

2026 P&C HANDBOOK



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



Acknowledgement of Country

The Western Australian Council of State School Organisations pays respect to First Nations and Traditional Custodians throughout Australia, recognising their connection to land, waters and sky. We acknowledge parents, families, Elders and communities as first educators, sharers of culture and knowledge; and recognise the value this learning holds for children and young people.

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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 both a State and National level to approximately 650 Parents and Citizens Associations (P&Cs) in Western Australia.

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

WACSSO also employs nine staff members to assist Councillors and provide expert advice to affiliates. Our dedicated and professional team is more than willing to assist you and your Association in any way we can.

Partnering with P&Cs to advance public education

Our vision is for Western Australian schools to provide world-leading education to every student.

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

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

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

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



Message from the President

On behalf of WACSSO State Councillors and staff, I warmly welcome all P&C members as we embark on the 2026 school year together!

P&Cs play a critical role in school communities. They are made up of school community volunteers committed to making great things happen for all students. Not only are P&C committees fundraising champions, they also play an integral role in building positive engagement and relationships between schools and families. I want to acknowledge every P&C member for the commitment of time, skills, and heart they give to their schools.

Being a P&C member is not only a rewarding volunteer experience; it also brings about powerful social benefits. The collective fundraising efforts of Western Australian P&Cs see millions of dollars donated back to public education, this represents approximately 500,000 volunteer hours being spent across a variety of activities. Our truth is that we show up, we do the work, and we are committed to being part of the team that makes our WA schools great!

Here at WACSSO we know that together we are stronger, and that's why we have a team of expert staff ready to help your P&C thrive. WACSSO offers a comprehensive suite of resources designed to support committee members in understanding their roles and responsibilities. These materials are invaluable for new members and serve as practical reminders and tools for experienced P&C volunteers. All WACSSO resources are available through the member portal on our website. I encourage you to create a profile and explore the resources that can support you on your P&C journey.

The P&C Handbook is the centrepiece of our publications. It contains essential information to help your P&C committee understand and meet its obligations, along with links to additional resources for Office Bearers. Please list the P&C Handbook as an agenda item at your next meeting, giving committee members the opportunity to review the information included in this 2026 edition.

The Handbook has four sections:

- Affiliate Obligations
- Finance and Employment
- Affiliate Information
- Events and Training



The Handbook is also available online under "P&C Guides" in the resources section of the WACSSO website member portal. Using the 2026 edition of the P&C Handbook is essential to ensure that your P&C follows the most current updates.

WACSSO State Councillors are featured on the next page. I strongly encourage you to get to know your Councillor, as they are eager to help and support you and your P&C. Consider inviting the Councillor representing your electorate to attend a P&C meeting. This provides an excellent opportunity to meet and greet and allows your P&C to learn more about the services and resources WACSSO provides. If you do not have an elected State Councillor, our professional WACSSO staff team is available to assist.

The 2026 WACSSO Annual Conference will be held at Crown Perth on 22–23 August 2026. It promises an action-packed weekend including P&C-focused workshops, inspirational speakers, student performances, the popular Exhibitor's Hall, and keynote addresses from the Minister for Education and the Director General of Education. Most importantly, Conference gives P&Cs from across WA the opportunity to have their voices heard and to connect with like-minded volunteers for learning and networking.

Your P&C can play a powerful role in advocating for your school. I encourage you to identify key issues affecting your school community and submit them as agenda items for the AGM session at Conference. A collective parent voice is influential and can draw the attention of government.

At WACSSO, we believe schools are the heart of the community. When P&C committee members work together and focus on positive student outcomes, they help create a school where children, families, and staff feel safe, valued, and engaged.

I wish you and your P&C every success in the year ahead. The WACSSO team is always available to provide support, advice, and resources to help you thrive in your important role.

Pania Turner, WACSSO President

WACSSO State Councillors



Pania Turner
President



Julie Brooks
Senior Vice-President
Great Southern



Kate Hayes-Thompson
Vice-President
Wheatbelt South



Nicole Mola
Vice-President
Joondalup East



Paula Steenson
Executive Member
Midwest



Kim Allison
Executive Member
Wheatbelt North



Rasha Abdelmonem
Executive Member
Canning North



Emilia Uzir
Fremantle



Theresa Miloseski
Goldfields-Esperance



Daliah Moss
North West



Dr Nasim Salakjani
Peel North



Vivienne Cantem
Peel South



Kathryn Macnish
South West

WACSSO Staff



Michelle Slater
Chief Executive Officer



Debbie Booth
Finance and Training



Deb Ryan
Accounts and
Governance Specialist



Elaine Korona
Partnerships, Fundraising
& Events Manager



Jodie Potter
Communications Officer



Tracy Skipworth
Training Officer



Jody Quinn
Affiliate Services



Tanya Arnold
Office Coordinator



Michelle Stephens
Member Services

Contact the WACSSO Office

The WACSSO Office is located within the Department of Education in East Perth.

Phone: 6210 0100 (Main office number)

Email: support.hub@wacssso.wa.edu.au

Web: www.wacssso.wa.edu.au

Affiliation with WACSSO

Benefits of Affiliation

WACSSO is your peak body, representing parents of public school children across Western Australia. Through the power of membership, we provide services to over 650 P&Cs in WA and represent the parent voice at State and National levels.

WACSSO affiliation provides your P&C with an authorised Constitution, range of resources, publications, training and networking opportunities that enable you to support your school community and enhance the education experience for all children. It also provides you with Public Liability and Volunteer Personal Accident insurance cover and access to competitive rates for other forms of insurance.

WACSSO State Council is comprised of the President and up to 20 volunteer Councillors who represent individual electorates throughout WA. We also have a team of nine staff members who provide expert advice, services, events and training to members.

Resources

As well as this Handbook, WACSSO produces a range of publications and resources covering issues relevant to the successful operation of your P&C. These include:

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

These, and many other publications and brochures on specific topics, can be accessed on the WACSSO website or at no charge on request to the office. Access online here (login required):



P&C Contact Details with WACSSO

To make the most of your affiliation with WACSSO, don't forget to update your P&C's contact details following the AGM. This is a constitutional requirement and enables us to stay connected with your P&C and share important information.

You can easily update your contact details on the WACSSO website here (login required):



WACSSO Services

- **Advocacy** at the State and National level on key issues impacting parents of public school children.
- A **P&C training** program that offers in-person and webinar training sessions for P&C members as well as other learning opportunities for all parents, including our major annual Conference event.
- Affiliates and individual members can access expert **advice and support** from WACSSO staff.
- Most affiliated P&Cs are represented by a **State Councillor**. Councillors can attend P&C meetings to assist, advise and support P&Cs.
- The **WACSSO website** provides up-to-date information, news and events and a suite of P&C resources, accessible to members only.
- The **P&C Voice** quarterly electronic magazine and fortnightly **eNews** which cover a range of relevant topics and links.
- **Annual Conference** is WACSSO's premium celebration event, providing the opportunity to learn, network and hear about the latest issues and opportunities in public education. Conference is also WACSSO's decision-making forum and AGM.
- **Representation** on decision making committees within the Department of Education as well as to the State Minister for Education, the Director General of Education and other relevant government portfolios. Each year, WACSSO participates in government inquiries that seek to inform and improve the educational landscape in Australia.

Human Resources

As an early milestone in the delivery of our Lotterywest-supported Digital & Service Transformation Project, we recently launched a P&C HR Support Service Pilot. Through this pilot, WACSSO is sponsoring two hours of professional HR support for every P&C that employs staff or seeks to employ staff. Whether you need a new contract, an award rate check or performance management advice, our professional HR partners at Life at Work are here to assist.

Insurance

Through our insurance partnership, WACSSO provides opt in business insurance. Public liability and volunteer personal accident insurance is a benefit of affiliation. The Public Liability Insurance will cover WACSSO affiliates for up to \$20 million for any one incident where the P&C or Council is found liable. The Voluntary Personal Accident Insurance covers anyone volunteering on behalf of the P&C Association or WACSSO-affiliated organisation.

It is important to note that if your P&C has employees it is a requirement that you hold Workers Compensation Insurance at all times. This, and other additional policies, are not included in your affiliation fee. If you have queries regarding Workers Compensation Insurance, please contact our office.

Connect with WACSSO

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

To access specific publications you will need to register for our member portal and use these details to login. All members of WACSSO affiliated P&Cs are entitled to an account on our website.

If you are an Office Bearer, please ensure that the Office Bearer forms are submitted (via the site), as WACSSO needs your up-to-date details. Please note that P&C Vice-Presidents, in their capacity as WACSSO Liaison, will automatically be subscribed to WACSSO eNews and P&C Voice. Other interested P&C members and parents can sign up for these publications via our website.

Along with the website and subscription channels, WACSSO also publishes content via Facebook and LinkedIn. By staying connected with us on these platforms, you can participate in discussion and polls, remain informed on educational issues related to education in Western Australian public schools.

JOIN OUR ONLINE COMMUNITY



'LIKE' us on Facebook at
www.facebook.com/WACSSOinc



Sign up for eNews on the WACSSO website
www.wacssso.wa.edu.au



'FOLLOW' us on LinkedIn
wacssso



Or email the office on
support.hub@wacssso.wa.edu.au



Make us a 'FAVOURITE'
www.wacssso.wa.edu.au



Sign up to P&C Voice
www.wacssso.wa.edu.au

Become a State Councillor

Make a difference for public school communities across WA

A guide to the roles and responsibilities of a WACSSO State Councillor

WACSSO State Council is led by the President and Executive Committee and made up of individuals who represent electorates throughout WA. All State Councillors are volunteers and 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, Active Travel to School and the Rural and Remote Education Advisory Council. Being a State Councillor is your opportunity to positively contribute to the education of students in public schools throughout WA.

Roles and responsibilities of a State Councillor

Local Support

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

Meetings

State Council meets five times per year, usually over a weekend. When Council is not in session, an Executive Committee conducts Council business. State Council's advocacy priorities are informed by WACSSO Annual Conference, the forum for affiliates to establish priorities and policy for the coming year. Annual Conference is held on a weekend, generally in August or September.

Essential Criteria

A State Councillor must be a member of an affiliated P&C and be prepared to:

- represent affiliates' views to State Council
- provide support and information to affiliates
- attend Annual Conference and State Council meetings
- promote WACSSO policy
- communicate with affiliates

Support

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

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

Reimbursement Of Costs

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

WACSSO State Councillors at the 2025 Annual Conference

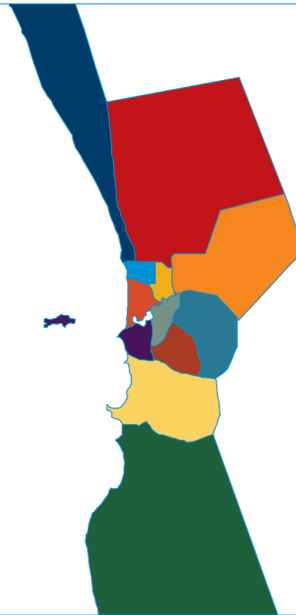


Want To Get Involved?

Being a State Councillor for WACSSO is a great way to extend your commitment to the education of students in government schools. To find out more information on how you can nominate for State Council, contact the WACSSO Office.

Metropolitan Area Electoraltes

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



Regional Area Electoraltes

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



**WACSSO represents
20 electoraltes
throughout WA.**



Affiliate Obligations

This section features a list of 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 the coming year: this will assist with keeping track of your P&C obligations
- Responsibilities of P&Cs as Employers
- Useful Contacts
- P&C Membership Form
- Register of Members and Record of Office Holders Template
- Office Bearer and Executive Committee Nomination Form
- P&C 'Authority Letter' for the Principal
- ACNC and your P&C Information
- AssociationsOnline information
- Templates and forms available to download online:
 - P&C Membership Form
 - Register of Members and Record of Office Holders Template
 - Office Bearer and Executive Committee Nomination Form
 - P&C 'Authority Letter'

Access resources via our website here (login required) :



2026 Affiliate Checklist

Tick under 'Done' when completed to ensure your Association is abiding by all the rules of an Association.

