

# Canberra Preschool Society Inc.

## Closure / Amalgamation Management Planner

### **PREAMBLE**

This is intended to be an outline of processes to be implemented at receipt of notification of approval to close a preschool site. Individual sites may have specific needs that will need to be incorporated into the process. This is not a definitive outline however it aims to cover as many items as possible at time of writing. Contact details, names of units, location of responsibilities within the corporate structure may change in the future so these should be clarified at time of proceeding with a closure.

(to be) Approved:      October, 2008

Review due:              October, 2010

# As soon as possible after the announced proposed closure ...

## 1. PRESCHOOL NOTIFIED OF CLOSURE OR AMALGAMATION.

TASK	RESPONSIBLE OFFICER	DONE
Notify Parent Associations of proposed closure	CPS Executive Officer	

## 2. MEDIA RELEASES

TASK	RESPONSIBLE OFFICER	DONE
Arranges for the preparation and distribution of appropriate information to Preschool Parent Associations of those preschools who will be directly affected by the decisions	Canberra Preschool Society	
Arranges for a meeting of all parents and interested community members to receive more information about the proposed closure and to have questions answered about the decisions, the impact on children and other related matters	Canberra Preschool Society Parent Association Nominated CPS Representative	

## 3. INVENTORY STOCKTAKE OF EQUIPMENT

TASK	RESPONSIBLE OFFICER	DONE
<p>It is a requirement for Preschool Parent Association members to complete an inventory of each room, shed, outdoor area etc prior to relocation of equipment.</p> <p>This shall include all hard assets, for example teaching resources, equipment and materials. It should include all other hard assets, for example but not limited to: photo albums, financial and administrative records, plaques, framed or non framed pictures and/or paintings.</p> <p>Once completed this is to be signed off by two people eg: Parent Association President and another executive Committee member (treasurer or secretary).</p> <p>The inventory needs to identify whether the assets are to be disposed of or to which site they are to be disbursed.</p> <p>Suggested format – refer to attached Appendix 3: “ASSET MANAGEMENT REGISTER” pro forma.</p>	Parent Association nominated Assets Control Officer	

#### 4. DISTRIBUTION OF EQUIPMENT

TASK	RESPONSIBLE OFFICER	DONE
<p>Before assets are distributed :</p> <p>The Parent Association will need to forward a letter to the Canberra Preschool Society, for their acknowledgement, identifying their suggested recipients of the Parent Association's assets.</p> <p>Consideration should be given to the Parent Association's own Constitution, the Associations Incorporated Act (1991) for eligibility factors.</p> <p>Possible recipients would be, but not limited to, the CPS, or other Parent Associations, etc.</p>	Parent Association nominated Assets Control Officer	

#### 5. GOVERNANCE

TASK	RESPONSIBLE OFFICER	DONE
<p>Constitution:</p> <p>The Parent Association shall check the Amalgamation or "Winding Up" clause in the site's constitution.</p>	Parent Association Preschool Proposed Closure Working Party	

#### 6. ARRANGING CLOSURE CELEBRATION

The preschool community are encouraged to hold an appropriate celebration to honour the history of the closing preschool and to ensure continuing pride in the contribution to public education and care in the Australian Capital Territory. Parent Association funds may be used for this purpose.

TASK	RESPONSIBLE OFFICER	DONE
Determining a date and a program and considering the guests it intends to invite.	Parent Association Preschool Proposed Closure Working Party	

#### 7. REMOVAL & RELOCATION OF EQUIPMENT

Close contact between the Site's Parent Association, CPS office and the Departmental Resources Officer will be required to facilitate this. The Department will cover the costs associated with the removalists.

TASK	RESPONSIBLE OFFICER	DONE
Finalisation of Inventory in order to provide accurate information to facilitate the Departmental Resources Officer coordination of removalists, recipient centres, rubbish removal, equipment removal, heritage items, etc.	Parent Association nominated Assets Control Officer	
Organises and communicates final DET	Departmental Officer	

arrangements for the removal and relocation of equipment and assets to Preschool Closure Working Party.		
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## 8. WINDING-UP OR AMALGAMATION OF INCORPORATION

During the last weeks of the site, the decision must be made with respect to the Incorporated bodies dissolution.

TASK	RESPONSIBLE OFFICER	DONE
Arrangements for centrally located meeting venues for dissolution meeting made and communicated with Parent Association	CPS Executive Officer.	
At the last General meeting – a date must be set for the meeting to undertake the winding-up or amalgamation of the Parent Association.	Parent Association	
Venue must be finalised for the dissolution meeting.	Parent Association, in consultation with CPS.	
Wording of Special Resolution finalised and documentation made ready for distribution to members.	Parent Association	
Distribution of the Special Resolution meeting documentation to Parent Association members and to CPS Office.	Parent Association	

## 9. CONTRACTS

Departmental site contracts need to be finalised by the Departmental Officer of the site directly with the service provider.

