



**R S L N S W**

Respecting, supporting and remembering  
our veterans and their families

# Standard Operating Procedure 12

## RSL NSW Board Election Procedures

<b>VERSION</b>	4.1
<b>DOCUMENT STATUS</b>	FINAL
<b>APPROVED BY</b>	BOARD
<b>EFFECTIVE DATE</b>	7 SEPTEMBER 2020

---

## Table of Contents

1. Purpose.....	3
2. Background.....	3
3. Returning Officer – Powers and Duties .....	3
4. Register of Members .....	4
5. Call for Candidate Nominations.....	4
5.1. Form of Publication .....	4
5.2. Timing of Publication.....	4
6. Nominations .....	5
6.1. Timetable.....	5
6.2. Eligibility to Nominate .....	5
6.3. Nomination Lodgement Criteria.....	5
6.4. Defective Nominations .....	5
6.5. Withdrawal of Nominations .....	6
6.6. Candidate Statements .....	6
7. Member Voting.....	6
7.1. Manner of Voting .....	6
7.2. Voting Information Pack.....	7
7.3. Ballot Paper Information .....	7
7.4. Preparation of Ballot Papers .....	7
7.5. Printing and Distribution of Ballot Papers.....	7
7.6. Replacement ballot material .....	8
7.7. Postal ballot postal facilities.....	8
7.8. Online voting .....	8
7.9. Absent voting.....	8
7.10. Voting Period .....	8
7.11. Voting system .....	9
7.12. Uncontested elections.....	9
7.13. Contested ballots.....	9
8. Declaration of results .....	10
9. Definitions .....	10
10. Attachments and Appendices.....	11
11. References & Resources .....	11

## 1. Purpose

This Standard Operating Procedure (**SOP**) outlines RSL NSW Board Election Procedures. It does not set out the procedure for the appointment of those RSL NSW Board Members who are Independent Directors. The procedure for the appointment of Independent Directors is set out in the Constitution.

Unless otherwise stated in Section 9 of this SOP, capitalised terms used in this SOP have the meaning set out Appendix A of the Constitution.

The 2020 Election, is the first Board Election under the RSL NSW Act 2018 (NSW) (**Act**) and the RSL NSW Constitution (effective 1 December 2019) (**Constitution**). In order to accommodate the difficulties associated with the Covid-19 Pandemic, for the purposes of the 2020 Election, Annexure B forms part of this SOP. Annexure B includes the 2020 Nominations form and Project Plan. It has been adopted so that the 2020 Election can progress as required by the Act and the Constitution and to the extent of any inconsistency in this SOP, Annexure B prevails. RSL NSW may wish to revise this SOP following the 2020 Board Election in accordance with the Constitution.

## 2. Background

The RSL NSW Board Elected Directors are elected under the Constitution by Service Members. Elections are by secret ballot which may include ballot by electronic means.

The term of office for successful candidates will commence at the rising of that Annual General Meeting at which the result of the election is declared (Election Date). Candidates will hold office until the next Election Date, or until they otherwise cease to hold office pursuant to the law or the Constitution.

If a Director ceases to hold office pursuant to the law or the Constitution, a casual vacancy will be created which, at the discretion of the Board, may be filled in accordance with the Constitution.

## 3. Returning Officer – Powers and Duties

A Returning Officer will be appointed by the Board to conduct each election in accordance with this SOP.

The Returning Officer must **not** be an office holder or employee of RSL NSW, including of ANZAC House (State Branch), any sub-Branch or subsidiary.

The Returning Officer is responsible for:

- a) preparing and circulating a notice calling for nominations;
- b) accepting all nominations which satisfy the requirements of this Election SOP and rejecting those that do not comply with Sections 6.2 and 6.3.
- c) handling any defective nominations in accordance with Section 6.4.
- d) where a ballot is required, conducting the ballot for the positions of President as well as for Elected Directors; and notwithstanding anything else contained in this Election SOP, taking such action and giving such directions as they consider necessary, including but not limited to making void a step already taken in the election, to ensure the integrity of the ballot, and to prevent or remedy an irregularity.

## 4. Register of Members

The only persons eligible to appear on the Register of Members in a ballot are those persons who, at the date of the close of the Register of Members (Close of Register), are financial Service Members as defined in Section 9.

The Close of Register is to occur no earlier than 28 days and no later than 7 days before the day on which nominations for the election open.

After the date and time appointed for the Close of Register, alterations to the Register of Members must be limited to the correction of errors, including such as the adding of persons who were inadvertently omitted from the Register of Members, or the deletion of persons who were inadvertently included on the Register of Members.

The Returning Officer will request the Company Secretary to supply the name and postal address of every Service Member eligible to vote at an election. The Returning Officer may also request the Company Secretary to supply additional information which does not form part of the Register of Members, but is to be used to ensure no irregularity occurs, and to supply the information in electronic form. The Company Secretary must comply with such a request.

The Company Secretary must take all reasonable steps to ensure the listings supplied to the Returning Officer contain, where practicable, each eligible Service Member's residential or other postal address.

## 5. Call for Candidate Nominations

### 5.1. Form of Publication

The Returning Officer will cause a call for nominations to be published by some combination of the following, as deemed suitable and cost effective by the Board:

- a) on the RSL NSW website; or
- b) in an edition of "Reveille" and circulated to all members, directly to the member's known postal address; or
- c) via an official Member Newsletter.

### 5.2. Timing of Publication

The call for nominations must be published no earlier than four (4) months and no later than three (3) months and seven (7) days before the date of the Annual General Meeting in an Election Year.

### 5.3. Content of Call for Nominations

The call for nominations must:

- a) state that the election is being conducted by the Returning Officer;
- b) provide the contact details of the Returning Officer;
- c) invite nomination for election from all eligible persons;
- d) state the time and date for the opening and closing of nominations;
- e) state the time and date for the opening and closing of the ballot;
- f) specify where nomination forms may be obtained;

- g) specify the process for lodgement of nominations;
- h) state a time and date for withdrawal of nominations; and
- i) specify other documentation required to be submitted with the nomination (for example, contact details and signatures of two (2) financial Service Member nominators, the statutory declaration referred to in clause 6.3 below and the Candidate Statement referred to in clause 6.6 below).

## 6. Nominations

### 6.1. Timetable

Nominations for candidates will open three (3) months before the date of the Annual General Meeting in an Election Year.

Nominations close at 12.00 Noon on the twenty-eighth day after nominations have opened. Nominations received by the Returning Officer after that time will not be accepted.

If any of the above dates fall on a weekend or a public holiday, the relevant day will be the next business day after that date.

Nominations will be called for in the manner prescribed in section 5 above.

### 6.2. Eligibility to Nominate

The eligibility requirements to nominate for election as an Elected Director are set out in the Constitution and declared in item 5 of the Statutory Declaration in Section 10 of this SOP.

### 6.3. Nomination Lodgement Criteria

Nominations lodged with the Returning Officer must be on the Nomination Form specified, and be accompanied by a statutory declaration made by the candidate in the form set out in Section 10 of this SOP.

The completed Nomination Form and statutory declaration may be sent by post, by email or hand delivered to the Returning Officer and must be accompanied with the following information:

- a) full name and, if different, the form in which their name is to appear on a ballot paper;
- b) sub-Branch;
- c) occupation;
- d) the relevant qualifications and skills set that the candidate will bring to the Board, if elected;
- e) prior and current experience as a director;
- f) RSL NSW service and offices held;
- g) the date first elected, if standing for re-election;
- h) contact details including residential address;
- i) the signed endorsement of their nomination by two (2) financial Service Members as at Close of Register (including the name, sub-Branch, member number and home address of each).