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
Annual Membership Subscription	Have your members paid? 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.	At AGM or when joining a meeting	☐
Annual General Meeting	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 reporting year. See page 38 for AGM obligations.	AGMs must be within 4 months of the P&C's end of financial year (by 30 April for P&Cs with a Jan-Dec financial year)	☐
Election of Office Bearers	All P&C positions are declared vacant at the AGM for the election process to take place. Only members present at a meeting are entitled to vote - no proxy voting is permitted. Nominees for Office Bearer roles do not need to attend the meeting and/or can attend the meeting via phone or online video call platform.	At the AGM	☐
Appointment of Auditor	The qualified Auditor or Reviewer (as required) is appointed annually at the AGM. They are required to audit/review all accounts of the P&C and provide a written report. If audited or reviewed a copy of the audit report must be given to the Principal and a copy given to WACSSO. Please see P&C Financial Reporting Guide on page 30 of this Handbook for more information.	At the AGM	☐
Update P&C Details	Your Principal and WACSSO must be provided in writing with the names of the new P&C office bearers and executive committee members, plus your Financial Statement. Enter the information online via the WACSSO website and give a copy to the Principal, remember to keep a copy for P&C records.	Before 30 April	☐
Register of Members and Record of Office Holders	P&C Secretary to keep a record of all P&C members' names and either email, postal or residential address, and date of joining/leaving. It is a legal requirement to retain an ongoing Register of Members (Associations Incorporation Act 2015, Part 4, Division 5, s.54). See page 18 for a template.		☐
P&C Meetings	It is a P&C Constitutional requirement to hold a minimum of one General Meeting per school Term (P&C Constitution 2019, section 23.2.1).		☐

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
Australian Business Number (ABN)	A P&C must register online via www.abr.gov.au to apply for an ABN. Contact WACSSO for more information and advice if you are opening a new P&C.		☐
Notification to Tax Office	The Australian Taxation Office (ATO) needs to be informed online of the delegated ATO contacts within the P&C. These will be the only people able to provide and obtain P&C information from the ATO for your organisation specifically. WACSSO advises all Office Bearers are listed as delegated contacts.	Immediately after the AGM.	☐
If you are registered with the ACNC Submit to ACNC	P&Cs registered as a charity with the ACNC must provide an annual report to the ACNC within 6 months of the end of their financial year i.e. June 2026 if reporting for a Jan-Dec 2025 financial year. Visit www.acnc.gov.au for more information.	Within 6 months of your P&Cs end of financial year, usually 30 June.	☐
If you are not registered with the ACNC Submit to AssociationsOnline	Each P&C must submit an Annual Information Statement (AIS) via AssociationsOnline within 6 months of the end of their financial year. Registration is required. Penalties apply if your Association fails to submit an AIS. Please see page 21 for more information. If your P&C is ACNC registered, has completed ACNC updates and have received an exemption notice from LGIRS/Associations, you are not required to submit an AIS statement via AssociationsOnline. Visit associations.commerce.wa.gov.au for more information	Within 6 months of your P&Cs end of financial year, usually 30 June.	☐
WACSSO Affiliation	P&Cs re-affiliate with WACSSO each year. Affiliation includes access to training, resources, networking, advice and the annual Conference. Invoices will be sent out via email in June.	30 June (affiliate fees due).	☐
P&C Handover Process	The Associations Incorporation Act 2015 requires an Association's rules to include details of who will have custody and responsibility for keeping the records. See pages 50-56 for the P&C Executive Handover Checklist and Summary of the Affairs of the Association Template.	Immediately after the AGM.	☐

Responsibilities of the P&C as an employer

ASSOCIATION REQUIREMENTS	INFORMATION	DUE DATE	DONE
GST/PAYG Tax	If you are registered for GST you must complete a Business Activity Statement (BAS) quarterly. If you have any employees you must register for PAYG withholding and complete an Instalment Activity Statement (IAS) monthly or quarterly depending on amounts withheld. Visit www.ato.gov.au or phone 13 28 66.	Refer to the ATO for deadline information.	☐
Superannuation	Superannuation is payable for all employees over 18. If under 18, superannuation is payable if the employee works more than 30 hours per week. Pay day super comes into effect on the 1 July 2026. www.ato.gov.au/Business/Super-for-employers/	Refer to the ATO for deadline information.	☐
Single Touch Payroll	Single Touch Payroll is a requirement for employers www.ato.gov.au/Business/Single-Touch-Payroll/ .		☐
Employee Workers' Compensation Insurance	Employers legally must have workers' compensation insurance in Australia. This insurance is NOT included in WACSSO affiliation. Please contact the WACSSO Office for more information.		☐
myID	To manage access and permissions for ATO online services and functions and most Australian Government online employment and business services, Office Bearers authorised to act on behalf of the P&C will need to link their myID to the P&C's ABN. www.myid.gov.au/how-set-myid		☐
Work, Health and Safety (WHS) Laws	Did you know that the 2020 Work Health Safety Act laws apply to all P&Cs with employees, so it is important that you know what they mean for your Association. The Department of Local Government, Industry Regulation and Safety (LGIRS) have plenty of resources to help your P&C understand the legislation. https://www.commerce.wa.gov.au/worksafe/volunteer-organisations . There are also a number of resources available on the WACSSO website.		☐

P&C Association Responsibilities

ASSOCIATION REQUIREMENTS	INFORMATION	DONE
Affiliation Renewal	WACSSO affiliation invoices are emailed to the Treasurer and Secretary in May or June and payment is due before 30 June. For questions regarding invoices, please email accounts@wacssso.wa.edu.au .	☐
Insurance Renewal	Do you have appropriate insurance for your employees, canteen or stock? Contact insurance@wacssso.wa.edu.au if you have questions regarding your insurance needs and cover.	☐
Clearance obligations	Make sure your P&C has up-to-date Working with Children checks where needed. For information regarding the Working with Children Check, visit www.workingwithchildren.wa.gov.au Parents who volunteer in schools also need to complete the Department of Education Parent Volunteer Form. This is available at your school's Main Reception. Employees of organisations who do regular or ongoing work in schools (such as uniform shop and canteen staff) are required to complete a Nationally Coordinated Criminal History Check (NCCHC).	☐
WACSSO RECOMMENDATIONS	INFORMATION	DONE
Training for your P&C	Training for all P&C members is included in P&C affiliation fees and offered as face-to-face and online sessions. For more information, visit the WACSSO website https://wacssso.wa.edu.au/?s=training , or search 'training'. P&Cs are encouraged to complete an Expression of Interest form on our website (login required) to book a training session for their team.	☐
Get Involved in P&C Day WA	The 2026 P&C Day WA will be held on Friday 22 May. This day is an opportunity for school communities to celebrate their P&Cs and all the great work they do! Templates and ideas for how to celebrate can be found on the WACSSO website.	☐
Attending WACSSO Conference	The 2026 WACSSO Conference is held on the 22-23 August at Crown Perth. One ticket to Conference is included in the annual affiliation fees paid by P&Cs. Additional delegate tickets can be purchased by P&Cs at time of registration. Conference delegates must be approved at a P&C meeting. Registrations typically close a month before the event.	☐
Being a State Councillor	Your State Councillor is there to help you and represent your electorate. Why not invite them to a meeting? If your electorate is unrepresented then consider nominating yourself or someone else in the P&C.	☐
HR Service	As an early milestone in the delivery of our Lotterywest-supported Digital & Service Transformation Project, we recently launched a P&C HR Support Service Pilot. Through this pilot, WACSSO is sponsoring two hours of professional HR support for every P&C that employs staff or seeks to employ staff. Whether you need a new contract, an award rate check or performance management advice, our professional HR partners at Life at Work are here to assist.	☐
Subscriptions	WACSSO has a number of communications channels we recommend P&Cs subscribe to for all the latest news. These channels include a fortnightly eNews letter, a quarterly eMagazine (P&C Voice), a member portal on the WACSSO website, and a Facebook page. P&C Vice-Presidents, as the WACSSO liason, will automatically be registered for eNews and P&C Voice.	☐

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 Public & Products Liability Insurance

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
NFP hotline: 1300 130 248
www.ato.gov.au

Children's Crossings Unit

For information on school crossing guards and applications.
Ph: (08) 6274 8731
www.police.wa.gov.au/Traffic/Childrens-Crossings-Unit

Department of Local Government, Industry Regulation and Safety

For information about complying with the Associations Incorporation Act 2015 via AssociationsOnline.
Associations: 1300 304 074 (Toll free) or 6552 9300
www.commerce.wa.gov.au/consumer-protection/associations-and-clubs

Department of Education

Ph: (08) 9201 8000
www.education.wa.edu.au

Department of Racing, Gaming and Liquor

For raffle permits, gaming enquiries
Ph: (08) 6551 4888
www.dlgsc.wa.gov.au/racing-gaming-and-liquor

Fair Work Ombudsman

For all federal award information, conditions of employment, rates of pay advice.
Ph: 13 1394
www.fairwork.gov.au

Insurance

For insurance queries regarding the WACSSO Public Liability policy or Volunteer Personal Accident Insurance or any opt in business policies please contact insurance@wacsso.wa.edu.au
Ph: (08) 6210 0100

FreshSNAP

FreshSNAP, the Fresh School Nutrition Advisory Program provides an integrated, comprehensive state-wide advisory and implementation service to support schools create healthy food environments and deliver nutrition education.
Ph: (08) 6182 2260
www.freshsnap.org.au

Foodcore Nutrition Services (formerly WASCA)

Foodcore assists schools of all education systems and community groups to establish and maintain healthy, profitable food services by providing information, advice, resources and training
Ph: (08) 9264 4999
www.foodcore.org.au

Nationally Coordinated Criminal History Check Application

For employees of organisations who do regular or ongoing work in schools (for example uniform shop and canteen staff).
<https://apps.det.wa.edu.au/crispa/apply>

Life at Work - P&C HR Support Service

To access the P&C HR Support Service, please fill out the following form: <https://bit.ly/WACSSOHRForm>
Please see information on p13 re: HR Pilot.

WA Legislation - Parliamentary Counsel's Office

For all legislative documents
legislation.wa.gov.au

WorkCover WA

For all general workers compensation enquires Ph: 1300 441 651 (toll free) www.workcover.wa.gov.au

Working with Children Check (WWC Check)

For all information about Working With Children Check for Western Australia
Ph: 1800 883 979
www.workingwithchildren.wa.gov.au

Work Safe

Ph: 1300 307 877
www.commerce.wa.gov.au/WorkSafe/

P&C MEMBERSHIP FORM

Please return to your P&C Secretary

I, (your name),

Of, (your address),

Mobile

Email

wish to become a financial member of P&C Association Inc.

by paying the annual membership fee of

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

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

Signed (Member)

SECRETARY'S USE ONLY:

Fee paid:

Signed (Secretary)

Date:



(For the member's records)

2026 P&C MEMBERSHIP RECEIPT

Received from (members name)

Amount paid (membership fee)

Being Annual Membership fee of P&C Association Inc.

Signed (Secretary on behalf of Treasurer)

Date

REGISTER OF MEMBERS AND RECORD OF OFFICE HOLDERS

This template is also available as a downloadable Microsoft Word document on the WACSSO website at: <https://wacssso.wa.edu.au/members-dashboard/pc-resources/> under 'P&C Templates/Forms' (login required).

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

[illegible]

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

P&C OFFICE BEARER AND EXECUTIVE COMMITTEE NOMINATION FORM

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

I, (your name),
as a financial member of (name of P&C Association),
wish to nominate for the position of
(e.g. President, Vice President, Secretary, Treasurer, Sub-Committee and Executive Committee)
for the year of (insert year nominating)

- ☐ I confirm that I am not bankrupt nor that my affairs are under insolvency laws, and have not been convicted in the last five years of an indictable offence in relation to the formation, promotion or management of a body corporate, an offence involving fraud or dishonesty punishable by imprisonment for a period of not less than 3 months, or an offence under Division 3 or section 127 of the Associations Incorporation Act 2015, where a person has allowed an Association to operate while insolvent.

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

.....

.....

.....

.....

.....

.....

.....

.....

Signed

Date

P&C 'AUTHORITY LETTER' FOR THE PRINCIPAL

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

Name of School

Parents and Citizens' Association Inc.

(Date)

Principal

Name of School

Address of School

SUBURB WA P/CODE

Dear (Name of Principal),

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

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

Position: P&C President

Office Bearer: Contact Number:

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

SIGNED:

Position: P&C 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 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 Treasurer

Office Bearer:

Contact Number:

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

SIGNED:

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

Regards,

(Name)

P&C President

The ACNC and my P&C Association

What is the ACNC?

The Australian Charities and Not-for-Profit Commission (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 that:

- 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.

P&Cs 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.

