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OTHER DOCUMENTS/ LEGISLATION TO BE REFERENCED:	<ul style="list-style-type: none"> <li>• National Quality Standard (NQS) 2018</li> <li>• Education and Care Services National Regulations</li> <li>• Education and Care Services National Law Act</li> <li>• Diocese of Maitland-Newcastle- Code of Conduct</li> </ul>

## Purpose

The Corporate Governance Statement defines the governance principles to be adopted by St Nicholas in the development and implementation of the St Nicholas Business Plan, consistent with the National Quality Standards.

## Role of the Bishop

The Bishop is the spiritual and administrative leader of the Catholic Church in the Diocese of Maitland-Newcastle and its agencies, including St Nicholas.

To support the Bishop in his role, he has appointed specific Executives to manage the major operations of the Church (including St Nicholas) and established Advisory Councils to provide advice to himself and his Executives in the effective management of operations and governance requirements.

These roles are defined in the respective organisation charts (management roles) and constitutions and charters for the Advisory Council(s).

The Executive Organisation Chart is attached as Appendix 1.

## The Role of the Diocesan Finance Council

The Diocesan Finance Council meets monthly (or otherwise as directed by the Bishop) with the Executive of the Diocese (including St Nicholas) and provides an advisory service to the Bishop regarding policy and governance of the operations of the diocese (including St Nicholas).

Membership of the Diocesan Finance Council is through a process of appointment by the Bishop on the basis of professional expertise and commitment to the vision and mission of the diocese (including St Nicholas).

## Role of the CEO

The CEO is accountable to the Bishop for the implementation and reporting of governance arrangements as recommended by the Diocesan Finance Council.

The CEO is appointed by the Bishop.

The Bishop and CEO delegates responsibility for day-to-day management of St Nicholas activities to the St Nicholas Executive Director.

## Role of the St Nicholas Executive Director

The St Nicholas Executive Director is responsible for the implementation of strategies approved by the Bishop on advice from the Diocesan Finance Council.

The CEO has agreed to the following key responsibilities of the Executive Director:

- Delivering the vision and mission of St Nicholas through the development and implementation of the Strategic Plan, its annual operating plans and budgets and other policy documents.
- Developing and delivering programs and services that positively support and promote optimal quality of service to the children being educated and cared for by the service.
- Selecting and retaining senior management and developing and implementing good people and culture, policies and processes which lead to a positive culture in which employees can realise their full potential.

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- Assisting the Diocesan Finance Council in developing, applying and monitoring key performance measures across all key responsibilities within St Nicholas, as well as business process improvement, business development and partnerships, finance and administration, and marketing.

### Role of the Approved Provider

The Trustees of the Roman Catholic Church Diocese of Maitland-Newcastle will be the approved provider for St Nicholas. Under the national law, becoming an approved provider is a prerequisite to operating one or more approved services (or early education centres).

The Approved Provider operates the approved service and is responsible for the management of staff members and the nominated supervisor at that service.

### Role of the Nominated Supervisor

The Nominated Supervisor is the person responsible for the day-to-day management of an Approved Service. The Nominated Supervisor has a range of legal responsibilities under the laws and regulations that govern the operation of St Nicholas. Other staff members holding a supervisor's certificate can be placed in day-to-day charge of a service in the absence of the approved provider or the nominated supervisor.

### Risk Management

The Diocesan Finance Council in conjunction with the diocesan (including St Nicholas) Executive has established risk controls to manage the potential for significant strategic or financial business risk. These controls include:

- Procedures to consider and approve the strategic direction
- Detailed and regular budgetary, financial and management reporting
- Procedures to manage financial and operational risks
- Clear organisational structure, procedures, manuals and policies
- Comprehensive insurance and risk management programs
- Contractual arrangements with specialised staff and external advisers
- Others as agreed.

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The program is designed to provide a diocese (including St Nicholas) wide risk management methodology which incorporates risk identification, analysis, assessment, treatment and monitoring/review of a wide range of risk and compliance issues including external environment, process risk and decision-making risks.

## Ethical Standards

The Executive and Diocesan Finance Council Members subscribe to the need for the highest standards of corporate governance practices and ethical conduct.

All Diocesan Finance Council members, executives and employees are expected to act with the utmost integrity and objectivity in their dealings with each other, with persons we support, with other service providers and with the community, aiming at all times to enhance the reputation and performance of St Nicholas.

