

Anglican  
Church  
Diocese of Perth



# New Parish Office Bearers Workshop

9 SEPTEMBER 2023



# Acknowledgement of Country & Opening Prayer

THE VENERABLE ANGELA WEBB

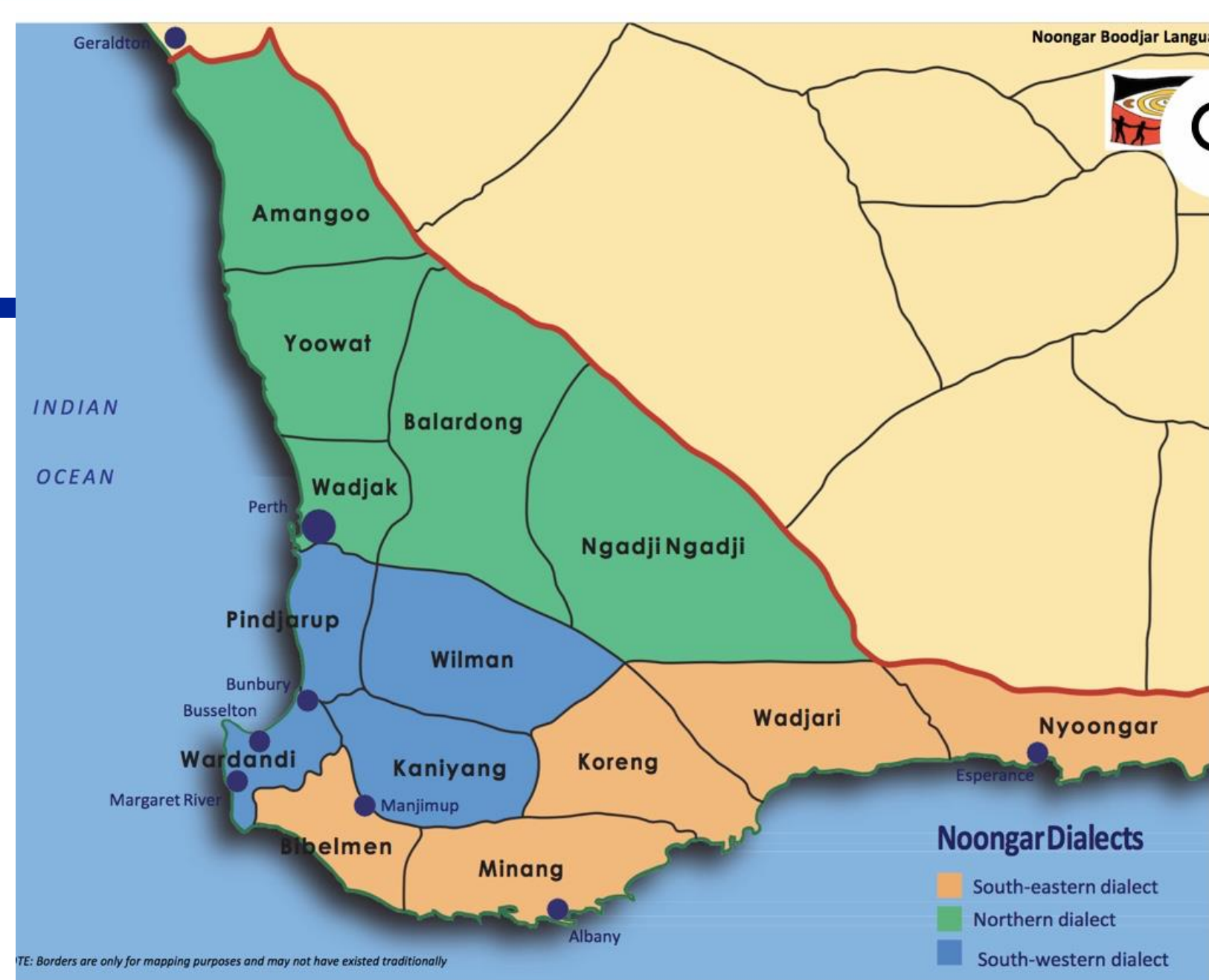
# Acknowledgement of Country & Opening Prayer

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.