### 6.4. Defective Nominations

Where the Returning Officer finds that a nomination is, or may be, defective, the Returning Officer will, before rejecting the nomination, notify the prospective candidate of the defect and, where

practicable, give them the opportunity to remedy the defect or provide further information in support of the nomination, within a reasonable period prescribed by the Returning Officer after being notified. This remedy, or the provision of further information must be resolved (where practicable) prior to the Close of Nominations.

Where the Returning Officer has notified a prospective candidate of a defective nomination, and where that person has remedied the defect and advised the Returning Officer within the time prescribed by the Returning Officer, the Returning Officer will accept the nomination.

Where the Returning Officer has notified a prospective candidate of a nomination defect, and where that person has not corrected the defect and advised the Returning Officer within the time prescribed by the Returning Officer, the nomination will be rejected.

## 6.5. Withdrawal of Nominations

A prospective candidate, or an authorised representative of a deceased candidate, may withdraw their nomination by notice in writing to the Returning Officer up to, but not later than, the Close of Nominations.

If, after the close of nominations and before the declaration of the result of the ballot, a candidate dies or is forced to withdraw due to ill health or hardship, notice will be provided to voting members of their withdrawal from the ballot and any votes received will not be counted.

## 6.6. Candidate Statements

Up to the close of Nominations, a candidate may submit to the Returning Officer a biography and/or a statement in support of their candidature only (Candidate Statement), for inclusion in the Member Voting Pack and on the RSL NSW website.

A candidate can only submit one statement and that statement will not exceed 200 words. The candidate's details are excluded from the 200 word limit.

The Returning Officer will reject any statement:

- a) which, in the opinion of the Returning Officer, is false or misleading or may lead to an irregularity; or
- b) which does not comply with these Election Rules or the Constitution.

A candidate whose statement is rejected will be notified and will be given a reasonable period of time (being not more than 48 hours) to supply a replacement statement that complies with these Election Rules.

The order of publication of candidates' statements will be the same order as candidates' names on the ballot paper. The Returning Officer will also indicate if a candidate has failed to submit a valid statement in accordance with Section 6.6.

# 7. Member Voting

## 7.1. Manner of Voting

Members can vote using one of the following means:

- a) by returning a postal ballot; or
- b) by completing an online vote.

## 7.2. Voting Information Pack

All Members will receive a voting information pack online or by post, containing:

- a) Two (2) ballot papers to be completed as follows:
  - I. One ballot paper to vote for the candidate of your choice for the vacant position of President; and
  - II. One ballot paper to vote for the candidates of your choice for the vacant positions of Elected Director.
- b) Candidate Statements; and
- c) Business reply envelope (postal votes only).

The number of vacant Elected Director positions will be advised on the Ballot Paper. Voting instructions must be followed by placing a cross or tick in the box of the candidates of your choice.

Service Members who receive RSL NSW communications online, will also receive voting information packs online.

## 7.3. Ballot Paper Information

All postal and online ballot papers must include the following:

- a) the name and logo of RSL NSW;
- b) the words "Ballot paper for the (year) election of the Board of RSL NSW by all Service Members";
- c) instructions for marking the ballot paper, including the number of candidates that must be voted for;
- d) the names of the candidates in the format and order required by these Election Rules, with a hollow square beside each;
- e) instructions for returning the ballot paper, including the date for the close of voting;
- f) the name and contact details of the Returning Officer; and
- g) any other instruction considered necessary by the Returning Officer.

## 7.4. Preparation of Ballot Papers

The Returning Officer will prepare two ballot papers; one for the position of the President and the other for the positions of Elected Director. Where a candidate nominates to stand for both President and Elected Director, they will appear on both ballot papers and their name will be identified with a symbol, different to the asterisk that denotes the retiring directors eligible for re-election.

The order of names on each ballot paper will be determined by the Returning Officer by the drawing of lots, as soon as practicable after the close of nominations and the validation of eligibility is conducted.

The ballot papers will contain the names of the candidates with the surname first, followed by the given names. No other candidate information will be printed on the ballot paper, except as provided in this clause 7.4.

## 7.5. Printing and Distribution of Ballot Papers

The Returning Officer will arrange for the printing and distribution of ballot papers to members eligible to vote, either by RSL NSW or an external provider.

On or before the opening day of the ballot the Returning Officer will forward voting material to each person on the Register of Members at their address as shown on the Register of Members.

#### 7.6. Replacement ballot material

Where a member whose name is on the Register of Members claims that the ballot material has not been received or has been lost, destroyed or spoiled, the member may make an application to the Returning Officer for the issue of replacement ballot material. The application will

- a) be in writing;
- b) set out the applicant's full name and postal address;
- c) set out the grounds on which the application is made;
- d) contain a declaration that the applicant has not voted in the ballot; and
- e) be accompanied, if practicable, by any evidence that is available of the loss, destruction or spoiling of the ballot material.

If the Returning Officer is satisfied that the information contained in the application is true and correct, the Returning Officer will issue replacement ballot material to the applicant.

#### 7.7. Postal ballot postal facilities

The Returning Officer will, for the purpose of receiving completed ballot papers, use a private box or other secure postal facility at a post office or mail centre. Access to this private box will be limited to:

- a) the Returning Officer;
- b) persons authorised in writing by the Returning Officer; and
- c) persons authorised by Australia Post.

#### 7.8. Online voting

The Returning Officer will, for the purpose of receiving secure online ballots, set up a secure voting portal to receive members' online votes. Access to this portal will be determined by the Returning Officer and will include the following:

- a) clear instructions how to lodge a vote online;
- b) the online ballot; and
- c) the Candidate Statements and relevant information to enable members to vote.

#### 7.9. Absent voting

Absentee voting is not permitted under these Election Rules, notwithstanding that a member may be eligible to vote at any election held under these Election Rules.

#### 7.10. Voting Period

Voting will open six weeks before the date of the Annual General Meeting in an Election Year.



The ballot will close at 12 noon on the twenty-eighth day after the day that the ballot opened. Votes received by the Returning Officer after that time will not be included in the scrutiny.

If any of the above dates fall on a weekend or a public holiday, the relevant day will be the next working day after that date.

#### 7.11. Voting system

The ballot will be conducted under a first past the post system as follows:

- a) The method of voting will be by placing a tick or cross in the square next to the names of the candidate(s) for whom the voter wishes to vote.
- b) Voters may complete a maximum of two ballot papers as follows:
  - I. One for the required number of candidates nominating for the position of Elected Director; and
  - II. One for a candidate nominating for the position of President.
- c) The candidates with the highest number of votes will be elected.
- d) If two or more candidates for the position of President each receive the same number of votes, the Returning Officer will decide by the drawing of lots.
- e) If in the ballot for Elected Directors for the final position, two or more candidates receive the same number of votes, the Returning Officer will decide by the drawing of lots.
- f) A ballot paper will be informal if marked other than in accordance with these Election Rules, including if the voter has voted for more or fewer candidates than instructed.

#### 7.12. Uncontested elections

If only one valid nomination for the position of President is received, the Returning Officer will declare elected the person nominated.

If, after the ballot for the position of President has been declared, and the number of valid nominations received is less than the number of Elected Director positions to be filled, the Returning Officer will declare elected the persons nominated.

