



# 2022 P&C HANDBOOK

THE ESSENTIAL ANNUAL RESOURCE FOR RUNNING AN EFFECTIVE  
P&C ASSOCIATION



## **Acknowledgement of Country**

The Western Australian Council of State School Organisations pays respect to First Nations and Traditional Custodians throughout Australia, recognising their connection to land, waters and sky.

We acknowledge parents, families, Elders and communities as first educators, sharers of culture and knowledge; and recognise the value this learning holds for children and young people.

## ACKNOWLEDGEMENT OF STUDENT ARTWORK

The 2022 P&C Handbook features student artwork displayed at the 2021 WACSSO Annual Conference. We would like thank and acknowledge the students involved, featuring your artwork in the P&C Handbook helps make it a valuable and iconic resource.

Bayton West Primary  
School



Grandis Primary  
School



Eloise Hunter  
Churchlands Senior  
High School



*Every care has been taken to ensure the accuracy of the information contained herein. This document is a quick guide to running a P&C Association in Western Australia, for more information please visit the WACSSO website. Copyright © WACSSO 2022.*



# P&C HANDBOOK

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## ABOUT WACSSO

Established in 1921, the Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body representing parents of public school children in Western Australia. We provide services and representation at State and National level to approximately 650 Parents and Citizens Associations (P&Cs) in Western Australia.

WACSSO is largely a volunteer organisation made up of State Councillors (representatives) from each education electorate in Western Australia. State Councillors attend five weekend State Council meetings each year where they debate and discuss issues relevant to families and students in public schools. A State Conference is held once a year where both Councillors and delegates from P&C Associations congregate to discuss and decide on the direction of the Organisation.

WACSSO also employs seven staff members to assist Councillors and provide expert advice to affiliates. The WACSSO office is open weekdays between 8:00 am and 4:00 pm. Our dedicated and professional team is more than willing to assist you and your association in any way we can.

## PARTNERING WITH P&CS TO ADVANCE PUBLIC EDUCATION

We believe every student in Western Australia should have access to the best education possible.

For over a century, we have worked passionately with school organisations across this state to improve the public education system - all the while never losing sight of a simple principle: that we are stronger together.

Which is why we work every day to build the individual capacity of all of our affiliates – empowering them through a number of support services, knowledge-sharing and learning opportunities.

It's also the reason we recognise the power of presenting a collective voice for the views of all P&Cs. As one, we have the strength and fearlessness to advocate for the positive change that will truly make a difference.

Together with the P&C community and all our stakeholders, we will work tirelessly to advance public education in Western Australia, so that every student has the best chance to realise their potential.

# THE ROLE OF WACSSO



## MESSAGE FROM THE PRESIDENT

To all our P&C members, welcome to 2022. Congratulations to committee members who are just starting their P&C journey. You have joined the ranks of a dedicated group of people committed to making our schools even greater. To those members who have returned to give another year of service to their school, thank you for the support you continue to provide.

WACSSO acknowledges that 2022 will present some challenges for our P&Cs and school communities. However, the P&C committees who work together to build resilient, connected, and positive school communities will ensure that our schools are places where students, families and staff can feel safe and supported.

Being a member of a P&C can be a rewarding volunteer experience. However, to help your P&C succeed, committee members must work together and understand the role and responsibilities of their association.

This P&C Handbook is an essential resource to help the P&C committee understand and meet its obligations. In addition, the Handbook contains links to some great resources to assist the P&C Officer Bearers in fulfilling their duties. I recommend listing the P&C Handbook as an agenda item at the next P&C meeting, allowing committee members to review the Handbook's information. The Handbook is divided into four sections: (1) Affiliate Obligations; (2) Finance and Employment; (3) Affiliate Information; and (4) Events and Training. The Handbook is also available online under the "P&C Guides" in the resources section on the WACSSO website. It is essential to use the 2022 edition of the P&C Handbook to ensure that your P&C abides by the most current updates.

WACSSO State Councillors are featured on the next page. Why not consider inviting the Councillor representing your electorate to attend a P&C meeting? This presents an excellent opportunity to get to know the Councillor and learn more about the services and resources WACSSO provides. Where you do not have an elected State Councillor, our professional team of WACSSO Staff are available to assist.

The 2022 WACSSO Annual Conference will be held at Crown Perth on the 10-11 September 2022. Conference provides an opportunity for the collective voice of affiliates from across WA to be heard by Government. Your voice is powerful and is vital to informing the work of WACSSO. P&Cs are encouraged to raise important education issues by submitting agenda items to the AGM session of Conference.

Conference delegates have requested more networking opportunities and more motivational presenters. P&C focused workshops are very popular, and attendees are always keen to engage with our sponsors in the Sponsor's Hall. The whole WACSSO team look forward to seeing you in September!

Government COVID-19 directions and mandates will have several considerations for P&Cs. P&Cs must be informed about their obligations and monitor relevant government websites regularly. To assist our affiliates, WACSSO have created a dedicated webpage to address P&C frequently asked questions. The COVID-19 pandemic changes quickly, so WACSSO will monitor information to ensure P&Cs are kept updated. You can access the webpage at: <https://www.wacssso.wa.edu.au/resources/covid-19-mandatory-vaccination-qa/>.

This year, again, your school communities will look to you to be examples of working together and examples of resilience and positivity. The school community may call on you to shine when it is hard to do so. That's when it's needed the most. You will not be alone. WACSSO will partner with you and support you. We are here to help.

Again, welcome to 2022 I wish every P&C committee the very best and look forward to working with you.



**Pania Turner**  
**WACSSO President**

# WACSSO STATE COUNCILLORS



Pania Turner  
President



Jenny Blair  
Senior Vice President  
Perth North



Anne Fairbanks  
Vice President  
Perth South



Tanya Gibson  
Vice President  
Wheatbelt North



Scott Mosey  
Canning East



Jaxson Gazeley  
Canning North



Sherry Fletcher  
Fremantle



Katherine Loader  
Goldfields-Esperance



Julie Brooks  
Great Southern



Rob Fairholme  
Joondalup East



Tony Osborne  
Joondalup West



Paula Steenson  
Midwest



Leanne Ruston  
North West



Dannielle Crawford  
Peel North



Vivienne Cantem  
Peel South



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*WACSSO Constitution/By-Laws  
P&C Constitution  
P&C Incorporation and  
Change of Name  
State Council Administration*



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Councillor Recruitment  
Publications  
Technology and Innovation  
eLearning  
Webinars*



# WACSSO WORKING WITH YOUR P&C



## THE BENEFITS OF BEING AFFILIATED WITH WACSSO

### WHO WE ARE

We are the peak body representing parents of public school children in Western Australia. We provide services and representation at State and National level to over 650 Parents and Citizens Associations (P&Cs) in Western Australia.

WACSSO State Council is made up of volunteers including the President and up to 20 State Councillors who represent individual Electorates throughout WA, plus four staff members.

### WACSSO SERVICES

- A **P&C training program** is provided for affiliates. Our Training and Development Officer conducts school-based and webinar training sessions for P&C members.
- Affiliates and individual members can access expert **advice and support** from WACSSO staff.
- The **WACSSO website** provides up-to-date information, news and events.
- The **P&C Voice** quarterly newsletter is distributed to all affiliates.
- **WACSSO eNews** is delivered fortnightly to subscribers inboxes.
- **Annual Conference** is WACSSO's decision-making forum and AGM. Affiliated P&Cs are entitled to send two delegates (one complimentary) and any number of observers. Conference determines WACSSO Constitution and Policy and is the forum for dealing with State and National education issues.
- **Most affiliated P&Cs are represented by a State Councillor.** Councillors can attend P&C meetings to assist, advise and support P&Cs.
- **Representation** on decision making committees within the Department of Education as well as to State and Federal Members of Parliament.
- **Regular information** is supplied to affiliates on relevant education issues.

### RESOURCES

WACSSO produces a range of publications and resources covering issues relevant to the successful operation of your P&C.

These include:

- The Effective P&C Association
- The Effective Meeting Guidelines
- President, Secretary, Treasurer Guides
- WACSSO Media Guide
- P&C Handbook
- An array of guidelines, templates and info sheets
- P&C Finances eLearning Course

These and many other publications and brochures on specific topics can be accessed on the WACSSO website or at no charge on request to the office.

Visit: [www.wacssso.wa.edu.au/resources/](http://www.wacssso.wa.edu.au/resources/)

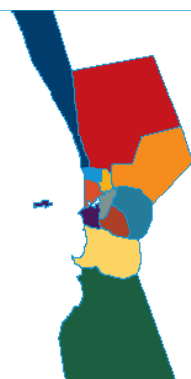
### INSURANCE

Public Liability and Volunteer Personal Accident Insurance is included with affiliation. The Public Liability Insurance covers your P&C for up to \$20 million. The Volunteer Personal Accident Policy covers anyone volunteering on behalf of your Association.

Insurance for canteens, uniform shops and workers compensation is available at competitive rates through Grange Insurance Services, or an insurer of your choice.

#### Metropolitan Area Electorates

- Canning East
- Canning North
- Canning West
- Fremantle
- Joondalup East
- Joondalup West
- Peel North
- Peel South
- Perth North
- Perth South
- Swan East
- Swan West



#### Regional Area Electorates

- Goldfields-Esperance
- Great Southern
- Midwest
- North West
- South West
- Warren-Blackwood
- Wheatbelt North
- Wheatbelt South



WACSSO represents 20 Electorates throughout WA

# BECOME A STATE COUNCILLOR



## A GUIDE TO THE ROLES AND RESPONSIBILITIES OF A WACSSO STATE COUNCILLOR

WACSSO State Council is made up of volunteers who represent individual electorates throughout WA, and a President. Members are nominated by their P&C Association.

Councillors represent the views, issues, concerns and opinions of all the P&Cs in their electorates through regular contact.

Many Councillors donate their time to sit on a variety of committees such as the Children's Crossing and Road Safety Committee and Rural & Remote Education Advisory Committee.

Being a State Councillor is your opportunity to positively contribute to the education of students in government schools throughout WA.

### ROLES AND RESPONSIBILITIES OF A COUNCILLOR

#### SUPPORTING LOCAL ACTION

State Councillors are the grass roots connection between P&Cs and WACSSO. Councillors are often contacted by affiliates for advice and assistance and can be invited to attend P&C meetings in their electorate.

#### MEETINGS

State Council meets five times per year usually over a weekend.

When Council is not in session an Executive Committee conducts Council business. The President, elected Executive Committee members and rostered Councillors meet by teleconference.

State Council's direction is informed by Annual Conference, the forum for affiliates to establish priorities and policy for the coming year. Annual Conference is held on a weekend, generally in August or September.

#### ESSENTIAL CRITERIA

- A State Councillor must be a member of an affiliated P&C and be prepared to:
  - ✓ represent affiliates' views to State Council;
  - ✓ provide support and information to affiliates;
  - ✓ attend Annual Conference and State Council meetings;
  - ✓ promote WACSSO policy; and

✓ communicate with affiliates as directed by State Council

- Willingness to work as part of an effective team
- Good standard of oral/written English
- Effective interpersonal skills

#### DESIRABLE CRITERIA

- Ability to use email, Internet browsers and Word
- Interested in a wide range of educational issues

#### SUPPORT

Office staff support State Council by carrying out its resolutions and delivering quality services to affiliated P&C Associations.

As part of WACSSO's formal Buddy program, new State Councillors will be partnered with an experienced State Councillor for their first year in office.

#### REIMBURSEMENT OF COSTS

State Councillors are reimbursed for out-of-pocket expenses associated with WACSSO business. WACSSO also covers travel costs of all Councillors, accommodation for regional Councillors and meals where applicable.

### WANT TO GET INVOLVED?

"Being a State Councillor for WACSSO is a great way to extend your commitment to the education of students in government schools."

WACSSO State Councillors at the 2021 Annual Conference







# AFFILIATE OBLIGATIONS

This section features a list of all obligations affiliated P&Cs need to action throughout the year. It's vital you familiarise yourself with the following information:

- A go-to checklist for P&Cs in 2022: this will assist with keeping track of your P&C obligations.
- Useful Contacts
- WACSSO Affiliation Requirements: do you know the benefits of WACSSO affiliation?
- Register of P&C Members Template.
- P&C Office Bearers Form.
- P&C Membership Form.
- P&C Office Bearer Nomination Form.
- P&C 'Authority Letter' for the Principal.
- ACNC and your P&C: is your P&C a registered charity? Do you know your reporting responsibilities?
- AssociationsOnline information.

## 2022 AFFILIATE CHECKLIST

Tick each box when completed to ensure your Association is abiding by all the rules of an Association.

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
<b>Annual Membership Subscription</b>	<b>Have your members paid?</b> Annual membership fee can be no more than \$1 per member, payable at the AGM or when new members join at a meeting any time throughout the year.		
<b>Annual General Meeting</b>	Notice of an AGM must be in writing, not less than 7 days prior to the meeting, to current members and the school community. Only one AGM is permissible per calendar year.	<b>AGMs must be within 4 months of the end of financial year (by 30th of April for most P&amp;Cs).</b>	
<b>Election of Office Bearers</b>	All P&C positions are declared vacant at the AGM for the election process to take place. Only members present at a meeting are entitled to vote – no proxy voting in absence permitted. This rule applies to any P&C meeting.		
<b>Appointment of Auditor</b>	<b>The qualified Auditor or Reviewer (as required) is appointed annually at the AGM.</b> They are required to audit/review all accounts of the P&C and provide a written report (see our online templates). <b>If audited or reviewed a copy of the audit report must be given to the Principal and a copy given to WACSSO within 4 months of the P&amp;Cs end of financial year.</b> Please see <b>P&amp;C Financial Reporting Guide in this Handbook</b> for more details.	<b>Within 4 months of the P&amp;C's end of financial year (by 30th of April for P&amp;Cs with a calendar year, 1 January - 31 December).</b>	
<b>Update P&amp;C Details</b>	<b>Your Principal and WACSSO must be provided in writing with the names of the new P&amp;C office bearers and executive committee members.</b> Enter the information online via the WACSSO website <a href="http://www.wacssso.wa.edu.au/update-your-pcs-details">www.wacssso.wa.edu.au/update-your-pcs-details</a> . Give a copy to the Principal, keep a copy for P&C records.	<b>Before the 30th of April.</b>	
<b>Register of Members</b>	P&C Secretary to keep a record of all P&C members' names and either email, postal or residential addresses, and date of joining/leaving. It is a legal requirement to retain an on-going Register of Members (Associations Incorporation Act 2015).		
<b>P&amp;C Meetings</b>	It is a P&C Constitutional requirement to hold a minimum of one General Meeting per school term. For more information see pages 26-29.		

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
<b>Australian Business Number (ABN)</b>	A P&C can register online via <a href="http://www.abr.gov.au">www.abr.gov.au</a> to apply for an ABN.		
<b>Notification to Tax Office</b>	<b>The Australian Taxation Office (ATO) needs to be informed annually in writing of the delegated ATO contacts within the P&amp;C.</b> These will be the only people able to provide and obtain P&C ATO information. WACSSO advises all office bearers are listed as delegated contacts.		
<b>Notification to ACNC</b>	<b>P&amp;Cs registered as a charity with the ACNC must provide an annual report to the ACNC within 6 months after the end of their financial year</b> i.e. June 2022 reporting for a Jan-Dec 2021 financial year. Visit <a href="http://www.acnc.gov.au">www.acnc.gov.au</a> for more information.	<b>Within 6 months of your P&amp;C's end of financial year.</b>	
<b>Notification to AssociationsOnline</b>	<b>Each P&amp;C must submit an Annual Information Statement (AIS) via AssociationsOnline by the 31st December.</b> Registration is required. Penalties apply if your Association fails to submit an AIS. Please see <b>the information page within this guide.</b> If your P&C is ACNC registered and have completed ACNC updates you are not required to submit an AIS statement via AssociationsOnline.	<b>Within 6 months of your P&amp;C's end of financial year.</b>	
<b>WACSSO Affiliation</b>	<b>P&amp;Cs must re-affiliate with WACSSO each year.</b> Invoices will be sent out via email in May.	<b>30th of June (affiliate fees due).</b>	
<b>P&amp;C Handover Process</b>	<b>The Associations Incorporation Act 2015 requires an association's rules to include details of who will have custody and responsibility for keeping the records.</b> See pages 54-60 for the <i>P&amp;C Executive Handover Checklist</i> and <i>Summary of the Affair of the Association Template</i> .		



