedication of the Plaque to be arranged on the 11<sup>th</sup> of November after their Death.

*Please ensure that the spelling and all details are checked before submitting this application. Cost of a Plaque will be advised by Memorial Warden, payable to the North Beach RSL with this application by Cheque or EFT.*

Bank Details: ANZ: North Beach RSL Sub-Branch      BSB – 016 494 Account No 495238124.

If Paying by EFT Please Quote Surname and Service Number

### Applicant Details

Name of Member

Street Address

Suburb

Post Code

Home Telephone No

Mobile No

Email Address

ADF Service

Date of Birth

Rank

Service No.

Unit/Ship/Branch *Discuss wording with Memorial Warden*

Signature ..... Date .....

### Next of Kin Details

Name

Relationship to Member

Street Address

Suburb

Post Code

Home Telephone No

Mobile No

Email Address

Date Member Died

Age

---

---

### RSL Admin Use Only

Application Received      Date

Receipt No

Copy of this application returned to Applicant      Date

OAWG Approval Letter      Date

Application to Supplier for formatting      Date

Formatting approved      Date

Plaque Received from supplier      Date

Position of Plaque on Wall      Row

Position

#### **4 Donated Material to Sub Branch**

 <b>RSLWA</b> North Beach RSL Sub-Branch	<b>NORTH BEACH RSL SUB-BRANCH</b>
<b>Guidelines</b>	<b>Donated Material to Sub-Branch</b>
<b>Responsibility</b>	<b>Secretary</b>
<b>Date of Procedure</b>	<b>1 September 2021</b>

In recent times members and the family of former members, have donated or loaned to the Sub-Branch, photos relating to various military personnel, service or activity, to be displayed in our area of NBBC. Whilst we appreciate receiving these items and indeed encourage it, we all need to be mindful, not only of the limited display space we have, but also the donor's expectation and the Sub-Branch's obligations and responsibilities.

Because of the volume we already have and new items in the pipeline, this facility needs to be properly managed, not simply left to an individual to sort out if and when he/she can, or worse still, let it fall into a free for all. Furthermore, in order to maintain the aesthetics and dignity of the display area, there is a need to develop and promulgate a policy which formalises the process and provides guidance to members and donating ex member's families, so as not to offend and/or disappoint them.

All areas agreed to and designated by NBBC as North Beach RSL display areas are under the sole control, organisation and management of North Beach RSL Sub-Branch Executive Committee.

Members and others desirous of donating or loaning photos and other memorabilia for display do so at their own risk and must make application to the Secretary.

No guarantee can be made as to the specific period, frequency or location of display. Display arrangement is at the sole discretion of the Executive Committee.

Although the Sub-Branch will take all reasonable care and responsibility for donated and loaned items, it does not accept responsibility for loss or damage whatsoever.

Whilst it is appropriate that our background theme is of solemnity of sacrifice, our display should also reveal that we are a vibrant organisation and some of the display should reflect our broad interests, activities as well as our community involvement.

We will strive for a balance in displays of the three services.

Some factors which will affect a decision to display material, or not, will be quality, condition, size, timing (e.g. commemorations Long Tan, HMAS Sydney), suitability. (e.g. group photos may have precedence over individuals).

# DONOR INFORMATION FORM

<b>To:</b>	The North Beach RSL 7 Kitchener Street North Beach WA .6020
<b>Permanent Donation or Loan</b> (cross out which is not applicable)	If Loan, for what period:
<b>Item Description:</b>	

**TERMS and CONDITIONS**

All areas agreed to and designated by NBBC as RSL North Beach display areas, are under the sole control and management of RSL North Beach Sub-Branch committee. This includes the display area in the east part of the foyer and the area known as 'Owens Corner'.

Members and others desirous of donating or loaning photos and other memorabilia for display do so at their own risk and must make application to the Vice President of assets.

No guarantee can be made as to the specific period, frequency or location of display. Display arrangement is at the sole discretion of the committee.

Although the Sub-Branch will take all reasonable care and responsibility for donated and loaned items, it does not accept responsibility for loss or damage whatsoever.

I / We .....

Of: .....

Confirm that I/ We am/are the legal owner of the said item and agree to the above terms and conditions of loan/donation.


SIGNATURE;.....DATE:.....

Received and accepted by North Beach RSL by:

NAME:.....POSITION:.....

SIGNATURE;.....DATE:.....

## 4.1 Appeal Collections Guidelines

 <b>RSLWA</b> North Beach RSL Sub-Branch	<b>NORTH BEACH RSL SUB-BRANCH</b>
<b>Policy and Guidelines</b>	<b>Appeals Collections - ANZAC and Remembrance Days</b>
<b>Responsibility</b>	<b>Executive Committee and Collection Coordinator</b>
<b>Date of Procedure</b>	<b>8 December 2023</b>

North Beach RSL Sub-Branch undertakes monetary collections at allocated and nominated venues for the commemoration of Anzac Day and Remembrance Day, at times and locations approved and / or endorsed by RSLWA and the Sub-Branch Executive.

The following Guidelines reflect Sub-Branch best practice, and provides assurance that Collection Days are planned, endorsed by the Executive and operate effectively and securely.

## GUIDELINES

### 1 ORGANISING

Develop and maintain a schedule of critical tasks to be undertaken by time prior to Collection Days. **Refer ATTACHMENT 1.**

#### 1.1 The Executive of the Sub-Branch:

Appoint an organising team consisting of Vice President, Collection Coordinator, Treasurer and a Sub-Branch Member to undertake the planning and implementation of these Guidelines for the ANZAC Appeal and Poppy Day Collections.

#### 1.2 Vice President / Collection Coordinator:

Communicate with various managers and representatives of collection venues, inclusive of shopping and commercial centres, and railway stations, on a personal level or by email in adequate time to gain necessary approvals. Record and retain names, contact numbers and email addresses of managers and / or representatives.

