



AGENDA

**FOR BUDGET AND FINANCE COMMITTEE MEETING TO BE HELD ON
21 OCTOBER 2019 AT CONCLUSION OF POLICY AND PLANNING COMMITTEE
IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY**

MEMBERS

Cr B Brug (Chairman)
Mayor G Aldridge
Cr M Blackmore
Cr L Braun (Deputy Chairman)
Cr C Buchanan
Cr A Duncan
Cr K Grenfell
Cr N Henningsen
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr G Reynolds
Cr J Woodman

REQUIRED STAFF

Chief Executive Officer, Mr J Harry
General Manager Business Excellence, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager Community Development, Ms P Webb
General Manager City Infrastructure, Mr J Devine
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

APOLOGIES

An apology has been received from Cr D Hood.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Budget and Finance Committee Meeting held on 16 September 2019.

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OTHER BUSINESS

CLOSE



**MINUTES OF BUDGET AND FINANCE COMMITTEE MEETING HELD IN THE
COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON**

16 SEPTEMBER 2019

MEMBERS PRESENT

Cr B Brug (Chairman)
Mayor G Aldridge (*from 7.25pm*)
Cr M Blackmore
Cr L Braun (Deputy Chairman)
Cr C Buchanan
Cr A Duncan
Cr K Grenfell
Cr D Hood
Cr P Jensen
Cr S Ouk
Cr D Proleta
Cr S Reardon
Cr J Woodman

STAFF

A/Chief Executive Officer, Mr C Mansueto
General Manager City Development, Mr T Sutcliffe
General Manager Community Development, Ms P Webb
General Manager City Infrastructure, Mr J Devine
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.22 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies were received from Cr N Henningsen and Cr G Reynolds.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr M Blackmore
Seconded Cr D Hood

The Minutes of the Budget and Finance Committee Meeting held on 19 August 2019, be taken and read as confirmed.

CARRIED

Moved Cr M Blackmore
Seconded Cr A Duncan

The Minutes of the Confidential Budget and Finance Committee Meeting held on 19 August 2019, be taken and read as confirmed.

CARRIED

REPORTS

Administration

6.0.1 Future Reports for the Budget and Finance Committee

Moved Cr J Woodman
Seconded Cr D Hood

1. The information be received.

CARRIED

6.0.2 Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 9 September 2019

The information contained in the Innovation and Business Development Sub Committee of the meeting held on 9 September 2019 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

6.0.2-IBDSC3 Future Reports for the Innovation and Business Development Sub Committee

Moved Cr K Grenfell
Seconded Cr J Woodman

1. The information be received.

CARRIED

6.0.2-IBDSC4 Salisbury Water Business Unit - Expression of Interest

Moved Cr K Grenfell
 Seconded Cr J Woodman

1. Information be received.
2. Further update be provided following the finalisation of the Dry Creek proposal.

CARRIED

6.0.2-IBDSC5 Customer Review Dashboard

Moved Cr K Grenfell
 Seconded Cr J Woodman

1. The information be received.

CARRIED

6.0.2-IBDSC6 Local Government Reform Program - Reform Areas 1 and 2

Moved Cr K Grenfell
 Seconded Cr J Woodman

1. That the proposed position and associated comments made at this meeting on each of the reform proposals contained in Reform Areas 1 and 2 in the table attached to Item No. IBDSC6 on the agenda, be provided as an attachment to the report from this meeting to the Budget and Finance Committee, for inclusion in the submission to the State Government on the *Reforming Local Government in South Australia Discussion Paper*.

CARRIED

IBDSC-OB1 Provision of Presentations to Elected Members

Moved Cr K Grenfell
 Seconded Cr J Woodman

1. That Elected Members be provided with hard copies of all presentations with their weekly business papers.

CARRIED

Rating Matters

6.6.1 Review of Financial Hardship Policy

Mayor Aldridge entered the meeting at 7.25 pm.

Moved Cr J Woodman
Seconded Cr S Reardon

1. The information be received.
2. The Financial Hardship Policy as set out in Attachment 1 to this report (Item 6.6.1, Budget and Finance, 16/09/2019) be endorsed.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 7.25 pm.

CHAIRMAN.....

DATE.....

ITEM	6.0.1
	BUDGET AND FINANCE COMMITTEE
DATE	21 October 2019
HEADING	Future Reports for the Budget and Finance Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	This item details reports to be presented to the Budget and Finance Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

RECOMMENDATION

1. The information be received.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Report authors and General Managers.
- 2.2 External
 - 2.2.1 Nil.

3. REPORT

3.1 The following table outlines the reports to be presented to the Budget and Finance Committee as a result of a Council resolution:

Meeting Item	Heading and Resolution	Officer
24/06/2019 13.2 Due:	Consideration of Council's Strategic Procurement Direction Council has previously resolved this resolution to be confidential. December 2019	Charles Mansueto
26/08/2019 1.3.1 Due:	Salisbury Community Hub - Project and Construction Progress Report 2. That the hours of operation to Library Services is increased to provide for the period 8.30am to 9:30am Monday to Friday, with the increase in costs (approximately \$140k) funded through existing salary & wages provision for 2019/20, and a report is brought back as part of the 2020/21 budget process to consider any future funding and service level changes. April 2020	Pippa Webb
26/08/2019 6.1.3 Due:	Event Management Framework and Room Booking Fees & Charges - Salisbury Community Hub 5. That a report on the operation of the Event and Room Booking Framework be brought back to Council following 12 months of operation from the opening of the Salisbury Community Hub. December 2020	Charles Mansueto
23/09/2019 6.0.2- IBDSC4 Due:	Salisbury Water Business Unit - Expression of Interest 2. Further update be provided following the finalisation of the Dry Creek proposal. February 2020	Bruce Naumann

4. CONCLUSION / PROPOSAL

3.2 Future reports for the Budget and Finance Committee have been reviewed and at this point in time there are none that require a subsequent report to be presented.

CO-ORDINATION

Officer:	Executive Group	GMBE	GMCD
Date:	14/10/19	27/09/19	27/09/19

ITEM	6.0.2
	BUDGET AND FINANCE COMMITTEE
HEADING	Minutes of the Innovation and Business Development Sub Committee meeting held on Monday 14 October 2019
AUTHOR	Karen Boyd, Governance Support Officer, CEO and Governance
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	The minutes and recommendations of the Innovation and Business Development Sub Committee meeting held on Monday 14 October 2019 are presented for Budget and Finance Committee's consideration.

RECOMMENDATION

1. The information contained in the Innovation and Business Development Sub Committee Minutes of the meeting held on 14 October 2019 be received and noted and that the following recommendations contained therein be adopted by Council:

IBDSC1 Future Reports for the Innovation and Business Development Sub Committee

1. The information be received.

IBDSC2 Customer Review Dashboard

1. The information be received.

IBDSC3 Community Experience Charter Framework

1. Endorse the proposed Community Experience Framework
2. Administration bring back a final draft of the Community Experience Charter to the December 2019 Informal Strategy session before presenting to the Innovation & Business Development Sub Committee.
3. Note the work required on finalising and reviewing the Service Standards, Consultation & Engagement and Feedback documentation

IBDSC4 Local Government Reform Program - Reform Areas 3 and 4

That the proposed position and associated comments made at this meeting on each of the reform proposals contained in Reform Areas 3 and 4 in the table attached to Item No. IBDSC4 on the agenda, be provided as an attachment to the report from this meeting to the Budget and Finance Committee, for inclusion in the submission to the State Government on the *Reforming Local Government in South Australia Discussion Paper*.

IBDSC-OB1 Expenditure for Salisbury Plays Events

1. That a report be provided to the Innovation and Business Development Sub Committee giving a detailed summary of expenditure for all “Salisbury Plays” events.
2. That the Innovation and Business Development Sub Committee undertake a review of the Salisbury Plays program.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Minutes Innovation and Business Development Sub Committee - 14 October 2019
2. Local Government Reforms - Reform Areas 3 and 4 I&BD Sub Committee

CO-ORDINATION

Officer:

Date:



**MINUTES OF INNOVATION AND BUSINESS DEVELOPMENT SUB COMMITTEE
MEETING HELD IN COMMITTEE ROOMS, 12 JAMES STREET, SALISBURY ON**

14 OCTOBER 2019

MEMBERS PRESENT

Cr K Grenfell (Chairman)
Cr L Braun
Cr C Buchanan (Deputy Chairman)
Cr A Duncan
Cr P Jensen
Cr J Woodman

OBSERVERS

Cr N Henningsen
Cr S Reardon

STAFF

Acting Chief Executive Officer, Mr C Mansueto
Manager Governance, Mr M Petrovski

The meeting commenced at 7.12 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

APOLOGIES

Apologies were received from Mayor G Aldridge and Cr D Hood.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr L Braun
Seconded Cr J Woodman

The Minutes of the Innovation and Business Development Sub
Committee Meeting held on 09 September 2019, be taken and read as
confirmed.

CARRIED
UNANIMOUSLY

REPORTS

IBDSC1 Future Reports for the Innovation and Business Development Sub Committee

Moved Cr J Woodman
Seconded Cr L Braun

1. The information be received.

CARRIED
UNANIMOUSLY

IBDSC2 Customer Review Dashboard

Moved Cr C Buchanan
Seconded Cr P Jensen

1. The information be received.

CARRIED
UNANIMOUSLY

IBDSC3 Community Experience Charter Framework

Moved Cr C Buchanan
Seconded Cr A Duncan

1. Endorse the proposed Community Experience Framework
2. Administration bring back a final draft of the Community Experience Charter to the December 2019 Informal Strategy session before presenting to the Innovation & Business Development Sub Committee.
3. Note the work required on finalising and reviewing the Service Standards, Consultation & Engagement and Feedback documentation

CARRIED
UNANIMOUSLY

Suspension of Formal Meeting Procedures

Moved Cr K Grenfell
Seconded Cr L Braun

1. That formal meeting procedures be suspended to allow discussion regarding IBDSC4 – Local Government Reform Program – Reform Areas 3 and 4.

CARRIED

Formal meeting procedures were suspended at 7.20 pm.

Formal meeting procedures resumed at 7.50 pm.

IBDSC4 Local Government Reform Program - Reform Areas 3 and 4

Moved Cr J Woodman
Seconded Cr L Braun

That the proposed position and associated comments made at this meeting on each of the reform proposals contained in Reform Areas 3 and 4 in the table attached to Item No. IBDSC4 on the agenda, be provided as an attachment to the report from this meeting to the Budget and Finance Committee, for inclusion in the submission to the State Government on the *Reforming Local Government in South Australia Discussion Paper*.

CARRIED

OTHER BUSINESS

IBDSC-OB1 Expenditure for Salisbury Plays Events

Moved Cr P Jensen
Seconded Cr C Buchanan

1. That a report be provided to the Innovation and Business Development Sub Committee giving a detailed summary of expenditure for all “Salisbury Plays” events.
2. That the Innovation and Business Development Sub Committee undertake a review of the Salisbury Plays program.

CARRIED

CLOSE

The meeting closed at 7.52 pm.

CHAIRMAN.....

DATE.....

Proposed Legislative Provision Reform Area 3	Council Position	Council Comment
3.1 Change the timing of periodic council elections to the year following a state election.	SUPPORT	The Change may be beneficial for avoiding voter fatigue and encourage increased voter participation.
3.2 Enable ECSA to provide some ballot papers electronically.	OPPOSE	If introduced, it should only apply to regional Councils and subject to necessary security systems in place to maintain confidentiality and integrity in the voting process.
3.3 Clarify that councils are responsible for information sessions about the role of a council member and that ECSA is responsible for election promotion.	SUPPORT	Reflects current practice.
<p>3.4 Require councils to undertake specific activities to inform property franchise holders of their need to self-enrol (and introduce penalties for non-compliance).</p> <p>OR</p> <p>Re-introduce the automatic enrolment of property franchise holders, with each body corporate and group required to nominate an eligible natural person as a 'designated person' in order to receive ballot papers.</p>	<p>CONDITIONALLY SUPPORT</p> <p>OPPOSE</p>	<p>Council supports maintaining current requirement for property franchise holders to self-enrol but considers that ECSA should be responsible for promoting to property franchise holders their need to self-enrol.</p> <p>Re-introduction of automatic enrolment of property franchise holders is costly due to Councils needing to maintain a supplementary voters roll.</p>
3.5 Require ECSA to receive all nominations and publish candidate profiles.	SUPPORT	<p>This ensures integrity of the nominations process.</p> <p>This should be liberalised to enable candidates to make political comment on Council decisions.</p>

3.6 Remove the term limit on holding the office of Lord Mayor.	OPPOSE	
3.7 Require candidates to 'tick a box' stating whether they live in the area they are contesting.	OPPOSE	Eligibility for Council election is not predicated on where a person lives.
3.8 Require candidates to state whether they are a member of a political party or any association of body formed for political purposes, or have been within the past 12 months.	SUPPORT	
3.9 Require ECSA to host all information on donations received by candidates.	SUPPORT	
3.10 Require candidates to report to ECSA, any single donations above a prescribed amount (for example, \$2000) within five business days of receipt.	CONDITIONALLY SUPPORT	Requirement for reporting should be within 10 business days.
3.11 Enable all candidates to request an electronic copy of the voters roll from the relevant council.	SUPPORT	
3.12 Remove the requirement for councils to make a 'designated decision' within their caretaker policies on the use of council resources, in favour of a statement within general caretaker responsibilities that council resources must not be used to advantage particular candidates.	OPPOSE	The caretaker period that is legislated for Councils also reflects practice for State and Federal elections.
3.13 Extend the voting period by one week to better allow for postal delays.	OPPOSE	

3.14 Change the counting method to the 'exclusion method'.	STRONGLY OPPOSE	It diminishes the democratic process.
3.15 If a vacancy on a council is created within 12 months of a periodic election, allow this to be filled through a 'countback' of candidates.	OPPOSE	This is undemocratic.
3.16 Extend the period of time in which a vacancy does not need to be filled to 12 months before a periodic election.	OPPOSE	This is undemocratic and leaves communities unrepresented for too long.
3.17 Enable councils without wards, and with at least nine members, to 'carry' two vacancies.	OPPOSE	This is undemocratic.
3.18 (Model 1) Simplify representation reviews, and make public consultation requirements more flexible.	SUPPORT	
3.19 (Model 2) Transfer the responsibility for representation reviews to the Local Government Boundaries Commission.	OPPOSE	
3.20 Suspend council members running for State Parliament for the duration of the election campaign (and suspend allowance payments accordingly).	SUPPORT	

Proposed Legislative Provision Reform Area 4	Council Position	Council Comment
4.1 Replace the prescriptive community engagement requirements in the Local Government Act with a more flexible 'Community Engagement Charter'.	SUPPORT	
4.2 Review the requirements for councils to publish notices.	SUPPORT	
4.3 Allow councils to refuse a request for an internal review of a council decision where the request is substantially similar to a matter that has been reviewed, or is under review through another process.	SUPPORT	This proposal extends broadly current City of Salisbury policy and practice.
4.4 Enable councils to charge a small fee for internal review requests.	OPPOSE	A cost or minimal fee should not be a deterrent for citizens to request a decision to be reviewed, and this is in the context of Councils having the ability to refuse a request for an internal review of a council decision.
4.5 Set a time limit on which requests for internal review of decisions can be made.	CONDITIONALLY SUPPORT	Suggest 6 months.
4.6 Require councils to consider recommendations for improved administrative practices in their annual report on internal reviews.	OPPOSE	Unnecessary and bureaucratic.
4.7 Remove the 'informal gatherings' provisions in the Local Government Act, in favour of establishing a new category of meetings, such as 'information or briefing sessions.	GENERAL SUPPORT	More detail about how it is different to current provisions.

4.8 Require councils to publish details of information sessions held, what was discussed, who attended and whether the session was open or not.	OPPOSE	The current requirements for giving notice of scheduled informal gatherings (Informal Strategy at CoS) and advising of the subject matter to be discussed are sufficient for purposes of transparency. In addition unless the meeting confidentiality provisions of the Act apply, informal gatherings are open to the public.
4.9 Compile all council members' registers of interest into one, simple plain English form.	SUPPORT	
4.10 Publish council members' Register of Interest in full on the council website (with the exception of specific residential address information).	OPPOSE	It is acknowledged that it is a public document but it should have to be requested if a person of the public has a genuine interest in knowing the information, rather than being available for sake of curiosity.
4.11 Require councils to publish any document that is currently available at a council office on its website (with the exception of the Assessment Record).	SUPPORT	Support is subject to this applying to documents that are prescribed as having to be available for public inspection (with the exception of the Assessment Record).
4.12 Remove the requirement for councils to have documents 'available for inspection', but require them to print a copy on request (for a fee).	SUPPORT	It is assumed that any amendment would replace 'available for inspection' with 'available on a Council's website'. Also see comment to reform 4.11.
4.13 Include in the legislation a single list of all material to be published on a council website.	SUPPORT	

4.14 Create two categories of community land revocation proposals within the Act ('administrative' and 'significant') and require Ministerial approval only for 'significant' proposals.	SUPPORT	
4.15 Enable limited amendments to Schedule 8 to allow minor changes to the management of prescribed land.	CONDITIONALLY SUPPORT	More detail required.
4.16 Clarify that councils do not need to undertake community land revocation proposal where the council's care, control and management of the land has been withdrawn under the <i>Crown Land Management Act 2009</i> .	SUPPORT	
4.17 Enable a council to revoke the classification of land as community land where owners cannot reasonably be found.	SUPPORT	
4.18 Provide a mechanism to allow councils to acquire private roads where the owner consents, where the owner is deceased or where the owner cannot reasonably be found and to allow the council to retain or transfer the land to another party.	SUPPORT	
4.19 Review the public consultation requirements that apply to permits and authorisations, in line with a new community engagement approach.	SUPPORT	
4.20 Remove specific provisions regarding mobile food vendors, in favour of a 'general right of appeal' where a council has unreasonably affected a business.	CONDITIONALLY SUPPORT	Generally support on the basis that it does not go to the Small Business Commissioner but to an independent and governance-related authority.

ITEM	6.1.1
	BUDGET AND FINANCE COMMITTEE
DATE	21 October 2019
HEADING	Budget Timetable 2020/21
AUTHOR	Kate George, Manager Financial Services, Business Excellence
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.
SUMMARY	To enable appropriate diary management the budget workshops and meetings are being planned now, and will be incorporated into the 2020 meeting schedule. This report details proposed meeting and workshop dates, and associated draft agendas required to ensure the 2020/21 Budget is adopted at the June 2020 Council meeting.

RECOMMENDATION

1. Information be received.
2. Council endorse the timetable for the preparation and presentation of the 2020/21 budget, subject to adoption of the meeting schedule by Council at the November Council meeting.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 To enable Elected members to plan for and prioritise budget meetings the proposed meeting and workshop schedule for the 2020/21 Budget process has been prepared.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 The proposed timetable has been discussed with the Executive Group.

3. REPORT

- 3.1 The 2020/21 budget planning process has commenced and it is anticipated that the formal adoption of the budget and declaration of rates for 2020/2020 will occur at the June 2020 Council meeting. To ensure this timeframe is met a series of meetings with Council are required between March and June 2020.

- 3.2 The Elected Member Weekend Workshop in February will include a discussion of strategic direction, key projects, and long term financial sustainability concepts and impacts. The information considered at the relevant sessions of this weekend workshop will help to inform the budget and the information that is presented to Council during the budget process. Further details on the structure and content of the Elected Member Weekend Workshop will be provided closer to the event.
- 3.3 A series of Council workshops and meetings are proposed between March and June. Public consultation of the Annual Plan and Budget is planned for May, with time set aside for any verbal representations at the May Council meeting and consultation feedback will be reported to Council at the June Budget and Finance meeting. The dates of the meetings and workshops and the associated draft agendas are detailed in the table below:

Meeting Date	Meeting Time	Purpose
8, 9 February 2020	9am-5pm Sat 9am-1pm Sun TBC	Elected Member Weekend <ul style="list-style-type: none"> • Long Term Financial Plan Concepts and sustainability indicators • Strategic Initiatives
Wednesday 26 February 2020	First Budget Workshop 6.30pm - 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • Capital New Initiatives • PF&E New Initiatives
Wednesday 4 March 2020	Second Budget Workshop 6.30pm - 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • Recap Elected Member Residential Outcomes • Base Operating Budget • Operating New Initiatives • IT New Initiatives • Recreation Fees & Charges
Monday 16 March 2020	Budget and Finance Committee (at Conclusion of Policy and Planning)	<ul style="list-style-type: none"> • Business Units report on current year and overview of Budget 2019/20 • Update from first budget workshop • Budget Bids Report
Wednesday 25 March 2020	Third Budget Workshop 6.30pm - 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • Update on second workshop • Updated Consolidated Summary • Long Term Financial Plan • NAWMA Presentation • Recreation Services Presentation
Wednesday 1 April 2020	Fourth Budget Workshop <i>(if required)</i> 6.30pm – 9.30pm Council Chambers (Informal)	<ul style="list-style-type: none"> • If required to complete budget discussions prior to finalising the draft budget for public consultation
Wednesday 15 April 2020	Audit Committee 6.30pm	<ul style="list-style-type: none"> • S126(4)(AB) review of the draft annual plan
Monday 20 April 2020	Budget and Finance Committee (at Conclusion of Policy and Planning)	<ul style="list-style-type: none"> • Updated Consolidated Summary • Update on Budget Workshop Actions • Other Budget Refinements • Finalise Draft Budget • Draft Annual Plan and Budget
Monday 27 April 2020	Council Meeting 7:00pm	<ul style="list-style-type: none"> • Adoption of draft Annual Plan for consultation

ITEM 6.1.1

Meeting Date	Meeting Time	Purpose
Monday 18 May 2020	Budget and Finance Committee (at Conclusion of Policy and Planning)	<ul style="list-style-type: none">• Updated Consolidated Summary• Rating Updated• Update on any other outstanding items
Monday 8 June 2020*	Budget and Finance Committee	<ul style="list-style-type: none">• Feedback from Public Consultation• Update Consolidated Summary• Rating Update• Final changes
Monday 22 June 2020	Council Meeting 7.00pm	<ul style="list-style-type: none">• Formal Adoption of the Budget and Declaration of Rates

* June Budget and Finance Committee meeting brought forward

3.4 The timetable is generally consistent with prior years noting that:

3.4.1 Recreation Fees & Changes will be considered earlier in the budget process to enable more time for review and feedback, and

3.4.2 June Budget and Finance Meeting, has been brought forward to the second Monday rather than the first (as per previous years) , to provide more time for the collation of and responding to public consultation feedback.

with these changes highlighted in purple in the timetable above.

4. CONCLUSION / PROPOSAL

4.1 The proposed budget meeting and workshop dates are provided for consideration. The timing of these meetings is required to ensure smooth passage of the budget to enable its endorsement at the June 2020 Council meeting.

CO-ORDINATION

Officer:

Date:

ITEM	6.6.1
	BUDGET AND FINANCE COMMITTEE
DATE	21 October 2019
HEADING	Discretionary Rate Rebate Application for SA Poultry Association Inc
AUTHOR	Kathryn Goldy, Team Leader Revenue, Business Excellence
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY

An application has been received for Council to consider a 75% Discretionary Rate Rebate from SA Poultry Association Inc with premises located at 6 Acrylon Road, Salisbury South SA 5106.

SA Poultry Association Inc is requesting Council consider providing a discretionary rate rebate under Section 166 (1) (b), (d), (e), (j) and (l) (i) and (ii) of the Local Government Act.

RECOMMENDATION

1. The Budget and Finance Committee recommends to Council that in relation to SA Poultry Association Inc:
 - (a) No rate rebate should be granted in respect of the premises known as 6 Acrylon Road, Salisbury South SA 5106; and
 - (b) The rate rebate application lodged by SA Poultry Association Inc dated 23 August 2019 should be dismissed.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Rate Rebate Policy
2. SA Poultry Association Inc Rate Rebate Application Form

1. BACKGROUND

- 1.1 Council endorsed a Rate Rebate Policy in February 2019 (0103/2019) (Attachment 1) along with the endorsement of Discretionary Rebates for 2019/20 and 2020/21.
- 1.2 At this time details of all mandatory and discretionary rate rebates were provided to Council. In 2019/2020 Council has provided rebates of \$1,214,619 with \$1,185,690 being mandatory. The Council endorsed discretionary rebates in total \$28,928 for 2019/20 for the following entities:

ITEM 6.6.1

Item 6.6.1

Facilities & Service for Young Children/Youth	Address	Rebate %	Value of Rebates 2019/20
Salisbury Lutheran Church Kindergarten Inc.	6-10 Waterloo Corner Road , Salisbury SA 5108	100%	1,836.10
Salisbury Occasional Child Care Centre Inc.	25-27 Ann Street , Salisbury SA 5108	100%	2,391.20
St Francis Community Child Care Inc.	306 Waterloo Corner Road, Paralowie SA 5108	100%	2,356.20
Minister For Economic Development (NFP Kindy) Mawson Lakes Park Way Child Care Centre	5 Park Way , Mawson Lakes SA 5095	100%	3,287.90
Guides Association SA Inc.	5 Guerin Lane , Salisbury SA 5108	100%	1,473.15
Scouts SA	1909-1911 Main North Road , Salisbury Heights SA 5109	100%	1,216.95
Scouts SA	18 Canna Road , Ingle Farm SA 5098	100%	1,016.00
Scouts SA	7 Kalimna Crescent , Paralowie SA 5108	100%	1,016.00
Scouts SA	20 Jackson Street , Parafield Gardens SA 5107	100%	1,016.00
Guides Association SA Inc.	21 Melville Road , Salisbury East SA 5109	100%	1,195.60
Mawson Lakes Garden Terrace Child Care Centre	12-28 Garden Terrace , Mawson Lakes SA 5095	100%	3,476.85
TOTAL			20,281.95

Council Endorsed Discretionary Rebates	Rationale	Rebate %	Value of Rebates 2019/20
Meals on Wheels SA Inc.*receives a 75% mandatory rebate as well. In total 100%	Provides a benefit or service to the Local Community	25%	254.00
John Street Salisbury Pty Ltd (Northern Volunteering SA Inc.)	Provides a benefit or service to the Local Community	100%	1,016.00
SA Water (St Kilda Tram Museum Depot)	Preservation of buildings or places of historic significance	100%	1,456.55
Military Vehicle Preservation Society of SA Inc. (National Military Vehicle Museum)	Preservation of buildings or places of historic significance	100%	1,302.35
Australian Migrant Resource Centre	Provides a benefit or service to the Local Community	100%	2,407.90
Marra Murrangga Kumangka Inc.	Provides a benefit or service to the Local Community	100%	2,209.75
TOTAL			8,646.55

1.3 A Council may grant a Discretionary Rate Rebate under Section 166 (1) for various reasons under the Local Government Act (the Act) in this application received SA Poultry Association Inc (SAPA) have requested the discretionary rate rebate be provided based on:

- (b) *where the rebate is desirable for the purpose of assisting or supporting a business in its area;*
- (d) *where the land is being used for educational purposes;*
- (e) *where the land is being used for agricultural, horticultural or floricultural exhibitions;*
- (j) *where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;*
- (l) *where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—*
 - (i) *a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or*
 - (ii) *a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;*

In considering such applications Council needs to take into account (Section 166 (1a))

- (a) *the nature and extent of Council services provided in respect of land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and*
- (b) *the community need that is being met by activities carried out on the land for which the rebate is sought; and*
- (c) *the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons,*

and may take into account other matters considered relevant by the council.

2. REPORT

2.1 The following application has been received for a discretionary rate rebate from SA Poultry Association Inc (SAPA) for the property located on 6 Acrylon Road, Salisbury South SA 5106. They are applying for a 75% discretionary rate rebate for their rates assessment which is associated with their club rooms.

2.2 SAPA is the State body of a number of South Australian Poultry Clubs. Their website advises that they are committed to the promotion of pure breeds of poultry as a vibrant, exciting and challenging recreational activity for all ages. The club rooms contain a meeting room that contains a kitchen area including a wall oven and refrigerator with an external eating area that is screened from the exhibition area. The building has penning for approximately 1,500 birds undercover and is available for hire.

- 2.3 Recently SAPA were approached by Telstra to place a Phone Tower on their building, which is an additional revenue source for SAPA. SAPA have stated that the phone tower has caused unexpected financial pressure due to higher energy costs and now an additional rates bill. Reading the phone tower agreement, Telstra provide SAPA with a Power Consumption Reimbursement of \$3,000 per annum, and further if SAPA can demonstrate that their power has increased by more than this amount, by furnishing historical and current power bills Telstra will review the Power Reimbursement. Our understanding from having our own phone towers is that power does not increase significantly following installation.
- 2.4 Aerial photography shows that the phone tower was installed between February 2018 and April 2018. This is verified by the copy of the agreement that SAPA reached with Telstra in relation to the phone tower with the commencement date of 1 March 2018. The aerial view of the building also confirms that SAPA have installed 72 solar panels on the roof of the building. While the installation cost would have been a large outlay at the beginning, it would be assisting in reducing SAPA's overall electricity cost.
- 2.5 Under Section 148 (1) (b) of the Act – Land against which rates may be assessed states
- (1) Rates may be assessed against—*
- (a) any piece or section of land subject to separate ownership or occupation; or*
- This means in this instance that the club rooms for SAPA receives a valuation of \$360,082 and the phone tower lease with Telstra receives a valuation of \$49,918. Due to the capital value of the Phone Tower assessment it attracts the minimum rate of \$1,016 as the capital value is under \$237,940.
- 2.6 The annual rates bill for the 2019/20 financial year for the club rooms is \$1,537.55.
- 2.7 In their application and following discussion with the contact person for SAPA being Mr J S Hawker, he understands the reason for the separate rates bill for the phone tower, however states that this was unexpected and so was the rise in their electricity costs when they agreed for Telstra to place a Phone Tower on their building. This has created financial hardship for the club and that they would find it difficult to pass on the additional costs to club members as they are also under financial stress.
- 2.8 SAPA has applied for a discretionary rate rebate under Section 166 (1) (b) of the Act. Section 166 (1) (b), (d), (e), (j) and (1) (i) and (ii) of the Act. Council has the power to provide a Discretionary Rate Rebate for:
- (b) where the rebate is desirable for the purpose of assisting or supporting a business in its area;*
- (d) where the land is being used for educational purposes;*
- (e) where the land is being used for agricultural, horticultural or floricultural exhibitions;*
- (j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;*

- (l) *where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—*
- (i) *a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or*
- (ii) *a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;*
- 2.9 Further in considering such applications Council needs to take into account S166 (1a):
- (a) *the nature and extent of Council services provided in respect of land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and*
- (b) *the community need that is being met by activities carried out on the land for which the rebate is sought; and*
- (c) *the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons,*
- and may take into account other matters considered relevant by the council.*
- 2.10 Council may wish to consider that the SAPA is not in significantly different financial circumstances than many other community groups or organisation in our community, who are not for profit and balance the cost of providing their services with various revenue sources. In this instance the financial circumstances that the club now finds themselves in is due to the decision to enter into a lease agreement with Telstra for a phone tower on their building. This commercial activity was a decision in which they initially thought would bring financial benefits to the club, and they have the option under the agreement to approach Telstra regarding a review of the Power Consumption reimbursement. These aspects should be taken into account when considering this application.
- 2.11 As part of the application process we have asked SAPA to provide financial statements which they have been unable to do. Their bank statement shows that they have around \$7k in the bank, however this is not sufficient to be able to gain an understanding of the organizations financial sustainability.
- 2.12 The Rate Rebate Policy endorsed by Council in February 2019 (0103/2019) details in paragraph 3.1.1 other matters that Council may wish to consider and take into account, as detailed below, with response in the right hand column:

Matters for Consideration	Points for consideration
(i) why there is a need for financial assistance through a rebate;	<p>SAPA is requesting Council exercise their discretion to provide a 75% rate rebate for rates associated with their club rooms which are located at 6 Acrylon Road, Salisbury South SA 5106. SAPA state that their finances have been adversely impacted by their decision to enter a lease agreement with Telstra for a phone tower to be installed on their property. SAPA stated they have additional electricity costs and additional rates assessment associated with the phone tower.</p> <p>The rates reduction being requested on the club rooms is from \$1,537.55 to \$384.39 being a reduction of \$1,153.16.</p>
(ii) the level of rebate (percentage and dollar amount) being sought and why it is appropriate	<p>SAPA is seeking a 75% rate rebate, which based on 2019/20 rates means that the annual rates bill will be reduced from \$1,537.55 to an amount of \$384.39. Consideration can be given to a lower rebate.</p>
(iii) the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies	<p>Staff are not aware of the extent of any other financial assistance that the SAPA maybe in receipt of or are possibly entitled to from other avenues.</p> <p>While they are in receipt of an additional income source with the phone tower lease with Telstra. Staff have not been provided with the details of the income in relation to this agreement.</p> <p>We have requested but have not been provided with Financial Statements from SAPA,</p>

(iv) whether the applicant has made/intends to make applications to another Council	Council is asked to consider this application based on the information provided to the City of Salisbury (Attachment 2) and if the rebate is granted, the outcomes and effects of granting such a discretionary rate rebate would have on our community including that other community clubs or organisations may also request Council to consider similar applications in the future
(v) whether, and if so to what extent, the applicant is or will be providing a service within the Council area	The benefit provided is to the one rates assessment. SAPA claim that Club members of the SAPA will receive some benefit as the costs associated with being a member will not directly rise due to the additional expense of the phone tower being installed on the building, noting that the associated energy costs can be dealt with directly through the lease agreement. It is noted that club members are not restricted to be residents of the City of Salisbury.
(vi) whether the applicant is a public sector body, a private not for profit body or a private for profit body	The applicant is the contact person for SAPA. The entity is known as Other Incorporated Entity.
(vii) whether there are any relevant historical considerations that may be relevant for all or any of the current Council term	When compiling the relevant information for this report, no historical considerations were found.
(viii) the desirability of granting a rebate for more than one year in those circumstances identified at Clause 4.2 of this policy	SAPA is seeking a discretionary rate rebate and while this application does not specify an exact time frame for the rebate to be granted. Council is reminded that the Rate Rebate Policy provides a maximum period of two years, so should Council determine to provide a rebate it should do so only until June 2021.

(ix) consideration of the full financial consequences of the rebate for the Council	<p>Based on the rates for the 2019/20 if a 75% rebate was granted the annual rates bill would be reduced from \$1,537.55 to an amount of \$384.39.</p> <p>The full financial consequences for Council will possibly increase further over time with additional ratepayers seeking a discretionary rate rebates under Section 166 (1) (b), (d), (e), (j) and (l) (i) and (ii)</p>
(x) the time the application is received	The application was received in timeframes required in the Rate Rebate Policy.
(xi) the availability of any community grant to the person or body making the application	SAPA may be eligible under City of Salisbury's Community Grant Program depending on the specific activities undertaken by the organisation. Information about the program will be provided to SAPA regarding the program.
(xii) whether the applicant is in receipt of a community grant	We have received no information to verify if SAPA currently receives a community grant from any other organization.
(xiii) any other matters, and policies of the Council, which the Council considers relevant	<p>Council may also wish to consider:</p> <p>Approving this rebate would set a precedent, which warrants careful consideration.</p> <p>SAPA made a decision to have a phone tower installed on their building which is leased through Telstra. Their decision to enter into this agreement held an element of commercial risk, which at the time they were willing to take as the lease would provide additional income to SAPA. Approving this rebate effectively passes some of the commercial risk from SAPA to the general community. SAPA have stated the outgoings in relation to the phone tower lease are higher than they anticipated, however they are able to address the higher energy costs directly with Telstra.</p>

	<p>SAPA have indicated on their application that their rebate should be considered under Section 166 (1)(l)(i) and (ii), which can apply when there is a change in council's rating structures or anomalies in valuations as detailed in paragraph 1.3 of this report. The change in the valuation for SAPA is not as a result of changes in rating structures or anomalies in valuation. SAPA have an additional rate account in relation to the phone tower lease agreement in place with Telstra. This practice had been in place for over 15 years and applies to a number of ratepayers across the city. Also, SAPA are not seeking a Discretionary Rate Rebate for the assessment which is valued based on the Phone Tower only the assessment which is for the club rooms, and there is no change in rate structures or anomalies in valuation in relation to the club rooms.</p> <p>Council may also wish to consider the significant financial impacts imposed by the compulsory Supported Accommodation rebates, which have resulted in rebates of \$608,982k in 2019/20. These mandatory rebates do impact on Councils ability to grant further discretionary rebates, and there is a risk that these will grow in time should the SA Housing Trust divest further properties to community housing associations in the Salisbury Council area.</p>
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- 2.1 While community clubs such as SAPA provide a service to our community, it is limited in the number of community members that benefit from this service. Council should continue to take a balanced approach in assisting or supporting any community clubs. Council are asked to be mindful that when granting a discretionary rebate on these grounds that each rebate granted shifts the rate burden to other ratepayers who also may be in similar financial circumstances.

3. CONCLUSION / PROPOSAL

- 3.1 In considering this matter the primary concern is the need for financial sustainability of the Council's rate base – which all properties should contribute to the cost of services provided by Council. While noting the service community groups provide to the community, Council is asked to be mindful of the impacts of providing a discretionary rate rebate in these circumstances, including that it may result in further applications for other community based group who find themselves in similar financial circumstances
- 3.2 A considered approach in assessing discretionary rebates is encouraged as whilst there may be some capacity to provide rebates, care should be taken in setting a precedent which may result in further applications of a similar kind. Also as rebates are funded by the remainder of our ratepayers consideration of the benefit provided to the community is central, and setting a precedent which results in further applications compounds the financial impact. This could lead to a number of our ratepayers being further pressured with their own financials and further supports the recommendation not to grant a discretionary rate rebate at any level.
- 3.3 For these reasons the recommendation is to not grant a 75% rate rebate or any rebate at any level, and that the application be dismissed.

CO-ORDINATION

Officer:

Date:



RATE REBATE POLICY

Policy Type:	Policy	Decision No:	1566, 2015/0386, 2017/1872, 0103/2019
Approved By:		Last Reapproval Date:	25 February 2019
Approval Date:		Internal Reference No.:	
Review Date:	February 2021	Division:	Financial Services
Department:	Business Excellence	Responsible Officer:	Manager, Financial Services
Function:	7 - Financial Management		

A – Preamble

1. The *Local Government Act 1999* (“the Act”) provides for Mandatory and Discretionary rebates of rates. The City of Salisbury will act in accordance with the Act in providing Mandatory Rebates. In relation to Discretionary Rebates, this policy will be applied to determine whether a rate rebate will be provided.

B – Scope

1. This Policy applies to all rateable land in the council area.

C – Policy Purpose/Objectives

1. Council has adopted a Rate Rebate Policy to assist it in its decision making functions relative to the operation of the rate rebate provisions contained within Chapter 10, Division 5 (Sections 159 to 166) of the Act.
2. This Policy provides guidance to the community, Council and Staff as to the grounds upon which a person or body is, or may be, entitled to receive a rebate of rates and the matters Council will take into account in determining an application for a rate rebate.
3. In accordance with the rebate of rates provisions contained in the Act, this Policy sets out the type of use in respect of land which the Council must grant a rebate of rates and the amount that rebate must be, and those types of land use where the Council has a discretion to grant a rebate of rates.

D – Definitions

Definitions as per the *Local Government Act 1999*

E – Policy Statement**1. Local Government Act 1999**

1.1. Section 159(3) of the Act provides that the Council may grant a rebate of rates under the Act if it is satisfied that it is appropriate to do so.

2. Mandatory Rebates

2.1. The Act stipulates that Council must grant a rebate of rates and the percentage of that rebate for specified land uses. These are set out below.

