



CATHOLIC ARCHDIOCESE
OF ADELAIDE

BUSINESS CLASSIFICATION SCHEME

Using the Classification Scheme

This keyword thesaurus/classification scheme has been developed for the titling of files created by the Archdiocese of Adelaide. It is a function-based tool and is capable of growing and adapting easily to changes in organisational structure and functions.

The prime purpose of the thesaurus is to provide control and consistency over the vocabulary used for titling and indexing records. It does so by providing an alphabetical listing of approved terms that may be used for titling and indexing. It provides the added benefit of knowing which terms to search on, meaning that searches will be more efficient and result in retrieval of the correct records.¹

File Titling

Files will be created and titled by first selecting the appropriate Keyword (function), followed by the relevant sub-heading (activity descriptor), followed by free text to further describe what will be contained in the particular file.

e.g. **PARISHES & DEANERIES** (Keyword) – **Visitation** (activity) – **Aberfoyle Park** (free text). This file will contain all records relating to official visitation occurring in the Aberfoyle Park parish.

As a general rule each file and all of its file part nos. should have the same category (keyword) and sub-heading (activity) and the same title.

Filing Individual Records

Wherever possible, a *Filing Instructions form* should be completed for all loose-leaf and/or individual records that are sent to Church Office staff for inclusion in the central filing registry. A ‘master’ copy of the form is included in this folder for ongoing use.

New Terminology

Changes to the Thesaurus document will be made on ‘as required’ basis to ensure its continued relevance to the Archdiocese. If you would like to suggest change such as inclusion of new terminology or an amendment to an existing term please contact the Archivist/Records Manager.

¹ The functional approach is embodied in the Australian Standard AS 4390 - 1996, *Records Management*, where it is applied to all aspects of records management. The standard recognises that records are defined by their relationship to the activities that they document. This gives them meaning and context.

CHURCH RELATIONS (Keyword)

The function of maintaining and managing the relationship with the Vatican and other dioceses, including local dioceses, and with other religious denominations.

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

INTER-FAITH RELATIONS

The activity of communicating and maintaining relations with Heads of Christian Churches, Catholic Lutheran Dialogue, Catholic Jewish Dialogue the Diocesan Commission for Ecumenism and Multi Faith.

LAITY

The activity of communicating and managing relations with lay persons.

OTHER DIOCESES

The activity of communicating and managing relations with all dioceses within the Catholic church.

OVERSEAS AID

The activity associated with management of overseas aid and development.

PAPAL AUDIENCES

The activities involved in arranging tickets on behalf of parishioners and other prominent members of the community to a Papal audience, either at the Vatican or at another location. Includes correspondence and liaison with the relevant Parish Priest and individuals.

PAPAL AWARDS

The activities involved in liaising with parishioners and Vatican Agencies concerning Papal Awards. Includes correspondence and liaison with the relevant Parish Priest and the recipients

PAPAL BLESSINGS

The activities involved in liaising with parishioners and other prominent members of the community, and Vatican Agencies concerning Papal Blessings. Includes correspondence and liaison with the relevant Parish Priest and the recipients.

SECULAR RELATIONS

The activity of maintaining and managing relations with the religious (but not ordained) Associations of the Diocese

VATICAN

The activity of maintaining and managing communications between the Adelaide Archdiocese and the Vatican.

WOMEN AND THE CHURCH

The activity of maintaining and managing relations with lay women's agencies within the Catholic church. Includes Commission for Australian Catholic Women and World Union of Catholic Women's Organisations

CLERGY (Keyword)

The function of the Archbishop's dealings with all ordained clergy, including religious orders. Records exist for each person.

CANDIDACY

The activity of liaising with persons enquiring about vocations to religious life.

