

Section Eleven

Acronyms, Glossary and

Where to for more information and help?

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Acronyms

ABN	Australian Business Number
AGM	Annual General Meeting
AOP	Annual Operational Plan
ATO	Australian Taxation Office
BAS	Business Activity Statement
CPI	Consumer Price Index
CPO	Community Participation Officer
ACSEA	Australian Childrens' Services Employers Association
DGR	Deductible Gift Recipient
EPPR	Education Policy and Procedure Register
EDQUIP	Education Qld Register of School Equipment
EDS	Executive Director – Schools
EQ	Education Queensland
GCBF	Gambling Community Benefit Fund
GST	Goods and Services Tax
IAS	Instalment Activity Statement
IR	Industrial Relations
IT	Information Technology
ITEC	Income Tax Exempt Charity
LAP	Learning Assistance Program
NPSE	Non-Profit Sub-Entity
OSHC	Outside School Hours Care/School Age Care
P&C	Parents and Citizens Association
P-12	Prep to year 12
PA	Public Address System (Loud Speaker)
PAYG	Pay as You Go
QAST	Queensland Association of School Tuckshops
QCAN	Queensland Children's Activities Network
QCOSS	Queensland Council of Social Services
QCPCA	Queensland Council of Parents and Citizens Associations
QRTSA	Queensland Retail Traders and Shopkeepers Association
QSE-2010	Queensland State Education – 2010
RE	Religious Education
SAROP	School Annual Report and Operational Plan
SIAF	School Improvement and Accountability Framework
TPA	Trade Practices Act



Glossary of Terms

Agenda – the list prepared to assist with the order of business at a P&C meeting.

Award – P&C and Other Associations Retail Award, which replaces the industrial agreement that covers P&C Retail employees.

Budget – a list of the anticipated income and expenses for a financial year based on prior information and proposed plans for the future.

Community Use of School Facilities – Facilities on School Premises that have been allocated for use by other members of the general community outside the school community (ie students and staff)

Constitution – The set of rules approved by a P&C Association in line with the Education (General Provisions) Act 1989. A model constitution is provided by Education Queensland to assist P&C Associations with this mandatory task. The P&C Constitution must be approved and so stamped by Education Queensland before it acted upon.

Corporate Governance - Corporate Governance is a term used to describe the way in which associations conduct their business understanding all their legal, financial and ethical obligations.

Correspondence – all electronic and hardcopy information provided to the P&C Association or sent by the P&C Association.

Employee – A person employed by a P&C Association for an hourly rate of pay. These staff can be employed on a full time, part time or casual basis.

Employer – The P&C is the employer of Association staff. The Officers of the P&C Association are responsible for ensuring all staffing obligations are met.

Employer Association – an organisation that acts as an employer union, P&C Associations who employ are commended to join an employer association for the advice and support that can be given in dealing with employment issues.

En bloc – as a whole.

Executive – the Officers of the P&C Association or Subcommittee who are noted in the minutes of the association as per the P&C Constitution.

Fiduciary – bound to act for another's benefit in a relationship of trust.



Insurance – a protection for P&C Associations in the areas of Personal Accident, Property and Public Liability.

Legislation – The law set down by State and Federal Governments.

Members – P&C members are those who have attended a meeting of the P&C and applied for membership, been accepted and placed on the Membership Register for that Financial year. Life members are nominated and approved for meritorious service to the P&C over a period of years, once approved Life members no longer need to apply for membership annually.

Minutes – the record of the meeting as taken by the Secretary and approved as true and correct by the P&C members at the next meeting.

Policy – an outline of the process to ensure specific requirements are met. By-laws are policy instructions for committees or subcommittees to allow consistent operation year after year.

Sotto voce – means “in a low tone not meant to be overheard”. Used in this manual to describe side conversations in a meeting that can be disruptive to the main debate.

Subcommittee – a sub group of members of the P&C who work within a small areas of the P&C business to reduce the stress on the main P&C Executive and members.

Volunteer – a person who gives freely of their time to assist the school or the P&C in their activities.

