



PROTOCOLS & PROCESSES

Community Resource Database

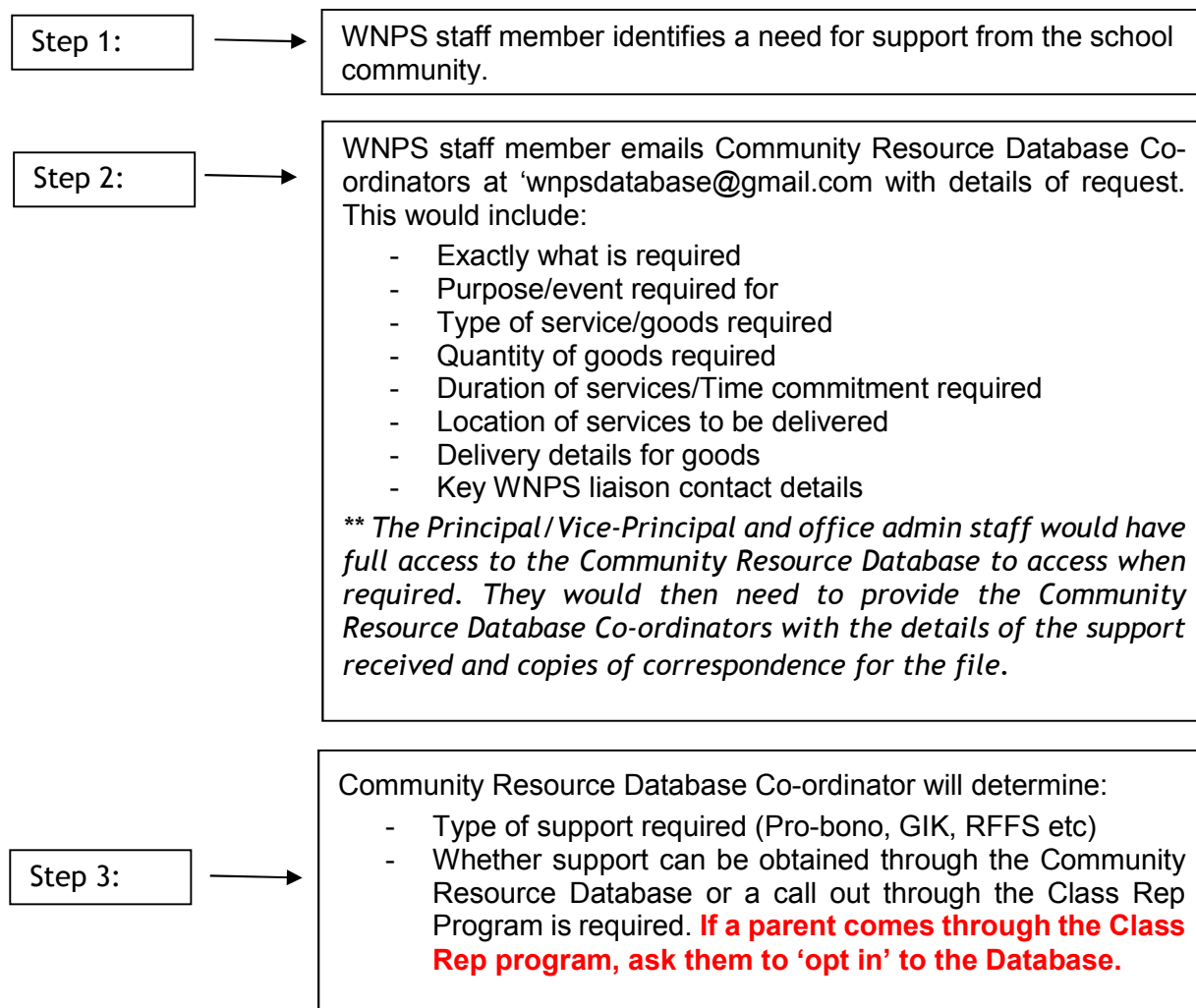
2016

Documentation developed for all stakeholders outlining relevant processes and protocols

The following documentation has been developed to ensure all parties are aware of the relevant processes and protocols that need to be followed:

For WNPS staff seeking support	Program overview & process flowchart
WNPS Event Committees	Program overview, process flowchart and data collection template
Parents/Community Members	Program overview and data collection template
Community Database Co-ordinators	Program handbook

Processes and Protocols – WNPS staff seeking support from the Community Database



Step 4:

Depending on type and level of support, either the Community Resource Database Co-ordinators or the Principal/Vice-Principal will approach contacts to seek support. Ongoing liaison to secure support and determine value to school. Written acknowledgment of offer to be provided to parent/contact.

