



POLICY MAKING

For those involved in a University of Notre Dame Australia (UNDA) degree or course, UNDA Policies and Procedures also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose of Policy

This policy is to clarify how policies at Te Kupenga are written, approved and reviewed.

Principles

1. To ensure that Te Kupenga is operated in a way that adheres to the values and objectives set out in its constitution and trust deed.
2. To provide written statements to inform the Te Kupenga community (governance, staff, students, volunteers and visitors) about rules or principles in specific areas.

Guidelines

1. A new policy may be proposed by the Te Kupenga Trust, the Te Kupenga Governance Board, or a committee of the board.
2. All policies will be approved by the Board.
3. People directly affected by a particular policy should be consulted as part of the process, and informed once the policy has been approved.
4. Te Kupenga staff will implement the policies as written. All Te Kupenga policies will be accessible to all staff. Staff are expected to adhere to all Te Kupenga policies as part of their employment agreement. New staff will receive a link to policies as part of the induction process.
5. Policies will be accessible to other groups (eg, governance, students, volunteers, contractors) as applicable.
6. From time to time the NZ Catholic Bishops Conference issues policies that apply to all of its trusts, including Te Kupenga. Where these form part of the Te Kupenga Policies, they will be included in the appropriate policy folder.
7. Generally, policies will be reviewed every 3 years, to maintain currency. Some policies may be reviewed more frequently, depending on need.

Review and approval

The Policy on Policy Making is subject to the normal three-yearly review. The Governance Board is responsible for reviewing and amending the policy.

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