ACNC Obligations for P&Cs

- Keep contact details up to date - generic email address is highly recommended
- Submit the Annual Information Statement (AIS) within 6 months of the end of their financial year

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. It is not mandatory for P&Cs defined as small charities (annual revenue less than \$500,000) to upload their annual financial report. Medium charities are defined as having an annual revenue between \$500,000 and \$2,999,999 and must submit a financial report that has been either reviewed or audited.

To submit:

Go to the Charity Portal at charity.acnc.gov.au Log in with your username (your ABN) and your password. Your password can be reset at the login page. Click on 'submit Annual Information Statement.' You can view all of your submitted Annual Information Statements on the public Charity Register here.

Certificate of Registration

Registered charities can download their charity certificate via the ACNC [Charity Portal](#) by following these steps:

- Log into your [Charity Portal](#) account
- Click on the charity name
- Scroll down the page and you will see a 'Print Certificate' button
- Click on this button and you will be able to download a copy

This Certificate of Registration can then be stored with your other registration documents. This is especially helpful if you intend to apply for free not-for-profit accounts for software such as Canva or Microsoft. Charities can also download a 'Charity Tick' via the same steps as the charity certificate (it has its own button next to the certificate) and it can be added to charity websites, Facebook page, pamphlets, and charity email signatures.

Further information

ACNC members can sign up for a monthly newsletter, The Charitable Purpose, for [all the latest charity news and to start to learn about their obligations if they apply to become a registered charity: \[www.acnc.gov.au/#subscribe\]\(http://www.acnc.gov.au/#subscribe\)](#).

There is also 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

P&Cs are also welcome to contact the WACSSO Office should they have any questions related to their ACNC requirements.

AssociationsOnline Information

AssociationsOnline

The Department of Local Government, Industry Regulation and Safety (LGIRS) is the state body responsible for incorporating P&Cs. Each Incorporated Association receives an Incorporated Association Reference Number (IARN). LGIRS is also responsible for administering the Associations Incorporation Act 2015. AssociationsOnline is a secure online portal provided by LGIRS for incorporated associations.

In order to access AssociationsOnline, a committee-approved member of your P&C will be required to:

- register for an account
- link that account to your Association
- request approval to become a 'Primary' or 'Authorised User.' There are two (2) Primary Users permitted on each account and any number of Authorised Users. Authorised users are permitted to submit the AIS.

WACSSO (Deb Ryan) is a Primary User on the majority of P&C AssociationsOnline accounts as we are responsible for submitting changes to P&C Constitutions such as change in financial years and name changes. Please do not remove WACSSO (Deb Ryan) as a Primary User.

There are help guides and videos for using AssociationsOnline available on their website:

www.commerce.wa.gov.au/consumer-protection/help-using-associationsonline.

Associations Information Statement

Please note: If you are ACNC registered and have fulfilled your reporting obligations with them as well as receiving an exemption notice from LGIRS, your P&C will not be required to complete an information statement for AssociationsOnline. The below information is already included in the reporting to the ACNC.

P&Cs are required to submit an Information Statement (AIS). The AIS confirms for the Commissioner that:

- an Association is still active and eligible to remain 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, at the correct time.

The Statement needs to be lodged with Consumer Protection within six months after the end of an Association's financial year. For Associations operating on a calendar (1 January to 31 December) financial year, the 2025 statement is due 30 June 2026.

If a P&C continually fails to submit their AIS, the Commissioner has the authority to remove their incorporation status which will mean, you can no longer operate.

Associations Information Statement details you will need:

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





Finance and Employment

This section includes:

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

Templates and forms are available to download online.

P&C Finances and eLearning Course

Help get your P&C finances on the right track

Financial Reporting Requirements

P&Cs are required to submit their financial statements to WACSSO within 4 months from the end of their financial year. The financial statements must fulfill the Constitutional requirements.

What to include on a financial statement

Constitution Rule 17.10 states that the annual financial statements in relation to the last financial year, to include:

- a statement of all monies received and paid during the financial year;
- a reconciled statement of all bank account balances as at the end of the financial year; and
- a statement detailing the Association's total assets and liabilities as at the end of the financial year.

Constitution Rule 17.10.3 is also applicable to the submission of financial statements. It outlines that a solvency statement, endorsed by the Executive Committee, is also required. The solvency statement should say that the financial statement has been examined and whether or not, in their opinion, they will be able to meet the Association's debts and liabilities as and when they become due and payable.

P&Cs should note that the solvency statement is for the coming 12 months, not just until the end of a calendar year. For example, if the P&C signs the declaration in March, they are agreeing to being solvent through until March the following year. The rules above are the minimum requirement for Tier 1 P&Cs (annual revenue less than \$500,000). P&Cs aligned with Tier 2 or 3 must also conduct a review or audit (Constitution Rule 10.10.2).

Scan the QR Code to start the P&C Finances eLearning Course! Login required.



P&C Finances eLearning

In delivering this learning resource, our aim is to strengthen the financial governance of P&Cs everywhere. We want every member, not just the Treasurer, to understand the importance of good financial decision-making and practices so the P&C's hard-earned money is used efficiently, responsibly and with great transparency.

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

The modules cover:

- Finances and the P&C Constitution
- P&C budgeting Treasurer's reports P&C bank accounts and sub-committees
- Security of finances
- Proper use of P&C funds

Here's what P&C members are saying:

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

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

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

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

To begin the P&C Finances eLearning course today, visit <https://bit.ly/495VrxV> or scan the QR code on the left.

Solvency Statement

What is solvency/insolvency

'Solvency' is defined in s95A (1) of the Corporations Act 2001 as "the ability to pay all debts as and when they become due and payable." A person or organisation who is not solvent is 'insolvent' (s95A (2)).

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

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

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

P&Cs should note that the solvency statement is for the coming 12 months, not just until the end of a calendar year. For example, if the P&C signs the declaration in March, they are declaring in good faith that the P&C will be solvent through until March the following year.

Guide to using this declaration:

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

Guides and Infosheets
can be found here:



Solvency Statement Declaration

A downloadable version of the Solvency Statement and Declaration is available on the WACSSO website, under templates and forms: www.wacssso.wa.edu.au/resources/pc-resources/.

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

Signed by the P&C President on ____/____/____ (date), on behalf of the Executive Committee of the
_____ Parents and Citizens' Association Incorporated

P&C President signature _____

P&C President full name _____

Debit Card Guidelines

P&C Debit Cards

What is a Debit Card?

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

Can a P&C use a Debit Card?

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

How does a P&C resolve to use a debit card?

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

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

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

- Debit card transactions, as with all P&C financial transactions, must be authorised by a General Meeting or Executive Committee meeting.
- The debit card account must be reconciled monthly by the P&C Treasurer and included in the financial statements (Treasurer's Report) to be presented to each General Meeting of the P&C.
- The Debit Card will be used under the terms and conditions of the bank that issues it.
- The P&C Association's debit card will be linked to a separate bank account, solely for the use of EFTPOS debit card transactions.
- The account is to be named: xxxx P&C Inc. Debit Card account.
- The name of the P&C or authorised person must appear on the debit card.
- Debit cards are not to be used to withdraw cash from ATM or using EFTPOS cash out facilities without prior approval of the P&C.
- The card balance can only be increased ('topped-up') by a deposit from dual authorised signatories.
- The debit card has a maximum balance of funds (WACSSO recommends this is \$500).
- The debit card is to be used for purchases up to a maximum amount (WACSSO recommends the value of \$500).
- The printed EFTPOS receipt and itemised receipt must be forwarded to the Treasurer as soon as possible after the transaction.
- A debit card control register of authorised users will be maintained regularly.
- The debit card is to be stored in a safe when not assigned.
- The card PIN is to be held by the P&C Treasurer and changed annually.
- The card will be cancelled immediately if lost, misplaced or upon suspicion of misuse.

For further information or guidance on appropriate debit card use, please contact the WACSSO office on 6210 0100 or email support.hub@wacssso.wa.edu.au.

TABLE FOR ANNUAL FINANCIAL REPORTING REQUIREMENTS

	IF THE P&C IS REGISTERED WITH ACNC	IF THE P&C IS NOT REGISTERED WITH ACNC
Name (official terminology)	Small Charity	Tier 1
Revenue	<\$500K*	<\$500K*
Cash or Accrual Accounting	Cash or Accrual	Cash or Accrual
Audit / Review	No review or audit unless required by the membership. Annual Financial Statements must be presented at the AGM. WACSSO does recommend a review.	No review or audit unless required by the membership. Annual Financial Statements must be presented at the AGM. WACSSO does recommend a review.
Annual Financial Statements	Optional submission to ACNC. Mandatory submission to WACSSO and the School Principal.	Submit to WACSSO and the School Principal.
LGIRS Annual Information Statement (AssociationsOnline)	Mandatory (Not required if submitting an Annual Information Statement to the ACNC).	Mandatory
ACNC Annual Information Statement	Mandatory	Not relevant to P&Cs that are not registered with the ACNC
ACNC Reporting Entity	If the P&C chooses to submit financial reports, then self-assess as either Reporting Entity or Non-Reporting Entity	Not relevant to P&Cs that are not registered with the ACNC
Type of ACNC Financial Report	Please check the ACNC website to determine whether your P&C is a Reporting Entity and whether General or Special Purpose reports are required. Visit here https://bit.ly/4sBRCYU or contact our office for the link.	Not relevant to P&Cs that are not registered with the ACNC
Accounting Standards	If the P&C chooses to submit financial reports then: A Reporting Entity prepares General Purpose Financial Statements, which requires compliance with all Australian Accounting Standards, OR A Non-Reporting Entity can choose to prepare Special Purpose Financial Statements, which requires following the 6 Australian Accounting Standards, specified by the ACNC.	N/A
Signed and Dated Responsible Persons Statement	If the P&C chooses to submit financial reports then YES	YES
Management Committee declaration including Solvency Statement	YES	YES
Statement of receipts and payments	If the P&C chooses to submit Special Purpose financial reports then YES	Cash accounting - YES Accrual accounting - OPTIONAL
Bank Reconciliation & Statements	If the P&C chooses to submit financial reports then YES	Cash accounting - YES Accrual accounting - YES
Balance sheet	If the P&C chooses to submit financial reports then YES	Cash accounting - YES Accrual accounting - YES
Statement of Income and Expenditure (P&L)	If the P&C chooses to submit financial reports then YES	Cash accounting - NO Accrual accounting - YES
Cash Flow	If the P&C chooses to submit financial reports then YES	Cash accounting - NO Accrual accounting - NO
Statement of changes in Equity	If the P&C chooses to submit financial reports then YES	Cash accounting - NO Accrual accounting - NO
Notes to the Financial Statements	If the P&C chooses to submit financial reports then YES	Cash accounting - YES Accrual accounting - YES
Auditor Requirements	If a review or audit is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA), CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA); a registered company auditor; or approved by the Commissioner.	If a review or audit is conducted, the auditor must be a member of Chartered Accountants Australia (CA or FCA), CPA Australia (CPA or FCPA) or Institute of Public Accountants (MIPA or FIPA); a registered company auditor; or approved by the Commissioner.

*If your P&C has revenue of over \$500k per annum, please contact the office for a copy of the reporting requirements.

Superannuation Guarantee

Superannuation is money you pay eligible workers to provide for their retirement. The Superannuation Guarantee (SG) is the minimum amount you must pay to avoid penalty.

Please note:

1. Requirement to pay SG: all workers over 18, if the employee is under 18 you only pay SG if they work more than 30 hours per week. See: www.ato.gov.au/business/super-for-employers/work-out-if-you-have-to-pay-super/
2. Payment rates: the current rate is 12% of ordinary earnings.
3. Pay Day Super comes into effect on 1 July 2026, please ensure that your payroll system allows this.

Pay Day Super comes into effect on 1 July 2026 and means employers have to pay the Super Guarantee amount on the day the employee is paid. You don't need to wait until July to implement Pay Day Super, you can start now!

Penalties apply if superannuation payments are made late, and it is important that the funds are received by the Super fund by the due date, not just that they are paid by the employer by this date. P&Cs should be aware that it can take 3-5 days for the amount paid into the employee's super fund to clear, so payments should be scheduled with this delay in mind. Currently, payments must be received by the fund by 28 January, 28 April, 28 July and 28 October.

SG payments must be made electronically and can be reported via Single Touch Payroll (STP) or SuperStream, most payroll platforms will be compliant or you can utilise a Super clearing house.

The Small Business Superannuation Clearing House (SBSCH) via the ATO will no longer be available from 1 July 2026. Please ensure you have an alternative payment method in place before this date.

