



# **RETIRED POLICE ASSOCIATION OF TASMANIA INCORPORATED**

## **BY LAWS**

Amended by Executive Committee Meeting – April 2023

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# **BY LAWS OF THE RETIRED POLICE ASSOCIATION OF TASMANIA INCORPORATED**

In pursuance of the powers conferred upon it by Rule 30, of the Retired Police Association of Tasmania Incorporated Rules, the Executive Committee of the Retired Police Association hereby makes the following By Laws for the regulation of the Affairs of the Association and for the direction of its Executive Committee and members.

## **1. NAME OF ASSOCIATION**

(1) As prescribed by Rule 1 of the Retired Police Association of Tasmania Incorporated Rules, the name of the association is the, '**Retired Police Association of Tasmania Incorporated**'.

(2) Any reference to the **Retired Police Association of Tasmania**, or use of its acronym '**RPAT**', in any correspondence, template, form, email or document prepared for, or on behalf of the Association, shall in inferred to be a reference to the '**Retired Police Association of Tasmania Incorporated**'.

## **2. INTERPRETATION**

The Definitions as provided in the Retired Police Association of Tasmania Rules, are also applicable to these By Laws.

## **3. MANAGEMENT OF BY LAWS**

(1) These By Laws are subordinate to the Retired Police Association of Tasmania Rules, as may be amended from time to time in accordance with those Rules, and are intended to provide the Executive Committee clarity and detail in respect to those Rules and the business of the Association.

(2) By Laws may be amended, deleted or added at any time by the Executive Committee in accordance with a majority vote of the Executive Committee taken at a regular Executive Committee meeting.

(3) At any time they wish to do so the President may appoint a Committee Member, or Members, to review the By Laws and make appropriate recommendations to the Executive Committee in relation to the By Laws, or any deficiencies in the By Laws.

(4) Following any Executive Committee meeting, or General Meeting, the Secretary shall prepare and circulate minutes of that meeting to members of the Executive Committee. Members of the Executive Committee shall examine those minutes and

determine if any amendment, deletion or addition is required to the By Laws as a result of the business conducted at that meeting. If any action is required the Committee member shall provide the Secretary notice of that matter so that it may be discussed, and if necessary voted upon, at the next Executive Committee Meeting.

#### **4. FORFEITURE OF MEMBERSHIP TO THE ASSOCIATION**

(1) As prescribed by Rule 12 of the Retired Police Association of Tasmania Rules, if a members annual subscriptions remain unpaid after a period of ten months, or more, from the 31<sup>st</sup> of December, the Association may remove a members name from the 'Register of Members' and place their name on the 'Unattached List'.

(2) Prior to such action being taken the Treasurer will cause a written letter to be posted to the members last known postal address informing the Member of the intended course of actions if payment of subscription arrears are not made.

(3) Following response, or non-response to that letter, the Treasurer will advise the Executive Committee of the outcome and required actions which may include removal of the members name from the 'Register of Members'.

#### **5. ASSOCIATION MEMBERSHIP FEES**

(1) As prescribed by Rule 38 of the Retired Police Association of Tasmania Rules, Association Membership Fees shall be determined by the Executive Committee in accordance with a majority vote of the Executive Committee taken at a regular Executive Committee meeting.

(2) If the Executive Committee determines to increase Association Membership Fees notification to that effect shall be provided to the membership at least three months before the 31<sup>st</sup> of December in any given year.

(3) Fees are currently set as –

##### **Ordinary Members**

(a) Initial Membership Application, including the first year's subscription fees - \$25. A member making such payment, and whose membership is approved, shall receive a letter of welcome, RPAT badge and RPAT Identification Card.

(b) Annual Subscription fees, for subsequent years - \$20.

(c) Replacement, or additional RPAT badges - \$5 per badge

(d) Replacement, or additional RPAT Identification cards - \$5 per card

## **Associate Members**

- (a) Initial Associate Membership Application, including first years subscription fees - \$5.
- (b) Annual Associate Membership subscription fees for subsequent years is also - \$5.
- (c) Purchase RPAT Identification cards - \$5 per card
- (d) Purchase RPAT Badges - \$5 per badge

## **Family Membership**

- (a) Family Membership fee (which includes an Ordinary Member and their Ordinary Member spouse) - \$30.

