

ANGLICAN CHURCH OF AUSTRALIA
DIOCESE OF NEWCASTLE
PROFESSIONAL STANDARDS ORDINANCE 2005 - 2007

AN ORDINANCE RELATING TO PROFESSIONAL STANDARDS WITHIN THE CHURCH, AND FOR OTHER PURPOSES

PREAMBLE

THE MISSION STATEMENT OF THE ANGLICAN DIOCESE OF NEWCASTLE

The Church exists to:

- ✧ Provide for the worship of God in Christ Jesus
- ✧ Proclaim the Gospel
- ✧ Teach, Baptise and Nurture believers
- ✧ Provide compassionate care to all in need
- ✧ Change unjust social structures
- ✧ Care for all God's creation

POSITION STATEMENT

- ✧ The Anglican Diocese of Newcastle in its Mission Statement is committed to providing "compassionate care to all in need" and to changing "unjust social structures".
- ✧ The Diocese regards any professional misconduct by a church worker, especially sexual misconduct as very serious.
- ✧ The Diocese is committed to support, seek justice for and promote the welfare of those who suffer because of sexual misconduct, abuse or harassment, including the complainant, members of the complainant's family and close associates, the parish and the wider Church community.
- ✧ The Diocese is also committed to support, seek justice for and promote the welfare of those who are accused of sexual misconduct, abuse or harassment, including accused workers, members of their families and close associates, the parish, and the wider Church community.
- ✧ The Diocese will be open and accountable. In dealing with these matters it will act with integrity and transparency.

THEOLOGICAL STATEMENT

The Diocese is convinced that every person must be respected, and treated with respect. For all people are created in the image of God and the object of God's love revealed in the reconciling life, death and resurrection of Jesus Christ.

The manner in which we deal with abuse, pain or distress is part of our witness to the truth of God who loves and cares for the world. The manner in which we deal with allegations of misconduct is part of our witness to the truth of God who requires integrity, justice, mercy and humility in God's people.

HISTORICAL STATEMENT

In 1994 the Diocesan Committee for Allegations of Sexual Misconduct (CASM) was established in the Diocese of Newcastle. It arose out of the reality that there are times when those who care for others fail to act with respect towards the other person and cause harm. There are situations where this failure to care is unacceptable. During its time, through the work of this Committee, its Chair, and Contact People across the Diocese, we have had in place a structure for dealing with allegations of sexual harassment, abuse or misconduct. The focus of the policy and procedures document was to facilitate resolution between parties. Issues of a criminal nature were referred to NSW Police and/or DoCS by the Bishop of the Diocese.

In October 2004 the General Synod of the Anglican Church of Australia passed legislation providing for Safety in Ministry to be enacted by each Diocese. In response to these new measures from the National Church the following Ordinance, Protocols, Code of Conduct and Regulations are presented to the Synod of the Diocese of Newcastle in order that our legislation and practices might conform to those in the wider church and provide ethical protocols for Church Workers and an open and effective way of receiving and providing a just outcome for allegations of harassment, abuse, assault or misconduct.

The Professional Standards Ordinance 2005

Be it therefore ordained and ruled by the Bishop, Clergy and Laity of the Diocese of Newcastle in Synod assembled as follows:

Part 1 - Preliminary

1. This Ordinance may be cited as the ***“Professional Standards Ordinance 2005-2007”***.
2. In this Ordinance, unless the context otherwise requires:

“Board” means the Professional Standards Board established under Part 9;

“Church” means the Anglican Church of Australia;

“Church authority” means the Bishop or a person or body having administrative authority of or in a Church body to license, appoint, authorise, dismiss or suspend a Church worker;

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“Church body” includes a parish, experimental pastoral area, provisional district or defined ministry area, a corporate school body, organisation or association constituted by Synod or approved by Synod or licensed by the Bishop to exercise ministry on behalf of the diocese.

“Church worker” means a person who is or who at any relevant time was:

- (a) a member of the clergy; or

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- (b) a person holding a licence issued by the Bishop;

Added 2006

- (c) any person who is or has at any time been elected to or appointed to any position by the Bishop, Synod, Diocesan Council, Parish Council, Incumbent, Rector or Priest-in-Charge.

“Code of Conduct” means a code of conduct approved from time to time under Part 3;

“Diocesan Council” means the Bishop meeting in Council, as defined under the

Diocesan Council Ordinance 1929. For the purposes of this Ordinance no powers are to be delegated to the Diocesan Council Executive.