## RESPONSIBILITIES OF THE P&C AS AN EMPLOYER

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
<b>GST/PAYG Tax</b>	<b>You must complete either a Business Activity Statements (BAS) or Instalment Activity Statement (IAS).</b> See <a href="http://www.ato.gov.au">www.ato.gov.au</a> or phone 13 28 66 for more information. Reminder: update your P&C contact details with Australian Taxation Office (ATO).	Quarterly due dates: 28th October 28th February 28th April 28th July	
<b>Superannuation</b>	<b>It is a legal requirement to pay Superannuation if your employee's wage exceeds \$450 gross per month.</b> See <a href="http://www.ato.gov.au/Business/Super-for-employers/">www.ato.gov.au/Business/Super-for-employers/</a> for further information. Employers with 19 or less employees can use the Superannuation Clearing House to pay their superannuation.	Quarterly due dates: 28th October 28th January 28th April 28th July	
<b>Single Touch Payroll</b>	<b>Single Touch Payroll is now a requirement for employers.</b> For more information, visit: <a href="http://www.ato.gov.au/Business/Single-Touch-Payroll/">www.ato.gov.au/Business/Single-Touch-Payroll/</a> .		
<b>Employee Workers' Compensation Insurance</b>	<b>Employers legally must have workers' compensation insurance in Australia.</b> This insurance is not included in WACSSO affiliation, however affiliates have access to competitive insurance rates with Grange Insurance Services.	30th of June	
<b>myGovID</b>	To access most Australian Government online employment and business services, Office Bearers authorised to act on behalf of the P&C will need to link their myGovID to the P&C's ABN. For more information, visit: <a href="http://www.mygovid.gov.au/set-up">www.mygovid.gov.au/set-up</a> .		
<b>New Work, Health and Safety (WHS) Laws</b>	<b>Did you know that new WHS laws are came into effect in January 2022?</b> The new laws will apply to some P&Cs as employers, so it's important that you know what they will mean for your association. The Department of Mines, Industry Regulation and Safety (DMIRS) have plenty of resources to help your P&C understand the legislation. For more information, visit: <a href="https://www.dmirs.wa.gov.au/safety-regulation/whs-publications-and-resources">https://www.dmirs.wa.gov.au/safety-regulation/whs-publications-and-resources</a> .		
<b>COVID-19 Mandatory Vaccination Requirements</b>	<b>All P&amp;C employees who work on school grounds are required to provide proof of their vaccination status or show proof of their exemption.</b> Information about providing proof of vaccination can be found at: <a href="https://www.education.wa.edu.au/vaccination">https://www.education.wa.edu.au/vaccination</a> These requirements are subject to change, please ensure your P&C is up to date with the most timely information. Visit: <a href="https://www.wa.gov.au/government/covid-19-coronavirus">https://www.wa.gov.au/government/covid-19-coronavirus</a>		

## P&C ASSOCIATION RESPONSIBILITIES

ASSOCIATION REQUIREMENTS	INFORMATION	DONE
<b>Affiliation Renewal</b>	<p><b>WACSSO affiliation invoices are emailed in May and payment is due before 30th June.</b></p> <p>Affiliation includes \$20 million Public Liability Insurance, Volunteer Accident Insurance, one free Delegate attending WACSSO annual Conference, free training opportunities, resources and P&amp;C advice.</p>	
<b>Insurance Renewal</b>	<p><b>Do you have appropriate insurance for your employees, canteen or stock?</b></p> <p>Contact Grange Insurance Services WA on 0499 968 657, or the insurance provider of your choice for more information.</p>	
<b>Working With Children Checks</b>	<p><b>Make sure your P&amp;C has up-to-date Working with Children Checks, where needed.</b></p> <p>For information regarding the Working with Children Check, visit <a href="http://www.workingwithchildren.wa.gov.au/index">www.workingwithchildren.wa.gov.au/index</a>.</p>	
<b>COVID-19 Mandatory Vaccination Requirements For Volunteers</b>	<p><b>P&amp;C volunteers volunteering at the school more than once a week (this includes volunteering at the school canteen, uniform store or an in-class literacy or numeracy program) are required to provide proof of their vaccination status or show proof of their exemption.</b></p> <p>Information about providing proof of vaccination can be found at: <a href="https://www.education.wa.edu.au/vaccination">https://www.education.wa.edu.au/vaccination</a></p> <p>These requirements are subject to change, please ensure your P&amp;C is up to date with the most timely information. Visit: <a href="https://www.wa.gov.au/government/covid-19-coronavirus">https://www.wa.gov.au/government/covid-19-coronavirus</a></p>	

## HAVE YOU CONSIDERED?

WACSSO RECOMMENDATIONS	INFORMATION	DONE
<b>Training for your P&amp;C</b>	<p>Training opportunities are free for affiliated P&amp;C Associations. Consider booking this year. For more information visit <a href="http://www.wacssso.wa.edu.au/training-events/pc-training/">www.wacssso.wa.edu.au/training-events/pc-training/</a>.</p>	
<b>Get Involved in P&amp;C Day WA</b>	<p>The 2022 P&amp;C Day WA will be held on the 20<sup>th</sup> of May. This day is an opportunity for school communities to celebrate their P&amp;Cs and all the great work they do!</p>	
<b>Attending WACSSO Conference</b>	<p><b>The 2022 WACSSO Annual Conference is on the 10<sup>th</sup>-11<sup>th</sup> September at Crown Perth. Each Affiliate is entitled to send a FREE Conference Delegate (additional delegates come at a cost). We recommend having your P&amp;C's conference delegates approved at the AGM.</b></p>	
<b>Being a State Councillor</b>	<p>Your State Councillor is there to help you and represent your electorate. Why not invite them to a meeting? If your electorate is unrepresented then consider nominating yourself or someone else in the P&amp;C. For more information, visit: <a href="http://www.wacssso.wa.edu.au/about/our-state-council/becoming-a-state-councillor/">www.wacssso.wa.edu.au/about/our-state-council/becoming-a-state-councillor/</a>.</p>	
<b>2022 P&amp;C Contributions Survey</b>	<p>Towards the end of each school year WACSSO sends out the annual P&amp;C Contributions Survey. This survey helps us capture the collective contributions of WA P&amp;Cs to their school communities throughout the year. We encourage all P&amp;Cs to get involved and complete the survey as your feedback helps us advocate for P&amp;Cs on a State and Federal level.</p>	

# USEFUL CONTACTS

The following is a list of contacts that P&Cs may require for advice or assistance in their P&C Operations.

## Australian Charities and Not-for-profits Commission

For P&Cs that are registered as a charity with the ACNC - information on charity status and submission of the Annual Information Statement (AIS).

Ph: 13 22 62

[www.acnc.gov.au](http://www.acnc.gov.au)

## Australian Taxation Office

For all taxation and superannuation information

Ph: 13 28 66

[www.ato.gov.au](http://www.ato.gov.au)

## Children's Crossings Unit

For information on school crossing guards and applications.

Ph: (08) 6274 8767

[www.police.wa.gov.au/Traffic/Childrens-Crossings](http://www.police.wa.gov.au/Traffic/Childrens-Crossings)

## Department of Mines, Industry Regulation and Safety (Formerly Department of Commerce)

For all state employee wage and conditions information, as well as information about complying with the Associations Incorporation Act 2015.

[www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)

Wageline: 1300 655 266 (Toll free)

[www.commerce.wa.gov.au/LabourRelations](http://www.commerce.wa.gov.au/LabourRelations)

Associations: 1300 304 074 (Toll free)

Or 6552 9300

<https://www.commerce.wa.gov.au/consumer-protection/associations-and-clubs>

## Grange Insurance Services

For insurance queries regarding the WACSSO Public Liability policy or Volunteer Personal Accident Insurance or any additional policies taken out with Grange Insurance.

M: 0499 968 657

[www.grangeinsurance.com.au](http://www.grangeinsurance.com.au)

[pandc@grangeinsurance.com.au](mailto:pandc@grangeinsurance.com.au)

## WorkCover WA

For all general workers compensation enquires

Phone: 1300 794 744 (Toll free)

[www.workcover.wa.gov.au](http://www.workcover.wa.gov.au)

## Department of Education

Ph: (08) 9264 4111

[www.education.wa.edu.au](http://www.education.wa.edu.au)

## Department of Racing, Gaming and Liquor

For raffle permits, gaming enquiries

Ph: 1800 634 541

[www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

## Fair Work Ombudsman

For all federal award information, conditions of employment, rates of pay advice.

Ph: 13 1394

[www.fairwork.gov.au](http://www.fairwork.gov.au)

## State Law Publisher

For all legislative documents

Ph: (08) 6552 6000

[www.slp.wa.gov.au](http://www.slp.wa.gov.au)

## WA School Canteen Association (WASCA)

WASCA assists schools of all education systems and community groups to establish and maintain healthy, profitable food services by providing information, advice, resources and training

Ph: (08) 9264 4999

[www.waschoolcanteens.org.au](http://www.waschoolcanteens.org.au)

## Working with Children Check (WWC Check)

For all information about Working With Children Check for Western Australia

Ph: 1800 883 979

[www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)



## AFFILIATION WITH WACSSO

Through the power of membership, WACSSO provides representation and services to Parents and Citizens' (P&C) Associations in Western Australia. The benefits of affiliating with WACSSO include:

- Representation on the state and federal stages on issues and concerns affecting your school community.
- Support from our team of expert staff and elected State Councillors for all your P&C related enquiries.
- Access to a host of P&C learning opportunities, including our free P&C training program and webinars.
- Public Liability and Volunteer Personal Accident Insurance is included with affiliation. The Public Liability Insurance may cover your P&C for up to \$20 million for any one incident where the P&C is found liable. The Volunteer Personal Accident Insurance can cover anyone volunteering on behalf of the P&C Association.
- Subscription to the P&C Voice magazine and WACSSO eNews.
- The P&C Constitution, authorised by the Minister for Education and Department of Mines, Industry Regulation and Safety.
- Annual Conference, the decision-making forum of WACSSO. Each affiliate is entitled to be represented by two delegates and any number of observers, the first delegate is free. Conference determines WACSSO policy and is the forum for dealing with education issues of a State or National context.
- Access to competitive insurance rates for canteens, uniform shops and workers compensation.

## DON'T FORGET TO AFFILIATE!

Affiliation invoices are emailed in May.

***\*If you have not received an invoice by the end of May, please contact [finance@wacssso.wa.edu.au](mailto:finance@wacssso.wa.edu.au).***

## REMEMBER TO UPDATE YOUR P&C'S DETAILS!

To make the most of your affiliation with WACSSO don't forget to update your P&C's details after the P&C's AGM. This enables us to stay connected with affiliates and share relevant information.

To update your P&C's details, visit: [www.wacssso.wa.edu.au/update-your-pcs-details/](http://www.wacssso.wa.edu.au/update-your-pcs-details/).



Scan to the QR Code  
to update your P&C's  
details.



# P&C MEMBERSHIP FORM

*Please return to your P&C Secretary*

I, ..... (your name),

Of .....

..... (your address)

Phone ..... Mobile .....

Email ....., wish to become a financial member of

..... P&C Association Inc.

by paying the annual membership fee of .....

☐ I understand that my annual membership is current until the next AGM

☐ I agree to abide by the P&C Constitution (Association rules) and P&C Code of Conduct

Volunteers (including parents, carers and community members) who volunteer at an education facility (including schools) more than once a week are required to provide proof of vaccination or proof of exemption to the school.

Signed ..... (Member)

## SECRETARY'S USE ONLY:

Fee paid: .....

Signed ..... (Secretary)

Date: .....



(For the member's records)

## 2022 P&C MEMBERSHIP RECEIPT

Received from ..... (members name)

Amount paid ..... (membership fee)

Being Annual Membership fee of ..... P&C Association Inc.

Signed ..... (P&C Secretary)

Date .....

## P&C REGISTER OF MEMBERS TEMPLATE

### (Sample Only)

This template is also available as a downloadable Microsoft Word document on the WACSSO website at: [www.wacssso.wa.edu.au/resources/pc-resources/](http://www.wacssso.wa.edu.au/resources/pc-resources/) under 'P&C Templates/Forms'.

**Anytown Primary School P&C Association Inc.**  
**Register of Members and Record of Office Holders**

[illegible]

This register complies with the *Associations Incorporation Act 2015* and the 2019 P&C Constitution

## P&C OFFICE BEARER AND EXECUTIVE COMMITTEE NOMINATION FORM

*Please return to the P&C by ..... (date) for circulation to members.*

I, ..... (your name), as a financial member of  
..... (name of P&C Association),

wish to nominate for the position of .....

(eg President, Vice President, Secretary, Treasurer, Sub-Committee and Executive Committee)

for the year of ..... (insert year nominating)

☐ I confirm that I am not bankrupt nor that my affairs are under insolvency laws, and have not been convicted in the last five years of an indictable offence in relation to the formation or management of a body corporate, an offence involving fraud or dishonesty punishable by at least three months imprisonment or an offence under section 127 of the *Associations Incorporation Act 2015*, where a person has allowed an association to operate while insolvent.

**Qualifications/skills for the role or reason for nominating (optional):**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed ..... Date .....

## P&C 'AUTHORITY LETTER' FOR THE PRINCIPAL

**Important:** This letter is available on our website as a Word document, so you can download it and adjust it according to your P&C requirements. This is for school notification purposes only. This letter is **COMPULSORY** for all P&Cs (P&C Constitution Rule 16.5)

### Name of School

**Parents and Citizens' Association Inc.**

(Date)

Principal

Name of School

Address of School

SUBURB WA P/CODE

Dear (Name of Principal),

As you are aware the P&C has conducted its AGM for the 20xx year, and new office bearers have taken up their respective roles.

In an effort to increase the capacity of the wider school community to contact P&C Executive members, this letter is being sent as notification and **authorisation for the school to release contact details** of the following people, where callers are specifically inquiring through the school about P&C matters.

**Position:** P&C President

**Office Bearer:**

**Contact Number:**

*I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:*

**SIGNED:** .....

**Position:** P&C Vice President

**Office Bearer:**

**Contact Number:**

*I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:*

**SIGNED:** .....

**Position:** P&C Secretary

**Office Bearer:**

**Contact Number:**

*I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:*

**SIGNED:** .....

**Position:** P&C Treasurer

**Office Bearer:**

**Contact Number:**

*I, (name of office bearer), consent to the school providing my contact details as per the content of this letter:*

**SIGNED:** .....

We hope this information will be of assistance to school administration, and supports the effective flow of communication.

Regards,

(Name)

P&C President



## THE ACNC AND MY P&C ASSOCIATION

### A QUICK GUIDE FOR PARENTS & CITIZENS' ASSOCIATIONS

Many Parents and Citizens (P&Cs) are registered as charities with the Australian Charities and Not-for-profits Commission (ACNC). Due to the high turnover of P&C Associations, many P&Cs do not receive correspondence from the ACNC, including reminders to submit their Annual Information Statement (AIS), as the contact details we hold are often out of date. This can result in P&Cs losing their charity registration with the ACNC. We want to support all registered P&Cs to submit their reports on time and encourage you to contact the ACNC if you need assistance.

#### What is the ACNC?

ACNC is the independent national regulator of charities that was established on 3 December 2012. Charity registration with the ACNC provides P&Cs with access to tax-exempt status with the Australia Taxation Office (ATO).

#### What is a charity?

Charities are organisations which:

- have a charitable purpose such as advancing education, advancing religion, and advancing social and public welfare
- do not operate for the profit, personal gain or benefit of members
- and meet other requirements.

Charities register with the ACNC to access charity tax concessions such as income tax exemptions.

There are over 55,000 ACNC registered charities; many of which have traditionally been thought of as charities, such as those that provide support for people who are homeless or living in poverty. There are also organisations that people do not immediately identify as charities. For example, non-government schools, universities, churches, and Parents and Citizens (P&C) or Parents and Friends (P&F) associations.

#### Is my P&C a registered charity?

P&Cs often meet the legal meaning of charity; they are not-for-profit as all money raised goes back into supporting the school. They also have a charitable purpose of advancing education.

Some P&Cs are registered with the ACNC, you can check this online on the ACNC register.

#### My P&C is registered with the ACNC: what does this mean?

Being registered with the ACNC means a number of obligations including notifying the ACNC of any changes to details, complying with the ACNC governance standards, and submitting an Annual Information Statement (AIS).

One of the biggest challenges for P&Cs is keeping their contact details up to date. Committee members (ACNC calls them responsible persons) often change from year to year, and the new members are not always aware of their ACNC obligations.



### I'm not sure if my P&C is up to date! What should I do?

Visit your P&C's register page by going to [acnc.gov.au/findcharity](http://acnc.gov.au/findcharity) and:

1. Check that your P&C's registration status is 'Registered'. Some P&C's have had their registration revoked due to failure to report. If your P&C's registration status says 'Revoked' and you believe it should be registered, please contact the ACNC on 13 22 62.
2. Check that the Charity Address for Service is correct. The ACNC keeps in touch with charities and sends reminders to submit the Annual Information Statement to this address or email. If the address is out of date, you can change it [online](http://acnc.gov.au) ([acnc.gov.au](http://acnc.gov.au)).

We generally recommend that charities use a centralised address or email. That way when there is a change of volunteers you will still receive the important information we, and the ACNC, send you. You need to make sure that the incoming committee has access to this email address.

### Should I consider de-registering my P&C?

Your organisation does not have to be registered with the ACNC, however registration does provide a number of benefits, including access to charity tax concessions. You can read about the benefits on the ACNC website.

If your P&C is considering de-registering, give the ACNC a call and they can talk to you about the implications of voluntarily revoking your registration.

As there will be tax implications if you revoke the ACNC registration, the ACNC recommends that you also speak with the ATO on 1300 130 248.

To de-register the charity you must complete a form as required by the ACNC to revoke charity registration.

### Submitting the Annual Information Statement (AIS)

If you operate on a standard calendar year, the last opportunity to submit your AIS is 30 June of the following year. Last year over 90% of small charities submitted in time to avoid penalties.

If you have already submitted yours, no further action is required.

### Submit now

**Charities that submit now:**

- have quicker access to the ACNC's Advice Services team for support;
- will use a faster AIS form not slowed by thousands of users; and
- demonstrate transparency and accountability by displaying the most up-to-date information on the public Charity Register.

**To submit:**

1. Go to the Charity Portal at [charity.acnc.gov.au](http://charity.acnc.gov.au)
2. Log in with your username (your ABN) and your password. Your password can be reset at the login page.
3. Click on 'submit Annual Information Statement'.