Identify and order equipment and supplies of poppies and any additional items to ensure the Sub-Branch has sufficient stock on hand to provide in exchange for donations.

#### 1.3 Provide required Letters of Application and Liability Documents as required by managers and / or representatives of collection venues.

#### 1.4 Identify and record key locations for Collection Posts at the Collection Venues in collaboration with the Managers and or Representatives. Identify resources, such as chairs and tables that the collection venues might supply.

#### 1.5 Establish and maintain a Collection Day Roster, showing Collection Venue, Team Leader, Team, Times of Attendance, Reserve Team Members, Specific responsibilities within the Team, contact details of each Team Member and assets allocated (poppies, appropriate collection day specific medallions, signs, tins, and other assets.) **Refer ATTACHMENT 2.**

#### 1.6 Arrange training in the use of EFTPOS devices and associated procedures to ensure effective collection. **Refer ATTACHMENT 3.**

#### 1.7 Provide for each Collection Post suitable signage identifying North Beach RSL Sub-Branch, and types of merchandise available, and where necessary costs. **Refer ATTACHMENT 2.**

## 2 FOR THE DAY

### 2.1 Collection Coordinator

- Brief all Team Members of venue requirements applying at the time.
- Possess adequate collection tins to facilitate empty tins to be left with the Collection Team when full tins are retrieved during the day.
- Ensure the collection of all money throughout the collection period to be by a minimum of two members, the Treasurer, and an Assisting Member, to ensure security.
- Monitor that all money /coins collected are deposited in the correct Sub-Branch Account:
  - **Poppy Day Appeal** collections to be deposited directly in the Sub-Branch's **Welfare Account**.
  - **ANZAC Day Appeal** collections to be deposited directly in the Sub-Branch's **General Account**.

### 2.2 Team Members

- Advise of inability to attend on the day so a replacement can be arranged.
- Receive briefing from Collection Coordinator and comply with venue requirements and restrictions applying at the time.
- Convey a positive image of RSLWA and the North Beach RSL Sub-Branch
- Wear neat casual attire with medals.

### 2.3 Treasurer and Assisting Member

Account for and bank all monies collected directly in the Sub-Branch's relevant account.

- Welfare Account for Poppy Day Appeal collections,
- General Account for ANZAC Day Appeal.

## 3 FOLLOWING COLLECTION DAY

### 3.1 Treasurer and Secretary

- Reconcile monies collected, deposited into the appropriate North Beach RSL Sub-Branch Account, Appeal expenses, and prepare report to Executive, and for the information of Collection Teams and Members.
- Prepare Returns to RSLWA within the given time.

### 3.2 Collection Coordinator

Prepare letters and / or emails of appreciation to managers and / or representatives of collecting venues for the signature and dispatch by the President.

Prepare emails of appreciation to all members of collection teams for the signature and dispatch by the President.



**ATTACHMENT 1**

**TASKS BY TIME PRIOR TO COLLECTION DAYS**

**TASKS BY TIME PRIOR TO COLLECTION DAYS**

TIMEFRAME Prior to Collection Date	ACTION
<p><b>Three (3) General Meetings</b></p>	<ul style="list-style-type: none"> <li>• Announce proposed date and a list site to be filled.</li> <li>• Seek volunteers, including Captains to fill positions.</li> <li>• Undertake further advertising in our Newsletter (sites, times, and dates).</li> <li>• Coordinate with Sub-Branch’s Website and News Editor to confirm action is taken to ensure broad coverage of ANZAC and Remembrance Day events.</li> <li>• Seek permissions from venues to undertake our endeavors.</li> <li>• Ensure contacts are documented and all their requirements met.</li> <li>• Confirm Public Liability Insurance.</li> <li>• Apply to RSLWA to secure railway stations, (Warwick is preferred).</li> <li>• Identify and order equipment and supplies of poppies and any additional items to ensure the Sub-Branch has sufficient stock on hand to provide in exchange for donations.</li> </ul>
<p><b>Two (2) General Meetings</b></p>	<ul style="list-style-type: none"> <li>• Allocate and identify that sufficient members are available to cover the upcoming Collection events at all Collection Centres.</li> <li>• Seek additional assistance for Collection Centres with shortfalls.</li> <li>• Obtain authorised RSLWA labels and ensure all Collection Members / volunteers have name badges / name cards.</li> <li>• Provide all money tins with RSLWA labels for the relevant Appeal (ANZAC Appeal and Remembrance Day) to ensure the public are assured they are handing funds over to an authorised member and/or representative of RSLWA.</li> </ul>
<p><b>One (1) General Meeting</b></p>	<ul style="list-style-type: none"> <li>• Confirm that all above actions are completed.</li> <li>• Plan and schedule training on the Square Application.</li> <li>• Confirm by email with all members / volunteers involved in the Collection Event the arrangements in place for the Collection event, including:                         <ul style="list-style-type: none"> <li>• Dress standards for the Collection Day</li> <li>• Arrangements for the Day and times.</li> </ul> </li> <li>• Confirm Money Collection procedure is in line with 2.1 of the Appeals Collections - ANZAC and Remembrance Days Policy and Guidelines.</li> </ul>

<p><b>One Week</b></p>	<ul style="list-style-type: none"> <li>• Conduct Square Application Training with nominated operators.</li> <li>• Ensure each nominated operator has the correct log-on Code and is aware of their responsibilities for receiving donations by way of the Square Application.</li> <li>• Contact ALL Collection Centre Captains to ensure they are aware of their responsibilities leading up to and on Collection Day.</li> </ul>
<p><b>Day Prior to Collections Day</b></p>	<ul style="list-style-type: none"> <li>• Arrange with relevant Collection Centre Captains (first shift) to collect equipment and adequate stock for the day for start times to be met.</li> </ul>
<p><b>Collection Day</b></p>	<ul style="list-style-type: none"> <li>• Coordinator to be on call and visit each site during the day to resolve issues and ensure adequate stock levels are maintained.</li> <li>• Attend each site at the end of each shift to ensure equipment, stock, Squares and money have been d accounted for.</li> </ul>

**ATTACHMENT 2**  
**COLLECTIONS SITE FORM**

**Collections Site Register**

**Refer to Spreadsheet Maintained by Collections Coordinator**

Spreadsheet will enable the maintenance of sorts by:

- Collection Site
- Team Members
- Site Captains
- Equipment and Supplies

# NORTH BEACH RSL SUB-BRANCH



SITE NAME .....