WorkCover – Government Agency set up to manage the compulsory personal accident insurance for employees of the P&C. This is a separate premium to the voluntary workers



Where to Go for More Information and Help

QCPCA
PO Box 67
KELVIN GROVE QLD 4059
Ph 3352 3900
Fax 3352 3911
Email: qcPCA@qcPCA.org.au
Web: www.qcPCA.org.au

QCPCA Regional Councils
The contacts for the 11 Regional Councils of QCPCA can be found at:-
www.qcPCA.org.au click on 'Contact Us'.

Insurance

Marsh Pty Ltd, QCPCA Claims Unit
GPO Box 2743, Brisbane Qld 4001
Phone (07) 3115 4555 (between 9.00am and 4.00pm)
Fax (07) 3115 4500
Riverside Centre
123 Eagle Street
Brisbane Qld 4000

Working with Children Suitability Check (Blue Cards)

Commission for Children and Young People and Child Guardian
PO Box 12671
BRISBANE GEORGE STREET QLD 4003
Ph 3247 5525
Freecall 1800 688 275
Fax 3247 5507
Website: <http://www.ccypcg.qld.gov.au/index.html>

Tuckshop

QAST
347 Old Cleveland Road
Coorparoo Qld 4151
Phone 07 3324 1511



Fax 07 3847 8655

Web: www.qast.org.au

Email: qast@tpg.com.au

School Age Care

QCAN

Unit 4, 39 Elgin Street Alderley

Postal Address - PO Box 340, Alderley, 4051

Phone 07 3352 3499

Fax 07 3352 3288

Freecall 1800 809 859

Web: www.qcan.org.au

Email: help@qcan.org.au

Employee Unions (Industrial Relations matters)

ACSEA

Rockton

Suite 11/40 Jeays Street

BOWEN HILLS QLD 4006

Ph 3852 5177

Fax 3852 5188

Web: www.ACSEA.org

Email: pandcsupport@ACSEA.org

QRTSA

Unit 3, 321 Kelvin Grove Road, Kelvin Grove

Postal Address - PO Box 105, Kelvin Grove BC Qld 4059

Phone 07 3352 6088

Fax 07 3352 5623

Free Call 1800 773 370

Web: www.qrtsa.com.au

Email: qrtsa@qrtsa.com.au

Industrial Relations

PO Box 820, Lutwyche Qld 4030

Phone 1300 369 945

Fax (07) 3872 0519

Recorded Information Service

1300 369 945 (Brisbane Metropolitan Callers)

(07) 3872 0550 (Interstate Callers)

13 14 50 (Interpreter Service)

1900 939 262 (All Districts of Queensland, excluding Brisbane)

Web: <http://www.dir.qld.gov.au/industrial/index.htm>



Queensland Health Promotion Unit

GPO Box 48, Brisbane Qld 4001

Phone 07 3234 0593

Fax 07 3220 0708

Queensland Health Public Health Units

Located at the following sites can assist with all your enquiries on health matters

Brisbane Northside	3250 8509	Mackay	4968 6611
Brisbane Southside	3000 9148	Redcliffe	3883 7300
Bundaberg	4150 2780	Rockhampton	4920 6896
Cairns	4050 3600	South (Gold) Coast	55097222
Charleville	4456 8100	Sunshine Coast	5409 6600
Hervey Bay	4197 7277	Thursday Island	4069 0422
Ipswich	3810 1500	Toowoomba	4631 9888
Longreach	4658 0859	Townsville	4750 4000
Mt Isa	4744 4404		

Swimming Queensland

Phone: 3390 2011

Fax: 3390 2887

Email: admin.qsa@qld.swimming.org.au

Post: PO Box 1279

Capalaba BC Qld 4157

Street Address: VIP Entry, Sports Road
Sleeman Sports Centre
Cnr Old Cleveland & Tilley Roads
Chandler Qld 4155

Education Queensland Regional and District Offices

Contact numbers for Executive Director Schools (EDS), Senior Finance Officers (SFO) and Community Participation Officers (CPO) in your region can be located at www.education.qld.gov.au under directories.

