

**RULES UNDER THE CONSTITUTION OF THE LANE COVE WEST  
PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION**

These rules are made under the Constitution of the Lane Cove West Public School Parents and Citizens' Association. Comments appearing in any paragraph commencing "NOTE" are advisory only.

**DEFINITIONS**

In these rules, the following terms shall bear the following meanings:

<i>associate member</i>	shall mean a member of any of the classes described in rule 6(a)(iii), 6(a)(iv) or 6(a)(v) below;
<i>financial member</i>	shall mean a member (as defined herein) who has paid his or her subscription in respect of the current calendar year;
<i>Life member</i>	shall mean a member upon whom the honour of Life Membership has been conferred in accordance with rule 6(f);
<i>ordinary member</i>	shall mean a member of either of the classes described in rule 6(a)(i) and 6(a)(ii) below;
<i>parent</i>	shall include legal guardian;
<i>school community</i>	shall mean the residents of the geographical area in which children who are resident are entitled to be enrolled in the school; staff of the school; parents of former pupils of the school; former pupils of the school who have attained their majority and patrons, benefactors and supporters of the school accepted as members of the school community in accordance with rule 6;
<i>staff of the school</i>	shall mean the teaching staff, support teaching staff and administrative staff of the school, but shall not include casual staff, including casual teachers;
<i>Sub-entity</i>	is a body referred to in the Constitution as a "sub-committee";
<i>the Association</i>	shall mean the Lane Cove West Public School Parents' and Citizens' Association, a body corporate under the <i>Parents' and Citizens' Associations Incorporation Act 1976</i> ;
<i>the Constitution</i>	shall mean the Lane Cove West Public School Parents and Citizens' Association Constitution (as amended or replaced from time to time);

*the Principal* shall mean the Principal from time to time of the school; and

*the school* shall mean the Lane Cove West Public School.

## **1. OBJECTS**

- (a) The Association is formed for the benefit of the pupils of the school and to that end it will:-
- (i) participate as much as possible in the activities of the school and communicate with all members of the school community;
  - (ii) co-operate in the activities of the Federation of Parents & Citizens' Associations of New South Wales and its District and Regional Councils; and
  - (iii) do such other things as may promote the interests of public education.

## **2. THE EXECUTIVE COMMITTEE, OFFICE-BEARERS AND SUB-ENTITIES**

- (a) In addition to the officers set out in clause 5 of the Constitution, the Association may appoint by ordinary resolution at an ordinary meeting of the Association, or at a special meeting called for that purpose:
- a non-office-holding member of the Executive Committee as Assistant Treasurer. The Assistant Treasurer shall assist the Treasurer, and shall undertake the duties of the Treasurer in the Treasurer's absence;
  - a non-office-holding member of the Executive Committee as Assistant Secretary. The Assistant Secretary shall assist the Secretary, and shall undertake the duties of the Secretary in the Secretary's absence; and
- members of the Association to be advisors to the Executive Committee. Those advisors may attend meetings of the Executive Committee and vote on any question at the meeting, but may not move or second motions at Executive Committee meetings.
- (b) Should it be necessary during the unavoidable absence of the Treasurer and the Assistant Treasurer, another officer of the Association may receive any monies, and either deposit the monies in an Association account, or hand the monies to the Treasurer within two business days, taking a receipt for same.
- (c) Each member of the Executive Committee shall declare in writing to the Secretary, and in the case of the Secretary, to the President, the existence and nature of any financial interest in, or related to, any business or activity of the Association, which is held by that member, or any member of that member's immediate family, or any person or entity in respect of which that member has or holds any interest.
- (d) Declarations of interest pursuant to this rule shall be made as soon as the member becomes aware of the relevant business or activity. Declarations shall be tabled at the next meeting of the Association and shall be recorded in the Minutes.
- (e) The Association has established the following Sub-entities:
- Canteen Sub-entity;
  - OOSH Sub-entity;

Fund-raising Sub-entity;  
Clothing Shop Sub-entity;  
Band Sub-entity;  
Maintenance Sub-entity; and  
Chess Club Sub-entity

Note: The Clothing Shop (also known as the Uniform Shop) Coordinator Volunteer Role was replaced by an entity-funded contract Uniform Shop Coordinator reporting to the Executive via a Uniform Shop Liaison/Vice President roles as at 01 January 2011.

