

Returned and Services League
of Australia, Queensland
Branch, Ipswich Railway Sub-
Branch Incorporated

Administrative and Welfare Policies

John Dredge OAM

A handwritten signature in black ink, appearing to read 'J Dredge', written over a dotted horizontal line.

Date 21/02/2023

Foreword

This policy document has been introduced and developed to provide consistency and transparency to the decision-making processes of the Ipswich Railway RSL Sub-Branch Board and Members in general.

A policy may be introduced or amended by majority vote of the members attending a general meeting where the policy is presented.

A policy will be constructed to show **Application, Purpose, and Content.**

The policy will not conflict with the Federal, State, District or Sub-Branch Constitutions.



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Policy 1

Ipswich Railway RSL Sub-Branch Inc

Motorised Mobility Devices

Application

This policy will apply to all financial members of the *Ipswich Railway RSL Sub-Branch Incorporated* with 12 months or more continuous *RSL* membership.

Purpose

The purpose of this policy is to assist members to maintain mobility and independence.

Content

The *Ipswich Railway RSL Sub-Branch Incorporated* may subsidise a financial member up to an amount of \$1000 or as determined by the Board towards the purchase or hire of a Motorised **Mobility Device** or other mobility aid considered necessary, recommended by a Medical Professional.

The member must **apply in writing to the Board for consideration.**

Reimbursement will require a **copy of the tax invoice as proof of purchase or hire.**



Policy 2

Ipswich Railway RSL Sub-Branch Incorporated

Funeral Benefit

Application

This policy applies to all financial members of the *Ipswich Railway RSL Sub-Branch Incorporated* with continuous *RSL* membership.

Purpose

The purpose of this policy is to provide some financial assistance or relief to *Ipswich Railway RSL Sub-Branch Incorporated* members or their families in time of grief.

Content

Funeral Benefits are available for members after a qualifying period of continuous membership or in extenuating circumstances are varied at the discretion of the Board. Funeral benefit is available for payment upon the death of a Member or the Partner of a Member (if requested) to the funeral director or the estate of the deceased person to assist with the funeral expenses of the Member or Partner. This benefit is available for payment ONCE ONLY per member.

The Funeral Benefit is not to exceed **\$3,000.00**.

See the Table.

Continuous Membership Years	Funeral Benefits Available
< 1	NIL
1 – 2	\$500.00
2 – 4	\$1,000.00
4 – 6	\$1,500.00
6 - 10	\$2,000.00
Over 10	\$3,000.00

Revised January 2023

Ipswich Railway RSL Sub-Branch Incorporated

Version Final

Date 21/02/2023

Policy 3

Ipswich Railway RSL Sub-Branch Incorporated

Travel Allowance

Application

This policy applies to all financial ***Ipswich Railway RSL Sub-Branch Incorporated*** members.

Purpose

The purpose of this policy is to cover out of pocket expenses of a financial Sub-Branch member representing the ***Ipswich Railway RSL Sub-Branch Inc.*** This may also include the spouse/partner of a financial member. This allowance does not include expenses covered by State RSL or prepaid by the ***Ipswich Railway RSL Sub-Branch Inc***

Content

Where a member is required to travel, purchase a meal, provide accommodation in the course of their Sub-Branch duties, they will be recompensed to the cost of this payment, providing it is, in the view of the board, reasonable. Receipts are required to receive payment. This may include the cost for an accompanying spouse/partner.



Policy 4

Ipswich Railway RSL Sub-Branch Incorporated

Appointment of Auditor

Application

This policy will apply to the procedures for appointing an auditor for the *Ipswich Railway RSL Sub-Branch Incorporated* at the **Annual General Meeting (AGM)**.

Purpose

The purpose of this policy is to provide transparency to appointing an auditor and to provide an economical and quality service to assist the Sub-Branch in applying audit provision of the ACNC and general financial decision making.

Content

The *Ipswich Railway RSL Sub-Branch Incorporated* is required to appoint an auditor at the **AGM**.

The role of the auditor is to audit the accounts in accordance with the ACNC requirements and provide financial advice when requested.

An appointment, in general, will apply for a three (3) year period subject to satisfactory performance. Each three years prior to the AGM the Sub-Branch treasurer will seek expressions of interest from the audit community. The treasurer will present the expressions of interest to the Board and AGM with a recommendation. The current auditor may be appointed for a further term should the Board and AGM so direct.



Policy 5

Ipswich Railway RSL Sub-Branch Incorporated

Use of Debit Cards

Application

This *Ipswich Railway RSL Sub-Branch Incorporated* policy will apply to the procedures for using issued debit cards.