Any unfilled positions will be declared casual vacancies and will be filled in accordance with the clauses 9.23 and 9.24 of the Constitution.

#### 7.13. Contested ballots

If more than one valid nomination is received for the position of President, the Returning Officer will conduct a secret ballot in accordance with this SOP of those members entitled to vote.

If the number of valid nominations received for the positions of Elected Director exceeds the number of positions to be filled, the Returning Officer will conduct a secret ballot in accordance with this SOP of members those entitled to vote.

The Returning Officer will conduct the ballot for the position of President before conducting the ballot for the positions of Elected Director.

Where there are not enough candidates standing for the positions of Elected Director, the Returning Officer will conduct the ballot for the position of President, the remaining candidates will be taken as elected as Elected Directors and any unfilled positions will be taken as casual vacancies.

## 8. Declaration of results

The Returning Officer will declare the result of the election, to the Company Secretary, within fourteen days of the closing day of the ballot by giving notice of the result in writing.

The Returning Officer will provide to the Company Secretary the following information in relation to the ballot:

- a) the total number of persons on the Register of Members;
- b) the total number of ballot papers issued;
- c) the total number of ballot papers received by the Returning Officer; and
- d) the total number of ballot papers rejected as informal.

The results will be announced first to the successful and unsuccessful candidates, by the Returning Officer, before being announced to members via an official RSL NSW communication sent to the DPC, DC's, sub-Branches and known member email addresses.

The results will also be announced at the next RSL NSW State Congress.

## 9. Definitions

**Candidate Statement** a summary not exceeding 200 words of a candidate's skills and experience.

**Close of Register** means the date appointed as the date on which the close of the Register of Members occurs.

**Elected Director** has the same meaning as set out in the Constitution

**Election Date** means the date of the rising of Congress at which the result of the election is declared.

**Election Year** has the same meaning as set out in the Constitution.

**Nomination Form** is to provide for full details of nominee, two (2) eligible nominators and include; full name, address, contact details and the RSL NSW Membership number of each person.

**Register of Members** means the list of names of those persons who, at the date of the close of the Register of Members, are financial Service Members, Life Members or Life Subscriber Members of RSL NSW and are eligible to vote on the Election Date.

**Returning Officer** means the independent third-party, appointed by the Board, to conduct the election, including candidate nominations and the member voting processes.

**Service Member** means for the purposes of this SOP, a financial Service Member, includes Life Members and Life Subscriber Members.

## **10. Attachments and Appendices**

**Annexure A Nomination Form and Statutory Declaration**

**Annexure B 2020 Election Timeline Milestones, Project Plan and Candidate Nominations Form**

## **11. References & Resources**

*Australian Charities and Not for Profits Commission Act 2012 (Cth)*

*Corporations Act 2001 (Cth)*

*RSL NSW Act 2018 (NSW)*

*N. E. Renton 'Guide for Meetings and Organisations', Volume 2, 'Guide for Meetings'*

### **Attachments and Appendices**

## **Annexure A - Nomination Form and Statutory Declaration**

**Returned and Services League of Australia (NSW Branch)**  
**Nomination Form for Elected Director**

To the Returning Officer,

.....  
I,

.....  
(Full Name)

OF

.....  
(Full Address)

Membership No ..... hereby nominate..

.....  
(Full Name)

for the position of .....

.....  
Signature of Proposer

Membership No .....

!, Second the Nomination

.....  
(Full Name)

OF

.....  
(Full Address)

Signature of Secunder

Membership No:

X

No

---

**ACCEPTANCE FORM**

I, .....

.....  
(Full Name)

OF

.....  
(Full Address)

Date of Birth.....Place of Birth.....

Membership No .....do hereby accept nomination for the position of

Director and have completed the attached Statutory Declaration in that regard.

.....  
(Signature of Candidate)

**Returned and Services League of Australia (NSW Branch)**  
**Statutory Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_

(Full Address) \_\_\_\_\_ Membership No: \_\_\_\_\_  
in the State of New South Wales do hereby solemnly and sincerely declare as follows:

1. I am a current financial Service Member of RSL NSW;
2. I am over the age of 18 years of age;
3. I am not an employee of RSL NSW; and
4. I am identical with the nominee for office named in the attached Nomination Form.

**Constitution of RSL NSW**

5. I meet all the necessary requirements and qualifications to nominate for the position of Director as detailed in the RSL NSW Constitution.

**Corporations Act**

6. I am not subject to Section 206B(1), Prior Convictions, under the *Corporations Act 2001* (Cth).
7. I am not an undischarged bankrupt under the law of Australia, its external Territories or another country as referred to in Section 206B (3) of the Corporations Act.
8. I have not executed a Deed of Arrangement under Part X of the *Bankruptcy Act 1966* (Cth) of which the terms have not been fully complied with nor has a composition under Part X of the Bankruptcy Act 1966 been accepted by creditors whereby a final payment has not been paid under the composition.
9. I have not had a personal representative or trustee appointed to administer my estate or property under the provision of any legislation relating to protected persons.
10. I have not been disqualified from managing a corporation nor have I been convicted of any offence as referred to in Part 2D.6 (prior court disqualification from managing corporations) under the Corporations Act.
11. I am aware of and accept the responsibilities of the office of Director of RSL NSW, in particular my duties under the Corporations Act under:
  - Section 180 (Care and Diligence);
  - Section 181 (Good Faith);
  - Section 182 (Use of Position);
  - Section 183 (Use of Information);
  - Section 184 (Good Faith, use of position and Use of Information);
  - Sections 191 - 195 (Conflict of Interest);
  - Sections 295, 304 (Annual Accounts); and
  - Section 588G (Company Debts) of the Corporations Law.
12. I am aware that, in accordance with Section 300 (10) of the Corporations Act, I am required to disclose in the Directors report the following:

- a) Qualifications - any tertiary qualifications or membership of professional bodies, the attainment of which required additional study or work, experience including tertiary degrees, undergraduate, post-Graduate, Technical College diplomas or certificates.
- b) Experience including such matters as:
  - i) Other directorships;
  - ii) Experience with the Company as a director or employee;
  - iii) Other relative experience; and
  - iv) Special responsibilities e.g. finance director, membership committee, building committee, etc.

#### **Australian Charities and Not-for-Profits Act 2012**

13. Should I be elected to the position of Director I will make all the required disclosures to the Company Secretary of RSL NSW as required under the ACNC Act and the Board Charter. I will comply with the following requirements of Governance Standard 5:
- to act with reasonable care and diligence;
  - to act honestly and fairly in the best interests of the charity and for its charitable purposes;
  - not to misuse the position or information gained as a Responsible Person;
  - to disclose conflicts of interest;
  - to ensure that the financial affairs of the charity are managed responsibly; and
  - not to allow the charity to operate while it is insolvent.

#### **Change in Circumstances**

14. I undertake to inform the Company Secretary of any change in my circumstances that could cause an actual or potential conflict of interest as a result of such a change that could render RSL NSW or myself in potential breach of any act or regulation.

#### **Insurance**

15. I have never been refused insurance under a Director's & Officers insurance policy.

#### **Training**

16. I will undertake ongoing training as required by law or recommended by the Board of RSL NSW.  
17. I will attend such conferences, or other educational functions as recommended by the Board.

#### **Committees**

18. I will accept nomination for such committees as directed by the Board and will carry my duties in respect of such to the best of my ability.