CELEBRATIONS

The activities associated with the festivities held to honour a particular event

CONSECRATION

The activities associated with the ceremony of Episcopal consecration of a Bishop or Archbishop

COUNCILS & COMMITTEES

The activity of the management of councils, committees, secretariats and task forces (both internal and external). Includes the establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

FUNCTIONS (SOCIAL)

The activity of organising and managing an official or formal social occasion conducted by the Archdiocese to enhance its internal and external relationships

LAICISED PRIESTS

The process of communicating with priests who have been granted laicisation.

ORDINATIONS

The activity of conferring the Rite of Holy Orders. Includes the activities associated with requests for ordination from ordained Anglican clergy.

OVERSEAS PRIESTS

The activity of communicating with overseas priests enquiring about appointment to the Archdiocese

PERSONAL FILES

The activity of communicating and managing relations with individual priests and deacons

SEMINARIES

The activity of communicating and managing relations with Seminary authorities.

COMMUNITY RELATIONS (Keyword)

The function of establishing rapport with the community and raising and maintaining the Archdiocese's broad public and pastoral profile. Includes marketing, advertising, media liaison, exhibitions, celebrations, ceremonies, speeches, official representation at functions and participation in community activities. Also includes relationships with professional bodies and industry, the management of customer services, handling reactions to those services, community consultation and feedback.

ADDRESSES (PRESENTATIONS)

The activity of giving addresses for training, professional, community relations or pastoral purposes. Includes speeches and multi-media presentations. Add the title of the address as free text.

ENQUIRIES

The activities associated with the handling of requests for information about the Archdiocese by the general public or another Church or organisation.

EXHIBITIONS

The activities associated with using Archdiocesan material in mounted displays for the purpose of informing or educating the viewer, or promoting the activities, services, projects, or programs of the Archdiocese.

GREETINGS

The activities associated with preparing and sending letters of appreciation or condolences. Includes mailing lists for Christmas cards.

GRIEVANCES

The activities associated with the handling and resolution of grievances. Includes responding to complaints about issues related to church teachings, ethics, morals, social justice, etc.

MEDIA RELATIONS

The activity of establishing a relationship between the media and the Archbishop. Includes interviews, media releases, public comment etc.

SPECIAL EVENTS

The activity of conducting or participating in special events such as Australia Day Ecumenical Service, Latin Mass, Marian Apparitions, Latin Mass/Tridentine Mass, Anzac Day Mass.

DIOCESAN RELATIONS (Keyword)

The function of planning and implementing policies and programs that enable the Archdiocese to provide charitable, social and educational services to the community through outreach programs and/or specific church Agencies. Includes those Agencies who are responsible to the Vicar-General (Moderator).

CHARITABLE SERVICES

The activity of maintaining relationships with agencies that provide charitable services.

CONFERENCES

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity, and reports of participants etc

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

EMPLOYMENT SERVICES

The activity of maintaining relationships with agencies that provide employment services.

ETHICAL, MORAL AND SOCIAL ISSUES

The activity of managing the issues of social justice, ecology and ethical investing.

FAITH AND EDUCATION SERVICES

The activity of maintaining relationships with clergy, lay people, agencies and communities who provide or are associated with faith and education services, including spirituality.

FUNDRAISING

The activities associated with parish fundraising.

MULTICULTURAL SERVICES

The activity of maintaining relationships with agencies that provide multicultural services.

PASTORAL SERVICES

The activity of maintaining relationships with agencies and lay organisations who provide pastoral care and support within the Archdiocese

REPORTING

The activity associated with initiating or providing a formal response to a situation or request (either internal or external), and to provide formal statements or findings of the results of their examination or investigation.

SCHOOLS, COLLEGES AND EDUCATION

The activity of maintaining relations with the Catholic Education Office and individual schools and colleges

VOCATIONAL SERVICES

The activity of maintaining relationships with agencies who provide vocational services.

YOUTH CELEBRATIONS

The activity of maintaining relationships with young people and youth organisations.