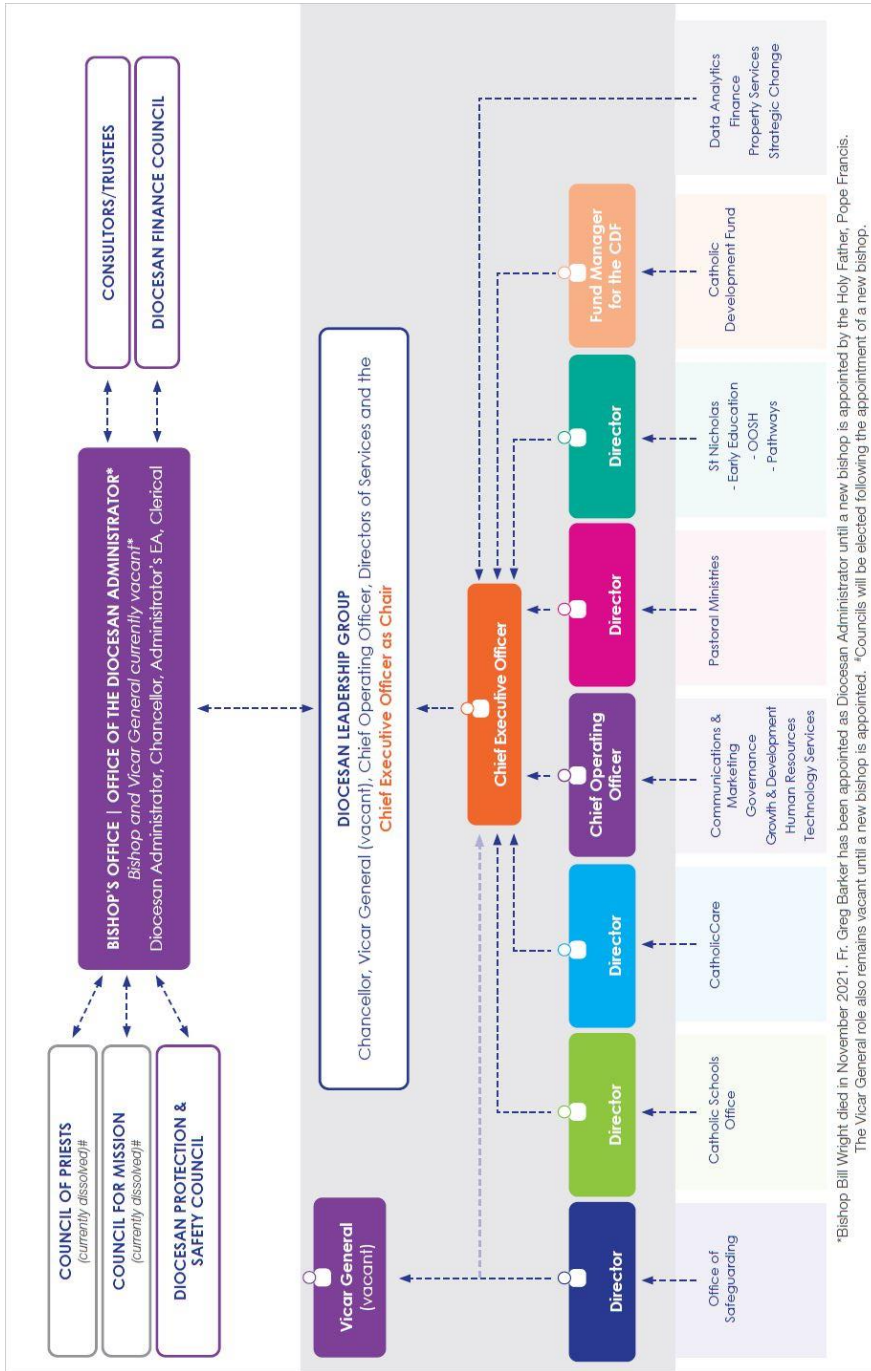
St Nicholas has adopted a Code of Conduct which sets standards of behaviour required of all employees including requirements to:

- Ensure all staff are aware of and comply with the spirit and letter of their obligations under the applicable Acts, Regulations and standards which apply to St Nicholas operations
- Act properly and efficiently in pursuing the objectives of St Nicholas
- Avoid situations which may give rise to a conflict of interests
- Ensure that our conduct is consistent with the Integrity in the Service of the Church resource document
- Maintain confidentiality in the affairs of St Nicholas, and
- Be absolutely honest in all professional activities.

These standards are regularly reviewed and made accessible to all council members and staff through the St Nicholas intranet.

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Appendix 1: Executive Organisation Chart



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