

# GenR8 Ministries



**300,000  
opportunities to  
teach about Jesus**



gen8ministries.org

## Joining up with Genr8

Welcome to Genr8 Ministries! We are excited to have you become part of the Genr8 team and would love to help make the process as easy as possible. Please follow along the steps and if you have any questions Sarah in our office would be more than happy to answer them. You can reach her on 02 8268 3328.

### Step 1: Fill in your employment contract.

Make sure you fill in:

- Employment contract (pages 2 + 3)
- Employee Details (page 14)
- Superannuation form (page 16) (if not using the Genr8 superfund please provide letter in part B question 3 of this form)
- Working with childrens check forms (pages 18 – 20)

### Step 2: Provide 100 points of I.D.

This is for the working with childrens check. Find out exactly what we need on pages 21 + 22 of this employment contract

### Step 3: Fringe Benefits Tax Exemption (FBTE) details

If you are claiming FBTE you will receive 40% of your salary in your bank account and 60% as Ministry Expense Account (MEA) payments. MEA payments can only be paid in two ways:

#### 1.) Into any loan

If you would like your MEA payment paid into a loan please provide the loan details in the bottom section of the employee details (page 14) inside your employment contract.

#### 2.) Into an MEA card

If you would like to receive your MEA payment on an PBI card please fill in a PBI form. If you do not have a PBI form or want more information call our office and we'll send one out to you. The PBI card works in a similar way to a credit card but you cannot withdraw cash from it. Please make sure that you complete the 'direct debit request' section stating details of another bank account. This is only in case of overdrawing on the MEA card and the form is invalid if it is not filled in.

#### 3.) Rental Payments

If you would like to use your MEA payment to pay your rent, fill in a rental payment form. If you do not have a PBI form call our office and we'll send one out to you.

#### Step 4: Fill in a Tax File Number Declaration Form

If you don't have one of these you can either get one from your local post office or newsagent or call our office and we'll send one out to you. This is very important – if we don't have it the tax office will take too much tax from your pay and you won't be able to access it until you do your tax return.

**The following are for your own personal records and information. You do not need to return them to us:**

- An "SRE Teacher Engagement Form" and "SRE Teacher Authorisation" (Green Card) must be completed. Please contact your minister or denomination headquarters for the appropriate forms.
- Please see [www.workplace.gov.au/workplace/Individual/Employee/](http://www.workplace.gov.au/workplace/Individual/Employee/) for information regarding entitlements under the Workplace Relations Act 1996
- Faithfulness in Service: A national code for personal behaviour and the practice of pastoral ministry by clergy and church workers (2<sup>nd</sup> edition)

After you have completed these forms, please return them to us at:

**GenR8 Ministries  
PO Box A287  
Sydney South NSW 1235**

**Please note the we require 4 weeks to process these forms as banks etc. have substantial turnaround times.**

If you have any questions please contact us on 02 8268 3328 or [info@genr8ministries.org](mailto:info@genr8ministries.org)

# NSW High Schools Special Religious Education Association Inc

## (t/as GenR8 Ministries)

### Employment Contract

Employed SRE Teacher

**Employer ("the Employer"):**

NSW High Schools Special Religious Education Association Inc (GenR8 Ministries)

**Local SRE Board:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Position:** **SRE Teacher**

**Place of Work:** \_\_\_\_\_

**Hours of Work:** \_\_\_\_\_ days per week

**Probation period:** 4 months

**Commencement Date:** \_\_\_\_\_

**Remuneration:** \$\_\_\_\_\_ p.a. (60% as untaxed fringe benefits)

**Additional work related benefits:**

\_\_\_\_\_

**Leave summary**

- annual leave \_\_\_\_\_ days per annum

- personal/carer's leave \_\_\_\_\_ days per annum

**Additional Provisions:**

**Funding**

The employee acknowledges that the position is subject to continued funding being available from the Local Scripture Board (“the Board”).