Purpose

The purpose of the policy is to provide transparency and accountability in compliance with accounting principles and to assist the Sub-Branch in applying audit provisions of the ACNC and general financial decision making

Content

The *Ipswich Railway RSL Sub-Branch Incorporated Board* may authorise a bank debit card to a board member.

Any purchase using the card is limited to \$500 unless given consent by the Board.

All purchases will be referred to the Board as part of the monthly financial report.



Policy 6

Ipswich Railway RSL Sub-Branch Incorporated

Sub-Branch Evaluation

Application

This policy will apply to the procedures for assessing the ***Ipswich Railway RSL Sub-Branch Incorporated*** prior to the planning workshop.

Purpose

The purpose of the policy is to provide real measures of performance of the Sub-Branch.

Content

1. The Board annually reviews the Policies, Procedures and Bylaws of the ***Ipswich Railway RSL Sub-Branch Inc***
2. The Board has adequate liability insurance to cover in the event of a lawsuit.
3. Board members are confident they understand their personal, legal liability as an active member of the Board.
4. Board members can read and understand the financial reports of the Ipswich Railway RSL Sub-Branch Inc.
5. Board members are confident to ask questions about the Ipswich Railway RSL Sub-Branch Incorporated current financial position or transactions.
6. Board members are confident they can recognise where and when advice is required to assist the Board with financial decision making.
7. Board members are confident all expenses approved or ratified are recorded in the minutes of the meetings.
8. Board members recognise the financial viability of the Ipswich Railway RSL Sub-Branch Inc

Refer to Schedule One

Evaluation Consideration Document



Policy 7

Ipswich Railway RSL Sub-Branch Incorporated

Code of Conduct

Application

This policy will apply to Board Members of the *Ipswich Railway RSL Sub-Branch Inc.* Board Members are required to sign the undertaking statement upon election to the Board.

Purpose

The **Code of Conduct** is to apprise all Board Members of their responsibility to perform their duties in an ethical, appropriate manner. By accepting a position on the Board of the *Ipswich Railway RSL Sub-Branch Incorporated* the Member is acknowledging a commitment to honour this **Code of Conduct**.

Content

Preface

1. Returned and Services League of Australia (Queensland Branch) *Ipswich Railway RSL Sub-Branch Incorporated* is an incorporated association pursuant to the "Association Incorporations Act 1981".
2. Returned and Services League of Australia (Queensland Branch) *Ipswich Railway RSL Sub-Branch Inc.* received its charter on 23/04/1936 and was duly established as a Sub-Branch of Returned and Services League of Australia (Queensland Branch).
3. The Charter is a legal instrument granting privileges and rights bestowed by the parent body the Returned and Services League of Australia (Queensland Branch). Returned and Services League of Australia (Queensland Branch) *Ipswich Railway RSL Sub-Branch Inc.* is an independent branch of the League.
4. The Constitution of the *Ipswich Railway RSL Sub-Branch Incorporated* was amended at a meeting of members on ___/___/____. The registration of this Constitution with Office of Fair Trading occurred 03/12/2012. The new Constitution repeals any prior Constitution.

Code of Conduct

The Committee of the ***Ipswich Railway RSL Sub-Branch Incorporated*** Board understand, under the law they have clear fiduciary duties and responsibilities which include:

1. To act in good faith and in the best interests of the ***Ipswich Railway RSL Sub-Branch Incorporated*** always.
2. Not to improperly use information acquired during activities of *the Ipswich Railway RSL Sub-Branch Incorporated* to gain an advantage for themselves or someone else or to cause detriment to the ***Ipswich Railway RSL Sub-Branch Inc.***
3. Not to improperly use position on the ***Ipswich Railway RSL Sub-Branch Incorporated*** Board to gain advantage for themselves or others or to cause detriment to the ***Ipswich Railway RSL Sub-Branch Inc.***
4. To disclose and manage Conflicts of Interest i.e. Not allowing personal interests or of an associate, related body or person, conflict with the interests of the ***Ipswich Railway RSL Sub-Branch Inc.***
5. Managing the financial affairs of the ***Ipswich Railway RSL Sub-Branch Incorporated*** responsibility and to not allow the ***Ipswich Railway RSL Sub-Branch Incorporated*** to operate whilst insolvent.
6. To exercise powers and discharge duties carefully and diligently and while fulfilling the elected role on the Board. Exercise the powers and duties as a reasonable person might.

Refer to Schedule 2

Board Member Personal Undertaking.