.....

Date	Shift	Captain	Team Member	Contact Number	Email Address

**SQUARE APPLICATION AND PROCEDURES**

## SQUARE APPLICATION AND PROCEDURES

### Download the Square Point of Sale App

#### iOS

1. Tap the **App Store** icon.
2. Tap the search icon (magnifying glass) and search for the Square point of Sale.
3. Tap **Get** next to the Square Point of Sale app icon and follow the prompts to complete the download.
4. Follow the prompts to set up your App.

#### Android

1. Tap the **Google Play** icon.
2. Tap the search icon and search for the Square point of Sale.
3. Tap **Install** next to the Square Point of Sale app icon and follow the prompts to complete the download.
4. Follow the prompts to set up your App.

## APPLICATION OF MOBILE PHONES AND SQUARES EFTPOS

### The Treasurer will:

1. Manage and maintain Sub-Branch Mobiles and Squares EFTPOS hardware, and application procedures.
2. Prior to each Collection event conduct appropriate training in the use of Mobiles and the Square EFTPOS application.
3. Following each Collection event monitor and analyse the use of Mobiles and the Square EFTPOS application.

## 4.2 Warden Guidelines


These Guidelines are not a comprehensive description of what a “Warden” does, but provides a broad understanding of how the North Beach RSL Sub Branch operates and conducts its General, Annual and Executive Meetings.

A Warden needs to have knowledge of the workings of the RSL and the Sub-Branch, as well as the Constitution Rules and By Laws of RSLWA and the By Laws and Annexure of our Sub-Branch. To assist with this these are all available through the following Link on our Website:

<https://northbeach-rsl.asn.au/about-us/>

Our Website contains comprehensive information of our Sub-Branch including Links to documents and other related sites that support its Membership and the management of the Sub-Branch that is consistent with RSLWA Constitution Rules and By Laws.



 <b>RSLWA</b>	<h1 style="text-align: center;">NORTH BEACH RSL SUB-BRANCH</h1>
<b>Guidelines</b>	<b>Warden – Outline of Role</b>
<b>Responsibility</b>	<b>Sub-Branch Executive</b>
<b>Date of Procedure</b>	<b>10 June 2022</b>

Warden

RSLWA By-Laws state:

- 5.42 *A Sub-Branch Warden shall be an officer of the Sub-Branch and oversee and ensure that the affairs of the Sub-Branch are conducted in accordance with the Rules and in the best interests of the League and the Sub-Branch.*
- 5.43 *A Warden or Wardens, as described in By-Law 5.21 shall hold office for a period of up to three years but shall be eligible for re-election*
- 5.44 *A Warden or Wardens may be removed from their office by a majority vote of members present and voting at an Annual General Meeting or an Extraordinary General Meeting called for that purpose. Vacancies, however occurring in the office of Warden, shall be filled by the members present at such meetings.*

**RESPONSIBILITIES**

Ensure that the affairs of the Sub-Branch are conducted in accordance with the rules and in the best interests of the League and the Sub-Branch

In order to do this the Wardens needs to make themselves familiar with RSLWA Constitution Rules and By Laws, and the North Beach RSL Sub-Branch By Laws and Annexure. The Sub-Branch By Laws and Annexure contain broad rules and guidelines for our operation and management to ensure consistency with RSLWA and National rules.

Links to these are all available on the North Beach RSL Sub-Branch Website, or copies can be made available through the Secretary.

**Code of conduct:**

All committee members are expected to follow the code of conduct, which includes:

Comply with the Constitution, By-Laws and any other policy or procedure of RSL National, RSLWA and the Sub-Branch.

Attend and participate in management committee meetings and the work of the management committee.

Clarify who has authority to speak on behalf of the Sub-Branch.

Maintain confidentiality.

Behave in a manner that does not obstruct the Sub-Branch's pursuit and fulfilment of its objectives

Ensure that behavior is respectful of diversity, is non-discriminatory and upholds the Sub-Branch's values

Ensure that behavior does not cause abuse physically, sexually or verbally any member of the Sub-Branch, staff, volunteers and/or members of the public.

The following is an extract from our By Laws, and a Warden needs to be aware of these:

**1 CODE OF CONDUCT**

The Monthly Meeting is conducted under formal RSL rules (RSLWA By-Laws 1.33 Standing Orders). The Sub-Branch will conduct Meetings in a respectful and dignified manner at all times, observing due propriety, respect and Standing Orders. General meeting is the preserve and domain of all members. Respecting member and visitor sensitivities and maintaining engagement is paramount.

