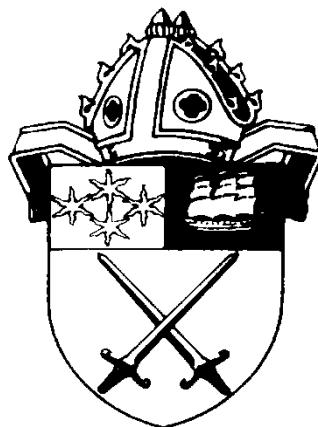


THE ANGLICAN CHURCH OF AUSTRALIA
THE DIOCESE OF BUNBURY
WESTERN AUSTRALIA



**SECOND SESSION
OF THE
FORTY SECOND SYNOD
2024 – 2026**

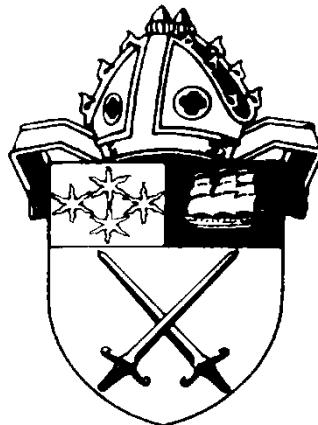
BOOK A 2025

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THE ANGLICAN CHURCH OF AUSTRALIA
THE DIOCESE OF BUNBURY
WESTERN AUSTRALIA



**SECOND SESSION
OF THE
FORTY SECOND SYNOD
2024 - 2026**

BOOK 1

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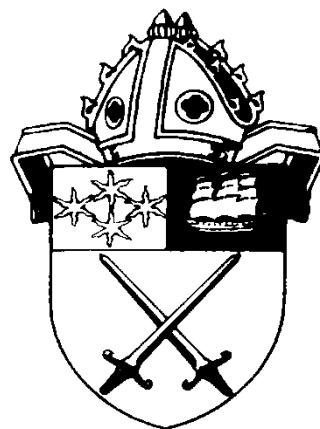
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SUMMONS FOR MEMBERS OF SYNOD

THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

WESTERN AUSTRALIA



**You are hereby summoned to attend the
Second Session of the Forty Second Synod
of the Diocese of Bunbury
commencing at
Living Water Anglican Church, Collingwood Heights
at 11.00 am on Friday, 10th October 2025.**

A handwritten signature in black ink, appearing to read "T. J. [initials]".

INFORMATION FOR MEMBERS OF SYNOD

The Statutes of the Diocese may be downloaded from the Diocesan Intranet to use for Synod. Hard copies of Synod books will be made available at Synod on arrival. You must have **requested this on your registration or have advised the Diocesan Office prior to the 18th July 2025.**

For those who need some guidance, the 'Standing Orders of Synod' are available on the intranet, as a good reference point to prepare for Synod.

ATTENDANCE ROLL

Members are reminded it is necessary to sign the Attendance Roll each day in order that your attendance may be recorded.

All Members are reminded of the Safe Church compliance requirements to be a valid Representative and be able to participate in Synod. If these are not up to date, your status will be as an Observer.

QUESTIONS, PETITIONS, MOTIONS

All Questions, Petitions and Notices of Motion presented during Synod must be in writing and in duplicate and handed to the Synod Secretaries. The forms will be available from the Synod Secretaries during Synod, or email Kat Pearce on office@bunbury.org.au prior to Synod. Copies will also be included in the Motions Book.

ELECTIONS

Nominations open on Friday and elections will be on Saturday with results announced before close of business Saturday.

MEALS

Lunch is provided for attendees on Friday and Saturday. Friday evening dinner is held at Living Water Anglican Church, Collingwood Heights.

The Dinner is free of charge to all Clergy and Synod Representatives. If you would like to bring a guest, please let the Diocesan Office know and the cost of dinner for your guest is \$45 payable in advance to the Diocesan Office by Friday 12th September 2025.

Late cancellations may incur the full cost of the dinner which will be charged to your Parish and there will be no refund for your guest.

PARKING

There is parking available onsite at Living Water Anglican Church, Collingwood Heights.

SMOKING

Smoking is **not allowed** on site.

VISITORS

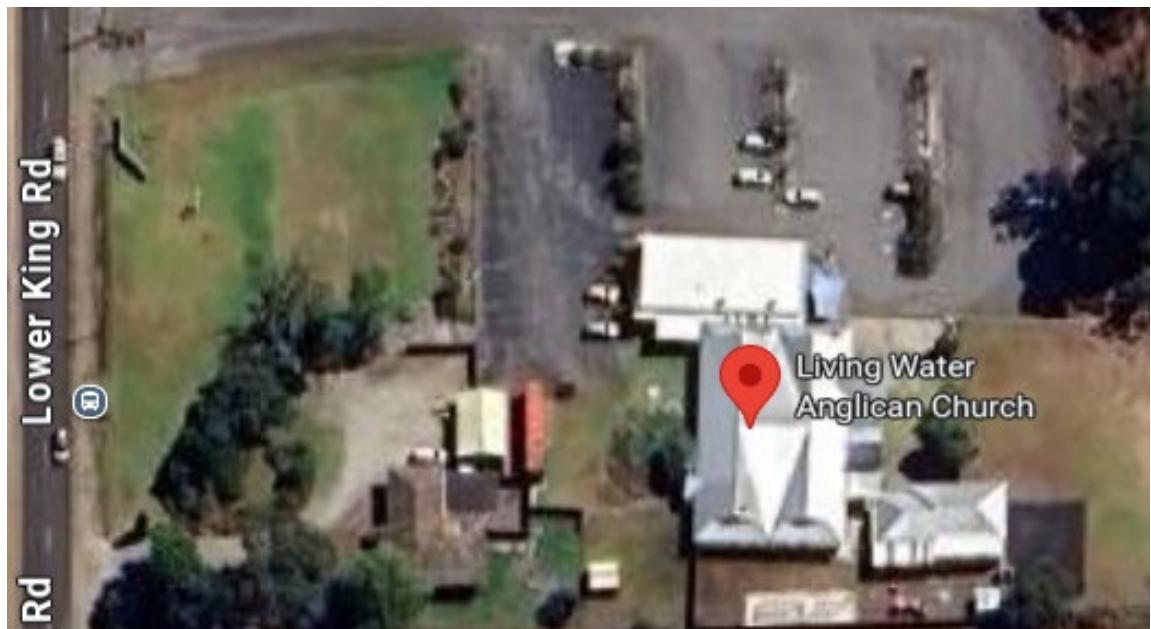
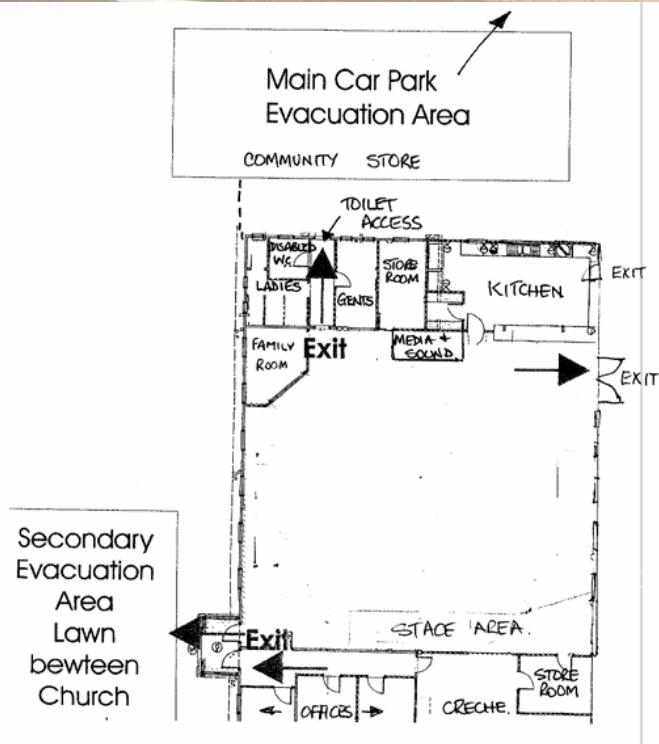
Visitors and Observers will be welcome to all sittings of the Synod and seats will be provided for them in the visitors' area. All Visitors and Observers must be seated separately to the Synod Representatives to enable clear voting and participation by the Representatives.