#### **Directors Code of Conduct/Corporate Governance Manuals**

19. I will comply with any Code of Conduct or Corporate Governance Manuals approved by the Board.

#### **Confidentiality**

20. I hereby agree to keep all matters dealt with the Board strictly confidential and shall only disclose these to other parties with the consent of the Board

If elected as a Director of RSL NSW, I accept my responsibilities under the Corporations Act and the ACNC Act and other relevant legislation, as a member of the governing body responsible for the management of the business and affairs of RSL NSW and will comply with the Constitution of RSL NSW.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

\_\_\_\_\_  
(Signature of the person making this declaration – signature must be witnessed by authorised person  
who then signs below)

SUBSCRIBED AND DECLARED at \_\_\_\_\_ (place)

on \_\_\_\_\_ day of

\_\_\_\_\_ (Month) \_\_\_\_\_ (year)

Before me

\_\_\_\_\_  
(Signature of person before whom the declaration is made)

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Title of person before whom the declaration is made

\_\_\_\_\_  
(JP, Notary Public, Legal Practitioner authorised under Section 27(1) of the Oaths Act 1900, Commissioner for Affidavits)

**Annexure B – 2020 Election Timeline Milestones, Project Plan and Candidate Nominations Form**





**RSL**  
**NSW**

# **Nomination Form**

---

2020 RSL NSW Election



## Table of Contents

<b>SECTION 1. Background Information</b>	<b>3</b>
<b>SECTION 2. Instructions</b>	<b>3</b>
2.1 Positions for nomination	3
2.2 National Police Certificate	4
2.3 Closing date for nominations	4
2.4 Confirmation of receipt of nomination from Returning Officer	4
<b>SECTION 3. Important Milestones and Dates</b>	<b>5</b>
<b>SECTION 4. Eligibility to be an Elected Director</b>	<b>5</b>
<b>SECTION 5. Candidate Information</b>	<b>6</b>
5.1 Potential candidate details	6
5.2 Authorisation to conduct background and eligibility checks and consent to their disclosure	7
5.3 Nomination by at least 10 financial service members	8
5.4 Nominators' details and declarations	9
<b>SECTION 6. Information for Publication in the Election Material</b>	<b>10</b>
6.1 Your details	10
6.2 Your candidate statement	11
6.3 Your photograph	11
6.4 Current directorships	11
6.5 Additional disclosures	12
<b>SECTION 7. Consent, declaration and checklist</b>	<b>14</b>
<b>SECTION 8. Statutory Declaration</b>	<b>15</b>

Thank you for submitting your nomination for election to the RSL NSW Board. This form provides you with the information you need to make your submission. Before you start completing this Nomination Form, you should carefully read the RSL NSW Election Information Pack (Information Pack) which accompanies this Nomination Form.

RSL NSW has appointed Link Market Services as the independent third party to conduct the 2020 Election and to act as the Returning Officer for the Election (Returning Officer). The purpose of an independent third-party Returning Officer is so that the Election can be conducted with the highest levels of probity, independence and integrity.

This form is broken into:

- SECTION 1. Background Information
- SECTION 2. Instructions
- SECTION 3. Important Milestones and Dates
- SECTION 4. Eligibility to be an Elected Director
- SECTION 5. Candidate Information
- SECTION 6. Information for Publication in the Election Material
- SECTION 7. Consent, declaration and checklist
- SECTION 8. Statutory Declaration

## **SECTION 1. Background Information**

RSL NSW is a charity that has supported NSW veterans and their families for over 100 years. It is a grassroots organisation, led by its members and volunteers. The strong connections between sub-Branches and their local communities underpin every aspect of the RSL NSW's work for veterans and their families.

The RSL NSW Act 2018 (NSW) states that the RSL NSW Board is to consist of at least three but not more than 10 Directors. The current Board is comprised of nine Directors, two of which are independent Directors appointed by the Board pursuant to Section 5 of the RSL NSW Act.

The 2020 Election is seeking nominations for seven Member Elected Directors and the RSL NSW President. The elected President also serves as a Director bringing the total number of elected positions on the Board to eight.

You can find more detailed information about the current Board of RSL NSW by visiting the RSL NSW website on [www.rslnsw.org.au/about-us/corporate-governance](http://www.rslnsw.org.au/about-us/corporate-governance)

## **SECTION 2. Instructions**

### **2.1 Positions for nomination**

Candidates can nominate for the following board positions:

1. President/Director;
2. Director

The RSL NSW "President" performs a dual role as the President as well as Director. The President is elected by the members in a separate ballot. Candidates intending to nominate to stand for the role of President should mark their intention in this Nomination Form. The candidate who successfully nominates for President will also become an elected Director.

Please note that if you are nominating for the position of President and you do not indicate your intention to also stand as a Director, you will only appear on the ballot for President (and vice versa).

## 2.2 National Police Certificate

Candidates are required to provide a National Police Certificate (NPC) with their nomination form.

The process for requesting an application for National Police Checks has been set out below for you. In the current COVID environment, Police NSW recommends that you allow a minimum of 10 working days from the date you submit your application request. Applications to request a NPC must be made online before persons can present to a NSW Police station to have the application confirmed.

1. Complete an online application form available at [www.police.nsw.gov.au](http://www.police.nsw.gov.au):
  - go to '**Online Services**' and select the '**Criminal History Check**' box;
  - select the '**Lodge Application for National Police Check**' drop down and click on the link for '**Lodge an application for a National Police Check**';
  - go to the bottom of the page and click on the '**Next**' button which will take you to the online application form;
  - follow the instructions to complete the application form, which will ask you to provide details for three forms of identity as well as any previous names (this can be done in the box located at the right of the page; be sure to press the '**Add**' button to include these in your application);
  - at the end of the online process record your Document ID number and print your confirmation page, which you will need to present at a NSW Police station.
2. Present your Document ID number (on the confirmation page) and the same three forms of identity you listed in your application to a NSW Police station.
3. Pay the appropriate fee\* either online, by credit card, when you submit your application or at a police station. \* *the application fee is the responsibility of the candidate.*

## 2.3 Closing date for nominations

Your correctly completed Nomination Form must be received by the Returning Officer by the deadline of **12.00pm (Sydney time) on Tuesday, 1 September 2020** at either of the following addresses:

- Email: [rslnsw.returningofficer@linkmarketservices.com.au](mailto:rslnsw.returningofficer@linkmarketservices.com.au)
- Post: Returning Officer, RSL NSW Election, PO Box 1508, SYDNEY SOUTH NSW 1234
- Link Market Services, Level 12, 680 George Street, SYDNEY NSW 2000

Please do not leave the submission of your nomination until the last minute. It is your responsibility to ensure that the following documents are received by the Returning Officer by, no later than 12.00pm on Tuesday 1 September, 2020:

- your correctly completed Nomination Form; and
- your National Police Check certificate; or
- the confirmation page for your NPC application request, signed by a representative from the NSW Police station where you presented for your identity check and your receipt.

**Any incomplete, incorrect or late submission will not be accepted by the Returning Officer and your nomination will be invalid.**

## 2.4 Confirmation of receipt of Nomination Form by Returning Officer

After you submit this Nomination Form, you will receive an email confirmation from the Returning Officer.