## 1.1 STANDING ORDERS

- 1.1.1 All proceeding at meetings of the State Congress or Board of Directors committee meetings and general meetings of Sub-Branches, and at all other meetings held under the Rules of RSLWA, shall be governed by the following Standing Orders for the conduct of such meetings.
- 1.1.2 Order of Business - The business at meetings shall be conducted in accordance with the provisions of the Associations Incorporation Act 2015.
- 1.1.3 Addressing Chair - A member wishing to speak shall rise in his place and address the Chairman. If two or more members rise at the same time, the Chairman shall call upon the member who, in his opinion, rose first to speak.
- 1.1.4 Respect for Chair - A member speaking shall at once resume his seat if the Chairman rises to speak or if a point of order is raised and shall not resume his speech until the Chairman shall resume his seat or the point of order has been decided.
- 1.1.5 Discussion confined to Motions, Amendments - Subject to the Chairman's right to permit discussion upon any matter he deems of importance to the meeting, no discussion shall take place except on a motion or amendment moved and seconded and put in writing if so requested.
- 1.1.6 Motions - All motions and amendments shall, if so required by the meeting concerned, be submitted in writing, signed by the mover and seconder. Such motions shall be of an affirmative character and, once having been submitted, shall only be withdrawn by leave of the meeting or by amendment. No motion vitally affecting the policy of the League shall be submitted to a meeting without adequate notice.
- 1.1.7 Motion not seconded - A motion not seconded shall not be debated, and no entry thereof shall be made in the minutes of the meeting.
- 1.1.8 Restriction upon speeches - The mover of a motion shall be allowed ten minutes to introduce the motion and five minutes for the right of reply. Speakers for or against such proposal shall be limited to five minutes, except that at any time the meeting may resolve, on the motion of a delegate, that the speaker's time be extended by a specified number of minutes and any such proposal for an extension of time shall be put to the meeting without debate.
- 1.1.9 No member shall propose more than one amendment upon a motion, and no member shaft speak more than once upon a motion or once upon each amendment thereto, except with the permission of the Chairman or except he be the mover of the motion, who shall be entitled to the right of reply; provided that, for the purpose of this By-Law, an amendment that has become the substantive motion shall be deemed to be a separate motion. Notwithstanding, however, the right to reply given to the mover in the foregoing, the Chairman may, should he consider that there is no practical difference of opinion among the members, stop the discussion and submit the proposal to the 6 meeting.
- 1.1.10 Seconding without remarks - A member who uses the words "I second the motion" or "amendment", shall not be deemed to have spoken to the question before the Chair and may exercise his right to speak later, always providing he is not the third consecutive speaker on the one side. For the general purpose of debate, however, he shall be deemed the second speaker in the affirmative.
- 1.1.11 Debate - When a motion has been duly proposed and seconded, the Chairman shall proceed to take the votes, unless some member rises to oppose it or to propose an amendment. No more than two members shall speak in succession either for or against any question before the meeting, and if, at the conclusion of the second speaker's remarks, no member rises to speak on the other side, the motion or amendment shall be at once put to the meeting.
- 1.1.12 Time of Amendment – A motion may be amended at any time during the debate thereon by:
- a) striking out certain words.
  - b) adding certain words; or
  - c) striking out certain words and inserting others in their place.
- 1.1.13 Any member who wishes to propose a further amendment to the motion shall have power to give notice of amendment and state its nature before the amendment before the Chair has been put to the vote.
- 1.1.14 Amendments - Only one amendment shall be entertained at the one time. If the amendment is carried,

it shall become the substantive motion, the original motion lapsing, and there shall be no necessity to put the original motion to the meeting.

1.1.15 Other Amendments - Whether an amendment is carried or not, other amendments may be submitted, in the manner to be decided, until the subject is finally disposed of.

1.1.16 Amendment Lost - In the case of all amendments being lost, the Chairman shall put the original motion to the vote.

1.1.17 Motion discharged from Agenda - A motion may be superseded at any time by:

- a) another, that it be discharged from the notice paper.
- b) a motion for the adjournment of the question under consideration; or
- c) a motion for the adjournment of the meeting; or
- d) a motion "That the next item of business be proceeded with", being resolved in the affirmative.

1.1.18 Frequency of Speech - A member shall not speak more than once upon any motion before the meeting, except:

- a) in reply upon an original motion.
- b) in committee of the whole.
- c) in explanation; or
- d) upon a point of order raised during a debate.

1.1.19 Explanation - Any member who has spoken to a motion may again be heard to explain himself regarding some part of his speech which the Chairman agrees may have been misquoted or misunderstood, but such member shall not introduce any new matter or interrupt any delegate who may be speaking, and no debatable matter shall be brought forward nor debate arise upon such explanation.

1.1.20 Motion for question to be put - A motion "that the question be now put" may be moved at any stage of a debate and shall be put immediately to the meeting without discussion. If lost, the debate shall continue as if such motion had not been moved. If carried, the mover shall have the right to reply, then the amendment if there be an amendment, or motion, if no amendment has been moved thereon, or all amendments have been disposed of, shall be put to the meeting without further discussion. No delegate who has spoken to the motion or amendment immediately before the Chair shall be permitted to move "that the question be now put".

1.1.21 Restriction on moving that question be put - At any meeting, no motion that the question be now put shall be proposed or seconded by a delegate from the same Sub-Branch as that represented by the proposer or seconder of the original motion.

1.1.22 Notice of Motion - A member may, at any meeting, give a notice of motion for a future meeting by reading such notice to the meeting and handing a copy thereof to the Chairman. Such notice of motion shall take precedence in the order in which it stands in the minute book in relation to other similar notices, unless otherwise ordered by the meeting, and will lapse if the member, or some member on his behalf, be not present when the order for notice is read.

1.1.23 Delegate's absence - If the Chairman of the meeting declares that an item on the meeting agenda paper may lapse because of the absence of the delegate proposing the item, the Chairman may accord to another delegate the right to propose such item to the meeting.

1.1.24 Precedence of Business adjourned meeting - When a motion for the adjournment of the meeting has been carried, the business then undisposed of shall have precedence in its order at the next meeting.