- (f) The Association shall establish rules for the constitution and operation of each Sub-entity. Each Sub-entity shall follow its rules. Those rules shall not make any provision which is contrary to the Association's Constitution or Rules, and shall provide for the management of each Sub-entity by a Committee constituted in accordance with the those rules. Rules of Sub-entities shall be approved by a resolution of the Association in accordance with rule 5 below.
- (g) The Association shall have the right to reorganise, disband or close any sub-entity, such decisions to be supported by majority vote at a general meeting of the Association, or special meeting called for that purpose.

Note: The OOSH sub-entity described above was disbanded by vote at the AGM on 7 Dec 2009

- (h) The Association may create a new Sub-entity by majority vote at a general meeting of the Association, or special meeting called for that purpose.
- (i) The Principal and the President of the Association shall be members *ex officio* of the Committee of each Sub-entity.

### **3. THE ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting of the Association shall be held in December of each year, in conjunction with and following the Ordinary General Meeting for that month. The agenda of the Annual General Meeting shall include:
  - (i) electing the officers and members of the Executive Committee for the following year;
  - (ii) presentation of the minutes of the previous Annual General Meeting;
  - (iii) setting the membership fee of the Association for the following year;
  - (iv) receiving the annual reports from each Sub-entity or other sub-entity;
  - (v) receiving the Treasurer's annual report.
- (b) No person shall serve more than three (3) consecutive years in the same office in the Association.

### **4. GENERAL MEETINGS**

- (a) A General Meeting of the Association shall be held during the fourth week of each school term. An optional general meeting can be held in the eighth week of the school term based on the discretion of the Executive Committee.
- (b) At a general meeting the quorum shall be in accord with rule 10 of the Constitution. If a meeting for which due notice has been given does not achieve

a quorum within fifteen minutes of the advertised starting time the Secretary shall, or in the absence of a Secretary remaining members of the Executive shall, and failing that any five members of the Association may call a further meeting within 28 days of term time to carry on the business of the Association.

- (c) In the absence of the Secretary the remaining members of the Executive or any five members of the Association may call any meeting that is required, giving due notice of the business proposed for the meeting.

## **5. PROCEEDINGS AT MEETINGS**

NOTE: The Standing Orders set out in this section are intended to provide a guide to all members on the conventional procedure at meetings. Hopefully, the more pedantic aspects of the Standing Orders will never need to be strictly enforced.

- (a) The Standing Order of business at meetings of the Association shall be:
- (i) Opening and apologies.
  - (ii) Membership
  - (iii) Receipt and adoption of the Minutes of the previous meeting. In this regard the only permissible discussion on the motion for confirmation of the Minutes shall be as to the accuracy of the reporting. Objections on this score must be moved, seconded and voted upon.
  - (iv) Motions voted on since previous meeting
  - (v) Matters arising from the Minutes.
  - (vi) Correspondence
  - (vii) School, Association and Sub-entity Reports:
    - (1) Principal
    - (2) OOSH (external OOSH representatives)
    - (3) Treasurer
    - (4) Canteen
    - (5) Band
    - (6) Fund-Raising
    - (7) Clothing Shop
    - (8) Maintenance
    - (9) Chess Club
    - (10) Other
  - (viii) Motions of which notice has been given.
  - (ix) General Business.
- (b) The Standing Orders in relation to time limits shall be:
- (i) For each speaker making a report - 5 minutes
  - (ii) For each speaker moving a motion - 3 minutes
  - (iii) For each speaker in debate - 2 minutes
  - (iv) For each mover of a motion speaking in reply - 2 minute
  - (v) Extension of time, per speaker - 2 minutes

- (vi) Debates on any motion shall not exceed 30 minutes without the express permission of the chairperson of the meeting.
- (c) The Standing Orders in relation to motions shall be:
  - (i) All substantive motions shall be moved and seconded. Only ordinary members may move or second a motion.
  - (ii) No motion (except a motion under rule 5(f) below) may be put to a vote at a meeting unless it is in writing and has been put to the Secretary (or in the absence of the Secretary to the Assistant Secretary, or if the Assistant Secretary is also not available, to another officeholder on the Executive Committee) together with a short written explanation supporting the motion, at least seven (7) days in advance of the meeting, and circulated to members.

On receipt of a notice of motion the Secretary, Assistant Secretary or other officeholder, as the case may be, shall arrange for notice of the motion to be made available to members as soon as practicable.