REFRESHMENTS

Morning/afternoon tea with tea and coffee is being provided for those attending for the duration of Synod. Please bring your own mug and water bottles.

WORSHIP

Friday's Eucharist is at 11am at Living Water Anglican Church, Collingwood Heights. Lunch will follow on Living Water's grounds.



TIMETABLE INFORMATION

FRIDAY, 10th October 2025	
Location: Living Water Anglican Church, Collingwood Heights	
11.00 am – 12.00pm	Opening Eucharist for Synod at Living Water Anglican Church
12.00pm – 12.50pm	Lunch on the grounds of Living Water Anglican Church
12.50 pm	Synod Commences
12.50pm – 1.00pm	<p>The Opening of Synod 2025 The Archdeacon will welcome The President to the Synod. The President will welcome all to the Second Session of the Forty Second Synod.</p>
1.00pm – 1.05pm	Emergency Exit and Procedures
1.05pm – 1.30pm	<p>Synod Administration Matters/Housekeeping</p> <ul style="list-style-type: none"> (a) The President shall declare the Minutes of the previous Session (First of the Forty Second Synod) as having been read by the appointed Minute Committee and confirmed. (b) The Secretaries shall be elected and confirmed. (c) The Diocesan Secretary will call the roll of Clerical and Lay Members. (d) The Diocesan Secretary will report on attendance. (e) A Motion as to hours of meeting for the Session shall be brought before Synod by The Archdeacon. (f) Various Nominations for the running of Synod shall be appointed and elected. (g) The process for Elections during Synod, notice of opening and closing of nominations for, and the holding of elections shall be announced. (h) The President shall ensure all Reports have been tabled or circulated, especially: <ul style="list-style-type: none"> (i) The Acts of the Bishop-in-Council, November 2024 – August 2025. (ii) The Report of the Bunbury Diocesan Trustees, November 2024 – August 2025. (iii) The Diocesan Audited Financial Report for 1 July 2024 – 30 June 2025.
1.30pm – 2.15pm	<p>Reports announced Book 2 – Bishop-in-Council and Trustees reports read by the Diocesan Secretary</p> <p>Book 3 and 3A – Diocesan and Community Organisation Reports by +IAN by exception</p>

2.15pm – 3.00pm	School Principal Reporting
3.00pm – 3.30 pm	Afternoon Tea – nominations closed
3.30pm – 4.30 pm	Presidents Address
4.30pm – 5.10pm	Vision and Strategy
5.10pm – 5.40pm	General Synod and Diocesan Legislation Part 1 – Book 6 Canons and statutes are available on the Diocesan Intranet
5.40pm – 5.45pm	Nominations Announced
5.45 pm – 6.00pm	Evening Prayer – Synod Closes
6.00pm	Predinner drinks in outside marquee
	Synod Dinner – Living Water Anglican Church Grounds
SATURDAY, 11th October 2025	
Second Sitting	
Location: Living Water Anglican Church, Collingwood Heights	
8.45am – 9.15am	Voting Commences
9.15 – 9.30 am	Voting Closes Morning Prayer, Living Water Anglican Church
9.30am – 9.40am	Order of the day
9.40am – 10.10am	General Synod and Diocesan Legislation Part 2 – Book 6 Canons and statutes are available on the Diocesan Intranet
10.10am – 10.30	Morning Tea
10.30am – 11.30am	Audited Financial Statement 2024 – 2025, Book 5 Book 5a Budget and Financial plans for 2025 – 2026 Book 5a
11.30am – 12.10 pm	Motions – Book 4
12.10pm – 12.25 pm	Voting results announced Synod Closing announcements
12.25pm	Lunch – Living Water Anglican Church Grounds

SERVICE ROSTER
FRIDAY 10th October 2025

Friday 10 October 2025	Eucharist	Living Water Anglican Church 11.00 am
Celebrant & Preacher	Host Station 1	Bishop Ian Coutts
Deacon of the Word	Host Station 2	Rev'd Brent Findlay
Deacon of the Mass		Rev'd Gail Smit
First Reading	Joel 1.13-15 (16-20) 2.1-2	Jeremy Barraclough
Psalm	9.1-8	Michelle Collins
Gospel	Luke 11.15-26	Rev'd Allyson Charles
Brief Intercessions		Rev'd Carolyn Ball

Friday 10 October 2025	Evening Prayer	Living Water Anglican Church 5.45 pm
Officiant		Rev'd Dr Richard Goetz
Psalm	94	Rev'd Gail Smit
Reading	Philemon 1-14	Michelle Collins
Brief Intercessions		Rev'd Brent Findlay