1.1.25 Rescinding Resolutions - Any member wishing to rescind a resolution, which has been previously passed by the meeting, must give notice of motion that, at the next meeting, he will move that such a resolution be rescinded. Such notice of motion shall require a majority of two thirds of the votes of members present at the meeting to rescind the resolution in question.

1.1.26 Cannot represent two Sub-Branches - No delegate shall, at the one time, or in connection with the one motion or any amendments thereto, represent or vote on behalf of more than one Sub-Branch.

1.1.27 Conducting vote - The Chairman shall put all questions in a distinct and audible voice to the meeting

by asking the "ayes" to vote first and, afterwards, the "noes", and shall, thereupon, give his opinion as to which are in the majority, and shall declare a show of hands or a ballot if same is asked for.

- 1.1.28 No debate during voting - No members shall speak to any question after it has been put by the Chairman, nor during a vote, except to a point of order.
- 1.1.29 Voting procedure - No member shall be allowed to vote on any show of hands or ballot who was not present when the question was first put. Every member present must vote, but in the event of a member's refusal to vote, he shall be assumed to have voted in the negative. No member shall be allowed to enter or leave the meeting while a vote is being taken.
- 1.1.30 Introduction of authorised subjects only - No member shall be allowed to obtain a discussion upon any subject through the media or correspondence, but he may introduce the matter, in his place at the meeting, by moving the suspension of Standing Orders.
- 1.1.31 Meeting to resolve as committee - The meeting may, at any time, resolve itself into a committee of the whole, and such resolution may exclude the press. So far as possible, however, business to be dealt with in committee shall be held over until all other business has been transacted.
- 1.1.32 Adjournment of meeting or debate - A motion for the adjournment of the meeting may be proposed at any time during a meeting, or for the adjournment of a debate at any time during such debate, and shall be, at once, put to the meeting by the Chairman.
- 1.1.33 Disorderly conduct - If any member at any such meeting: a) persistently and wilfully obstructs the business of any meeting. b) is guilty of disorderly conduct. c) uses objectionable words and refuses to withdraw such words. d) persistently and wilfully refuses to conform to these Standing Orders or any one or more of them; or e) persistently and wilfully disregards the authority of the Chair; the Chairman may report to the meeting that such Member has committed an offence.
- 1.1.34 Apology or explanation for offence - When any member has committed an offence, he shall be called upon to stand up in his place and make any explanation or apology he may think fit and, afterwards, a motion may be moved "that the member be suspended for the sitting of the meeting". No amendment, adjournments or debate shall be allowed on such motion, which shall be immediately put by the Chairman.
- 1.1.35 Suspension - If any member be suspended, his suspension on the first occasion shall be for the remainder of that sitting; on the second occasion for the sitting of two consecutive meetings; and on the third occasion may, in the case of a member of the State Congress, Board of Directors or Sub Branch Committees, have his seat thereon declared vacant.
- 1.1.36 Points of Order - In all cases where a point of order is raised, the member raising the same shall state his point of order clearly and distinctly and with the omission of irrelevant details. If a member is speaking, such member shall take his seat until the point of order is decided. The Chairman shall decide the matter promptly, and his decision shall be final, unless his ruling is disagreed with. Points of order shall deal with the conduct or procedure of the debate. The member rising to put the point of order shall be required to prove one or more of the following that: a) the speaker is using unacceptable language. b) he is digressing from the question. c) he is transgressing some Rule of RSLWA or Sub-Branch; or d) he is infringing the Standing Orders or, in the absence of a Standing Order relating to the point of order, is acting contrary to the general custom of debate. Points of correction, such as a protest that a speaker is not stating the truth, are not Points of Order.
- 1.1.37 Disagreement with Chairman's ruling - When a motion is moved and seconded "that the Chairman's ruling be disagreed with", the Chairman shall forthwith leave the Chair and the debate on the original question then before the Chair shall be suspended. Another Chairman shall then be appointed by the meeting and the question "that the Chairman's ruling be disagreed with" shall be discussed and decided, after which the former Chairman shall resume the Chair and the debate on the original question shall be proceeded with as if the same had not been suspended.
- 1.1.38 Suspension of Standing Orders - It shall be competent, by a two-thirds majority vote of the members present and voting, to suspend the Standing Orders, provided the effects of such suspension shall not be the amendment of these By-Laws or RSLWA Rules, and provided, further, that the suspension of the Standing Orders shall be limited in its operation to the particular purpose for which the suspension has been sought.
- 1.1.39 Re-committing Resolution - No resolution passed by a meeting shall be again debated or recommitted at the same meeting unless two-thirds of the members present and entitled to vote so agree.
- 1.1.40

Objection to validity of vote - Subject to these Standing Orders, the Chairman shall be sole and absolute judge as to the validity of any vote cast on any question, and unless objection to the validity of any vote is raised immediately after the Chairman has declared the result of the vote thereon, its validity cannot be again raised at any subsequent stage of the meeting.

## FLAG PROTOCOL

**Order of Precedence** The Australian National Flag takes precedence over all national flags when it is flown in Australia or Australian Territory. After the Australian National Flag, the order of precedence of flags are, national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.

The Australian National Flag should not normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign. **Flag Protocol for the Australian Flag on ANZAC Day** In the morning, the flag is raised to the masthead then immediately lowered to half-mast. On the first note of Reveille (sometimes referred to as the Rouse), the flag is raised smartly to the masthead.

After the ceremony, the flag is returned to the half-mast until noon, when it is raised to the masthead until sunset. **Flag Protocol for the Australian Flag on Remembrance Day** Flag is raised to the masthead from 8:00 am until 10.30 am, then lowered to half-mast.

On the first note of Reveille (sometimes referred to as the Rouse), the flag is raised smartly to the masthead. After the ceremony, the flag remains at the masthead until sunset.