You can view all of your submitted Annual Information Statements on the public Charity Register at [acnc.gov.au/CharityRegister](http://acnc.gov.au/CharityRegister)

### Further information

There is a lot of helpful information on the ACNC website.

- Information about ongoing obligations of registered charities: [acnc.gov.au/managemycharity](http://acnc.gov.au/managemycharity)
- Information about the Annual Information Statement: [acnc.gov.au/AIS](http://acnc.gov.au/AIS)
- You can contact the ACNC on 13 22 62 or by emailing [advice@acnc.gov.au](mailto:advice@acnc.gov.au)



## **KEY OBLIGATIONS OF ASSOCIATIONS UNDER THE ASSOCIATIONS INCORPORATION ACT 2015 and ASSOCIATIONSONLINE INFORMATION**

# **ASSOCIATIONS ONLINE**

### **KEY OBLIGATIONS OF ASSOCIATIONS UNDER THE AIA 2015**

Committee members are required to take all responsible steps to ensure that their association complies with all of this obligations:

- Annual General Meeting (AGM) must be held within six months after the end of the Association's financial year (AIA 2015 Section 50).
- Annual accounts must be prepared and presented to members at each AGM (AIA 2015 68-76).
- Special resolutions are needed to amend the rules, voluntarily cancel or amalgamate the association. A special resolution must be approved by 75% of the members who attend and vote at a general meeting that has been properly convened under the rules. Details of the special resolution must be lodged with Consumer Protection for it to have a legal effect (AIA 2015 Section 51).
- Accounting records must be kept in such a way that true and fair accounts of the association can be prepared from time to time according to the requirements for the association's financial reporting Tier (AIA 2015 Sections 66).
- An up-to-date members' register must be maintained and made available to any member to inspect and copy on request (AIA 2015 Section 53,54).
- The rules of the association must be kept up-to-date and made available to any member to inspect and copy on request (AIA Section 35)
- A copy of the rules must be provided to each member when they join the association (AIA 2015 Section 36).
- A list of committee members and office bearers, together with their residential, postal, business or email address must be maintained and made available to any member to access or copy on request (AIA 2015 Section 58).
- Notify Consumer Protection of any changes in the association's address within 28 days of the change occurring (AIA 2015 Section 175)
- Submit annual information statements within 6 months after the end of each financial year (AIA 2015 Section 156).

### **ASSOCIATIONSONLINE**

AssociationsOnline can be used to submit applications and access documents held with the Department of Mines, Industry Regulation and Safety - (DMIRS) Consumer Protection Division.

Please note there is a fee for some downloads and for lodging some applications.

In order to access all of the AssociationsOnline services you will be required to register a user account then link it to the Association. Users that choose to register as "Primary User" should be one of the Office Bearers and this responsibility should be motioned and voted upon by the general committee.

As WACSSO is a 'Primary User' for all affiliated associations, WACSSO will need to approve requests to link to the Association. Once approved you will be able to use the AssociationsOnline services.

The Association is encouraged to keep records of any AssociationsOnline users it approves.

There are help guides and videos for using AssociationsOnline available on the Consumer

Protections website.

## **ANNUAL INFORMATION STATEMENT**

WACSSO affiliated P&Cs, School Councils and School Boards are Incorporated Associations and as such are now required to submit an information statement to the Commissioner for Consumer Protection every year. This statement confirms for the Commissioner that:

- an association is still active and eligible to be incorporated;
- the address details held by Consumer Protection are correct; and
- the association has met its obligation to hold an Annual General Meeting for the year.

The statement needs to be lodged with Consumer Protection within six months after the end of an association's financial year. So, for associations operating on a 1 January to 31 December financial year, the 2021 statement should be provided by no later than 30 June 2022.

The statement can be lodged by any AssociationsOnline user. There is no fee for lodging the statement.

## **ANNUAL INFORMATION STATEMENT INFORMATION YOU WILL NEED:**

- Current Address.
- AGM Date.
- Total Revenue for last financial year (total amount of money received by the Association).
- Confirm that it has at least 6 voting members.
- Confirm its main purpose (educational).
- Confirm whether you are ACNC registered.

You do not need to submit meeting minutes, Financial Reports or details of the association's members or committee of management.

## **FOR FURTHER INFORMATION**

### **Help guides for AssociationsOnline**

Online: [www.commerce.wa.gov.au/consumer-protection/help-using-associationsonline](http://www.commerce.wa.gov.au/consumer-protection/help-using-associationsonline)

### **Inc guide for Incorporated Associations**

Online: [www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia](http://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia)

### **Department of Mines, Industry Regulation and Safety (DMIRS)**

Call: 1300 304 074 for general enquiries or the Associations Branch 6552 9300 during office hours 8.30am to 5pm, Monday to Friday.

Email: [associations@dmirs.wa.gov.au](mailto:associations@dmirs.wa.gov.au)

Online: [www.commerce.wa.gov.au/consumer-protection/associations-and-clubs](http://www.commerce.wa.gov.au/consumer-protection/associations-and-clubs)

### **WACSSO Corporate Support**

Call: 9264 4004 during office hours 8am to 4pm, Tuesday-Friday.

Email: [corporatesupport@wacssso.wa.edu.au](mailto:corporatesupport@wacssso.wa.edu.au)





# FINANCE AND EMPLOYMENT

This section includes:

- P&C Finances eLearning Course
- Solvency Statement and Declaration (sample)
- WACSSO Guideline: P&C Debit Cards
- Table for annual financial reporting requirements
- Superannuation Superstream: for P&Cs with employees

# P&C FINANCES eLEARNING COURSE

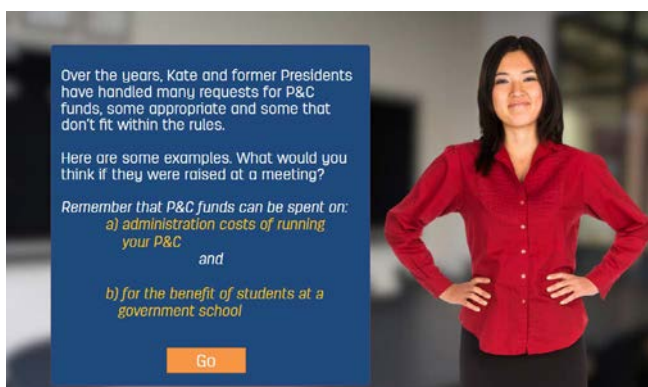


**HELP GET YOUR P&C FINANCES ON THE RIGHT TRACK**

## P&C Finances eLearning

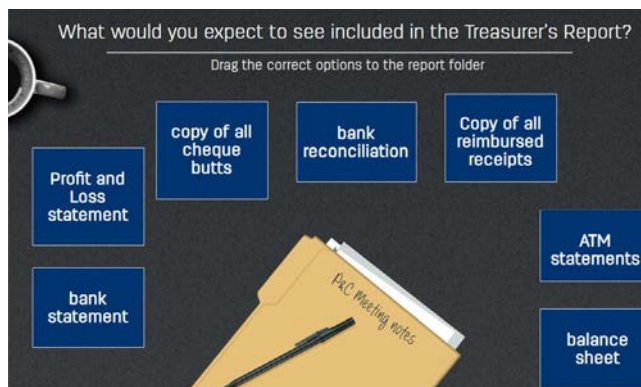
In 2021, after two years of development and consultation with affiliates and subject-matter experts, WACSSO launched the P&C Finances online course. In delivering this resource, our aim is to strengthen the financial governance of P&Cs everywhere. We want every member, not just the treasurer, to understand the importance of good financial decision-making and practices so the P&Cs hard-earned money is used efficiently, responsibly and with great transparency.

The seven-module course covers content crucial to the effective financial operation of your P&C and can be done as stand-alone modules or as full course where the user receives a certificate of completion when finished.



## The modules cover:

- Finances and the P&C Constitution
- P&C budgeting
- The role of the Treasurer
- Treasurer's reports
- Budgeting
- Security of finances
- Proper use of P&C funds



## Here's what P&C members are saying:

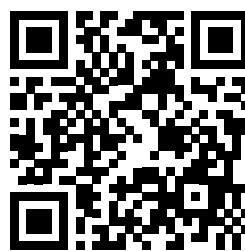
*"With this Finance course, I feel confident that we can tweak and fine tune our processes to effectively meet our financial requirements. I cannot stress enough how absolutely amazing this training tool is!"*

*"I will be highly recommending everyone to complete it. Well done, just brilliant."*

*"Well done, I think other community groups would find this useful too."*

*"Great course. Was a big help and offered clear direction."*

To begin the P&C Finances eLearning course today, visit: <https://wacssoolc.org/moodle30/> or scan the QR code below.



# Solvency Statement

## What is solvency/insolvency?

'Solvency' is defined in s 95A (1) of the *Corporations Act 2001* as "the ability to pay all debts as and when they become due and payable". A person or organisation who is not solvent is 'insolvent' (s 95A(2)).

P&Cs must not incur any debts if they are currently insolvent or there are reasonable grounds to expect they will be insolvent before or after a debt is incurred. *Associations Incorporation Act 2015* (s 127).

Under Rule 17.10.3 of the 2019 *P&C Constitution*, the Executive Committee are required to make a declaration that having reviewed and considered the P&C's current and projected financial position, it is their opinion the P&C is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

It is of utmost importance that accurate financial records are kept so the Executive Committee can make this declaration with confidence.

## Guide to using this declaration:

1. At an Executive Meeting prior to the AGM, move the motion, "that the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial statements/review/audit (whichever is applicable) at the \_\_\_\_\_ (year) Annual General Meeting of the P&C."
2. Once this motion is carried, the President signs the declaration on behalf of the Executive Committee.
3. The declaration is then presented as part of the annual financial statement, review or audit at the next Annual General Meeting. The P&C then votes on approval of the financial statements/review or audit report. The outcome of the vote is minuted.

## Solvency Statement Declaration

We, the Executive Committee of the \_\_\_\_\_  
Parents and Citizens Association Inc. declare, at an Executive Committee meeting  
held on \_\_\_\_/\_\_\_\_/\_\_\_\_\_, that having reviewed and considered the  
Associations' current and projected financial position, in the Executive Committee's  
opinion the Association is solvent and there are reasonable grounds to believe that  
the Association will be able to pay its debts as and when they become due and  
payable.

Signed by the P&C President on \_\_\_\_/\_\_\_\_/\_\_\_\_\_ (date), on behalf of the  
Executive Committee of the \_\_\_\_\_  
Parents and Citizens Association Inc.

P&C President signature \_\_\_\_\_

P&C President full name \_\_\_\_\_

A downloadable version of the Solvency Statement and Declaration is available  
on the WACSSO website: [www.wacssso.wa.edu.au/resources/pc-resources/](http://www.wacssso.wa.edu.au/resources/pc-resources/).



## P&C Debit Cards

WACSSO, at the September 2020 meeting of State Council, resolved that the P&C Constitution 2019 does not exclude affiliate use of a debit card where appropriate safeguards and processes are in place.



### What is a Debit Card?

This is a card linked to a bank account operated by the P&C. The debit card can be used for purchases at stores through EFTPOS. When a transaction occurs, the purchase amount is immediately deducted from the bank account. There is no credit permitted on the card, only access to funds that are in the account at the time the transaction takes place.

### Can a P&C use a Debit Card?

The P&C Constitution does not exclude the use of a debit card, but it is up to each individual P&C Association to determine if a debit card is a requirement of their operations. If the P&C decides they wish to use a debit card, then they will need to put a Terms of Operation in place. WACSSO has a recommended Terms of Operation (see next page).

### How do We Resolve to use a Debit Card?

This would be two separate motions. The first would be for the P&C to open a bank account that has a debit card facility. The second would be for the adoption of the debit card usage and would need to be repeated each year at the AGM.

1. "That a debit card account be opened and be called the (insert school name) P&C Association Inc. debit card account."
2. "That the Debit Card and Account Usage Policy dated (insert date) be adopted for the year (insert year), and that the signatories to the account are (List names and roles)."



## WACSSO Recommended Debit Card Terms of Operation (or Terms of Use)

- Debit card transactions, as with all P&C financial transactions, must be authorised by a General Meeting or Executive Committee meeting.
- The debit card account must be reconciled monthly by the P&C Treasurer and included in the financial statements (Treasurer's Report) to be presented to each General Meeting of the P&C.
- The Debit Card will be used under the terms and conditions of the bank that issues it.
- The P&C Association's debit card will be linked to a separate bank account, solely for the use of EFTPOS debit card transactions. The account is to be named: xxxx P&C Inc. Debit Card account.
- The name of the P&C must appear on the debit card.
- Debit cards are not be used to withdraw cash from ATM or using EFTPOS cash out facilities.
- The card balance can only be increased ('topped-up') by a deposit from dual authorised signatories.
- The maximum balance in the debit card account is to be \$500.
- Debit cards to be used for approved purchases up to the value of \$250.
- The printed EFTPOS receipt and itemised receipt must be forwarded to the Treasurer as soon as possible after the transaction.
- A debit card control register of authorised users will be maintained regularly.
- The debit card is to be stored in a safe when not assigned.
- The card PIN is to be held by the P&C Treasurer and changed annually.
- The card will be cancelled immediately if lost, misplaced or upon suspicion of misuse.

For further information or guidance on appropriate debit care use, please contact the WACSSO office on 9264 4000 or email [info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au).

# TABLE FOR ANNUAL FINANCIAL REPORTING REQUIREMENTS

## (IF THE P&C IS NOT REGISTERED WITH ACNC)

Name (official terminology)	Tier 1	Tier 2	Tier 3
Revenue	<\$250K	\$250K< and > \$1M	> \$1M
Cash or Accrual Accounting	Cash or Accrual	Accrual	
Audit / Review	No review or audit unless required by the membership. Annual Financial Statements must be presented at the AGM. WACSSO does recommend a review.	Review is mandatory unless Audit is mandated by general members	Audit is mandatory
Annual Financial Statements	Present to members at the AGM and submit to WACSSO and the School Principal		
DMIRS Annual Information Statement (AssociationsOnline)	Mandatory		
ACNC Annual Information Statement	Not relevant to P&Cs that are not registered with the ACNC		
ACNC Reporting Entity	Not relevant to P&Cs that are not registered with the ACNC		
Type of ACNC Financial Report	Not relevant to P&Cs that are not registered with the ACNC		
Accounting Standards	N/A	Australian Accounting Standards	
Signed and Dated Responsible Persons Statement	YES		
Management Committee declaration including Solvency Statement	YES		
Statement of receipts and payments	Cash accounting - YES Accrual accounting - OPTIONAL	YES	YES
Bank Reconciliation & Statements	Cash accounting - YES Accrual accounting - YES	YES	YES
Balance sheet	Cash accounting - YES Accrual accounting - YES	YES	YES
Statement of Income and Expenditure (P&L)	Cash accounting - NO Accrual accounting - YES	YES	YES
Cash Flow	Cash accounting - NO Accrual accounting - NO	YES	YES
Statement of changes in Equity	Cash accounting - NO Accrual accounting - NO	YES	YES
Notes to the Financial Statements	Cash accounting - YES Accrual accounting - YES	YES	YES
Auditor Requirements	If a review is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA), CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA); a registered company auditor; or approved by the Commissioner.		If a review is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA) and hold a public practice, CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA) and hold a public practice; a registered company auditor; or approved by the Commissioner.

# TABLE FOR ANNUAL FINANCIAL REPORTING REQUIREMENTS

## (IF THE P&C IS REGISTERED WITH ACNC)

Small Charity	Medium Charity	Large	Name (official terminology)
<\$250K	\$250K< and > \$1M	> \$1M	Revenue
Cash or Accrual	Accrual		Cash or Accrual Accounting
No review or audit unless required by the membership. Annual Financial Statements must be presented at the AGM. WACSSO does recommend a review.	Review is mandatory unless Audit is mandated by general members	Audit is mandatory	Audit / Review
Optional submission to ACNC	Mandatory submission to ACNC and submit to WACSSO and the School Principal		Annual Financial Statements
Mandatory (Not required if submitting an Annual Information Statement to the ACNC)			DMIRS Annual Information Statement (AssociationsOnline)
Mandatory			ACNC Annual Information Statement
If the P&C <u>chooses</u> to submit financial reports then	Self-assess as either a Reporting entity or Non-reporting entity		ACNC Reporting Entity
If the P&C <u>chooses</u> to submit financial reports then	Self-assess as requiring either <sup>*</sup> Special Purpose <u>OR</u> <sup>*</sup> General Purpose Financial Reports based on		Type of ACNC Financial Report
If the P&C <u>chooses</u> to submit financial reports then	Self-assessed Reporting entity - Special Purpose Financial Reports require adherence to 6 Australian Accounting Standards as per ACNC website  Self-assessed Non-reporting entity - General Purpose Financial Reports require adherence to Australian Accounting Standards		Accounting Standards
If the P&C <u>chooses</u> to submit financial reports then YES	YES		Signed and Dated Responsible Persons Statement
YES			Management Committee declaration including Solvency Statement
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Statement of receipts and payments
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Bank Reconciliation & Statements
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Balance sheet
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Statement of Income and Expenditure (P&L)
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Cash Flow
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Statement of changes in Equity
If the P&C <u>chooses</u> to submit financial reports then YES	YES	YES	Notes to the Financial Statements
If a review is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA), CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA); a registered company auditor; or approved by the Commissioner.			Auditor Requirements
If a review is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA) and hold a public practice, CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA) and hold a public practice; a registered company auditor; or approved by the Commissioner.			