SERVICE ROSTER
SATURDAY 11th October 2025

Saturday 11 October	Morning Prayer	Bunbury Cathedral Grammar School 9.00 am
Officiant		Rev'd Gearlan Baguil
Psalm	95;96	Rev'd Dr Richard Goetz
Reading	Matthew 12.38-50	Rev'd Carolyn Ball
Brief Intercessions		Jeremy Barraclough

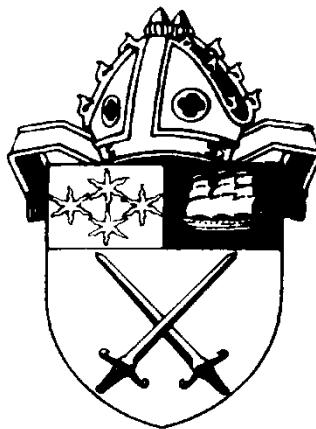
MEMBERS OF SYNOD ATTENDING

Bishop	The Rt Rev'd Dr Ian Coutts
Archdeacon	The Ven Geoff Chadwick
Chancellor	The Hon. Kevin Prince
Diocesan Registrar/Secretary	Rev'd Nick Freeland
Advocate	Dr Renae Barker
PARISH OF ALBANY	
House of Clergy	House of Laity
Rev'd Cn Karen Cave	Kath McGowan
Rev'd Helen Barnard (Apology)	Mike Taylor
PARISH OF AUGUSTA / MARGARET RIVER	
House of Clergy	House of Laity
	Anne Rowe
	Thelma Burnett
PARISH OF AUSTRALIND	
House of Clergy	House of Laity
Rev'd Jamie Murray	Matthew Cabala
	Suzanne Saunders
PARISH OF BOYANUP	
House of Clergy	House of Laity
	Clive Reid (Apology)
PARISH OF BOYUP BROOK	
House of Clergy	House of Laity
	Anne Ritson
	Betty Knapp (Apology)
PARISH OF BRIDGETOWN	
House of Clergy	House of Laity
Rev'd Sue Kemp	Pat Steig (Apology)
Rev'd David Bardsley	Sue Truell (Apology)
PARISH OF BRUNSWICK/BUREKUP	
House of Clergy	House of Laity
The Very Rev'd Darryl Cotton (Apology)	Helen Browne
PARISH OF BUNBURY	
House of Clergy	House of Laity
The Very Rev'd Darryl Cotton (Apology)	Karin Donovan
	Mark Donovan
PARISH OF BUSSELTON	
House of Clergy	House of Laity
Rev'd Nick Freeland	Rosemary Cussons
Rev'd Carolyn Ball	Marilyn Royer
PARISH OF CAREY PARK	
House of Clergy	House of Laity
Rev'd Rod Steel	Vince Cooney
	Glenys Harrison
PARISH OF COLLIE	
House of Clergy	House of Laity
Rev'd Gail Smit	

PARISH OF COODANUP	
House of Clergy	House of Laity
Rev'd Jacqui Chesley-Ingle	Dave Wood Dianne Wood
PARISH OF DENMARK/WALPOLE	
House of Clergy	House of Laity
	Alison Kenworthy Bev Dixon
PARISH OF DONNYBROOK	
House of Clergy	House of Laity
Rev'd Cathie Broome	Sandra Goddard
PARISH OF DUNSBOROUGH	
House of Clergy	House of Laity
Rev'd Justine Richmond	James Lane Alison Beeston
PARISH OF GELORUP	
House of Clergy	House of Laity
	Doug McDowell
PARISH OF HARVEY	
House of Clergy	House of Laity
Rev'd Cathie Broome	Mark Gilpin Katrina Marston
PARISH OF KATANNING	
House of Clergy	House of Laity
Rev'd Neale Sommersby	Sylvia Spicer Tom Spicer
PARISH OF KOJONUP	
House of Clergy	House of Laity
Rev'd Neale Sommersby	Helen Bignell Tim Webb
PARISH OF LAKE GRACE	
House of Clergy	House of Laity
PARISH OF MANDURAH	
House of Clergy	House of Laity
Rev'd Cn Ian Mabey Rev'd Kerry Robbins Rev'd Hilary Kan (Apology)	Bronwyn Jones Karen Reeves
PARISH OF NARROGIN, WICKEPIN AND PINGELLY	
House of Clergy	House of Laity
	Mike Page Robert Robbins
PARISH OF OYSTER HARBOUR	
House of Clergy	House of Laity
Rev'd Shane Marques Rev'd Allyson Charles Rev'd Brent Findlay Rev'd Richard Goetz	Adrian Fry Richard Charles
PARISH OF PINJARRA / WAROONA	
House of Clergy	House of Laity
Rev'd William Thomas	

PARISH OF SECRET HARBOUR	
House of Clergy	House of Laity
Rev'd Paul Watson	William Adams Nancy Soroka
PARISH OF SOUTHERN FORESTS	
House of Clergy	House of Laity
	Michele Schmidt
PARISH OF THE SOUTHERN RANGES	
House of Clergy	House of Laity
Rev'd Dr Genevieve Milnes	Robin Waters Bob Olsson
PARISH OF WILLIAMS	
House of Clergy	House of Laity
Rev'd Paul Bartley	Vern Sattler Ziech Van onsen
OTHER	
Housse of Clergy	House of Laity
Rev'd Cn Mavis Tyler -Goldsmith Area Dean	
Rev'd Esther Leach (Apology)	
BUNBURY CATHEDRAL GRAMMAR SCHOOL	
House of Clergy	House of Laity
FREDERICK IRWIN ANGLICAN SCHOOL	
House of Clergy	House of Laity
Rev'd Cn James Tabor	
GEORGIANA MOLLOY ANGLICAN SCHOOL	
House of Clergy	House of Laity
Rev'd Carolyn Ball	Roger Marriott
CURSILLO	
House of Clergy	House of Laity
Rev'd Cn Ian Mabey	Anne Ritson
MISSION TO SEAFARERS - ALBANY	
House of Clergy	House of Laity
Rev'd Cn Karen Cave	Mike Taylor
MISSION TO SEAFARERS - BUNBURY	
House of Clergy	House of Laity
The Very Rev'd Darryl Cotton (Apology)	Peter Unwin
The Rev'd Gaerlan Baguil	
MOTHERS UNION	
House of Clergy	House of Laity
Rev'd Cathie Broome	Diane Hill Wendy Mabey
Students	
House of Clergy	Observers
Rev'd Cn Carol Morgan	Michele Collins Jeremy Barraclough