“**Director**” means the Director of Professional Standards appointed under Part 5;

“**equivalent body**” means a body of another diocese exercising powers, duties or functions equivalent to those of the PSC or the Board as the case may be;

“**examinable conduct**” means conduct wherever or whenever occurring the subject of information which, if established, might call into question:

- (a) the fitness of a Church worker, whether temporarily or permanently, to hold a particular or any office, licence or position of responsibility in the Church or to be or remain in Holy Orders or in the employment of a Church body; or
- (b) whether, in the exercise of a Church worker’s ministry or employment, or in the performance of any function, the Church worker should be subject to certain conditions or restrictions;

“**information**” means information of whatever nature and from whatever source relating to:

- (a) alleged conduct of a Church worker wherever or whenever occurring including any harassment, assault [including physical, spiritual or psychological abuse], or any sexually inappropriate behaviour;
- (b) alleged inappropriate or unreasonable conduct or omission of a Church worker who had knowledge of conduct of another Church worker including any harassment, assault [including physical, spiritual or psychological abuse], or any sexually inappropriate behaviour; or
- (c) an alleged process failure;

“**member of the Clergy**” means a person in Holy Orders;

“**national register**” means any national register established pursuant to a Ordinance of General Synod or a resolution of the Standing Committee of General Synod for the purpose of recording determinations of the Board and other equivalent bodies;

“**process failure**” means the failure by a Church body or Church authority prior to this Ordinance coming into effect to deal appropriately with or to investigate matters referred to in paragraphs (a) or (b) of the definition of information;

“**Professional Standards Committee**” or “**PSC**” means the Professional Standards Committee established under Part 4;

“**prohibition order**” means an order prohibiting a Church worker from holding a specified position or office in or being employed by a Church body or Church authority or from carrying out any specified functions in relation to any office or position in the diocese or in relation to employment by a Church body;

“**protocol**” means the protocol approved from time to time by the Diocesan Council under Part 3;

“**referring body**” means the PSC or an equivalent body which refers a question or questions under section 54 to the Board;

“**respondent**” means a Church worker whose alleged conduct or omission is the subject of information.

“**Synod**” means the Synod of the Anglican Diocese of Newcastle.

3. The Diocesan Council may enter into such agreements or arrangements as it sees fit with the relevant authority of another diocese as to the terms on which the powers and functions of the equivalent bodies or persons of that diocese are to be exercised by the persons holding office in or as delegates of the PSC, or by the members or the secretary of the Board.

Part 2 – Application

4. 1. This Ordinance applies to all church workers, except in clause (2) below
Amended 2006
 2. The Diocesan Council may exempt a church body if that church body certifies to the Synod each year that the laws of the state of NSW and the Commonwealth of Australia have been complied with relating to professional standards.

Part 3 – Code of Conduct

5. The Synod or the Diocesan Council shall from time to time by resolution approve a Code of Conduct for observance by Church workers in the diocese.
6. The Diocesan Council through the PSC and by such other means as may be considered appropriate shall take such steps as may be necessary or desirable to promote the knowledge, understanding and observance in this Church of any code of conduct applicable in the diocese.

Part 4 – The Protocol

7. (1) The Diocesan Council shall from time to time consider and approve a protocol for implementation in relation to information.
 - (2) The protocol must include:
 - (a) procedures for receiving information;
 - (b) the appointment, role and function of contact persons;
 - (c) provision for informing complainants and victims of alleged conduct the subject of information, and respondents, of rights, remedies and relevant procedures available to them;
 - (d) provision for assisting or supporting, as appropriate, all persons affected by alleged conduct the subject of information;
 - (e) an explanation of the processes for investigating and dealing with information;
 - (f) provisions for dealing fairly with respondents;
 - (g) processes for referral to mediation and conciliation in appropriate circumstances;
 - (h) processes for dealing with alleged process failure;
 - (i) provisions for regular information, reports, advice and recommendations to the Bishop and any other relevant Church authority at each stage of the process of dealing with information;
 - (j) procedures for working, where necessary, with law enforcement, prosecution or child protection authorities of the States and Territories and of the Commonwealth of Australia.

8. The Diocesan Council through the PSC and by such other means as it may consider appropriate shall take such steps as may be necessary or desirable to promote throughout the community a knowledge and understanding of the protocol.

