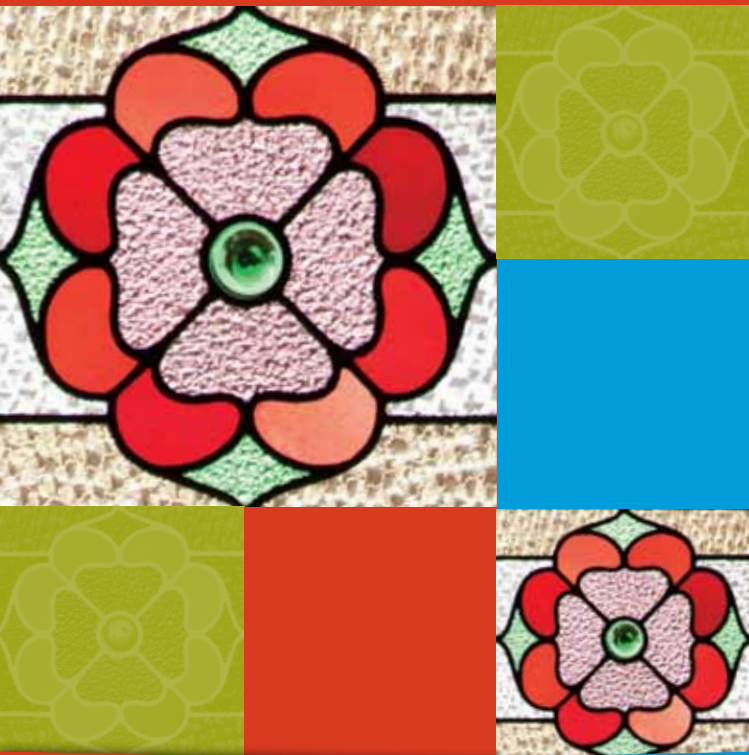


Standing Orders

FOR MEMBERS OF THE
CATHOLIC EDUCATION COMMISSION
OF WESTERN AUSTRALIA



Belief in Education



CATHOLIC EDUCATION
COMMISSION OF WESTERN AUSTRALIA

Standing Orders

FOR MEMBERS OF THE
CATHOLIC EDUCATION COMMISSION
OF WESTERN AUSTRALIA



The Catholic Education Commission of Western Australia (CECWA) is appointed by the Bishops of Western Australia and is responsible to them. The Bishops have mandated the CECWA to “foster the continuous development and improvement of Catholic schools in Western Australia and to act on behalf of the Catholic community for the benefit of all Catholic school-aged children, be they in Catholic schools or not”.¹

The primary functions of the CECWA are to:

- develop and evaluate Catholic school policy where the Bishops elect to adopt a joint policy
- act for each diocesan Bishop in specified matters concerning the Catholic schools in his diocese.

The CECWA exercises its responsibilities through the Catholic Education Office of Western Australia.

¹Bishops of Western Australia 2009, *Mandate of the Catholic Education Commission of Western Australia: 2009–2015*, page 3

MEMBERSHIP

The CECWA has up to 17 members, all of whom are appointed by the Bishops of Western Australia.

Membership consists of:

- The Chair
- The Director of Catholic Education in Western Australia (Deputy Chair – ex-officio)
- The Director of Religious Education (ex-officio)
- One Bishop (nominating body: Bishops of Western Australia)
- Two parents (nominating bodies: Parents & Friends' Federation of Western Australia and Catholic School Boards)
- One primary school principal (nominating body: Catholic Primary Principals' Association)
- One secondary school principal (nominating body: Catholic Secondary Principals' Association)
- One Parish Priest (nominating body: Council of Priests of Perth, Bunbury and Geraldton)
- Two representatives of Catholic Religious Western Australia
- The Director of the Catholic Institute of Western Australia (or an appointed substitute)
- The Dean of the College of Education of the University of Notre Dame Australia (or an appointed substitute)
- The Chair of the Catholic Education Aboriginal Committee (ex-officio)
- Three CECWA nominees (appointed by the Bishops because of their special expertise)

Should the Bishops appoint an existing member of the CECWA to the position of Chair, the number of CECWA nominees may be increased by one to a total of four for the relevant period.