THE ANGLICAN CHURCH OF AUSTRALIA
THE DIOCESE OF BUNBURY
WESTERN AUSTRALIA



**SECOND SESSION
OF THE FORTY SECOND SYNOD
2024 - 2026**

BOOK TWO – 2025

**BISHOP-IN-COUNCIL AND TRUSTEES
REPORTS**

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BISHOP-IN-COUNCIL
Meeting Attendance (in person or by teleconference)

Membership: The Bishop (Chairperson), The Administrator, The Archdeacons(s), The Priest-in-Charge of the Cathedral Church (The Dean) The Trustees, two lay members of the Diocese appointed by the Bishop, plus three Clerical and three Lay members elected at the first general session of each Triennial Synod.

Quorum: 7 of whom at least two shall be clerical members and two shall be lay members.

Name	Attendance Sep '24 – Sept '25	
	Possible	Actual
The Right Revd. Dr. Ian Coutts (Bishop & Chair)*	5	5
The Ven. Geoff Chadwick (Administrator & Archdeacon)*	5	5
The Revd. Nick Freeland (Diocesan Secretary) *	5	5
The Very Revd. Darryl Cotton (Dean & Trustee)*	5	4
Dr Renae Barker (Trustee)*	5	3
The Hon. Kevin Prince (Trustee)*	5	4
The Revd. Canon Ian Mabey (Trustee)*	5	4
Ms Marilyn Royer (Trustee)*	5	4
Mr Brian Seale (Trustee)*	5	4
The Rev'd. Canon James Tabor	5	4
The Revd. Justine Richmond	5	5
The Revd. Canon Karen Cave	5	3
The Revd. Neale Sommersby	5	5
Mrs Suzanne Saunders	5	4
Mr Richard Charles	5	5

Meeting Dates

28 November 2024
27 February 2025
24 April 2025
26 June 2025
28 August 2025

Bishop-in-Council Standing Agenda Items

Bishop-in-Council Governance

Interests Register

Communication Matters

Correspondence

Mission Matters

2021/25 Vision & Strategic Plan

People Matters

Incumbency Vacancies and parochial nominations
Report from the Bishop

Foundational Matters

Diocesan Safe Ministry Authority (DSMA)
Litigation
Legislation
Synod Business
Social Responsibilities
Reconciliation
Sustainable Living

General Business

Decisions Register

The Anglican Diocese of Bunbury: Bishop-in-Council

Between: 9 Sept 2024 and 9 Sept 2025



Motion to amend Schedule 1 (15) of the Parochial Statute

The Archdeacon moved that a new clause q. be added to section 15 of Schedule 1 as follows:

q. If there is a tie , the chairperson must exercise a casting vote and may do so by random selection.

This was agreed unanimously.

Mover: The Venerable Geoff Chadwick

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 9.4 Legislation Committee

Motion to Rename Licensed Lay Minister "Administrative to "Safe Church Contact Person"

The Archdeacon moved that in the Licensing Statute Schedule 9, section 15c) the LLM Category known as "Administrative" be renamed "Safe Church Contact Person".

This was agreed unanimously.,

Mover: The Venerable Geoff Chadwick

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 9.4 Legislation Committee

Motion to update the existing Form found in Schedule 4A of the Parochial Statute 2017- 2024

The Archdeacon moved that the existing form found in 9.4d of Schedule 4A of the Parochial Statute 2017-2024 be replaced with a new version.

Bishop-in-Council noted that some editorial changes are required but endorsed the form for use. The Executive were authorised to make editorial changes in line with the conversation at

Bishop-in-Council on 28 August 2025. They requested that the amended form be brought back to the next sitting of Bishop-in-Council.

Mover: The Venerable Geoff Chadwick

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 9.4 Legislation Committee

Parish of Denmark-Walpole request for exemption from Diocesan Assessment on fundraising

A request from the Parish of Denmark-Walpole for an exemption from diocesan assessment for fundraising for new pews and chairs and also for an organ/piano was approved.

The Chancellor noted that fund raising for specific items is subject to rules of trust and cannot therefore be subject to assessment.

Work is required to ensure consistent practice across the diocese.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 10.2 Capital Works Assessment
Exemption

Motion to replace the Licensed lay Minister Nomination Form in Schedule 9 of the Licensing Statute

The Archdeacon moved that the Licensed lay Minister Nomination Form in Schedule 9 of the Licensing Statute be replaced with an updated version.

This was approved unanimously.

Mover: The Venerable Geoff Chadwick

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 9.4 Legislation Committee

Policy for Recruitment of Clergy from Overseas

A policy for Recruitment of Clergy from overseas was approved for use in the Diocesan Office only. It will not be posted to the intranet.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 10.1 Policy approval

Transportation Policy

An updated version of the Transportation Policy was approved.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 Bishop-in-Council, 10.1 Policy approval

Missions outreach

After discussion it was agreed that the diocese would make the following donations totalling \$13,000:

- \$3,500 to the Anglican Board of Mission
- \$2,000 to the Anglican Board of Mission re Nungalinya College
- \$2,500 to NATSIAC (already paid)
- \$5,000 towards the costs of the National Aboriginal Bishop.

Outcome: Approved

Decision Date: 26 June 2025

Meeting: 26 June 2025 Bishop-in-Council, 7.2 Missions Outreach

Vision and Strategy

It was noted that the current Vision and Strategy ends this year. A new 2-3 year plan will

be developed by the end of this year to cover the period to Bishop Ian's retirement in 2026 and to see the diocese through until a new bishop is in place. Bishop Ian will involve Synod in this process and is keen to balance top-down leadership on this with grassroots input.

Outcome: Approved
Decision Date: 26 June 2025
Meeting: 26 June 2025 Bishop-in-Council, 7.1 2021/25 Vision & Strategic Plan

Synod Accommodation Costs

It was decided that accommodation costs at Great Southern Grammar School will be charged to parishes. Any parish unable to meet those costs should contact the Diocesan Secretary & Registrar.