Policy 8

Ipswich Railway RSL Sub-Branch Incorporated

Conflict of Interest

Application

This policy applies to all members of the *Ipswich Railway RSL Sub-Branch Inc*

Purpose

Conflicts of Interest are a normal and inevitable product of representing a charity. Problems arise when **Conflicts of Interest** are not dealt with or are not seen to be dealt with openly and effectively at the individual or Sub-Branch level. It is the policy of the *Ipswich Railway RSL Sub-Branch Incorporated* that the Board Members and others acting on its behalf are obliged to avoid ethical, legal, financial, and other **Conflicts of Interest** and to ensure personal, professional, and business activities and interests do not conflict with Sub-Branch obligations.

This **Conflict-of-Interest** notification process has been developed to provide consistency in the documentation of **Conflicts of Interest** in relation to Board Meetings and General Meetings.

Definitions

Conflict of Interest is considered to exist in situations where.

- An individual's position provides either personal benefit beyond the declared benefits arising from that position or an opportunity to influence a decision relating to another person's benefit or
- A Member, while occupying more than one (1) position, which positions involve the exercise of power or influence over one or more of the occupied positions.

Content

Resolution of Conflicts of Interest.

Ipswich Railway RSL Sub-Branch Incorporated

Version Final

Date 21/02/2023

- a) Members shall declare any actual or potential **Conflicts of Interest** either at the commencement of a **Board** or **General Meeting** or when the relevant issue arises. The nature of this **Conflict of Interest** should appear as an entry in the **meeting minutes**. The **Conflict of Interest** should be **documented** in the **Conflict-of-Interest Register** held by the Secretary.

(Schedule 1 attached to this policy)

- b) Where an actual or potential **Conflict of Interest** is identified and or registered,
- I. The member concerned shall leave the meeting as soon as the item comes up for discussion.
 - II. The member shall not vote on the issue.
 - III. The member shall not initiate or take part in any discussion on the topic, either before, during or after the meeting, unless expressly invited to do so by unanimous agreement of all members present
- c) If a member declares an existing or potential **Conflict of Interest**, Confidentiality will be respected.

The Role of the Chair

The **Chair** is **responsible** for the **oversight of the Conflict-of-Interest Policy and Procedures** and ensuring the currency of the **Conflict-of-Interest Policy**. The **Chair** may provide advice or counsel to individuals on any perceived, potential, or acknowledged **Conflict of Interest**

Refer to Schedule 3

Conflict of Interest Declaration



Policy 9

Ipswich Railway RSL Sub-Branch Incorporated

Assistance to attend Sub-Branch meetings

Application

This policy applies to all Members of *Ipswich Railway RSL Sub-Branch Incorporated*

Purpose

The *Ipswich Railway RSL Sub-Branch Incorporated* Board recognises many Members experience difficulties getting to and from meetings because of age, disability, mobility issues or the lack of appropriate transport options.

The objective of Policy 10 is to provide safe transport to and from *Ipswich Railway RSL Sub-Branch Incorporated* meetings.

Content

1. An *Ipswich Railway RSL Sub-Branch Incorporated* Member with prior approval from the Treasurer, Secretary or President may seek reimbursement for a Taxi/Uber fare to attend or get home from a Sub-Branch Meeting.
2. A Board Member with access to the *Ipswich Railway RSL Sub-Branch Incorporated* debit/credit card is authorised use the card to pay for a Taxi/Uber fare incurred by a Member.



Policy 10

Directors Honorariums

Application

This policy applies to all Board Members of ***Ipswich Railway RSL Sub-Branch Incorporated***

Purpose

The purpose of this policy is to establish guidelines for the payment of honoraria to individuals who provide services to the Ipswich Railway Sub-Branch on a voluntary basis.

Honoraria will be paid to individuals who have made significant contributions to the Ipswich Railway Sub-Branch Inc and whose services are essential to the mission and goals of the Ipswich Railway Sub-Branch Inc. The payment of honorariums is not a right and there should be no expectation of receiving payment.

Content

1. The value of the honorariums will be determined by the Board of Directors, ratified at the Annual General Meeting, and be based on the individual's level of responsibility, the time and effort required and the Ipswich Railway Sub-Branch Inc financial resources.
2. The period of coverage will be for the previous Sub-Branch Financial Year. Therefore, the board recommends the following as baseline honorariums for 2022.

President: \$5300.00

Vice President: \$1000.00

Secretary: \$5300.00

Assistant Secretary: \$3000.00

Treasurer: \$5300.00

Director (Wellness): \$4000.00

Director (Property): \$4000.00

3. This policy will be reviewed annually by the Ipswich Railway Sub-Branch Board of Directors to ensure it remains relevant and effective.