(4) If an initial Membership Application, or Associate Membership Application, is received by the Secretary on, or after, the 1<sup>st</sup> of September in any given year, and that membership application is approved, the individual member will be deemed and recorded as being financial until the 31<sup>st</sup> of December the following year.

(5) Payment of Annual membership fees, including Associate Member Annual Membership fees and Family Membership fees may be paid in advance, but not for a period greater than five years in advance.

(6) Increases to the Annual membership fees, Ordinary and Family, will come into effect from 1 January 2023, but will not apply to those fees already paid in advance.

## **6. DEATH NOTICES AND FUNERAL / MEMORIAL SERVICES FOR RPAT MEMBERS**

### **DEATH NOTICES AND FUNERAL / MEMORIAL SERVICES FOR RPAT MEMBERS**

#### **(1) Death Notices**

Upon the death of a member of the Association, a death notice will be placed in the local newspaper in the area in which the member resided at the time of their death.

Associate Members, Members whose name has been moved to the 'Unattached List' and former Tasmania Police Officers who are not members of the RPAT, shall not be entitled to have an Association Death Notice published.

To observe proper protocols the Notice will be placed on the day, or following, the publishing of the family Death Notice.

The RPAT Secretary, or the relevant area Vice President, will liaise with the family in this regard.

## **(2) Funeral / Memorial Service options for RPAT members and publication of Police Service History (Eulogy)**

Wherever possible The RPAT, and Tasmania Police, attempt to properly recognise the passing of a former member in several ways.

Subject to a members personal wishes, or those of their Next of Kin, and time frames, location, the availability of RPAT Executive Committee members and in the case of Tasmania Police, Operational and Emergency considerations, the RPAT will, if possible, offer the following recognitions to the family of a RPAT member who has passed away.

- Provision of an Australian flag to drape the casket (provided by RPAT)
- Provision of a police cap to place on the casket (provided by RPAT)
- Placement of the deceased members medals on the casket (medals to be supplied by the family in advance)
- Reading of the Police Ode as a part of the funeral/memorial service (delivered by a RPAT member)
- Reading of the members Police Service History (Eulogy) (delivered by a Senior member of Tasmania Police)
- Publishing of the members Police Service History (Eulogy) by way of the RPAT Facebook site and RPAT Newsletters.
- Provision of a Guard of Honour of attending RPAT members, subject to a suitable location and sufficient attending members

The RPAT Secretary, or the relevant area Vice President, will liaise with the family in this regard and determine, which if any, of the options the family may wish to accept.

The acceptance of these options will be the determination of the family, however a database of the former RPAT members wishes in this regard shall be maintained by the RPAT and can be related to the family to assist them in their determinations.

The RPAT will cause a pre-prepared 'members funeral preference check list' to be circulated on an ongoing and regular basis.

## **(3) Notification of the passing of a RPAT member**

Upon receipt of advice of the passing of a RPAT member the RPAT will prepare and forward an email notification to RPAT members, to Tasmania Police and the Police Association of Tasmania outlining the details of the late member and their passing.

Tasmania Police will cause such details to be shared on the Tasmania Police electronic Notice Board for the information of serving members. Further Tasmania Police will update their web site, RPAT link, and post details of the passing of the member on the internet site.

Where available, and able to be secured, a photograph of the deceased member will also be included in any email to RPAT members.

#### **(4) Funeral / Memorial Service details for a RPAT member**

Upon notification of the Funeral / Memorial Service details the RPAT will prepare and forward an email notification to RPAT members, to Tasmania Police and the Police Association of Tasmania outlining the details of the Service

Tasmania Police will cause such details to be shared on the Tasmania Police electronic Notice Board for the information of serving members.

#### **(5) Flag Police Cap and Deceased's medals**

The respective Vice President in the area of the Members death shall liaise with the Secretary so that one or other may enquire with the Family in respect to their wishes in respect to the placement of an Australian Flag, Police Cap and the deceased members medals on the casket.

The Flag and Police Cap used will be sourced from those held by the RPAT throughout the State.

If the Family requests the medals also be placed on the casket they will need to be informed that they will need to supply the medals, for return after the Service, and the relevant Vice President / Secretary liaise with them in respect to collecting the medals for the Service.