Outcome: Approved
Decision Date: 26 June 2025
Meeting: 26 June 2025 Bishop-in-Council, 9.3 Diocesan Synod Business Committee

Policy Approval

The following policies were approved:

- Risk Management Policy. Amend paragraph 2, bullet 3, to read Church Workers.
- Reportable Incidents Policy
- Minute-taking Policy and Guidelines
- Stipend sacrifice Policy. Amend Schedule 1 (3) (b) "...on ceasing to hold office or withdrawing..."
- Appropriate Use of Artificial Intelligence - subject to review by Dr. Renae Barker

Outcome: Approved
Decision Date: 26 June 2025
Meeting: 26 June 2025 Bishop-in-Council, 10.1 Policy approval

Late Financial Returns

It was agreed that Area Deans would be enlisted to encourage parishes to complete and return their financial returns to the Diocesan Office where necessary.

Outcome: Approved
Decision Date: 24 Apr 2025
Meeting: 24 Apr 2025 Bishop-in-Council, 11.1 Financial reports as considered by Finance Committee on 11 February 2025

Sustainable Living Report

It was noted that there used to be 4 people in the Sustainable Living Working Group, but meetings stopped being called. Bishop Ian noted that Adrian Price submits an article for 'To the People' every month and agreed to ask the Sustainable Living Working Group to submit regular reports to Bishop-in-Council.

Outcome: Approved
Decision Date: 28 Nov 2024
Meeting: 28 Nov 2024 Bishop-in-Council, 9.5 Sustainable Living Working Group

Parish Audit requirements

It was reported that there had been an objection at Synod concerning Bishop-in-Council's decision in February 2024 to require all parishes with an annual income of \$250,000 or more and/or have an Op Shop and/or an Emergency Relief Program to be audited by a professionally qualified auditor.

It was also noted that the decision of Bishop-in-Council, acting as the Standing Committee of Synod, had not been reversed and is still diocesan policy.

The Diocesan Secretary and Registrar had consulted with parishes by email on 7 October 2024 and requested submissions to change the policy by 18 November so that Bishop-in-Council could consider those submissions at the November meeting. No submissions to change the policy had been received, although the Revd. Cathie Broome had submitted applications for the parishes of Harvey and Donnybrook to be exempted from the requirements. These requests will be considered by the Trustees.

Dr. Barker suggested that Bishop-on-Council had three options:

1. Change the policy
2. Retain the requirement as a policy of the diocese without changing the Parochial Statute
3. Insert the requirement in Schedule 1 of the Parochial Statute.

Dr. Barker also noted that under clause 4b of the Parochial Statute Bishop-in-Council can allow a variation for any parish by resolution.

There was a conversation around the affordability of this requirement for smaller parishes and whether there might be a way for smaller parishes to operate as a collective to share the cost. A decision on that was not reached.

It was unanimously agreed that the requirements should be added to Schedule 1 of the Parochial Statute.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 Bishop-in-Council, 9.4 Legislation Committee

Appointments to Committees

The following appointments were made to Committees for the current Synod Triennium:

Diocesan Safe Ministry Authority

The Ven. Geoff Chadwick (Chair)

Mrs Suzanne Saunders

The Revd. Canon Karen Cave

Litigation Standing Committee

The Hon Kevin Price

Dr. Renae Barker

Legislation Committee

Dr. Renae Barker (Chair)

The Ven. Geoff Chadwick

The Hon. Kevin Prince

Diocesan Synod Business Committee

The Revd. Nick Freeland (Chair)
The Ven. Geoff Chadwick
Dr. Renae Barker

Diocesan Reconciliation Working Group

The following people were reappointed subject to their agreement:

The Revd. Jacqui Chesley-Ingle (Chair)
Dr. Don Reid
Mrs Rachel-Anne Sambell
Ms. Elisabeth Pellicaan

Risk Committee

The Revd. Nick Freeland
Mrs Marilyn Royer
The Hon. Kevin Prince

Finance Committee

Bishop Ian Coutts (Chair)
The Ven. Geoff Chadwick (Deputy Chair)
The Revd. Nick Freeland
Mrs Marilyn Royer
Mr. Brian Seale
The Revd. Canon Ian Mabey

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 Bishop-in-Council, 10.2 Committees

Data Retention & Destruction Policy

A new Data Retention and Destruction Policy was approved.

Dr. Barker emphasised the importance of only gathering the data we actually need. There was also a brief discussion about how we might introduce parishes to the requirements of this policy in a supportive way, and it was agreed that training would be provided through Deanery meetings and at Clergy Retreat.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 Bishop-in-Council, 10.1 Policy approval

Updates to the Delegated Authority Limits Policy

Minor updates to the Delegated Authority Limits Policy were approved to reflect current practice and operational requirements.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 Bishop-in-Council, 10.1 Policy approval

Meeting dates in 2025

Meeting dates in 2025 have provisionally been set as

follows: 27 February

24 April
26 June
28 August
27 November

Members of Bishop-in-Council are asked to let the Diocesan Secretary & Registrar know if they are not able to attend on these dates.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 Bishop-in-Council, 10.3 Meetings in 2025

AMP Voting Procedure

The Archdeacon tabled a paper to simplify the voting procedure at Annual Meetings so that voting is by simple majority only.

He also noted that Schedule 1 Section 15a mentions an approved Ballot Form, which is not included in the Statute, and he therefore presented a form for approval. Canon Mabey was concerned that removal of the requirement for candidates for election to have received approval by a minimum of 50% of the voters removes the safety net of having candidates who are acceptable to the majority of parishioners. He noted that this had been a long-standing practice, although the Archdeacon observed that it was a practice that was not being followed in many of the parishes he had visited.

The decision was not unanimous, but it was approved on a majority vote with 2 votes against.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 Bishop-in-Council, 9.4 Legislation Committee

PROVINCIAL STIPENDS COMMITTEE

Diocesan Representatives:

The Revd. Nick Freeland & The Venerable Geoff Chadwick

Meeting Date:

23 October 2024

The recommendations of the Provincial Stipends Committee were approved as detailed below effective 1 February 2024. Specifically:

Stipend, Country Allowance, and Supply Service Fees

At the October 2024 meeting, it was agreed that in accordance with the convention of linking Stipend, Country Allowance and Supply Services Fees to WA-WPI and WA-AWOTE rounded to the nearest whole percent; the PSC recommended Dioceses apply an increase of 5% in 2025, which equates to a minimum stipend of \$72,012 p.a. Country Allowance is set at 2% of stipend which equates to \$1,440 p.a.

