

Anglican Diocese of Grafton Registry Update

Edition 25 – September 2023

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

This is the first edition of the Registry Update for 2023 and my first edition as Registrar. I'd like to take the opportunity to thank those that have warmly welcomed me into this role.

As usual, this Update 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.

EMPLOYEE ASSISTANCE PROGRAM

We are pleased to advise that The Anglican Diocese of Grafton now has an Employee Assistance Program (EAP). An EAP is a confidential counselling and support service to help employees deal with personal or work-related problems in a positive way.

At its meeting held 27 April 2023, the Bishop-in-Council approved Acacia EAP (www.acaciaconnection.com) as the provider of this service to those on the diocesan payroll (ongoing and fixed term clergy and lay workers) and their immediate family members. The Program was launched at Synod, which advised members of the benefits, eligibility and access information.

Those eligible can access confidential counselling by calling Acacia EAP 24 hours a day on 1300 364 273 or you can lodge an appointment request/live chat with their team online at www.acaciaconnection.com or by texting 0401 33 77 11.

INSURANCE RENEWAL

In the first half of 2023, the Diocese's insurance broker, AJ Gallagher, worked hard to secure renewals of the Diocese's Industrial Special Risk (ISR), Public Liability, Management Liability and Professional Indemnity insurance policies to cover the Diocesan administration and governance, parishes, schools, Anglicare North Coast and other entities and activities of the Diocese.

The discussions and clarification of details were protracted but, as you are aware, insurance coverage was secured.

Although the Diocese was able to secure insurance at a unit price the same or similar to last time, you will have noticed that the invoiced amount is significantly larger for the following reasons:

- Building replacement values have increased markedly over the past 12 to 18 months with replacement value increases of greater than 10% across the board. This directly translates to higher total premiums.
- The Diocese was able to secure insurance policies for a longer term. Instead of purchasing 12 months of cover, we were able to purchase cover that extended to 30 September 2024. While this has the advantage of bringing all policy end dates into line and locks in 2023 prices, it does mean a larger upfront payment.
- Contributions to the Diocese's Aggregate Deductible Insurance Fund have been increased to account for potentially greater pressure on the Fund due to other changes in cover.

There are also significant changes to insurance cover as an unsurprising outcome of the major floods of 2022.

Firstly, we will no longer enjoy a single excess payment for a major incident such as the 2022 floods. There will be an excess for each location that has been impacted.

Secondly, we will no longer enjoy flood insurance for every property owned by the Diocese. Properties that have a flood probability or Annual Return Interval (ARI) of less than 1:50 with projected flood depth of greater than 30 cm, will no longer be covered. We are currently seeking clarity from the insurer as to which properties are excluded from the flood coverage.

Our other policies (Crime, Cyber, Motor, Personal Accident, Travel etc) are currently being renewed which, once finalised, will align all of our policies with the same end date of 30 September 2024. I thank you for your cooperation in providing the required information.

Copies of the latest Certificates of Currency are available on the Diocesan website at <https://www.graftondiocese.org.au/documents/insurance-risk/>

OCCASIONAL SERVICES PAYMENTS

Occasional services payments now need to be made through the diocesan payroll due to the Australian Taxation Office interpretation of income and changes to the Superannuation Guarantee Act. These changes, which took effect 1 July 2022, require superannuation payments to be made regardless of a worker's earnings.

The change will come into effect from 1 October 2023 and we will seek to calculate and make a back payment for the period from 1 July 2022 to 30 September 2023.

The Stipends and Allowances Committee have also undertaken a review of the level of occasional service payments and made a recommendation to the Bishop-in-Council which was passed on 27 July 2023. This schedule of payments is for ministers (clerical or lay) who are invited to preach, conduct services and/or provide other ministries on an occasional basis in a ministry unit at the invitation of that ministry unit.

Payments according to the following scale are to be offered in respect of this ministry:

Service	Service payment	Preparation payment	Total payment
One service and not more than 3 hours in the parish	\$90	\$50	\$140
Up to two services and not more than 5 hours in the parish	\$140	\$50	\$190
Greater than 5 hours service in the parish	\$220	\$50	\$270

The following is to be added to the above payments:

- Superannuation at the Superannuation Guarantee rate
- Motor vehicle expenses in accordance with MUP-003 Ministry Travel and Associated Expenses Reimbursement

New payment levels became effective 1 August 2023.

Method of Payment

Where the minister conducting the service is not currently stipended or their service is additional to their stipend for part-time duties, the payment is made to the minister through the diocesan payroll. Details are to be provided to payroll@graftondiocese.org.au

Where the minister conducting the service is already in receipt of a stipend in their home ministry unit and these duties utilise time that would have been allocated to their home ministry unit, the payment is made by the recipient parish to the home ministry unit of the minister.

