



MELBOURNE WEST SUB-BRANCH

LOCAL INSTRUCTION NO 2 WELFARE FUNDS

Introduction

1. The principal reason the Vietnam Veterans Association of Australia exists is to provide welfare services to Vietnam Veterans and their dependants.
2. These welfare services are supported by fundraising and pursuing grants, which are perhaps not the easiest way to get financial resources, but the only way that it can be done with minimal fuss and without increasing the workload significantly.
3. These welfare funds are not always readily available and care must be taken to manage these funds ensuring there is "enough to go around" as funds are needed.

Detail

3. The Concise Oxford Dictionary defines welfare as the health, happiness, and fortunes of a person or group-action or procedure designed to promote the basic physical and material well-being of people in need, and financial support given for this purpose.
4. This definition affords considerable leeway for the Melbourne West Sub-Branch (the Sub-Branch) to decide what activities and expenditures can be described as contributing to the welfare of a veteran or a group. Such welfare activities might include- but are not restricted to- social events such as outings, free or subsidised functions, financial assistance, donation of food or goods.
5. All Veterans involved in Veterans matters would be aware that to undertake both welfare and pension, a Veteran must have received authorised training through the relevant training resources. Information on these training resources can be obtained from the Sub-Branch Secretary.
6. There are some cases where welfare funds may be needed for immediate distribution (ie for daily living necessities etc) or for planned activities (outing, function etc).
7. Where funds are required for immediate distribution, each Sub-Branch trained and authorised Welfare Officer can recommend expenditure up to **a maximum sum of \$500 per event**. This is to provide the immediate financial assistance on behalf of the Veteran seeking welfare relief.
8. For any further financial assistance over the \$500 limit, the Welfare Officer will need to put a case to the Welfare Committee (President, Treasurer and respective welfare officer) for consideration.
9. Where the event or activity requires the purchase of say household furniture or whitegoods, a quote needs to be obtained from a supplier and the funds paid to the supplier with the goods to be delivered to the welfare recipient. **Under no circumstances are welfare funds to be handed to the welfare recipient as cash.**

10. Care must also be taken to ensure the Veteran seeking the welfare assistance is not a person who has already made several claims against Sub-Branch Welfare Funds. Any such cases need to be referred to the Welfare Committee.
11. Funding for planned activities as such is not so critical early in the planning process. It will be considered whether the Sub-Branch can afford to sponsor the event as part of the process.
12. Any financial assistance offered is always to be classified as a "GRANT". It is at no time to be considered a "LOAN". Additionally, there is to be no request made to a grantee for repayment in any shape or form. If the grantee would like to make a donation to the Sub-Branch it can be accepted as such, and not as repayment of the grant.
13. Welfare Officers and Pension Advocates, authorised and insured under the Veterans Indemnity Training Association (VITA), can undertake any welfare or pension tasks on behalf of the Sub-Branch. A copy of the authorisation document is to be held by the Sub-Branch Secretary.

Conclusion

14. Any enquiries regarding whether Welfare Funds expenditure falls within the parameters of "Welfare" can be directed to the State Treasurer.