#### **(6) Police Ode**

The respective Vice President in the area of the Members death shall liaise with the Secretary so that one or other may enquire with the Family in respect to their wishes in respect to the reading of the Police Ode as a part of the Service.

When sending out notification of the RPAT Members death and of their Funeral / Memorial Service, the RPAT will extend an invitation to former colleagues and / or close friends who may wish to participate in the Service in a more personal way by them reading the Ode. Any such responses will be relayed to the relevant Vice President and the Secretary.

In the absence of another RPAT Member requesting to read the Ode, wherever possible, a RPAT Executive Member attending the Service will do so.

The member reading the Ode should liaise with the Church / Funeral Home regarding the timing of the reading, and to ensure it is incorporated into the programme for the Service.

After reading the words from the Ode 'For the Sun has now set' the reader should include the deceased's name and read 'We will remember **and say the name of the Deceased**'



Wherever possible a printed copy of the Ode, as read, will be presented to the deceased's family.

On a regular and ongoing basis a copy of the Ode will be emailed to RPAT members so they are familiar with the Ode and to increase the circulation of this document. This will provide all RPAT members with the Odes Format, and an indication of their participation in saying the second last line 'We will remember him / her'

The reading of the Ode should not be delivered by the attending serving Senior Officer who will deliver the Police Service Record (Eulogy) and vice versa, unless in the absence of a serving officer it becomes necessary for a RPAT Executive Committee Member to also deliver the Police Service Record.

### **(7) Police Service Record (Eulogy) and RPAT members Departmental photographs**

Upon notification of the passing of an RPAT Member, the RPAT Secretary, or otherwise nominated Executive Member at that time, shall make contact with the Departments nominated contact officer and at the earliest opportunity provide advice concerning the need for the Department to prepare a Police Service Record for the deceased.

The RPAT Secretary, or Assistant Secretary, shall make contact with the Police Historical Groups identified RPAT Liaison Officer and request, if available and able to be retrieved at that time, a Police Service summary and any Departmental photographs of the deceased RPAT member.

As detailed elsewhere in this By-Law, and in accordance with a members personal wishes, or those of their Next of Kin, where a Police Service summary is available, it shall be shared with the RPAT membership, for their information and as a mark of respect to the deceased member, by way of Facebook notification, via the RPAT Facebook site, and Newsletter articles as may be appropriate at that time.

The Department will also provide advice regarding the nominated serving Senior officer who will deliver that record at the Service, which in turn can be relayed to the respective Vice President.

It may be necessary for the respective Vice President to liaise with the Church / Funeral Home regarding the timing of the reading of the Police Service Record, and to ensure it is incorporated into the programme for the Service.

The reading of the Police Service Record (Eulogy) should not be delivered by an attending RPAT Executive Committee Member unless it has not been possible for a serving member to attend and deliver same.

### **(8) RPAT Guard of Honour**

If the deceased / the deceased's family have requested a Guard of Honour, and subject to their being a suitable location at the venue, and sufficient attending RPAT Members, it would be appropriate for the attending RPAT Executive Committee

Member to liaise with the Church Representative / Celebrant to inform the congregation of same prior to their dispersal from the Ceremony.

## **7. LIFE MEMBERS**

(1) As prescribed by Rule 8 of the Retired Police Association of Tasmania Rules, Life Membership may be awarded by the Association Executive Committee in accordance with those Rules.

(2) Where a Life Membership is awarded, the recipient of that honour will receive from the Association a Life Membership badge and a framed Life Membership Certificate.

## **8. MEMBERS REACHING 80 YEARS OF AGE**

When A financial member of the Association reaches the age of eighty years, the President shall forward them a congratulatory letter, and advise them they are no longer required to pay Annual Association Subscription fees, providing that member meets the requirements of Rule 10 of the Retired Police Association of Tasmania Rules.

## **9. ACCOUNTS OF RECEIPTS AND EXPENDITURE**

(1) As prescribed by Rule 16 of the Retired Police Association of Tasmania Rules the Treasurer of the Association is to keep all records of receipts and payments, connected with the business of the Association in a form and manner determined by the Executive Committee.

(2) The Committee has determined that electronic records used and maintained by the Treasurer are appropriate in this matter.

