Standing Orders
FOR MEMBERS OF THE
STANDING COMMITTEES OF THE
CATHOLIC EDUCATION COMMISSION OF WA

Belief in Education

CATHOLIC EDUCATION
COMMISSION OF WESTERN AUSTRALIA
Living the Vision
and so Our Journey continues....

We in Catholic Education seek to create environments that enhance learning, nurture young people and empower them to live the Catholic faith in the spirit of Jesus Christ by:

- Building communities centred on prayer, stillness and reflection
- Developing a hunger for the learning adventure
- Challenging each other to seek truth and justice for all, especially the most vulnerable
- Capturing the joy in the mystery of the created Universe
- Embracing the diversity of the Earth and all its people
- Walking together in the spirit of reconciliation and forgiveness
The Catholic Education Commission of Western Australia (CECWA) has approved the formation of the six Standing Committees to assist in the development and implementation of policy statements for Catholic Education in Western Australia. The Committees are:

- Catholic Education Aboriginal Committee (CEAC)
- Finance Committee
- Parent Advisory Committee (PAC)
- Religious Education and Curriculum Committee (RECC)
- School Personnel Committee (SPC)
- School Resources Committee (SRC)

The formation of these Committees was a response to the Mandate Letter and Terms of Reference of the CECWA issued by the Catholic Bishops of Western Australia.

The CECWA approves the Membership, Terms of Reference and Standing Orders for each Committee.

Members of the Standing Committees are appointed by the CECWA in consultation with the following groups:

- Catholic Primary Principals’ Association
- Catholic Secondary Principals’ Association
- Regional Catholic Education Aboriginal Committee (CEAC)
- Catholic Religious Western Australia
CATHOLIC EDUCATION ABORIGINAL COMMITTEE (CEAC)

Terms of Reference

- Advise the CECWA and develop policy recommendations on Catholic Aboriginal Education in Western Australia.
- Monitor policy development in Aboriginal Education and give advice as appropriate to the Director of Catholic Education and/or the CECWA.
- Act as a point of reference on Aboriginal matters for the Catholic Education Office of Western Australia (CEOWA).

Membership

- Chair – Member of the CECWA and appointed by the Bishops of Western Australia. The Chair, once appointed, will relinquish their position from the regional CEAC. The Chair is to have a complete State perspective for Catholic Aboriginal Education.
- Deputy Chair – Team Leader, Aboriginal Education, CEOWA
- Member of Executive
- Director’s Representative – Chief Learning, Teaching and Innovation Officer, CEOWA
- Chairs of each regional CEAC (four)
- Deputy Chairs of each regional CEAC (four)
FINANCE COMMITTEE

Terms of Reference

- Monitor the CECWA system finances (including all incorporated associations) which may include providing guidance and/or recommendations to the CECWA on financial strategy development, the level of system debt, forward financial planning, budget policies and financial reporting frameworks.

- Make recommendations to the CECWA on the CEOWA annual budget.

- Monitor system financial performance against budget on a quarterly basis.

- Make recommendations to the CECWA on the system audited financial reports and acquittals (including assessing the auditors’ activities, scope and independence).

- Develop and recommend to the CECWA policy guidelines on the investment of trust funds and monitor trust funds.

- Act as Trustee of the Catholic Schools’ (WA) Long Service Leave Fund.

Membership

- Chair – Director of Catholic Education in WA

- Deputy Chair – Chief Financial Officer, CEOWA

- Chair of the CECWA or nominee

- One CECWA member nominated by the CECWA

- Up to three members with special expertise, including one member from a Catholic primary school and the other from a Catholic secondary school
PARENT ADVISORY COMMITTEE (PAC)

Terms of Reference

- Provide a forum for parents in Western Australian Catholic schools to discuss issues which relate to and impact on their children.

- Develop recommendations on issues that relate to policy matters.

- Promote parents as partners in education with the school, Church and community.

