

Anglican
Church
Diocese of Perth



Parish Office Bearers Workshop

13 MAY 2023



Acknowledgement of Country & Opening Prayer

THE VENERABLE ANGELA WEBB

Acknowledgement of Country & Opening Prayer

Anglican
Church
Diocese of Perth



We acknowledge the
WHADJAK NOONGAR
people as the traditional
custodians of the Perth Region
and we pay our respects to their
Elders, past, present and future.



Noongar Seasons



Dry and hot. Noongars burned sections of scrubland to force game into the open for easier hunting.



A warming period. The height of the wildflower season. The Noongars moved closer to the coast where frogs, tortoises and freshwater crayfish were caught.



Hottest part of the year, with sparse rainfall throughout. Noongar people moved to the estuaries for fishing.



Cooler weather begins. Fishing continued and bulbs and seeds were collected for food.



Often the coldest part of the year, with clear, cold nights and days, or warmer, windier periods. Roots were collected, and emus, possums and kangaroos were hunted.



Usually the wettest part of the year. Noongars moved inland to hunt once the rains had replenished inland water resources.



New Deanery names

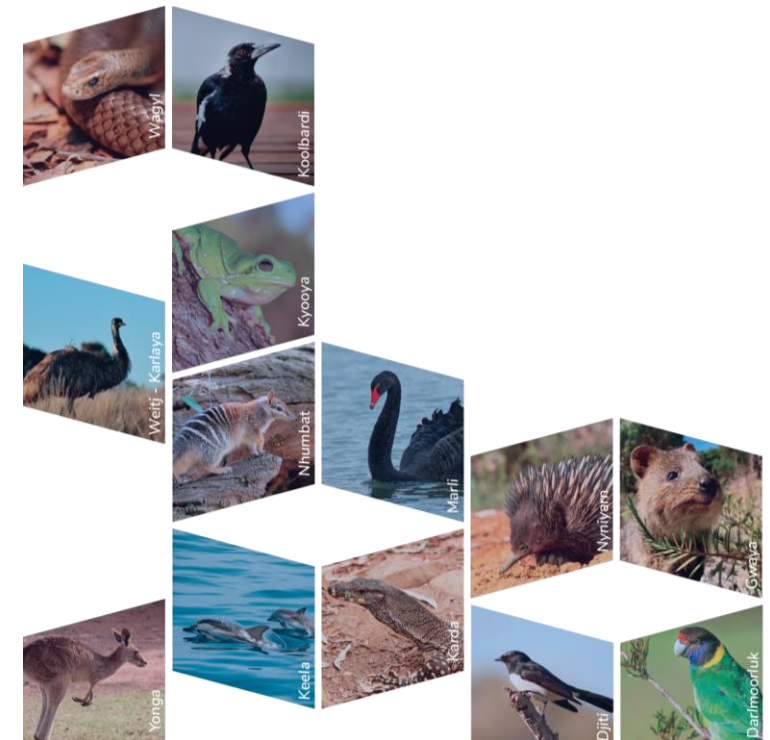
AS PART OF THE RECONCILIATION PLAN (RAT)
BEING DEVELOPED ACROSS THE DIOCESE.

Anglican
Church
Diocese of Perth



Gwaya formerly Cockburn
Wagyl formerly Melville
Marli formerly Perth
Yonga formerly Armadale
Nhumbat formerly Avon
Nyniyarn formerly Eastern
Darlmoorluk formerly
Sudanese Ministry

Djiti Djiti formerly Claremont
Keela formerly Coastal
Koolbardi formerly Joondalup
Kyooya formerly Swan
Weitj-Kalaya formerly Goldfields
Karda formerly Moore





