



**Whitehorse Orchestra Inc.**

Reg. No. A0015948E

ABN 82 245 906 090

## **RULES OF ASSOCIATION**

---



# ASSOCIATIONS INCORPORATION REFORM REGULATIONS 2023

S.R. No. 116/2023

## Whitehorse Orchestra Incorporation

RN: A0015948E

RULES OF ASSOCIATION.

### TABLE OF PROVISIONS

REGULATION	PAGE
<b>PART 1 - PRELIMINARY</b>	
1 Name	1
2 Purposes	1
3 Financial Year	1
4 Definitions	1
<b>PART 2 - POWERS OF ASSOCIATION</b>	
5 Powers of Association	3
6 Not-for-profit Organisation	3
<b>PART 3 - MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES</b>	
<b>DIVISION 1 - Membership</b>	
7 Maximum Number of Members	3
8 Who is Eligible to be a Member	3
9 Application for Membership	3
10 Consideration of Application	4
11 New Membership	4
12 Annual Subscription and Fee on Joining	4
13 General Rights of Members	5
14 Minor Members	5
15 Associate Members	5
16 Rights not Transferable	5
17 Ceasing Membership	5
18 Resigning as a Member	6
19 Register of Members	6
<b>DIVISION 2 - Disciplinary Action</b>	
20 Grounds for Taking Disciplinary Action	6
21 Disciplinary Sub-Committee	6
22 Notice to Members	6
23 Decision of Sub-Committee	7
24 Appeal Rights	7
25 Conduct of Disciplinary Appeal Meeting	7
<b>DIVISION 3 - Grievance Procedure</b>	
26 Application	8
27 Parties Must Attempt to Resolve the Dispute	8
28 Appointment of a Mediator	8
29 Mediation Process	8
30 Failure to Resolve Dispute by Mediation	8
<b>PART 4 - GENERAL MEETINGS OF THE ASSOCIATION</b>	
31 Annual General Meetings	9
32 Special General Meetings	9
33 Special General Meeting Held at Request of Members	9
34 Notice of General Meetings	9
35 Proxies	10
36 Use of Technology	10
37 Quorum at General Meetings	10
38 Adjournment of General Meeting	10
39 Voting at General Meeting	11
40 Special Resolutions	11

<b>REGULATION</b>		<b>PAGE</b>
41	Determining Whether Resolution Carried	11
42	Minutes of General Meeting	11
<b>PART 5 - MANAGEMENT OF THE INCORPORATION (COMMITTEE &amp; DIRECTOR &amp; CONCERTMASTER)</b>		
<b>DIVISION 1 - Powers of Management</b>		
43	Role and Powers of Committee	12
44	Role and Powers of Musical Director	12
45	Role and Powers of Concertmaster	12
46	Delegation	12
<b>DIVISION 2 - Composition of Committee &amp; Duties of Members</b>		
47	Composition of Committee	13
48	General Duties	13
49	President and Vice-President	13
50	Secretary	13
51	Treasurer	14
<b>DIVISION 3 - Election of Committee Members &amp; Tenure of Office</b>		
52	Who is Eligible to be a Committee Member	14
53	Positions to be Declared Vacant	14
54	Nominations	14
55	Election of Executive Committee	14
56	Election of Ordinary Members	15
57	Ballot	15
58	Term of Office	15
59	Vacation of Office	16
60	Filling Casual Vacancies	16
<b>DIVISION 4 - Meetings of the Committee</b>		
61	Meetings of the Committee	16
62	Notice of Meetings	16
63	Urgent Meetings	17
64	Procedure and Order of Business	17
65	Use of Technology	17
66	Quorum	17
67	Voting	17
68	Conflict of Interest	17
69	Minutes of Meeting	18
70	Leave of Absence	18
<b>PART 6 - FINANCIAL MATTERS</b>		
71	Source of Funds	18
72	Management of Funds	18
73	Financial Records	18
74	Financial Statements	19
<b>PART 7 - GENERAL MATTERS</b>		
75	Common Seal	19
76	Registered Address	19
77	Notice Requirements	19
78	Custody and Inspection of Books and Records	20
79	Winding Up and Cancellation	20
80	Alteration of Rules	20
<b>APPENDICES</b>		
I	Sample Proxy Voting Form	21
II	Sample Committee Member Nomination Form	22
III	Sample Parental Consent for Minors	23
IV	Useful Websites	24



## ASSOCIATIONS INCORPORATION REFORM REGULATIONS 2023

S.R. No. 116/2023

**Whitehorse Orchestra Incorporated**

RN: A0015948E

**RULES OF ASSOCIATION****PART 1—PRELIMINARY****1. Name**

The name of the incorporated association is “Whitehorse Orchestra Incorporated”.

**2. Purposes**

The Whitehorse Orchestra is established with the purpose of advancing musical culture and education—

- a. To provide the opportunity for musicians to rehearse and perform in an amateur setting;
- b. For people of all ages to obtain experience in orchestral playing and in playing within smaller groups derived from the orchestral population;
- c. To assist members in the development and study of music;
- d. To perform orchestral and ensemble music to audiences in Metropolitan Melbourne and where possible, in country Victoria and further afield;
- e. To encourage the appreciation and growth of orchestral music within the community in which the orchestra is based;
- f. To encourage the appreciation and growth of orchestral and ensemble music within the children's community by performing children's musical programs each year in addition to the adult program.

**3. Financial Year**

The financial year of the Association is each period of 12 months ending on 30 June.

**4. Definitions**

In these Rules—

**Absolute majority** of the Committee means a majority of the committee members currently holding office and entitled to vote at the time (as distinct from a majority of committee members present at a committee meeting).

**the Act** means the Associations Incorporation Reform Act 2012, the Associations Incorporation Regulations 2023 and includes any regulations made under that Act;

**Associate member** means a member referred to in Rule 15a.;

**Association** refers to the Whitehorse Orchestra

**Chairperson, of a general meeting or committee meeting**, means the person chairing the meeting as required under Rule 49;

**Child abuse** is all forms of physical and/or emotional ill treatment, sexual abuse, neglect, or negligent treatment, commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power.