- Maintain liaison with other committees of the CECWA where such liaison is appropriate.

Membership

- Chair – appointed by the CECWA from the Committee

- Deputy Chair – CECWA member

- Member of Executive

- Director’s Representative – Chief Strategy and Governance Officer, CEOWA

- Principal Schools Advisor, CEOWA

- Two Western Australian nominees on the National Catholic Education Commission (NCEC) Parent Committee

- Broome Diocese – one representative

- Bunbury Diocese – two representatives

- Geraldton Diocese – one representative

- Perth Archdiocese – four representatives (one of whom must be from the Goldfields region)

- Aboriginal representative nominated by the CECWA
When appointed, diocesan representatives must have children attending a Western Australian Catholic school and be a current School Board or Council member or on the Executive of the parent representative body at the school. Representatives self nominate with the endorsement of the principal.
RELIGIOUS EDUCATION AND CURRICULUM COMMITTEE (RECC)

Terms of Reference

- Advise the CECWA and develop policy recommendations on the religious dimension of Catholic schools.
- Advise the CECWA and develop policy recommendations on significant developments in education, including State and Federal Government initiatives.
- Advise the CECWA on educational priorities for Catholic schools.
- Advise the CECWA and develop policy recommendations on all aspects of curriculum.
- Advise the CECWA and develop policy recommendations on religious education for all Catholic children, including those not attending Catholic schools.
- Develop policy recommendations on relevant areas relating to school operational matters other than those with direct resource implications.

Membership

- Chair – Appointed by the Bishops of Western Australia from the Committee on the recommendation of the CECWA
- Deputy Chair – CECWA member
- Member of Executive
- Director’s Representative – Chief Learning, Teaching and Innovation Officer, CEOWA
- Primary Principals (two)
  - one nominated by the Catholic Primary Principals’ Association
  - one self-nominated

- Secondary Principals (two)
  - one nominated by the Catholic Secondary Principals’ Association
  - one self-nominated

- Team Leader, Religious Education and Faith Formation, CEOWA

- Team Leader, Learning and Teaching, CEOWA

- Priest nominated by the CECWA with the approval of the Bishop of the diocese

- Catechist

- Parent/Community member nominated by the Parents and Friends’ Federation of WA

- Up to two members of the community nominated by the CECWA, one of whom is to be a representative from a tertiary institution and, where possible, the other a parent of a Catholic child not attending a Catholic school.
SCHOOL PERSONNEL COMMITTEE (SPC)

Terms of Reference

- Develop policy and procedure recommendations for the CECWA on all issues relating to the employment of personnel within Catholic schools.

- Develop policy and procedure recommendations for the CECWA on all industrial and community relations matters.

- Advise the CECWA on the professional development needs of leaders and potential leaders in Catholic Education in Western Australia.

- Develop policy and procedure recommendations for the appointment and review of principals in Catholic schools.

- Develop policy and procedure recommendations for the appointment of all staff in Catholic schools.

Membership

- Chair – Appointed by the CECWA from the Committee

- Deputy Chair – CECWA member

- Member of Executive

- Director’s Representative – Chief Human Resource Officer, CEOWA

- Primary Principals (two)
  - one nominated by the Catholic Primary Principals’ Association
  - one self-nominated

- Secondary Principals (two)
  - one nominated by the Catholic Secondary Principals’ Association
  - one self-nominated
- Team Leader, Leadership, Employment and Community Relations, CEOWA
- Parent/Community member nominated by the Parents & Friends’ Federation of WA
- Catholic Religious Western Australia nominee
- Three other members nominated by the CECWA
- Aboriginal representative nominated by the CECWA
- Priest nominated by the CECWA with the approval of the Bishop of the diocese
- Legal Counsel
SCHOOL RESOURCES COMMITTEE (SRC)

