NATIONAL REGISTER CANON 2007

Canon 15, 2007 as amended by
Canon 13, 2010
Canon 9, 2014
Canon 10, 2017
Canon 7, 2022
Canon 8, 2022
Canon 11, 2022
Canon 7, 2026

The General Synod prescribes as follows:

Short title

1. This Canon may be cited as the "National Register Canon 2007".

Definitions

2. The dictionary in the Third Schedule defines particular words and expressions used in this Canon.

Object

3. The object of this Canon is to assist in providing for the physical, emotional and spiritual welfare and safety, and the protection from the risk of abuse, of all people having dealings with clergy and church workers by establishing a National Professional Standards Register to which authorised persons may have access and make disclosures of the Information therein.

Establishment of the National Register

4. There shall be a National Professional Standards Register of clergy and lay persons established and maintained in accordance with the provisions of this Canon.

Information about clergy

5.[1] (1) The National Register shall be a register of all clergy:

(a) against whom a notifiable complaint or a notifiable charge has been made unless it is exhausted; or

(b) in respect of whom there has been a relinquishment of, or consent to deposition from, Holy Orders arising out of sexual misconduct or child abuse;

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1 Amended by Canon 13, 2010.

(c) who have made an adverse admission or are the subject of an adverse finding; or

(d)[2] in respect of whom there has been an adverse check or an adverse criminal history check or an adverse Safe Ministry Check; or

(e) [3] who have not been ordained as a priest or as a bishop, or authorised to function or appointed by a Church authority, because of an adverse risk assessment.

(2) The register of clergy shall contain the following matters:

(a) Information relating to clergy; and

(b) in relation to each member of the clergy included in the register, a notation of the date on which the register was last altered.

Information about lay persons

6.[4] (1) Subject to this Canon the National Register shall be a register of all lay persons:

(a) against whom a notifiable complaint or a notifiable charge has been made unless it is exhausted; or

(b) who have made an adverse admission or are the subject of an adverse finding; or

(c)[5] in respect of whom there has been an adverse check or an adverse criminal history check or an adverse Safe Ministry Check; or

(d)[6] who have not been ordained as a deacon, or authorised to function or appointed by a Church authority, because of an adverse risk assessment.

(2) The register of lay persons shall contain the following matters:

(a) Information relating to lay persons; and

(b) in relation to each lay person included in the register, a notation of the date on which the register was last altered.

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2 Amended by Canon 10, 2017.
3 Amended by Canon 11, 2022.
4 Amended by Canon 13, 2010.
5 Amended by Canon 10, 2017.
6 Amended by Canon 11, 2022.

Maintenance of the National Register

7. (1) Subject to this Canon, the National Register shall be maintained by the General Secretary in such form as the Standing Committee shall approve so as to ensure the security of the Information therein.

(2) The General Secretary shall issue forms necessary for the operation of the National Register and publish these forms on the website of the General Synod.

Provision of Information for inclusion in the National Register

8.[7] (1) A Director of Professional Standards shall enter information in the National Register relating to any member of the clergy or lay person to which he or she has access in carrying out his or her responsibilities, in accordance with a protocol approved by the General Synod, or the Standing Committee by a two-thirds majority, as soon as practicable, and no later than one month after he or she has access to the Information.

(2) A Director of Professional Standards shall advise the General Secretary if Information of which he or she is aware has not been entered in accordance with subsection (1) as soon as practicable after the expiration of the period specified in subsection (1).

(3) The General Secretary shall:

(a) after receipt of advice under subsection (2), promptly enter a caution in the National Register in relation to the member of the clergy or lay person, the subject of that Information; and

(b)[8] no later than one month after the entry of that caution in the National Register, notify the member of the clergy or lay person concerned, by letter sent to his or her postal or electronic address where that address is known and reasonably believed to be used by the member of clergy or the lay person, of:

(i) the entry of the caution; and

(ii) the right of that person to request in writing of the General Secretary the removal of the caution in accordance with subsection (5).

(4) A Director of Professional Standards who has given the General Secretary advice in accordance with subsection (2) shall as soon as practicable after giving such advice notify that Information to the General Secretary.

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7 Amended by Canon 13, 2010; amended by Canon 10, 2017.

8 Amended by Canon 11, 2022.

(5) The General Secretary shall promptly after the earlier of:

(a) notification by a Director of Professional Standards under subsection (4); and

(b) the expiration of two months from receipt of a request in writing from the member of the clergy or lay person the subject of the caution requesting its removal,

remove the caution from the National Register.

