



Archbishop in Council Act 2018 DIOCESAN INFORMATION REGULATIONS 2024

1. Title

These regulations may be cited as the Diocesan Information Regulations 2024.

2. Authorising Provisions

These regulations are made under section 34A of the Archbishop in Council Act 2018.

3. Commencement

These regulations come into operation on the day on which they are made.

4. Interpretation

In these regulations:

- (a) “**financial year**” means the year as defined in the *Parish Governance Act 2013*;
- (b) “**made available**” means made available on a website of the Diocese of Melbourne to at least the classes of persons listed in section 34A(2) of the *Archbishop in Council 2018*.

5. Diocese to retain and make available information

5.1 The Diocese must acquire, manage, preserve and make available information relating to clergy, parishes and organisational units of the diocese as potentially of current or future use and value.

5.2 The Diocese must make available information relating to clergy, parishes and organisational units of the diocese in order to—

- (a) make known the extent of the work of the diocese;
- (b) ensure that historical data is not lost;
- (c) ensure that historical data continues to be readily accessible; and
- (d) provide accurate, timely and complete data to support decision making.

5.3 The Diocese may make the information available on a website that has restricted access, for example, an internal intranet, such as the ADOM Portal. In this case, the Diocese will promulgate a mechanism on its public website, and in the Diocesan Bulletin (or equivalent publication), for members of the Diocese who do not have access to the internal internet to request access to the information.

6. Information to be made available

The information made available must include:

- (a) the names of the clerical and lay officers of the diocese;
- (b) the names of active licensed clergy with their academic qualifications, dates of ordination, and current ecclesiastical appointments;
- (c) the names of other clergy permitted to officiate in the diocese with their academic qualifications, and dates of ordination;



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- (d) the names of clergy who ceased to be active during the reporting period;
- (e) the names of currently authorised lay ministers with the parish or institution in which they are authorised to minister;
- (e) lists of diocesan committees and their members;
- (f) information about St Paul's Cathedral such as its officers and members of its chapter;
- (g) organisation charts for areas of episcopal care, archdeaconries, area deaneries, parishes and authorised Anglican congregations;
- (h) lists of parishes and authorised Anglican congregations with the names of their principal office bearers and Synod representatives;
- (i) parish statistics including at least the information in the Schedule;
- (m) list of Anglican schools and colleges;
- (j) a synopsis of the proceedings of Synod including questions asked and the answers provided and the text of legislation enacted.

7. Timing and frequency

- 7.1 Information made available under these regulations will under normal circumstances:
- (a) relate to the most recently completed financial year;
 - (b) be made available once in each calendar year and cover a period of twelve months;
 - (c) include only information received by the closing date for providing it to the Registry;
 - (d) be made available by 30 June in the calendar year following the year to which it relates; and
 - (e) be in a form approved by the Registrar.
- 7.2 For the purposes of this regulation the Registrar must inform each parish and other reporting body by 31 December each year of the closing date for providing the information required for the purposes of regulation 6.



8. Responsibilities

- 8.1 The Registrar is responsible for giving effect to the responsibilities of the Diocese under these regulations.
 - 8.2 The Registrar and other staff and officers of the Diocese are not required to make available information that has not been received from parishes or other reporting bodies or to verify the accuracy of that information.
 - 8.3 The Registrar must include with the information made available under regulation 6 a statement that that information is what has been provided by the parishes and other bodies to which it relates and that the Diocese has not verified its accuracy.
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Schedule – Matters that must be included in parish statistics

The numbers of baptisms
The number of persons received into communicant membership
The number of persons confirmed
The number of marriages
The number of funerals
The number on the parish electoral roll presented at the annual parish meeting
The number of Sunday services
The total number of people attending public worship during the year
The total number of acts of communion during the year
The total attendance at Christmas
The total attendance on Easter Eve and Easter Day

Total income received by the parish as required to be reported in the annual Assessment return, including from sources such as:

- General offerings
- Donations
- Fundraising activities
- Legacies and bequests
- Income from bank interest, investments and dividends
- Lease or hire of property
- Sale of land or buildings
- Grants
- Income from related trusts, companies, and organisations (including Op Shops)
- Other income
- Insurance recoveries

Total expenditure by the parish as required to be reported in the annual Assessment return, including categories such as:

- Clergy remuneration
- Lay ministry
- Other staff
- Church operations
- Stewardship
- Insurance
- Property maintenance
- Capital expenditure
- Tax
- Loan and interest repayments
- Diocesan assessment paid
- Mission and other extra-parochial giving



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- Other payments.

The amount of Diocesan assessment assessed.
