



# **AUSTRALIAN CATHOLIC BISHOPS CONFERENCE**

## **MANDATE**

OF THE

## **SUBORDINATE BODIES**

OF THE

## **PERMANENT COMMITTEE**

NOVEMBER 2019

**Advisory Bodies**

Name:	Australian Catholic Council for Pastoral Research
Area(s) of Responsibility:	The Council advises the Permanent Committee in the promotion of the life and mission of the Catholic Church in Australia in the area of pastoral research.
Number of Councillors:	<p>The Council will comprise six (6) councillors, plus two (2) <i>ex officio</i> councillors, being the General Secretary and a representative of the Australian Catholic University.</p> <p>A Bishop Delegate will represent the Commission at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Director of the National Centre for Pastoral Research will provide support at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Council Chair will ordinarily include the Bishop Delegate and the Director in discussions and consult them as part of the process of developing advice to the Committee.</p>
Appointment of Councillors:	Following the appointment of members to the Committee at the May Plenary Meeting, the Committee will appoint councillors for the proceeding triennial term and will report these appointments to the Conference at the November Plenary Meeting. The Committee may reappoint councillors for one or two subsequent terms.
Appointment of the Chair:	The Committee, on recommendation from the Council, will appoint the Chair for a triennial term from the membership of the Council.
Frequency and Place of Meetings:	The Council will meet biannually at a place of mutual convenience. The Council may meet at other times as required using a variety of communications technology.
Administrative Support:	The National Centre for Pastoral Research will provide administrative support to the Council.

Name:	Australian Catholic Media Council
Area(s) of Responsibility:	<p>The Council advises the Permanent Committee in the promotion of the life and mission of the Catholic Church in Australia in the areas of media and communications:</p> <ol style="list-style-type: none"> <li>1. The efficient utilisation of strategic communications through liaison with Catholic and secular media</li> <li>2. Ways in which the Church might use digital media and communications technology to proclaim the Gospel message</li> <li>3. Offering expert advice on issues pertaining to the role of the Church in society</li> <li>4. Significant developments in media and communications industry through the triennial Australian Catholic Communications Congress</li> <li>5. Developing and promoting the use of media responsibly and conscientiously to encourage the faithful, through education and other means</li> <li>6. The promotion and observance of World Communications Day throughout the Church in Australia</li> <li>7. Fostering relationships between Church authorities and the media</li> </ol>
Number of Councillors:	<p>The Council will comprise eight (8) appointed councillors with graduate qualifications or equivalent skills and experience in media and communications disciplines.</p> <p>A Bishop Delegate will represent the Committee at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Conference Media and Communications Director will provide support at all meetings of the Council and will liaise as required with the Council Chair in between meetings.</p> <p>The Council Chair will ordinarily include the Bishop Delegate and the Media and Communications Director in discussions and consult them as part of the process of developing advice to the Committee.</p>
Appointment of Councillors:	<p>Following the appointment of members to the Committee at the May Plenary Meeting, the Committee will appoint councillors for the proceeding triennial term and will report these appointments to the Conference at the November Plenary Meeting. The Committee may reappoint councillors for one or two subsequent terms.</p>
Appointment of the Chair:	<p>The Committee, on recommendation from the Council, will appoint the Chair for a triennial term from the membership of the Council.</p>

Frequency and Place of Meetings:	The Council will meet biannually at a place of mutual convenience. The Council may meet at other times as required using a variety of communications technology.
Administrative Support:	The Media and Communications Department will provide administrative support to the Council.

**Statutes of the Finance Council  
Australian Catholic Bishops Conference**

NAME	References
1. The name of this body is the 'Finance Council of the Australian Catholic Bishops Conference', hereinafter called the 'Finance Council'. The Australian Catholic Bishops Conference will hereinafter be called the Conference.	
ROLE	
2. The role of the Finance Council is to provide informed advice on matters related to finance and governance to the Permanent Committee in the areas of stewardship and administration of temporal goods.	Temporal Goods Canons 1254§1, §2;1255;1256,1 257§1; 1258
FUNCTION	
<p>3. The Finance Council is constituted in accordance with Canon 1280 of the Code of Canon Law and Article 45 of the Statutes of the Australian Catholic Bishops Conference.</p> <p>4. General functions are set out in Book V of the Code of Canon Law.</p> <p>5. Particular functions of the Finance Council in providing informed advice to the Permanent Committee of the Conference include the:</p> <ul style="list-style-type: none"> <li>a) administration of temporal goods;</li> <li>b) development of policies and guidelines that relate to the administration of the temporal goods of the Conference;</li> <li>c) scrutiny of the annual financial reports of the Conference in accordance with clause 6.3 of the By-laws to the Statutes of the Conference;</li> <li>d) scrutiny of the triennial budget proposals of the Conference in accordance with clause 6.5 of the By-laws to the Statutes of the Conference;</li> <li>e) governance of the Risk Management System of the Conference;</li> <li>f) compliance with regulatory bodies.</li> </ul>	<p>Code of Canon Law: Canon 1280</p> <p>Statutes of the ACBC: Article 45</p> <p>Code of Canon Law: Book V: The temporal Goods of the Church Canons 1254-1310</p>

