

# ANGLICAN DIOCESE OF CANBERRA AND GOULBURN

## DIOCESAN SERVICES E-NEWS

[www.anglicancg.org.au](http://www.anglicancg.org.au)

# Welcome

Welcome to the first edition of Registry E-news for 2010. This Bi-monthly newsletter is designed to help us keep in touch with you and advise of any upcoming activities and news items.

There have been significant changes to the staffing structure in the Diocesan Office in the past six months and the new structure is now formalised. Team members and their areas of responsibility are as listed below so please contact the appropriate staff person who will be more than happy to assist you with any queries.

**Registrar & General Manager:** Tracey Matthews  
Governance, Synod, Bishop-in-Council, Property Trust, Investment Policy, Pelican Foundation, Human Resource Management, Technology, Legal / Regulatory Compliance.

**Chief Finance Officer:** Gaylene Bell  
Trust Investment Management and Administration, Finance Committee, Budgeting, Annual Reporting and Workers Compensation.

**Accounting Support Officer:** Edita Pineda  
Debtors and Creditors Management, Reporting and Reconciliations.

**Accounting Support Officer:** Piumila Rupasinghe  
Payroll Management, Superannuation, Long Service Leave Payments, Trust Administration and Beneficiary Reporting.

**Property Manager:** Peter Masters  
Property Management, Insurance Program Policy Management and Administration, Sustainability Initiatives, Motor Vehicle Leasing and Purchasing

**Property Officer:** Michael Stallard  
Property Management, Insurance Renewals and Claims Management

**Legal Officer:** Andrew Grimm  
Legal support to the Chancellor and Registrar

**Administrative & Executive Officer:** Julia Golding  
Reception, SharePoint administration, Website Development and Maintenance, Clergy removals, General Administration & Executive Support

**Secretariat Support Officer:** Dorothy Dashwood  
Secretariat Management for Bishop-in-Council, Property Trust and Ministry Executive.

### Diocesan Website and SharePoint

Our new and improved website now offers a wide range of information for members of clergy and their parishioners. Bishop Stuart's You Tube presentation, which is a new feature to the website, can be found on the front of the Diocesan webpage.

SharePoint is also another feature which has been gradually introduced. SharePoint is a document management platform, meeting site and a useful publishing tool. The Diocese uses SharePoint for document management, board/committee administration and hosting of parish meeting sites.

If you are a member of the Diocese and would like to become a SharePoint member or would like more information, please contact Julia Golding on 6248 0811 or [julia.golding@anglicancg.org.au](mailto:julia.golding@anglicancg.org.au)

### News Alerts

#### - Work Cover:

There is a new *Work Safety Act 2008* which has replaced the existing *Occupational Health and Safety Act 1989* since 1 October 2009. The Act sets out the overall framework for work safety and a range of duties designed to ensure work safety, health and wellbeing. There are significant changes to Parishes so please take the time to read this document carefully.

This document can be located on the Diocesan Website under the Safe Church tab – Occupational Health & Safety.

#### - Parish Returns:

Parish Returns for 2009 will be sent to parishes at the end of this month and will need to be returned to the Diocesan Office by the mid-May.

# Finance News

## 1. Welcome:

The new staffing structure in the finance section has now been implemented. The team now consists of three full-time ongoing staff members; Gaylene Bell (CFO), Edita Pineda (Senior Finance Officer) and Piumila Rupasinghe (Finance Officer).

Cathryn Cool, who joined us on a temporary basis last September, left us on the 19<sup>th</sup> February to continue her retirement. Cathryn was such a blessing to us all and we are so grateful for her skills and the contribution she has made to the team and the Diocese. We will all miss her dearly.

For general enquiries we have a new email address [accounts@anglicancg.org.au](mailto:accounts@anglicancg.org.au).

## 2. Payroll Matters:

### - Appointment of Clergy and Lay employees:

If a clergyperson or lay employee is to be added to our central payroll system, it is imperative that you supply us with a completed staff information sheet, a completed tax file declaration form, a copy of the employment covenant/agreement and any other relevant information. The new member of staff is required to liaise directly with our Payroll Officer, Piumila Rupasinghe if salary sacrifice arrangements are to be made or if there are any variations to be made at any point.

