



# Secretary Responsibilities and Administration

MIKE BROWN

# Administration

## OVERVIEW

Not everything here necessarily a matter for Parish Secretaries

### Overview

Duties of Parish Secretary

Annual Meeting

Diocesan Archives

Communications



Copyright



Fundraising



Grants Overview



Insurance



Op Shops

Cyber Security

Privacy

## Administration

This section contains useful information and resources to assist parishes and secretaries to foster good practices in operational and administrative matters.

Working with [Property and Finance](#), Operations exists to carefully align the strategic, planning and risk management functions for the diocese.

### Contact Information

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# Duties of Parish Secretary

## PARISH GOVERNANCE STATUTE 2016

Anglican  
Church  
Diocese of Perth



- Coordinate annual and parish council meetings, including preparing agendas (in consultation with the Rector) and minutes
- Assisting with Annual Parish Returns, including, the notification of Parish Office Bearers
- Managing parish correspondence, including archiving
- Managing the Parish Electoral and Pastoral Roll
- Assist Councillors in accessing statutes and policies
- Assist Councillors in meeting WHS and Safe Ministry checks and training requirements

Reference –

[Parish Governance Statute 2016](#)

[Website](#)

# Resources

## WHERE TO GET HELP?



- ADP Website:

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

- Key Staff:

- Digital Content Coordinator
- Diocesan Archivist
- Operations Manager



# Annual Meeting

## PARISH GOVERNANCE STATUTE 2016

Anglican  
Church  
Diocese of Perth



- [Annual Meeting](#) must be held in May or June
- Notice must be provided in writing to all Enrolled Members four (4) weeks beforehand
- After elections complete [Lay Officer's Declarations](#)
- Other forms for completion and return following the Annual Meeting available at [Annual and Financial Returns](#)

A graphic with the text 'ANNUAL PARISH MEETING' in large, bold, black capital letters. The background is a light purple and white geometric pattern of overlapping circles and lines.

**ANNUAL  
PARISH  
MEETING**

# Diocesan Archives

## POLICY 43



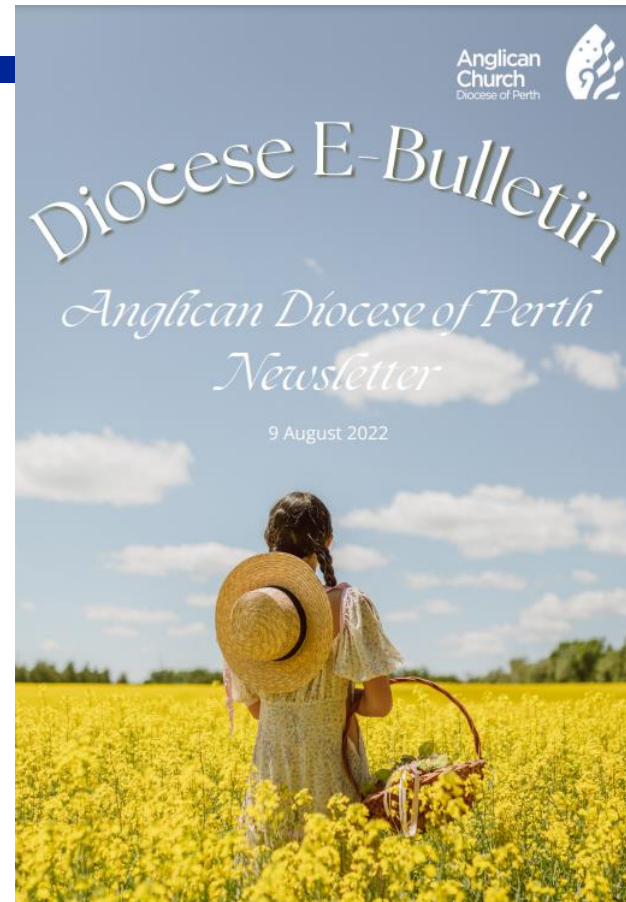
- What [Diocesan Archives](#) does
- How Diocesan Archives helps parishes:
  - records are over 25 years old,
  - records are too bulky to store at your parish,
  - records are in danger from how they are stored, or
  - the parish is to be merged or closed.
- Access to Diocesan Archives
- Volunteers
- Further Information
  - [Records and Archives Statute 1996](#)
  - [Diocesan Archives Policy 43](#)
- Contact: [archives@perth.anglican.org](mailto:archives@perth.anglican.org)