EQUIPMENT & STORES (Keyword)

The function of acquiring, supplying, maintaining, repairing and disposing of equipment and stores stocked and used by the organisation. Items of equipment include instruments, implements, tools, machines, plant, furniture and furnishings. Stores include chemicals, hardware, homeware items, kitchen/cleaning items, medical supplies and stationary. See TECHNOLOGY AND TELECOMMUNICATIONS for the management of telecommunications and technological equipment such as telephones, facsimiles and computer hardware and software. See FINANCIAL MANAGEMENT - ASSET REGISTER for the monitoring and assessment of equipment with an economic life of over 12 months. See PROPERTY MANAGEMENT - FIT-OUTS if equipment is acquired as part of a fit-out.

ACQUISITION

The activity of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. Includes acquisition of external publications and library type resources

DISPOSAL

The activity of disposing of property no longer required by the Archdiocese, by sale, transfer, termination of lease, auction or destruction. Includes destruction or transfer to Archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into archival storage

LEASING

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation.

MAINTENANCE

The activity of managing the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

TENDERING

The activity of receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

FINANCIAL MANAGEMENT (Keyword)

The function of managing the organisation's financial resources. Includes establishing, operating, and maintaining accounting systems controls and procedures, financial planning, framing budgets and budget submissions, obtaining grants, managing funds in the form of allocations from the Consolidated Fund and revenue from charging, trading and investments. Also includes the monitoring and analysis of assets to assist the delivery of economic and social services to government, industry and the community. See STRATEGIC MANAGEMENT for long term organisational planning. Tip: FINANCIAL MANAGEMENT - ASSET REGISTER may be used for the monitoring and assessment of the assets of the organisation. The relevant keyword (EQUIPMENT & STORES, FLEET MANAGEMENT, PROPERTY MANAGEMENT or TECHNOLOGY & TELECOMMUNICATIONS) may be used for operational activities involving assets, such as their acquisition, operation, maintenance and disposal.

ACCOUNTING

The activity of collecting, recording, classifying, summarising and analysing information on financial transactions, and subsequently on the financial position and operating results of the Archdiocese.

ARRANGEMENTS

The activities involved in making or formalising arrangements for the receipt of incomes or subsidies; e.g. stipends, pensions or rent allowances.

AUDIT

The activity of officially checking financial, quality assurance and operational records to ensure they have been kept and maintained in accordance with agreed or legislated standards and correctly record the events, processes and business of the Archdiocese in a specified period. Includes compliance audits, financial audits, operational audits, recordkeeping audits, skills audits, system audits and quality assurance audits.

BUDGETING

The activity of planning the use of expected income and expenditure over a specified period.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Archdiocese is subject. Includes compliance with legislation and with national and international standards.

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

DONATIONS

The activity of managing money, items, artefacts or property donated to the Archdiocese, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

GRANT FUNDING

The activities associated with the application for and receipt of grants.

INSURANCE

The activity of taking out premiums to cover loss or damage to property or premises, and to cover customers and staff against injury or death resulting from incidents on the Archdiocese premises or whilst engaged in employment.

FINANCIAL MANAGEMENT cont.....

LEGAL MATTERS

The processes and activities involved in managing legal matters, such as the drawing up of legal arrangements as well as compliance with legal and fiscal requirements for [for example] common seal of incorporation, trusts etc.

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes, etc.

SALARIES

The activity of managing the payment of salaries to personnel.

SUPERANNUATION

The activity of managing superannuation funds on behalf of the Archdiocese and the payment of superannuation to personnel.

TREASURY MANAGEMENT

The process of managing the funds of the Archdiocese in an efficient and economical manner by ensuring an effective system of internal control is in operation. Includes investments and loans.

VEHICLE MANAGEMENT

The activity of acquiring, managing, maintaining, repairing and disposing of vehicles.