Welcome to Wollaston Theological College

THE REVEREND DR RAEWYNNE WHITELEY



Introduction

KEITH STEPHENS
DIOCESAN SECRETARY & EXECUTIVE OFFICER



Introduction

PRESENTERS



Time	Location	Activity
8.30	Courtyard	Registration - 30 Min
9.00	DSR	Common Stream 1 - Acknowledgement of Country & Opening Prayer – The Venerable Angela Webb
9.05	DSR	Common Stream 2 – Welcome to WTC – The Reverend Dr Raewynne Whiteley
9.10	DSR	Common Stream 3 – Introduction and Synod 2023 – Keith Stephens
9.20	DSR	Common Stream 4 - Safe Ministry – Davina Goldthorpe
9.30	DSR	Common Stream 5 - WHS, Environmental Sustainability, Cyber Security and Privacy – Mike Brown
9.40	DSR	Common Stream 6 - HR - Katerina Lazarevska
9.50	DSR	Common Stream 7 - ACF - Ian Leverington
10.00	Courtyard	Morning Tea - 30 Min
10.30	DSR	Warden Stream: Warden Responsibilities and Property - Archdeacon and Kirsten Rhoades
10.30	GNR	Treasurer Stream: Treasurer Responsibilities and Finance - Torsten Marsden
10.30	BR	Secretary Stream: Secretary Responsibilities and Administration - Mike Brown, Anne Wilson and Samantha Chan
11.30	DSR	Common Stream 8 - Open Panel Questions – All Presenters

Introduction

SYNOD 2023

Anglican
Church
Diocese of Perth



Saturday 7 October - commencing at 8.10am

Eucharist at HBF Stadium, Main Arena, Stephenson Avenue, Mt Claremont

followed by the First Sitting of the Second Session of the Fifty-First Synod including the President's Address

Sunday 8 October - commencing at 12.30pm

Second Sitting of the Second Session of the Fifty-First Synod

HBF Stadium, Main Arena, Stephenson Avenue, Mt Claremont

DEADLINES for SYNOD BUSINESS

LEGISLATIVE MOTIONS (100 days) to be received by the Legislation Committee at Diocesan Office by 5.00pm **on Wednesday 28 June 2023**

EARLY MOTIONS (50 days) to be received by the Registrar at Diocesan Office by 5.00pm **on Thursday 17 August 2023**

EARLY QUESTIONS (40 days) to be received by the Registrar at Diocesan Office by 5.00pm **on Friday 25 August 2023**

NOMINATIONS FOR ELECTIONS (10 days) to be received by the Registrar at Diocesan Office by 5.00pm **on Tuesday 26 September 2023**

DISTRIBUTION OF SYNOD PAPERS (28 days) - 4 September 2023

Introduction

SYNOD 2023 BUSINESS

Anglican
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Diocese of Perth



Diocesan Legislation

- Synod Standing Orders of Perth Diocesan Synod 2007 – Administrative changes
- Cathedral Statute 2017 – Title of Dean
- Professional Standards Statute 2021 – Changes related to SMLAC

General Synod - Safe Ministry Legislation Amendments Canon 2022 (SMLAC)

- Safe Ministry to Children Canon 2017
- Chancellors Canon 2001
- Episcopal Standards (Child Protection) Canon 2017
- National Register Canon 2007
- Special Tribunal Canon 2007
- Offences Canon 1962



Introduction



Luke 10 v 2

He told them, “The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field.”





Safe Ministry

DAVINA GOLDTHORPE

Safe Ministry

OVERVIEW

Anglican
Church
Diocese of Perth



- Thank you to those Parishes who continue to work towards meeting their Safe Ministry requirements
- Safe Ministry Team is available to support parishes with their screening and training requirements
- Focus is on ensuring all volunteers, no matter what their role, have completed the following:
 - Relevant Safe Ministry Form
 - Volunteer National Police Clearance Consent Form
 - Safe Ministry Training online

Contact us

Cailin Hovell | Safe Ministry Services Officer

Ph: 9425 7200 | screenings@perth.anglican.org

Davina Goldthorpe | Safe Ministry Services Manager

Ph: 9425 7203 | safeministry@perth.anglican.org

Safe Ministry

HOW CAN YOU PUT THE FOCUS ON SAFE MINISTRY



- Ensure Safe Ministry is a standing agenda item at Parish Council meetings
- Invite the Safe Ministry Services Manager to your next Parish Council meeting
- Hold a morning tea with volunteers and complete any outstanding forms
- Encourage volunteers to help those who do not have computer access to complete the online training
- Invite the Safe Ministry Services Manager to provide training to volunteers at the parish
- Talk about Safe Ministry and why it is important to ensure safe environments for all



Safe Ministry

MANDATORY REPORTING OF CHILD SEXUAL ABUSE IN WA



- All ministers of religion are now mandatory reporters under WA legislation that came into effect on 1 November 2022, this includes all Clergy and Lay Pastoral Ministers.
- Training is provided online by the Department of Communities
- Fact sheets are available at

<https://www.wa.gov.au/government/document-collections/mandatory-reporting-of-child-sexual-abuse-wa-resources>



