



# Secretary Induction

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MIKE BROWN, OPERATIONS MANAGER

# Administration

## OVERVIEW

Not everything here  
necessarily a matter for  
Parish Secretaries

### Overview

Duties of Parish Secretary

Annual Meeting

Diocesan Archives

Communications



Copyright



Fundraising



Grants Overview



Insurance



Op Shops

Cyber Security

Privacy

## Administration

This section contains useful information and resources to assist parishes and secretaries to foster good practices in operational and administrative matters.

Working with [Property](#) and [Finance](#), Operations exists to carefully align the strategic, planning and risk management functions for the diocese.

### Contact Information

Operations Manager, Mike Brown

[mbrown@perth.anglican.org](mailto:mbrown@perth.anglican.org)

08 9425 7200

# Duties of Parish Secretary

## PARISH GOVERNANCE STATUTE 2016

Anglican  
Church  
Diocese of Perth



- Coordinate annual and parish council meetings, including preparing agendas (in consultation with the Rector) and minutes
- Assisting with Annual Parish Returns, including, the notification of Parish Office Bearers
- Managing parish correspondence, including archiving
- Managing the Parish Electoral and Pastoral Roll
- Assist Councillors in accessing statutes and policies
- Assist Councillors in meeting WHS and Safe Ministry checks and training requirements

Reference –

[Parish Governance  
Statute 2016](#)

[Website](#)

# Resources

## WHERE TO GET HELP?

Anglican  
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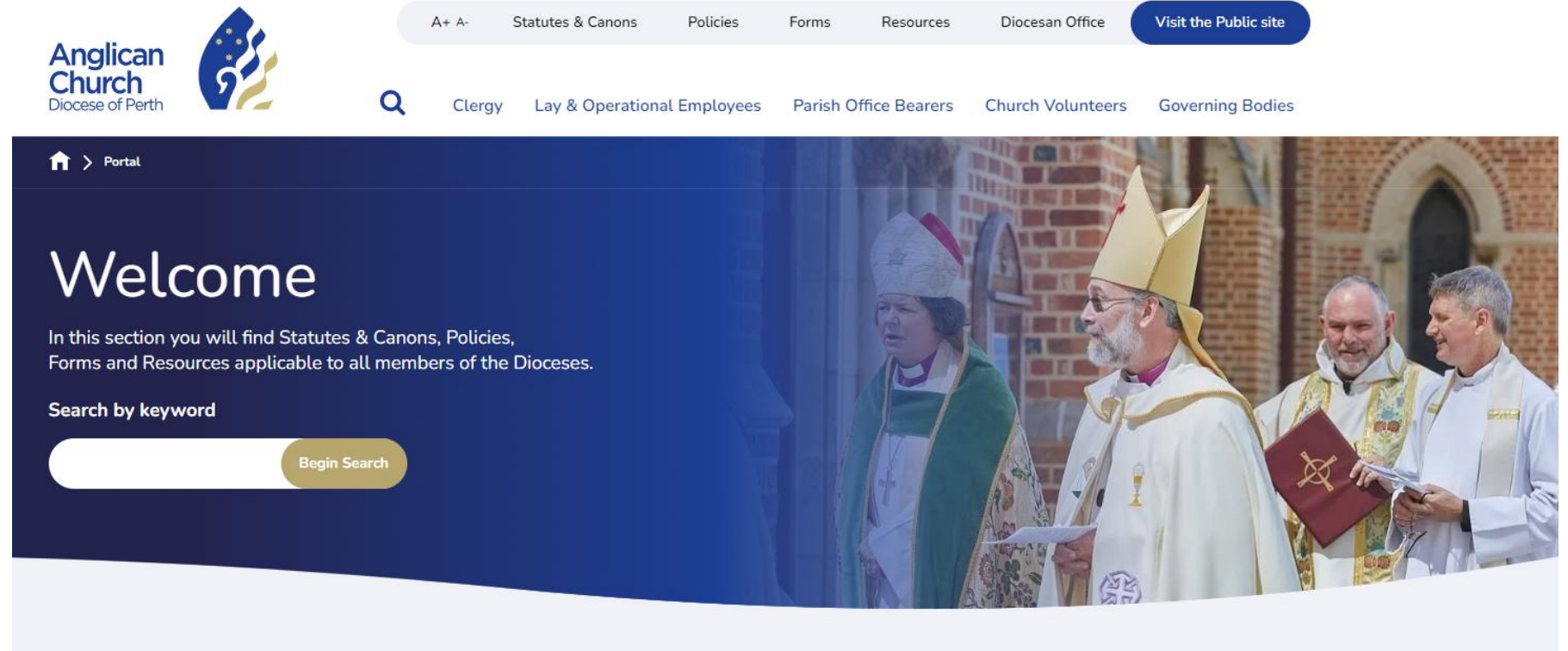