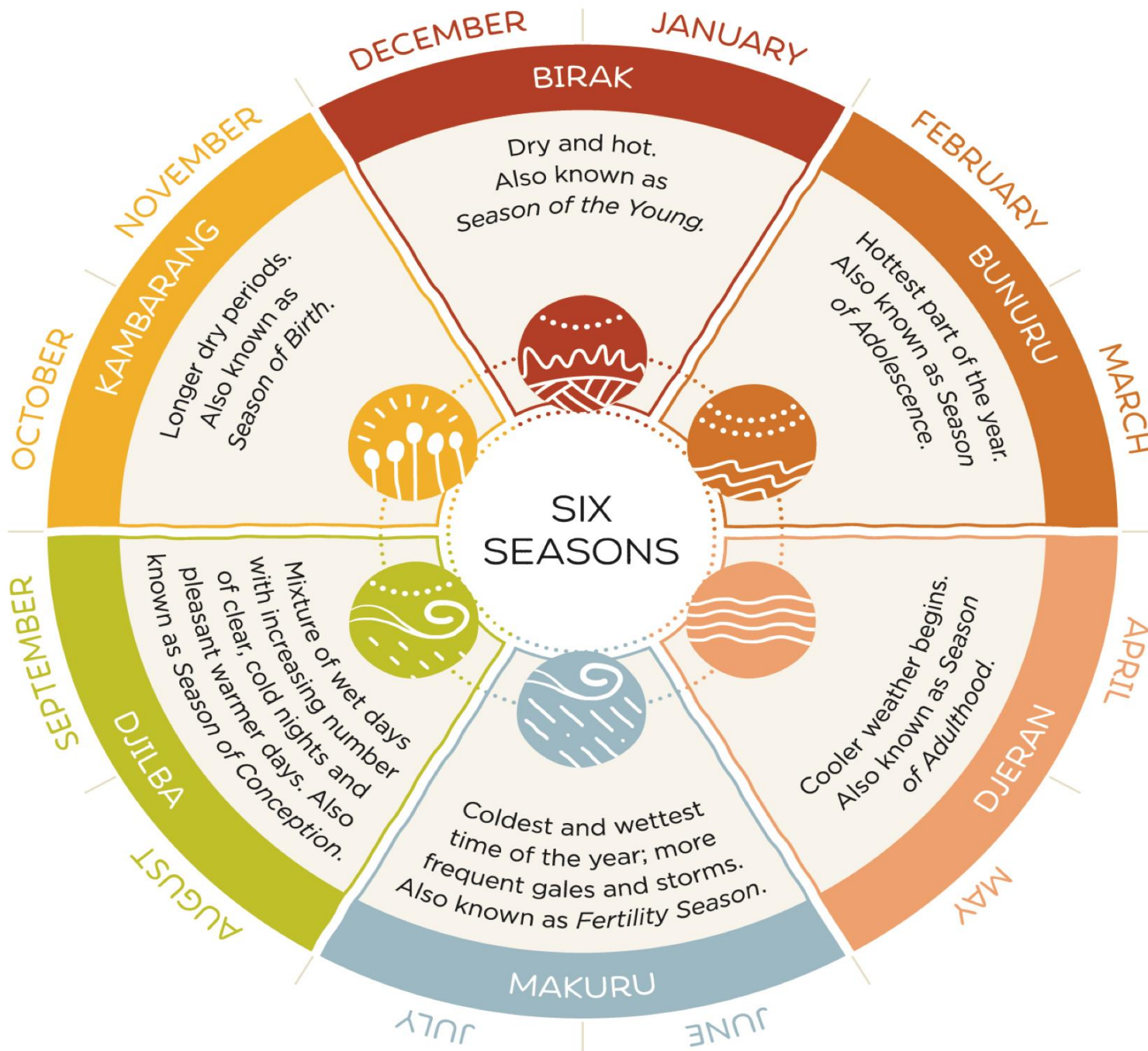




NOTE: Borders are only for mapping purposes and may not have existed traditionally

Anglican Church  
Diocese of Perth







Anglican  
Church  
Diocese of Perth



## Welcome to Wollaston Theological College

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THE REVEREND DR RAEWYNNE WHITELEY  
WARDEN



# Introduction

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**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 - Introduction - Keith Stephens
9.15	DSR	Common Stream 3 - Role of Archdeacon and Parish Council - The Venerable Angela Webb
9.25	DSR	Common Stream 4 - ADP Website - Samantha Chan
9.35	DSR	Common Stream 5 - Safe Ministry - Davina Goldthorpe
9.45	DSR	Common Stream 6 - WHS - Mike Brown
9.55	DSR	Common Stream 7 - HR - Jan Nuttall
10.05	Courtyard	Morning Tea - 25 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
10.30	Dining	Safe Ministry Stream: Safe Ministry Contact Responsibilities - Davina Goldthorpe
11.30	DSR	Common Stream 8 - Open Panel Questions – All Presenters
12.00		Close



# 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



### Standing Orders

- Synod Standing Orders of Perth Diocesan Synod 2007 – Administrative changes

### 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

### Diocesan Statutes

- Professional Standards Statute 2021 – Changes related to SMLAC
- Cathedral Statute 2017 – Title of Dean
- Clergy Appointment and Licensing Statute 2021 and Archbishops Statute 2016 - Clergy Retirement Age