Part 5 – Professional Standards Committee

9. There shall be a Professional Standards Committee for the diocese.
10. There shall be a Chair of the PSC who is not the Director.
11. The members of the PSC shall be appointed and hold office on such terms and conditions as may be determined by the Diocesan Council from time to time or in accordance with any Regulations of the Diocesan Council.
12. (1) The PSC shall have at least five members one of whom one is the Director and another of whom is the Chair.
(2) The membership of the PSC shall be constituted so as collectively to provide:
 - (a) experience in law;
 - (b) experience in the ordained Ministry; and
 - (c) experience and appropriate professional qualifications in child protection, social work or counselling.
(3) So far as it is reasonably practicable the PSC shall have an equal number of men and women and may include a person who is not a member of this Church.
(4) Except in the first instance, membership of the PSC shall be upon the advice of the PSC but at the invitation of the Bishop.
13. (1) The Director in consultation with the Chair shall be the convenor of the PSC.
(2) The PSC may meet from time to time as determined by the Director and Chair or a majority of its members and may conduct its business by telephone or electronic communication.
(3) The procedures of the PSC shall be as determined by the PSC.
(4) A majority of the members shall constitute a quorum.
(5) A decision supported by a majority of members of the PSC constitutes a decision of the PSC.
(6) The PSC shall act in all things as expeditiously as possible.
14. An act or proceeding of the PSC is not invalid by reason only of a vacancy in its membership and, notwithstanding the subsequent discovery of a defect in the nomination or appointment of a member, any such act or proceeding is as valid and effectual as if the member had been duly nominated or appointed.
15. The Synod indemnifies any member or delegate of the PSC for any act or omission by the member or delegate or by the PSC in good faith and in the exercise or purported exercise of powers or functions, or in the discharge or purported discharge of duties under this Ordinance.

16. The members of the PSC may constitute an equivalent body, either generally or for a particular case or matter.
17. Subject to the provisions of this Ordinance, a member of the PSC, a Church authority or a person employed or engaged on work related to the affairs of the PSC must not divulge information that comes to his or her knowledge by virtue of that office or position except:
 - (a) in the course of carrying out the duties of that office or position;
 - (b) as may be authorised by or under this Ordinance;
 - (c) in any proceedings before a diocesan tribunal, a provincial tribunal or the special tribunal; or
 - (d) as may be required by law.
18. Members of the PSC will be required to sign a statement of confidentiality
19. The PSC must disclose to an equivalent body relevant details of information in its possession concerning the alleged conduct of a Church worker:
 - (a) presently residing in the diocese of the equivalent body; or
 - (b) which is alleged to have occurred in the diocese of the equivalent body;and shall co-operate with such other equivalent body.
20.
 - (1) Subject to subsection (2), the PSC may release to the public such material as it may determine with respect to any information.
 - (2) In relation to a matter that is the subject of a reference to the Board the PSC shall make public such information concerning the matter as the Board may direct or approve.
21.
 - (1) Without disclosing the identity of any informant, complainant or the respondent, the PSC shall report annually to the Diocesan Council [or Synod] on its activities for that calendar year.
 - (2) Notwithstanding subsection (1), the report of the PSC pursuant to that subsection may identify a respondent who has been exonerated from an allegation the subject of information or who has been the subject of a determination or recommendation by the Board.
 - (3) The PSC shall, in respect of every matter with which it is dealing, report either orally or in writing to the Bishop with such frequency and as fully as the Bishop shall reasonably require.
22.
 - (1) Subject to sub-section (2), the PSC may delegate, upon such terms and conditions as the PSC may approve, any of its powers or functions under this Ordinance to any person.
 - (2) The PSC cannot delegate:
 - (a) its powers under subsection (1); or
 - (b) the power to refer a matter to the Board.
 - (3) A delegation under this Section must be made by instrument in writing signed by the Chair of the PSC.
23.
 - (1) Subject to the provisions of this Ordinance the PSC has the following powers and duties:

- (a) to implement the protocol to the extent that the protocol is not inconsistent with this Ordinance;
 - (b) to receive information;
 - (c) to offer advice to the Director of Professional Standards
 - (d) to act on information in accordance with the provisions of this Ordinance, and the protocol to the extent that it is not inconsistent with this Ordinance;
 - (e) to appoint suitable persons to fulfil the several roles required to implement the protocol in each particular case;
 - (f) where appropriate, to arrange for the conciliation or mediation of any complaint the subject of information;
 - (g) to investigate information in a timely and appropriate manner;
 - (h) where appropriate, to recommend to the Diocesan Council any changes to the protocol;
 - (i) subject to any limit imposed by the Diocesan Council to authorise such expenditure on behalf of the Synod or the Church body as may be necessary to implement, in a particular case, the protocol and the provisions of this Ordinance;
 - (j) to advise any relevant Church authority or Church body as to the financial or other needs of a person affected by conduct the subject of information and as to any possible or actual legal proceedings against such Church body or Church authority arising out of the alleged conduct of a Church worker;
 - (k) to refer any information in its possession to a member of a law enforcement, prosecution or child protection authority of a State or Territory or of the Commonwealth of Australia to which the information is or may be relevant;
 - (l) to maintain proper records of all information received, meetings held and of action taken in relation to such information; and to keep such records in a secure place;
 - (m) to exercise such other powers and functions as are conferred on it by this or any other Ordinance.
- (2) The Professional Standards Committee shall:
- (a) ensure appropriate training for the Contact Persons
 - (b) ensure training for all clergy and church workers in matters relating to the provisions of this ordinance
 - (c) ensure that all matters of compliance with child protection legislation are complied with by the Anglican Diocese of Newcastle
 - (d) report training and accreditation to the Diocesan Council.
- (3) The power and duty of the PSC to exercise its functions under this Ordinance arises in respect of:
- (a) conduct wherever it is alleged to have been engaged in by a Church worker resident or licensed in the diocese;