WA.gov.au

Accessibility Contact us Search WA.gov.au

Browse all information and services Find an agency WA Government

Home > WA Government > Document collections > Mandatory Reporting of Child Sexual Abuse in WA - Resources

Mandatory Reporting of Child Sexual Abuse in WA - Resources

Resources for Mandatory Reporting of Child Sexual Abuse in WA

Last updated: 28 March 2023

Mandatory Reporting Frequently Asked Questions (FAQs)

[Mandatory Reporting - FAQs \(PDF, 368.59KB\)](#) >

[Mandatory Reporting - FAQs \(DOCX, 791.79KB\)](#) >

See more

[Mandatory reporting of Child Sexual Abuse in WA](#)

Provided by

Department of Communities

Share

f t in



Work Health and Safety Environmental Sustainability Cyber Security/Privacy

MIKE BROWN

WHS

INTRODUCTION



Old Testament

When you build a new house, you must build a railing around the edge of its flat roof. That way you will not be considered guilty of murder if someone falls from the roof. (NLT Deut 22 v 8)

New WHS Act

To make provision about, and in connection with —

- the health and safety of workers; and
- health and safety at workplaces; and
- risks to health and safety arising from work;



Resources

Policy 2
Website



Three areas to focus on:

Raising Incident Reports
Parish Council Meetings

Mandatory Testing and Inspections

WHS

INCIDENT REPORTS



WHS Act

Duty of workers to report all hazards, incidents, injuries and illnesses.

- In 2022 there were 35 Incident Reports received from parishes.

Serious injuries and dangerous incidents must be reported to WorkSafe WA



WHS Form 1 – Incident Report

Incident Reports are to be forwarded to the Parish Council for action and to the Diocesan Operations Manager for information, by emailing the completed form to operations@perth.anglican.org



Incident Reports are necessary to:

- Help parishes identify risks
- Help DC and PDT to support the work of parishes in addressing issues; e.g.:
 - Training and/or Resources;
 - Property Repairs and Maintenance Grants
 - Asbestos Inspections
 - Asbestos Removal Grants
 - Structural and Maintenance Assessments
 - Clergy Supervision Funding
 - Clear Minds Counselling and Workplace Support Service
 - Negotiating Bulk Rates

WHS

PARISH COUNCIL MEETINGS



WHS Act

An Health and Safety Committee (HSC) must meet at least once every three months.

In parishes the HSC is the Parish Council



WHS is to be a standing agenda item at every parish council meeting to:

- consider new or unresolved incident and hazard reports;
- discuss internal inspections or activity checklists;
- consider external inspections and assessments;
- assess first aid requirements and procedures;
- assess fire and emergency response procedures; and,
- make decisions about health and safety improvements or controls to minimise risk.



There is a check box on the annual parish return, where Wardens are required to indicated that this is occurring.



Health (Public Buildings) Regulations 1992

- Certificate of Occupancy
- Fixing seating
- Steps and landings
- Exit doors
- Exit signs and lighting
- Electric fans
- Heaters
- Sanitary facilities
- Fire precautions and smoke control devices
- Evacuation plans
- Testing and maintenance of electrical devices



Resources

- Policy 6.5
- Website
- Local Authority Inspections



DC and PDT WHS Report of April 2023:

- 22 parishes (45 buildings) were overdue by less than 3 months
- 14 parishes (25 buildings) were overdue by more than 3 months
- 3 parishes (5 buildings) were unknown

Environmental Sustainability

INTRODUCTION



Synod Resolution 7.11 (4)

Urges the Diocese and its agencies to respond to these calls and to work towards net zero carbon emissions by 2040



Resources

Policy 54
Website
ECOCare



Focus areas for Parishes

Energy Efficiency
Green Energy
Carbon Absorption

Environmental Sustainability

ENERGY EFFICIENCY MEASURES



The efficiency of parish buildings can be improved by:

- passive thermal efficiency, ventilation, shading and natural lighting
- installing energy-efficient lighting
- using energy-efficient appliances
- replacing gas with electrical appliances
- Self monitoring



Environmental Sustainability

GREEN ENERGY



- Green energy can be produced largely through the use of photovoltaic panels
- Green energy can be stored in batteries
- Green energy can be purchased