Terms of Reference

- Advise the CECWA and develop policy recommendations on:
  - Provision for new schools, including:
    - identification of need
    - identification and acquisition of sites
  - Provision for existing schools, including:
    - enrolment extensions
    - amalgamation of two or more schools
    - relocation of schools
    - expansion or reduction of building facilities
    - closures
- Report and make recommendations regarding the financial viability of all group funded Catholic schools.
- Advise the CECWA and develop policy recommendations for the:
  - allocation of recurrent funding to group funded Catholic schools
  - distribution of capital funding to Catholic schools
  - management of the Co-responsibility Building Fund
  - resource usage in schools

Membership

- Chair – appointed by the CECWA from the Committee
- Deputy Chair – CECWA member
- Member of Executive – Chief Financial Officer, CEOWA
- Director’s Representative – Chief Strategy and Governance Officer, CEOWA
- Primary Principals (two)
  - one nominated by the Catholic Primary Principals’ Association
  - one self-nominated
- Secondary Principals (two)
  - one nominated by the Catholic Secondary Principals’ Association
  - one self-nominated
- Team Leader, Resources, CEOWA
- Parent/Community member nominated by the Parents & Friends’ Federation of WA
- Archdiocesan Financial Administrator (ex-officio)
- Three other members nominated by the CECWA
STANDING ORDERS FOR STANDING COMMITTEES

Members of each Standing Committee are appointed by the CECWA, except for the Chair of the Religious Education and Curriculum Committee and the Catholic Education Aboriginal Committee who are appointed by the Bishops of Western Australia.

Members of Standing Committees accept specific responsibilities. The information that is shared demands a professional ethic that must be understood and observed and is outlined in the Code of Ethical Conduct (see page 17).

ACCOUNTABILITY OF STANDING COMMITTEES

Standing Committees are accountable to the CECWA.

Members assist the CECWA by becoming involved in sound discussion which will occur within the effective processes of collaborative decision making. These decisions, based on accurate information, require solid planning as well as quantitative and qualitative research. Decisions must be taken at the right time within the parameters of clear policy.

In arriving at a decision, members are required to study the implications of various options and to realistically project sound outcomes for the majority of the Catholic Education community.

It is essential that the decision making process be considered objective and equitable.

MEMBERSHIP

The number and composition of the membership of each Committee will be as stated previously in this document.

All members of the CECWA Standing Committees are required to provide a Police Clearance with the associated costs being met by the CECWA.
Nominations to Standing Committees will be from the named official bodies. The bodies will be asked to submit nominations to the Executive Secretary of the CECWA for each position. These are to reflect the expertise and experience required to carry out the business of the particular Standing Committee.

A nominated member is not a representative of the nominating body; the member brings a particular perspective to the Committee and, as such, is not to discuss items with, nor report back to, the nominating body.

The Chair of the CECWA and the Director of Catholic Education in Western Australia (or their delegates) will be ex-officio members of all Committees established by the CECWA. CECWA members may be appointed as members of Standing Committees.

Absence from three consecutive meetings without reasonable cause will deem the membership lapsed and another person will be appointed. Relinquished memberships will be filled for the remainder of the unexpired term only.

**CRITERIA FOR MEMBERSHIP**

- An understanding of and commitment to the mission and ethos of the Catholic Church
- Expertise and experience that will assist the Committee
- A desire to serve Catholic Education via the Committee
- An ability to work cooperatively and constructively in the Committee
- Sufficient time to attend Standing Committee meetings and to attend to its work
TENURE

The term of office for Standing Committee members will be for an initial term of two years, with the possibility of reappointment for a further two terms (two years plus two years). Total tenure is a maximum of six years.

OBSERVERS

The Chair of a Standing Committee may invite others to attend a meeting as an observer. Those who attend as observers may be invited to comment on particular issues under discussion but will not take part in the consensus decision making process. They should avoid being perceived to be an active member of the meeting.