- (iii) A member moving or seconding a motion or any amendment thereto shall have the right to speak only when so moving or seconding, and shall be held to have spoken to the question by reason of such moving or seconding, whether they contribute to the debate or not.
- (iv) A motion or amendment having been submitted to the meeting shall not be withdrawn without the consent of the meeting.
- (v) If two motions are submitted, one proposing that a certain course of action be followed, and the other that it not be followed, the issue shall come before the meeting in the affirmative form.
- (vi) Before any amendment to a motion is put to the meeting the Chair may require that it be submitted in writing.
- (vii) One amendment only shall be considered at a time.
- (viii) More than one amendment may be moved by the same person provided that each such amendment refers to a different part of the motion.
- (ix) Amendments shall be taken in the order in which they affect the terms of the motion.
- (x) An amendment must be relevant to the substantive motion. It may not be a simple negation of the motion.
- (xi) The mover of the original motion may exercise the right of reply. The mover may not move an amendment but may speak to all amendments without prejudice to the normal right of reply, including amendments debated subsequent to the exercise of the right of reply.

Following the putting of all amendments, moved and seconded in keeping with the Standing Orders, the original motion (in its now possibly amended form) shall be put.

Motions can be e-mailed to all financial members in the following instances:

When the potential motion has been discussed at a general meeting and it has been decided that all financial members (including those who are not at the meeting) should be given the opportunity to vote on the motion.

When time constraints mean that the motion needs to be voted on prior to the following meeting

Note: Whereby a motion is sent via e-mail for a vote, all members should be given 7 days to respond to the motion. When circumstances do not allow for 7 days, they will be given as much time as possible.

- (d) The Standing Orders in relation to addresses and debate shall be:
  - (i) A member when speaking shall address the Chair, and confine remarks to the question under discussion, avoiding personalities and unbecoming language.
  - (ii) A member when speaking shall not be interrupted except by the Chair or by a member raising a point of order.
  - (iii) A member who has spoken may be asked through the Chair to explain certain statements or to clarify statements which have not been clearly understood. A member may, with permission from the Chair, volunteer an explanation where it is considered that the member's statement of the facts has been misrepresented. In making these explanations the member is prohibited from debating the merits of any proposal.
  - (iv) A member requesting information or wishing to ask a question at the meeting shall do so through the Chair.
  - (v) The Chairperson shall have the right of debate but must first call upon a Deputy to take the Chair, and not resume it until the question has been resolved.
  - (vi) It shall be the duty of the Chair to preserve order so that the business may be conducted in due form and with propriety and to call to order speakers who violate any rule of debate.
  - (vii) The Chair shall call the attention of any speaker to continued irrelevance or tedious repetition, and may direct such member to discontinue speaking.
  - (viii) The Chair may name a member for disorder, and the meeting shall forthwith discuss what action shall be taken.
  - (ix) In the case of disorder arising, the Chair shall have the power to adjourn the meeting to a nominated time and place, and upon the Chair being vacated the meeting is thereby terminated.
  - (x) When more than one member rises at the same time to speak, the Chair shall decide who shall be heard first.
- (e) The Standing Orders in relation to voting at meetings shall be:
  - (i) All questions except when otherwise specified in the Constitution or in these rules shall be decided by a simple majority of members present. A simple majority is defined as when more votes are cast for the question than against it. A two thirds majority is defined as when at least twice as many votes are cast for a question as against it. A unanimous vote is defined as when no vote is cast against a question. Abstentions shall not be counted as votes. "Question" shall include a motion.
  - (ii) Voting on any question shall be decided, in the first instance, by a call of "aye" or "no", and if that should be indecisive, by a show of hands.

- (iii) When other than a simple majority is required, or where a count has been called for, the vote for and against shall be counted by at least 2 tellers appointed by the Chair, and the numbers voting for and against, and abstaining, shall be called by the Chair and recorded in the Minutes.
  - (iv) Members are entitled, at their request, to have their abstention or dissent recorded in the Minutes.
- (f) The operation of a Standing Order may be suspended for a specific time, for a specific purpose upon the carrying of a motion without notice by a two thirds majority of ordinary members present at the meeting, except that
- (i) Standing Orders 5(d)(i) and 5(d)(ii) may not under any circumstances be suspended or ignored;
  - (ii) The operation of this provision may not under any circumstances be suspended or ignored; and
  - (iii) A motion to suspend the operation of Standing Order 5(c)(ii) must be carried unanimously.
- (g) Special provisions apply to certain Motions, in addition to the normal provisions set out above in this rule:
- (i) Notice of Motion for action to reorganise, disband or close a sub-entity must be given in writing to the Secretary of the Association and must be signed by six (6) ordinary members of the Association who are financial members entitled to vote in the Association. Further, such notice shall be circularised to all members of the Association at least seven (7) days in advance of the meeting at which the Motion is to be considered.
  - (ii) Notice of Motion for action to alter, amend, repeal or add to these rules, or any one or more of these rules, must be given in writing to the Secretary of the Association, must set out in full the proposed alteration, amendment, repeal or addition and must be signed by ten (10) ordinary members of the Association who are financial members entitled to vote in the Association. Further, such notice shall be circularised to all members of the Association at least one month in advance of the meeting at which the Motion is to be considered.