\*Please refer to the ACNC website for an explanation of these terms.



## SUPERANNUATION SUPERSTREAM

### IMPORTANT INFORMATION REGARDING SUPERANNUATION PAYMENTS FOR AFFILIATE EMPLOYEES

*Information provided from the Australian Taxation Office website.*

Since employees are free to choose which superannuation fund they contribute to, employers are faced with an administrative burden of processing employee contributions to numerous funds in different formats. SuperStream removes that burden by receiving a single electronic payment from you and then distributing the payment to each of the superannuation funds.

It is compulsory for employers to pay employee superannuation electronically through SuperStream. There are no general exemptions for SuperStream that are applicable to P&Cs.

Employers who have 19 or fewer employees, or a turnover of less than \$10 million a year, can use the Small Business Superannuation Clearing House.

This service is free, simple to use, reduces the time and paper work, and helps you meet your superannuation guarantee obligations.

You can register for the Small Business Superannuation Clearing House through the Australian Tax Office online services via myGovID. For step-by-step information visit: <https://www.ato.gov.au/Business/super-for-employers/paying-super-contributions/how-to-pay-super/small-business-superannuation-clearing-house/> For further information, please refer to the Australian Taxation Office website or contact the Australian Taxation Office on 1300 660 048.





# AFFILIATE INFORMATION

This section features:

- What is a P&C
- P&C Meeting Code of Conduct
- WACSSO Infosheets
  - Annual General Meetings
  - Filling Office Bearer Positions
  - Chairing a P&C Meeting
  - Running A P&C Election
  - WACSSO's Online P&C Resources
- P&C Communication Tips: set your P&C up for success by establishing solid communications channels
- Sample Calendar for 2022
- Principals working with your P&C
- WACSSO 'Guidelines' Series:
  - Social Media
  - Handover Checklist
  - Fundraising
  - Record Management
- WASCA: Healthy Food and Drink Choices in WA Schools

# WHAT IS A P&C?

## THE ROLE OF P&Cs IN GOVERNMENT SCHOOLS

*P&Cs meet regularly in most government schools throughout Western Australia.*

**The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education.**

Parents and Citizens' Associations are established under the School Education Act 1999 for the purpose of supporting a strong government school system for the benefit of all students.

A P&C comprises of parents and carers of children attending a school or group of schools and other interested persons over the age of 18 years who have paid an annual subscription.

The Principal of the school is an ex officio member by right of their position and under the P&C Constitution.

### FUNCTIONS OF THE P&C

- Encourage parents to participate in developing the school's educational policy.
- Develop parent participation and involvement in the school.
- Act as the forum for parents to discuss issues pertaining to the school and its community and for gathering opinions.
- Promote and support communication and cooperation within the school community
- Bring educational matters to the attention of the wider community.
- Provide extra resources for the benefit of government school students.

### THE P&C AND FUNDRAISING

- The P&C can provide resources to the school as it sees fit but is not required to do so.
- P&C Associations are not simply there to fundraise and indeed may elect to avoid fundraising in preference to other activities, such as discussion of educational issues and school policies.
- However, all surplus funds of the P&C (including surplus funds held in other P&C accounts) must be used for the benefit of students attending government schools.

### WACSSO AND YOUR P&C

The Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body for the Parents & Citizens' movement in WA. The organisation is committed to advocating for and enabling a quality public education system, including equity of access, for all young people irrespective of their age, culture, socio-economic status, gender, level of ability or geographic location.

WACSSO has approximately 650 affiliated P&C Associations and provides representation and services to each, such as training, insurance, expert advice and support.

### FURTHER INFORMATION

For further information, please visit [wacssso.wa.edu.au](http://wacssso.wa.edu.au) or call 9264 4000 or email [info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au).

## PARENTS & CITIZENS ASSOCIATIONS



# P&C MEETING CODE OF CONDUCT

## 10 RULES TO IMPROVE YOUR ASSOCIATION

### *A guide to facilitating successful and effective meetings*

#### **What is a Code of Conduct?**

A code of conduct is a set of rules outlining the responsibilities and proper practices for a particular group. Implementing a Code of Conduct helps to formalise the behaviours and actions of members, in order to ensure successful and effective meetings. **WACSSO recommends that P&Cs create their own Meeting Code of Conduct and adopt it at the meeting following the AGM each year.**

#### **RULE #1**

***We respect each other and everyone's opinions at all times.*** We value the opinion and suggestions of all of our members equally. We practice active listening, never interrupt and always give clear, constructive suggestions. We recognise each other's success.

#### **RULE #2**

***All votes are equal and it is the collective that makes the decisions.*** We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not. We will use secret ballots when required.

#### **RULE #3**

***The agenda will be enforced at all times.*** Any new items that arise during the meeting or after the agenda is circulated will only be included if a vote is passed at the meeting to allow it. Otherwise they become agenda items for the next meeting.

#### **RULE #4**

***Stick to the point.*** Everyone's time is valuable and volunteered. Don't ramble, mumble, go into unnecessary detail, repeat multiple points, raise matters already discussed, or talk when there is nothing to say.

#### **RULE #5**

***Delegate when you need to.*** We will ask each other for help to complete tasks and activities when we are not able to complete them ourselves. We expect everyone to try their best.

#### **RULE #6**

***The minutes will be issued within 2 weeks following a meeting and the agenda 7 days prior to the next meeting.*** Read these! By 'reading', we will think about them, identify any issues or concerns, and consider what we want to contribute at the meeting.

#### **RULE #7**

***Keep the meeting on topic.*** We only discuss matters relative to the agenda during our meetings - we do not have side conversations or get side-tracked. We allow plenty of time at the end of the meeting to show photos, have a cuppa and chat.

#### **RULE #8**

***It is our right to object constructively.*** We all have the right to object constructively when discussing all agenda items.

#### **RULE #9**

***Volunteer only when you can carry through.*** We only volunteer for actions from the meeting when we are able to commit to the time-frame and activities of the motion. We respect the right to say "no".

#### **RULE #10**

***Finish on time.*** If it is nearing finishing time, we will vote on moving unfinished items to the next scheduled meeting, or hold another one in between. We will create a sub-committee to deal with long, technical or contentious items, who will bring recommendations to the next meeting so we can all discuss them.

# ANNUAL GENERAL MEETINGS

## ALL YOU NEED TO KNOW TO HOLD A SUCCESSFUL AGM

### SAMPLE AGENDA

Before opening the meeting, check that all persons present who wish to nominate or vote on any motion or election at the meeting are **financial or ex officio members**. Invite new and current members to join prior to the meeting starting.

Open meeting and welcome all members and ensure that there is a quorum present.

#### 1.0 MINUTES

- 1.1 Confirmation of minutes of the last meeting of the P&C or Executive Committee.

#### 2.0 BUSINESS ARISING

#### 3.0 CORRESPONDENCE

#### 4.0 REPORTS

- 4.1 President's Report.
- 4.2 Presentation of the signed Solvency Declaration (template available from WACSSO website).
- 4.3 Presentation and adoption of financial statements, auditor's report or review or which ever is required under the P&C Constitution 2019.
- 4.4 Sub-Committee Reports
  - Canteen
  - Other committees e.g. pre-primary, fundraising, uniform
- 4.5 Principal's Report.

#### 5.0 ELECTIONS

- 5.1 Office Bearers.
- 5.2 Executive committee members (not less than 3 positions).
- 5.3 Committees
  - Canteen
  - Any other committees
- 5.4 P&C member to nominate for school council/board (if the P&C chooses to do so).



#### 6.0 APPOINTMENTS

- 6.1 Appointment of Review/Auditor if required under the P&C Constitution 2019 (or if not required, but the P&C chooses to have an audit or review executed).
- 6.2 Delegates to WACSSO Annual Conference.
- 6.3 Additional Signatory - One member of the Executive Committee appointed at the AGM as an additional signatory.
- 6.4 Appointment of volunteer/member engagement coordinator.

#### 7.0 GENERAL BUSINESS

**Important:** Notice of financial motions must have been sent to members at least 7 days prior to this meeting

- Adoption of Terms of References for sub-committees
- School 'wish list' of spending presented for approval
- Annual calendar of P&C activities and events presented for approval
- Contingency and emergency spending approval motions
- Motion to adopt Debit card and account usage policy (if applicable)

#### 8.0 NEXT MEETING

#### 9.0 CLOSURE



# ANNUAL GENERAL MEETINGS



## ALL YOU NEED TO KNOW TO HOLD A SUCCESSFUL AGM

### BEFORE THE MEETING

#### Hold an Executive Committee Meeting and:

- Ask the principal to present a 'wish list' to the Executive.
- Set an Annual Calendar of P&C events.
- Present the Annual Financial Statements/ Review/Auditor Report (which ever is required).
- Present, approve and sign the Solvency Declaration.
- Confirm the date for the AGM.
- Give at least 7 days' notice of the AGM.
- Give at least 7 days' notice for any financial motions to be presented at the AGM e.g. School 'wish list'.
- Set a detailed Agenda for the AGM.

#### Planning an AGM:

- The AGM must be held once (and only once) per year (see P&C Constitution 2019).
- The AGM must be held within 4 months of the end of the Association's financial year (e.g. if it ends December 31, AGM must fall before April 30).
- Set the AGM date and time at a General Meeting of the P&C.
- Notice of the AGM must be in writing, e.g. via the school newsletter.
- Advertise both the start and finishing time.

Review the Terms of References for sub-committees. Include spending permissions to be approved at the AGM, for example:

*"the \_\_\_\_\_ sub-committee has the power to spend up to \$100 per term on consumable items directly aligned with the operations of the sub-committee after confirmation from the P&C Treasurer that such funds are available".*

### THE AGENDA

- Includes tasks that must be completed annually, such as election of office bearers and sub-committees, and presentation of the annual financial report or review/audit. The agenda is prepared by the President and Secretary.
- Only list items of business and correspondence arising from the last or any previous P&C meetings that need immediate attention.
- Distribute all reports beforehand. Members giving reports (including the Principal) can give a brief verbal summary, or answer questions. Reports should not be read out verbatim. Consider setting a time limit for the presentation of each report.
- Include the audited financial statements and Solvency Declaration for tabling and adoption.

This replaces the Treasurer's report, with any questions referred accordingly. If required, table the audit/review report.

- Confirm the current Terms of Reference (ToR) for each sub-committee. If there are no ToR, a template is available from the WACSSO website. All ToR must be adopted and can be an appendix to the AGM minutes as a record.
- Allow for the election of Office Bearers and Executive Committee members. Refer to the P&C Constitution for composition of the Executive Committee.
- Elect a P&C member to nominate for the school board. This is NOT in the role as a P&C representative.
- Review contingency and emergency spending approvals such as: *"That the Treasurer and President, together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting"*.
- List the date of the next P&C General Meeting and the next AGM.

### AT THE MEETING

- The outgoing President chairs the AGM (the newly elected President chairs from the following meeting). This applies to all elected executive members.
- The AGM is an excellent opportunity to appoint WACSSO Annual Conference delegates and observers.
- The AGM is often the first introduction new parents have to the P&C, so an effort should be made to ensure the meeting is engaging and friendly – the aim is for parents to return again and again!
- Observe the WACSSO formal Rules of Debate and Standing Orders for P&Cs.

### AFTER THE MEETING

- Forward names of elected Office Bearers and Executive to the school Principal, WACSSO and the Australian Taxation Office before 30th April.
- Handover all documents, files and passwords to the new Office Bearers.
- Immediately change signatory details with the bank.
- Update P&C Details on the WACSSO website.
- Submit Annual Information Statements to ACNC and AssociationsOnline.
- AGM minutes should be adopted at the next General Meeting of the P&C held after the AGM.

# FILLING OFFICE BEARER POSITIONS



## WHAT IF WE DON'T GET THE POSITIONS FILLED AT THE ANNUAL GENERAL MEETING?

### FOLLOW THESE STEPS TO FILL YOUR P&C OFFICE BEARER POSITIONS

At the start of the year the WACSSO office and State Councillors are frequently asked this question. The election of a full Executive Committee is a requirement of the P&C Constitution (as approved by the Minister for Education). A P&C with vacant Office Bearer positions is not abiding by its Constitution, this means the P&C should not be holding events or approving expenditure of funds until all positions are filled.

Here are some ideas to implement to ensure this does not happen:

1. The current Executive should promote all the benefits of the P&C to the school community well in advance of the AGM. Put out a fact sheet covering: services run, money raised and all the community benefits of having a P&C.
2. The current Executive must also make it very clear what the school stands to lose if the Executive positions are not filled. Be positive, but blunt.
3. Promote the AGM well, make a big event of it and use a range of promotional pathways. Give plenty of notice (three weeks if possible).
4. Personally prompt people to fill positions and highlight why they would be a great fit. Be proactive.
5. Get the Principal on board to promote the P&C (an absolute must) – newsletters, school Facebook page, school app, website, school assemblies, etc.
6. Ask retiring executive members to be mentors for first term (or longer) and promise a comprehensive handover meeting.
7. Request all Office Bearers give an overview of their role at the start of the AGM.
8. When running elections at the AGM, start with Sub-committee and Executive Committee positions first, working your way up to the Office Bearer positions. Potential Office Bearers can see the support they have and who they will be working with.
9. Seek WACSSO resources, webinars and training. See WACSSO's 'infosheets' at [www.wacssso.wa.edu.au/resources/pc-resources/](http://www.wacssso.wa.edu.au/resources/pc-resources/) under 'P&C Guides'.

Please contact the WACSSO office if you have further questions 9264 4000



# CHAIRING A P&C MEETING

## HELPFUL HINTS FOR THE P&C PRESIDENT AND OTHERS WHO CHAIR MEETINGS

### ROLES AND RESPONSIBILITIES OF A CHAIRPERSON

#### RESPONSIBILITIES

The P&C Constitution states that the President, when present, will chair the P&C meeting.

It is the responsibility of the Chairperson to:

- Determine that a quorum is present.
- Create an agenda before the meeting in consultation with the Secretary.
- Follow the meeting agenda and keep members on track.
- Sign the confirmed minutes of the previous meeting. Minutes are not an official record until confirmed at a subsequent meeting.
- Control the debate.
- The Chairperson should seek to promote orderly and relevant discussion.
- Ensure motions and amendments are clear and relevant.
- Keep speakers to the point and allotted time; and ensure that they are not interrupted.
- Ensure that all discussion is addressed through the Chairperson.
- Sum up both sides of any debate, taking care that no personal bias is introduced.
- Ensure motions/amendments are clearly understood by all members before voting.

#### RUNNING THE MEETING

The Chairperson must guide the meeting towards achieving its aims.

They have the power to:

- Open the meeting.
- Rule on procedure.
- Decide who speaks and in what order.
- Close debate - when sufficient discussion has taken place or there are no further speakers for or against any motion or amendment.
- Reject motions - if they are outside the power of the Association; insufficient notice has been given (some motions require a minimum notice); are inconsistent with a previous decision; phrased in objectionable language or have ambiguous wording.
- Request that a speaker be seated or stop speaking.
- Close the meeting.

#### DISSENT FROM THE CHAIR

If any member present at a meeting disagrees with a ruling of the Chairperson they can move a motion of dissent. Once the motion has been accepted, the Chairperson shall vacate the chair until a decision is made.

### THE 'ART' OF BEING A GOOD CHAIRPERSON

#### THE CHAIRPERSON

- Has an important role - they preside over meetings in a proper and orderly manner, ensuring that the constitutional requirements are observed.
- Should be an active listener, be able to summarise the discussion and ask members what they want next.
- Should allocate a timekeeper when members speak to a motion, especially when debating or discussing an issue. This will prevent meetings running overtime and prevent straying from the agenda. They can set an agreed time for open discussion between members.
- Should be able to identify the strengths and skills of the other members and know when to call on them.
- Should concentrate on the 'art' of getting the group to work together to reach its goals with collective decision-making.



# RUNNING A P&C ELECTION

## P&C ELECTIONS

### Appointment of Returning Officer

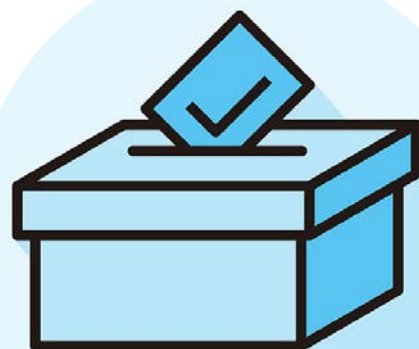
- Returning Officers are appointed by the Chair to count and return ballots in the case of multiple nominations for any role.
- It is recommended that the Returning Officers (two) be independent of the P&C, but if this is not possible then WACSSO recommends an Office Bearer and the Principal (ex officio) are appointed.

### Nominations

- Nominations for any role or position can be accepted prior to the meeting or after nominations are called for ('from the floor').
- Nominations may be accepted by a member not in attendance if it is in writing and membership obligations have been completed.