**Delegated powers:** GenR8 Ministries is the employer as shown above, (“the Employer”) however the Local Scripture Board is delegated some responsibilities as indicated in the contract. Where this applies, the board is referred to as “the Employer (the Board)”.

**Signed for and on behalf of the Employer (GenR8 Ministries)**

Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

Date: \_\_\_\_\_

**Signed by the Employee (the SRE teacher)**

Signature: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

Date: \_\_\_\_\_

# Terms of Employment Contract

## 1. **Workplace Relations Act**

For the removal of any doubt, you (the employed SRE teacher) and the Employer (GenR8 Ministries) agree that the Workplace Relations Act 1996 is taken to apply to your employment.

## 2. **Payment of Remuneration**

Your salary will be paid monthly, on the second Friday of each month, which is two weeks in arrears and two weeks in advance, by electronic funds transfer directly into a bank account nominated by you. The non taxable fringe benefits exempt component of your wage (Ministry Expenses Allowance) will be paid into a loan, used for rental payments and/or held in trust on your Westpac Employee Benefits Card for other expenses. This payment will be made on the 14<sup>th</sup> or NBD of each month.

## 3. **Additional Work Related Benefits**

*(Insert here if any.)*

## 4. **Superannuation**

The Employer will pay an amount to a complying superannuation fund as prescribed under Commonwealth law from time to time. Currently that amount is 9% of your eligible earnings. If you do not choose a fund in accordance with the relevant Act, Genr8 Ministries will make contributions to the Anglican National Super Fund (AMP) or to any other complying superannuation fund.

## 5. **Income Protection**

Income protection insurance must be obtained by the Employer (the Board) for the employee. If the employee is using Genr8's preferred superannuation provider, Anglican National Super Fund (AMP), income protection can be obtained through this fund. If the employee is using a different superfund it is up to the Employer (the Board) and the employee to ensure the employee has adequate income protection. Stand alone income protection can also be purchased by the Employer (the Board). Genr8 will reimburse the income protection provider when the Financial Summary and Salary Packaging Spreadsheet reflects this and the payment information is given to Genr8.

## 6. **Out of pocket expenses**

Reimbursement for out of pocket expenses is the responsibility of the local board. Out of pocket expenses must be approved by the local board prior to expenditure.

## 7. **Probationary Period**

A probationary period of four months applies from the commencement date of the employment. This period is to enable the Employer (the Board) to assess your suitability for permanent employment. During this period either you or Genr8 Ministries may terminate this Agreement by providing two week's written notice to the other party. On or before the expiry of the probationary period Genr8 Ministries will either confirm your permanent employment status or terminate this Employment Agreement.

## 8. **Performance Review**

Your performance will be reviewed six months after you commence your employment and then on an annual basis by the Employer (the Board). You must participate in the program, which includes a documented assessment of your performance against job performance criteria and a feedback interview with the Employer (the Board).

## 9. **Professional Development**

Subject to the approval of the employer, you are entitled to up to 10 days professional development leave per year full time equivalent (FTE), including assistance with any professional development fees. The professional development leave must be taken in school holiday periods and include compulsory training days organised by Genr8 Ministries. Professional development leave does not accumulate from year to year and is calculated from the date of commencement.

Teachers must be trained or in the process of undertaking training in a Diploma in Theology or equivalent as you will be an official authority within the school on Christian teaching and living.

## 10. **Annual Leave**

You will be entitled to 20 days FTE annual leave. It is expected that annual leave will be taken during school holidays. Other school holiday time is discretionary leave, some of which may need to be used for work. For example, training events, camps or activities negotiated with the Employer (the Board) may be held during school holiday time. No leave loading will be given, but in lieu of this, GenR8 employees are given three days off between Christmas and New Years in addition to annual leave.

## 11. **Other Leave**

You will be entitled to 10 days FTE for other leave which includes personal/carer's leave, compassionate leave and parental leave in accordance with the Workplace Relations Act.

