



**Anglican Church of Australia**  
**DIOCESE OF CANBERRA AND GOULBURN**

**PARISH COUNCILOR & WARDEN STATUTORY  
DECLARATION**

**Introduction**

This declaration pertains to any person who seeks to be elected or appointed as a church warden or parish council member in a ministry unit within the Anglican Diocese of Canberra and Goulburn.

**Instructions:**

Please complete the *Statutory Declaration* and ask your Rector / Priest-in-charge to witness it<sup>i</sup> and then submit it with your nomination form.

In the case of Rector's appointment as a church warden or parish council member, please complete the Statutory Declaration and ask your Rector / Priest-in-charge to witness it.

**Nominees:**

Please submit your completed questionnaire to your Rector, Priest-in-Charge.

**Rector or Priest-in-Charge:**

When you receive the completed *Statutory Declaration*, please retain the original as a confidential document stored securely with restricted access and send an electronic copy to [safeministry@anglicands.org.au](mailto:safeministry@anglicands.org.au) or hard copy to the Safe Communities Unit.

THE SAFE MINISTRY UNIT  
GPO BOX 1981  
CANBERRA ACT 2601

**Excerpt from the Governance Ordinance 2000 – updated 16/09/2016**

**36. Functions of ministry unit council**

36.1 Within each ministry unit, the rector or chaplain, as the case may be, and the council of the ministry unit have, in partnership, the responsibility and authority under the Bishop for the mission and ministry of this Church in that ministry unit.

36.2 The council provides leadership for the ministry unit by setting, in conjunction with the rector or chaplain, objectives and strategies for the work of this Church in the ministry unit and by the efficient and effective management of the resources of the ministry unit.

36.3 Without limiting the other provisions of this section, the council is responsible to the Bishop and to the members of the ministry unit for–

- (a) managing the financial affairs of the ministry unit; and
- (b) maintaining the building, grounds and other property held on behalf of the ministry unit in good order and repair; and
- (c) ensuring, as far as is reasonably practicable, that all church workers and persons accessing the ministry provided by the ministry unit comply with the provisions of the Work Health and Safety Act 2011 of the Commonwealth; and
- (d) taking action, as far as is reasonably practicable, to address and reduce actual and reasonably likely risk of physical or psychological harm to members of the ministry unit or other persons accessing any ministry provided by the ministry unit.

36.4 The council is also responsible to the Bishop for meeting the obligations of the ministry unit in accordance with a covenant referred to in section 27.



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GOULBURN**

**PARISH COUNCILOR & WARDEN STATUTORY  
DECLARATION**

I .....(Name)

of .....(Address)

do solemnly and sincerely declare that:

1. This declaration is made in support of my nomination for election or appointment for the position of church warden/parish council member (delete whichever is not applicable).
2. I was born on.....
3. I declare I am 18 years or over and have been a communicant member of the Anglican Church for a least 12 months.
4. I declare that I am not a disqualified person in that I am not:
  - a. an undischarged bankrupt; or
  - b. a prohibited person<sup>ii</sup>; or
  - c. a person who, if they were resident in NSW, would be a prohibited person; or
  - d. a person in respect of whom information has been entered on the National Register<sup>iii</sup>; or
  - e. a person who has been convicted of an offence punishable by more than 10 years imprisonment; or
  - f. a person who has been convicted or found guilty of a sexual offence
5. I further declare that:
  - a. I am not mentally incapacitated<sup>iv</sup>
  - b. I have not ever engaged in any of the following conduct, even though never having been charged:
    - sexual contact with someone under my care other than my spouse (such as a parishioner, client, patient, student, employee or subordinate); or
    - sexual contact with a person under the age of consent; or
    - illegal use, production, sale or distribution of pornographic materials, or
    - conduct likely to cause harm to a child, young person or vulnerable adult, or to put them at risk of harm.

- c. I have not had permission to undertake paid or voluntary work with children, young people or vulnerable adults refused, suspended or withdrawn in Australia or any other country.
  - d. I have not ever had an apprehended violence order, order for protection or the like issued against me as a result of allegations of violence, abuse, likely harm, harassment or stalking.
  - e. I have not had a child or dependent young person or vulnerable adult in my care (as a parent or in any other capacity) ever removed from my care, or been the subject of a risk assessment by the authorities
  - f. I have not done anything in the past or present that may result in allegations being made against me of bullying or any form of harassment of children or adults
  - g. I have not had a history (within the last 5 years) of alcohol abuse or a history of substance abuse including recreational or illegal drugs and misuse of prescription, over-the-counter medications
  - h. There are no issues that I am aware of that would significantly affect my ability as a parish councilor or warden to fulfill my role?
6. I understand that checks may be made to verify the above and hereby give permission for any police checks that may be necessary.
7. If there are any changes in regard to the above I will notify the Bishop's Office.
8. I have received and read a copy of the current edition of the Diocesan **Code of Good Practice** of the Anglican Diocese of Canberra & Goulburn and **Safe Communities of Faith Policy** and I agree to adhere to and implement these documents, as well as attend a **Creating Safe Ministries** workshop and Refresher sessions.

And I make this declaration conscientiously believing it to be true and in accordance with the provisions of the Statutory Declarations Act 1959.

Signed at.....this..... day of..... year.....

Signature: .....

**Rector / Priest-in-charge/ Witness:**

Name: .....

Signature: .....

**Notes:**

<sup>i</sup> If your Rector is not available to witness you signing the form, please see attached list of people before whom a Statutory Declaration may be made.

<sup>ii</sup> A prohibited person is someone who is a registrable person as defined in the [Child Protection \(Offenders Registration\) Act 2000](#) or has been convicted of one of the following offences:

- murder of a child;
- serious sex offence, including carnal knowledge;
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
- indecency offences punishable by imprisonment of 12 months or more;
- kidnapping (unless the offender is or has been the child's parent or carer);
- offences connected with child prostitution;
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

<sup>iii</sup> The National Register is a register established by a canon of the National Church containing details of complaints of sexual misconduct or child abuse made against clergy and lay people which have been made to, or dealt with by, a church body.

<sup>iv</sup> **Mental incapacity** means a person who has a **mental incapacity** within the meaning of the *Mental Health Act 2007* (NSW) or *Mental Health (Care and Treatment) Act 2004* (ACT) or a person who is a managed person within the meaning of Chapter 4 of the *NSW Trustee and Guardianship Act 2009* (NSW) or a person for whom a guardian has been appointed because the person has an impaired decision-making ability within the meaning of the *Guardianship and Management of Property Act 1991* (ACT);