GOVERNMENT RELATIONS (Keyword)

The function of administering the formal relationship between the organisation and those processes of government not covered by other general administrative or functional keywords. Includes the organisation's relationship with Ministers and Members of Parliament and the political processes of Government; liaison with bodies carrying out investigations and participating in formal inquiries and investigations such as Royal Commissions, and inquiries by Parliamentary Committees and the Ombudsman; and relationships with other Local, State, Commonwealth or overseas governments. This keyword is NOT designed to cover regular ongoing contact between Government agencies, which should be classified under the relevant keyword. See COMMUNITY RELATIONS for the relationship between the organisation and community groups. See INFORMATION MANAGEMENT for the management of Freedom of Information (FOI) applications.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Archdiocese is subject. Includes compliance with legislation and with national and international standards.

INQUIRIES

The activities associated with liaising with bodies carrying out inquiries, and participating in them. Inquiries are investigations carried out by persons or bodies who have been empowered to inquire and report on a subject, such as Royal Commissions, Parliamentary and Ombudsman's inquiries. Includes the organisation's participation in the inquiry by providing evidence in the form of records, submissions or staff.

LIAISON

The activities associated with maintaining regular general contact between the Archdiocese and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

HUMAN RESOURCE MANAGEMENT (Keyword)

The function of recruiting, managing, training and providing for employees in the Archdiocese. Employees include permanent, contract, temporary and part-time trainees, apprentices, scholarships and job creating scheme participants.

AGREEMENTS

The activity of the establishment, maintenance, review and negotiation of agreements. In the case of religious orders and/or Congregational agreements, further specify by community name and person.

COMPENSATION

The activity of providing compensation to personnel injured during working hours or on the Archdiocese's premises. Includes rehabilitation of injured workers.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Archdiocese is subject. Includes compliance with legislation and with national and international standards.

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

COUNSELLING

The activity of Agencies providing counselling services within the Diocese.

EMPLOYMENT CONDITIONS

The activity of managing the general conditions of employment for personnel.

GRIEVANCES

The activities associated with the handling and resolution of grievances. Includes handling complaints over perceived discrimination, or those arising over work environment, work organisation or distribution, peers, supervisors or subordinates. Also includes grievances regarding the provision of access to opportunities such as training, equipment, promotion or higher duties.

HEALTH PROMOTION

The process of promotion by the organisation of programs which encourage the establishment and maintenance of a healthy work environment.

INDUSTRIAL RELATIONS

The activity of managing the formal relations with the Archdiocese's employees and their representatives to achieve a harmonious workplace.

LEAVE

The activity of administering leave for which staff are eligible. Includes unauthorised leave taken by staff.

PERSONNEL MANAGEMENT

The activity of maintaining personal information about employees for a range of personnel management functions.

RECRUITMENT

The activity of recruiting which includes applying for approval to fill existing vacancies, the advertising of vacant positions and the handling of applications, interviews, selection, culling and appointment.

REHABILITATION

The activity of managing programs designed to restore the injured worker to the fullest physical, psychological, social, vocational and economic usefulness of which they are capable - consistent with pre-injury status.

REPORTING

The activity associated with initiating or providing a formal response to a situation or request (either internal or external), and to provide formal statements or findings of the results of their examination or investigation.

SECURITY

The activity of managing measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

TRAINING AND DEVELOPMENT

The activity of encouraging staff to develop their skills and abilities to maximise their potential and increase their productivity.

INFORMATION MANAGEMENT (Keyword)

The function of managing the Archdiocese's information resources. Includes creating, capturing, registering, classifying, indexing, storing, retrieving and disposing of records and developing strategies to manage records.

ACQUISITION

The activity of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. Includes acquisition of external publications and library type resources

CONSERVATION

The activity involving the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

CONTROL

The activity of creating, maintaining and evaluating control mechanisms. Includes classification, indexing, registration, forms design etc. to ensure maximum control over records and recordkeeping systems. Also includes control mechanisms for other information resources and systems.

DATA ADMINISTRATION

The activity of building, prototyping and testing of databases. Includes the management of user rules, passwords, regular programs of backups and journals and monitoring usage and response times.

DISPOSAL

The activity of disposing of property no longer required by the Archdiocese, by sale, transfer, termination of lease, auction or destruction. Includes destruction or transfer to Archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into archival storage.