<https://www.ato.gov.au/businesses-and-organisations/super-for-employers/payday-super>

The ATO has an SG Employer obligations online course that might be helpful to P&Cs:
www.ato.gov.au/Business/Super-for-employers/Super-guarantee-employer-obligations-course/





Affiliate Information

This section features:

- Attracting and Retaining Volunteers
- Recognise Your Volunteers
- P&C Meeting Code of Conduct
- Chairing a P&C Meeting
- Annual General Meetings
- Running A P&C Election
- P&C Communication Tips
- Connect with WACSSO
- Sample Calendar for 2026
- The P&C and Principal Relationship
- Social Media for P&Cs
- Handover Checklist
- Summary of Association Affairs Template
- Records Management and Storage
- Financial and Employment Records
- Managing Services

Attracting and Retaining Volunteers

P&Cs are led and run by volunteers. Each year, many P&Cs worry that there won't be enough volunteers who put their hands up to sit on the committee, hold Office Bearer roles and/or volunteer to run events and initiatives.

Promoting your P&C

Here are some ideas that P&Cs have used over the years to help recruit and retain volunteers:

- Shout it from the rooftops! Use social media, What's App groups, email lists and, if the school is amenable, place notices by each classroom to promote the P&C. If you are a parent, chat with other parents at school pick-up or school events to spread the word about your need for volunteers.
- Reach out to former volunteers to see if they'd like to rejoin. Remember that volunteers do not have to have a child enrolled at the school. Be creative with your messaging and make it fun!
- Emphasise the benefits of volunteering. You could do this by highlighting the personal benefits of volunteering, such as making new friends and contributing to the community, or by highlighting the professional benefits, like small business management skills and networking opportunities.
- Ensure everyone knows how essential the P&C is, and that without them, there would be no canteen, uniform shop, school fete, disco, colour run or whatever is particularly popular in your community.
- Highlight the benefits the P&C brings to students - helping at school has proven benefits to children's education and social outcomes.
- Focus on how much fun being on the P&C is for volunteers, and how much purpose it brings to individuals looking to engage in their child's education.
- Make your pitch short and impactful, but clear. Clearly define the roles and responsibilities of the committee and let potential volunteers know what is expected of them (time commitment, what kind of tasks they would be involved in and so on).
- Make your pitch short and impactful, but clear. Clearly define the roles and responsibilities of the committee and let potential volunteers know what is expected of them (time commitment, what kind of tasks they would be involved in and so on).
- Get current committee members involved. Encourage current and former committee members to spread the word and reach out to their own networks.
- Be flexible. Offer a variety of volunteer opportunities with different time commitments to accommodate different schedules and interests. Where practical, allow online attendance to meetings and ensure meeting times and regularity will work for most. Importantly, make sure meetings are run efficiently, run to time and are not longer than needed.
- Put effort into retaining your current volunteers. Thank volunteers for their time and effort, and make sure they feel valued and supported in their role. There are some great resources to help with volunteer recognition on the Volunteering WA website.
- Employ staff where practicable. Can you afford a paid canteen manager and uniform shop manager or bookkeeper? Perhaps it's time to invest in employees.
- Engage local businesses. Perhaps a local bookkeeping service will provide one of their employees on a pro bono basis to assist the P&C Treasurer.
- Contact Centrelink about providing you with a volunteer under their 'Volunteering and mutual obligation requirements' program, or any other program for which your P&C may be eligible.
- Ask other P&Cs in your area about their hints and tips. If you're not sure where to start, reach out to your State Councillor who can help connect you with other P&Cs in your region.

Together with researchers from Murdoch University and funded by Volunteering WA, WACSSO has produced a specific resource on the topic of attracting and retaining P&C volunteers. Log into our online member portal and take a look!

Recognise Your Volunteers

Research shows that volunteers live happier and healthier lives, so we know that volunteering is a reward in itself. However, it's always a good idea to acknowledge and thank your hard-working volunteers for their efforts.

We encourage all P&Cs to take every opportunity possible to thank and celebrate their priceless volunteers. Volunteer contributions to the community are invaluable, and recognising outstanding and long-standing volunteers is one way your P&C can positively influence recruitment and retention. Plus, hosting recognition events or giving out certificates always makes for a nice occasion for the school community. Do you have some outstanding volunteers on your P&C, working to better your school community? Here are some options to recognise their efforts.

Certificate of Recognition

A Certificate of Recognition template is available through the WACSSO website. The template allows you to enter your volunteer's name, and your school Principal's details before printing off the certificate for signing and presentation.

We recommend that you to have your Principal sign the certificates and award them at the next school assembly, P&C meeting or big school event.

Certificate of Merit

WACSSO awards Certificates of Merit on behalf of affiliated P&C Associations to P&C members who have given long and meritorious service (minimum of 10 years).

This Certificate is a wonderful way to recognise longstanding contributors in your school community. P&Cs can find the nomination form on the WACSSO website. To be eligible, the nominee must be part of a WACSSO-affiliated P&C Association. As a part of the nomination process, P&Cs will be asked for a copy of the ratified minutes at which the nomination motion was passed. Please call the WACSSO office if you have any questions regarding the Certificate of Merit nomination process.

Long-Serving P&C Member Award

At our 2021 Annual Conference, we announced the launch of the Long-Serving P&C Member Award as a part of the WACSSO Centenary celebrations. The award aims to recognise P&C members who have served on a P&C (or multiple P&Cs) for a significant period of time. These are members who have contributed countless hours to their school community.

There are three categories for the Long-Serving P&C Member Award, these are:

- **Bronze Award: 15 years of service**
- **Silver Award: 20 years of service**
- **Gold Award: 30 years of service**

If you know a P&C member who is eligible for an award and you would like to recognise their contributions with a certificate, please complete the form on our website.

Head to our website for more information:

<https://wacssso.wa.edu.au/members-dashboard/pc-resources/certificates-awards/>

P&C Meeting Code of Conduct

10 rules to facilitate 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. You should print the Code of Conduct on the back of every meeting agenda.

RULE #1

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

RULE #2

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

RULE #3

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

RULE #4

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

RULE #5

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

RULE #6

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

RULE #7

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

RULE #8

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

RULE #9

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

RULE #10

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

Chairing a P&C Meeting

Helpful hints for the P&C President and others who chair meetings

Responsibilities

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

It is the responsibility of the Chairperson to:

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

Running the meeting

The Chairperson must guide the meeting towards achieving its aims.

They have the power to:

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

Dissent from the chair

A motion of dissent from the Chair offers members the opportunity to disagree with the Chair's ruling. A motion of dissent is not a motion of no confidence in the Chair. Once the motion has been accepted, the Chairperson shall vacate the chair until a decision has been made on the ruling that caused the dissent (not on the original motion). Typically, the Vice- President will act as Chair during this period, until the Chairperson recommences role as Chair.

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.
- Remain neutral when making decisions.

Annual General Meetings

All you need to know to hold a successful AGM

Sample Agenda

Before opening the meeting, check that all persons present who wish to nominate for a role 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.

1.0 ACKNOWLEDGMENT OF COUNTRY

2.0 OPEN AND WELCOME

- Confirmation of minutes of the last meeting of the P&C or Executive
- Committee confirm quorum
- Apologies
- Introduce and welcome members
- Correspondence
- Business Arising
- Declaration of conflict of interest

3.0 REPORTS

- 3.1 President's Report
- 3.2 Treasurer's Report and tabling of annual financial statements, auditor's report or review or whichever is required under the P&C Constitution 2019
- 3.3 Tabling of the statement of solvency as endorsed by the Executive Committee
- 3.4 Sub-Committee Reports
 - Canteen
 - Other committees eg., pre-primary, fundraising, uniform
- 3.5 Principal's Report

4.0 APPOINTMENTS

- 4.1 Appointment of Review/Auditor if required under the P&C Constitution 2019 (or if not required, but the P&C chooses to have an audit or review executed)
- 4.2 Delegates to WACSSO Annual Conference
- 4.3 Additional Signatory - One member of the Executive Committee appointed at the AGM as an additional signatory. Note: Appointment of an additional signatory cannot happen until after the elections. The additional signatory must be an Executive member and is only appointed if required.
- 4.4 Appointment of volunteer/member engagement coordinator, if required (optional)

5.0 ELECTIONS

- 5.1 Office Bearers
- 5.2 Executive committee members (check the required numbers based on your school enrolments)
- 5.3 Sub-Committees
 - Canteen
 - Any other committees

6.0 GENERAL BUSINESS - LISTED AND UNLISTED

- Important:** Notice of financial motions must have been sent to members at least 7 days prior to this meeting
- Code of Conduct Review
 - Training needed
 - Pre-approved floats
 - Review and approve Sub-Committee Terms of Reference (as applicable)
 - Review business insurance requirements (as applicable eg canteen, uniform shop, equipment)
 - WACSSO Affiliation invoice

7.0 NEXT MEETING

8.0 CLOSURE

Annual General Meetings **continued**

Before the meeting

Hold an Executive Committee Meeting and:

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

Planning an AGM:

- The AGM must be held once (and only once) per Association financial year (see P&C Constitution 2019).
- The AGM must be held within 4 months of the end of the Association's financial year (eg., if it ends December 31, AGM must fall before April 30).
- If your AGM has not been held within six-months from the end of your Association's financial year, you will need to apply for an extension of time to hold the AGM to LGIRS before the six-month period expires.
- Set the AGM date and time at a General Meeting of the P&C. Be aware of employer obligations, plan to hold the AGM at the beginning of a pay cycle, giving time to change signatories before the next pay run.
- Notice of the AGM must be in writing, eg., via the school newsletter.
- Advertise both the start and finishing time.
- Review the Terms of References for sub-committees.
- Include spending permissions to be approved at the AGM, for example:
"the sub-committee has the power to spend up to \$100 per term on consumable items directly aligned with the operations of the sub-committee after confirmation from the P&C Treasurer that such funds are available".

The agenda

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

- Include the financial statements (and audit/review report if required) and Solvency Declaration for tabling and adoption. This replaces the Treasurer's report, with any questions referred accordingly. If required, table the audit/review report.
- Confirm the current Terms of Reference (ToR) for each sub-committee. If there are no ToR, a template is available from the WACSSO website. All ToR must be adopted and can be an appendix to the AGM minutes as a record.
- Allow for the election of Office Bearers and Executive Committee members. Refer to the P&C Constitution for composition of the Executive Committee.
- Review contingency and emergency spending approvals such as: "That the Treasurer and President, together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting" and "That the Executive is approved to spend up to \$500 on HR advice if urgently required."
- List the date of the next P&C General Meeting and the next AGM.

At the meeting

- The outgoing President chairs the AGM, all newly elected positions to take effect from the rise (close) of the AGM. The new President will chair the following meeting.
- 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

- Complete the online WACSSO Office Bearer Update and Financial Information Form and submit your Annual Financial Statement to WACSSO by April 30.
- Forward the names of elected Office Bearers and Executive and your Annual Financial Statement to your School Principal by April 30.
- Forward names of elected Office Bearers to the Australian Taxation Office before 30 April.
- Handover all documents, files and passwords to the new Office Bearers.
- Immediately change signatory details with the bank.
- Submit Annual Information Statements to ACNC or AssociationsOnline.
- AGM minutes should be adopted at the next General Meeting of the P&C held after the AGM.

Running a P&C Election

P&C Elections

Appointment of Returning Officer

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

Nominations

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

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

- The order of election will be: President, Vice President, Secretary, Treasurer, Executive Committee, sub-committee members and any other roles your P&C requires.
- Nominations are called for the position. After a brief period allowing for individuals to come forward, nominations are then closed. The Chair will then read out the nominations for the role.
- There is no seconding of nominations. Once a member nominates, their nomination is accepted.

- If there is only one nomination for a position the nominee is declared elected unopposed.
- If there are multiple nominations, then an election must be held by ballot. The Chair may ask each nominee to speak to their nomination.
- Ballot papers are distributed and collected by the returning officers. The returning officers will leave the room to count the ballot, write down the result and hand the result to the Chair upon return.
- The Chair will then announce the result.
- If there is a tie of votes between two or more candidates, the result will be declared by lot which means drawn out of a hat.
- There is no scope for a recount of ballots and a second ballot is not permitted. The first ballot is the outcome. Members may not see the ballots.
- The Chair directs the Returning Officers to destroy the ballot papers.
- New Office Bearers, Executive Committee members and other newly appointed positions take effect after the meeting concludes.