RESPONSIBILITIES OF STANDING COMMITTEE MEMBERS

- Attend an induction arranged by the relevant Team Leader
- Attend Committee meetings and be involved in the decision making process
- Make sufficient time to prepare well for meetings
- Become informed about the work for which the Committee has responsibility
- Be involved in discussion at each meeting
- Provide advice to the CECWA through the Committee
- Work within the Code of Ethical Conduct
- Inform the Chair or Executive Officer of any issues within the parameters of the terms of reference of the Committee which need to be raised
- Be a member of working parties of the Standing Committee as required
- Be prepared, when asked, to chair specific working parties as established by the Standing Committee
ROLE OF THE CHAIR

The Chair will:

- familiarise herself/himself with meeting procedures used by the CECWA
- be knowledgeable and impartial
- foster unity and cohesion
- chair the meetings of the Committee
- be available for a briefing on the agenda of each meeting by the CEOWA Team Leader with responsibility for the Committee
- ensure and enable appropriate discussion
- initiate policy development in collaboration with staff of the CEOWA
- on behalf of the members invite relevant people or organisations to attend a meeting

In the absence of the Chair and Deputy Chair, the meeting shall elect a member to preside.

CODE OF ETHICAL CONDUCT

All members of Standing Committees must be fully versed with the Code of Ethical Conduct for those who serve the Church through Catholic Education in WA. An ethical approach is based on the living out of Gospel values which find expression in:

- respect for the dignity of each person
- acknowledgement of the giftedness of each person
- commitment to building positive relationships
- confidentiality
- accountability

Members are expected to maintain confidentiality. This relates to discussions at meetings and papers presented. While members should make every effort to understand all issues involved in coming to a decision,
they should only discuss issues (rather than detailed content) with those persons whom they believe will be able to add to their knowledge of the issue.

Members are not to discuss any information that will identify individuals, schools or particular situations. They should not declare their position, or that of others, to other parties.

Members of Standing Committees are not authorised to give either formal or informal information or to discuss the outcome of any recommendation. The formal/informal information will be communicated by the relevant personnel of the CEOWA.

No Standing Committee member should be lobbied nor are they expected to receive complaints. Likewise, Standing Committee members are not to lobby others. Any person lobbying or wishing to make a complaint should always be directed to the relevant Team Leader at the CEOWA.

Each member of the Standing Committee must be able to uphold the final decision of the Committee regardless of her/his particular opinion of the issue.

Members of Standing Committees have no CECWA status outside the meetings of the Standing Committee or business of the Standing Committee.

**MEETINGS**

The number of meetings will be determined by the individual committee. A quorum (half the membership plus one) is necessary for all decisions. Meetings will be held at a time agreed by the committee. The duration of any meeting will not normally exceed three hours.

Extraordinary meetings may be called. Where this is necessary, sufficient notice of such a meeting is required to enable all members to attend.
QUORUM
The quorum for meetings of Standing Committees will be half the existing membership plus one and must include at least one of the following:

- Director of Catholic Education in Western Australia
- Director’s nominee
- Team Leader of the relevant CEOWA Team

In exceptional circumstances the Director may appoint temporary members to a Standing Committee to enable a meeting to proceed.

DECISION MAKING
Decision making by Standing Committees is usually by consensus and not by majority vote.

Consensus Decision Making
The process for such decision making is:

- discussion of the item
- formation of a recommendation
- call for consensus
- identification and addressing of concerns (where relevant)
- modification of the recommendation (where relevant)
- acceptance of the recommendation

While consensus does not require all members to be of the same opinion, a consensus decision represents a reasonable decision that all members of the group can accept. All decisions of the CECWA must have the public support of all members.

Circular Resolutions
This option enables the circulation of proposals (circular resolutions) so decisions can be made outside of meetings if required. This will be facilitated through
the Executive member responsible for the Standing Committee and the Executive Officer and will involve the Chair and the relevant Team Leader.

**DECLARATION OF INTEREST**

If a decision to be made by the Committee is directly related to the work or advantage of one of its members, the member shall declare that she/he has a potential conflict of interest.

