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 2019. Updated 2019.
THE NEW P&C CONSTITUTION

A Constitution (also known as Rules of Association) is a set of rules that a P&C must abide by. P&Cs must be incorporated (School Education Act 1999) before they can operate and they are unable to be incorporated unless they have a Constitution (Associations Incorporation Act 2015).

One of the many advantages of being affiliated with WACSSO is we write and update your P&C Constitution when required. The last major update was in 2001, followed by a minor update in 2012.

When writing the Constitution, WACSSO makes sure that it complies with:

- School Education Act 1999
- School Education Regulations 2000
- Associations Incorporation Act 2015
- Associations Incorporation Regulations 2016

Before P&Cs can receive any revised Constitution, it must be approved by the Minister of Education and Department of Mines, Industry Regulation and Safety (DMIRS).

P&Cs will be aware that because of revisions to the Associations Incorporation Act, as well as several long-awaited P&C-initiated changes to the Constitution, a new P&C Constitution has been drafted by WACSSO.

While the new Associations Incorporation Act became effective on July 1, 2016, there was a three-year transition window to update Constitutions. The deadline for P&Cs and other incorporated associations to update the rules (Constitution) to meet the Act’s requirements is therefore June 30, 2019.

We are in the process of having the new version of the P&C Constitution approved by the Department of Education and DMIRS. The new Constitution has been developed to comply with the changes in the Associations Incorporation Act and reflect resolutions passed at WACSSO Annual Conference.

Once the new rules are approved, all affiliates will receive a comprehensive package from WACSSO containing a copy of the Constitution and other documents that detail the process to adopt the new rules. There will also be a dedicated website for the new P&C Constitution containing 100+ Q&As, interactive flowcharts and other useful resources.

There are over 60 changes and new additions in the new Constitution, and some of the guiding notes in this handbook will therefore change once your P&C has adopted it. Until then, the current Constitution is still your Association’s governing document, and the procedures outlined in this handbook must be followed.
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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 660 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, usually in August, where both Councillors and delegates from P&C Associations congregate to discuss and decide on the direction of the organisation.

WACSSO also employs five staff members to assist Councillors and provide expert advice to affiliates. The WACSSO office is open weekdays between 8:00am and 4:00 pm. Our dedicated and professional team is more than willing to assist you and your association in meeting the aims and objectives of the P&C Constitution.

OUR MISSION

“Partnering with P&Cs to advance public education”

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

And for almost 100 years, 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 child has the best chance to realise their potential and live the life they deserve.
PRESIDENT’S MESSAGE AND HOW TO USE THIS GUIDE

P&C President and P&C Association Members,

A happy new year to you all and welcome to the start of 2019. I hope you are relaxed, recharged and ready for another exciting and productive year in your school communities.

At WACSSO we believe every student in Western Australia should have access to the best education possible, and as part of that we know that P&Cs do an incredible job of supporting students and schools through the work you do. I welcome and value your positive energy and dedication to excellence in education, and I look forward to working with you as the current President of the organisation to advance public education in Western Australia. We recognise the power of presenting a collective voice for the views of all P&Cs.

This P&C Handbook is your essential reference guide for meeting your P&C’s obligations throughout 2019. I recommend listing the use of this resource as an item on the agenda of your first P&C meeting of the year, so that everyone can familiarise themselves with the support services and information available as part of your affiliation with WACSSO.

The guide is divided into five sections: (1) Affiliate Obligations; (2) Affiliate Administration; (3) Useful Information; (4) Conference; and (5) Financial Information. It also introduces you to our councillors and our staff, and provides contact information details.

The Handbook provides information on a range of other essential subjects, from financial reporting obligations and various guideline information sheets, to templates you can use for official correspondence.

There are quite a few important changes for you to note in this year’s Handbook. It’s important to refer to this edition, instead of last year’s, for proper procedural matters. These include the imminent release of a new Constitution for P&Cs, the expansion of Single Touch Payroll to cover employers, an improved and comprehensive checklist for P&C Office Bearer handovers, and revised roles for the P&C Vice President and Treasurer.

Some of these matters will be discussed at the 2019 Annual Conference, which will be held on August 17th and 18th at Crown Perth. After another record-breaking attendance at the 2018 event, I am looking forward this year’s gathering, where you can join with other parents from around the State and share your interests and views about public education and P&C matters.

As well as being a fantastic opportunity to learn and collaborate with others, Annual Conference is our decision-making forum, where we determine WACSSO Policy and deal with State and Federal education issues.

I strongly encourage affiliates to consider submitting agenda items for discussion at Annual Conference, as it is a great way to highlight issues and advocate for change. Your students, your school and the wider public education community will benefit through your participation, and it’s vitally important that we have as many P&Cs represented as possible. Registrations will open in May, and ONE delegate from each affiliated school organisation receives FREE entry. Details on how to get involved, and how to submit agenda items, can be found in the ‘Conference’ section of this Handbook.

If you have any queries or wish to discuss any matter relating to the operation of your P&C Association, please contact your State Councillor or the WACSSO staff. WACSSO’s door is always open for any support you may need. You will also find our website stocked with a range of excellent resources, specifically designed to meet and support your P&C Association’s requirements. Be sure to like our Facebook page and Twitter feed, and subscribe to our eNews service to stay in the loop with all P&C, WACSSO and public education news.

I look forward to a challenging and busy year ahead, working with affiliates towards an improved public education system for all Western Australian students.

Yours sincerely

Kylie Catto
WACSSO President
WACSSO STATE COUNCILLORS

Kylie Cotto
President
Wheatbelt North Electorate

Jenny Blair
Senior Vice President
Perth North Electorate

Scott Mosey
Vice President
Canning East Electorate

Pania Turner
Esperance Electorate

Esmond Delaney
Goldfields Electorate

Marianne Thoroughgood
Joondalup East Electorate

Tony Osborne
Joondalup West Electorate

Barbara Smallwood
Midwest Electorate

Leanne Ruston
North West Electorate

Kylie Shailer
Peel North Electorate

Vivienne Contem
Peel South Electorate

Anne Fairbanks
Vice President
Perth South Electorate

You can find your local State Councillor’s contact details on the WACSSO website by searching for your school.

Tanya Gibson
Wheatbelt North Electorate

You can find your local State Councillor’s contact details on the WACSSO website by searching for your school.

2022
WACSSO STAFF

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P&C Incorporation and Change of Name
Affiliation Enquiries
State Council Administration

Debbie Booth
Financial Management
Affiliation Enquiries

Richard Brand
General Enquiries
Training Delivery
Councillor Recruitment
Publications

Karan Nagrani
eNews
Social Media
Emerging Issues
Campaign Advice
Media
Website & Email
Publications
Submissions and Feedback
AFFILIATE OBLIGATIONS

This section features a quick 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 2019: this will assist with keeping track of your P&C obligations.
- WACSSO Affiliation Requirements: do you know the benefits of WACSSO affiliation?
- P&C Office Bearers Form
- P&C Membership Form
- P&C Office Bearer Nomination Form
- P&C School Council/Board Nomination Form
- P&C ‘Authority Letter’ for the Principal
- Affiliated School Council/Board information
- Affiliated School Council/Board Office Bearers Form
- Superannuation Superstream: for P&Cs with employees
- ACNC and your P&C: is your P&C a registered charity? Do you know your reporting responsibilities?
- An introduction to AssociationsOnline: submitting your Annual Information Statement, a P&C Constitution update, And the Associations Incorporation Act 2015 - Summary of key changes.
## 2019 AFFILIATE CHECKLIST

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

<table>
<thead>
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<th>ASSOCIATION REQUIREMENTS</th>
<th>INFORMATION</th>
<th>DONE</th>
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<tbody>
<tr>
<td>Annual Membership Subscription</td>
<td><strong>Have your members paid?</strong> 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.</td>
<td></td>
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<tr>
<td>Annual General Meeting</td>
<td><strong>P&amp;C AGMs must be within 4 months of the end of the financial year (for most P&amp;Cs, by 30th of April).</strong> 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 year.</td>
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<tr>
<td>Election of Office Bearers</td>
<td><strong>All P&amp;C positions declared vacant at the AGM for the election process to take place.</strong> Only members present at a meeting are entitled to vote – no proxy voting permitted. This rule applies to any P&amp;C meeting.</td>
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<tr>
<td>Appointment of Auditor</td>
<td><strong>The qualified Auditor or Reviewer (as required) is appointed annually at the AGM.</strong> They are required to audit/review all accounts of the P&amp;C and provide a written report (see our online templates). A copy of the audit report must be given to the Principal and a copy given to WACSSO (P&amp;C Constitution) by April 30th. Please see P&amp;C Financial Reporting Guide in this Handbook for more details.**</td>
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<tr>
<td>Notification of Office Bearers</td>
<td><strong>Before 30th April your Principal and WACSSO must be provided in writing with the names of the new P&amp;C office bearers and executive committee members.</strong> Enter the information online via the WACSSO website <a href="http://www.wacssso.wa.edu.au">www.wacssso.wa.edu.au</a>. Otherwise information can be emailed to <a href="mailto:info@wacssso.wa.edu.au">info@wacssso.wa.edu.au</a> Give a copy to the Principal, keep a copy for P&amp;C records.</td>
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<tr>
<td>Register of Members</td>
<td><strong>P&amp;C Secretary to keep a record of all P&amp;C members’ names and one of email, postal or residential addresses, and date of joining/leaving. It is a legal requirement to retain an on-going register of members (Associations Incorporations Act 2015).</strong></td>
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<tr>
<td>P&amp;C Meetings</td>
<td><strong>It is a P&amp;C Constitutional requirement to hold a minimum of one General Meeting per school term.</strong></td>
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<tr>
<td>Australian Business Number (ABN)</td>
<td><strong>A P&amp;C can register online via <a href="http://www.abr.gov.au">www.abr.gov.au</a> to apply for an ABN.</strong></td>
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<tr>
<td>Notification to Tax Office</td>
<td><strong>The Australian Taxation Office (ATO) needs to be informed annually in writing of the delegated ATO contacts within the P&amp;C. These will be the only people able to provide and obtain P&amp;C ATO information. WACSSO advises all office bearers are listed as delegated contacts.</strong></td>
<td></td>
</tr>
<tr>
<td>Notification to ACNC</td>
<td><strong>P&amp;Cs registered as a charity with the ACNC must provide an annual report within 6 months after the end of their financial year i.e. June 2019 reporting for a Jan-Dec 2018 financial year. <a href="http://www.acnc.gov.au">www.acnc.gov.au</a></strong></td>
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</tr>
<tr>
<td>Notification to AssociationsOnline</td>
<td><strong>Each P&amp;C must submit an Annual Information Statement (AIS) via AssociationsOnline by the 31st December. Registration is required. Penalties apply if your Association fails to submit an AIS. Please see the information page within this guide.</strong></td>
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## P&C ASSOCIATION RESPONSIBILITIES

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<th>ASSOCIATION REQUIREMENTS</th>
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<tr>
<td><strong>Affiliation Renewal</strong></td>
<td>WACSSO affiliation invoices will arrive in May and payment is due before 30th June.</td>
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<td></td>
<td>Affiliation includes $20 million Public Liability Insurance, Volunteer Accident Insurance, one free Delegate attending WACSSO annual Conference, free training opportunities, resources and advice.</td>
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</tr>
<tr>
<td><strong>Insurance Renewal</strong></td>
<td>Do you have appropriate insurance for your employees, canteen or stock?</td>
<td></td>
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<tr>
<td></td>
<td>Contact Globe Insurance Services WA on 0439 968 657 or <a href="mailto:joeb@globeinsurance.com.au">joeb@globeinsurance.com.au</a>, or contact the insurance provider of your choice for more information. A copy of the previous year’s insurance (if applicable) will be distributed with your Affiliation Invoice.</td>
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## RESPONSIBILITIES OF THE P&C AS AN EMPLOYER

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<tr>
<th>ASSOCIATION REQUIREMENTS</th>
<th>INFORMATION</th>
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<tr>
<td><strong>GST/PAYG Tax</strong></td>
<td>You must complete either a Business Activity Statements (BAS) or Instalment Activity Statement (IAS). See <a href="http://www.ato.gov.au">www.ato.gov.au</a> or phone 13 28 66 for more information.</td>
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<tr>
<td></td>
<td>Reminder: update your P&amp;C contact details with Australian Taxation Office (ATO).</td>
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<tr>
<td><strong>Superannuation</strong></td>
<td>It is a legal requirement to pay Superannuation if your employee’s wage exceeds $450 gross per month. See <a href="http://www.ato.gov.au/superfunds/">www.ato.gov.au/superfunds/</a> for further information.</td>
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<td></td>
<td>Employers with 19 or less employees can use the Superannuation Clearing House to pay their superannuation.</td>
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<tr>
<td><strong>Single Touch Payroll</strong></td>
<td>Please stay up to date on developments in this area at <a href="https://www.ato.gov.au/Business/Single-Touch-Payroll/">https://www.ato.gov.au/Business/Single-Touch-Payroll/</a></td>
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## HAVE YOU CONSIDERED

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<th>ASSOCIATION REQUIREMENTS</th>
<th>INFORMATION</th>
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<tr>
<td><strong>Attending WACSSO Conference</strong></td>
<td>2019 WACSSO 85&lt;sup&gt;th&lt;/sup&gt; Annual Conference is the 17th &amp; 18th August in the Ballroom at the Crown Perth. Each Affiliate is entitled to send a FREE Conference Delegate (additional delegates at cost).</td>
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<td></td>
<td>Keep an eye out for the Conference Flyer which will accompany your Affiliation Invoice.</td>
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<tr>
<td><strong>Being a State Councillor</strong></td>
<td>Your State Councillor is there to help you and represent your district. Why not invite them to a meeting? If your district is unrepresented then consider nominating yourself or someone else in the P&amp;C.</td>
<td></td>
</tr>
<tr>
<td><strong>Training for your P&amp;C</strong></td>
<td>Training opportunities are free for affiliated P&amp;Cs Associations. Consider booking this year. For more information, please see the promotional page within this guide.</td>
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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:

- You will receive 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.
- Subscription to the P&C Voice magazine and WACSSO eNews.
- Support for the new P&C Constitution.
- The decision-making forum of WACSSO is Annual Conference. 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.
- Public Liability and Volunteer Personal Accident Insurance is included with affiliation. The Public Liability Insurance will 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 covers anyone volunteering on behalf of the P&C Association.
- Affiliates have access to competitive insurance rates for canteens, uniform shops and workers compensation.