<p><b>ACCOUNTABILITY</b></p>	
<p>6. The Finance Council is accountable to the Permanent Committee of the Conference.</p> <p>7. Members of the Finance Council must promise to fulfil their office faithfully, to give their opinions sincerely and to observe confidentiality according to the manner determined by Canon Law and to declare any interest in any matter coming before the Council.</p> <p>8. The Finance Council will review the draft audited annual financial report of the Conference and provide advice to the Permanent Committee on the report, which the Permanent Committee will present to the Conference at the May plenary meeting each year.</p> <p>9. The Finance Council will review the consolidated triennial budget proposal from the proposals that episcopal commissions and the General Secretariat provide, for the consideration of the Permanent Committee and the approval of the Conference.</p>	<p>By-Laws to the Statutes of the Conference: 6.2, 6.3, 6.4, 6.5, 6.6</p>
<p><b>LIMITS OF AUTHORITY</b></p>	
<p>10. The Finance Council exists to provide informed financial advice to the Permanent Committee of the Conference. Notwithstanding those functions contained herein, the Council has no authority to act in any capacity.</p>	<p>By-Laws to the Statutes of the Conference: 6.2, 6.3, 6.4, 6.5, 6.6</p>
<p><b>MEMBERSHIP</b></p>	
<p>11. The Permanent Committee appoints the members of the Finance Council after suitable consultation.</p> <p>12. The Permanent Committee, on recommendation from the Finance Council, appoints the Chairperson. The Secretary is the Business Manager of the Conference.</p> <p>13. The members of the Finance Council are to be four (4) appointed councillors and one (1) ex officio councillor being the Bishop Delegate as appointed by the Permanent Committee.</p> <p>14. Members are to be appointed for a term of office of three (3) years and may be re-appointed by the Permanent Committee for one (1) or two (2) subsequent terms.</p> <p>15. No member shall serve more than three consecutive terms, except by leave of the President of Conference.</p>	<p>Canon 492 §1</p>

<p>16. Members volunteer their expertise in the service of the Church. The collective membership reflects the skills and abilities required to fulfil the functions as defined in the Statutes governing the Council.</p> <p>17. Candidates for appointment to the Finance Council are to be persons of good standing in the community and shall include those who are members of the Christian Faithful with expertise in financial affairs and civil law and possess those particular qualities that will enable them to fulfil the role that membership of the Finance Council demands of them.</p> <p>18. Every appointment to the Finance Council shall be in writing.</p> <p>19. Membership of the Finance Council is terminated in the following ways:</p> <ul style="list-style-type: none"> <li>a) expiration of the term;</li> <li>b) resignation given in writing to the Chairperson of Finance Council. In the case of the resignation of the Chairperson, resignation is to be given in writing to the bishop delegate of the Permanent Committee;</li> <li>c) decision of the Permanent Committee for a just cause;</li> <li>d) physical or mental inability to function as a member.</li> </ul> <p>20. Any vacancy on the Finance Council whether due to resignation, death, disability, removal or otherwise shall be filled from the same area of expertise from which was drawn the member whose position has become vacant.</p>	
<p><b>MEETINGS</b></p>	
<p>21. The Finance Council will meet at least biannually and no more than bimonthly at a place and time of mutual convenience. The Chairperson of the Finance Council or the Bishop Delegate of the Permanent Committee as required may call additional meetings.</p> <p>22. Insofar as it is possible, meetings of the Finance Council are coordinated with meetings of the Permanent Committee to enable minutes to be available to the Permanent Committee.</p> <p>23. The Finance Council will arrange its meeting agenda according to the reports as presented in the Executive Summary to Plenary:</p> <ul style="list-style-type: none"> <li>a) Issues for Decision</li> <li>b) Issues for Discussion</li> <li>c) Issues for Information</li> </ul>	