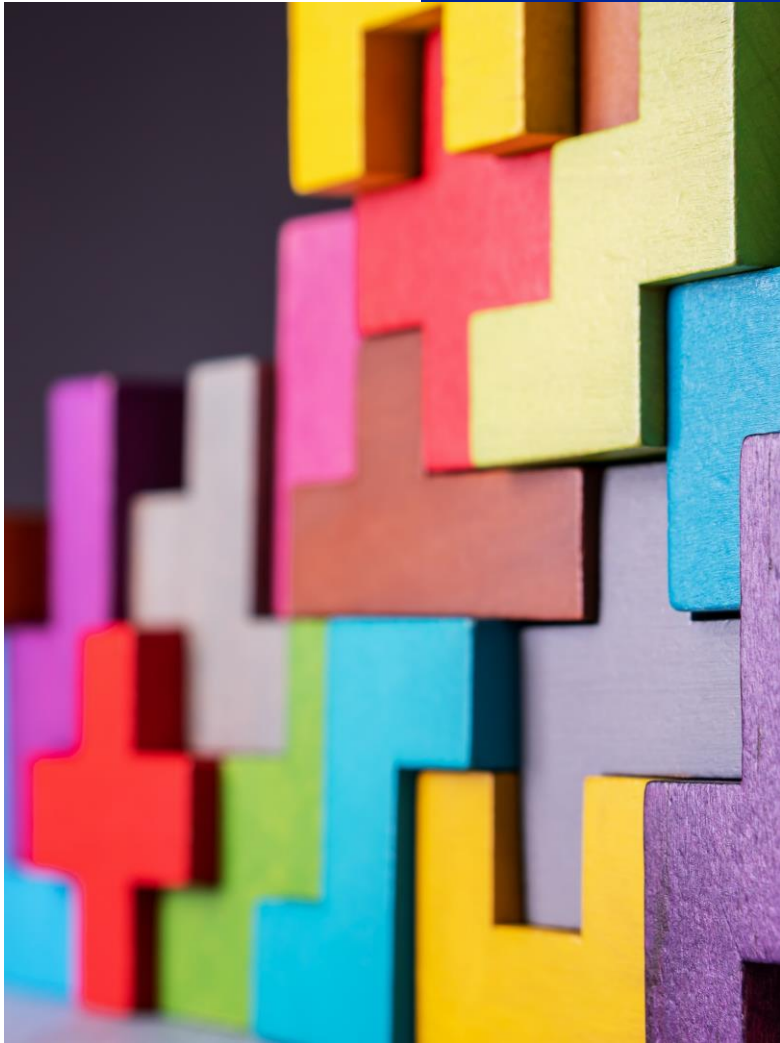
# Introduction



*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.”*





# Role of your Archdeacon and Parish Council

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THE VENERABLE ANGELA WEBB

# Role of Archdeacon

## GEOGRAPHIC ARCHDEACONS



- Assist the Archbishop and Assistant Bishops in the Archdeaconry with:
  - the management of strategic issues and implementation of strategic objectives
  - pastoral care and support of clergy and their families
  - pastoral oversight of parishes
  - in conjunction with Diocesan Office staff assist on matters of property, finance and administration
  - the clergy nomination process and assisting vacant parishes to develop Parish Profiles and advertisements
  - good communication to and from the parishes



North Parishes are currently being share by Archdeacons Angela, Gill and Peter.



The Venerable Angela Webb  
Archdeacon of Perth and the South

The Venerable Kathy Barrett-Lennard  
Archdeacon of Rural Communities

# Role of Archdeacon

## SPECIAL PURPOSE ARCHDEACONS



The Venerable Lionel Snell -  
Archdeacon to the Sudanese  
Communities



The Venerable Mandy Herriman -  
Archdeacon to the Household of  
Deacons



The Venerable Peter Boyland –  
Archdeacon Assisting

- Secretary for Senior Staff Meetings
- Provides orientation for new clergy



The Venerable Canon Gill Rookyard -  
Archdeacon Assisting

- Runs Training In Ministry (TIM),

# Role of Parish Council



- support the Rector in the mission of the Church;
- assist each other (wardens, treasurer, secretaries) in the discharge of duties;
- act on all matters referred by Diocesan Council;
- complete annual returns;
- maintenance, repair and insurance of all properties;
- good stewardship of all collections, rents and other money;
- monthly remittance of stipend, salaries and entitlements;
- authorise and pay for all works and measures necessary for the welfare of the parish;
- handover of the custody of parish's funds and movable property to successors.