DON’T FORGET TO AFFILIATE!

KEY DATES

May
Affiliation invoices sent out in May.
*If you have not received your invoice by 14th June, please contact the WACSSO Office.

August
Invoice reminders sent out if affiliation payment is overdue.

September
Affiliates who have not paid by 30th September each year will receive suspension notices. As a suspended Affiliate, your P&C will not be covered by Globe Insurance Services for any event (including meetings) run by your P&C and cannot access WACSSO resources, training or support.
P&C OFFICE BEARERS 2019

For your records only

(See note below)

President Name: 

Vice-President Name*: 

Secretary Name: 

Treasurer Name: 

In addition to the President, Vice President, Secretary and Treasurer, your P&C needs to elect Executive Committee Members.

Vote in a minimum of 3 members (2 if less than 100 students enrolled at the school).

Executive:

Executive:

Executive:

PLEASE NOTE:

This information plus contact details needs to be submitted via the WACSSO Website as aligned with the P&C Constitution by the 30th April 2019.

www.wacsso.wa.edu.au/resources/update-your-pcs-details

*The Vice President role has been updated to include the WACSSO Liaison role, formerly held by the WACSSO Representative.

For further information please see page 34 of this Handbook, or visit: https://www.wacsso.wa.edu.au/media/1603/new-roles-for-vp.pdf
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 ________________________________________________________________________.

Please send me the meeting minutes and notice of meetings via (please ☐ preferred option):
☒ Email
☐ With my child ____________________________________ (child’s name) __________________ (child’s classroom)

☒ 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

Signed ___________________________________________________________________________ (Member)

SECRETARY’S USE ONLY:

Fee paid:
Signed ____________________________________________________________________________ (Secretary)
Date: ____________________________________________________________________________

(For the member’s records)

2019 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 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 I 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):

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Signed ........................................................................................................ Date
P&C SCHOOL COUNCIL/BOARD MEMBERSHIP
NOMINATION INFORMATION

The School Education Act 1999 provides for specific membership categories for a council/board, for example parents, students, community and staff. While there isn’t a specific membership category for the P&C, the P&C can nominate one of its members for election to the council/board in either the parent or community membership category (as relevant to the nominee).

When the P&C nominates a person for the parent category, this nomination is treated as any other parent nomination. If there are more nominations than places in the parent category, an election takes place. If, on the other hand, the P&C nominates a community person for the community category, this nomination is included on a list of community nominees and is put forward to the council/board for consideration. The council/board appoints by vote community members from the list of nominations. No election is required for community members.

A member of the council/board who is also a P&C member is representative of their membership category (parents or the community) and is not representative of the P&C.

https://www.education.wa.edu.au/online-resources-for-school-councils-boards

It is recommended the P&C nominate a member in the Parent category for the School Board. If there are more nominations than positions available for this category, then it is a requirement for an election to be called. The P&C Executive Committee should strongly encourage the membership to actively participate in this election process.
P&C SCHOOL COUNCIL/BOARD MEMBERSHIP NOMINATION FORM

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

As a financial member of the P&C, I, ___________________________________________________________ (your name),

wish to apply for a position on the School Council/Board in the Parent category/Community category for the year ___________________________________________________________ (insert year nominating).

Qualifications/reasons for nominating:

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

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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.

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.

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

Regards,

(Name)
P&C President

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
AFFILIATED SCHOOL COUNCIL/BOARD INFORMATION

WACSSO REQUIREMENTS

Certificate of Incorporation
In order to be affiliated with WACSSO a School Council/Board must be incorporated. To become incorporated, permission must be obtained from the Director General of the Department of Education. A copy of the Certificate of Incorporation must be forwarded to the WACSSO Office.

Constitution
Please forward a copy of the incorporated School Council/Board Constitution to WACSSO.

Contact details
Please fill out the following School Council/Board Office Bearer Form and return to WACSSO by the 30th April (Affiliated School Councils/Boards only).

BENEFITS OF AFFILIATION

Insurance
$20 Million Public Liability and Volunteer Personal Accident Insurance coverage is included with WACSSO affiliation fees.

Resources
WACSSO provides information and free resources for their affiliates, to be able to network and keep you updated with educational news and events. The resources are available to download from our website or hard copies are available from the WACSSO Office.

Advice
The WACSSO Office is open 8am-4pm Monday to Friday to answer affiliation or resource enquiries. With regard to training or governance, your calls will be forwarded on to the relevant person in the Department of Education.

WACSSO Conference
Each Affiliate is entitled to send one free delegate to the WACSSO Annual Conference.

SUPPORT FOR COUNCILS & BOARDS

The Department of Education provides school councils and boards with support, including resources, training and assistance with phone enquiries. To contact the Department of Education directly, please call Matt Osborne on 08 9264 4619 or email Matthew.Osborne@education.wa.edu.au

School Improvement and Support
Department of Education  
Phone: 9264 4619  
Email: Matthew.Osborne@education.wa.edu.au
AFFILIATED SCHOOL COUNCIL/BOARD OFFICE BEARERS FORM

For Affiliated School Councils/Boards ONLY

Please return to WACSSO by the 30th April 2019

School Council/Board Name:

Date:

Chairperson Name:

Contact No: Email:

Principal Name:

Contact No: Email:

Secretary Name:

Contact No: Email:

Authorised by: (Chairperson Signature)

Read all WACSSO Publications on our website or sign up to our eNews www.wacsso.wa.edu.au

Privacy Declaration

WACSSO is committed to protecting the privacy and security of personal information collected about individuals. Personal Information means information about an individual whose identity is apparent or can reasonably be ascertained from the information.

The information may be stored as either a paper copy or on our internal CRM. WACSSO takes steps to protect personal information from misuse and loss, unauthorised access, modification or disclosure. Personal information provided on this form is not circulated to external organisations.
SUPERANNUATION SUPERSTREAM

IMPORTANT INFORMATION REGARDING SUPERANNUATION PAYMENTS FOR AFFILIATE EMPLOYEES

Information provided by 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 online via the Australian Taxation Office Website: www.ato.gov/business/super-for-employers/paying-super-contributions/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.
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&C’s 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 and:

1. Check that your P&Cs registration status is ‘Registered’. Some P&Cs 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 (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
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

Further information

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

- Information about ongoing obligations of registered charities: acnc.gov.au/managemycharity
- Information about the Annual Information Statement: acnc.gov.au/AIS
- You can contact the ACNC on 13 22 62 or by emailing advice@acnc.gov.au
ASSOCIATIONSONLINE INFORMATION & SUMMARY OF CHANGES TO THE ACT

- AssociationsOnline
- Annual Information Statement
- Constitution update
- Associations Incorporation Act 2015 - Summary of key changes
- Further information & contact details

ASSOCIATIONSONLINE
As an affiliate of WACSSO, you can register with AssociationsOnline and access documents held by the Department of Mines, Industry Regulation and Safety (DMIRS) Consumer Protection Branch. Please note there is a fee for some downloads and for lodging some documents.

As WACSSO is a ‘Primary User’ for all affiliated associations, you will be required to request approval to become a ‘Primary’ or ‘Authorised User’. You can do this via the AssociationsOnline website.

The ‘Primary User’ should be one of the Office Bearers and this responsibility should be motioned and voted upon at a General Meeting.

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 2018 statement should be provided by no later than 30 June 2019.

The statement can be lodged by either the primary or authorised user linked to the association’s account using AssociationsOnline.

Currently, it is free to lodge this statement on AssociationsOnline.

CONSTITUTION UPDATE
The current Constitution is still your Association’s governing document. WACSSO has updated the P&C Constitution to comply with the Associations Incorporation Act 2015. The new P&C Constitution is awaiting approval from the Department of Education and the Department of Mines, Industry Regulation and Safety (Consumer Protection Division). We will keep you informed of its progress and the procedure to follow to adopt the 2019 P&C Constitution.

Individual affiliates cannot update or change their own constitution. If you attempt to do so, the Department of Mines, Industry Regulation and Safety will contact WACSSO. Regardless of the progress of the new P&C Constitution, the following changes in the new Associations Incorporation Act 2015 must be put in action NOW.
ASSOCIATIONS INCORPORATION ACT 2015 - SUMMARY OF KEY CHANGES

1. Notifying the department of the associations address
   You are required to notify the Commissioner for Consumer Protection of any future change of address within 28 days.

2. Eligibility requirements for members to be on the Executive committee
   No person shall be entitled to hold a position on the Executive Committee if the person has been convicted of, or imprisoned in the previous five years for:
   - an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than three (3) months;
   - an indictable offence in relation to the promotion, formation or management of a body corporate; or
   - an offence under Part 4 Division 3 or section 127 of the Associations Incorporation Act 2015;
   (unless the person has obtained the consent of the Commissioner).
   No person shall be entitled to hold a position on the Executive Committee if the person is, according to the Interpretation Act section 13D, a bankrupt or a person whose affairs are under insolvency laws unless the person has obtained the consent of the Commissioner.
   To ensure that all members are aware of these requirements, add a tick box to any nomination form to confirm that they are not an undischarged bankrupt and do not have one of the specified criminal convictions.

3. Give all new members a copy of the rules when they join the association
   This can be a soft-copy, hard-copy or link to an online copy. If a member requests a hard-copy they must be given one.

4. Executive Committee
   Duties include:
   - a duty of care and diligence;
   - a duty to act in good faith in the best interests of the association and for a proper purpose;
   - a duty not to misuse one’s position and a duty not to misuse information obtained through the position to gain advantage for self or someone else or to cause detriment to the association;
   - a duty to prevent the association trading when insolvent

5. Record Keeping
   The register of members must still be kept but the members now have the option to provide email addresses or information by means of which contact can be made with the member, that is prescribed for the purposes of Part 4, Division 5 of the Associations Incorporation Act 2015.
   Any member who requests a copy of the register should be asked to provide a statutory declaration setting out the purpose for which the application is made. The Association may charge a fee for providing the information. It will be an offence for a member to disclose or use the information obtained from the register of members for a purpose that is not directly connected to the affairs of the association.
   Outgoing committee members must return all records as soon as possible after their appointment ceases.

6. Disclosing interests
   The existing conflict of interest provisions, which applies to all committee members, is extended to include financial and non-financial interests. All ‘material personal interest’ must be disclosed.
7. Meetings
Although the Act now says associations will have 6 months to hold their AGM, the Constitution still requires your association to hold it within 4 months of the end of your financial year.

8. Grievances and Disputes
An internal dispute resolution process is required to be included in the Constitution. This will be included in the new constitution.

9. Prepare accounts that comply with the requirements of the association’s financial reporting tier

Tier 1: less than $250,000
An association operating on a cash basis must prepare a financial statement that includes a:
- statement of all the monies received and paid during the financial year;
- reconciled statement of all bank account balances as at the end of the financial year; and
- statement detailing the association’s total assets and liabilities as at the end of the financial year.

An association operating on an accrual basis must prepare a financial statement that may include:
- statement of the income and expenditure for the financial year; and
- balance sheet.

Tier 2: $250,000 – $1 million
All accounts must be reviewed. (WACSSO recommends this for ALL P&Cs regardless of revenue).

The financial report presented at the AGM must include:
- The financial statements for the financial year, as required by Australian Accounting Standards
- Notes to the financial statements that are required by Australian Accounting Standards
- A management committee declaration stating whether the association is able to pay its debts as and when they become due and payable and whether the prepared financial statement and notes comply with the requirements of the Associations Incorporation Act.

A review may be conducted by:
- a registered company auditor;
- an audit firm; or
- a current member of a relevant professional body such as the Institute of Chartered Accountants, the National Institute of Accountants or CPA Australia.