# Communications



- E- Bulletin
  - [Fortnightly editions](#)
  - [Submission form](#)
- Messenger
  - [Monthly editions](#)
  - [Sign Up Form](#)
- Microsoft Licencing
  - [Office 365 for non-profits](#)
- Parish Websites and email
  - [Hosting of Websites](#)
- Church Directory
  - [Find a Church](#)
- Contact: [communications@perth.anglican.org](mailto:communications@perth.anglican.org)



# Copyright

- [Obtaining a Copyright Licence](#)
  - Coordinated by Diocesan Office
- [Recording the use of Copyright materials](#)
  - Use CCLI website



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**CCLI** Who We Serve / What We Provide / Our Partners / About Copyright / About CCLI / Worship

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# Fundraising



- [Charitable Collections Licence](#)
- [Heritage Appeals](#) and the [National Trust](#)
- [Raffles](#)



The screenshot shows the 'Racing, Gaming and Liquor' portal. At the top, there is a navigation bar with 'Home', 'Find a Licence', and 'View Prohibition Orders'. Below this is a 'Quick links' section with 'Portal Information Guide' and 'Online Lodgement Guides'. The main content area is titled 'Racing, Gaming and Liquor portal' and includes a 'Compatibility' section with a list of device and system requirements. A 'Log in' form is visible on the right side of the page.

The screenshot shows the 'Charities' page on the Government of Western Australia website. The page is titled 'Charities' and features three main sections: 'Charity licence applications', 'Charity licence requirements', and 'Licensed charity list'. Each section includes a brief description and a list of links to related information.

Section	Links
Charity licence applications	<a href="#">Collecting money for a charity</a> <a href="#">Applying for a charity licence</a> <a href="#">Renewing a charity licence</a> <a href="#">Cancelling a charity licence</a> <a href="#">Fundraising under an existing charity licence</a>
Charity licence requirements	<a href="#">Charity licensing reforms 2020</a> <a href="#">Charity licensing conditions</a> <a href="#">Financial reporting requirements</a> <a href="#">Principal Executive Officers</a> <a href="#">Managing conflicts of interest</a>
Licensed charity list	<a href="#">List of licensed charities</a>

# Grants



- [Types and Sources of Grants](#)