From:

<https://www.itsanhonour.gov.au/>

<http://www.anzacday.org.au/education/tff/commemserve.html>

 <b>RSLWA</b>	<b>NORTH BEACH RSL SUB-BRANCH</b>
<b>Guidelines</b>	Code of Conduct Agreement for Executive Committee Members.
<b>Responsibility</b>	<b>Sub-Branch Executive</b>
<b>Date of Procedure</b>	<b>10 June 2022</b>

**Code of Conduct Agreement for Executive Committee Members**

I, *(insert full name)*

agree that I, within my capacity as an Executive Committee member of North Beach RSL Sub-Branch, will at all times:

Comply with the Constitution Rules, By-Laws and any other policy, procedure and guidelines of RSL National, RSLWA and the North Beach RSL Sub-Branch.

Attend and participate regularly in Management Committee meetings and the work of that committee.

Speak on behalf of the Sub-Branch only when authorised.

Maintain confidentiality.


Behave in a manner that does not obstruct the Sub-Branch's pursuit and fulfilment of its objectives.

Behave in a manner that is respectful of diversity, is non-discriminatory and upholds the Sub-Branch's values.

Refrain from any behavior that is abusive, physical, sexual or verbal towards any member of the Sub-Branch, staff, volunteers or members of the public.

.....  
Signature

.....  
Date

 <b>RSLWA</b>	<h2 style="text-align: center;">NORTH BEACH SUB-BRANCH</h2>
<b>Guidelines</b>	<b>Checklist: What Committee Members Need before Meeting</b>
<b>Responsibility</b>	<b>Sub-Branch Executive</b>
<b>Date of Procedure</b>	<b>10 June 2022</b>

All Management Committee members should receive the following before a meeting takes place:

**Notice of the meeting**

Dates for Management Committee meetings should be set well in advance, and where practicable on a regular day and time each month. Members are encouraged to maintain a diary of meeting times.

In order for a meeting to be effective, all Committee members need to be present. The date for the next meeting will be on each Agenda. The Secretary will advise Committee Members of Meeting dates and times.

**Minutes of the previous meeting**

The minutes are an essential record of what happened and decided at the previous meeting. It is important that minutes are prepared well, giving an accurate account of the most important actions and decisions taken at that meeting.

The headings in the minutes should refer to the points on the relevant agenda. For you as a committee member, receiving the minutes should not be a routine act of looking them over and forgetting about them. Read them over carefully to make sure they are accurate. Has anything important been left out? Are there matters arising from the minutes that you want to discuss further at the next meeting? Are there points for action that you have to deal with before the next meeting? Make some notes, then store the minutes in the relevant file and take it to the next meeting.

**Agenda for the forthcoming meeting**

You should have contributed to this agenda already. In your induction, you will have been told how to get items on the agenda for a meeting, such as by mentioning your items to the Chair after a meeting, or by ringing the Secretary by a certain date. An agenda simply lists the topics or issues for discussion, and should give shape and direction to the meeting.

**Any relevant papers**


Written reports and other material will often accompany the agenda circulated prior to a Management Committee meeting. These relevant papers may include:

Work reports on key outcomes/outputs

Financial reports

Options paper (e.g. outline of various options related to a specific topic and how each option is likely to affect the organisation).

Management Committee members should read any papers circulated before the meeting. It should be clear which papers are for information purposes and which are for discussion. This will enable Management Committee members to be well-prepared, with any questions or comments prepared prior to the meeting. Members should reflect on the agenda and decide if they have any conflicts of interest in relation to the agenda items - and be ready to let the Chair know about anything relevant.

 <b>RSLWA</b>	<h2 style="text-align: center;">NORTH BEACH SUB-BRANCH</h2>
<b>Guidelines</b>	<b>Running Effective Meetings</b>
<b>Responsibility</b>	<b>Sub-Branch Executive</b>
<b>Date of Procedure</b>	<b>10 June 2022</b>

Management Committee meetings are vital to the effective functioning of the committee and its ability to carry out its role. They are the means by which the Committee exercises its collective responsibility for leading the organisation.

**Overview**

- Planning meetings
- Effective chairing
- Decision-making

**Overview**

Meetings are necessary for:

- Decision-making
- Reporting and accountability
- Review
- Problem-solving
- Discussion

In reality, running purposeful and participative meetings can be challenging. Common experiences include:

- Long discussions with no conclusion
- Decision-making on the basis of inadequate information
- Low attendance
- Uneven participation
- Unwillingness to ask questions

These issues are not easily addressed, but meetings can become more effective if they are well-planned with a clear purpose, effectively chaired and focused on decision-making.

**Planning meetings**

Management Committee meetings are more productive if they are planned beforehand. Responsibility for planning the meeting lies with the Chair, along with the Secretary in smaller organisations, and with the most senior staff member in organisations that employ staff. All Management Committee members must ensure they have read any papers prior to the meeting and have added relevant items to the agenda.

Plan your meetings effectively by:

- Setting dates well in advance to maximise the number of members available to attend (and sending a reminder notice)
- Clarifying the purpose or focus of the meeting
- Ensuring that staff and financial reports are concise and comprehensible
- Ensuring conflicts of interest are declared



Ensuring that minutes and agreed actions from the previous meetings are circulated

Ensuring that all papers are circulated well in advance

Agreeing the meeting agenda in advance

Identifying which agenda items require a decision and which are for information or discussion

Purpose of meetings. Planning your Management Committee meetings is easier if the purpose of each meeting is clear

Management Committee meetings are for:

Monitoring and reviewing progress towards meeting the aims of the organisation

Monitoring financial performance

Ensuring all activities are consistent with the organisation's purpose and mission

Considering applications for membership of the organisation

Planning annual general meetings

Initiating and reviewing internal and external policy positions and statements

Deciding on management and governance systems and processes

Deciding the most appropriate methods of funding raising and considering applications for funding

Delegating work

Discussing and making decisions on new proposals

Planning for the future and identifying new opportunities

Delegating work

Deciding on appropriate staffing requirements, staff terms and conditions

However, each individual meeting may focus on one or two issues. Are there any developments or proposals that require a decision? Should the financial or staff report be considered early, because they were at the bottom of the agenda at the last meeting and did not receive sufficient attention.