Supply Service Fees were doubled to \$212 for one service, \$274 for two services and \$394 for all day.

Housing Allowance

In 2023, noting 100% of HA can be salary sacrificed, it was agreed that Housing Allowance be pegged at 75% of the Median House Rent; although this increase should be phased in over the next three years (65% in 2024, 70% in 2025 and 75% in 2026).

Should the Median Rent reduce, Housing Allowance will remain steady.

It was recommended that Housing Allowance be set at \$23,660pa.

Motor Vehicle Allowance

It was recommended Motor Vehicle Allowance be set at \$10,500pa with a Fixed Component of \$8,250 and Variable Component of \$2,250

Travelling Rate

- The Travelling Rate for recipients of Motor Vehicle Allowance (travelling more than 15,000kms), will be at 15c/km.
- The Travelling Rate for other clergy not in receipt of Motor Vehicle Allowance (and driving their own vehicles), will remain at 80c/km.

Wedding and Funeral Fees

Wedding and funeral fees are not set by Provincial Stipends Committee and remain at \$500 for a wedding and \$400 for a funeral in the Diocese of Bunbury. The recommended organist fee for such services remains at \$300.

Superannuation

The statutory rate of superannuation changes from 11.5% of Ordinary Time Earnings to 12% from 1 July 2025. The Trustees endorses an increase in the Superannuation top-up rate to 5.75% from that date.

The Bunbury Diocesan Trustees

Meeting Attendance (in person or by teleconference)

Membership: The Bishop (Chairperson), The Administrator, The Diocesan Chancellor, The Diocesan Advocate, The Diocesan Secretary, The Diocesan Safe Ministry Authority Chairperson plus two Clerical and three Lay members who shall be elected from Synod.

Name	Attendance Oct '22 - Oct'23	
	Possible	Actual
The Right Revd. Dr. Ian Coutts (Bishop & Chair)*	5	5
The Ven. Geoff Chadwick (Administrator & Chair DSMA)* appointed 1 January 2023	5	5
Dr Renae Barker (Diocesan Advocate)*	5	3
The Hon. Kevin Prince (Diocesan Chancellor)*	5	4
The Revd. Nick Freeland (Diocesan Secretary)*	5	5
The Rev'd Canon James Tabor	5	5
The Revd. Canon Ian Mabey	5	4
Ms Marilyn Royer	5	5
Mr Brian Seale	5	5

*Ex-officio

THE BUNBURY DIOCESAN TRUSTEES

Meeting Dates

28 November 2024
27 February 2025
24 April 2025
26 June 2025
28 August 2025

Standing Agenda Items

Board Governance

Interests Register

Asset Management

Faculties
Property

Risk Management

Insurance & Risk
Incidents

Finance and Investment

Finance Sub-Committee minutes
Accounts
Investment report
Parish Funds
Provisions for Litigation
Loan Balances
Liquidity – ability to cover liabilities

Legal & Regulatory

Litigation
ACNC matters
Legislation

Decisions Register

Bunbury Diocesan Trustees

Between: 9 Sept 2024 and 9 Sept 2025



Church of the Good Shepherd, Lot 7240 South Stirling Road, Shire of Plantagenet

It was agreed to return this land to the Crown because the cost of acquisition is currently considered to be more than the land is worth.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 The Bunbury Diocesan Trustees, 8.2 Property Sales

Allocation of Funds from Property Sales

A proposal with regard to the sale proceeds of the Margaret River Rectory was considered and needs to be discussed with the parish.

It was agreed to buy 23 Buchanan Street, Capel from the Crown. The last quote for this was \$390,000. It was also agreed to ask the developer for \$550,000 leaving a margin of \$160,000.

Vacant land at 3 South Stirling Road, South Stirling was sold for \$44,064.27 and the proceeds have been retained by the diocese.

It was agreed to allocate \$150,000 from the proceeds of 6 Centenary Avenue, Corrigin to the Anglican Communities of Corrigin and Hyden. The balance to be retained by the diocese.

It was agreed to allocate \$100,000 from the sale of St. Mary's Church, Dardanup to the Parish of Boyanup. The balance to be retained by the diocese.

This is in addition to increasing Diocesan Assessment by 1% from 1 July 2026 and to recharging to parishes Synod costs, and the costs of clergy conference and clergy retreat.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 The Bunbury Diocesan Trustees, 10.10 Cashflow

Australind Rectory

A request had been received from the Parish of Australind that the requirement for any tenancy arrangements be formally approved by the Trustees be relaxed.

After discussion, it was agreed that the parish may now follow the same protocols as other parishes, i.e. a managing agent will be appointed by the Diocese and potential tenants will be found and screened by the Managing Agent. Tenancies will be subject to a standard lease arrangement. Clergy and church workers are not permitted to live there.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 The Bunbury Diocesan Trustees, 8.6 Australind Rectory

Frequency of Trustee meetings

It was agreed that for the time being, the Trustees will meet monthly to facilitate quick decision making as we endeavour to address various financial issues.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 The Bunbury Diocesan Trustees, 10.10 Cashflow

23 Buchanan Street, Capel

It was noted that the cost of acquiring the land from the Crown has increased to \$390,000 and it was agreed to advise the developer who is interested in buying it, that the Trustees would accept an offer in the region of \$550,000 contingent on the Trustees buying the site from the Crown.

Outcome: Approved

Decision Date: 28 Aug 2025

Meeting: 28 Aug 2025 The Bunbury Diocesan Trustees, 8.2 Property Sales

Budget FY 2026

The budget was approved with a potential deficit of c. \$510,000. In order to reduce this, it was unanimously agreed to increase parish assessments by 1% to generate an additional \$42,000. It was also agreed that synod costs and clergy retreat and conference costs will be recovered from parishes from now on.

Work has been done to make the Job Profit and Loss report more helpful from the start of the 2026 financial year. It is envisaged that this will give greater clarity to the profitability of specific activities.

There was also a discussion about how we might increase parish giving and encourage bequests to support diocesan finances, but nothing definitive was decided.

It was explained that the statute of limitations on child sexual abuse claims has been removed and there will therefore be a requirement to maintain provisions for the foreseeable future.

Outcome: Approved

Decision Date: 26 June 2025

Meeting: 26 June 2025 The Bunbury Diocesan Trustees, 9.9 Budget FY 2026

Faculty - Parish of Carey Park

A faculty to replace the Op Shop windows was considered and approved.