**Committee** means the Committee having management of the business of the Association;

**Committee meeting** means a meeting of the Committee held in accordance with these Rules;

**Committee member** means a member of the Committee elected or appointed under Division 3 of Part 5;

**Concerns and complaints**. A concern refers to any potential issue that could impact negatively on the safety and wellbeing of a member of the orchestra. A complaint is an expression of dissatisfaction made to the WHO Committee of Management. A complaint can be related to one or more of the following:

- i. How the Orchestra operates
- ii. Allegations of abuse or misconduct by a committee member, a general member of the Association, or another individual associated with the orchestra,
- iii. Disclosures of abuse or harm
- iv. The inadequate handling of a prior concern
- v. General concerns about the safety of a group of people or an activity.

**Concertmaster** is the leader of the orchestra and is associate conductor to the Director.

**Director** refers to the Musical Director, also known as Conductor of the Orchestra.

**Disciplinary Appeal Meeting** means a meeting of the members of the Association convened under Rule 24c.;

**Disciplinary meeting** means a meeting of the Committee convened for the purposes of Rule 22;

**Disciplinary sub-committee** means the sub-committee appointed under Rule 21;

**Financial year** means the 12-month period specified in Rule 3;

**General meeting** means a general meeting of the members of the Association convened in accordance with Part 4 and includes an Annual General Meeting, a Special General Meeting, and a Disciplinary Appeal Meeting;

**Harm** is damage to the health, safety, or wellbeing of a person, including as a result of child abuse by adults or the conduct of other children. It includes physical, emotional, sexual, and psychological harm. Harm can arise from a single act or event, or can be cumulative; that is, occurring over a series of acts, or over a period.

**Member** refers to a member of the association whose subscription fees are up to date for the period of the year;

**Member entitled to vote** means a member who under Rule 13b. is entitled to vote at a general meeting;

**Minor member** is a member of the orchestra under the age of eighteen.

**Motion** is a proposal or suggestion made during a meeting which requires a second for approval.

**Nominee** means the committee member nominated to perform a particular duty e.g., Attendance Nominee

**Office Bearer:** a member of the committee who holds an executive position (president, vice president, treasurer, or secretary);

**Ordinary member of the Committee** refers to a member of the committee, not holding an Executive position;

**Resolution** refers to the outcome of a discussion and vote on a matter brought before the Committee or Association. This outcome can be either unanimous, of a majority or failed.

**Registrar** means the Registrar of Incorporated Associations.

**Secretary** means the member holding the executive position on the Committee of that name

**Special resolution** means a resolution that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution;

## **PART 2—POWERS OF ASSOCIATION**

---

### **5. Powers of Association**

- a. Subject to the Act, the Association has power to do all things incidental or conducive to achieve its purposes.
- b. Without limiting sub-Rule a., the Association may –
  - i. acquire, hold, and dispose of real or personal property;
  - ii. open and operate accounts with financial institutions;
  - iii. invest its money in any security in which trust monies may lawfully be invested;
  - iv. raise and borrow money on any terms and in any manner as it thinks fit;
  - v. secure the repayment of money raised or borrowed, or the payment of a debt or liability;
  - vi. appoint agents to transact business on its behalf;
  - vii. enter any other contract it considers necessary or desirable.
- c. The Association may only exercise its powers and use its income and assets (including any surplus) for its purposes.

### **6. Not-for-profit Organisation**

- a. The Association must not distribute any surplus, income, or assets directly or indirectly to its members.
- b. Sub-Rule a. does not prevent the Association from paying a member—
  - i. reimbursement for expenses properly incurred by the member; or
  - ii. for goods or services provided by the member—if this is done in good faith on terms no more favourable than if the member was not a member.

## **PART 3—MEMBERS, DISCIPLINARY PROCEDURES AND GRIEVANCES**

### **DIVISION 1—Membership**

---

#### **7. Maximum Number of Members**

The Orchestra may restrict the number of players to ensure and maintain a balanced orchestral sound.

#### **8. Who is Eligible to be a Member**

Any person who wishes to apply for membership, and providing an open position is available, is eligible for membership.

#### **9. Application for Membership**

- a. To apply to become a member of the Orchestra, a person must submit a written or electronic application to the Attendance Nominee stating that the person—
  - i. wishes to become a member of the Association;
  - ii. supports the purposes of the Association; and
  - iii. agrees to comply with these Rules.
- b. The application—
  - i. must be signed by the applicant; and
  - ii. may be accompanied by a joining fee.

**10. Consideration of Application**

- a. As soon as practicable after an application for membership is received, the Committee under the advisement of the Director, must decide by resolution whether to accept or reject the application.
- b. The Committee must notify the applicant in writing of its decision as soon as practicable after the decision is made.
- c. If the Committee rejects the application, it must return any monies accompanying the application to the applicant.
- d. No reason need be given for the rejection of an application.

**11. New Membership**

- a. If an application for membership is approved by the Committee—
  - i. the resolution to accept the membership must be recorded in the minutes of the committee meeting; and
  - ii. the Attendance Nominee must, as soon as practicable, enter the name and address of the new member, and the date of becoming a member, in the register of members.
- b. A person becomes a member of the Association and, subject to Rule 13b., is entitled to exercise his or her rights of membership from the date on which—
  - i. the Committee approves the person's membership; and
  - ii. the joining fee and annual subscription are up to date
- c. The Committee may, at its discretion and in consultation with the Director, place an applicant on a waiting list, to preserve the musical balance of the Orchestra. The method of administering this waiting list shall be monitored by the Committee periodically.
- d. The Committee at its discretion may establish and maintain ancillary categories of membership, such as associate membership for people who do not participate in musical activities but may wish to be otherwise involved with the Orchestra.
- e. Members under the age of 18 years require special consideration by the Association which includes:
  - i. their musical development and enjoyment as a playing member
  - ii. their safety and wellbeing while attending rehearsals, concerts and any other functions associated with the orchestra
  - iii. there is a commitment for continuous improvement in the Association's policies and procedures regarding Working with Children (WWC)
  - iv. Completion of a Parental Consent form, updated annually, with information regarding contact details of Next of Kin, relevant medical details in the event of medical emergency and consent for inclusion in any publication material.

