



ACT Council of Parents & Citizens Associations

The parent voice on public education



Annual Report 2017

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President's report

John Haydon

Before writing this, my last President's page for Council's annual report, I read the 2016 report. I'm very pleased to say that significant progress has been made in 2017 on most of the issues that were of concern in 2016. In our complex human societies we can only rarely achieve complete resolution of issues, but clearly in ACT public schooling we are continually chipping away at problems and trying to make things work better.

School funding, specifically Federal school funding, seemed irresolvable and dead-locked in 2016 and for most of this year. However, reforms introduced by the Australian Government, while far from addressing all the inequities in school resourcing, are at least moving in the right direction. When private schools are able to select which students they enrol whereas public schools with few exceptions (and none in the ACT) accept all comers, the private schools have a strong inherent advantage in resourcing. Even if the resources available to private schools were equal to those available to public schools, the private schools would still be massively advantaged, due to their ability to choose to educate students from higher socio-economic status families and not enrol students with learning difficulties, those from problematic family situations, or students with disabilities. But as we know resourcing between the sectors is not equal and overall private schools have significantly more resources available to them plus the 'selection of students' advantage. It never ceases to amaze me that 'parent choice' is touted by the proponents of private schools, and given as a reason for the existence of government funding of private schools, but in reality it is the school that has the choice, not the parent.

I noted in my page last year that Council's surveys of parents and carers identified road safety and traffic around schools as their top concern. Real progress continues to be made

and Council is very grateful to the ACT Government and officers from a number of agencies who have been pro-active in coming up with improved signage, management plans for certain schools and various trials of road safety measures. Seeking to improve the safety of our children has spurred much action. However, it is true that sometimes the wheels of government grind slowly. Council put forward a proposal for a trial of supervised school crossings such a long time ago that most of the children who were in primary school at the time of the proposal have now moved on to high school! We are told the crossing supervisors will be in place at the beginning of 2018.

The same wheels of government certainly need to speed up to deal with what seems to be an ever-increasing school capacity issue in the ACT. Yes there are some schools under-capacity and it is true that suburbs go through life-cycle like the rest of us, but in comparison to standards of the developed world, the ACT has a very high rate of population growth. This leads to expensive infrastructure costs: not only do we have to replace or significantly upgrade worn out infrastructure, the general rule of thumb for roads, bridges, hospitals and schools being every fifty years, but we have to create new infrastructure to deal with the burgeoning population. This is a dilemma because no one and no government wants to pay these expensive costs.

Following the October 2017 election, Ms Yvette Berry MLA replaced Mr Shane Rattenbury MLA as the ACT's Minister for Education (amongst many other portfolios). Minister Berry rapidly moved to commence a review of schooling in the ACT called 'The Future of Education'. It is billed as a conversation with the community over what we would like schooling to be and is seeking to get the involvement of the many components of the community affected by schooling, for example students, parents and carers, the teaching profession and the

business community. Minister Berry has emphasised that the Government's focus is strongly on equity. P&C Council have said we must seek both equity and excellence in public schools. The two go hand in hand in Council's view. It is early days as at writing this report but it is heartening to see that the review is not being hurried. One concern is that there does not appear at this point to be much buy-in from the private schools. While the review is meant to cover all schools in the ACT, all of which including the private schools fall under the Minister's legislative responsibility, it is hard to see a mechanism to ramp up the involvement of private schools or perhaps much incentive for their involvement. A cynical view is that the private schools would be very happy to have the public system focused on equity and leave the excellence field to them. This would be a very poor outcome for the Territory.

Another concern in relation to 'The Future of Education' is that it may draw attention away from the implementation of the 'Schools for All' program. How to balance the needs and actions of students with 'complex and challenging behaviour' against the needs of other students and staff is never easy and Council has trialled a discussion group with the aim of providing a forum for parents who feel the government support they have received to date has been inadequate.

I wrote last year that Council believed the high levels of school autonomy in the ACT were having some negative effects, and this was supported by a report released this year by the Auditor General. This is also one of the topics raised in 'The Future of Education' discussion. I would like to note that the Directorate is doing an excellent job at distilling meaningful information from disparate submissions.

This year is nearly 100 years on from when P&Cs first commenced in Canberra. What has changed since the 1920's? Most mothers work, many more families are split or combined,

social media is dominant in ways that could not have been contemplated. But the way many P&Cs operate remains essentially unchanged. Council has initiated a review of the P&C business model and will be seeking your input. Depending on that review, we may then need to review Council's mode of operation.

Council appreciates the consultative and respectful relationship we have with Directorate staff and the Education Minister.

I want to pay a special tribute to the 10 members of Council's executive who generously give of their time to support public schools.

I also want to pay tribute to our excellent and dedicated office team who go well beyond their modestly paid part time hours to provide great support to all P&Cs in ACT schools and to the volunteer executive team

Finally I want to pay tribute to the thousands of ACT parents and carers who support their school P&C by giving their energy and time to build a stronger public school community.

A handwritten signature in black ink, appearing to be 'John' followed by a flourish.

Executive Officer's report

Terry Sanders

The last 12 months have seen the Council office build on our changes from the previous year, with our new and continuing staff working very effectively to support affiliated member P&C associations. We have also continued to review and develop our information resources, and to assist the Executive members, Council representatives and delegates to cover the ever increasing call for the public school parent voice to be heard at all levels.

Staff

Our Policy Officer, Maclaren Wall, left us in December last year to pursue his legal career after graduating from ANU. We were fortunate to replace him with Veronica Elliott, who is also studying law in between being a mum, P&C member and school board member. Her P&C experience and law studies are proving very useful in her Policy Officer role with the Council. Janelle (Communications Officer) and Rachel (Executive Assistant & Book Keeper) have continued to serve the Council extremely well and we are again fortunate to have people with the required skills and knowledge plus extensive P&C experience. All the staff have taken on new and additional tasks as we react to demands and I am very grateful for their dedication and support. For a small team of part time employees we get an amazing amount of work done each year.