# ADP Website

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SAMANTHA CHAN



# ADP Website

PUBLIC SITE

[www.perth.anglican.org](http://www.perth.anglican.org)

Quick links:

- [Find a Church](#)
- [Redress](#)
- [Contact us](#)
- [Life Events](#)
- [News and Events](#)
- [About the Church](#)
- [Archbishop of Perth](#)
- [Prayer Diary](#)

News and Events highlights

[View demo](#)

The screenshot displays the website's header with the Anglican Church Diocese of Perth logo and navigation links: A+ A-, Find a Church, Redress, Contact Us, and a highlighted Parish and Clergy Portal. The main navigation includes Life Events, News & Events, About the Church, Archbishop of Perth, and Prayer Diary. The hero section features a 'Season of Creation' banner with the tagline 'Let Justice and Peace Flow' and a 'Prayer and resources' button. Below the banner are two news cards: 'Appointment of Assistant Bishops of Perth' (dated 1 September, 2023) and 'The Voice Referendum: Weekend of Prayer' (dated 6 September, 2023). A 'More News & Events' section lists 'New Parish Office Bearers Workshop | Sept 2023' and 'Quiz Night @ St Mary's' (both dated 9 September, 2023). A 'See all News & Events' link with a right-pointing arrow is at the bottom.

Anglican Church  
Diocese of Perth

A+ A- Find a Church Redress Contact Us **Parish and Clergy Portal**

Life Events News & Events About the Church Archbishop of Perth Prayer Diary

## Season of Creation

Let Justice and Peace Flow

Prayer and resources

NEWS

### Appointment of Assistant Bishops of Perth

1 September, 2023

Read more

NEWS

### The Voice Referendum: Weekend of Prayer

6 September, 2023

**THE VOICE REFERENDUM:**  
A National Weekend of Prayer,  
Reflection and Meditation

Read more

More News & Events

New Parish Office Bearers Workshop | Sept 2023  
9 September, 2023

Quiz Night @ St Mary's  
9 September, 2023

See all News & Events →

# ADP Website

PUBLIC SITE

## Quick links:

- [Find a Church](#)
- Life Events

Anglican Agency Directory

## Our Anglican Community



### Anglicare WA

Each year, Anglicare WA assists more than 43,000 West Australians to experience improved conditions of well being, by seeking ways to drive positive outcomes for us all and challenging barriers.



Learn more



### Anglican EcoCare Commission

The Anglican EcoCare Commission is the environmental advocacy and education body for the Diocese of Perth, created to pursue the Fifth Mark of Mission.



Learn more



### Anglican Social Responsibilities Commission

The Anglican Social Responsibilities Commission initiates and facilitates education which informs and supports social justice advocacy in the community and diocese.



Learn more



Next

Life Events

Baptisms

Weddings

Funerals

News & Events

COVID-19

All News

All Events

Messenger

About the Church

Mission and Values

What we Believe

Governance

Ministry

Vocations

Archbishop of Perth

Prayer Diary

Digital Church Hub

Contact us

Find a Church

Commission Directory

Agency Directory

School Directory

# ADP Website

## PARISH AND CLERGY PORTAL

Explore by document type:

- [Statutes and Canons](#)
- [Policies](#)
- [Forms](#)
- [Resources](#)

Explore by role:

- [Clergy](#)
- [Lay and Operational Employees](#)
- [Parish Office Bearers](#)
- [Church Volunteers](#)

[View demo](#)

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Anglican Church  
Diocese of Perth

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9 September, 2023

Quiz Night @ St Mary's  
9 September, 2023

See all News & Events →

# ADP Website

## PARISH AND CLERGY PORTAL

The screenshot shows the website's header with the logo and navigation menu. The main content area features a large banner image of hands joined together, followed by a breadcrumb trail and a large 'Resources' title. Below this are three content cards: 'Safe Ministry & Professional Standards', 'WHS & Risk Management', and 'Property'. Each card includes a brief description and a 'Read more' link with a hamburger menu icon. The bottom of the page shows the start of a second row of content cards.

Anglican Church  
Diocese of Perth

A+ A- Statutes & Canons Policies Forms Resources Diocesan Office Visit the Public site

Search Clergy Lay & Operational Employees Parish Office Bearers Church Volunteers Governing Bodies

Home > Portal > Resources

# Resources

### Safe Ministry & Professional Standards

The Diocese is committed to providing a safe and secure environment for all its members and leaders, and especially its children. We do this through adhering to Professional Standards and Safe Ministry.

### WHS & Risk Management

This section contains useful information and resources to assist parishes to foster good practices in work health and safety and risk management.

### Property

This section contains useful information and resources to assist parishes and wardens to foster good practices in property matters.