## **Long Service Leave**

You will be entitled long service leave in accordance with the NSW Long Service Leave Act. GenR8 Ministries requires the Employer (the Board) to make payments for long service leave at a rate of 2% of the total package. The Employer (the board) will also be liable for any long service entitlements that are transferred on employment from the Employer (the Board) to GenR8 Ministries. This may be paid off in a lump sum or by negotiation progressively over time. On termination of employment, any funds retained by GenR8 Ministries not used for LSL on termination of employment will be used at Genr8's discretion to fund start up SRE boards at GenR8's discretion.

## **13. Copyright**

**This section will be inserted once approved by the Genr8 Board.**

## **14. Confidential Information**

(a) In this contract 'Confidential Information' means all information which Genr8 Ministries regards as confidential information including information:

- (i) which you become aware of or generate in the course of your employment,
- (ii) information regarding the operations of the school,
- (iii) information concerning students of the school and their families, and staff.

(b) You must keep confidential all Confidential Information other than Confidential Information that:

- (i) You are required to disclose in the course of your duties as an employee
- (ii) You are required by law to disclose.
- (iii) Is lawfully within the public domain.

(c) You must immediately notify the Employer of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

15. **Code of Conduct**

You must abide by the Code of Conduct “*Faithfulness in Service*” 2006 (or any subsequent Edition) (as provided) which is to be applied (unless inappropriate in the context) as if:

- (a) the Employer is a church;
- (b) any place you work pursuant to this agreement is a church body;
- (c) you are a church worker; and
- (d) a reference to Director of Professional Standards is a reference to the CEO or similar position in Genr8 Ministries.

16. **Computer**

You are expected to have a computer to send and receive emails and for basic administration.

17. **Laws, Investigation and Suspension**

- (a) You agree to comply with:
  - (i) all applicable laws and regulations, including the laws governing privacy, occupational health and safety, anti-discrimination and intellectual property; and
  - (ii) all reasonable investigative procedures undertaken by Genr8 Ministries in relation to sexual harassment, breach of intellectual property obligations, other breaches of law or any alleged criminal offence by you or by any other employees of Genr8 Ministries.
- (b) Where an investigation into your behaviour is being carried out in accordance with the previous paragraph, Genr8 Ministries may reassign you to other duties or suspend you on full pay pending the completion of an investigation.

18. **Child Protection**

- (a) In this clause:

**Prohibited Person** means a person prohibited under the *Commission For Children and Young People Act 1998 (NSW)* (as amended or replaced from time to time), or other similar legislation in any jurisdiction, from applying for or being employed in child-related employment, for example because the person has been convicted of a serious sex offence.

**Reportable Conduct** means:

- (i) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including child pornography offences);
- (ii) any assault, ill treatment or neglect of a child; or
- (iii) any behaviour that causes psychological harm to a child, whether or not, in any case, with consent of the child.

However, Reportable Conduct does not extend to:

- (i) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards;
- (ii) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the matter is to be investigated and the result of the investigation recorded under workplace employment procedures; or
- (iii) conduct of a class or kind exempted from being reportable conduct by the Ombudsman under section 25CA of the Ombudsman Act.

**Note:** Examples of conduct that would not constitute “reportable conduct” include (without limitation) touching a child in order to attract a child’s attention, to guide a child or to comfort a distressed child; a school teacher raising his or her voice in order to attract attention or to restore order in the classroom; and conduct that is established to be accidental.