Step 5:

Parent/contact to provide a written acceptance of the terms provided.

PROBONO

No cost – professional services

- To ensure that services offered fully meet the schools' needs, contacts to be provided with a written Brief outlining:
 - Exactly what is required
 - Purpose/program required for
 - Type of service required
 - Duration of services/Time commitment required
 - Location of services to be delivered
 - Key WNPS liaison contact details
 - Community Resource Database Program manual which outlines all processes and protocols.

RFFS

Reduced fee for goods or services

- The 'Finance manual for Victorian Government Schools' (*Department of Education and Early Childhood Development*) states that, 'A school council may purchase directly from any source of supply when it is to the best advantage of the school'.
- To ensure that goods or services offered fully meet the schools' needs, contacts to be provided with a written Brief outlining:
 - Exactly what is required
 - Purpose/program required for
 - Type of service/goods required
 - Quantity of goods required
 - Duration of services/Time commitment required
 - Location of services to be delivered
 - Delivery details for goods
 - Key WNPS liaison contact details
 - Community Resource Database Program manual which outlines all processes and protocols.
 - For parents/contacts offering goods or services on a fee for service basis, a clear and articulated quoting and approval process, with clear parameters, will be provided. This document would include:
 - Statement of Purpose
 - Quoting process and requirements
 - Approval process
 - Record keeping requirements
 - Privacy statement
 - Acknowledgment as negotiated.

GIK

Goods at no cost

- To ensure that goods fully meet the schools' needs, contacts to be provided with a Brief outlining:
 - Exactly what is required
 - Purpose/program required for

	<ul style="list-style-type: none"> - Type of goods - Quantity of goods - Delivery date and details - Key WNPS liaison contact details <ul style="list-style-type: none"> • Contacts provided with guidelines outlining all program processes and protocols.
<p>\$SPONSOR Sponsorship \$</p>	<p>As outlined in the WNPS Sponsorship & Advertising Policy, the Principal/Vice-Principal will be responsible for investigating and negotiating all potential sponsorship arrangements on behalf of the Community Engagement Committee and School Council, in line with the aims and principles outlined in the Policy.</p> <p>The Principal/Vice-Principal is able to endorse sponsorship and advertising proposals up to the value of \$2,000 without referring them to the Community Engagement Committee or School Council, unless there are particular aspects of the proposal which the Principal/Assistant Principal believes requires School Council consideration (i.e. conflict of interest etc).</p> <p>For sponsorship or advertising proposals over \$2,000, the Principal/Vice-Principal will make a recommendation to School Council via the Community Engagement Committee, including a detailed outline of the proposal.</p> <p>The Sponsorship Policy guidelines and protocols are to be followed when seeking and securing sponsorship funds.</p>
<p>DONATION Donation of untagged \$</p>	<p>Any unsolicited donations or general donations towards events or programs are to be treated as follows:</p> <ul style="list-style-type: none"> - Funds provided to WNPS office for processing - WNPS tax receipt and thank you letter to be issued - Certificate of Appreciation to be provided where relevant.

Reduced 'Fee for Service' – Quoting Process

If the item is...	Then the process is...
Less than or equal to \$2,500 (GST inclusive)	One written quote required. Second quote can be sought if needed.
Greater than \$2,500 and equal to \$25,000 (GST inclusive)	Two quotes required. A detailed description of the goods or services for which quotation is for, quotation, costs and delivery details, together with the name of the person giving the quote and the date given for supply.
Greater than \$25,000 and equal to \$150,000 (GST inclusive)	A minimum of 3 written quotes. A detailed description of the goods or services for which quotation is for, quotation, costs and delivery details, together with the name of the person giving the quote and the date given for supply.
Greater than \$150,000 (GST inclusive)	Public tender process.

Step 7:

Where appropriate, Community Resource Database Co-ordinators to pass contact details on to WNPS staff member to liaise directly.

Step 8:

At conclusion of event/activity, full details of support obtained to be provided to the Community Database Co-ordinators for input in to database.

Step 9:

Community Resource Database Co-ordinators to ensure appropriate acknowledgments are made.