## **10. ASSOCIATE MEMBERS**

(1) As prescribed by Rule 11 of the Retired Police Association of Tasmania Rules the Association may admit Associate Members providing they meet the required eligibility criteria.

(2) Associate Members do not have the same entitlements as Ordinary Members and restrictions on their membership is detailed below –

(a) Associate Members are not entitled to a vote at a General Meeting.

**(b)** Associate Members are not entitled to an invitation to the Commissioners Annual Lunch, but are entitled to an invitation to other RPAT social functions.

**(c)** Associate Members are entitled to an electronic copy of the RPAT Newsletter, upon request.

**(d)** Associate Members are entitled to continue their membership following the death of their spouse, who was an Ordinary Member, should they wish to do so.

(3) Upon the death of a RPAT Member, wherever possible, the RPAT Executive will make contact with, or forward correspondence to, the spouse or partner of the deceased RPAT Member offering that spouse or partner the opportunity to become an Associate Member of the RPAT.

## **11. OFFICERS OF THE ASSOCIATION – TERM OF OFFICE**

**(1)** As prescribed by Rule 31 (3) of the Retired Police Association of Tasmania Rules, each officer of the Association is to hold office until the next annual general meeting after that at which they were elected and is eligible for re-election.

**(2)** To provide clarity to that Rule, officers of the Association will continue to hold office until the sitting President calls that Annual General Meeting closed, at which time those members having been elected and / or declared as officer holders for the following year during that AGM will formally take on those positions from that point forward.

## **12. BANKING AND FINANCE**

**(1)** Rule 17 of the Retired Police Association of Tasmania Rules, prescribes requirements in respect to Banking and Finance.

**(2)** To provide clarity to those Rule requirements, and to allow the Northern Branch, the Northwest Branch and the Treasurer to improve openness and accountability of their financial matters, the following processes are adopted:

**(i)** That both the North and Northwest Branch open a separate bank account for the use of that Branch.

**(ii)** Those bank accounts to be in the name of the Retired Police Association of Tasmania, together with their Branch details for the North and North West.

**(iii)** The Treasurer will maintain a bank account in the name of the Retired Police Association of Tasmania.

(iv) The Vice President North, the Vice President Northwest and the State Treasurer be empowered to request a debit cards to operate their bank accounts efficiently.

(v) Authority to open such a bank account and apply for and use a debit card associated with that account, is restricted to the respective Vice Presidents, North and Northwest and the State Treasurer.

### **13. STORAGE OF ELECTRONIC RECORDS AND ACCOUNTS**

(1) The Rules of the Retired Police Association of Tasmania, prescribe requirements in respect to the keeping of Financial Records, the Register of Members and Unattached (members) List.

(2) Responsibility for the maintenance of these records falls to the RPAT Treasurer and Assistant Secretary with the respective records maintained on the personal computers of those Executive Committee Members, a situation which does not provide for the desired level of duplication and storage of databases, records and forms at multiple or separate locations.

(3) To address this issue it is required that the Treasurer and Assistant Secretary, at least quarterly and on an ongoing basis, electronically share and save RPAT records as detailed below, or as specifically prescribed by the Executive Committee from time to time.

- (i) The Treasurers Financial Database;
- (ii) The RPAT Register of Members;
- (iii) The RPAT Unattached List;
- (iv) The RPAT Associate Members List;
- (v) The list of former and deceased RPAT members;
- (vi) The Rules of the RPAT;
- (vii) The By-Laws of the RPAT.

(4) The *'Associations Incorporation Act 1964'* prescribes requirements regarding accounting records including:

- (i) The fact that they 'Shall' be kept;
- (ii) They shall 'correctly record and explain the transactions of the Association and the financial position of the Association;

(iii) They shall be kept in such a manner to enable the preparation of true and fair accounts to enable the accounts to be conveniently and properly audited;

(iv) That the accounts shall be kept for 7 years after the completion of the transaction to which they relate;

(v) They shall be kept in such a place(s) as the Committee thinks appropriate;

(vi) That Members of the Executive Committee are liable to a fine of 5 penalty units for non-compliance.

(5) To address this issue, it is required that the Treasurer shall maintain accounting records in compliance with Section 23A of the Associations Incorporation Act, 1964.