(b) By signing this contract you undertake to Genr8 Ministries that you:

- (i) are not a Prohibited Person;
  - (ii) have not, to your knowledge, been included on a list of persons not to be employed in a child related area of activity;
  - (iii) have not had any previous employment or engagement terminated on the grounds that you engaged in any Reportable Conduct and / or a sex offence or any misconduct that may involve Reportable Conduct and / or a sex offence;
  - (iv) have not retired or resigned from any previous employment or engagement following allegations that you engaged in any Reportable Conduct and / or a sex offence or any misconduct that may involve Reportable Conduct and / or a sex offence;
  - (v) have never been charged with engaging in any Reportable Conduct and / or a sex offence;
  - (vi) are not currently the subject of an investigation of allegations that you engaged in Reportable Conduct and / or a sex offence or any misconduct that may involve Reportable Conduct and / or a sex offence; and
  - (vii) will not engage in any Reportable Conduct and / or a sex offence.
- (viii) If you cannot give this undertaking you should not sign this contract. If you sign the contract when you are not in a position to give your assurance, Genr8 Ministries may terminate your employment without notice.
- (ix) Your ongoing employment is conditional upon the satisfactory outcome of the Working with Children background check.

#### 19. Termination With Notice

In normal circumstances, either you or Genr8 Ministries may terminate this contract without reason on giving one full terms' notice, ie. by the end of the preceding term. Given the nature of the employment, one full terms' notice is required to allow time to refill the position.

In the event that the local board fails to fulfil its financial obligations to GenR8 and you, this contract may be terminated with one months' notice.

#### 20. Termination Without Notice

Genr8 Ministries may immediately without notice or payment in lieu of notice, terminate your employment if you are guilty of serious misconduct, and, in such case, you will be paid all entitlements due to the date of the termination of your employment. This payment is contingent on you returning all Genr8 Ministries' and the Employer (the Board)'s property.

Serious misconduct includes, but is not limited to:

- (a) wilful or deliberate behaviour by you that is inconsistent with the continuation of your employment;
- (b) conduct that causes serious risk to the health or safety of a person;
- (c) engaging in theft, fraud or assault;
- (d) harassing, sexually or otherwise, or discriminating against other employees, contractors or clients of Genr8 Ministries;
- (e) being intoxicated or under the influence of drugs at work;
- (f) your failure, refusal or inability to comply with the Child Protection Undertaking in clause 18; or
  
- (g) neglect of duty,

"Neglect of duty" in this clause includes the repeated failure by you to attend work without lawful excuse or prior notification to Genr8 Ministries on three occasions or more.

#### 21. Return of property

Upon termination of your employment, you must return to the Employer (the Board) the following:

- (a) all Confidential Information;
- (b) other materials such as files, memoranda, documents, lists and records relating to the Employer (the Board) or any person or body who deals with the Employer (the Board); and
- (c) any tangible property that belongs to the Employer (the Board) or is related to your work with the Employer (the Board).

22. **Repayment of amounts owing**

- (a) On termination of your employment, you will pay or authorise the Employer (the Board) to deduct from monies due to you all sums which you owe at the time, whether those sums are then due to be paid or not.
- (b) Any balance remaining on your Employee Benefits Card will be paid to you. Any surplus paid to you after you cease employment will be taxable income.

**Dispute Resolution**

- (a) For the purposes of this clause “employment relationship problems” include,
  - (i) a personal grievance;
  - (ii) a breach of this contract;
  - (iii) a dispute over the interpretation, application or operation of this contract or;
  - (iv) arrears of wages or holiday pay.
- (b) If you think you have an employment relationship problem, you should notify the Employer (the Board) immediately of the existence and nature of the problem, and request that the Employer (the Board) resolve the problem.
- (c) Once you have alerted the Employer to the existence of an employment relationship problem, you may, if necessary, clarify the nature of the problem and the outcomes you seek. You and the Employer ( the Board) will then attempt to resolve the matter locally. If the parties cannot agree to an outcome, then you and the CEO of Genr8 Ministries or their representative will attempt to resolve the matter internally. If a mutually acceptable outcome cannot be reached either party is at liberty to have the matter mediated or brought before the appropriate tribunal, commission or court.

23. **Modification**

No modification of the terms of your employment is valid unless it is in writing and signed by you and an authorised representative of Genr8 Ministries.