### SECTION 3. Important Milestones and Dates

Milestone	Date	Details
Open Candidate nominations	6/8/20	Nomination period commences
Close Candidate nominations	1/9/20	
Close of Register of Members	2/9/20	Official close of Register of Members: 9.00 am
Candidate confirmation	7/9/20	Election period commences
Deadline for NPC	15/9/20	<b>Final</b> date for NPC to be provided to Returning Officer (for those who submitted a confirmation page)
Member voting opens	27/10/20	6 weeks from AGM
Member voting closes	24/11/20	28 days from opening of voting
Election results declared	27/11/20	Pending final results from the Returning Officer
2020 RSL NSW Congress & AGM	6 - 8/12/20	New Directors take office

### SECTION 4. Eligibility to be an Elected Director

The following section is dedicated to setting out eligibility criteria, pursuant to the RSL NSW Constitution for persons wishing to stand as a candidate for the 2020 RSL NSW Election of Directors.

A copy of the RSL NSW Constitution has been provided as part of your Information Pack and the relevant sections of the Constitution have been included below for your reference.

9.8 *To accept and continue to hold office as an Elected Director, a person must:*

- (a) *be a Service Member of at least 18 years of age;*
- (b) *within six months of being elected, successfully complete a governance training course or a governance training refresher course as the Board considers appropriate and as prescribed by the Board;*
- (c) *possess and demonstrate a level of appropriate training, study, skills or experience relevant to the position of Elected Director; and*
- (d) *be a Fit and Proper Person.*

9.9 *To accept and continue to hold office as an Elected Director, a person must not:*

- (a) *be a sub-Branch Executive, Trustee, District Council President, District Council Executive or a District Council Delegate;*
- (b) *be an employee of RSL NSW;*
- (c) *have previously held office as a State Councillor or Director for a cumulative period of more than nine years (either continuously or in separate periods) after the first date of election as a State Councillor or Director;*
- (d) *have had their RSL NSW membership, RSL membership in any other state or their RSL National membership cancelled at any time;*
- (e) *have been removed from holding any office within:*
  - (i) *RSL NSW, a sub-Branch or a District Council,*
  - (ii) *any RSL in any other state; or*
  - (iii) *RSL National,**at any time;*
- (f) *be bankrupt, insolvent or have ever been convicted of an indictable offence;*

(g) have been disqualified by any means from managing a corporation under the Corporations Act, suspended, removed or disqualified as a responsible person under the ACNC Act or fined, convicted or found by the Minister not to be a fit and proper person (as defined by the RSL NSW Constitution) under the Charitable Fundraising Act or other applicable charitable fundraising legislation which may be in force from time to time.

9.10 An Elected Director who has previously held office as a State Councillor or Director for a cumulative period of nine years or more (either continuously or in separate periods) after their first date of election, is eligible, notwithstanding clause 9.9(c), to stand and be elected if a continuous period of at least five years has lapsed from the date they last ceased to hold office.

### Background checks

The Returning Officer will conduct the following checks for all candidates:

- RSL NSW membership eligibility
- Bankruptcy
- Directorships
- Disqualifications and bans (ASIC)

## SECTION 5. Candidate Information

### 5.1 Candidate details

Title

Given names

Family name

Former name (if relevant)

Post nominals

RSL Service Membership number

Date of birth (dd/mm/yyyy)

Place of birth

State/Country

Residential address

Suburb/City

State/Territory

Postcode

Postal address (if different from above/preferred)

Suburb/City

State/Territory

Postcode

Mobile

Telephone (business hours)

Email address

## 5.2 Authorisation to conduct background and eligibility checks and consent to their disclosure

I, \_\_\_\_\_ (name of candidate) hereby:

- undertake that I will truthfully answer all the questions and provide all the documents and other information required by the Returning Officer in relation to this nomination;
- undertake that I will promptly provide or sign any further consent or declaration necessary or desirable to enable ASIC or other background checks to be conducted and consent to any information contained in this Nomination Form or otherwise provided by me in connection with my nomination to be used for this purpose;
- undertake that I will promptly provide any further information required by the Returning Officer in connection with or otherwise associated with this nomination;
- consent to RSL NSW and/or the Returning Officer disclosing in the Election Material and on the RSL NSW website any matter which otherwise relates to my competence, fitness or suitability to being a Director of a company or which is otherwise relevant to me being a Director of RSL NSW.

Full name of candidate

Signature of candidate

Date of birth (dd/mm/yyyy)

Witness signature

Witness Name

### Important Notes

By submitting this Nomination Form, you also acknowledge the following:

- If you do not consent to undertake the background checks or your identity or eligibility for office cannot be confirmed your candidacy will not be confirmed and your name will not appear on the ballot.
- The Directors of RSL NSW have a duty to provide such material information that is brought to their attention so as to fully and fairly inform members so that they are able to place an informed vote. This applies regardless of the source of the information. Accordingly, the Election Material and the RSL NSW website may contain any information about you in relation to or otherwise connected with your candidacy in the Board Election, even if that information has not been provided by you.
- If the Returning Officer is unable to verify any of the information you provided in this Nomination Form, this fact may be disclosed in the Election Material and on the RSL NSW website.

### **5.3 Nomination by at least 10 financial service members**

#### **Information for nominators**

Candidates must be nominated by no fewer than **10** financial Service Members.

Nominators must be Service Members as at the official close of Register of Members, at at 12.00pm on 2 September, 2020.

If a person purporting to be a nominator is not a financial Service Member of RSL NSW at the Close of Nominations, their nomination will not count towards the required 10 Service Members. If a nominator is unsure of their membership status, they can contact the RSL NSW Support Unit on 1300 679 775 to confirm their membership status.

Nominators do not need to sign the same piece of paper. You may photocopy these pages as many times as you like or distribute as many copies as you need when collecting the signatures of your Nominees. The membership status of all Nominators is validated by the Returning Officer, so it is recommended that you provide more than 10 nominators as your nomination will **not** be confirmed if you fail to provide **10 valid** nominators.



**5.4 Nominators' details and declarations**

By signing below, each nominator declares that, in their opinion, the Candidate has the required experience and skills, and is a Fit and Proper Person (as defined by the RSL NSW Constitution), to hold office on the RSL NSW Board.

Full name of candidate

Position nominating for (President, Director, both) – Please specify

We declare that, in our opinion, the Candidate named above has the required experience and skills, and is a Fit and Proper Person (as defined by the RSL NSW Constitution), to hold office on the RSL NSW Board.

No.	Nominator First name Last name	Contact Details Email/Phone Number	Membership No.	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

## SECTION 6. Information for Publication in the Election Material

This section is information about you, your qualifications, skills and experience relevant to you becoming a director of RSL NSW. It is your chance to explain to members of RSL NSW why they should vote for you.

The information you include in this section will be published to RSL NSW members (including on the RSL NSW website and on the voting portal), either in full or in part and may be available for the public to view.

Word limits apply in each section of this form and these word limits govern what can and cannot be included in the Election Material. The word limits are set out below.

If you exceed the specified word limits, any words in excess of the word limit may be excised without consultation with you.

The Candidate Information and Additional Disclosures must be provided on this Nomination Form. All text for inclusion in your Candidate Information must also be provided to the Returning Officer in electronic format.

Please email your Candidate Information to [rslnsw.returningofficer@linkmarketservices.com.au](mailto:rslnsw.returningofficer@linkmarketservices.com.au) with the subject matter heading "**RSL NSW Election of Directors – [insert your name] – Candidate Information**".

**6.1 Your details** – This is how your details will appear on the voting materials, they must not exceed 30 words in aggregate.