ENQUIRIES

The activities associated with the handling of requests for information about the Archdiocese and its services by the general public or another Church or Diocese.

See INQUIRIES for investigations of inquiry by parliamentary committees, Royal Commissions etc.

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

POLICY

The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Archdiocese's operating procedures are determined.

PRIVACY

The activities associated with applying the principles of privacy. Includes data protection in relation to privacy. Also includes the process of collection, handling, use and disclosure of records of a private, personal, or confidential nature to maintain that the rights of a living person (or immediate family) are secure from unauthorised disclosure or access to

PROCEDURES

The activity of establishing methods of operating, as laid down by the Archdiocese according to formulated policy.

PUBLICATIONS

The activities associated with producing or receiving material, irrespective of format, intended for sale or general distribution, internally or to the public.

INFORMATION MANAGEMENT cont.....

RISK MANAGEMENT

The activity involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.

OCCUPATIONAL HEALTH & SAFETY (Keyword)

The function of implementing and co-coordinating occupational health and safety and associated legislation throughout the Archdiocese.

ACCIDENTS

The activity of dealing with mishaps causing injury or damage. Includes damage or injury to the Archdiocese's property or member of staff incurred while coming to, at, or leaving work, or to the general public or visitors whilst on the Archdiocese's premises.

CLAIMS

The activity of administering and managing payments demanded in accordance with an insurance policy as compensation for injury, death, or denial of rights of a person, or damage to or destruction of property. Includes disputes over rights and ownership, and recompense sought for stolen or lost property.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Archdiocese is subject. Includes compliance with legislation and with national and international standards.

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

HEALTH PROMOTION

The process of promoting and establishing programs which encourage the establishment and maintenance of a healthy work environment.

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

POLICY

The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Archdiocese's operating procedures are determined.

PROCEDURES

The activity of establishing methods of operating laid down by the Archdiocese according to formulated policy.

RISK MANAGEMENT

The activity involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.

PARISHES AND DEANERIES (Keyword)

The function of the Archbishop's dealings with Parishes and Deaneries.

APPOINTMENTS

The process involved in selecting and appointing a person to a position or office.

CELEBRATIONS

The activities associated with the festivities held to honour a particular event

COMMUNICATION

The activity of maintaining and managing communications between the Archdiocese and the relevant Parish, including Installation of Priests, Pastoral Council Communications and Sacramental Programs.

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

PLANNING

The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

VISITATION

The activity of managing official visits to the Parish by the Archbishop.

PASTORAL RELATIONS (Keyword)

The function of implementing and overseeing activities dealing with the pastoral mission of the church.

CHAPLAINCY

The activity of providing pastoral and sacramental services to defined groups within the community.

COMMUNITY ANIMATION

The activity of strengthening and building up the catholic community through on-going renewal and formation.

HOMILIES

The activity of preserving homilies and converting them in to written format.

RURAL MINISTRY

The activities associated with the appointment of women and men called to lay ecclesial ministry in rural communities. Includes also the programmes of Preparation and Formation appropriate to the level of responsibilities that are assigned to the ministries.

SOCIAL INCLUSION

The activities associated with the development of special programs and services to ensure justice and fairness to all members of the church, especially the underprivileged and those with disabilities.

PROFESSIONAL STANDARDS (Keyword)

The function of ensuring professional standards of conduct by clergy, church employees, teachers and volunteers, especially in relation to their dealings with minors and the vulnerable in the community. Includes communicating and managing relations with agencies concerned with the development of policies, protocols and procedures for responding to Church-related abuse complaints.

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

COUNSELLING

The activity of Agencies providing counselling services within the Diocese.

GRIEVANCES

The activities associated with the handling and resolution of grievances. Includes responding to complaints about issues related to church teachings, ethics, morals, social justice, etc.

LIAISON

The activities associated with maintaining regular general contact between the Archdiocese and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

LITIGATION

The activities involved in managing lawsuits or legal proceedings between the Archdiocese and other parties.