24. **Lifestyle**

You are expected to live above reproach in a biblically Christian way in morals and ethics in accordance with *Faithfulness in Service* including living chastely either within marriage or celibate if not married and avoiding self-destructive behaviours. You are expected to be an active and continuing participant in a Christian church community.

25. **Statement of Faith**

Your signature on this contract indicates your agreement with:

- (d) Beliefs of GenR8 Ministries
- (e) Nicene Creed

## ***Beliefs of the NSW High Schools Special Religious Education Association Inc***

### **God and the human race**

We hold that that the Lord our God is one:

Father, Son and Holy Spirit,

and that he fulfils his sovereign purposes

in creation, revelation, redemption, judgement, and the coming of his kingdom -

by calling out from the world a people

united to himself and to each other in love.

We acknowledge that though God made us

in his own likeness and image,

conferring on us dignity and worth

and enabling us to respond to himself;

we now are members of a fallen race;

we have sinned and come short of his glory.

We believe that the Father

has shown us his holy love

in giving Jesus Christ, his only Son, for us,

while through our sinfulness and guilt, we were subject to his wrath and condemnation;

and has shown his grace by putting sinners right with himself

when they place their trust in his Son.

We confess Jesus Christ

as Lord and God;

as truly human, born of the virgin Mary;

as Servant, sinless, full of grace and truth;

as only Mediator and Saviour, dying on the cross in our place, representing us to God,

redeeming us from the grip, guilt and punishment of sin;

as Victor over Satan and all his forces,

rising from death with a glorious body,

being taken up to be with his Father,

one day returning personally in glory and judgement to establish his kingdom.

We believe in the Holy Spirit

who convicts the world of guilt in regard to sin, righteousness and judgement;

who makes the death of Christ effective to sinners, declaring that they must now turn to Christ in repentance, and directing their trust towards the Lord Jesus Christ;

who through the new birth makes us partake in the life of the risen Christ, and

who is present within all believers,

illuminating their minds to grasp the truth of Scripture,

producing in them his fruit,

granting to them his gifts, and

empowering them for service in the world.

### **The Scriptures**

We believe that the Old and New Testament Scriptures are God-breathed, since their writers spoke from God as they were moved by the Holy Spirit; hence are fully trustworthy in all that they affirm; and are our highest authority for faith and life.

### **The Church and its Mission**

We recognise the Church as the body of Christ, held together and growing up in him; both as a total fellowship throughout the world, and as the local congregation in which believers gather.

We acknowledge the commission of Christ to proclaim the Good News to all people, making them disciples, and teaching them to obey him;

and

We acknowledge the command of Christ to love our neighbours, resulting in service to the church and society, in seeking reconciliation for all with God and their fellows, in proclaiming liberty from every kind of oppression; and in spreading Christ's justice in an unjust world

...until he comes again.

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## Nicene Creed

We believe in one God, the Father, the Almighty,  
maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only son of God,  
Eternally begotten of the Father,  
God from God, Light from Light, true God from true God,  
begotten, not made, of one being with the Father,  
through him all things were made.

For us men and for our salvation he came down from heaven:

by the power of the Holy Spirit he was incarnate of the Virgin Mary, and became man.

For our sake he was crucified under Pontius Pilate;

He suffered death and was buried.

On the third day he rose again in accordance with the Scriptures;

he ascended into heaven and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,

And his kingdom will never end.

We believe in the Holy Spirit, the Lord, the giver of life,  
who proceeds from the Father and the Son.

With the Father and the Son he is worshipped and glorified.

He has spoken through the Prophets.

We believe in one holy catholic and apostolic Church.

We acknowledge one baptism for the forgiveness of sins.

We look for the resurrection of the dead, and the life of the world to come.





# Choice of superannuation fund Standard choice form – information for employees

You can choose the superannuation fund or retirement savings account (referred to below as superannuation funds) to which your employer will make future superannuation guarantee contributions (9%).

## Option 1:

**You do not have to choose a fund.**

If you do not make a choice, your employer's contributions will be paid into the fund that your employer has chosen (see Part A on the reverse side of this form). This may not be the same as your current fund.

