



## **SUBMARINES ASSOCIATION OF AUSTRALIA PROVISION OF SUPPORT TO MEMBERS IN NEED.**

### **1. Introduction**

The Submarines Association of Australia (SAA) recognizes the need to provide support to members and their families during times of hardship or need. This policy is designed to ensure that assistance is available to SAA members, their spouses, and next of kin while safeguarding the privacy and dignity of the affected individuals. In addition to physical and emotional support from SAA Branch Executives, the Submarine Association Welfare Fund may provide financial assistance and this policy provides direction for accessing that fund, maintaining privacy, and ensuring appropriate support is delivered.

### **2. Purpose**

The purpose of this policy is to:

- Provide broad guidelines for accessing the Submarine Association of Australia Successor Welfare Foundation (Hereafter referred to as the Welfare Fund). This does not override any instruction or requirement of the Welfare Fund Deed of Trust or the SAA Constitution.
- Ensure that requests for financial, physical or emotional support for members are managed sensitively and respectfully.
- Facilitate the provision of support to SAA members, their spouses, and next of kin.
- Directing members/family to a DVA Advocate to assist with DVA Claims and ongoing support issues
- Maintain the privacy of affected individuals while promoting communication within the association.

### **3. Scope**

This policy applies to all SAA members, their spouses, and their next of kin who may require assistance due to financial hardship, health-related issues, or other extenuating circumstances. It is not limited to financial support but includes physical and emotional support as required. Nor is it limited to members but extends to their immediate family where necessary and with respect to financial assistance, what is allowable under the Welfare Fund Trust.

#### **4. Eligibility for Assistance**

Support is available to:

- SAA members who are experiencing financial or other significant hardship.
- Spouses/widows of SAA members who require physical assistance due to illness, financial distress, or other needs.
- Immediate next of kin (such as children or siblings) in cases where a member has passed away, is incapacitated, or requires support. This bereavement support as outlined in the SAA policy: “Reporting the death of a SAA Member”.

#### **5. Welfare Fund Access and Support**

Requests for assistance from the Submarine Association Welfare Fund may include but are not limited to:

- Emergency financial assistance.
- Medical expenses or support for healthcare.
- Funeral expenses.
- Travel expenses for urgent situations (e.g., to visit a sick member or attend a funeral).

Requests for funding should be submitted by completing a Welfare Assistance Request Form, seeking endorsement by the Branch Executive before sending to a Welfare Fund Secretary and Trustees. The current Welfare Fund Trustees and the application form can be found on the national Website at embedded in the Naval Constitution.

#### **6. Physical and Emotional Support.**

Physical and Emotional can range from a simple visit or phone call to the member or family through to the running of errands or arranging working bees. These simple acts of kindness to a fellow submariner, or their family can make an immense difference in the journey they are undertaking. Never assume that somebody else is looking after it. The Branch Welfare Officer, wherever possible should co-ordinate assistance.

#### **7. Process for Requesting Assistance**

- **Initial Request:** A member, spouse, or next of kin seeking assistance should contact the Branch Welfare Officer (BWO). The BWO can be reached via email or phone, and if unable to do so, may be contacted via the Branch President. The Welfare Officer is to do a quick assessment of what assistance is required and initiate appropriate action, e.g. Submission of an “Application for Assistance”, Annexe F to the National Constitution or by arranging a hospital or home visit to provide emotional support.
- **Privacy Considerations:** The request for assistance should include basic details of the situation, but sensitive personal information will only be shared with those

involved in the decision-making process (Branch Welfare Officer, Branch President, Secretary and Trustees of the Welfare Fund).

- **Assessing the Need:** The Branch Welfare Officer, in consultation with the Branch President, will assess the request, and determine an appropriate course of action. In cases of urgency, a decision will be made promptly to provide the necessary support.
- **Communication:** All communications about assistance requests will be conducted in a confidential and respectful manner, ensuring that the dignity and privacy of the member and their family are maintained.
- **Funding Decision:** With respects to applications to the Welfare Fund once a decision has been made, the Welfare Fund Secretary Officer will inform the member, spouse, or next of kin of the outcome and how the assistance will be provided.

## 8. Visits to the Affected Member

When a member or their family is in need of support, the SAA encourages branch representatives or fellow members to visit, when possible, particularly in cases of illness, injury, or emotional distress.

- **Permission Required:** Affected members, or their spouses/next of kin, must give consent for any in-person visit.
- **Respect for Privacy:** The privacy of the member and their family must be respected. Visits should be conducted with sensitivity and according to the member's wishes.
- **Social Support:** Where feasible, branches may organize social visits, working bees or regular check-ins to maintain the wellbeing of the member.

## 9. Maintaining Privacy

Privacy and confidentiality are fundamental to this policy. To protect the affected member's personal details:

- The Branch Welfare Officer will collect only the essential information needed to assess the request for assistance.
- Any personal or medical information shared by the member or their family will be kept confidential within the SAA welfare team (Branch Welfare Officer and Branch President) and will not be disclosed to any third party without explicit consent, unless required by law.
- If a member's situation requires broader dissemination of information to other members of the association, this will be done in a manner that ensures no sensitive or private information is shared without the member's consent.

## 10. Conclusion

The Submarine Association of Australia is committed to providing compassionate and practical support to its members and their families in times of need. This policy ensures that members can access financial assistance, social visits, and other welfare services with respect for their privacy and dignity. By upholding these principles, the SAA aims to foster a caring and supportive community for all its members.

## **11. Review of Policy**

This policy will be reviewed annually by the National Executive Committee to ensure it remains consistent with the aims of the SAA and reflects the respect and dignity owed to members of the SAA.

**Signed**

Version 1

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