

## **GOVERNING STATEMENT FOR MODEL RULES**

### **AUSTRALIAN NAVY IN VIETNAM VETERANS WELFARE ASSOCIATION OF WESTERN AUSTRALIA INC. ABN 33 081 537 548**

#### **Information provided to the Commissioner under section 29(5)**

The Australian Navy in Vietnam Veterans Welfare Association of WA Inc. (ANVVWA) Is a purely voluntary Ex Service Association which was created by a number of Naval veterans who were involved in the Vietnam War, who wished to assist veterans of any service of either peacetime or periods of conflict to gain through the various Acts covered by the Department of Veterans' Affairs, rehabilitation, treatment and assistance for any type of disability of which they are suffering which may be related to their service.

The Association was Incorporated on 12<sup>th</sup> July 1999.

This has since extended to welfare assistance, visitations for those who are restricted in their mobility, or in hospital, hospices and nursing homes, as well as to the families and children of those in need.

We also primarily assist clients in any part of Western Australia, including Christmas Island.

The Association relies upon volunteer staff to man its offices, which are currently located at the Medical Centre, Leeuwin Barracks, Riverside Road, East Fremantle WA. This is usually manned Tuesday to Thursday 1000 to 1400 hrs each week.

We charge no fee for our services and costs are principally met under the BEST Grant system, which is run by DVA. We are also registered as a charity and do receive some donations, which help to maintain our equipment and other costs which are not covered by the BEST Grant.

Office volunteers do not have to have any particular skills other than familiarity with our purpose and system of filing. They act as receptionists, receiving telephone calls, filing clerks and arrange booking for clients as well as making our guests comfortable. Several of our office volunteers also assist elderly veterans, war widowers and widows, making visits and assisting with transport needs.

Pension Officers, Welfare Officers, and Advocates are required to undergo training under the Training and Information Program (TIP) which is a joint national program run by Ex-Service Organisations and the Department of Veterans Affairs. All of these practitioners have to ensure their qualifications are current by attending appropriate courses run in each state within qualifying periods.

The Association is managed by a Committee, which consists of a Chairperson, Deputy Chairperson, Secretary, and at least six members, who meet quarterly to ensure the correct management of the ANVVWA. A quorum for a Committee Meeting is at least six of those officers, which must include any two of the Chairperson, Secretary or Deputy Chairperson. Any interested member may attend and participate in the quarterly meetings.

An Annual General meeting is held once per year to elect the office bearers and to decide any matters pertinent to our Rules. The meeting must be held within a period as directed by the Rules of the Association as agreed to by the Department of Commerce, Consumer Protection, Associations Incorporation Act 2015.

All clients of our Association are considered to be members and can have a say in how the Association is managed at the AGM. There is no annual fee and any member of the Association attending an Annual General Meeting may speak on any item requiring resolution. They may also raise any matter for consideration by the Committee or for the agenda of the AGM, by submitting the matter, in writing to the Secretary, to be received at least 14 days prior to the advertised meeting. The Quorum for the AGM is as for the Committee Meeting plus at least five additional members.

The Association has also erected a Memorial at Memorial Hill, Fremantle, to all naval persons who lost their lives in the Vietnam conflict and we hold an annual memorial service on 30<sup>th</sup> November each year at this location for their memory.

The ANVVWA Website can be accessed at: [www.ranveteranswelfare.asn.au](http://www.ranveteranswelfare.asn.au)