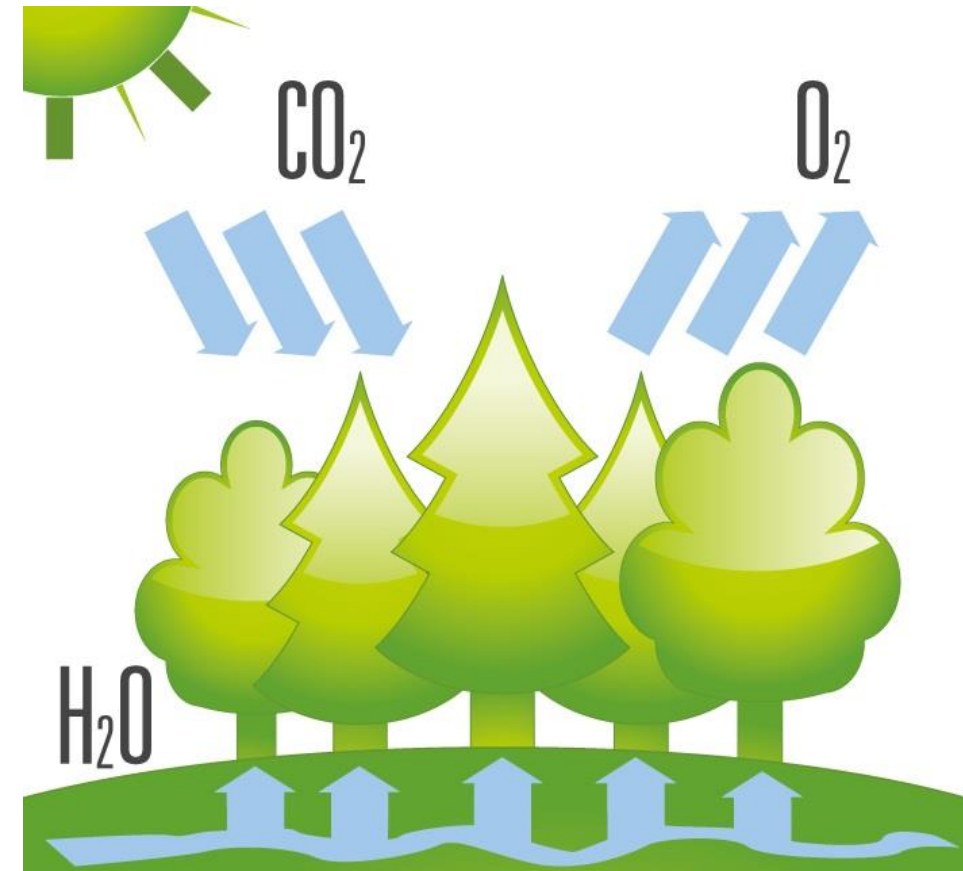
Environmental Sustainability

CONTRIBUTE TO CARBON ABSORPTION



We can contribute to carbon absorption and reversing current climate change trends by:

- Conservation and biodiversity activities on Diocesan land
- Contributions to community greening projects
- Financial contributions to greening agencies (e.g., Trillion Trees Australia)



Cyber Security and Privacy

INTRODUCTION



Privacy Act 1988

- to promote the protection of the privacy of individuals
- to promote responsible and transparent handling of personal information by entities



Resources

- Policy 42
- Website
- [Esafety Commissioner](#)
- [Office of the Australian Information Commissioner](#)
- [Australian Cyber Security Center](#)
- [Scam Watch](#)



Focus areas for Parishes

- IT Security
- Privacy

Recent Cases

- Optus
- Medibank
- Latitude Financial Services

Cyber Security

IT SECURITY TIPS



- The device is fully updated with the most recent security updates
- The device has fully updated antivirus/anti-malware protection enabled
- Software packages in-use should also be legally licensed and kept up to date
- Ensure that parish files stored on personal devices have a backup plan in-place and that it is reviewed/tested periodically to verify functionality
- If parish files are stored on home or non-parish equipment, that there is a procedure in place for the hand-on and removal of these in the event of staff changes

Helping
Australians have
safer and more
positive
experiences
online



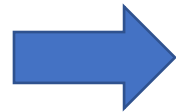
New parent webinars for 2023

SIGN UP →

Privacy

POLICY 42

- Parishes are permitted to collect personal information for certain purposes
- Access to this information must be limited to those who need to know.
- People have the right to request access to their personal information.
- The information must be stored in a secure manner.
- In the event of information being lost, every effort should be made to limit the damage.
- Mandatory reporting of data breaches that are likely to result in serious harm.