Annual Grant in Aid

Following submission and acceptance of our annual report and audited financial statements in September, we received the third annual payment under the new 5 year grant in aid deed. This support from the ACT Government via Education Directorate is greatly appreciated, as without it Council would not be able to operate as effectively as it does.

Canteens and food in schools

Janelle has spent a considerable amount of time and energy working on the Collaborative Working Group for Food in Schools during the

last year. One of the initiatives that we developed for canteens was the healthy food stickers which are placed on the food packaging to attract the students' attention to the healthy options. Other signage templates for use on canteen menu boards were also developed and we had substantial input to the Healthy Kids Association's (HKA) school canteen manual. We also continued to lobby for a more common sense approach to the traffic light system and the makeup and use of ingredients in green and amber products. Some success has been achieved here with the release of new guidelines on the percentage of ingredients that are allowed before a product moves up the traffic light system. P&C-managed school canteens will continue to receive annual membership of HKA at no cost to them for the next two years, after we renegotiated the deal between Council and HKA.

School P&C association insurance

Council continues to arrange an insurance package for P&Cs through a group purchasing arrangement. We have continued to receive very reasonable premiums for member P&Cs with significant savings for most. Through the package, P&Cs are able to access public liability, directors and officers cover, association liability, property, personal accident, and workers' compensation insurance depending on the options chosen.

Review of the school P&C association business model

As mentioned in the President' report, in September I drafted a discussion paper on the review of the school P&C association business model. This came about following comments over the last few years from some P&C presidents and others, about the difficulty of finding volunteers, the amount of government regulation/compliance and insurance issues for P&C associations. The Council Executive considered the draft on 12 October and have

approved its presentation to a General Meeting plus a plan for consultation with various stakeholders. This would culminate in a forum in 2018 to consider the results of the consultation and make recommendations for the Council and all P&C associations to consider adopting if necessary in following years.

School Crossing Supervisors trial

This much anticipated trial will commence early in 2018 but before then the schools to be selected for the trial must be decided and to this end a selection panel was formed in October by Transport Canberra. Being seen as impartial as far as the schools are concerned, I was invited to join the selection panel and accepted. The panel will consider the criteria for selection and decide which schools should be included in the trial. However, the Minister for Transport & City Services will have the ultimate responsibility for which sites are included.

Council Workshops

Our Effective P&C, Insurance/Treasurers and P&C Constitutional workshops were successfully conducted during the first half of the year, with good attendance at all workshops. Following these a number of one-to-one sessions were conducted in the Council office for some P&C presidents and secretaries who could not make it to the workshops.

Canberra Preschool Society

The future of the Canberra Preschool Society (CPS) is still not determined at the time of writing this report. We continue to work closely with them on a number of activities.

Volunteers' survey and development of recruiting resources

The Council (through our Communications Officer, Janelle) has worked in co-operation with CPS, APFACTS (private school parent's association) and Volunteering ACT to develop and conduct an online survey to find out what

motivates parents to volunteer, what stops them and what resources might be produced to encourage volunteers. Results of the survey should be available later in the year, with resources following in the first part of next year.

Parent Support Group on Violence in Schools

The Council office has assisted in the formation of this new group and organised its first meeting in June. The Policy Officer, Veronica, is providing support to the group and initiating action on the matters raised at the June meeting.

Representation on committees

Council has representative positions on a variety of external committees, working groups and advisory bodies. A list of the various positions to which the Council is invited to nominate a parent representative is shown on page 17. I encourage any parent or carer interested in these areas to discuss them with me and if willing be nominated to a position. The commitments are generally not too burdensome and usually very interesting.



Policy Officer's report

Veronica Elliott

Firstly, let me say thank you to our members, executive and office staff for welcoming me to the team. I joined Council Office in January with more than five years' experience volunteering for incorporated associations, including the school P&C. I am also currently studying a Bachelor of Laws. As Council's policy officer I provide a range of services including the development of policies, research and advice. Council continues to provide advice and advocate for parents to the Education Directorate on a range of areas. This year some of these have included the Review of School Boards and corresponding Resources, the Safe and Inclusive Schools Working Group, Inclusive Education and; Complaints Handling Procedures and Resources.

Earlier in the year Council received feedback from a number of members about the management of violence and bullying in schools, the handling of complaints and the need for independent review of unresolved complaints. Like many other issues that arise from our members, Council raised these concerns through our regular meetings with the Education Directorate. Council then formed the Parent Support Group on Violence in Schools, where parents can share their experiences and support each other through a sometimes-challenging period. Council will continue to monitor the occurrence of violence in schools through member case studies, which parents and carers are welcome to fill out and send to us. This information will help Council to advocate for improvements to the management of violence in ACT Schools.

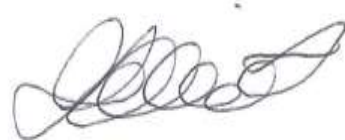
The Minister for Education, Yvette Berry announced the community consultation discussion on the Future of Education. This conversation provided many opportunities for the community to participate in the discussion. Council ran a Future of Education Forum,

where our members could be directly updated on the process by the Education Directorate and provide collective feedback through a Council submission. The forum provided very honest feedback and ideas for the future from our members. Those members who were unable to make it may be pleased to know that the feedback received was consistent with feedback already received by Council. We look forward to sharing our submission on the Future of Education in the ACT with you in the near future.

This year Council has provided key member services to assist P&Cs amending or updating their constitution with our constitution workshop and updated sample constitution which is now available on our website. Council also co-hosted an information evening for our members on the first regulatory reforms to reduce duplication of reporting for P&Cs (incorporated associations) who are registered charities (with the ACNC – Australian Charities and Not for Profits Commission). This is fantastic news for our many P&C volunteers.