The member shall then withdraw from the meeting prior to any discussion and decision relating to that item. If the member does not voluntarily withdraw, the Chair has the responsibility to ensure that this occurs.

Likewise, if the member does not voluntarily declare their interest and the Chair is confident that a conflict of interest exists, the Chair has the responsibility to ask the member to leave the meeting while the item is being discussed and decided upon.

**WORKING PARTIES**

Working parties may be appointed to assist the function of a Standing Committee. These working parties must regularly report to the Committee. A regular member of the Standing Committee should also be a member of each working party.

**AGENDA**

All members of the Committee will be given the opportunity to request the inclusion of particular items on a meeting’s agenda.

Agenda items for meetings must be forwarded to the Executive Officer 14 days prior to the meeting.

The Team Leader with responsibility for the Standing Committee will ensure that the Chair of the Standing Committee is fully briefed on the agenda of each meeting prior to the commencement of the meeting of the Standing Committee.
ROLE OF TEAM LEADER WITH RESPONSIBILITY FOR A STANDING COMMITTEE

The Team Leader with responsibility for the Standing Committee has the key role of ensuring that the content and flow of papers presented to the Committee will enable clear decision making based on fact. The papers for all Standing Committee meetings will be prepared and reviewed by an internal committee of the CEOWA which comprises:

- Team Leader/s of the relevant teams within the CEOWA as outlined in the membership
- Director’s nominee to the Standing Committee
- Executive Officer of the Committee
- others relevant to the business of the agenda

The Team Leader with responsibility for the Standing Committee will chair the preparation meetings. They will also ensure that final papers presented to the Committee reflect the discussion at this meeting. The Team Leader will work with the Executive Officer and the respective authors of papers to ensure that any required changes have been actioned accordingly.

The Team Leader will ensure that the final agenda and papers for Committee meetings are forwarded to members seven days prior to each meeting date.

ROLE OF EXECUTIVE OFFICER

Staff of the CEOWA serve as Executive Officers for Committees associated with the work of Catholic Education, including Standing Committees of the CECWA. The Executive Officer is appointed by the Director of Catholic Education in Western Australia.

The role of Executive Officer is an important one in ensuring that the particular Committee can carry out its work effectively and efficiently. The Executive Officer will make certain that the basis for the decision making
of the Committee is recorded for members and for others who will be utilising the results of Committee decisions.

The role is also important in ensuring that the Committee, which often comprises members acting in a voluntary capacity, is not left without administrative assistance to carry out its tasks.

The main duty of the Executive Officer is to service the needs of the Committee and to ensure that its work is achieved within the budgetary constraints which may be applicable.

Specific administrative tasks include:

- minute taking and writing
- report writing
- Committee records
- preparation of internal communications for the Chair
- agenda preparation with the Agenda Committee
- distribution of papers
- meeting room arrangements

The Executive Officer is responsible for the administrative and clerical support of the Committee.

The Executive Officer discusses the agenda with the Chair, Team Leader with responsibility for the Standing Committee or Director’s nominee, prepares the agenda, collects discussion papers and attachments from the appropriate persons and organises document circulation to Committee members no later than seven days prior to meetings.

The Executive Officer is responsible for any action necessary after meetings and ensuring that, where relevant, papers are forwarded to the Minute Secretary of the CECWA.
The Executive Officer is not a member of the Committee. She/he has no voting rights and should avoid being perceived as an active member.

FINANCE

The costs of insurance, travel, accommodation and other approved expenses incurred in the work of the Standing Committee will be met by the CECWA.

OFFICIAL SPOKESPERSON

The Director of Catholic Education in Western Australia or the Director’s delegate will be the official spokesperson for the CECWA and the CEOWA.

BREACHES

All breaches of the Standing Orders for Standing Committees shall be referred to the Director of Catholic Education in Western Australia for appropriate action.