**12. Annual Subscription and Fee on Joining**

- a. At the first Committee Meeting after the Annual General Meeting, the committee must discuss—
  - i. the amount of the annual subscription (if any) for the following financial year; and
  - ii. the date for payment of the annual subscription.
  - iii. the honorarium to be paid to the Director and the Concertmaster. This must be secured with a motion.
- b. The Association may determine that any new member who joins after the start of a financial year must, for that financial year, pay a fee equal to—
  - i. the full annual subscription if joining before 30 June; or
  - ii. Fifty percent of annual subscription fee if joining from 1 July; or
  - iii. a fixed amount determined from time to time by the Association.
- c. The rights of a member (including the right to vote) who has not paid the annual subscription by the due date are suspended until the subscription is paid.

**13. General Rights of Members**



- 
- a. A member is entitled to vote if—
    - i. the member is a member other than an associate member; and
    - ii. the member's membership rights are not suspended for any reason.
  - b. A member of the Association who is entitled to vote has the right—
    - i. to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
    - ii. to submit items of business for consideration at a general meeting; and
    - iii. to attend and be heard at general meetings; and
    - iv. to vote at a general meeting; and
    - to have access to the minutes of general meetings and other documents of the Association as provided under Rule 78; and
    - v. to inspect the register of members.
  - c. A member may participate in musical events by the Orchestra at the discretion of the Musical Director.

#### **14. Minor Members**

Minor Members are those members under the age of 18 years.

The Association must give special consideration to Minor Members. Whitehorse Orchestra follows the legislated Child Safety Standards of Victoria.

These considerations encompass:

- i. the well-being and safety of minor members of the orchestra
- ii. ensuring minor members are aware of responsible people within the orchestra with whom they can share concerns
- iii. ensuring that any concerns raised by a minor or other person are heard and acted upon appropriately
- iv. the musical development and enjoyment of the minor member within the orchestra

The Association should have a commitment for continuous improvement regarding its responsibilities for Working with Children. The Orchestra should ensure that the minor's Next of Kin are aware of the orchestra's responsibilities for the child's safety and wellbeing and provide written consent in that respect.

#### **15. Associate Members**

- a. Associate members of the Association do not pay membership fees but may make financial or other contributions to the association at their discretion
- b. An associate member may not vote but may have other rights as determined by the Committee or by resolution at a committee meeting.

#### **16. Rights not Transferable**

The rights of a member are not transferable to any other person and end when membership ceases.

#### **17. Ceasing Membership**

- a. The membership of a person ceases on resignation, expulsion, or death.
- b. If a person ceases to be a member of the Association, the Attendance Nominee must, as soon as practicable, enter the date the person ceased to be a member in the register of members.

**18. Resigning as a Member**

- a. A member may resign by notice in writing given to the Association.
- b. A member is taken to have resigned if—
  - i. the member's annual subscription is more than 12 months in arrears; or
  - ii. where no annual subscription is payable—
    - the Secretary has made a written request to the member to confirm that he or she wishes to remain a member; and
    - the member has not, within 3 months after receiving that request, confirmed in writing that he or she wishes to remain a member.

**19. Register of Members**

- a. The Secretary is ultimately responsible for the Register of members
- b. The Attendance Nominee must keep and maintain a register of members that includes—
  - i. for each current member—
    - the member's name;
    - the address for notice last given by the member;
    - the date of becoming a member;
    - if the member is an associate member, a note to that effect; and
    - any other information determined by the Committee;
  - ii. for each former member, the date of ceasing to be a member.
- c. Any member may, at a reasonable time and free of charge, inspect the register of members

**DIVISION 2—Disciplinary Action****20. Grounds for Taking Disciplinary Action**

- a. The Association may take disciplinary action against a member in accordance with this Division if it is determined that the member—
  - i. has failed to comply with these Rules; or
  - ii. refuses to support the purposes of the Association; or
  - iii. has engaged in conduct prejudicial to the Association.

**21. Disciplinary Sub-Committee**

- a. If the Committee is satisfied that there are sufficient grounds for taking disciplinary action against a member, the Committee must appoint a disciplinary sub-committee to hear the matter and determine what action, if any, to take against the member.
- b. The members of the disciplinary sub-committee—
  - i. may be Committee members and/or members of the Association; but
  - ii. must not be biased against, or in favour of, the member concerned.

**22. Notice to Members**

- a. Before disciplinary action is taken against a member, the Secretary must give written notice to the member—
  - i. stating that the Association proposes to take disciplinary action against the member; and
  - ii. stating the grounds for the proposed disciplinary action; and
  - iii. specifying the date, place, and time of the meeting at which the disciplinary sub-committee intends to consider the disciplinary action (the disciplinary meeting); and

- iv. advising the member that he or she may do one or both of the following—
    - attend the disciplinary meeting and address the disciplinary sub-committee at that meeting;
    - give a written statement to the disciplinary sub-committee at any time before the disciplinary meeting; and
  - v. setting out the member's appeal rights under Rule 24.
- b. The notice must be given no earlier than 28 days, and no later than 14 days, before the disciplinary meeting is held.

### **23. Decision of Sub-Committee**

- a. At the disciplinary meeting, the disciplinary sub-committee must—
  - i. give the member an opportunity to be heard; and
  - ii. consider any written statement submitted by the member.
- b. After complying with sub-Rule a., the disciplinary sub-committee may—
  - i. take no further action against the member; or
  - ii. subject to sub-Rule c.—
    - reprimand the member; or
    - suspend the membership rights of the member for a specified period; or
    - expel the member from the Association.
- c. The disciplinary sub-committee may not fine the member.
- d. The suspension of membership rights or the expulsion of a member by the disciplinary sub-committee under this Rule takes effect immediately after the vote is passed.