The screenshot shows the OAIC website header with a yellow banner for COVID-19 advice, the OAIC logo, and the Australian Government crest. The navigation menu includes 'About us', 'Privacy', 'Freedom of information', 'Information policy', and 'Consumer Data Right'. The breadcrumb trail is 'Home / Privacy'. The main heading is 'Notifiable data breaches' with an RSS feed icon. The text explains that a data breach occurs when personal information is accessed or disclosed without authorization or is lost, and that organizations must notify affected individuals and the OAIC if the breach is likely to result in serious harm. Below the text are three blue buttons: 'About the NDB scheme', 'When to report a data breach', and 'Report a data breach', each with a right-pointing arrow.



Human Resources

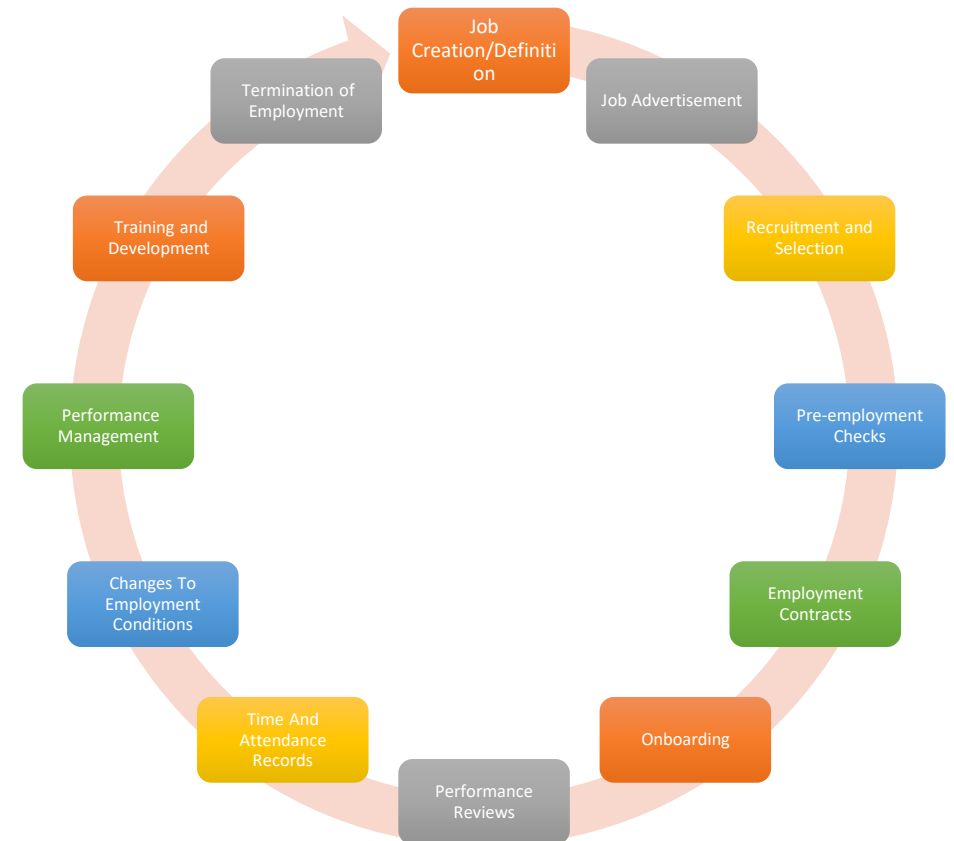
KATERINA LAZAREVSKA

Human Resources

OVERVIEW



1. Employees versus independent contractors
2. Important changes in workplace laws relevant for the employment of lay/operational employees in parishes:
 - Pay secrecy clauses
 - Limitation on the use of fixed term employment contracts
 - Changes to flexible work requests and requests for extended unpaid parental leave
 - The prohibition of sexual harassment in connection with work
 - Family and domestic violence leave



Human Resources

EMPLOYEE OR CONTRACTOR



Extract from the ATO website:

If you hire a worker you must check if they are an employee or contractor.

It's important because:

- *it affects your tax, super and other obligations*
- *penalties and charges may apply if you get it wrong.*

If you previously hired a worker without checking, review your decision now to make sure you got it right.