Motions referred to in this sub-rule 5(g) must be passed by a two-thirds majority.

This sub-rule is not a Standing Order.

- (h) The provisions of this rule do not apply to the elections of officers and members of the Executive Committee, except to the extent provided in Rule 8.

NOTE: The By-Laws of the P&C Federation specifically provide for reference where necessary to N. K. Renton's "Guide for Meetings and Organisations". The P&C Federation has advised that Associations will find it convenient to keep the P&C Federation Handbook and that reference book handy. The Standing Orders forming part of the By-Laws of the P&C Federation provide for a particular order of business for some meetings. The P&C Federation has advised that Associations may wish to adopt a standard rule about the order of business. A special provision may be necessary in a busy Association to ensure that any unfinished business of one meeting is taken up early in the next.

NOTE: The P&C Federation has advised that some Associations have considered it necessary to have some protection against a meeting being “stacked”. The P&C Federation has advised that it is probably sufficient protection if a quorum of the membership has the power to require that any particular item of new business introduced without prior notice at a meeting be placed on notice for a further meeting.

**6. MEMBERSHIP**

- (a) The following classes of persons are eligible to become members of the Association:
  - (i) all parents of pupils attending the school;
  - (ii) members of the staff of the school;
  - (iii) parents of former pupils of the school, and former pupils who have attained their majority;
  - (iv) patrons, benefactors and supporters of the school; and
  - (v) citizens within the school community.

Only natural persons are eligible to become members of the Association.

[Clause 3 of the Constitution provides that the school Principal shall be a member, *ex officio*, of the Association.]

- (b) The procedure for becoming a member of the Association shall be:
  - (i) in the case of 6(a)(i) and 6(a)(ii) a person may become a member by paying the required subscription to the Treasurer or nominee of the Treasurer at or after any general meeting, or at any other time convenient to the Treasurer;
  - in the case of 6(a)(iii), 6(a)(iv) and 6(a)(v), to be eligible for membership, persons in any of these classes must first be accepted by resolution of the Association carried in accordance with the requirements of these rules at a properly convened general meeting or special meeting of which at least seven days’ notice has been given to members, and, if accepted, must pay the required subscription to the Treasurer or nominee of the Treasurer at or after any general meeting, or at any other time convenient to the Treasurer, unless payment of the subscription is waived by a resolution of the Association.
- (c) The only persons who may vote in the Association are:
  - (i) ordinary members (as defined herein); and
  - (ii) Life Members

who, in both cases, are financial members (as defined herein); and

  - (iii) the Principal.
- (d) Membership shall remain current until midnight on the 31<sup>st</sup> of December following the payment of the subscription. Once a subscription has been paid, the member shall be regarded for all purposes, except rule 6(g) below, as having been financial for the whole of the year to which that subscription relates. Members may join at the AGM for the following financial year.



- (e) The Secretary shall be responsible for maintaining an up-to-date register of membership.
- (f) The Association may confer the honour of Life Membership on a member who has made an outstanding contribution to the work of the Association. Life Members may attend and speak at meetings but are not entitled to vote or to hold office unless they are also financial members. Conferral of Life Membership shall be by passing a Motion in accordance with rule 5(d) at a general meeting of the Association or at a special meeting called for that purpose and of which at least seven days' notice has been given to members.
- (g) When an ordinary member has joined the Association for the first time, that member may not vote in the Association until the next general meeting following the date of joining. This means the new members will be ineligible to vote on any e-mail motions until the next meeting.

NOTE: The provisions of this rule are to do with membership. The P&C Federation has advised that for insurance purposes the categories of "member" and "volunteer" are distinct, and that a list of members is a legal necessity. The P&C Federation has strongly advised that, for insurance purposes, each Association should maintain a list of occasions on which there are volunteers working on its behalf. It is preferable that there should be a list of names of volunteers, who need not be members, associated with each occasion.

