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Introduction

The Royal Australian Navy Clearance Divers Association is a non-incorporated Association representing former and serving Clearance Diver members. Its membership is also made up of Associate members, predominately Spouses, and other members, particularly Reserve Divers, who had enjoyed a long association with Clearance Divers.

The Association started as the CDT3 Vietnam Veterans Association around 1973. In the mid 80's it morphed into the Clearance Divers Association, and then later was granted official approval to use the preamble 'Royal Australian Navy' in its title.

It is our Mission to *'create a brotherhood of former and serving Clearance Divers and contribute to improving their and their families lives by providing camaraderie, advocacy, and mateship'.*

Our VISION

As outlined in the RANCDA Initiatives 2015-2016, the Association has a vision:

"*To be Australia's leading serving and ex-Serviceman's Association'*"

The pathway to this vision is a unified and strategically influential Association focused on the representation and advocacy. State, Territory and other Chapters will retain their geographical purpose into the future and assist with achieving the Vision.

RANCDA Objectives

Our membership has mandated that the National Executive provide stong leadership, clear strategic vision, and good management.

From an operational point of view, this service is provided through our Objects:

- Fostering and protecting the interests of its Members and their members and their families during or after their service as Clearance Divers in the Royal Australian Navy;
- Perpetuating the close bonds of comradeship and esprit de corps created by service in the Clearance Diving Branch;
- Preserving the memory of those members of the Branch who have qualified as RAN Clearance Divers;
- Representing the interests of the serving and former members of the Branch and their families; and,
- Developing and representing, the Members view on matters of interest.

Strategic Priorities 2015 – 2016

Priority	Comments	Activities and Progress
1. Achieve Incorporation	Requires review of the Constitution to meet incorporation requirements. Review the Objectives meet the membership needs. Provide Vision and Purpose statements to focus strategic direction.	Constitutional reform still underway albeit slow. Requires re-focus. **Not complete** Objectives have been reviewed and endorsed by the National Executive. **Completed** The Vision and Purpose statements have been completed. **Completed**
2. Membership initiatives	National membership database. National Subsciptions and streamlining fiscal channels. Invoicing or renewal of subscriptions to ensure maximum membership participation. Website rejuvenation. Communications – Newsletter/Emails/Phone calls/Navy News Articles Membership Services Officer Pastoral	Work continues and will always be in progress. 90% complete and will be assisted by the website registering process. **Achieved. Work in progress.** This is the first year when National subsciptions will be paid into the National accounts. **Underway.** Set up in new website to capture more detail and allow membership management. **Achieved.** Website live. Will require continual work to maintain relevance. **Achieved.** Newsletter (hard and soft print) planned for 2016. Emailed Newsletters to continue via mailchimp. Website will continue to be updated with linked news articles to Facebook. The MSO will continue to seek 'lost' members via phone calls. Navy News articles will be approached in an ad hoc manner. **Partially achieved. Work in progress.** Identified a volunteer and in place. Undertaking part time volunteer duties. **Achieved.** Continuing to seek CD specific DVA Advocates. Training of our own is in the train. Supporting the ABC and mental health initiatives. Our own 'Check the Diver' is moving in a positive fashion with several members assisted. **Work in progress.**
3. Stratplan	Develop a STRATPLAN for the Association for the next five years.	Work continues on the components. SWOT analysis complete. Budget complete. KPIs remains to be reviewed. Sponsorship healthy with further work to go. National Calendar is in place. Audit for our financial records will be conducted once transition to MYOB is complete. Risk assessment and mitigation of risk to members and office bearers remains to be undertaken. **75% complete.**

Strategic Priorities 2016 – 2020

Priority	Comments	Activities and Progress
1. Incorporation	Constitutional reform and member endorsement. Incorporation and other governance registrations.	Requires a revised roadmap and timeline to achieve this major Priority 1. Complete Constitutional Reform Achieve Incorporation by Dec 2016
2. Membership	Engagement of members and update of entire database to account for 100% of potential members Improve advocacy procedures – including 'check the diver' and surviving spouse updates Engage Reserve Divers and other personnel that have served in Clearance Diving Teams Qualification acknowledgement	MSO to drive the membership invigoration program. Communication with potential members on the benefits. Engage our CD Advocates Ensure Associate Membership status is granted to all serving and former Reserve Divers. Complete Qualified list. Purchase and issue qualification pins to all Clearance Divers including surviving spouses/NOK.
3. Stratplan 2025	Complete Stratplan with a vision to 2025	Promulgate the StratPlan 2025 Have MoU in place with RANDS (ADFDS) Effect Communications Plan

Presidents Report

If you were to cast your eyes back several years your will see that the changes in our Association have been dramatic.

