



Anglican Diocese of Grafton Registry Update

Edition 2 - November 2014

Dear Rectors, Churchwardens, Parish Councillors and Treasurers,

This is the second edition of the Registry Update. Thank you to all who gave feedback on the first edition.

As said previously, the purpose of Registry Updates is to let you know when something has changed or to let you know some important information for the administration of your ministry unit. The Registry Update will only be produced and issued when there is something relevant to communicate.

Please ensure that your Rector (or Priest-in-Charge or Locum), Churchwardens, Parish Councillors and Treasurer receive each Registry Update. (Note: A copy of this Update will also be sent directly to chaplains, business managers of diocesan organisations and members of diocesan councils and committees.)

MOTOR VEHICLE EXPENSES

In the previous Registry Update, information on the new clergy stipend rates was published and the Motor Vehicle and Travelling Allowances were republished.

Since that edition, I have discovered that in many parts of the diocese there is a folklore persisting that the reimbursement rate for using your motor vehicle is normally 75 cents per kilometre. **In most cases this is incorrect.**

If you examine the following table, you will see that only "Non-stipendiary relieving clergy" are to be reimbursed at 75 cents per kilometre. All other types of motor vehicle use are at a different rate.

Please check the table below for the correct rate before applying for or approving a vehicle reimbursement.

	Engine Capacity of Motor Vehicle	
	Up to 1900cc	Over 1900cc
Clergy cars engaged on regular parish duties		
Standing Charge	\$5,304 per annum or \$442 per month	\$7,668 per annum or \$639 per month
Plus distance travelled rate	26.25c per km	31.25c per km
Casual use of car – Non-stipendiary relieving clergy¹	75c per km	75c per km
Casual use of car – Locum²		
Standing Charge	\$102.00 per week or \$17.00 per day	\$147.46 per week or \$24.58 per day
Plus distance travelled rate	26.25c per km	31.25c per km
Casual use of car for		
<ul style="list-style-type: none"> • Occasional services • Authorised Parish purposes • Approved Diocesan purposes 	31.25c per km	31.25c per km

(Notes: ¹ suitable for retired clergy who were previously in fulltime stipendiary ministry who now provide occasional Sunday service ministry; ² suitable for relieving clergy who take on ministry over several days as well as Sunday services although not as Locum.)

While on the topic of reimbursing motor vehicle and travel costs:

- Reimbursement should be for 'work travel' only (includes some volunteer work) but this should never include trips from home to the 'usual place of work';
- Those who receive a reimbursement for mileage should not also get the petrol costs of the trip paid;
- Each parish (and the diocesan administration) can set reasonable expectations around paid travel. Some examples are:
 - If hiring a car, using a parish vehicle, or taking public transport is reasonably practical and more economical than reimbursing use of a private vehicle, then the parish/diocese may indicate that private mileage will not be reimbursed in this case but the costs of the other form of transport will be paid;
 - Where it is reasonable for people to travel together in the same vehicle, then the parish/diocese may indicate that use of separate vehicles will not be reimbursed.

The above principles are now being applied consistently to diocesan staff travel and for reimbursing those attending diocesan meetings.

PARISH REQUESTS

From time to time, the Bishop, Registrar and the various Councils and Committees of the diocese receive requests from parishes such as access to trust funds, building approvals or other forms of permission.

Too frequently, these requests are from a single person in the parish (secretary, treasurer, warden, etc.) and it is difficult to determine whether the request is an official parish decision or a single person taking matters into their own hands.

Because each diocesan officer and diocesan committee wants to be sure that they are acting on the right information, requests from parishes will now need to be from at least two parish officers and include the wording of the parish council resolution, where appropriate.

If it is not clear that a request has the appropriate parish support, the decision may be delayed until that reassurance can be obtained.

INSURANCE

Insurance Renewal

All organisations in the Anglican Diocese of Grafton should have received details of the updated Certificates of Currency for the insurance held by the Diocese on their behalf.

You will note that the period of insurance is from 1 November 2014 to 31 October 2015. This means that the diocese will soon be receiving its insurance bill for this coverage and will be working to calculate the resulting bill for each diocesan organisation.

