



STATEMENT OF
PURPOSES AND
RULES OF NSW
RATING
PROFESSIONALS

5 March 2002

This document is a statement of the aims objectives and rules of the NSW Rating Professionals (NSWRP). It is to be used as the basis of the conduct of the functions and responsibilities of the NSWRP.

A) OBJECTIVES

- 1) To unite in a common organization those Local Government Employees who are engaged in rating and revenue functions.
- 2) To improve and elevate the technical and general knowledge of Local Government employees who are engaged in rating and revenue functions.
- 3) To distribute amongst its members, and the regional NSWRP groups, information on all matters affecting or pertaining to the profession of rating and revenue management within Local Government by way of meetings, newsletters, conferences or any other method available to the Committee.
- 4) To promote the professional image of Rating and revenue practitioners in Local Government in New South Wales.
- 5) To promote quality services to Local Government in New South Wales through the dissemination of best practice.
- 6) To encourage members to keep up to date with finance related activities and legislative changes through continuing Professional Development.
- 7) To identify the skills and knowledge needed by employees and facilitate training and education.
- 8) To make the expertise of members available to professional bodies and government departments as required.

B) MEMBERSHIP

- 1) Membership of the NSWRP is open to: -
 - a) Any person who is involved in the rating or revenue functions within Local Government in New South Wales.
- 2) Membership fees are payable by all members. The executive committee following the Annual General Meeting (AGM) will fix the fees for the following year.
- 3) Membership fees are to be included in the fees payable for the Annual Conference thereby allowing automatic membership of NSWRP for those people who attend the conference.

4) If a person does not attend the conference then the membership fee as fixed by the Executive Committee is payable by those persons who wish to join the NSWRP.

C) COMMITTEES

a) EXECUTIVE COMMITTEE

1) The Executive Committee (Executive) will comprise one representative from each of the regional NSWRP groups.

2) The Executive will elect the holders of the positions of President, Vice-President, Secretary and Treasurer from these representatives.

3) All elected positions on the Executive will lapse immediately following the Annual Conference.

4) Any member of the Executive who does not attend two (2) consecutive meetings will have to provide a satisfactory reason as to why their membership of the Executive should not be terminated.

5) A member of the Executive may resign by giving one (1) month notice in writing to the secretary causing a casual vacancy. The regional NSWRP group affected will be required to elect a new representative to fill the casual position on the Executive.

6) If the President is absent from a meeting the Vice-President will take the chair. If both the President and Vice-President are absent, the meeting will elect a chair.

b) SUB COMMITTEES

1) The Executive may form sub-committees to address specific issues or requirements of the NSWRP.

2) Each sub-committee must report their proceedings to the Executive and must conduct their business according to the directions of the Executive.

3) The Executive may delegate any powers to the sub-committees as it sees fit, and the sub-committees will work in conjunction with the regional NSWRP groups as required.

D) MEETINGS

a) COMMITTEE MEETINGS

- 1) The Executive shall meet at least three (3) times in each year at such time and place as the Executive may determine.
- 2) Special meetings of the Executive may be convened at any time for any purpose. Notice of such meetings shall be given to members of the Executive specifying the general nature of the business to be conducted at the meeting.
- 3) If a member of the Executive cannot attend a meeting the regional NSWRP group may nominate an alternative representative to attend.

b) ANNUAL GENERAL MEETING

- 1) The Annual General Meeting (AGM) will be held as part of the Annual Conference.
- 2) The business of the AGM will be: -

Minutes of the previous AGM,
Business Arising From the Minutes,
Presidents Report,
Correspondence,
Motions with Notice,
Nominations for the new Executive, and
General Business.

D) BANK ACCOUNT

That a bank account be opened in the name of the NEW SOUTH WALES RATING PROFESSIONALS and that the signatories be any two (2) of the President, Vice-President, Secretary and Treasurer.

E) MANAGEMENT

- 1) The President is responsible for ensuring all meetings are conducted with proper etiquette and procedure.
- 2) The Vice-President is responsible for fulfilling the duties of the President in his or her absence.
- 3) The Secretary is responsible for keeping in his or her possession or under his or her control all books, minutes and other documents of the NSWRP Executive.
- 4) The Treasurer is responsible for ensuring that all income and expenditure are correctly accounted for and keeping in his or her control all chequebooks, deposit books, bank statements and documents associated with the finances of the NSWRP.