Exclusion from operation of the canon

8A.[9] (1) The General Synod, or the Standing Committee, may establish exclusion criteria, and shall publish any such criteria on the General Synod website.

(2) If exclusion criteria are established they must include:

(a) a system of screening for sexual misconduct in relation to adults and child abuse;

(b) a code of conduct; and

(c) a system for making and dealing with complaints of sexual misconduct in relation to adults and child abuse.

(3) The General Synod, or Standing Committee by a two-thirds majority, on application by a province or diocese may exclude from the operation of this Canon for such period as it determines:

(a) a Church body other than a parish; and

(b) a category of church workers;

if it is satisfied that the Church body or the category of church workers meets the exclusion criteria.

(4) The exclusion of a Church body from the operation of this Canon shall not apply to any clergy employed by or exercising ministry within the Church body unless otherwise specified in the exclusion.

(5) The General Synod, or the Standing Committee by a two-thirds majority, may in respect of an exclusion referred to in subsection (3) revoke the exclusion if it is satisfied that the Church body or the category of church workers no longer meets the exclusion criteria.

(6) The General Secretary shall publish on the website of the General Synod a list of all Church bodies and categories of church workers excluded from the operation of this Canon and the date on which the exclusion took effect and if applicable the period during which the exclusion had effect.

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9 Added by Canon 13, 2010.

Notification of Information in the National Register

9.[10] (1) Subject to subsection (5), the General Secretary shall, as soon as practicable, and no later than one month, after the entry of Information in the National Register relating to a member of the clergy or a lay person (other than a changed entry relating to item 4 of each of the First and Second Schedules), notify the member of the clergy or lay person concerned of the entry of that Information by letter sent to his or her last known postal or electronic address where that address is known.

(2)[11] Where a Director of Professional Standards receives a police request or a withdrawal of the police request and is reasonably satisfied of its authenticity, the Director of Professional Standards shall forthwith:

(a) enter a notation of the police request in the National Register, or remove that notation, as the case may be; and

(b) make a police request record or a withdrawal of the police request record, as the case may be, and provide that record to the General Secretary.

(3)[12] Where the General Secretary receives a police request or a withdrawal of the police request and is reasonably satisfied of its authenticity, the General Secretary shall forthwith:

(a) enter a notation of the police request in the National Register, or remove that notation, as the case may be; and

(b) make a police request record or a withdrawal of the police request record, as the case may be.

(4)[13] The General Secretary shall keep any such police request record or withdrawal of the police request record, as the case may be.

(5)[14] Where the General Secretary receives a police request, or a police request record from a Director of Professional Standards, the General Secretary shall not notify the member of the clergy or lay person of the entry of Information in the National Register relating to that person until the sooner of the expiration of six months after the receipt of the police request or the receipt of a withdrawal of the police request, or a withdrawal of the police request record from a Director of Professional Standards, as the case may be.

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10 Amended by Canon 9, 2014.
11 Added by Canon 9, 2014.
12 Added by Canon 9, 2014.
13 Added by Canon 9, 2014.
14 Added by Canon 9, 2014.

Removal of Information in the National Register

10.[15] (1) A Director of Professional Standards shall notify the General Secretary as soon as practicable after becoming aware that a notifiable complaint or a notifiable charge against a member of clergy or a lay person has been exhausted.

(2) Where notification is received from the applicable Director of Professional Standards that a notifiable complaint or notifiable charge against a member of the clergy or a lay person has been exhausted, the General Secretary shall, as soon as practicable and no later than one month after receipt of the notification, remove Information in the National Register relating to that notifiable complaint or notifiable charge and notify:

(a)[16] the member of the clergy or lay person concerned of the removal of that Information by written notification sent to his or her postal or electronic address where that address is known and reasonably believed to be used by the member of clergy or the lay person; and

(b) each authorised person who has had access to that Information, other than the person or persons in subsections 11(d) and (e), of the removal of that Information, by written notification.

(3) Each authorised person referred to in subsection (2)(b), shall, as soon as practicable and no later than one month after the receipt of the notification referred to in that subsection, forward a copy of that notification to each Church authority to whom the authorised person has disclosed the Information.

(4) Where notification is received from the applicable Director of Professional Standards that a member of the clergy or a lay person relating to whom there is Information in the National Register has died, the General Secretary shall, as soon as practicable and no later than one month after receipt of the notification, remove Information in the National Register relating to that member of the clergy or lay person.