Through our policy conference in August, Council has continued to develop policies on the management of repetitive strain injury in schools and a social media policy, designed to assist P&Cs manage social media.

Day to day enquiries from P&Cs to Council include questions regarding meeting procedures, constitutions, employment of staff and fundraising. As a P&C volunteer, I understand the challenges faced by P&Cs and look forward to making it easier for volunteers.



Communication report

Janelle Kennard

Council's communication focus is two-fold: to communicate with our member P&Cs and provide them the information they need to make their role easier; and to voice the views of school parents in public and political arenas. Both roles are central to the work of Council and we take a number of different approaches to fulfil them.

Information for members

Successive member surveys have shown the need to improve our help for P&C treasurers – P&Cs have trouble recruiting people with the necessary skills and treasurers who filled in our surveys have not felt as well supported by Council as other office bearers. To address this, we completely reworked our treasurer resources this year. This was a large undertaking and included a review of relevant services and regulations, drafting new information sheets addressing the unskilled volunteer, and creating simple checklists and new ready-to-use spreadsheet templates.

The resulting Treasurer Handbook and Treasurer handover-note templates have been well received and are available on our website. In the middle of the year, these were further updated to reflect changes to ACT legislation that affected those P&Cs that are also registered charities.

During the year, our regular communications with members have also included a greater focus on providing timely and relevant reminders and information for treasurers. We hope that our next member survey shows our P&C treasurers feel increasingly supported!

In addition to this focus on finances, we continue to produce quality publications for our members – our fortnightly ebulletin ('Council Communicator') and quarterly magazine ('ParentACTion'). We seek to highlight and share relevant school programs, P&C projects, Council updates, changes to Government requirements relating to parent organisations

and other relevant information for the benefit of P&C office bearers.

Social media

Our social media feeds (Facebook and Twitter) are now better integrated with our other communications – one feeds off the other in a way which both strengthens our message and streamlines our workflow. During the year we have also worked to better link our Facebook page to the Facebook presences of our member P&Cs, giving our social communications a boost. We now have over 350 high quality followers on Twitter and nearly 300 through Facebook. I have also recently completed training on using social media to engage members and look forward to further improvements in this area in future.

Media profile

The media continue to regularly seek our input to provide the parents' view on educational issues. This is very pleasing. Responses to our media releases, and follow-up stories from ParentACTion articles, also continue to be good. In the past twelve months Council has been directly quoted more than 35 times in the media. The main issues generating comment were our priorities for the ACT election at the end of last year, school enrolments and capacity, and the need for more volunteers in schools.

Branding

As resources permit, we have been building the Council brand with a suite of co-ordinated promotional materials such as the Council flyer and banner. This year we have worked with a designer to build templates, enabling us to quickly and easily create professional-looking flyers, posters and social media graphics for the events that Council runs, such as this year's Future of Education Forum.



List of main activities

Council's major activities in 2017 were:

- attending regular meetings each term with the ACT Education Minister
- attending regular meetings with senior staff at the ACT Education Directorate (EDU)
- voicing parent views at a broad range of government committees, roundtables and working groups
- letters to EDU and Ministers:
 - about preschool enrolments process and difficulty finding placements
 - calling for review of school autonomy
 - on the storage of P&C funds in school offices
 - about the allocation of public funding to schools
 - feedback on inclusion in schools
- continuing to campaign for disability-awareness training for bus drivers and supervisors
- following up on school crossing supervisor pilot program
- providing submissions on the following topics
 - the food 'Traffic Light' system
 - Healthy Food & Drink Policy and Healthy Options Fundraising Factsheet.
 - School Funding Investment
 - ACT Budget
 - ACTCOSS commitments shortlist
 - review of school board manual
 - Safe and Inclusive Schools
 - suspension, exclusion and transfer of students in ACT
 - handling of complaints in Canberra schools
- providing input on EDU policies
- hosting a Future of Education Forum
- reviewing and amending Council's Policy Document
- issuing nine press releases and fielding questions from the media
- P&C Treasurers' and Insurance Workshop in April, addressed by insurance brokers
- Effective P&C Workshop, run twice in April
- responding to hundreds of phone and email queries and requests for assistance from P&C officer bearers
- completely reworking Treasurers Handbook and creation of new resources and templates for treasurers
- revising and reprinting P&C information books and delegate information packs
- producing fortnightly ebulletins for the information of P&C office bearers
- producing four issues of ParentACTion magazine for schools and stakeholders
- assisting P&Cs to purchase Flexischools online ordering systems for their canteens
- working with ACT Health, Nutrition Australia and the HKA to assist P&C and other school canteens
- distributing the Disabilities Awareness booklets to school parents
- featuring guest speakers of interest to parents at our meetings:
 - Ann Thomson on avoiding RSI and Overuse Injuries in school
 - Jennifer Sexton talked about Mindfulness in Schools
 - Rebecca Bray, Jo Wilson and Penny Bitt from EDU discussed careers, transitions and pathways for our young people
 - Mark Whybrow, EDU's Director of Strategic Finance spoke about school funding
 - Dr Richard Lucas discussed helping young students handle challenges and difficult decisions
 - the CEO of Menslink looked at the support available to students and young men in handling life's problems.

Council internal subcommittee reports

Before & After School Care Program Working Group

Convenor: Terry Sanders

This group works by email and the sharing of common questions and concerns. During the year it facilitated answers to a number of P&C questions about rent charges for their programs, contractual arrangements with their schools, record keeping requirements, employment of staff, and maintenance of their school's facilities used by their programs.

Clothing & Uniform Shop Working Group

Convenor: Terry Sanders

This group also works by email to answer queries from P&Cs. P&Cs with questions email these to the Council office which circulates them to other relevant P&Cs in the Group and invite responses directly to the enquiring P&C. Using this successful communication method, matters addressed this year included using the Flexischools online ordering system in the uniform shop, issues with having preferred suppliers of school uniforms, and which software and accounting systems worked best for uniform shops.