Key Principles

- While the minister may choose not to accept some or all this payment, the Ministry Unit is obliged to willingly offer the payment.
- This procedure is not applicable for ministry within a minister's usual parish.
- This procedure is not applicable to locum arrangements.
- Bishop-in-Council will review the payment scale on an annual basis.

PAYROLL SYSTEM DEVELOPMENT

At its meeting held 27 April 2023, Bishop-in-Council approved the adoption of MYOB Advanced Payroll to meet both the current and future payroll processing needs of the Diocese. Our previous system lacked many of the capabilities expected of an organisation of our size.

We believe that making this change will result in:

- Increased operational efficiency especially with bringing new employees onto the payroll and processing requests for leave
- Elimination of manual leave forms
- Improved accessibility of personal information through Employee Self Service (ESS) portal
- Improved reporting on payroll expenses.

Those on the payroll, or involved in managing payroll participants, have received communications about the adoption of the new system and have been participating in training sessions in late August and early September.

The September payroll will be processed using the new system with users able to log on from 15 September.

Ongoing support will be available from Payroll. More information to follow.

LEAVE

A reminder that clergy and others who are on the Diocesan Payroll are required to complete a Leave Application for all leave requests prior to taking the leave. Some payroll participants have accumulated excessive leave balances and, in such cases, there is a question as to whether some leave has been taken that has not been recorded correctly. Parishes are reminded that it is their responsibility to ensure that the leave accruals of their paid staff

accurately represent the amount of leave owing. If leave that is taken is not processed correctly, then higher costs for the parish may result.

The new payroll system will make it easier to self-monitor leave balances.

POLICIES AND PROCEDURES

Policies and procedures that have been amended since last November are:

- GEN-0101 Conflict of Interest Management
- GEN-014 Clergy Resignation/Retirement
- MUP-002 Clergy Housing Standards
- MUP-005 Parish Delegations
- REG-002 Staff Delegations
- REG-005 Aggregate Deductible Insurance Fund
- GASC-004 Appointing and Reappointing Members of Governing Bodies of Diocesan Educational Institutions
- GASC-005 School Chaplaincy

The current version of each policy/procedure document can be found on the Diocese's website at <https://www.graftondiocese.org.au/documents/policies-procedures/>

DIOCESAN GOVERNANCE ORDINANCE

The Diocesan Governance Ordinance was most recently amended at the 2023 Synod. The current version can be found on the Diocesan website ordinance page:

<https://www.graftondiocese.org.au/documents/ordinances/>

A reminder to upload the latest version of the Ordinance to your ACNC listing on the 'Financials & Documents' tab under the 'Documents'. The Ordinance is what is required to be uploaded as the Governing Document.

REPORTABLE CONDUCT

A reminder to report all allegations of reportable conduct to the Director of Professional Standards who will:

1. Advise if a report to NSW Police is required and assist with that process.
2. Advise if a report to Department of Communities and Justice is warranted and assist the process if needed.
3. Advise the Registrar, who will make the appropriate notification to the Office of the Children's Guardian.
4. Coordinate any investigation under the supervision of the OCG.
5. No investigations should be undertaken locally until you are requested to do so.

The definition of child abuse in the Professional Standards Ordinance is the same as the definition of reportable conduct. When you notify the DPS of a reportable conduct allegation you are therefore also providing information under the terms of the Ordinance and meeting those obligations as well.

The NSW Reportable Conduct Scheme provides the following two short videos, which are very useful for better understanding reportable conduct:

- Introduction to the NSW Reportable Conduct Scheme:
<https://www.youtube.com/watch?v=zv9llJoBsh8>
- Employee Obligations and Protections:
<https://www.youtube.com/watch?v=GoFsKNbqYZw>

REGISTRY STAFFING

The Registry is currently operating without a full complement of staff and is also in a period of transition. We ask for your understanding at this time.

Mrs Angela Mula – Registrar/General Manager
Deputy Registrar/Executive Officer-Schools – Vacant
Mrs Maree Collett – PA for the Bishop and Diocesan Archdeacon
Mrs Kaytrina Jessup – PA for the Registrar
Ms Jenny Brock – Finance Officer
Mr Phillip Bonser – Professional Standards Director
Ms Sarah Turner – Professional Standards Administration Officer (6 month position until Jan 2024)

IMPORTANT DATES

Bishop-in-Council

21 September 2023

16 November (Special Meeting)

29 November – joint meeting with CT

30 November 2023

Corporate Trustees

25 October 2023 (Special Meeting)

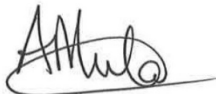
26 October 2023

29 November – joint meeting with BiC

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.

Yours in Service,



Angela Mula
Registrar/General Manager
Anglican Diocese of Grafton