- ADP Website:

- [Statutes and Canons](#)
- [Policies](#)
- [Forms](#)
- [Resources / Administration](#)

- Key Staff:

- Digital Content Coordinator
- Diocesan Archivist
- Operations Manager



# Annual Meeting

## PARISH GOVERNANCE STATUTE 2016

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- [Annual Meeting](#) must be held in May or June
- Notice must be provided in writing to all Enrolled Members four (4) weeks beforehand
- After elections complete [Lay Officer's Declarations](#)
- Other forms for completion and return following the Annual Meeting available at [Annual and Financial Returns](#)

A graphic with the text "ANNUAL PARISH MEETING" in large, bold, black capital letters. The background is a light purple and white geometric pattern of overlapping circles and lines.

**ANNUAL  
PARISH  
MEETING**

# Diocesan Archives

## POLICY 43



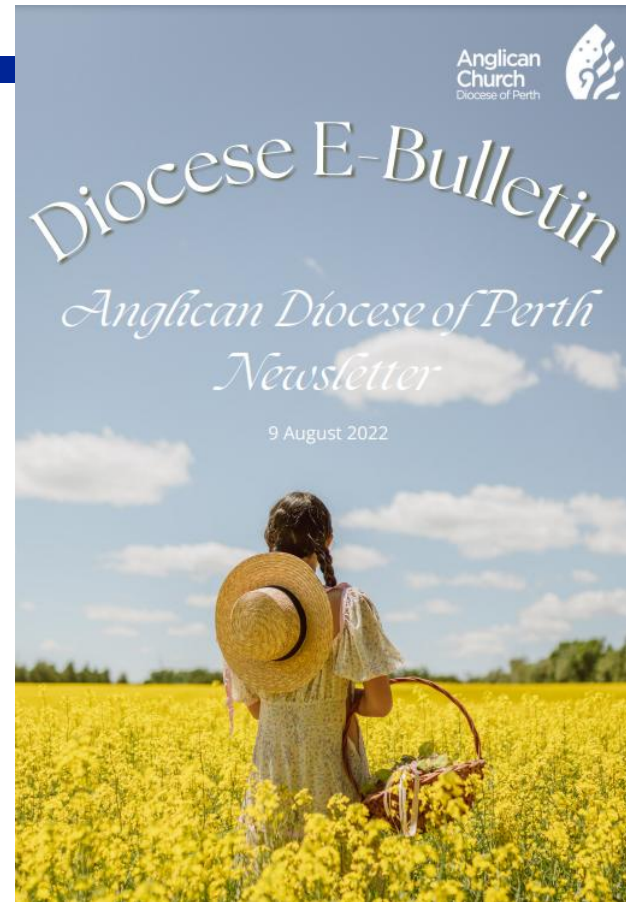
- How Diocesan Archives helps parishes:
  - records are over 25 years old,
  - records are too bulky to store at your parish,
  - records are in danger from how they are stored, or
  - the parish is to be merged or closed.
- Further Information
  - [Records and Archives Statute 1996](#)
  - [Policy 43A - Diocesan Archives](#)
  - [Policy 43B – Diocesan Archives - Retention and Disposal Schedule](#)
  - [Website](#)
- Contact: [archives@perth.anglican.org](mailto:archives@perth.anglican.org)





# Communications

- E- Bulletin
  - [Fortnightly editions](#)
  - [Submission form](#)
- Messenger
  - [Monthly editions](#)
  - [Sign Up Form](#)
- Microsoft Licencing
  - [Office 365 for non-profits](#)
- Parish Websites and email
  - [Hosting of Websites](#)
- Church Directory
  - [Find a Church](#)
- Contact: [communications@perth.anglican.org](mailto:communications@perth.anglican.org)



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# Copyright

- [Obtaining a Copyright Licence](#)
  - Coordinated by Diocesan Office
- [Recording the use of Copyright materials](#)
  - Use CCLI website



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**CCLI** Who We Serve / What We Provide / Our Partners / About Copyright / About CCLI / Worship

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# Fundraising



- [Charitable Collections Licence](#)
- [Heritage Appeals](#) and the [National Trust](#)
- [Raffles](#)



## Racing, Gaming and Liquor

Contact us | Help

Username:

Password:

Log in

Reset Password

Create Account

[Home](#) [Find a Licence](#) [View Prohibition Orders](#)

[Home](#)

### Quick links

- [Portal Information Guide](#)
- [Online Lodgement Guides](#)

## Racing, Gaming and Liquor portal


In the portal you can submit an application form or lodge returns.  
Refer to the online lodgement guides located under "Quick Links" for help you lodge your application.