### Election procedure for all Office Bearer roles and Executive and sub-committee positions

- Elections are placed after Reports and before General Business on the meeting agenda.
- Each election will be held separately.
- Order of election – President, Vice President, Secretary, Treasurer, Executive Committee then other positions
- If the position of President is contested between the incumbent President and another nominee, a neutral person will chair during the election process for this position
- Nominations are called for the position e.g., "Item (item number) on the agenda. The election of (position title). The Chair calls for nomination for the position of (position title)"
- After a brief period allowing for nominations, nominations are then closed e.g., "hearing no more nominations, nominations for the position of (position title) are now closed."
- The chair will then read out the nominations for the role.
- There is no seconding of nominations. Once a member nominates, their nomination is accepted.
- If there is only one nomination for a position the nominee is declared elected unopposed e.g. "The Chair declares (insert name) elected to the position of (position title) unopposed."
- If there are multiple nominations then an election must be held by ballot.
- The names of the nominees are read out. Optional: The Chair may ask each nominee to speak to their nomination (one-minute maximum) and may also ask if any nominee wishes to withdraw from the election.
- Ballot papers are distributed and collected by the returning officers. The returning officers will leave the room to count the ballot, write down the result and hand the result to the Chair upon return.
- The Chair will then announce the result e.g. "The Chair declares (insert name) elected to the position of (position title)."
- If there is a tie of votes between two or more candidates, the result will be declared by lot (see the P&C Constitution 2019 glossary).
- There is no scope for a recount of ballots and a second ballot is not permitted. The first ballot result is the outcome. Members may not see the ballots.
- The Chair directs the Returning Officers to destroy the ballot papers.
- New Office Bearers, Executive Committee members and other newly appointed positions take effect at the 'rise of the meeting' (end of the meeting).



# WACSSO'S ONLINE P&C RESOURCES



## GET YOUR P&C PREPARED WITH WACSSO'S SUITE OF VALUABLE RESOURCES

We have a large depository of resources available to our affiliates addressing a range of different topics, responsibilities and operations of P&Cs. To access these resources you will need to register an account on the WACSSO website, each P&C member may register an account. To register for a WACSSO website account, visit: <https://www.wacssso.wa.edu.au/register/?return=/login>

### P&C Guides

[President's & Vice President's Guide](#)

[Secretary's Guide](#)

[Treasurer's Guide](#)

[2022 P&C Handbook](#)

[President's Media Guide](#)

[P&C Office Bearer Handover Checklist](#)

[The Effective P&C Association](#)

[The Effective Meeting Guidelines](#)

[Principals: Working with your P&C](#)

[How to engage your School Community](#)

[Social Media for P&Cs](#)

[Addressing Traffic Control Issues around Schools](#)

[P&C Debit Card Guidelines](#)

[Charity Registration Guidelines](#)

[How to bring about change positively](#)

### Infosheets

[Promoting the P&C](#)

[P&C Meeting Code of Conduct](#)

[Chairing a P&C Meeting](#)

[The role of the Vice-President](#)

[Become a State Councillor](#)

[Running the AGM](#)

[Facebook for P&Cs](#)

[Filling Office Bearer roles at the AGM](#)

### P&C Templates/Forms

[P&C Code of Conduct](#)

[Register of Members Template\\*](#)

[P&C Minute taking Template\\*](#)

[P&C Executive Meeting Minutes Template\\*](#)

[Office Bearer Nomination Form](#)

[P&C Membership Form](#)

[P&C 'Authority Letter' for the Principal\\*](#)

[Summary of the Affairs of the Association](#)

[Meeting Motions Slip\\*](#)

[Motion Register Template\\*](#)

[Solvency Declaration Template](#)

[Sample - 2022 P&C Calendar\\*](#)

### Templates for Sub-Committees

[Sub-committee Terms of Reference Template\\*](#)

[Sub-committee Report Template\\*](#)

[Facebook Page Terms of Reference Template\\*](#)

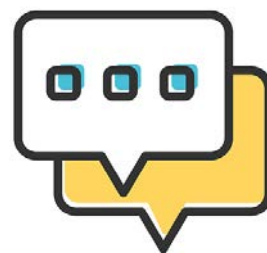
[Community Engagement Committee Terms of Reference\\*](#)

\* Available as a downloadable Word document on the WACSSO website.



# P&C COMMUNICATIONS TIPS

*"To effectively communicate, we must realise that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others"*



## Make Connections

1. You are required to provide WACSSO with your Association's office bearer details by April 30. This information is updated through the WACSSO website at [www.wacssso.wa.edu.au/resources/update-your-pcs-details/](http://www.wacssso.wa.edu.au/resources/update-your-pcs-details/). This enables us to share important communications with your Executive Committee.
2. Introduce yourselves to the School Administration Staff and provide them with authority to release contact details, so that people can get in touch with the P&C (see 'P&C Authority Letter for the Principal' in Affiliate Obligations section).

## Receiving Mail

1. Have a P&C letterbox situated in the Administration block for the staff to put incoming mail into or organise to have a PO Box at the nearest post office.
2. If your P&C has a pigeon hole in the staff room, don't forget to check it regularly.
3. P&C Mail should only be opened by the P&C Secretary

## Keep on top of P&C emails

Email is a necessary means of communication for every P&C Association, allowing for efficient transfer of information between members, external contacts and the wider school community.

Given the often frequent turnover of member and role-bearers in the P&C from year to year, it is important to have a stable, easily transferable email account (or accounts) to ensure no information is lost and that office bearers are easily contactable.

WACSSO does not recommend the use of personal email accounts for P&C business.

WACSSO recommends P&Cs set up at least one email account with a FREE web-based email client such as Outlook, Gmail or Yahoo Mail (there are many more out there – it's a good idea to do a quick Internet search and compare).

P&Cs can set up one account for general use, which should generally be monitored by the Secretary. The address should clearly identify the P&C. For example: [eastperthpandc@gmail.com](mailto:eastperthpandc@gmail.com).

Schools with active P&Cs may want to open an email account for one or a number of office bearers, e.g. [president.eastperthpandc@gmail.com](mailto:president.eastperthpandc@gmail.com) or [secretary.eastperthpandc@gmail.com](mailto:secretary.eastperthpandc@gmail.com), etc.

Please ensure that there is a correct handover procedure for P&C office bearer or executive committee email addresses, as WACSSO is aware of instances where email addresses were lost in the handover process.

## Some Tips

- Account passwords should be changed each time a new Office Bearer is appointed.
- Email account users should be mindful NOT to delete important emails, even at the end of their term. Emails should be copied onto a storage device or software and submitted to the P&C for storage.
- It is important that email addresses and passwords are included in the handover process.
- Consider using a file hosting service such as Dropbox, Tidy HQ or Google Drive, these services enable P&Cs to keep documentation and planning in one area.

For more information on P&C email use, please contact the WACSSO office on 9264 4000 or [communications@wacssso.wa.edu.au](mailto:communications@wacssso.wa.edu.au).

## WACSSO ONLINE

The WACSSO websites and social media channels provide affiliates with information and free resources, network opportunities and up-to-date information on educational news and events.

To access specific publications you will need to register and log on. All members of WACSSO affiliated P&Cs are entitled to an account on our website. Each individual member has to register their own account. There is no longer one account for each P&C.

If you are an Office Bearer, please ensure that the Office Bearer forms are submitted (via the site), as WACSSO needs your up-to-date details.

## CONNECT WITH WACSSO

WACSSO is always looking at new ways to connect with parents, P&Cs and the wider community. Please follow us on our website, Facebook and Twitter.

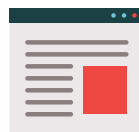
By staying connected with us on these sites and signing up to our eNews, you can participate in discussion and polls, remain informed on educational issues related to your community and have your say on the direction of education in Western Australia.

We invite you to work with us in shaping the future of public education in WA!

### JOIN OUR ONLINE COMMUNITY



**'LIKE' us on Facebook at**  
[www.facebook.com/WACSSOinc](http://www.facebook.com/WACSSOinc)



**Sign up for eNews on the WACSSO website**



**'FOLLOW' us on Twitter**  
[@WACSSO](https://twitter.com/WACSSO)



**Or email the office on**  
[info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au)



**Make us a 'FAVOURITE'**  
[www.wacssso.wa.edu.au](http://www.wacssso.wa.edu.au)



**WACSSO**  
**CONSTITUTION**

**Visit the Constitution website**  
[www.pandcswa.org.au/](http://www.pandcswa.org.au/)

*In 2021 the P&C Voice became available as a digital magazine. The digital magazine enables the publication to be distributed easily to a wider audience and contains interactive links to important information and resources.*

*To ensure we capture our desired readership, we have created a subscriber list who will receive the digital P&C Voice magazine via e-mail when a new edition is released. If you would like to receive the digital P&C Voice, scan the QR code to subscribe!*





## SAMPLE – P&C CALENDAR 2022

\*\*\* **HOLD AGM BEFORE APRIL 30**  
 \*\*\* **GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING**  
 \*\*\* **P&C TREASURER TO ENSURE ANNUAL FINANCIAL STATEMENT/REVIEW/AUDIT IS READY FOR AGM (if required)**

### January

17 WACSSO Office Opens  
 31 Term 1 Commences

### February

### March

07 Labour Day Public Holiday

### April

01 Close of Nominations for WACSSO State Council Elections (12 noon)  
 08 Term 1 Ends  
 15 Public Holiday - Good Friday  
 18 Public Holiday - Easter Monday  
 25 Public Holiday - ANZAC Day  
 26 Term 2 Commences  
 30 Final date for AGMs to be held

### May

\*\* WACSSO Affiliation Fees are mailed  
 16 National Volunteer Week Commences  
 20 P&C Day WA  
 31 Deadline for declaration of results State Councillor Term Elections

### June

01 State Councillor Term of Office Commences  
 06 Public Holiday - WA Day  
 30 WACSSO Affiliation Fees Due

### July

01 Term 2 ends  
 08 Close for receipt of Conference Agenda Items  
 18 Term 3 commences

### August

02 Affiliation fee reminder notices  
 05 Closing date for Conference Registrations

### September

10-11 2022 WACSSO Annual Conference  
 23 Term 3 Ends  
 26 Public Holiday - Queen's Birthday  
 30 Suspension of unpaid Affiliates

### October

10 Term 4 Commences

### November

\*\* Organise Auditor for 2021 FY Review/Audit – if necessary

### December

\*\* P&C Treasurer to ensure books are ready for Review/Audit – if necessary  
 15 Term 4 Ends  
 TBC WACSSO Office Closes  
 25 Christmas Day  
 26 Boxing Day  
 26 Public Holiday - Christmas Day  
 27 Public Holiday - Boxing Day

This form in word format is available to download on the WACSSO website: [www.wacssso.wa.edu.au](http://www.wacssso.wa.edu.au) so that you can update and include dates relevant to your individual P&C. You may want to include dates for your P&C meetings, parent information evenings, planned fundraising events, school award nights and school assemblies etc.

Information for School Term dates has been obtained from the Department of Education website [www.education.wa.edu.au](http://www.education.wa.edu.au). Information for Public Holiday's has been obtained from the Department of Mines, Industry Regulation & Safety website [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au). We hope you find this to be a useful tool for your committee. Consider providing a copy of your personalised P&C Calendar to your WACSSO State Councillor so that they are informed of meeting dates and any special events occurring at your school.



# PRINCIPALS WORKING WITH YOUR P&C

The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education. P&Cs are the only incorporated associations in the whole of Western Australia that have the right to exist under an Act of Parliament (*School Education Act 1999*). Associations work best to benefit students when the whole team is a cohesive unit. As the school's leader and site manager, the Principal plays an integral role in the P&C - they have rights and responsibilities like any other member of the P&C.

When the Principal and P&C work together to achieve the same goals:

The school community acts as one in the interests of the students.

P&C planning and budgeting complements the efforts of the school staff to enhance education within the school.



*"A successful school has a successful P&C. Where the P&C and the school work closely together, resources are improved and the outcomes for children improve. Honest communication between the school community and the administration of the school is possible where trust is developed."*

Gary Quinn - Principal, Dalyellup PS

## The role of the Principal on the P&C

- ✦ is an *ex officio* member of the Executive Committee and, as such, has the same rights and responsibilities as any other Executive member.
- ✦ can propose motions, vote, or be elected to a sub-committee. They can't be an Office Bearer or signatory to accounts. Teachers and other school staff who are financial P&C members may take on those roles.
- ✦ cannot overrule decisions rightfully made by the P&C, unless that decision attempts to exercise authority over the day-to-day management of the school.
- ✦ cannot abolish the P&C (only the Director General of the Department of Education has this power).
- ✦ can be counted in the quorum for all meetings.
- ✦ is the site manager of the school and as such provides the final approval for activities held on school property.

## P&C Meetings

- ✦ As an *ex officio* member of the P&C the Principal has the right to attend and participate in General and Executive Committee meetings.
- ✦ Meetings are a great opportunity for the Principal to provide an update or report to members on school affairs, and to take questions from parents. An objective of the P&C Association (in the P&C Constitution and the Education Act) is the fostering of community interest in educational matters. The Principal's knowledge and experience is very valuable here. If the Principal cannot attend a meeting, they can send a delegate, such as the Deputy Principal.
- ✦ On occasion, a parent may wish to raise a matter or concern relating to an interpersonal issue or regarding an individual child at the school. The P&C is not the forum for this, and as such the discussion should be redirected to a meeting between the parent and Principal at another time.
- ✦ The Principal can propose any motion at a meeting. It is a requirement that at least seven days' notice (General Meeting) and 48 hours' notice (Executive Committee

Meeting) is provided for financial motions and that requests for funds are presented in a clear and researched format.

"Holding a meeting between the Principal and President prior to the P&C meeting helps develop not only their relationship, but also the relationship between the school and the school community. The P&C is critical to the smooth functioning of the school."

- ✦ It is recommended that the Principal familiarise themselves with the duties of the office-bearing roles and the reporting requirements for each meeting – as an Executive member, they have a responsibility to encourage strong governance processes.
- ✦ Each year after the Annual General Meeting, the P&C must provide the Principal with a list of office bearers' contact details and the audited financial statement.



## Fundraising

An object of a P&C within the P&C Constitution is assisting in the provision of resources, facilities and amenities for the school. At the beginning of the year after the AGM it is a good idea to hold a special general meeting to set the P&Cs budget and priorities for the year. It often works well at this meeting if the Principal provides a 'Wish List' of items the school would like the P&C to fundraise for. The meeting can discuss and agree on items they will work toward providing. It is important to note however that P&Cs are not obliged to fundraise, though most do!

## P&C Business

*P&Cs have the ability to operate businesses such as a canteen or uniform shop, to service the school.*

- ✦ Sub-committees for these businesses may be formed.
- ✦ The Principal cannot make an independent decision to close a canteen, have control over the employees or dictate what is sold in the canteen as long as it is operated according to the Department of Education's Healthy Food and Drink Policy. Their input is

the same as any member of the P&C or a sub-committee formed for that purpose.

- ✦ The Principal should ensure they fully understand their role and the P&C's role in uniform supply contracts as directed by the Department of Education.

# WACSSO, P&Cs and the Principal

WACSSO is the peak body representing over 650 affiliated P&C Associations statewide. The organisation is directed by a State Council comprising a President and up to 20 Councillors, and a pool of staff provide expert advice and conduct the day-to-day operations.



*P&Cs affiliated to WACSSO can avail themselves of:*

- ✦ training (face-to-face and online)
- ✦ representation
- ✦ advice and support (from State Councillors and staff)
- ✦ regular information and correspondence
- ✦ publications and resources
- ✦ public liability and volunteer accident insurance.
- ✦ Annual Conference (August each year)

It is essential for Principals to familiarise themselves with the services available from WACSSO, as well as P&Cs governance and reporting requirements. The WACSSO Affiliate Guide is a great first step. The WACSSO office is pleased to assist with P&C matters.

*“The P&C is an integral part of the fabric of the school. It is so important that the P&C and the school work together to understand and promote the culture of the school and what the school stands for. This includes the standards, expectations and processes. The P&C President and the Principal must share the vision.”*

**Alan Kidd - Principal, Kingston PS**

## Frequently Asked Questions



**The Principal cannot attend a P&C meeting and sends the Deputy Principal, who is not a P&C member, instead. Can the Deputy vote?**

No, there is no allowance in the P&C constitution for proxy voting. Voting is usually by show of hands following discussion, so a person must be present at a meeting to listen to all sides and register a vote. The Deputy Principal must become a financial member of the P&C in order to vote, unless they are acting in the Principal's role full time for an extended period.



**Can the Principal edit and change P&C Meeting minutes?**

No, the P&C minutes are the responsibility of the P&C Secretary to produce in a clear unbiased and professional manner. If for some reason the correct process is not being undertaken, the P&C Executive or WACSSO can suggest appropriate changes before distribution to the general P&C members.



**Can the Principal forbid the P&C from opening a Facebook Page or order the P&C to close one down?**

No. Establishing or closing any social media account must be carried out through a vote at a general meeting of the P&C. It is not the decision of a single individual. However, if the P&C has a page and it has become toxic, the P&C must reflect on whether it is fulfilling its purpose – benefitting the operations of the P&C and thus the students at the school.

## SOCIAL MEDIA FOR P&Cs

Social media platforms such as Facebook, Instagram and Twitter can be a fantastic tool for associations to quickly and easily connect and communicate with members. Reputation management and careful planning are key components to establishing social media accounts. This document provides recommended terms of use and should be used as a guide when setting up any social media account for your P&C.

### WHICH PLATFORM IS THE BEST OPTION FOR YOUR MESSAGE?

#### Facebook

A Facebook page can act as a very effective notice board for the P&C, where members and the public can easily keep track of news, events and opinions. It is also a great tool for promotion, advertising and discussion, and offers the ability for members to ask a question or leave feedback without the hassle of making a phone call or sending multiple emails. Facebook pages can also be a key space in which to attract potential sponsors for events such as fêtes. Facebook is free, with an additional option for paid advertising to promote events or gain 'likes.' WACSSO does not recommend the establishment of Facebook 'Groups' particularly 'closed' or 'secret' groups as these are not in the spirit of creating an open and transparent community. Facebook is also good for tracking potential members who are engaging with your P&C online. The simple act of 'liking' or 'sharing' indicates a person may be a future volunteer or member.