Outcome: Approved

Decision Date: 26 June 2025

Meeting: 26 June 2025 The Bunbury Diocesan Trustees, 7.1 Faculties

Bell Tower - Parish of Busselton

The Revd. Nick Freeland and Mrs Marilyn Royer declared a conflict of interest.

A letter from the Parish of Busselton was considered along with a Heritage Impact Statement prepared by Kent Lyon and incorporating an engineers report from Structwell Engineers relating to the heritage-listed Bell Tower situated between St. Mary's Church and St. Mary's Family Centre.

Key points from the discussion to note are as follows:

- 1902 structure is unstable and leaning toward adjacent building due to Timber rot and deterioration of the timber, corroded bolts and fixings, and subsidence of the foundations.
- The engineer's report notes that "the structure is not structural [sic] adequate and poses a hazard to the public and property in its current arrangement".
- The parish had sought permission from the City of Busselton to demolish the structure but this has been rejected due to the heritage listing
- Repair estimates are \$200,000-\$250,000. There is a potential \$100,000 heritage grant available, but this is time-sensitive

After discussion it was agreed that the Trustees will appeal to the City of Busselton citing safety concerns and request demolition. If denied, the Trustees will seek the City's assistance in securing repair funding.

Outcome: Approved

Decision Date: 26 June 2025

Meeting: 26 June 2025 The Bunbury Diocesan Trustees, 7.4 Bell Tower - St. Mary's Church, Busselton

Sale of Corrigin Rectory

It was agreed to sell the Corrigin Rectory, but not to allocate the sale proceeds before checking the notes of the parish "break up meeting" to establish whether there was an understanding of joint ownership with Hyden.

Outcome: Approved

Decision Date: 24 Apr 2025

Meeting: 24 Apr 2025 The Bunbury Diocesan Trustees, 7.7 6 Centenary Avenue, Corrigin

Lot 11/6 Alanta Elbow, Dunsborough

It was agreed to enter into a Deed of Assignment with the buyers of Lot 11, 6 Alanta Elbow Dunsborough in respect of agreements that the Trustees had previously had with the owners of Lots 1-10 providing all stamp duty, fees, and any other costs are borne by the buyers of Lot 11.

Outcome: Approved

Decision Date: 27 Feb 2025

Meeting: 27 Feb 2025 The Bunbury Diocesan Trustees, 6.1 Correspondence

WHS Compliance

It was agreed that the Archdeacon would be trained to review WHS compliance as part of his regular pattern of visitations.

It was agreed that training should also be provided to clergy at Clergy Conference

Outcome: Approved

Decision Date: 27 Feb 2025

Meeting: 27 Feb 2025 The Bunbury Diocesan Trustees, 8.3 Work Health & Safety Compliance

Pews - St. Leonard's Denmark

At the November 2024 meeting, the Trustees had asked to receive comfort that capital expenditure at the level being proposed would not adversely affect the parish's ability to

meet the costs of a new full-time priest. Evidence had been received that it would not, and the faculty was approved.

Outcome: Approved

Decision Date: 27 Feb 2025

Meeting: 27 Feb 2025 The Bunbury Diocesan Trustees, 7.1 Faculties

Election of a Treasurer

After a short discussion, Mrs Marilyn Royer was unanimously elected Treasurer.

Outcome: Approved

Decision Date: 27 Feb 2025

Meeting: 27 Feb 2025 The Bunbury Diocesan Trustees, 12.1 Election of a Treasurer.

Cathedral Loan (Circular Resolution)

To pay \$88,754 to the Parish of Bunbury, being the total cost of borrowing since the Cathedral Loan was taken out to build the new Cathedral Hall. This is made up of \$53,775 in interest and \$34,949 in Capital repayments.

7 Supported: Brian Seale , Geoff Chadwick , Ian Coutts , Ian Mabey , James Tabor , Kevin Prince , Nick Freeland

2 Opposed: Marilyn Royer, Renae Barker - I would like this discussed in person with Trustees.

0 Abstained:

Not Approved, as not enough participating board members supported the motion

Outcome: Not Approved

Decision Date: 10 Dec 2024

Flying Minute: Cathedral Loan

Faculty to install air conditioning in the kitchen of St. George's Family Centre, Dunsborough

A faculty to install a ceiling vent air conditioner in the kitchen of St. George's Family Centre, Dunsborough was approved.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.1 Faculties

Rental - Australind Rectory

A request has been received from the Parish of Australind to extend the tenancy of the current tenants for a further 12 months to 31 January 2016.

After discussion, this was agreed.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.6 Australind Rectory Rental

Rental or hire of the Mandurah Rectory

The Trustees gave permission for the Rectory to be rented. The sale of the Rectory

contingent on the purchase of "a newer more appropriate" house for a future Priest-in-Charge is also something the Trustees are willing to consider. It is diocesan policy that property matters must be dealt with through the Diocesan Office.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 6.1 Correspondence

Margaret River Rectory

The Trustees noted an email from the Diocesan Secretary & Registrar to the Wardens and Treasurer of the Parish of Augusta-Margaret River documenting a conversation with them earlier this month.

The Diocesan Secretary & Register noted that two local agents had subsequently valued the property and both had inspected it and valued it in excess of \$1 million in its current condition. (Ray White Valuation: \$980,000 - \$1,010,000. Acton Belle Valuation \$1,050,000 - \$1,150,000)

The Trustees directed that the Margaret River Rectory should be sold and further decisions will be made when that has happened.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.4 Proposed Rectory in Augusta

Request to remove caveats on units 1-10 Alanta Elbow Dunsborough

The Trustees approved the removal of the caveats on the Title Deeds of units 1-10 Alanta Elbow and instructed the Diocesan Secretary & Registrar to ask IRDI Legal to assist with this.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.2 Property Sales

Parish of Gnowangerup (including Borden)

The following proposals were agreed:

1. That a fund should be set up from the insurance claim proceeds containing \$25,000 to cover the ongoing care and maintenance of the Borden Church site and to cover the short- term costs of temporary fencing (\$600 per month) until the building has been demolished and the site cleared;
2. That the sum of up to \$15,000 be set aside from the insurance proceeds to clear the accrued debt to the Diocese of Bunbury and meet the ongoing cost of insurance and any other costs relating to the Church and Op Shop in Gnowangerup;
3. That after the site has been cleared, the sum of \$25,000 should be set aside to cover the ongoing care and maintenance of the site and to pay the ongoing costs of temporary fencing prior to demolition of the Borden Church;
4. That the balance from the insurance proceeds of \$208,461.63 (less any unforeseen demolition costs) be retained by the Diocese to cover provisions for civil litigation and redress payments