Safe Ministry  
Anglican Diocese of Perth

Read more

Read more

Read more

### [Resources Portal](#)

#### Resources for Parish Office Bearers

- [Statutes and Canons](#)
- [Policies](#)
- [Forms](#)
- [Parish Resources](#)
  - [Annual Meeting](#)

# ADP Website

The screenshot displays the website for the Anglican Church Diocese of Perth. At the top left is the logo with the text "Anglican Church Diocese of Perth" and a stylized icon of hands holding a cross. To the right is a navigation menu with links: "A+ A-", "Statutes & Canons", "Policies", "Forms", "Resources", "Diocesan Office", and a "Visit the Public site" button. Below this is a secondary menu with a search icon and links for "Clergy", "Lay & Operational Employees", "Parish Office Bearers", "Church Volunteers", and "Governing Bodies". The main content area features a "Welcome" message and a search box with the text "Search by keyword" and a "Begin Search" button. Below the search box is an "Important Information" section with three columns: "E-Bulletin", "News and Events", and "Calendar of Special Dates". Each column includes a brief description and a representative image.

Anglican Church  
Diocese of Perth

A+ A- Statutes & Canons Policies Forms Resources Diocesan Office Visit the Public site

Search Clergy Lay & Operational Employees Parish Office Bearers Church Volunteers Governing Bodies

Home > Portal

## Welcome

In this section you will find Statutes & Canons, Policies, Forms and Resources applicable to all members of the Dioceses.

Search by keyword

Begin Search

### Important Information

#### E-Bulletin

Share your news throughout the Diocese using the fortnightly E-Bulletin.

#### News and Events

Your source for all the latest Messenger editions, news and events from the Diocese.

#### Calendar of Special Dates

A valuable resource to use to find details of important events, Christian festivals and national and international days.

Site-wide search function



# Season of Creation

Let Justice and Peace Flow

Prayer and resources

NEWS

## Appointment of Assistant Bishops of Perth

1 September, 2023



NEWS

## The Voice Referendum: Weekend of Prayer

6 September, 2023



**THE VOICE REFERENDUM:**  
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### More News & Events

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2023

9 September, 2023

Quiz Night @ St Mary's





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# Safe Ministry

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DAVINA GOLDTHORPE



# Safe Ministry

## CONTEXT

Anglican  
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Diocese of Perth



- Background
  - Royal Commission into Institutional Response to Child Sexual Abuse
- Anglican Church of Australia Response
  - Safe Ministry to Children Canon
- Diocese of Perth Response
  - Joined Commonwealth Government's National Redress Scheme
  - Professional Standards Statute 2021
  - Developed a range of policies and resources
  - Appointment of Safe Ministry Services Manager and Screening Team



**Royal Commission**  
into Institutional Responses  
to Child Sexual Abuse

# Safe Ministry

## OVERVIEW



- Safe Ministry as a shared responsibility across all areas of the Diocese – it is everyone’s responsibility to ensure our places are safe for all people to access, including children and young people.
- Everyone, including Diocesan leadership, clergy, parish councils, ministry leaders and the wider congregation, has a vital role to play in Safe Ministry.
- Keeping people safe is everybody’s business!
- Ensuring processes and practices are in place to recruit, screen, train and supervise clergy and lay members is an important component of safe ministry.



# Safe Ministry

## POLICY FRAMEWORK



- Preventing Abuse
  - Child Protection policy
  - Checks and Training policy
  - Dealing with Persons of Concern policy
- Responding to Allegations and Incidents
  - Managing allegations policy
- Supporting Survivors of Sexual Abuse
  - Redress and Pastoral Care policy



# Safe Ministry

## CHECKS AND TRAINING



Checks – website has updated information for screening requirements

- ensuring all forms are completed accurately and returned to the Screenings Team
- including Working with Children and Police Clearances

Training – three new online training for all clergy, employees and volunteers:

- Safe Ministry Level 1 – for those in positions without direct involvement with children
- Safe Ministry Level 2 – for those in positions of leadership with direct and regular contact with children
- Refresher - to be completed every three (3) years by those who have completed the Level 1 or Level 2 course as above (commencing in 2025)

creating  
*safer* communities

# Safe Ministry

## REPORTING CONCERNS



It is important that whenever you have concerns for anyone at church, be they a child or adult, you report raise these with your Rector or in Parish Council.

Parish Council have a vital role to play in ensuring practices are in place for responding and managing allegations and incidents

Mandatory reporting for clergy commencing 1 November 2022



Home
<b>Make a report</b>
FAQ
Training Modules
Training Events 2022
Resources
Contact Us
Links

It is a legal requirement in Western Australia for doctors, nurses, midwives, teachers, police officers and boarding supervisors to report all reasonable beliefs of child sexual abuse to the Department of Communities - Child Protection and Family Support.

On 1 January 2009, the legislation that governs mandatory reporting of child sexual abuse became part of the *Children and Community Services Act 2004*.