A well-planned agenda should clearly communicate the purpose and objectives of the meeting.

### **Effective chairing**

Chairing is a key factor in the effectiveness of meetings.

The role of the Chair is to direct discussion of the committee, ensuring that the objectives of the meeting can be met, and that the committee effectively fulfils its responsibility in consideration of the items on the agenda. This involves ensuring that you are well-briefed about each agenda item and that:

Decisions are taken, recorded and carried out

The organisation's policies are applied

There is full participation

The agenda is followed

There are time limits for the meeting as a whole and for agenda items

Productive meetings require the contribution of all members of the Management Committee, who must work as a team and take joint responsibility for ensuring issues are given due consideration and decisions taken.

### **Decision-making**

Management committees are responsible for major strategic decisions and need to take decisions jointly with other members. In making any big decision, a number of steps are involved, including some or all of the following:

Information - ensuring the committee has read or heard all relevant information

The goal - what is your aim and is it consistent with the aim and direction of the organisation?  
Agreement on the goal is a crucial stage in decision-making

Choices - what choices are available to you and what are the constraints?

The plan - how to achieve your goal - what are the steps and what resources do you need?

There are other situations where it is sensible to delegate day-to-day decisions to the chief officer, or to a working group, such as for working out the details of carrying out a policy that the whole committee has agreed to.

Decision-making is much more effective if the committee establishes what is to be done, how, when and by who.

There are two common methods of making decisions: by consensus; and by taking a vote.

Some organisations have a strong commitment to consensual decision-making - and only take a vote in exceptional circumstances. Others routinely vote on issues. Regardless of how decisions are taken, all committee members should be clear about what exactly has been decided. These decisions should be clearly minuted.

Each Management Committee member has a contribution to make to effective meetings. All members should:

Prepare for meetings

Forward apologies if you are unable to attend

Use your agenda

Listen to the speakers


Learn from other people

Speak up when you have something to say

Ask questions if you are unclear or unsure

Consider all the options and share your views

Abide by decisions which are taken, whether you agree with them or not

 <b>RSLWA</b>	<h2 style="margin: 0;">NORTH BEACH SUB-BRANCH</h2>
<b>Guidelines</b>	<b>Memorial Warden</b>
<b>Responsibility</b>	<b>Sub-Branch Executive</b>
<b>Date of Procedure</b>	<b>10 June 2022</b>

The Memorial Warden is not an elected Officer under the By Laws, but appointed by the Executive, The role is outlined in the North Beach RSL Sub-Branch By Laws and Annexure. Some of the roles of the Memorial Warden, as it relates specifically to the Memorial precinct, is shared between Wardens.

### Wall of Remembrance and Memorial Plaques

Deceased RSL Members and Veterans who had a connection with the North Beach local area may be remembered in perpetuity by an embossed plaque on the Wall of Remembrance. The Wall of Remembrance, managed by the North Beach RSL Sub-Branch, is located within the Charles Owen Riley Memorial Precinct, Charles Riley Memorial Reserve.

**Policy relating to Memorial Precinct, Wall of Remembrance and Memorial Plaques  
Is incorporated in Sub-Branch By-laws**

**1.6 Memorial**

- 1.6.1 Families of qualifying local ex Service personnel and deceased members of the Sub-Branch are entitled, at their cost, to have a plaque placed on the ‘Wall of Remembrance’ at The Charles Riley Memorial Precinct.
- 1.6.2 The Wall of Remembrance and the Monument remain the property and responsibility of the City of Stirling. The North Beach Sub-Branch shall retain a vested interest in all Plaques.
- 1.6.3 The Sub-Branch will comply with the approval requirements of the City of Stirling’s “*Commemorative Memorials and Plaque Policy*”.
- 1.6.4 All Policy and Procedures for The Charles Riley Memorial Precinct and matters dealing with the administration of Plaques, rests with the President of the North Beach RSL Sub-Branch through a designated Memorial Warden, a member of the Sub-Branch appointed by the Executive Committee.

Eligibility, Design of Plaques, and Application details are contained in the **Annexure Register to the By-Laws**

**2.6 Warden**

The Sub-Branch may in accordance with RSLWA By-Laws elect no more than two Wardens. The Executive Committee may appoint additional Wardens to undertake specific defined responsibilities, including a Memorial Warden to, among other things:

Ensure that the area around the Memorial Precinct is kept to an acceptable standard.

Arrange for flags to be flown at appropriate times.

Liaise with Events Coordinators for commemorative events as required.

Contact family of deceased members to advise of Memorial Plaques procedure in a timely manner

Keep records of all applications for the sponsorship of Plaques.

Ensure that applications are valid and meet the requirements for eligibility.

Liaise with the Plaque applicant and the Plaque Manufacturer to ensure that details are correct.

Obtain permission from Office of War Graves for permission to use Australian Military Forces badge on the Plaque

Arrange the placement and fixing of Plaques.

Keep a database of the location of all Plaques.

## **PLAQUES**

### **Eligibility for Sponsored Plaques**

Deceased members of the North Beach RSL Sub-Branch, irrespective of their place of abode when deceased.

Members of the North Beach RSL Sub-Branch, awarded with Life Membership, are eligible for a '*Wall of Remembrance*' Plaque, funded by the Sub-Branch.