(6) The Treasurer shall advise the Executive Committee as to the status of the accounts at each Executive Committee meeting, and present the annual financial report at the Annual General Meeting, and where appropriate any Special General Meeting.

(7) The Treasurer shall cause the Treasurers Financial Database, stored on a portable electronic storage device, along with hard copies of any accounts received and paid to be maintained in the RPAT storage facilities secured at the Bellerive Police Station. The accounts shall be retained for seven years from the date of the transaction to which they relate.

#### **14. NEWSLETTER – SCALE OF FEES FOR ADVERTISEMENTS**

**RPAT Newsletter** – Scale of Fees for Advertisements.

- Full Advertisement up to ¼ A4 Page – non member \$100
- Full Advertisement up to ¼ A4 Page – member \$50
- Small Advertisement up to 4 lines – members only Free

#### **15. RPAT EXECUTIVE COMMITTEE MEMBERS EXPENSES**

(1) RPAT Executive Committee Members may be entitled to reimbursement of expenses in the conduct of RPAT related business. Any Executive Committee Member wishing to make such claim for reimbursement shall submit details of such expenses to the Treasurer who will raise it at an Executive Committee Meeting for consideration of approval. The Treasurer shall cause any approved reimbursements to be paid / transferred from the RPAT Access Account and cause these expenses to be recorded in the Treasurer's Financial records.

(2) The RPAT Secretary shall be provided with reimbursement of the cost of the Secretary's RPAT related telephone expenses up to a maximum of \$300 per annum. Details of the telephone costs shall be provided to the Treasurer for payment / reimbursement.

(3) RPAT Executive Committee Members may be entitled to reimbursement of fuel expenses when required to drive their personal vehicle from the North, or the North West, to attend an Executive meeting in the Southern part of the State. In such cases the Treasurer shall reimburse one Executive Committee Member from each Northern region in the amount of \$100 to cover their expenses in this regard, with other members, from the same area, able to travel with the reimbursed member.

(4) RPAT Executive Committee Members from the North and the North West when attending an Executive meeting in the Southern part of the State shall be entitled to reimbursement of the cost of meals in the amount of \$30 each individual to cover their expenses in this regard.

(5) The Treasurer shall cause any such reimbursements to be paid / transferred from the RPAT Access Account and cause these expenses to be recorded in the Treasurer's Financial records.

## **16. 'GO FUND ME REQUESTS', FUND RAISING OR CHARITABLE ENDEAVOURS ADVICE TO RPAT MEMBERS**

(1) Any request forwarded to the RPAT seeking support, by way of notification to RPAT members, regarding a 'Go Fund Me' proposal, or other fund raising, or charitable endeavour, shall be considered by the RPAT Executive in accordance with this By-Law and cognisant of the Guiding Principles and Objectives as detailed in the RPAT Rules.

(2) The circulation of RPAT members by email or by way of a RPAT Newsletter article of any such request shall be limited to those which directly involve an RPAT member, or a former Police Officer.

(3) The term 'directly involve' is interpreted to include situations or cases which involve the RPAT member, or former Police Officer, in person, or that RPAT members, or Police Officers, immediate family which shall include their spouse / partner, parents, siblings and children, including grandchildren and great grandchildren.

## **17. RPAT INSURANCE POLICIES**

(1) Independent professional and legal advice has been provided to the RPAT, indicating that the Association and its Executive Committee Members may be subject to legal actions, resulting in financial determinations being made against the

Association and / or its Executive Committee Member's. Such actions could result in significant costs to the Association and Executive Committee Members, who would be required to fund same from their personal resources.

**(2)** To overcome such exposure, to the Association and its Executive Committee Members, the advice strongly recommends that the RPAT shall undertake insurance protection, each year, in respect to 'Public Liability' and 'Directors Insurance'.

**(3)** To provide the desired level of protection the RPAT Secretary shall cause enquires to be made, each year, to secure such insurance Policies, advising the Executive Committee of the Secretary's recommendations to allow endorsement and payment for such Policies, prior to the expiration of the previous Policy.

**(4)** The RPAT Secretary shall cause the Executive Committee to be advised of the securing of appropriate insurance at the following Executive Committee Meeting.

