

# Stewardship

## 1. Policy statement

1.1 Stewardship is the accountability of Catholic Education Diocese of Parramatta (CEDP) for:

- delivery of learning services in alignment with its values, mission and vision
- monitoring of system performance
- establishing and monitoring of:
  - organisational goals
  - internal controls
  - human, financial and physical resources
  - reporting and communication processes
  - policies and procedures.

1.2 CEDP fulfills this accountability according to the principle of subsidiarity and through:

- corporate governance
- allocation of resources
- delegation of responsibilities
- collaboration with its stakeholders.

1.3 The executive director of schools (EDS) has the delegated authority from the Bishop of the Parramatta Diocese, and must exercise the authority to set direction for CEDP, establish and oversee its corporate governance, resources and systems of internal control.

1.4 Directors are responsible for delivery of their respective service areas.

1.5 All principals and other supervising staff are responsible for:

- arranging the work of their teams to fulfill the goals of their respective services
- communicating appropriate processes to enable progress towards organizational goals
- demonstrating professional standards and behaviours required to fulfill their responsibilities.

1.6 All staff and contractors are responsible for working to fulfill their respective role responsibilities.

## 2. Definitions

### *Collaboration*

- the professional and ethical engagement of stakeholders together to fulfill our organizational, team and individual goals
- behaviours and decisions which demonstrate commitment to shared resolution of emerging issues.

### *Corporate governance*

A function of delegated authority and responsibility in the areas of:

- planning and monitoring the delivery and quality of its services
- good business practices
- organisational performance and development
- alignment of services and processes
- organisational data and knowledge management
- financial management and cost effectiveness
- organisational compliance.

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**Service area**  
Strategic Accountabilities

**Location**  
Public



**Catholic Education**  
Diocese of Parramatta

*Financial resources*

State and Commonwealth funding, parent contributions, donations and other sources of income.

*Human resources*

All CEDP staff and contractors.

*Physical resources*

Equipment, building and grounds.

*Staff*

Employees and volunteers.

*Subsidiarity*

The CEDP operational model is based on the principle of subsidiarity. It means that decisions for local matters are made locally so far as possible with regard to the common good.<sup>i</sup>

Recognising this principle within CEDP, principals have responsibility for their schools and the Catholic Education Office (CEO) provides:

- organisational direction and structure in support of CEDP's mission
- complementary services including student services, staff services, religious education, payroll, ICT, internal and external financial reporting, knowledge management, data analysis, system learning, professional development, policy development, audit and compliance, facilities, media, diocesan-wide representation in educational, government and Catholic forums
- system representation on system-wide issues.

*Stakeholders*

Stakeholders are all those with a legitimate interest in the CEDP learning enterprise. This term includes:

- students
- parents
- parish priests
- the parish/school community
- staff
- the Trustees of the Roman Catholic Church for the Diocese of Parramatta
- Commonwealth and State governments of Australia and NSW.

<sup>i</sup> Pius XI, *Quadragesimo anno* I, 184-186 CA 48 § 4; cf.; Catechism of the Catholic Church, The Vatican, para 1883.

CEDP is accountable to its stakeholders for the use of its resources.

### 3. Context

The executive director of schools is accountable to the Bishop of the Diocese of Parramatta for the delivery of CEDP's strategic intent. The Bishop is advised by the Parramatta Diocesan Schools Council.

Stewardship of CEDP is a shared responsibility between the CEO and schools based on the principle of subsidiarity - local responsibility for local matters. All staff of Catholic schools and Catholic Education Office are entrusted with the responsibility of managing resources sustainably with wisdom and integrity.

The achievement of the CEDP strategic intent requires the application of substantial human, physical and financial resources. Such resources include grants from the Commonwealth and State Governments; fees and charges paid by the parents of students; donations, the work of staff and contractors, and support of the wider Church community.

### 4. Scope and application

This Policy applies to all staff according to the responsibilities of their roles.<sup>ii</sup>

### 5. Related documents

- Stewardship - Procedures
  - Stewardship - Guidelines

### 6. Relevant law

There are many areas of law that relate to Stewardship, some of which are specific to education, such as:

- Australian Education Act 2013, Cth
- Education Act 1990, NSW
- Education and care services national law (relevant to CELCs and COSHCs).

<sup>ii</sup>Decree Ad Gentes on the Mission Activity of the Church, para 28