I have discovered that ministry units and other diocesan organisations received their most recent insurance bill in February 2014 rather than November 2013 and were therefore not expecting the next bill until February 2015. Unfortunately, the timing of processing the last bill reflected the organisational difficulties facing the diocesan office at the time. Because of the size of the insurance bill and its effect on diocesan cashflow, delaying the insurance bills to ministry units is not an option.

Insurance Claims

Since arriving at the diocese, I have been made aware that some people have talked about difficulties that they have had negotiating the insurance claims procedure. Please find attached a single page summary that has a number of helpful points about how to properly

handle insurance claims in a way that ensures your incident is promptly reported to the insurers and that the progress of claims is monitored.

The Compliance Officer of the Diocese is a key person in ensuring that this process runs smoothly and should be your first insurance contact for all incidents.

CLERGY LONG SERVICE LEAVE FUND

After a long delay, General Synod's attempts to update the Clergy Long Service Leave Fund finally come into effect from 1 January 2015. A précis of the new provisions of the Fund are included as an attachment to this Registry Update.

WIRELESS MICROPHONES

On 1 January 2015, a range of radio frequencies that are currently used for television and wireless microphones Australia-wide will be reallocated for the use of mobile phones. The frequency range is 694 – 820 MHz. To free up this frequency range, everything that currently uses these frequencies needs to be moved to different frequencies.

Television stations are currently being 'restacked' to clear this frequency range and to tidy up allocated frequencies.

The other part of the process is to ensure that no wireless microphones are operating within this frequency range by the beginning of 2015. The onus falls to anyone who operates or owns a wireless microphone. Any individual or organisation who uses or possesses a device that does not comply can be fined. The fines are currently \$340 for individuals and \$3500 for organisations.

The new frequency ranges that can be used by wireless microphones from 1 January 2015 are 520 – 694 MHz and 1790 – 1800 MHz. (There are some other available frequencies but they are shared with Wi-Fi and Bluetooth devices.)

It is not as simple as retuning your existing wireless microphone as they are designed to work on a fixed frequency or limited range of frequencies. Also the new 520 – 694 MHz frequency range is shared with television so the usable frequencies will vary from place to place.

Therefore, each church that owns or uses any wireless microphones must:

- Check what frequencies they operate on
- Replace them if they do not use one of the new frequencies
- Retune or replace them if they use the same frequency as any television station in the local area
- A reputable audio-visual/PA equipment shop in your area should be able to help with this.

There is more detailed information on the following websites:

<http://www.acma.gov.au/Industry/Suppliers/A-Type-of-equipment/WirelessMicrophones>

<http://www.acma.gov.au/Industry/Suppliers/A-Type-of-equipment/WirelessMicrophones/fact-sheets-and-faqs>

<http://www.acma.gov.au/Industry/Suppliers/A-Type-of-equipment/WirelessMicrophones/frequency-finder-tools>

SIGN HAZARD

I have been made aware that the Queensland Government has brought a safety alert to the attention of Churches in Queensland. This safety alert is on the topic of winch operated signs that are common on the road frontage of many churches and schools.

As this issue is just as relevant to our diocese, I have attached a link to the safety alert. If your church or school has one of these winch operated signs, please note and implement the advice contained in the safety alert.

<https://www.worksafe.qld.gov.au/news/safety-alerts/whsq/2014/failures-of-winch-type-signs>

KEY DATES

To assist parishes and ministry units with their planning for the balance of this year and for 2015, below are some key dates for your diaries.

Pre-Synod Meetings

10am Saturday 23rd May 2015, Kempsey
6.30pm Monday 25th May 2015, Woolgoolga
6.30pm Friday 29th May 2015, Casino (To be confirmed)
10am Saturday 30th May 2015, Byron Bay

Synod will be held from Friday 12 to Sunday 14 June 2015 with the Friday evening opening service at St Thomas' Church, Port Macquarie and the Saturday and Sunday business sessions at St Columba Anglican School, Port Macquarie

Bishop-in-Council

11 th December 2014	2 nd July 2015
12 th February 2015	13 th August 2015
26 th March 2015	24 th September 2015
7 th May 2015	5 th November 2015

Corporate Trustees

27 th November 2014	23 rd July 2015
22 nd January 2015	3 rd September 2015
5 th March 2015	15 th October 2015
16 th April 2015	26 th November 2015
28 th May 2015	

Property Board

9 th December 2014	10 th July 2015
20 th February 2015	21 st August 2015
13 th March 2015	18 th September 2015
17 th April 2015	16 th October 2015
15 th May 2015	20 th November 2015
5 th June 2015	

If you have any submission to a meeting of Bishop-in-Council, the Corporate Trustees or the Property Board, 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.