Revised January 2023

Ipswich Railway RSL Sub-Branch Incorporated

Version Final

Date 21/02/2023



Policy 11

Ipswich Railway RSL Sub-Branch Incorporated

School Bursary Awards

Application

This policy applies to all Board Members.

Purpose

The purpose of this policy is to:

- a) Enable the preservation the memory of all those who suffered or died for Australia by highlighting the role of the RSL through education.
- b) Encourage loyalty to Australia and
- c) Secure patriotic service in the interests of Australia.

Content

1. Each School Year the *Ipswich Railway RSL Sub-Branch Incorporated Secretary* will contact in writing the designated schools notifying their inclusion in the School Bursary Award Scheme and explain the purpose of the Scheme. Designated Schools the Ipswich Railway RSL Sub-Branch Incorporated supports include:

At the Primary Level: (year 6)

Brassall, St Joseph's, IAS, Ipswich North, Tivoli, Karalee, WESTMAC Jnr School

At the Secondary Level:

Middle School: (year 9)

ISHS, WESTMAC

Senior School: (year 11)

ISHS, WESTMAC, AITC

2. Schools will nominate two (2) students to receive the grant. At the Primary School Level year 6 students will be eligible, and at the Secondary Level two (2) students from year 9 (Middle School) and two Students (2) from year 11 (Senior School) will be eligible.



3. Primary Schools will receive two (2) Bursaries, each to the value of \$500.00.
4. Secondary Schools will receive two (2) Bursaries for the Middle School, each to the value of \$500.00 and two (2) Bursaries for the Senior School each to the value of \$1000.00.
5. The amount of the Award will be set by the Board from time to time. The Award was revised January 2023.
6. The ***Ipswich Railway RSL Sub-Branch Incorporated*** President or **Nominee** is to be invited to present the Bursaries.

Revised January 2023



Policy 12

Ipswich Railway RSL Sub-Branch Inc

Vocational Training Bursary/Scholarship

Application

This policy applies to all *Ipswich Railway RSL Sub-Branch Incorporated* Members and their descendants.

Purpose

To establish a scholarship accessible to descendants of financial Members of the *Ipswich Railway RSL Sub-Branch Inc.* to facilitate Vocational Training leading to meaningful employment.

To promote the relationship between the *Ipswich Railway RSL Sub-Branch Inc.* and the Ipswich Railway Workshops and acknowledge the history and contribution of all railway staff to the Defense of Australia.

Content

1. To be eligible for a Vocational Training Bursary/Scholarship an Applicant must be able to demonstrate a Familial Relationship to a financial Member of the *Ipswich Railway RSL Sub-Branch Inc.* The Nominated Member must be or have been a financial member of the *Ipswich Railway RSL Sub-Branch Inc.* for a period greater than one year (1).
2. The Vocational Training Bursary/Scholarship is only available to Applicants undertaking their training in Queensland.
3. The Applicant may apply for the Vocational Training Bursary/Scholarship in any field Leading to Meaningful Employment.
4. The Applicant may be already enrolled or participating in a School Based Apprenticeship, Traineeship, attending a Registered Training Organization (RTO), TAFE or Workplace and gaining Vocational Skills.
5. Complete and submit an application, along with any supporting documents before the closing date. Applications to open in September and close in October for the following year
6. The *Ipswich Railway RSL Sub-Branch Incorporated* will provide yearly two (2) \$2000 Vocational Training Bursary/Scholarships.
7. The *Ipswich Railway RSL Sub-Branch Incorporated* will establish a Committee for the Selection and Administration of the Policy. The Committee is to make recommendations to the *Ipswich Railway RSL Sub-Branch Incorporated* for ratification.
8. The decision of the *Ipswich Railway RSL Sub-Branch Incorporated Board* will be final with no right of appeal.

Policy 13

Ipswich Railway RSL Sub-Branch Incorporated

University of Southern Queensland (USQ) Scholarship

Application

This policy applies to all *Ipswich Railway RSL Sub-Branch Incorporated* Board Members, Recipients and others involved with the operations of scholarships or bursaries.

Purpose

The purpose of this policy is to provide to students studying a **Health-Related Degree Course at USQ**

It is considered the long-term benefit will be to veterans.

The policy is to promote the principles of the **RSL**.

Content

1. The amount of the **Scholarship** shall be set by the *Ipswich Railway RSL Sub-Branch Incorporated Board* and shall not exceed **\$5000** in any single award.
2. The **Scholarship** will be **\$5000** each year for three (3) years commencing 2020.
3. It is preferred the student is based in Ipswich.
4. The **Scholarship** is to be **Marketed** and **Administered** by **USQ**.
5. Where possible the Scholarship will be presented by the *Ipswich Railway RSL Sub-Branch Incorporated President or Nominee*.