2.2. Mandatory 100% Rebate of Rates:**2.2.1. *S160—Rebate of rates – health services***

The rates on land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australian Health Commission Act 1976 will be rebated at 100 per cent.

2.2.2. *S162 – Rebate of rates – religious purposes*

The rates on land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes, will be rebated at 100 per cent.

2.2.3. *S163 – Rebate of rates – public cemeteries*

The rates on land being used for the purposes of a public cemetery will be rebated at 100 per cent.

2.2.4. *S164 – Rebate of rates – Royal Zoological Society of SA*

The rates on land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated will be rebated at 100 per cent.

2.3. Mandatory 75% Rebate of Rates:**2.3.1. *S161—Rebate of rates – community services***

*(1) The rates on land being predominantly used for service delivery or administration (or both) by a community service organisation will be rebated at 75 per cent (or, at the discretion of the council, at a higher rate)**

...

(3) For the purposes of this section, a community services organisation is a body that—

(a) is incorporated on a not-for-profit basis for the benefit of the public; and

(b) provides community services without charge or for a charge that is below the cost to the body of providing the services; and

(c) does not restrict its services to persons who are members of the body.

(4) For the purposes of subsection (3)—

(c) any of the following are community services:

(i) the provision of emergency accommodation;

- (ii) *the provision of food or clothing for disadvantaged persons;*
- (iii) *the provision of supported accommodation;*
- (iv) *the provision of essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;*
- (v) *the provision of legal services for disadvantaged persons;*
- (vi) *the provision of drug or alcohol rehabilitation services;*
- (vii) *the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses;*

(d) *Disadvantaged persons are persons who are disadvantaged by reasons of poverty, illness, frailty, or mental, intellectual or physical disability*

It is necessary for a community service organisation to satisfy all of the criteria contained in the Act to be entitled to the mandatory 75% rebate.

* subject to submission of a discretionary rate rebate application

2.3.2. *S165—Rebate of rates – educational purposes*

(1) *The rate on land –*

- (a) *occupied by a government school under a lease or licence and being used for educational purposes; or*
- (b) *occupied by a non-government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes,*

Will be rebated at 75 per cent (or, at the discretion of council, at a higher rate)

(2) *The rates on land being used by a university or university college to provide accommodation and other forms of support for students on a not-for-profit basis will be rebated at 75 per cent (or, at the discretion of the council, at a higher rate).*

- 2.4. Where a person or body is entitled to a rebate of 75% the Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further 25%. The Council may grant the further 25% rebate upon application or on its own initiative. In either case the Council will take into account those matters set out at Clause 3.1 of this Policy.
- 2.5. Where an application is made to the Council for a rebate of up to a further 25% the application will be made in accordance with Clause 4.1 of this Policy and the Council will provide written notice to the applicant of its determination of that application.
- 2.6. Where Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, Council will grant the rebate of its own initiative. Where Council is not so satisfied it will require the person or body to apply for the rebate in accordance with Clause 4.1 of this Policy.

2.7. The Council delegate the determination of entitlement to mandatory rebates to the CEO.

3. **Discretionary Rebate of Rates:**

3.1. The Act gives Council the power to grant discretionary rebates for a broad range of purposes and the percentage of that rebate.

3.1.1. ***S166—Discretionary rebate of rates***

- (1) *A council may grant a rebate of rates or service charges in any of the following cases (not being cases that fall within a preceding provision of this Division):*
- (a) *where the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);*
 - (b) *where the rebate is desirable for the purpose of assisting or supporting a business in its area;*
 - (c) *where the rebate will conduce to the preservation of buildings or places of historic significance;*
 - (d) *where the land is being used for educational purposes;*
 - (e) *where the land is being used for agricultural, horticultural or floricultural exhibitions;*
 - (f) *where the land is being used for a hospital or health centre;*
 - (g) *where the land is being used to provide facilities or services for children or young persons;*
 - (h) *where the land is being used to provide accommodation for the aged or disabled;*
 - (i) *where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth) or a day therapy centre;*
 - (j) *where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;*
 - (k) *where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;*
 - (l) *where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—*
 - (i) *a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or*
 - (ii) *a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;*
- (1a) *A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account—*

- (a) *the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and*
- (b) *the community need that is being met by activities carried out on the land for which the rebate is sought; and*
- (c) *the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons, and*
may take into account other matters considered relevant by the council.

The Council may take into account, but are not limited to, the following:

- (i) why there is a need for financial assistance through a rebate;
- (ii) the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
- (iii) the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
- (iv) whether the applicant has made/intends to make application to another Council(s);
- (v) whether, and if so to what extent, the applicant is or will be providing a service within the Council area;
- (vi) whether the applicant is a public sector body, a private not for profit body or a private for profit body;
- (vii) whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
- (viii) the desirability of granting a rebate for more than one year in those circumstances identified at Clause 4.2 of this policy;
- (ix) consideration of the full financial consequences of the rebate for the Council;
- (x) the time the application is received;
- (xi) the availability of any community grant to the person or body making the application;
- (xii) whether the applicant is in receipt of a community grant; and
- (xiii) any other matters, and policies of the Council, which the Council considers relevant.

3.2. The Council has an absolute discretion –

- 3.2.1. to grant a rebate of rates or service charges in the above cases; and
- 3.2.2. to determine the amount of any such rebate, to a maximum of 100% of the relevant rate or service charges

3.3. Discretionary rebates granted under this policy will be reviewed at the time of reviewing the policy (Section E, Clause 6.1), so consequently are granted for a maximum of two years.

3.4. Persons who, or bodies which, seek a discretionary rebate will be required to submit an application form to Council and provide to Council such information as stipulated on the application form and any other information that Council may reasonably require. Further information about the application process can be found in section 4.

- 3.5. As a matter of policy Council will provide a 100% discretionary rebate on:
- 3.5.1. Not for profit Kindergartens/Child care Centres
 - 3.5.2. Guides and Scouts Groups
- and Council delegate the determination of the application of this discretionary rebate to the CEO.
- 3.6. Council have determined that discretionary rebates under S166 will not be granted for:
- 3.6.1. Provision of support services or direct financial support of low income families
 - 3.6.2. Private residential properties
 - 3.6.3. Private and not for profit residential aged care facilities.
4. **Rebate Applications**
- 4.1. Persons or bodies who seek a rebate of rates (and/or service charges) must make written application. Forms are available online [http://www.salisbury.sa.gov.au/Services/Rates/Rate Rebate Policy and Application Form](http://www.salisbury.sa.gov.au/Services/Rates/Rate_Rebate_Policy_and_Application_Form) or can be obtained from Council Offices located at James Street Salisbury, or by contacting the Customer Centre 8406 8222.
- 4.2. All persons who, or bodies which, wish to apply to the Council for a rebate of rates must do so on or before 31 August in the year of application. However, applicants which satisfy the criteria for a mandatory 100% rebate will be granted the rebate at any time.
- 4.3. There are penalties for making false statements and for failing to advise Council of changes in circumstances which would remove the entitlement to a rebate. Relevant sections of the legislation are:
- 4.3.1. **S159—Preliminary**
 ...
 (2) *A person or body must not –*
 (a) *Make a false or misleading statement or representation in an application to be made (or purporting to be made) under this Division; or*
 (b) *Provide false or misleading information or evidence in support of an application made (or purporting to be made) under this Division*
Maximum penalty: \$5,000
- 4.3.2. **S159—Preliminary**
 ...
 (7) *If a person or body has the benefit of a rebate of rates under this Division and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the council of that fact and (whether or not the council is informed) the entitlement to a rebate ceases.*

- (8) *If a person or body fails to comply with subsection (7), the person or body is guilty of an offence.
Maximum penalty: \$5,000*

4.4. Council may determine that rebates no longer apply, and can recover rates as follows:

4.4.1. ***S159—Preliminary***

...

(10) *A council may, for proper cause, determine that an entitlement to a rebate of rates in pursuance of this Division no longer applies*

(11) *If an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.*

4.5. Council will, in writing, advise an applicant for a rebate of its determination of that application within sixty days of receiving the application or of receiving all information requested by Council. The advice will state:

- 4.5.1. if the application has been granted, the amount of the rebate; or
- 4.5.2. if the application has not been granted, the reasons why.

4.6. A person or body that is aggrieved by a determination of Council in respect of an application for a rate rebate may seek a review of that determination by written application to the Council within three months of the making of the determination (in accordance with Council's Internal Review of Decisions procedure).

5. **Community Grants**

5.1. If an application for a rebate is unsuccessful, the Council has an absolute discretion to then treat the application as one for a community grant and to determine it in accordance with the Council's Community Grants Policy.

6. **Policy Review & Availability**

- 6.1. Council will review this policy in the twelve months following an election, and every two years thereafter.
- 6.2. This Policy is available for inspection at Council offices and persons may obtain a copy of this Policy without charge.

F – Delegation

- 1. The Council has delegated its power, pursuant to Section 44 of the Act, to grant applications for mandatory rebates which meet the requirements of the Act (sections 161- 165) to the Chief Executive Officer.
- 2. All discretionary rebates shall be determined by the Council with the exception of those categories identified in clause 3.5 and 3.6

G – Legislation

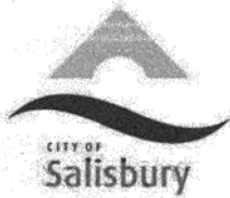
The Local Government Act 1999

H – Associated Policies

Council’s Internal Review of Council Decisions Policy

Document Control

Document ID	Rate Rebate Policy
Prepared by	Team Leader Revenue, Financial Services
Release	3.00
Document Status	Endorsed
Date Printed	06/03/2019



Application Form – Rate Rebate

Details of Applicant

If the Applicant is not a natural person, please provide details of a contact person for the Applicant

Details of Land

Council Assessment Number.....753613.....Type text here.....

Valuer General Number.....4420241001 10.....

Certificate of Title Reference.....LOT 2 D.9497. SEC.2210.....

Address.....6 ACRYLON ROAD SALISBURY SA 5106.....

Owner of Land (if not you)..........

Note: if the application for a rate rebate is for multiple properties, each assessment must be separately identified (a separate listing can be attached if necessary).

Please note: A person or body who makes a false or misleading statement or representation in an application or provides false or misleading information or evidence in support of an application for rebate is guilty of an offence under Section 159(2) of the Local Government Act, 1999. **Maximum penalty: \$5,000**

Categories of Rebate

Please tick the category of rebate under which you are seeking a rebate, Section numbers quoted refer to the Local Government Act, 1999.

3.1 Mandatory 100%

- 3.1.1 Health Services – Land being predominant used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976; (Section 160)
- 3.1.2 Religious Purposes – Land containing a church or other building used for public worship (and any grounds) , or land solely used for religious purposes; (Section 162)
- 3.1.3 Public Cemeteries – Land being used for the purposes of a public cemetery; (Section 163)
- 3.1.4 Royal Zoological Society of SA – Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated. (Section 164)

Mandatory 75% - Section 161

- 3.1.5 Community Services – Land being predominantly used for service delivery and administration by a community services organisation.

To qualify as a Community Service Organisation under the rebate provisions of the Local Government Act 1999 an organisation MUST MEET ALL THREE of the following criteria. (See section "Additional Information" at end of this form.)

- (a) Is incorporated on a not for profit basis for the benefit of the public; AND
- (b) Provides community services without charge or for a charge that is below the cost to the body of providing the services; AND
- (c) Does not restrict its services to persons who are members of the body.

If you have ticked (a), (b) and (c) above which of the following services does your organisation provide from the property specified in this application If these services apply only to part of your property, please supply additional details. You must answer these below questions in respect of your application.

- Emergency accommodation;
- Food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability) ;

- Supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life);
- Essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- Legal services for disadvantaged persons;
- Drug or alcohol rehabilitation services;
- Research into, or community education about, diseases or illnesses, or palliative care to persons who suffer from diseases or illnesses.
- Disadvantaged persons are persons who are disadvantaged by reasons of poverty, illness, frailty, or mental, intellectual or physical disability.
- Community Housing Association Properties - 75% Rebate**
supported accommodation (i.e. accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life)
Community Housing Association providers are required to be registered and listed on the List of Community Housing providers maintained by the Government of South Australia.

Mandatory 75% (cont) – Section 165

Educational Purposes Which of the following criteria apply -

- Land occupied by a government school under a lease or licence and being used for educational purposes; or
- Land occupied by a non-government school registered under Part 5 of the Education Act 1972 and being used for educational purposes; or
- Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

3.2 Discretionary rebates – Section 166 (1)

The Council may in its discretion grant a rebate of rates or service charges in any of the following cases (section 166). Please indicate which of the following is applicable to your application –

- The rebate is desirable for the purpose of securing the proper development of the area (or a part of the area) ;
- The rebate is desirable for the purpose of assisting or supporting a business in its area;
- The rebate will be conducive to the preservation of buildings or places of historic significance;

- The land is being used for educational purposes;
- The land is being used for agricultural, horticultural or floricultural exhibitions;
- The land is being used for a hospital or health centre;
- The land is being used to provide facilities or services for children or young persons;
- The land is being used to provide accommodation for the aged or disabled;
- The land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre;
- The land is being used by an organisation which provides a benefit or service to the local community;
- The rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment ;
- The rebate is appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a rate payer due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations.

4. Amount of Rebate

If you are seeking a mandatory rebate under Clause 3.1 of this Application, for which you are entitled to a 75% rebate, are you also applying to the Council to increase that rebate?

YES NO

Please specify the amount of rebate that you are applying for -

100%
.....

If you are applying for a discretionary rebate under Clause 3.2 of this Application, please specify the rebate amount you are applying for.

75%
.....

Please specify why you (or your organisation) need financial assistance through a rebate and why the amount of rebate you have applied for is appropriate.

SAPA is made up exclusively of volunteers. We have very limited income and limited opportunity to raise funds. We provide a social and educational setting for young and senior exhibitors. The unexpected costs of assessment 753621 has resulted in increased hardship which we will find difficult to pass onto Club members, many of whom are already under financial stress.

5. Additional Information Required

The Council requires you to attach the following additional information to this Application -

- 5.1 Where you are seeking a rebate under Clause 3.1.5 of this Application - Community Services -
 - 5.1.1 Evidence that the land is being used for service delivery and/ or administration;
 - 5.1.2 A copy of the organisation's Constitution and/ or other documentation establishing that it is incorporated on a not - for-profit basis;
 - 5.1.3 A copy of the organisation's latest Annual Report;
 - 5.1.4 Evidence that the organisation provides services free of charge or below cost;
 - 5.1.5 Evidence that the organisation provides services to persons other than members.

- 5.2 Where you are seeking a rebate in any other case -
 - 5.2.1 Evidence that the land is being used for the purpose for which the rebate is being sought;
 - 5.2.2 Information as to whether, and if so to what extent, you (or your organisation) will be providing a service within the Council area;
 - 5.2.3 Whether you have made or intend to make an application to another council;
 - 5.2.4 The extent of financial assistance (if any) being provided by Commonwealth or State agencies;
 - 5.2.5 Whether you are in receipt of a community grant;
 - 5.2.6 Any other information that you believe is relevant in support of this Application.

6. Application Forms

Application forms and all additional information must be submitted to the Council on or before 31st August each year.

A failure to submit application forms or to provide the additional information required by the Council to assess the application by the due date may result in the Council refusing to consider the application.

Important Information

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act . The maximum penalty for this offence is \$5,000.00, (Section 159 (2) of the Local Government Act 1999).

The Council may grant a rebate of rates or charges on such conditions as the Council thinks fit.


If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to notify the Council that person or body is guilty of an offence and liable to a maximum penalty of \$5,000.00, (Section 159 (7) and (8) of the Local Government Act 1999).

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

I declare that the information I have provided on and attached to this application form is true.

DATED the 23 day of August 2019

Signed James Seymour Hawker 

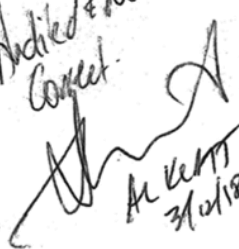
Enquiries to: Rating Services, Tel: (08) 8406 8273 or email: city@salisbury.sa.gov.au with a subject line including Rate Rebate Application:

Completed form to be returned to:

City of Salisbury

PO Box 8, Salisbury SA 5108 or 12 James Street, Salisbury SA 5108

Financial Institution	Account Name	BSB	Account Number
CBA	CBA Real Property	065-156	10151335
Opening Balance:		2,069.37	
Add Income:		9,923.40	
Less Unreconciled Income:		<u>360.00</u>	
		9,563.40	
Less Expenses:		4,469.34	
Less Unreconciled Expenses:		<u>113.30</u>	
		4,356.04	
Closing Balance (Bank):		7,276.73	
Closing Balance (Cashtrak):		7,523.43	

Audited & found correct.

At 11:00 AM 31/11/18.

Item 6.6.1 - Attachment 2 - SA Poultry Association Inc Rate Rebate Application Form

**THE SOUTH AUSTRALIAN POULTRY
ASSOCIATION INC.**

CONSTITUTION

AND

RULES

Approved 1992

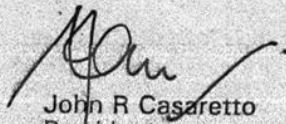
TO WHOM IT MAY CONCERN

This constitution and rules of The South Australian Poultry Association Incorporated were adopted at a properly constituted meeting of the Association held for that purpose on 18 October 1992.

The Association records an appreciation to:

- * Mr N Saunders
- * Mr T Bowden
- * Mr R Wright
- * Mr E Carter
- * Mr J Casaretto

who gave of their valuable time to prepare the final draft subsequently tabled for formal assent.



John R Casaretto
President
South Australia Poultry Association Incorporated

30 June 1993

THE SOUTH AUSTRALIAN POULTRY ASSOCIATION INCORPORATED CONSTITUTION

Part 1 - NAME

The name shall be 'THE SOUTH AUSTRALIAN POULTRY ASSOCIATION INCORPORATED' hereinafter referred to as the Association. The letters SAPA shall mean The South Australian Poultry Association Incorporated.

Part 2 - COMPOSITION

The Association shall consist of the following :-

2.1 In the first instant the Association shall comprise the foundation clubs or derivatives thereof namely :-
All Game Club of South Australia;
Adelaide Poultry Club (incorporating SA Mediterranean and Specialist Poultry Breeders Club and Sussex Rhode Island Red Club of SA);
Bantam Club of South Australia;
The National Utility Poultry Breeders Association Incorporated.

2.2 and in the second instant

Any club, society or organisation accepted into membership of the Association after 30 April nineteen hundred and seventy seven in accordance with the rules and procedures described in the rules and constitution of the Association.

2.3 and in the third instant

Any club, society or organisation that is accepted as an affiliate of the Association in accordance with the rules and constitution of the Association. These shall be known as affiliate members.

Part 3 - OBJECTIVES

The objectives of the Association shall be :-

- 3.1 To promote in every way and foster the general improvement of pure breeds of poultry in South Australia.
- 3.2 To decide upon and adopt uniform standards for exhibition poultry and where desirable to work with similar organisations or bodies in other States so uniformity of standards can be maintained nationally.
- 3.3 To establish, promote, assist in establishing or promoting, and to subscribe to or become a member of or associated with or amalgamated with any other Association whose objectives are similar or in part similar to the objectives of the Association or the establishment or promotion of which may be beneficial to the Association.
- 3.4 To establish promote or assist in establishing activities pertaining to exhibition poultry and to provide or assist in the provision of supportive agencies to such activities.

SAPA - Constitution

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- 3.5 To establish and maintain at an acceptable standard of competence a register of persons who will be recognised and accepted as judges of exhibition poultry.
- 3.6 To encourage clubs, societies and other organisation whose objectives are kindred to those of the Association to associate or affiliate with the Association.

Part 4 - POWERS

The powers of the Association shall be :-

- 4.1 To manage and control the affairs of the Association.
- 4.2 The Association may delegate all or any part of their powers to a sub-committee or committees and may revoke any such delegation at their pleasure.
- 4.3 To act as a court of appeal for a club, society or organisation that may be a member or an affiliate of the Association in accordance with the constitution and rules of the Association. Also this privilege will apply to any individual who is a financial member of any club, society or organisation that is a member of or affiliated with the Association.
- 4.4 To buy, lease, hire or otherwise acquire any real or personal property to achieve the aforementioned objectives and to sell, demise, mortgage give in exchange or dispose of the same or any parts thereof.
- 4.5 To borrow or raise money with or without giving security and particularly by the issue of bonds, debentures (redeemable on dates to be determined at the discretion of the Association) bills of exchange, promissory notes or obligations or securities of the Association or by mortgage or charge upon all or any part of the property of the Association.
- 4.6 To invest and deal with the moneys of the Association not immediately required on such securities and in such manner as from time to time may be determined by the Association for the time being.
- 4.7 To hire and employ clerks, managers, servants and other persons and to pay them (in return for services rendered to the Association) salaries, wages, gratuities and pensions.
- 4.8 Generally to perform and to do all such other acts and things as may be properly incidental or conducive to the attainment of the objectives of the Association.

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Part 5 - REAL PROPERTY

- 5.1 The real property of the Association known as the SAPA Headquarters and situated at 6 Acrylon Road, Salisbury South in the State of South Australia and all other personal assets both fixed and liquid held by the Association on and after the 30 April nineteen hundred and seventy seven shall be the property of the clubs shown in part 2.1 of this constitution namely the :-
All Game Club of South Australia;
Adelaide Poultry Club (incorporating SA Mediterranean and Specialist Poultry Breeders Club and Sussex and Rhode Island Red Club of SA);
Bantam Club of South Australia;
The National Utility Poultry Breeders Association Incorporated;
herein after referred to as the owner clubs.
- 5.2 The aforementioned owner clubs will be responsible for the trusteeship and administration of the real property and the fixed and liquid assets of the Association in accordance with the constitution and rules.
- 5.3 Any club, society or organisation accepted into membership of the Association after the 30th. day of April nineteen hundred and seventy seven shall be permitted to share in the real property fixed or liquid assets of the Association if the said club, society or organisation contributes towards the real property fixed or liquid assets of the Association. The manner and amount of this contribution will be determined by the owner clubs referred to in 5.1 of this constitution.
- 5.4 The contribution shall be no less than 20% of the current assets of the owner clubs at the time of application. The amount and method of payment shall be determined by the owner clubs of part 5.1 of this constitution.
- 5.5 Owner clubs may amalgamate with other owner clubs but the resulting amalgamation will have no more or less rights or responsibility than any other owner club in the ownership.
- 5.6 Individual owner clubs that dissolve or 'wind up' surrender their rights in the joint ownership of the real property as defined in part 5.1 and their responsibility as defined in part 5.2 to the remaining owner clubs comprising the joint ownership.
- 5.7 Owner clubs that amalgamate with non owner clubs will be deemed to have dissolved (refer 5.6).

Part 6 - SEAL

- 6.1 The Association shall have its name engraved or embossed in legible characters on a seal which shall be kept in the custody of the Public Officer of the Association and shall not be used or affixed to any instrument except by authority of the resolution of the Association in the presence of the President or Vice President and the Secretary and the Public Officer all of whom shall sign every instrument which the seal of the Association is so affixed in their presence.

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Part 7 - ALTERATIONS TO THE CONSTITUTION

- 7.1 No part of this constitution or any rule of the Association shall be deleted, rescinded, altered or added to except at the Annual General Meeting or at a Special Meeting of the Association called for that purpose. Notice of such proposed alteration shall be lodged in writing with the Secretary of the Association at least 35 days prior to the Annual General Meeting or a Special Meeting called for that purpose.
- 7.2 Parts of the constitution or rules of the Association referring to the real property of the Association may only be altered by the owner clubs of the Association (part 5.1) provided that these alterations are in accordance with part of 7 of this constitution.
- 7.3 Alterations to the constitution or rules of the Association other than those parts of the constitution or rules of the Association referring to the real property of the Association may be made by clubs or organisations that constitute the Association in the first and second instant of Part 2 of the constitution provided that those alterations are made in accordance with Part 7 of the constitution.
- 7.4 Within 7 days of the receipt of such proposed alteration to the constitution the Secretary of the Association shall forward to the Secretaries of the constituted members of the Association a copy of such resolution. For this purpose the constituted members of the Association will be in accordance with Part 2.1 and Part 2.2 of the constitution. Where alterations to the constitution or rules of the Association refer to the real property of the Association the Secretary of the Association shall notify the Secretaries of the clubs that constitute the Association in the first instant Part 2.1 within 7 days of receipt of such proposed alteration.

Part 8 - WINDING UP

- 8.1 The owner clubs, as defined in Part 2.1 and Part 5.1 may dissolve or 'wind up' their joint ownership only upon resolution carried unanimously at a meeting of owner clubs called for such purpose. If upon dissolution or 'winding up' of the joint ownerships there remains after satisfaction of all debts and liabilities any property whatsoever the same shall not be paid or distributed among the owner clubs but shall be given or transferred to some other association or institution having objectives similar or wholly or in part to the objectives of The South Australian Poultry Association as defined in Part 3, which shall prohibit the distribution of its income and property among its members. If such an association or institution cannot be found the property be given or transferred to some charitable association or institution whose objectives shall be acceptable to the owner clubs at or before the time of dissolution or 'winding up'.

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- 8.2 The Association, as defined in Part 2.1 and 2.2 of the constitution, may be dissolved or wound up, only upon the resolution carried by a majority of three quarters of the members present and voting, at a general meeting called for such purpose. If upon the dissolution or winding up of the Association, there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association; but, shall be given or transferred to some other association or institution having objectives similar, wholly, or in part to the objectives of the Association and, which shall prohibit the distribution of its income and property among its members. If such an association or institution cannot be found the property be given or transferred to some charitable association or institution whose objectives shall be acceptable to the owner clubs at or before the time of dissolution or 'winding up'.

Part 9 - INDEMNITY

No member of the Committee or other officer of the Association shall be liable for the acts, defaults, neglect or receipts of any other member of the said Committee or officer or for any loss or expense incurred to or by the Association through the insufficiency or deficiency of title to any property acquired by order of the Committee for or on behalf of the Association or for insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested or for loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any moneys, securities or effects shall be deposited or for any other loss, damage or misfortune which shall happen in the execution of the duties of this office or his/her own wilful act or default.

Part 10 - RULES

- 10.1 The Association shall be managed in accordance with the rules annexed to the constitution.
- 10.2 Any decision of the Association upon a question of interpretation or upon any matter affecting the Association and not specifically provided for in these rules or by any by-laws or regulations made thereunder shall be final and binding.
- 10.3 If within 7 days after the passing or making of a by-law or regulation by the Association, any club, society or organisation that is a member of the Association or an affiliate of the Association may protest in writing against such by-law or regulation being put into force, the Secretary shall call a special meeting of the Association to be held within thirty five (35) days from the date of which the protest was received to consider such by-law or regulation and the Association shall not act upon such by-law or regulation prior to such special meeting being held.

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RULES AND REGULATIONS

1. OFFICE BEARERS : TITLES AND DUTIES

1.1 The office bearers of the Association shall be :-

Patron
President
2 Vice Presidents
Honorary Secretary
Honorary Minute Secretary
Honorary Treasurer
Honorary Assistant Treasurer
Public Officer

All office bearers shall be financial members of at least one of the clubs, societies or organisations described in part 2.1 and part 2.2 of this constitution. A life member shall be deemed to be a financial member.

1.2 The duties of the office bearers shall be:-

1.2(a) PRESIDENT

The duties of the President shall include presiding at all meetings of the Association. Further he/she shall be responsible for the preparation and delivery of an Annual report at the Annual General Meeting and in general he/she shall ensure that the objectives of the constitution as well as the resolutions of any meeting of the Association are carried out. The President shall have a deliberative vote as well as a casting vote.

1.2(b) VICE PRESIDENTS

The Vice President in the absence of the President shall carry out the duties of the President.

1.2(c) HONORARY SECRETARY

The Honorary Secretary shall perform the clerical work of the Association and carry out all directions given to him/her at the meetings of the Association. He/She shall perform such other duties as the Association may from time to time determine.

1.2(d) MINUTE SECRETARY

The Minute Secretary shall assist the Honorary Secretary by recording the minutes of each meeting of the Association. The Minute Secretary shall be responsible for the distribution of the minutes of each meeting to the member clubs of the Association and the life members.

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1.2(e) HONORARY TREASURER

The Honorary Treasurer shall receive and issue receipts for all Association monies, the same to be banked in the Association's bank account without delay; to keep books containing correct and up to date records of the Association's finances and produce the same at Association meetings whenever requested; prepare a financial report and statement of receipts and expenditure, audited for presentation at the Annual General Meeting; pay by cheque all approved accounts owing by the Association such cheques to be signed by the duly authorised persons.

1.2(f) HONORARY ASSISTANT TREASURER

The Honorary Assistant Treasurer shall perform any duties allocated by the Honorary Treasurer

1.3 The officer bearers of the Association shall hold office from the date of their elections or appointment until the next Annual General Meeting of the Association (except as hereinafter provided).

1.4 If any officer of the Association shall resign or any office becomes vacant for any cause whatsoever such vacancy shall be filled by the Association and any officer so appointed shall hold office for the balance of the term for which his predecessor was elected.

1.5 AUDITOR

The financial records of the Association shall be audited by a person to be elected at the Annual General Meeting in each year and a Balance sheet thereof duly signed by such auditor shall be submitted at the following Annual General Meeting. It shall be the duty of the Auditor to audit the books and accounts prepared by the Treasurer for submission at the Annual General Meeting of the Association and to certify the correctness thereof. Should any vacancy in the office of auditor occur after any Annual General Meeting the Association shall have the power to fill such vacancies until the next Annual General Meeting. The auditor shall not be a person having any other office in the Association.

1.6 PUBLIC OFFICER

The Public Officer shall do all things as are required by him/her to be done pursuant to the Association Incorporation Act 1956 - 1963 and the regulations thereunder.

2. OFFICER BEARERS : ELECTIONS

- 2.1 Nominations for position of office bearers shall be received from member clubs as shown in part 2.1 and 2.2 of the constitution. A person nominated for any position must comply with 1.1 of the rules and regulations. Nominations must be made on the official form provided by the Association and returned by the prescribed date. The nominee must sign the nomination form and the Club secretary must verify that the nomination was made at a properly constituted meeting of the nominating Club. A separate nomination form is to be used for each office identified in 1.1 of the rules and regulations. A nomination that does not comply with the above will be considered invalid.
- 2.2 The Association Secretary will within 14 days of close of nominations forward lists of candidates to the secretaries of the member Clubs as shown in part 2.1 and 2.2 of the constitution. The member Clubs will at a duly constituted meeting determine their preferred candidate for each position and instruct their delegates to vote accordingly at the meeting of the Association called to elect officer bearers.
- 2.3 The officer bearers will be elected at the Annual General Meeting of the Association. Each member Club as defined in 2.1 and 2.2 of the constitution will be entitled to have a maximum of three delegates vote for the election of office bearers. In the event of a tied vote for any position the following procedure is to apply :-
- All candidates whose individual votes are less than the candidates whose votes are tied will be eliminated. The delegates present (maximum of three per Club) will then by ballot vote for the candidates that remain in the contest. The candidate who receives the highest number of votes will be declared elected. Should there be a second tied vote the procedure is to be repeated until one candidate receives a majority.
- 2.4 Every delegate present at any meeting at which a secret ballot is taken shall be given by the scrutineers a voting paper containing the names of the nominated candidates in respect of each ballot taken and shall record a mark by the name of the candidate for whom he/she votes. On the completion of the voting the scrutineers shall collect and count the votes cast for each candidate and hand to the returning officer a list of candidates with the number of votes cast for each candidate. The ballot is to be conducted in accordance with 8 of the rules and regulations.
- 2.5 In the event of only one nomination being received for a position then that nominee will be declared elected.
- 2.6 If no nominations have been received by the Association Secretary from the member clubs as defined in 2.1 and 2.2 of this constitution by the prescribed date the following procedure will be followed :-

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A majority of incumbent office bearers will meet at a place and time to be determined prior to the Annual General meeting. At this meeting(s) the office bearers will obtain one nomination for each unfilled position. Their nomination(s) will then be placed before delegates at the Annual General meeting for endorsement.

- 2.7 In any election delegates will be required to vote according to the instruction given by the delegate's club unless the club has at a duly constituted meeting specifically granted the delegate(s) to vote according to conscience. An agent delegate will also be required to follow the direction given by the club he or she represents.

3. DELEGATES

- 3.1 Each club, society or organisation that is accepted into membership in accordance with Parts 2.1 and 2.2 of the constitution shall appoint three delegates to represent that club, society or organisation in the Association.

- 3.2 Each club, society or organisation that is accepted into membership in accordance with Part 2.1 and 2.2 of the constitution shall appoint agent delegates (maximum three) to represent that club, society or organisation in the Association, providing that such club, society or organisation cannot duly appoint delegates in accordance with rule 3.1.

- 3.3 The definition of the words 'agent delegate' in rule 3.2 means a delegate or proxy delegate acting on behalf of a club, society or organisation accepted into membership of the Association but unable to appoint delegates in accordance with rule 3.1. Before a club, society or organisation may appoint an 'agent delegate' that club, society or organisation shall submit a written application to the Association for the approval to appoint an 'agent delegate'. The Association, in considering such an application and before approving same, shall be satisfied that the club, society or organisation making the application has a good and valid reason for not being able to appoint delegates in accordance with rule 3.1.

- 3.4 Each delegate duly appointed shall represent that club society or organisation on the Association for the financial year of the Association unless :-

he/she is found guilty of malpractice or conduct derogatory to the constitution of the Association and/or should in the opinion of the delegates be expelled from the Association in its interest and therefore shall be expelled provided that;

a resolution shall be passed by two thirds majority at a General Meeting of the Association or at a Special Meeting called to consider the matter and of such meeting and the purpose thereof at least fourteen days previous notice in writing shall have been given to each delegate including the delegate against whom the alleged offence is laid;

the voting at such resolution shall be by secret ballot;

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if any delegate nominated by a club, society or organisation is expelled the Honorary Secretary shall immediately notify that club, society or organisation of such expulsion and that club, society or organisation shall prior to the next meeting nominate another delegate.

- 3.5 The secretary of each club, society or organisation accepted into membership shall not later than seven days prior to the annual general meeting of the Association forward to the Honorary Secretary of the Association in writing the names and addresses of the delegates, proxy delegates or agent delegates appointed to represent such club, society or organisation on the Association.
- 3.6 Only duly appointed proxy delegates shall be allowed to attend meetings in the place of delegates who have absented themselves from a meeting of the Association, proxy delegates when attending meetings shall have all the power and privileges of delegates.
- 3.7 No person shall be eligible to act as a delegate or proxy delegate for more than one club, society or organisation accepted into membership of the Association.
- 3.8 Any delegate shall be eligible to act as an agent delegate for one or more clubs, societies or organisations accepted into membership of the Association.
- 3.9 Any delegate acting as an agent delegate within the meaning of rule 3.2 shall have full voting rights in relation to any motion before a constitutionally convened meeting of the Association.
- 3.10 Any delegate who is absent from three consecutive meetings of the Association without applying for or being granted leave of absence may have his/her position declared vacant. In this event the Association shall then request the club, society or organisation represented by such a delegate appoint a replacement.
- 3.11 No delegate, proxy delegate or agent delegate shall be permitted to participate in any meeting of the Association if the club, society or organisation he/she represent is in arrears with any financial commitments to the Association.
- 3.12 Any delegate of the Association may be appointed to any of the aforementioned offices of the Association except that of auditor.
- 3.13 In the case of a delegate resigning or his/her position becoming vacant for any reason, then the club, society or organisation he/she represents shall appoint a replacement.

4. THE MANAGEMENT OF THE ASSOCIATION

- 4.1 The management of the affairs of the Association shall be vested in the office bearers and delegates of the Association.

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- 4.2 The office bearers and the delegates of the Association shall conduct the affairs of the Association in accordance with the constitution of the Association.

5. THE MANAGEMENT OF THE REAL PROPERTY OF THE ASSOCIATION

- 5.1 The management of the real property of the Association to be vested in a committee of a maximum of two delegates appointed by each of the owner clubs, with each club to be represented before a committee quorum is formed.

The owner clubs being :-

The All Game Club of South Australia;
Adelaide Poultry Club (incorporating SA Mediterranean and Specialist Poultry Breeders Club and Sussex and Rhode Island Red Club of SA.);
Bantam Club of South Australia;
The National Utility Poultry Breeders Association Incorporated.;
any club, society or organisation accepted into membership in accordance with Part 5 of the constitution.

Each delegate duly appointed shall be required to act according to the rules and constitution of the Association and in particular to Rule 3, however each owner club is entitled to one vote only. A Chairman, Honorary Secretary, Honorary Treasurer shall be appointed from the committee. The Chairman shall have a casting vote only.

- 5.2 This committee shall have the following powers :-

- (a) to administer all matters pertaining to and arising from the real property and assets derived therefrom of the Association.
- (b) to approve the allocation of liquid assets of the Association derived from the real property of the Association in accordance with the constitution.
- (c) to keep books containing correct and up to date records of the Association finances that relate to the real property of the Association.
- (d) all powers delegated to this committee shall be subject to the rules and constitution of the Association.
- (e) the Treasurer as referred to in Rule 5.1 shall submit a duly audited report to the annual general meeting of the 'real property committee'.

- 5.3 Any other club, society or organisation accepted into membership of the Association after the 30 April nineteen hundred and seventy seven can make application to the aforementioned committee described in rule 5.1 hereof to contribute towards the real property of the Association. The committee described in rule 5.1 hereof shall have the right to impose and/or apply any conditions and restrictions on such application as they deem fit.

SAPA - Constitution - Rules

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6. MEETINGS

- 6.1 The President shall preside at all meetings of the Association and in his absence one of the Vice Presidents shall act. In the absence of the President and the Vice Presidents a delegate may be appointed by the Association to preside over the meeting and shall have a deliberative as well as a casting vote.
- 6.2 The Association shall meet at least 4 times in each year on a day at a time and in a place to be decided upon by the Association.
- 6.3 The Annual General Meeting shall be held on a day at a time and in a place determined by the Association.
- 6.4 Special Meetings - The Honorary Secretary may at anytime and shall if so directed by the President or upon receiving a request in writing signed by at least seven (7) delegates of the Association convene a special meeting of the Association in the manner provided in part 7 of the constitution and shall state in such notice the purpose for which the meeting is called.

7. QUORUM

At all meetings of the Association a quorum shall be a majority of clubs entitled to be present at such meeting. No business shall be conducted unless a quorum is present.

8. VOTING

- 8.1 At all meetings of the Association voting shall be by the show of hands unless a majority of delegates present demand a secret ballot. If a secret ballot is demanded it shall be conducted as hereinafter provided.
- 8.2 All secret ballots shall be conducted by two scrutineers to be appointed by the meeting at which the said ballot is to be taken.

9. SIGNING AUTHORITIES

The President, Honorary Treasurer and one other person shall be appointed as duly authorised signing authorities. Any two of the three so appointed shall be empowered with the signing authority of the Association.

10. APPLICATION FOR MEMBERSHIP

- 10.1 Any club, society or organisation may apply for membership of the Association provided that if the application is granted after the 30 April nineteen hundred and seventy seven the applicant club, society or organisation shall not share in the real property of the Association or assets derived therefrom unless such application is accepted in accordance with Part 5 of the constitution of the Association.

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- 10.2 The Association may refuse any application for membership without assigning any reason thereto.
- 10.3 Any club, society or organisation not complying with any direction that maybe given by the Association from time to time relative to membership will be deemed to have withdrawn from the Association surrendering all rights.