- (b) an omission, whenever it is alleged to have occurred, by a Church worker resident or licensed in the diocese;
- (c) conduct which is alleged to have occurred within the diocese wherever the Church worker involved in the alleged conduct may reside;
- (d) conduct, wherever it is alleged to have been engaged in, or an omission, wherever it is alleged to have occurred, by a Church worker, wherever the Church worker may reside -
 - (i) in respect of or affecting a person resident in the diocese; or
 - (ii) that may affect a Church body or Church authority in the diocese, or Church property or property held in trust for the benefit of or in connection with the Church or a Church body in the diocese.

Part 6 – Director of Professional Standards

- 24. (1) There shall be a Director of Professional Standards.
- (2) The Director shall be appointed by and shall hold office in accordance with a resolution or any Regulation of the Diocesan Council.
- 25. The Director shall have the following functions:
 - (a) to manage the implementation of the protocol in respect of any information;
 - (b) to be the executive officer of the PSC;
 - (c) to convene but not to chair meetings of the PSC;
 - (d) to ensure that the Professional Standards Committee carries out its responsibilities for training and accreditation.
 - (e) such other functions and duties as may be determined by the Diocesan Council or the PSC.
- 26. The Director may act in a corresponding capacity for another diocese either generally or for a particular case or matter.

Part 7 – The Chaplain

- 27. The Bishop shall appoint a Chaplain. The Chaplain is to:
 - (1) give pastoral care to Contact People and members of the PSC
 - (2) to be available to offer, or provide, spiritual care to all parties involved in an issue.

Such a person would not be a member of the PSC and not part of the complaint process. The role of the Chaplain is that of spiritual carer and not therapeutic counsellor.

- 28. The Chaplain shall be a priest, appointed by the Bishop under terms and conditions agreed by the Diocesan Council.

Part 8 – Examinable Conduct

- 29. (1) A member of the Clergy and a Church authority in the diocese shall as soon as possible refer any information in his her or its possession or knowledge to a member of the PSC unless that information is already known to the PSC.

- (2) This section does not affect the operation of the Ordinance Concerning Confessions 1989 of General Synod or any other Ordinance or legislative instrument relating to confessions in force in the diocese.
30. Subject to this Ordinance, where the PSC considers that the subject matter of information constitutes examinable conduct it shall investigate the information.
31. (1) The PSC may, if it thinks it appropriate to do so, refer the subject matter of information, or the investigation of information, to an equivalent body or bodies.
- (2) When the PSC and an equivalent body or equivalent bodies have the power and duty to investigate information concerning the alleged conduct or omission of the same Church worker and the respective bodies cannot agree on:
- (a) which body shall carry out the investigation or any parts of such investigation; or
- (b) whether a question or questions specified in section 54 should be referred to the Board or to an equivalent body which has jurisdiction;
- then the PSC shall refer the disagreement for decision by the Director and the persons acting in a corresponding capacity for every other dioceses acting together.
- (3) The PSC shall act in accordance with the unanimous decision of the persons referred to in subsection (2) or, if such persons cannot agree within a reasonable time of the disagreement being referred, in accordance with the decision of the Primate or a member of the House of Bishops appointed by the Primate.
- (4) In all matters affecting the operation of this Ordinance the PSC and the Director shall cooperate with and assist an equivalent body and a person acting in the corresponding capacity of the Director in another diocese.
- (5) In making a decision under subsection (2) the Director shall not be bound by the views or instruction of the PSC but shall take into account the most convenient course for all concerned and the best interest of the Church as a whole.
32. The PSC may decline to investigate or may refrain from further investigation of the information if:
- (a) in its opinion, the allegations the subject of the information are false, vexatious or misconceived, or their subject matter is trivial;
- (b) the subject matter is under investigation by some other competent person or body or is the subject of legal proceedings;
- (c) the person making allegations of examinable conduct or a person affected by the conduct the subject of the information has failed to provide further particulars or to verify the allegations by statutory declaration; or
- (d) in its opinion there is insufficient reliable evidence to warrant an investigation or further investigation.
33. For the purpose of an investigation the PSC or an investigator shall obtain such statutory declarations, written statements, recorded conversations, reports,

documents and other material as the PSC or its delegate considers necessary or advisable for presentation to the Board.