MEDIA RELATIONS

The activity of establishing a relationship between the media and the Archbishop. Includes interviews, media releases, public comment etc.

POLICY

The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Archdiocese's operating procedures are determined.

PROCEDURES

The activity of establishing methods of operating laid down by the Archdiocese according to formulated policy.

PUBLICATIONS

The activities associated with producing or receiving material, irrespective of format, intended for sale or general distribution internally or to the public

REPORTING

The activity associated with initiating or providing a formal response to a situation or request (either internal or external), and to provide formal statements or findings of the results of their examination or investigation.

PROPERTY MANAGEMENT (Keyword)

The function of managing land and working, storage or living space within premises, and of acquiring, constructing, fitting-out, managing, maintaining, protecting and disposing of property owned under one name - Diocesan properties, parish properties, school properties.

ACQUISITION

The activity of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. Includes acquisition of external publications and library type resources

AGREEMENTS

The activity of the establishment, maintenance, review and negotiation of agreements. In the case of religious orders and/or Congregational agreements, further specify by community name and person.

COMPLIANCE

The activity of complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the Archdiocese is subject. Includes compliance with legislation and with national and international standards.

CONSERVATION

The activity involving the preservation, protection, maintenance, restoration and enhancement of properties, including buildings and land, and information resources and artefacts.

CONSTRUCTION

The activity of making or building something.

CONTRACTING-OUT

The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing.

CONTRACTS

The activities involved in the receipt and assessment of tenders and the letting of contracts not under seal (simple contracts). Includes reports by consultants, contract documents, payments and contract renewals, etc

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

DISPOSAL

The activity of disposing of property no longer required by the Archdiocese, by sale, transfer, termination of lease, auction or destruction. Includes destruction or transfer to Archives, and the program of activities to facilitate the orderly transfer of semi-active and inactive records from current office space into archival storage

DONATIONS

The activity of managing money, items, artefacts or property donated to the Archdiocese, or by the organisation and or its staff to charities etc. Includes managing unsolicited donations.

INVENTORY

The activity of listing and preparing lists of items and assets in the possession of the Archdiocese.

PROPERTY MANAGEMENT cont....

LEASING

The activities involved in leasing items, equipment, accommodation, premises or real estate from another organisation.

MAINTENANCE

The activity of managing the upkeep, repair, servicing and preservation of internal/external conditions of premises, equipment, vehicles etc.

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

PLANNING

The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

SECURITY

The activity of managing measures taken to protect people, premises, equipment or information from accidental or intentional damage or from unauthorised access. Includes the security classification of personnel and criminal record checks.

TENDERING

The activity of receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

PUBLICATION (Keyword)

The function of having works, irrespective of format, issued for sale or general distribution internally or to the public. Includes management of directories (e.g. National Council of Priests Directory, Australian Priests Directory).

CORPORATE STYLE

The activity of compiling and administering guidelines on the consistency in written style, graphic design etc within the Archdiocese's documents. Includes designing logos, letterhead, stationery, publications etc.

DISTRIBUTION

The activity of disseminating items, correspondence, or publications through sales, deliveries, or other customer services.

INTELLECTUAL PROPERTY

The activity of managing the Archdiocese's intellectual property, both published and unpublished. Includes copyright, patents and trademarks, royalties and matters of confidentiality such as trade secrets which are not available to the public.

PRODUCTION

The activity involved in producing material into an end result or output, e.g. a product or publication. Includes design, layout, typesetting, desktop publishing, printing, binding etc.

REVIEWING

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

RELIGIOUS CONGREGATIONS (Keyword)

The function of managing the relationship between the Archdiocese of Adelaide and Religious Orders and/or Religious Congregations. Includes [National] Provincial Offices and members of local communities residing within the Archdiocese.

AGREEMENTS

The activity of the establishment, maintenance, review and negotiation of agreements. In the case of religious orders and/or Congregational agreements, further specify by community name and person.