Local ex Service Personnel generally in the North Beach RSL Sub-Branch Catchment Area bounded by Hepburn Avenue, Karrinyup Road and Wanneroo Road and/or as agreed to by the Memorial Warden and The Executive Officers of the Sub-Branch

### **Eligibility for Pre-Paid Plaques**

Financial Member of the North Beach RSL Sub-Branch may apply to Pre-Pay for the placement of a Bronze Plaque on the North Beach Wall of Remembrance.

The Placement and Dedication of the Plaque to be arranged on the 11<sup>th</sup> of November after their death.

### **Plaque Format.**

For continuity, the format for Plaques should be the same, however there are differences for the Unit classification with the three Services. The Plaque is to be cast in bronze. The format is to be as the sample below. The Memorial Warden is to manage all applications for donation of Plaques and is to guide the Applicants as to the wording and layout of the Plaques. The Application for Donation of plaques is included at the end of this document.

### **Plaque Supplier**

Bell Plaques Pty Ltd trading as PLAQUES.COM.AU. Plaques to be made by Arrow Bronze Company.

## **Plaque Costings**

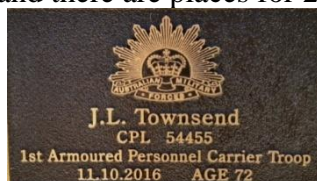
The cost of a plaque includes fitting to the wall. Cost is to be met by the applicant on receipt of a quotation from the manufacturer. Memorial Warden to liaise with the Treasurer to provide a numbered receipt to the applicant. If there is a reason that the applicant does not wish to go ahead with a Plaque, the cost can be reimbursed before the order is firmly placed with the supplier.

## **Plaque Locations on Wall**

The Plaques will be affixed to the limestone blocks as per the guidelines from the supplier. Numbering of the positions of the plaques will be by rows alphabetically from the top and columns numerically starting from the right. The first plaque being A-1.

## **Example of Plaque**

The Plaque measure 160mm x 100mm and there are places for 290 Plaques on the Memorial Wall.



## 5 FORMS

## 5.1 Membership Application Forms

The Service Member and Affiliate Member Application forms are available on the North Beach RSL Sub-Branch website on [THIS LINK](#)

**5.2 Election to Sub-Branch Office**



# Election Nomination Form



## Sub Branch Office Bearers

North Beach  
RSL Sub-Branch

### To be completed by the Member nominating the candidate for Sub-Branch Office

I ..... Being a Member of North Beach RSL  
Sub-Branch hereby nominate:

Name of Nominator

..... For the Office of:  
Name of Nominee

- President
- Vice President
- Secretary
- Treasurer / Membership Officer
- Warden

Signed and dated by me:

.....  
Signature of nominator

.....  
Date

### To be completed by the Member seconding the nomination for Sub-Branch Office

I ..... Being a Member of North Beach RSL  
Sub-Branch hereby second the Member's  
nomination

Name of Seconder

Signed and dated by me:

.....  
Signature of seconder

.....  
Date

### To be completed by the Member nominated

I ..... Being a Member of North Beach RSL  
Sub-Branch hereby accept the nomination:

Name of nominated Member

Signed and dated by me:

.....  
Signature of Member nominated

.....  
Date

### To be completed by the Returning Officer

I ..... Being Returning Officer for North Beach  
RSL Sub-Branch Annual General Meeting  
hereby acknowledge receipt of this  
nomination:

Name of Returning Officer

Signed and dated by me:

.....  
Signature of Returning Officer

.....  
Date Nomination Form Received

# VACANCIES

Elected for tenure of up to 3 years (RSLWA and Sub-Branch By-Laws)

**Nominations will close Friday dd July YYYY**

(not less than 30 days prior to Annual General Meeting)

**Electable at Annual General Meeting Monday DD August YYYY**

Position	Term	Appointee

Nominated Member	Proposed By	Seconded By

Position	Term	Appointee

Nominated Member	Proposed By	Seconded By

### 5.3 Finance

# EXPENSES REIMBURSEMENT FORM

**Attach Receipts**



**RSLWA**

North Beach  
RSL Sub-Branch

**(Original Form and Receipts to be held by Treasurer)**

LAST NAME		FIRST NAME	
ADDRESS			
SUBURB		POST CODE	
PHONE NO.			

DATE	DESCRIPTION OF EXPENSE	COST
	<b>TOTAL</b>	

SIGNATURE		DATE	
-----------	--	------	--

APPROVAL SIGNATURE		
POSITION <b>(Circle Position Held )</b>	PRESIDENT / SECRETARY	DATE

PAID		
	TREASURERS SIGNATURE	DATE

TREASURERS PAYMENT DETAILS

# INVOICE AUTHORISATION

Attach Invoice



**RSLWA**

North Beach  
RSL Sub-Branch

<b>CREDITOR</b>	
-----------------	--

DATE	DESCRIPTION OF EXPENSE	AMOUNT
<b>TOTAL</b>		

## APPROVAL

(President and / or Secretary to sign)

<b>PRESIDENT</b>			
	SIGNATURE	NAME	DATE

<b>SECRETARY</b>			
	SIGNATURE	NAME	DATE

<b>TREASURER</b>			
	SIGNATURE	NAME	DATE

(Original Form, Invoice and Receipt to be held by Treasurer)

TREASURERS PAYMENT DETAILS

## 5.4 Administration

## 5.4.1 Letterheads

# North Beach RSL Sub-Branch

THE RETURNED & SERVICES LEAGUE OF AUSTRALIA  
WA BRANCH INCORPORATED



**RSLWA**

Secretary

Wayne Koch

P.O. Box 2601

WARWICK WA 6024

0407 478 963