Tier 3: over $1 million
In addition to the requirements of Tier 2, financial statements must be independently audited. For a more detailed explanation please visit DMIRS website.
FOR FURTHER INFORMATION
Help guides for AssociationsOnline

Inc guide for Incorporated Associations

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

WACSSO Corporate Support
Call: 9264 4004 during office hours 8am to 4pm.
Email: corporatesupport@wacssso.wa.edu.au
This section features:

- P&C Meeting Code of Conduct
- Information Sheets: What is a P&C; Annual General Meetings; Chairing a P&C Meeting; Promoting the P&C; WACSSO Working with your P&C; Get involved: become a State Councillor
- Sample Ready Reckoner/Calendar for 2019
- P&C Training - everything you need to know about P&C learning opportunities
- P&C Communications: set your P&C up for success by establishing solid communications channels
- WACSSO online: connect with WACSSO online and receive education updates, important P&C information and reminders
- WACSSO ‘Guidelines’ Series: Social Media; Handover Checklist; Charity Status; Road Safety; Fundraising; Record Management
- Principals working with your P&C

*YOUR P&C CONSTITUTION*

As an affiliate of WACSSO and an incorporated association, your P&C is required to adhere to the P&C Constitution. The P&C Constitution is a set of rules by which your association is run.

Before June 30, 2019 your P&C will be required to adopt a new Constitution. WACSSO is preparing this for you and will provide ample notification and training.

We urge your P&C to get familiar with the Constitution, and the recent changes following the Associations Incorporation Act 2015. A summary of these changes can be found in the ‘Affiliate Obligations’ section of this handbook, under the introduction to AssociationsOnline.

For a copy of the P&C Constitution, visit the WACSSO website ‘Resources’ section or contact the WACSSO Office.
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, agenda and any reports should be delivered in writing to all members 3 days prior to the 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

This is a meeting, not a coffee circle. 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 timeframe 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.
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 only needs to pay for membership if they wish to be counted in the P&C quorum.

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.
- Have representation on the School Council.
- 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 more than 660 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 wacsso.wa.edu.au or call 9264 4000 or email info@wacsso.wa.edu.au.
BEFORE THE MEETING
• The AGM must be held once (and only once) per year (P&C Constitution).
• 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.
• Financial members must receive at least 7 days’ notice of the intention to hold the AGM. Notice must be in writing, e.g. via the school newsletter.
• Advertise both the start and finishing time. Consider an early close and make new members feel welcome by offering refreshments.

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. It 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 annual financial statement for tabling and adoption. This replaces the Treasurer’s report, with any questions referred accordingly. If required, table the audit/review report.
• It is a good idea to confirm the current Terms of Reference (ToR) for each sub-committee. If there are no ToR contact WACSSO for examples. 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 council/board.

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.
• AGM minutes should be adopted at the next General Meeting of the P&C held after the AGM. The minutes of the last General Meeting of the P&C can be tabled and adopted at the 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 and adoption of audited financial statement for the current year.
4.3 Committee Reports
• Canteen
• Other committees e.g. pre-primary, fundraising, uniform
4.4 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

6.0 APPOINTMENTS
6.1 Appointment of Reviewer/ Auditor (if required)
6.2 Delegates to WACSSO Conference
6.3 Additional Signatory - 1 member of the Executive Committee appointed at the AGM as an additional signatory.

7.0 GENERAL BUSINESS

8.0 NEXT MEETING

9.0 CLOSURE
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.

The Rules of Debate and Standing Orders can be found in the WACSSO Constitution & Rules and The Effective Meeting Guidelines booklet. These WACSSO publications are available from our website. For further information, please visit wacsso.wa.edu.au, call 9264 4000 or email info@wacsso.wa.edu.au.
PROMOTING YOUR P&C

HOW TO ATTRACTION AND RETAIN MEMBERS AND VOLUNTEERS.

“WHY JOIN THE P&C?”
Parents and community members choose to (or not to) be involved in P&C Associations for many reasons. Consider these when planning your recruitment campaign.

POSITIVES:
• rewarding involvement
• assists to keep up with their child/children
• opportunity for personal development
• sharing in the school community
• keeping abreast with educational changes
• feeling you have made a difference
• can provide positive self esteem
• enhances self-respect
• good environment to meet people
• want an opportunity to influence
• get to know teachers / principal
• opportunity to share expertise
• part of a large decision making group
• helps link school & community
• networking can develop opportunities

NEGATIVES:
• don’t understand the jargon
• can’t get baby-sitters
• too far to travel
• English not first language
• lack of knowledge of P&C role
• afraid they have nothing to contribute
• views current membership as ‘clique’
• indifferent attitude from past members
• can’t see how it affects their child
• too much time and work involved
• impression that not an effective group
• can foresee confrontation or conflict
• indifferent attitude to community activity
• not available as works away, or is a shift worker

ATTRACTING MEMBERS

INFORMATION BOOTH: Run by P&C members at parent nights, fetes, shopping centres, etc. Let people know what your P&C is doing.

_PICK UP THE PHONE:_ Divide list of potential people between members of the P&C and make contact.

WORD OF MOUTH: Discuss what’s happening at your P&C informally - anytime, anywhere. Bring a friend to your next meeting.

DOOR TO DOOR: Personally meet and welcome potential members.

LOVE LETTERS: Send out flyers / invitations - recruitment style.

ALL ABOARD: Ask your principal, teachers and administration staff to encourage parents to join the P&C.

SURVEY: Conduct a parent survey to find out views of the P&C - what the P&C could provide, why they don’t attend, how they think they could make a difference and convenient meeting times.

MEDIA CONTACTS: Use your local newspaper. Share your P&C’s ‘Good News Stories’ (WACSSO can provide media information).

POSTERS: Use good graphics, make them large colourful and informative.

RETAINING MEMBERS

RECORDS: Keep a record of each of your members i.e. availability, contact details, child’s class, skills, jobs preferred, jobs done.

HOSPITALITY: Make new members feel welcome and valued. Appoint an experienced hand to support them at their first meeting. Make sure you use members’ correct names.

DELEGATE: Involve as many members as possible - don’t overload a few. Provide clear instructions or training for new members. Be honest about the amount of work involved. Have a handover period for new office bearers— consider mentoring new members.

ACKNOWLEDGE MEMBER CONTRIBUTIONS: Give thank you cards and certificates of appreciation. Use the school or P&C newsletter to acknowledge your volunteers.

ENCOURAGE SOCIAL ACTIVITIES: Supper or wine & cheese after meetings (see Principal for alcohol conditions), BBQ after busy bee etc.

EFFECTIVE MEETINGS: Adhere to agenda, state start and finish times. Involve all members. Make effective decisions and carry out positive resolutions.

COMMUNICATIONS: Create a P&C newsletter, start a mailing list (email), create an open Facebook Page. (see Facebook Guideline). Distribute list of members to all other members (only use phone numbers with permission).
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 more than 660 Parents and Citizens Associations (P&Cs) in Western Australia. WACSSO State Council is made up of volunteers including the President and up to 21 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.
• Each affiliated P&C is 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.

THE BENEFITS OF BEING AFFILIATED WITH WACSSO

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 and info sheets

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 wacsso.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 for any one incident where the P&C is found liable. 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 Globe Insurance Services, or an insurer of your choice.
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 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 in August.

**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 such as telephone calls. 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.”

---

State Councillors represent the P&C associations in their electorate.
The Vice President now assumes the role formerly carried out by the WACSSO Representative.

TRADITIONAL ROLE
Supporting the P&C President

- The Vice President acts as understudy to the P&C President. Some Vice Presidents may be considering becoming President and are using the role as an opportunity to develop their leadership skills and P&C knowledge. The Vice President may also be a former President who is filling the role to advise and mentor a new President.
- Vice Presidents can chair meetings when the President is unavailable. Alternatively, they can chair meetings on a regular basis to enhance skills and knowledge. If a President (as the Chair) is moving a motion or has an interest in a matter before the P&C, the Vice President usually takes over chairing the meeting during this time.
- Vice Presidents can also be the President’s representative on sub-committees. They will only have voting and speaking rights if they are a member of the sub-committee in their own right, otherwise they can only attend and report back to the President.
- Vice Presidents are also signatories to accounts as stated in the P&C Constitution.

*New* ADDITIONAL ROLE
WACSSO Liaison (replaces the WACSSO Representative role)

As the WACSSO Liaison, the Vice President acts as the link between the P&C and WACSSO. They should seek inclusion of a WACSSO Liaison Report (maximum five minutes) on the General Meeting agenda where they have an opportunity to:

- speak about WACSSO activities and communications;
- provide their P&C with ideas shared from other P&Cs across WA; and
- report on current educational issues.

This information can be gathered from monitoring the WACSSO Facebook page, the eNews newsletter and P&C Voice. The WACSSO Liaison should also:

- monitor and share WACSSO Facebook posts on the P&C Facebook page where possible and relevant;
- foster relationships with like-minded P&Cs and community groups;
- encourage P&C members to attend WACSSO P&C training and Conference; and
- be the main P&C contact for their local WACSSO State Councillor.
**SAMPLE – P&C CALENDAR 2019**

*** HOLD AGM BEFORE APRIL 30  
*** GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING  
*** P&C TREASURER TO ENSURE ANNUAL FINANCIAL STATEMENT/REVIEW/AUDIT ARE READY FOR AGM

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<td>Labour Day Public Holiday</td>
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<td>WACSSO State Council 1/2019</td>
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<td>Close of Nominations for WACSSO State Council Elections (12 noon)</td>
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<td>ANZAC Day Public Holiday</td>
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<td>Term 2 Commences</td>
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<td>Final date for AGMs to be held</td>
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<td>Office Bearer form &amp; Annual Financial Statement (or Review/Audit) to be submitted to WACSSO</td>
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<td>WACSSO Affiliation Fees are mailed</td>
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<td>31</td>
<td>Deadline for declaration of results State Councillor Term Elections</td>
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<td>State Councillor Term of Office commences</td>
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<td>Western Australia Day Public Holiday</td>
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<td>8-9</td>
<td>WACSSO State Council 2/2019</td>
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<td>Deadline for Conference Agenda Items</td>
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<td>WACSSO Affiliation Fees - final due date</td>
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<td>Closing date for Conference Registrations</td>
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<td>Term 3 commences</td>
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<td>Affiliation fee reminder notices</td>
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<td>WACSSO State Council 3/2019</td>
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<td>17-18</td>
<td>2019 WACSSO Annual Conference</td>
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<td>Queen’s Birthday Public Holiday</td>
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<td>Suspension of unpaid Affiliates (P&amp;C’s that have not paid Affiliation Fees for 2019/2020)</td>
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<td>Organise Auditor for 2019 FY Review/Audit – if necessary</td>
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<td>P&amp;C Treasurer to ensure books are ready for Review/Audit – if necessary</td>
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This form in word format is available to download on the WACSSO website: www.wacsso.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. Information for Public Holiday’s has been obtained from the Department of Mines, Industry Regulation & Safety website 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.
P&C COMMUNICATIONS

*** DON'T MISS OUT ON IMPORTANT INFORMATION FROM WACSSO!
*** POSITION YOUR P&C TO BE AS EFFECTIVE AS POSSIBLE.

By Phone
1. 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).
2. Remember, you are required to provide WACSSO with your Association’s office bearer details by April 30. You can send the information through the WACSSO website. This enables us to share important communications with your Executive Committee.

By Post
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.

By Email
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 Hotmail, 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: fremantlepandc@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 or secretary.eastperthpandc@gmail.com, etc.

Some Tips
• Account passwords should be changed each time a new role 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 CD or USB device and submitted to the P&C for storage.
• It is important that email addresses and passwords are included in the handover process.

For more information on P&C email use, please contact the WACSSO office on 9264 4000 or communications@wacsso.wa.edu.au
WACSSO ONLINE

The WACSSO website 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.

Each individual member has to register his or her 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 the details are used to verify users.

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

‘FOLLOW’ us on Twitter @WACSSO

Make us a ‘FAVOURITE’ www.wacsso.wa.edu.au

Sign up for eNews on the WACSSO website

Or email the office on info@wacsso.wa.edu.au
REMEMBER: ALL TRAINING IS FREE WITH AFFILIATION!

The main emphasis for P&C training in 2019 will be assisting our 660 affiliates to understand and adopt the new P&C Constitution. We expect this to be a significant undertaking and we will use several delivery methods for this.

1. Dedicated Constitution website

As it is expected that the WACSSO office and State Councillors will be very busy with inquiries during the launch of the new Constitution, we urge all P&C members to use the dedicated Constitution website as the first point of contact.

This will go live once the new Constitution has been approved. It will provide a vast amount of information on the new P&C Constitution. This includes:

- Instructions on how to adopt the Constitution
- More than 100 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
- Optimised for mobile devices (add to your home screen as an icon for quick access)

2. New Constitution presentations*

To be presented across the state. Check the WACSSO website, Facebook and eNews in 2019 for more details

3. P&C Webinars*

Topics:
- The P&C Constitution
- Running Effective Meetings

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

4. General P&C training

Covers:
- P&C Governance
- The P&C Constitution
- Office Bearer Responsibilities
- Effective Meetings

Book your P&C to be a host of one of our popular and informative 2.5 hr training sessions at our booking site. See the training section of the WACSSO website. WACSSO will continue to deliver training based on the current Constitution until the new one is launched.