The Rules of Debate and Standing orders can be found in the WACSSO Effective Meeting Guidelines booklet, available on the WACSSO website.

For further information, please visit the website, call 6210 0100 or email support.hub@wacssso.wa.edu.au.



P&C Communications Tips

Make Connections

1. You are required to provide WACSSO with your Association's office bearer details within four months of the end of the reporting year. This information is updated through the member portal on the WACSSO website and enables us to share important communications with your Executive Committee.
2. Introduce yourselves to the School Administration Staff and provide them with authority to release contact details, so that people can get in touch with the P&C (see 'P&C Authority Letter for the Principal' in Affiliate Obligations section on page 18).

Receiving Mail

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

Keep on top of P&C emails

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

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

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

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

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

Schools with active P&Cs are strongly encouraged to open an email account for one or a number of Office Bearers, eg., president.eastperthpandc@gmail.com or secretary.eastperthpandc@gmail.com etc.

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

Additional Tips

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

For more information on P&C email use, please contact the WACSSO office on 6210 0100 or communications@wacss0.wa.edu.au.



Sample – P&C Calendar 2026

*** HOLD AGM BEFORE APRIL 30 (P&Cs operating on a calendar financial year)

*** LODGE AIS OR ACNC STATEMENTS BY 30 JUNE (P&C's operating on a calendar financial year)

*** GIVE NOTIFICATION FOR ANNUAL GENERAL MEETING

*** P&C TREASURER TO ENSURE ANNUAL FINANCIAL STATEMENT/REVIEW/AUDIT (as required) IS READY FOR AGM

January

- 01 New Years Day (Public Holiday)
- 26 Australia Day (Public Holiday)

February

- 02 WACSSO Office re-opens
- 02 WACSSO State Council Term Elections commence – Great Southern, Joondalup West, Midwest, North West, Perth North, Swan East and any vacant electorates
- 02 Term 1 commences

March

- 02 Labour Day (Public Holiday)

April

- 03 Close of Nominations for WACSSO State Council Elections (12 noon)
- 02 Term 1 ends
- 03 Good Friday (Public Holiday)
- 06 Easter Monday (Public Holiday)
- 27 ANZAC Day (Public Holiday)
- 20 Term 2 commences
- 30 Final date for AGMs to be held and Office Bearers updates to WACSSO

May

- 18 National Volunteer Week Commences
- 22 **P&C Day WA**
- 31 Deadline for declaration of results State Councillor Term Elections

June

- 01 WACSSO Affiliation Fees are emailed
- 01 State Councillor Term of Office commences
- 01 WA Day (Public Holiday)
- 19 Close for receipt of Conference Agenda Items
- 30 WACSSO Affiliation Fees due
- 30 AIS/ACNC statements due

July

- 03 Term 2 ends
- 03 Closing date for Conference registrations
- 20 Term 3 commences

August

- 01 WACSSO Affiliation fee reminder notices
- 22-23 **2026 WACSSO Annual Conference**

September

- 25 Term 3 ends
- 28 King's Birthday (Public Holiday)
- 30 Suspension of unpaid Affiliates

October

- 12 Term 4 commences

November

- ** Organise Auditor for 2026 FY Review/Audit (if required)
- 06 Foodcore Canteen Day

December

- ** P&C Treasurer to ensure books are ready for Review/Audit – if required
- 16 WACSSO Office Closes
- 17 Term 4 ends
- 25 Christmas Day (Public Holiday)
- 26 Boxing Day
- 28 Public Holiday (Boxing Day)

A Word version of this document is available for download from the member portal of our website, allowing you to 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, school assemblies and so on.

Information for School Term dates has been obtained from the Department of Education website www.education.wa.edu.au. Information for Public Holidays has been obtained from the Department of Commerce website www.wa.gov.au.

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.

The P&C and Principal Relationship

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 not-for-profit bodies 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.

It is essential for Principals to familiarise themselves with the services available from WACSSO, as well as the P&C's governance and reporting requirements. This WACSSO P&C Handbook is a great first step. The WACSSO office is pleased to assist any P&C member, including the Principal with questions about governance, operations and related matters.

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

As part of their role on the P&C, the Principal:

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



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.



How must the Principal direct staff with regards to monies received to the school via booklist funds, or start-of-year bulk payments?

More and more schools are including a voluntary P&C donation in the booklist or start-of-year paperwork. This process is acceptable, however schools must note monies collected in this way are not levies. They are donations to the P&C and must be handled accordingly (transferred to the P&C account, and be spent after following the usual due processes).



Can the Principal delegate the running of the P&C to the MCS?

The school's Manager of Corporate Services (MCS) does not have an authority role on the P&C unless they are an Office Bearer, and even then their powers only extend to what the P&C Constitution allows. MCS are not managers of the P&C finances and cannot direct the decisions and actions of the Association.

P&C Meetings

- As an ex officio member of the P&C, the Principal has the right to attend and participate in General and Executive Committee Meetings.
- Meetings are a great opportunity for the Principal to provide an update or report to members on school affairs, and to take questions from parents. An objective of the P&C Association (in the P&C Constitution and the Education Act) is the fostering of community interest in educational matters. The Principal's knowledge and experience is very valuable here. If the Principal cannot attend a meeting, they can send a delegate, such as the Deputy Principal.
- On occasion, a parent may wish to raise a matter or concern relating to an interpersonal issue or regarding an individual child at the school. The P&C is not the forum for this, and as such the discussion should be redirected to a meeting between the parent and Principal at another time.
- The Principal can propose any motion at a meeting. It is a requirement that at least seven days' notice (General Meeting) and 48 hours' notice (Executive Committee Meeting) is provided for financial motions and that requests for funds are presented in a clear and researched format.
- 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 and before 30 April, the P&C must provide the Principal with a list of office bearers' contact details and the audited financial statement.

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.

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&C's budget and priorities for the year. It often works well at this meeting if the Principal provides a 'Wish List' of items the school would like the P&C to fundraise for. The meeting can discuss and agree on items they will work toward providing. It is important to note however that P&Cs are not obliged to fundraise, though most do!

P&C Business

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

- Sub-committees for these businesses may be formed.
- The Principal cannot make an independent decision to close a canteen, have control over the employees or dictate what is sold in the canteen as long as it is operated according to the Department of Education's Student Health and Wellbeing 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.
- P&Cs running businesses should be aware of obligations such as the WA Work Health Safety Act 2020 and WorkCoverWA.

Social Media for P&Cs

Social media platforms such as Facebook, Instagram and X can be fantastic tools for Associations to quickly and easily connect and communicate with members. Reputation management and careful planning are key components to establishing social media accounts. The following information 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 fairs. 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.

X (formerly Twitter)

X is a fast paced platform that 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. Think about whether your audience is using X – if so, it could be the right move for your P&C.

Instagram

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

TikTok

TikTok is a dynamic platform that is very popular amongst young people. It can be a fun and new mode of showing P&C events and activities, by publishing promotional and engaging videos, and is a great platform to rapidly increase your audience numbers and range. While TikTok can be a great way to expand your audience and reach new groups of people, the algorithm TikTok uses can be difficult to predict therefore it is hard to know who will see your content. It is essential for videos to have relevant captions and hashtags to increase the chances of engaging with the right audience. Most users scroll through their 'For You' page which is based on their preferences, location and what the algorithm thinks the user will like. With the right captions and hashtags, videos have a higher chance of reaching other users 'For You' page which will ultimately increase engagement. User interaction is also very important, so if videos are commented on, liked and viewed many times, they are more likely to be featured in other people's 'For You' page. Like any social media platform, P&Cs should familiarize themselves TikTok as a user before setting up a profile and posting content. Unlike Facebook and Instagram, TikTok is a highly public platform and has many different nuances that might be unfamiliar to some. Using popular music is a great way to increase visibility on TikTok, however, copyright can be an issue (as is the case for all platforms), especially in the case of music. TikTok has a royalty free music collection for commercial use and for general purposes and it recommended P&Cs make use of this collection in videos.

Establish your reason/s for operation

A social media account 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. It is also important to bear in mind that social media is a 24/7 environment, and you will need to establish a roster of people who have responsibility for your accounts.

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.

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

When voting on the establishment of a social media account, we recommend a Code of Conduct should also be adopted. This can be included within your account profile.

Sample Code of Conduct

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, nor is swearing, obscene or abusive language.
- 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, before and identifying content 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 for P&Cs

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. Additionally, if the page is using the school's logo, the Principal can ask that this be removed.

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 of the page should immediately delete the comment, being sure to screen capture the content before deletion in case it is required at a later date. It would then be prudent to privately politely message the poster advising that social media is not the appropriate channel for personal complaints and refer the commenter to the relevant authorised person such as the school Principal or P&C President.

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 fair. 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 fair and we want to attract the wider public to attend. Is the P&C allowed to undertake paid Facebook advertising of our event?

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

Social Media Account Checklist

Things To Consider

Before resolving to create a social media account, has your P&C considered the following?	Yes (tick)
Will the social media account benefit the operations of the P&C and thus benefit the students at the school?	☐
Have you discussed who your audience is and what key messages you would like to express?	☐
Social media accounts like Facebook need to be monitored after hours, on weekends and on holidays. Do you have one or more P&C members prepared to do this?	☐
Do you have a generic email account that can be used to establish the account, accessible by a range of individuals who can act as site administrators?	☐
Have you established: • Who will be the administrator/s of the account • The correct tone for the posts and the types of messages you want to post? • How you will respond to posts – negative and positive? • How often you aim to post on the account?	☐
Have you ensured no content (intellectual property, music, TV or film footage) will be uploaded without explicit approval from the content owner?	☐
Have you ensured no identifying information or photos of students or school staff will be/can be uploaded to the accounts without explicit permission?	☐
Have you discussed how you are going to let people know about your new social media account (e.g. an article in the newsletter, an announcement at assembly)	☐
Have you read the Terms of Service of the nominated Social Media sites? facebook.com/terms https://help.x.com/en/rules-and-policies help.instagram.com/581066165581870	☐
Have you established a Code of Conduct or Social Media Policy for your P&C?	☐

Please note:

P&Cs are reminded there are legal ramifications associated with both posting and administrating (including moderating) social media accounts. P&Cs should understand that issues such as breach of copyright and defamation are common in Australia. All users of social media are encouraged to think carefully before posting, to re-read their posts and consider how they might be read by others, and to check they aren't using any materials (logos, photos, music, artworks, etc) that may be subject to copyright or a trademark. P&Cs should also be aware that if they run a social media page or group, or any community platform where people can comment, they may be held responsible, under current defamation law, for everything that anyone else posts. This is regardless of whether the P&Cs agrees with the comment, or even if they are unaware that the comment has been made. A moderation schedule is essential for the smooth operation of your social media accounts. Rulings relating to defamation and copyright breaches can apply to both public and private accounts and groups on all social media platforms.

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.

We encourage all executive members to sign up individually for the website login to access resources.

FOR ALL EXECUTIVE MEMBERS

- ☐ General Office Bearer Guides (President, Treasurer, Secretary).
- ☐ Copies of roles and responsibilities for each position (see Effective P&C Association booklet).
- ☐ Current P&C Constitution.
- ☐ Current Terms of Reference for all sub-committees.
- ☐ Other P&C policies and by-laws (e.g., email use, Code of Conduct).
- ☐ List of contacts for assistance (e.g., for Principal, WACSSO, Foodcore, FairWork, Wageline, ATO, AssociationsOnline, Department of Racing, Gaming and Liquor, Insurance provider).
- ☐ Any passwords, account tokens, generic email addresses.
- ☐ P&C Association ABN, IARN and TFN (if applicable).
- ☐ P&C Social Media Guide (see pp 46-49 of this Handbook).
- ☐ Complete the Summary of the Affairs of the Association (template on pages 53-56).
- ☐ Complete the P&C Finances eLearning course (see page 26 for details).

DOCUMENTS FOR THE AGM

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

PRESIDENT/SECRETARY

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

VICE PRESIDENT

- ☐ Contact details for electorate's WACSSO State Councillor.
- ☐ Follow the WACSSO Facebook page at www.facebook.com/WACSSOinc
- ☐ Register on WACSSO website for our fortnightly eNews.
- ☐ Subscribe to P&C Voice.

