



94th ANNUAL STATE CONGRESS - 30 OCTOBER 2010

Programme Guide

The 94th State Congress is to be conducted in accordance with the following information:

Wreath Laying	Kings Park
Location	Flame of Remembrance
Time:	6.30 pm Friday, 29 Oct 2010
Congress	Official Opening
Location:	Mercure Hotel, Irwin St, Perth
Time:	9:00 am Saturday, 30 Oct 2010
Dinner	<ul style="list-style-type: none"> • \$70.00 Per Person • Hors-d'oeuvres • 3 Course Meal (<i>limited drinks included</i>) • Port and Cheeseboard • Limited numbers – 120 max
Location:	ANZAC House - Gallipoli Room
Timing:	6.30 pm Saturday, 30 Oct 2010
Parking:	There is ample parking the city.



Aim

The Annual State Congress is the premier event to promote the RSL's achievements in the preceding year and present its plans for the future to the community and the RSL membership.

The aim of this guide is to detail the administrative duties, responsibilities and logistic requirements for the State Branch and its sub branches to be actioned before and during the conduct of Congress in 2010. It should be read in conjunction with the RSL WA Branch Constitution, Rules & By-Laws.

Participants

There are several classes of participant for the conduct of the State Congress in WA. They are:

- Delegates – in accordance with State Constitution;
- Board Of Directors / State Executive Committee / Trustees;
- Congress Agenda Committee;
- Chief Executive Officer and support staff;
- League observers;
- Guest Speakers; and
- Invited guests.





Preliminary Sequence of Events

A detailed sequence of events will be provided in the Agenda for Congress 2010. In brief the Congress proceedings are:



• Wreath Laying	– Friday	29 October 2010	at 6.30 pm
• Official Opening	– Saturday	30 October 2010	at 9.00 am
• Workings Sessions	– Saturday	30 October 2010	at 1.00 pm
• Congress Dinner	– Saturday	30 October 2010	at 6.30 pm

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)** are to be received by the State Headquarters no later than **4.00 pm Friday 27 August 2010**. *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 which the sub branch requires to be presented to State Congress for resolution should be as succinct as possible.
 - b) **Preamble:** A detailed explanation or reason is provided in support of the actual Resolution. Factual 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 League finances

If there are any doubts regarding the above consult the 2009 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 monthly 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 League's Constitution.

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

- | | |
|--|---|
| <ul style="list-style-type: none">• Constitution – State or National• Repatriation – Administration• Repatriation - Compensation Benefits• Repatriation - Medical & Hospital Benefits• Repatriation - Funeral Benefits• Repatriation - Automatic Acceptance• Repatriation - Re-Establishment• Repatriation - Other Commonwealth and Allied Forces• Social Security and Tax• Defence Service Homes | <ul style="list-style-type: none">• Preference in Employment• The League• ANZAC, Commemoration, Ceremonial & Memorials• Defence and Foreign Affairs• Conditions of Service• Security• Population and Immigration• Education• Australian Youth• General Standing Policy on Various Matters• Aged Care in the Veteran Community |
|--|---|



Future Congress Motions

In the past State Congress has been the arena to debate issues for transmission to National Congress for further debate and appropriate action. Now that Congress is held in October, there could be a delay of many months before a WA matter was raised at a National Level. Clearly this would not be acceptable. In discussion with National Veterans Affairs Committee and National Executive agreement has been reached that motions from Sub Branches that have State Branch endorsement would be dealt with at National level on a quarterly basis. This would ensure a speedy resolution to issues. The only matters that would reach National Congress would be Standing Policy variations and Constitutional amendments. The advantage to us would be a quicker resolution to matters.

Late Notices of Motion

In previous years and in particular at the 86th WA State Congress a number delegates raised concerns on the content and acceptance of Late Notices of Motion for resolution. Their concerns were echoed by the National President of the RSL.

State Branches have received advice from the Honorary National Solicitor through our NHQ 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.

Delegates / Proxy / Costing

- All sub branches are required to complete and return the enclosed 'Remittance Advice and Delegate/Proxy/Observer Nomination' Form (Enclosure 2).
- **This applies even if they are not sending representatives to State Congress.**
- Please ensure you include Service Numbers of the members attending on the form.
- The form is to be received by the State Headquarters no later than **COB Friday, 8 October 2010.**
- 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 2009** as recorded at State Branch Headquarters.

The **Annual Welfare Levy** is a cost of 50¢ per sub branch financial member as at 31 December 2009.

The **Congress Levy** is \$25 per Delegate, **irrespective of attendance at State Congress**. This levy includes printing, postage and preparation of the Annual Report, Agenda, Admin guide and other administration requirements.

Congress fees are required to be paid in advance by **Friday, 8 October 2010** 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*. Numbers are not limited for Observers but Sub Branches are to ensure that their cost is paid for on the remittance form.



Annual Trophy Competitions

Sub Branches are encouraged to enter and be recognised for their work in the RSL and the local community, remembering that the smallest sub branch has the equal opportunity to win open categories as the largest.

In most trophy categories the evaluation is conducted on a pro-rata membership basis using a weighted system for certain aspects of the evaluation.

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.

