



POLICY FRAMEWORK POLICY		Document #	Level: Tier 1
		Prepared By: GRC Manager	Date Prepared: 30 January 2018
Effective Date: 1 September 2018	Revision # V1	Reviewed By: PR&CM Committee	Date Reviewed: 6 August 2018
Compliance: Archdiocese of Hobart, Governance Framework			

Purpose

The Archdiocese of Hobart ('Archdiocese') is a single legal entity comprising multiple components. There is a need to ensure there is a commonality of approach to policy that contributes to a stable governance foundation.

The purpose of this framework policy is to establish a hierarchy of organisational policies; ensure alignment; achieve compliance objectives; and the application of risk management controls.

The hierarchical approach ensures that good corporate governance occurs at the respective levels of management and control.

Scope of Application

This policy applies to the Archdiocese and its agencies including: Archbishop's Office, Parishes, Church Office, CatholicCare Tasmania, Centacare Evolve Housing, Catholic Education Tasmania and the Catholic Development Fund.

This policy may also be used to apply to bodies or committees associated with any of the above agencies, established to progress initiatives under the auspices of the Archdiocese.

Policy

The hierarchy of policy instruments is shown in figure one below.

In the case of an inconsistency between documents in the hierarchy, the higher order document prevails.

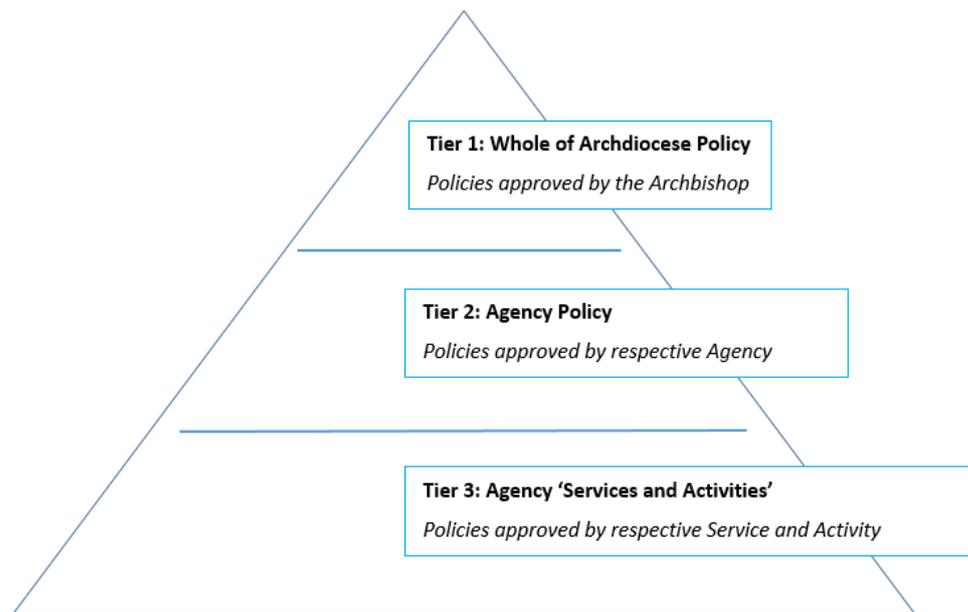
Tier one scope of application includes all Archdiocesan agencies and services and activities contained therein.

Tier one policies are approved by the Archbishop. The development of the new policy and the review of current policies is conducted by the Policy, Risk and Compliance Management Committee. Representatives from all key Archdiocesan agencies sit on the Committee.

Tiers two and three policies are governed by respective agency, service, activity approval, and development protocols.

Note: Identified Tier Two Policies Scope of Application include agencies who are recipients of Archdiocesan Corporate Services e.g. Human Resources, Fleet & Property or Information, Communications & Technology.

Figure 1: Hierarchy of Archdiocese of Hobart Policies



Principles: Policy Development

Content

All policies and procedures shall:

- Uphold the Archdiocese *Identity, Mission and Values*
- Comply with legislative and contractual requirements
- Be consistent
- Clearly articulate expectations and outcomes
- Assign responsibilities for actions and decisions
- Be designed to mitigate risk.

Process

The development, distribution and review of policies and procedures shall be:

- Consultative
- Informed by the principles of continuous improvement
- Not unnecessarily onerous
- Informed by legislative, regulations, standards and strategic plan(s)
- Communicated through relevant and appropriate channels.

Procedures

The development of procedures shall:

- Reflect the intent of policies
- Explain and assign roles and responsibilities
- Consider existing procedures and work instructions.

Presentation and Communication

All policies and procedures shall be:

- Accessible by relevant stakeholders
- Up-to-date and accurate
- Consistently styled and formatted.

Definitions

Agency: an 'agency' of the Roman Catholic Trust Corporate of the Archdiocese of Hobart. It is a body corporate constituted under section 4 of the Roman Catholic Church Property Act 1932. The Trust is an incorporated entity and operates under the Corporations Act 2001. Unincorporated agencies of the Roman Catholic Church Trust include: Parishes, Catholic Education Tasmania, CatholicCare Tasmania, and the Catholic Development Fund.

Services and Activities: parishes, schools and colleges, programme areas and Directorates within agencies.

Policies: 'what we are to do', statements of intent or principle which regulate, direct and control. Each policy encompasses a specific area of practice. Policies are clear, simple statements of how we conduct our services, actions or business. They should reference legislation, standards or other regulations where applicable.

Procedures: 'how we do things', procedures should always be clear, factual and to the point. Organisation wide procedures are to be kept in a central location and available to all.

Related Documents

Risk Management Policy
Whistleblower Policy
Workplace Behaviour Policy

Changes to this policy

The Archdiocese will review this policy from time to time and updates are available on the website.

Policy approved by:

Most Rev Julian Porteous, Archbishop of Hobart,
11 August 2018