TREASURER

- ☐ Books of accounts for current and previous year.
- ☐ Access to archived records for the past 7 years.
- ☐ List of active sub-committees.
- ☐ Property Register (P&C owned and used property).
- ☐ Auditor's statements and reports for the past seven years including current year.
- ☐ Bank forms for change of signatories for P&C general, subcommittee and any investment accounts.
- ☐ P&C ABN, IARN and TFN (if applicable).
- ☐ Insurance details.
- ☐ List of upcoming funding grants.
- ☐ All Deductible Gift Recipient (DGR) information if applicable (School Building Fund) - contact the ATO if you are unsure.
- ☐ Access to accounting software.

Many P&Cs have employees. The responsibility for documentation, pay, superannuation and so on generally rests with the Treasurer, but all members of the Executive Committee should be aware of their responsibilities as an employer. P&Cs also need to ensure that employee payments can continue during periods of executive committee handover.

CHECKLIST FOR P&CS WITH EMPLOYEES

- ☐ Employee files - location.
- ☐ Superannuation Fund Details.
- ☐ Current employee personnel files including Letters of Appointment, Contract, SuperStream details, Tax File Numbers, Role Descriptions, Performance Review Records, relevant training attended and employee starting date.
- ☐ Records of employees and workplace sign-in/out register/ timebooks 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.
- ☐ Contingency plan in place to continue paying employees during transition period (if applicable).
- ☐ HR Support Service information from WACSSO

WACSSO recommends digitising all documents and having dedicated cloud storage for each Executive role. Your P&C should also consider investing in some cloud-based storage or a hard drive device to store all important documents, correspondence and information.

Make sure to keep backups of your documents located on school premises and implement 2 Factor Authentication for sensitive material stored online.



Summary of the Affairs of the Association Template

The completed 'Summary of the Affairs of the Association' can assist with handover at the rise of the AGM.
This template is also available as a downloadable Microsoft Word document in the member portal of the WACSSO website.

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

Incorporated Association Registration Number (IARN): _____

Date of Incorporation: _____

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

Western Australian Council of State School Organisations (WACSSO)

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

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

Reporting Responsibility

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

Financials

Financial Year: _____

Bank Accounts held with: _____

Account Details:

Name: _____

BSB: _____ Account Number: _____

Current Signatories: _____

Accountant/Bookkeeper: _____

Auditor or Reviewer: _____

Common Seal (if the Association has one)

Custody: _____

Authorised users: _____

Taxation

Australian Business Number (ABN): _____

Tax File Number (TFN): _____

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

Taxation exemptions (i.e. PBI, DGR): _____

Authorised contacts for Australian Taxation Office (ATO) – Names and Contact Numbers:

Reporting Responsibility

Reporting Requirement	Reported to	Due Date	Delegated to:
Office Bearer Nomination	ATO	As soon as possible after AGM	
Business / Instalment Activity Statements (if required)	ATO	Quarterly: 28 October, 28 February, 28 April and 28 July	
Superannuation (if required)	Directly to Super fund or via payroll	Quarterly: 28 October, 28 January, 28 April and 28 July. *These dates will change at 1 July 2026 - please refer to p31.	

Employees (Names and contact details)

Insurance (employees, canteen or stock)

Provider: _____

Certificate of Insurance (Policy) Number: _____

Inclusions: _____

Committee Meetings

How often does the committee meet (note - must meet at least once per term): _____

Notice requirements for committee meetings (note: minimum notice is 7 days): _____

Quorum for committee meetings (note: quorum for large schools is 8 and for small schools is 5): _____

Sub-Committees

Name: _____

Members: _____

Name: _____

Members: _____

AssociationsOnline

Primary User*: _____

Authorised user(s)**: _____

*Deb Ryan (WACSSO Representative) is a Primary User for all P&Cs. Please do not remove her.

**Authorised Users can upload an AIS.

Reporting Responsibility

Reporting Requirement	Reported to	Due Date	Delegated to:
Associations Information Statement (AIS)	Consumer Protection through AssociationsOnline	Within 6 months after the end of every financial year. If not ACNC registered refer to p13.	
Changes to address or address for service	Consumer Protection through AssociationsOnline	Within 28 days of a change occurring	

Australian Charities and Not-for-Profit Commission (ACNC)

Responsible Persons listed (must reflect number of Executive Committee members in the P&C Constitution): _____

Reporting Responsibility

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

Licenses

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

Custody of Records

Record	Current Custodian or storage location
Rules/Constitution	
Certificate of Incorporation	
Licenses and registration certificates	
Register of Members (Secretary)	
Record of Office Holders	
Member application forms	
Financial records (Treasurer)	
Banking records (Treasurer)	
Financial Reports (Treasurer)	
Contracts and agreements	
Meeting minutes (Secretary)	
Correspondence (Secretary)	
Policies and procedures	
Website/Facebook details	

Standing Resolutions

Resolution Number	Resolution	Approved at (date of meeting)

Fundraising Guidelines for P&Cs

Holding a P&C event?

Consider the following:

- Theme
- Location
- Date
- Insurance, risk management, Security & Occupational Health & Safety
- Publicity
- Booking equipment/supplies/rides

See also: www.commerce.wa.gov.au for 'Voluntary Code of Practice for Public Fundraising'.

Fundraising Ideas

- Sausage Sizzle/Cultural Food Fair
- School Colour Run
- Lap-a-thon, Spell-a-thon, Math-a-thon
- Mother's/Father's Day breakfast/stalls
- Car boot sale/secondhand car park sale
- Quiz nights
- Plants/flower bulbs
- Fairs and Festivals
- Herbs and Spices
- Obstacle Course/Greatest Race
- Candles, toothbrushes, tea towels
- Moonlight Markets
- Student talent quest/pet competition
- Costume or pajama day
- School made calendars, stickers, cards, labels
- Student auction (pens, pencils, bags, hats)
- Five cent drive or loose change challenge
- Parent Auction (donated goods or gift vouchers)
- Art Show/Craft Event
- Cooking event/competition
- Fridge magnets/sunblock sales
- Fruit smoothie day/Healthy Hampers
- Show bags (vouchers, gifts) for Mother's or Father's Day
- Commemorative History book/Student Cook Book
- Seek grants for specific improvements
- Ask for annual local business support (small but consistent)
- Container Deposit Scheme
- Crazy hair station before school carnivals

Decision-making processes

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

Approvals and regulations

See the Department of Racing, Gaming and Liquor www.dlgsc.wa.gov.au/racing-gaming-and-liquor for regulations involving the use of lotteries/ raffles, bingo, two-up, or other gaming and events at which liquor is served.

Insurance

WACSSO provides public liability and volunteer personal accident insurance through affiliation. If your P&C is looking for a certificate of insurance or insurance advice, phone our main line (6210 0100) to be connected with our insurance broker. Alternatively, you can send an email to insurance@wacssso.wa.edu.au.

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.

Record Management and Storage

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, but they are also extremely useful for assessing, planning and monitoring for future decision making.

It is a legal requirement that all records of the Association kept by an Office Bearer are handed over to their successor within a reasonable time frame (WACSSO recommends no longer than 2 weeks). Please see the P&C Handover Guide on pages 50-52.

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

Constitution and Certificate of Incorporation

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

Register of Members and Record of Office Holders

It is a constitutional requirement (P&C Constitution Rule 6.6) 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
- Office Bearer or Executive position on P&C
- membership type (financial or ex officio)

Minutes

Minutes of all meetings must provide:

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

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

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

Correspondence

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

Financial & Employment Records

Financial Records

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

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

Financial records will include:

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

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

Employment Records

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

It is compulsory to keep records for all employees detailing:

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

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 (P&C Constitution Rule 20.5).

Record Format

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

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

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

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

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

Storage of Hard Copy Records

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 range of documents
- protect documents from disasters (e.g., fire) and deterioration (e.g., by excluding direct sunlight)

Storage of Online Records

Just as hard-copy files at the property of the P&C, so too are digital files. It is important that the P&C has secure, robust processes for storing and maintaining online data.

Access to electronic files is important, particularly for Office Bearers. P&Cs need to set up simple and effective methods of handing over access to electronic files if there is a change in membership on the Executive.

Simple tips:

- Consider generic email addresses (e.g., perthschoolpcpresident@gmail.com) as these are easier to manage and handover at the end of an individual's term.
- Decide on an organisation system for files that makes sense to all Executive members.
- Establish a system for version control.
- Manage leadership-only or confidential files (if applicable) by using permissions or encryptions as needed.
- Ensure that your records meet any legislative requirements (eg by the ATO or for staff files).

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 WACSSO or the Western Australian State Library.

For further information please contact:

The WACSSO office 6210 0100 or at support.hub@wacssso.wa.edu.au.

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



Managing Services

Canteens and Uniform Shops

Many P&Cs will run the canteen and/or the uniform shop on behalf of the school. Running these entities may mean that your P&C has employees and it is important that you are aware of the legal requirements in place for organisations with employees.

If your P&C has one or more employees, you must ensure you are familiar with the 2020 Work Health and Safety (WHS) Act.

The requirements of the Act are in place for all organisation members (volunteer and paid) if you have one or more employees.

If no paid workers are engaged for work-related tasks by your P&C, the WHS Act does not apply. However, as volunteers are owed a general duty of care by the people and the organisations they support, it is good practice to comply with general WHS duties anyway.

The Department of Local Government, Industry Regulation and Safety (LGIRS) has information available regarding the Act that is tailored to volunteer organisations.

We recommend you discuss the Act at a P&C meeting if you've not already done so.

P&Cs with employees are also required to take out worker's compensation insurance. For more information, visit WorkCover WA or contact the WACSSO Office.

Regarding food service, there are a number of regulations linked to food safety and also what sort of food can be served in school canteens. Please contact Foodcore Nutrition Services or FreshSnap for more Information (see page 16 for contact details).

School Crossings

P&Cs are often asked about Children's Crossing Guards. For all information relating to Children's Crossing Guards, we advise P&Cs to contact the WA Police directly.

The WA Police are responsible for Children's Crossing Guards. The Children's Crossing Guard 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 applications and other forms and the page contains school resources, including colouring sheets and road safety fact sheets.

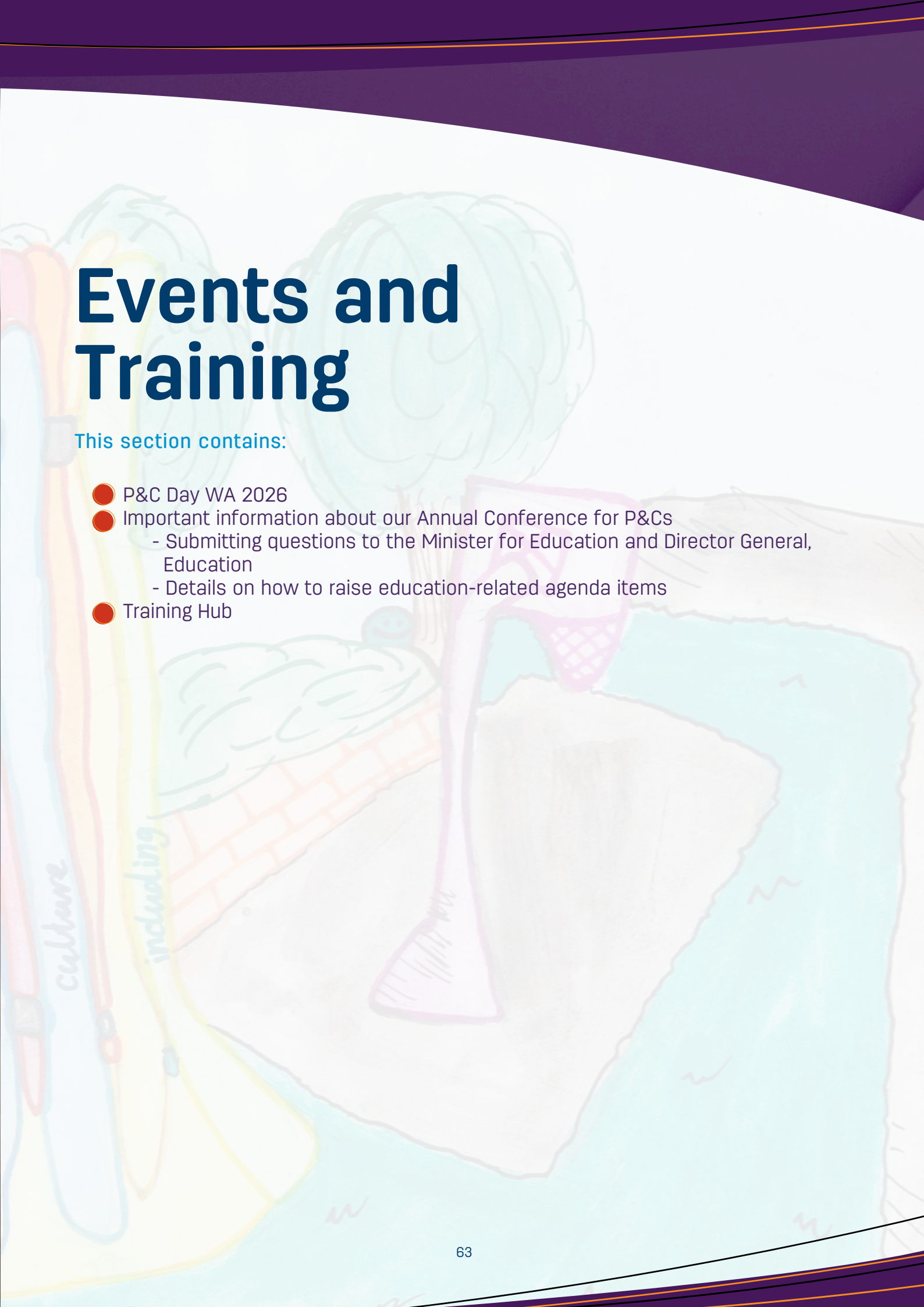
If you would like to apply to become a Traffic Warden or wish to apply for a Children's Crossing for your school you can contact the WA Police Force, Children's Crossing Unit on (08) 6274 8731, or email childrenscrossingsunitsmail@police.wa.gov.au.