34. (1) The PSC may by notice in writing to a respondent require the respondent to provide a detailed report to the PSC within the time specified in the notice in relation to any matter relevant to the investigation.
- (2) It is the obligation of a respondent:
- (a) truthfully to answer any question put by or on behalf of the PSC in the exercise of powers conferred by this Ordinance;
 - (b) not to mislead the PSC or a member or delegate of the PSC;
 - (c) not unreasonably to delay or obstruct the PSC or a member or delegate of the PSC in the exercise of powers conferred by this Ordinance.
35. At any time after the PSC has commenced or caused to be commenced an investigation of information under this Part, it may, after giving the respondent an opportunity to be heard, recommend to the relevant Church authority one or more of the following:
- (a) that the respondent should be suspended from the duties or office or employment by a Church body;
 - (b) that a prohibition order be made against the respondent.
36. The relevant Church authority is authorised to give effect to a recommendation made under section 34.
37. Before making a recommendation under section 34 the PSC shall take into account:
- (a) the seriousness of the conduct alleged in the information;
 - (b) the nature of the material to support or negate the allegations;
 - (c) whether any person is at risk of harm;
 - (d) after consultation with the relevant Church body or its representative, the effect on the respondent, a relevant Church body and on the Church in the diocese of acting and of not acting under section 34; and
 - (e) any other allegation of similar examinable conduct previously made to the PSC or to an equivalent body within the previous ten years;
- and may take into account any other relevant matter.
38. A suspension or prohibition order made by a Church authority pursuant to a recommendation under section 34 shall be terminated by the Church authority:
- (a) if the PSC terminates the investigation without referring the matter to the Board;
 - (b) upon any direction to that effect given by the Board; or
 - (c) upon the Church authority giving effect to a recommendation of the Board under section 69.
 - (d) upon the expiration of a period of three months from the date of the suspension or prohibition order, unless the PSC within that period has referred the matter to the Board for determination

39. During a suspension or prohibition pursuant to the provisions of this Part or during a period when a person voluntarily stands down from a position while conduct the subject of information is dealt with under this Ordinance:
- (a) the respondent shall comply with the terms of any prohibition order;
 - (b) the respondent is ineligible for appointment to any position or function covered by any suspension or prohibition order;
 - (c) the relevant Church authority may fill the vacancy caused by any suspension or prohibition order, or while the respondent is standing down; and
 - (d) the respondent is entitled to whatever stipend, salary, allowances and other benefits that he or she would otherwise have received and which are to be met or reimbursed from funds under the control of the Synod.

Part 9 – Professional Standards Board

40. There shall be a Professional Standards Board constituted and appointed in accordance with the provisions of this Part.
41. The members of the panel referred to in section 43 may constitute an equivalent body either generally or for a particular case or matter.
42. Subject to the provisions of this Ordinance the function of the Board is to inquire into and determine a question or questions referred to it pursuant to section 58 and questions within its jurisdiction referred to it by an equivalent body to the PSC and to make a determination referred to in section 73 and where appropriate to make a recommendation in accordance with the provisions of this Ordinance.
43. The Board has jurisdiction to exercise its functions in respect of a Church worker:
- (a) resident or licensed in the diocese; and
 - (b) not resident or licensed in the diocese but whose conduct giving rise to the reference is alleged to have occurred in the diocese or whose omission giving rise to the reference is alleged to have occurred when the Church worker was resident or licensed in the diocese.
44. The members of the Board in a particular case shall be appointed from a panel comprising:
- Amended June 2007**
- (a) a President and a Deputy President, shall be appointed by Diocesan Council, such persons being lawyers who have held a practicing certificate in an Australian jurisdiction for more than 10 years before the date of their appointment.
 - (b) five members of the clergy of at least seven years' standing; and
- Amended June 2007**
- (c) Five lay persons who are practicing members of a Christian church.
- Inserted June 2007**
- (d) The Business Manager shall be secretary of the Board with authority to keep the Bishop informed orally of the progress of the referral of matters.
45. The members of the panel shall be appointed by the Diocesan Council and shall hold office in accordance with a resolution or Regulation of the Diocesan Council.

