

# Application for P&C Membership for 2024

Western Cape College, Weipa Campus P&C Association

Please complete and return to the P&C Secretary via email: [pandc@westerncapecollege.eq.edu.au](mailto:pandc@westerncapecollege.eq.edu.au)

<b>Name:</b>				
<b>Address:</b>				
<b>Phone:</b>		<b>Mobile:</b>		
<b>Email:</b>				
<b>Membership:</b>	<input type="checkbox"/> New		<input type="checkbox"/> Renewal	
<b>I am a:</b>	<input type="checkbox"/> Parent	<input type="checkbox"/> Caregiver	<input type="checkbox"/> Staff Member	<input type="checkbox"/> Community Member
	DOB:			

## Blue Card Details:

If you are an adult interested in the school's welfare, please provide:

<b>Name on card:</b>			
<b>Blue Card #:</b>		<b>Expiry:</b>	<b>*DOB:</b>

If applicable, please provide details of your children who are students at Western Cape College:

Name: \_\_\_\_\_ Class/Year Level: \_\_\_\_\_

I apply for membership in the Western Cape College Weipa Campus Parents and Citizens' Association and I undertake to:

- Promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School.
- Comply with the Constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the Constitution, and any valid resolutions passed by the Association.
- Personal Privacy – information obtained as a P&C representative MUST be considered confidential and treated accordingly.
- Courtesy, respect, dignity and fairness will be observed at all times.
- Discrimination against any person will not be tolerated (refer *Anti-Discrimination Act 1991*).

If a person has been convicted of an indictable offence, it is grounds for removal in accordance with the *Education (General Provision) Act 2006*.

**Signature:** ..... **Date:** ...../...../.....

## Please note:

1. Membership is granted by attending a P&C General Meeting in person or by returning a membership form to P&C prior to the AGM in March each year.
2. All memberships lapse at the P&C AGM (March) and therefore need to be renewed annually.
3. Subcommittee office bearer positions (i.e. Chair, Treasurer and Secretary) require current P&C membership.

\* Date of birth details are required to link with Blue Card portal

## CODE OF CONDUCT FOR P&C ASSOCIATIONS

This Code of Conduct clarifies the expected standards of all P&C Association members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The Code is intended to promote and maintain the highest standard of ethical behaviour by P&C Association members. Members of a P&C Association should adhere to the Code of Conduct at all times. This Code applies to each member of a P&C Association.

P&C Association members are to:

- act in the best interest of the whole school community at all times
- act in compliance with the Constitution
- act and work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017* and the Department of Education's policies and procedures relevant to P&C Association operations
- conduct and present themselves in a professional manner and act ethically and with integrity at all times
- act with courtesy and demonstrate respect for all persons, whether fellow P&C Association members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- represent all members of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions in a manner that is consultative, respectful and fair
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- not use confidential or privileged information to further personal interests
- be responsive to the requirements of the school community
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

P&C members (including Executive Committee members) should also abide by all expectations outlined in the school's Parent and Community Code of Conduct if the school has one.

NOTE: It is a good idea to have the Code of Conduct on the back of the P&C Membership Application Form. This way both can be signed at the same time and kept in the Members Register. This ensures that all members are aware of the Code of Conduct.

P&C Member Secretary Use:	Date received: ...../...../.....	Date accepted: ...../...../.....
Secretary's signature: .....	Entered in P&C Register: <input type="checkbox"/>	