Your employer's chosen fund may be suitable for your needs. You can choose a different fund later if you like.

**If you do not want to choose a fund, you do not have to complete this form.**

**!** Your employer is not liable for the performance of superannuation funds that you choose or they choose on your behalf.

**!** Do not seek financial advice from your employer unless they are licensed to provide it.

### **➤** MORE INFORMATION

You can get more information about choice of superannuation fund or superannuation in general from:

- [www.superchoice.gov.au](http://www.superchoice.gov.au), or
- by phoning **13 28 64**

If you do not speak English well and want to talk to an Australian government officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

### **➤** TIPS FOR COMPARING FUNDS

#### **Fees**

Most funds charge fees. Differences in the fees funds charge can have a big effect on what you may have to retire on. This effect may be more than you think and for this reason you need to consider what fees are being charged. For example, your final return could be reduced by up to 20% over 30 years if your total amount of fees and costs are 2% rather than 1% (eg, from \$100,000 to \$80,000). Some funds may also charge an exit fee if you leave the fund.

#### **Death and disability insurance**

Your current fund may insure you against death or an illness or accident that makes you unable to return to work. Other funds may not offer insurance, or you may have to pass a medical examination before they cover you. Check if you'll be covered in any new fund, and the costs and amount of cover, before leaving your current fund.

## Option 2:

**Choose a fund**

You can choose the superannuation fund where you want your future employer contributions to be paid.

Your employer is only required to accept one choice every 12 months.

### **Step 1**

**Gather information – work out what's best for you**

You will need to find out what superannuation options are available to you.

Find out about the features and benefits of your current fund, the fund chosen by your employer and any other funds you are considering. Your current fund may be different to the fund chosen by your employer.

**➤** The tips section highlights key issues you should consider when comparing funds.

### **Step 2**

**What do I need to tell my employer?**

Give your employer details of your chosen fund by **completing Part B** of this form or by a written statement including the necessary information. This information may be provided by your chosen fund.

Part A shows details of your employer's superannuation arrangements. This includes the fund that your employer has chosen to make all future superannuation guarantee contributions to. If your employer has changed funds recently, the previous fund will also be shown. You may choose to remain in this previous fund.

### **Step 3**

**What happens to any superannuation I have in existing funds?**

Any money you have in existing funds will remain there unless you make arrangements to transfer it (roll over) to another fund. Check the impact of any exit fees or benefits you may lose before leaving the fund. Your employer cannot do this for you.

#### **Investment choice**

Some funds let you choose where the fund will invest your super. Some choices offer higher returns, but with a higher risk that investments may go down as well as up. Other choices offer greater security but with lower expected returns. Choose the level of risk and return that you are comfortable with.

#### **Investment performance**

Superannuation is a long term investment for your retirement, so its investment performance needs to be judged over the long term. Short term performance, whether good or bad, may not be repeated. There is no guarantee that a fund that has performed well in the past will do so in the future.

The information you'll need to make these checks is in each fund's product disclosure statement which you can get from the fund. For further information on choosing a fund go to the website [www.superchoice.gov.au](http://www.superchoice.gov.au) or phone **13 28 64**.



# Choice of superannuation fund Standard choice form

## Part A: Employer to complete

Give this form to your employee after you have completed Part A.

**1 Employer name**

**2 Employer superannuation guarantee contributions will be made to the following fund:**

Fund name

Superannuation product identification number (if applicable)

For the product disclosure statement for this fund (if applicable) Phone

Fund website

**3 Employer superannuation guarantee contributions have previously been made to:** (if different to above)

If the employer fund has not changed please write 'as above' in fund name box below.

Fund name

Superannuation product identification number (if applicable)  Phone

Fund website

**4 Employer contributions:**

Superannuation contributions are currently made at a higher level than the required 9% Yes  No

If Yes, superannuation contributions will continue at this higher level if the employee chooses a fund other than the fund named in part A question 2 Yes  No

Note that this statement does not alter an employer's legal obligations (if any) relating to future payments.