#### Twitter

Twitter is a fast-paced platform that has the biggest active user numbers in the world – if you want lots of people to hear your message, it can be very effective. Twitter can be a fantastic tool for the savvy P&C that wants to engage with like-minded organisations and community members on bigger-picture education issues (great at WACSSO Conference!). Think about whether your audience is using Twitter – if so, it could be the right move for your P&C.

#### Instagram

Instagram is a useful social media platform for producing visually engaging content. Posting images of P&C activities such as fêtes and fundraising events is a great way to show off your P&C; using the tagging and story features is another great way to engage your audience.

### SO YOU'VE DECIDED TO OPEN A SOCIAL MEDIA ACCOUNT?

#### Establish your reason/s for operation

A social media account (i.e. Facebook page) operating under the name and for the purpose of a P&C Association can be established for one or more of the following reasons:

- Communicating news, information and issues to the school community
- Organising and promoting P&C-run or school community events
- Research, discussion, raising questions or topics in the school community
- Advertising (P&C related)
- Administrative purposes

It is important to remember that any P&C social media account transmits a digital image of that committee to the wider community. At all times it should represent your P&C in a professional manner.

#### Identify your target audience and key messages

The audience for your social media account could include P&C members, parents, the wider school community, potential sponsors, or even the media. What do you want to say to these groups? Think about a range of different and interesting posts that the P&C could make on the page. It is a good idea to vary the type of posts, include links and pictures and keep up the two-way conversation by asking questions, after all, interaction and engagement is what social media is all about!

#### Authorisation of operation

The establishment of a social media account specifically for any P&C must be voted on and passed by the General Meeting. It should not be a decision made by any one, or group of individuals. The account should be titled in accordance with the authorised name of the association to ensure it is clear who the account is representing.

### Code of Conduct

It is recommended that when voting on the establishment of a social media account, a Code of Conduct such as the following should also be adopted. This can be included within your account profile, for Facebook this would be shown on the 'About' page.

*All users of a social media account representing a P&C Association must adhere to the following:*

- Comments, post and responses to the page must be related to the P&C, the school community or in reply to a post left by the administrator on behalf of the P&C.
- Discussion must remain professional and personal topics are not to be discussed.
- As Facebook pages are public spaces, comments relating personally to any individual or group are not to be discussed.
- Defamatory or derogatory comments are not permitted.
- Swearing, obscene and abusive language is not permitted.
- Rude or obscene photographs, or links to photographs, are not to be posted on the page.
- All advertisements posted on the page must be approved by the administrators.
- Derogatory, defamatory, confrontational or incorrect information relating to a P&C committee's employee or administrative position should not be discussed on the page.
- Information relating to the financial position, direction or account details of the P&C should not be discussed on the page as it is in the public arena.
- Personal information related to specific individuals of the P&C, that the individual does not agree to be released, should not be discussed.
- Permission must be granted by the subject/s, or their parent/carer, of any content before it is posted.

### Administration

The administrator/s of the account (recommend up to three members) must be appointed at a General Meeting. If there are several candidates requesting the role of administrator, a vote shall be held to decide. The establishment of a dummy profile using the P&C's generic email address is recommended for establishing the account. Individual members can then be authorised as 'administrators' of the account.

*The administrator's responsibilities include:*

- Posting information, news, questions and other material to the account with approval from the President in circumstances where it is needed.
- Responding to queries raised through the account or referring these to a relevant person for response.
- Deletion of comments that breach the Code of Conduct.
- Removal and/or banning of any user who breaches the Code of Conduct continuously.
- Reporting back at General Meetings any enquiries, queries or matters raised on the page.



### SOCIAL MEDIA FAQS

#### **Can the P&C open its own Facebook Page or other social media account?**

Yes. When used wisely, social media can be a fantastic tool for communicating with members and the school community and promoting the P&C's great work. The P&C must discuss and then vote at a general meeting to establish a Facebook Page or other social media account.

#### **Our school Principal has said our P&C Facebook page has to close because there has been too much negativity, gossip and misinformation. What do we do?**

Closing down a social media account must be carried out through a vote at a general meeting of the P&C. It is not the decision of a single individual. However, if the page has become toxic the P&C must think long and hard whether it is fulfilling its purpose – benefitting the operations of the P&C and thus the students at the school. If the page is not operating successfully, closure is an option. The P&C should conduct a review of the page and its operations to see whether it is aligned with WACSSO's Social Media Guideline. If not, changes or closure may be warranted.

#### **A parent has made a complaint or negative comment about a staff member or P&C member on the P&C Facebook page. How do I respond?**

The administrator for the page should respond politely that social media is not the appropriate channel for personal complaints and then refer the commenter to the relevant authorised person such as the school principal or P&C President. If the comment is inappropriate, abusive, offensive or defamatory, it should be deleted by the administrator.

#### **A parent who owns local business wants to post advertisements on our Facebook page. Can we allow this?**

A P&C can establish a sponsorship agreement with a business for advertising on the FB page an event such as a fete. The agreement may include acknowledgement through the P&Cs communication channels, including on social media, but there should be a very specific scope for this.

#### **Our P&C is holding a fête and we want to attract the wider public to attend. Is the P&C allowed to undertake paid Facebook advertising of our event?**

Facebook advertising can be an effective way of reaching outside of the immediate school community and into the wider local area to let the public know about your event, for minimal cost. Facebook advertising can be tailored to a specific geographical area or demographic and the P&C can set the spending limit they wish to adhere to. Any financial outlay by the P&C must be voted on at a general meeting and the P&C must discuss whether it believes there would be a cost or other benefit to undertaking the advertising. The P&C should also investigate all forms of free advertising, such as an article in the local newspaper, word-of-mouth, or posting flyers at local shopping centres or playgroups.

## SOCIAL MEDIA ACCOUNT CHECKLIST – THINGS TO CONSIDER

Before resolving to create a social media account, has your P&C considered the following?	Yes (Tick)
Will the social media account benefit the operations of the P&C and thus benefit the students at the school?	
Have you discussed who your audience is and what key messages you would like to express?	
Social media accounts like Facebook need to be monitored after hours, on weekends and on holidays. Do you have one or more P&C members prepared to do this?	
Do you have a generic email account that can be used to establish the account, accessible by a range of individuals who can act as site administrators?	
Have you established: <ul style="list-style-type: none"> <li>• Who will be the administrator/s of the account</li> <li>• The correct tone for the posts and the types of messages you want to post?</li> <li>• How you will respond to posts – negative and positive?</li> <li>• How often you aim to post on the account?</li> </ul>	
Have you ensured no content (intellectual property, music, TV or film footage) will be uploaded without explicit approval from the content owner?	
Have you ensured no identifying information or photos of students or school staff will be/can be uploaded to the accounts without explicit permission?	
Have you discussed how you are going to let people know about your new social media account (e.g. an article in the newsletter, an announcement at assembly)	
Have you read the Terms of Service of the nominated Social Media sites? <a href="https://www.facebook.com/terms">facebook.com/terms</a> <a href="https://twitter.com/tos">twitter.com/tos</a> <a href="https://help.instagram.com/581066165581870">help.instagram.com/581066165581870</a>	
Have you established a Code of Conduct or Social Media Policy for your P&C?	

### For further information please contact:

Communications and Research Officer

Ph: 9264 4947 or E: [communications@wacssso.wa.edu.au](mailto:communications@wacssso.wa.edu.au)

# P&C EXECUTIVE HANDOVER CHECKLIST

The handover of an Executive role on a P&C is as important as handing over a job role when you move to other employment. It is crucial to have all documents and notes ready for your successor, so they can continue your good work in maintaining the success of the P&C. If time permits, it is also recommended to be an active 'buddy' for them for the first half of the year. This is not to complete their work, but to give advice and suggestions when requested.

*The process of handing over documents and records of the P&C should take no more than two (2) weeks and should be managed by the President.*

## FOR ALL EXECUTIVE MEMBERS

- General Office Bearer Guides (President, Treasurer, Secretary).
- Copies of roles and responsibilities for each position (see Effective P&C Association booklet).
- Current P&C Constitution.
- Current Terms of Reference for all sub-committees.
- Other P&C policies and by-laws (e.g. email use, Code of Conduct).
- List of contacts for assistance (e.g. for Principal, WACSSO, WASCA, FairWork, Wageline, ATO, Associations Online, Department of Racing, Gaming and Liquor, Grange Insurance).
- Any passwords, account tokens, generic email addresses.
- P&C Association ABN.
- P&C Social Media Guide (in P&C Handbook).
- P&C interactive Health Checks (links on WACSSO website).
- Complete the Summary of the Affairs of the Association (template on pages 45-48).
- Complete the P&C Finances eLearning course (see page # for details).

## DOCUMENTS FOR THE AGM

- Membership forms (with P&C Code of Conduct on back) and Register of Members.
- Executive position nomination forms (nominations can also come from the floor).
- List of ongoing Sub-committees and Terms of Reference for each one.
- Letter or verbal confirmation from the appointed auditor/reviewer accepting the role for the coming year (if required).
- Change of Bank Signatories form to be signed by the relevant Executive members.
- Notification of Office Bearers for both your Principal and WACSSO.
- Annual Audited Statements and Audit Report.
- President's Report.
- Previous General or Executive Minutes for approval.
- Solvency Statement Declaration (template available on the WACSSO website).

### PRESIDENT/SECRETARY

- P&C Handbook (hard copy posted to school at start of Term 1, PDF available on WACSSO website).
- ATO Change of Contact Form
- Register of Members
- Minutes books with minutes from all meetings since P&C commenced, or location of archives.
- Motions register (this is a suggestion only but it helps the new Executive continue ongoing actions from past motions).
- P&C template for agenda and minutes.
- P&C meeting attendance book.
- A list of any important issues/projects which need to be followed up or continued by the new Executive.
- Any diary that has been kept by the P&C on issues, events and/or invitations attended by the outgoing executive.
- Building Fund DGR (Deductible Gift Recipient), information available from the ATO.
- Bank form for change of signatories for P&C general, sub-committee and any investment accounts.
- Passwords and access to any P&C social media sites.
- All login information for online management/storage accounts (If your P&C uses these).
- All existing P&C Policies, By-laws and Terms of Reference.
- Correspondence register (sample available in the Secretary's Guide) and conversation/email detailing where past correspondence has been filed.

### VICE PRESIDENT

- Contact details for electorate's WACSSO State Councillor.
- Follow the WACSSO Facebook page at [www.facebook.com/WACSSOinc](http://www.facebook.com/WACSSOinc).
- Register on WACSSO website for our fortnightly eNews.
- Ask Secretary to forward P&C Voice each term.

### TREASURER

- Books of accounts for current and previous year.
- Access to archived records for the past 7 years.
- List of active sub-committees.
- Accountable Forms Register - cheque, receipt, bank tokens and order books.
- Assets Register (P&C owned and used assets).
- Auditor's statements and reports for the past seven years including current year.
- Bank forms for change of signatories for P&C general, subcommittee and any investment accounts.
- P&C ABN.
- Insurance details.
- Employee files - location.
- List of upcoming funding grants.
- All Deductible Gift Recipient (DGR) information. Only a P&C can operate a School Building Fund DGR and it must be registered with the ATO.
- Superannuation Fund Details.

### EMPLOYMENT

- Current employee personnel files including Letters of Appointment, Contract, SuperStream details, Tax File Numbers, Role Descriptions, Performance Review Records, relevant training attended and employee starting date.
- Records of employees must be kept for 7 years after they have ceased employment.
- Current hours and pay rates of all employees.
- List of emergency staff.
- Status of all employees (i.e. casual, permanent, part-time or full time).
- Up-to-date copy of relevant awards available to the P&C Executive and staff.
- Current record of all leave entitlements including Long Service Leave.
- List of past employees for the previous 7 years.
- List of contacts or support agencies.

WACSSO recommends digitising all documents and having dedicated USB storage for each Executive role. Your P&C should also consider investing in some cloud-based storage or a hard drive device to store all important documents, correspondence and information. Make sure to keep backups of your documents located on school premises.



## Summary of the Affairs of the Association Template

The completed 'Summary of the Affairs of the Association' can assist with handover at the rise of the AGM. This template is also available as a downloadable Microsoft Word document on the WACSSO website at: [www.wacssso.wa.edu.au/pc-resources/](http://www.wacssso.wa.edu.au/pc-resources/) under P&C Templates/Forms.

Legal Registered Name: \_\_\_\_\_ (insert school name)  
Parents and Citizens' Association Incorporated

Incorporated Association Registration Number (IARN): \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

AGM Date (within 4 months of the end of the financial year): \_\_\_\_\_

### Western Australian Council of State School Organisations (WACSSO)

Affiliation - Date Paid: \_\_\_\_\_ (due prior to 30 June)

Public Liability and Volunteer Accident Insurance is included in the WACSSO Affiliation.

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Update P&C Office Bearers	WACSSO	Before April 30
Update P&C Office Bearers	School Principal	Before April 30
Submit Financial Statement & Solvency Statement	WACSSO	Within 4 months after the end of every financial year

### Financials

Financial Year: \_\_\_\_\_

Bank Accounts held with: \_\_\_\_\_



Current Signatories: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accountant/Bookkeeper: \_\_\_\_\_

Auditor or Reviewer: \_\_\_\_\_

**Common Seal (if the Association has one)**

Custody: \_\_\_\_\_

Authorised users: \_\_\_\_\_

**Taxation**

Australian Business Number (ABN): \_\_\_\_\_

Tax File Number (TFN): \_\_\_\_\_

Taxation Registrations (i.e. GST, PAYG, FBT): \_\_\_\_\_

Taxation exemptions (i.e. PBI, DGR): \_\_\_\_\_

Authorised contact for Australian Taxation Office (ATO) – Name and Contact Number:

\_\_\_\_\_

**Reporting Responsibility:**

Reporting Requirement	Reported to	Due Date
Office Bearer Notification	ATO	As soon as possible after AGM
Business Activity Statements (if required)	ATO	Quarterly: 28 October, 28 February, 28 April and 28 July
Superannuation (if required)	Superannuation Clearing House	Quarterly: 28 October, 28 February, 28 April and 28 July

**Insurance (employees, canteen or stock)**

Provider: \_\_\_\_\_

Certificate of Insurance (Policy) Number: \_\_\_\_\_

Inclusions: \_\_\_\_\_

\_\_\_\_\_

## Committee Meetings

How often does the committee meet: \_\_\_\_\_

Notice requirements for committee meetings: \_\_\_\_\_

Quorum for committee meetings: \_\_\_\_\_

## AssociationsOnline

Primary User: \_\_\_\_\_

Authorised user(s): \_\_\_\_\_

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Associations Information Statement (AIS)	Consumer Protection through AssociationsOnline	Within 6 months after the end of every financial year
Changes to address or address for service	Consumer Protection through AssociationsOnline	Within 28 days of a change occurring

## Australian Charities and Not for Profit Commission (ACNC) - if registered

Responsible Persons listed: \_\_\_\_\_

\_\_\_\_\_

Reporting Responsibility:

Reporting Requirement	Reported to	Due Date
Associations Information Statement (AIS)	Through ACNC Charity Portal	Report Annually within 6 months after the end of every financial year
Changes to legal name, address for service or Responsible Persons	Through ACNC Charity Portal	Within 28 days of a change occurring for medium and large charities. Within 60 days for small charities.

## Licenses

License type	License number	Renewal date
<i>eg Liquor license</i>		

## Custody of Records

Record	Current Custodian or storage location
Rules/Constitution	
Certificate of Incorporation	
Licenses and registration certificates	
Register of Members	
Record of office Holders	
Member application Forms	
Financial records	
Banking Records	
Financial Reports	
Contacts and agreements	
Meeting minutes	
Correspondence	
Policies and procedures	
Website/Facebook details	

## FUNDRAISING GUIDELINE FOR P&Cs

### Decision-making processes

- A Fundraising Sub-committee may be formed that will undertake the majority of planning for fundraising events. They must use a Terms of Reference that outlines scope, composition and roles within the Sub-committee. All ideas and recommendations of the Sub-committee must be included in the Sub-committee report for tabling at a General Meeting.
- The decision to hold a fundraising event must be passed or ratified by a properly convened P&C General Meeting (otherwise it will not be covered by personal liability insurance).
- Setting a clear goal for the use of funds is more motivating for participants than just raising funds and deciding what to do with them later. All participants and supporters of the event should be made clearly aware of the intended use of funds raised so that they can make an informed choice about being involved.

### Approvals, regulations etc.

See the Department of Racing, Gaming and Liquor [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) for regulations involving the use of lotteries/ raffles, bingo, two-up, or other gaming and events at which liquor is served.

### Insurance

For P&Cs affiliated with WACSSO, contact Grange Insurance Services by phone on 0499 968 657, or by email at [pandc@grangeinsurance.com.au](mailto:pandc@grangeinsurance.com.au) for information about Personal Volunteer Accident Insurance and Public Liability Insurance.

### Money handling procedures

- Two people to count and sign-off on money raised and where possible, provide receipts.
- Keep details of floats given to stallholders.
- Badge of identification for handlers and collectors of money.