Disability Working Group

Convenor: Kirsty McGovern-Hooley

The Working Group's role is to advise Council on all policy issues and matters relating to students with disabilities in the ACT. The Group continues to review the work of the Education Directorate's Disability Education Reference Group and provides input to Council's regular meetings with the Directorate and the Minister.

Elections Working Group

Convenor: Terry Sanders

This is an ad-hoc group that is formed 12 months before an election to develop our lobbying plan and election priorities. It did not meet this year.

Gifted & Talented Students Working Group

Convenor: Terry Sanders

This group works closely with the ACT Gifted Families Support Group and is primarily concerned with ensuring that our public schools continue to cater for the gifted and talented students in their schools. The group has been concerned that schools have active Gifted Liaison Officers appointed and that these are clearly identified for parents and carers to approach if they have concerns to discuss. The group works by email correspondence only.

Information Technology (IT) Committee

This committee was formed in 2014 primarily to advise Council on the introduction of Bring Your Own Devices (BYOD) to ACT public schools. It has not been active since 2016 but we intend reactivating it in 2018 with the task of reviewing the Education Directorate's IT in Schools Policy and NAPLAN online testing in ACT public schools. Additionally, we will seek the committee's advice on introducing electronic means for Council delegates and P&C officers to participate in meetings and seminars. Anyone interested in joining this committee should contact Terry Sanders in the Council office.

Parent Support Group on Violence in Schools

This new Council working group held its first meeting on 12 June. Its formation followed concerns raised by a number of parents over the previous six months, about the problems facing them when trying to address student violence incidents in their school. The failure of the school and Education Directorate to adequately address the problems was stated as a major reason for parents to remove their child from the school and either transfer them to a different public school or to

a private school. The group considered a number of activities to help parents and carers in such situations and these included:

- developing a template report for parents to provide details to Council
- collating these reports into a portfolio to be shared with interested parents
- providing a confidential forum for parents to discuss their problems and share their experiences
- developing a list of relevant resources and services that may assist parents
- lobbying for an independent appeals authority to handle parents' complaints which are not satisfactorily settled through the EDU complaints system
- reviewing teacher and school training and standards for handling violence in schools.

School Canteen Subcommittee

Convenor: Terry Sanders

There were no meetings of this subcommittee this year but a number of matters were circulated for comment by email. These included changes to the healthy food guidelines, the HKA canteen management manual and healthy food options promotional resources, including the food stickers and posters. A number of P&Cs were also enabled to purchase the Flexischools on line ordering system even though the funding of the program had ended.

Schools and Communities In Partnership (SCIP) Committee

Convenor: Terry Sanders

This committee exists to provide direct support to P&C associations in the form of physical visits to the P&C by both Council officers and staff when invited to visit. During such visits the Council officers and staff can assist in resolving issues facing the P&C, provide briefs on policies and activities, address constitutional issues or any other matter that the P&C may like to raise. This year visits were made to three primary schools and one early childhood school.

Social media and communications committee

Convenor: Janelle Kennard

The committee approved ParentACTION content and Council media releases over the year as well as overseeing Council communication activities.

External committee reports

ACT Safe & Inclusive Schools (SAIS) Project Reference Group

Report: Kirsty McGovern-Hooley

This group was convened by Sexual Health and Family Planning ACT (SHFPACT) to seek advice on the development of the safe and inclusive schools initiative in the ACT. We provided feedback and commentary on the Program Guidelines, Evaluation Framework and Communication Strategy. Given the controversial nature of this program, we paid particular attention to ensuring that parents are informed clearly about the goals and objects of the program. Council will be assisting SHFPACT to ensure that parents have access to the program's communication materials via our website and other communication activities.

ACT Schools Animal Ethics Group

This committee looks at the standard of care and welfare of all animals housed in or belonging to ACT public schools. It conducts up to eight inspection visits to schools each year and reviews against a set of basic standards for animals in ACT schools. Council has one representative on this committee. Richard Lucas recently replaced Viv Pearce as Council's representative.

Links with ACT Council of Social Service (ACTCOSS)

Representative: Viv Pearce

Council has maintained a productive relationship with ACTCOSS over the past year. We have provided feedback on issues of mutual concern, provided input into budget and education policy and have liaised with ACTCOSS on the Future of Education. Additionally, the conference in August was a good networking opportunity to talk to other NGOs.

Australian Council of School State Organisations (ACSSO)

Representative: John Haydon

Council is a member of the Australian Council of State School Organisations (ACSSO) which represents the interests of the families and communities of more than two million children attending government schools in Australia.

ACSSO played a big role in influencing the Federal government's 2017 wide ranging changes to school funding. ACSSO developed the 'Fair, Simple and Transparent' mantra on its approach to funding issues and lobbied within the Federal bureaucracy and amongst the Minister's senior advisors for the adoption of such an approach. Funding, and ensuring that a needs-based approach was taken, was the main issue considered by ACSSO in 2017, and it was indeed a nationally prominent issue attracting widespread media commentary. While the issue will never be fully resolved, it is not likely to be of such prominence in 2018 which will allow ACSSO to re-focus on a myriad of other schooling matters. Most of Australia's public school parent bodies are represented on ACSSO; the views of parents are sought through general meetings, and indeed through the views of parents who form the executive committees of the various parent bodies.

BSSS

Representative: Adam Miller

The ACT Board of Senior Secondary Studies is a statutory authority responsible for the certification of senior secondary school studies in government and non-government schools in the ACT. The Council is still waiting for the Minister's approval to appoint Adam as representative to the BSSS board.

BSSS – Curriculum Advisory Committee

Representative: Xioyan Lu

Xioyan attended a number of meetings representing Council to provide a voice for parents, including providing input on consultations regarding the future of education in the ACT.