### **24. Appeal Rights**

- a. A person whose membership rights have been suspended or who has been expelled from the Association under Rule 23 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.
- b. The notice must be in writing and given—
  - i. to the disciplinary sub-committee immediately after the vote to suspend or expel the person is taken; or
  - ii. to the Secretary not later than 7 days after the vote.
- c. If a person has given notice under sub-Rule b., the committee must appoint at least three persons to an appeal sub-committee to consider the appeal. They must not be part of the Disciplinary sub-committee.
- d. Notice of the Disciplinary Appeal Meeting must be given to the Disciplinary sub-committee and the member concerned as soon as practicable and must—
  - i. specify the date, time, and place of the meeting; and
  - ii. state—
    - the name of the person against whom the disciplinary action has been taken; and
    - the grounds for taking that action; and
    - that at the Disciplinary Appeal Meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

### **25. Conduct of Disciplinary Appeal Meeting**

- a. At a Disciplinary Appeal Meeting—
  - i. no business other than the question of the appeal may be conducted; and
  - ii. the Committee must state the grounds for suspending or expelling the member and the reasons for taking that action; and
  - iii. the person whose membership has been suspended or who has been expelled must be given an opportunity to be heard.

- b. After complying with sub-Rule a., the members present and entitled to vote at the meeting must vote by secret ballot on the question of whether the decision to suspend or expel the person should be upheld or revoked.
- c. A member may not vote by proxy at the meeting.
- d. The decision is upheld if not less than three quarters of the members voting at the meeting vote in favour of the decision.

### **DIVISION 3—Grievance Procedure**

---

#### **26. Application**

- a. The grievance procedure set out in this Division applies to disputes under these Rules between—
  - i. a member and another member;
  - ii. a member and the Committee;
  - iii. a member and the Association.
- b. A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.

#### **27. Parties Must Attempt to Resolve the Dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

#### **28. Appointment of a Mediator**

- a. If the parties to a dispute are unable to resolve the dispute between themselves within the time required by Rule 27, the parties must within 7 days—
  - i. notify the Committee of the dispute; and
  - ii. agree to or request the appointment of a mediator; and
  - iii. attempt in good faith to settle the dispute by mediation.
- b. The mediator must be—
  - i. a person chosen by agreement between the parties; or
  - ii. in the absence of agreement—
    - if the dispute is between a member and another member—a person appointed by the Committee; or
    - if the dispute is between a member and the Committee or the Association—a person appointed or employed by the Dispute Settlement Centre of Victoria or accredited by the Victorian Bar
- c. A mediator appointed by the Committee may be a member or former member of the Association but in any case, must not be a person who—
  - i. has a personal interest in the dispute; or
  - ii. is biased in favour of or against any party.

#### **29. Mediation Process**

- a. The mediator to the dispute, in conducting the mediation, must—
  - i. give each party every opportunity to be heard; and
  - ii. allow due consideration by all parties of any written statement submitted by any party; and
  - iii. ensure that natural justice is accorded to the parties throughout the mediation process.
- b. The mediator must not determine the dispute.

#### **30. Failure to Resolve Dispute by Mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

---

**PART 4—GENERAL MEETINGS OF THE ASSOCIATION**

---

**31. Annual General Meetings**

- a. The Committee must convene an Annual General Meeting of the Association to be held within 5 months after the end of each financial year.
- b. Despite sub-Rule a., the Association may hold its first Annual General Meeting at any time within 18 months after its incorporation.
- c. The Committee may determine the date, time, and place of the Annual General Meeting.
- d. The ordinary business of the Annual General Meeting is as follows—
  - i. to confirm the minutes of the previous Annual General Meeting and of any Special General Meeting held since then;
  - ii. to receive and consider—
    - the annual report of the Committee on the activities of the Association during the preceding financial year; and
    - the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
  - iii. to elect the members of the Committee;
- e. The Annual General Meeting may also conduct any other business of which notice has been given in accordance with these Rules.

**32. Special General Meetings**

- a. Any general meeting of the Association, other than an Annual General Meeting or a Disciplinary Appeal Meeting, is a Special General Meeting.
- b. The Committee may convene a Special General Meeting whenever it thinks fit.
- c. No business other than that set out in the notice under Rule 34 may be conducted at the meeting.

**33. Special General Meeting Held at Request of Members**

- a. The Committee must convene a Special General Meeting if a request to do so is made in accordance with sub-Rule b. by at least 50% of the total number of members.
- b. A request for a Special General Meeting must—
  - i. be in writing; and
  - ii. state the business to be considered at the meeting and any resolutions to be proposed; and
  - iii. include the names and signatures of the members requesting the meeting; and
  - iv. be given to the Secretary.
- c. If the Committee does not convene a Special General Meeting within one month after the date on which the request is made, the members making the request (or any of them) may convene the Special General Meeting.
- d. A Special General Meeting convened by members under sub-Rule c.—
  - i. must be held within 3 months after the date on which the original request was made; and
  - ii. may only consider the business stated in that request.
  - iii. The Association must reimburse all reasonable expenses incurred by the members convening a Special General Meeting under sub-Rule c..

**34. Notice of General Meetings**

- a. The Secretary (or, in the case of a Special General Meeting convened under Rule 33c., the members convening the meeting) must give to each member of the Association—
  - i. at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or
  - ii. at least 14 days' notice of a general meeting in any other case.

- b. The notice must—
  - i. specify the date, time, and place of the meeting; and
  - ii. indicate the general nature of each item of business to be considered at the meeting; and
  - iii. if a special resolution is to be proposed—
  - iv. state in full the proposed resolution; and
    - state the intention to propose the resolution as a special resolution; and
    - comply with Rule 34e
- c. This Rule does not apply to a Disciplinary Appeal Meeting.