P & C Day WA

Dear p and c thank you
for running the caht-eeh
and helping upgrade the
play-grounds i really
apprecite it





Events and Training

This section contains:

- P&C Day WA 2026
- Important information about our Annual Conference for P&Cs
 - Submitting questions to the Minister for Education and Director General, Education
 - Details on how to raise education-related agenda items
- Training Hub



Celebrating WA P&Cs!

Friday 22 May 2026

About P&C Day WA

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

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

P&C Day WA typically falls on the Friday of National Volunteers Week, as we look to ride the momentum of celebrating volunteers, introducing a P&C focus. WACSSO will be collaborating with the Department of Education to get as many Principals, Teachers, students and school staff involved in the celebration of WA P&Cs. We will also use this event as an opportunity to recognise long-standing P&C volunteers and the good news stories coming out of our communities. If you want to recognise a volunteer in your P&C, or submit a story (even if it is just an idea!) to WACSSO to highlight, please get in touch via communications@wacssso.wa.edu.au.

How to get involved?

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

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

Some of these resources include:

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

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



WACSSO Annual Conference

Conference 2026

Date: 22- 23 August 2026

Location: Crown Perth Grand Ballroom

About Conference

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

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



Need to know!

Affiliated School Organisations have one fully subsidised (free) Conference delegate ticket included in their affiliation fees. Subsequent delegate tickets can be purchased by affiliates at discounted rates.

Receipt of Agenda Items deadline: Mid June
Registrations close: Early July

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

Follow our eNews and social media channels (Facebook and LinkedIn) to find out more details as they are released. More information can also be found on the WACSSO website.



Know an Inspiring Student? Nominate them for our Voices of the Future Student Panel!

Each year, we seek expressions of interest from inspiring students to address delegates at Conference. This item is very highly regarded, with delegates consistently rating it as one of their favourite sessions at Conference. For more information, or to nominate a student at your school, email: events@wacssso.wa.edu.au.



Want to showcase your school's music program or choir?

There are a number of options for musical or performance items at WACSSO Conference, including opening and closing acts and musical accompaniment for our evening networker. Please contact us via email if your school has a band, choir or performance group who can participate: events@wacssso.wa.edu.au.



Display your school's student art at Conference!

Would you like to promote your school's art program? Or show off the creations of your students? Each year, we provide space at Conference for schools to display some of the fantastic art created by their students. Schools are allocated roughly one square metre of space on the pin-up board to display selected artworks. Your Conference 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 the end of June on 6210 0100 or by emailing events@wacssso.wa.edu.au. Please include the name, email and phone number of the person who will be bringing and dismantling the artwork display. Space is limited and there are prizes on offer for both students and schools (plus the artwork may feature in WACSSO publications!).



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

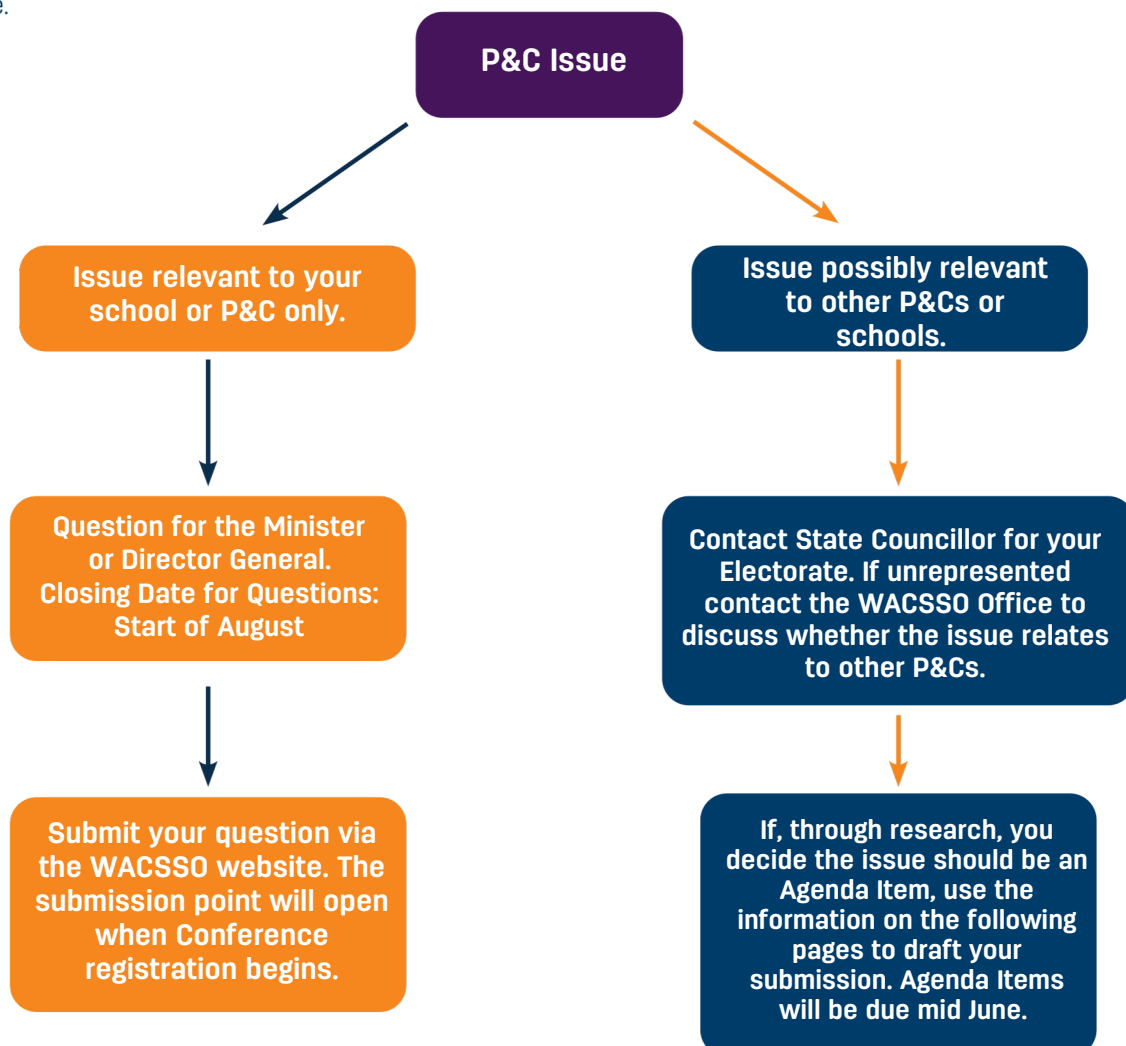
Conference provides an outstanding opportunity to pose questions of significance directly to the Minister for Education and to the Director General of Education. These two education leaders will respond to your P&C question during their plenary session. P&Cs are encouraged to meet and discuss questions they would like answered, seeking feedback from their State Councillor as needed.

P&Cs should also consider whether your issue or question could be a topic on which WACSSO could lobby for on your behalf. This is particularly the case if it is affecting other P&Cs. In these instances, P&Cs are encouraged to put forward an Agenda Item to the AGM portion of Conference.

Use the flow chart below to assist you in determining if your topic is better handled via the question or agenda item route.



Minister for Education, the Hon Sabine Winton BA BPS MLA addressing delegates in 2025.



Agenda Information and Sample Agenda Items

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 educational issue.

You must 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 item provided on page 70 serves as a model example. It shows the structure of an agenda item, ie., adequate preamble, issue of State or National educational interest, and character, and clearly defines the action to be undertaken. It is not appropriate for items to relate to individual persons or schools in agenda items.



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

Remember

A delegate who has submitted a Conference agenda item should be prepared to speak at Conference. To some people this can be a daunting idea. If this worries you, please contact the WACSSO office for advice and view the 'Conference Agenda Session Guide.'

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.

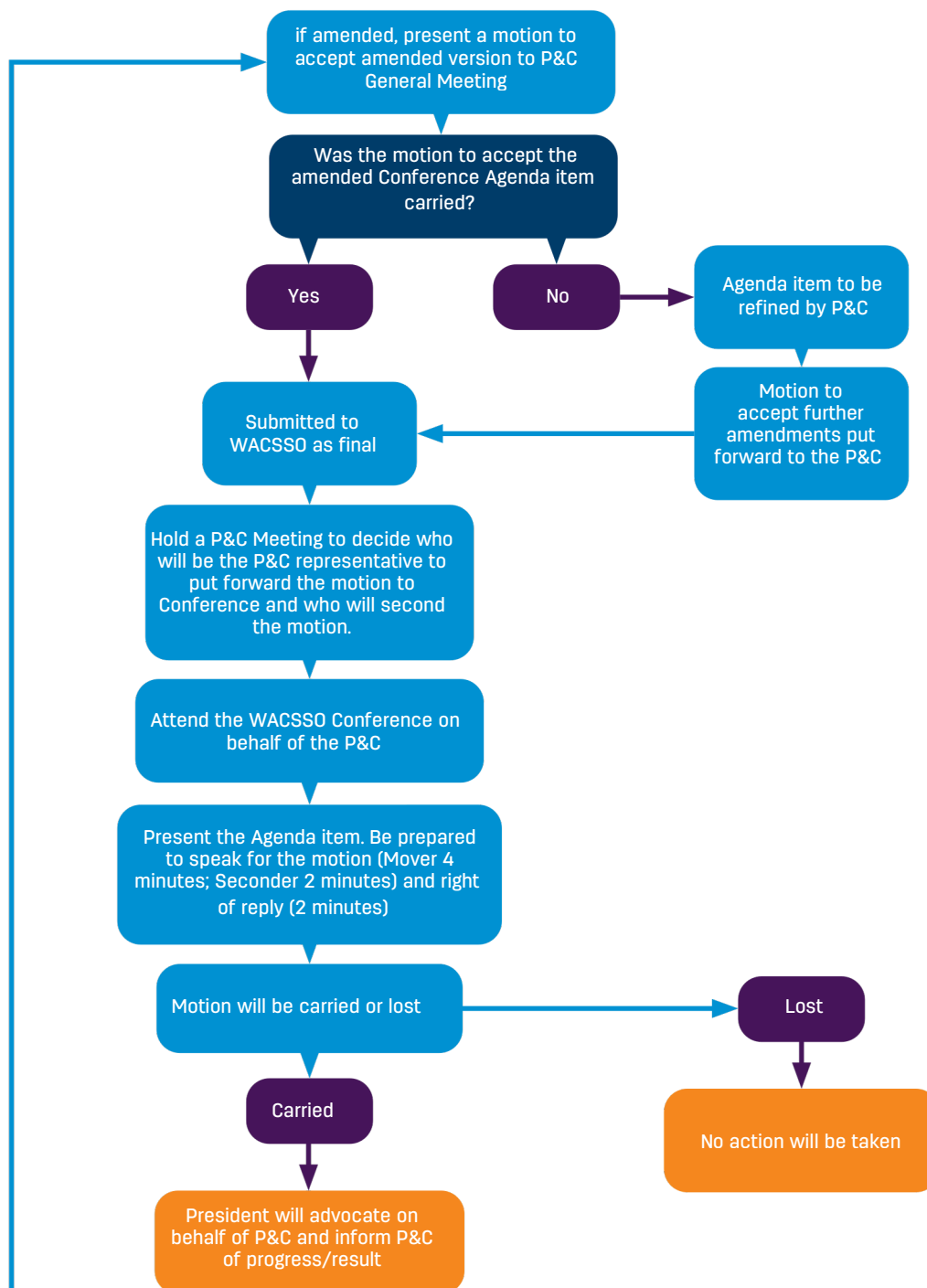
**Items must be received by mid June.
Late submissions cannot be accepted.**

Agenda Item Flowchart

This diagram is designed to assist P&Cs with deciding if they want to submit an Agenda Item, and then how to go about their submission.