<p>d) Emerging Issues</p> <p>e) Attachments</p> <p>24. Councillors ordinarily receive from the Secretary all papers related to the agenda at least one week prior to the advertised meeting date.</p> <p>25. The Finance Council shall prepare, or cause to be prepared, minutes of all meetings of the Council. All business transacted by the Council, and all advice of the Council, shall be recorded in the minutes. No business shall be transacted until the minutes of the previous meeting have been confirmed or otherwise disposed of.</p> <p>26. A copy of the minutes of the Finance Council meetings is to be forwarded to the Secretary of Conference.</p> <p>27. The President of Conference, in consultation with the Chairperson of the Finance Council and the Bishop Delegate, may call joint meetings of the Finance Council and the Permanent Committee whenever there is a financial concern in respect of a particular proposed development by the Conference.</p>	
<p>AMENDMENTS</p>	
<p>28. The Conference may amend these Statutes of the Finance Council on the recommendation of the Permanent Committee following consultation with the Finance Council.</p>	
<p>REFERENCE TO GENERAL NORMS</p>	
<p>29. With regard to any matters not treated in the present statutes, the norm of Canon Law is to be applied.</p>	
<p>APPROVAL</p>	
<p>30. These Statutes were first approved by the Conference on 26 November 2019.</p>	



**Offices**

Name:	Digital Technology Office
Area(s) of Responsibility:	<p>The Office is responsible for the following tasks as part of the General Secretariat:</p> <ol style="list-style-type: none"> <li>1. Manage and facilitate digital technology applications for the Conference, including World Wide Web sites and third party cloud solutions</li> <li>2. Support Conference staff in the application and use of digital technology</li> <li>3. Develop digital technology policies and procedures</li> <li>4. Facilitate strategic planning around the use of technology for the Conference and its agencies</li> <li>5. Provide marketing advice and support to the Conference and its agencies</li> </ol>
Appointment of the Digital Strategy Manager:	The Business Manager will appoint the Digital Strategy Manager on recommendation of a suitably qualified selection panel. The Business Manager will comply with the Conference policy on recruitment and selection and will appoint the Digital Strategy Manager in accord with Conference policy.
Staff:	The Digital Strategy Manager may employ staff as required from time to time to assist and be accountable to the Digital Strategy Manager in meeting the Mandate with the approval of the Business Manager and in accordance with Conference policy.
Accountability:	The Digital Strategy Manager is accountable to the Business Manager for fulfilling the Mandate of the Office and the position of Digital Strategy Manager.

Name:	Media and Communications Department
Area(s) of Responsibility:	<p>The Department is responsible for the following tasks as part of the General Secretariat:</p> <ol style="list-style-type: none"> <li>1. Develop and manage the media and communications strategy of the Conference, including engagement with digital media, to ensure that the Conference can promulgate its message and position itself to use digital media as the industry evolves</li> <li>2. Direct the media and communications function of the Conference, including media relations and strategic communications on behalf of the Conference and its agencies</li> <li>3. Plan, organise and execute communications events, including the triennial Australian Catholic Communications Congress</li> <li>4. Supervise the production of CathNews, the week daily electronic clipping service.</li> <li>5. Provide administrative support to the Australian Catholic Media Council</li> </ol>
Appointment of the Media and Communications Director:	The General Secretary will appoint the Media and Communications Director on recommendation of a suitably qualified selection panel. The General Secretary will comply with the Conference policy on recruitment and selection and will appoint the Media and Communications Director in accord with Conference policy.
Staff:	The Media and Communications Director may employ staff as required from time to time to assist and be accountable to the Media and Communications Director in meeting the Mandate with the approval of the General Secretary and in accordance with Conference policy.
Accountability:	The Media and Communications Director is accountable to the General Secretary for fulfilling the Mandate of the Office and the position of Director.