TASK	RESPONSIBLE OFFICER	DONE
Determine site contracts: cleaner, rubbish collection, recycling, photocopier servicing etc.	Parent Association	
Finalise contracts	Parent Association	

## 10. SECURITY

If the site has a monitored alarm system the Preschools Office will need to inform DET's Security of the intended closure of the centre. In many cases the alarm system does continue to operate until the site is disposed of. A phone line will need to be connected during this time. Appropriate Fire-safety measures are also retained until the site is disposed of.

TASK	RESPONSIBLE OFFICER	DONE
Locate all and obtain keys – as per Parent Association Key Register.	Parent Association Preschool Closure	

	Working Party.	
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#### 11. FINANCIAL RECORDS

TASK	RESPONSIBLE OFFICER	DONE
Forward the financial records, to the end of November, to CPS Office with the financial statement	Parent Association Treasurer	

#### 12. WINDING-UP OR AMALGAMATION OF INCORPORATION

During the last weeks of the site, the decision must be made with respect to the Incorporated bodies dissolution.

TASK	RESPONSIBLE OFFICER	DONE
Reminders sent out to all members with respect to the date, venue and time of the Special meeting to dissolve or amalgamate the Parent Association.	Parent Association	

#### 13. INVENTORY

During the last two weeks of the site, the inventory items that are to be disposed of prior to closure should be disposed of in accordance with the Parent Association's directions.

TASK	RESPONSIBLE OFFICER	DONE
Inventory – check through inventory list – update if necessary.	Parent Association nominated Assets Control Officer	
Arrange for disposal of identified items.	Parent Association nominated Assets Control Officer	
Transfer items to the Object Management Register	Parent Association nominated Assets Control Officer	

#### 14. FINANCES

During the last week of the site, the bank account must be closed and a cheque should be addressed to the Canberra Preschool Society for the closing balance

TASK	RESPONSIBLE OFFICER	DONE
Closing the Parent Association bank account and a cheque should be addressed to the Canberra Preschool Society for the closing balance.	Parent Association Treasurer	
Prepare a list of all the un-presented cheques, the name of the suppliers, and a photocopy of any	Parent Association Treasurer	

outstanding bills.		
Forward the cheque, and list of un-presented cheques, the name of the suppliers, and a copy of any outstanding bills, to the CPS Executive Officer.	Parent Association Treasurer	

## After the date of closure or amalgamation

### 15. ASSET MANAGEMENT

Properties held in Trust: Parent Association should refer to any relevant clauses in their constitution and consult with CPS to determine the trust arrangements governing the disposal of the Assets.

### 16. OBJECT MANAGEMENT REGISTER:

The cost of removal and distribution to another Government Education site will be covered by the Department of Education and Training. The cost and the removal and distribution to a Non-Government Education site WILL NOT be covered by the Department of Education and Training.

The Parent Association will be responsible for arranging any packing, removal and distribution or storage of items whose destination is a Non-Government entity.

#### a HIGH-RISK ITEMS

TASK	RESPONSIBLE OFFICER	DONE
Delivery of packing boxes to Preschool site	Departmental Officer	
Packing and labelling of assets in accordance to the Object Management Register.	Parent Association	
Removal of assets and redistribution to designated Government funded SECURE site.	Departmental Officer	

#### b ASSETS FOR RE-DISTRIBUTION TO GOVERNMENT EDUCATION ENTITY

TASK	RESPONSIBLE OFFICER	DONE
Delivery of packing boxes to Preschool site	Departmental Officer	
Packing and labelling of assets in accordance to the Object Management Register.	Parent Association	
Removal of assets and redistribution to designated Government educational sites.	Departmental Officer	

#### c ASSETS FOR RE-DISTRIBUTION TO NON-GOVERNMENT EDUCATION ENTITY

TASK	RESPONSIBLE OFFICER	DONE
Delivery of packing boxes to Preschool site	Parent Association	
Packing and labelling of assets in accordance to the Object Management Register.	Parent Association	

Removal of assets and redistribution to designated Non- Government educational sites.	Parent Association	
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#### 17. FINANCES

Parent Association to contact the CPS, who will assist in the management of the site's finances, disbursement of final accounts / receipts, and auditing.

TASK	RESPONSIBLE OFFICER	DONE
As soon as possible after the closing date, forward the financial records from 1 December to the closing date to the CPS Office. with the financial statement	Parent Association	

#### 18. RECORDS MANAGEMENT

The transporting of the records should be incorporated into the removal and relocation of the equipment of the centre.

TASK	RESPONSIBLE OFFICER	DONE
collect and package their Association records and bring them to the site. The common seal is to be archived with the records	Parent Association	

#### 19. SECURITY

TASK	RESPONSIBLE OFFICER	DONE
Forward all keys, with Key Register, to the Preschool Closure Working party.	Parent Association	

#### 20. FINALISATION OF THE PLANNED CLOSURE CELEBRATION

The implementation of the plans for this important aspect of the closure protocol.