*The availability and delivery of these sessions will be dependant on the timing of release of the new P&C Constitution.
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. (This also applies to teachers and other school staff who are financial P&C members)
- 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)
- must pay the P&C membership fee if they wish to be counted in a General Meeting quorum.
- 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 meetings. However, they will not be counted in the quorum for a General Meeting unless they have paid their membership fee.

- 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 1999) is the fostering of community interest in educational matters. The Principal’s knowledge and experience is very valuable here.

- 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 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 P&C may appoint the Principal as an *ex officio* member of these committees.

- 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 more than 660 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

It is a good idea 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 Ashed 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, including platforms such as Facebook 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 fetes. 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 and Pinterest
Both Instagram and Pinterest rely on image-based content. It is best for online stores, photographers and other creative industries.
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 fete 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

<table>
<thead>
<tr>
<th>Before resolving to create a social media account, has your P&amp;C considered the following?</th>
<th>Yes (Tick)</th>
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<tbody>
<tr>
<td>Will the social media account benefit the operations of the P&amp;C and thus benefit the students at the school?</td>
<td></td>
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<tr>
<td>Have you discussed who your audience is and what key messages you would like to express?</td>
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<tr>
<td>Social media accounts like Facebook need to be monitored after hours, on weekends and on holidays. Do you have one or more P&amp;C members prepared to do this?</td>
<td></td>
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<tr>
<td>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?</td>
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<tr>
<td>Have you established:</td>
<td></td>
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<tr>
<td>• Who will be the administrator/s of the account?</td>
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<tr>
<td>• The correct tone for the posts and the types of messages you want to post?</td>
<td></td>
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<tr>
<td>• How you will respond to posts – negative and positive?</td>
<td></td>
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<tr>
<td>• How often you aim to post on the account?</td>
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<tr>
<td>Have you ensured no content (intellectual property, music, TV or film footage) will be uploaded without explicit approval from the content owner?</td>
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<tr>
<td>Have you ensured no identifying information or photos of students or school staff will be/can be uploaded to the accounts without explicit permission?</td>
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<tr>
<td>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)</td>
<td></td>
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<tr>
<td>Have you read the Terms of Service of the nominated Social Media sites?</td>
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</tbody>
</table>

**facebook.com/terms**

**twitter.com/tos**

**For further information please contact:**

Communications and Research Officer

Ph: 9264 4000 or E: communications@wacsso.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 – for eg. Principal, WACSSO, WASCA, FairWork, Wageline, ATO, Associations Online, Department of Racing, Gaming and Liquor, Globe Insurance.
- Any passwords, account tokens, generic email addresses
- P&C Association ABN
- P&C interactive Health Checks (links on WACSSO website)

**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
- 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 incoming Executive
GUIDELINE CONTINUED

- 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
- Template of Solvency Statement declaration (on WACSSO website when new Constitution is approved)

PRESIDENT/SECRETARY

- P&C Handbook (hard copy posted to school at start of Term 1, PDF available on 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 motions from the past
- 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, subcommittee and any investment accounts
- Passwords and access to any P&C social media sites - P&C Associations are not encouraged to have separate standalone accounts on social media sites as they need to monitor the site 24/7. If the P&C does have a site you must be able to manage it in line with the Social Media Toolkit for P&C Associations.
- If your P&C has a TidyHQ account, all login information (username and password)
- 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/WACSSO LIAISON *NEW ROLE*

- Role of the Vice President/WACSSO Liaison fact sheet (available on WACSSO website)
- Contact details for electorate’s WACSSO State Councillor
- Follow WACSSO Facebook page at www.facebook.com/WACSSOinc
- Registering on WACSSO website for 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
Registers for:
  [i] Accountable Forms Register- cheque, receipt, bank tokens and order books
  [ii] Assets Register (P&C owned and used assets)
  Auditor’s statements and reports for the past seven years including current year
  Bank form 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
  If your P&C has a TidyHQ account, all login information (username and password)
  All Deductible Gift Recipient (DGR) information. P&C can only 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, any training that they have attended and their 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.
REGISTERING PROCESS FOR P&Cs TO BECOME A CHARITY

Register for an Australian Business Number (ABN)

• Register via abr.gov.au
• Make sure that ‘Entity type’ is Other Incorporated Entity not State Government Entity
• If your P&C already has an ABN, registration details can be accessed from www.abr.business.gov.au
• If you already have an ABN but are registered as a State Government Entity, you will need to contact the Australian Taxation Office (ATO) direct in order to change the entity type.

Register with the Australian Charities & Not for Profit Commission (ACNC)

The ACNC determines the charitable status of an organisation i.e. does it have a charitable purpose.

Charity Size

• Small Charity: annual revenue less than $250,000
• Medium Charity: annual revenue $250,000 or more but less than a million
• Large Charity: annual revenue is 1 million or more

Examples of Revenue

• Government and other grants
• Donations
• Fundraising activities
• Bequests or legacies
• Fees and charges for provision of services
• Sales of goods
• Interest earned
• Dividends or similar distributions
The role of the Australian Taxation Office

The Australian Taxation Office still determines if an organisation is entitled to tax concessions. The ACNC will pass on any tax concession requests to the ATO.

The following tax concessions are available to apply for:

- Income tax exemption and franking credits
- Goods and services tax concessions
- Fringe benefit tax rebates
- Deductible gift recipient (DGR) status
- Tax concessions from state, territory and local governments

Annual Requirements

Each time Office Bearers change, the ACNC must be notified. The ACNC portal allows you to update charity details and names of your Office Bearers. Please note that the ATO must also be notified when Office Bearers change. For security reasons, it cannot supply information if this is not done.

All registered charities must provide an annual information statement to the ACNC via their portal within six months of the end of the financial year.

Medium and large charities must also provide an annual financial report, also within six months.

Note: Information gathered from the ACNC website, from communications with the ACNC advice section and the ATO.

For further information please contact:

Corporate Support Officer
Ph: 9264 4000 or E: corporatesupport@wacsso.wa.edu.au
ADDRESSING TRAFFIC CONTROL ISSUES AROUND SCHOOLS

Dangerous parking and speeding around schools are two major issues that many P&Cs face each year. Addressing them requires whole-of-community collaboration, with key stakeholders including the P&C, the school, local council and local policing teams. It can be difficult to know where to turn for assistance first, this guideline aims to provide points of contact and suggestions on how to address any traffic control issues your school might be experiencing.

SPEEDING

Motorists exceeding the 40km/hr limit in school zones during designated times and exceeding the speed limit on other surrounding roads surrounding when children are travelling to and from school causes ongoing safety issues for many WA schools. Speeding can be carried out by members of the school community and also those in the wider community, so a multi-pronged approach to addressing the issue is recommended.

Here are some suggestions on how to tackle speeding around schools:

- The P&C President can speak up at assemblies and include speeding reminders in P&C correspondence. They can also liaise with the school principal to put out regular communication to all parents through school channels.

- The P&C can resolve to approach the local newspaper (or radio station) for an awareness raising article to be published. (See WACSSO’s President’s Guide for tips on dealing with the media)

- Make contact with your local police. Under WA’s new Policing Model, Local Policing Teams, falling under particular districts, carry out day to day community policing duties. You can find and contact your local policing team using the Frontline 2020 resource: www.police.wa.gov.au/Contact-Us/LPT. Police will often conduct a speeding ‘blitz’ in a particular area of concern in the community.

- The P&C could even coordinate the above three suggestions by resolving to start its own ‘slow down’ campaign. Ramp it up by producing bumper stickers, or bin stickers etc. that community members can display. The local council may even be interested in partnering with the P&C in an initiative.
PARKING
Parking is an issue at most schools and it is a challenge for the school community to provide various options to ensure all students get to and from school safely. Schools have a limited amount of parking bays to cater for school staff and for parent pick-up and drop-off. If left unaddressed, parking issues can lead to double parking, illegal verge and footpath parking and other dangerous stopping habits. Here are some suggestions on how to improve parking around your school:

Discuss
Put parking on the agenda for an upcoming P&C Meeting, when the Principal can be present to aid the discussion. Work through any ways the P&C can partner with the school to remediate parking issues – e.g. frequent communication with parents, implementation of a Kiss and Ride program, erecting signage, joining the Department of Transport’s TravelSmart to School Program.

Communicate
The P&C President can speak at assemblies and include safe parking and drop-off/pick-up information in P&C correspondence. They can also liaise with the school principal to put out regular communication to all parents through school channels.

Year 12 Drivers
Around half of Year 12 students at secondary schools will be turning 18 years old, so it is predicted more students will be gaining drivers’ licenses and some will want to drive to school. Each school deals with this issue differently, so it is important to clarify any concerns with the school principal.

Kiss and Ride Zones
These are ‘no-parking’ areas where parents can drop-off and pick-up their child without disturbing the flow of traffic on the road. They are implemented for student safety, parent convenience and to minimise congestion and confusion during the busiest times of the day – drop-off and pick up. Often, P&Cs supply volunteer/s to supervise the zone, ensuring safety and smooth traffic flow.

Work with your local council
Where there is an acute or ongoing problem, Councils will often supply parking inspectors (rangers) to monitor problem areas and ticket if necessary. Many Councils produce publications addressing school parking issues. For instance, the City of Stirling has a ‘Safe Parking at Schools’ brochure and the City of Mandurah has a ‘Parking Around Schools’ brochure. Councils will usually work with schools to address parking issues – find out how your Council can help you.
PROGRAMS & RESOURCES

WALGA Roadwise Program
This WA Local Government Association initiative supports Local Governments, community groups, businesses and individuals to become involved in the road safety network around the state. The program provides access to resources and training.
Visit www.roadwise.asn.au for more information.

Dept. Transport TravelSmart to School Program
The State Government run TravelSmart to School program works with primary schools to promote safe and active ways to travel to school.
The program works by:
• Helping students be healthy and active by increasing walking and riding to school.
• Tackling traffic issues and boosting school spirit.
• Creating student-centred teams to foster leadership skills and achieve change.
• Providing practical ways to teach and develop sustainability at your school.
• Hosting an Online Community to provide examples and discuss solutions to parking congestion, road safety and physical activity issues.

Schools that partake in the program can be eligible for reward packs, competitions with student prizes, signage and badge machines for loan, how-to guides, planning support, eNewsletters, and professional development and networking opportunities.
Visit tsts.com.au for more information.

Traffic Wardens & School Crossings
WA Police administer the Children’s Crossing and Road Safety Committee, which consults and decides on applications requesting children’s crossings around schools. WACSSO is an advisory member of this committee. Their webpage includes information on how to apply for a crossing guard, the criteria, who makes the decision and the appeals process. There are also downloadable application and other forms. It also contains school resources including colouring sheets and road safety fact sheets.

View the page here: www.police.wa.gov.au/Traffic/Road%20safety/Childrens%20crossings

For further information please contact:
Communications and Research Officer
Ph: 9264 4000 or E: communications@wacsso.wa.edu.au
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 Terms of Reference that outlines scope, composition and roles within the Sub-committee. All ideas and recommendation 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.
- 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 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 Globe Insurance Services by phone on 6201 5520 or 0499 968 657, or by email at joeb@globeinsurance.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 and click on ‘How to organize an event.’

See also: www.commerce.wa.gov.au for ‘Voluntary Code of Practice for Public Fundraising’
**FUNDRAISING IDEAS**

- Sausage Sizzle/Cultural Food Fair
- School Color Run
- 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
- Fetes and Festivals: www.fetesandfestivals.com.au
- Herbs and Spices
- Beauty Products/Ladies Pamper
- Obstacle Course/Greatest Race
- Candles, toothbrushes, tea towels
- Moonlight Markets/fete
- Student talent quest/pet competition
- Costume or pyjama day
- School made calendars, stickers, cards, labels
- Student auction (pens, pencils, bags, hats)
- Sunscreen
- Five cent drive
- Parent Auction (donated goods or gift vouchers)
- Art Show/Craft Event
- Cooking event/competition
- Fridge magnets/sunblock sales
- Modern and healthy alternatives: www.det.wa.edu.au/healthyfoodanddrink 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)

**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
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 timeframe (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 (P&C Constitution).

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 and
- 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.

**Correspondence**

The Correspondence of the Association should be noted in the minutes and is required to be retained for 12 months.

**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, and
- other relevant financial documents.

Financial records must be retained for a period of 7 years.

**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; and
• all information required to calculate long service leave entitlements and payment.