### - Maintenance of Existing Staff:

If at any stage there are variations to employment conditions, remuneration or hours worked, Piumila must be notified prior to the effective date of the change. For example if an employee receives a pay increase then this should be notified in writing at least one week prior to the effective date of the increase.

The exception to this rule relates to the annual increase to the Diocesan Clergy Stipend which is confirmed at the December meeting of Bishop-in-Council each year. This will automatically be applied to the first full pay period in January.

Every person on the Central Payroll System has leave balances accrued for them on the basis of clergy conditions or the relevant employment conditions. Leave forms must be completed and provided to Piumila at least a week before the relevant pay period commences. These forms must be signed by the clergy/employee and the employing body. The Diocesan Leave Form is available from the website in Registry/ Finance & Payroll/Forms and provides for a full range of leave types to ensure that accurate records are maintained in the system.

### - Termination of Staff:

When an employment arrangement for clergy or lay staff ceases, the Ministry Unit must provide written notice to Payroll at least 2 weeks in advance. This ensures that salary payments cease on completion of service and necessary entitlements can be calculated.

As the Ministry Unit currently appoints the Registry to act as an agent for payroll matters, the Ministry Unit must provide written instructions to payroll staff so this can be actioned. Unfortunately there have been a number of instances lately, where clergy have ceased ministry or commenced in news role and payroll has not received any written notification. These situations create a great deal of angst for all parties and can be easily avoided by following the standard communication process.

If you would like to receive further details or copies of relevant forms, please contact the Finance Team.

# Building Blocks

## PROPERTY NEWS

Dear Readers,

Building Blocks welcomes you all to our 1<sup>st</sup> article for 2010.

### 1. **Protecting People Protecting Property Manual:**

A near tragedy occurred in our Diocese earlier this week when a pot of cooking oil caught fire, causing minor burns to the individual involved and significant damage to the Rectory kitchen. It could have been a whole lot worse.

We urge all our readers to study the Protecting People Protecting Property Manual with particular reference to health and safety items and fire protection. This is particularly relevant to newcomers to the Parish and Volunteers

Smoke detectors need to be checked and tested every 3 months and ideally wired into the mains electricity supply not simply reliant upon batteries.

It is the responsibility of the owner/occupier to do this not the landlord. (Parish)

### 2. **Caltex Cards:**

We are currently inviting all Parishes and all Ministry Units to take up the Caltex Fuel Card. The card offers NSW Govt Contract pricing on pump prices of the day.

Eg. Diesel - 7.3c per litre  
ULP - 5.05 cents per litre  
E10 - 4.10 cents per litre  
LPG - 0.80 cents per litre

In addition the Caltex Card

- Access to 1900 outlets throughout Australia
- Purchase control as every card can be tailored to limit the type of products that can be purchased
- Improved security with option of an individual Friendly Customer Service
- Account Maintenance and reporting via our Fleet Managers
- Access to website information and locations of outlets which accept the card.
- Individual billing

A number of Parishes and Ministry Units have already taken up the offer.

We will place an application form on the Diocesan website for you to complete and forward to **T The Property and Insurance Manager Anglican Diocese of Canberra and Goulburn GPO Box 1981 ACT 2601.**

### 3. **Pyramid Power:**

Generate your own energy from the sun, reduce your carbon footprint save precious funds, and potentially earn an income.

The Diocese has recently established a relationship with one of NSW leading suppliers and Installers of Solar Photovoltaic Panels.

Pyramid Power is based in Bega NSW however operates throughout NSW and the ACT.

A Community Bulk Purchase Plan is in place with Pyramid Power, which means the pricing for the supply and installation of Photo Voltaic Panels is up to 40% below normal retail. A 2.0kw system to meet the needs of an average family household can be supplied and installed for as little as \$7400.00 after standard State and Federal Government rebates have been applied. Solar Hot Water Services are also available with similar discounts.

Access to this Community Bulk Pricing is available by contacting the Property Team at the Registry (ACT and NSW) or through the SEE Change Inter Faith Bulk purchase programme. (ACT only)

Visit the following link to learn more.....

<http://sites.google.com/a/pyramidpower.com.au/see-change-faith-groups/>