11. SUBSCRIPTION

- 11.1 Any club, society or organisation accepted into membership of the Association shall pay such subscription and fees as the Association may from time to time determine.
- 11.2 All fees and subscriptions must be determined in accordance with the conditions as prescribed by the rules and constitution of the Association.
- 11.3 All fees shall be set at the annual general meeting the minimum fees being five dollars (\$5.00) for members and two dollars (\$2.00) for affiliates.

12. AFFILIATION

- 12.1 Any club, society or organisation may apply for affiliation with the Association.
- 12.2 Any fees and conditions of affiliation shall be determined by the Association.

13. REGISTRATION OF POULTRY FANCIERS

- 13.1 The Association shall have the power to compile a register of poultry fanciers, breeders and exhibitors. The method of registration, the fees and other associated matters shall be determined by the Association.

14. JUDGES REGISTRATION BOARD

- 14.1 The Association shall have the power to arrange the appointment of members as a 'Judges Registration Board'. The method of appointment and fees for the registration of judges shall be as determined by the Association.

15. LIFE MEMBERS

- 15.1 The delegates may elect Honorary life members, not more than one each year. Nomination for Life Member must be made in writing by a financial member club and must include the nominated persons history of service to the SAPA. Life members shall be elected by at least a three fourths majority of the delegates, voting to be by secret ballot. Notices of meetings shall be sent out to life members, and they shall be entitled to the privileges of delegates, excepting a vote.

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16. NOTICES

16.1 Any notices sent by post shall be deemed to have been served on all members at the expiration of 5 days after the envelope or wrapper containing the same is posted and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed, stamped and posted. The signature to any notice given by the Association may be written, printed or typed.

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ITEM	6.6.2
	BUDGET AND FINANCE COMMITTEE
DATE	21 October 2019
HEADING	Discretionary Rate Rebate Applications for Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc.
AUTHOR	Kathryn Goldy, Team Leader Revenue, Business Excellence
CITY PLAN LINKS	4.3 Have robust processes that support consistent service delivery and informed decision making.

SUMMARY An application has been received for Council to consider a 100% Discretionary Rate Rebate from Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc. (RAOB) with premises located at 30 Orange Avenue , Salisbury SA 5108.

RAOB Grand Lodge of SA GLE Inc is requesting Council consider providing a discretionary rate rebate under Section 166 (1) (g) and (j) of the Local Government Act.

RECOMMENDATION

1. The Budget and Finance Committee recommends to Council that in relation to Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc.:
 - (a) No rate rebate should be granted in respect of the commercial premises known as 30 Orange Avenue , Salisbury SA 5108; and
 - (b) The rate rebate application lodged by Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc. dated 22 August 2019 be dismissed.

ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Rate Rebate Policy
2. Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc. Application Form

1. BACKGROUND

- 1.1 Council endorsed a Rate Rebate Policy in February 2019 (0103/2019) (Attachment 1) along with the endorsement of Discretionary Rebates for 2019/20 and 2020/21.

1.2 At this time details of all mandatory and discretionary rate rebates were provided to Council. In 2019/2020 Council has provided rebates of \$1,214,619 with \$1,185,690 being mandatory. The Council endorsed discretionary rebates in total \$28,928 for 2019/20 for the following entities:

Facilities & Service for Young Children/Youth	Address	Rebate %	Value of Rebates 2019/20
Salisbury Lutheran Church Kindergarten Inc.	6-10 Waterloo Corner Road , Salisbury SA 5108	100%	1,836.10
Salisbury Occasional Child Care Centre Inc.	25-27 Ann Street , Salisbury SA 5108	100%	2,391.20
St Francis Community Child Care Inc.	306 Waterloo Corner Road, Paralowie SA 5108	100%	2,356.20
Minister For Economic Development (NFP Kindy) Mawson Lakes Park Way Child Care Centre	5 Park Way , Mawson Lakes SA 5095	100%	3,287.90
Guides Association SA Inc.	5 Guerin Lane , Salisbury SA 5108	100%	1,473.15
Scouts SA	1909-1911 Main North Road , Salisbury Heights SA 5109	100%	1,216.95
Scouts SA	18 Canna Road , Ingle Farm SA 5098	100%	1,016.00
Scouts SA	7 Kalimna Crescent , Paralowie SA 5108	100%	1,016.00
Scouts SA	20 Jackson Street , Parafield Gardens SA 5107	100%	1,016.00
Guides Association SA Inc.	21 Melville Road , Salisbury East SA 5109	100%	1,195.60
Mawson Lakes Garden Terrace Child Care Centre	12-28 Garden Terrace , Mawson Lakes SA 5095	100%	3,476.85
TOTAL			20,281.95

Council Endorsed Discretionary Rebates	Rationale	Rebate %	Value of Rebates 2019/20
Meals on Wheels SA Inc.*receives a 75% mandatory rebate as well. In total 100%	Provides a benefit or service to the Local Community	25%	254.00
John Street Salisbury Pty Ltd (Northern Volunteering SA Inc.)	Provides a benefit or service to the Local Community	100%	1,016.00
SA Water (St Kilda Tram Museum Depot)	Preservation of buildings or places of historic significance	100%	1,456.55
Military Vehicle Preservation Society of SA Inc. (National Military Vehicle Museum)	Preservation of buildings or places of historic significance	100%	1,302.35
Australian Migrant Resource Centre	Provides a benefit or service to the Local Community	100%	2,407.90
Marra Murrangga Kumangka Inc.	Provides a benefit or service to the Local Community	100%	2,209.75
TOTAL			8,646.55

- 1.3 Council may grant a Discretionary Rate Rebate under Section 166 (1) for various reasons under the Local Government Act (the Act) in this application received Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Grand Lodge of England Inc. (RAOB) have requested the discretionary rate rebate be provided based on:

166 I (g) where the land is being used to provide facilities or services for children or young persons;

166 I(j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;

In considering such applications Council needs to take into account (Section 166 (1a))

- (a) *the nature and extent of Council services provided in respect of land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and*
- (b) *the community need that is being met by activities carried out on the land for which the rebate is sought; and*
- (c) *the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons,*
and may take into account other matters considered relevant by the council.

2. REPORT

- 2.1 The following application has been received for a discretionary rate rebate from RAOB for the property located on 30 Orange Avenue, Salisbury SA 5108. They are applying for a 100% discretionary rate rebate for their rates assessment which is associated with their club rooms.
- 2.2 RAOB is known as an Other Incorporated Entity, which is a fraternal organization, their objective of the order is to promote philanthropy and conviviality. Philanthropy is practiced through individual and combined lodges by donations to a wide vary of charities, community projects and other good causes. At the time of preparing this report staff were not made aware of the details of these donations or community projects. Their premises located on Orange Ave in Salisbury provide the opportunity for any members of the community to hire their hall at a reduced rate.
- 2.3 Reviewing the application and associated documents, the organization exists to relieve by donation necessitous Brethren; and widows and families of deceased Brethren or other necessitous persons, and to bring together of its Brethren for mutual advantage and encouragement. It is unclear to what extent a community benefit is provided as the organization appears to exist for the primary purpose of benefiting members. Brothers of the order may apply for financial relief, also widow or children of a deceased member may apply for funeral allowance, donations are controlled by the Grand Lodge. Reviewing the financial statements reveals that in 2017/18 the SA branch generated a surplus of \$2.6M, and no donations to charities were made, and the organisation has over \$2.5M in various bank accounts.

- 2.4 The capital value for the property is \$215,000 and therefore the annual rates bill received by RAOB is for the minimum amount of \$1,016.00.
- 2.5 RAOB has applied for a discretionary rate rebate under Section 166 (1) (g) (j) of the Act. Council has the power to provide a Discretionary Rate Rebate for:
- 166 1 (g) where the land is being used to provide facilities or services for children or young persons;*
- 166 1(j) where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;*
- 2.6 Further in considering such applications Council needs to take into account S166 (1a):
- (a) *the nature and extent of Council services provided in respect of land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and*
- (b) *the community need that is being met by activities carried out on the land for which the rebate is sought; and*
- (c) *the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons,*
- and may take into account other matters considered relevant by the council.*
- 2.7 On the application RAOB advises that without the rebate they are unable to maintain the building in a reasonable state without a Discretionary Rate Rebate being provided. However, the financial statements show a strong financial position.
- 2.8 The Rate Rebate Policy endorsed by Council in February 2019 (0103/2019) details in paragraph 3.1.1 other matters that Council may wish to consider and take into account, as detailed below, with response in the right hand column:

Matters for Consideration	Points for consideration
(i) why there is a need for financial assistance through a rebate;	<p>RAOB are seeking a discretionary rate rebate to assist with the maintenance and upkeep of their building located at 30 Orange Ave, Salisbury SA 5108.</p> <p>The rates reduction being requested is to reduce the current minimum rate of \$1,016.00 to \$0.00.</p> <p>The Financial Statements supplied with the application show a strong financial position.</p>

(ii) the level of rebate (percentage and dollar amount) being sought and why it is appropriate	<p>RAOB is seeking a 100% rate rebate, which based on 2019/20 rates means that the annual rates bill will be reduced from \$1,016.00 to an amount of \$0.00.</p> <p>Council may consider granting a lower rebate, but should consider the matters raised in this report in making that determination.</p> <p>The level of rebate requested appears to be at odds with the benefit the organization provides to the community.</p>
(iii) the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies	<p>Staff are not aware of the extent of any other financial assistance that the RAOB maybe in receipt of or are possibly entitled to from other avenues.</p>
(iv) whether the applicant has made/intends to make applications to another Council	<p>Council is asked to consider this application based on the information provided to the City of Salisbury (Attachment 2) and if the rebate is granted, the outcomes and effects of granting such a discretionary rate rebate would have on our community including that other community clubs or organisations may also request Council to consider similar applications in the future</p>
(v) whether, and if so to what extent, the applicant is or will be providing a service within the Council area	<p>The RAOB appears to operate for the primary purpose of benefitting its members as detailed within the Objects contained in the attachment to the application.</p> <p>The benefit provided is to one rates assessment in Salisbury, however, as the financial decisions of the organization are controlled centrally, this benefit may be directed to any other location through adding to the already robust financial position of RAOB.</p>
(vi) whether the applicant is a public sector body, a private not for profit body or a private for profit body	<p>The applicant is the contact person for SAPA. The entity is known as Other Incorporated Entity.</p>

(vii) whether there are any relevant historical considerations that may be relevant for all or any of the current Council term	When compiling the relevant information for this report, no historical considerations were found.
(viii) the desirability of granting a rebate for more than one year in those circumstances identified at Clause 4.2 of this policy	RAOB are seeking a discretionary rate rebate, which should Council decide to grant it, can be provided up to a two year period (until June 2021) as per the Rate Rebate Policy, at which time Council will consider all discretionary rebates when a further report is provided to Council requesting they undertake a review of the current Rate Rebate Policy and also Discretionary Rate Rebates.
(ix) consideration of the full financial consequences of the rebate for the Council	Based on the rates for the 2019/20 if a 100% rebate was granted the annual rates bill would be reduced from \$1,016.00 to an amount of \$0.00. The full financial consequences for Council will possibly increase further over time with additional ratepayers seeking a discretionary rate rebates under Section 166 (1) (g) and (j)
(x) the time the application is received	The application was received in timeframes required in the Rate Rebate Policy.
(xi) the availability of any community grant to the person or body making the application	RAOB is ineligible for a community grants as their primary activities are 'coming together for entertainment, whilst raising money and other benefits for charity' and fundraising is expressly excluded within the Guidelines.
(xii) whether the applicant is in receipt of a community grant	We have received no information to verify if RAOB currently receives a community grant
(xiii) any other matters, and policies of the Council, which the Council considers relevant	Council may also wish to consider: Approving this rebate would set a precedent, which warrants careful consideration. The order has as its objectives (per page 25 of attachment 2) to relieve by

	<p>donation necessitous Brethren; and widows and families of deceased Brethren or other necessitous persons, and to bring together of its Brethren for mutual advantage and encouragement. It is unclear to what extent a community benefit is provided as the organization appears to exist for the primary purpose of benefiting members. Brothers of the order may apply for financial relief, also widow or children of a deceased member may apply for funeral allowance, donations are controlled by the Grand Lodge. Reviewing the financial statements reveals that in 2017/18 the SA branch generated a surplus of \$2.6M, and no donations to Charities were made, and the organisation has over \$2.5M in various bank accounts.</p> <p>Council may also wish to consider the significant financial impacts imposed by the compulsory Supported Accommodation rebates, which have resulted in rebates of \$608,982k in 2019/20. These mandatory rebates do impact on Councils ability to grant further discretionary rebates, and there is a risk that these will grow in time should the SA Housing Trust divest further properties to community housing associations in the Salisbury Council area.</p>
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- 2.1 RAOB is an organisation primarily focused on benefiting its members, and it is unclear the community benefit provided. Council should continue to take a balanced approach in assisting or supporting any community groups. Council are asked to be mindful that when granting a discretionary rebate on these grounds that each rebate granted shifts the rate burden to other ratepayers who also may be in similar financial circumstances.

3. CONCLUSION / PROPOSAL

- 3.1 In considering this matter the primary concern is the need for financial sustainability of the Council's rate base – which all properties should contribute to the cost of services provided by Council, and balancing this against the needs for community groups to remaining financially viable with consideration of the community benefit these organization provide.
- 3.2 In the case of RAOB the community benefit appears to be limited, and the orgnasiation is in a strong financial position. Council is asked to be mindful of the impacts of providing a discretionary rate rebate in these circumstances, including that it may result in further applications for other community groups who find themselves in similar financial circumstances.
- 3.3 A considered approach in assessing discretionary rebates is encouraged as whilst there may be some capacity to provide rebates, care should be taken in setting a precedent which may result in further applications of a similar kind. Also as rebates are funded by the remainder of our ratepayers consideration of the benefit provided to the community is central, and setting a precedent which results in further applications compounds the financial impact. This could lead to a number of our ratepayers being further pressured with their own financials and further supports the recommendation not to grant a discretionary rate rebate at any level.
- 3.4 For these reasons the recommendation is to not grant a 100% rate rebate or any rebate at any level, and to dismiss the application.

CO-ORDINATION

Officer:

Date:



RATE REBATE POLICY

Policy Type:	Policy	Decision No:	1566, 2015/0386, 2017/1872, 0103/2019
Approved By:		Last Reapproval Date:	25 February 2019
Approval Date:		Internal Reference No.:	
Review Date:	February 2021	Division:	Financial Services
Department:	Business Excellence	Responsible Officer:	Manager, Financial Services
Function:	7 - Financial Management		

A – Preamble

1. The *Local Government Act 1999* (“the Act”) provides for Mandatory and Discretionary rebates of rates. The City of Salisbury will act in accordance with the Act in providing Mandatory Rebates. In relation to Discretionary Rebates, this policy will be applied to determine whether a rate rebate will be provided.

B – Scope

1. This Policy applies to all rateable land in the council area.

C – Policy Purpose/Objectives

1. Council has adopted a Rate Rebate Policy to assist it in its decision making functions relative to the operation of the rate rebate provisions contained within Chapter 10, Division 5 (Sections 159 to 166) of the Act.
2. This Policy provides guidance to the community, Council and Staff as to the grounds upon which a person or body is, or may be, entitled to receive a rebate of rates and the matters Council will take into account in determining an application for a rate rebate.
3. In accordance with the rebate of rates provisions contained in the Act, this Policy sets out the type of use in respect of land which the Council must grant a rebate of rates and the amount that rebate must be, and those types of land use where the Council has a discretion to grant a rebate of rates.

D – Definitions

Definitions as per the *Local Government Act 1999*

E – Policy Statement**1. Local Government Act 1999**

1.1. Section 159(3) of the Act provides that the Council may grant a rebate of rates under the Act if it is satisfied that it is appropriate to do so.

2. Mandatory Rebates

2.1. The Act stipulates that Council must grant a rebate of rates and the percentage of that rebate for specified land uses. These are set out below.

2.2. Mandatory 100% Rebate of Rates:**2.2.1. *S160—Rebate of rates – health services***

The rates on land being predominantly used for service delivery or administration by a hospital or health centre incorporated under the South Australian Health Commission Act 1976 will be rebated at 100 per cent.

2.2.2. *S162 – Rebate of rates – religious purposes*

The rates on land containing a church or other building used for public worship (and any grounds), or land solely used for religious purposes, will be rebated at 100 per cent.

2.2.3. *S163 – Rebate of rates – public cemeteries*

The rates on land being used for the purposes of a public cemetery will be rebated at 100 per cent.

2.2.4. *S164 – Rebate of rates – Royal Zoological Society of SA*

The rates on land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated will be rebated at 100 per cent.

2.3. Mandatory 75% Rebate of Rates:**2.3.1. *S161—Rebate of rates – community services***

*(1) The rates on land being predominantly used for service delivery or administration (or both) by a community service organisation will be rebated at 75 per cent (or, at the discretion of the council, at a higher rate)**

...

(3) For the purposes of this section, a community services organisation is a body that—

(a) is incorporated on a not-for-profit basis for the benefit of the public; and

(b) provides community services without charge or for a charge that is below the cost to the body of providing the services; and

(c) does not restrict its services to persons who are members of the body.

(4) For the purposes of subsection (3)—

(c) any of the following are community services:

(i) the provision of emergency accommodation;

- (ii) *the provision of food or clothing for disadvantaged persons;*
- (iii) *the provision of supported accommodation;*
- (iv) *the provision of essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;*
- (v) *the provision of legal services for disadvantaged persons;*
- (vi) *the provision of drug or alcohol rehabilitation services;*
- (vii) *the conduct of research into, or the provision of community education about, diseases or illnesses, or the provision of palliative care to persons who suffer from diseases or illnesses;*

(d) *Disadvantaged persons are persons who are disadvantaged by reasons of poverty, illness, frailty, or mental, intellectual or physical disability*

It is necessary for a community service organisation to satisfy all of the criteria contained in the Act to be entitled to the mandatory 75% rebate.

* subject to submission of a discretionary rate rebate application

2.3.2. ***S165—Rebate of rates – educational purposes***

(1) *The rate on land –*

- (a) *occupied by a government school under a lease or licence and being used for educational purposes; or*
- (b) *occupied by a non-government school registered under the Education and Early Childhood Services (Registration and Standards) Act 2011 and being used for educational purposes,*

Will be rebated at 75 per cent (or, at the discretion of council, at a higher rate)

(2) *The rates on land being used by a university or university college to provide accommodation and other forms of support for students on a not-for-profit basis will be rebated at 75 per cent (or, at the discretion of the council, at a higher rate).*

- 2.4. Where a person or body is entitled to a rebate of 75% the Council may, pursuant to Section 159(4) of the Act, increase the rebate up to a further 25%. The Council may grant the further 25% rebate upon application or on its own initiative. In either case the Council will take into account those matters set out at Clause 3.1 of this Policy.
- 2.5. Where an application is made to the Council for a rebate of up to a further 25% the application will be made in accordance with Clause 4.1 of this Policy and the Council will provide written notice to the applicant of its determination of that application.
- 2.6. Where Council is satisfied from its own records or from other sources that a person or body meets the necessary criteria for a mandatory 100% or 75% rebate, Council will grant the rebate of its own initiative. Where Council is not so satisfied it will require the person or body to apply for the rebate in accordance with Clause 4.1 of this Policy.

2.7. The Council delegate the determination of entitlement to mandatory rebates to the CEO.

3. **Discretionary Rebate of Rates:**

3.1. The Act gives Council the power to grant discretionary rebates for a broad range of purposes and the percentage of that rebate.

3.1.1. ***S166—Discretionary rebate of rates***

- (1) *A council may grant a rebate of rates or service charges in any of the following cases (not being cases that fall within a preceding provision of this Division):*
- (a) *where the rebate is desirable for the purpose of securing the proper development of the area (or a part of the area);*
 - (b) *where the rebate is desirable for the purpose of assisting or supporting a business in its area;*
 - (c) *where the rebate will conduce to the preservation of buildings or places of historic significance;*
 - (d) *where the land is being used for educational purposes;*
 - (e) *where the land is being used for agricultural, horticultural or floricultural exhibitions;*
 - (f) *where the land is being used for a hospital or health centre;*
 - (g) *where the land is being used to provide facilities or services for children or young persons;*
 - (h) *where the land is being used to provide accommodation for the aged or disabled;*
 - (i) *where the land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1997 (Cwlth) or a day therapy centre;*
 - (j) *where the land is being used by an organisation which, in the opinion of the council, provides a benefit or service to the local community;*
 - (k) *where the rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment;*
 - (l) *where the rebate is considered by the council to be appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a ratepayer due to—*
 - (i) *a redistribution of the rates burden within the community arising from a change to the basis or structure of the council's rates; or*
 - (ii) *a change to the basis on which land is valued for the purpose of rating, rapid changes in valuations, or anomalies in valuations;*
- (1a) *A council must, in deciding whether to grant a rebate of rates or charges under subsection (1)(d), (e), (f), (g), (h), (i) or (j), take into account—*

- (a) *the nature and extent of council services provided in respect of the land for which the rebate is sought in comparison to similar services provided elsewhere in its area; and*
- (b) *the community need that is being met by activities carried out on the land for which the rebate is sought; and*
- (c) *the extent to which activities carried out on the land for which the rebate is sought provides assistance or relief to disadvantaged persons, and*
may take into account other matters considered relevant by the council.

The Council may take into account, but are not limited to, the following:

- (i) why there is a need for financial assistance through a rebate;
- (ii) the level of rebate (percentage and dollar amount) being sought and why it is appropriate;
- (iii) the extent of financial assistance, if any, being provided to the applicant and/or in respect of the land by Commonwealth or State agencies;
- (iv) whether the applicant has made/intends to make application to another Council(s);
- (v) whether, and if so to what extent, the applicant is or will be providing a service within the Council area;
- (vi) whether the applicant is a public sector body, a private not for profit body or a private for profit body;
- (vii) whether there are any relevant historical considerations that may be relevant for all or any part of the current Council term;
- (viii) the desirability of granting a rebate for more than one year in those circumstances identified at Clause 4.2 of this policy;
- (ix) consideration of the full financial consequences of the rebate for the Council;
- (x) the time the application is received;
- (xi) the availability of any community grant to the person or body making the application;
- (xii) whether the applicant is in receipt of a community grant; and
- (xiii) any other matters, and policies of the Council, which the Council considers relevant.

3.2. The Council has an absolute discretion –

- 3.2.1. to grant a rebate of rates or service charges in the above cases; and
- 3.2.2. to determine the amount of any such rebate, to a maximum of 100% of the relevant rate or service charges

3.3. Discretionary rebates granted under this policy will be reviewed at the time of reviewing the policy (Section E, Clause 6.1), so consequently are granted for a maximum of two years.

3.4. Persons who, or bodies which, seek a discretionary rebate will be required to submit an application form to Council and provide to Council such information as stipulated on the application form and any other information that Council may reasonably require. Further information about the application process can be found in section 4.

- 3.5. As a matter of policy Council will provide a 100% discretionary rebate on:
- 3.5.1. Not for profit Kindergartens/Child care Centres
 - 3.5.2. Guides and Scouts Groups
- and Council delegate the determination of the application of this discretionary rebate to the CEO.
- 3.6. Council have determined that discretionary rebates under S166 will not be granted for:
- 3.6.1. Provision of support services or direct financial support of low income families
 - 3.6.2. Private residential properties
 - 3.6.3. Private and not for profit residential aged care facilities.
4. **Rebate Applications**
- 4.1. Persons or bodies who seek a rebate of rates (and/or service charges) must make written application. Forms are available online [http://www.salisbury.sa.gov.au/Services/Rates/Rate Rebate Policy and Application Form](http://www.salisbury.sa.gov.au/Services/Rates/Rate_Rebate_Policy_and_Application_Form) or can be obtained from Council Offices located at James Street Salisbury, or by contacting the Customer Centre 8406 8222.
- 4.2. All persons who, or bodies which, wish to apply to the Council for a rebate of rates must do so on or before 31 August in the year of application. However, applicants which satisfy the criteria for a mandatory 100% rebate will be granted the rebate at any time.
- 4.3. There are penalties for making false statements and for failing to advise Council of changes in circumstances which would remove the entitlement to a rebate. Relevant sections of the legislation are:
- 4.3.1. **S159—Preliminary**
- ...
- (2) *A person or body must not –*
- (a) *Make a false or misleading statement or representation in an application to be made (or purporting to be made) under this Division; or*
 - (b) *Provide false or misleading information or evidence in support of an application made (or purporting to be made) under this Division*
- Maximum penalty: \$5,000*
- 4.3.2. **S159—Preliminary**
- ...
- (7) *If a person or body has the benefit of a rebate of rates under this Division and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the council of that fact and (whether or not the council is informed) the entitlement to a rebate ceases.*

- (8) *If a person or body fails to comply with subsection (7), the person or body is guilty of an offence.
Maximum penalty: \$5,000*

4.4. Council may determine that rebates no longer apply, and can recover rates as follows:

4.4.1. ***S159—Preliminary***

...

(10) *A council may, for proper cause, determine that an entitlement to a rebate of rates in pursuance of this Division no longer applies*

(11) *If an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.*

4.5. Council will, in writing, advise an applicant for a rebate of its determination of that application within sixty days of receiving the application or of receiving all information requested by Council. The advice will state:

4.5.1. if the application has been granted, the amount of the rebate; or

4.5.2. if the application has not been granted, the reasons why.

4.6. A person or body that is aggrieved by a determination of Council in respect of an application for a rate rebate may seek a review of that determination by written application to the Council within three months of the making of the determination (in accordance with Council's Internal Review of Decisions procedure).

5. **Community Grants**

5.1. If an application for a rebate is unsuccessful, the Council has an absolute discretion to then treat the application as one for a community grant and to determine it in accordance with the Council's Community Grants Policy.

6. **Policy Review & Availability**

6.1. Council will review this policy in the twelve months following an election, and every two years thereafter.

6.2. This Policy is available for inspection at Council offices and persons may obtain a copy of this Policy without charge.

F – Delegation

1. The Council has delegated its power, pursuant to Section 44 of the Act, to grant applications for mandatory rebates which meet the requirements of the Act (sections 161- 165) to the Chief Executive Officer.

2. All discretionary rebates shall be determined by the Council with the exception of those categories identified in clause 3.5 and 3.6

G – Legislation

The Local Government Act 1999

H – Associated Policies

Council’s Internal Review of Council Decisions Policy

Document Control

Document ID	Rate Rebate Policy
Prepared by	Team Leader Revenue, Financial Services
Release	3.00
Document Status	Endorsed
Date Printed	06/03/2019

RAOB GLSA GLE 2017



Royal
Antediluvian
Order
OF
Buffaloes
GRAND LODGE
SOUTH AUSTRALIA
G.L.E. INC.

CONSTITUTION
AND
RULES
OF THE ORDER

As

Adopted February 2018

**Under no circumstances
must anything be added to
or
taken from the
Constitution and Rules
as printed**

Page 1 of 1

NOT TO BE ALTERED OR REPRODUCED



Application Form – Rate Rebate

Details of Applicant

If the Applicant is not a natural person, please provide details of a contact person for the Applicant

Details of Land

Council Assessment Number..... 41266

Valuer General Number..... 4423452007

Certificate of Title Reference.....

Address..... LOT 29D 7624 Sec S 2231

..... 30 ORANGE AVE SALZSBURY SA 5108

Owner of Land (if not you) ...

Note: if the application for a rate rebate is for multiple properties, each assessment must be separately identified (a separate listing can be attached if necessary).

Please note: A person or body who makes a false or misleading statement or representation in an application or provides false or misleading information or evidence in support of an application for rebate is guilty of an offence under Section 159(2) of the Local Government Act, 1999. Maximum penalty: \$5,000

Categories of Rebate

Please tick the category of rebate under which you are seeking a rebate, Section numbers quoted refer to the Local Government Act, 1999.

3.1 Mandatory 100%

- 3.1.1 Health Services – Land being predominant used for service delivery or administration by a hospital or health centre incorporated under the South Australia Health Commission Act 1976; (Section 160)
- 3.1.2 Religious Purposes – Land containing a church or other building used for public worship (and any grounds) , or land solely used for religious purposes; (Section 162)
- 3.1.3 Public Cemeteries – Land being used for the purposes of a public cemetery; (Section 163)
- 3.1.4 Royal Zoological Society of SA – Land (other than land used as domestic premises) owned by, or under the care, control and management of, the Royal Zoological Society of South Australia Incorporated. (Section 164)

Mandatory 75% - Section 161

- 3.1.5 Community Services – Land being predominantly used for service delivery and administration by a community services organisation.

To qualify as a Community Service Organisation under the rebate provisions of the Local Government Act 1999 an organisation MUST MEET ALL THREE of the following criteria. (See section "Additional Information" at end of this form.)

- (a) Is incorporated on a not for profit basis for the benefit of the public; AND
- (b) Provides community services without charge or for a charge that is below the cost to the body of providing the services; AND
- (c) Does not restrict its services to persons who are members of the body.

If you have ticked (a), (b) and (c) above which of the following services does your organisation provide from the property specified in this application If these services apply only to part of your property, please supply additional details. You must answer these below questions in respect of your application.

- Emergency accommodation;
- Food or clothing for disadvantaged persons (i.e., persons who are disadvantaged by reason of poverty, illness, frailty, or mental, intellectual or physical disability) ;

- Supported accommodation (i.e., residential care facilities in receipt of Commonwealth funding or accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life) ;
- Essential services, or employment support, for persons with mental health disabilities, or with intellectual or physical disabilities;
- Legal services for disadvantaged persons;
- Drug or alcohol rehabilitation services;
- Research into, or community education about, diseases or illnesses, or palliative care to persons who suffer from diseases or illnesses.
- Disadvantaged persons are persons who are disadvantaged by reasons of poverty, illness, frailty, or mental, intellectual or physical disability.
- Community Housing Association Properties - 75% Rebate**
supported accommodation (i.e. accommodation for persons with mental health, intellectual, physical or other difficulties who require support in order to live an independent life)
Community Housing Association providers are required to be registered and listed on the List of Community Housing providers maintained by the Government of South Australia.

Mandatory 75% (cont) – Section 165

Educational Purposes Which of the following criteria apply –

- Land occupied by a government school under a lease or licence and being used for educational purposes; or
- Land occupied by a non-government school registered under Part 5 of the Education Act 1972 and being used for educational purposes; or
- Land being used by a University or University College to provide accommodation and other forms of support for students on a not for profit basis.

3.2 Discretionary rebates – Section 166 (1)

The Council may in its discretion grant a rebate of rates or service charges in any of the following cases (section 166). Please indicate which of the following is applicable to your application –

- The rebate is desirable for the purpose of securing the proper development of the area (or a part of the area) ;
- The rebate is desirable for the purpose of assisting or supporting a business in its area;
- The rebate will be conducive to the preservation of buildings or places of historic significance;

- The land is being used for educational purposes;
- The land is being used for agricultural, horticultural or floricultural exhibitions;
- The land is being used for a hospital or health centre;
- The land is being used to provide facilities or services for children or young persons;
- The land is being used to provide accommodation for the aged or disabled;
- The land is being used for a residential aged care facility that is approved for Commonwealth funding under the Aged Care Act 1987 (Commonwealth) or a day therapy centre;
- The land is being used by an organisation which provides a benefit or service to the local community;
- The rebate relates to common property or land vested in a community corporation under the Community Titles Act 1996 over which the public has a free and unrestricted right of access and enjoyment ;
- The rebate is appropriate to provide relief against what would otherwise amount to a substantial change in rates payable by a rate payer due to a change in the basis of valuation used for the purposes of rating, rapid changes in valuations, or anomalies in valuations.

4. Amount of Rebate

If you are seeking a mandatory rebate under Clause 3.1 of this Application, for which you are entitled to a 75% rebate, are you also applying to the Council to increase that rebate?

YES NO

Please specify the amount of rebate that you are applying for -

..... 100 %

If you are applying for a discretionary rebate under Clause 3.2 of this Application, please specify the rebate amount you are applying for.

..... 100 %

Please specify why you (or your organisation) need financial assistance through a rebate and why the amount of rebate you have applied for is appropriate.

..... WITH THE UPKEEP AND REPAIRS REQUIRED AT THE PROPERTY WITHOUT A REBATE WE CANNOT MAINTAIN BUILDING IN A REASONABLE STATE'

5. Additional Information Required

The Council requires you to attach the following additional information to this Application –

- 5.1 Where you are seeking a rebate under Clause 3.1.5 of this Application – Community Services –
 - 5.1.1 Evidence that the land is being used for service delivery and/ or administration;
 - 5.1.2 A copy of the organisation's Constitution and/ or other documentation establishing that it is incorporated on a not - for-profit basis;
 - 5.1.3 A copy of the organisation's latest Annual Report;
 - 5.1.4 Evidence that the organisation provides services free of charge or below cost;
 - 5.1.5 Evidence that the organisation provides services to persons other than members.

- 5.2 Where you are seeking a rebate in any other case –
 - 5.2.1 Evidence that the land is being used for the purpose for which the rebate is being sought;
 - 5.2.2 Information as to whether, and if so to what extent, you (or your organisation) will be providing a service within the Council area;
 - 5.2.3 Whether you have made or intend to make an application to another council;
 - 5.2.4 The extent of financial assistance (if any) being provided by Commonwealth or State agencies;
 - 5.2.5 Whether you are in receipt of a community grant;
 - 5.2.6 Any other information that you believe is relevant in support of this Application.

6. Application Forms

Application forms and all additional information must be submitted to the Council on or before 31st August each year.

A failure to submit application forms or to provide the additional information required by the Council to assess the application by the due date may result in the Council refusing to consider the application.

Important Information

It is an offence for a person or body to make a false or misleading statement or representation in an application or to provide false or misleading information or evidence in support of an application made (or purporting to be made) under the Act . The maximum penalty for this offence is \$5,000.00, (Section 159 (2) of the Local Government Act 1999).

The Council may grant a rebate of rates or charges on such conditions as the Council thinks fit.

If a person or body has the benefit of a rebate of rates and the grounds on which the rebate has been granted cease to exist, the person or body must immediately inform the Council of that fact and (whether or not the Council is so informed) the entitlement to a rebate ceases. If a person or body fails to notify the Council that person or body is guilty of an offence and liable to a maximum penalty of \$5,000.00, (Section 159 (7) and (8) of the Local Government Act 1999).

The Council may, for proper cause, determine that an entitlement to a rebate of rates under the Act no longer applies.

Where an entitlement to a rebate of rates ceases or no longer applies during the course of a financial year, the Council is entitled to recover rates, or rates at the increased level (as the case may be), proportionate to the remaining part of the financial year.

I declare that the information I have provided on and attached to this application form is true.

DATED the 22ND day of AUGUST 2019.

Signed

Enquiries to: Rating Services, Tel: (08) 8406 8273 or email: city@salisbury.sa.gov.au with a subject line including Rate Rebate Application:

Completed form to be returned to:

City of Salisbury

PO Box 8, Salisbury SA 5108 or 12 James Street, Salisbury SA 5108

R.A.O.B. Grand Lodge Of SA Inc

ABN: 93534104965

**FINANCIAL REPORT
FOR THE PERIOD ENDED 30 June 2018**

Bartley Partners Pty Ltd

322 Glen Osmond Rd
MYRTLE BANK SA 5064
Phone: 08 83381033 Fax: 08 83384733
Email: chris@bartleypartners.com.au

R.A.O.B. Grand Lodge Of SA Inc
ABN 93534104965
Grand Executive's Declaration

The Grand Executive has determined that the Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia Incorporated is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the The Grand Executive;

1. the financial statements and notes present fairly the R.A.O.B. Grand Lodge of South Australian Incorporated's financial position as at 30 June 2018 and its performance for the reporting period ended on that date in accordance with the accounting policies described in Note 1 to the financial statements; and
2. there are reasonable grounds to believe that the R.A.O.B Grand Lodge of South Australia Incorporated will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by;

.....
Peter Taylor

.....
Graham Smith

Dated: 21 August 2018

R.A.O.B. Grand Lodge Of SA Inc
ABN93534104965

Trading Statement

For the year ended 30 June 2018

	This Year	This Year	Last Year
SALES			
Sales	8,787		7,971
TOTAL SALES		8,787	7,971
COST OF GOODS SOLD			
Opening Inventories	14,709		19,912
Purchases	6,048		6,902
Closing Inventories	(16,236)		(14,709)
TOTAL COST OF GOODS SOLD		(4,521)	(12,106)
GROSS PROFIT		4,266	(4,135)

The accompanying notes form part of these financial statements.

These statements should be read in conjunction with the attached compilation report.

Prepared by Bartley Partners Pty Ltd

22/08/2018 Page 3

R.A.O.B. Grand Lodge Of SA Inc
ABN93534104965
Profit and Loss Statement
For the year ended 30 June 2018

	This Year	Last Year
ORDINARY INCOME		
Gross Profit on Trading B/Fwd	4,266	(4,135)
Donations	9,742	0
Interest Received	95,377	2,138
Donations - Grand RHA of SA		3,642
Donations - Edithburgh		57,105
Raffles		50
Contra	25,338	0
Donations - RAOB & GL SA & GLE BUILDING FUND INC	2,577,852	0
Gazette Sales	4,446	4,259
Grand Board of Benevolence Dues	1,153	767
Propositions	16	166
Office Services		4,351
Hall Hire	1,820	2,025
Lodge Member Donations	6,392	10,606
Sundry Receipt	10,182	4,833
TOTAL ORDINARY INCOME	2,736,585	85,806
TOTAL INCOME	2,736,585	85,806
OVERHEAD EXPENSES		
Accountancy	3,050	454
Administration/G.P. Expenses	16,947	6,851
Associated Lodges Expenses	4,845	0
Bank Charges	126	240
Building Fund Expenses	0	17,838
Closed Lodges	766	280
CYP Expenses	1,195	0
Contra	5,165	6,928
Clare Expenses	5,950	0
Donations	0	2,000
Electricity & Gas	387	131
Funeral Notices	995	901
Gazette Expenses	5,310	3,735
Insurances	3,803	2,957
Lease - Equipment	10,625	26,518
Light, Heat and Power	74	0
Lodge Dinners	0	915
Opal & Andamooka	61	0
Postage & Petty Expenses	873	571
Printing and Stationery	4,094	2,210
Prospect Expenses	66,378	0
Rates and Taxes	433	88
Repairs & Maintenance	3,968	3,925
Rent	311	3,350
Security	383	0
Superannuation	1,940	0
Sundry Expenses	2,509	980
Subscriptions and Memberships	186	85
Telephone	2,529	2,212
Travel and Accommodation - Local	898	580
Wages	21,667	22,898
TOTAL OVERHEAD EXPENSES	(165,470)	(106,646)
NET PROFIT	2,571,115	(20,840)

The accompanying notes form part of these financial statements.

These statements should be read in conjunction with the attached compilation report.

Prepared by Bartley Partners Pty Ltd

22/08/2018 Page 4

R.A.O.B. Grand Lodge Of SA Inc
ABN93534104965
Profit and Loss Appropriation
For the year ended 30 June 2018

	This Year	Last Year
PROFIT FROM ORDINARY ACTIVITIES BEFORE TAX		
Profit from ordinary activities before income tax	2,571,115	(20,840)
PROFIT FROM ORDINARY ACTIVITIES AFTER TAX	2,571,115	(20,840)
Retained Profits at the beginning of the year	66,981	87,821
	66,981	87,821
RETAINED PROFITS AT THE END OF THE YEAR	2,638,095	66,981

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation report.