## Part B: Employee to complete – ONLY IF MAKING A CHOICE

**1 I request that all future superannuation guarantee contributions be made to:**

- my employer's previous superannuation fund named in part A question 3 ▶ Go to question 4 below.
- my own choice of fund ▶ Complete questions 2, 3 and 4 below.

**2 Your chosen fund details:**

Fund name

Membership No. (if applicable)

Account name

Fund Australian business number (ABN) (if applicable)

Superannuation product identification number (if applicable)  Phone

- 3 I have attached:**
- a letter from the trustee stating that this is a complying fund and (for a self managed superannuation fund) a copy of documentation from the Tax Office confirming the fund is regulated
  - written evidence from the fund they will accept contributions from my employer, and
  - details about how my employer can make contributions to this fund.

**4 Employee name**

Employee No. (if applicable)

Date    /    /       Signature

Return this form to your employer. Do not send this form to the Tax Office or to your superannuation fund.

## Part C: Employer only

Date accepted    /    /

Processed    /    /

## Setting Remuneration Levels

Boards need to decide the remuneration level for their teachers, but in order to ensure that teachers are fairly paid, and to ensure that neither boards nor GenR8 Ministries are liable to legal action from teachers who can prove they were underpaid, the rationale for choosing particular criteria is essential, and boards should make the criteria known to teachers. The rationale needs to relate either to recognised school teacher or ministry worker pay scales.

Our insurance broker advises that evidence of due diligence by boards and GenR8 Ministries in seeking equivalence with a recognised pay scale gives the best security for all parties against debilitating legal action.

Other scales include the pay scales of various Christian denominations and dioceses, such as the Australian Christian Churches 18 level scale which works off national average weekly earnings as assessed by the Bureau of Statistics.



NOTE: Please sign this form in the space provided. This form is to be kept by the employer.

## **Personal Details**

### **Name**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Other given name(s): \_\_\_\_\_

### **Previous names/aliases**

Family name: \_\_\_\_\_

First name: \_\_\_\_\_

Other given name(s): \_\_\_\_\_

### **Date of birth**

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

### **Place of birth**

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_

**Identifying document:**

**License Type:**

- Driver's License
- Firearms License
- Issuing Agency:
- Australian Capital Territory
- New South Wales
- Northern Territory
- Queensland
- South Australia
- Tasmania
- Victoria
- Western Australia
- Australian Army
- Commonwealth of Australia
- Defence Force Academy
- Australian Navy
- Australian RAAF
- Issued by a country other than Australia
- Other

License Number \_\_\_\_\_

**Passport Type:**

- Private
- Government
- UN Refugee

Issuing Country \_\_\_\_\_

Passport Number \_\_\_\_\_

**Position:**

**Title:** SRE high school teacher

**Type:** High School special religious education teacher

**Declaration:**

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration.**

A prohibited person is someone convicted or found guilty of an offence:

- involving sexual activity or acts of indecency committed anywhere whose punishment (if it happened in NSW) could be penal servitude or imprisonment for 12 months or more; this includes convictions for carnal knowledge; or
- involving sexual servitude under section 80D or 80E of the Crimes Act 1900, committed against a child; or
- involving child prostitution, other than if committed by a child prostitute under Sections 91D-91G of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- involving child pornography under Section 91H, 578B or 578C (2A) (child pornography) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales;
- of attempting, or of conspiracy or incitement, to commit any of these offences; or.
- child-related personal violence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child; or of attempting, or of conspiracy or incitement, to commit such an offence).

I am the applicant named in this form. All information in this form, and identification documents provided for this application, are true and correct. I understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I have not omitted any names or aliases that I use or used in the past.