- Local Government
- State Government
- Commonwealth Government
- Lotterywest

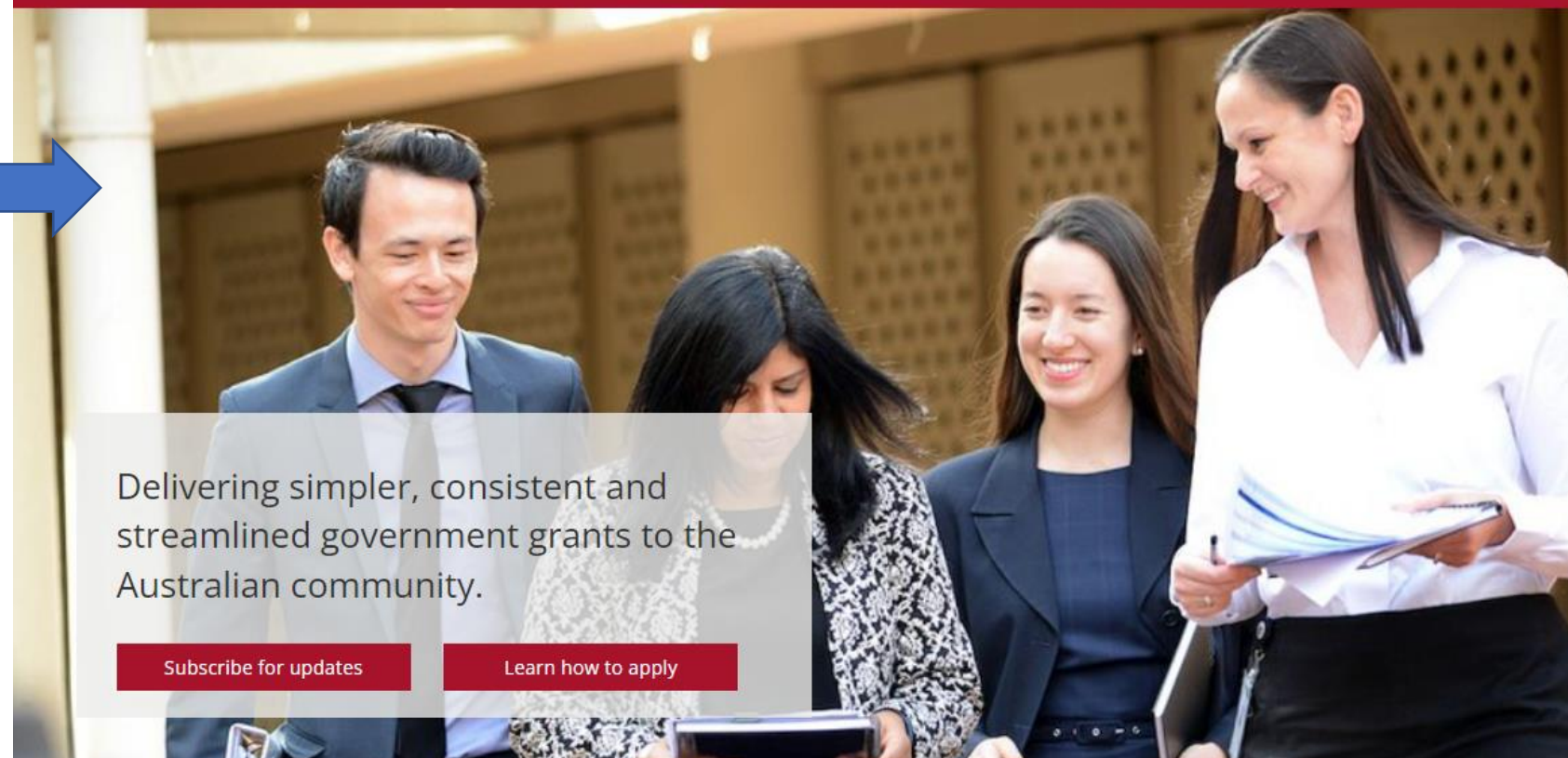


- [Tips for Applications](#)

- Grantmaker's key priority areas
- Be well prepared with a budget and quotes etc

- [Delegation and Authority](#)

- Engage Diocesan Operations Manager in the process



# Insurance

## PARISH GOVERNANCE STATUTE 2016



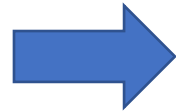
- Insurance premiums are significant parish costs.
- Insurance covers damage caused by specific events (e.g., fire, flood, wind damage, hail damage, accidental damage, or theft)
- Insurance does not cover damage caused by inadequate maintenance (e.g., damage caused by blocked or corroded gutters), damage arising from faulty construction/design or termite damage.
- The best way to keep property and contents premiums low is to take action to reduce the risk of fire, flood, wind damage and theft.
- The best way to keep workers compensation premiums low is a good application of WHS policy and only using contractors with their own workers compensation insurance.



# 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 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. Below the heading is a paragraph explaining data breaches. At the bottom, there 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.

Privacy and FOI advice for the COVID-19 pandemic. [Learn more](#)

OAIC Australian Government  
Office of the Australian Information Commissioner

[About us](#) [Privacy](#) [Freedom of information](#) [Information policy](#) [Consumer Data Right](#)

Home / Privacy

## Notifiable data breaches [RSS feed](#)

A data breach happens when personal information is accessed or disclosed without authorisation or is lost. If the Privacy Act 1988 covers your organisation or agency, you must notify affected individuals and us when a data breach involving personal information is likely to result in serious harm.

[About the NDB scheme](#) → [When to report a data breach](#) → [Report a data breach](#) →

# Cyber Security



- 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

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New parent webinars for 2023

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# Open Panel Questions

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DENISE SATTERLY ROOM

