

# Principles for the Clearances of Leaders and Roles of Responsibility

## *Governance*

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## Overview

Before leaders or people appointed to Roles of Responsibility can serve or continue to serve at St Alfred's they must clear certain requirements as specified by Federal Law, State Law and the Diocese. This document will focus on high level principles recommended to be adopted by St Alfred's Parish Council.

Positions (group leadership, staff) used by St Alfred's will be used where applicable rather than Melbourne Diocesan terminology so as to be clearer from the perspective of people at St Alfred's.

# Principles

Principle	Why
St Alfred's will comply with the policies and instructions from the Melbourne Diocese in regards to Professional Standards Clearances.	Governance and Child Safe practices can be a complex area and rather than reinvent the wheel it is prudent to make use of the efforts of the Diocese.
Identify all <a href="#">Groups</a> within St Alfred's and the Leaders of each Group.	This is necessary to make sure all Leaders are compliant to clearance requirements.
All leaders must satisfy the clearance requirements as determined by the Dioceses and St Alfreds.	As an Anglican Church in the Diocese we need to comply with Diocese regulation as well as current laws.
The Senior Minister or his delegate has the responsibility to make sure all clearances and governance structures are in place.	Someone at St Alfred's needs to be accountable and responsible for the compliance of these requirements which is good governance practice.
The leader in charge of each group must inform the Office of all current leaders and any changes to leadership.	So the Office can clear each leader for service in his or her role.
Records will be kept by the St Alfred's Office.	Records need to be centrally managed and accessible when required.
People under 18 years of age are exempt from WWCC.	<a href="http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/">http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/</a>
People under 17 years of age are exempt from Police Checks.	Re Email from Karen Billings to Iain Lober on 15 Jan 2018
Staff will be reimbursed for all costs incurred in submitting WWC and Police Checks as well as the required training required by the Diocese for the position they are appointed to.	This is fair and reasonable.
The Senior Minister, Wardens and Parish Council are responsible for compliance with the Clearance and Governance requirements as specified by the Diocese and Victorian and Federal Laws.	

# Clearances

The Clearances specified by the Melbourne Diocese are as follows:

Clearance	Description	Qualify as a leader / Review / Cost
WWCC	Not required if under 18.	Before starting in the position a person shall have a valid WWCC with St Alfred's listed as an organisation that the person is associated and using the correct address.  WWCC can take up to 12 weeks to process by issuer.  Every 5 years
Police Checks	Not required if under 17.  Provides a list of some offences at a point of time.  Crim Check is used to provide this function.	Before starting in the position a person shall have a valid Police Check as acceptable to St Alfred's.  Police Checks can take up to 6 weeks to process by issuer.  Every 3 years.
Professional Standards	Attend a Professional Standards Training course run by the Diocese as per the table agreed by AiC.	An undertaking that the person will attend such training and to book into a course as soon as practical.  Every three years.
O H & S	Occupational Health and Safety Authorised courses as required by the Diocese.	Within 3 months of starting in the position.  Every 3 years

# Positions

The following positions at St Alfred's and the Clearances required cover most but not necessarily all positions at St Alfred's.

Position	Clearance				Equivalent "roles offices and positions" per Table A of the Professional Standards Uniform Act 2016 --- (Comments)
	WW C	Poli ce Che cks	Prof Stan dard s	O H & S	
Clergy	X	X	X	X	Clergy (Senior minister and other ordained ministers)
Churchwarden		X	X	X	Churchwarden #6
Parish Council Member		X	X	X	Parish Council Member #7
General Synod Rep		X	X		General Synod Rep #3
Synod Rep		X	X		Synod Rep #4
Children and Families Minister	X	X	X	X	Children's group leader / coordinator or worker #9 (Staff)
Assistant Children and Families Minister	X	X	X	X	Children's group leader / coordinator or worker #9 (Staff)
Youth Minister	X	X	X		Children's group leader / coordinator or worker #21 (Staff)
Music & Creative Arts Minister	X	X	X		Director or coordinator of the choir or music group that includes children #11 (Staff)
Church Administrator	X	X	X	X	N/A (Staff)
Assistant Administrator	X	X	X	X	N/A (Staff)
IT Guy	X	X	X		N/A (Staff)
Student Minister	X	X	X		Theological exiting student intending to seek ordination #29 (Staff)
Ministry Trainee	X	X	X		Theological exiting student intending to seek ordination #29 (Staff)

Intern	X	X	X		N/A (Staff)
Pastoral Care Minister	X	X	X		Home pastoral care visitor #13 (Staff)
Growth Group Coordinator	X	X	X		(E.g. Sundays at 10am Growth Group Coordinator who organises groups only)
Children Ministry Leader	X	X	X		Children's group leader / coordinator or worker #22 (GFS, BoyZone, StAKs, etc.)
Pulse Leader	X	X	X		Youth or Children's group leader or coordinator #22 and #30
Pastoral Care Visitor	X	X	X		Home pastoral care visitor #14 (Volunteer. not a member of staff)

## Approved Training Providers

Training	Approved training deliverer	Frequency	Comments
Professional Standards Training	Diocese	3 Years	Not required if under 17 years of age.
O H & S	Diocese	5 Years	See the Diocesan Audit & Risk department. Catherine Moore cmoore@melbourneanglican.org.au

The senior minister or delegate may suggest other training provided it does not contradict that specified by the Diocese.

## Definitions

Term	Definition
AiC	Archbishop in Council
Children Ministry	StAKs, MOPS, Mainly Music, GFS, BoyZone, StAKs of Praise, Going Bananas
Diocese	Anglican Diocese of Melbourne
O H & S	Occupational Health and Safety
Professional Standards Training	Professional Standards Training delivered by Angela Canon
WWCC	Working With Children Check
Child	Anyone under 18 years of age
Group	Any group that is part of St Alfred's E.g. Kids Hope, Burnt St Outreach, 4WD Group, StAKs, etc.

## References

- Parish Handbook for Church Office Holders - Still in production
- <https://ccyp.vic.gov.au/assets/resources/ChildSafeGuide.pdf>