## **7. FINANCIAL MANAGEMENT AND FINANCIAL DELEGATIONS**

- (a) The Financial Year of the Association shall close on 31 December each year.
- (b) Any motion to expend Association monies beyond the limits specified in this rule must be placed on notice for the meeting of the Association at which it is to be considered.
- (c) The funds of the Association shall be maintained in accounts with:
  - (i) the Westpac Banking Corporation; or
  - (ii) the Commonwealth Bank; or
  - (iii) Macquarie Bank; or  
Bankwest
- (d) Where a rule authorises a person or body within the Association to expend Association funds, or to commit the expenditure of Association funds, to an authorised limit without prior approval of the Association or the Executive Committee, no transaction or group of related transactions is to be split into parts to avoid obtaining proper approval.
- (e) The holders from time to time of the following offices are authorised to become signatories for bank accounts of the Association:
  - (i) President
  - (ii) Vice-Presidents
  - (iii) Secretary
  - (iv) Treasurer and Assistant Treasurer
  - (v) Office-bearers of Sub-entities within the terms authorised by this rule

- (vi) Contract staff of sub-entities whereby approved by the President and Treasurer

To become an authorised signatory, such office-holders must comply with all necessary requirements of the relevant financial institution.

- (f) The procedure for raising a cheque or payment from any bank account of the Association shall be:
  - (i) The person requesting the raising of a cheque/payment shall complete the relevant part of the approved cheque/payment requisition form (a copy of which is attached to these rules), providing adequate details of the matter for which the cheque/payment is required, and submit that form to the Treasurer or the Assistant Treasurer (or, if it is the Treasurer requesting the cheque/payment, to an authorised signatory);
  - (ii) The Treasurer (or Assistant Treasurer) or, in the case of a payment from the bank account of a Sub-entity, the Treasurer (or Assistant Treasurer) of that Sub-entity, shall complete a cheque/payment form to be signed by 2 authorised signatories, who shall also both sign the cheque/payment requisition form and complete other relevant details on that form;
  - (iii) No person requesting the raising of a cheque may sign it as an authorised signatory.
  - (iv) In the case of electronic bank transfers payments are to be electronically signed by two persons who are authorised signatories providing full details of the payment within the electronic transfer.
  - (v) All office bearers, including authorised signatories are required to be financial members of the P&C and have the opportunity to pay the required subscription to the Treasurer or nominee of the Treasurer at or after any general meeting, or at any other time convenient to the Treasurer.
- (g) The Executive Committee is authorised, without prior approval of the Association, to expend funds, or approve the expenditure, or commitment for expenditure, of amounts up to \$1,000 in respect of a single transaction, or group of related transactions.
- (h) Each Sub-entity is authorised, without prior approval of the Association or the Executive Committee, to expend funds, or commit the expenditure of funds, to the limit specified in the relevant Sub-entity Rules, on the following conditions:
  - (i) Funds are to be paid by cheque, or by other approved payment method, completed and authorised in accordance with the requirements of the Sub-entity rules;
  - (ii) Details of any payment are to be recorded in the Sub-entity accounts, and reported to the next meeting of the Association;
  - (iii) Agreements to commit expenditure are to be recorded in writing, and reported to the next meeting of the Association;
  - (iv) Payments and agreements to commit expenditure, once made within authorised limits, are to be approved by resolution of the Association.

NOTE: From 2011, the Association and its Sub-entities will operate the following accounts:

- (i) the Association operates 2 accounts;
  - (ii) the Canteen Sub-entity;
  - (iii) the Clothing Shop Sub-entity;
  - (iv) the Band Sub-entity
  - (v) a debit/credit card for the sole purpose of paying monthly in-line subscriptions where credit/debit card is the only method of payment available
- (i) The rules of each Sub-entity shall include provisions for the authorisation of signatories for cheques, and procedures for raising cheques or making payments, and procedures for the keeping of proper accounts.
  - (j) In the case of the OOSH Sub-entity, the Executive Committee may approve alternative banking arrangements for Keycard, internet or other forms of electronic banking. Such alternative arrangements shall include procedures conforming, as nearly as is practicable consistent with the requirements of the financial institution providing the banking arrangements, with the procedures set out in this rule for other accounts of the Association.
  - (k) Each Sub-entity operating an account with a financial institution shall obtain monthly statements of that account or accounts and keep those statements with the records of the Sub-entity. The members of the Committee of the Sub-entity shall ensure that a copy of each monthly statement is provided to the Treasurer, or in the Treasurer's absence, to the Assistant Treasurer, or in the absence also of the Assistant Treasurer, to a member of the Executive Committee, within one week of its receipt.
  - (l) The Association and each Sub-entity shall maintain proper books of account in a form approved in writing by the Executive Committee. Those books of account shall be kept in a form and place permitting ready access to them by the Treasurer and Assistant Treasurer.

