

Sydney Diocesan Secretariat

Policy on developing and approving governance documentation

Introduction

1. This Policy sets out the standards for developing, approving, publishing, complying with and reviewing policies, procedures and guidelines within the Sydney Diocesan Secretariat (“SDS”).

Meaning of terms

2. In this document –

Policies are high level statements of the standards by which the organisation and its staff are to conduct the business of the organisation. Policies are to be distinguished from procedures and guidelines.

Procedures detail the means by which business processes or outcomes of the organisation are to be achieved in a consistent and systematic manner. Procedures may be developed to manage a specifically identified risk within the organisation. Procedures can also detail the means by which a policy is to be implemented.

Guidelines set out the suggested way in which certain activities within the organisation are to be undertaken.

Development

3. Senior management is responsible for the development of policies for the proper governance and management of the organisation.
4. A policy is usually developed to manage a specifically identified risk within the organisation.

Approval

5. Policies are to be approved by SDS or the Chief Executive Officer.
6. Before a proposed policy is submitted to SDS for approval, it is to be endorsed by the Chief Executive Officer.
7. Before endorsing or approving a proposed policy, the Chief Executive Officer will consider whether a proposed policy should be subject to legal sign-off.
8. Any policy approved by the Chief Executive Officer will be provided to SDS for noting.
9. Procedures and guidelines are usually approved by the senior manager responsible for the relevant business process, outcome or activity.

Publication

10. Policies which have been approved by SDS or the Chief Executive Officer are to be published on SDS’s intranet unless SDS or the Chief Executive Officer determines that the policy should not be published on the intranet. All members of staff are to be notified of any policy published on the intranet.
11. If procedures or guidelines affect the whole or a substantial part of SDS, the responsible senior manager should publish them on the SDS intranet. The senior manager should in any case ensure that any procedures or guidelines are stored electronically and disseminated to relevant staff within SDS.

Compliance

12. Policies are part of the regulatory framework of SDS.
13. A material failure to adhere to a policy approved by SDS is reportable to SDS through the Chief Executive Officer. A material failure to adhere to a policy approved by the Chief Executive Officer is reportable to the Chief Executive Officer.

Review

14. Policies are to be reviewed at least on an annual basis.

Approved by the Sydney Diocesan Secretariat –

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Secretary
Sydney Diocesan Secretariat

Policy Status –

Date	Comments
18 December 2013	Board approval
December 2015	Reviewed
February 2017	Last review
December 2017	Next review