Access to and disclosure of Information in the National Register

11. Access to and disclosure of Information in the National Register shall, subject to sections 12 and 13, be limited to the following authorised persons:

(a) a diocesan bishop or delegate;

(b) the Bishop to the Defence Force or delegate;

(c) a Director of Professional Standards;

(d) the General Secretary;

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15 Amended by Canon 13, 2010.

16 Amended by Canon 11, 2022.

(e) any person within the General Synod Office whose duties include assisting the General Secretary in maintaining the National Register; and

(f) such other persons as may be determined by the Standing Committee by a two-thirds majority;

who agree to abide by the protocols under this Canon approved by the General Synod, or the Standing Committee by a two-thirds majority.

Entitlement to ascertain the existence and obtain a copy of any Information in the National Register

12.[17] The General Secretary, on application by a person to ascertain whether there is any Information, and if so to obtain a copy of the Information, in the National Register relating to that person, shall , other than in respect of Information which is the subject of a police request, notify the person whether there is any such Information, and if so provide a copy of that Information to that person, in accordance with a protocol approved by the General Synod, or the Standing Committee by a two-thirds majority.

Entitlement to ascertain details of access to Information in the National Register

13. The General Secretary, on application by a person to ascertain whether there has been access to any Information in the National Register relating to that person by an authorised person, shall notify the person whether there has been any such access, and if so provide details of that access to that person, in accordance with a protocol approved by the General Synod, or the Standing Committee by a two-thirds majority.

Amendment of Information in the National Register

14. (1) The General Secretary, on application by a person to amend the Information in the National Register relating to that person, shall:

(a) amend the Information in the National Register relating to that person, or

(b) include a statement of the person in the National Register,

subject to any limitation on the length of any amendment or statement determined by the Standing Committee, in accordance with a protocol approved by the General Synod, or the Standing Committee by a two-thirds majority.

(2) The General Secretary shall, as soon as practicable and no later than one month after making the amendment or including the statement referred to in subsection (1), notify by written notification each authorised person who has had access to that Information, other than the person or persons in subsections 11(d) and (e), of the making of that amendment or the inclusion of that statement.

(3) Each authorised person referred to in subsection (2) shall, as soon as practicable and no later than one month after the receipt of the notification referred to in subsection (2), forward a copy of that notification to each Church authority to whom the authorised person has disclosed the Information.

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17 Amended by Canon 9, 2014.

Annual report and audit

15. (1) The General Secretary shall, as soon as practicable after the end of each calendar year, provide a report as to the operation of the National Register to the Standing Committee for that year containing such information as the Standing Committee may determine.

(2) The Standing Committee shall:

(a) determine the scope of an audit of the operation of the National Register to verify compliance with this Canon and the protocols under this Canon; and

(b) [18] appoint an independent person to undertake an audit of the operation of the National Register for each calendar year and provide a report to the Standing Committee as soon as practicable after the end of that year.

(3)[19] Each diocese shall provide access to such of its records and provide such information as requested by the independent person undertaking the audit as is reasonably necessary to enable the audit to be undertaken.

(4)[20] The General Secretary shall, as soon as practicable after the report of the audit has been provided to the Standing Committee, publish the report on the General Synod website.

Protocols

16. The Standing Committee by a two-thirds majority may revise any protocol or make any additional protocol under this Canon where it is necessary or convenient to carry out or give effect to this Canon.

Report to the General Synod

17. The Standing Committee shall prepare a report on the operation of this Canon for each ordinary session of the General Synod which shall include:

(a) any protocol under this Canon which the Standing Committee has approved or revised, and

(b) any other decision under this Canon which the Standing Committee has made,

since the last ordinary session of the General Synod.

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18 Amended by Canon 10, 2017.
19 Added by Canon 10, 2017.
20 Added by Canon 10, 2017.

Coming into force of particular provisions

18. (1) Paragraphs (a), (b), (c) and (f) of section 11 of this Canon shall not come into force until 1 March 2008.

(2) The provisions of this Canon relating to the Episcopal Standards Board shall not come into force in a diocese unless and until the diocese adopts the Episcopal Standards Canon 2007 by ordinance of the synod of the diocese.

Repeal of the National Register Canon 2004

19. The National Register Canon 2004 is hereby repealed.

THE FIRST SCHEDULE - INFORMATION ABOUT CLERGY

1. Full name.

2. Date of birth.

3. Gender.

4. Last known postal and electronic address, and telephone numbers.

5. Date of ordination as a deacon and name of the diocese in which ordained.

6. Date of ordination as a priest and name of the diocese in which ordained.

7. Date of consecration as a bishop and name of the diocese in which consecrated.

8.[21] Particulars of any current licence or authorisation to function, and any past licence or authorisation to function if available, including the diocese for which the licence or authorisation to function is or was held.

