



# Anglican Diocese of Grafton Registry Update

Edition 22 – June 2022

**For distribution to any office bearer within the Anglican Diocese of Grafton including its parishes and organisations.**

This is the latest edition of the Registry Update and as usual it contains important information on a variety of topics. These Registry Updates are not only important for reading at the time of receiving but also worthwhile for putting aside for future reference. If you are looking for any of the previous copies, you can find them on the Diocese's website at <https://www.graftondiocese.org.au/documents/registry-update/>

This Registry Update has been widely distributed by email but if you believe that someone has been missed who should also be receiving the Registry Update, please feel free to share your copy with them and advise [admin@graftondiocese.org.au](mailto:admin@graftondiocese.org.au) of the update to the distribution list.

The information contained in this Registry Update is not confidential or private, so please feel free to share it with others who would benefit from knowing.

## **SYNOD**

The 2022 Synod is fast approaching.

The schedule for the 2022 Synod of the Diocese of Grafton is:

- The Synod Eucharist at St John's Coffs Harbour on the evening of Friday 17 June 2022
- Synod business sessions at Opal Cove Resort (just north of Coffs Harbour) on Saturday 18 and Sunday 19 June 2022.

These arrangements are to ensure that we have a Synod venue at which we can provide social distancing. The original venue at Clarence Valley Anglican School would not have provided the space that Opal Cove can provide. Additional COVID safety measures have also been put in place.

Members of Synod will receive further information in a couple of weeks.

## **INSURANCE - RENEWAL**

The Anglican Diocese of Grafton purchases insurance on behalf of the Diocese's administration and for each of its entities (e.g. Parishes, Schools, Anglicare etc).

The renewal of terms for property and liability insurance classes were finalised in March after protracted delays outside of the control of the Diocese and our broker. The property and liability insurance policies will be valid from 1 April 2022 to 31 March 2023.

The Diocese of Grafton has paid the insurer's invoices for these policies and all Diocesan entities will receive invoices for their share of the insurance bill shortly.

## **INSURANCE – EMPLOYMENT PRACTICES**

The recent renewal of insurance policies has brought with it some changes to policy terms. In the case of the Employment Practices cover, which is part of the Management Liability cover, a significant change was an increase in excess.

Previously, employment practices claims, such as unfair dismissal or discrimination in employment, had an excess of \$5,000. That excess is now \$50,000.

This means that the first \$50,000 spent on defending any claim or paying out a successful claim, will have to be paid by the Diocese and would be on-charged to the entity (e.g. parish) responsible for that person's employment.

It is obvious that a \$50,000 payment would have a heavy financial impact on any entity within the Diocese and there needs to be a way to soften the economic blow. It is for that reason that an Employment Practices Fund (EPF) has been set up.

Similar to the way that the Aggregate Deductible Insurance Fund eases the costs of property claims, the EPF will ease the financial impact of employment related claims.

At the moment the EPF is unfunded however the Bishop-in-Council has authorised a 1.2% levy on all payroll costs on the Diocesan payroll. The charging of the EPF levy will commence in June 2022.

A new procedure REG-008 Employment Practices Fund describes how the EPF will operate. A copy of that procedure is available on the Diocesan website at <https://www.graftondiocese.org.au/wp-content/uploads/2022/05/REG-008-Employment-Practices-Fund-Policy-as-approved-05052022.pdf>

As insurance is always the last resort, parishes are reminded to:

- Liaise with the Registrar when creating a new paid position or filling an existing vacant position;
- Liaise with the Registrar before any action that adversely affects a person's employment conditions or could lead to their resignation or termination of employment;
- Ensure that all contract and volunteer workers are genuine contractors or volunteers and not an arrangement to avoid employment responsibilities;
- Avoid the use of honorariums to reimburse workers.

While in most cases, clergy are not strictly defined as "employees" the above principles still apply.

## **BUILDINGS AND PROPERTY**

The Bishop-in-Council considered the operation of the Buildings and Property Committee and determined that while the Committee has proved valuable in the past, it was time to change the structure and dissolve the Committee.

Incumbents, Churchwardens and members of Parish Councils should now familiarise themselves with the amended version of the Diocesan Governance Ordinance 2008. Section 5 of Chapter 10 has been modified to clarify who has responsibility for building and property projects. The most current copy of the ordinance can be found on the Diocesan website at <https://www.graftondiocese.org.au/documents/ordinances/>

More importantly, parish leaders should become familiar with the procedure MUP-004 Building and Property Projects Approval Process which sets out the information required for approval of any substantial building or property project. The most current copies of Diocesan procedures can be found on the Diocesan website at <https://www.graftondiocese.org.au/documents/policies-procedures/>

Although the Buildings and Property Committee no longer exists, the Diocese would like to form a panel of people with skills and experience that could be useful to a parish considering a building project. That experience could be in building and construction, engineering, town planning, architecture, real estate or another area that is relevant. We hope that parishes may be able to call upon such people for general guidance. If you would like to nominate yourself, or someone you know to be on the panel, please email [registrar@graftondiocese.org.au](mailto:registrar@graftondiocese.org.au)

## **CHANGES AT THE REGISTRY**

There have been some important personnel changes at the Registry.

With the closure of Anglican Funds Grafton Diocese (AFGD) in 2021, we farewelled Annette Dent and Linda Butler from the Registry team.

In early 2022, the Diocese received a proposal from Giordano Business Consulting (GBC) to provide accounting and financial management services to the Diocese as an outsourced service. The Bishop-in-Council approved the GBC proposal and we farewelled Adam Giordano and Darrin Johnstone to GBC.

Although Adam and Darrin have moved across to GBC, Jenny Brock remains with the Registry team and will be the key liaison for parishes, schools and those on the Diocesan payroll for enquiries about insurance, invoices, payroll details and related matters.

In September 2020, the Registry welcomed Angela Mula on to the team to better enable the Diocese to achieve robust governance and management systems with specific support to the Grafton Anglican Schools Commission. At the time, Angela was given the title Executive Support Officer however it has become clear that her title fails to convey the seniority of her role. Angela will now be Deputy Registrar/Executive Officer – Schools.

The Registry team is now:

The Right Reverend Dr Murray Harvey – Bishop of Grafton  
The Venerable Tiffany Sparks – Diocesan Archdeacon  
Mr Chris Nelson – Registrar/General Manager  
Mrs Angela Mula – Deputy Registrar/Executive Officer – Schools  
Mr Phillip Bonser – Director of Professional Standards  
Mrs Maree Collett – PA for the Bishop and Diocesan Archdeacon  
Mrs Kaytrina Jessup – PA for the Registrar  
Mrs Jenny Brock – Finance Officer (with responsibilities for Insurance)  
Mrs Bev Knox – Diocesan Archivist (Volunteer)

## **DIOCESAN WEBSITE**

Unfortunately, the Diocesan website has had some recent stability problems which are under investigation. While we expect that the website problems will soon be fixed, please let us know on [admin@graftondiocese.org.au](mailto:admin@graftondiocese.org.au) if you find something that doesn't work.

## **IMPORTANT DATES**

Bishop-in-Council  
1 September 2022  
27 October 2022

15 December 2022

Corporate Trustees  
28 July 2022  
22 September 2022

24 November 2022

If you have any submission to a meeting of Bishop-in-Council or the Corporate Trustees, please provide these to the Registrar at least 10 days prior to a meeting to ensure that your submission can be included in the business of that meeting.

Synod

17, 18 and 19 June 2022 in Coffs Harbour.

Yours in Christ's service,

**Chris Nelson**  
**Registrar/General Manager**  
**Anglican Diocese of Grafton**