I have read and understood the contents of this form and the relevant information in the Working With Children Employer Guidelines. I declare that I am not a prohibited person under the Commission for Children and Young People Act 1998 and I understand that it is an offence for a prohibited person to seek child-related employment.

I am aware that if considered for child-related employment, several checks will be undertaken to ascertain my suitability, including:

1. National criminal record check for charges and/or convictions (including spent convictions) for:

- any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
- any child-related personal violence offence;
- any assault, ill treatment or neglect of, or psychological harm to a child and any registrable offence; punishable by imprisonment for 12 months or more.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court; or
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

2. Check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and

3. Check for relevant employment proceedings notified to the Commission for Children and Young People under the Commission for Children and Young People Act 1998.

I consent to these checks being conducted and consent to the Commission for Children and Young People or an Approved Screening Agency obtaining any relevant record identified by these checks and any additional information relating to that record from sources such as courts, police, prosecutors and past employers to enable a full and informed estimate of risk. I consent to these sources disclosing information relating to that record to the Commission for Children and Young People or Approved Screening Agency.

I acknowledge that:

- the information obtained during the Working With Children background check, including this consent, may be collected and used by and/or disclosed to the Commission for Children and Young People or an Approved Screening Agency for the purposes of the Working With Children Check;
- the Commission for Children and Young People and Approved Screening Agencies may share the information obtained during the Working With Children background check for the purposes of the Working With Children Check;
- the outcome of an estimate of risk will be provided to my prospective employer or their employer-related body;
- details of my relevant records will not be released to my current or prospective employers;
- any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences; and
- the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## What should I do next?

Once you have completed your details, you will need to sign the printed form and provide the signed form to your prospective employer/volunteer organisation. You may also wish to retain a copy for your records.

## Working with Children 100 point Check

In order to request a Working With Children background check, SRE teachers must provide GenR8 Ministries with photocopies of documents to support their identity. This must include documents adding up to a minimum of 100 points as required by the 100 Point Check under the Financial Transaction Reports Act 1998.

The photocopies of the documents **must be verified, signed and dated** by the SRE Board Chairman or associated minister.

The following lists set out the value of each document according to the 100 Point Check.

### **70 points**

Name of preferred applicant verified from one of the following (more than one document from this list cannot be counted):

- Birth Certificate
- Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- Citizenship Certificate
- Current Australian passport
- Expired Australian passport which has not been cancelled and was current within the preceding 2 years
- Current passport from another country or diplomatic documents.

For a preferred applicant under 18 years, one document from the above list, or the following, is sufficient:

- Identity of the applicant verified by an educational institution, either on a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.

### **40 points**

Name and photograph/signature of preferred applicant verified from one of the following (more than one document can be counted):

- Current driver photo licence issued by an Australian state or territory
- Identification card issued to a public employee
- Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit
- Identification card issued to a student at a tertiary education institution.

### **35 points**

Name and address of preferred applicant verified from any of the following (more than one document can be counted):

- Document held by a cash dealer giving security over property
- A mortgage or other instrument of security held by a financial body
- Document from current employer or previous employer within the last two years
- Land Titles Office record
- Document from the Credit Reference Association of Australia.

### **25 points**

Name of preferred applicant verified from any of the following (more than one document can be counted):

- Current credit card or account card from a bank, building society or credit union
- Local council rates notices
- Current telephone, water, gas or electricity bill
- Foreign driver's licence
- Medicare Card
- Electoral roll compiled by the Australian Electoral Commission
- Lease/rent agreement
- Current rent receipt from a licensed real estate agent
- Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years
- Records of a professional or trade association of which the applicant is a member.

GenR8 NSW High Schools Special Religious Education Association Inc.

**Head Office:** St. Andrew's House, 464 Kent St, Sydney **Post:** PO Box A287, Sydney South NSW 1235 **Tel:** 02 8268 3328 **Fax:** 02 9267 2959

**Email:** info@genr8ministries.org **Web:** www.genr8ministries.org **ABN:** 59 223 359 776      VERSION 7 30-06-2010