### **35. Proxies**

- a. A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a Disciplinary Appeal Meeting.
- b. The appointment of a proxy must be in writing and signed by the member making the appointment.
- c. The member appointing the proxy must give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- d. If the Committee has not approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.
- e. Notice of a general meeting given to a member under Rule 34 must—
  - i. state that the member may appoint another member as a proxy for the meeting; and
  - ii. include a copy of any form that the Committee has approved for the appointment of a proxy.
- f. A form appointing a proxy must be given to the Chairperson of the meeting before the commencement of the meeting.

### **36. Use of Technology**

- a. A member not physically present at a general meeting may be permitted to participate in the meeting using technology that allows that member, and the members present at the meeting to communicate with each other clearly and simultaneously.
- b. For the purposes of this Part, a member participating in a general meeting as permitted under sub-Rule a. is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

### **37. Quorum at General Meetings**

- a. No business may be conducted at a general meeting unless a quorum of members is present.
- b. The quorum for a general meeting is the presence (physically, by proxy or as allowed under Rule 36) of 50% + 1 of the members entitled to vote.
- c. If a quorum is not present within 30 minutes after the notified commencement time of a general meeting—
  - i. in the case of a meeting convened by, or at the request of, members under Rule 33—the meeting must be dissolved;
  - ii. in any other case—
    - the meeting must be adjourned to a date not more than 21 days after the adjournment; and
    - notice of the date, time, and place to which the meeting is adjourned must be given at the meeting and confirmed by written notice given to all members as soon as practicable after the meeting.

### **38. Adjournment of General Meeting**

- a. The Chairperson of a general meeting at which a quorum is present may, with the consent of a majority of members present at the meeting, adjourn the meeting to another time at the same place or at another place.

- b. Without limiting sub-Rule a., a meeting may be adjourned—
  - i. if there is insufficient time to deal with the business at hand; or
  - ii. to give the members more time to consider an item of business.
- c. No business may be conducted on the resumption of an adjourned meeting other than the business that remained unfinished when the meeting was adjourned.
- d. Notice of the adjournment of a meeting under this Rule is not required unless the meeting is adjourned for 14 days or more, in which case notice of the meeting must be given in accordance with Rule 34.

### **39. Voting at General Meeting**

- a. On any question arising at a general meeting—
  - i. subject to sub-Rule c., each member who is entitled to vote has one vote; and
  - ii. members may vote personally or by proxy; and
  - iii. except in the case of a special resolution, the question must be decided on a majority of votes.
- b. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.
- c. If the question is whether to confirm the minutes of a previous meeting, only members who were present at that meeting may vote.
- d. This Rule does not apply to a vote at a Disciplinary Appeal Meeting conducted under Rule 25.

### **40. Special Resolutions**

A special resolution is passed if not less than three quarters of the members voting at a general meeting (whether in person or by proxy) vote in favour of the resolution.

### **41. Determining Whether Resolution Carried**

- a. Subject to subsection b., the Chairperson of a general meeting may, based on a show of hands, declare that a resolution has been—
  - i. carried unanimously; or
  - ii. carried by a particular majority; or
  - iii. failed—and an entry to that effect in the minutes of the meeting is conclusive proof of that fact.
- b. If a poll (where votes are cast in writing) is demanded by three or more members on any question—
  - i. the poll must be taken at the meeting in the manner determined by the Chairperson of the meeting; and
  - ii. the Chairperson must declare the result of the resolution based on the poll.
- c. A poll demanded on the election of the Chairperson or on a question of an adjournment must be taken immediately.
- d. A poll demanded on any other question must be taken before the close of the meeting at a time determined by the Chairperson.

### **42. Minutes of General Meeting**

- a. The Committee must ensure that minutes are taken and kept of each general meeting.
- b. The minutes must record the business considered at the meeting, any resolution on which a vote is taken and the result of the vote.
- c. In addition, the minutes of each Annual General Meeting must include—
  - i. the names of the members attending the meeting; and
  - ii. proxy forms given to the Chairperson of the meeting under Rule 35f.; and
  - iii. the financial statements submitted to the members in accordance with Rule 31d.ii.; and
  - iv. the certificate signed by two committee members certifying that the financial statements give a true and fair view of the financial position and performance of the Association; and
  - v. any audited accounts and auditor's report or report of a review accompanying the financial statements that are required under the Act.

## PART 5—MANAGEMENT OF THE INCORPORATION

### (Committee, Musical Director & Concertmaster)

#### DIVISION 1—Powers of Management

---

##### 43. Role and Powers of Committee

- a. The business of the Association must be managed by or under the direction of a committee.
- b. The Committee may exercise all the powers of the Association except those powers that these Rules or the Act require to be exercised by general meetings of the members of the Association.
- c. The Committee may—
  - i. appoint and remove staff;
  - ii. establish sub-committees consisting of members with terms of reference it considers appropriate.

##### 44. Role and Powers of Director

- a. The Director is that person, appointed as the Musical Director / Conductor of the Orchestra
- b. The Director is appointed by the Committee on the recommendation of the Office bearers of the Orchestra, who shall conduct all matters relevant to such recommendation.
- c. The appointment shall be for a period of no less than one year, unless agreed otherwise by both parties.
- d. Unless agreed otherwise by both parties, termination of the appointment requires a minimum of three months' notice, in writing, by either party.
- e. The Director is paid such honorarium as the Committee may determine periodically
- f. The Director may and is encouraged to attend all Committee Meetings and General Meetings.
- g. All final decisions relating to matters of musical instruction and programming shall be made by the Director.
- h. The Director may appoint such persons as conductors, tutors, or other appropriate persons, for the benefit of the Orchestra, subject to any fees payable being approved by the Committee.