\* Name (Given names) | Family name

\* Title(s), nickname, qualifications, post nominals, honours and professional memberships

\* **Contact details** (Only include information below that you are happy for members to contact you on)

Mobile

Telephone (business hours)

Email address

Please indicate in the boxes below, for which positions you intend to nominate. (If you tick both boxes, your name will appear on both ballots)

President\*

Director

\* The role of President is a dual role. The person elected to the position of President will also be a Director of RSL NSW.

**6.2 Your candidate statement** – This section must not exceed 200 words

In completing this Section, please:

- describe your relevant qualifications, skills and defence experience; and
- explain why RSL NSW members should vote for you to become a member of the Board.

but please **do not**:

- talk about any other candidates or their policies;
- describe what changes you wish to make, or your intentions, policies or objectives in relation to the affairs of RSL NSW, should you be elected as a director of RSL NSW or President;
- say anything which is misleading, deceptive or defamatory.

**6.3 Your photograph**

You are requested to submit a high resolution, print quality, colour photograph of yourself for publication in the Election Material and on the RSL NSW website.

Photographs should be in either jpeg, tiff or gif file formats, not less than 1MB in size and emailed to the Returning Officer at [rslnsw.returningofficer@linkmarketservices.com.au](mailto:rslnsw.returningofficer@linkmarketservices.com.au). When emailing your photo, the file name of the image must be;

- your full name; and
- whether you are nominating to stand for Director or President/Director or both.

**6.4 Current directorships**

Do you currently hold the position of director (or other similar position regardless of the name given to that position) of any company or other body, incorporated or unincorporated?

Yes  No

If yes, in relation to each directorship (or other similar position) please fill in the details below. Please exclude any company or other body which is the trustee of a family trust or self-managed superannuation fund in respect of which you are a beneficiary or member. If you are a director of subsidiaries of the same holding company, you do not need to list all these companies but please state the name of the holding company with the addition of the word "Group".

Directorship (company/your position)

Concise description/nature of business of company/body (**word limit – 15 words**)

Directorship (company/your position)

Concise description/nature of business of company/body (**word limit – 15 words**)

Directorship (company/your position)

Concise description/nature of business of company/body (**word limit – 15 words**)

Have you passed the Australian Institute of Company Directors' Company Directors Course?

Yes  Please provide the year that you passed your course

No  However I have passed the following similar course:

Name of course

Education institute

Please provide the year that you passed your course

#### **6.5 Additional disclosures** (Information MAY be published in the Election Material)

##### **Material personal interests and conflicts of interest**

This section is dedicated for you to declare positions and interests outside RSL NSW (ie other roles, shareholdings) as well as roles that are RSL NSW related.

- Please detail the nature and extent of any **material personal interest** you have in a matter that relates to the affairs of RSL NSW and any related body corporate of RSL NSW which you would be required to notify under the RSL NSW Act (2018) and the RSL NSW Constitution, should you be elected as a Director.

If none, please write nil

Please provide details of the nature and extent of any office or interest held by you which has not otherwise been disclosed by you in this Nomination Form and which, in the event that you are elected as a Director, would, directly or indirectly, create an actual, apparent or potential **conflict of interest** between your duties as a Director and either your personal interests or your duties to a third party.

If none, please write nil

**Other information**

- Is there anything else that you would like to declare?

## SECTION 7. Consent, declaration and checklist

I declare that:

- I am eligible under the Constitution of RSL NSW to be elected and to act as a Director;
- I have the required experience and skills, and am a Fit and Proper Person, to be a Director;
- I am committed to devoting such time as is necessary to carry out the duties of a Director;
- I have read and understood, and if elected as a Director, will observe the RSL NSW Board Charter;
- I understand the legal obligations of holding office as a Director of RSL NSW; and
- I have read and understood the RSL NSW Constitution.

Signature of candidate

Date (dd/mm/yyyy)

### Nomination Checklist

Before submitting your nomination please ensure that you have:

- Provided all relevant candidate information as set out in the Nomination Form
- Provided the position/s for which you are standing
- Completed your candidate statement and it does not exceed 200 words
- Provided a recent photograph of no less than 1mb
- Included your National Police Certificate or copy of your application confirmation (signed by a representative of the NSW Police Service confirming your identity)
- A minimum of 10 eligible Nominators supporting your nomination
- Completed a statutory declaration and it signed by an authorised witness (an authorised witness includes, Justice of the Peace, Solicitor, or any person authorised to administer an oath).

For enquiries with regard to your nomination please contact the RSL NSW Election Returning Officer on (02) 9375 7843.

## SECTION 8. Statutory Declaration

Making the statutory declaration in this Nomination Form is mandatory. If you do not verify the accuracy of the information you have provided in this Nomination Form by making this statutory declaration, your nomination will be invalid and you will not become a candidate in the RSL NSW Election of Directors.

Note: A person who intentionally makes a false statutory declaration is guilty of an offence which carries a punishment of up to 7 years' imprisonment.

### Statutory Declaration (*Oaths Act, 1900, Eighth Schedule*)

I,  (full name of Candidate) of

(residential address of Prospective

Candidate) do solemnly and sincerely declare that:

- A) I am not aware of any matter making me ineligible under the RSL NSW Constitution to be elected and to act as a director of RSL NSW;
- B) To the best of my knowledge and belief, the signatures of each of the persons listed as Nominators who have nominated me as a candidate are the true signatures of each of such persons; and
- C) All of the information contained in this Nomination Form or otherwise provided by me in connection with my nomination is true and correct, not misleading or deceptive, and there is no material omission from that information.

**AND I MAKE** this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Declared at (place)

Date (dd/mm/yyyy)

 on  

Signature of declarant

in the presence of an authorised witness\*, who states:

I,  (full name of authorised witness), a

(qualification of authorised witness)

certify the following matters concerning the making of this statutory declaration by the person who made it:

(\*please cross out any text that does not apply)

- 1. \*I saw the face of the person **OR** \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification<sup>1</sup> for not removing the covering
- 2. \*I have known the person for at least 12 months **OR** \*I have confirmed the person's identity using an identification document and the document I relied on was (describe identification document relied on)

Signature of authorised witness

Date (dd/mm/yyyy)

 

\* (An authorised witness includes, Justice of the Peace, Solicitor, or any person authorised to administer an oath).

<sup>1</sup> The only "special justification" for not removing a face covering is a legitimate medical reason.





## 2020 RSL NSW ELECTION | Key Milestones

Milestone	2020 Timeline
<b>CANDIDATE NOMINATION PROCESS</b>	
Issue notice to call for nominations	<b>Tuesday, 4 August 2020</b>
<b>Nominations open</b>	<b>Thursday 6 August</b>
<b>Nominations close (12.00 pm, 26 days from opening)</b>	<b>Tuesday, 1 September 2020</b>
Official close of Register of Members (9.00am)	<b>Wednesday, 2 September 2020</b>
Review Candidates' eligibility (Returning Officer)	<b>Wednesday, 2 September 2020</b>
Candidates' statements finalised (Returning Officer)	<b>Monday, 7 September 2020</b>
<b>ELECTION PERIOD BEGINS (12:00 PM)</b>	<b>Monday, 7 September 2020</b>
<b>Candidate Confirmation &amp; ballot lots draw (Returning Officer)</b>	<b>Monday, 7 September 2020</b>
Final Artwork deadline   <i>Reveille</i>	<b>Thursday, 10 September 2020</b>
<b>FINAL DEADLINE: National Police Check documents to RO</b>	<b>Tuesday, 15 September 2020</b>
Final voting packs for insertion   <i>Reveille</i>	<b>Tuesday, 22 September 2020</b>
Reveille goes to Print	<b>Thursday, 24 September 2020</b>
Voting materials distribution   <i>Reveille</i>	<b>Friday, 2 October 2020</b>
<b>Member Voting opens (Online)</b>	<b>Monday, 5 October 2020</b>
Reveille Delivered to Members	<b>Friday, 9 October 2020 (est)</b>
<b>Postal Votes Close: (Ballots must be posted to RO by this date)</b>	<b>Tuesday 10 November</b>
<b>Online Member Voting closes</b>	<b>Tuesday, 24 November 2020</b>
Elected Directors notified	<b>Wednesday, 25 November 2020</b>
Unsuccessful candidates notified by RO	<b>Thursday, 26 November 2020</b>
Election results announced on RSL NSW website	<b>Friday, 27 November 2020</b>
<b>2020 RSL NSW AGM. Directors take office at the Rise of the AC</b>	<b>Monday, 7 December 2020</b>