Prepared by Bartley Partners Pty Ltd 22/08/2018 Page 5

R.A.O.B. Grand Lodge Of SA Inc

ABN93534104965

Balance Sheet

As at 30 June 2018

	This Year	Last Year
ASSETS		
CURRENT ASSETS		
Bank SA #011840 Society Chq Acc	1,345	2,521
Bank SA #033560 GL Term Deposit	250,000	50,000
Bank SA #287040 Business Saver Account	221,569	233,193
Bank SA #274840 Debit Card	2,000	2,000
Bank SA #549040 GL Property Acc	307	1,393
Bank SA #244140 Grand RHA Chq Acc		1,608
Bank SA #581960 Grand RHA TD		2,000
Bank SA #257060 Edithburgh TD		50,228
Bank SA #566340 Edithburgh Chq Acc		2,879
Bank SA TD #033560 GL Term 1	2,100,000	
Petty Cash on hand	214	214
Bank SA #176640 Assoc Lodges Cheq	2,525	
Bank SA #166340 Assoc Lodges Saver	823	
Inventories	16,236	14,709
GST Receivable	4,078	2,598
TOTAL CURRENT ASSETS	2,599,096	363,343
NON-CURRENT ASSETS		
Buildings at WDV	32,035	
30 Orange Ave, Salisbury	215,000	
Lot 286 John Lyons Rd, Andamooka	55,000	
9 Temple Rd, Clare	95,000	
8 Parara Ave Maitland	75,000	
	472,036	
TOTAL NON-CURRENT ASSETS	472,036	
TOTAL ASSETS	3,071,131	363,343
LIABILITIES		
CURRENT LIABILITIES		
Trade Creditors	9,782	1,118
Other Creditors		17,838
PAYG Withholding Tax Payable	18	
ATO ICA		(195)
Provision for Income Tax		(251)
TOTAL CURRENT LIABILITIES	9,800	18,510
NON-CURRENT LIABILITIES		
Loan - Grand Lodge Building Fund		277,852
TOTAL NON-CURRENT LIABILITIES		277,852
TOTAL LIABILITIES	9,800	296,362
NET ASSETS	3,061,332	66,981
EQUITY		
Asset Revaluation	423,236	

The accompanying notes form part of these financial statements.

These statements should be read in conjunction with the attached compilation report.

Prepared by Bartley Partners Pty Ltd

22/08/2018 Page 6

R.A.O.B. Grand Lodge Of SA Inc

ABN93534104965

Balance Sheet

As at 30 June 2018

	This Year	Last Year
EQUITY		
Retained Earnings	2,638,095	66,981
TOTAL EQUITY	<u>3,061,332</u>	<u>66,981</u>

The accompanying notes form part of these financial statements.
These statements should be read in conjunction with the attached compilation report.
Prepared by Bartley Partners Pty Ltd

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R.A.O.B. Grand Lodge Of SA Inc

ABN93534104965

Note to the Financial Statements

Note 1.1 Statement of Significant Accounting Policies.

The financial statements are a special purpose financial statement prepared in order to satisfy the financial reporting requirements of the Association Incorporations Act (SA) and for the use by members of the Grand Lodge of South Australia. The committee has determined that the Grand Lodge of South Australia is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and does not take into account changing money values or, except where specifically stated, current valuation of non-current assets.

The financial statements have been prepared in accordance with the requirements of the following Australian Accounting Standards

AASB1031: Materiality

AASB 110: Events after the Balance Sheet date

No other Australian Accounting Standards, Urgent Issues Group Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

Note 1.2 Indemnity Fund

The Indemnity Fund is operated as a separate fund under the banner of the Grand Lodge of South Australia Incorporated.

The purpose of the Indemnity Fund is to provide Liability Insurance for the Officers and Committee members of all the Lodges under the cover of the Insured, the Grand Lodge of South Australia Incorporated.

The Financial Statements of the Indemnity Fund is attached.

These statements should be read in conjunction with the attached compilation report.

Prepared by Bartley Partners Pty Ltd

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RAOB GLSA GLE 2018

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QUALIFICATIONS FOR MEMBERS

The following attendances are necessary in Lodge Meetings

Purpose	Fort-		Three		Eight	Rule No.
	Weekly	nightly	Weekly	Monthly	Weekly	
Ballot for U/L	5	3	2	2	2	161
Financial Question	5	3	2	2	2	88
New Member Qualifications	5	3	2	2	2	88
Second Degree Ballot	5	3	2	2	2	163
Whether to Proceed to an Election						
Second Degree	5	3	2	2	2	163
Third Degree	5	3	2	2	2	163
Fourth Degree	5	3	2	2	2	163
Election M.L. Officers...	5	3	2	2	2	91
Suspensions.....	5	3	2	2	2	153
All other matters	5	3	2	2	2	88

For all the above matters, attendance's to be in preceding three months.

For all the below matters, attendance's to be in preceding twelve months

Third Degree Ballot	20	10	8	5	3	163
Fourth Degree Ballot	20	10	8	5	3	163

OFFICIAL COLOUR RIBBONS FOR JEWELS

First Degree:	Green
Second Degree:	Dark Blue
Third Degree:	Red
Fourth Degree:	Light Blue
Grand Primo Jewel:	Red and Blue Diamond Check
Provincial Grand Lodge:	Lilac
G.L.s of Benevolence:	Gold
Examining Certifying Council:	Gold, White and red stripes in Centre
Knights Chapter:	Red
R.O.H. Assemblies:	Light Blue
Treasurer:	Maroon with Green and white border (vertical stripe)
Secretary:	Vertical Red, White, Black and Gold Stripes
Services Rendered:	Pale Blue with Pink and Purple Stripes on border
P.W.P. Jewel:	Royal Blue with vertical Gold stripe in centre

Colour of service rendered ribbons are subject to availability or as decided by G. Ex.

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SCHEDULE OF ABBREVIATIONS

Grand Lodge	G.L.
Grand Primo	G.P.
Immediate Past Grand Primo	I.P.G.P.
Deputy Grand Primo	D.G.P.
Grand Secretary	G. Sec.
Grand Treasurer	G.Tr.
Grand Chamberlain	G.Ch.
Grand Tyler	G. Ty.
Grand Constable	G. Co.
Grand Alderman of Juniper	G.A.J.
Grand Alderman of Benevolence	G.A.B.
Grand Minstrel	G. Min.
Grand Waiter	G.W.
Grand Trustee, Senior	Sr. Gr. Trus.
Grand Trustees (two)	G. Trus.
Grand Assistant Secretary	G. Ass S.
Grand Steward	G. Std.
Grand Auditors (two)	G. Aud.
Grand Lodge District Representative	G.L.D.R.
Grand Register	G. Reg.
Grand Inspector of Lodges	G.I.L.
Grand Chaplain	G. Chap.
MINOR LODGE	M.L.
Worthy Primo	W.P.
Immediate Past Worthy Primo	I.P.W.P.
City Marshal	C.M.
City Secretary	C.S.
City Treasurer	C. Tr.
City Chamberlain	C. Ch.
City Tyler	C. Ty.
City Constable	C. Co.
City Register	C. Reg.
Alderman of Benevolence	A.B.
Sick Visitor	Sick Vis.
City Minstrel	C. Min.
City Waiter	C.W.
City Steward	C. Std.
Trustees (two)	Trus.
Assistant Secretary	Ass. S.
Assistant Waiter	Ass. W.
Assistant Steward	Ass. Std.
City Scribe	C. Scr.
Auditors	Aud.
Examining and Certifying Council	E. & C.C.
Grand Examining & Certifying Council	G.E. & C.C.
Grand Lodge Building Committee	G.L.B.C.
Grand Lodge Building Fund	G.L.B.F.
Governing Authority	G.A.
Grand Lodge Annual Meeting	G. L. in Sessions
Grand Executive	G. Ex.
Royal Chair.	R.C.
Unenlightened	U/E.
Right Honourable Assembly	R. H. Ass.
Knight Chapter	K.C.

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DEGREES

Brother (Kangaroo)	Bro.
Certified Primo	C.P.
Knight of Merit	K.O.M.
Roll of Honour	R.O.H.

GENERAL

Royal Antediluvian Order of Buffaloes	R.A.O.B.
Grand Lodge of England	G.L.E.
Grand Lodge of South Australia	G.L.S.A.

VOTING EXAMPLES FOR TWO-THIRDS MAJORITY

4 Votes in 5 or 6	5 Votes in 7
6 Votes in 8 or 9	7 Votes in 10
8 Votes in 11 or 12	9 Votes in 13
10 Votes in 14 or 15	11 Votes in 16
12 Votes in 17 or 18	13 Votes in 19
14 Votes in 20 or 21	15 Votes in 22
16 Votes in 23 or 24	17 Votes in 25
18 Votes in 26 or 27	19 Votes in 28
20 Votes in 29 or 30	21 Votes in 31
22 Votes in 32 or 33	23 Votes in 34
24 Votes in 35 or 36	25 Votes in 37
26 Votes in 38 or 39	27 Votes in 40
28 Votes in 41 or 42	29 Votes in 43
30 Votes in 44 or 45	31 Votes in 46
32 Votes in 47 or 48	33 Votes in 49
34 Votes in 50 or 51	35 Votes in 52
36 Votes in 53 or 54	37 Votes in 55
38 Votes in 56 or 57	39 Votes in 58
40 Votes in 59 or 60	41 Votes in 61

THE EXHAUSTIVE VOTE

1. The exhaustive vote is a method designed to ensure that the successful candidate in the final stage of an election secures an absolute majority of the votes cast
2. The series of ballots finishes immediately a candidate (or candidates if more than one is to be elected) obtains in one ballot more than 50% of the votes cast (see example 5)
3. At each stage of the ballot the candidate polling the least number of votes must be eliminated at that point (see example 1).
4. If the combined votes of two or more candidates at the bottom of the poll do not total the vote given to the candidate immediately above them, then these two or more candidates are eliminated at that point (see example 2.)

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5. In a situation where the two bottom candidates (or more than two bottom candidates) poll an equal number of votes but their combined total is more than that of the candidate immediately above them, the next round of voting must be taken between these candidates only who have ties to see which proceeds to the next stage (see example 3).

6. In the circumstances where two or more candidates at the bottom of the poll tie but their combined vote does not exceed that of the candidate immediately above them, these candidates must be eliminated (see example 4).

The Presiding Officer at any meeting shall be entitled to vote on all questions arising at such meetings. In case of an equality of votes by show of hands, he shall also have a casting vote. If the vote be by written ballot he can only vote once with the other members, and if the ballot results in a tie the question shall not be entertained again the same meeting.

Examples of Voting.
(34 members voting)

Example 1	1st	2nd	3rd	4th	
Jones	10	13	17		See instruction 6, re tied vote.
Brown	9	12	17		
Robinson	8	9			
Smith	7				
<hr/>					
Example 2					
Jones	14	19			Both Robinson & Smith drop out after the first round of voting because the addition of Smith's & Robinson's votes would not equal the vote cast for Brown
Brown	11	15			
Robinson	5	--			
Smith	4	--			
<hr/>					
Example 3					
Jones	12	--	14	18	In the first ballot there was a tie for the two bottom places. Both could not be eliminated at once because their combined vote exceeded that of the candidate candidate above them. A separate ballot was taken to see which should be eliminated.
Brown	10	--	12	16	
Robinson	6	19	8	--	
Smith	6	15	--		
<hr/>					
Example 4					
Jones	13	18			In this case, despite a tie at the bottom, the combined votes of Smith and Robinson do not equal those of Brown,
Brown	11	16			
Robinson	5	--			
Smith	5	--			
<hr/>					
Example 5					
Jones	18				Jones is elected.
Brown	9				Receiving over 50% of vote.
Robinson	5				
Smith	2				
<hr/>					
Example 6					
Jones	7	18			Addition of 1/8 th principle of elimination
Brown	7	10			
Robinson	6	6			
Smith	4	--			
Williams	4	--			Jones is elected
Scott	3	--			
Kemp	2	--			
Mann	1	--			

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RULES OF THE ORDER.

01. NAME

The name of the association shall be the "Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia G.L.E. Incorporated" (hereinafter referred to as the "Grand Lodge of South Australia Incorporated", or "Grand Lodge of South Australia", "G.L.", "G.L.S.A." or "The Order").

The Grand Lodge of South Australia Incorporated encompasses all South Australia and the Northern Territory and is the supreme body of the organisation.

02. OBJECTS.

The objects of the Grand Lodge of South Australia Incorporated, shall be-

- (a) To relieve, by donations, necessitous Brethren; and widows and families of deceased Brethren or other necessitous persons.
- (b) The bringing together of its Brethren for mutual advantage and encouragement.
- (c) Subject to the rules for the time being in force to guide, assist and control the activities of all members, either individually or collectively, for the time being under the authority of the Grand Lodge of South Australia Incorporated.
- (d) The doing of all such lawful things as are conducive to the attainment of the above objects.

(e) DISSOLUTION

In the event of a resolution for the dissolution of the Grand Lodge of South Australia Incorporated being carried at a Grand Lodge meeting of Members expressly called for that purpose and upon dissolution of the Grand Lodge of South Australia there remains after the payment and discharge of all just debts and liabilities any money whatsoever the same shall be paid to or distributed amongst some institution or institutions having similar objects to the Grand Lodge of South Australia to be determined by the members present at the Special General Meeting called for the purpose of dissolution or in default thereof the Supreme Court of South Australia or any Judge thereof who may have or acquire jurisdiction in the matter, the Association may be wound up in a manner provided by the Act.

03 POWERS OF THE ASSOCIATION

The association (G.L.S.A.) shall have all the powers conferred by section 25 of the Associated Incorporations Act 1985 (S.A.). The income and capital of the association shall be applied exclusively to the promotion of its objects and no person shall be paid or distributed directly or indirectly to members of the association except as bona fide remuneration of a member for services rendered or expenses incurred on behalf of G.L.S.A.

04 DEFINITIONS

Wherever appearing in this rule book;

- Compliance shall mean the requirement under these rules for members and bodies of the Order to comply with reporting and membership obligations:
- a) Any officer of a Lodge or any other body of the R.A.O.B. who is absent for two consecutive meetings without an apology being accepted shall be declared out of compliance; or any officer who does not have the required attendances to maintain or stand for office as set out within these rules shall not be compliant;
 - b) In the case of Minor Lodge (M.L.) or any other body of the R.A.O.B., where any paperwork, including but not limited to financial returns, balance sheets and registration sheets, have not been submitted to Grand Lodge within the allocated time, or where any accounts payable to Grand Lodge remain unpaid after the allocated period, or where the body has failed to comply with any lawful instruction of the Grand Lodge (G.L.) they shall be declared out of compliance.
- Donation shall mean a sum of not more than \$250 without the permission of the Grand Lodge being required. Donations exceeding this amount must be approved by G.L.
- Grand Lodge shall mean any meeting of the Grand Lodge in Sessions, but where the abbreviation G.L. is used in these rules shall also include the Grand Executive subject to the limitations of its powers
- Past Grand Primo/s shall mean any member who has fulfilled at least one term of office as the Grand Primo of South Australia
- Term of Office shall mean the period from initial installation until the next installation.

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GRAND LODGE

05. COMPOSITION OF GRAND LODGE.

The Grand Lodge of South Australia Incorporated shall consist of Past Grand Primo's in compliance both in G. Exec. and a M.L., and two delegates from each Minor Lodge of the Grand Lodge of South Australia Incorporated, duly elected and accredited as per the rules thereof.

Qualifications: Any C.P., K.O.M. or R.O.H. of The Order to be eligible to stand as a delegate to Grand Lodge must have had the following actual attendances in a M.L. within the twelve-month period leading to their nomination as a delegate:

Weekly Lodge:	at least 20;
Fortnightly Lodges	at least 10;
Three weekly Lodges:	at least 7;
Monthly Lodges:	at least 5;
Eight weekly Lodges:	at least 2.

06. MEETINGS

(a) The Grand Lodge of South Australia Incorporated shall meet annually. Immediately prior to the commencement of general business at each meeting of the G.L. in Sessions, the meeting shall determine the date, time of commencement, and the periods of sessions for the next annual meeting. 20 shall form a quorum.

(b) Credentials of delegates and Past Grand Primo's at G.L. Sessions shall be verified by a credentials committee appointed by Grand Executive prior to G.L. Sessions.

07. MINUTES.

(a) The minutes of the Annual Sessions may be recorded and displayed electronically and shall be read, adopted, and confirmed prior to the close of the meeting.

(b) Executive meetings may be recorded and displayed electronically and shall be read, adopted, and confirmed at the next executive meeting.

(c) Upon confirmation of the minutes they shall be signed and dated by the Presiding Officer.

08. VISITORS.

All Certified Primo's or above of the Grand Lodge of South Australia Incorporated, all affiliated Grand Lodge of England members, and all inter-affiliated members who are not under suspension shall have the right of entry to Grand Lodge of South Australia Incorporated but no visitor shall be allowed to speak, except by permission of the presiding officer, and under no circumstances shall they be allowed to vote.

09. AGENDA.

(a) No item from a Minor Lodge or other body of the Order may be placed on the Agenda unless it shall have reached the hands of the Grand Secretary no later than seven weeks prior to commencement of G.L. Sessions. Each item for inclusion on the agenda must be submitted on a separate sheet of paper. For the purposes of clarity, the term "each Item" where it appears in this clause shall mean that all items dealing with one rule shall be considered one item, provided they are contained within that rule. The Grand Secretary shall forward a copy of the agenda paper to each Minor Lodge at least four weeks prior to the meeting of the Grand Lodge.

(b) Grand Executive may appoint a steering committee prior to the closing of the agenda to prepare same.

(c) Matters ongoing from the Grand Executive meeting immediately prior to the Grand Lodge in Sessions, or matters considered urgent shall be referred to General Business at the Grand Lodge in Sessions.

10. DECISIONS OF SESSIONS.

All decisions reached at Grand Lodge in Sessions shall become operative by adoption and all Bodies of the G.L.S.A. shall be duly notified.

11. ALTERATION OF RULES AND RITUALS.

Alteration of Rules

(a) Any Rule of the Order, other than financial rules can only be altered at a Rules Revision Session provided such alteration/s has been duly placed on the agenda for Grand Lodge in Sessions.

(b) Notwithstanding anything elsewhere contained in these Rules, G.L. in Sessions at any Annual Meeting, or Grand Lodge of Emergency meeting called for the purpose, may repeal, or amend any financial

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provisions of these Rules, provided the proposed alteration appears on the Agenda of that meeting and has been circularised to all M.L.'s at least four weeks prior to the meeting.

(c) The approval of two-thirds of the total number of eligible votes cast must be obtained before any rule may be added to, or altered in any way, or a new rule made at any Grand Lodge in Sessions. Notice of motion must be given for all additions, alterations to or new rules,

(d) Unless otherwise determined by the Grand Lodge due to urgency, rules revision sessions will be held every three years.

(e) Where the Grand Executive determines that a Rule alteration is of a more urgent nature, a special Rules Revision Session may be added to any annual Grand Lodge Sessions. In such cases the proposed rule alteration shall be circulated amongst all bodies under the G.L.S.A. in accordance with the normal custom and practice as provided by these rules. The determination as to whether a rule alteration is considered urgent shall be entirely at the discretion of the Grand Executive.

Alteration of Rituals

(f) Rituals as supplied by the Grand Lodge of South Australia Incorporated, for the use in G.L., M.L. or Councils shall only be altered at a Grand Lodge in Sessions the year following a three yearly Grand Lodge Rules of Revision Session. Instructions contained in the Ritual Book may be altered by the Grand Executive.

12. ELECTION OF OFFICERS.

(a) The Grand Lodge officers shall be;

Title	Abbreviation
Grand Primo	G.P.
Immediate Past Grand Primo	I.P.G.P.
Deputy Grand Primo	D.G.P.
Grand Secretary	G. Sec.
Grand Treasurer	G.Tr.
Grand Chamberlain	G.Ch.
Grand Tyler	G. Ty.
Grand Constable	G. Co.
Grand Alderman of Juniper	G.A.J.
Grand Alderman of Benevolence	G.A.B.
Grand Minstrel	G. Min.
Grand Waiter	G.W.
Grand Trustee, Senior	Sr. Gr. Trus.
Grand Trustees (two)	G. Trus.
Grand Assistant Secretary	G. Ass S.
Grand Steward	G. Std.
Grand Auditors (two)	G. Aud.
Grand Lodge District Representative	G.L.D.R.
Grand Register	G. Reg.
Grand Inspector of Lodges	G.I.L.
Grand Chaplain	G. Chap.

All officers, except for two Grand Lodge Trustees shall be elected annually by ballot at the Annual Sessions meeting. The Grand Primo, Immediate Past Grand Primo, Grand Secretary, and Grand Assistant Secretary each have special qualifications outlined hereinafter. All other officers shall be elected from delegates or past G.P.'s with necessary qualifications and they shall remain the delegates of the respective lodges that elected them to Grand Lodge.

(b) The Grand Secretary and Grand Assistant Secretary shall be elected annually from applicants who the Grand Trustees have approved to be suitably qualified Brothers. They may or may not be delegates to Sessions but they must hold compliance in a ML.

(c) The election of Officers (except the G.P.) shall be taken at a time specified by the agenda after the election of the Grand Primo. A Past Grand Primo with ex-officio qualifications only may contest a delegate for the positions of G.I.L I.P.G.P., Deputy G.P. G. Secretary, G. Treasurer. G. Trustee(s), G. Asst. Sec., G. Ch., and G. Ty only.

The remaining officers shall be taken en bloc and the officers allocated per the number of votes received and in the following order: G. Reg., G. Wait., G.A.J., G.A.B., G. Con., G. Min., G. Std., G. Aud. (2). Those accepting nomination shall have their names listed by being drawn by ballot method prior to the en

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bloc election. A Past Grand Primo with Ex-officio qualifications only, shall not contest a delegate for any en bloc office.

(d) No absent delegate or absent Past Grand Primo shall contest any ballot against a delegate who is present. He may be elected to office uncontested if he has indicated his intention to accept such office and his written apology, signed personally, for absence has been received and accepted. Notwithstanding the above, under exceptional circumstances eligible voting members may accept an apology which is to be treated as an attendance.

(e) All G.L. Officers, G.L.D.R.'s, and permanent or temporary members of the Building Fund Management Committee elected or appointed to any position, must be able to comply with the "Associations Incorporation Act 1985" as amended.

(f) The Public Officer shall be a member of Grand Executive appointed by Grand Executive.

13. FINANCE.

(a) No moneys placed in the hands of the Grand Lodge for a specific purpose shall be put to any other use unless that prescribed use is no longer available.

(b) The G.L. Trustees shall decide all questions of tender and finance.

(c) All accounts shall be paid by one of the following means **and in accordance with instruction from Grand Lodge:**

(1) By cheque and crossed "not negotiable"

(2) By electronic funds transfer

(3) By debit card provided that the Debit Card is maintained in the name of the Grand Lodge of South Australia Inc. and such card must not exceed a limit of \$ 2000.00

(d) The association shall keep and retain such accounting records as are necessary to correctly record and explain the financial position of the G.L.S.A. in accordance with the Associated Incorporations Act 1985.

(e) The financial year for the Royal Antediluvian Order of Buffaloes Grand Lodge of South Australia G.L.E shall be the 12-calendar month period ending 30th June each year.

14. THE GRAND PRIMO OF SOUTH AUSTRALIA

(a) **Qualifications:** To be eligible for the office of Grand Primo, a candidate must have been a member of the Grand Lodge of South Australia Incorporated for five years, a certified Primo for four years and have completed two terms of office of the Grand Lodge of South Australia Incorporated, within 5 years immediately prior to the date of his nomination. The nomination must be submitted in writing by his Lodge and endorsed by the candidate. The nomination must be in the hands of the Grand Secretary by not later than 4 pm. on the last Friday in May each year prior to Annual Sessions. A Grand Primo may be nominated and elected for a second term of office if he so desires and thereafter shall not be eligible for re-election until four years have elapsed after completing one or two terms when retiring from the office of Grand Primo.

(b) The Grand Primo during his term of office shall not hold the office of Worthy Primo of a Lodge, or President of a Knights Chapter, Right Honourable Assembly, or Examining and Certifying Council. He may however be the incumbent President of the G.R.H.A., G.K.C. or Grand E & C.C. provided the incumbent term of office will be completed within one calendar month of the election at G.L. Sessions, or as otherwise approved by Grand Executive under extenuating circumstances.

(c) **Election.** A list of compliant nominations received shall be supplied to all Minor Lodges of the Grand Lodge of South Australia Incorporated, one month prior to the annual G.L. in Sessions meeting. The election by secret ballot shall take place at that meeting by the Officers, Delegates and qualified Past Grand Primo's assembled. The successful candidate shall take the obligation before being installed. When there are more than two nominations for the position of Grand Primo, the ballot shall be by exhaustive ballot.

(d) **Duties:**

(i) He shall open and preside at all Grand Lodge of South Australia Incorporated and Grand Executive meetings. Should he be absent, the I.P.G.P. or in his absence a Past Grand Primo in compliance, in order of retrocession, shall act until his arrival.

(ii) He shall open all new Minor Lodges and Glades. The Grand Primo shall sign all Dispensations and such documents as are deemed necessary and see that the same are signed by the Deputy Grand Primo

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and the Grand Secretary. Should he be unable to officiate at any functions other than a meeting of Grand Lodge, Grand Executive may appoint a member to act in his stead.

(e) **Vacancy:** In the event of death, deposition, resignation, or unfilled office of the G.P., the I.P.G.P. if he is agreeable, but if not, then a compliant Past Grand Primo in order of retrocession may agree to become G.P. for the remainder of the term of office. If the position of G.P. cannot be filled in this manner, then a meeting of a Grand Lodge of Emergency shall be called and the I.P.G.P shall act in the interim.

(f) **Jewels.** A Grand Primo on the expiration of his term of office, should he have fulfilled the duties of the position to the satisfaction of the Grand Lodge of South Australia Incorporated, shall be presented with the appropriate jewel of the office. Such jewel shall be of the uniform design and ribbon.

15. DEPUTY GRAND PRIMO QUALIFICATIONS.

To be eligible to contest the office of Deputy Grand Primo, a candidate must have been a member of the Grand Lodge of South Australia Incorporated, for four years, a certified Primo for three years, and have served in an office as an officer of G.L.S.A. within the five years immediately prior to date of nomination.

16. GRAND SECRETARY.

(a) **Qualifications:**

(i) To be eligible for the office of Grand Secretary, a candidate must have been a member of the Grand Lodge of South Australia Incorporated, for three years and a Certified Primo for one year. He must have a working knowledge of Accountancy and a good knowledge of the workings of the Order.

(ii) He shall not be an undischarged bankrupt.

(b) Nominations for the position of Grand Secretary shall be submitted by candidates who shall furnish credentials with the nomination. Nominations must be in the hands of the Grand Trustees no later than 4.00 p.m. on the last Friday in June each year prior to the Annual Sessions or as otherwise decided by Grand Executive, to enable recommendations to be submitted to Grand Lodge.

(c) **Election, Remuneration, and Conditions of Employment.**

(i) The Grand Secretary is appointed annually. G.L. shall determine whether it shall be on a full time, part time or casual basis. The remuneration to be paid shall be negotiated by the Grand Lodge Trustees, confirmed by Grand Lodge prior to the election or appointment by Grand Lodge.

(ii) The remuneration to be paid shall be subject to agreed cost of living adjustments. He shall be entitled to leave and all gazetted Public Holidays as per the award or applicable industrial agreement. For the purposes of Long Service Leave, the Grand Secretary shall come under the S.A. Long Service Leave Act 1987.

(iii) During the Grand Secretary's absence for any reason, the Grand Trustees may appoint a suitable relieving officer.

(d) Vacancy - In the event of the death or resignation of the Grand Secretary, or his deposition, the Grand Executive shall have the power to elect a successor, who shall hold office until the next scheduled election of a Grand Secretary.

(e) **Duties:**

(i) The Grand Secretary shall attend all Grand Lodge and Committee Meetings.

(ii) He shall be responsible for the keeping of a clear and correct account of all receipts and expenditure, and produce a statement thereof at each Grand Lodge and Grand Executive meeting, showing the balance in hand.

(iii) He shall be responsible for the completion of books and accounts, for the preparation of the yearly Balance Sheets for the Grand Lodge Special Auditor, and produce same at the G.L. Sessions meeting in each year. (Such Balance Sheets shall contain a cash account detailing under proper headings all monies received during the period concerned). After confirmation by Grand Lodge, he shall forward a copy of the yearly Balance Sheets to all Minor Lodges.

(iv) He shall issue goods to Lodges under the Grand Lodge.

(v) The Grand Secretary shall receive all payments and shall be responsible to see that all monies are duly banked.

(vi) He shall attend generally to all business at Grand Lodge and Grand Executive meetings, and forward a copy of the actual minutes to all Lodges (movers and seconders be omitted from publication) along with any confidential items discussed.

(vii) He shall keep a Stock and Delivery Book and duplicate receipt and invoice books.

(viii) The Grand Secretary shall forward to all Minor Lodges alterations to the list of suspended members.

(ix) He shall see that a full and complete directory of all Lodges under the G.L.S.A. is compiled.

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(x) He shall forward as decided by G.L. in Sessions a list of proposed members; and shall keep a Grand Register (Index Card File) containing the names of all proposed members, the date of their initiation or rejection, name of the Lodge in which proposed, specimen of signature, addresses at time of proposal, of election to Second, Third and Fourth Degrees, and details of suspension or rejection, if inflicted.

(xi) At the opening of each Grand Lodge or Grand Executive meeting he shall provide all officers and delegates with copies of the Agenda and Balance Sheets, to be considered by that meeting.

(f) The Grand Secretary shall be the Secretary of the G.E. & C.C. and the G.L.B.C. He shall be responsible for the carrying out of the duties of these bodies as laid down in the Rules concerned.

(g) The Grand Secretary shall be responsible for the publishing and distribution of the S.A. Buffalo Gazette.

16A. GRAND ASSISTANT SECRETARY.

(a) **Qualifications:** Equivalent to the Grand Secretary.

(b) He shall keep a true and correct record of all business transacted at Grand Lodge and Grand Executive meetings. He shall assist the Grand Secretary as and when required and perform the duties attached to the office of Grand Secretary in his absence.

(c) Any remuneration to be paid shall be negotiated by the Grand Lodge Trustees, confirmed by Grand Executive prior to the election or appointment by Grand Lodge.

17. GRAND TREASURER'S DUTIES.

(a) The Grand Treasurer shall receive an account of all remittances from the Grand Secretary, and see that the same has been paid into the appointed bank.

(b) He shall be an ex-officio member of the G.L.B.C.

(c) He shall not be an undischarged bankrupt.

18. GRAND LODGE SPECIAL AUDITOR.

A Special Grand Lodge Auditor who may or may not be a member of the R.A.O.B., but who has the necessary qualifications to carry out the required duties shall be appointed at Grand Lodge Sessions from recommendations from the Grand Trustees, to conduct a complete and efficient audit of the Grand Lodge books, to which he shall have access at any reasonable time.

19. GRAND TRUSTEES.

(a) All funds, furniture, books, records, and other properties of the Grand Lodge of South Australia Incorporated shall be vested in three Trustees.

(b) They shall take an inventory of all properties of Grand Lodge annually.

(c) They may sue on behalf of Grand Lodge, but no action in law shall be taken by them without the permission or instruction of Grand Lodge or Grand Executive.

(d) The expenses, costs or damages incurred by them in any action taken by them in accordance with the above shall be defrayed by Grand Lodge.

(e) The Grand Lodge shall indemnify them any expenses, costs or damages incurred by them in any action taken against them as representatives of the Grand Lodge.

(f) In the event of death, retirement or suspension of a Trustee the Grand Executive shall appoint a successor who shall remain in office until the next annual elections.

(g) Any Trustee who shall cease to hold office shall upon resolution of Grand Executive forthwith do and execute all necessary and proper acts and deeds at the expense of Grand Lodge for vesting the properties of the Grand Lodge in the remaining Trustees, either solely or jointly with any newly appointed Trustee or Trustees as may be required by Grand Executive.

(h) A Trustee shall not be an undischarged bankrupt.

(i) The Trustees shall be elected for a period of three years each. To hold their office each year, each Trustee must furnish a certificate from a Minor Lodge that the Lodge has endorsed him to retain office as a Grand Lodge Trustee, and has the necessary attendance qualifications, or he must be a delegate to Grand Lodge Sessions. The Trustee in his third year shall become Senior Trustee unless the three Trustees agree otherwise. In the event of a dispute over the position of Senior Grand Trustee the position shall be elected by the Grand Executive at the meeting immediately following Grand Lodge in Sessions.

(j) They shall be ex-officio members of the G.L.B.C. and any other committee or body set up under the G.L.S.A. where that committee or body is responsible for property or cash transactions.

(k) In the absence of the Grand Secretary and the Grand Assistant Secretary the Grand Trustees shall act in their stead.

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(l) A Grand Trustee shall present the agenda and or all General Business at all Grand Lodge and Grand Executive Meetings.

20. GRAND EXECUTIVE.

(a) The Grand Executive shall consist of all elected G.L. Officers and all compliant Past Grand Primo's.

(b) A Past Grand Primo to be eligible (ex-officio) shall be subject to the same qualifications as a delegate to Grand Lodge in Sessions, and prior to the commencement of the Annual Sessions submit a certificate from the nominating Minor Lodge Secretary stating he has the required attendance's. Such certificate can only be obtained by consent (by ballot) of the members of the Lodge.

(c) Should a Past G.P. miss two consecutive meetings without tendering an apology in writing and having same accepted, he shall attend two consecutive meetings before he can again speak or vote. Should he be out of compliance in his Minor Lodge he shall not be eligible to attend Grand Executive until he is back in compliance with a Minor Lodge. It is the duty of the Minor Lodge Secretary to notify Grand Lodge of his attendance status.

(d) **POWERS:** The Grand Executive shall act for Grand Lodge in the interim between Grand Lodge meetings, but they shall not make any new rule or alter or rescind any existing rule. They shall be empowered, if necessity arises, to interpret the Rules of the Order, or to pass any necessary by-laws that are consistent with the current rules. Any such interpretations or by-laws will apply until the next Grand Lodge in Sessions. Subject to the limitations of this rule, all references to G.L. shall be taken to include G.E.

(e) Seven shall form a quorum.

(f) **COMPLIANCE:** Any member of Grand Executive, other than G.L.D.R.'s, who is absent from two consecutive meetings without an apology in writing being accepted, shall forfeit his office and another member may be appointed in his stead. Grand Executive may appoint or invite nominations from Lodges of members who have the qualifications to fill the office. Those qualifications shall be the same as those applying to delegates to Grand Lodge in Sessions

(g) A Grand Lodge District Representative may attend any meetings of Grand Executive and shall be entitled to vote on any question when attendance qualifications have been complied with, which shall be the same as for a Past G.P. GLDR shall be a qualifying office for Grand Primo or Deputy Grand Primo.

(h) Grand Lodge District Representatives shall be elected at Grand Lodge Sessions.

(i) Grand Lodge District Representative duties-

(i) He shall perform installations of Officers in Minor Lodges in his District where practicable.

(ii) In the absence of the Grand Primo or his Officers he shall act on behalf of the Grand Primo and present Emblems and offer congratulations at Degree functions when requested by Grand Executive. He shall accompany the Grand Primo or other Grand Lodge Officer or Officers who may be officially visiting the District.

(iii) He shall when practicable, make himself available to assist the functioning of Minor Lodges in the District as requested by Grand Executive.

(j) Where no Grand Lodge District Representative has been elected at Grand Lodge Sessions, Grand Executive may appoint a member to carry out the duties of GLDR.

(k) Officers or ex-officio members of Grand Executive shall not represent any Minor Lodge at any meeting of Grand Executive unless summoned. However, any delegate or past G.P. on Executive, or GBB may apply to speak on any issue at Grand Executive or Grand Lodge in Sessions that is being considered. The application must be approved by the meeting or the member cannot speak.

(l) **AGENDA:** Items for Grand Executive meetings must be received by close of mail on the Friday prior to a scheduled Grand Executive meeting.

21. DELEGATES' OBLIGATION.

Each delegate or member of Grand Executive shall take the prescribed Obligation on his first attendance at a Grand Executive meeting.

22. INSPECTOR OF LODGES.

(a) Grand Lodge shall have power to appoint an Inspector or Inspectors of Lodges for all Lodges under its authority. They shall inspect the workings and/or examine any books of any Minor Lodges and shall report thereon to the Grand Executive.

(b) The Grand Inspector of Lodges shall have the right when directed by G.L to enter the premises of any Lodge at any time for this inspection upon production of their written authority issued by the G. Sec.

(c) Upon the G.I. L., (or any Grand Lodge Officer performing duties of Grand Lodge) identifying himself to the City Tyler and advising that he is on official business under authority of G.L., the City Tyler shall

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advise the Worthy Primo of such and the Worthy Primo shall admit the G.I.L., (or Grand Lodge Officer) into the Lodge immediately and without delay whatsoever.

Upon the announcement of the Grand Inspector of Lodges seeking admission at the tyle, the Worthy Primo shall also immediately direct that all books, monies, and properties may not be moved or touched in any way from that time onwards until the Grand Inspector of Lodges (or Grand Lodge Officer) gives permission to do so.

23. LODGE INDEMNITY FUND.

(a) The Indemnity Fund shall be a fund set up as a separate account to G.L. general accounts and shall be administered by the Grand Lodge Trustees of the Order to indemnify all of the bodies of The Order against losses caused by the dishonesty of Fidelity bonded officers and in paying the expenses of prosecuting criminally any officers who may forfeit any such bond, or of taking proceedings against any such officer should the Grand Executive deem such prosecution or proceedings necessary and expedient, and the expenses of managing the fund and for no other purpose.

(b) The moneys payable to the fund shall be raised by levies on the General Fund of the Grand Lodge and Minor Lodges, and shall be payable to the Grand Secretary on behalf of the Grand Lodge Trustees.

(d) When any claim is made against the Indemnity Fund, the G.L. shall investigate the same, or shall appoint persons to investigate the same, and the persons investigating such claim shall report in writing thereon to the Grand Executive.

(c) If such a report is to the effect that the claim is sustainable, the Grand Lodge Trustees shall pay to the proper person or account the sum necessary to indemnify loss or to reimburse the costs incurred in any prosecution or other proceedings, within 28 days after receipt of the report.

(d) The maximum payment to be made from the fund to a body of The Order for loss in any one instance is \$2000. This sum is deemed sufficient to ensure that the body has sufficient funds to continue normal operations.

(e) If in the opinion of the Grand Executive, after the investigation and report in writing has been considered, the case is one in which criminal proceedings should be taken, the Minor Lodge concerned shall at once take the necessary action, as directed by the Grand Executive.

(f) Should any member of a Minor Lodge carrying a Fidelity Bond, commit an offence against the conditions of same, and the members of such Lodge decide not to report the offence to G.L. for action outlined under this rule, then the G.L. on securing proof of such offence, shall have power to compel such Minor Lodge to act without first receiving a written report from the officers of such Minor Lodge.

(g) The words "Minor Lodge" and/or "Lodge" shall mean to be understood to include all Knights Chapters, R.H. Assemblies, E.& C.C.'s., and Ladies Glades for this rule.

(h) Where any of the following offices are required in any body of The Order, they will be required to sign a Fidelity Bond;

Secretary, Trustees, and Assistant Secretary, and in Ladies Glades Scribe and Assistant Scribe.

The Fidelity Bond is a written contract between the officer and G.L. which guarantees that the officer will act in strict conformity with the rules and all reasonable requirements of G.L. and in return the officer is enabled to take up and / or continue those duties. If the officer does not comply with the requirements of the Fidelity Bond, G.L. may withdraw the bond and the officer will therefore lose the ability to continue in any of the abovementioned duties in all bodies of The Order.