##### 45. Role and Powers of Concertmaster

- a. The Concertmaster is that person appointed as leader of the Orchestra.
- b. The Committee appoints the Concertmaster, in consultation with the Director and Officers of the Orchestra, who shall conduct all matters relevant to such recommendation.
- c. The appointment shall be for a period of no less than one year, unless agreed otherwise by both parties.
- d. Unless agreed otherwise by both parties, termination of the appointment requires a minimum of three months' notice, in writing, by either party.
- e. The Concertmaster is paid such honorarium as the Committee may determine periodically.
- f. The Concertmaster may and is encouraged to attend all Committee Meetings and General Meetings.
- g. All final decisions relating to matters of seating and delegation of instrumentation shall be made by the Concertmaster.

##### 46. Delegation

- a. The Committee may delegate to a member of the Committee, a sub-committee, or staff, any of its powers and functions other than—
  - i. this power of delegation; or
  - ii. a duty imposed on the Committee by the Act or any other law.
- b. The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.
- c. The Committee may, in writing, revoke a delegation wholly or in part.



---

**DIVISION 2—Composition of Committee and Duties of Members**

---

**47. Composition of the Committee**

The Committee consists of—

- a. a President; and
- b. a Vice-President; and
- c. a Secretary; and
- d. a Treasurer; and
- e. ordinary members (if any) elected under Rule 56.

**48. General Duties**

- a. As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- b. The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- c. Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- d. Committee members must exercise their powers and discharge their duties—
  - i. in good faith in the best interests of the Association; and
  - ii. for a proper purpose.
- e. Committee members and former committee members must not make improper use of
  - i. their position; or
  - ii. information acquired by virtue of holding their position to gain an advantage for themselves or any other person or to cause detriment to the Association.
- f. In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

**49. President and Vice-President**

- a. Subject to sub-Rule b., the President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- b. If the President and the Vice-President are both absent, and are unable to preside, the Chairperson of the meeting must be—
  - i. in the case of a general meeting—a member nominated by the other members present; or
  - ii. in the case of a committee meeting—a committee member nominated by the other committee members present.

**50. Secretary**

- a. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- b. The Secretary must—
  - i. maintain the register of members in accordance with Rule 19; and
  - ii. subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
  - iii. perform any other duty or function imposed on the Secretary by these Rules.
- c. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

**51. Treasurer**

- a. The Treasurer must—
  - i. receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
  - ii. ensure that all moneys received are paid into the account of the Association within five working days after receipt; and
  - iii. make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
  - iv. ensure payments are endorsed by at least two committee members.
- b. The Treasurer must—
  - i. ensure that the financial records of the Association are kept in accordance with the Act; and
  - ii. coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the Annual General Meeting of the Association.
- c. The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

**DIVISION 3—Election of Committee Members and Tenure of Office****52. Who is Eligible to be a Committee Member**

A member is eligible to be elected or appointed as a committee member if the member—

- a. is 18 years or over; and
- b. is entitled to vote at a general meeting.

**53. Positions to be Declared Vacant**

- a. This Rule applies to—
  - i. the first Annual General Meeting of the Association after its incorporation; or
  - ii. any subsequent Annual General Meeting of the Association, after the annual report and financial statements of the Association have been received.
- b. The Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 54 to 57.

**54. Nominations**

- a. Prior to the election of each position, the Chairperson of the meeting must call for nominations to fill that position.
- b. An eligible member of the Association may—
  - i. nominate himself or herself; or
  - ii. with the member's consent, be nominated by another member;
  - iii. have the nomination form signed by at least two other members as well as the nominee.
- c. A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

**55. Election of Executive Committee**

- a. At the Annual General Meeting, separate elections must be held for each of the following positions—
  - i. President;
  - ii. Vice-President;
  - iii. Secretary;
  - iv. Treasurer.
- b. If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- c. If more than one member is nominated, a ballot must be held in accordance with Rule 57.

- d. On his or her election, the new President may take over as Chairperson of the meeting.

### **56. Election of Ordinary Members**

- a. The Annual General Meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- b. A single election may be held to fill all those positions.
- c. If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- d. If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with Rule 57.

### **57. Ballot**

- a. If a ballot is required for the election for a position, the Chairperson of the meeting must appoint a member to function as returning officer to conduct the ballot.
- b. The returning officer must not be a member nominated for the position.
- c. Before the ballot is taken, each candidate may make a short speech in support of his or her election.
- d. The returning officer must give a blank piece of paper to—
  - i. each member present in person; and
  - ii. each proxy appointed by a member.
- e. If the ballot is for a single position, the voter must write on the ballot paper the name of the candidate for whom they wish to vote.
- f. If the ballot is for more than one position—
  - i. the voter must write on the ballot paper the name of each candidate for whom they wish to vote;
  - ii. the voter must not write the names of more candidates than the number to be elected.
- g. Ballot papers that do not comply with sub-Rule g.ii., are not to be counted.
- h. Each ballot paper on which the name of a candidate has been written counts as one vote for that candidate.
- i. The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes.
- j. If the returning officer is unable to declare the result of an election under sub-Rule j because two or more candidates received the same number of votes, the returning officer must—
  - i. conduct a further election for the position to decide which of those candidates is to be elected; or
  - ii. with the agreement of those candidates, decide by lot which of them is to be elected.

### **58. Term of Office**

- a. Subject to sub-Rule c. and Rule 58, a committee member holds office until the positions of the Committee are declared vacant at the next Annual General Meeting.
- b. A committee member may be re-elected.
- c. A general meeting of the Association may—
  - i. by special resolution remove a committee member from office; and
  - ii. elect an eligible member of the Association to fill the vacant position in accordance with this Division.
- d. A member who is the subject of a proposed special resolution under sub-Rule c.i., may make representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and may request that the representations be provided to the members of the Association.

- e. The Secretary or the President may give a copy of the representations to each member of the Association or, if they are not so given, the member may require that they be read out at the meeting at which the special resolution is to be proposed.