## **18. RPAT INCORPORATION**

**(1)** Independent professional and legal advice has been provided to the RPAT, indicating that the Association may be subject to legal actions, resulting in financial determinations being made against the Association. Such actions could result in significant costs to the Association.

**(2)** To minimise such exposure, to the Association, the advice strongly recommended that the RPAT become an Incorporated organisation, within the meaning of the Act, thereby limiting the legal liability of the RPAT to amounts as disclosed in the Act. Incorporation did not provide any protection for the RPAT Directors (the RPAT Executive Committee) and that matter has been addressed by the acquisition of Directors Insurance and detailed in By-Law 17.

**(3)** Cognisant of the advice received, and after significant consideration, the Executive Committee determined it appropriate for the RPAT to become and remain an Incorporated organisation. On 3 August 2016 the RPAT became incorporated, and has continued to be Incorporated since that time in accordance with the advice received.

**(4)** Incorporation expires on 31 October each year and requires renewal at that time.

**(5)** As a part of that renewal process the following documentation is required and needs to be prepared and submitted by the RPAT:

- (a)** The renewal form which is posted to the RPAT Post Office Box early in November each year. This document, upon return, has to be accompanied by the prescribed fee which is paid at Service Tasmania.
- (b)** A list of office bearers for the year under review which has been certified by the auditors.

- (c) Copies of the audited financial statements of the State accounts and the two Branch accounts.
- (d) A copy of the minutes of the Annual General Meeting which is to be held within three months of the end of RPAT financial year. The financial year of the RPAT is 31 October which is the same expiry date of Incorporation.
- (e) Additional fees are charged for Incorporation if not renewed within the required time frame of three months from 31 October each year.

(6) Auditing of financial records is required by Department of Fair Trading for Incorporation if receipts of RPAT exceed \$250,000 per annum, or is required by the 'RULES' of the Association. The RULES of the RPAT require an annual audit so proof of the audit must accompany the renewal of Incorporation returns.

(7) To provide the desired level of protection the RPAT Secretary shall cause the required documentation to be prepared and forwarded as a part of the Incorporation renewal process, and pay the prescribed Incorporation fee within three months of the 31 of October each year.

(8) The RPAT Secretary shall cause the Executive Committee to be advised of the progress of Incorporation renewal each year at the following Executive Committee Meeting.

## **19. TASMANIA POLICE GAZETTE**

(1) The Tasmania Police Gazette is provided by email to the RPAT every two weeks. The Gazette is provided for the purpose of the RPAT being able to *communicate with newly retired members of Tasmania Police* to ascertain if they wish to join the Association.

(2) Due to the confidential information contained in the Gazette, the Commissioner of Police has directed that the Gazette not be circulated beyond the RPAT Executive Committee members who may perform these communication functions.

(3) To ensure compliance with the Commissioners requirements the Secretary, upon receipt of the Gazette each two weeks, shall cause it to be disseminated to Executive Committee members who at that time are performing functions to contact recently retired members of Tasmania Police with a view to determine if they wish to join the Association.

## **20. RPAT MEMBERS RE-JOINING A POLICE SERVICE**

(1) The RPAT Rules, particularly Rules 5 and 7, specify the requirements for a person to become a member of the RPAT.



**(2)** Having met the joining requirements the Rules are however silent in respect to a member who may at a later date re-join Tasmania Police, or go on to join another Police Service.

**(3)** Whilst this occurs infrequently, there are several instances of both of the above situations occurring and the RPAT Executive Committee have deemed it appropriate not to terminate, or suspended a RPAT members membership in those circumstances where at a later date they choose to re-join Tasmania Police, or go on to join another Police Service.

## **21. DEATH OF A SERVING POLICE OFFICER**

### **(1) Death Notices**

Upon the death of a serving Tasmania Police Officer, a death notice will be placed in the local newspaper in the area in which the member was serving at the time of their death.

To observe proper protocols the Notice will be placed on the day, or following, the publishing of the family Death Notice.

### **(2) Notification of the passing of a serving Tasmania Police Officer**

Upon receipt of advice of the passing of a serving Tasmania Police Officer, the RPAT will prepare and forward an email notification to RPAT members outlining the details of the late member and their passing

### **(3) Funeral / Memorial Service details for a serving Tasmania Police Officer**

Upon notification of the Funeral / Memorial Service details, the RPAT will prepare and forward an email notification to RPAT members outlining the details of the Service.