BSSS – Vocational Education Sub Committee

Representative: Adam Miller

The major activity over the past year has been the consolidation of Education Directorate's RTOs by cluster.

Canteen Collaborative Working Group

Representative: Janelle Kennard

This group brings together government and non-government organisations to work together to assist schools and canteens to provide healthy and sustainable food services. This year the group commented on a draft Canteen Business Manual which we hope will be available to assist school canteens very soon. The members of the group also presented Canteen Connect – an event to inspire and help canteen managers, staff and volunteers.

The group also advised on, and benefitted from, an ACT Health project to develop key messages and materials to help promote healthy canteen options within the school community. Parent feedback, sought by Council, on the use of the food 'traffic light' system in schools and how P&Cs might use promotional materials was also provided to the group. Council involvement in this group also allows us to hear what each organisation is doing to assist canteens and incorporate this information into Council publications so that P&Cs running canteens can make full use of the available assistance.

Child Protection Policy Review Advisory Group

Representative: John Haydon

This committee was formed because it is a few years since the Child Protection and Reporting Child Abuse and Neglect policy and guidelines were reviewed so it is time they were re-considered. Parent input is provided by the participation of Council.

There will be a change of intent of the policy. Currently it is mainly focused on reporting abuse observed, but the reviewed policy and guidelines will aim to introduce measures to improve the wellbeing of children. A major aspect will be training teachers, because many know how to report abuse but not further steps towards mitigating the damage caused by abuse.

There is an espoused wish to do things 'with' families in this space rather than do things 'to' them.

The draft terms of reference for the group include specific reference to ATSI people but there is no reference to multicultural groups so Companion House or a similar body will be invited into the group with the aim of remedying that issue.

Disability Education Reference Group (DERG)

The Disability Education Reference Group met throughout the year to provide information, input and feedback into disability education in ACT public schools. Council representatives (Kirsty McGovern-Hooley, Sharon Ding and Viv Pearce) provided considered advice on disability education in ACT public schools including disability support units, the model of student resource allocation which was under review, special needs transport and the NDIS (National Disability Insurance Scheme). Council continued to support the on-going implementation of recommendations of the

Schools for All Review in every ACT public school.

Furthermore, Council has provided key advice to the working group on issues such as the need for ACT public preschools to work with NDIS providers to identify students requiring support, the difficulties experienced in seeking to repeat preschool students due to disability, the level of variation in practices across ACT schools for disability students, and the disparity between school leaders and parent and carer feedback.

At all times, Council continues to advocate for inclusive education, as outlined in the *United Nations Convention on the Rights of Persons with Disabilities (Article 24)*. Council is committed to ensuring every ACT public student is supported to access and engage with high quality learning and be an active participant in their school community.

Healthy Schools Network

Representative: Xiaoyan Lu

This collaboration between around 30 local not-for-profit groups working in the area of student health and wellbeing provides a 'one stop shop' for school health information and resources for teachers, students and parents. Through our work in the Network, we have added a parent focus, so that parents and teachers can be on the same page about health issues in schools, from being Sunsmart to handling asthma and diabetes.

Preschool Consultative committee

Representative: Vacant

This committee is chaired by the Education Directorate and looks at the provision of information to parents about options for preschooling in the ACT.

Safe Schools Roundtable

Representative: John Haydon

Under its terms of reference this 'roundtable' is limited to providing advice to the Minister on

achieving the National Safe Schools Framework (NSSF) vision that '*All Australian schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing*'. Council has twice raised at the roundtable that a key concern for parents was road and school crossing safety around schools, but this is apparently outside of the scope of the NSSF.

Currently parents are asked to complete a school climate survey and a separate school satisfaction survey. It is proposed to merge the two surveys to deal with 'survey fatigue'. At some schools the response rate is so low as to make any conclusions highly questionable. Council has suggested simple surveys with more effort put into obtaining a response. This has been successfully trialled at one school.

The roundtable considers the issue of racism in schools and discrimination against same-sex attracted, transsexual and intersex students which, while it has significantly improved over the last 10 years, there is still a way to go.

Parent input is provided by the Council representative and the equivalent private school parent organisations.

School Transport Liaison Committee (STLC)

Representative: Vivienne Pearce

This group is a forum for concerns about Transport Canberra bus services for school students. The Committee is chaired by Transport Canberra (Formerly ACTION buses) and includes stakeholders from ACT public, catholic and independent schools and their respective peak parent organisations. The Committee is advised in advance of school bus route changes but has no decision-making power in respect of school buses.

The STLC remains a valuable place for parent and carer views to be represented to Transport Canberra as it makes decisions over the allocation of its limited bus resources. This year

Council provided input on disability awareness training for bus drivers and the trial of school crossing supervisors. We also expressed parents' concerns about the impact of the light rail on student movements in to and out of the inner city area and the impact of light rail users parking cars in already overcrowded car parks near light rail terminals.

Suspension, Exclusion and Transfer Policy Review Advisory Group

Report: Kirsty McGovern-Hooley

This group has been convened to review and provide advice on the proposed changes to the Education Directorate's policy on Suspension, Exclusion and Transfers, as one of the key projects under the Schools for All Initiative. The group has conducted the first two phases of meetings and we have provided advice and commentary on the proposed changes to the policy, with particular attention to fair due process, clear communication with parents, the Safe Schools Policy and the implementation of the Positive Behaviour for Learning Program. The policy review is due to go to the broader community for consultation, before we reconvene later in 2017.