**Lodge a written mandatory report using the Department's secure [Mandatory Reporting Web System \(MRWeb\)](#).**

**This is a LIVE SITE. Do not use it as a training tool. You are about to lodge a report to Child Protection - Mandatory Reporting Service.**

If you are concerned about your safety in making a mandatory report, please discuss this with your supervisor or manager and the Western Australia Police.

**If you are concerned that a child is suffering abuse or neglect:**

# Safe Ministry

## SUPPORT FOR SURVIVORS (REDRESS)

Anglican  
Church  
Diocese of Perth



We recognise that child abuse or sexual misconduct has a significant impact on a person's life and provide three avenues for survivors to seek redress:

- Anglican Diocese of Perth Pastoral Care and Assistance Scheme
- National Redress Scheme
- in some cases, civil litigation.

The screenshot shows the top of the National Redress Scheme website. The header includes the logo 'National Redress Scheme' with the tagline 'For people who have experienced institutional child sexual abuse'. Navigation links include Home, About, Applying, Free Support, Institutions, Resources, Logins, and Search. A phone icon is next to the text 'Call the National Redress Scheme on 1800 737 377 Mon to Fri 8am - 5pm AEST'. An orange box on the right asks 'Would you like support?'. The main content area features a green background with a semi-transparent box containing the text 'National Redress Scheme'.



# Work Health and Safety

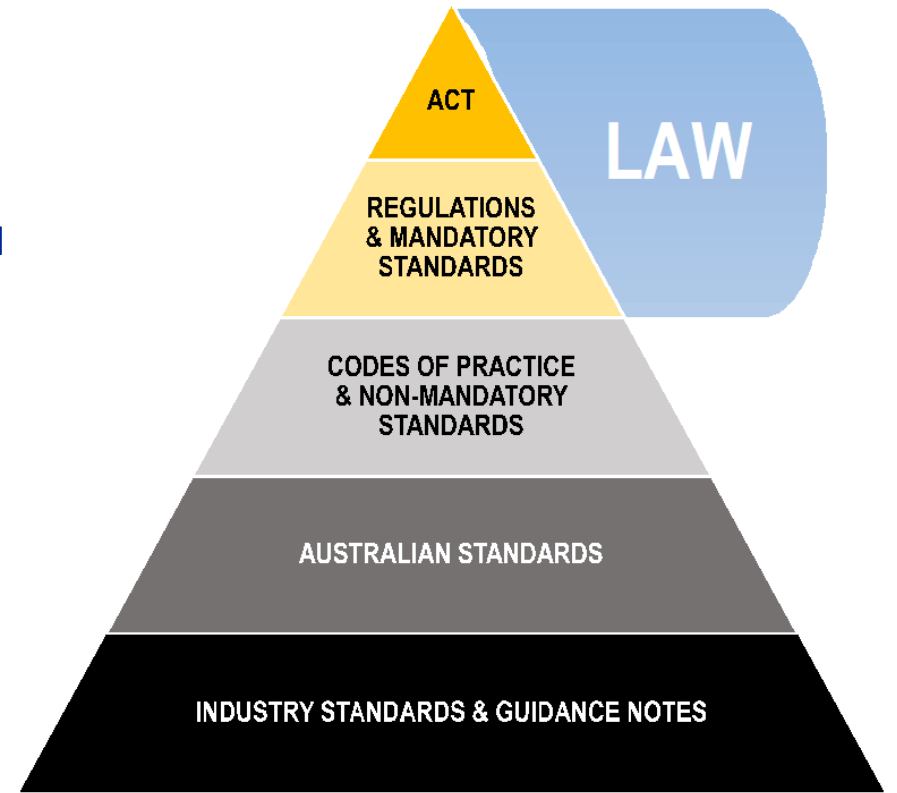
MIKE BROWN

# WHS

## RECENT DEVELOPMENTS



- New WHS Act and Regulations came into effect 31 Mar 22
- In response to this:
  - Policy 2 - WHS significantly expanded and improved
  - WHS resources on the Diocesan website significantly expanded and improved
  - WHS training introduced for all workers
  - Reporting to PDT and DC significantly expanded and improved
- Changes coming:
  - Policy 2 – WHS amendments around Psychosocial Hazards
  - New Policy 2.1 – Respect at Work
  - New Policy 2.2 – Grievances and Complaints





# WHS

## SUPPORTING ACTIVITIES



- Safe Ministry Checks and Training
- Mandatory Testing and Compliance Inspections
- Structural and Maintenance Assessments
- Repairs and Maintenance Grants
- Asbestos Inspections
- Asbestos Removal Grants
- Incident and Hazard Reporting
- Employee Assistance Program
- Clergy Supervision Funding

# WHS

## TRAINING



- The WHS Act requires that training is provided to all workers.
- Link to course sent to all New Parish Office Bearers and Councillors
- As of 8 Sep, 46 out of 192 (24%) have completed the course
- For assistance email: [learning@perth.anglican.org](mailto:learning@perth.anglican.org)