NOTE: For additional information about employers 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/record-keeping-requirements

For employers whose employees are covered by a national award, please refer to the Fair Work Ombudsman website: 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. 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; and
• 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; and
• 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; and;
- 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 T: 9264 4000 or E: info@wacsso.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).
USEFUL INFORMATION

This section includes:

• A list of contacts P&Cs may find useful
• An introduction to your WACSSO insurance provider: Globe Insurance Services
• 'Insurance Illuminated' article
• Information sheets from on the following topics:
  – Working With Children Checks
  – Lotteries: Department Racing Gaming & Liquor
  – Australian Schools Plus and fundraising
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

**Australian Taxation Office**
For all taxation and superannuation information
Ph: 13 28 66
www.ato.gov.au

**Children’s Crossings Unit**
For information on school crossing guards and applications.
Ph: (08) 6274 8767

**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
Wageline: 1300 655 266 (Toll free)
www.commerce.wa.gov.au/LabourRelations
Associations: 1300 304 074 (Toll free)
Or 6552 9300
associations@dmirs.wa.gov.au

**Globe Insurance Services**
For insurance queries regarding the WACSSO Public Liability policy or Volunteer Personal Accident Insurance or any additional policies taken out with Globe Insurance.
Ph: 6201 5520 M: 0499 968 657
www.globeinsurance.com.au
joeb@globeinsurance.com.au

**WorkCover WA**
For all general workers compensation enquires
Phone: 1300 794 744 (Toll free)
www.workcoverwa.gov.au

**Department of Education**
Ph: 9264 4111
www.det.wa.edu.au

**Department of Racing, Gaming and Liquor**
For raffle permits, gaming enquires
Ph: 1800 634 541
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

**State Law Publisher**
For all legislative documents
Ph: 6552 6000
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: 9264 4999
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 or 6217 8100
www.checkwwc.wa.gov.au
www.checkwwc.wa.edu.au
GLOBE INSURANCE SERVICES WA

Globe Insurance is a proudly West Australian owned and operated General Insurance Brokerage.

At Globe, we are able to offer the full array of General Insurance Products, covering all business and personal insurance requirements.

Globe Insurance is an authorised representative of Statewide Insurance Brokers.

As one of Western Australia’s oldest and most respected General Insurance Brokerages, our combined mission is to provide an expert and exceptional service, acting for our clients in the provision of general insurance advice, placement and broking.

We look forward to servicing our clients for all their insurance needs.

GLOBE INSURANCE PROUDLY SUPPORTING WACSSO

CANTEEN INSURANCE

AND NOW

CHILD CARE INSURANCE

General Insurance Products
At Globe, we are able to offer the full array of General Insurance Products, covering all business and personal insurance requirements.

Business Insurance
Business Packages, Workers Compensation, Industrial Special Risk, Public Liability, Trades Package, Retail Package and more.

Personal Insurance
Motor Vehicle, Home & Contents, Landlords, Strata, Boat & Pleasurecraft, Caravan, Travel, Personal Accident and more.

Financial Lines
Professional Indemnity, Directors & Officers, Information Technology, Association Liability, Management Liability, Cyber and more.

Other General
Construction, Contract Works, Home Warranty, Builders Warranty, Commercial Motor, Plant & Equipment and more.

Tel: (08) 6201 5520 | (08) 9474 4344
Fax: (08) 9474 2080
Email: joeb@globeinsurance.com.au
info@statewideib.net.au

PO Box 240 South Perth WA 6951
Lvl 3, 78 Mill Point Road, South Perth 6151

globeinsurance.com.au
Insurance is a topic that is often not understood or explained properly. Many P&C Associations may not consider insurance in relation to their fundraising activities, events or other functions; however, the implications of an uninsured volunteer or individual sustaining an injury can be costly and damaging.

As part of affiliation to WACSSO, P&Cs pay an insurance component that gives them Volunteer Personal Accident insurance for volunteers. This insurance covers volunteers in the case of an accident while working for the P&C. However, insurance for volunteers not working for the P&C is a grey area and many are unaware who exactly is covered and who isn’t.

Considering that in many cases it is not only P&Cs who raise money or volunteer for the schools benefit, it is important that the policies, coverage and boundaries for insurance are understood. Volunteers should always consider insurance in any activity they undertake and ensure that they are covered under a policy.

1. Insurance Policies that Cover Volunteers not under a P&C
   The Department of Education has personal accident insurance cover for volunteers that provide their services to the Department as arranged and authorised by the Department, and where the volunteer acts under the direction and supervision of the Department in the course of duties allocated to them. Where a volunteer for the Department is acting in good faith, the Department can choose to extend personal accident cover to them.

   Therefore, any volunteer work or fundraising not done under the P&C would have to be approved by the school for those individuals to be covered by the Departments insurance policy.

   It is advised that those volunteering in this capacity contact the school/Department to ensure they are covered under this policy before undertaking any activity. If the school cannot answer a question regarding insurance, then Legal Services within the Department will be able to.

2. Legalities of Fundraising: Can I do it without being part of an incorporated body? Am I covered?
   Anyone can legally fundraise for the school without being part of an incorporated body. Risk of exposure to legal claims would depend on many things such as the nature of the fundraising, who was organising the fundraising, the degree of risk of the fundraising (having a family sell 6 raffle tickets to fundraise is a different level of risk than having a family run a carnival ride at a local fete), and what insurance cover is provided for the people. Personal accident insurance cover is just one facet of cover. It would not respond to a claim where a volunteer caused injury or damage to a third party, for example.

   In most cases, if an individual or group is not fundraising under the direction and approval of the school or P&C, they will not be covered for insurance purposes.

   Therefore:
   - All fundraising is legal.
   - Any fundraising done for the school would have to be approved by the school/Department for insurance purposes.
   - Likewise, any fundraising done for the P&C must be approved by the committee.
   - Any individual or group can fundraise without it being approved by either the school or P&C, however they will not be covered for public liability insurance or personal accident insurance. Additionally, some venues, such as shopping centres, will not allow fundraising events to take place without appropriate insurance policies in place.

   Every case is different, it is important for volunteers to find out what insurance policy covers them by asking the school or P&C.
3. Does Volunteer Personal Accident Insurance only cover endorsed P&C activities?
Yes, through the policy that Globe Insurance Services provides to WACSSO affiliates, only endorsed P&C activities are covered. This means that individuals or groups fundraising or undertaking activities without the approval of the P&C are not covered, regardless of good intention or success.

4. Public Liability Insurance
Public Liability insurance should not be confused with Volunteer Personal Accident insurance. Public Liability insurance protects the organisers’ legal liability to third parties for injury and damage to property. Voluntary Personal Accident insurance protects members who offer to help with organisation for the fund-raising event.

In events conducted by the school, organisers are covered by the Department provided their services to the Department are arranged and authorised by the Department, and where the organiser acts under the direction and supervision of the Department in the course of duties allocated to them.

In events conducted by the P&C, the same applies. If an individual or group conducts an event or activity without the authorisation of either the school or P&C, however, they are not covered for Public Liability Insurance or Volunteer Personal Accident Insurance.

It is important that any stallholders who operate their own stall selling, displaying or providing an amusement should carry their own Liability Insurance. A copy of the stallholder’s current Certificate of Insurance should be provided to the P&C.

5. Summarisation
Simply, any fundraising, volunteer work or school related activity must be approved by either the school or a P&C for insurance to cover those involved.

6. Workers Compensation Insurance
Where a P&C employs staff either in the Canteen, Uniform shop or any other capacity they have a legal obligation to take out Workers Compensation insurance. Failure to have a current policy if a P&C has staff may lead to prosecution and/or fines from WorkCover.

Please ensure you have a current policy if you employ staff.

7. General Insurance
Where a canteen is operated by the P&C it is advisable to obtain insurance to protect the canteen. Cover policies to consider include Fire, Burglary, Money, Fusion and Food Spoilage. If the P&C operates a Uniform shop then insurance coverage should be considered to cover money and uniform stock.

Understanding insurance and interpreting insurance clauses are difficult. Globe Insurance Services WA are always available to provide advice and assistance to P&Cs.

8. Contact
Joe Barbaro, Globe Insurance Services WA
Ph: 08 6201 5520 or 0499 968 657
E: joeb@globeinsurance.com.au
PRINCIPALS

PARENTS AND COMMUNITY VOLUNTEERS: WORKING WITH CHILDREN CHECKS

Many volunteers who work at educational institutions require a WWCC card. This document, in conjunction with the flowchart following, outlines the circumstances in which parents and volunteers require a WWCC card.

Volunteers

Volunteers who undertake work at a school and who are over the age of 18 require a WWCC card if they complete more than five days of child related work in a calendar year.

All volunteers who are obliged to apply for a WWCC card as a requirement of working at a Department of Education site are entitled to be reimbursed the cost of the WWCC application fee. Please note that P&C members who are employed by the P&C to work at a school are not entitled to a reimbursement.

For information on who can apply for a reimbursement as well as how to obtain a reimbursement, go to Working With Children Check.

Parents

Parents who carry out child related work on a voluntary basis at the school where their child is enrolled are generally exempt from requiring a WWCC card. An exception of this is for overnight camps.

Please note that, for the purposes of this exemption, a parent is a person who:
- is the mother, father, stepfather, stepmother of the child;
- at law has responsibility for –
  o the long term care, welfare and development of the child; or
  o the day-to-day care, welfare and development of the child; or
- is in a de facto relationship with a person referred to above.

Further information on WWCC related issues may be found on the WWCC website or by telephoning the Working with Children Screening Unit at the Department of Child Protection on 6217 8100 or the Standards and Integrity Directorate on 1800 655 985.
Parents and Community Volunteers and Working with Children Checks

This flowchart provides a general explanation of when parents and volunteers require a WWCC card when undertaking work at a school.

Please Note:
The Working with Children (Criminal Record Checking) Act 2004, provides a number of exemptions, including a five day grace period in most cases to provide reasonable flexibility and allow for unforeseen circumstances (refer to WWCC factsheets 3 and 5 www.checkwwc.wa.gov.au/checkwwc/Publications+and+Forms/Factsheets.htm). Employers/volunteer organisations/education providers do not commit an offence if they engage or procure child-related work for most people for no more than five days in a calendar year before that person has applied for a WWCC Card. However this five day threshold does not apply if the employer/volunteer organisation/education provider knows that the person has been convicted of, or has a pending charge for a Class 1 or 2 offence, in which case the individual must apply for a WWCC Check before they start child-related work. The five day threshold also does not apply where the employer/volunteer organisation/education provider is aware that a person has a current Negative Notice, an Interim Negative Notice, or has withdrawn their application for a WWCC Check. For further information please visit www.checkwwc.wa.gov.au/checkwwc.

Will the individual have contact with students as part of their regular duties?

NO

No WWCC Card Required

YES

Are they a parent of a child who is currently enrolled at the school?

A parent is a person who:
- is the mother, father, stepfather, stepmother of the child;
- at law has responsibility for –
  - the long term care, welfare and development of the child; or
  - the day-to-day care, welfare and development of the child; or
- is in a de facto relationship with a person referred to above.

NO

No WWCC Card Required

YES

Are they over the age of 18?

Volunteers under the age of 18 do not require a WWCC card.

NO

No WWCC Card Required

YES

Will the individual have contact with students as part of their regular duties?

WWCC Card Required unless other exemptions apply (see note below)

NO

No WWCC Card Required

Please Note:
Charitable groups, community-based organisations and sporting bodies can use lotteries to raise funds.

Six different lotteries exist for this purpose –
- Standard;
- Continuing;
- Calcutta;
- Permitted;
- Minor Fundraising; and
- Trade Promotion.

Lotteries cannot be held for personal or commercial gain, and your organisation must abide by the conditions set by the *Gaming and Wagering Commission Act 1987* ("the Act").

By completing an application form for a permit to conduct a standard lottery the organisation and permit holder acknowledge that the *Privacy Act 1988* (Commonwealth) in particular, the National Privacy Principles in Schedule 3 of that Act may be applicable in relation to the use of information about individuals obtained in the course of conducting a standard lottery.

This brochure explains the different lotteries, and your organisation's responsibilities in running a lottery.

**Standard Lottery**
When your organisation sells lottery tickets to the public for more than one day, it is called a Standard Lottery.

You need a permit. The permit application form is available from the Licensing Division. Return it at least 7 days before the lottery is due to start (when tickets go on sale). The application fee must be paid at the same time.

The permit generally is valid for three months, so you can sell tickets during that time. If you need an extension, apply in writing at least seven days before the original closing date.

Where the total prize value is $20,000 or over, then your organisation must provide either a bank guarantee or a security deposit.

**Progressive Draw Lottery**
Similar to a standard lottery (raffle) a progressive draw lottery enables organisations/clubs to sell tickets for a period of up to three (3) months. A progressive draw lottery permits the organisation/club to conduct a number of draws on various nominated dates over a stipulated period of time after tickets for the lottery have been sold.

In addition to the conditions associated with a standard lottery permit, the following conditions are also applicable in respect to progressive draw lotteries:

- all tickets must be sold prior to the commencement of the first draw.
- tickets cannot be purchased after the ceasing date of the sale of tickets.
- all tickets must be the same price.
The purchase of a ticket entitles a ticket holder to participate in all draws irrespective of how many draws they may win.

The drawing and publishing dates for all draws must be clearly stated.

Fees associated with a progressive draw lottery are those applicable for a standard lottery permit.

**Calcutta**
A Calcutta is a combination of a lottery and an auction - commonly known as a “sweepstake”. These types of lotteries are usually conducted on major horse racing events, though consideration is given for a Calcutta on other major sporting events.

You need a permit. The application form is available from the Licensing Division. Return it at least 7 days before the Calcutta is due. The application fee must be paid at the same time.

A Calcutta can only be held for a specific and nominated event.