Council Executive

Executive Committee

President	John Haydon	Lyneham High School
Vice President	Kirsty McGovern-Hooley	Farrer Primary School
Secretary	Cecilia Shlegel	Bonython Primary School
Treasurer	Adam Miller	Mount Stromlo High School
Committee Members	Andrew Bidwell Joanne Forster Sharon Ding Xiaoyan Lu Vivienne Pearce	Florey Primary School Chapman Primary School, Mount Stromlo High School Weetangera Primary School Aranda Primary School Lake Ginninderra College
Co-opted Members	Joan Kellett (Deceased June 2017) Graeme Evans	Turner Primary School Lake Ginninderra College

Council Life Members

Grant Battersby
Pam Cahir
Trevor Cobbold
Joan Kellett (deceased June 2017)
Ian Morgan
Richard Scherer
Graeme Evans

Council representatives

ACT Safe & Inclusive Schools Project Reference Group	Kirsty McGovern-Hooley
ACT Council of Social Services (ACTCOSS)	Vivienne Pearce
ACT Curriculum Advisory Group	Xiaoyan Lu
ACT Schools' Animal Ethics Committee	Richard Lucas
Australian Council of State School Organisations (ACSSO)	John Haydon
Board of Senior Secondary Studies & 4 committees	Adam Miller Xiaoyan Lu Terri Reichman
Canteen Collaborative working Group	Janelle Kennard
Careers Transitions Advisory Framework	Vacant
Child Protection Policy Review Advisory Group	John Haydon
College Appeals Review Committee	Vacant
Disability Education Reference Group	Kirsty McGovern-Hooley Viv Pearce Sharon Ding
EALD/Literacy and Numeracy Reference Group	Xiaoyan Lu
Healthy Kids Association Board	Xiaoyan Lu
Healthy Schools Network	Xiaoyan Lu
Preschool Consultative Committee	Vacant
Safe Schools Roundtable	John Haydon
School Transport Liaison Committee	Vivienne Pearce,
Suspension, Exclusion & Transfer Policy Review Advisory Group	Kirsty McGovern-Hooley
School Sports ACT	Adam Miller

Financial statements and auditor's report

ACT Council of Parents and Citizens Association

ABN: 53 870 517 949

Financial Statements for the year ended 30 June 2017

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Committee's report

Committee Members

The committee members submit the financial report of the Association for the financial year ended 30 June 2017.

1. General information

Committee members

The names of committee members throughout the year and at the date of this report are:

John Haydon	President
Kirsty McGovern Hooley	Vice President
Amanda Bichard	Vice President & Treasurer resigned 14 Feb 17
Vivienne Pearce	Past President
Cecilia Shlegel	Secretary
Adam Miller	Member (& Treasurer 15 Feb)
Andrew Bidwell	Member
Sharon Ding	Member
Xiaoyan Lu	Member
Jo Forster	Member
Joan Kellett	Member
Graeme Evans	Member
Terry L Sanders	Executive Officer

Significant changes

No significant change in the nature of these activities occurred during the year.

2. Operating results

The profit of the Association for the financial year amounted to \$ 10,703(2016: \$ 9,180).

Events after the reporting date

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

Indemnification and insurance of officers and auditors

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of ACT Council of Parents & Citizens Association.

Signed in accordance with a resolution of the Members of the Committee:

Committee member: .



Committee member:



Dated this August 22, 2017

Statement of Profit or Loss and Other Comprehensive Income

For the year ended 30 June 2017

		2017	2016
	Note	\$	\$
Grant income	4	123,905	209,543
Affiliation Fees	4	39,814	33,884
Other income	4	10,623	10,114
Occupancy costs		(9,168)	(9,223)
Administrative expenses		(154,471)	(139,969)
Canteen implementation grant expense		-	(95,169)
Profit for the year		10,703	9,180
Other comprehensive income		-	-
Total comprehensive income for the year		10,703	9,180

Statement of Financial Position

As at 30 June 2017

	Note	2017 \$	2016 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	5	238,011	223,603
Other assets	8	5,126	-
TOTAL CURRENT ASSETS		<u>243,137</u>	<u>223,603</u>
NON-CURRENT ASSETS			
Property, plant and equipment	7	3,317	4,812
TOTAL NON-CURRENT ASSETS		<u>3,317</u>	<u>4,812</u>
TOTAL ASSETS		<u>246,454</u>	<u>228,415</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	9	13,392	7,612
TOTAL CURRENT LIABILITIES		<u>13,392</u>	<u>7,612</u>
NON-CURRENT LIABILITIES			
Employee benefits	10	6,156	4,600
TOTAL NON-CURRENT LIABILITIES		<u>6,156</u>	<u>4,600</u>
TOTAL LIABILITIES		<u>19,548</u>	<u>12,212</u>
NET ASSETS		<u>226,906</u>	<u>216,203</u>
EQUITY			
Retained earnings		<u>226,906</u>	<u>216,203</u>
TOTAL EQUITY		<u>226,906</u>	<u>216,203</u>

Statement of Changes in Equity

For the Year Ended 30 June 2017

2017

	Retained Earnings \$	Total \$
Balance at 1 July 2016	216,203	216,203
Profit attributable to members of the entity	10,703	10,703
Balance at 30 June 2017	226,906	226,906

2016

	Retained Earnings \$	Total \$
Balance at 1 July 2015	207,023	207,023
Profit attributable to members of the entity	9,180	9,180
Balance at 30 June 2016	216,203	216,203

Statement of Cash Flows

For the Year Ended 30 June 2017

	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	183,785	175,524
Payments to suppliers and employees	(174,578)	(255,951)
Interest received	5,201	5,678
Net cash provided by operating activities	14,408	(74,749)
	14	
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	-	(5,434)
Net cash (used in) investing activities	-	(5,434)
Net increase/(decrease) in cash and cash equivalents held	14,408	(80,183)
Cash and cash equivalents at beginning of year	223,603	303,786
Cash and cash equivalents at end of financial year	5	238,011

Notes to the Financial Statements

For the Year Ended 30 June 2017

The financial statements cover ACT Council of Parents & Citizens Association as an individual entity. ACT Council of Parents & Citizens Association is a not-for-profit Association incorporated in the Australian Capital Territory under the *Associations Incorporation Act (ACT) 1991* ('the Act').