Ex-officio members are those appointed to the CECWA because of the position they hold in Catholic Education in Western Australia.

The ex-officio members are:

- The Director of Catholic Education in Western Australia
- The Director of Religious Education
- The Chair of the Catholic Education Aboriginal Committee

All members of the CECWA are required to provide a Police Clearance with the associated costs being met by the CECWA.

NOMINEES

Nominations to the CECWA will be from the organisations named in the membership section. With the exception of the Bishops, the Catholic Institute of Western Australia and the University of Notre Dame Australia, each organisation will be asked to submit three nominations. The selection of membership will be made by the Bishops of Western Australia.

Although members of the CECWA may be nominated by particular organisations, they do not represent the organisation on the CECWA.

TENURE

The term of appointment of members, other than those appointed ex-officio, will be three years with the possibility of re-appointment for a further three years. No member may be appointed for more than two consecutive terms.

A formal induction program will be conducted for new members within the first three months of their appointment.

ROLE OF CHAIR

The Chair of the CECWA is appointed by the Bishops of Western Australia. The Deputy Chair is the Director of Catholic Education in Western Australia. In the absence of the Chair and Deputy Chair, members will elect a Chair for that meeting.

The Chair may, on behalf of the members, invite relevant people or organisations to attend a meeting.



SPOKESPERSON

The spokesperson for the CECWA will be the Director of Catholic Education in Western Australia.

CODE OF ETHICAL CONDUCT

All members of the CECWA must be fully conversant with the *Code of Ethical Conduct* for those who serve the Church through Catholic Education in Western Australia. 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 of the CECWA must take all necessary precautions to ensure that all CECWA minutes and discussion documentation are either securely filed or destroyed.

Members of the CECWA must always be aware of their responsibilities with respect to debate, discussion and decisions and their responsibilities with respect to non-disclosure of the business of the CECWA. They must neither directly nor indirectly be involved in the detail of a discussion regarding CECWA deliberations and documents with any person or group outside the CECWA.

MEETINGS

The CECWA will hold ten meetings each year. The meetings will be held on the first Friday of the month or as otherwise determined by the CECWA.

Extraordinary meetings may be called. Where this is necessary, sufficient notice of such a meeting is required to enable all members to attend.

QUORUM

A quorum is necessary for the approval of all recommendations. The quorum for CECWA meetings will be half the membership plus one.

ABSENCE

Absence from three consecutive meetings, without reasonable cause, will deem the membership lapsed.

OBSERVERS

The Chair or Deputy Chair of the CECWA 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.

CONSENSUS DECISION MAKING

Decision making by the CECWA is usually by consensus and not by majority vote. The process for such decision making is:

- discussion of the item
- formation of a recommendation
- call for consensus
- identification and addressing of concerns (where possible)
- 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.

DECLARATION OF INTEREST

If a decision to be made by the CECWA 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 the 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.

SUPPORT SERVICES

The Executive Secretary of the CECWA will be appointed by the Director of Catholic Education in Western Australia.

AGENDA

The agenda for CECWA meetings is set by the:

- Chair of the CECWA
- Director of Catholic Education in Western Australia
- Executive Secretary of the CECWA

The agenda and papers for CECWA meetings will be forwarded to members seven days prior to the meeting date.

Additional papers may be forwarded by the Executive Secretary after this time and must be recorded in an amended agenda of the meeting.

Papers to be tabled at the meeting must have the prior approval of the Chair.

Members wishing to raise matters of business, other than those listed, will inform either the Chair or the Executive Secretary prior to the meeting.

The Chair has the discretion to:

- accept the business
- defer until a later meeting of the CECWA
- refer to the appropriate Standing Committee

FINANCE

The costs of travel, accommodation and other approved expenses incurred in the work of the CECWA will be met by the CECWA. These costs are discussed with and approved by the Executive Secretary.



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