**Continuing Lottery**
A Continuing Lottery is when tickets are bought and then opened to possibly reveal a prize, also known as "break open bingo tickets".

You need a permit, which is valid for 12 months. The application form is available from the Licensing Division. Return it at least 7 days before the lottery is due to start (when tickets go on sale). The application fee must be paid at the same time.

Tickets can be sold by hand for either cash prizes or goods.

**Small Private Lotteries**
Section 103 of the Act provides that small private lotteries can be held without a permit in the following circumstances:

1. where tickets are sold to persons who work or reside on the same premises, or to persons who are all members or the guest of a member of a body of persons (i.e. a club), where the sale of tickets and the declaration of prizes takes place within 8 days and the maximum value of the prize does not exceed $1 000.00; (one thousand); or
2. where the sale of tickets and declaration of the result takes place on the same day and on the premises on which the tickets are sold and the aggregate value of the prizes offered or distributed does not exceed $2 000.00 (two thousand).

**Minor Fundraising Activities**
Section 108 of the Act provides that organisations may conduct minor fundraising activities, such as a:

- guessing competition or any other competition in which success does not depend to a substantial degree on the exercise of skill without a permit in the following circumstances;
- a number game based on sporting achievements of a public nature;
- a raffle, chocolate wheel, art union or other scheme or device for the disposition of property; or
- any other minor fundraising activity,

which would otherwise be taken to constitute gaming, betting, or a lottery, when conducted as a means of raising money for the benefit of community, cultural, ethnic or charitable purposes, and not for the purpose of private gain or any commercial undertaking, shall, provided the aggregate value of prizes offered or distributed does not exceed $200.00 (two hundred), not be taken to be unlawful and shall be deemed to be conducting a permitted amusement with prizes.

The only exception in terms of the aggregate value of prizes exceeding $200.00 (two hundred) for a minor fundraising activity is for a football tipping competition, where the aggregate of the prizes offered for the football season to which the competition relates, shall not exceed $10 000.00 (ten thousand).
**Trade Promotion Lottery**

A Trade Promotion Lottery is a lottery conducted to promote the sale of goods or the use of services, in which every participant in the lottery takes part:

- without cost; or
- by reason of the purchase of goods or use of services, the cost of which is no greater than the cost would be without the opportunity to participate in the lottery.

Provided you meet the conditions associated with a trade promotion lottery, there is no requirement to lodge an application with the Operations Division. A generic permit for the conduct a trade promotion lottery is available from our website at [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au) or by contacting the Department.

**DIRECTOR LICENSING**

Department of **Racing, Gaming & Liquor**
Use of Funds

Funds raised by a standard lottery must be used for the active promotion, support or conduct of: sporting; social; political; literary; artistic; scientific; benevolent; charitable; or other like activity.

Funds must NOT be for the purpose of private gain or any commercial undertaking.

Examples of Acceptable/ Unacceptable Use of Funds

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donation to a charity</td>
<td>Donation to an individual</td>
</tr>
<tr>
<td>Sporting trip for team competing paying for travel &amp; accommodation</td>
<td>Holiday trip by a sports team</td>
</tr>
<tr>
<td>Purchase of bus for Club</td>
<td>Funding a reduction in individuals club membership fees</td>
</tr>
</tbody>
</table>

Guides available: www.rgl.wa.gov.au

Standard Lottery Application Kit
Lotteries – what your organisation needs to know
How to run a standard lottery
Conditions attached to a standard lottery
Eligibility for a Permit

- An applicant organisation must be an acceptable body under section 51 of the Gaming and Wagering Commission Act 1987;
- Organisations must provide evidence they are a bona fide group, this can be established with the following documentation:
  - Certified constitution; and/or
  - Rules of association
- Organisations must nominate a permit holder on their behalf who:
  - is over 18 years of age;
  - is concerned in the administration of and makes the application on behalf of the organisation; and
  - will be responsible for the conduct of gaming
- Organisations must use the funds raised from the lottery for purposes acceptable in terms of the requirements of the Act. The lottery cannot be conducted for private gain or any commercial undertaking;
- If funds raised will be donated to a charity or other community organisation, that entity will also need to confirm that the use of funds will not be used for private gain or commercial benefit;
- There is no limit to the number of permits issued to an organisation in a year, nor the amount of money each organisation can raise; and
- Permits can run for up to 3 months, if an extension is required you need to apply in writing at least 7 days before the closing date.

Tickets and Sales

- All tickets must be sold at the same price as authorised by the permit;
- No person under the age of 12 years is permitted to sell or purchase lottery tickets;
- In addition, when liquor is offered as a prize, persons under 18 years of age are prohibited from selling or purchasing tickets;
- House to house sales may be made during the hours of 9am and 6pm;
- Records must be kept for 12 months;
- All prizes must be delivered to winners within 30 days; and
- No approval will be given to increase the number of tickets for sale once ticket sales have commenced.

Each ticket must have the following information:

- Ticket number;
- Price of ticket;
- Name and contact number of permit holder;
- Name of organisation on behalf of which the lottery is conducted;
- Permit number;
- Description and value of prizes;
- Date of drawing; and
- Name and date of issue of the publication in which the results are to appear.

Do I need a permit?

Instances where a permit is not required

Section 103 and 108

Scenario 1
1.1 Tickets are sold to persons who work or reside on the same premises, or to members or guests of a member of a body of persons (i.e. a club);
1.2 The price of every ticket is the same;
1.3 The sale of tickets and the declaration of prizes takes place within 8 days; and
1.4 The maximum retail value of each prize does not exceed $1000.

Scenario 2
2.1 The price of every ticket is the same
2.2 The lottery is conducted on the same day and on the same premises where tickets are sold; and
2.3 The total retail value of the prizes does not exceed $2000.

Scenario 3
The conduct of minor fund raising activities which constitute gaming, betting or a lottery, is lawful without a permit provided that the following conditions are met.

- The lottery is not conducted for private gain or for any commercial undertaking;
- The total retail value of the prizes does not exceed $200; and
- The activity is being conducted as a means of raising funds for community, cultural, ethnic or charitable purposes.

The conduct of the following activities is permitted:

- Guessing competitions
- Number based games;
- Raffles;
- Chocolate wheels; or
- Any other minor fund raising activity, such as a mouse race.
Looking for a simple way to raise funds for your school?

National charity Australian Schools Plus (Schools Plus) connects schools in need with donors to create learning opportunities that change students’ lives.

We were established following the 2011 ‘Gonski Review’ to make it simple, effective and tax-deductible to give to eligible* schools.

Join hundreds of schools and parent associations across Australia already connecting with donors through Schools Plus.

How we can support your school

**Fundraise Yourself platform**

Using our crowdfunding platform, schools and parent associations can raise funds from their communities and offer donors a tax deduction. Read more about this over the page.

**Donor’s Choice**

Donors can nominate a school of their choice to support with a one-off or recurring tax-deductible donation. Existing donors to schools can now receive a tax deduction.

**Smart Giving Program**

We match school projects with donors who know the value of a great education. These are strategic projects, chosen by our assessment panel including independent experts.

Since 2015, we’ve connected with 770 schools and helped fund 237 projects.

*Eligible schools have a value below 1000 on the Index of Community Socio-Educational Advantage (ICSEA) as listed on the My School website at www.myschool.edu.au
Fundraise Yourself Platform

A simple, effective and tax-deductible way to raise funds for your school

Fundraise Yourself is a unique platform which enables you – schools and parent associations – to conduct your own crowdfunding drive in your community and networks.

It’s free to use and is the only platform designed specifically for schools and parent associations. It offers your supporters the benefit of tax-deductible giving to your school through Schools Plus’ Deductible Gift Recipient (DGR1) status.

Easy 3-Step Registration

1
Register your school

Tell us about your school and provide contact details
schoolsplus.org.au/register-school/

2
Submit your project

Let us know what you are fundraising for - add photos and videos to bring your story to life.

3
Spread the word

Share your unique weblink within your networks and community and let them know they can receive a tax deduction on their donation.

“It was easy to spread the word about our fundraising drive using Schools Plus. Our donors really appreciated receiving a tax deduction for their donation, and found it quick and simple to donate online.”

– Michael Strahan, Principal, Curran Public School

Benefits of using Fundraise Yourself

- Widen who you can approach for support outside of your immediate community - including existing donors and past students
- Download tips and templates to help with your fundraising
- Access phone support, workshops and webinars on fundraising fundamentals
- Receive a unique web link directly to your project page
- Upload photos and videos to tell your story
- See contact details of donors who have supported your project
- Reduce admin and time by bringing existing fundraising online such as voluntary contributions

Find out more

Register your school today
schoolsplus.org.au/for-schools/fundraise-yourself

Or contact our School Relations Team
02 8880 0296 | schools@schoolsplus.org.au

Schools Plus

Schools Plus

Schools Plus
CONFERANCE

This section contains:

- Important information about our Annual Conference for P&Cs.
- 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.
CONFERENCE 2019
Their Potential. Our Priority.

Date: 17-18 August, 2019
Location: The Grand Ballroom at Crown Perth

We are very excited to bring you our 85th Annual WACSSO Conference. We invite you to join us for this esteemed event; the one time of year public school parents and school communities from across the whole of our great State come together, learn and share experiences about education and the public school system.

The theme for this year’s conference is ‘Their Potential. Our Priority’. This is in keeping with the principle that we want to see every student be supported to develop to the best of their individual potential. Both as parents and the wider community, that is our shared priority.

At WACSSO we support you, our affiliates, to fulfil your potential as key parts of your school communities. We recognise that you are our reason for being, and your potential, individually and collectively, is enormous!

Over the conference weekend we will hear from an array of speakers and workshop presenters who will share their knowledge and ideas to help us all reach our potential!

Please keep an eye out for the conference brochure in June and more information on our website, eNews, P&C Voice and social media. We’re sure you’ll be impressed by what’s on offer for this year!

NEED TO KNOW!

Affiliated School Organisations are entitled to one complimentary Conference delegate pass.
Receipt of agenda items deadline: 14th June.
Registrations close: 19th July.

WACSSO will be submitting an application to Lotterywest for Regional, Rural and Remote Sponsorship. If sponsorship is available, more information including 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!

17th - 18th August, 2019
STUDENT PANEL

Know an inspiring student?
We are seeking expressions of interest for inspiring students to address delegates at the 2019 Conference.

We are looking for 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 communications@wacsso.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

2018 Panel: Last year’s student panel inspired delegates with their stories. Caitlyn Lucas of Manea Senior College spoke on juggling her many volunteering commitments with her school work; Hoang Trinh of Perth Modern School explained his project to replace single-use plastic cutlery with edible ones; and Jacob Short of Wanneroo Primary School told delegates of how his school was helping him achieve his goal of becoming an aeronautical engineer.

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 26th July on 9264 4000 or by emailing info@wacsso.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!

**SET UP:** Fri, 16th Aug. 2pm-5pm

**REMOVAL:** Sun, 18th Aug. 11.30am-2pm

2018 student art featured below and throughout this handbook.
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 short video ‘Conference Agenda Session Guide’ (y2u.be/EAWdb0oKQks)

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 14th June 2019. 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 Gifford 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
2019 WACSSO ANNUAL CONFERENCE
PROPOSED AGENDA ITEM

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

Mail to: WACSSO, PO Box 6295, EAST PERTH 6892
Telephone: 9264 4000 Fax: 9264 4948
Email: 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 _____/_____/2019 Initials:
FINANCIAL INFORMATION

This section includes:

- Guidelines for Treasurer’s Reports, which highlights the responsibility of the P&C Association to understand the reporting process and the importance of record keeping.
- Financial Reporting Obligations for P&Cs
- Sample financial documents:
  - Sample Treasurer’s Report
  - Sample Annual Financial Statement
  - Sample Auditor’s Statement
- Frequently asked financial Q&As
GUIDELINES FOR TREASURER’S REPORTS

Every member of the P&C is responsible and accountable for the finances of the Association. WACSSO data shows there is a strong relationship between missing funds and poor or non-existent Treasurer’s reports.

The treasurer’s report is a critical part of any P&C meeting. Many P&Cs tend to gloss over the treasurer’s report because they don’t understand it, or because it’s boring. This is a potentially dangerous situation for your P&C. A P&C committee that doesn’t understand the treasurer’s report is in danger of getting into financial difficulty. In addition, the format of treasurers’ reports can, and do, vary widely from P&C to P&C.

The first step to good reporting is to keep accurate and timely records, and to do this you need a good bookkeeping system. There are many types of bookkeeping systems currently in use by P&Cs. There are manual systems, which use a many column cash book. Some P&Cs use a series of spreadsheets, while still others use off the shelf accounting packages such as MYOB, QuickBooks, or Xero.

The purpose of bookkeeping systems is twofold: it allows the financial transactions of the P&C to be recorded in a systematic manner and it allows the production of reports to allow the committee to make informed decisions about the P&C’s funds.

The primary source of information should be invoices from canteen and uniform supplies, daily sales sheets from the canteen and uniform shop, cheque books, receipt books and bank statements. This information should be collected and recorded at least weekly.

Each of the committees may choose to keep its own set of records. If this happens, it is important that the information is provided to the P&C treasurer before each meeting in time to allow preparation of summary reports. It is also important that ‘bad news’ is not hidden, either from the treasurer or from the P&C committee.

