



## MEMBERSHIP FORM 2023

**PLEASE PRINT CLEARLY IN BLACK OR BLUE PEN. RETURN COMPLETED FORM TO P&C SECRETARY AT A MEETING, BY EMAIL OR VIA SCHOOL OFFICE**

This application is for *(please tick)*       membership renewal       new membership

First Name	Family Name
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Address

Suburb/Town	State	Postcode
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Mobile	Alternative No. (if applicable)
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Email address (for sending minutes and updates) \_\_\_\_\_ @ \_\_\_\_\_

I am Woy Woy Public School *(please tick category)*

- parent/caregiver/guardian of students enrolled at WWPS
- DoE staff member of WWPS
- an interested citizen within the Woy Woy Public School's community

I hereby apply for Membership of Woy Woy Public School P&C Association and agree to bound by the Constitution, Rules and By-Laws of the Association.

The Annual Membership Fee of \$2.00 is payable with this application and entitles you to full voting rights. Should you choose not to pay the membership fee, you can still participate as an observer and are unable to vote or hold office.

If this is a new application, full voting rights become effective after the close of the next General Meeting following the submission and acceptance of this application. If paid before the close of an Annual General Meeting, full voting rights become effective at the next General Meeting.

Do you have any skills/talents you can offer the P&C if requested? *(please tick)*       Yes       No

If "Yes", please specify \_\_\_\_\_

I have completed the Working with Children Check (WWCC) requirements with WWPS? *(please tick)*       Yes       No

I have signed Woy Woy Public School P&C Association's Code of Conduct? *(please tick)*       Yes       No

\_\_\_\_\_ Printed Name of Applicant      \_\_\_\_\_ Signature of Applicant      \_\_\_\_\_ Date

WWPS P&C ADMINISTRATIVE USE ONLY				
<input type="checkbox"/> Fee paid \$	<input type="checkbox"/> Receipt No Issued	Date Banked		
Treasurer's Signature				Date
<input type="checkbox"/> Renewal	<input type="checkbox"/> New	<input type="checkbox"/> Eligible	<input type="checkbox"/> Contacts Given	<input type="checkbox"/> Entered Register
Voting rights effective from	Date Received		Date Processed into Register	
Secretary's Signature				Date



**VOLUNTEER FORM 2023**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

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All Woy Woy Public School P&C Association volunteers must adhere to Woy Woy Public School's Working With Children Check policy. Prior to volunteering with the P&C, please see the Office Staff of WWPS for any relevant forms to submit to ensure the ongoing safety and wellbeing of all WWPS students.

As per DoE guidelines all volunteers that are engaged in any capacity on school grounds are required to Fully Vaccinated against COVID\_19. All on school site volunteers will be required to show proof of vaccination or valid medical exemption to an executive member. This will be noted in a confidential document and will only be required once.

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To protect our Volunteers the P&C have ensured that proper insurances and procedures are in place to safe guard your well-being. To meet our obligations, the event coordinator will provide all volunteers with a sign in sheet to complete in person upon arrival and departure to the event, ensuring you record your time of arrival and time of departure. If you are not presented with this upon arrival, please ask the event coordinator for it.

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In the event of injury, we would like to be equipped to offer you the appropriate care including notifying your emergency contact. These will be treated confidentiality and only used if needed. If you are happy to provide these details, please complete the below:

Emergency contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home/work: \_\_\_\_\_

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This form covers you for any event organised by Woy Woy Public School P&C Association at which you volunteer from now until the next WWPS P&C AGM held in November.

In acceptance of the above and after checking your details are current, please sign below.



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Printed Name of Volunteer

Signature of Volunteer

Date

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## CODE OF CONDUCT 2022

The Code of Conduct applies to all financial members, volunteers, and employees of WWPS P&C Association while undertaking any role or activity related to the WWPS P&C Association.

### The Principles

The Code of Conduct is based on the following fundamental ethical principles:

#### Respect for the Law

Woy Woy Public School P&C Association members, in common with all citizens, are under the jurisdiction of the laws of the State and the Commonwealth and are obliged to observe such laws.

#### Respect for all Persons

Woy Woy Public School P&C Association members are expected to treat students, school staff, and all members of the community equitably with dignity and respect. This involves, but is not limited to, the following:

- Tolerance of the views held by others which are different from your own
- Courtesy and responsiveness in dealing with others
- Fairness in supervising and dealing with other members
- Making decisions that are procedurally fair to all people according to the principles of natural justice
- Not discriminating on grounds such as gender, sexual orientation, race, ability, cultural background, religious status, marital status, age or political conviction
- An awareness and respect for cultural difference
- Engaging in rational debate allowing for alternative points of view to be expressed
- Not engaging in behaviour that might reasonably be perceived as harassment, bullying or intimidation

#### Integrity

Woy Woy Public School P&C Association members should be honest in carrying out their duties and avoid conflicts between their private interests and their P&C responsibilities with respect to:

- Personal relationships
- Financial relationships
- Receipt of gifts
- Outside work
- Use of confidential information obtained in the course of P&C duties
- External activities and public comment

#### Diligence

Woy Woy Public School P&C Association members should carry out their duties in a professional and conscientious manner. This involves:

- Carrying out official decisions and policies faithfully and impartially
- Seeking to attain the highest possible standards of performance
- Exercising care for others in P&C related activities



- Ensuring outside interests do not interfere with a P&C member's duties or responsibilities
- Adhering to professional codes of conduct where applicable being encouraged to report fraud or corrupt conduct to an office bearing executive of the P&C and/or external authorities

### **Working with Children**

The Woy Woy Public School P&C Association adheres to the government's Working with Children Check legislation and relevant procedures.

### **Conflict of Interest**

- P&C Association members must declare interests which conflict, either perceived or actual, with your P&C Association duties and activities.
- A conflict of interest may include, but is not limited to, an expressed personal value or belief, professional ethics, personal or professional relationships, financial or proprietary interests

### **Confidentiality**

- Personal information about a member should not be disclosed without the consent of the member or there is a lawful authority for its disclosure
- Documents and information of the P&C Association should be placed in secure locations where possible and sensitive information should not be distributed without the President's consent.

### **Grievances, Complaints and Procedures**

Breaches of this Code of Conduct or other policies of the P&C Association will be addressed by way of the Grievances, complaints and procedures policy. Violations may result in removal from the Woy Woy Public School P&C Association.

Woy Woy Public School P&C Association members should familiarise themselves with this Code of Conduct and endeavour to ensure that its principles are observed at all times.

*I have read and understood the contents of this Code of Conduct and by signing this document acknowledge that I will comply with its content to ensure that its principles are observed.*

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Printed Name of Member

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Signature of Member

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Date