Name:	National Centre for Pastoral Research
Area(s) of Responsibility:	<p>The mission of the Centre, as part of the Policy and Research Department of the General Secretariat, is to assist the Catholic Church in Australia at all levels in understanding the cultural, social and personal dimensions of religion in the changing contemporary context. It does this by:</p> <ol style="list-style-type: none"> <li>1. Preparing, in consultation with the Permanent Committee and the Australian Catholic Council for Pastoral Research, a research agenda designed to assist Conference members and other leaders in the Church in their pastoral planning and decision-making</li> <li>2. Informing Conference members, other leaders and the Catholic community in general of the findings of research projects and their implications for current and future pastoral strategies</li> <li>3. Working with other agencies and organisations to ensure effective liaison between related social research projects</li> </ol> <p>The Centre has particular responsibility in the following areas:</p> <ol style="list-style-type: none"> <li>1. Management of the National Catholic Census Project, a project that involves the acquisition, distribution and analysis of Australian Census data</li> <li>2. Conduct of a regular National Count of Attendance</li> <li>3. Management and development of the Australian Catholic Mapping Online project</li> <li>4. Conduct of other social research projects designed to enhance the effectiveness of pastoral strategies in parishes and other sectors of the Church</li> <li>5. Provision of an information and research consultancy service to Catholic agencies and organisations</li> <li>6. Organisation of events, preparation of publications and resources, and development and maintenance of electronic media in order to publicise and promote research within the Catholic community in Australia</li> <li>7. Provision of administrative support to the Australian Catholic Council for Pastoral Research</li> </ol>
Appointment of the Director:	The General Secretary will appoint the Director on recommendation of a suitably qualified selection panel. The General Secretary will comply with the Conference policy on recruitment and selection and will appoint the Director in accord with Conference policy.
Staff:	The Director may employ staff as required from time to time to assist and be accountable to the Director in meeting the Mandate with the

	approval of the General Secretary and in accordance with Conference policy.
Accountability:	The Director is accountable to the General Secretary for fulfilling the Mandate of the Office and the position of Director.

Name:	Office for Employment Relations
Area(s) of Responsibility:	<p>The Office is responsible for the following tasks as part of the General Secretariat:</p> <ol style="list-style-type: none"> <li>1. Develops, promotes and maintains best practice employment relations policies, procedures, practices, guidelines and manuals for implementation by the Conference and other Catholic employers</li> <li>2. Works with the Office for Social Justice, with the advice of the Employment Relations Reference Group, in identifying and influencing public policy affecting employment relations issues</li> <li>3. Provides administrative support to the Employment Relations Reference Group</li> </ol>
Appointment of the Employment Relations Manager:	The Business Manager will appoint the Employment Relations Manager on recommendation of a suitably qualified selection panel. The Business Manager will comply with the Conference policy on recruitment and selection and will appoint the Employment Relations Manager in accord with Conference policy.
Staff:	The Employment Relations Manager may employ staff as required from time to time to assist and be accountable to the Employment Relations Manager in meeting the Mandate with the approval of the Business Manager and in accordance with Conference policy.
Accountability:	The Employment Relations Manager is accountable to the Business Manager for fulfilling the Mandate of the Office and the position of Employment Relations Manager.

Name:	Public Policy Office
Area(s) of Responsibility:	<p>The Office is responsible for the following tasks as part of the Policy and Research Department of the General Secretariat:</p> <ol style="list-style-type: none"> <li>1. Monitor proposed Australian Federal, State and Territory legislation dealing with Catholic social teaching, especially in the area of family and life issues and keep the Conference abreast of proposed legislation by way of regular reporting</li> <li>2. Monitor public policy trends and initiatives at all levels of government and keep the Conference abreast of trends and initiatives by way of regular reporting</li> <li>3. Undertake specific research tasks when requested by Conference agencies</li> <li>4. Maintain a collaborative working relationship with Conference, Provincial and Diocesan agencies as well as relevant research facilities.</li> <li>5. Research and prepare submissions to government inquiries on various public policy matters affecting the works of the Catholic Church, as directed by the Permanent Committee.</li> <li>6. Develop and maintain advisory relationships with Members of Parliament, other relevant organisations and individuals in the provision of information dealing with Catholic social ethics.</li> </ol>
Appointment of the Public Policy Director:	The General Secretary will appoint the Public Policy Director on recommendation of a suitably qualified selection panel. The General Secretary will comply with the Conference policy on recruitment and selection and will appoint the Public Policy Director in accord with Conference policy.
Staff:	The Public Policy Director may employ staff as required from time to time to assist and be accountable to the Public Policy Director in meeting the Mandate with the approval of the General Secretary and in accordance with Conference policy.
Accountability:	The Public Policy Director is accountable to the General Secretary for fulfilling the Mandate of the Office and the position of Director.