1. If you engage administrative assistants, vergers, gardeners, cleaners, lay ministers, lay chaplains, choristers, musicians, organists, directors of music, OpShop assistants, OpShop managers or similar
2. If you pay for their services or provide them with a non-monetary benefit, such as free housing
3. If they are not on Diocesan Payroll

Please contact HR@perth.anglican.org
Most likely, they'll have to be hired as employees

Human Resources

PAY SECRECY CLAUSES



- Employment agreements or addenda cannot contain pay secrecy clauses – we can't ask employees to keep their salaries/wages confidential
- In job advertisements, advertised salaries/hourly rates cannot be lower than the minimum required for the advertised position

What does that mean for us?

1. If employees choose to tell each other what they are earning, we can't ask them not to do it, or take any disciplinary action against them
2. Before you advertise, check the appropriate rates with HR to avoid advertising at lower rates



Human Resources

LIMITATION ON THE USE OF FIXED TERM CONTRACTS



After 6 Dec 2023, restrictions to temporary employment will apply:

- Duration of up to 2 years (total)
- May be extended only once
- Note: there are exceptions to this rule

What does that mean for us?

1. If you currently employ lay employees or lay ministers on a temporary basis, we need to determine whether the exceptions apply
2. If the exceptions don't apply, we need to decide whether they'll continue as permanent staff, or their employment will end
3. If you intend to hire someone on a temporary basis, plan ahead with HR



Human Resources

FLEXIBLE WORK REQUESTS AND REQUESTS FOR EXTENDED UNPAID PARENTAL LEAVE



What has changed?

1. More employees can now request flexible work arrangements
2. If not satisfied with the response, a dispute can be taken to Fair Work Commission

What are our obligations when employees submit a request?

- Discuss it with the employee
- Make a genuine effort to find alternative arrangements
- Consider the consequences of refusal for the employee
- Provide a written response within 21 days

What does that mean for us?

1. When you receive a request – notify HR within 1-2 days from receipt
2. Consultation will be organised with HR, the parish and the employee
3. Formal response will be provided from the Diocesan Office

Eligibility

Has worked
for the
employer for
12 months +
AND

has a disability

is a parent/carer of school
aged child

is a carer

is aged 55 or over

is pregnant

is a victim or caring/supporting a
victim of family or domestic violence

Human Resources

THE PROHIBITION OF SEXUAL HARASSMENT IN CONNECTION WITH WORK



- The protection against sexual harassment in the workplace will apply to employees, contractors, volunteers, work experience students, future workers and anyone conducting a business
- Organisations/companies must prove that they have taken all reasonable steps to prevent sexual harassment in the workplace

What does that mean for us?

1. Policies will be updated
2. They will apply to all workers, like the WHS policy
3. Parishes and employees will be notified of the policy updates and reminded of avenues for complaints
4. Training will be organised
5. Additional resources will be provided



Human Resources

FAMILY AND DOMESTIC VIOLENCE LEAVE



- Access to 10 days of paid leave in a 12-month period (all employees including casual team members) to deal with the impact of family and domestic violence
- It is not allowed to record it as a separate leave type on payslips

What does that mean for us?

1. If employees request family and domestic violence leave, notify HR to develop strategy how to support them and to record leave
2. Do not ask them to record it in Humanforce, unless they ask for other paid leave (e.g., annual or personal); HR will keep records
3. We must handle this with extreme discretion and confidentiality

Resources: [Policies for Lay & Operational Employees](#)

Contact: hr@perth.anglican.org





Anglican Community Fund
An incorporated member of the Anglican Diocese of Perth

Anglican Community Fund (ACF)

Ian Leverington

Executive Officer

The Team





Front row (left to right) – Priya and Rhonda

Back row (left to right) - Ian, Goddard, and Dave



Fraud & Cyber Security

- [Cyber crime](#) is increasing at a rapid rate
- Payment re-direction scams ☠️ (verify all information)
- ACF systems are Cyber protected – use our secure Online Services messaging service 
- Vigilance and education (refer [Australian Cyber Security Center](#) and [Scam Watch](#))
- Use anti virus software on your computers
- Passwords – change regularly and protect 

Of Note:

- Good interest rates for [Parish Term Investments](#)
- [Parish Loans](#) (Church/Hall, Rectory, [ECO](#), [Repairs & Maintenance](#), [Insurance Premium Funding](#))
- New Offset account for Church/Hall and Rectory Loans
- Keep signatories current (do you have enough signatories)
- Please contact us for any queries or concerns



Morning Tea

AT 10.30:

- WARDENS - DENISE SATTERLY ROOM (HERE)
- TREASURERS - GERALD NEW ROOM
- SECRETARIES - BANKSIA ROOM