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 9.10 Bad debts

Workers Compensation Insurance

It was noted that the parish had already had a response from the Diocesan Office with regard to this issue. We are required by law to have Workers Compensation in place for all paid workers. Premiums are renewed annually regardless of whether a person is on an extended period of sick leave or not.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 6.1 Correspondence

Faculty to sell 10 Jarrah Pews from St. Elizabeth's Chapel, Clarke Street

A faculty from the Cathedral to sell 10 Jarrah Pews from St. Elizabeth's Chapel, Clarke Street was approved. The proceeds will be used towards the installation of one of the ten bells in memorial of the Sisters of St. Elizabeth of Hungary.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.1 Faculties

Insurance billing

The Diocesan Secretary & Registrar informed the Trustees that a dual system has been operating in this Diocese for several years. Some parishes pay their insurance when the annual premium comes in, others pay in advance in instalments based on an estimated premium. Running a dual system involves considerable extra work and takes several weeks of effort to administer when the invoice is received.

The Diocesan Secretary & Registrar advised the Trustees that he was not aware of any parishes who pay when the annual premium falls due failing to make adequate provision. He also noted that if a parish is under financial stress, there are other ways in which that might be picked up e.g. delays in making stipend or diocesan assessment payments. Late payment of bills is monitored and reported both to Finance Committee and the Trustees. Finally, it was noted that any parish wishing to budget for insurance bills can still do so either by making periodic payments to a deposit account under their control or by making payments to the Diocesan Funds account for that purpose.

It was agreed that the proposed changes to the way insurance premiums are to be collected does not need to be reconsidered, and that they will be invoiced to parishes when the annual premiums are invoiced to the diocese.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 6.1 Correspondence

Sale of St. Mary's Church, Dardanup

It was agreed to accept the offer of \$269,000 for St. Mary's Church, Dardanup from the Russian Orthodox Church.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.2 Property Sales

Meeting of representatives from the Parish of Mandurah with IRDI Legal.

Dr. Renae Barker declared a conflict of interest and was absent when the discussion took place. She had sent in comments prior to the meeting to advise that "in any meeting we must be careful to ensure we maintain legal professional privilege. The number of people attending the meeting should be kept to a minimum and they should be instructed not to discuss the meeting with those not in attendance. This includes their spouse and other members of the Parish Council."

It was agreed that representatives from the Parish of Mandurah may meet with Anna Liscia from IRDI Legal to discuss matters relating to the Hammond Bequest. This will be at the cost of the Parish and is conditional on following the advice from Dr. Barker set out above.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 6.1 Correspondence

Requests for audit exemptions for the Parishes of Donnybrook and Harvey

Requests from the Revd. Cathie Broome were received for audit exemptions for the parishes of Donnybrook and Harvey. The Trustees considered that neither request made a sufficiently strong case to justify an exemption, and they were concerned that the risks that necessitated that audit requirement may not have been properly understood.

Consideration was given as to whether smaller parishes could be audited together, but it was not clear how viable an option this would be.

Neither request was approved.

Outcome: Not Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 9.9 Audits

Faculty to install a wooden piety from St. Elizabeth's Chapel in the Cathedral

A faculty to install a wooden piety from St. Elizabeth's Chapel in the Cathedral was approved. The piety originates from Oberammergau and was brought to Australia by the sisters of St. Elizabeth. It is considered to be historically significant.

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.1 Faculties

Faculty for a new font - Parish of Mandurah

Canon Mabey explained that the font will be made of Jarrah and will have a glass bowl in the top. It will be kept in the sanctuary. He was asked to check the weight because, although it will be on wheels, it may still need lifting up or down steps. It might need handles or a removable horizontal pole support to aid lifting and transit.

The faculty was approved subject to ensuring that it will not be too heavy to lift

Outcome: Approved

Decision Date: 28 Nov 2024

Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.1 Faculties

Negotiation and signing of a contract with Cleanaway

This is covered by the Signing of Contracts Policy - June 2024 which may be found on the Diocesan Intranet in the Finance Folder under Policies.

The Parish may proceed in accordance with the requirements of that policy.

Outcome: Approved
Decision Date: 28 Nov 2024
Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 6.1 Correspondence

Stipend review

It was agreed that effective 1 February 2025, the following changes to stipends, and allowances will take effect:

- a. Minimum Stipend increase by 4% to \$72,012pa;
- b. Housing Allowance increase to \$23,660pa;
- c. Motor Vehicle Allowance increase to \$10,500pa, with a fixed component of \$8,250pa and a variable component of \$2,250pa;
- d. Travelling Rate for recipients of MV Allowance, travelling more than 15,000kms will remain at 20c/km and for other clergy not in receipt of MV Allowance increased to 88c/km. (Note: Diocese of Perth have proposed a reduction in the rate for recipients of MVA travelling over 15,000 Km's to 15c Km);
- e. Country Allowance at 2% of stipend increase to \$1,440 p.a.; and,
- f. Supply Service Fees increase to \$212 for one service, \$274 for two services and \$394 for all day.
- g. Wedding fees remain at \$400. Funeral fees remain at \$500
- i. Suggested organist fees for weddings and funerals remain at \$300
- j. Salaries for lay employees will increase by 4%
- k. From 1 July 2025 the superannuation top up for clergy and eligible employees will be 5.75% There was 1 abstention.

Outcome: Approved
Decision Date: 28 Nov 2024
Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 9.11 Stipend Review

Faculty for exposed aggregate footpaths - Parish of Dunsborough

A proposal to lay 40sqm wheelchair accessible footpaths around the church was approved.

Outcome: Approved
Decision Date: 28 Nov 2024
Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.1 Faculties

Faculty to install a vent on the storeroom at St. Georges Family Centre - Parish of Dunsborough

The installation of a wall exhaust fan in the storeroom at St. George's Family Centre, Dunsborough, was approved. Canon Mabey mentioned the possibility that the volunteers' grants, just out, might assist with this. Bishop Ian will convey this to The Revd. Justine Richmond.

Outcome: Approved
Decision Date: 28 Nov 2024
Meeting: 28 Nov 2024 The Bunbury Diocesan Trustees, 7.1 Faculties