Holiday Office Closure

Registry Office closes 4pm Tuesday 23rd December 2014 and re-opens 9am Monday 5th January 2015

A Message from Anglican Funds Grafton Diocese

The Anglican Funds Grafton Diocese (AFGD) office will be closed over the Christmas/New Year period from 4pm Tuesday 23rd December 2014 and will re-open on Monday 5th December 2015 at 9am.

Clients who have access to their account(s) via 'AFGD Online' will be able to process transactions online during this period of office closure. Please note however, that any

transactions processed via 'AFGD Online' on National Public Holidays (25th December 2014, 26th December 2014 & 1st January 2015) will not be processed until the following business day.


If you have an urgent enquiry during the period of office closure please contact the Fund Manager Blaine Fitzgerald on 0488 724 480.

From the team at AFGD we wish all our valued clients a safe and restful Christmas and a Happy New Year.

Blaine, Annette & Sarah

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Yours in Christ's service,



Chris Nelson
Registrar/General Manager
Anglican Diocese of Grafton

LONG SERVICE LEAVE FUND CANON 2010 – COMMENCEMENT DATE 1 JANUARY 2015

SUMMARY OF THE MAIN PROVISIONS OF THE FUND

The Long Service Leave Fund was created by Canon of the General Synod of the Anglican Church of Australia in 1966. As from 1 January 2015 it will operate under General Synod Canon 2010 (former Canon 1992-1995).

ELIGIBLE PARTICIPANTS (FORMERLY KNOWN AS MEMBERS)

Eligible participants, in accordance with section 1(i) – (vi) is a member of Clergy.

A member of clergy includes:

- i) A bishop of a diocese;
- ii) a person in holy orders collated instituted or licensed by the bishop of a diocese to the cure of souls in a parish or to any other appointment in a parish;
- iii) a bishop, dean, archdeacon, canon, principal, vice principal or tutor in holy orders of a university or theological college, a principal of a school or a chaplain, or other person in holy orders licensed to a distinct official position in the diocese or holding some other licence of the bishop of the diocese.
- iv) A person in holy orders on missionary service; or
- v) A person licenced by the bishop of the diocese to exercise the office of deaconess in that diocese.
- vi) The Bishop to the Defence Force, and Defence Force chaplains in holy orders. *(Please note effective 1 January 2015 that this is a new class of eligible participants)*

As from the commencement date of the 2010 Canon, participants in part time service in a participating diocese or organisation are eligible to be in the Fund in respect to eligible service from that date. The payment of leave is pro-rated according to the advice given to the Fund by the participating diocese or organisation.

The LSLF Board resolved at the meeting of 24 March 2011 to consent to, and pertaining to section 4(ii)(a) of the former Canon 1987-1992, to define a member of the LSLF Fund to include;

1. Lay persons engaged as Lecturers in Theological Colleges.
(Note: the college must:
 - (a) Be a Participating Organisation*
 - (b) Employ the person full time as a lecturer.)*
2. Lay persons licensed as Chaplains by a Bishop
3. Lay persons licensed by a Bishop to a Ministry in a Parish.

Participating Organisation means –

- 1) An organisation which employs 1 or more members of the clergy and agrees to the terms and conditions of participating in the scheme of this Canon, upon application to and approval by the Board to becoming a participating organisation.

Qualifying Service and Entitlements

Qualifying Service is service rendered in a participating diocese or organisation, and who participates in the schemes of the former Canons and the current Canon.

- i) In accordance with the former Canon 1992-1997 members of the Long Service Leave Fund are entitled to 10 weeks LSL on completion of 10 years qualifying service in respect of each year of qualifying service prior to the Commencement Date of the LSLF 2010 Canon.
- ii) Commencing 1 January 2015, the 2010 Canon comes into effect. Members will receive a rate of 13 weeks for 10 years qualifying service, 1.3 weeks in respect of each year of qualifying service from and after this commencement date.
- iii) It is unlawful for members to take Long Service Leave and continue with paid employment during the period of leave taken.
- iv) Long Service Leave cannot be paid as cash in lieu of leave, except as provided for in the Canon.