**RAG KEY:**

<b>RED</b>	Serious issues, dates missed, recovery plan required
<b>AMBER</b>	Some issues, being managed, need close monitoring
<b>GREEN</b>	On track

**KEY PROJECT AREAS:**

<b>SCHEDULE:</b> Project plan & timeline
<b>SCOPE:</b> Deliverables in scope (out of scope impacts reported in RISK LOG)
<b>COST:</b> Cost overruns (in and out of scope)

	TASK & DELIVERABLES	ASSIGNED TO	RAG / TASK STATUS	START	DUE	
	<b>NSW PUBLIC HOLIDAYS 2020</b>					
	Easter (Good Friday   Easter Monday)	-	COMPLETE	Fri 10/04/20	Mon 13/04/20	
	Queens Birthday	-	COMPLETE	Mon 08/06/20		
	Labour Day	-		Mon 05/10/20		
<b>1</b>	<b>Returning Officer Brief &amp; Selection</b>					
1.1	Redraft Returning Officer Brief	PM	COMPLETE	Thu 12/03/20	Fri 03/04/20	
1.2	Provide revised brief to Link & Computershare	CS	COMPLETE	Mon 30/03/20	Mon 06/04/20	
1.3	Computershare & Link to provide revised proposals Priced for each item	Link CIS	COMPLETE	Fri 03/04/20	Fri 10/04/20	
1.4	Assess Proposals for Returning Officer	CS & PM	COMPLETE	Mon 06/04/20	Mon 13/04/20	
1.5	Select Returning Officer	CS & PM	COMPLETE	Mon 06/04/20	Wed 15/04/20	
1.6	Appoint Returning Officer	CS	COMPLETE	Tue 07/04/20	Fri 17/04/20	
1.7	Regular project meetings with Returning Officer set (phone OR face2face)	PM	ONGOING	Mon 15/06/20	Fri 16/10/20	
<b>2</b>	<b>Members Register &amp; Data Management</b>					
2.1	Data testing   plan with Membership Manager	GM MS	COMPLETE	Wed 24/06/20		
2.2	Test Extracts (RSL) & Transfer to RO	Member Services	COMPLETE	Tue 30/06/20	Wed 08/07/20	
2.3	Data testing   plan with RO	PM / Link	COMPLETE	Thu 09/07/20		
2.4	Member Register data extract to RO   OFFICIAL	Member Services	IN PROGRESS	Tue 01/09/20	Wed 02/09/20	
2.5	<b>Close the Register of Members</b>	Member Services	IN PROGRESS	Wed 02/09/20		
<b>3</b>	<b>Candidate Materials</b>					
3.1	Election Rules/SOP   Legal review	HoL/CS	COMPLETE	Fri 20/03/20	Mon 11/05/20	
3.2	Election Rules/SOP   District Presidents approvals	DPC/Board	IN PROGRESS	Mon 11/05/20	Wed 15/07/20	

	TASK & DELIVERABLES	ASSIGNED TO	RAG / TASK STATUS	START	DUE	
3.3	Nomination Form   Round 1 Design	Link	COMPLETE		Fri 05/06/20	
3.4	Background Checks   Requirements	HoL/CS	COMPLETE	Thu 18/06/20	Fri 26/06/20	
3.5	Nominations process   Confirm process and parameters	HoL/CS & PM	COMPLETE	Thu 25/06/20	Fri 26/06/20	
3.6	Nomination Packs   Agree materials (nom form, code of conduct, SOP, constitution, FAQ, Directors induction doc? etc)	HoL/CS & PM	COMPLETE	Fri 12/06/20	Thu 18/06/20	
3.7	Nomination Form   Round 1 Legal review	HoL/CS	COMPLETE	Mon 15/06/20	Fri 26/06/20	
3.8	Call for Noms   Email broadcast / newsletter content - Draft 1	PM / GMMS	COMPLETE	Mon 22/06/20	Mon 29/06/20	
3.9	Call for Noms   Website content - Draft 1	PM / GM MS	COMPLETE	Mon 22/06/20	Mon 29/06/20	
3.10	Nomination Form   Round 2 Design	Link	COMPLETE	Fri 26/06/20	Fri 03/07/20	
	Election SOP Return from District Presidents Council	DPC	COMPLETE	Thu 14/05/20	Wed 15/07/20	
3.11	Nomination Form   Sign off by Noms Committee	RSL NSW	COMPLETE	Fri 31/07/20		
3.12	Call for Noms Comms   Sign off	HoL/CS	COMPLETE	Fri 31/07/20		
3.13	Candidate Nomination Packs - Final Reviews	HoL/CS	COMPLETE	Wed 05/08/20		
3.14	<b>FINAL Candidate Nomination Packs   Ready for despatch</b>	Returning Officer	COMPLETE	<b>Thu 06/08/20</b>		
<b>4</b>	<b>Candidate Nominations Process</b>		<b>OPENS</b>	<b>Thu 06/08/20</b>	<b>CLOSES</b>	<b>Tue 01/09/20</b>
4.1	Nomination announcement process - online (company website) - email broadcast	C & M	COMPLETE	Thu 18/06/20	Fri 26/06/20	
4.2	Issue Election Notice on RSL NSW website	C & M	COMPLETE	<b>Tues 04/09/20</b>		
4.3	<b>Open Nominations Period with Call to Nominations</b>		COMPLETE	<b>Thu 06/08/20</b>		
4.4	Review Nominations & liaise with prospective candidates	Returning Officer	IN PROGRESS	Thu 06/08/20	Mon 31/08/20	
4.5	<b>Close Nominations</b>		IN PROGRESS	<b>Tue 01/09/20</b>		
4.6	Review candidates' eligibility & statements for election materials (RO / RSL NSW)	Returning Officer	TIGHT TURN AROUND FLAG RISK	Wed 02/09/20	Thu 03/09/20	
4.7	Candidate statements review period (RO) - <b>If candidates did not submit nominations and have their police check returned to them, they will need to provide certificates of lodgment with their noms form. Note new compressed timeline means that candidates will potentially be confirmed before plice check is received.</b>	Returning Officer	TIGHT TURN AROUND FLAG RISK	Wed 02/09/20	Mon 07/09/20	
4.8	<b>Candidate Confirmation   Election Period Begins</b>		TIGHT TURN AROUND FLAG RISK	<b>Mon 07/09/20</b>		