The functional and presentation currency of ACT Council of Parents & Citizens Association is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

The financial statements are general purpose financial statements that have been prepared in accordance with the Australian Charities and Not-for-profits Commission Act 2012 and Australian Accounting Standards and Interpretations of the Australian Accounting Board.

The financial statements, except for the cash flow information, have been prepared on an accrual basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities. The amounts presented in the financial statements have been rounded to the nearest dollar

2 Summary of Significant Accounting Policies

(a) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(b) Revenue and other income

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the Association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

Grant revenue

Grant revenue is recognised in the statement of profit or loss and other comprehensive income when the entity obtains control of the grant, it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

Other income

Other income is recognised on an accruals basis when the Association is entitled to it.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the statement of financial position.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Plant and equipment

Each class of plant and equipment is carried at cost less, where applicable, any accumulated depreciation and impairment.

Depreciation

Property, plant and equipment, excluding leasehold land, is depreciated on a straight-line basis over the assets useful life to the Association, commencing when the asset is ready for use.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Office Equipment	27.5%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(e) Financial instruments

Financial instruments are recognised initially using trade date accounting, i.e. on the date that the Association becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

Financial Assets

Financial assets are divided into the following categories which are described in detail below:

- loans and receivables;
- held-to-maturity investments.

Financial assets are assigned to the different categories on initial recognition, depending on the characteristics of the instrument and its purpose. A financial instrument's category is relevant to the way it is measured and whether any resulting income and expenses are recognised in profit or loss or in other comprehensive income.

All income and expenses relating to financial assets are recognised in the statement of profit or loss and other comprehensive income in the 'finance income' or 'finance costs' line item respectively

Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They arise principally through the provision of goods and services to customers but also incorporate other types of contractual monetary assets.

After initial recognition these are measured at amortised cost using the effective interest method, less provision for impairment. Any change in their value is recognised in profit or loss.

The Association's trade and other receivables fall into this category of financial instruments.

The amount of the impairment is the difference between the net carrying amount and the present value of the future expected cash flows associated with the impaired receivable.

Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturity. Investments are classified as held-to-maturity if it is the intention of the Association's management to hold them until maturity.

Held-to-maturity investments are subsequently measured at amortised cost using the effective interest method, with revenue recognised on an effective yield basis. In addition, if there is objective evidence that the investment has been impaired, the financial asset is measured at the present value of estimated cash flows. Any changes to the carrying amount of the investment are recognised in profit or loss.

Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities depending on the purpose for which the liability was acquired.

The Association's financial liabilities include trade and other payables which are measured at amortised cost using the effective interest rate method.

Impairment of financial assets

At the end of the reporting period the Association assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired.

(f) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(g) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

(h) New Accounting Standards and Interpretations

The AASB has issued new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods. The Association has decided not to early adopt these Standards. The following table summarises those future requirements, and their impact on the Association where the standard is relevant:

Standard Name	Effective date for entity	Requirements	Impact
AASB 9: Financial Instruments and associated Amending Standards	1 January 2018	This Standard includes revised requirements for the classification and measurement of financial instruments and revised recognition and derecognition requirements for financial instruments.	It is impracticable at this stage to provide a reasonable estimate of impact.
AASB 16: Leases	1 January 2019	When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117	It is impracticable at this stage to provide a reasonable estimate of impact.
AASB 1058: Income of Not-for-Profit Entities	1 January 2019	This Standard is applicable to transactions that do not arise from enforceable contracts with customers involving performance obligations. The significant accounting requirements of AASB 1058 are ; Income arising from an excess of the initial carrying amount of an asset over the related contributions by owners, increases in liabilities, decreases in assets and revenue should be immediately recognised in profit or loss and Liabilities should be recognised for the excess of the initial carrying amount of a financial asset (received in a transfer to enable the entity to acquire or construct a recognisable non-financial asset that is to be controlled by the entity) over any related amounts recognised in accordance with the applicable Standards.	It is impracticable at this stage to provide a reasonable estimate of impact.

3 Critical Accounting Estimates and Judgments

The committee members make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - impairment of plant and equipment

The Association assesses impairment at the end of each reporting period by evaluating conditions specific to the Association that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

Key judgments

Employee benefits

For the purpose of measurement, AASB 119: Employee Benefits defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service. The company expects most employees will take their annual leave entitlements within 24 months of the reporting period in which they were earned, but this will not have a material impact on the amounts recognised in respect of obligations for employees' leave entitlements

4 Revenue and Other Income

Revenue from continuing operations

	2017	2016
	\$	\$
Grant received		
- Grant-ACT education division	123,905	119,551
- Canteen improvement grant	-	89,992
	<u>123,905</u>	<u>209,543</u>
Affiliation fees		
- High schools & colleges	11,091	9,633
- Primary schools	24,716	20,956
- Pre schools	3,935	3,195
- Special schools	72	100
	<u>39,814</u>	<u>33,884</u>
Other revenue		
- Interest received	7,072	5,678
- Insurance commission	2,670	2,688
- Youth transition project	-	1,362
- ParentAction advertising	712	386
- Other income	169	-
	<u>10,623</u>	<u>10,114</u>
Total Revenue	<u><u>174,342</u></u>	<u><u>253,541</u></u>

5 Cash and Cash Equivalents

	2017	2016
	\$	\$
Cash at bank and in hand	58,025	52,349
Short-term deposits	179,986	171,254
	<u>238,011</u>	<u>223,603</u>

6 Trade and Other Receivables

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

7 Plant and equipment

	2017	2016
	\$	\$
Office equipment		
At cost	28,162	28,162
Accumulated depreciation	(24,845)	(23,350)
Total plant and equipment	<u>3,317</u>	<u>4,812</u>

(a) Movements in carrying amounts of property, plant and equipment

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Office Equipment \$	Total \$
Year ended 30 June 2017		
Balance at the beginning of year	4,812	4,812
Depreciation expense	(1,495)	(1,495)
Balance at the end of the year	<u>3,317</u>	<u>3,317</u>
	Office Equipment \$	Total \$
Year ended 30 June 2016		
Balance at the beginning of year	-	-
Additions	5,434	5,434
Depreciation expense	(622)	(622)
Balance at the end of the year	<u>4,812</u>	<u>4,812</u>

8 Other Assets

	2017	2016
	\$	\$
Prepayments	3,254	-
Accrued income	1,872	-
	<u>5,126</u>	<u>-</u>

9 Trade and Other Payables

	2017	2016
	\$	\$
GST payable	2,111	1,337
Other payables	11,281	6,275
	<u>13,392</u>	<u>7,612</u>

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying amounts are considered to be a reasonable approximation of fair value.