Payments of Long Service Leave

Notional Stipend

The Notional Stipend is reviewed annually by the Board. The Standing Committee upon advice by the Board approves the rate of the Notional Stipend, which is used to determine the amount paid for each week of LSL taken.

Benefits are paid by the Fund and are made to the appropriate diocese or participating organisation, to be paid to the member requesting the leave. The leave benefits should be paid to the participant in accordance with diocesan policies and/or relevant federal or state legislation.

The balance of the leave payment is facilitated by the Diocese to assist them in the payment for the replacement locum, etc.

Sabbatical Allowance (formerly known as Supplementary Allowance)

From the 1 January 1987, to encourage and assist participants to take LSL as and when it falls due, a Sabbatical Allowance was introduced.

This amount of benefit is currently set at 80% of the Notional Stipend amount. The Sabbatical allowance is to be paid to the member in full, after the appropriate taxation.

The Sabbatical Allowance is payable for actual Long Service Leave taken, and is not payable on resignation, retirement, death or permanent disablement.

Payment in lieu of resignation or retirement

When a participant of the Fund who completes not less than 5 years qualifying service resigns or retires, the participant is to be paid one week for each year of service completed before the Commencement Date, and 1.3 weeks for each year of service completed after the Commencement Date, together with a proportionate payment for any incomplete year of qualifying service. This payment is not to include the sabbatical allowance.

Payment in lieu of death

If the qualifying service of a participant terminates by reason of the participant's death, then an amount for each completed year of service is to be paid, one week for each year qualifying service

before the Commencement Date, and 1.3 weeks for each year completed after the Commencement Date, together with a pro-rata payment for any incomplete year of service rendered. This payment is not to include the sabbatical allowance.

Periods of leave

Any period of leave granted must be comprised of complete weeks of 7 days. There is no minimum amount of weeks of leave that a participant may take.

The Long Service Leave period is to include public holidays but to exclude annual holidays and sick leave.

Notice of leave

Every participating diocese or participating organisation must determine when members may take leave, and if the member so agrees must give at least 3 months notice of the date from which the leave is proposed to be taken.

Shirall Mayers
LSLF Manager

Industrial Special Risks Property (Material) Damage

Such claims relate to loss or damage to your property which may involve events such as fire, storm, explosion, flood, theft/burglary, malicious damage, etc.

Where there has been loss or damage to your property:

1. Take all reasonable steps to protect property from any further loss or damage.
2. Call the Police or other Emergency Services as required. Any loss by theft or wilful or malicious damage should immediately be reported to the nearest Police Station and details of the attending Police noted.
3. If you suspect that the loss or damage may exceed the policy deductible, notify the diocese's Compliance officer immediately of the details of the claim (e.g. description of incident, amount of loss, etc.). The Compliance Officer will then provide further instructions on how to handle the claim.
4. Where required, complete a claim form and all claims documents as soon as possible after the occurrence whilst memory of the incident is still fresh in the minds of all concerned.
5. Ensure full co-operation with the Loss Adjuster appointed by the Insurer (Ansvar).

General

This section is designed to provide assistance in procedures to be followed in the event of any incident that might give rise to a claim occurring under any of **ANIP** insurance policies in the Diocese of Grafton.

All claims (except where otherwise agreed) are to be reported immediately to the diocese's Compliance Officer.

To enable the processing of the claim without delay and to minimise the possible damage or injury incurred, it is important that the following action be taken.

1. All reasonable steps should be taken following an accident or loss to protect the property or person from any further damage or injury.
2. Any incident which may give rise to a claim should be immediately reported to the Compliance Officer to avoid any potential for denial of liability from underwriters alleging late notification.
3. Any loss by theft and/or wilful or malicious damage should be immediately reported to the nearest Police Station.
4. Comply with the relevant claims procedure specific to the class of insurance for which the claim applies to.
5. Complete a claim form as provided by the Compliance Officer and attach all associated claim documents.
6. Forward claim documentation including any supporting papers without delay to the Compliance Officer.

Contact Details for Insurance Claims in the Anglican Diocese of Grafton

Mrs Sue McLachlan, Compliance Officer

PO Box 4 Grafton NSW 2460

Ph 02 6645 4122 Fax 02 6643 1814 Mobile 0467 312 397

compliance@graftondiocese.org.au