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# Responsible Persons Policy

## PURPOSE

The Diocese serves the people of God “through her witness and through such activities as dialogue, human promotion, commitment to justice and peace, education and the care of the sick, and aid to the poor and children” (*Redemptoris Missio*, 1990, n.20). To ensure this, an understanding of Catholic Mission through co-responsibility exists.

At the heart of leading Mission is looking to the future, especially in visioning, for without a vision ‘the people perish’ (Proverbs 29:18).

In co-responsibility, vision is shaped by the word and work, with clear civil, canonical and organisational responsibilities and boundaries, articulated for common understanding and clarity. This is readily assured if each partner recognises the importance of bringing different gifts to bear and having a clear sense of the distinctiveness of their vocation, role and particularly their service. Jesus shows us the way in this, leading ‘among you as one who serves’ (Luke 22:27).

The purpose of this policy is to provide clear direction about the nature, role and conduct of Responsible Persons in Catholic education in the Diocese of Lismore. It is important that everyone concerned with the management and operation of schools in the diocese understands their responsibilities and the principles underpinning governance.

This policy applies to schools, employees and Board Members of the Diocese of Lismore Catholic Schools Limited (DLCSL), who meet legislative and regulatory criteria of being a Responsible Person.

## POLICY

DLCSL is committed to providing clear direction about the nature, role and conduct of Responsible Persons in Catholic education in the Diocese of Lismore. DLCSL aims to ensure that everyone concerned with the management and operation of schools in the diocese understands their responsibilities and the principles underpinning governance. It is the intent of DLCSL to fulfil expectations that the Responsible Persons, as defined by the *Education Act 1990* (NSW) (the Act), are accountable for governance of schools in the Diocese of Lismore.

DLCSL acknowledges that a school’s proprietor, and those persons concerned in the management of schools, Board of Directors of DLCSL, the school’s Principal and any other person or body exercising a function in relation to the management of the school are considered under the Act to be Responsible Persons for the school. Consequently, DLCSL will implement processes relating to Responsible Persons, conflicts of interest, related party transactions, financial viability and for the ongoing professional learning of those recognised as Responsible

Persons in DLCSL. The relevant processes for the function of Responsible Persons are outlined in the Responsible Persons Procedures.

## **RATIONALE**

DLCSL, a registered non-government body for the system of schools, must have in place processes of notification and disclosure by which DLCSL and individual schools can provide assurance to NSW Education Standards Authority (NESAs) that each person defined under the Act as a Responsible Person, and any other person or body having similar functions in relation to the management or operation of a school as those of a Responsible Person meets the criteria set out in the NESAs Registration Systems and Member Non-government Schools (NSW) Manual.

The Responsible Persons for a school must have in place and implement policies and procedures in relation to dealing with conflict of interest, related party transactions and for the ongoing professional learning of the school's Responsible Persons. This requirement also applies to diocesan Responsible Persons.

## **OUTCOMES**

DLCSL will have in place processes of notification and disclosure by which DLCSL can provide assurance to NESAs that each person defined under the Act as a Responsible Person, and any other person or body having similar functions in relation to the management or operation of the school as those of a Responsible Person is a fit and proper person.

## **RELATED DOCUMENTS**

Catholic Education in the Diocese of Lismore: The Mission of Jesus Christ Foundational Values

Conflict of Interest Procedures

Financial Viability Procedures

Related Party Transactions Procedures

Responsible Persons Procedures

*Education Act 1990* (NSW)

NSW Education Standards Authority (NESAs) Registration Systems and Member Non-government Schools (NSW) Manual