### Compatibility

- Mobile devices and Safari are not compatible.
- We recommend your operating system has the latest security updates installed.
- We recommend you have anti-virus software installed and updated.

### About the portal

The portal enables the general public to:




Government of Western Australia  
Department of Mines, Industry Regulation and Safety

[Our divisions](#)  
▼

[Who we assist](#)  
▼

[Services](#)  
▼



[Home](#) → [Consumer Protection](#) → [Charities and associations](#) → [Charities](#)

### Charity licence applications

Who needs to apply, how to apply, renew or cancel a charitable collections licence.

[Collecting money for a charity](#)  
[Applying for a charity licence](#)  
[Renewing a charity licence](#)  
[Cancelling a charity licence](#)  
[Fundraising under an existing charity licence](#)

### Charity licence requirements

Reporting requirements for charity licence holders.

[Charity licensing reforms 2020](#)  
[Charity licensing conditions](#)  
[Financial reporting requirements](#)  
[Principal Executive Officers](#)  
[Managing conflicts of interest](#)

### Licensed charity list

Comprehensive list of charities licensed in Western Australia.

[List of licensed charities](#)

# Grants

- Types and Sources of Grants

- Local Government
- State Government
- Commonwealth Government
- Lotterywest

- Tips for Applications

- Grantmaker's key priority areas
- Be well prepared with a budget and quotes etc

- Delegation and Authority

- Engage Diocesan Operations Manager in the process



Glossary Contact us Portal Login

Australian Government

Community Grants Hub  
Improving your grant experience

Home About Grants Information Application Feedback Grant Recipient Portal Latest News Search

Delivering simpler, consistent and streamlined government grants to the Australian community.

Subscribe for updates Learn how to apply

# Heritage



- Heritage Council Grants
  - 30 Properties on State Heritage Register
  - Available annually
  - Typically, up to \$40,000
  - 50/50
- National Trust Account
  - Tax Deductible contributions
  - 18 accounts established
  - 13 NTWA Portals set up



HERITAGE  
COUNCIL




National  
Trust  
WESTERN AUSTRALIA


# Privacy

## POLICY 42

- Parishes are permitted to collect personal information for certain purposes
- Access to this information must be limited to those who need to know.
- People have the right to request access to their personal information.
- The information must be stored in a secure manner.
- In the event of information being lost, every effort should be made to limit the damage.
- Mandatory reporting of data breaches that are likely to result in serious harm.



 Privacy and FOI advice for the COVID-19 pandemic. [Learn more](#)

**OAIC**  Australian Government  
Office of the Australian Information Commissioner

[About us](#) ▾ [Privacy](#) ▾ [Freedom of information](#) ▾ [Information policy](#) ▾ [Consumer Data Right](#) ▾

[Home](#) / [Privacy](#)

## Notifiable data breaches [RSS feed](#)

A data breach happens when personal information is accessed or disclosed without authorisation or is lost. If the Privacy Act 1988 covers your organisation or agency, you must notify affected individuals and us when a data breach involving personal information is likely to result in serious harm.

[About the NDB scheme](#) → [When to report a data breach](#) → [Report a data breach](#) →



# Cyber Security

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eSafety Commissioner

I want help with

SEARCH

REPORT ABUSE

Educators

Parents

Young people

Kids

Women

Seniors

First Nations

Communities

Industry

- The device is fully updated with the most recent security updates
- The device has fully updated antivirus/anti-malware protection enabled
- Software packages in-use should also be legally licensed and kept up to date
- Ensure that parish files stored on personal devices have a backup plan in-place and that it is reviewed/tested periodically to verify functionality
- If parish files are stored on home or non-parish equipment, that there is a procedure in place for the hand-on and removal of these in the event of staff changes

Helping  
Australians have  
safer and more  
positive  
experiences  
online



New parent webinars for 2023

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# Open Panel Questions

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DENISE SATTERLY ROOM

