



# STATE CONGRESS

ANZAC House Veteran Central Perth

Saturday, 26 September 2020

## Programme Guide

### OFFICIAL OPENING:

ANZAC House Veteran Central, Level 5 Function Room, Saturday, 26 September 2020 at 0900  
Seated by 0850 – Dress: Smart Casual (medals)

### ANNUAL GENERAL MEETING:

ANZAC House Veteran Central, Level 5 Function Room, Saturday, 26 September 2020 at 1300  
Seated by 1250 – Dress: Smart Casual (no medals)

### CONGRESS RECEPTION:

ANZAC House Veteran Central, Level 1 ANZAC Club, Saturday, 26 September 2020 at 1530 – 1730  
Dress: Smart Casual (no medals)

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### AIM

The Returned & Services League of Australia WA Branch Incorporated (RSLWA) Annual State Congress is the premier event to promote the RSLWA's achievements in the preceding financial year and to present its plans for the future.

The aim of this guide is to detail the administrative duties, responsibilities and logistic requirements for the State Branch and its Sub-Branched to be actioned before and during the conduct of Congress in 2020. It should be read in conjunction with the RSLWA Constitution Rules & By-Laws.

### PARTICIPANTS

There are several categories of participant for the conduct of State Congress in WA:

- a. Delegates – in accordance with the RSLWA Constitution;
- b. Board of Directors / Trustees;
- c. Congress Agenda Committee;
- d. Chief Executive Officer and support staff;
- e. League observers;
- f. Guest Speakers; and
- g. Invited guests.

### PRELIMINARY SEQUENCE OF EVENTS

Congress proceedings will be the Official Opening Saturday 26 September 2020 at 0900 followed by the Annual General Meeting at 1300 with a detailed sequence of events will be provided in the Agenda.

### AGENDA ITEMS

Agenda Items form one of the key components for the conduct of Congress. The process for the submission and subsequent action of Agenda Items is:

1. **Agenda Items (Motions)** to be forwarded to State Branch to be received no later than **COB Friday, 7 August 2020**. *Please note: late Agenda Items cannot be accepted.*
2. The Agenda Items must comply with the Agenda Item format (**Enc 1**) and comprise of:
  - a) **Resolution:** The statement and outcome that the Sub-Branch requires to be presented to State Congress for resolution. This should be as succinct as possible.
  - b) **Preamble:** A detailed explanation or reason is provided in support of the actual Resolution. Information and statistics should be provided to support the resolution.

Motions that contain financial matters must be fully costed and show the impact it could have on RSLWA finances.

If there are any doubts regarding the above consult the 2019 State Congress Agenda, copies of which were distributed to all Sub-Branches.

**Agenda Items cannot be accepted by the Congress Agenda Committee in any other format. For further information, an example of the Agenda Item format is attached at Enclosure 1.**

3. In the event of more than one Agenda Item being submitted for resolution by a Sub-Branch, each separate Agenda Item and its associated Preamble must be typed and presented on a separate sheet of paper. **Items without a Preamble cannot be accepted.**
4. It is a requirement that Sub-Branches carefully discuss any proposed Agenda Items at a properly constituted Sub-Branch meeting and ensure that they fall within the concern and scope of the League.

**Where Constitutional Items are referred to, they must be clearly identified by the relevant Section and Paragraph number of the RSL National and State Constitutions.**

#### **LATE NOTICES OF MOTION**

The Honorary National Solicitor advised that the acceptance of and the presentation of Late Notices of Motion to the Congress may have LEGAL implications for the Branch, in that they have not had sufficient opportunity to be presented to the wider membership in accordance with the Constitution of the Branch and good governance by elected office bearers.