The screenshot displays a digital learning interface for 'WHS for Parishes'. At the top, there are navigation tabs for 'RESOURCES', 'GLOSSARY', and 'JOURNAL'. The main content area is a grid of modules:

- OVERVIEW**: 'WHS for Parishes' (7 minutes), marked as completed with a green checkmark. Includes a 'Review' button.
- FACT ONE**: 'Parish Context' (7 minutes), marked as completed with a green checkmark. Includes a 'Review' button.
- FACT TWO**: 'Employer responsibilities for a safe workplace' (9 minutes). Includes an 'Explore' button.
- FACT THREE**: 'Your responsibilities for a safe workplace' (7 minutes), marked as completed with a green checkmark. Includes a 'Review' button.
- FACT FOUR**: 'How risk is managed to improve health and safety' (7 minutes).
- FACT FIVE**: 'Common physical hazards at work' (12 minutes).
- FACT SIX**: 'Understanding psychosocial hazards at work' (5 minutes).
- FACT SEVEN**: 'Common psychosocial hazards at work' (12 minutes).
- ASSESSMENT**: 'Test your knowledge!' (7 minutes), locked with a padlock icon.

A red notification bell icon is visible in the bottom right corner of the interface.

# WHS

## OUR RESPONSIBILITY AS INDIVIDUALS



- take reasonable care of our own health and safety;
- ensure the health and safety of others in the workplace;
- follow health and safety instructions;
- provide suggestions on how to improve health and safety; and,
- report all incidents and hazards.

# WHS

## PARISH COUNCIL RESPONSIBILITIES



- Work health and safety should be a standing 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.





# Human Resources

JAN NUTTALL

# Human Resources

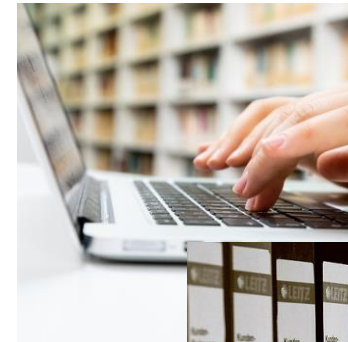
## LAY EMPLOYEES IN PARISHES



There are around 131 lay employees in 34 different parishes.

Typical positions are:

- Administrative Assistant
- Bookkeeper
- Lay Minister
- Lay Chaplain
- Verger
- Cleaner
- Gardener
- Chorister
- Director of Music
- Op Shop Manager



# Human Resources

## EMPLOYMENT ENVIRONMENT



- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Respect at Work Act 2022
- Equal Opportunity Act 1984
- Fair Work Act 2009 (Cth)
- Industrial Relations Act 1979
- Minimum Conditions of Employment Act 1993
- Superannuation Act 1976
- Long Service Leave Act 1958
- Paid Parental Leave Act 2010