### How to organise an event

Consider the following:

- Theme
- Location
- Date
- Insurance
- Risk management
- Publicity (consider advertising your event in the WACSSO publications at no cost)
- Security & Occupational Health & Safety
- Booking equipment/supplies/rides

For more detailed information go to [www.fetesandfestivals.com.au](http://www.fetesandfestivals.com.au) and click on 'How to organise an event.'

See also: [www.commerce.wa.gov.au](http://www.commerce.wa.gov.au) for 'Voluntary Code of Practice for Public Fundraising'

## FUNDRAISING IDEAS

- Sausage Sizzle/Cultural Food Fair
- School Colour Run
- Selling Cookie Dough
- Lap-a-thon, Spell-a-thon, Math-a-thon
- Mother's/Father's Day breakfast/stalls
- Car boot sale/second hand car park sale
- Car/motorbike show
- Quiz nights
- Plants/flower bulbs
- Fêtes and Festivals: [www.fetesandfestivals.com.au](http://www.fetesandfestivals.com.au)
- Fundraising Directory: [www.fundraisingdirectory.com.au](http://www.fundraisingdirectory.com.au)
- Herbs and Spices
- Beauty Products/Ladies Pamper
- Obstacle Course/Greatest Race
- Candles, toothbrushes, tea towels
- Moonlight Markets/fête
- Student talent quest/pet competition
- Costume or pyjama day
- School made calendars, stickers, cards, labels
- Student auction (pens, pencils, bags, hats)
- Five cent drive or loose change challenge
- Parent Auction (donated goods or gift vouchers)
- Art Show/Craft Event
- Cooking event/competition
- Fridge magnets/sunblock sales
- Modern and healthy alternatives: [www.education.wa.edu.au/healthy-food-choices](http://www.education.wa.edu.au/healthy-food-choices) click on 'Fact Sheets' and select 'Fundraising by Parents & Citizens' Organisations'
- Fruit smoothie day/Healthy Hampers
- Show bags (vouchers, gifts) for Mother's or Father's Day
- Commemorative History book/Student Cook Book
- ATO approved sub-committees for direct donations tax-deductible (building, library etc)
- Seek grants for specific improvements
- Ask for annual local business support (small but consistent)
- Container Deposit Scheme

## Holding a P&C event?

WACSSO can help P&Cs network by advertising the event in eNews, Facebook and in the WACSSO Event Calendar on the WACSSO Website.

Email details to [communications@wacsso.wa.edu.au](mailto:communications@wacsso.wa.edu.au).

## RECORD MANAGEMENT AND STORAGE

*“Archives reveal the past and help us understand the present”*

Cathrim Cassarchis, State Archivist, State Records Office of Western Australia

Effective record-keeping is essential for an Association to have efficient management. Records not only document the history of the Association, they are extremely useful for assessing, planning and monitoring for future decision making.

It is a legal requirement that all records of the Association kept by an Office Bearer are handed over to their successor within a reasonable time frame (WACSSO recommends no longer than 2 weeks). Please see the P&C Handover Guide.

Records of the P&C include the Constitution, Certificate of Incorporation, Register of Members, Office Bearer register, Minutes, Correspondence, Financial documents and Employment Records. Books and documents may be inspected by any financial or ex-officio member of the Association on conditions set by the P&C Executive Committee.

### Constitution and Certificate of Incorporation

All Associations must be incorporated and the Constitution is your Association’s governing document. It is integral to your organisation. If you do not have a copy of your Constitution or Certificate of Incorporation please contact the WACSSO Office.

### Office Bearers and Register of Members

It is a constitutional requirement that a register of members and office bearers be maintained.

**This register must be kept in perpetuity (forever).** It should only contain:

- member’s name
- date of joining
- email address OR residential address or PO Box address
- membership type (financial or *ex officio*)

### Minutes

*Minutes of all meetings must provide:*

- an official record of attendance
- business discussed
- correspondence received
- reports tabled
- decisions made
- resolutions adopted



For each resolution, the minutes should clearly state what the decision was, who will be responsible for its implementation and when, if the decision is to be reviewed (when and by whom) and who should be informed of the decision and how. In order to access resolutions if required, a resolution register is highly recommended. Agendas/Notices of meetings should also be kept with the minutes showing date of issue in case of later dispute.

The Minutes of the Association must be kept in perpetuity (P&C Constitution Rule 20.2).

### Correspondence

The Correspondence of the Association should be noted in the minutes and is required to be retained for 12 months (P&C Constitution Rule 20.3).

## FINANCIAL & EMPLOYMENT RECORDS

### Financial Records

Each Association must keep accurate financial records which explain each financial transaction and the financial position of the Association. This is a P&C constitutional requirement as well as being required by the *Association Incorporations Act 2015*. The year to date information should be reported to each P&C meeting and be properly audited at the end of each financial year. The audited records must be presented at the Annual General Meeting.

It is the decision of the Association as to how an association organises its accounts. This will vary depending upon the size and complexity of the association's financial situation.

*Financial records will include:*

- cash payment books (either hard copy or electronic)
- cash receipt books
- GST tax invoices and tax records
- employment records (see below)
- bank reconciliation statements
- other relevant financial documents

Financial records must be retained for a period of 7 years (P&C Constitution Rule 20.4).

### Employment Records

It is a legal requirement that all employers keep time and wages records showing that each employee has been paid correctly and received their full entitlements. Such records are also necessary for tax and superannuation purposes.

*It is compulsory to keep records for all employees detailing:*

- employee's name

- date of birth if under 21 years of age
- date the employment started
- total number of hours worked each week
- the gross and net amounts paid to the employee
- all pay deductions and the reasons for them
- all leave taken, whether paid, partly paid or unpaid
- all information required to calculate long service leave entitlements and payment

NOTE: For additional information about what employers are required to record for employees covered by a WA award, please refer to the Department of Mines, Industry Regulation and Safety website: [www.commerce.wa.gov.au/labour-relations/employment-records-employer-obligations](http://www.commerce.wa.gov.au/labour-relations/employment-records-employer-obligations).

For employers whose employees are covered by a national award, please refer to the Fair Work Ombudsman website: [www.fairwork.gov.au](http://www.fairwork.gov.au)

Other employment records would include records of all job descriptions, selection criteria, related industrial agreements, past advertisements and job position evaluations, employee performance and position review, grievances, staff training and professional development; or records relating to individual conditions of employment, changes or requests.

All employment records must be stored for 7 years after an employee ceases employment, i.e. the records for the employee's entire employment history have to be kept for 7 years after they leave (P&C Constitution Rule 20.5). This is a requirement of the *Minimum Conditions of Employment Act 1993* (WA).

### Record Format

Records can exist as a physical record or an electronic (or 'digital') record. Whichever record keeping system an Association chooses to adopt, it should be functional, accurate, reliable and user-friendly. *Please consider the following:*

- the nature of information to be stored and retrieved
- the security and access of files and information (particularly computer records)
- the validity and reliability of the information collected and the system on which it is recorded
- the resources and training required
- the length of time that the records should be kept

Special consideration is required for the electronic storage of records. Electronic records include:

- document files
- databases
- spreadsheets
- electronic mail
- Internet documents

Electronic records should have an appropriate security system to prevent original documents from being altered. Electronic records must also be managed so that they remain accessible. With the advancement of technology, archived documents should be regularly copied onto up to date devices to ensure reliability and usability of records.

WACSSO recommends that Associations should have a hard copy of all their records but back these up with electronic records following the above recommendations.

### Storage

All records are the property of the P&C and therefore should be stored within the school grounds, convenient for both School and P&C. It is very important for documents to be stored in safe, secure and appropriate facilities.

*Storage facilities should:*

- be conveniently located to the user
- comply with occupational health and safety standards
- comply with building standards
- have secure and controlled access
- be appropriate for the kinds of documents to be stored
- facilitate easy access and retrieval
- have containers that are suitable, durable and appropriate for the kinds of documents
- protect documents from disasters (e.g. fire) and deterioration (e.g. by excluding direct sunlight)

### Destroying and Archiving Records

No record should be destroyed without the appropriate authorisation. Appropriate motions must be voted upon at a general meeting of the Association. Records that have been kept for the required length of time, must be destroyed confidentially, i.e. shredded. An association should have a policy on archiving and destroying records.

Records that must be kept permanently must be archived and must not be destroyed. Records that have permanent value are historical documents, minutes of meetings and legal documents.

In the event that a school closes, the properly collated records of the dissolved P&C should be forwarded to an appropriate organisation such as the Western Australian Council of State School Organisations Inc. (WACSSO) or the Western Australian State Library.

### For further information please contact:

The WACSSO Office on Ph: 9264 4000 or E: [info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au)

NOTE: This guideline was formulated using information provided by INC. A Guide for Incorporated Associations in Western Australia. Department of Mines, Industry Regulation and Safety (September 2017).

# Healthy food and drink choices in WA schools

Food and wellbeing is presented across learning areas of the curriculum to ensure students develop knowledge, understanding and skills to support them to make healthier choices. The school canteen is an integral part of the learning environment.

Meeting the needs of students to support healthy eating is a whole-school responsibility.

Schools are encouraged to develop strategies for, and in collaboration with, students and their families/carers that are responsive to local contexts and cultures using the Health Promoting Schools framework. When all relevant stakeholders are included in creating an environment that supports and promotes healthy eating optimal learning outcomes are more likely to be achieved.

*Health Promoting Schools framework*

## Department of Education's *Healthy Food and Drink* (HFD) policy

Public schools are required to follow the mandated HFD policy. Principals are encouraged to promote consistent messages about healthy lifestyles in all school activities.

The HFD policy applies to all areas of the school where the Principal is responsible for the supply of food and drinks, including:

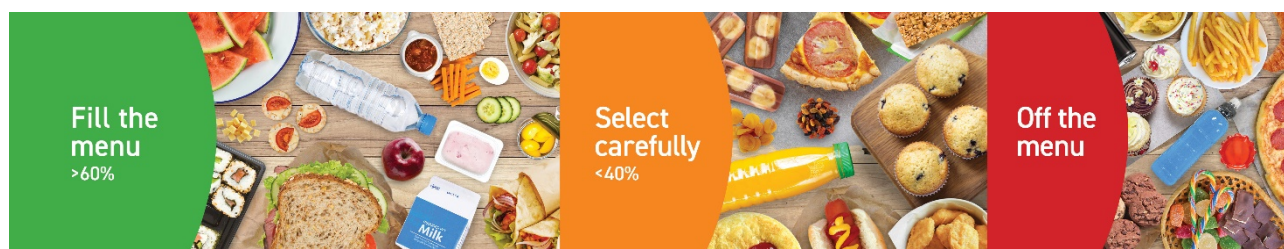
- Canteen/food service (e.g. canteen, cafeteria)
- Classroom rewards and cooking activities
- Excursions and camps
- School based fundraising.



See the [WASCA website](#) for checklists customised for [Principals](#), [Teachers](#), [Parents](#) and [canteens](#) to support the HFD policy and encourage a whole school approach to health and wellbeing.

## There are five areas of HFD compliance

1. **Develop and implement a school-based policy** for the provision of healthy food and drinks which meets, or preferable exceeds, the minimum requirements of the DOE HFD policy
2. **Promote** healthy eating within the school community
3. **Traffic light training** to be completed by Canteen Supervisors and/or employers
4. **FoodSafe® Food handler Training**, or its equivalent, to be completed by canteen workers (paid and volunteer)
5. **Develop a canteen menu based on the traffic light system**, consisting of minimum 60% green, maximum 40% amber choices.



Department of **Health**  
Department of **Education**




☎ 9264 4999

✉ [wasca@education.wa.edu.au](mailto:wasca@education.wa.edu.au) [f /wascainc](#)

💻 [waschoolcanteens.org.au](http://waschoolcanteens.org.au) [t /wascainc](#)

**Working with the WA School Canteen Association Inc. (WASCA)**

P&C's are encouraged to advocate for a healthy food environment at their school and WASCA support and resources are available to assist P&C's. For example:

<b><u>Membership</u></b>	<a href="#">Members</a> are invited to four general meetings including guest speakers each year; eligible to participate in specialist accreditation program and apply for canteen grants; access canteen consultancy; attend special events; and receive valuable discounts on resources and training fees.
<b><u>Training and events</u></b>	Professional development for canteen staff and P&C's is essential to increase skills and knowledge, keep pace with industry changes and legislative requirements and provides an opportunity to network with other schools. WASCA offers a suite of training (in-person, video conference and online) that can be tailored for individual schools: <ul style="list-style-type: none"> <li>• Traffic Light training</li> <li>• Food safety and hygiene training</li> <li>• Financial management training</li> <li>• Network meetings</li> <li>• Customised workshops e.g. nutrition, cooking, advocacy, marketing, recruiting and retaining volunteers, food allergy.</li> </ul>
<b><u>Advisory service</u></b>	Contact WASCA via phone or email for advice on canteen management and processes; menu, product and recipes assessments; linking the canteen with the curriculum; health promotion programs e.g. Crunch & Sip.
<b><u>Practical tools and resources</u></b>	The WASCA website houses tools and resources for new and established canteens. Some examples specific to P&C's include: <ul style="list-style-type: none"> <li>• <a href="#">Operational and employment practices</a>: templates such as <i>Canteen Committee terms of reference</i>, <i>staff review</i>, <i>sample job descriptions</i> and <i>sample interview questions</i>, <i>Parent body check-in</i> are valuable tools supporting canteen operations and when employing new and/or managing existing staff</li> <li>• <a href="#">Record keeping practices</a>: templates such as <i>daily tally sheets</i>, <i>stock take sheets</i> and <i>recipe costing sheets</i> make record keeping an easier and transparent process for the person responsible for financial management and paying bills (e.g. Treasurer of the P&amp;C/Canteen Committee)</li> <li>• <a href="#">Harvest case studies</a>: stories that aim to motivate and inspire schools and their canteens to provide and promote healthy choices <ul style="list-style-type: none"> <li>◦ <a href="#">Whole of school practices</a>: P&amp;C and parents are also encouraged to support healthy eating, the <a href="#">WASCA's Fundraising Kit</a> provides great ideas</li> </ul> </li> <li>• <a href="#">Catering Guidelines</a> provide guidance for P&amp;C's to maximise the healthiness of catering offered and advice about dietary requirements and quantity.</li> </ul>
<b><u>New resources</u></b>	<p><a href="#">Sustainability</a>: Our website now includes a new sustainability webpage which supports action for sustainability across all WA schools. The <a href="#">Sustainability in schools factsheet</a> provides advice on how to go about substituting single-use plastics for more sustainable alternatives. This is consistent with Stage 1 of the WA Government's Plan for Plastics which commenced on December 31, 2021. Under the plan a number of single-use plastic items including straws, stirrers, cutlery plates, bowls and lids, cups and lids, expanded polystyrene food containers and thick plastic bags are banned.</p> 





# EVENTS AND TRAINING

This section contains:

- [P&C Day WA 2022](#)
- [Important information about our Annual Conference for P&Cs](#)
- [Submitting questions for the Minister for Education and Director General](#)
- [Details on how to raise education related issues to a state and federal level by proposing Conference agenda items, including examples and a submission form for agenda items](#)
- [Training Hub](#)
- [WACSSO Online Training Videos](#)

# CELEBRATING WA P&CS!

**Date:** 20 May, 2022

## ABOUT P&C DAY WA

P&C Day WA was started in 2019 as a day for school communities to give thanks to their P&C for all their hard work and contributions. The day is celebrated by schools, the Department of Education, members of parliament and other education stakeholders throughout Western Australia, with a range of different events being held to show appreciation for P&C members.

WACSSO works with the Department of Education and other education stakeholders to encourage schools across the State to celebrate P&C Day. Each year we see increasing engagement from school communities as P&C Day WA proves itself to be an important date in the public education calendar.

This year P&C Day falls on the Friday of National Volunteers Week, as we look to ride the momentum of celebrating volunteers with a P&C focus. WACSSO will be collaborating with the Department of Education to get as many Principals, Teachers, Students and school staff involved in the celebration of WA P&Cs.

Hudson Park PS and Shenton  
Park SHS celebrating P&C  
Day WA

## HOW TO GET INVOLVED?

Getting involved in P&C Day WA can be as easy sending an email or text message to a member/s of your school's P&C, making a phone call, or making a facebook post acknowledging the hard work of P&Cs.

WACSSO will provide a range of different resources and suggestions to help your school community celebrate P&C Day WA as we get closer to the event. Some of these resources include:

- Posters
- Social media promotional material
- Event decorating material
- P&C Day WA logos

Keep an eye on our website and Facebook page for these updates and don't forget to use the hashtag **#PANDCDAYWA**.



# SAVE THE DATE!

## CONFERENCE 2022

*Theme: TBD*

**Date:** 10-11 September, 2022

**Location:** The Grand Ballroom at Crown Perth

### ABOUT CONFERENCE

Annual Conference is a significant event in the P&C calendar and promises to be an exciting and valuable weekend for all P&C members attending. Throughout the two-day event conference attendees have the opportunity to:

- Network with other WA P&Cs;
- Hear from keynote, motivational and inspirational speakers;
- Attend two workshop sessions specifically catered to P&Cs;
- Submit questions to be answered by the Minister for Education and Director General;
- Submit and vote on Agenda Items – request WACSSO take action on a particular education issue;
- Attend the always exciting WACSSO Sundowner on the Saturday evening;
- Engage with Conference sponsors that offer resources and services relating to P&Cs; and
- Much more!

### NEED TO KNOW!

Affiliated School Organisations are entitled to one complimentary Conference delegate pass.

Receipt of Agenda Items deadline: 8<sup>th</sup> July.