### **(4) Condolence letters upon the passing of a serving Tasmania Police Officer**

(a) Upon receipt of advice of the passing of a serving Tasmania Police Officer, the RPAT President will prepare and forward a letter expressing his personal condolences, and those of all RPAT members, to the Commissioner of Police and the President of the Police Association of Tasmania.

(b) Upon receipt of advice of the passing of a serving Tasmania Police Officer, the RPAT President will prepare and forward a letter expressing his personal condolences, and those of all RPAT members, to the family of the deceased serving member.

### **(5) Condolence letters upon the passing of a serving Mainland Police Officer, killed in the line of duty**

Upon receipt of advice of a mainland Police Officer passing away in the line of duty, the RPAT President will prepare and forward a letter expressing his personal condolences, and those of all RPAT members, to the relevant Commissioner of Police and the appropriate President of the Police Association for the State in which the deceased member served.

#### **(6) Funeral / Memorial Service attendance**

Wherever possible the RPAT will attempt to properly recognise the passing of a serving Tasmania Police Officer by having representation at their funeral / memorial service.

## **22. PROCESSING RPAT MEMBERSHIP APPLICATIONS**

(1) The RPAT Rules, particularly Rule 5 (3) and (4), specify the requirements for the processing an application by a person for membership to the RPAT.

(2) The Rules provide that as soon as practicable, after the receipt of an application, the Secretary is to refer the application to the Executive Committee.

(3) To accommodate this requirement the RPAT Executive Committee have deemed it appropriate for such applications, upon receipt, to be forwarded electronically to the members of the Executive Committee for consideration.

(4) Upon receipt, each member of the Executive Committee will consider the appropriateness, or otherwise, of the application in accordance with the Rules and where that individual Executive Committee member approves the application they shall advise the RPAT Secretary, or Assistant Secretary, of that determination.

(5) If any single member of the Executive Committee believes the application should be considered, and discussed, by the full Executive Committee at its next scheduled meeting, they should advise the RPAT Secretary, or Assistant Secretary, of that determination within five business days of the date the application was forwarded to them for consideration.

(6) In such circumstances the Secretary will list the application for consideration at the next Executive Committee meeting.

(7) After five business days, and in the absence of any one Executive Committee member wishing it to be discussed at the next Executive Committee meeting, once a majority of Executive Committee members have endorsed the application it will be deemed at approved.

## **23. COORDINATION OF WELFARE MATTERS**

(1) The RPAT Executive Committee will appoint one of its members to be the 'Welfare Coordinator'.

(2) Welfare matters shall include health, mental and physical, personal issues and general welfare affecting a RPAT member, and as otherwise determined by the Executive Committee.

(3) The appointed Welfare Coordinator will be responsible for the coordination of welfare matters on behalf of the RPAT

(4) The Welfare Coordinator shall be responsible for maintaining a current listing of members the RPAT has been advised are subject to welfare issues

(5) The listing of members impacted by welfare issues will be presented at each RPAT Executive Committee Meeting, for the information of the Committee Members, and to allow the area Vice Presidents to talk to those outstanding issues, or conversely advise of any resolved matters

(6) The Welfare Coordinator shall be responsible for overseeing the welfare cases that become known, and if appropriate refer any emerging issues to the area Vice President, also advising the President at the same time

(7) The Welfare Coordinator shall be responsible for following up with the relevant area Vice President to see how any sick / hospitalised members are going

(8) The Welfare Coordinator shall liaise with the Assistant Secretary to ensure any welfare issues becoming known are shared with the general membership, by way of an email, or in those cases where privacy and / or discretion is requested, or deemed appropriate, shared with the RPAT Executive Committee

(9) All Executive Committee Members will advise the Welfare Coordinator of any emerging welfare issues that have not otherwise been reported. This action should occur when the issue first arises, rather than be reported at a subsequent Executive Committee meeting.

(10) Area Vice Presidents are not required to personally manage every welfare matter within their respective area and at their discretion may choose to utilise other resources they believe appropriate to best manage that particular welfare matter. That may include, but is not restricted to, involving another Executive Committee member, a RPAT member or still serving member who is particularly close to the member concerned.