The treasurer must present a written report at each meeting of the Association as per the P&C Constitution and be prepared to answer members’ questions regarding the report. The report should be circulated with the agenda prior to the meeting, so that members have time to read it.

In order to explain the financial position of the Association to the P&C Committee, the treasurer’s report must include the following:

- an up-to-date bank reconciliation;
- a copy of the latest bank statement/s, (often overlooked by P&Cs);
- amount of money available to the Association;
- details of all money received; and
- confirmation of payment of previously authorised accounts.

All cheques issued or EFT transactions by the treasurer require authorisation by a General or Executive committee meeting. Payment may be required because of contractual or statutory requirements, but the committee is still entitled to know what cheques/transactions have been issued and to whom they have been issued.

There is one exception to this. For confidentiality reasons, the amount of wages a staff member is being paid should not be disclosed in a public forum. This can be overcome by using a generic term such as ‘Staff/Employment costs’.

By providing a list of cheques at each meeting, the treasurer (and other signatories) have formal approval for the cheques/transactions they have authorised. In addition, by providing a list of cheques with amounts, dates and numbers, and comparing with bank statements, either produced at the meeting or examined online by another account signatory, information in the treasurer’s report can be verified.

Once the Treasurer’s report has been accepted, the Association is effectively saying it agrees with the contents, and the finances become the Association’s responsibility. It is your Association’s obligation to make sure you understand what you are accepting.

For further information about the treasurer’s obligations, please see the Treasurer’s Guide, which is downloadable on the WACSSO website.
FINANCIAL REPORTING OBLIGATIONS FOR P&CS

A guide to your P&Cs financial reporting obligations

What are our P&C’s financial reporting obligations?

Your P&C must prepare accounts that comply with the requirements of the applicable financial reporting tier. There are three tiers: the relevant tier depends on the P&C’s annual revenue (total amount of money received, full definition can be found at: www.commerce.wa.gov.au/publications/financial-reporting-under-new-associations-law. Or visit the DMIRS website: (www.commerce.wa.gov.au/consumer-protection/associations-and-clubs).

Tier 1: less than $250,000

An Association operating on a cash basis must prepare a financial statement that includes:
- statement of all the monies received and paid during the financial year;
- reconciled statement of all bank account balances as at the end of the financial year; and
- statement detailing the Association’s total assets and liabilities as at the end of the financial year.

An Association operating on an accrual basis must prepare a financial statement that may include:
- statement of the income and expenditure for the financial year; and
- balance sheet.

Important: If revenue is under $250,000, but the P&C would prefer to have a review/audit, the P&C can motion for an audit/review of the financials to take place at any time. The appointment of an auditor or reviewer should be by resolution of the members of the association at a General Meeting but if this hasn’t been done, it can be done by the Executive Committee. If this motion is passed, the review/audit must be undertaken by a suitably qualified person as stated at the end of this document.

Tier 2: $250,000 – $1 million

All Accounts must be reviewed. *WACSSO recommends this for ALL P&Cs regardless of revenue*

The financial report presented at the AGM must include:
- The financial statements for the financial year, as required by Australian Accounting Standards
- Notes to the financial statements that are required by Australian Accounting Standards
- An executive committee declaration stating whether the association is able to pay its debts as and when they become due and payable and whether the prepared financial statement and notes comply with the requirements of the Associations Incorporation Act.

Tier 3: over $1 million

In addition to the requirements of Tier 2, financial statements must be independently audited. For a more detailed explanation please visit the DMIRS website.

Who can do an audit/review for the P&C?

A person is qualified for appointment as a reviewer or auditor if the person is —
- a member of a professional accounting body who has a designation in respect of that membership that is prescribed by the regulations for the purposes of this paragraph; or
- a registered company auditor under the Corporations Act; or
- a person the Commissioner considers has appropriate qualifications or experience and approves for the purposes of this section.
ABC Primary School P&C Association Inc.

Bank Reconciliation for the month of .........................................

Bank statement balance as at .......................(last day of previous month) ........................................

<table>
<thead>
<tr>
<th>Cleared Cheques</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheque No: ......  Payee: .......................... Amount $....</td>
<td></td>
</tr>
<tr>
<td>Cheque No: ......  Payee: .......................... Amount $....</td>
<td></td>
</tr>
<tr>
<td>Cheque No: ......  Payee: .......................... Amount $....</td>
<td></td>
</tr>
<tr>
<td>Cheque No: ......  Payee: .......................... Amount $....</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cleared Deposits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee: ............... Amount $ .......</td>
<td></td>
</tr>
<tr>
<td>Payee: ............... Amount $ .......</td>
<td></td>
</tr>
<tr>
<td>Payee: ............... Amount $ .......</td>
<td></td>
</tr>
<tr>
<td>Payee: ............... Amount $ .......</td>
<td></td>
</tr>
</tbody>
</table>

Sub Total (Bank Statement balance at end of month) ........................................

ADD outstanding deposits not credited

| Memo: .......................... Amount $ ........ |
| Memo: .......................... Amount $ ........ |
| Memo: .......................... Amount $ ........ |

DEDUCT cheques drawn but not presented

| Cheque No: ......  Payee: .......................... Amount $.... |
| Cheque No: ......  Payee: .......................... Amount $.... |
| Cheque No: ......  Payee: .......................... Amount $.... |

Adjusted Balance (Cash Book total) ........................................
## SAMPLE ANNUAL FINANCIAL STATEMENT

**ABC PRIMARY SCHOOL P&C ASSOCIATION INC.**  
**STATEMENT OF OPERATING RESULTS AS AT 31 DECEMBER 2018**  
1ST JANUARY 2018 TO 31 DECEMBER 2018

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NET INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td>5,260</td>
<td>7,741</td>
<td>(6,184)</td>
<td>1</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>5,016</td>
<td>2,491</td>
<td>6,882</td>
<td>1</td>
</tr>
<tr>
<td>Language Club</td>
<td>(434)</td>
<td>504</td>
<td>154</td>
<td>1</td>
</tr>
<tr>
<td>School Band</td>
<td>1,660</td>
<td>(479)</td>
<td>(46)</td>
<td>1</td>
</tr>
<tr>
<td>Fundraising</td>
<td>18,725</td>
<td>13,954</td>
<td>22,289</td>
<td>2</td>
</tr>
<tr>
<td>Voluntary Contributions</td>
<td>12,525</td>
<td>13,884</td>
<td>12,648</td>
<td>3</td>
</tr>
<tr>
<td>General</td>
<td>152</td>
<td>13,110</td>
<td>5,187</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL NET INCOME</strong></td>
<td>42,904</td>
<td>51,206</td>
<td>40,930</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LESS OTHER EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Payments</td>
<td>30,000</td>
<td>44,506</td>
<td>41,484</td>
<td>5</td>
</tr>
<tr>
<td>Provision for Grant Payment</td>
<td>15,000</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Insurances</td>
<td>1,533</td>
<td>1,322</td>
<td>1,911</td>
<td>6</td>
</tr>
<tr>
<td>WACSSSO Fees</td>
<td>941</td>
<td>819</td>
<td>941</td>
<td>6</td>
</tr>
<tr>
<td>Misc Expenses</td>
<td>-</td>
<td>2,549</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td><strong>TOTAL OTHER EXPENSES</strong></td>
<td>47,474</td>
<td>49,196</td>
<td>44,336</td>
<td></td>
</tr>
</tbody>
</table>

Net Operating Surplus for Year  
Accumulated Surplus at Start of Year  
**ACCUMULATED SURPLUS AT END OF YEAR**  

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>68,705</td>
<td>73,275</td>
<td>71,265</td>
</tr>
</tbody>
</table>

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### ABC PRIMARY SCHOOL P&C ASSOCIATION INC.

**NOTES TO FINANCIAL STATEMENTS**

**FOR YEAR END 2018**

1ST JANUARY 2018 TO 31ST DECEMBER 2018

**NOTE 1: OPERATING STATEMENTS BY SUB-COMMITTEES**

<table>
<thead>
<tr>
<th></th>
<th>CANTEEN</th>
<th>UNIFORM SHOP</th>
<th>Language CLUB</th>
<th>SCHOOL BAND</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECEIPTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>84,399</td>
<td>85,516</td>
<td>80,985</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Receipts</td>
<td>84,452</td>
<td>85,536</td>
<td>80,991</td>
<td></td>
</tr>
<tr>
<td><strong>LESS COST OF GOODS SOLD</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Stock</td>
<td>555</td>
<td>511</td>
<td>888</td>
<td>30,307</td>
</tr>
<tr>
<td>Purchases</td>
<td>50,315</td>
<td>50,492</td>
<td>54,576</td>
<td>46,127</td>
</tr>
<tr>
<td>Less Closing Stock</td>
<td>120</td>
<td>555</td>
<td>511</td>
<td>32,500</td>
</tr>
<tr>
<td>Cost of Goods Sold</td>
<td>50,750</td>
<td>50,448</td>
<td>54,953</td>
<td>43,618</td>
</tr>
<tr>
<td><strong>GROSS PROFIT</strong></td>
<td>33,702</td>
<td>35,088</td>
<td>26,038</td>
<td>8,910</td>
</tr>
<tr>
<td>Plus Adjustment for Cash on Hand</td>
<td>-</td>
<td>-</td>
<td>624</td>
<td>708</td>
</tr>
<tr>
<td><strong>LESS OPERATING EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance &amp; Membership</td>
<td>44</td>
<td>41</td>
<td></td>
<td>1,080</td>
</tr>
<tr>
<td>Wages, Superannuation, PAYG</td>
<td>28,442</td>
<td>28,019</td>
<td>31,817</td>
<td>1,430</td>
</tr>
<tr>
<td>Uniforms</td>
<td></td>
<td></td>
<td>-</td>
<td>2,424</td>
</tr>
<tr>
<td>Other</td>
<td>278</td>
<td>35</td>
<td>1,770</td>
<td>3,894</td>
</tr>
<tr>
<td>Funds Transfer to P&amp;C General Account</td>
<td>10,000</td>
<td>5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accruals</td>
<td>(950)</td>
<td>(959)</td>
<td>(1,378)</td>
<td>(3,391)</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td>28,442</td>
<td>27,347</td>
<td>32,846</td>
<td>1,142</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT) FOR THE YEAR</strong></td>
<td>5,260</td>
<td>7,741</td>
<td>(6,184)</td>
<td>4,874</td>
</tr>
</tbody>
</table>

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ABC PRIMARY SCHOOL P&C ASSOCIATION INC.
NOTES TO FINANCIAL STATEMENTS
FOR YEAR END 2018
1ST JANUARY 2018 TO 31ST DECEMBER 2018

NOTE 2: FUNDRAISING ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Receipts</th>
<th>Payments</th>
<th>NET RECEIPTS FROM FUNDRAISING ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothes Collection</td>
<td>495</td>
<td>230</td>
<td>265</td>
</tr>
<tr>
<td>Footy Tipping</td>
<td>1,548</td>
<td>700</td>
<td>848</td>
</tr>
<tr>
<td>Booklist Commission</td>
<td>9,235</td>
<td>8,746</td>
<td>489</td>
</tr>
<tr>
<td>Entertainment Books</td>
<td>1,020</td>
<td>469</td>
<td>551</td>
</tr>
<tr>
<td>Free Dress Day</td>
<td>944</td>
<td>686</td>
<td>258</td>
</tr>
<tr>
<td>Lap-a-thon</td>
<td>1,215</td>
<td>931</td>
<td>284</td>
</tr>
<tr>
<td>Family Photo Commission</td>
<td>1,272</td>
<td>1,206</td>
<td>66</td>
</tr>
<tr>
<td>Disco</td>
<td>1081</td>
<td>857</td>
<td>224</td>
</tr>
<tr>
<td>Carols by Torchlight (Bi-annual)</td>
<td>384</td>
<td>947</td>
<td>-</td>
</tr>
<tr>
<td>Quiz Night</td>
<td>1,297</td>
<td>947</td>
<td>350</td>
</tr>
<tr>
<td>School Banking</td>
<td>1,297</td>
<td>947</td>
<td>350</td>
</tr>
<tr>
<td>Car Boot Sale</td>
<td>1,297</td>
<td>947</td>
<td>350</td>
</tr>
<tr>
<td>Eagles Jumper Raffle</td>
<td>1,297</td>
<td>947</td>
<td>350</td>
</tr>
<tr>
<td>Market Day</td>
<td>1,297</td>
<td>947</td>
<td>350</td>
</tr>
<tr>
<td>Teachers Morning Tea</td>
<td>1,297</td>
<td>947</td>
<td>350</td>
</tr>
<tr>
<td><strong>TOTAL NET INCOME</strong></td>
<td>18,725</td>
<td>13,954</td>
<td>22,289</td>
</tr>
</tbody>
</table>

NOTE 3: VOLUNTARY CONTRIBUTIONS

Total voluntary contributions received in the year it is due:

<table>
<thead>
<tr>
<th>Contribution</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL VOLUNTARY CONTRIBUTIONS</strong></td>
<td>12,525</td>
<td>13,884</td>
<td>12,648</td>
</tr>
</tbody>
</table>

