

COVID-19 and P&C Operations



This resource has been made to help guide P&C operations amidst the COVID-19 pandemic; the health and safety of the school community and P&Cs is the main priority, so please stay up to date with information provided by the Department of Health, the Department of Education, Local and State Governments.

Insurance

WACSSO affiliated P&Cs hold Public Liability Insurance and Volunteer Personal Accident Insurance with Grange Insurance Solutions, so we recommend P&Cs contact Joe Barbaro for any inquiries relating to COVID-19, however be aware that insurance providers are likely inundated with inquiries at this time.

Grange Insurance Solutions – Joe Barbaro

Phone: 9201 8000 **Mobile:** 0499 968 657

Email: joe@grangeinsurance.com.au

Website: www.grangeinsurance.com.au

If your P&C uses other insurance services you should defer to them for advice.

P&Cs as Employers

The COVID-19 virus has potential to affect P&Cs as employers; it is essential P&Cs who have employees receive appropriate information relating to this area. WACSSO recommends P&Cs follow the information provided by FairWork Ombudsman or Wageline concerning COVID-19.

Initial information can be found at:

FairWork: <https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/coronavirus-and-australian-workplace-laws>

Wageline: <https://www.commerce.wa.gov.au/labour-relations>

P&C Meetings and Constitutional Requirements

In accordance with recent advice from the Department of Education and the Department of Health, all non-essential meetings being held on school grounds have been cancelled (P&C meetings fall under the non-essential category). We understand this may cause uncertainty for P&Cs hosting their AGMs and meeting their Constitutional requirements. Please see the list of recommendations below to help P&Cs adapt to the situation:

- P&Cs can hold AGMs using real-time communication technologies, some examples of these are Skype, Google Duo, GoToMeeting, Zoom, teleconferenes, etc. It is a requirement that members are identifiable while using these forms of communication. P&Cs must read privacy statements and terms of use.
- WACSSO recommends keeping AGMs as simple as possible, focusing on the essentials of the P&C's operations:
 1. Presentation of the signed Solvency Declaration;
 2. Presentation and adoption of financial statements, Auditor's Report or review;
 3. Office Bearer elections, Executive committee positions, committee Terms of Reference;
 4. Notice of **essential** financial motions (must be sent to members at least 7 days prior to this meeting); and
 5. Contingency and emergency spending approval motitons (these are discussed in detail in the P&C AGM and Handover webinar and the Role of the P&C Treasurer webinar, see link below).

The P&C AGM and Handover webinar: <https://www.youtube.com/watch?v=f05qBSmS9eM>

The Role of the P&C Treasurer webinar: <https://www.youtube.com/watch?v=CoIVeYGifFE>

- If the P&C Association is unable to hold its AGM within the timeframe (30th of April), the Commissioner for Consumer Protection can approve an extension to hold the AGM outside the required timeframe, but only if the request is made before that period expires. An application for an extension of time to hold to AGM can be lodged using AssociationsOnline. See the link for more information on requestion AGM extensions: <https://www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia/types-meetings>.

Government COVID-19 Support Packages

The requirements for businesses to receive government support packages amidst the COVID-19 crisis are often changing, as new stimulus packages are announced. WACSSO recommends P&Cs check their eligibility.

Information on Government support packages and eligibility can be found at:

<https://www.ato.gov.au/General/New-legislation/The-Australian-Government-s-Economic-Response-to-Coronavirus/>

<https://treasury.gov.au/coronavirus/businesses>

Other Considerations

- Presidents, have you spoken to the School Principal about proposed P&C events and actions?
- Treasurers, have you checked payment schedules for deposits and other payments for upcoming P&C events e.g. discos, fetes, etc?

Look After Each Other

Everyone in the school community have different needs and personal situations, it is important to take this into consideration and to look after each other in this difficult time. WACSSO calls on P&Cs to be positive community role models, supporting their schools by sharing current and accurate information through their networks; and by working alongside their school Principals and staff to create caring school communities.