(i) Fidelity Bonds must be returned to Grand Lodge within 14 days of the applicants Installation to Office, and if not returned such body will be declared Out of Compliance and no claims will be considered.

(j) Any Lodge or Body changing or unable to fill any Office covered by a Fidelity Bond shall notify Grand Lodge.

(k) All monies received at any Lodge meeting must be banked at the first available banking period thereafter.

(l) Grand Executive is empowered to authorise the extradition of any member committed under this fund who defaults and to pay legal costs of such extradition in addition to reimbursing the Lodge concerned.

(m) All bank signatories must be current Fidelity Bonded members of that body.

24. CIRCULARS.

All circulars or notices upon matters connected with business other than celebration of ceremonies or holding of social functions issued by any Minor Lodge, or members under the same to other Lodges outside their own authority, shall first require the sanction of Grand Executive.

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25. ADMINISTRATION and MISCONDUCT.

- (a) Any Brother misconducting himself in Grand Lodge or Grand Executive shall be fined, removed, or suspended, at the discretion of the Grand Lodge or Grand Executive.
- (b) All E.C.C.'s, M.L.'s, Kt.'s. Chap.'s, R.H. Assemblies, and Ladies' Glades, shall have the power to fine, remove, or suspend a member or members in accordance with the Rules, and any member shall have the right of appeal as laid down within these Rules.
- (c) In the event of alleged misconduct or violation of the Rules on the part of any officer or member of the Order coming within the knowledge of the G. Ex., and no action having been taken by the M.L., E & C.C., Kt.'s. Chapter, R.H. Assembly, Ladies' Glade, or committee in connection therewith concerned, G. Ex. shall instruct the body or bodies concerned to take such action as necessary.
- (d) Notwithstanding anything to the contrary contained in these Rules, Grand Lodge shall for all purposes and at all times, have an over-riding jurisdiction over any Minor Lodge, Ladies Glade, other Conclave or Member of the Order, and in particular respect of any contravention of the Rules of the Order by any Minor Lodge, or Ladies Glade member, and in the exercise of such jurisdiction Grand Lodge or Grand Executive may in its absolute and unfettered discretion annul, alter, amend or vary any action taken by any Minor Lodge or Ladies Glade, and where any Minor Lodge, Ladies Glade or other Conclave has failed to take any action after having been advised to do so by G.L. or G. Ex., Grand Lodge may take such action, and may suspend, expel, or otherwise deal with any member who in the absolute discretion of Grand Lodge or Grand Executive, has been guilty of any infringement of the Rules of the Order or of conduct prejudicial to the interests and objects of the Order. This includes the restriction of any member to hold a specific office.
- (e) In addition to any other action which Grand Lodge may take hereunder against any Minor Lodge or Ladies Glade, Grand Lodge may withdraw a Minor Lodge's or Ladies Glade's Dispensation permanently or for such period as Grand Lodge shall think fit, and upon such withdrawal the Minor Lodge, or Ladies Glade shall for all purposes cease to function as a Minor Lodge or Ladies Glade under these Rules, and shall forthwith return its Dispensation to Grand Lodge.
- (f) Upon such withdrawal, as afore said, all monies, property, and effects of such Minor Lodge or Ladies Glade, shall immediately become vested in the Trustees of Grand Lodge, who shall take possession of the same and who may sue in respect thereof.

26. NON-CONTENTIOUS MATTER.

The Grand Secretary or Grand Assistant Secretary (or in their absence, a Grand Trustee) in conjunction with the Grand Primo shall have power to deal with and grant applications or endorsements which may be made, or arise, in the interval between the holding of one Grand Executive meeting and the next, which may be of non-contentious character or any urgent financial matters, and a report of the same shall be made at the following Grand Executive meeting for ratification or otherwise.

- a. Where a Minor Lodge has made an application for a Degree or other Ceremony and an error exists in the application which is a non-contentious matter such as incorrect dates or simple errors made by the ML Secretary, the Grand Executive shall grant permission to the ML to conduct the ceremony subject to the correction of the error prior to the ceremony taking place.
- b. The Grand Secretary shall advise the ML concerned what and where the error is and that it may proceed to progress the ceremony and make application to the appropriate ceremonial body concerned to perform the ceremony, but that the error must be rectified and verified by further meeting of the Grand Executive prior to the ceremony taking place.
- c. If the Grand Executive is not satisfied that the error has been corrected, then the ceremony must be postponed until the matter is rectified. In such case the Grand Executive will notify the ceremonial body concerned and instruct the body not to proceed with the ceremony.
- d. Where a Minor Lodge has made an application for a Degree of other Ceremony other than a Second Degree, and the recipient is determined to be technically ineligible due to minor anomalies in qualifying attendances, the Grand Executive shall have discretionary power to allow the ceremony regardless of those anomalies provided the ML concerned indicates to Grand Executive that it still wishes to proceed with the ceremony. For the purposes of this Rule an anomaly in qualifying attendances shall not be considered of a minor nature if it exceeds two attendances over the qualifying period.

27. GRAND LODGE OF EMERGENCY.

A Grand Lodge of Emergency may be called on the authority of the Grand Executive, but shall not under any pretence be held without such being first obtained. Fourteen days' notice of such Grand Lodge of Emergency shall be given to all members of Grand Lodge.

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28. SUPPLY OF GOODS.

All Warrants, Dispensations, Books of Rules, Lecture Books, Certificates, Affiliation Cards, and other official documents or goods shall be obtained from Grand Lodge only. All documents shall bear Grand Lodge of South Australia Incorporated, seal or stamp. The cost of such goods or any services supplied by Grand Lodge shall be decided by the Grand Lodge Trustees, and the Grand Secretary.

29. TRAVELLING EXPENSES.

- (a) The method of travelling to functions, whether by train, ship, car or other means, and reimbursement to cover expenses, etc., shall be decided by Grand Lodge in Sessions annually.
- (b) The expenses of G.L. officers officiating at the opening of new Minor Lodges shall not exceed an amount fixed by the G.L.
- (c) The above rules of travelling expenses shall also apply to all visits by G.L. officers for any reason provided approved by G. L. and irrespective of whether at G.L. or M.L. expense.

30. GENERAL

(a) All Minor Lodges or Ladies Glades shall be under the direct authority of Grand Lodge. All Lodges, Glades and Conclaves of the Order shall within fourteen days after Installations, ensure that the signatories at the bank or financial Institution are the current Fidelity Bonded Officers (This includes Incorporated Building committees)

(b) **Term of Office:** Where election of a member to any office is governed by the phrase "term of office" this shall be taken to be from scheduled installation meeting to the next scheduled installation meeting. Notwithstanding the above where the election of officers and installation of officers are conducted at the same meeting, a member standing for office shall be considered eligible for nomination to that office where he is nominated.

(c) **Fund Raising:** Permission must be obtained from the G.A., ratified by Grand Executive, prior to any Lodge or Glade making application to conduct licensed fund-raising activities under the Lotteries and Gaming Act.

This shall also include Social, Building or other Committees using the letters R.A.O.B. and/or a Lodge/Glade name.

(d) **Dress:**

(i) The minimum standard of dress for Brothers participating in a ceremony, being a Sponsor, in the Guard of Honour or attending a Ladies Glade shall be long sleeved shirt and tie, long trousers with appropriate footwear.

(ii) Director of ceremonies or Master of Ceremonies will be responsible for enforcing this rule.

(e) **Apologies:** If not submitted prior to an absence, an apology may be accepted if received by the next scheduled meeting after the missed meeting. Apologies may be received by written electronic means, if the next scheduled meeting still receives a signed hard copy of apology. Any officer of a Lodge or any other body of the R.A.O.B. who is absent for two consecutive meetings without an apology (signed personally) being accepted shall be declared out of compliance

(f) **Meetings:** All meetings of incorporated bodies associated with the R.A.O.B., Grand Lodge of South Australia Incorporated must be conducted in accordance with the Associations Incorporation Act 1985.

(g) **Resignation:** Where a member's moral, civil or religious duties become incompatible with the Rules or Ritual of the Order, the member may apply for resignation (or termination) of membership direct to Grand Lodge and subject to same being granted it shall be recorded in the book known as the 'RED BOOK'.

(i) Applications for resignation will not be granted to a member subject to suspension or expulsion.

(ii) Any person granted resignation shall forfeit all rank, rights and privileges appertaining to the R.A.O.B.

(iii) Any person who has resigned from membership shall not be eligible to be nominated for re-admission by initiation, or admitted to any G.L.S.A. Lodge or Conclave meeting for a period of two (2) years from date resignation is granted without prior permission being obtained from Grand Lodge.

31. DISPENSATION.

(a) No Lodge shall be opened or continue in operation without the Dispensation open to view and in a prominent place in the Lodge Room.

(b) If at any time the Dispensation of a Lodge shall be lost, damaged, or destroyed, such Lodge shall, on proof thereof, accompanied by the necessary fee, be entitled to a duplicate in its place.

NOT TO BE ALTERED OR REPRODUCED

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32. BENEVOLENCE.

Brothers of The Order may apply for relief under circumstances of difficulty or need. Applications must be made to the M.L. of which the member is compliant. The M.L. may in turn make further application to G.L. for relief for the member.

GRAND LODGE

(a) Applications for relief may be made by any Lodge in compliance, but it must be made on the official application form supplied by the G.L. No other means of appeal will be considered, and the member or person on whose behalf application is made must have been assisted by the M.L. The response to the appeal by the G.L. shall be a first donation, with the right to again appeal should circumstances make it necessary. In the case of distress of a member reported to the G.L. where it is not possible to get in touch with the Minor Lodge he has attended, the G.L. shall have discretionary powers to assist or otherwise.

(b) Lodges in compliance may make application to the G.L. for the circularisation of Minor Lodges in very deserving cases; but the G.L. only, shall have power to circularise Minor Lodges under the G.L.S.A. All donations to such appeals shall be forwarded direct to the G.L. A detailed list of all donations received and an account of their distribution shall be forwarded to all Minor Lodges by the Secretary of the G.L. Applications for circularisation must be made in writing, together with a complete list of assets and liabilities of the applicant, and, if granted, the full details of the appeal set forth in the circular forwarded to Minor Lodges.

(c) Such money as may be donated by the Minor Lodges after being forwarded to the Minor Lodge concerned, who made the request for an appeal, shall be vested in the Trustees of that Minor Lodge or a committee of Trustees elected by the Minor Lodge to distribute as they can normally and humanely do, and they shall submit a report with financial statement of the appeal funds to G.L. by June 30 each year. Any dispute in respect of distribution of the money, the matter shall be sent from the Minor Lodge to G.L., whose decision shall be final.

MINOR LODGES

(d) All payments for benevolence shall be made from the General Fund.

(e) A member to be eligible for relief must have been a member of the Lodge for at least six months (provided the Lodge has been opened for that period) and have voting qualifications.

Applications for relief may be made by any Lodge in compliance, but it must be made on the official application form supplied by the G.L. No other means of appeal will be considered, and the member or person on whose behalf application is made must have been assisted by the M.L. The response to the appeal by the G.L. shall be a first donation, with the right to again appeal should circumstances make it necessary. In the case of distress of a member reported to the G.L. where it is not possible to get in touch with the Minor Lodge he has attended, the G.L. shall have discretionary powers to assist or otherwise, vote, may decide, but the amount shall not exceed the defined amount (see definitions) unless approved by Grand Lodge.

(f) Each Lodge may appoint a committee consisting of Alderman of Benevolence and two Trustees to investigate applications for relief.

(g) In the event the Alderman of Benevolence is also a Trustee of the Lodge, or if it is either the Alderman of Benevolence or a Trustee that is seeking relief and thus cannot serve on the committee, then any vacant position on the committee will be filled by a Brother(s) nominated and elected by the Lodge.

(h) Whip rounds for assistance must not be taken in any Lodge unless the Brother who is to be assisted is a member of that Lodge, except appeals sent out by the Grand G.L. of Benevolence.

(i) Before any function can be held to assist a member or members of the Order, permission must be obtained from the G. L.

33. GRAND CHAPLAIN AND SICK VISITOR APPOINTMENT.

The Grand Chaplain or Chaplains and Grand Sick Visitors shall be appointed annually from volunteers prepared to carry out those duties and they shall be reimbursed such expenses as decided by the G.L.

34. CHAPLAIN'S DUTIES.

(a) When requested, the Grand Chaplain or another member appointed by the G.L. shall attend and deliver the Buffalo Funeral Service at the funerals of members of the Order and shall receive such expenses as fixed by the G.L. annually.

(b) Lodges under Grand Lodge direct may nominate a member or members to perform the duties of Chaplain in their district representative area. Nominations shall be submitted on the official form to the G.L. annually for approval for election or otherwise at Grand Lodge in Sessions.

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- (c) Under extenuating circumstance the Grand Secretary shall be empowered to appoint another member, other than the above, to officiate at any funeral. No member shall be allowed to deliver the Buffalo Service at any funeral unless he has received the Consent of the G. Sec.
- (d) The emblem to be placed in a deceased brother's grave shall be an ivy leaf (if available).
- (e) No member other than the Chaplain shall wear regalia (collar or sash of office only) at funerals. One degree jewel only may be worn by members.

35. RELIEF ON DEATH OF A MEMBER.

In the case of the death of a member of the Order, his widow, children and/or dependents may make application to the G.L. for relief. Such application shall be made on the prescribed form, setting out completely the financial position of the applicant, giving detailed account of all assets and monies owing by the applicant. All appeals must come through a Minor Lodge.

36. FUNERALS OF MEMBERS.

- (a) The G. Sec. shall be the officer responsible for arranging Funerals of deceased Brothers where appropriate.
- (b) When application is made to the G.L. for the payment of a funeral allowance it shall state fully the financial position of the deceased member, setting out all his assets and all monies owed by him. The funeral account must also be forwarded with the appeal.
- (c) All appeals must come through a Minor Lodge, and be signed by the W.P, A.B. and C. Secretary. The allowance shall not exceed the amount as approved by the G.L.

37. FUNERAL NOTICES.

Funeral notices may be inserted at the discretion and expense of the Lodge concerned. Grand Lodge, when required will arrange such notices on behalf of the Lodge or Conclave.

38. SECEDING LODGES - DISPOSAL OF PROPERTIES.

- (a) Should a Lodge secede, thereupon all moneys, securities, furniture, jewels, insignia, regalia, books, records, and other properties of such Lodge shall become immediately vested in the Trustees of the Grand Lodge of South Australia Incorporated, who may sue in respect thereof. The Dispensation of such Lodge shall be at once returned to the Grand Lodge of South Australia Incorporated.
- (b) The Trustees of the Grand Lodge of South Australia Incorporated shall take possession of all moneys, properties and effects of the Lodge referred to, but they may delegate a member to take possession of the same on their behalf. A member receiving any funds or properties of the Lodge referred to shall forthwith deliver them into the custody of the Trustees of the Grand Lodge of South Australia Incorporated, to be disposed of by resolution of the Grand Lodge.

39. G.L. RULES TO APPLY.

Where any procedure is not provided for in the rules governing the various Lodges, Councils, Chapters, Assemblies, Glades, and Committees then the rules relating to the operation of the Grand Lodge of South Australia Incorporated, shall apply.

40. LADIES GLADES

- (a) Ladies Glades may be formed in South Australia and shall be subject to all the Rules of the Grand Lodge of South Australia Inc., G.L.E and they shall be under the control of the Grand Lodge direct.
- (b) Application to open a Ladies Glade shall be made direct to Grand Lodge in a similar manner as an application to open a Minor Lodge.
- (c) All Glades shall be opened by G.L., who shall be responsible for the initial operation of same.
- (d) Glades shall be named after the district in which they meet.
- (e) Members of Ladies Glades shall not be admitted to other than Ladies Glades.
- (f) Brothers of the R.A.O.B. may be admitted to Ladies Glades as Visitors 30 minutes after opening at G.L. sanctioned Ceremonies or All Harmony meetings, but may only attend by invitation issued to a lodge from the Glade after the Glade has received permission to issue the Invitations from the G.L.
- (g) Schedule 1 sets out the specific rules relating to Glades only. These rules are to be read in conjunction with this rule book in its entirety and in the event of any inconsistencies, the rules of the Grand Lodge of South Australia Inc., G.L.E shall take precedence.
- (h) Changes to the rules set out in schedule 1 are dealt with in the same way as any other rule contained herein. Rule changes may be proposed to G.L. in Sessions by a majority vote of the Glades or from the Grand Executive.

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EXAMINING AND CERTIFYING COUNCILS.

41. POWER

(a) The powers of all Councils shall be confined to the examination and certification of members of ML's or Ladies Glades in relation to the Second Degree, and to deal with such matters as may be referred to them by the G.L.

(b) Sub-councils shall be responsible for all dubbings.

42. TYPES OF COUNCILS.

(a) **The Grand Examining and Certifying Council:** Grand Lodge shall elect the G.E. & C.C., and in addition to examinations and certifications, they are the supreme Examining and Certifying Council. They shall be responsible for the proper conduct of all other Councils and Sub-Councils, and uniformity in examinations. They shall have power to appoint Sub-Councils to Minor Lodges and Glades.

(b) Meetings: The frequency of meetings shall be a minimum of one meeting per quarter.

(c) Sub-Councils:

(i) **Sub-Councils** shall only be granted by permission of Grand Council to a Lodge, or Lodges in compliance. At least five C.P.'s must be available to form such Sub-Council, and their names must be submitted (on a form supplied by Grand Lodge) to and approved by G.E. & C.C.

(ii) Once the G.E. & C.C. has approved a Sub-Council, it continues to operate until the G.E.&C.C. revokes the approval to operate. G.E. & C.C. shall constantly review the operation of all Sub-Councils and has the capacity to revoke a Sub-Councils approval to operate if the Sub-Council becomes redundant or non-compliant with directions of the G.E. & C.C.

(d) Sub E&CC's may create and operate their own bank account separate to a Lodge bank account.

43. COMPOSITION, EX-OFFICIO MEMBERS AND QUORUM

(a) **The Grand Examining and Certifying Council:** shall consist of fifteen officers and members, thirteen of which are elected annually from the delegates and Past Grand Primos at the Grand Lodge in Sessions. The sitting Grand Primo is ex officio to the Council, and the Grand Secretary is the Secretary of the Grand E&CC, bringing the total officers to 15.

i) The Officers shall consist of President, I.P. President, Vice President, Secretary, Guard, Master of Ceremonies, Alderman of Juniper, Registrar, and Waiter. In addition to these officers there shall also be 5 ordinary members and the Grand Primo.

ii) 5 shall form a quorum.

iii) All Past Grand Presidents in compliance in both the Grand E&CC and a ML shall be ex officio to the Grand E&CC.

iv) Any Past President absent from two consecutive meetings shall forfeit ex-officio position, and shall cease to be eligible to vote until again qualified by two consecutive attendance's.

v) To be eligible to be nominated for the Grand E & CC a member must have completed a term of office in a Sub E. & C.C. prior to nomination.

(b) **Sub Examining and Certifying Councils:** shall consist of fifteen officers and members who shall be elected annually from delegates to the Sub E&CC who have been elected by the Minor Lodge or Lodges or Glade/s that the Sub Council is attached to. The election will take place at the first meeting of the Sub E&CC held after 30th June each year from delegates or ex-officio members.

i) Where a Sub-Council represents more than one Lodge or Glade, each Lodge or Glade shall be entitled to have an equal number of members on it. If this does not result in fifteen officers and members being elected to the Sub E&CC by the ML's / Glades, then the Council will call for further nominations from each of the relevant ML's / Glades regardless of equal distribution of delegates.

ii) Delegates to the Sub E&CC shall be elected by each relevant ML or Glade prior to 30th June each year and the Secretary of the relevant ML's / Glades shall notify the Sub Council Secretary accordingly of the elected delegates.

iii) The Officers of each Sub Council shall consist of President, I.P. President, Vice President, Secretary, Guard, Master of Ceremonies, Alderman of Juniper, two Trustees, Registrar, and Waiter. Where the Sub E&CC operates a bank account they shall also elect an assistant secretary, a treasurer and two auditors. Where the Sub E&CC does not operate a bank account, there shall be 4 ordinary members in addition to the officers.

iv) Five shall form a quorum, including a President or Past President.

(v) All Past Presidents in compliance in both the Sub E&CC and a ML shall be ex officio to the Sub E&CC.

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vi) To be eligible to be nominated as a delegate to a Sub E & CC a member must have completed one term of office as Worthy Primo in a ML or Worthy Prima in a Ladies Glade.

44. ELECTION OF OFFICERS.

- (a) All members elected to Grand E&CC or any Sub Council shall be considered officers of the Council for the purposes of qualifying for offices within the Council.
- (b) Officers may be elected from both elected and ex officio members in compliance.
- (c) To be eligible for office of M.C. a member must have completed a term of office in the Council or Sub-Council concerned.
- (d) To be eligible for the office of President or M.C. of the G.E & C.C. a member shall have been a member of Grand E. & C.C. for two years and have completed a term of office prior to nomination. He shall have completed a term as President of an E. & C.C. under the Grand Lodge of S.A. or have passed an examination by the Grand Council to ensure that they have sufficient knowledge of the operation of a Sub E & C.C., and the Second-Degree grips, signs, and passwords, within the previous five years.
- (e) At the first meeting of a Sub -Council after 30th June each year, each Sub-Council shall supply, within fourteen days, to the G.E. & C.C. a complete list of officers elected at that meeting and proposed meeting dates for the coming year. Where the Council operates a bank account they shall also submit a Balance Sheet and Bank Statements for the year just concluded which must be signed and dated by the President, Secretary and 2 Auditors.
- (f) The qualifying term of office period in a Sub Council shall be deemed to be the period from the first meeting of the new Council after the 30th June each year until and including the 30th of June the following year.

45. ABSENCE OF MEMBERS.

- (a) Any elected member of a Council who is absent on two Consecutive occasions, for which no apology has been tendered in writing, and accepted, shall cease to be a member of such Council, and representation shall be made to G.L, or the Lodge or Glade concerned for the election of another member, who shall be (if practicable) the member with the next highest number of votes at the immediately preceding ballot.
- (b) Any member of a Sub E. & C.C. who loses voting qualifications in Minor Lodge or Glade automatically ceases to be a member of the Sub-Council and another member shall be appointed.

46. PRESIDENT'S QUALIFICATION

No member of a Council (except in cases of newly formed Councils) shall be eligible for the office of President until completion of a term of office therein, within the previous five years prior to nomination.

47. PRESIDENT'S ABSENCE.

In the absence of the President, a compliant Past President in order of retrocession shall preside.

48. SPECIAL OR EMERGENCY COUNCIL.

- (a) No special or emergency council shall be held except with the permission of the President, or in his absence, the G.P.
- (b) Special or emergency meetings must not be called unless all members of the Council have been given 14 days' notice.
- (c) Special or emergency meetings will only be held when the President is satisfied that the premises are suitable for the purpose.

49. REPORTS AND BALANCE SHEETS OF SUB COUNCILS.

All Sub-Councils shall forward to the Secretary of the Grand E. & C.C. a report of each meeting (which shall include detail of any income and expenditure) held by them within two weeks thereof. Sub Councils who operate their own bank accounts shall also forward a Balance Sheet thereof with Bank or Financial Institution Statements and Inventory when required, duly audited, for each year ending June 30th, prepared in a similar manner to a Minor Lodge Balance Sheet.

50. VISITORS.

No C.P. shall be admitted to Councils or Sub Councils, other than as members thereof except by invitation or permission of the Council or Sub Council.

51. JEWELS.

Councils may present a jewel to the retiring President, providing they have served to the satisfaction of the members. The jewel shall be of uniform design and ribbon.

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52. QUALIFICATIONS FOR EXAMINATION.

(a) All members presenting themselves to a Council for examination, to be able to progress to the Second Degree, must produce their original Certificate of Membership, or duplicate thereof, issued by Grand Lodge (affiliation cards not to be accepted), and must be of consistent good character as members of the Order. They must satisfactorily pass an examination on the following: Signs, grips, and passwords of the First Degree; opening of a Minor Lodge; conduct of general business of a M.L.; rendition of initiation ceremony; general knowledge of M.L. rules; closing of a M.L.; and possess a knowledge of rules of debate.

(b) An application to be examined must be filled in by the candidate for examination on the form issued by Grand Lodge and shall be forwarded to the Secretary of the Council concerned at least one week prior to the meeting, accompanied by any applicable examination fee charged by the Council. Should the member fail to attend for the examination after receiving due notification, the application shall be deemed to have lapsed unless a suitable apology shall have been received and accepted by the Council. Should the member fail to pass on the first attempt they may again present themselves to the same Council on a date to be fixed by them within the next three months without further payment.

Any subsequent applications for examination shall be accompanied by a further application and fee.

(c) Members who are deaf, dumb, or who have an affliction of speech, provided they can satisfy the requirements of the E. & C.C. with the aid of an interpreter, may be raised to the Second Degree.

53. VOTING FOR INTERMEDIATE CERTIFICATES.

All voting for granting Intermediate Certificates for the Second Degree shall be by ballot without any discussion prior to the ballot being taken (no resolution being required), and the approval of two thirds of the eligible members voting shall decide. A successful candidate shall be presented with an Intermediate Certificate, which must be produced before election to Second Degree.

54. QUALIFICATIONS FOR CERTIFICATION.

A Primo, for certification, must produce their Intermediate Certificate and Membership Certificate, and shall take the obligation prescribed by G.L. The signs, grip and passwords of the Degree shall be communicated, and a C.P. Certificate presented, if available. Under no circumstances shall this be done except in a properly constituted Council or Sub-Council meeting.

55. COMPLETED INTERMEDIATE CERTIFICATE.

All Councils and Sub-Councils shall, on certification of a Primo, return the completed Intermediate Certificate to the Grand Secretary immediately after the ceremony for filing and recording, and to initiate the issue of the CP certificate.

56. ISSUING OF INTERMEDIATE AND C.P. CERTIFICATES.

(a) The Grand Council only shall supply Intermediate and C.P. Certificates to Sub Councils, and shall bear the official seal of the G.L.S.A. No other certificate shall be recognised and Councils using any other material shall risk forfeiture of their ability to operate.

(b) The C.P. Jewel must be presented in the Minor Lodge, along with the Second-Degree Emblem. If the second-Degree Emblem is available on the night of the Dubbing, the Grand Primo or His representative shall present it following certification of the newly Dubbed Primo.

R.O.H. ASSEMBLIES AND KNIGHTS' CHAPTERS.

57. ESTABLISHMENT.

The Grand R.H. Assembly of S.A. or Grand Knight's Chapter of S.A. may open R.H. Assemblies and Knights' Chapters, subject to approval of G.L. Application to be made upon a form supplied by the Grand Lodge. Such application to be forwarded to the Secretary of the body concerned, accompanied by a fee as advised.

58. OBJECTS.

The Objects of the Assemblies or Chapters are to promote the welfare and wellbeing of all enrolled Right Honourable and Knights of the Order of Merit under the Grand Lodge of S.A., to perform Elevation or Exaltation ceremonies and see that they are carried out in uniformity per the rules of the Order from time to time ordained and to the satisfaction of Grand Lodge and Minor Lodge concerned. To promote and cultivate a spirit of brotherly feeling among the members of the Assemblies or Chapters, and to take into consideration the case of any Right Honourable or Knight member who may require assistance.

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59. SUSPENSION.

Should it be deemed necessary to suspend a member, the whole of the circumstances must at once be reported to the G.L. for ratification through the Grand R.H.A. or Grand K.C. who may make a submission in respect of same.

60. DEFUNCT ASSEMBLY OR CHAPTER.

In the event of an Assembly or Chapter becoming defunct or going into recess, the funds and property shall be held in trust by the G.K.C. or G.R.H. Assembly for a period of twelve months, and if at the expiration of that time the Assembly or Chapter is not re-opened, the properties and effects may be disposed of as deemed advisable by the Grand Knights Chapter or the Grand R.H. Assembly respectively. G.L. shall be notified of any resulting action.

61. DISPUTES.

(a) Any unresolved dispute arising in the Assemblies shall be submitted to the Grand R.H. Assembly Executive, whose decision shall be final unless an appeal is made to the Grand Right Honourable Assembly Convention and Grand Lodge in Sessions.

(b) Any unresolved dispute arising in the Chapters shall be submitted to the Grand Knights Chapter Executive, whose decision shall be final unless an appeal is made to Grand Knights Chapter Convention and Grand Lodge in Sessions.

(c) In the event of appeal, the decision of the appropriate Executive shall stand in the interim.

62. PROPER CONDUCT.

(a) The G.R.H. Assembly and the Grand Knight Chapter of S.A. shall be answerable to the G.L. or the proper conduct of all Assemblies and Chapters under the G.L.

(b) Grand R.H.A. and Grand K.C. Secretaries shall furnish to Grand Lodge a list of proposed R.H.A. and K.C. installation dates for the ensuing 12 months within 14 days of their Annual Conventions.

KNIGHTS CHAPTERS

63. POWER OF KNIGHTS CHAPTERS.

(a) The Grand Knights Chapter shall not perform any ceremonies except for installation of Officers in Chapters, and the inauguration of new Chapters unless requested by Grand Lodge and or the function is not the prerogative of another Knights Chapter.

(b) Knights Chapters shall be responsible for all elevations to the Third degree in their respective areas, or where requested by another Chapter.

64. TYPES OF CHAPTERS.

(a) **The Grand Knights Chapter:** The G.K.C. shall consist of not more than four Delegates from each Knights Chapter in South Australia and Past Grand Knight Presidents in compliance. They shall be responsible for the proper conduct of all other Chapters, and uniformity in examinations. The Grand Knights Chapter has the power to grant Charters to form Knights Chapters in the state of South Australia or where it is deemed necessary. All Knights Chapters shall be under the direct authority of the Grand Knights Chapter of South Australia.

(b) **Meetings:** The frequency of meetings shall be annually. The manner of conducting the Convention shall be similar as the rules applying to Grand Lodge Sessions.

(c) **Knights Chapters:**

(i) No Charter for a Knights Chapter shall be granted without the sanction of the Grand Knights Chapter of South Australia, and approval of G.L.

(ii) The application must be signed by no less than nine (9) applicants who shall be third or fourth degree members of the G.L.S.A.

(iii) When any application to open a Knights Chapter is being considered by Grand Knights Chapter or it's Executive, no person who is a signatory to such application shall be entitled to vote or take part in the discussion upon such application.

(d) Knights Chapters shall hold meetings only within their own boundaries.

(e) **Meetings:** The Knights Chapters shall all meet at such time and place as most Members shall decide, but shall meet not less than once each quarter.

(f) The closing time of Chapters shall be no later than four hours after prescribed time of opening.

(g) Under no circumstances are Chapters to remain open after 11 p.m.

(h) Schedule of meeting dates must be sent by May 31 each year to Grand Knights Chapter Executive who shall forward same to Grand Lodge.

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- (i) The registration fee of the Chapter shall be such as members may decide.
- (J) The Knights Chapter shall pay a fee per annum to the Grand Lodge by December 31 in each year, such fee to be fixed by the Grand Knights Chapter Annual Convention.
- (k) **The Grand Knights Chapter Executive** shall comprise of the same number of Officers as a Chapter, elected at Annual Convention each year together with Past Grand Knight Presidents in compliance. The Grand Knights Chapter Executive shall meet in the months of January, March, May, July, September, November, and on the day of and prior to the Grand Knights Chapter Convention.

65. COMPOSITION, EX-OFFICIO MEMBERS AND QUORUM

(a) **The Grand Knights Chapter:** shall consist of Knight President, I.P.K. President, K. Vice-President, K. Secretary, K. Director of Ceremonies, K. Bearer of the Jewel, K. Bearer of the Insignia of Peace, K. Registrar, K. Constable, K. Almoner, K. Guard, K. Servitor, K. Assist. Servitor, K. Trustees (2), and K. Troubadour.

- (i) To be eligible for election as a delegate to Grand Knights Chapter Convention, a member must have voting qualifications in the Chapter he is to represent.
 - (ii) Past Grand Knight Presidents to be eligible ex officio for Grand Knight Chapter and Grand Knight Chapter Executive shall be subject to the same qualifications as a Delegate and shall at the Annual Convention each year, submit a certificate from the Chapter Secretary advising he has the required attendances in such Chapter.
 - (iii) Past Grand Knight Presidents in compliance may contest the Offices of Grand Knight President, K.D.C., Trustee, Treasurer, Secretary, or Assistant Secretary.
 - (iv) 5 shall form a quorum.
 - (v) All Past Grand Knights Presidents in compliance in both the Grand Knights Chapter and a ML shall be ex officio to the Grand Knights Chapter.
 - (vi) Any Past Grand Knights President absent from two consecutive meetings shall forfeit ex-officio position, and shall cease to be eligible to vote until again qualified by two consecutive attendance's.
- (b) **Knights Chapters:** shall consist of Knight President, I.P.K. President, K. Vice-President, K. Secretary, K. Assistant Secretary, K. Treasurer, K. Director of Ceremonies, K. Bearer of the Jewel, K. Bearer of the Insignia of Peace, K. Registrar, K. Constable, K. Almoner, K. Guard, K. Servitor, K. Assist. Servitor, K. Trustees (2), K. Auditors (2), K. Troubadour.

- i) Five shall form a quorum, including a President or Past President.
- ii) All Past Grand Presidents in compliance in both the Knights Chapter and a ML shall be ex officio to the Knights Chapter.

66. ELECTION OF OFFICERS OF KNIGHTS CHAPTERS.

- (a) To be elected as a Grand Knight President, a Member must have served as an Officer of the Grand Knights Chapter Executive for a complete term of office within the five (5) years immediately prior to nomination, have served a term as President of a Chapter under G.L.S.A. and be nominated in a manner like the G.P.S.A.
- (b) Officers may be elected from both elected and ex officio members in compliance.
- (c) The Officers of the Knights Chapter shall be nominated and elected annually at the meeting immediately prior to the installation meeting. No undischarged bankrupt shall hold the Office of K. Secretary, K. Assistant Secretary, K. Treasurer, or K. Trustee.
- (d) A Member shall be eligible for election to office as Knight President of a Chapter if,
 - i) He shall have served as an Officer for a complete term of Office, which shall be from installation meeting to installation meeting in such Chapter within, the five years immediately prior to election.
 - ii) He shall have attended two-thirds of the meetings of such Chapter during the period of twelve months immediately preceding the time of his election.
 - iii) A Knight President may hold Office not more than two years in succession, nor shall he be President of more than one Chapter at any one time.
 - iv) In new Chapters, sub-clauses (ii) and (iii) will not apply; this privilege shall apply for only two years after inception.
- (e) When an honorarium is to be paid to any officer, the amount of such honorarium shall be decided prior to the election of the officer.
- (f) Installation of Officers shall not proceed until the Annual Balance Sheet accompanied by the Bank Certificate of Balance or Bank Statement has been examined and signed by the Installing Officer and adopted by the Chapter in the presence of the Installing Officer.

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67. COMPLIANCE IN KNIGHTS CHAPTERS.

- (a) Any Officer of a Chapter missing two consecutive meetings, except where an apology in writing accompanied by registration fee is received and accepted by the Chapter, shall forfeit his Office and another Member shall be elected in his place. In the case of an emergency absence a written apology may be accepted at the next meeting of the Chapter.
- (b) A member must have two (2) attendances in the twelve months prior to and including the meeting affected before he is entitled to be elected to or hold Office, speak, or vote on any matter about the Chapter.
- (c) Chapters out of compliance shall confine their meetings to business only and are not permitted to hear entertainment or equivalent until 14 days after they are declared back in compliance. The performance of Degree ceremonies or granting of dates for ceremonies in Minor Lodges shall not be withheld to the detriment of the Minor Lodge concerned.

68. PRESIDENT'S OF KNIGHTS CHAPTERS DUTIES

The Knight President shall preside at all meetings, sign all documents, the financial statement after adoption and the minutes of the meeting which shall be confirmed prior to the close of the meeting.
The Grand Knights Chapter President may be paid an allowance for travel as decided by G.L.
Chapters may present a jewel to the retiring President, providing they have served to the satisfaction of the members. The jewel shall be of uniform design and ribbon.

69. PRESIDENT'S ABSENCE.

In the absence of the President, a compliant Past President in order of retrocession shall preside.

70. DUTIES OF OFFICERS OF KNIGHTS CHAPTERS.

- (a) The Knight Secretary shall faithfully record all business, call the roll of officers, read the minutes and financial statement, and any correspondence connected with the business of the Chapter. He shall keep a register of the names and addresses of all members of the Chapter, receive all monies, and pay the same at the close of the meeting to the Knight Treasurer. He shall deliver up all books, documents, and monies belonging to the Chapter when required so to do by resolution of the Chapter.
- i) The books and accounts shall be audited annually by auditors appointed by the Chapter.
 - ii) The Knight Secretary shall be the person entitled and authorised to use the common seal of the Chapter.
 - iii) The Knight Secretary may be paid an honorarium
- (b) The Knight Assistant Secretary shall assist the Secretary in the Chapter and shall keep a faithful record of all proceedings. In the absence of the Knight Secretary he shall take over the duties of that office.
- (c) The Knight Treasurer shall receive all monies from the Knight Secretary, and pay the same into the appointed bank or financial institution within 5 working days at the first available banking period of such institution and present the bank deposit receipt for same at the next meeting of the Chapter.
- (d) The Knight Director of Ceremonies shall see that all necessities for an Elevation are ready prior to the commencement of the Elevation, he shall introduce all participants per ritual as from time to time ordained.
- (e) The Knight Bearer of the Jewel shall carry the Degree Jewel at all Elevations and take his position upon the left of the Elevating Officer during the ceremony.
- (f) The Knight Bearer of the Insignia of Peace shall carry the pipe at all Elevations and take his position on the right of the Elevating Officer during the ceremony.
- (g) The Knight Constable shall act under instructions of the Knight President.
- (h) The Knight Registrar shall see that all Members and visitors sign their names in the registration book on entering the Chapter, receive the registration fee of the Chapter, and pay same over to the Knight Secretary prior to the close of meeting.
- (i) The Knight Almoner shall interview any Member of the Chapter applying for relief and report same to the Members of the Chapter. He should also visit Members who are ill and report thereon at the next meeting of the Chapter.
- (j) The Knight Guard shall guard the Chapter from all intruders, see that no one other than a Member of a Chapter is admitted, and receive (when directed to do so by the knight President) the password of the Chapter from the member seeking admission. He must obtain the permission of the Knight President before admitting any Member to the Chapter.
- (k) The Knight Servitor shall attend to the wants of the Members under instructions of the Knight President.

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- (l) (a). The properties of the Knights Chapter shall be vested in two (2) Trustees. Should a Trustee cease to be active Members as per rule, such Trusteeship shall cease and the Members shall elect another Trustee in his place.
(b) The Trustees shall compile an inventory of the Chapter assets each year on the official form to be handed to the Secretary who shall attach same to the Annual Balance Sheet for the purpose.

71. REPORTS AND BALANCE SHEETS OF CHAPTERS.

- (a) The Knight Secretary shall forward to Grand Knights Chapter a report of each meeting and a duplicate card of new enrolments within 14 days of the meeting.
(b) Within 14 days of the Installation of Officers, the Knight Secretary shall forward one copy of the audited Balance Sheet with Bank Certificate or bank statement (photocopy is acceptable to Grand Knights Chapter if signed by the Auditors, Treasurer, and Secretary) to Grand Knights Chapter and one copy (original) with Bank Certificate or Bank statement with the Fidelity Bonds and Inventory to Grand Lodge.