10 Employee Benefits

	2017	2016
	\$	\$
Non-current liabilities		
Long service leave	6,156	4,600
	<u>6,156</u>	<u>4,600</u>

11 Financial Risk Management

The Association is exposed to a variety of financial risks through its use of financial instruments.

The Association's overall risk management plan seeks to minimise potential adverse effects due to the unpredictability of financial markets.

The Association does not speculate in financial assets.

The most significant financial risks to which the Association is exposed to are described below:

Specific risks

- Liquidity risk
- Credit risk
- Market risk - interest rate risk

Financial instruments used

The principal categories of financial instrument used by the Association are:

- Trade receivables
- Cash & cash equivalent
- Trade and other payables

Liquidity risk

Liquidity risk arises from the Association's management of working capital and the finance charges and principal repayments on its debt instruments. It is the risk that the Association will encounter difficulty in meeting its financial obligations as they fall due.

The Association's policy is to ensure that it will always have sufficient cash to allow it to meet its liabilities as and when they fall due. The Association maintains cash and marketable securities to meet its liquidity requirements for up to 30-day periods. Funding for long-term liquidity needs is additionally secured by an adequate amount of committed credit facilities and the ability to sell long-term financial assets.

Liquidity needs are monitored in various time bands, on a day-to-day and week-to-week basis, as well as on the basis of a rolling 30-day projection. Long-term liquidity needs for a 180-day and a 360-day period are identified monthly.

At the reporting date, these reports indicate that the Association expected to have sufficient liquid resources to meet its obligations under all reasonably expected circumstances and will not need to draw down any of the financing facilities.

Credit risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in a financial loss

to the Association.

Credit risk arises from cash and cash equivalents and deposits with banks and financial institutions, as well as credit exposure to customers, including outstanding receivables and committed transactions.

The Committee of Management receives monthly reports summarising the turnover, trade receivables balance and aging profile of each of the key customers.

Management considers that all the financial assets that are not impaired for each of the reporting dates under review are of good credit quality, including those that are past due.

The Association has no significant concentration of credit risk with respect to any single counterparty or group of counterparties.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices.

(i) Interest rate risk

Exposure to interest rate risk arises on financial assets and financial liabilities recognised at the end of the reporting period whereby a future change in interest rates will affect future cash flows or the fair value of fixed rate financial instruments. The company is also exposed to earnings volatility on floating rate instruments.

The financial instruments that expose the company to interest rate risk are limited to held-to-maturity investments and cash on hand.

The Association manages interest rate risk by ensuring that, whenever possible, payables are paid within any pre-agreed credit terms.

12 Auditors' Remuneration

	2017 \$	2016 \$
Remuneration of the auditor, Hardwickes Chartered Accountants for:		
- auditing or reviewing the financial statements	1,275	1,250
Total	1,275	1,250

13 Contingencies

In the opinion of the Committee of Management, the Association did not have any contingencies at 30 June 2017 (30 June 2016:None).

14 Cash Flow Information

(a) Reconciliation of result for the year to cashflows from operating activities

Reconciliation of net income to net cash provided by operating activities:

	2017 \$	2016 \$
Profit for the year	10,703	9,180
Non-cash flows in profit:		
- depreciation	1,494	622
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(1,872)	-
- (increase)/decrease in prepayments	(3,254)	-
- increase/(decrease) in income in advance	-	(87,992)
- increase/(decrease) in trade and other payables	5,781	2,725
- increase/(decrease) in employee benefits	1,556	716
Cashflows from operations	14,408	(74,749)

15 Events after the end of the Reporting Period

The financial report was authorised for issue by the Committee of Management.

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

16 Statutory Information

The registered office of the association is:

ACT Council of Parents & Citizens Association
100 Maitland St
Hackett ACT 2602.

Responsible Persons' Declaration

The responsible persons declare that in the responsible persons' opinion:

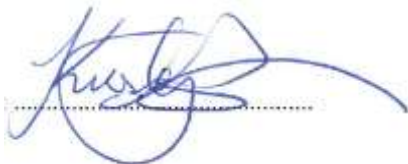
- there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Responsible person .



Responsible person



Dated this 22nd day of August 2017

ACT Council of Parents & Citizens Association

Independent Audit Report to the members of ACT Council of Parents & Citizens Association

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of ACT Council of Parents & Citizens Association (the Association), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the declaration by those charged with governance.

In our opinion, the accompanying financial report presents fairly, in all material respects, including:

- (i) giving a true and fair view of the Association's financial position as at 30 June 2017 and of its financial performance and its cash flows for the year ended, and
- (ii) complying with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with the auditor independence requirements of Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act (ACT) 1991, and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the management with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the management, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Hardwicks
Chartered Accountants



Robert Johnson
Partner

22 Aug 2017

Canberra



ACT Council of Parents & Citizens Associations

The parent voice on public education

**The ACT Council of Parents and Citizens Associations Inc. is the representative body
for Parent and Citizen Associations in the ACT.**

Council represents over 60,000 parents and carers in 85 ACT public schools.