Schedule 1

Consideration Points

Ipswich Railway RSL Sub-Branch Incorporated Board Evaluation (Please consider the following in relation to the Sub-Branch)

	Consideration Points	Yes/No
1	Board members are familiar with the <i>Ipswich Railway RSL Sub-Branch Incorporated</i> Constitution and Objects of the League.	
2	Board Members are confident they fully understand the roles and responsibilities of each committee.	
3	The Board is confident in planning and setting future directions for the <i>Ipswich Railway RSL Sub-Branch Incorporated</i> and understand community needs in relation to the objectives of the RSL.	
4	The Board is confident and capable and always acts in good faith and the best interests of the <i>Ipswich Railway RSL Sub-Branch Incorporated</i> .	
5	Board Members read the Minutes of the previous and prepare for the next meeting ahead of time.	
6	The Board attends the AGM and most of the Board and Special Meetings. General Meetings or specific Sub-Committee Meetings are attended as required.	
7	Board members are punctual to meetings.	
8	Board members actively participate in meetings by discussing agenda items and related issues, asking questions, expressing opinions, and making decisions.	
9	Board members promote a positive image of the <i>Ipswich Railway RSL Sub-Branch Incorporated</i> within the community.	
10	Board members are confident they have an accurate understanding of how the <i>Ipswich Railway RSL Sub-Branch Incorporated</i> is performing.	
11	Board members disclose any real or potential conflicts of interest and record the details in the Minutes of the Meeting.	
12	Board members understand the protocols for meetings. Once a decision is made Board Members speak as one.	
13	Board members understand the information provided in reports.	
14	Board members are confident they can ask questions about information presented to the Board.	



Schedule 2

Board Member Personal Undertaking

Undertaking

1. I know the **Objects** of the **RSL** and will promote and assist the **Ipswich Railway RSL Sub-Branch Incorporated** work towards achieving these **Objects**.
2. I am clear about my role on the Board.
3. I understand the financial situation of and am familiar with the financial statements of the **Ipswich Railway RSL Sub-Branch Inc.**
4. I understand my responsibilities and legal duties as a Board Member and keep this in mind when making decisions, particularly difficult ones.
5. I have read, understood, and undertake to follow the Constitution of the **Ipswich Railway RSL Sub-Branch Inc.**
6. I acknowledge the **Ipswich Railway RSL Sub-Branch Incorporated Board** act as a group. I always do what I think is best for the **Ipswich Railway RSL Sub-Branch Inc.**, even if it sometimes means taking a different view to other Board Members.
7. I understand the obligations to legislative requirements such as, the ACNC, ATO and other regulators and am comfortable the **Ipswich Railway RSL Sub-Branch Incorporated** can comply.
8. I acknowledge the board shares a collective responsibility to **Ipswich Railway RSL Sub-Branch Incorporated** and undertake to listen, participate, and work as a team to benefit the **Objects** of the **RSL** and **Ipswich Railway RSL Sub-Branch Inc.** Other Board Members are colleagues.
9. I will declare and manage any Conflict of Interest responsibly
10. I undertake to always act in the best interests **Ipswich Railway RSL Sub-Branch Inc.**

Declaration of Acceptance

I, _____,
as, _____ of **Ipswich Railway RSL Sub-Branch Inc.**
declare I have read and understood the **Code of Conduct**, as presented above,
agree and abide by its provisions during my term of office at the **Ipswich Railway RSL Sub-Branch Inc.**

_____/_____/_____
(Signature) (Date)

_____/_____/_____
(Signature) (Date)



(Witness) (Date)

Schedule 3

CONFLICT OF INTEREST NOTIFICATION

Introduction

This register is to be used by the **Secretary** of the Board of the **Ipswich Railway RSL Sub-Branch Incorporated** each meeting to record **Conflicts of Interest**. The register should be stored with the **Minutes** of the Meeting. The register should be used in conjunction with the **CONFLICT-OF-INTEREST NOTIFICATION**

CONFLICT OF INTEREST NOTIFICATION

Date of Meeting: __/__/__

Name of Member: _____

Issue of Conflict:

Board Response :

Declaration of Conflict of Interest recorded in Minutes: YES / NO

Date the _____ day of _____

Signed

Position



Policies and Procedures Declaration

The Policies and Procedures of the *Ipswich Railway RSL Sub-Branch Incorporated* have been reviewed and approved at Sub-Branch Meeting ___/___/___

President

Secretary