72. MEMBERS OF KNIGHTS CHAPTERS.

- (a) A candidate who desires to become a member of a Chapter must be a member of the R.A.O.B., G.L.S.A., G.L.E. and be proposed and seconded by two compliant Members of such Chapter and be accepted by ballot which shall require a majority of two-thirds of the members present eligible to vote.
(b) Such candidate shall deposit with the Knight Secretary of the Chapter a nomination fee of \$1.00. The candidate shall then pay a further \$1.00 on enrolment.
(c) A candidate for membership, who has been rejected, may re-apply for Membership after the expiration of six months from the date of his rejection.
(d) When a candidate is rejected by ballot for enrolment, the Grand Knights Chapter Secretary shall be notified in writing immediately, and the Grand Knight Secretary shall notify all other Chapters.
(e) Any applicant, who fails to attend for his enrolment within six months from the date of his application to join a Chapter, shall forfeit his nomination fee.
(f) Affiliation of members is not permitted.
(g) Should a member of a Chapter wish to join another Chapter, clauses (a), (b) and (c) shall apply. The ceremony for enrolment shall consist of the Chapter Obligation only for such members.
(h) No annual subscription fee is payable by any member to be financial with a Chapter.
(i) Any Member wishing to resign from a Chapter shall make the request in writing addressed to the Knight Secretary, or a make the request personally at a meeting of the Chapter. The Member to be advised in writing if his resignation has been granted and Grand Chapter notified.
(j) Any Sur Knight or Knight wishing to re-join the Chapter must apply in writing to the Chapter accompanied by a fee of \$1.00; a ballot shall be taken which will require the approval of a majority of two-thirds of those voting, the applicant to be advised of result in writing by the Knight Secretary.
(k) When a Member applies for his resignation his certificate of membership shall accompany his application; The Knight Secretary shall then endorse the certificate accordingly.

73. SUSPENSIONS IN KNIGHTS CHAPTERS.

Should it be deemed necessary by a Chapter, to suspend a member from such Chapter, for unbecoming conduct, or conduct which in the opinion of such Chapter is prejudicial to the Order:

- (i) Such Member shall be called upon by certified mail, posted to his last known place of abode, to appear at the next meeting of the Chapter to answer the charge as may be laid against him. Should such Member's place of abode be unknown the notice to be forwarded to the Grand Knights Chapter Secretary.
(ii) In the event of suspension of such Member from the Chapter, full particulars relating thereto, shall be given in writing by the Knight Secretary of such Chapter to the Grand Knights Chapter, which shall have the power to ratify such suspension or otherwise deal with the matter in such manner as to it seems just.
(iii) All suspensions shall take effect immediately upon same being imposed.
(iv) Any suspension by a Chapter, which has been ratified by Grand Knights Chapter pursuant to clause 41(b) or any suspension imposed by the Grand Knights Chapter shall be recognised and enforced by all Chapters. The Grand Lodge of S.A. shall be notified of any such suspension.
(v) A Member suspended by a Chapter shall have the right to appeal to Grand Knights Chapter Executive against any suspension; the appeal must come through his Chapter, and must be lodged with the Knight Secretary at the next meeting following his suspension.
(vi) Any further appeal may be made to the Grand Knights Chapter Annual Convention, and ultimately to G.L. in Sessions whose decision shall be final.

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(vii) The Grand Knights Chapter may on application from a Chapter rescind a suspension after the same has been in operation for a period of not less than twelve months, except in cases of conviction for a criminal offence as laid down by Grand Lodge.

74. ELEVATIONS.

(a) The Knights Chapter, after receiving an application for a date for an Elevation on the official Endorsement Form, which, must be accompanied by three original copies of the proposed Elevation Card, shall, after permission is granted for the date immediately forward the Endorsement Form on to G.L.

(i) No date shall be granted for an Elevation, until at least six weeks after endorsement of election by G.L.

(ii) The Knight Secretary, after the granting of a date for an elevation, will then write to the Minor Lodge for the necessary expenses due to the Chapter for the elevation.

75. GENERAL PROVISIONS OF KNIGHTS CHAPTERS.

(a) The sign of the Chapter shall be held during the whole of the opening and closing of Chapter. When addressing the R. Throne, the sign to be held until recognised by Knight President.

(b) **The financial year** of all Chapters shall be from Installation of Officers meeting to the following Installation meeting as agreed to by Grand Knights Chapter.

RECESS

(c) In the event of a Chapter going into to recess, the funds and properties shall be held in trust by the Grand Knights Chapter for a period of Twelve months, and if at the expiration of that time the Chapter is not re-opened, the Grand Knights Chapter may dispose of the properties and effects as deemed advisable, and withdraw the Charter.

(d) Should application be made to re-open a Chapter in recess, before the expiration of twelve months, all claims against such Chapters including Grand Knights Chapter Dues, shall be paid before application can be granted.

MISCONDUCT

(e) If any Chapter has, in the opinion of the Grand Knights Chapter or its Executive been guilty of any infringement of the rules of the Order, or guilty of any conduct prejudicial to the interests of the Order, the Grand Knights Chapter or its Executive may withdraw the Charter of such Chapter permanently or for such period as the Grand Knights Chapter or its Executive may think fit. Upon such withdrawal, the Chapter for all purposes shall cease to function and shall forthwith return the Charter to the Grand Knights Chapter Executive and Grand Lodge to be advised by Grand Knights Chapter.

(f) The Grand Knight Trustees shall take possession of all monies, properties, and effects of such Chapter, above referred to and hand same to the Grand Knight Secretary.

(g) The Grand Knight Secretary after receiving any funds or properties of the Chapter referred to, shall hold them on behalf of the Grand Knights Chapter Trustees, to be disposed of by resolution.

(h) Such closed Chapter, if re-opened, shall be considered a new Knights Chapter, and be entitled to privileges of a new Chapter; the founders in such case shall be the applicants for the re-opening Chapter.

RULES REVISION

(i) Any rule of the Grand Knights Chapter shall only be altered at a rules revision convention after due notice of motion is given at a previous Convention.

(j) Notwithstanding anything contained in these rules, Grand Knights Chapter at any annual convention may repeal or amend any financial provisions of these rules, provided the proposed alteration appears on the agenda of that convention and has been circularised to all Chapters prior to that meeting. The interpretation of these rules shall be the sole prerogative of the Grand Knights Chapter of South Australia, whose decision shall be final.

(k) Any Chapter wishing to alter any GLSA Rule, other than the rules falling under the section heading 'Knights Chapters', or Ritual which is applicable to a Knights Chapter shall forward same to Grand Lodge for their consideration. All rule changes must be advised to G.L. so that the rule book can be amended.

ROH ASSEMBLIES

76. POWER OF R.O.H. ASSEMBLIES.

(a) The Grand R.O.H. Assembly shall not perform any ceremonies except for installation of Officers in R.O.H. Assemblies, and the inauguration of new R.O.H. Assemblies unless requested by G.L. and or the function is not the prerogative of another R.O.H. Assembly. The opening of a new Assembly shall be performed by the Grand Right Honourable' Assembly of South Australia. Any lawful expenses incurred by the G.R.H Assembly for the opening shall be paid by the new Right Honourable' Assembly.

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(b) R.O.H. Assemblies shall be responsible for all exaltations to the Fourth degree in their respective areas, or where requested by another R.O.H. Assembly. They will also take into consideration the case of any member or his dependants who may require assistance.

77. TYPES OF R.O.H. ASSEMBLIES.

(a) **The Grand R.O.H. Assembly:** The G.R.H.A shall consist of not more than six Delegates from each R.O.H. Assembly in South Australia and Past Grand Right Honourable Presidents in compliance. They shall be responsible for the proper conduct of all other R.O.H. Assemblies, and uniformity in examinations. The Grand R.O.H. Assembly has the power to grant Charters to form R.O.H. Assemblies in the state of South Australia or where it is deemed necessary. All R.O.H. Assemblies shall be under the direct authority of the Grand R.O.H. Assembly of South Australia.

(b) **Meetings:** The frequency of meetings shall be annually. The manner of conducting the Convention shall be similar as the rules applying to Grand Lodge Sessions. An agenda of all business to be dealt with at the Annual Convention shall close eight (8) weeks prior to the Annual Convention and be circularised to all Assemblies six (6) weeks prior to the Convention.

(c) **R.O.H. Assemblies:**

(i) No Charter for a R.O.H. Assembly shall be granted without the sanction of the Grand R.O.H. Assembly of South Australia, and approval of G.L.

(ii) The application must be signed by no less than nine (9) applicants who shall be fourth degree members of the G.L.S.A.

(iii) When any application to open a R.O.H. Assembly is under consideration by Grand R.O.H. Assembly or it's Executive, no person who is a signatory to such application shall be entitled to vote or take part in the discussion upon such application.

(d) R.O.H. Assemblies shall hold meetings only within their own boundaries.

(e) **Meetings:** The R.O.H. Assemblies shall all meet at such time and place as the majority of Members shall decide, but shall meet not less than once each quarter.

(f) The closing time of R.O.H. Assemblies shall be no later than four hours after prescribed time of opening.

(g) Under no circumstances are R.O.H. Assemblies to remain open after 11 p.m.

(h) Schedule of meeting dates must be sent by May 31 each year to Grand R.O.H. Assembly Executive who shall forward same to Grand Lodge.

(i) The registration fee of the R.O.H. Assembly shall be such as members may decide.

(j) The R.O.H. Assembly shall pay a fee per annum to the Grand Lodge by December 31 in each year, such fee to be fixed by the Grand R.O.H. Assembly Annual Convention.

(k) **The Grand R.O.H. Assembly Executive** shall comprise of the same number of Officers as a R.O.H. Assembly, elected at Annual Convention each year together with Past Grand Right Honourable Presidents in compliance. The Grand R.O.H. Assembly Executive shall meet in the months of January, March, May, July, September, November, and on the day of and prior to the Grand R.O.H. Assembly Convention. The Grand Right Honourable' s' Assembly Executive may appoint a Right Honourable' Assembly member to the Grand Right Honourable' Executive to fulfil an office that has become vacant, provided there are no legitimate contestants for such office.

78. COMPOSITION, EX-OFFICIO MEMBERS AND QUORUM

(a) The Grand R.O.H. Assembly: shall consist of The Grand Right Honourable President, Immediate Past President, Vice-President, Secretary, Director of Ceremonies, Bearer of the Jewel, Bearer of Insignia of Peace, Wicket-Keeper, Registrar, Constable, Servitor, Assistant Servitor, Almoner, Troubadour, and Trustees (2).

(i) To be eligible for election as a delegate to Grand R.O.H. Assembly Convention, a member must have voting qualifications in the R.O.H. Assembly he is to represent.

(ii) Grand Right Honourable Presidents to be eligible ex officio for Grand Right Honourable R.O.H. Assembly and Grand Right Honourable R.O.H. Assembly Executive shall be subject to the same qualifications as a Delegate and shall at the Annual Convention each year, submit a certificate from the R.O.H. Assembly Secretary advising he has the required attendances in such R.O.H. Assembly.

(iii) Past Grand Right Honourable Presidents in compliance may contest the Offices of Grand Right Honourable President, D.C., Trustee, Treasurer, Secretary, or Assistant Secretary.

(iv) 5 shall form a quorum.

(v) All Past Grand Right Honourable Presidents in compliance in both the Grand R.O.H. Assembly and a ML shall be ex officio to the Grand R.O.H. Assembly.

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- (vi) Any Past Grand Right Honourable President absent from two consecutive meetings shall forfeit ex-officio position, and shall cease to be eligible to vote until again qualified by two consecutive attendance's.
- (b) R.O.H. Assemblies: shall consist of President, Immediate Past President, Vice-President, Secretary, Assistant Secretary, Treasurer, Director of Ceremonies, Bearer of the Jewel, Bearer of the Insignia of Peace, Wicket Keeper, Registrar, Constable, Servitor, Assistant Servitor, Almoner, Troubadour, Trustees (2), Auditors (2).
- i) No member who is an un-discharged bankrupt shall hold office as Secretary, Assistant Secretary, Treasurer, or Trustee.
- ii) Five shall form a quorum, including a President or Past President.
- iii) All Past Grand Presidents in compliance in both the R.O.H. Assembly and a ML shall be ex officio to the R.O.H. Assembly.

79. ELECTION OF OFFICERS OF R.O.H. ASSEMBLIES.

- (a) To be elected as a Grand Right Honourable President, a Member must have served as an Officer of the Grand R.O.H. Assembly Executive for a complete term of office within the five (5) years immediately prior to nomination, have served a term as President of a R.O.H. Assembly under G.L.S.A. and be nominated in a manner like the G.P.S.A. Nominations for Grand Right Honourable' Assembly President must be in the hands of the Grand Right Honourable' Assembly Secretary eight (8) weeks prior to the Annual Convention and be circularised to all Assemblies with a Grand Right Honourable' Assembly Executive report six (6) weeks prior to the Annual Convention.
- (b) Officers may be elected from both elected and ex officio members in compliance.
- (c) The Officers of the R.O.H. Assembly shall be nominated and elected annually at the meeting immediately prior to the installation meeting. No undischarged bankrupt shall hold the Office of Secretary, Assistant Secretary, Treasurer, or Trustee.
- (d) A Member shall be eligible for election to office as Right Honourable President of a R.O.H. Assembly if,
- i) He shall have served as an Officer for a complete term of Office, which shall be from installation meeting to installation meeting in such R.O.H. Assembly within, the five years immediately prior to election.
- ii) He shall have attended two-thirds of the meetings of such R.O.H. Assembly during the period of twelve months immediately preceding the time of his election.
- iii) A Right Honourable President may hold Office not more than two years in succession, nor shall he be President of more than one R.O.H. Assembly at any one time.
- iv) In new R.O.H. Assemblies, sub-clauses (ii) and (iii) will not apply; this privilege shall apply for only two years after inception.
- (e) When an honorarium is to be paid to any officer, the amount of such honorarium shall be decided prior to the election of the officer.
- (f) Installation of Officers shall not proceed until the Annual Balance Sheet accompanied by the Bank Certificate of Balance or Bank Statement has been examined and signed by the Installing Officer and adopted by the R.O.H. Assembly in the presence of the Installing Officer.

80. COMPLIANCE IN R.O.H. ASSEMBLIES.

- (a) Any Officer of a R.O.H. Assembly missing two consecutive meetings, except where an apology in writing accompanied by registration fee is received and accepted by the R.O.H. Assembly, shall forfeit his Office and another Member shall be elected in his place. In the case of an emergency absence a written apology may be accepted at the next meeting of the R.O.H. Assembly.
- (b) A member must have two (2) attendances in the twelve months prior to and including the meeting affected before he is entitled to be elected to or hold Office, speak, or vote on any matter about the R.O.H. Assembly.
- (c) R.O.H. Assemblies out of compliance shall confine their meetings to business only and are not permitted to hear entertainment or equivalent until 14 days after they are declared back in compliance. The performance of Degree ceremonies or granting of dates for ceremonies in Minor Lodges shall not be withheld to the detriment of the Minor Lodge concerned.

81. PRESIDENT OF R.O.H. ASSEMBLIES DUTIES

The Right Honourable President shall preside at all meetings, sign all documents, the financial statement after adoption and the minutes of the meeting which shall be confirmed prior to the close of the meeting.

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The Grand Right Honourable President may be paid an allowance for travel as determined by G.L. R.O.H. Assemblies may present a jewel to the retiring President, providing they have served to the satisfaction of the members. The jewel shall be of uniform design and ribbon. In the absence of the President, a compliant Past President in order of retrocession shall preside.

82. DUTIES OF OFFICERS OF R.O.H. ASSEMBLIES.

- (a) The Right Honourable Secretary shall faithfully record all business, call the roll of officers, read the minutes and financial statement, and any correspondence connected with the business of the R.O.H. Assembly. He shall keep a register of the names and addresses of all members of the R.O.H. Assembly, receive all monies, and pay the same at the close of the meeting to the Right Honourable Treasurer. He shall deliver up all books, documents, and monies belonging to the R.O.H. Assembly when required so to do by resolution of the R.O.H. Assembly.
- i) The books and accounts shall be audited annually by auditors appointed by the R.O.H. Assembly.
 - ii) The Right Honourable Secretary shall be the person entitled and authorised to use the common seal of the R.O.H. Assembly.
 - iii) He shall forward to Grand Right Honourable Assembly a report of each meeting and a duplicate card of all new enrolments within 14 days of the meeting.
 - v) Within 14 days of the Installation of Officers the Secretary shall forward one copy of the audited Balance Sheet with Bank Certificate or Bank Statement (photo copy is acceptable to Grand Assembly if signed by the Auditors, Treasurer, and Secretary) to Grand Assembly and one copy (original) with Bank Statement/Certificate with Fidelity Bonds and Inventory to Grand Lodge.
 - vi) He shall notify on the official form the names and addresses of the Delegates and ex-officio members (elected at the Assembly meeting prior to the Grand Assembly Convention) to the Grand Right Honourable Secretary.
 - vii) The Right Honourable Secretary may be paid an honorarium.
- (m) The Right Honourable Assistant Secretary shall assist the Secretary in the R.O.H. Assembly and shall keep a faithful record of all proceedings. In the absence of the Right Honourable Secretary he shall take over the duties of that office.
- (n) The Right Honourable Treasurer shall receive all monies from the Right Honourable Secretary, and pay the same into the appointed bank or financial institution within 5 working days at the first available banking period of such institution and present the bank deposit receipt for same at the next meeting of the R.O.H. Assembly.
- (o) The Right Honourable Director of Ceremonies shall see that all necessities for an Exaltation are ready prior to the commencement of the Exaltation, he shall introduce all participants per ritual as from time to time ordained.
- (p) The Right Honourable Bearer of the Jewel shall carry the Degree Jewel at all Exaltations and take his position upon the left of the Elevating Officer during the ceremony.
- (q) The Right Honourable Bearer of the Insignia of Peace shall carry the pipe at all Exaltations and take his position on the right of the Elevating Officer during the ceremony.
- (r) The Right Honourable Constable shall act under instructions of the Right Honourable President.
- (s) The Right Honourable Registrar shall see that all Members and visitors sign their names in the registration book on entering the R.O.H. Assembly, receive the registration fee of the R.O.H. Assembly, and pay same over to the Right Honourable Secretary prior to the close of meeting.
- (t) The Right Honourable Almoner shall interview any Member of the R.O.H. Assembly applying for relief and report same to the Members of the R.O.H. Assembly. He should also visit Members who are ill and report thereon at the next meeting of the R.O.H. Assembly.
- (u) The Right Honourable Wicket Keeper shall guard the R.O.H. Assembly from all intruders, see that no one other than a Member of a R.O.H. Assembly is admitted, and receive (when directed to do so by the Right Honourable President) the password of the R.O.H. Assembly from the member seeking admission. He must obtain the permission of the Right Honourable President before admitting any Member to the R.O.H. Assembly.
- (v) The Right Honourable Servitor shall attend to the wants of the Members under instructions of the Right Honourable President.
- (w) (a). The properties of the R.O.H. Assembly shall be vested in two (2) Trustees. Should a Trustee cease to be active Members as per rule, such Trusteeship shall cease and the Members shall elect another Trustee in his place.
- (b) The Trustees shall compile an inventory of the R.O.H. Assembly assets each year on the official form to be handed to the Secretary who shall attach same to the Annual Balance Sheet for the purpose.

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83. REPORTS AND BALANCE SHEETS OF R.O.H. ASSEMBLIES.

- (a) The Right Honourable Secretary shall forward to Grand R.O.H. Assembly a report of each meeting and a duplicate card of new enrolments within 14 days of the meeting.
- (b) Within 14 days of the Installation of Officers, the Right Honourable Secretary shall forward one copy of the audited Balance Sheet with Bank Certificate or bank statement (photocopy is acceptable to Grand R.O.H. Assembly if signed by the Auditors, Treasurer, and Secretary) to Grand R.O.H. Assembly and one copy (original) with Bank Certificate or Bank statement with the Fidelity Bonds and Inventory to Grand Lodge.

84. MEMBERS OF R.O.H. ASSEMBLIES.

- (a) A candidate who desires to become a member of a R.O.H. Assembly must be a member of the R.A.O.B., G.L.S.A., G.L.E. and be proposed and seconded by two compliant Members of such R.O.H. Assembly and be accepted by ballot which shall require a majority of two-thirds of the members present eligible to vote.
- (b) Such candidate shall deposit with the Right Honourable Secretary of the R.O.H. Assembly an enrolment fee of a sum decided upon by the G.R.H.A. from time to time.
- (c) A candidate for membership, who has been rejected, may re-apply for Membership after the expiration of six months from the date of his rejection.
- (d) When a candidate is rejected by ballot for enrolment, Grand R.O.H. Assembly Secretary shall he notified in writing immediately, and the Grand Right Honourable Secretary shall notify all other R.O.H. Assemblies.
- (e) Any applicant, who fails to attend for his enrolment within six months from the date of his application to join a R.O.H. Assembly, shall forfeit his nomination fee.
- (f) Affiliation of members is not permitted.
- (g) Should a member of a R.O.H. Assembly wish to join another R.O.H. Assembly, clauses (a), (b) and (c) shall apply. The ceremony for enrolment shall consist of the R.O.H. Assembly Obligation only for such members.
- (h) No annual subscription fee is payable by any member to be financial with a R.O.H. Assembly.
- (i) Any Member wishing to resign from a R.O.H. Assembly shall make the request in writing addressed to the Right Honourable Secretary, or a make the request personally at a meeting of the R.O.H. Assembly. The Member to be advised in writing if his resignation has been granted and Grand R.O.H. Assembly notified.
- (j) Any Right Honourable wishing to re-join the R.O.H. Assembly must apply in writing to the R.O.H. Assembly accompanied by a fee of \$1.00; a ballot shall be taken which will require the approval of a majority of two-thirds of those voting, the applicant to be advised of result in writing by the Right Honourable Secretary.
- (k) When a Member applies for his resignation his certificate of membership shall accompany his application; The Right Honourable Secretary shall then endorse the certificate accordingly.
- (l) All Members shall be entitled to vote on all matters subject to attendance qualifications which shall be two (2) attendances in 12 months.

85. SUSPENSIONS IN R.O.H. ASSEMBLIES.

Should it be deemed necessary by a R.O.H. Assembly, to suspend a member from such R.O.H. Assembly, for unbecoming conduct, or conduct which in the opinion of such R.O.H. Assembly is prejudicial to the Order:

- (i) Such Member shall be called upon by certified mail, posted to his last known place of abode, to appear at the next meeting of the R.O.H. Assembly to answer the charge as may be laid against him. Should such Member's place of abode be unknown the notice to be forwarded to the Grand R.O.H. Assembly Secretary.
- (ii) In the event of suspension of such Member from the R.O.H. Assembly, full particulars relating thereto, shall be given in writing by the Right Honourable Secretary of such R.O.H. Assembly to the Grand R.O.H. Assembly, which shall have the power to ratify such suspension or otherwise deal with the matter in such manner as to it seems just.
- (iii) All suspensions shall take effect immediately upon same being imposed.
- (iv) Any suspension by a R.O.H. Assembly, which has been ratified by Grand R.O.H. Assembly pursuant to clause 41(b) or any suspension imposed by the Grand R.O.H. Assembly shall be recognised and enforced by all R.O.H. Assemblies. The Grand Lodge of S.A. shall be notified of any such suspension.

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(v) A Member suspended by a R.O.H. Assembly shall have the right to appeal to Grand R.O.H. Assembly Executive against any suspension; the appeal must come through his R.O.H. Assembly, and must be lodged with the Right Honourable Secretary at the next meeting following his suspension.

(vi) Any further appeal may be made to the Grand R.O.H. Assembly Annual Convention, and ultimately to G.L. in Sessions whose decision shall be final.

(vii) The Grand R.O.H. Assembly may on application from a R.O.H. Assembly rescind a suspension after the same has been in operation for a period of not less than twelve months, except in cases of conviction for a criminal offence as laid down by Grand Lodge.

86. EXALTATIONS.

(a) The R.O.H. Assembly, after receiving an application for a date for an Exaltation on the official Endorsement Form, which, must be accompanied by three original copies of the proposed Exaltation Card, shall, after permission is granted for the date immediately forward the Endorsement Form on to Grand Lodge.

(i) No date shall be granted for an Exaltation, until at least six weeks after endorsement of election by Grand Lodge.

(ii) The Right Honourable Secretary, after the granting of a date for an Exaltation, will then write to the Minor Lodge for the necessary expenses due to the R.O.H. Assembly for the Exaltation.

87. GENERAL PROVISIONS OF R.O.H. ASSEMBLIES.

(a) The sign of the R.O.H. Assembly shall be held during the whole of the opening and closing of R.O.H. Assembly. When addressing the R. Throne, the sign to be held until recognised by Right Honourable President.

(b) **The financial year** of all Assemblies shall be as agreed to by Grand Assembly.

RECESS

(c) In the event of a R.O.H. Assembly going into recess, the funds and properties shall be held in trust by the Grand R.O.H. Assembly for a period of Twelve months, and if at the expiration of that time the R.O.H. Assembly is not re-opened, the Grand R.O.H. Assembly may dispose of the properties and effects as deemed advisable, and withdraw the Charter.

(d) Should application be made to re-open a R.O.H. Assembly in recess, before the expiration of twelve months, all claims against such R.O.H. Assemblies including Grand R.O.H. Assembly Dues, shall be paid before application can be granted.

MISCONDUCT

(e) If any R.O.H. Assembly has, in the opinion of the Grand R.O.H. Assembly or its Executive been guilty of any infringement of the rules of the Order, or guilty of any conduct prejudicial to the interests of the Order, the Grand R.O.H. Assembly or its Executive may withdraw the Charter of such R.O.H. Assembly permanently or for such period as the Grand R.O.H. Assembly or its Executive may think fit. Upon such withdrawal, the R.O.H. Assembly for all purposes shall cease to function and shall forthwith return the Charter to the Grand R.O.H. Assembly Executive and Grand Lodge to be advised by Grand R.O.H. Assembly.

(f) The Grand Right Honourable Trustees shall take possession of all monies, properties, and effects of such R.O.H. Assembly, above referred to and hand same to the Grand Right Honourable Secretary.

(g) The Grand Right Honourable Secretary after receiving any funds or properties of the R.O.H. Assembly referred to, shall hold them on behalf of the Grand R.O.H. Assembly Trustees, to be disposed of by resolution.

(h) Such closed R.O.H. Assembly, if re-opened, shall be considered a new R.O.H. Assembly, and be entitled to privileges of a new R.O.H. Assembly; the founders in such case shall be the applicants for the re-opening R.O.H. Assembly.

RULES REVISION

(i) A rules revision convention shall be held at any Convention as determined by the Grand Right Honourable Assembly.

(j) Any rule of the Right Honourable' Assembly shall only be altered at a rules revision convention after due notice of motion is given at a previous Convention.

(k) The approval of two-thirds of the delegates present must be obtained before any rule may be added to or altered in any way, or a new rule made and all such alterations or additions must have been circularised on the agenda.

(l) Notwithstanding anything contained in these rules, Grand R.O.H. Assembly at any annual convention may repeal or amend any financial provisions of these rules, provided the proposed alteration appears on

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the agenda of that convention and has been circularised to all R.O.H. Assemblies prior to that meeting. The interpretation of these rules shall be the sole prerogative of the Grand R.O.H. Assembly of South Australia, whose decision shall be final.

(m) Any Right Honourable' Assembly wishing to alter any GLSA Rule, other than those contained in the rules falling under the section heading 'Right Honourable Assemblies', or Ritual which is applicable to a Right Honourable' Assembly or its Executive shall forward same to Grand Lodge for their consideration. All rule changes must be advised to G.L. so that the rule book can be amended accordingly.

MINOR LODGES.

88. VOTING QUALIFICATIONS.

(a) The qualification for voting in a Minor Lodge on any general or financial question, not elsewhere specified, shall be five attendances in three months (fortnightly Lodges, three attendances); (three-weekly lodges, three attendances); (monthly Lodges, eight weekly Lodges two attendances) including the meeting of voting.

(b) No member, without the above qualifications, or any member who has been declared un-financial, shall have the right to speak or move a motion on any matter directly concerning the welfare of the Lodge; neither shall he nominate a member for office.

89. BALLOTS.

All results of ballots held shall be maintained by the Secretary of the Minor Lodge or bodies concerned for a minimum period of six months.

90. BY-LAWS.

(a) Every Lodge may pass by-laws if not inconsistent with these Rules. They shall be kept in a separate book and shall be subject to revision or withdrawal by G.L. at any time.

(b) All by-laws shall lapse at 31st December following a Revision of Rules Session.

91. OFFICERS, QUALIFICATIONS, AND ELECTIONS.

(a) The officers of a Minor Lodge shall consist of the Worthy Primo, two Trustees, City Marshal, City Tyler, City Constable, City Chamberlain, City Registrar, Alderman of Benevolence, Immediate Past Worthy Primo, City Minstrel, City Treasurer, City Secretary, City Waiter, Assistant Waiter, City Steward, Assistant Steward, Assistant Secretary, two Auditors, Sick Visitor, and City Scribe.

(b) All officers must be compliant members of the Lodge electing them.

(c) No brother shall be nominated or elected to the office of C.M., C. Tyl. or C. Ch., who has not previously completed at least one term of office in a Minor Lodge under Grand Lodge of S.A.

(d) No member shall be elected or nominated to any office during his absence, unless an apology in writing, signed personally, has been tendered and accepted by the Lodge (indicating his intention to contest the election), nor unless he has attended at least five meetings in the previous three months; (fortnightly lodge, three meetings); (three-weekly lodge, three meetings); (eight weekly lodges, two meetings) except in the case of a new Lodge.

(e) All officers shall be elected at the last meeting of the Lodge in each quarter (monthly and eight weekly Lodges half-yearly), except for the Trustees, Secretary, Assistant Secretary, and Treasurer, who shall retire from office each year (ending June), but are eligible for re-election.

(f) No other function or ceremony shall take place at that meeting of elections (Initiations excepted) unless permission is granted by the G.L. M.L.'s. if they so desire, may hold their Election of Officers at the meeting prior to the last meeting in December.

(g) A Trustee of a Minor Lodge, in addition to holding office as Trustee, can hold any other office in a Minor Lodge, excepting Treasurer, Secretary, Assistant Secretary, or Auditor, but only when there are insufficient qualified members available to fill all other offices.

(h) An Auditor of a Minor Lodge in addition to holding office as Auditor can hold any other office in a Minor Lodge excepting Treasurer, Secretary, Assistant Secretary, or Trustee, but only when there are insufficient qualified members available to fill all other offices.

(i) Where any member wishes to raise an objection against another member of the Order relating to qualifications for election to office this objection must be heard in his Minor Lodge in the presence of the member objected to.

Where agreement cannot be obtained in this matter it shall be referred to the G.L.S.A. for a decision.

(j) A member (at election of officers) having been elected to office may not contest another office against a member who has not been elected into office.

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- (k) The W.P. shall not hold the office of Treasurer, Secretary, or Asst. Secretary.
- (l) Vacancy. In the event of the death, deposition, or resignation of the W.P., the I.P.W.P. if he is agreeable, or if not, a Past W.P. in order of retrocession, shall become the W.P. for the remaining period of the term of office, providing he is agreeable and has voting qualifications in the Lodge concerned. If the office cannot be filled in this manner, an election must then be held.

92. INSTALLATION OF OFFICERS.

- (a) The installation of officers in Minor lodges, shall take place at either the first or second meeting of the quarter (monthly Lodges, January, and July meetings). Installing officers shall adhere to the procedure for the Installation of Officers of a Minor Lodge, set out in the current Rituals issued by the G.L.S.A. No other function or ceremony shall take place on that night, initiations excepted, unless permission is granted by the G.L. under extenuating circumstances.
- (b) All Primo's must produce their C.P. Certificate to the Installing Officer before taking the office of W.P. for the first time in that Lodge.
- (c) W.P.'s Elect, prior to being installed, must take the obligation prescribed, irrespective of whether it is the first time in this office or not.
- (d) Installation of officers must not be carried out if the bank or financial institution statements are not to hand, the balance sheet does not correspond with the last financial return of the period, or has not been signed by all the required officers and adopted by the Lodge and examined and signed by the Installing officer.

93. MISCONDUCT OF OFFICERS.

Any officer, who misconducts himself, may be refused admission to a ML or suspended.

94. COMPLIANCE OF OFFICERS.

Any officer who is absent from two consecutive meetings (except for absence where an apology in writing, signed personally and dated, together with the registration donation fee, has been tendered and accepted) shall be declared out of office and another member shall be elected in his stead.

95. W.P. QUALIFICATIONS.

- (a) No Primo shall be eligible for the office of W.P. until he has received the Certificate of a C.P. from the Certifying Council, and shall have attended the nominating Lodge as a C.P. for at least one meeting prior to the meeting of the election of officers.
- (b) Any Brother who has voting qualifications shall have the right to nominate an eligible C.P. who is a compliant member of the Lodge.
- (c) A C.P. can occupy the position of elected W.P. in any other Lodge in any complete quarter, if the Lodges concerned do not meet on the same day, or the position of W.P. is not being contested by another Brother. He shall not occupy the office for more than three consecutive terms in any of the Lodges, unless authorised by Grand Lodge.

96. DUTIES OF W.P.

- (a) The Worthy Primo shall open and close the Lodge and sign the minutes after same have been confirmed, and the financial statement, together with receipted bank pay-in slip, of the previous meeting after the same has been adopted. If the bank or financial institution pay-in slip is not to hand, the financial statement must not be signed.
- (b) In the event of any strange or unknown person seeking admission, the W.P. must demand his parchment and specimen signature before admission unless a responsible member of the Lodge concerned can vouch that he -
 - (i) Saw the member seeking admission initiated; and
 - (ii) understands that if there is any misrepresentation the member vouching will be liable to suspension.He shall request the C. Sec. check any unknown member's name with the suspended members' list before admitting.
- (c) He shall see that all the officer's duties are carried out, hear charges, and decide thereon; adjudicate upon any question that may arise, and his decision shall be final unless a notice of appeal is given.
- (d) He shall have full control over the Lodge and should he find any difficulty, he may consult one or more of the C.P.'s present, or he may defer his decision until the following meeting of the Lodge.
- (e) He shall have power to explain or illustrate any matter before him, and to inflict a fine for any offence committed to his knowledge, without waiting for a charge to be brought.

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- (f) Should a member persistently disturb the Lodge he shall immediately adjourn the Lodge until the offender desists or departs the Lodge premises, after which the Lodge may be resumed.
- (g) The W.P. alone shall have power to grant permission to partake of refreshments in Lodge.
- (h) He shall give one knock of the Gavel for all business of the Lodge.
- (i) Should the W.P. wilfully commit himself while occupying the Royal Chair, any Brother shall have the right to propose a resolution as to his conduct.
If such resolution be carried by the ballot of two thirds of the members present (the C.M. to take the ballot) he shall be deposed from office and another W.P. elected in his stead. The resolution shall be reported to the G.L. forthwith.
- (j) Any visiting C.P. occupying the R.C. by courtesy of the W.P. shall confine himself to the hearing of charges and harmony only. This does not apply to any G.L. officer acting in an official capacity.
- (k) Should the W.P. wish to defend a charge he shall hand over to another C.P.

97. C.M. QUALIFICATIONS.

He must have completed at least one term of office in a Minor Lodge under G.L.S.A. prior to nomination.

98. DUTIES OF CITY MARSHAL.

- (a) The City Marshal shall assist the W.P. in maintaining order, record charges and call the same in order when asked for by the W.P., attend to the S.O. and L.H. sign and permit members to retire temporarily.
- (b) He may remain seated when calling charges, but must have his gavel or pencil in his hand or he shall be fined.
- (c) Should the W.P. be deposed or retire permanently during a meeting, and no other C.P. be present, the C.M. shall adjourn such meeting immediately.
- (d) Should the W.P. desire to retire temporarily, and there is no other C.P. present, the Lodge shall be placed in L.H. and in the hands of the C.M., whose powers, in such event, shall be strictly confined to harmony only.
- (e) Under no circumstances shall the City Marshal be allowed to hear charges nor can he inflict fines.

99. CITY TYLER'S QUALIFICATIONS.

He must have completed at least one term of office in a Minor Lodge under G.L.S.A. prior to nomination

100. DUTIES OF CITY TYLER.

- (a) The City Tyler shall keep the Lodge door properly closed and secured during Lodge hours, shall announce the names and titles of all members seeking admission, shall at the direction of the W.P. demand and receive the password and credentials from any member and announce the accuracy or otherwise thereof; shall await the direction of the W.P. before admitting any member excepting those members who may have retired temporarily, shall allow no member to leave the Lodge without permission of the W.P. or C.M., and shall be especially careful not to admit any member under the influence of liquor or deleterious substance.
- (b) He shall inform members seeking admission the title of the officer in the R.C. if other than the W.P. of the Lodge.
- (c) He need not prefix when addressing the W.P. if holding his staff of office, after the opening of the Lodge.

101. DUTIES OF CITY CONSTABLE.

- (a) The City Constable shall act under the direction of the W.P., collect all fines and hand same to the C. Secretary when directed to do so.
- (b) He need not prefix when addressing the W.P. if holding his staff of office, after the opening of the Lodge.

102. CITY CHAMBERLAIN'S QUALIFICATION.

He must have completed at least one term of office in a Minor Lodge under G.L.S.A. prior to nomination.

103. DUTIES OF CITY CHAMBERLAIN.

- (a) The City Chamberlain shall find seating for all visitors, give out and receive back regalia and other moveable Lodge property, and place same in the proper receptacle, on regalia visits he shall be responsible for the custody and care of same.
- (b) In case of loss or damage he shall at once report same to the City Secretary and Trustees.
- (c) He must see that all necessities are provided for Initiations; receive all necessary fees before candidates are initiated and shall assist the A.B. in taking charge of all candidates for initiation until the ceremony is concluded.

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104. DUTIES OF CITY REGISTRAR.

- (a) The City Registrar shall receive the registration fees of all members on their signing personally the official Registration Book. He shall report to the W.P. any member falling to pay the prescribed registration fee and shall be held responsible for all moneys received as shown in the Registration Book.
- (b) Before the close of the Lodge he shall total up the number of registrations, and the total amount received and hand over same to the C. Secretary.
- (c) Any member unable to write shall have his name entered in the registration book by either the C. Secretary or C. Registrar.

105. DUTIES OF I.P.W.P.

I.P.W.P. shall be the retiring W.P. where practicable, and shall act for the W.P. when necessary.

106. ALDERMAN OF BENEVOLENCE QUALIFICATIONS.

The Alderman of Benevolence shall be a C.P or above.

107. DUTIES OF ALDERMAN OF BENEVOLENCE.

- (a) The Alderman of Benevolence shall interview any applicant requiring assistance, and make application in open Lodge on his behalf and shall report the decision of the Lodge to him and pay over the amount granted, if any.
- (b) He shall, assisted by the C. Ch., take charge of all candidates for initiation until the ceremony is concluded.

108. DUTIES OF SICK VISITORS.

Sick visitors shall be informed of and visit sick members of their Lodge where practicable and report at the next meeting.

109. CITY SECRETARY'S QUALIFICATIONS.

- (a) No Brother shall be elected to fill the office of City Secretary who has not previously completed a term of office in a Minor Lodge under G.L.S.A. prior to nomination.
- (b) He shall not be an undischarged bankrupt.