It is a long road but across the membership positive comment and support remains constant. Here are some notable achievements and initiatives in the last 12 months:

Reunion 2015

The Reunion in WA was an outstanding success with most positive feedback from all attendees. The success of these endeavours will only drive greater outcomes in subsequent Reunions as lessons learnt are passed down. The financial viability of these arrangements have been assured by the great initiative of a Reunion Seeding loan that has been gathering substance since the NT started the ball rolling. We now have $6000 that can be loaned to the Reunion hosting Chapter so that early arrangements and deposits can be made without personal exposure of its members.

The next Reunion is planned for Tasmania in 2017 and planning is well underway for what looks like a terrific schedule in a brilliant environment.

Incorporation

This No 1 priority has alluded us this last year. The National Executive sub-committee has been distracted from the task and we need to now light a fire underneath the task. Without Incorporation we have already missed out on some significant Grants from various State bodies while our ability to articulate a representative voice is also restricted by a lack of bona fide.

We expect that a draft Constitution will be out for review before the end of August, and it will be taken to the members through a Special General Meeting in the second half of the year. The premise is that the Constitution must be formulated so support the requirements of the legislation that our Incorporation sits under. As the revised Constitution will require a majority vote by all members, we will pursue the use of online and proxy voting to ensure maximum participation.

StratPlan 2025

A significant priority for the Association is the formulation of a Strategic Plan to map the vision for our organisation for the next ten years. The requirement remains extant and although we have brought certain components together, we have failed to articulate a consolidated plan so far. This is a high priority over the next 12 months.

National Executive

Your National Executive, consisting of the President, each of the Chapter Presidents, the Honorary Secretary and the Membership Services Officer meet regularly to conduct the business end of our Association. They are able to come together bi-monthly with the use of SKYPE and successfully provide stewardship to the RANCDA by this means. Once a year a 'face-to-face' is planned to drive significant issues as a group.

Importantly, the National Executive function under a self-imposed 'Executive Charter' that details the way they conduct themselves and the Association business to ensure transparency, accountability and good governance to our Association.

Further, some sub committees are formed for the conduct of particular roles such as the Welfare Fund Committee and Risk and Audit Committee.

Membership

Our drive to achieve a greater membership ratio seemed to be gathering some momentum after we launched the rejuvenated website. The Association has engaged a part time volunteer Membership Services Officer (MSO) to assist in Membership relations management. Mrs Elle Pasquale-Jackson has graciously made herself available in this inaugural position.

Part of the MSO role is to maintain the National data base of all members. From the outset this task was extremely onerous, but once fully populated, and with some systems in place to maintain the database currency, we will be able to

undertake a much more robust capability for Membership relations management.

Website Rejuvenation

When you visit www.rancda.com you will immediately be struck by a quantum leap in the usability and functionality of the new site. Our thanks to the many contributors to our previous versions (you know who you are) that have kept our presence alive on the internet. Notwithstanding the expected 'teething' problems - the website continues to be managed and remains a 'live' interface, we look forward to the membership engaging more frequently.

Pastoral Care – 'Check the Diver'

Our objective to care for our fellow members is paramount. Part of this strategy is to actively look out for each other. In a more formalised fashion we are looking to utilise our 'Check the Diver' regime. This premise is that if we have a CD under duress for one reason or another we are drawing attention to a more acute focus on their wellbeing. It may be that that member has not been contacted in quite a while and we are seeking to enquire of their status.

Historian

The importance of collecting and collating the history and records of our CD past cannot be overstated. The efforts of our Honorary Historian, Don Allan (also SA Chapter President) have been enormous and vital in assisting our MSO is delivering an accurate record of our qualified membership. On behalf of the current and future Membership – thank you Scotty.

Mick Edwards - National President

Membership Report

As at April 2015 financial members stood at approximately 230 (from information provided by aggregation of the Chapter inputs). This membership is drawn from a potential membership pool of approximately 1000 Clearance Divers, 100 Reserve Divers, and various other Associate members.

Membership Targets and Performance for 2015/16

A goal has been set to increase membership by 70 in 2015/16 as outlined below. We see the capture of potential Associate members as driving early rises in numbers while the introduction of web based membership will bring opportunities to draw and retain ordinary members.

Our focus on membership is to maintain a positive flow of information and make interesting and varied streams available through all forms of communications. Primarily this will be driven by the website while the Facebook and LinkedIn pages offer significant networking and information flow opportunities.

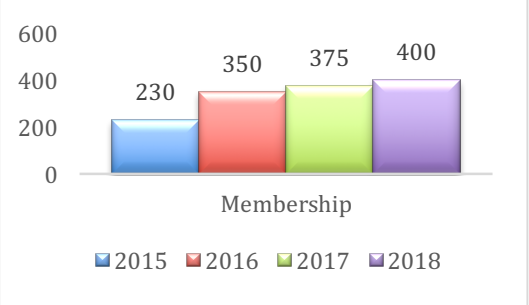
Membership Revenue

Ordinary and Associate financial membership subscriptions rates were set at $35.00 for FY16/17. At this point in time the RANCDA is not registered for GST purposes and so the membership fee is not affected. Revenue for 2016 was approximately $7700 in line with the income of subscriptions from 2015.