TASK	RESPONSIBLE OFFICER	DONE
Despatch of invitations.	Parent Association Preschool Proposed Closure Working Party	
Enjoy the celebration	Parent Association Invited Guests	

# Appendix 5 – Records Management

## 1. Introduction

The purpose of this procedure is to ensure that official records belonging to the Canberra Preschool Society (CPS) are managed appropriately when a preschool closes or amalgamates. In particular it ensures that official records are adequately archived or destroyed in line with approved standards and guidelines.

## 2. Overview

All official records of a Parent Association are to be archived or disposed of in accordance with the *Territory Records Act (2002)*. Records must only be disposed of or destroyed in accordance with the guidelines and retention periods established in authorised disposal schedules and with approval from Territory Records. These disposal schedules are available through the Territory Records website:

<http://www.territoryrecords.act.gov.au/background>

## 3. Scope

This procedure covers all official records created by the Parent Association within the CPS and applies to all members within those Preschools Parent Associations.

An official record is described as “*any document or information (regardless of format) that is created or received by any member of Parent Association in the conduct of official Parent Association business*”

## 4. Responsibility

Whilst open, each preschool Parent Association that creates official records is responsible for the ongoing management of those records, including appropriate destruction. Once a site is closed – this responsibility, if transferred, rests with the CPS. If two sites amalgamate, responsibility rests with the new preschool Parent Association. Assistance can be sought from the CPS.

## 5. Procedure for Archiving Records from School Closures or Amalgamations

a CPS will advise on archiving procedures. To do this they can:

- i visit the school to view the records
- ii provide relevant procedures and forms
- iii advise on how to begin the archiving process

b It is the responsibility of the preschool Parent Association to archive and destroy records in accordance with Government guidelines.

c Any records that remain unprocessed after the closure of the school will need to be boxed, clearly labelled and delivered to CPS after liaison with the CPS staff member.

d It is preferable when packing unprocessed records that they are boxed in ‘series’ or ‘records types’ i.e. all admission registers are boxed together, all pupil record folders are boxed together etc.

e Please Note: Many preschool Parent Associations have items of memorabilia, for example, photographs, honour boards or plaques, certificates etc. These are not archivable records.

f **IMPORTANT**: No records can be destroyed without going through the appropriate destruction process. For further information refer to *DET Procedure – Destruction of Records* or contact the CPS office.

## 6. Issues

a Storage of Permanent Value Records

Records of permanent value require a decision by the Preschool Parent Association as to how those records (items of historical or social value) are to be managed and stored. In many cases, these items can be transferred to the ACT Heritage Library in Woden. If these items are identified, by the ACT DET and the PPA jointly, as “Permanent Value Records: and are transferred to the ACT DET they will continue to be stored at the State Records repository and managed in accordance with their own procedures.. Refer to *DET Procedure – Management of Permanent Value Records*. Contact either Records Management Services or State Records for further information.

b Storage of Temporary Records

Records created by preschools and preschools, which are of a temporary value (i.e. those that can be destroyed at some stage in the future), will be stored with the Department’s approved storage provider.

The provider will only accept records if the processes outlined in *DET Procedure – “Management of Temporary Value Records”*, are followed.

c Destruction of Records held at Approved Storage Provider

Once a consignment of records is due for destruction AusDoc will contact the Department. The relevant Records Management Group will then seek approval from the appropriate body to confirm that the destruction can occur.

Please note that records will not be destroyed without prior approval from the appropriate body.

d Destruction of Records held On-site

Parent Association wishing to dispose of or destroy records, must do so accordance with the *ACT Territory Records Act (2002)*. Authorised disposal schedules are available through the Territory Records website:  
<http://www.territoryrecords.act.gov.au/background>

7. Definitions

- a ***Destruction*** – the physical destruction of records through shredding, pulping or burning. Also includes the permanent deletion of information in electronic form.
- b ***Disposal*** – a range of processes associated with implementing appraisal decisions. These include the retention, migration, transfer or destruction of records in or from record-keeping systems.
- c ***Disposal Schedule*** – an authorised document that allows an agency to determine the length of time a record needs to be retained for. The General Disposal Schedule 15 covers records of an administrative nature whilst the Records Disposal Schedules cover education, school and children’s services specific records.
- d ***Official Record*** – any document or information (regardless of format) that is created or received by any employee of the department in the conduct of official departmental business.
- e ***Permanent value records*** – a record that through the sentencing process has been determined to be of historical, social, legal or administrative importance and therefore must be retained forever.
- f ***Sentencing*** – the process of determining how long records need to be retained for by classifying them against an approved disposal schedule.
- g ***Series*** – a group of similar or “like” records, for example the minutes of General Meetings of a Parent Association would be a particular series.
- h ***Temporary value records*** – a record that through the sentencing process can be destroyed at some future date.