110. DUTIES OF CITY SECRETARY.

- (a) On receiving instruction from the W.P., the City Secretary shall, immediately after the opening of the Lodge, call the Roll of Officers and take note of those absent; see to the reading of the minutes, financial statement, cash accounts and communications connected with the Lodge, which he may do seated.
- (b) He shall keep a register of the names of all initiated and affiliated Brothers with the date of their initiation or affiliation and transmit Index (proposition) Cards to the G. Sec. for both new members and affiliated members. This Register shall remain in the custody of the Minor Lodge concerned whilst that Minor Lodge is in operation.
- (c) He shall receive all moneys during a lodge meeting and keep account of receipts. He shall pay same over to the C. Treasurer at the close of the Lodge and make out a return for each meeting on the form supplied by G.L. of the receipts and expenditure for the evening, showing the totals of the various funds at the commencement and close of the meeting, and the amount to bank for the meeting. He shall receive a receipt from the C. Treasurer for the meeting's takings upon handing over the evening receipts to him. Immediately after the last meeting of the month he shall forward direct to the Grand Secretary all original completed registration sheets for that month together with such original financial returns that have been adopted. Lodges failing to forward all returns to Grand Lodge within 7 days after the last meeting of the month shall be declared out of compliance and privileges withheld, unless other arrangements have been made with G.L.
- (d) He shall inform the Brethren, in open Lodge, of all dues owing by the Lodge, and shall, on the form supplied by the Grand Lodge, make out a balance sheet of all accounts to lay before the Auditors for their examination quarterly (monthly and eight weekly Lodges, June, and December) and send all original sheets to the Grand Secretary, together with the all Bank or Financial Institution Statements within seven days after adoption by the Lodge. No Balance Sheet shall be adopted unless a detailed list of sundry receipts and expenditure is attached thereto. The statement of assets and liabilities at the bottom of each balance sheet must be completed each quarter.
- (e) He shall pay all accounts by any one of the following means **and in accordance with instruction from Grand Lodge:**

- (1) By cheque and crossed "not negotiable"

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- (2) By electronic funds transfer
- (3) By debit card provided that the debit card is maintained in the name of the Minor Lodge and such card must not exceed a credit limit of \$1000.00
- (f) He shall forward, in writing, the name and address of delegates together with Past G.P.'s in compliance to the G.L. Secretary immediately after their election. This includes permanent members of the Grand Lodge Building Committee.
- (g) Where an apology in writing, accompanied by the registration fee, has been accepted by the Lodge, he shall, in the registration book, enter the member's name on his behalf and initial same.
- (h) In the event of him giving up office through any cause whatever, he shall give up all documents, books and moneys belonging to the Lodge to the Trustees, when ordered so to do by a resolution of the Lodge, or shall be liable to be sued for recovery or the value of same.
- (i) Lodges closed voluntarily through lack of quorum must forward a registration sheet to Grand Lodge for the date marked "no meeting held".
- (j) Fidelity Bonds must be forwarded to Grand Lodge by the City Secretary within 7 days of the applicant's installation to office.
- (k) The City Secretary shall keep a record (stock book) of purchases and sales of refreshments.
- (l) He shall forward to Grand Lodge the inventory (supplied by the Trustees) with the June Balance Sheet.
- (m) He shall notify the Secretary of the G.L., G.E. & C.C., or Sub E. & C.C. of a Brother out of compliance.

111. CORRESPONDENCE.

- (a) A copy of all correspondence not recorded in minutes of the meeting must be kept for twelve months.
- (b) The C. Secretary shall write and forward correspondence as directed by the Lodge.
- (c) All correspondence must be signed and dated.
Apologies may be received by written electronic means provided they are followed up in written form.
- (d) For Grand Exec, it is permissible for Secretary's to deal with more than one issue in single correspondence to the Grand Secretary providing the issues raised are itemised.

112. DUTIES OF ASSISTANT SECRETARY.

- (a) The Assistant Secretary shall assist the City Secretary in the Lodge and he shall keep a faithful record of all proceedings. In the absence of the C. Secretary through resignation or other circumstances, he will take over the duties of that office temporarily. He may sign cheques.
- (b) He shall not be an undischarged bankrupt.

113. DUTIES OF CITY TREASURER.

- (a) The City Treasurer shall receive all moneys from the C. Sec. at the end of each meeting and give a receipt for same to the C. Sec. He shall pay all monies into the appointed bank or financial institution in the name of the Lodge at the first available banking period of such institution, produce the Bank or financial institution receipt next Lodge meeting, and sign the official financial return.
- (b) In the event of his giving up office through any cause whatever, he shall give up all documents, books and moneys belonging to the Lodge to the Trustees, when ordered so to do by a resolution of the Lodge, or he shall be liable to be sued for the recovery or the value of same.
- (c) In the absence of the C. Treasurer, a Trustee shall take over the duties of that office.
- (d) He shall not be an undischarged bankrupt.

114. DUTIES OF CITY WAITER.

- (a) He shall be solely responsible for all refreshments received and distributed by the Lodge, and shall report discrepancies (if any) to the City Secretary and Trustees forthwith.
- (b) City Waiter shall be responsible to ensure that all tables are cleared after the meeting.
- (c) The City Waiter shall not perform any of his waiter's duties during a ceremony. This means that no gatta is to be served during a ceremony.

115. DUTIES OF ASSISTANT CITY WAITER

The Ass Waiter shall assist the City Waiter and carry out his duties in his absence.

116. DUTIES OF CITY STEWARD.

The Steward shall be responsible for the obtaining and preparation of the grazing.

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117. DUTIES OF ASSISTANT CITY STEWARD.

The Ass Steward shall assist the City Steward and carry out his duties in his absence.

118. DUTIES OF CITY MINSTREL.

The City Minstrel shall accompany the members when requested and attend to such other duties of his office as the W.P. may direct.

119. TRUSTEES.

QUALIFICATIONS:

- a) Brother to be eligible for nomination/election to the office of Trustee, must be a compliant financial member of the nominating Lodge, have been a member of that Lodge for not less than 12 months, have completed 4 terms of offices (monthly and 8 weekly Lodges 2 terms) in the nominating Lodge or have served 12 consecutive months in any one office of the Lodge.
- b) No Brother who is an undischarged bankrupt shall hold office as Trustee.

DUTIES:

- (a) The Trustees shall be responsible for the funds, property, and effects of the Lodge and shall, in June each year, take an inventory on a form supplied by Grand Lodge and shall hand a copy thereof to the City Secretary (who shall forward same to G.L. with the June Balance Sheet).
- (b) They shall be empowered to sue and be liable to be sued on behalf of the Lodge, which shall indemnify them against any cost, but no action shall be taken without first obtaining the sanction of the G. Ex.
- (c) In the event of death, resignation or removal from office, the vacancy shall be filled.
- (d) On the removal of a Trustee, he shall immediately transfer all moneys or property vested in him to the remaining and newly appointed Trustees, or be liable to be sued for same or the value thereof by the remaining Trustee, or a G.L. Trustee.

120. DUTIES OF AUDITORS.

The Auditors shall examine all Balance Sheets and bank books and check the receipts and expenditure and assets, verify same with the accounts, vouchers and cheques relating thereto prior to the installation meeting, and report to the Lodge thereon in writing, as to their accuracy or otherwise. When the Lodge requires an audit, they shall have full access to all books, documents, accounts, and assets for the purpose at any reasonable time.

121. DUTIES OF CITY SCRIBE.

He shall furnish monthly reports to the "S.A. Buffalo Gazette". Should he miss two consecutive reports he shall forfeit his office.

122. MINOR LODGE COMMITTEES.

- (a) An Executive Committee may be formed by any M.L. Composition of the committee shall be at the discretion of the M.L. Attendances of committee members at committee meetings shall be recorded.
- (b) Any Committee elected on the floor of a M.L. shall be under the authority of the Minor Lodge concerned and all decisions arrived at must be submitted to the next meeting of the M.L. for ratification.

123. DELEGATES TO GL - ELECTION.

- (a) Each Lodge may elect delegates to G.L., and none but C.P.'s or above in compliance shall be eligible for election. They shall be elected at the first meeting after 31st May of each year.
- (b) Any C.P., K.O.M. or R.O.H. to be eligible to stand as a delegate to Grand Lodge or a G.L. of Benevolence must have the following attendances to qualify:

Weekly Lodge:	at least 20;
Fortnightly Lodges	at least 10;
Three weekly Lodges:	at least 8;
Monthly Lodges:	at least 5;
Eight weekly Lodges:	at least 2.

in the Minor Lodge, he represents in the 12 months prior to election.

No delegate shall be accepted by the G.L. without written authority from the Minor Lodge he represents. The Credentials Committee must approve all delegates.

- (c) A "Notification of Delegates" form will be sent to all Minor Lodges for each delegate to Grand Lodge, one section to be sent back to Grand Lodge prior to G.L. Sessions and the other to remain in the possession of the delegate to Grand Lodge Sessions. If the notification of delegates form is not received at G.L. within

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seven days of the date scheduled for G.L. in Sessions, the credentials committee may, at their discretion determine that the delegate is ineligible to attend.

124. DUTIES OF DELEGATES.

- (a) The delegates shall be the medium of communication between the G.L. and their own Lodge. They shall attend the meetings of the G.L., and submit to their Minor Lodges a report of all resolutions passed.
- (b) G.L. delegates elected to G. Ex. shall remain delegates from the Minor Lodge concerned, but in no way, shall they represent such bodies at any G. Ex. meeting (unless summonsed) nor discuss any business or matter transacted at such meeting until same has been promulgated to M.L.'s by G.L.

125. DELEGATES - NEGLECT OF DUTIES.

- (a) Should a delegate miss two consecutive meetings of his M.L. (except where a written apology signed by the delegate has been tendered and accepted) his position as a delegate shall be declared vacant, and a new member appointed.
- (b) A delegate from a minor lodge that closes in the period between his election and subsequent Grand Lodge Session, shall be entitled to complete his term of office if in compliance with another ML.
- (c) No delegate shall be removed from office until after 14 days' notice shall have been given to him in writing by certified mail of the intention to depose him, except for neglect of his duties as prescribed in (a) or (b).
- (d) Should a delegate to Grand Lodge who is also a member of the Grand Examining and Certifying Council cease to be a delegate to Grand Lodge through lack of attendances, his membership on the Grand Examining & Certifying Council automatically ceases.
- (e) Should a Past G.P., G.L. officer or ex-officio member of GL, or E. & C.C. be out of compliance with his Lodge the body concerned shall be notified within 14 days by the C. Sec.

126. DELEGATES - ATTENDANCES TO COUNT.

Any delegate who may be absent from his Lodge consequent upon attending G.L., or any committee connected therewith, and who has previously notified the City Secretary in writing, accompanied by his registration fee, shall have such attendance count as an attendance in his Lodge, and his name recorded in the Registration Book by the C. Sec.

127. OPENING, CLOSING AND QUORUM.

- (a) A M.L. shall meet at such time and place as the majority of members shall decide with the approval of the G.L.
- (b) The closing time of a M.L. shall be not later than four hours after the prescribed time of opening.
- (c) Under no circumstances are R.H. Assemblies, Knights' Chapters, or M.L.'s to remain open after 11 pm., except on Second, Third and Fourth Degree Ceremony nights, when permission may be sought from G. Ex. to remain open to 11.30 pm.
- (d) The number of members to form a quorum in any Minor Lodge shall be resolved by the Minor Lodge, and such resolution shall come into force upon notification to the G. Ex.
- (e) No Lodge shall form a quorum of less than three members.
- (f) Lodges closed voluntarily through lack of quorum must forward a registration sheet to Grand Lodge for the date marked "no meeting held".

128. REGISTRATION.

- (a) Each member shall, on entering the Lodge, personally register his name by signing the official Registration Book (supplied by G.L.) and printing his name, pay the registration fee of the Lodge.
- (b) Minor Lodges may set their own registration fees and notify G.L. accordingly.
- (c) No member may sign the Registration Book for any other member except in the case of an apology in writing, signed personally, for non-attendance, which is accompanied by the registration fee. In this case the C. Sec. shall enter the member's name and initial it.
- (d) Any member unable to write shall have his name entered in the registration book by either the C. Secretary or C. Registrar.
- (e) Where a meeting has been abandoned due to lack of quorum, members attending shall sign the Registration Book and pay the normal registration fee.

129. APOLOGIES

A member of a Lodge, who is prevented from attending his Lodge through his employment or sickness, may send a written apology, or doctor's certificate proving illness, to his M.L., accompanied by the

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registration fee. It shall, if accepted, count as an attendance for qualification for voting or nomination for the Second, Third or Fourth Degree subject to actual attendance qualifications where required.

130. PREFIX.

A Brother desiring to speak upon any subject, including charges must be upstanding and prefix. After receiving the permission of the W.P to proceed, he may cease to prefix.

131. LOYAL TOAST.

- (a) The Loyal Toast shall be the first toast of the meeting.
- (b) When a member enters the Lodge after the Loyal Toast has been honoured, he shall give the Loyal Toast in the prescribed manner as soon as practicable after being served by the CW.
The Loyal Toast shall be observed in Strict Order.

132. TOAST TO ABSENT BRETHREN.

- (a) All Minor Lodges shall include in their business a "Toast to Absent Brethren" not less than one hour but no later than two hours after opening.
- (b) The singing of the Toast "Spirit of Truth" shall be in Strict Order. with the sign of Fidelity and nothing whatsoever shall be added to the "Toast to Absent Brethren" as per ritual.

133. LIBERTY HALL.

The Lodge shall be placed in L.H. during all toasts, except for the Loyal Toast and Toast to Absent Brethren. During items of entertainment, grazing, and for other purposes at the discretion of the W.P., the Lodge shall be placed in Liberty Hall.

134. GRAND LODGE DUES.

- (a) Each Lodge shall pay to Grand Lodge:
 - (i) Amounts decided by Grand Lodge in Sessions for every registration received by the Lodge.
 - (ii) Premiums for the Indemnity Fund.
 - (iii) Every proposition fee received.
 - (iv) The cost of stationery and other goods supplied by G.L.
- (b) As soon as possible after the last day of August, November, February, and May or such other 3 monthly period as decided at Grand Lodge in Sessions, the Grand Secretary shall forward a Statement to each Lodge, showing amounts owing in accordance with this rule. Lodges will have 6 weeks from the issuance of the invoice to pay accounts.

135. LODGES OUT OF COMPLIANCE.

- (a) Lodges declared out of compliance (see definitions) will not be permitted to proceed with any Degree functions, except when it has already been granted, be granted any privileges nor shall their delegates to G.L. be entitled to either speak or vote on any subject at G.L. until 14 days after that Lodge has come back into compliance and the Lodge has received notification from G.L. of the date that the Lodge is back in compliance.
- (b) If not in compliance within three weeks of receiving notification from Grand Lodge, the Trustees of the Lodge concerned shall be written to informing them of the position.
- (c) If not in compliance then within a further 14 days the C. Sec and trustees may be summoned to G.L.
- (d) Expenses incurred by Grand Lodge when a Lodge is out of compliance may be charged to the Lodge concerned.

136. PAYMENTS.

- (a) All necessary expenses for carrying on the business of the Lodge, including appeals from the G.L., shall be defrayed from the General Fund.
- (b) No Lodge may assist, financially, any outside bodies without the permission of G.L. This includes donations to Incorporated Building Funds or Committees not wholly controlled by the Lodge and registered with Grand Lodge.
- (c) Funeral Tribute: Lodges may donate for either a floral tribute or a donation to charity from the General Fund. Donations exceeding the defined amount (see definitions) require permission from G.L.

137. LOANS.

Lodges shall not loan or negotiate for the loan of money without the sanction of G.L.

138. SPECIFIC PURPOSE FUNDS.

- (a) No money in any other fund, which is formed for a specific purpose, shall be used for any other purpose without the consent of G.L.

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- (b) Permission must be obtained from the Grand Lodge prior to opening or closing any Fund.
- (c) **BUILDING FUNDS:** Lodges may set up building funds subject to the following conditions;
- (i) Subject to the rules of the Order, control of the fund shall rest with the members of the Minor Lodge or Lodges that own and operate the fund.
- (ii) A committee may be elected from the Minor Lodge or Lodges that are operating the fund, who shall oversee the business concerning the fund and make recommendations to the Minor Lodge or Lodges as to how the fund assets should be used.
The committee shall be empowered to make all necessary non-contentious decisions concerning the normal operation of the fund but decisions regarding the use of the fund shall be referred to the members of the Minor Lodge or Lodges that are operating the fund for final determination.
- (iii) Each year, within 14 days of the bodies AGM, they shall submit to Grand Lodge a balance sheet for the fund duly sanctioned by them, unless the monies for the fund are banked with the Lodges funds and shown on the regular financial returns of the Minor Lodge or Lodges.
- (iv) All monies, properties and effects of the building fund shall be deemed to be monies, properties and effects of the Minor Lodge or Lodges that are operating the fund.
- (v) No monies of a Minor Lodge may be put into a building fund that has not complied with these Rules.

139. OPEN NIGHTS ETC.

- (a) All Lodges must receive permission from G. L. before they can hold open nights, concerts, etc., or wear regalia, etc., on such occasions. This includes nights of Degree ceremonies.
- (b) The initials of the Order shall not be used on any printed matter about the above, or any other matter, without the permission of G. L.
- (c) All circulars or notices upon matters connected with business other than celebration of ceremonies or holding of social functions issued by any Minor Lodge shall require the sanction of Grand Executive.

140. ATTENDANCE QUALIFICATION CARDS.

Brethren whose employment compels their frequent absence from their town of residence, and are thereby prevented from qualifying by attendance in their own Lodge, may, on personal application to their Lodge and on payment of any prescribed cost, be supplied with an attendance card to be signed by the W.P. or C. Sec. of the Lodge. This Card, if presented at any Lodge which the Brother visits, must be signed by the W.P. or C. Sec. of the Lodge visited, and the date of attendance inserted.
Such attendances shall be counted as qualifying attendances for Degree raisings, in the lodge from which the card was issued.

141. FINES AND CHARGES.

- (a) Charges may be booked at any time after the Lodge has been opened. A Brother giving notice of a charge to the C.M. must do so without causing any interruption to the business or harmony of the Lodge.
- (b) Any Brother refusing to pay a fine shall be deemed to be un-financial for that meeting and shall not be at liberty to bring a charge against another Brother, neither shall he be allowed to speak or vote on any question until the fine is paid.
- (c) A Brother is liable to fines after giving the alarm at the tyle.
- (d) Preference charges are not allowed under any circumstances.

142. FINEABLE OFFENCES.

The following schedule of fineable offences shall be taken and read as part of the Rules and shall apply, as far as practicable, not only to Minor Lodges, but to all classes of G.A.'s, Certifying Councils, etc., exercisable by the presiding officer only:

1. Addressing or speaking to a member un-fraternally.
2. An Officer being absent at the opening link without submitting a reasonable excuse, verbally or in writing.
3. Failing to give his proper name and title at the tyle.
4. Failing to give the sign and salutation on entering the Lodge, or giving same before seeing that the Lodge door and tyle are properly closed.
5. Failing to give the sign when addressing the W.P.
6. C.M. failing to respond to the W. P's knocks, or not changing the C.M. indicator.
7. C. Co. waiting upon a Brother prior to receiving instructions, or failing to do so when directed by the W.P.

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8. C. Ty. allowing any Brother to leave the Lodge without permission; giving knocks inside the tyle; failing to keep the Lodge door and tyle secure, or leaving same unattended.
9. Wearing head-dress without permission or leaving, wearing apparel on the Lodge tables set apart for business.
10. Tendering evidence without being requested to do so by the W.P., or without having previously obtained his permission.
11. Eating, smoking, using pulverised weed or drinking without permission, or failure to give the Loyal Toast as follows: "The Queen, the Order and this Lodge in particular".
12. Addressing the W.P. seated, or without permission or in any way disrespectfully, or with stick weed or weed consumer in the mouth. (Weed or weed consumer must be removed whilst bringing or defending a charge).
13. Calling the Lodge, a "room" instead of a "Lodge room".
14. Addressing or speaking of an officer of the Lodge otherwise than by his distinctive title, or in abbreviated terms, per the badge he wears.
15. R.O.H., K.O.M. or C.P. not visibly wearing his distinguishing jewel in Lodge without having obtained permission of the W.P.
16. R.O.H. or K.O.M. failing to wear regalia during an initiation or on any ceremonial occasion in the Lodge that presented him with such regalia.
17. Addressing a Brother who is visibly wearing the distinguishing jewel of his rank, without using the fraternal term of Right Honourable, Sir or Primo.
18. Failing to register before taking his seat, except sitting for that purpose, which is permissible.
19. A Brother committing himself whilst paying a fine, or commenting on a charge after the W.P. has dealt with it.
20. Discussing or introducing any religious or political subject, speaking of betting or racing matters, or offering to bet.
21. Wearing a frivolous badge, medal, or sash, or producing any book paper or card, written, or printed, unless connected with the Order, or for the benefit of a Brother, without permission. Medals of the National Service or to commemorate national events may be worn.
22. Interrupting or obstructing business, or refusing to link.
23. Taking a light from the candles on the rostrums of the W.P. or C.M., or designating them otherwise than as "Royal Lights".
24. Speaking of any form of tobacco or snuff otherwise than as "weed" or "pulverised weed"; pipes otherwise than as "weed consumers"; matches otherwise than as "weed lights"; wines and spirits otherwise than as "Juniper" or malt liquors and aerated waters otherwise than as "gatta".
25. Interfering with or usurping the duties of an officer; leaving the Lodge without handing over regalia to the C. Ch., or without the consent of the W.P. or C.M.
26. Speaking of coins of the realm otherwise than as "D's", except in the case of a Secretary or delegate giving a report.
27. Refusing to keep order at the sound of the gavel.
28. Not wearing jewels in the Lodge in which they were presented.
29. Registering a charge and falling to bring same through loss of memory.
30. Sleeping, using slang language, making unseemly noises, singing (without permission of the W.P.), knocking, throwing, stamping, scraping of the feet, or any un-Buffalo applause.
31. Wilfully making a false charge against a Brother.
32. Failing to give the fraternal sign during L.H. when addressing the W.P., providing the Lodge door and tyle are closed. If the sign be given in L.H. whilst the Lodge door and tyle are open it is a fineable offence.
33. Failing to prove a charge.
34. Giving the fraternal sign under a collar of office.
35. Using any other code of applause other than clapping of hands, or "Hear, hear".
36. Failing to produce their parchment immediately when requested by the W.P.
37. Partaking of gatta prior to Honouring the Loyal Toast after the opening of Lodge, except on Degree functions.

The maximum fine shall be 100 Dees; however, any member having been fined more than 5D's on any one count, may contribute 5D's only if he so desires, and shall remain financial.

143. POWER TO REFUSE ADMISSION.

- (a) A Minor Lodge shall have power to refuse admittance to any member it deems necessary providing the procedure set out in clauses (b), (c) and (d) are carried out.

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- (b) Should a Brother be refused admission under this rule, full details must be submitted to the G. L. for ratification.
- (c) The offending Brother shall receive not less than seven days' notice or more than fourteen days' notice by certified mail to appear and refute, if possible, any charges that may be brought against him. Should he fail to appear; the case shall be proceeded with in his absence.
- (d) Voting as to whether a Brother be refused admittance shall be by secret ballot, (pencil and paper), and the approval of two thirds of eligible Brothers voting will be required.
- (e) Where there exists a court, order restricting the association of a member with another person and such person is a member of the R.A.O.B. the member under restraining order shall not be permitted to attend any R.A.O.B. Lodge or associated body until such restraining order is revoked subject to any concessions granted by Grand Lodge, each case to be dealt with by Grand Lodge on its merits.

144. APPEALS AGAINST W.P.'s. DECISIONS.

- (a) Any member dissatisfied with the decision of the W.P. may appeal to G.L. through the C. Sec., notice of which shall be given in writing, together with a deposit of \$1.00 before the close of the Lodge.
- (b) The deposit of \$1.00 shall be returned by the Minor Lodge if the appeal is upheld.
- (c) No appeal shall be entertained until the fine (if any) has been paid.

145. RISING FOR OFFICIAL VISITORS, ETC.

- (a) Members shall be required to rise when the R.C. of a M.L. is handed to any other C.P., upon the entrance or departure of a G.A. and/or ceremonial body of officers in full regalia on official business, and of regalia visits from other Lodges (members who are incapacitated may remain seated).
- (b) When a G.L. officer visits a Minor Lodge in his area officially, he shall, after Registration; be offered a seat at the right of the W.P.

146. JEWELS.

- (a) A Worthy Primo may at the discretion of the Lodge, be presented with a W.P. Jewel at the completion of his term of office.
- (b) Services rendered jewels may be presented to members of the Lodge where, at the discretion of the Lodge they have earned the same.
- (c) Ribbons for all jewels must conform to pattern and colours as approved by Grand Lodge.
- (d) All jewels must be ordered from Grand Lodge office on the official order form.
- (e) Jewels of deceased members shall not be worn by other members unless re-inscribed and presented by a Lodge.
- (f) A First-Degree Jewel may be presented to an initiated member on or after the meeting of his initiation.
- (g) Jewels commemorating special occasions, Degree miniatures and Collarets as recognised by G.L.S.A., may be worn at M.L. meetings.
- (h) The design and purchase of commemorative jewels must be submitted to G.L. for ratification and ordering as per clause (d).
- (i) All jewels for re-presentation must be submitted to G.L. for refurbishing or re-engraving.

147. ALTERATION OF MEETINGS, ETC.

- (a) No Lodge shall be allowed to remove from one place of meeting to another, change its date of meeting except for degree ceremonies, increase the amount of its fees (registration or affiliation), without first obtaining the consent of a simple majority of the eligible Brethren voting at a meeting of the Lodge. Notice of motion must be given for any of these circumstances to be voted upon and seven days' notice in Lodge shall be deemed sufficient. The resolution having been passed by the Lodge, the sanction of the G. L. must be obtained before enacting the change, except for the increasing of registration fees which is a matter for the Lodge to decide.
- (b) Where a meeting place is without reasonable notice unavailable for meetings, the Lodge shall have power to take immediate action by a resolution of eligible Brethren voting (simple majority) and in case of necessity and other arrangements not being made, the Lodge may, with the sanction of the Executive Officers of the G.L. hold its meetings at the home of the G.L. until other arrangements are completed.
- (c) Should a Lodge apply for permission to change its place of meeting, such application shall be made to G.L., who will appoint an officer to inspect the proposed place of meeting, and if deemed suitable, to consecrate same before being used for Lodge purposes.
- (d) Lodges closing for any valid reason may apply to G.L. for permission to meet on another meeting date in lieu of their ordinary meeting date.

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- (e) No Lodge shall meet on Good Friday or Christmas Day but may apply to G.L. for an alternative meeting date.
- (f) Should a Lodge contemplate holding a Degree ceremony on a date other than their ordinary Lodge date, which shall not be detrimental to another Lodge in the immediate area, permission must be obtained from the G.L. and this ceremony can then be held in addition to their ordinary fixed Lodge meeting.
- (g) No Minor Lodge shall meet more than once in any week (Monday to Sunday).

148. NEW LODGES.

- (a) An application for a Dispensation to open a Minor Lodge shall be made by four C.P.'s on the official form provided by G.L. accompanied by a fee to cover the cost of the Dispensation which shall remain the property of the G.L.S.A.
- (b) The name of the proposed Lodge, address of the place where the Lodge is to be held, and the day and time of the proposed meeting shall be supplied on the application form.
- (c) Excluding founders, the signatures of not less than a total of 10 Brothers or proposed unenlightened gentlemen (whose affiliation, proposition and initiation fees have been paid) desirous of becoming Brothers of the proposed new Lodge shall be appended.
- (d) The proposed Lodge room shall be inspected by an officer or delegate appointed by G. L. and a full report shall be made as to its suitability. Full particulars shall be published in the official reports of the Order, and the opening of a new Minor Lodge shall be a G.L. function.
- (e) Affiliation. Proposition and Initiation fees, on being received by the organiser or organisers of the proposed new Lodge shall be immediately forwarded to G.L., to be held in trust against the opening of the Lodge.
- (f) On an application for a dispensation being received by G.L., it shall stand as a notice of motion, and the G.L. shall notify the same to all Lodges within its authority in writing.
- (g) The Dispensation must remain in the Minor Lodge to which it is granted. The title and number shall not be altered except by authority of the G.L.
- (h) Founders of Minor Lodges shall regularly attend the Lodge for not less than twelve months and be responsible for providing W.P.'s for the first twelve months, and shall be charged with the duty of holding Lodges of instruction for Brethren qualifying for the Second Degree until the first four have been raised and certified. Failing any of the above, they shall lose all Founders' privileges.
- (i) Six weeks prior to the opening of a new Lodge the following information must be submitted to Grand Lodge for ratification: -
 - (i) Ordinary registration fee.
 - (ii) Affiliation fee.
 - (iii) Place of Banking.
- (j) No Lodge shall be named wholly, or in part, after a member of the Order."

149. AMALGAMATION OF LODGES.

- (a) Two or more Lodges may resolve to amalgamate to form one Lodge.
- (b) No amalgamation shall take place until ratified by Grand Executive.
- (c) Before any Lodges amalgamate, a Notice of Motion must be tabled at each of the Lodges considering amalgamation, and a summoned meeting of each of the Lodges proposing amalgamation must be called, at which time a vote is to be taken by marker and paper, and a two-thirds majority obtained of each of the amalgamating Lodges.
- (d) After both (or all) Lodges have agreed to an amalgamation, application is to be made by the Lodge or Lodges wishing to amalgamate to the Grand Executive for approval. If ratified, Grand Executive will set the effective date of the amalgamation.
- (e) Amalgamations may be effected in one of three ways:

1. ONE LODGE MERGES INTO ANOTHER:

The Brethren of the Lodge or Lodges so amalgamating will become members of the Lodge to which amalgamation is made without payment of any fee, and their eligibility for voting, and all other purposes will be transferred accordingly.

The money in the various funds of the Lodge or Lodges amalgamating will be transferred to the corresponding funds of the Lodge to which amalgamation is made.

The Dispensation, together with all books, papers, regalia, and other properties of the Lodge(s) becoming extinct by amalgamation will be handed over to the GL in accordance with Ritual. The Dispensation must at once be returned to Grand Lodge for cancellation.

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A Lodge may apply for retention of any old Dispensation for display providing it is marked as being cancelled. The Dispensation of the Lodge accepting the amalgamation must not be altered.

2. TWO LODGES MERGE AND COMBINE THE NAMES OF THE LODGES.

The Brethren of the Lodges so amalgamating will automatically be members of the Lodge to which the new name applies without payment of any fee, and their eligibility for voting, and all other purposes will be transferred accordingly.

The money in the various funds of the Lodges amalgamating shall be absorbed into one of the existing bank operating accounts and that account name shall be changed to reflect the new Lodge name. All other accounts shall be closed.

The amalgamating Lodges will select one of the existing sets of financial and other returns to Grand Lodge from the amalgamating Lodges and transfer all the funds from the other returns into it. From that point the new name will be used on those returns. All other financial returns and other records of the amalgamating Lodges that are no longer required shall be archived.

A new dispensation shall be issued by Grand Lodge reflecting the date of amalgamation. The old dispensations of the amalgamating Lodges may be kept by the newly named Lodge as part of their history providing they are marked as being cancelled.

3. TWO OR MORE LODGES MERGE AND GENERATE A NEW NAME FOR THE LODGE.

The Brethren of the Lodges so amalgamating will automatically be members of the Lodge to which the new name applies without payment of any fee, and their eligibility for voting, and all other purposes will be transferred accordingly.

The money in the various funds of the Lodges amalgamating shall be absorbed into one of the existing bank operating accounts and that account name shall be changed to reflect the new Lodge name. All other accounts shall be closed.

The amalgamating Lodges will select one of the existing sets of financial and other returns to Grand Lodge from the amalgamating Lodges and transfer all the funds from the other returns into it. From that point the new name will be used on those returns. All other financial returns and other records of the amalgamating Lodges that are no longer required shall be archived.

Grand Lodge shall issue a new dispensation. A Lodge may apply for retention of any old Dispensation for display providing it is marked as being cancelled.

150. CLOSED LODGES AND RECESS.

(a) A Lodge may apply to G.L. to close when the majority of its members decide to close the Lodge. The decision by the members shall be made by obtaining the consent of a simple majority of the eligible Brethren voting at a meeting of the Lodge. Notice of motion must be given for this to be voted upon and seven days' notice in Lodge shall be deemed sufficient.

Should a Minor Lodge become closed by G.L., all moneys, properties and effects of such Lodge shall become vested in the Trustees of G.L. who shall take possession of the same and who may sue in respect thereof; or they may delegate a member to take possession on their behalf. Any such member receiving any of the funds or properties of the Lodge referred to shall forthwith deliver them into the custody of the Trustees of G.L.

(b) The Dispensation of the Lodge shall be at once returned to G.L.

(c) G. L., after paying all just debts owing by such M.L. from the funds, shall hold all surplus moneys, properties, and effects of such Lodge in trust for the space of twelve months from the date of obtaining possession thereof, and if at the expiration of that period the Lodge is not re-opened, the said properties and effects shall be disposed of as may be deemed advisable by G.L.

(d) In the event of a Lodge not meeting for five consecutive scheduled meetings, G. L., after making due enquiries, shall have power to close the Lodge.

(e) Lodges may be given permission by Grand Lodge to go into recess for periods of six months. The maximum period a Lodge may be in recess shall be 12 months. Application to go into recess shall only be dealt with when a current Balance Sheet with all bank statements and list of assets and liabilities accompany the application.

(f) The decision by the members to go into recess shall be made by obtaining the consent of a simple majority of the eligible Brethren voting at a meeting of the Lodge. Notice of motion must be given for this to be voted upon and seven days' notice in Lodge shall be deemed sufficient.

(g) Where a Lodge is placed into recess all moneys, properties and effects of such Lodge shall become vested in the Trustees of G.L. who shall decide whether the properties of the Lodge should be moved from

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the meeting place per the circumstances of the Lodge. It is not necessary to return the Dispensation until the Lodge is declared closed by G.L.

151. RE-OPENING CLOSED LODGES.

Should application be made to re-open a Lodge before the expiration of twelve months by not less than four C.P.'s of such Lodge, all claims against the Lodge shall be paid before the application can be granted, and no further charges shall be made upon the properties.

152. CHANGE OF ADMINISTRATION OR CEREMONIAL BODY DISTRICT.

Subject to the various boundaries laid down by the Grand Lodge, any Lodge desiring to transfer from one E.& C.C., Kt.'s. Chapter or R.H. Assembly to another must first obtain the permission of the bodies they desire to leave, and then the permission of the one they wish to enter. Ratification must then be obtained from G. L. or the Grand Ceremonial Body and later endorsed by G.L. in Sessions.

153. SUSPENSIONS

(a) Any R.A.O.B. member found guilty of the following prescribed offences may be liable to suspension or expulsion:

- divulging business of the Order to any other than a member;
- discussing Lodge business in the presence of those who are not Brethren of the Order;
- negligently or wilfully divulging any of the passwords, secrets, or ceremonials of the Order;
- joining any other section of the R.A.O.B. other than Banners recognised for inter-affiliation without first obtaining a clearance from the G.L. or allowing himself to be elected to office in a Lodge of another section;
- misappropriating the funds or properties of a Lodge, Committee, or Fund under the control of a Lodge;
- wilfully giving false information when applying for relief;
- using obscene language, abusing, or assaulting a Brother;
- damaging Lodge property;
- refusing to link;
- obtaining admission to the Order under false pretences;
- having previously been rejected by a Lodge of the Order and failing to disclose same;
- wilfully obstructing the business of a Lodge;
- grossly misconducting himself;
- scandalously defaming another member's character in or out of Lodge;
- failing to forward proposition and initiation fees to G.L.;
- attempting to take or taking opened gatta from the Lodge building outside.

(b) Any member wishing to cite a Brother on a serious charge shall give notice in open Lodge. Fourteen days' notice shall be given and posted in Lodge that the case be dealt with and the offending Brother shall receive not less than seven days' notice by certified or registered mail to appear and refute, if possible, any charges that may be brought against him. Should he fail to appear, the case shall be proceeded with in his absence. When a member cites another member, the charge must first be heard in the Lodge where such charge was laid.

(c) Voting as to whether a Brother be suspended or not shall be by secret ballot (pencil and paper), and the approval of two-thirds of the eligible members voting is necessary for suspension. Voting qualifications are required to participate in the ballot. The member charged shall not be entitled to vote and shall retire temporarily during the ballot.

(d) Should a member's suspension be decided upon, they shall be immediately notified on the floor of the Lodge, or if absent by certified or registered mail, and all shall be immediately forwarded by the C. Sec. to G. L. for confirmation. The G. Sec. shall officially notify the member by certified or registered mail, and all Lodges, of the decision of G. L. if the suspension is upheld by G.L.

(e) A sentence of suspension shall take affect immediately after it is first carried and shall remain in force regardless of the fact that an appeal may have been submitted.

(f) Should a suspended member or deposed officer be in possession of any funds, properties, or effects of any Lodge, he shall forthwith deliver them up to the G.L. to be returned to the Lodge; or he shall be liable to be sued for same.

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(g) A suspended member shall have the right to appeal to G.L. within one month of receiving notice of his suspension. The G.L. shall fix a date for hearing the appeal without delay, and notify the member and Conclave concerned by certified or registered mail. Both sides shall be entitled to produce witnesses at the hearing of the appeal.

The appeal will be heard either by Grand Executive or Grand Lodge in Sessions, whichever occurs first and provides both expediency and fairness. Where the Grand Executive have suspended a member, he shall have the right to appeal to Grand Lodge in Sessions, whose decision shall be final.

(h) Any G.L. officer who presided over (chaired the meeting) the conviction of a Brother cannot preside over any appeal to that suspension.

(i) Voting on an appeal in G.L. shall be the same as for the original hearing. i.e., by ballot (pencil and paper) and a two-thirds approval of the eligible Brothers voting is necessary for the upholding of the appeal.

(j) A member who is charged, or a M.L. body having a case to state, shall have the right to be represented on the floor of the G.L. by a member to defend or state the case as it may be.

MAJOR OFFENCES:

(k) G.L. may suspend or expel any member of G.L.S.A. for any major offence committed. Where a member is found guilty of;

- murder, manslaughter; rape, incest, indecent act, assault, indecent assault, carnal knowledge, larceny, burglary, breaking and entering, arson. fraudulent conversion, drug trafficking or kidnapping,

whether the case be tried in the criminal or any other Court, he shall be immediately suspended upon notification of the conviction being conveyed to Grand Executive, in such case there shall be no appeal permitted.

(l) When a member is suspended, he shall hand over his Certificate of Membership. If he fails to do so, no appeal shall be heard on his behalf until he does so and his suspension will be prolonged by the period of time that it takes for him to surrender his Certificate of Membership to the Grand Secretary'. If a suspended member appeals, and his appeal is upheld, his certificate shall be handed back to him and he will be allowed to resume attendance at his Lodge. The period of his absence from his Lodge during such suspension shall be disregarded for any attendance qualification requirements.

(m) Once the Grand Lodge has upheld a suspension of a member by a body of The Order the automatic minimum period of suspension shall be 6 months from the date that the member was suspended.

At the conclusion of that period the members parchment will be returned to him and the Grand Secretary shall circulate the members name beneath the next unenlightened list stating that the suspension period has concluded for that member. Grand Executive shall have the power to suspend a member for a period of up to 12 months.

(n) Any member pleading guilty to misappropriation of lodge funds or property may be automatically suspended upon notification of same to G.L.

154. EXPULSION.

(a) Grand Executive may recommend to G.L. Sessions that a suspended member be expelled and, if confirmed, such suspended member shall never be re-admitted.

(b) Grand Executive shall investigate all recommendations for expulsion received from Minor Lodges.

155. RESCISSION OF SUSPENSION.

(a) Any member suspended under rule 154, (with the exception of clause (k)), shall be on a probationary period of 12 months from the date that the suspension has concluded. If the member is cited again during the probationary period and found guilty of an offence that warrants suspension, the matter shall be immediately referred to the Grand Lodge.