P&C members are welcome to contact their State Councillor or the WACSSO Office at any time for assistance with the Agenda Item process.





Example Action Agenda Item

Agenda Item 4

Subject: Safeguarding the Purpose and Integrity of Student Reporting

Preamble:

In 2024, the WA State Government announced changes to school reporting requirements that significantly reduced the depth and personalisation of student reports. Under the new policy, public school teachers are no longer required to include subject-specific comments or personalised remarks, nor are schools expected to provide parents and carers with a student’s achievement position relative to their peers.

While the intention may be to reduce teacher workload, these changes have unintentionally weakened a critical line of communication between schools and families. Reports are one of the few formal touchpoints where parents and carers receive a consolidated, school-endorsed view of their child’s learning, strengths, challenges, and progress.

The removal of personalised and comparative information diminishes families’ ability to:

- Understand their child’s progress in context,
- Recognise when early intervention or extension may be needed,
- Engage meaningfully in their child’s learning journey,
- Collaborate effectively with teachers to support learning outcomes.

In a time where family-school partnerships are known to improve student engagement and success, policies that reduce transparency and limit parents’ ability to act on information must be carefully reconsidered.

Motion: That WACSSO

- **advocate for the reinstatement of personalised subject comments in student reports to support meaningful communication between schools and families**
- **advocate for the Department of Education to ensure parents and carers are provided with clear comparative data on their child’s academic performance relative to their cohort, as permitted under national reporting standards.**
- **request the Department of Education to consult with P&Cs and parent bodies prior to any future changes to reporting practices, recognising families as key stakeholders in the education process.**

Carried	Carried as Amended	Lost
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WACSSO has written to the Education Minister and looks forward to continuing the conversation on this important topic.




WACSSO

*Partnering with P&Cs to
advance public education*

FOR THE MOTION

Training Hub

Remember: Training is free for affiliated P&Cs!

P&C Governance and Operations Training (Metro and Regional, Face-to-Face, and Online)

These 2.5 hour face-to-face and 1.5 hour online workshops are fun and interactive, focusing on teaching P&Cs how to function successfully and fulfil designated roles within the P&C.

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

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

Roles and Responsibilities of Executive Committee:

- Financial Governance
- Office Bearer roles and responsibilities

Office Bearer Round Table Meetings

These online meetings are for current or prospective office bearers to allow upskilling and networking. There is a session for each, generally in weeks two and three of each term. For more information and to register visit the member portal of our website.

P&C Webinars

Various webinars will be available throughout the year. You can join them from anywhere you can connect to the internet, using either a PC, laptop or mobile device. Visit the training section in the member portal of the WACSSO website to register.

Special Webinars and Presentations

Keep an eye on our social media and eNews for extra information sessions from guest presenters throughout 2026. For details keep an eye on our socials and website.

Roadshows and Group sessions

Want to combine training with networking? WACSSO's two training officers will be running group sessions for P&Cs located nearby to one another, encouraging members to meet like-minded people and update (or brush up) their skills. All group and roadshow sessions will be advertised on WACSSO channels, and P&Cs are encouraged to submit an expression of interest if they wish to host one of these sessions. See the training section of the online portal in the WACSSO website or contact the team via email: training@wacssso.wa.edu.au for more information.

We look forward to supporting your team on their P&C journey.!

Scan here for the
WACSSO training
page - login required.



Office Bearer Role Descriptions

P&C President

The P&C President is an effective leader, a people-person who is able to make and nurture relationships and has a detailed and thorough understanding of what is needed for the P&C to run smoothly, in line with its Constitution. While the President is the P&C's leader, it is important they have an understanding of all the roles and responsibilities of Committee members, so that a teamwork approach can be applied to achieving goals.

The vital link between parents and the school administration

The President is the primary link between the parent body and the school administration. You should develop and nurture a good working relationship with both.

Understand and observe the Constitution

The President ensures that all members of the P&C (including themselves) abide by your P&C's Constitution. This is particularly important when handling disputes or the possible suspension or expulsion of P&C members. The President is also responsible for any communication between the government authority responsible for administering the Associations Incorporation Act 2015 and the Association. Presidents must also have an understanding of the School Education Act and the Association Incorporation Act, as they pertain to P&Cs

Meeting Chair

The President is the meeting Chair and as such must have knowledge of meeting procedures and protocols. Well-run meetings also require the Chairperson to have an understanding of group dynamics, the ability to use their interpersonal skills to resolve conflict and/or get the best out of all members.

Ex officio member of all sub-committees

The President is a voting and speaking member of all sub-committees and must receive notice of all meetings.

Ensure Office Bearers fulfil their duties

Good Presidents understand their own role and have a good working knowledge of the other office bearer roles too. The President will be able to see how all roles, and those individuals in them can work together as an effective team.

The public face of the P&C

Typically, the President handles all media enquiries, all external enquiries and speaking engagements (for example, assemblies). Remember, as President of the P&C, you are representing ALL of the parents at your school, not just the financial members of the P&C. At no time should you be giving a personal opinion.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

Manage any P&C paid employees e.g. Canteen worker, Uniform shop worker.

The President is the Principal Employer of any P&C employees. You will need to be aware of all WHS Act requirements and ensure employees are insured and paid correctly.

P&C Vice-President

The Vice-President is the principal contact between the P&C and WACSSO, while also being the understudy for the President. Ready to step in at any time, it is important that the Vice-President understands the role of the President, plus all the Constitutional obligations of the P&C. WACSSO distributes information to P&Cs regularly throughout the year, and it is up to the Vice President to ensure this information is presented at meetings or circulated to members as applicable.

Understudy to the President

The main responsibility of the P&C Vice President is to act as an understudy to the President. At various times, you may actually be required to step into that role. This is particularly true if the President is unable to Chair meetings. The President may also choose to delegate certain responsibilities to the Vice-President.

WACSSO Liaison

As the WACSSO Liaison, the Vice President acts as the link between the P&C and WACSSO. This will mean regular monitoring and sharing of WACSSO Facebook posts on the P&C Facebook page where possible and relevant. The Vice-President should also regularly check the WACSSO website and share information with their P&C on WACSSO Conference, available training sessions and updates to publications as relevant. As the primary contact, the Vice-President will automatically receive all regular WACSSO communications, which should be circulated at meetings. You will also be the main contact for your WACSSO State Councillor.

Build relationships

The Vice-President is encouraged to foster relationships with neighbouring or like-minded P&Cs and community groups.

Understand the Constitution

As the Vice-President may be required to step in for the President at any time, they need to have a full understanding of the P&C Constitution plus all the policies and procedures relevant to their P&C.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

Additional roles

Your P&C may have additional roles (such as Publicity Officer or Events Officer) that the Vice-President takes in in addition to their Officer Bearer role.

Volunteer and Member Coordinator

If the P&C wants to attract more members and helpers, it is a good idea to have a dedicated Volunteer and Member Coordinator whose major responsibility is to make sure volunteers and members are attracted and retained. This role typically falls to the Vice-President.

P&C Secretary

An efficient Secretary is the key to the smooth operation of any P&C. P&Cs fortunate to have the role of Secretary filled tend to hang on to their prized possession. The effective Secretary will be methodical, persistent, impartial and have a full understanding of the P&C Constitution, By-laws and Code of Conduct. The Secretary can also be relied on to follow up on tasks and those responsible and look for opportunities to delegate action items at meetings.

Key administrative support for meetings

The Secretary prepares and distributes all meeting notices and agendas. They also typically prepare, distribute and present meeting minutes. The Secretary is also the Office Bearer who receives formal grievance notices and takes the necessary follow-up action.

Maintain Registers

The Secretary is responsible for maintaining the P&Cs Register of Members (Constitutional requirement), the correspondence register and the register of volunteers working for your P&C. The Secretary must also notify both the Principal and WACSSO, in writing, the names of the persons who in that year are office bearers and executive members of the Association.

Document Control

The Secretary is required to organise, record and maintain all P&C documents. The Secretary should investigate and recommend the best way to hold all P&C documents and ensure appropriate protections are in place, as well as handover processes to ensure the smooth running of the P&C during changeover of Office Bearers. The Secretary is also the holder of the Common Seal of the Association (where applicable).

Constitution

The Secretary should ensure that a copy of the P&C's Constitution is available and accessible to all members. Ideally, a copy of the Constitution should be available at all meetings.

Methodical, impartial Knowledge Bank

The Secretary should have deep knowledge of the P&Cs Constitution, By-laws and Code of Conduct, providing advice and support to the President as needed.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

P&C Calendar

The Secretary should draw up an annual calendar and mark in all key dates. Use of the annual P&C Handbook from WACSSO as a source of information for this calendar is recommended.

Correspondence

Timely distribution of formal correspondence is an additional feature of the Secretary's role.

P&C Treasurer

Perhaps the most specialised role within the P&C is the role of the Honorary (unpaid) Treasurer. Prior knowledge and experience with finance and financial report development is important in this role, and many times a person with such a skill set will raise their hand at the AGM to take on the responsibilities of the position. However, there will be occasions that a person with the preferred background is not available, and the position will fall to a member who may only have basic skills and knowledge associated with maintaining personal and household finances.

Bookkeeping

On behalf of the P&C, the Treasurer will undertake bookkeeping activities such as writing out cheques, issuing receipts, conducting EFT transactions, banking money and data entry into software or spreadsheets. For those P&Cs with assets, the Treasurer is responsible for the asset register and for those with employees, the Treasurer should monitor wages.

Financial Management

The Treasurer assists the P&C to establish a budget, monitors the budget, controls outstanding debts, and explains the information contained in financial reports to members. The Treasurer must also pay accounts promptly when authorised and ensure accounts are current and reconciled.

Reporting

The Treasurer is responsible for monthly management reports for members, preparing annual financial statements (including providing information to the auditor/reviewer where an audit/review of P&C accounts is required) and ensuring the annual financial reports are distributed according to statutory and Constitutional requirements.

It is a Constitutional requirement that the Treasurer presents a written financial report to every General Meeting, a verbal report is not sufficient.

Accounts Signatory

You have the right and responsibility to sign cheques, documents and conduct and authorise EFT transactions for the P&C. This is not a duty or privilege that can be delegated to any other person and one that must be protected as it gives access to P&C finances.

Transparent accounting

The Treasurer must ensure that the accounting practices and records of the P&C are open and transparent and comply with the P&C's Constitution and Code of Conduct. The Treasurer must also ensure that all cheques on all accounts of the Association (including any committee of the Association) are signed by any two (2) of the authorised signatories.

Employee Management

The Treasurer will ensure that the Association complies with all its responsibilities to any employees including, but not limited to complying with employment awards or agreements, paying tax and superannuation.

Transparency in financial reporting is important, however employee privacy is critical. The Treasurer needs to ensure salary information is redacted from reports to the General Meeting, allowing only the Executive Committee to be responsible for financial transactions involving employees.

NOTES

Use this space to record important bits of data and information that will help with handover. We've included some examples to get you started!

Square card info:

Names and contact details of Local Members of Parliament:

Location/s of archived files:

List of grants applied for and outcomes:

NOTES

Acknowledgement of Student Artwork

The 2026 P&C Handbook features student artwork displayed at the 2025 WACSSO Annual Conference. We thank and acknowledge the students and schools involved.



**Walliston
Primary School**



**Ocean Road
Primary School**



**Wundowie
Primary School**



**Tuart Forest
Primary School**

Every care has been taken to ensure the accuracy of the information contained herein. This document is a quick guide to running a P&C Association in Western Australia, for more information please visit the WACSSO website. Copyright © WACSSO 2026.

