



Anglican Diocese of Grafton Registry Update

Edition 24 – November 2022

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

This is the final edition of the Registry Update for 2022 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 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.

CLERGY STIPENDS, SUPERANNUATION and LONG SERVICE LEAVE

New Stipend levels

At its meeting of 8 October 2015, Bishop-in-Council resolved that the Australian Bureau of Statistics' Wage Price Index (WPI) will be the basis on which the clergy stipend is revised each year. As the WPI over the applicable 12 month period up to September 2022 was 3.1%, the following schedule of clergy stipends will be effective from **1 January 2023**.

Clergy role	Current annual stipend	Current monthly stipend	New annual stipend from 1 January 2023	New monthly stipend from 1 January 2023
Rector ¹	\$69,938.20	\$5,828.18	\$72,106.30	\$6,008.85
Priest Associate ²	\$69,247.70	\$5,770.64	\$71,394.40	\$5,949.53
Assistant Priest ³ or Deacon ⁴	\$66,141.00	\$5,511.75	\$68,191.40	\$5,682.62

(Notes: ¹ includes Priests-in-Charge and Locums; ² typically a senior priest in a challenging role; ³ typically a priest in a curacy or training stage; ⁴ Stipendiary deacons only)

Superannuation

The rate of superannuation for clergy will remain at 11.5% of the stipend. (Superannuation will not be applied to the payment of allowances.)

It is expected that the rate of the Superannuation Guarantee will increase by 0.5% on 1 July 2023. If that increase is applied, the rate of superannuation for clergy will simultaneously increase to 12.0%.

Long Service Leave

The Anglican Church of Australia Long Service Leave Fund has advised that the annual rate of contribution for a full-time participant has increased to \$1,656.00 effective from 1 January 2023. This is the first increase in the contribution rate in several years.

Future changes to Stipend

As mentioned above, the Wage Price Index (WPI) statistic provided by the Australian Bureau of Statistics will guide future increases in clergy stipend. The stipend will change on 1 January of each year depending on the annual change in the WPI reported in the previous September Quarter. The September Quarter statistic is usually published in mid-November of each year.

MINISTRY TRAVEL AND REIMBURSEMENT

This is a reminder that the following table shows the change to reimbursement rates that is effective from 1 January 2023 as per MUP-003 Ministry Travel and Associated Expense Reimbursement. A copy of the procedure can be found on the Diocesan website at <https://www.graftondiocese.org.au/documents/policies-procedures/>

Rates for reimbursement for motor vehicle use	Current rate	New rate – effective from 1 January 2023
Use of private vehicle as a requirement of role	Fixed component: \$8,000 pa Variable component: 26 cents per kilometre	Fixed component: \$9,200 pa Variable component: 30 cents per kilometre
Occasional use of private vehicle	Fixed component: Nil Variable component: 66 cents per kilometre	Fixed component: Nil Variable component: 78 cents per kilometre

PAYROLL PROCESSING – DECEMBER and JANUARY

With the holiday season fast approaching the Registry has been planning requirements for the timely processing of December and January payrolls. In order to ensure no disruption to normal payment times, we are requesting that forms for all planned annual leave to be taken in the months of December and January be submitted to payroll by no later than Wednesday 7 December.

Please note that annual leave forms should be submitted through the normal process therefore there is no change to the standard process for submitting leave forms. As the Registry will be closed over the Christmas break and not reopen until 9 January 2023 receiving annual leave forms for both December and January by 7 December will ensure timely completion of all payroll processes and disbursement to all clergy/employee accounts by 15 January.

If you require any further clarification, please contact Jenny Brock.

PARISH COUNCIL FLYING MINUTES

In the Diocesan Governance Conference held earlier this month, there was a 'Question and Answer' session. One of the questions was about the use of "Flying Minutes" by Parish Councils.

“Flying Minutes” are sometimes called “Circular Resolutions” and are a way of enabling a council or a board to make a binding decision between meetings. It involves the draft resolution and supporting information being circulated in written form to each councillor or board member who will then respond, in writing, advising whether they are in favour of the draft resolution.

The Diocesan Governance Ordinance 2008 is silent on the use of Flying Minutes. Despite the silence of the ordinance, Flying Minutes are available for Parish Councils to use.

The following guidelines are to be observed when using Flying Minutes:

- Flying Minutes should be used for matters that need to be decided before the next scheduled meeting.
- If a matter is complex, contentious or requires discussion to consider a range of options, Flying Minutes are usually not appropriate. These matters should be discussed within a meeting and a special meeting called if there needs to be a decision before the next scheduled meeting.
- Flying Minutes are to include a draft resolution and supporting information in written form with the same information and resolution provided to all members of Council.
- Responses to the draft resolution are also to be written. (When email is used, an email response is usually sufficient. Hand delivered resolutions should include a place where members in agreement add their signature.)
- Sufficient time should be allowed for each member to consider and reply to the Flying Minute. (Bishop-in-Council allows 72 hours for response. Parishes may need to allow more time if not all councillors are regular email users.)
- Flying Minutes have a weakness in that alternative views are often not heard. For that reason, a majority vote in favour of a draft resolution is not sufficient. If any of the following occur, the Flying Minute should be withdrawn and the matter considered at a meeting:
 - Any councillor votes against the draft resolution;
 - Any councillor fails to vote (except where that councillor is known to be absent and not able to connect to reliable communication);
 - Any councillor abstains from voting for a reason other than a conflict of interest;
 - Any councillor asks for the matter to wait until it can be considered at a meeting.
- Voting by proxy is not permitted.
- The papers of the following Parish Council meeting should include the material that was circulated as a Flying Minute plus a record of the votes. The Parish Council should record a vote to ratify the Flying Minute decision.

CYBER PROTECTION AND PRIVATE INFORMATION

Many would have seen the news about the cyber-attacks on large companies such as Optus and Medibank Private. These recent incidents are certainly not isolated occurrences and shine the spotlight on a number of issues relevant to organisations of all sizes and types.

While your parish is not an Optus or a Medibank Private, every organisation is at risk of cyber attack and needs to take care with personal information.

Some hints for cyber protection:

- Ensure all computers have anti-virus and anti-malware software which is kept up to date
- Ensure that program updates are installed as soon as possible
- Employ password access where possible

- Use passwords that are a minimum of 8 characters (longer are better) and a combination of letters, numbers and symbols
- Enforce a regular update of passwords (e.g. every 2 months)
- Ensure a regular backup is made of all data and documents and the backup is stored in another location
- Be sceptical about emails from unknown sources or making grand or attractive claims
- Do not hesitate to phone the supplier to check details before paying an invoice

Some hints about the handling of personal information:

- Only collect the personal information that is genuinely needed to be held and used
- Get permission from the person before sensitive information is collected
- Ensure that personal information is stored in a secure area
- Only share personal information within the parish with people who genuinely need to know that information for their role.

This is only a small selection of basic hints. Your IT provider should be able to assist with reviewing your system and practices for adequate security.

IMPORTANT DATES

Bishop-in-Council

15 December 2022
23 February 2023
27 April 2023

27 July 2023
21 September 2023
30 November 2023

Corporate Trustees

2 February 2023
30 March 2023
25 May 2023

24 August 2023
26 October 2023
14 December 2023

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

23, 24 and 25 June 2023. Opal Cove in Coffs Harbour will be the venue for Synod business sessions.

Registry Christmas Closure

The Bishop's Registry will close on the afternoon of Thursday 22 December for the Christmas-New Year period and re-open at 9am Monday 9 January 2023.

Yours in Christ's service,



Chris Nelson
Registrar/General Manager
Anglican Diocese of Grafton