46. Any vacancy in the membership of the panel shall be filled by or in accordance with a resolution or Regulation of the Diocesan Council.
47.
 - (1) The members of the panel to be convened for any reference to the Board shall be determined by the President or, if there is a vacancy in the office of President, by the Deputy President.
 - (2) For the purpose of any reference to the Board, the Board shall consist of the President or Deputy President, who shall be the presiding member, and an equal number not exceeding two of clerical and lay members of the panel.
 - (3) Where possible, the Board shall include at least one man and at least one woman.
 - (4) Where, in the opinion of the President, or if there is a vacancy in the office of the President, in the opinion of the Deputy President a member of the panel has a personal interest in a matter before the Board the member shall be disqualified from participating in the reference.
 - (5) For the purposes of this section a vacancy in the office of President includes a situation in which the President is not able to act because of a personal interest in a matter, illness or absence from the diocese.
48. The Rules of the Board made under this Part may provide that, in relation to the exercise of specified functions, or in relation to matters of a specified class, the Board may, at the direction of the presiding member, be constituted by a single member sitting alone.
49. If a member of the Board, other than the presiding member, dies or is for any other reason unable to continue with any matter referred to the Board, the Board constituted of the presiding member and the other member or members may, if the presiding member so determines, continue and complete the reference.
50. The Board, separately constituted in accordance with this Part, may sit simultaneously for the purpose of matters referred to it or for conducting separate business of the Board.
51. An act or proceeding of the Board is not invalid by reason only of a vacancy in its membership or of the membership of the panel and, notwithstanding the subsequent discovery of a defect in the nomination or appointment of members of the panel or the Board, any such act or proceeding is as valid and effectual as if the member had been duly nominated or appointed.
52. The Synod indemnifies each of the members of the Board for any act or omission by the member in good faith and in the exercise of or purported exercise of powers or functions, or in the discharge or purported discharge of duties under *this Ordinance*.
53.
 - (1) There shall be a secretary to the Board who shall be appointed by or in accordance with a resolution or Regulation of the Diocesan Council, and whose duties shall be defined by the President.
 - (2) The secretary to the Board may act in a corresponding capacity for another diocese either generally or for a particular case or matter.
54.
 - (1) In any proceedings of the Board where the Board is constituted by two or more members:
 - (a) any question of law or procedure will be determined by the presiding member; and

- (b) any other question will be determined by majority decision of the members, and in the case of an equality of votes the opinion of the presiding member shall prevail.
 - (2) Where the Board is constituted by a member sitting alone who is not the President or the Deputy President, any question of law that arises must be referred to the President or Deputy President for decision and any decision made on such a reference is a decision of the Board.
 - (3) The Board must act with fairness and according to equity, good conscience and the substantial merits of the case without regard to technicalities or legal forms and is not bound by the rules of evidence but may inform itself on any matter in such manner as it thinks fit.
 - (4) The Board may inform itself from the record of any court or tribunal and may adopt any findings, and accept as its own, the record of any court or tribunal.
55. The Board may, for the purpose of any particular reference, appoint such person or persons, including the Director, to assist it in inquiring into (but not determining) that reference as the Board thinks fit.
56. The Board must give reasons for any determination, other than by way of directions in the course of an inquiry, unless the determination is made by consent of the respondent.
57. (1) The Board has no power to award costs of any proceedings before it.
- (2) A Church worker in relation to whom a question is the subject of a reference to the Board may apply to the Diocesan Council for the provision of legal assistance.
- (3) The Diocesan Council may grant legal assistance to a Church worker on such terms and subject to such conditions, as it shall determine.
58. (1) The President may make Rules of the Board reasonably required by or pursuant to this Ordinance and in relation to the practice and procedure of the Board.
- (2) Subject to this Ordinance and the relevant Rules, the practice and procedure of the Board will be as directed by the presiding member of the Board.

Part 10 – Reference of Matters to the Professional Standards Board

59. (1) After investigation in accordance with section 30 or under a corresponding provision of a Ordinance of another diocese the PSC or an equivalent body may refer to the Board, or to an equivalent body which has jurisdiction, one of more of the following questions:
- (a) the fitness of a Church worker, whether temporarily or permanently to hold a particular or any office, licence or position of responsibility in the Church or to be or remain in Holy Orders or in the employment of a Church body;
 - (b) whether in the exercise of a Church worker’s ministry or employment, or in the performance of any function the Church worker should be subject to certain conditions or restrictions.
- (2) The question or questions shall be referred to the Board by delivering to the secretary of the Board a written report of its investigation signed by a member of the referring body.