Membership Targets for 2016/17

We will continue to focus on growing membership across Australia. Our target for Financial membership for the end of FY 16/17 is 350 members.

We will also continue to focus on Associate membership offering membership to those support personnel who have served in AUSCDTs such as medics, engineers, supply, boatswains, and communicators. This will also require an active membership drive by current members to ensure maximum participation.



Being the spouse of a former

Clearance Diver, I understand the important work the RANCDA undertakes. Thank you for the opportunity to contribute to the Association and its Members.

Mrs Elle Pasquale-Jackson

Membership Services Officer

Treasurers Report

The financial arrangements within the RANCDA and the various Chapters went through a significant change in 2016. This was in line with our streamlining of financial arrangements across the Association. Invariably, the ability to bring finalisation of account balances and transfers was not without challenge. Our long term financial management is now set in train with the pro-bono support of an Association sponsor – FitProfits. This company provides 'back of house' support to many SMEs in Australia and has offer free services to our Association in order to manage, report, and audit our RANCDA accounts including the Welfare Fund.

Most significantly, this will allow the almost immediate understanding of the financial status of our Association while also providing total transparency and audit process to support the requirements of Incorporation. We thank Ian and Kirsty Barnetson, the Principals of *FitProfits* for their ongoing support.

Our Association has also achieved the online management of members utilising our website. With this brings the automated membership subscription payment system that relieves the Chapters of the onerous and duplicated collection and management process of membership services. The Honorary Treasure now does not have to spend inordinate amounts of time, managing the financials, issuing receipts, balancing books, and can focus more on the financial management and allocation of these finite resources. As the dust settles on these arrangements we can expect to see a streamlined fiscal process that benefits both our members and the Association.

Importantly, our National Executive continues to pursue Sponsorship and Grants to augment the subscriptions our members contribute each year. In order to achieve our stated objectives, resources are required and, although these are quite limited at the moment, we do need to posture ourselves to meet any contingencies that may arrive in the future.

I am pleased to provide a clear financial picture of our Association's financial status to its Members.

Jason Dunn – WA President & Honorary Treasurer

Welfare Fund

The Welfare Fund continues to provide the necessary Association self-help capability for our members when a requirement is identified and this falls outside the ability of the Navy Clearance Diving Trust to assist. This is particularly essential when short notice and non-service attributed financial assistance is required.

During the financial year 2015-2016 there were no demands on the Welfare Fund. This has allowed a continued growth and it remains in a healthy state. The National Executive determined that in 2016 a $5 per head contribution from Membership subscriptions would be made. At the time of the release of this report, no specific direct investment decisions had been made for the Welfare Fund, although the National Executive has on its task list a periodic review of the Business Rules and Investment Strategy during its July 2016 meeting.

The Welfare Fund Committee commends this report to the RANCDA as being a true and accurate status of Welfare Fund finances.

Russ Baker – President NSW, Chair Welfare Fund Committee

Financial Report 2015-2016

Royal Australian Navy Clearance Divers Association

Community Solutions Account	12,964.98
Community Solutions Cash Reserve	33,014.42
Total Funds (as at 25/06/16)	**45,979.40**
Represented by	
Cash In Flows	
Membership Dues Received	7,677.00
less Stripe Transaction Fees	(12.88)
Interest Earned	42.19
Transfers In (Consolidation - Welfare Account & Other)	41,498.24
	49,204.55
Cash Out Flows	
Creditors (Engraving & Reimbursement - King)	(225.00)
Subscriptions (Naval Assn Dues)	(250.15)
Website Setup	(2,750.00)
	(3,225.15)
Net Cash Position	**45,979.40**

Note 1. Community Solutions Account is RANCDA National Account

Note 2. Community Solutions Cash Reserve is RANCDA Welfare Fund

Note 3. RANCDA National Account includes Reunion Seeding Fund (currently $5000)

Note 4. Sponsorships have been incorporated into general revenue on this occasion

National Executive Meetings 2015-2016 and Committees

Executive or Honorarium	Chapter	Meetings	Welfare Fund	Risk & Audit	Sponsorship	Reunion	Merchandise	Constitution	Newsletter	Dispute Resolution
M. Edwards	N.P.	5			√			√	√	
R. Baker	NSW	2	√					√		√
D. Scully-Oshea	VP NSW	1								
G. Cananzi	VIC	5	√						√	
C. Vanderbroek	TAS	5				√				
D. Allan Φ	SA	4								√
J. Dunn Σ	WA	3	√							
M. Apathy	NT	5		√						
P. Atkinson	QLD	5								√
B. Everest	WA	1					√			
C. Martin	SEC	4							√	
E. McKenzie	Prev. SEC	1								
E. Pasquale	MSO	1								
P. Willee θ	Legal	-						√		

Φ Honorary Historian
Σ Honorary Treasurer
θ Honorary Legal

Our Financial Sponsors