NOTE 4: GENERAL INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year Advance Payments</td>
<td>2,748</td>
<td>5,000</td>
<td></td>
</tr>
<tr>
<td>Funds Received from Uniform Shop</td>
<td>10,000</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>P&amp;C Membership Fee</td>
<td>15</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>P&amp;C General Bank Account Interest</td>
<td>137</td>
<td>332</td>
<td>167</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL INCOME</strong></td>
<td>152</td>
<td>13,110</td>
<td>5,187</td>
</tr>
</tbody>
</table>

NOTE 5: GRANTS

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants unpaid at start of year</td>
<td></td>
<td></td>
<td>3,683</td>
</tr>
<tr>
<td>Net Grants approved during the year</td>
<td>45,000</td>
<td>44,506</td>
<td>37,801</td>
</tr>
<tr>
<td><strong>TOTAL GRANTS PAID DURING YEAR</strong></td>
<td>45,000</td>
<td>44,506</td>
<td>41,484</td>
</tr>
</tbody>
</table>

NOTE 6: INSURANCE

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers Compensation Insurance 2013/2014</td>
<td>1,533</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WACSSO Fees</td>
<td>941</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INSURANCE COST</strong></td>
<td>2,473</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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ABC PRIMARY SCHOOL P&C ASSOCIATION INC.
BALANCE SHEET
FOR YEAR END 2018
AS AT 31ST DECEMBER 2018

<table>
<thead>
<tr>
<th>Accumulated Funds at end of year</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Represented by:</td>
<td>68,705</td>
<td>73,275</td>
<td>71,265</td>
</tr>
</tbody>
</table>

**CURRENT ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canteen</td>
<td>13,636</td>
<td>7,173</td>
<td>178</td>
</tr>
<tr>
<td>Canteen Asset Replacement Account</td>
<td>8,762</td>
<td>8,584</td>
<td></td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>19,247</td>
<td>12,458</td>
<td>20,731</td>
</tr>
<tr>
<td>Language Club</td>
<td>3,185</td>
<td>3,255</td>
<td>2,750</td>
</tr>
<tr>
<td>School Band</td>
<td>4,494</td>
<td>2,864</td>
<td>3,343</td>
</tr>
<tr>
<td>P&amp;C General</td>
<td>13,141</td>
<td>15,624</td>
<td>19,672</td>
</tr>
<tr>
<td>Petty Cash Floats</td>
<td>374</td>
<td>377</td>
<td>624</td>
</tr>
<tr>
<td><strong>Total Cash Resources</strong></td>
<td><strong>54,071</strong></td>
<td><strong>50,513</strong></td>
<td><strong>55,882</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stock on Hand</th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canteen</td>
<td>112</td>
<td>555</td>
<td>510</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>29,516</td>
<td>30,307</td>
<td>20,934</td>
</tr>
<tr>
<td><strong>Total Stock on Hand</strong></td>
<td><strong>29,628</strong></td>
<td><strong>30,862</strong></td>
<td><strong>21,444</strong></td>
</tr>
</tbody>
</table>

**Accounts Receivable**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>495</th>
</tr>
</thead>
<tbody>
<tr>
<td>General - 2016 Cheque#235 (Fundraising)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total Accounts Receivable</strong></td>
<td><strong>-</strong></td>
<td><strong>-</strong></td>
<td><strong>495</strong></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>83,705</strong></td>
<td><strong>81,375</strong></td>
<td><strong>77,821</strong></td>
</tr>
</tbody>
</table>

**LESS LIABILITIES**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
<th>6,556</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision for Unpaid Grants</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Voluntary Fees Received in Advance</td>
<td>8,100</td>
<td>-</td>
<td>3,197</td>
<td></td>
</tr>
<tr>
<td>Graduation 2014 Fundraising Received in Advance</td>
<td>-</td>
<td>-</td>
<td>1,018</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable - General</td>
<td>-</td>
<td>-</td>
<td>950</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable - Canteen</td>
<td>-</td>
<td>-</td>
<td>1,391</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable - Uniform Shop</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>15,000</strong></td>
<td><strong>8,100</strong></td>
<td><strong>6,556</strong></td>
<td></td>
</tr>
</tbody>
</table>

**NET ASSETS**

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Assets</strong></td>
<td><strong>68,705</strong></td>
<td><strong>73,275</strong></td>
<td><strong>71,265</strong></td>
</tr>
</tbody>
</table>

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SAMPLE AUDITOR’S STATEMENT

Date: ___/___/___
To: The Committee and Principal
   Xxx Primary School P&C Association

SCOPE
I have conducted an independent audit of the books of the Xxx Primary School P&C Association for the year ended xx/xx/xxxx in order to express an opinion on them.

The audit included reviewing, on a test basis, evidence supporting the Income and Expenditures of the Association. Amounts registered in the source documents were compared against the bank statements provided.

Copies of this report will be given to the Committee and the School Principal in accordance with the relevant provisions of the School Education Act 1999 and the P&C Constitution and Rules.

QUALIFICATIONS
The Audit was conducted in order to provide reasonable assurance as to whether the financial report is free of material misstatement.

The financial position verified includes only cash asset values at balance date. Stock on Hand amounts were estimates provided by the Committee and are not included in this report.

FINDINGS
The P&C bank accounts were able to be reconciled with all bank statements when compared to the cheque and deposit records on a test basis.

The records of income and expenses seem to represent the fair view of the financial affairs of the P&C for the period of time given.

AUDIT OPINION
It is my opinion that the Balance Sheet and Operating Results Statements for the year ending xxxx for the Xxx Primary School P&C were accurate and compiled in accordance with applicable P&C Constitutional Requirements.

Regards,
(Signature)
Honorary Auditor

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**FINANCIAL Q&As**
*(Note rule numbers will change once the new Constitution is adopted.)*

**FINANCIAL - GENERAL**

**Q: What is the correct use of P&C funds?**

The School Education Act 1999 Section 143 (3) states that "an association is not to expend its funds that are in excess of administrative costs otherwise than for the benefit of students at a government school". The P&C Constitution (Rule 4.1) reiterates this objective. WACSSO does not recommend P&C funds be used to purchase gifts or to provide entertainment for teachers, volunteers, or P&C members but suggests looking at other ways of supporting these particular objectives.

**Q: Can individual members, including the President, of a P&C make financial decisions alone?**

No, all financial decisions must be made at an Executive or General meeting as a collective body passed by a vote with a 'simple majority'. A P&C Association should actively involve or seek the school community opinion prior to making large financial decisions as best practice.

**Q: Can the P&C donate funds to a charity?**

No, as stated in the School Education Act 1999 Section 143 (3); P&C Constitution Rules 2.2 and 4.1:

> The School Education Act 1999 Section 143 (3):
> That "an association is not to expend its funds that are in excess of administrative costs otherwise than for the benefit of students at a government school".

> P&C Constitution:
> 2.2 assisting in the provision of resources, facilities and amenities for the school or group of schools.
> 4.1 The funds of the Association and the property acquired by the Association shall be applied solely towards the promotion of the objects of the Association and no part of those funds or that property may be paid or otherwise distributed, directly or indirectly, to members of the Association, provided that nothing herein shall prevent the expenditure in good faith of funds on the administrative costs incurred by the Association.

**Q: Can only one person count money received?**

It is highly recommended that all money received by the P&C be counted by two people. When money is handed over to the Treasurer for banking it should be counted in the presence of both the person handing over and the Treasurer. A receipt is then signed by both people to show they agree on the amount received. This method is to protect individuals of the Association.

**Q: Does the P&C Treasurer have to give a receipt for money received?**

Yes, the P&C Treasurer must issue a receipt for all money received including membership subscriptions, or donations. It is important that the P&C adopt a standard process for all fundraising activities. This includes the procedure for collecting, counting and banking the money and the persons involved should sign a receipt to verify the amount collected. Any large sums of money handed to the P&C Treasurer should be counted in front of the person handing over the money and a receipt given, even if it is for a fundraising event. All receipts need to meet the taxation standards and requirements.

**Q: Can the P&C pay accounts or reimburse people by cash?**

No, Section 12.4 of the P&C Constitution states that all payments must be made by cheque or online bank transfer, to allow for accountability and transparency for auditing purposes, the P&C should not deal in cash transactions other than petty cash.
Q: Can P&Cs spend money on farewell gifts, thank-you and bereavement cards, flowers, farewell/volunteer event, etc?

The School Education Act 1999 Section 143 (3) states that “an association is not to expend its funds that are in excess of administrative costs otherwise than for the benefit of students at a government school”. This is also reflected in the P&C Constitution (Rule 4.1). It is not recommended that P&C funds being used to purchase gifts or provide entertainment (dinners etc.) for teachers, volunteers, and P&C members.

P&Cs can have a specific fundraiser indicating to parents the purpose is for the P&C to put money aside specifically for possible farewell gifts, a thank-you or a bereavement card or flowers just name a few. Keep this money in a sub account from the main P&C operating account and include in the Treasurer’s reconciliation each P&C meeting. If your P&C chooses to spend some of this specially raised money to have a thank you morning tea or barbecue for your volunteers, this is a great way of justifying the expenditure legally and transparently to all parents in the school community and will assist in maintaining the P&C legal obligations. All decisions to spend this specially raised money needs to be decided on by a correctly ratified motion passed within a General Meeting.

Q: Can the P&C use Internet banking?

Yes. WACSSO has determined that the process of Internet Banking satisfies the requirements of P&C Constitution Rule 12.4 & 12.5, provided there are two separate logins and passwords, and no individual person can make payments without the second authorisation. Those with logins and passwords must be authorised signatories as per Constitution Rule 12.5.

Q: Are P&Cs obligated to run the school canteen and the school uniform shop?

No, these are business ventures that must be run on business guidelines and there is no obligation for a P&C to operate them. If the P&C choose to concentrate on other fundraising options and get together to discuss topics of interest to stay involved in the school community this is acceptable. The School Education Act 1999 recognises P&Cs as a forum where anyone interested in the welfare of government schools can meet to discuss educational issues. This means a P&Cs place in a school is valued regardless of whether they operate the canteen or uniform shop. In saying this schools would support a P&C that operate a viable business successfully.

Q: Can a P&C ask for accountability and billing from school prior to donating?

Yes. It is fine for a P&C to ask the school for an initial bill or quote before donating money. For example, in a case where a P&C intends to go halves with the school in funding a new playground, it is perfectly reasonable to wait until the bill has arrived and an actual amount is known before a contribution is made.
Q. How do I ensure the Tax Office can speak to my P&C’s representative?

The Australian Tax Office needs to know when certain changes occur with the P&C.

They include changes that might occur to

- The legal or trading name,
- Postal, email or business address
- Authorised contact person
- Associate details (including public officer, director, office bearer, partner or trustee)
- Main business activity, or
- Financial institution account details

As many non-profit organisations elect office bearers for an annual term, the authorised contact people often change from year to year. To assist the tax office protect the organisation’s privacy and provide office bearers with access to the information they require to perform their duties, the tax office ask that non-profits and other organisations notify them when there has been a change of office bearers authorised to make enquiries about the organisation’s tax affairs.

To do this, you can contact the ATO on 13 2869 between 8am and 6pm Monday to Friday. You will need to provide proof of identity requirements. For further information regarding these, see the fact sheet “How do I ensure the Tax Office can speak to my organisation’s representative” on the Australian Taxation Office’s website through the ‘Non-Profit Fact Sheets’ site.

Q. Must a Treasurer present a report at every meeting?

Yes. The Treasurer’s report is a critical part of any general P&C meeting and is required by Rule 12.8 of the P&C Constitution. The format of Treasurer’s reports can and do vary widely from P&C to P&C. The Treasurer’s report should always include a summary of the committee bank account activities since the previous meeting and year to date, corresponding bank statements, a list of cheques that have been signed and a statement of financial position. A P&C committee that doesn’t understand the Treasurer’s report is in danger of getting into financial difficulty. Regardless of the type of bookkeeping system used, the first step to good reporting is to keep accurate and timely records. In the sample featured in this guide, it is assumed that there are three major sub committees with separate bank accounts. A general account has been included to cover all other activities. If each of the sub committees choose to keep their own set of records, it is essential this information be provided to the Treasurer before each meeting to allow preparation of summary reports.

FINANCIAL - EMPLOYEES:

Q. Can a P&C Office Bearer be employed by the P&C?

Although an employee is eligible to be a member of a P&C, it is highly recommended that they do not hold a position on the Executive committee. It is a serious conflict of interest to be an employer and employee in the same organisation.

Q. Can the Canteen Supervisor employ staff?

No. The P&C is the Employer not the Canteen Supervisor.

Q. Can the Canteen Supervisor sign cheques or use online banking to transfer money, etc.?

As it is recommended that the Canteen Supervisor is not a P&C Executive Committee member, then they would also not be able to sign cheques. Rule 12.5 of the P&C Constitution, states that only the President, Vice President, Treasurer, Secretary and one other Executive member who is appointed for such purpose, are entitled to sign cheques.

More Q&As can be found on the WACSSO website www.wacsso.wa.edu.au