#### **59. Vacation of Office**

- a. A committee member may resign from the Committee by written notice addressed to the Committee.
- b. A person ceases to be a committee member if he or she—
  - i. ceases to be a member of the Association; or
  - ii. fails to attend three consecutive committee meetings (other than special or urgent committee meetings) without leave of absence under Rule 70; or
  - iii. otherwise ceases to be a committee member by operation of section 78 of the Act.

#### **60. Filling Casual Vacancies**

- a. The Committee may appoint an eligible member of the Association to fill a position on the Committee that—
  - i. has become vacant under Rule 59; or
  - ii. was not filled by election at the last Annual General Meeting.
- b. If the position of Secretary becomes vacant, the Committee must appoint a member to the position within 14 days after the vacancy arises.
- c. Rule 58 applies to any committee member appointed by the Committee under sub-Rule a. or b..
- d. The Committee may continue to act despite any vacancy in its membership.

### **DIVISION 4—Meetings of the Committee**

#### **61. Meetings of the Committee**

- a. The Committee must meet at least four times in each year at the dates, times and places determined by the Committee.
- b. The date, time, and place of the first committee meeting must be determined by the members of the Committee as soon as practicable after the Annual General Meeting of the Association at which the members of the Committee were elected.
- c. Special committee meetings may be convened by the President or by any four members of the Committee.

#### **62. Notice of Meetings**

- a. Notice of each committee meeting must be given to each committee member no later than 7 days before the date of the meeting.
- b. Notice may be given of more than one committee meeting at the same time.
- c. The notice must state the date, time, and place of the meeting.
- d. If a special committee meeting is convened, the notice must include the general nature of the business to be conducted.
- e. The only business that may be conducted at the meeting is the business for which the meeting is convened.

**63. Urgent Meetings**

- a. In cases of urgency, a meeting can be held without notice being given in accordance with Rule 62 provided that as much notice as practicable is given to each committee member by the quickest means practicable.
- b. Any resolution made at the meeting must be passed by an absolute majority of the Committee.
- c. The only business that may be conducted at an urgent meeting is the business for which the meeting is convened.

**64. Procedure and Order of Business**

- a. The procedure to be followed at a meeting of a committee must be determined from time to time by the Committee.
- b. The members may determine the order of business present at the meeting.

**65. Use of Technology**

- a. A committee member who is not physically present at a committee meeting may participate in the meeting using technology that allows that committee member, and the committee members present at the meeting to communicate with each other clearly and simultaneously.
- b. For the purposes of this Part, a committee member participating in a committee meeting as permitted under sub-Rule a. is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

**66. Quorum**

- a. No business may be conducted at a committee meeting unless a quorum is present.
- b. The quorum for a committee meeting is the presence (in person or as allowed under Rule 65) of a majority of the committee members holding office.
- c. If a quorum is not present within 30 minutes after the notified commencement time of a committee meeting—
  - i. in the case of a special meeting—the meeting lapses;
  - ii. in any other case—the meeting must be adjourned to a date no later than 14 days after the adjournment and notice of the time, date, and place to which the meeting is adjourned must be given in accordance with Rule 62.

**67. Voting**

- a. On any question arising at a committee meeting, each committee member present at the meeting has one vote.
- b. A motion is carried if a majority of committee members present at the meeting vote in favour of the motion.
- c. Sub-Rule b. does not apply to any motion or question which is required by these Rules to be passed by an absolute majority of the Committee.
- d. If votes are divided equally on a question, the Chairperson of the meeting has a second or casting vote.

**68. Conflict of Interest**

- a. A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
- b. The member—
  - i. must not be present while the matter is being considered at the meeting; and
  - ii. must not vote on the matter.

- c. This Rule does not apply to a material personal interest—
  - i. that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - ii. that the member has in common with all, or a substantial proportion of, the members of the Association.

## **69. Minutes of Meeting**

- a. The Committee must ensure that minutes are taken and kept of each committee meeting.
- b. The minutes must record the following—
  - i. the names of the members in attendance at the meeting;
  - ii. the business considered at the meeting;
  - iii. any resolution on which a vote is taken and the result of the vote;
  - iv. any material personal interest disclosed under Rule 68.

## **70. Leave of Absence**

- a. The Committee may grant a committee member leave of absence from committee meetings for a period not exceeding 3 months.
- b. The Committee must not grant leave of absence retrospectively unless it is satisfied that it was not feasible for the committee member to seek the leave in advance.

# **PART 6—FINANCIAL MATTERS**

## **71. Source of Funds**

The funds of the Association may be derived from joining fees, annual subscriptions, donations, fund-raising activities, grants, interest, and any other sources approved by the Committee.

## **72. Management of Funds**

- a. The Association must open an account with a financial institution from which all expenditure of the Association is made and into which all the Association's revenue is deposited.
- b. Subject to any restrictions imposed by a general meeting of the Association, the Committee may approve expenditure on behalf of the Association.
- c. The Committee may authorise the Treasurer to expend funds on behalf of the Association (including by electronic funds transfer) up to a specified limit without requiring approval from the Committee for each item on which the funds are expended.
- d. All cheques, drafts, two committee members must sign bills of exchange, promissory notes, and other negotiable instruments.
- e. All funds of the Association must be deposited into the financial account of the Association as soon as possible.
- f. With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

## **73. Financial Records**

- a. The Association must keep financial records that—
  - i. correctly record and explain its transactions, financial position, and performance; and
  - ii. enable financial statements to be prepared as required by the Act.
- b. The Association must retain the financial records for 7 years after the transactions covered by the records are completed.

- c. The Treasurer must keep in his or her custody, or under his or her control—
  - i. the financial records for the current financial year; and
  - ii. any other financial records as authorised by the Committee.

#### **74. Financial Statements**

- a. For each financial year, the Committee must ensure that the requirements under the Act relating to the financial statements of the Association are met.
- b. Without limiting sub-Rule a., those requirements include—
  - i. the preparation of the financial statements;
  - ii. if required, the review or auditing of the financial statements;
  - iii. the certification of the financial statements by the Committee;
  - iv. the submission of the financial statements to the Annual General Meeting of the Association;
  - v. the lodgement with the Registrar of the financial statements and accompanying reports, certificates, statements, and fee.