**So, help is at hand.....**

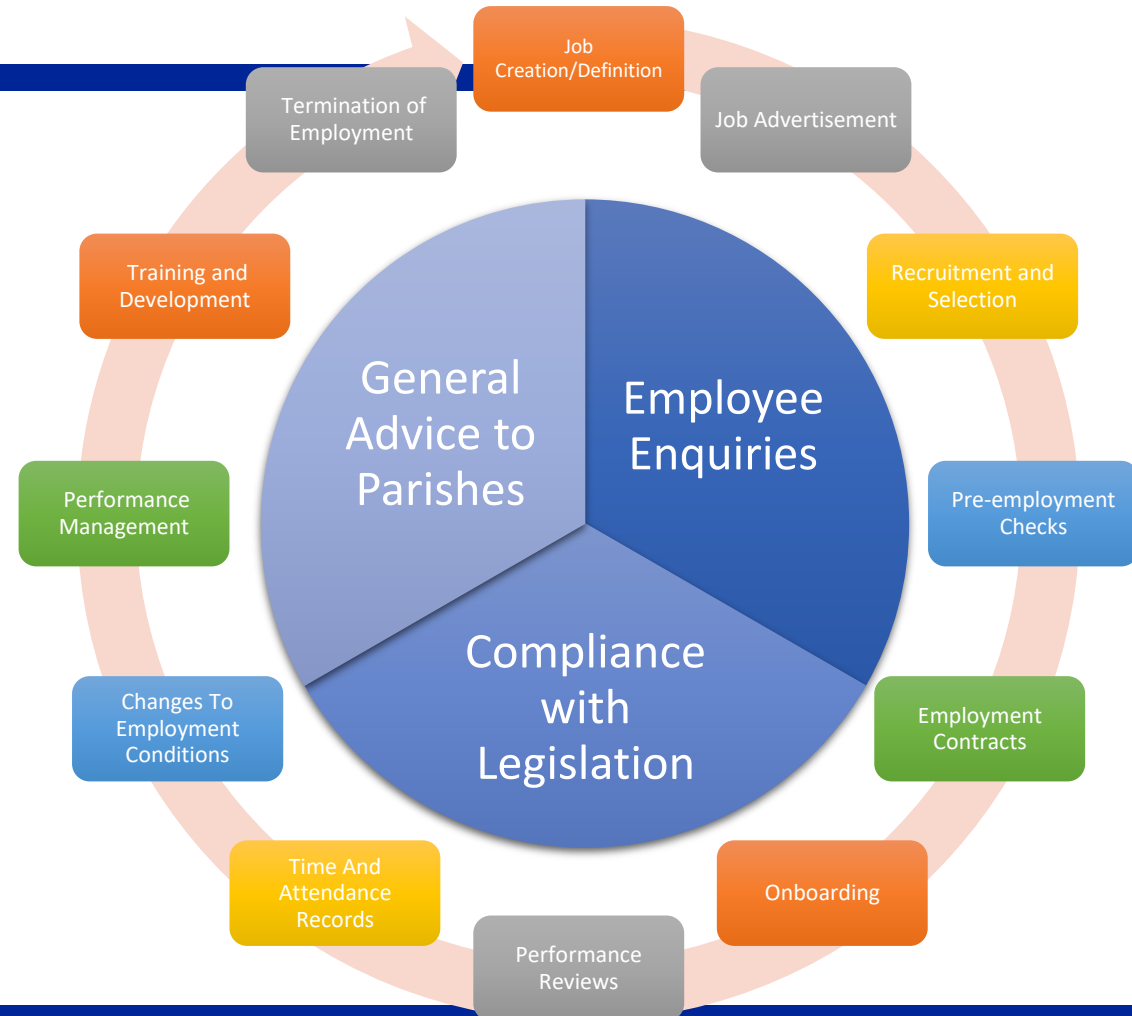
# Human Resources

## THE ESSENTIALS



If you want to employ someone:

- Recruitment and selection must be coordinated through HR
- Pre-employment checks must be coordinated through HR
- Employment contract must be completed and approved by HR / Diocesan Secretary
- Payment must be through Diocesan Payroll
- Termination must be completed and approved by HR / Diocesan Secretary





# Human Resources

## RESOURCES

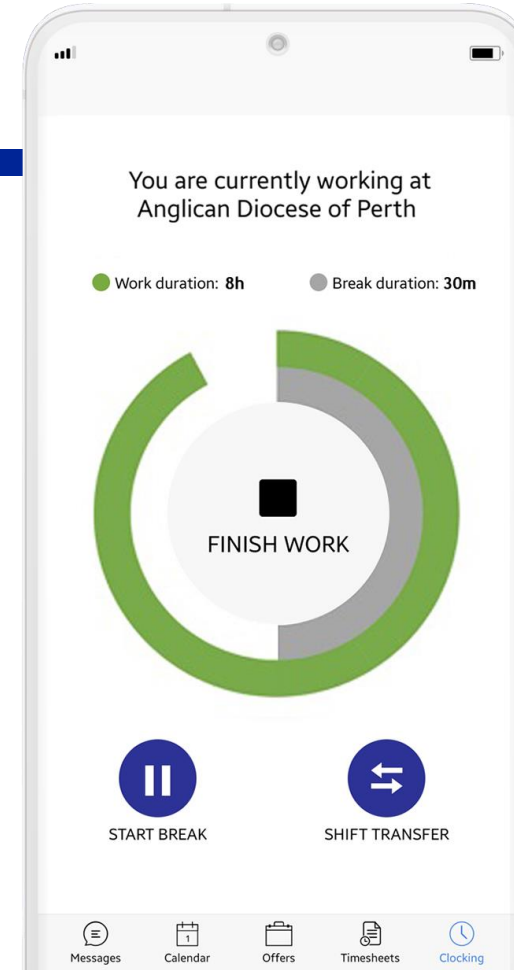
**Policies:** [Policies for Lay & Operational Employees](#)

**Resources:** [Diocesan Website / Resources / Human Resources](#)

**Humanforce:** To ensure compliance and for better record keeping – introduced online solution for timesheets and leave requests

**Training:** [learning@perth.Anglican.org](mailto:learning@perth.Anglican.org)

**Contact:** [hr@perth.anglican.org](mailto:hr@perth.anglican.org)



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## Morning Tea

AT 10.30:

- WARDENS - DENISE SATTERLY ROOM (HERE)
- TREASURERS - GERALD NEW ROOM
- SECRETARIES - BANKSIA ROOM
- SAFE MINISTRY CONTACTS - DINING ROOM