(b) A suspension under rule (a) herein shall be deemed to encompass all chargeable offences up to the time of the suspension, other than for offences under rule 154 (k). Upon the members return from suspension, no charges may be laid against the member for offences that occurred prior to the suspension, other than for offences that fall under rule 154 (k).

(c) Any member found guilty of a suspendable offence under rule 154 during the probationary period will be immediately suspended once the Grand Lodge has upheld the suspension regardless of the fact that an appeal may have been submitted.

(d) If a member does not appeal a suspension of the type mentioned clause (c) of this rule, or if an appeal is heard but ultimately is lost by the applicant, the member shall automatically be deemed to be suspended from the Order for a period of no less than 3 years.

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(e) Any member suspended under (c) shall be eligible to apply for readmission to The Order after a period of 3 years has elapsed from the date that the suspension took effect. In this case, he shall be treated in the same fashion as though he is a new applicant to The Order (but will maintain his existing Degree and credentials) and any member or any Minor Lodge, conclave or other body of The Order shall have the right to submit an objection to his application to the Grand Lodge for determination by the Grand Lodge.

(f) Procedure for Re-admission.

- (i) Application in writing by member concerned.
- (ii) Enquiry re suitability for re-admission.
- (iii) Secret ballot for re-admission, two-thirds majority of the eligible members voting required.
- (iv) Full details to be forwarded to Grand Lodge who shall circularise the applicant's name on the next unenlightened list.
- (v) Decision by G.L. at the next scheduled meeting (Certificate of membership must be in Grand Lodge).
- (vi) If approved, re-admission shall take place.

(g) Grand Lodge may, after 5 years of a member being suspended and not being readmitted or applying for readmission, review the suspension and recommend such be rescinded by G.L. in Sessions after their recommendations have been placed on such G.L. in Sessions agenda.

156. AFFILIATION

G.L.S.A. MEMBERS.

(a) Should a Brother of any Lodge under G.L.S.A. desire to become an affiliated member of another Lodge of the G.L.S.A. he shall first be proposed and seconded by Brothers of the Lodge to which he desires to be affiliated, and produce his Certificate of Membership to the C. Sec of that Lodge. A ballot (paper and pencil) shall be taken the following meeting and if elected by simple majority he shall pay any fee that the M.L. determines to charge for affiliation fees, if any, and receive an affiliation card, which must be signed by him. He shall sign the Official Membership Book of the Lodge and shall enjoy the same rights and privileges as Brethren initiated in the Lodge.

(b) In the event of a Brother not presenting himself for affiliation within six months of the date of proposition, his proposition shall lapse.

(c) A Brother who is rejected for affiliation shall not be eligible for re-nomination until the expiration of three months.

G.L.E. MEMBERS.

(a) G.L.E. members may affiliate with any Lodge of the G.L.S.A. in the same manner as applies to affiliation of G.L.S.A. members and will be treated as a member of the G.L.S.A. from that point onwards. Where overseas or interstate G.L.E. members affiliate with a G.L.S.A. Lodge, the C. sec of that Lodge shall submit to G.L. an index card for each newly affiliated Brother. This card will be endorsed interstate or overseas affiliation by the G. Sec.

157. INTER-AFFILIATION.

(a) Banners which the G.L.S.A. recognise are:

- Grand Lodge of England Limited.
- Grand Executive Banner
- Independent Banner
- Grand Oxford Banner
- Royal Kentish Banner
- Grand Surrey Banner
- Grand Council of Australia Inc.
- Grand Council.
- Grand Middlesex Banner
- West Kent Banner
- Any Banner who are signatories to the All Sections Consultative Committee.

(b) Brethren of the above Banners may become members of G.L.S.A. subject to the following conditions:
1. The candidate must be a member, and produce the credentials, of a Banner with whom agreement for inter affiliation has been reached, and must have attended the Lodge to which inter-affiliation is desired on at least one occasion prior to being proposed by that Lodge.

2. He shall be duly proposed and seconded, and details of his name; age, degree, date, Lodge of initiation and name of Banner shall be written on an index card by the C. Sec of the Lodge concerned and

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must be signed by the Brother proposing to inter-affiliate. The index card must be clearly marked 'Inter-Affiliation' by the C. Sec.

3. An affiliation fee may be charged by the Lodge that is accepting the Brothers affiliation, which shall be paid at the time of nomination. If the Brother is not accepted, the fee shall be returned to him forthwith.

4. At the Lodge meeting following the proposal, a ballot (pencil and paper) shall be taken with a simple majority of the G.L.S.A. members of the Lodge carrying the proposition. In the event of the Brother being accepted, the W.P. shall administer the First-Degree obligation, after which the candidate will be welcomed to the Lodge and presented with his Affiliation Certificate.

5. After the Ceremony, the Brother shall sign the Official Membership Book.

6. The Index Card shall then be forwarded to the Grand Secretary.

(c) No expelled or suspended members of a Banner who are parties to inter-affiliation shall be eligible for nomination.

158. SECESSION.

(a) Members of banners not recognised by G.L.S.A. cannot affiliate with any G.L.S.A. Lodges, but can secede from their banner to the G.L.S.A.

(b) The Degree of any R.O.H., K.O.M. or C.P. seceding from another banner shall be recognised after he has received instruction and proved his proficiency in the 1st and 2nd Degree grips, signs, and passwords of G.L.S.A. An Intermediate Certificate shall be issued and the Brother presented with a G.L.S.A., C.P. Certificate from G.L. No Past G.P., Past E. & C.C. President, Past Kt.'s Chapter or Past R.H Assembly President from another banner shall have any standing as such rank until he shall have qualified for same under G.L.S.A.

(c) Should a member of any unrecognised banner desire to become a member of the G.L.S.A., he shall first be proposed and seconded by a M.L. The C. Sec of the proposing M.L. shall complete an index card in the same manner as proposing a candidate for initiation. The C. Secretary shall also write to the Lodge from which the member wishes to secede and make inquiries as to his character and conduct.

(d) At the meeting following the proposition, and subject to no adverse advice being received from the banner from which he is seceding regarding character and conduct, a ballot shall be conducted (paper and pencil), with a simple majority of G.L.S.A. members present approving his acceptance.

(e) On being accepted for secession, the proposed member shall hand over his original Book or Books of Rules, Certificate of Membership, and Emblem of his original banner, which shall be forwarded, together with the application, to G.L. for endorsement. These credentials may be returned to the member if he desires to retain them. Once G. L. have endorsed the application, he shall pay any initiation fee that the M.L. concerned may charge, sever his allegiance to the section from which he secedes, and take the obligation of the G.L.S.A. as prescribed. He shall then sign the Official Membership Book, receive his Certificate of Membership, Emblem, and Book of Rules of the G.L.S.A.

(f) The G. Sec will advise the banner from which a member has seceded from, that the member has seceded.

159. OTHER BANNERS.

Only Brothers from recognised banners may visit Lodges under G.L.S.A., but cannot be elected to office unless affiliated.

160. LOSS OF CERTIFICATE OF MEMBERSHIP OR EMBLEM.

A member whose original Certificate of Membership, C.P Certificate or Emblem, has been lost or destroyed, may obtain a duplicate on application (with specimen signature of the applicant) through a Minor Lodge C. Sec., to G.L. who shall satisfy themselves of the credentials, before issuing same at a rate determined by G.L. from time to time.

161. INITIATION.

(a) A candidate for initiation shall be of good moral character and a true and loyal supporter of the Australian Constitution, not under the age of 18 years.

(b) He must be proposed and seconded by two separate members of the Order who may be two of the enquirers, sign the proposition card, (index card), and pay any proposition fee that may be charged by the M.L., if any, which shall be paid into the Lodge funds at the same meeting as the index card is submitted. The proposer and seconder must have voting qualifications in the Lodge of nomination prior to proposing the candidate.

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- (c) Three enquirers shall be appointed to inquire into the character, etc., of the candidate proposed and they shall report to the Lodge in writing before the ballot and sign the index card. No member other than an inquirer shall speak about the character of the unenlightened in the M.L. prior to the ballot.
- (d) The Candidate's full name, occupation, residential address, employer, proposer, seconder, age, date of proposition and all other questions as shown on the index card must be correctly filled in, and the index card immediately forwarded to G. L. by the C. Sec. after acceptance by the M.L.
- (e) Full disclosure of any conviction by a court of law (if known) shall be forwarded to G.L. with the proposition card for consideration by G.L. prior to candidates' name being included on the unenlightened list. No person who has been found guilty within the previous five years of any major offence shall be eligible for initiation.
- (f) The proposer and seconder of any unenlightened candidate, who has been found to be not a fit and proper person to become a member of the Order, may be brought before G. L. and dealt with.
- (g) Any objection to any candidate must be forwarded in detail confidentially to the Grand Secretary in writing, and signed by the Brother making the objection and same will be placed before the G.L. for their consideration. Should the objection be upheld by G.L., the proposed ballot in the Lodge shall not take place.
- (h) Should no objection be lodged, candidates shall be eligible for ballot in the Minor Lodge after (and not before) the index card has been received back from the G. Sec., duly approved and after the inquirers have reported and signed the index card.
- (i) The ballot, when taken, shall be a secret one (pencil and paper), one negative in six to exclude. In the event of more than one candidate, the ballot may be taken collectively. Should this ballot not be unanimous, individual ballots must be taken.
- (j) Should a candidate be rejected, any proposition fee paid shall be immediately returned to him (refunded by G.L.) and he shall not be eligible for re-nomination until the expiration of twelve months.
- (k) Should he again apply for admission in any other Lodge, the Lodge in which he was rejected shall first be communicated with before his nomination shall be considered.
- (l) Should a candidate be accepted he shall be officially notified of same, through the Lodge, and when to attend for initiation, which shall not be prior to the date approved by G.L. He will also be notified by the Lodge of any initiation fee that the Lodge may charge prior to his initiation.
N.B. G.L. charges a fee for the supply of a Book of Rules, Emblem, Certificate of Membership, and Lecture on the Emblem. Whether the M.L. charges the newly initiated Brother for the same is at the discretion of the M.L.
- (m) The grip signs and passwords shall be communicated to the new initiate after the ceremony and every newly initiated member must sign his name in the Official Membership Book supplied by G.L. for that purpose. The signature in the membership book shall be witnessed by the C. Sec. who will also sign the membership book alongside the new Brothers signature.
- (n) A newly-initiated member shall not be asked to pay any registration donation fee, but he must sign the Registration Book, with C. Sec. to endorse with letters N.I.B., neither shall he be liable to any fine or be entitled to lay a charge at the meeting of his initiation. He shall not vote on any question or be nominated for any office until he has appropriate qualifications.
- (o) An outside Tyler may be appointed during initiations.
- (p) In the event of a candidate not presenting himself for initiation within six months from the date of proposition, the proposition shall lapse and the proposition fee be forfeited to G.L. The index card must also be marked "lapsed" and returned to the G. Sec.
- (q) Subject to G.L. approval a M.L. may request that another Lodge initiate a candidate on their behalf and such arrangements shall be made by G.L. The candidate shall become a member of the Lodge where initiated.
- (r) Proposition fees will be charged to M.L. by G.L. at the end of each quarter or designated period, regardless as to whether the M.L. charged the candidate or not.
- (s) All correspondence or forms concerning propositions, initiations or rejections shall be sent direct to the Grand Secretary.
- (t) A list of all propositions received will be prepared by the Grand Secretary and forwarded to all Lodges for their consideration and possible objection.
- (u) On completion of initiation, the completed proposition (index) card must be immediately returned to Grand Lodge.

162. Higher Degrees of the Order - Qualifications.

Criteria for the Second, Third and Fourth Degree of the R.A.O.B.

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All members progressing through the higher degrees of the Order must be in compliance with their M.L. at the time that they were nominated and until the ceremony is approved by the G.A.

(1) A Brother to be eligible for nomination to the degree of Primo must have been a member of the Lodge for no less than 12 months, have passed the Examining Council appertaining to the nominating Lodge, and produce a valid G.L.S.A. Certificate thereof (which is only valid for 5 years from date of examination), and completed 4 terms of office or 12 consecutive months in any one office in the nominating Lodge.

(2) A C.P., to be entitled to be nominated for the Third Degree must have been a Certified Primo of the nominating Lodge for no less than 3 years which is counted from the date of certification, and must have served at least one term of each of Worthy Primo and Immediate Past Worthy Primo of a Lodge under the G.L.S.A.

(3) A K.O.M. to be entitled to be nominated for the Fourth Degree must have been a K.O.M. of the nominating Lodge for no less than 5 years which is counted from the date of elevation.

(4) Attendance qualifications:

The following attendances in each year and in the nominating Lodge are required for a Brother to qualify for any of the above-mentioned Degrees;

- Weekly Lodges: 30 attendances including apologies except for the Second Degree Which shall be 15 attendances in the 6-month period prior to nomination. The minimum actual attendances must be no less than 15 or in the case of the Second Degree, 8 in each term of office.
- Fortnightly Lodges: 15 attendances including apologies except for the Second Degree Which shall be 8 attendances in the 6-month period prior to nomination. The minimum actual attendances must be no less than 8 or in the case of the Second Degree, 4 in each term of office.
- Three Weekly Lodges: 10 attendances including apologies except for the Second Degree which shall be 3 attendances in the 6-month period prior to nomination. The minimum actual attendances must be no less than 5 or in the case of the Second Degree, 3 in each term of office.
- Monthly Lodges: 7 attendances including apologies except for the Second Degree Which shall be 2 attendances in the 6-month period prior to nomination. The minimum actual attendances must be no less than 3 or in the case of the Second Degree, 2 in each term of office.
- Eight Weekly Lodges: 4 attendances including apologies except for the Second Degree Which shall be 1 attendance in the 6-month period prior to nomination.

(5) Attendance Qualification Cards.

At the discretion of the nominating Lodge, a member may be issued with an attendance qualification card to assist him in recording his attendance qualifications. Attendances on the attendance qualification card shall only count on the same frequency of meetings as the nominating Lodge.

(6) Broken Service.

Should a member move because of residence, health, employment or occupation and/or closure of a Lodge and the member immediately begins attending another Lodge, or if a member moves permanently from one Lodge to another Lodge, the years of service in the original Lodge may be accepted towards qualification for attendances in the new Lodge at the discretion of the Lodge concerned, subject to ratification by G. L.

(7) Founders.

A C.P. who is a founder of a new Lodge, shall be eligible after one year in the new Lodge they have founded, provided they have been C.P.'s. of The Order for three years and have the necessary attendances as outlined in subclause 4 herein.

A K.O.M., who is a founder of a new Lodge, shall be eligible after two years in the new Lodge they have founded, provided they have been a K.O.M.'s. of The Order for five years and have the necessary attendances as outlined in subclause 4 herein.

(8) Illness.

Where a member is ill over a period of one month or more and produces a doctor's certificate to cover the period of absence from the Lodge, the attendances to his credit at the beginning of the illness shall be credited for Degree purposes on return. The period of incapacitation and attendance credits are to be recorded in the registration book by the City Secretary on the first meeting of his return with the certificate. The period of absence does not count as attendances but shall be added to the qualifying period.

(9) Afflicted Members.

Members, who are deaf, mute or have an affliction of speech, providing they can satisfy the requirements of the E&CC with the help of an interpreter, may be raised to the Second Degree. A brother who suffers a physical disability may be eligible for election to any Degree at the discretion of Grand Executive.

(10) Jewels and Regalia.

All jewels shall be procured through Grand Lodge.

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The nominating Lodge must ensure that there are sufficient funds in the General Fund to cover the cost of the purchase of Jewels for any upcoming Degree ceremony along with normal Lodge operating costs.

In the case of a Third or Fourth Degree where a Lodge has suitable regalia and the recipient agrees to accept that regalia it is not a requirement for the Lodge to purchase new regalia, it is not mandatory for a Lodge to purchase a Fourth-Degree chain collar.

Grand Lodge must be informed of all regalia requirements when application is made for permission to proceed to an election. All Jewels must be of uniform design and ribbon and carry the approved title of C.P., Knight Order of Merit or Right Honourable respectively.

After endorsement and prior to an Exaltation ceremony a candidate shall have his K.O.M. Collarette converted to a lapel jewel.

(11) Objections to Degrees.

Where any member wishes to raise an objection against another member of the Order relating to qualifications for election to Second, Third or Fourth Degree raisings, these objections must be heard in his Minor Lodge or G.A. in the presence of the member objected to. Where agreement cannot be obtained in the matter the case shall be referred to G. Ex. for a decision.

(12) Rejections of Degrees.

Any candidate having been rejected for the Second, Third or Fourth Degree shall not be allowed to contest same again until the expiration of six months.

163. Higher Degrees of the Order – Procedure

(1) Notice of Motion.

Seven days' notice of motion in writing must be given that either "this Lodge raise a Brother or Brothers to the Second Degree"; "this Lodge elevate a C.P. or C.P.'s. to the Third Degree", or that "this Lodge exalt a K.O.M. or K.O.M.'s. to the Fourth Degree" respectively. Scrutineers will be appointed to prepare a list of those members eligible to vote and those eligible for nomination. Where possible the Trustees shall act as scrutineers.

(2) Motion to Proceed to Election.

At the expiration of the notice period prescribed above, (which shall not be undertaken until a member or members are eligible for nomination) a vote shall be taken by ballot (paper and pen/pencil) as to whether there shall be an election or not. Members require voting qualifications to vote. Two thirds of the eligible members voting must approve the continuance to election for the Second, Third or Fourth Degree/s to continue.

(3) Election.

Should the voting be in favour of an election the Lodge shall;

a) In the case of a Second Degree, move on to step 4, Nomination and Election.

b) In the case of a Third or Fourth Degree, make application to Grand Executive for permission to elevate a C.P. or C. P's., or exalt a K.O.M. or K.O.M.'s. as applicable and the number to be elevated or exalted must be stated. The Lodge must forward with the application a balance sheet with statement of assets and liabilities at that date duly vouched for and signed by the auditors, secretary, treasurer, and a trustee. Photocopied bank statements and balance sheets are permissible if signed after copying by the officers.

Only those members who have attended 35% of the Lodge meetings in the previous 12 months prior to receiving permission from Grand Executive shall be entitled to nominate or vote and no members whose name is not on the list prepared by the scrutineers shall be allowed to vote throughout the whole of the election.

(4) Nomination and Election.

Should the voting be in favour of an election of a Second Degree, or where permission for Third or Fourth Degrees is received at Lodge, the Lodge shall proceed to nomination and election. In the case of a Second Degree, the Motion to Proceed to Election may be followed immediately thereafter by the Nomination and Election on the same night.

Elections shall be by ballot (paper and pen / pencil).

Under extenuating circumstances where there are insufficient members qualified to vote, the Grand Lodge may give permission for those members eligible to proceed with the election.

The nominated member or members shall be submitted separately to ballot, and must obtain the approval of two thirds of the eligible members voting. Where the number of nominations exceeds the number required, a vote shall be taken and the member or members receiving the highest number of votes must be submitted to ballot as above.

(5) Confirmation.

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After election, application must be made to the Grand Lodge on the second portion of the candidate's intermediate certificate for a Second Degree, or on the Confirmation of Election application form for a Third or Fourth Degree and confirmation must be received before the ceremony is proceeded with.

Should any member of the Grand Executive raise any objection to any candidate the reason for such objection must be stated and a ballot taken (a simple majority to decide).

A rejected candidate, through his nominating Lodge, shall be informed of his rejection and the reason therefore stated. He shall have the right, through his nominating Lodge, to an appeal to the Grand Lodge against the decision of the Grand Executive.

(6) When a date is granted for a Lodge to hold a Degree ceremony the relevant jewel shall be ordered from G.L. by the nominating Lodge.

(7) No ceremony shall take place until at least 6 weeks after the confirmation by Grand Executive.

(8) In the event of a Lodge being deprived of Primos through circumstances over which it has no control, the Grand Executive may use its discretionary power and grant extra Primos to such Lodge.

(9) A new Lodge may elect two members in its first six months and one in each of its succeeding two quarters to be raised to the Second Degree if they have passed the Certifying Council, served at least one office in such Lodge, and have the attendances required.

164. Higher Degrees of the Order - Ceremony.

(1) Ceremonial Bodies.

All raisings to the second degree shall be performed by an officer appointed by the Grand Executive or the Sub E&C.C.

All Elevations to the Third Degree shall be performed by a Knights Chapter.

All Exaltations to the Fourth Degree shall be performed by a RH Assembly.

Where the appropriate body cannot perform the ceremony as mentioned above, the Minor Lodge shall make application to the Grand E&C.C., Grand Chapter, or Grand Assembly as appropriate to have 4 C.P.'s., K.O.M.'s., or R.O.H.'s. of the area perform the applicable ceremony or as otherwise determined by the appropriate Grand body.

Should it not be possible for any ceremony to be performed in the nominating Lodge, application may be made to Grand Executive for the ceremony to be performed in another Lodge.

(2) Invitations

Three copies of all proposed invitation cards (which shall include the name of the recipient in full) must be submitted to the body performing the ceremony (or the appropriate Grand Body as mentioned in 165 (1) above) with the application for the date prior to being printed by Grand Lodge.

Should the attendance of GLSA Officers be desired at the ceremony, an invitation must be forwarded to Grand Lodge to be dealt with at a scheduled meeting of GL or G. Exec.

Permission to hold a Degree ceremony includes permission to advertise the function.

(3) Second Degree raisings.

The candidate's intermediate certificate, embodying endorsement of election, must be produced to the Dubbing Officer before the ceremony. The Dubbing Officer shall sign the certificate after completion of the ceremony and after certification it must be fully completed and sent to Grand Lodge.

No Dubbing may take place without production thereof.

A Brother raised to the Second Degree shall attend the Certifying Council under which he was raised for certification. Where practical a Brother shall be certified at the same meeting at which he is raised to the Second Degree.

Any Brother failing to attend the Certifying Council within 12 months of the date of his raising (except through illness or absence from the locality, in which latter case he may present himself to the most convenient Council) shall forfeit his title of Primo.

(4) Grips, Signs, and Passwords.

The grips, signs and passwords pertaining to the Degree to that a Brother has attained shall be communicated to him on the night of the raising, elevation, or exaltation.

(5) Degree Jewel.

After being Certified, Elevated or exalted, the Brother/s shall be bestowed with the distinguishing jewel appropriate to their new Degree. In the case of the Third and fourth Degree ceremonies this shall take place during the ceremony. In the case of the Second Degree it is done in the M.L.

(6) Emblems.

The emblem appropriate to a Second, Third or Fourth Degree shall be presented to him on the night of his Degree Ceremony by the G.P.S.A. or his representative.

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165. CLOSING FOR DEGREE CEREMONIES.

If a Lodge is holding a Third or Fourth Degree ceremony, then other Lodges in the area, shall not meet at the same time, but may apply to G.L. to hold their meeting on another date. Lodges more than 25 kilometres apart by the nearest practical route will not be required to close.

166. LONG SERVICE RECOGNITION (LSR).

(a) A member to be entitled to be nominated for L.S.R. must be a member of the nominating Lodge and have a minimum of 25/50 years' service in the Order.

(b) The qualifications for long service recognition shall include the members' initiation date and 35% attendances in each of the ten years preceding the date of nomination. If the nominating Lodge accepts that the member make up any shortfall in attendances and the member does so, then the member will be deemed to be eligible for the recognition.

(c) Should a Lodge close permanently and a member of the closed Lodge immediately begins attending another Lodge, or if a member moves permanently from one Lodge to another Lodge, the years of service in the closed or original Lodge may be accepted towards qualification for Long Service recognition in the new Lodge at the discretion of the Lodge concerned, subject to ratification by G. Ex.

(d) Notice of Motion.

Seven days' notice of motion in writing must be given that "this Lodge proceed to a long service recognition". Scrutineers will be appointed to prepare a list of those members eligible to vote and those eligible for nomination. Where possible the Trustees shall act as scrutineers.

(e) Motion to Proceed to Election.

At the expiration of the notice period prescribed above, (which shall not be undertaken until a member or members are eligible for nomination) a vote shall be conducted by ballot (paper and pen/pencil) as to whether there shall be an election or not. Members require voting qualifications to vote. Two thirds of the eligible members voting must approve the continuance of the process. The C. Sec will apply to G.L. for an attendance qualification form for a long service recognition.

(f) Election.

Should the voting be in favour of an election the Lodge shall precede to nomination and election.

(g) Nomination and Election.

Should the voting be in favour of an election the Motion to Proceed to Election may be followed immediately thereafter by the Nomination and Election on the same night.

Elections shall be by ballot (paper and pen / pencil).

Under extenuating circumstances where there are insufficient members qualified to vote, the Grand Lodge may give permission for those members eligible to proceed with the election.

The nominated member or members shall be submitted separately to ballot, and must obtain the approval of two thirds of the eligible members voting.

(h) Confirmation.

After election, application must be made to the Grand Lodge for confirmation of the election using the form supplied by G.L. The C. Sec shall also complete the attendance qualification form (supplied by G.L.) for a long service recognition and return it to G.L.

(i) When a date is granted for a Lodge to hold a long service ceremony the relevant jewel shall be ordered from G.L. by the nominating Lodge.

(j) No ceremony shall take place until at least 6 weeks after the confirmation by Grand Lodge.

(k) When a date is granted for a Lodge to hold a LSR ceremony, the permission granted includes permission to advertise the function.

(l) The L.S.R. ceremony shall be performed by the G.P. of S.A. or his representative.

167. RULES OF DEBATE.

(1) Every member desiring to speak shall rise in his place and address the Presiding Officer. The Presiding Officer may remain seated.

(2) Members speaking shall confine themselves to the question under debate and avoid all personalities and indecorous language, as well as any reflection upon the Lodge or its members, and no member shall speak until recognised by the Chair. No member may impugn the motives of the previous speakers.

(3) When two or more members rise to speak, the Presiding Officer shall call upon the member who, in his opinion, rose first.

(4) Every member shall give his attention to the debate.

(5) A motion may be made that a person who has risen to speak "Be now heard".

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- (6) No question shall be discussed until a motion on the subject has been proposed and seconded. In the absence of a seconder, any motion, amendment, or further amendment, lapses.
- (7) An amendment may be moved on the original motion (provided it is not a direct negative) and may be discussed after being seconded; and the vote on the motion shall not take place until the amendment has been disposed of.
- (8) Until the amendment before the Chair has been carried or lost no other amendment shall be received, i.e. only one amendment shall be dealt with at one time.
- (9) No amendment shall be received which is identical with one previously considered.
- (10) Every amendment shall be framed to form either by itself or with the motion upon which it is moved an intelligible and consistent sentence.
- (11) If the amendment is negative the original motion shall be put to the meeting, but if an amendment be carried it shall displace the original motion and become the motion, where upon it may be altered by amendment, in accordance with the foregoing rules.
- (12) The mover and seconder of any motion or amendment shall be held to have spoken on the same and in the discussion of either, no member shall be allowed to speak more than once (except strictly in explanation or in contradiction of a miss-statement) excepting the mover of the original motion, who shall have the right to reply to that motion unless an amendment supersedes it.
- (13) No speaker shall be interrupted unless on a point of order, when he shall sit down until the point of order is settled by the presiding officer whose decision shall be considered final, unless at once challenged by a motion dissenting from the same, which motion must be carried by a majority of those present.
- (14) The joint consent of the mover and seconder Motions may withdraw Amendment may be withdrawn by the mover and seconder, unless the meeting dissents.
- (15) Any three members may call for a division, which shall be taken by the Chairman directing the "Ayes" to the right and the "Noes" to the left of the Chair. He shall appoint a member from each side to act as tellers and report to him, and he shall declare the result.
- (16) The closure may be applied by the carrying of either of the following resolutions:
(a) Where an amendment is being debated that: "The amendment be now put".
(b) Where a motion is being debated that "The Mover be heard in reply".
- When either of these motions is moved and seconded, it shall without discussion be put to the meeting and, if carried, then acted upon.
- (i) If the first motion (a) be carried, the discussion may, after disposal of the amendment, be resumed in accordance with the foregoing rules.
- (ii) If the second motion (b) be carried, all discussions on the motion shall cease after the reply of the mover.
- (17) In the event of a motion for the closure being lost, no motion of a like character shall be moved until after two members have spoken on the motion.
- (18) No member who has spoken on a motion can move the closure on the same.
- (19) Any motion of which notice has been given may be altered or amended by the meeting, if the spirit of the resolution carried is consistent with the formal notice.
- (20) Any motion may be reconsidered at the same meeting by a resolution to that effect Carried by a two-thirds majority of the eligible members voting.
- (21) Any meeting may, by resolution, fix a time limit for speeches.
- (22) All motions or amendments shall be handed to the Presiding Officer in writing if demanded before being put to the meeting.
- (23) Formal motions (as for adjournments, division, or closure) shall be put forward without discussion, and take priority over the business under consideration. Such motion shall, however, not be moved while a member has the floor.
- (24) Any member has the right to protest, and have his protest entered on the minutes.
- (25) The speaker on an original motion cannot move or second an amendment to it.
- (26) The Presiding Officer at any meeting shall be entitled to vote on all questions arising at such meetings. In case of an equality of votes by show of hands, he shall also have a casting vote. If the vote be by ballot he can only vote once with the other members, and if the ballot results in a tie the question shall not be entertained again the same meeting.
- In dealing with correspondence, every letter, after having been read, may be taken as formally "received" unless a motion to the Contrary be submitted, and every letter may be dealt with immediately after the contents have been made known to the meeting.

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168. BUILDING FUND

(1). G.L. shall maintain a specific purpose fund known as the Grand Lodge Building fund.

(2). **OBJECTS AND PURPOSES.**

The objects and purposes of this fund shall be.

(a) To purchase, receive or otherwise acquire and to hold, manage and maintain land, buildings, furniture and other things of any nature or kind whatsoever.

(b) To erect any building or buildings, structure or structures on any land held.

(c) To pull down, remove, alter, or add to any building or buildings, Structure or Structures erected as previously mentioned.

(d) To lease, let on terms of hire, mortgage, dispose of or turn to account any or all or any part or parts of the said land, buildings, furniture, and other things as previously mentioned or to execute conveyances, transfers, mortgages, and any other documents in relation thereto and otherwise deal with the same as fully and effectively as a natural person could do.

(e) To effect or cause to be effected all necessary repairs, renovations, additions, or alterations to any real or personal estate belonging to the Association or in which the Association for the time being holds any right, title, or interest.

(f) To raise money by way of loan or otherwise as the Association may from time to time determine to carry out any of the objects of the Association.

(3). **MANAGEMENT.**

A committee of eleven members of the G.L.S.A., appointed by Grand Lodge in Sessions and known as the Grand Lodge Building Committee, shall manage the fund. The composition of the committee is as follows:

(a) Five of the eleven members shall be permanent committee members who remain appointed until death or removal from office. The names of the permanent committee members shall be recorded within G.L.;

(b) Five temporary members appointed annually at Grand Lodge in Sessions;

(c) The Grand Primo for the time being;

(d) The Grand Secretary, Assistant Grand Secretary, Grand Treasurer, and Grand Trustees shall be the Secretary, Assistant Secretary, Treasurer, and Trustees of the fund ex-officio. They may also be appointed as permanent or temporary members of the committee.

(4) Grand Lodge may at any time remove from office any member for any reason which it deems sufficient, subject to notice of motion, but any such member so removed shall have the right to be heard and when removed shall be given reason by Grand Lodge for such removal. If removed by Grand Executive the member may appeal to Grand Lodge in Sessions against the removal.

(5) Prior to G.L. in Sessions annually, a permanent member, if not a Delegate to G.L. in Sessions must submit a certificate from a M.L. secretary stating that he has qualifications as follows or his position shall he declared vacant:

Weekly Lodge: at least 20;

Fortnightly Lodges at least 10;

Three weekly Lodges: at least 8;

Monthly Lodges: at least 5;

Eight weekly Lodges: at least 2;

in the Minor Lodge in the 12 months prior to Grand Lodge in Sessions.

(6) The temporary members shall hold office until the next Grand Lodge in Sessions following their appointment, when their offices shall he declared vacant.

(7) The President and Vice President of the committee shall be elected annually and they must be elected from and by the permanent members of the Committee.

(8) Meetings:

(a) The committee shall hold a minimum of two meetings each calendar year.

(b) The President and Secretary may call a special meeting of the committee at any time.

(c) Upon being requested in writing by any three members of the committee to do so, the President and Secretary shall call a special meeting of the Committee, to be held within fourteen days of receipt of such request.

(d) The Secretary shall notify by circular all members of any proposed meeting.

(9) Five members of the Committee shall form a quorum.

(10) The President shall preside at any meeting of the Committee at which he is present. In his absence, the Vice-President shall preside, and in the absence of both, the meeting shall elect a Chairperson for such

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meeting. The President or Chair shall have a deliberative vote, as well as a casting vote in the event of a tied ballot.

(11) Any member who is absent from two consecutive ordinary meetings of the Committee without leave from the committee or sending to the meeting from which he is absent a written apology or explanation signed and dated for his absence (which apology or explanation is accepted by the Committee) shall forfeit his membership of the Committee.

(12) Upon any vacancy occurring in the office of any member of the Committee, the Committee shall appoint to the vacant office a Certified Primo as successor to act until next Grand Lodge in Sessions.

(13) The Secretary shall keep a correct record of all business transacted at meetings of the Committee and of members' attendances at meetings, and shall attend to all correspondence. The activities of the building fund shall be included in the financial reports provided to G.L.



GRAND LODGE OF AUSTRALIA

PAST DEPUTY GRAND PRESIDENTS

1904/05	G. BISHOP	R.O.H.
1905/06	A. JONES	K.O.M.
1906/07	C. WOOD	C.P.
1907/08	J. HEAD	K.O.M.
1908/09	S. STEELE	C.P.
1909/10	E. CTERETENKO	C.P.
1910/11	A. LIEVAU	K.O.M.
1911/12	G. BAWDEN	K.O.M.
1912/13	W. WEDD	K.O.M.
1913/14	A. KRASS	K.O.M.
1914/15	J. ANDREWS	K.O.M.

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PAST GRAND PRIMOS

1915/16	A. G. LIDDELL	K.O.M.
1916/17	H. H. COLLIS	K.O.M.
1917/18	J. T. HEARN	K.O.M.
1918/19	W. W. FRANCIS	K.O.M.
1919/20	T. G. NOTTAGE	R.O.H.
1920/21	H. H. JOLLEY	K.O.M.
1921/22	C. WOOD	R.O.H.
1922/23	F. WILLIAMS	K.O.M.
1923/24	J. AUSTIN	K.O.M.
1924/25	J. B. KIDD	K.O.M.

GRAND LODGE OF SOUTH AUSTRALIA

PAST GRAND PRIMOS

1925/26	A. L. BEAL	K.O.M.
1926/27	A. M. BOUQUEY	K.O.M.
1927/28	W. ALLEN	K.O.M.
1928/29	W. ALLEN	K.O.M.
1929/30	W. ALLEN	K.O.M.
1930/31	A. V. COTTRELL	K.O.M.
1931/32	C. A. ILES	R.O.H.
1932/33	C. J. HANSEN	K.O.M.
1933/34	C. A. ILES	R.O.H.
1934/35	C. J. HANSEN	K.O.M.
1935/36	JESSE SMITH	R.O.H.
1936/37	W. CASS	K.O.M.
1937/38	C. A. ILES	R.O.H.
1938/39	S. G. APPLEBY	R.O.H.
1939/40	F. NELSON	R.O.H.
1940/41	C. F. HEYNE	K.O.M.
1941/42	C. A. ILES	R.O.H.
1942/43	C. A. ILES	R.O.H.
1943/44	A. B. COAD	R.O.H.
1944/45	J. NICHOLS	C.P.
1945/46	R. G. FLEMING	K.O.M.
1946/47	E. A. ROTHE	K.O.M.
1947/48	C. B. LAMSHED	K.O.M.
1948/49	E. L. TAYLOR	R.O.H.
1949/50	A. E. WILSON	R.O.H.
1950/51	J. A. ALTMANN	R.O.H.
1951/52	C. WILLIAMS	R.O.H.
1952/53	P. G. WINTON	K.O.M.
1953/54	W. CARSON	K.O.M.

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1954/55	J. R. KELLEY	R.O.H.
1955/56	T. G. DOUGLAS	R.O.H.
1956/57	G. R. KLUGH	K.O.M.
1957/58	L. C. HANNAFORD	R.O.H.
1958/59	H. A. BURROWS	R.O.H.
1959/60	K. F. J. BENTLEY	R.O.H.
1960/61	R. BECKWITH	R.O.H.
1961/62	W. G. BORMAN	R.O.H.
1962/63	F. BRUNE	R.O.H.
1963/64	L. K. LOMAS	R.O.H.
1964/65	F. J. THOMAS	R.O.H.
1965/66	C. S. MARKS	R.O.H.
1966/67	H. L. WALLACE	R.O.H.
1967/68	J. MUDIE	R.O.H.
1968/69	C. A. NEWSON	R.O.H.
1969/70	M. E. LEAVER	R.O.H.
1970/71	R. A. PARKER	R.O.H.
1971/72	B. J. O'SULLIVAN	K.O.M.
1972/73	J. D. MARKS	R.O.H.
1973/74	R. E. APPLEBEE	R.O.H.
1974/75	E.I.R. GRIMWOOD	R.O.H.
1975/76	J.S. MOSTERT	R.O.H.
1976/77	R SIMMS	K.O.M.
1977/78	D.G. COPPINS	R.O.H.
1978/79	E. A. J. DOWNIE	R.O.H.
1979/80	R. W. WHITE	R.O.H.
1980/81	C. W. DALBY	R.O.H.
1981/82	T. S. COWIE	R.O.H.
1982/83	W. F. ROBINSON	R.O.H.
1983/84	A. L. BAUM	R.O.H.
1984/85	J. W. PEPPER	R.O.H.
1985/86	W. H. ADLAM	R.O.H.
1986/87	N. C. HEAPES	R.O.H.
1987/88	W. G. LAW	R.O.H.
1988/89	T. J. MITCHELL	K.O.M.
1989/90	T. M. McCLEERY	R.O.H.
1990/91	H. A. STAKER	R.O.H.
1991/92	G. L. L. HERBERT	R.O.H.
1992/93	I. J. DENNIS	R.O.H.
1993/94	F. H. PEAKE	K.O.M.
1994/95	B. J. RYLATT	R.O.H.
1995/96	T. M. McCLEERY	R.O.H.
1996/97	A. H. JACKSON	K.O.M.
1997/98	A. G. LAWRENCE	R.O.H.
1998/99	K. R. CHURCHER, J.P.	R.O.H.

NOT TO BE ALTERED OR REPRODUCED

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1999/2000	D. PEAKE	R.O.H.
2000/01	G. HEPENSTALL	R.O.H.
2001/02	W. BAXENDALE, J.P.	R.O.H.
2002/03	D. FRANCIS	R.O.H.
2003/04	L. H. TAYLOR	R.O.H.
2004/05	N. P. CAMPBELL	R.O.H.
2005/06	M. HILLER	R.O.H.
2006/07	S. F. FRIEND	R.O.H.
2007/08	R. N. ROBINSON	R.O.H.
2008/09	S. J. GILES	R.O.H.
2009/10	K. R. BROPHY	R.O.H.
2010/11	J. L. TAYLOR	R.O.H.
2011/13	L. J. WALDING	R.O.H.
2013/14	D. I. SURMAN	R.O.H.
2014/15	B. O'DONNELL	K.O.M.
2015/16	I. O'DONNELL	R.O.H.
2016/17	A. A. Holmes	K.O.M.