



Rules for the Attorney General's Department Departmental Committee

These rules were developed by the AGD Departmental Committee to improve the understanding of all participating delegates and members of the parameters for the conduct of the Committee. They incorporate the rules which pertain to Departmental Committees in the PSA Rules.

1. Objects

The objects of the Committee shall be:

- a. to promote the interests of PSA members across the NSW Attorney General's Department (AGD) and develop appropriate actions and responses to industrial issues which affect more than one workplace/vocational group within the Department.
- b. to provide a means for combined action in any matter which affects more than one workplace, business centre or vocational group.
- c. to monitor and advise on the implications of action (including the possibility of precedent) in one workplace, business centre or vocational group on other groups of members within AGD
- d. to advise and participate in negotiations with AGD management on matters which affect more than one group of members or on matters referred by any workplace group (ensuring that the workplace group has control of issue)
- e. to co-operate with other Departmental Committees of the Public Service Association of NSW or with other unions having similar objects and members in AGD
- f. to generally further the interests of the Public Service Association of NSW and the union movement in general

2. Constitution

The Committee will be elected from the members of the Public Service Association of NSW.

- a. Each electorate shall elect one (1) delegate for every 100 members or part thereof to the Departmental Committee.

The electorates of the AGD Departmental Committee shall be:

Metropolitan area (excludes Parramatta, etc & Sth West Metro regions)
Parramatta/Blue Mountains region *
South West Metropolitan region*
Newcastle/Hunter/Central Coast region
Central West region
North Coast region
North West region
South East region
South West region

- b. One (1) vocational representative from Petty Sessions Officers' Association and Sheriffs Officers' vocational groups in the Attorney General's Department. To be elected from the members in the vocational group.
- c. Ex-officio members of the Committee being members of the Executive and Central Council who are in the Department, and the President of the Association.

Additional delegates, reducing the number of delegates or other changes caused by reorganisation or restructuring of the Department, or combining of regions are available on request by the Committee to the Association's Executive.

3. Term of the Departmental Committee

Elections will be held each odd year. Therefore the term of the Departmental Committee is 2 years.

4. Functions

The Committee shall function in accordance with these rules and the rules of the Association.

The Committee shall operate subject to decisions of Central Council and the Executive of the Association.

Any matters coming before the Departmental Committee which affect members in other Departments shall be referred to the General Secretary of the PSA, with a recommendation of the action preferred by the Committee if appropriate.

* Parramatta/ Blue Mountains region includes Westmead, Parramatta, Windsor, Richmond, Katoomba, Blacktown & St Marys.

* South West Metropolitan region includes Bankstown, Lidcombe, Campsie, Liverpool, Campbelltown and Fairfield.

5. Meetings of the Committee

Meetings of the Committee will be held quarterly on the third Thursday of the month beginning in February each year.

Meetings of the AGD Departmental Committee will normally be held at PSA House. Meetings at regional locations may be held only if notification has been given one meeting prior to the date and with the approval of the General Secretary.

The meetings will be held at times which make it reasonably practical for delegates to attend.

The regular meeting date/time may be changed by a decision of the majority of the Committee at least three months prior to the regular meeting date.

In general the quorum for meeting of the Departmental Committee will be 10 delegates, including ex-officio members.

The order of the agenda for meetings of the Departmental Committee will be:

1. Apologies
2. Confirmation of Minutes
3. Matters arising out of Minutes
4. Reports:
 - Industrial Officer Report
 - Steering Committee Report
 - Sub-committee reports
 - Central Council Report
 - Reports from workplaces or vocational groups
 - Other reports
5. Correspondence
6. Motions of which notice has been given
7. General Business

All reports must be available in writing for the meeting and a copy of the major points given to the Secretary for inclusion in the Minutes. These can be hand written if necessary.

6. Election of Steering Committee of the Departmental Committee

At the first available meeting following the election of a new Departmental Committee elections will be held for a new Steering Committee of the Departmental Committee. The term of the Steering Committee will be the same as the term of the Committee (i.e. 2 years).

The Steering Committee will consist of:

- Chairperson;
- Deputy Chairperson;

- Secretary;
- Assistant Secretary.

Ex-officio members of the Committee are not eligible for any of the positions on the Steering Committee of the Committee, but may attend Steering Committee meetings at the request of the Executive to provide advice, support or expertise.

The meeting shall:

- arrange for the PSA's Returning Officer or Asst Returning Officer to attend;
- arrange for an ex-officio member of the Committee to act as the returning officer; or
- elect a returning officer.

If the returning officer is elected, the returning officer shall:

- a. not be a candidate for the election, but may vote in the election,
- b. call for nominations from the floor of the meeting,
- c. conduct any necessary ballots by secret ballot.

The Steering Committee will meet monthly or more frequently, if required. To co-ordinate and progress the business of the Departmental Committee.

7. Establishment of sub-committees for specific purposes

The Departmental Committee can elect from its number a group of delegates to progress any specific issue affecting PSA's AGD members. Where available this should include any delegate with expertise in the issue.

The specific issue may include, but is not limited to:

- participating in negotiations, in conjunction with the industrial staff from the PSA;
- co-ordinating responses to proposed Departmental policies;
- reviewing documents for consistency with stated aims or previous agreement; or
- participating in pilots evaluations within AGD on behalf of the PSA.

These sub-committees must report on activities, outcomes and progress at each meeting of the Departmental Committee during the life of the sub-committee.

8. Meeting Attendance

Where delegates are unable to attend the quarterly meetings of the Departmental Committee they should tender their apologies to the meeting and request leave from the meeting.

Where delegates have been absent for three consecutive meetings without the leave of the Committee, the position will be deemed vacant and will be filled in the same way as a casual vacancy.

9. Alternate delegates to the Committee

Where a delegate cannot attend a meeting of the Departmental Committee and leave has been sought, the delegate may arrange for an alternate delegate to attend in their stead.

The alternate delegate must be:

- a financial member of the Association; and
- located in the electorate which is being represented (or from the vocational group).

10. Annual General Meeting

The Annual General Meeting will be held within 2 months of the election of the new Committee and at the same time the following year.

11. Vacancies

The office of a Departmental Committee delegate shall be vacated by:

- resigning the office by notice in writing
- being absent for three consecutive meetings without the leave of the Committee
- dying or becoming of unsound mind;
- ceasing to be a financial member of the Association;
- permanently leaving the employment of the Attorney General's Department
- ceasing to be located in the electorate which they are representing.

Vacancies shall be notified to the workplace groups within the appropriate electorate and nominations are to be considered at the next available meeting of the Committee. Where necessary a ballot of the members in that electorate will be arranged.

10. Alteration of the Rules

- a. Any request to the PSA Executive for amendment of these rules shall be considered by a meeting of the Departmental Committee.
- b. At least seven (7) days notice of any proposed request shall be given in writing as provided in Rule 5 (d) of the Association's rules.
- c. If the Departmental Committee concurs with such a request it shall be forwarded to the General Secretary for consideration by the Executive.