60. (1) Upon delivery of the report to the secretary of the Board, the President or Deputy President as the case may be shall as soon as possible determine the membership of the Board for the purpose of the reference.
- (2) The President or Deputy President as the case may require shall thereupon cause to be convened a sitting for the purpose of giving directions.
- (3) A person or body appearing or represented before the Board shall comply with the Rules of the Board and with any directions given by the Board.
61. Within 14 days of the date of the reference of a matter to the Board or within 14 days of the date of the document or material coming to existence, whichever is the later, the referring body shall cause to be delivered to the secretary of the Board any documents and material relevant to the reference.
62. The referring body, as soon as practicable after delivering the report referred to in section 58 to the secretary of the Board, shall cause a signed copy of the report to be delivered to the respondent.
63. The Board may at any time and from time to time give directions:
 - (a) as to the inspection by and supply of copies to the respondent or any other person of the documents or material relevant to the reference;
 - (b) as to the conduct of its inquiry into the reference.
64. The Board may at any time and from time to time give directions to the referring body as to any further inquiries or investigation it requires to be carried out for the purposes of the reference and the referring body shall to the best of its ability cause such directions to be carried out.
65. (1) The Board shall deal with any reference as expeditiously as possible.
- (2) The Board may, if it sees fit, proceed with the determination of a reference notwithstanding that there may be mediation or conciliation proceedings relating to the subject matter of the reference being conducted by or at the direction of the referring body and notwithstanding that there may be criminal or other proceedings being taken against the respondent or some other person.
66. (1) The place and time of sitting of the Board comprising two or more members shall be as determined by the presiding member.
- (2) The place and time of sitting of the Board comprising one member shall be as determined by that member.
67. (1) Subject to sub-section (2), the Board must give the following persons reasonable notice of the time and place of a sitting of the Board:
 - (a) the Director; and
 - (b) the respondent; and
 - (c) such other persons as the Board believes have a proper interest in the matter.
- (2) The Board is not obliged to give notice of a sitting to a person whose whereabouts cannot, after reasonable enquiries, be ascertained.
68. In any proceedings before the Board:

- (a) the referring body and any person may be represented by a legal practitioner or, with leave of the Board, by any other person;
 - (b) the referring body or its appointed representative shall do all in its power to assist the Board and shall carry out any directions of the Board;
 - (c) the Board:
 - (i) must give the referring body and the respondent a reasonable opportunity to call or give evidence, to examine or cross-examine witnesses and to make submissions to the Board; and
 - (ii) must give any other person to whom notice of the proceedings was given or who satisfies the Board that he or she has a proper interest in the matter a reasonable opportunity to make submissions to the Board.
69. (1) Subject to sub-section (2), a sitting of the Board on a reference before the Board is an open sitting.
- (2) On any such sitting before the Board, the Board has an absolute discretion:
- (a) to direct that no person other than:
 - (i) the respondent and any person representing him or her in the proceedings; and
 - (ii) witnesses or persons making submissions (while giving evidence or making those submissions); and
 - (iii) officers of the Board or persons assisting the Board; and
 - (iv) members of or persons appointed by the referring body, be present in the room while the Board is sitting; or
 - (b) to direct that a particular person (other than a person referred to in paragraph (a)) not be present in the room while the Board is sitting.
70. The Board may make a determination in any proceedings in the absence of a person affected by the determination if satisfied that reasonable efforts were made to give that person an opportunity to appear.
71. (1) The Board may require a respondent to submit within a specified time to a medical, psychiatric or psychological examination by a person approved by the Board the cost of which shall be met from funds under the control of the Synod of the diocese of the referring body.
- (2) A copy of the report of an examination under subsection (1) shall be provided to the respondent and to the Board.
72. The Board shall not, in the course of inquiring into any question:
- (a) inquire into any matter which is or has been the subject of any formal investigation or enquiry conducted:
 - (i) under or pursuant to any provision of the Constitution;
 - (ii) under or pursuant to a Ordinance of the General Synod, a Ordinance or an Ordinance of another diocese relating to the discipline of clergy or Church workers by a board of enquiry, tribunal or other body; or

- (iii) with the authority of the bishop of a diocese resulting in a formal report to the bishop with findings and which concluded or was commenced prior to the date on which this Ordinance takes effect in the diocese

but may take into account the finding of any such formal investigation or enquiry.