All sub branches are encouraged to submit details for the various trophies.

Please complete the entry form (Enclosure 3) and return to the State Headquarters by **4.00pm Friday, 8 October 2010** - ***Sorry late entries can not be accepted.***

ANZAC Club Friday Night

The ANZAC Club will be open until 10.00 pm on Friday, 29 October 2010. Come along and enjoy an evening meal and relax at the bar with other members and Congress Delegates.



Congress Breakfast

The ANZAC Club will be serving a full English style buffet breakfast on Saturday morning from 7.00 am – 8.00 am. Breakfast will cost \$12.50 and includes tea and coffee.

Dietary Requirements - If there are any special dietary requirements needed over the Congress weekend, please contact State Headquarters (this includes the Congress Dinner) no later than 8 October 2010.

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:-

- The Minutes of 2008/09 AGM; and
- Annual Report for 2009/10 (to be issued with Congress Agenda).

As reference material at congress.

Enclosures

1. Example Agenda Item Submission
2. Remittance Advice and Delegate/Proxy/Observer Nomination
3. Sub Branch Competition Form
4. Congress Dinner Form



K Davidson MVO OAM
Chief Executive Officer
23 June 2010

STATE CONGRESS 2010
AGENDA ITEM SUBMISSION

STATE BY-LAWS REQUIRE:
Notices for submission by a Sub Branch to State Congress
must be approved by a majority vote present at a properly constituted meeting of that Sub Branch.

Sub-Branch: _____

President: **Printed name:** _____

Signed: _____

Secretary: **Printed name:** _____

Signed: _____

Date of Sub Branch Meeting: _____

SUBJECT: _____

MOTION:

SUPPORTING STATEMENT:

If insufficient space, please attach supplementary sheets

This Form must be submitted to the CEO, no later than – Friday 27 August 2010

The Returned & Services League of Australia WA Branch Incorporated
ANNUAL SUB BRANCH COMPETITIONS

Sub Branch _____

1. **Metropolitan Sub Branches Only**

Newdegate Cup - All round performance.

Newdegate Cup (presented by the late Sir Francis Newdegate, ex-Governor of WA) for competition between Metropolitan Sub Branches.

2. **Country Sub Branches Only**

Colonel Collett Trophy – All round performance.

Colonel Collett Trophy (presented by the late Colonel HB Collett) for competition between Country Sub Branches.

3. **Geraldton Sub Branch Shield – All round performance for Country Sub Branches with less than 100 members.**

Geraldton Sub Branch Shield presented for competition among Country Sub Branches with a membership less than 100 members.

- Note:** a. Please place tick in box to indicate entry.
 b. Please read conditions of entry.

All Sub Branches are invited to enter for these competitions and should fill in and return this form to the State Headquarters, ANZAC House, Perth, by CLOSE OF BUSINESS FRIDAY, 8 OCTOBER 2010. The competition will be judged on the information submitted on this form only.

4. **All Sub Branches are automatically entered into the following:**

- **Mary Cornell Trophy – Poppies sold in relation to membership.**
 Mary Cornell Trophy (presented by the late Hon J Cornell, MLC) for competition between ALL Sub Branches, judged on the number of Poppies sold for the year in relation to Sub Branch membership.
- **Ken Bladen Trophy – Awarded to the most outstanding Sub Branch for the recruitment of new members.**
 Ken Bladen Trophy (presented by Lieutenant Colonel Ken Bladen (Rtd)) for competition between ALL Sub Branches, judged on the number of new members recruited for the year in relation to Sub Branch membership.

I certify all information is correct

Sub Branch President

Sub Branch Secretary

Date: _____

CONDITIONS OF ENTRY

- The decision of the State Congress & Agenda Committee will be final.
- Trophies will be presented at the Annual State Congress in October 2010.
- Details of activities must be for the year ending 31 December 2009.
- Sub Branch Annual Financial Statements and other required returns must have been submitted or accompany this application otherwise the entry will be ruled ineligible.

Annual Sub Branch Competitions - Cont...

General Information (All Sub Branches must complete)

Address: _____

 _____ Phone: _____

President: _____

Secretary: _____

Membership as at 31 Dec 2008: _____ Membership as at 31 Dec 2009: _____

Have your Annual Financial Statements been lodged with ANZAC House, if not, please submit with this form?

Yes No

Does the Sub Branch have:

Women's Aux Social Club Other

Give details: _____

What fund raising activities have you conducted?

	Amount

Totals \$	

Poppy Day Appeal 2009 (nett profit): \$ _____

ANZAC Appeal 2010 (nett profit): \$ _____

Welfare:

Has the Sub Branch assisted, through their **Amelioration Account?**

Any Sub Branch Members Yes/No How Many? _____

Made donation to the RSL Welfare Fund Yes/No How Much? \$ _____

Commemorative Services Held (ANZAC Day, Remembrance Day, etc):

ANZAC Day Yes No

Remembrance Day Yes No

Others Yes No

Give details _____

Did the Sub Branch participate in:

Public Recruiting Drive Yes No Give Details _____

Youth Welfare Activities Yes No Give Details _____

Did the Sub Branch engage in any public activities: (Support local school activities or local council)?

Activity	Remarks