### **PART 7—GENERAL MATTERS**

#### **75. Common Seal**

- a. The Association may have a common seal.
- b. If the Association has a common seal—
  - i. the name of the Association must appear in legible characters on the common seal;
  - ii. a document may only be sealed with the common seal by the authority of the committee and the sealing must be witnessed by the signatures of two committee members;
- c. the common seal must be kept in the custody of the Auditor.

#### **76. Registered Address**

- a. The registered address of the Association is—
  - i. the address determined from time to time by resolution of the Committee; or
  - ii. if the Committee has not determined an address to be the registered address—the postal address of the Secretary.

#### **77. Notice Requirements**

- a. Any notice required to be given to a member or a committee member under these Rules may be given—
  - i. by handing the notice to the member personally; or
  - ii. by sending it by post to the member at the address recorded for the member on the register of members; or
  - iii. by email or facsimile transmission.
- b. Sub-Rule a. does not apply to notice given under Rule 63.
- c. Any notice required to be given to the Association, or the Committee may be given—
  - i. by handing the notice to a member of the Committee; or
  - ii. by sending the notice by post to the registered address; or
  - iii. by leaving the notice at the registered address; or
  - iv. if the Committee determines that it is appropriate in the circumstances—
    - by email to the email address of the Association or the Secretary; or
    - by facsimile transmission to the facsimile number of the Association.

**78. Custody and Inspection of Books and Records**

- a. Members may on request inspect free of charge—
  - i. the register of members;
  - ii. the minutes of general meetings;
  - iii. subject to sub-Rule b., the financial records, books, securities, and any other relevant document of the Association, including minutes of Committee meetings.
- b. The Committee may refuse to permit a member to inspect records of the Association that relate to confidential, personal, employment, commercial or legal matters or where to do so may be prejudicial to the interests of the Association.
- c. The Committee must on request make copies of these rules available to members and applicants for membership free of charge.
- d. Subject to sub-Rule b., a member may make a copy of any of the other records of the Association referred to in this Rule and the Association may charge a reasonable fee for provision of a copy of such a record.
- e. For purposes of this Rule— **relevant documents** mean the records and other documents, however compiled, recorded, or stored, that relate to the incorporation and management of the Association and includes the following—
  - i. its membership records;
  - ii. its financial statements;
  - iii. its financial records;
  - iv. records and documents relating to transactions, dealings, business, or property of the Association.

**79. Winding Up and Cancellation**

- a. The Association may be wound up voluntarily by special resolution.
- b. In the event of the winding up or the cancellation of the incorporation of the Association, the surplus assets of the Association must not be distributed to any members or former members of the Association.
- c. Subject to the Act and any court order made under section 133 of the Act, the surplus assets must be given to a body that has similar purposes to the Association, and which is not executed for the profit or gain of its individual members.
- d. The body to which the surplus assets are to be given must be decided by special resolution.

**80. Alteration of Rules**

These Rules may only be altered by special resolution of a general meeting of the Association.

---



---

## Appendix I

---



### Proxy Voting Form

I, (print name) ..... hereby appoint

(print name) .....

to speak on my behalf and vote for me in the following manner:

.....  
.....  
.....  
.....

For the purpose of (type of meeting – excluding appeal meeting)

.....

.....

Absentee Member Signature

.....

Proxy Member Signature

Date.....

Date.....

## Appendix II



### Committee Member Nomination Form [year]

I, \_\_\_\_\_  
(Name of prospective member)

Wish to nominate for the position of

President

Vice President

Secretary

Treasurer

General Committee Member

(please circle which position you are nominating for)

Signature of Nominee \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

Please ensure completed nomination form is  
returned to the Secretary [name of Secretary and date]  
to be marked as valid

## Appendix III.

### Whitehorse Orchestra

#### Consent form for under age orchestra members

Whitehorse Orchestra (WHO) is a community orchestra comprised primarily of adults although younger people are always welcome. Our philosophy is to nurture the musical experience of all our members and ensure the wellbeing and safety of our younger members in particular.

To achieve this, we require the parental/guardian assistance of minors by providing the following information.

Member name.....age (years) .....

Instrument/s played.....standard.....

Address.....

.....postcode.....

Email address of parent/guardian .....

#### **Medical Information**

Medical conditions.....

Medications prescribed.....

Allergies.....Symptoms.....

Treatment required.....

Doctor's name..... Contact number.....

#### **Emergency Contact Information**

**Parent /Guardian A contact**.....Mobile no.....

Email address.....

**Parent/ Guardian B contact**.....Mobile no.....

Email address.....

#### **Parental/Guardian Consent**

In the event of an emergency, where a senior member of WHO is unable to contact me, I,  
..... authorise the person in charge to administer any first aid they  
consider to be reasonably necessary for the wellbeing of my child ..... (child's  
name).

Further, I agree to meet any medical expenses and/or transport costs incurred in the event of  
sickness or injury.

I **consent /do not consent** to my child being photographed and/or otherwise identified in the  
context of any orchestra publicity

Signed.....

Print name.....date.....

## **APPENDIX IV**

### **Useful Websites**

Associations Incorporations Reform Regulations - <https://www.legislation.vic.gov.au/in-force/statutory-rules/associations-incorporation-reform-regulations-2023/001>

Child Safe Standards - [CCYP | The 11 Child Safe Standards](#)

Child Wellbeing and Safety Act 2005 - [https://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\\_act/cwasa2005218/](https://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/cwasa2005218/)

United Nations Convention on the Rights of the Child - [Convention on the Rights of the Child | OHCHR](#)

Reportable Conduct Scheme - [CCYP | Reportable Conduct Scheme](#)

Whitehorse Council Child Safety and Wellbeing Policy - [Child Safety & Wellbeing Policy - July 2023.pdf](#)

---