APPOINTMENTS

The process involved in selecting and appointing a person to a position or office.

ARRANGEMENTS

The activities involved in making or formalising arrangements (i.e. arrangements for the receipt of incomes or subsidies, e.g. stipends, pensions or rent allowances).

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

PLANNING

The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

SACRAMENTAL ISSUES (Keyword)

The function of conferring grace or Divine Life on those who worthily receive it as baptism, confirmation, oaths and solemn pledges. The consecrated elements include the Eucharist and others as possessing a sacred character.

CONFERRING OF RITES

The activity of delegating responsibility for Conferring of Rites

EUCCHARISTIC SERVICES

The activity of conducting Eucharistic services at which no consecration of the Species occurs.

EXORCISM

The activity of conducting services of exorcism.

HOMILIES

The activity of preserving homilies and converting them in to written format.

LITURGICAL SERVICES

The activities associated with celebration of the Mass and conferring sacraments. Includes reviewing liturgical content for conformance to established church teaching.

MARRIAGE

The activities associated with celebration of the Sacrament of Marriage. Includes 'Validation' of marriages; marriages conducted 'Out of Sacred Space' and/or overseas; and marriages conducted in 'other' [non-Catholic] denominations.

MUSICAL ACCOMPANIMENT

The activity associated with providing choral and other musical accompaniment to liturgical services and other church celebrations.

OFFICE FOR WORSHIP

The activity associated with approval of liturgical content within the diocese.

PAROCHIAL RECORDS

The activity associated with the keeping of official church records. Includes parochial registers and other official church records.

SPIRITUALITY RETREATS

The activity of conducting faith formation and spirituality seminars.

TRIBUNAL OF THE CATHOLIC CHURCH

The activities associated with the pastoral care of divorced and remarried persons seeking to have their marriage recognised in the Church, divorced persons seeking to remarry, and divorced persons seeking clarification of their standing in the Church

SOCIAL AND WELFARE SERVICES (Keyword)

The function of providing social and welfare services.

AGED CARE

The activity of providing both nursing and non-nursing aged care services by Agencies within the Diocese.

COUNSELLING

The activity of Agencies providing counselling services within the Diocese.

MEDICAL AND MORAL

The activity of involvement by the Church in social medical and moral issues.

WELFARE

The activity of managing social well being through agencies such as Centacare, St Vincent de Paul, Moore Street Day Centre, Katherine House, Diocesan Aids Council.

STRATEGIC MANAGEMENT (Keyword)

The function of applying broad systematic management planning for the Archdiocese. Includes the activities involved with the development, monitoring, and reviewing of business plans, strategic plans, work plans, corporate plans.

COUNCILS & COMMITTEES

The activity of the management of committees, secretariats and task forces (both internal and external). Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes, reports and agendas.

LEGAL MATTERS

The processes and activities involved in managing legal matters, such as the drawing up of legal arrangements as well as compliance with legal and fiscal requirements for [for example] common seal of incorporation, trusts etc

MEETINGS

The activity of gatherings held to discuss, update, or resolve issues and matters pertaining to the management of the group, agency, or organisation as a whole. Includes arrangements, agendas, recording outcomes, taking of minutes etc.

PASTORAL PLANNING

The activity of planning and formulating objectives which support the ongoing life and development of the archdiocese. Includes amalgamating and/or rationalising parishes and services.

PERFORMANCE MANAGEMENT

The activity of identifying, evaluating, and developing corporate and employee work performance so that the organisation's goals and objectives are achieved and also benefiting employees through recognition, performance feedback, catering for work needs and offering career guidance.

PLANNING

The activity of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

POLICY

The activity of developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the Archdiocese's operating procedures are determined.

PROCEDURES

The activity of establishing methods of operating laid down by the Archdiocese according to formulated policy.

RISK MANAGEMENT

The activity involving the identification of risks, and the implementation of appropriate practices and procedures which will reduce wastage and the impact of economic loss arising from an incident.