	TASK & DELIVERABLES	ASSIGNED TO	RAG / TASK STATUS	START	DUE	
4.9	List of Candidates to RSL NSW	Returning Officer	TIGHT TURN AROUND FLAG RISK	Mon 07/09/20		
4.10	Drawing of ballot lots	Returning Officer	TIGHT TURN AROUND FLAG RISK	Mon 07/09/20		
4.11	Publish confirmed candidates on RSL website	C & M	TIGHT TURN AROUND FLAG RISK	Tue 08/09/20		
4.12	<b>FINAL: Candidate Bios amendments period (RSL)</b>	Returning Officer	TIGHT TURN AROUND FLAG RISK	<b>Wed 09/09/20</b>		
4.13	<b>FINAL DEADLINE: National Police Check document to RO</b>	Returning Officer	TIGHT TURN AROUND FLAG RISK	<b>Tue 15/09/20</b>		
4.14	Candidate liaison process	Returning Officer		Tue 01/09/20	Tue 24/11/20	
<b>5</b>	<b>Member Voting Materials</b>					
5.1	Draft voting instructions postal & online   Reveille pages 2 versions: President & Director ballots + President only ballot (8 valid nominations or less returned to RO by close)	Returning Officer / PM	COMPRESSED TIMELINE	Tue 11/08/20	Fri 28/08/20	
5.2	Online voting portal   voting pages & instructions	Returning Officer	COMPRESSED TIMELINE	Tue 11/08/20	Fri 28/08/20	
5.3	Call centre script   Draft 1	Returning Officer	COMPRESSED TIMELINE	Tue 11/08/20	Fri 28/08/20	
5.4	Ballot Papers (President & Directors)   Design (assume 21 candidates)	Returning Officer	TIGHT TURN AROUND FLAG RISK	Tue 11/08/20	Wed 02/09/20	
5.5	Reply paid envelope   Design	Returning Officer	TIGHT TURN AROUND FLAG RISK	Tue 11/08/20	Wed 02/09/20	
5.6	Online voting portal   RSL feedback - round 1	PM	COMPRESSED TIMELINE	Fri 28/08/20	Fri 04/09/20	
5.7	Call centre script   RSL feedback - round 1	PM	COMPRESSED TIMELINE	Fri 28/08/20	Fri 04/09/20	
5.8	Legal review & sign off Reveille pages   voting instructions and ballot papers	HoL/CS	COMPRESSED TIMELINE	Wed 02/09/20	Wed 09/09/20	
5.9	Candidate statements finalised by RO with candidates	RO	TIGHT TURN AROUND	Tue 01/09/20	Wed 09/09/20	
5.10	<b>Legal review &amp; sign off Reveille pages   Candidate statements</b>	HoL/CS	TIGHT TURN AROUND	Wed 02/09/20	Wed 09/09/20	
5.11	<b>Candidate information &amp; voting instructions to Hardie Grant (Reveille pages)</b>	PM / RO	TIGHT TURN AROUND	<b>Thu 10/09/20</b>		
5.12	Legal review & sign off Voting Packs	HoL/CS	TIGHT TURN AROUND	Mon 07/09/20	Fri 11/09/20	
5.13	<b>RSL Sign Off   Voting pack (2 x ballot papers, reply paid &amp; outer envelopes)</b>	HoL/CS	COMPRESSED TIMELINE	<b>Fri 11/09/20</b>		

	TASK & DELIVERABLES	ASSIGNED TO	RAG / TASK STATUS	START	DUE	
5.14	Online voting portal   Returning Officer updates - round 2	PM	COMPRESSED TIMELINE	Fri 04/09/20	Wed 16/09/20	
5.15	Call centre script   Returning Officer updates - round 2	PM	COMPRESSED TIMELINE	Fri 04/09/20	Wed 16/09/20	
5.16	Member voting packs : Printed & Wrapped	Returning Officer	COMPRESSED TIMELINE	Mon 14/09/20	Mon 21/09/20	
5.17	Member voting packs delivered to HG Mail House	Returning Officer	COMPRESSED TIMELINE	Tue 22/09/20		
5.18	RSL sign off   Reveille	RSL / HG	COMPRESSED TIMELINE	Tue 22/09/20		
5.19	Reveille goes to print	Hardie Grant	COMPRESSED TIMELINE	Thu 24/09/20		
5.20	Online voting portal   RSL user testing	Returning Officer	COMPRESSED TIMELINE	Mon 21/09/20	Fri 25/09/20	
5.21	Call centre script   Legal/RSL NSW sign off	HoL/CS	COMPRESSED TIMELINE	Fri 02/10/20		
5.22	Voting portal   Legal/RSL NSW sign off	HoL/CS / PM	COMPRESSED TIMELINE	Fri 02/10/20		
5.23	Reveille distributed to Members	Hardie Grant	COMPRESSED TIMELINE	Fri 02/10/20		
5.24	GO LIVE   Member Voting portal	Returning Officer	COMPRESSED TIMELINE	Mon 05/10/20		
5.25	Reveille in Members homes	Hardie Grant	COMPRESSED TIMELINE	Fri 09/10/20		
6	Member Voting Process		ONLINE OPENS	Mon 05/10/20	ONLINE CLOSES	Tue 24/11/20
6.1	Reveille (October) Delivery	Hardie Grant		Fri 02/10/20		
6.2	Member Comms Update TBC   via email	GMMS				
6.3	Voting Opens	Returning Officer		Mon 05/10/20		
6.4	Inbound voting processing	Returning Officer		Mon 05/10/20	Tue 24/11/20	
6.5	GO LIVE   Member Voting portal	Returning Officer	COMPRESSED TIMELINE	Mon 05/10/20		
6.6	Postal Votes Close (ballots must be posted)	Returning Officer	COMPRESSED TIMELINE	Tue 10/11/20		
6.7	Online Voting Closes	Returning Officer	COMPRESSED TIMELINE	Tue 24/11/20		

	TASK & DELIVERABLES	ASSIGNED TO	RAG / TASK STATUS	START	DUE	
<b>7</b>	<b>Declaration of Results</b>					
7.1	Results announcement   Website draft	C & M		Tue 24/11/20	Wed 25/11/20	
7.2	Results announcement   Members comms draft	C & M		Tue 24/11/20	Wed 25/11/20	
7.3	Results announcement   Media releas draft	C & M		Tue 24/11/20	Wed 25/11/20	
7.4	Results announcement   Comms signed off	HoL/CS		Tue 24/11/20	Wed 25/11/20	
<b>7.5</b>	<b>Results (preliminary) advised to RSL NSW</b>	Returning Officer		<b>Tue 24/11/20</b>		
<b>7.6</b>	<b>Results (final) declared to RSL NSW</b>	Returning Officer		<b>Wed 25/11/20</b>		
<b>7.7</b>	<b>Elected Directors notified (by RO/RSL NSW?)</b>	TBC		<b>Wed 25/11/20</b>		
<b>7.8</b>	<b>Unsuccessful Candidates notified by RO</b>	Returning Officer		<b>Thu 26/11/20</b>		
<b>7.9</b>	<b>Results announcement   RSL NSW website</b>	C & M		<b>Thu 26/11/20</b>		
<b>7.10</b>	<b>Elected Directors take office   Close of RSL NSW AGM</b>	RSL CEO		<b>Mon 7/12/20</b>		
<b>8</b>	<b>Final Reports &amp; Close</b>					
8.1	Post Implementation Review / Lessons learned	Returning Officer		Fri 04/12/20		
8.2	Post Implementation Review / Lessons learned	PM / HoL/CS		Mon 16/11/20	Wed 16/12/20	