**It has been resolved, that in the interest of the League, no Late Notices of Motion will be accepted.**

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#### **5. The following are the appropriate category headings for Agenda Items**

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|---|--|
| • Constitution - State or National                    | • Preference in Employment                     |
| • Repatriation - Administration                       | • The League                                   |
| • Repatriation - Compensation Benefits                | • ANZAC, Commemoration, Ceremonial & Memorials |
| • Repatriation - Medical & Hospital Benefits          | • Defence and Foreign Affairs                  |
| • Repatriation - Funeral Benefits                     | • Conditions of Service                        |
| • Repatriation - Automatic Acceptance                 | • Security                                     |
| • Repatriation - Re-Establishment                     | • Population and Immigration                   |
| • Repatriation - Other Commonwealth and Allied Forces | • Education                                    |
| • Social Security and Tax                             | • Australian Youth                             |
| • Defence Service Homes                               | • General Standing Policy on Various Matters   |
|   | • Aged Care in the Veteran Community           |
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#### **DELEGATES / PROXY / COSTING**

- All Sub-Branches are required to complete and return the enclosed Remittance Advice and Delegate/Proxy/Observer Nomination Form (**Enc 2**).
- Please ensure you include on the form the Service Numbers of the members attending.
- The form is to be received by the State Branch no later than **COB Friday, 4 September 2020**.
- Late nominations cannot be accepted.

Sub-Branches are entitled to one Delegate for every 75 Financial Members, or part thereof, based on the number of Financial Members in the Sub-Branch on **31 December 2019** as recorded at State Branch Headquarters. (Enc 3).

#### **FEES - CONGRESS DELEGATES:**

1. **Congress Attendance & Morning Tea** - **NO FEE** for Sub-Branch Delegates.
2. **Lunch** for Delegates - **\$20.00 per person.**
3. **Congress Reception** - **NO FEE** for Sub-Branch Delegates attending the Reception on Saturday evening.

#### **FEES - CONGRESS NON-DELEGATES, OBSERVERS AND GUESTS:**

1. **Morning tea** for Non-Delegates, observers and guests attending Congress - **\$13.00 per person.**
2. **Lunch** for Non-Delegates, observers and guests - **\$20.00 per person.**
3. **Congress Reception** - Non-Delegates and guests attending the Reception - **\$30.00 per person.**

Please ensure that all your Congress costs for Delegates, Non-Delegates and Observers are paid for on the Remittance Form (Enc 2). Congress costs are required to be paid in advance by **COB Friday, 4 September 2020**. No invoices will be issued.

Sub-Branches may nominate Observers to attend State Congress but the Observers are *not entitled to vote or participate in debate in proceedings*.

#### **ANNUAL TROPHY COMPETITIONS**

The Annual Trophy Competition is to recognise the service, support and care provided by Sub-Branch members to the RSL, the Service and Ex-Service Community and your local community in the preceding year.

#### **CONGRESS MORNING TEA**

Served in the Function Room Level 6.

#### **CONGRESS LUNCH**

Served in the Function Room Level 6.

#### **CONGRESS RECEPTION**

ANZAC Club Level 1 - 1530 to 1730 - *(Numbers limited to 200)*

#### **CONCLUSION**

The above information is provided to allow Sub-Branches to commence preparations for their respective delegate/s attendance and representation of members at the Congress. Further Congress details will be circulated with the Congress Agenda. **Please ensure you adhere to the Congress deadlines contained in this Circular.**

#### **REMINDER TO SUB-BRANCHES**

Sub-Branch Delegates should have in their possession at State Congress:-

- The Minutes of the 2019 AGM; and
- The Annual Report for 1 January to 31 December 2019 (issued with Congress Agenda).

#### **ENCLOSURES**

1. Example Agenda Item Submission - **Due 7 August 2020** (Enc 1)
2. Remittance Advice and Delegate/Proxy/Observer Nomination Form - **Due 4 September 2020** (Enc 2)
3. Sub-Branch Delegate Entitlements – (Enc 3)
4. Congress Reception – **Due 4 September 2020** (Enc 4)

**John McCourt – Chief Executive Officer** – 26 June 2020