Registrations close: 5<sup>th</sup> August.

WACSSO will be submitting an application to Lotterywest for Regional, Rural and Remote Sponsorship. If the grant is successfully awarded sponsorship will be available. More information regarding the application will be available from our website under Events.

Follow our eNews and social media channels (Facebook and Twitter) to find out more details as they are released. More information can also be found on the WACSSO website at: [www.wacssso.wa.edu.au/events/wacssso-conference/](http://www.wacssso.wa.edu.au/events/wacssso-conference/).

A room packed full of delegates at the 2021 WACSSO Conference





## STUDENT PANEL

### Know an inspiring student?

We are seeking expressions of interest for inspiring students to address delegates at the 2022 Conference.

We are looking for government school students who have an interesting story to tell. They may have worked to make a positive difference for themselves, in their school or in the wider community.

If you know a fantastic student who fits the bill and is available at the date, time and place below, please fill out the form below. Or email Jonathan Cunningham at [communications@wacssso.wa.edu.au](mailto:communications@wacssso.wa.edu.au) or call 9264 4000.

**TOPIC:** Presentation on life/achievements/challenges/public school experience

**PRESENTATION:** 5-10 mins followed by Q&A for students with conference delegates

The 2021 WACSSO  
Conference Student  
Panel



## STUDENT ART

### Display your school's art at conference!

Would you like to promote your school's art program? Or show off the creations of your students?

We will again be providing space at conference for schools to display some of the fantastic art created by students attending WA government schools.

Schools will be allocated roughly one square metre of wall space to display selected artworks. Your representative/delegate will be responsible for hanging and dismantling the art display at The Grand Ballroom, Crown Perth.

WACSSO will provide drawing pins, or you can supply your own fixings, keeping in mind art is to be affixed to a carpet board.

To be included, please contact the WACSSO office by Friday 12<sup>th</sup> August on 9264 4000 or by emailing [info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au). Please include the name, email and phone number of the person who will be bringing and dismantling the artwork display.

But don't wait too long as we only have a limited amount of space and it fills up fast!



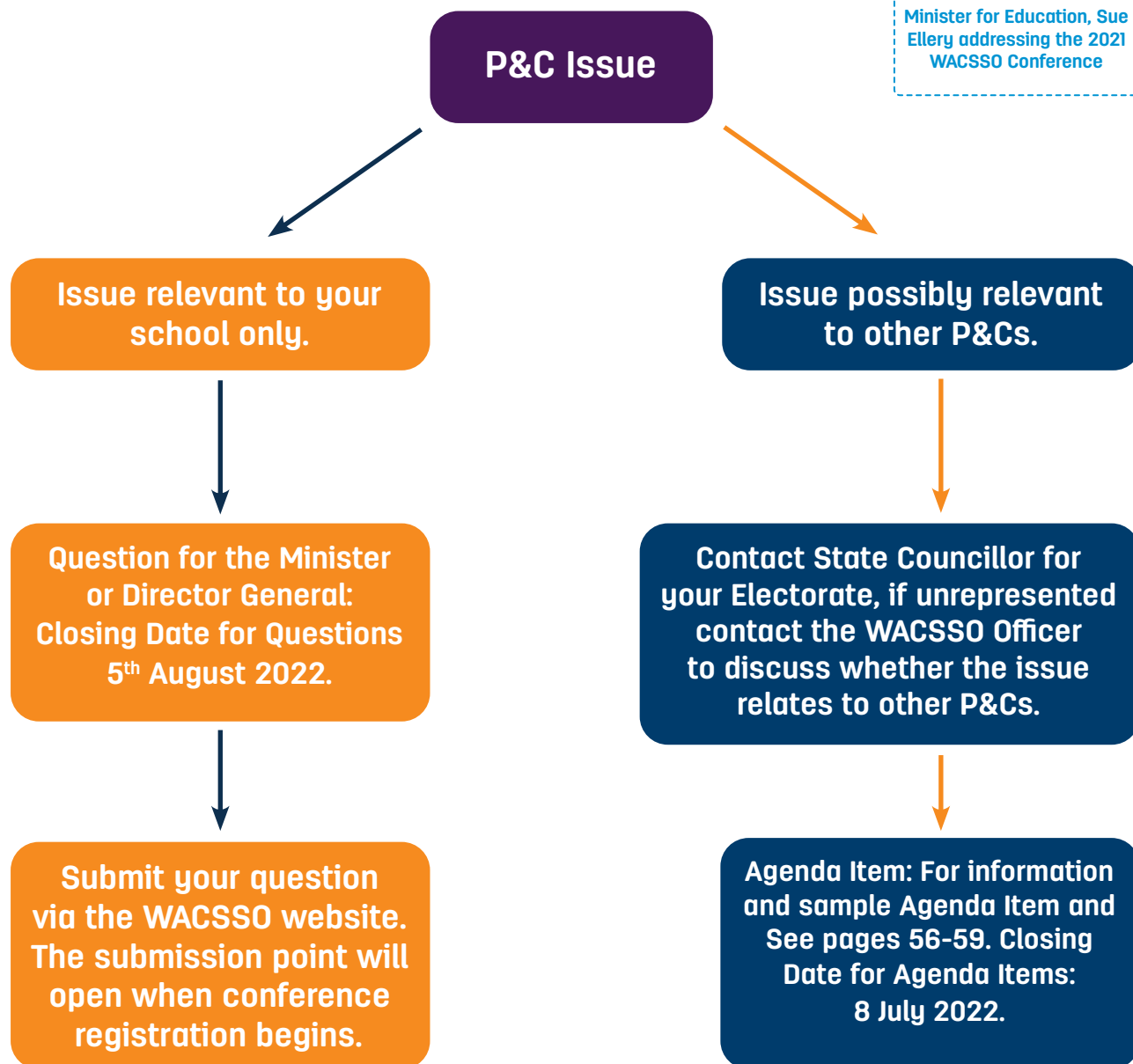
# Questions for the Minister for Education and Director General, Department of Education

Due to the large number of duplicate questions received at the 2021 WACSSO Conference to be addressed by the Minister for Education and the Director General, Department of Education, in 2022 there will be one list and they will be divided up between the two special guests.

Please also consider whether or not your issue could be something WACSSO could lobby for on your behalf and other P&Cs in a similar position. This would then become an agenda item. Please follow the flow chart below to determine if your issue is either a question for the Minister/DG or could be an Agenda item.



Minister for Education, Sue Ellery addressing the 2021 WACSSO Conference



# AGENDA INFORMATION AND SAMPLE AGENDA ITEMS

## *“Partnering with P&Cs to advance public education”*

WACSSO Conference is the forum where affiliates have the opportunity to propose agenda items seeking:

- amendments to the WACSSO Constitution (if applicable)
- amendments to the WACSSO Policy document (if applicable)
- information / action from the Minister for Education, Director General of Education or other government authorities.

**Agenda items should seek to amend the WACSSO Constitution, WACSSO Policy or relate to a State or National education issue. Include adequate preamble and/or support material to enable other affiliates to be well informed about the issue you are raising.**

WACSSO Policy is a ‘living’ document and needs reviewing/amending each year to ensure it is up to date and relevant to what is happening within education in Western Australia and Australia. Affiliates are asked to review the WACSSO Policy to identify sections of the policy they see as needing amendment.

The agenda items below are provided as a model example. It shows the structure of an agenda item, i.e. adequate preamble, issue of state or national educational interest and character, clearly defines the action to be undertaken. **It is not appropriate for items to relate to individual persons or schools.**

The sample motions contain the basic instructions / directions you are seeking Conference to endorse. Conference policy agenda items when accepted by Conference either become part of WACSSO Constitution or Policy or form the basis of actions to be undertaken by State Council during the coming year.

### **Remember**

A delegate who has submitted a Conference agenda item should be prepared to speak at Conference. To some people this can be a daunting idea. If this worries you, please contact the WACSSO office for advice and view the ‘Conference Agenda Session Guide’ at [www.youtube.com/watch?v=EAWdb0aKQks](https://www.youtube.com/watch?v=EAWdb0aKQks).

### **WACSSO Constitution 21.3 enables State Council to reword and/or amalgamate proposed items.**

State Council is the body which actions successful motions. They have a responsibility to ensure that what you are seeking to achieve is accurately reflected and clearly communicated by the wording of the information that is presented to Conference.

Conference cannot amend Constitutional items (other than typographical or grammatical errors) once these items are placed on the agenda.

Policy or Action Items may be amended by Conference, but no amendment can negate the intention of the original motion. Action items need to define **what** action you wish taken, **who** is to undertake the action and **how** it is to occur.

Please contact your State Councillor or the WACSSO Office should you require any advice or assistance with preparing your agenda item. They are experienced in offering helpful suggestions about support arguments, additional sources of information and wording of motions.

**Items must be received by close of business on 8<sup>th</sup> July 2022. No late submissions can be accepted.**



# SAMPLE: CONSTITUTION AGENDA ITEM

## **Constitution Section 3.0**

**Subject:** Objects

**Proposed by:** Example School P&C Association Inc.

### **PREAMBLE**

The current wording of Constitution Section 3.0 does not uniformly define our objects as relating to government schools.

In particular Section 3.1 does not define that WACSSO represents the Parents & Citizens' Associated with children attending government schools.

By the inclusion of the words "attending government schools" after the appearance of the word children the definition of our representation is strengthened.

### **MOTION**

That WACSSO Constitution Section 3.1 be amended by inserting the words "attending government schools" after the word "children."

### **FOR INFORMATION, if proposal is adopted the section would read:**

#### **3.0 OBJECTS:**

The objects of WACSSO are to:

- 3.1 Endeavour by all possible means to ensure that children attending government schools receive the best possible education and to this end to initiate and support moves towards the improvement or reassessment of existing education.

# SAMPLE: POLICY AGENDA ITEM

## **Policy Section 3: At the School**

**Subject:** 3.8 Assessment and Certification of Students

**Proposed by:** Example School P&C Association Inc.

### **PREAMBLE**

The Education Act 1999 allows for a student to cease schooling at the conclusion of the year in which the student attains the age of 15.

Once upon a time students received an Achievement Certificate detailing courses studied during lower secondary school (Year 8/9/10). The Achievement Certificate ceased to be issued a number of years ago and currently there is no formal certificate issued to students at the completion of the compulsory years of school attendance.

Students who successfully progress through post compulsory schooling are issued with a Certificate of Secondary Graduation via the Curriculum Council of WA.

Students transferring between schools, states or educational institutions or seeking employment have no formal certification issued by a central authority such as the Curriculum Council to display their achievements, areas of study and skills attained.

The following proposed amendments strengthen and detail the minimum requirements sort on behalf of our students.

### **MOTION**

That WACSSO Policy Section 3.8 be amended to read:

3.8.d. All school leavers should receive documentation of positive achievements.

*All students should be issued with certification by a central authority detailing their academic achievements during any compulsory schooling period.*

*Additional certification should be issued relevant to any post compulsory education undertaken by the student.*

# SAMPLE: ACTION AGENDA ITEM

**Subject:** Contributions, charges & other educational costs  
**Proposed by:** Example School P&C Association Inc.

## PREAMBLE

In 2002 the Gallop Government implemented long standing ALP policy relating to the voluntary contribution of charges associated with public education during the compulsory years of schooling.

It is difficult to assess with any certainty and integrity the impact and costs of implementation of government policy in the absence of the collection and collation of quality information. The Giffard Committee was hampered in providing advice to the Minister in relation to this issue due to a lack of real data.

It is also impossible to ensure any compensatory funding is distributed to areas of genuine need. Compensatory funding was distributed on a formula basis at the commencement of 2002 to high schools only. No consideration was given to the needs of primary schools.

The Department of Education Western Australia (DoE) has a duty to collect, collate and analysis information with regard to the variations of costs for comparable courses of study between schools, the level of parental contributions both pre and post implementation of this policy and the methods of collection utilised and the quality and accuracy of the information provided by schools to their communities.

Anecdotal evidence is insufficient to base advice and assessments on. Accurate assessments and decisions must be made from a base of knowledge and fact.

Collection, collation and analysis of such data would assist to ensure that costs associated with provision of education are equitable, and any supplementary compensatory funding is distributed to areas of genuine need.

## MOTION

That WACSSO requests the Director General of the Department of Education to develop and implement processes for the collection, collation and analysis of data relating contributions, charges and other educational costs.

Information should include data from 1997 onwards with regard to:

- the costs of comparable courses of study between schools
- level of parental contributions
- methods of collection and information provided to parents by schools



## 2022 WACSSO ANNUAL CONFERENCE PROPOSED AGENDA ITEM

# WACSSO

\*\*\*10<sup>th</sup> – 11<sup>th</sup> September 2022 – The Grand Ballroom, Crown Perth\*\*\*

Please return to WACSSO by close of business on 8<sup>th</sup> July 2022.

Subject:

Submitted by (P&C Association):

Preamble (if necessary, attach additional pages):

Motion: That WACSSO

President/Secretary P&C Association (name & signature):

Daytime Contact No:

Email:

For information and sample agenda items please see the 'Conference' section of this handbook. Or to complete an online form, please go to [www.wacsso.wa.edu.au](http://www.wacsso.wa.edu.au)

Mail to: WACSSO, PO Box 6295, EAST PERTH 6892

Telephone: 9264 4000 Fax: 9264 4948

Email: [info@wacsso.wa.edu.au](mailto:info@wacsso.wa.edu.au)

### ACKNOWLEDGMENT OF RECEIPT OF ITEM (PLEASE COMPLETE DETAILS)



(This slip will be returned to the P&C by the WACSSO Office as a confirmation receipt of your item)

The President:

P&C Association:

Address:

(office use only) Received \_\_\_\_/\_\_\_\_/2022

Initials:

# TRAINING HUB 2022

## REMEMBER: ALL TRAINING IS FREE WITH AFFILIATION!

### 1. P&C General Training (Metro and Regional)

These 2.5 hour training workshops focus on teaching P&Cs how to function successfully and fulfil designated roles within the P&C.

#### **P&C Constitution/Role of P&C Associations:**

- *Purpose and structure of P&Cs*
- *Incorporated Associations*
- *Legal obligations and limitations*

#### **Roles and Responsibilities of Executive Committee:**

- *Legal responsibilities*
- *Financial Governance*
- *Office bearer roles and responsibilities*

Book your P&C to be a host of one of our popular and informative 2.5 hour training sessions at our booking site. See the training section of the WACSSO website.

### 2. P&C Webinars

#### **Topics:**

- *The P&C Constitution*
- *Running Effective Meetings*
- *The Role of the P&C President/Vice President*
- *The Role of the P&C Secretary*
- *The Role of the P&C Treasurer*
- *The Essentials of the P&C AGM and Handover*
- *Wrapping Up, Looking Forward*

You can join one of these one-hour webinars from anywhere you can connect to the Internet, using either a PC, laptop or mobile device. Visit the training section of the WACSSO website to register.

### 3. Special Webinars and Presentations

Keep an eye on our social media and eNews for extra information sessions from guest presenters throughout 2022.

For further P&C training information visit [www.wacssso.wa.edu.au/training-events/pc-training/](http://www.wacssso.wa.edu.au/training-events/pc-training/).

### 4. Dedicated Constitution website

The P&C Constitution website has proven to be an incredibly useful resource for affiliates and has been used as the primary source of information for everything related to the constitution. For this reason we are extending the life of the website for another year.

To access the website, visit [www.pandcswa.org.au](http://www.pandcswa.org.au).

#### **The website features:**

- *More than 160 searchable Q&As on the Constitution*
- *A full copy of a generic Constitution with interactive glossary*
- *Highlighted major changes (from previous Constitution) and new additions*
- *Easy-to-follow, interactive flowcharts for major new rules*



Training and Development  
Officer Richard Brand.

# CHECK OUT OUR ONLINE TRAINING VIDEOS



## We're expanding our online training video channel!

Now you never have to worry about missing out on a WACSSO training webinar. All webinars are now recorded and accessible to view on our channel.

These videos cover topics such as:

- The P&C Constitution
- Role of the President and Vice President
- Role of the Secretary
- Role of the Treasurer
- AGM and handover
- Wrapping up, Looking Forward

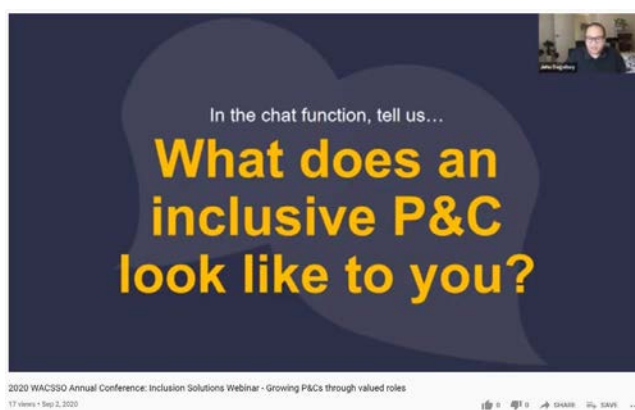
Plus a growing collection of webinars from our guest presenters and conference workshops, such as:

- Working towards a common goal - volunteer interactions
- Growing P&Cs through valued roles
- Running a canteen - easy to digest
- P&C Fundraising
- Finding and Keeping Volunteers
- and more

## WACSSO YouTube Channel: *WACSSOSince1921*



Scan to the QR Code  
to see the WACSSO  
Youtube Channel





## NOTES

## NOTES



## **WA Council of State School Organisations Inc.**

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