NOTE: As at 6 December 2010, the Association and its Sub-entities operated their books of account through the Quickbooks electronic system. During 2010 MYOB was donated to the P&C and the books will be maintained in either Quickbooks or MYOB depending on sub-entity requirements. The Executive Committee has required that the books of account of all Sub-Entities be electronically accessible by the Treasurer and Assistant Treasurer.

## **8. QUALIFICATIONS FOR OFFICE AND ELECTION OF OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE**

- (a) Only members who are entitled to vote are entitled to nominate for or vote in elections for members or officers of the Executive Committee, except that the Principal shall not be entitled to nominate as an officer or member of the Executive Committee.  
[Clause 3 of the Constitution provides that the Principal shall be, *ex officio*, a member of the Executive Committee.]
- (b) All members and officers of the Executive Committee shall be elected at the<sup>1</sup> Annual General Meeting, by the procedure set out below in the section

“Ordinary Elections” unless a Motion in the form prescribed in the section “Extraordinary Elections” has been passed.

- (c) Whereby a position is deemed vacant as no current members wish to nominate for the position, a nomination may be accepted from any person eligible to join as a member. Once their nomination is accepted and they are voted into the nominated position, they are required to be financial members of the P&C and have the opportunity to pay the required subscription to the Treasurer or nominee of the Treasurer at or after any general meeting, or at any other time convenient to the Treasurer.

#### **Ordinary elections**

- (d) Upon the Chairperson calling the Annual General Meeting to order, all offices shall be deemed to be vacated.
- (e) The first item of business shall be the election of officers and members of the Executive Committee. The election of officers and members of the Executive Committee shall occur in the following order:
  - (i) President;
  - (ii) Vice-Presidents (2);
  - (iii) Treasurer;
  - (iv) Secretary;
  - (v) Assistant Treasurer;
  - (vi) Assistant Secretary;
  - (vii) Non-Office-holding members of the Executive Committee (4).

The election for President shall be conducted by the outgoing President, or, in the absence of the outgoing President, by one of the outgoing Vice-Presidents. Upon the election of the new President (or the re-election of the outgoing President) the new President shall conduct the rest of the elections.

Nominations must be proposed and seconded by 2 seconders. The election shall be by simple majority conducted in accordance with Rule 5(e).

#### **Extraordinary elections**

- (f) An alternative procedure for the election of officers and members of the Executive Committee may be adopted if a Motion to that effect, put in accordance with the same procedure as that set out in sub-rule 5(g), is passed by a two-thirds majority at a General Meeting (or a Special Meeting convened for that purpose) held at least 4 weeks prior to the Annual General Meeting. The Motion for the alternative procedure shall specify in detail the proposed alternative procedure.

### **9. OTHER**

The Association may elect representatives who will be responsible to the Association in the same way that P&C Federation Representatives are responsible to the P&C

Federation under section 4B of Federation Policy. The Association may decide at the time of election what form of reporting is required.

#### **10. OCCUPATIONAL HEALTH AND SAFETY**

The P&C Association should comply with the *Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001* (or any amendments or additions to, or replacements of, that legislation). To that end, the Committees of each Sub-entity are required to:

- (a) Prepare safety audits and risk assessments, and any other formal OH&S documentation required by law, and update those at least every 6 months, or prior to commencing new operations, or differing methods of operations, or as otherwise required by law. Copies of those audits and risk assessments are to be kept in a place accessible to, and notified to, the P&C Executive Committee;
- (b) Convene as an Occupational Health and Safety Committee and minute consideration of OH&S issues, as required by law;
- (c) Carry out any necessary tests or inspections, as required by law, and minute the results;
- (d) Carry out such other functions and activities as directed by the P&C Executive Committee;
- (e) The Committee of each Sub-entity may engage experts or consultants to assist in any OH&S functions or responsibilities. The Committee of each Sub-entity to obtain the prior written approval of the P&C Executive Committee to do so, except that in the case of an emergency in which it is not practicable to obtain that prior approval, the Committee of each Sub-entity may engage experts or consultants without approval, for the purpose only of dealing with the emergency, and report to the P&C Executive Committee as soon as practicable.