- (b) inquire into, make any findings in relation to or take into account any alleged breach of:
 - (i) faith of the Church, including the obligation to hold the faith;
 - (ii) ritual of the Church, including the rites according to the use of the Church and the obligation to abide by such use; or
 - (iii) ceremonial of the Church, including ceremonial according to the use of the Church and the obligation to abide by such use.
73. In making any determination the Board shall take into account:
- (a) the conduct of the Church worker as it finds it to have been;
 - (b) in the material before the Board, any other fact or circumstance relevant to the determination of the question or questions before it; and
 - (c) any failure of the Church worker to comply with a provision of this Ordinance or with a direction of the Board.
74. If, after investigating the question or questions referred to it about a Church worker, the Board is satisfied that:
- (a) the Church Worker is unfit, whether temporarily or permanently, to hold a particular or any office licence or position of responsibility in the Church or to be or remain in Holy Orders or in the employment of a Church body; or
 - (b) in the exercise of a Church worker's ministry or employment or in the performance of any function, the Church worker should be subject to certain conditions or restrictions;

the Board may determine accordingly and may:

- (c) recommend that the Church worker be counselled;
- (d) recommend that the Church worker be suspended from office or employment or from performing the function as the case may be for such period determined by the Board;
- (e) recommend to the Church authority that the licence or authority of the Church worker be revoked;
- (f) recommend to the relevant Church authority that the Church worker's contract of employment (if any) be terminated;
- (g) recommend to the relevant Church authority that the Church worker cease to hold any office then held;
- (h) recommend to the relevant Church authority that a prohibition order be made in terms specified by the Board;
- (i) recommend to the relevant Church authority that the Church worker's holding of office or employment or performance of the function as the case may be, shall be subject to such conditions or restrictions as the Board may specify;

- (j) recommend that the operation of a determination shall be suspended for such period and upon such conditions as the Board shall specify;
 - (k) recommend that the Church worker should be deposed from Holy Orders;
 - (l) make such other recommendation as the Board sees fit.
75. The Board shall cause a copy of each determination and recommendation to be provided:
- (a) to the relevant Church authority; and
 - (b) to the respondent; and
- shall cause relevant details to be forwarded for entry into the national register.
76. A relevant Church authority to whom a recommendation under this Ordinance or a recommendation made by an equivalent Board applies is empowered to give effect to a recommendation of the Board and of an equivalent body having jurisdiction to make a recommendation to the Church authority.
77. A person who has been deposed from Holy Orders in accordance with this Ordinance or in accordance with the provisions of any ordinance, act, Ordinance, constitution, statute, legislative measure or provision of the general synod or the diocesan synod of another diocese of this Church;
- (a) is incapable of:
 - (i) officiating or acting in any manner as a bishop, priest or deacon of this Church;
 - (ii) accepting or holding an office in this Church capable of being held only by a person in Holy Orders;
 - (b) ceases to have any right privilege or advantage attached to the office of bishop priest or deacon;
 - (c) shall not hold himself or herself out to be a member of the Clergy; and
 - (d) is not capable of holding an office in the Church which may be held by a lay person without the prior consent of the Bishop.
78. (1) The deposition of a person's Holy Orders by the Bishop pursuant to the recommendation of the Board or an equivalent body shall be effected by the execution by the Bishop of an Instrument of Deposition in or to the effect of the form in the Schedule.
- (2) The Bishop must forthwith:
- (a) register the Instrument in the Registry of the Diocese;
 - (b) deliver a copy of the Instrument to the Bishop of the Diocese in which the person who is the subject of the Instrument was ordained;
 - (c) deliver a copy of the Instrument to the Registrar of the Primate;
 - (d) cause relevant details to be forwarded for entry into the national register.
79. A relevant Church authority to whom this Ordinance applies shall cause relevant details to be forwarded for entry into the national register of any action taken in relation to a Church worker in accordance with a recommendation of the Board.

Part 11 – Regulations

80. The Diocesan Council may from time to time make amend or repeal Regulations, not inconsistent with the provisions of this Ordinance, providing for records arising out of or incidental to the operation of this Ordinance, and for all or any of the purposes whether general or to meet particular cases, which may be convenient for the administration of this Ordinance or which may be necessary or expedient to carry out the objects and purposes of this Ordinance.

SCHEDULE TO

I, BISHOP OF
NEWCASTLE do by these presents hereby depose you from Holy Orders (particulars of
which are set out below) in accordance with the recommendation of the Professional
Standards Board of the Diocese of Newcastle.

PARTICULARS OF HOLY ORDERS

FULL NAME AND ADDRESS:

| ORDAINING BISHOP | PLACE | DATE |
|------------------|-------|------|
|------------------|-------|------|

ORDINATION AS DEACON:

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|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

ORDINATION AS PRIEST:

| | | |
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| _____ | _____ | _____ |
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CONSECRATION AS BISHOP:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
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DATED

SEALED