9. Particulars of any current appointment, and any past appointment if available, including the Church authority by which the appointment was made, and the diocese in which the appointment is or was held.

10. Date of a notifiable complaint, and date or period and category of the alleged sexual misconduct or child abuse.

11. Date and reason the Investigator refrained from investigating a notifiable complaint.

12. Date of recommendation by the Investigator to the Church authority of a suspension from duties, office or an appointment by a Church body, or of a prohibition order, arising out of a notifiable complaint.

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[21] Amended by Canon 11, 2022.

13. Date of reference of a notifiable complaint to a Determiner.

14. Date and particulars of a determination or recommendation of a Determiner relating to a notifiable complaint.

15. Date and particulars of any disciplinary action taken arising out of a notifiable complaint.

16. Date and particulars of any relinquishment of Holy Orders arising out of sexual misconduct or child abuse.

17. Date and particulars of any consent deposition from Holy Orders arising out of sexual misconduct or child abuse.

18.[22] Date, applicable jurisdiction and particulars of any adverse check.

19. Date, applicable jurisdiction and particulars of any adverse criminal history check.

20. Date, applicable diocese and particulars of any adverse Safe Ministry Check.

21.[23] Name of the bishop or bishops and date of any decision by the bishop not to ordain the person as a priest or to issue a licence or authorisation to function to the person or any refusal by the bishops to consecrate the person as a bishop because of an adverse risk assessment.

22. Name of the Church authority and date of any refusal by the Church authority to appoint the person because of an adverse risk assessment.

23.[24] Date, applicable jurisdiction and particulars of a notifiable charge.

24.[25] Date, applicable jurisdiction and particulars of an adverse admission.

25.[26] Date, applicable jurisdiction and particulars of an adverse finding.

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22 Amended by Canon 10, 2017.
23 Amended by Canon 11, 2022.
24 Added by Canon 13, 2010.
25 Added by Canon 13, 2010.
26 Added by Canon 13, 2010.

THE SECOND SCHEDULE - INFORMATION ABOUT LAY PERSONS

1. Full name.

2. Date of birth.

3. Gender.

4. Last known postal and electronic address, and telephone numbers.

5.[27] Particulars of any current licence or permission to function, and any past licence or permission to function if available, including the diocese for which the licence or permission to function is or was held.

6. Particulars of any current appointment, and any past appointment if available, including the Church authority by which the appointment was made, and the diocese in which the appointment is or was held.

7. Date of a notifiable complaint, and date or period and category of the alleged sexual misconduct or child abuse.

8. Date and reason the Investigator refrained from investigating a notifiable complaint.

9. Date of recommendation by the Investigator to the Church authority of a suspension from duties, office or an appointment by a Church body, or of a prohibition order, arising out of a notifiable complaint.

10. Date of reference of a notifiable complaint to a Determiner.

11. Date and particulars of a determination or recommendation of a Determiner arising out of a notifiable complaint.

12. Date and particulars of any disciplinary action taken arising out of a notifiable complaint.

13.[28] Date, applicable jurisdiction and particulars of any adverse check.

14. Date, applicable jurisdiction and particulars of any adverse criminal history check.

15. Date, applicable diocese and particulars of any adverse Safe Ministry Check.

16.[29] Name of the bishop and the date of any decision by the bishop not to ordain the person as a deacon or to issue a licence or permission to function to the person because of an adverse risk assessment.

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27 Amended by Canon 11, 2022.
28 Amended by Canon 10, 2017.
29 Amended by Canon 11, 2022.

17. Name of the Church authority and date of any refusal by the Church authority to appoint the person because of an adverse risk assessment.

18.[30] Date, applicable jurisdiction and particulars of a notifiable charge.

19.[31] Date, applicable jurisdiction and particulars of an adverse admission.

20.[32] Date, applicable jurisdiction and particulars of an adverse finding.

THE THIRD SCHEDULE – DICTIONARY

In this Canon, and protocols approved under this Canon, unless the context otherwise requires:

adverse admission[33] means an admission by a person of conduct occurring within or outside of Australia:

(a) in proceedings before a court or tribunal within or outside of Australia;

(b) to a Church authority; or

(c) to a Director of Professional Standards;

which is made or recorded in writing and which a Director of Professional Standards certifies constitutes sexual misconduct or child abuse by that person;

adverse check[34] means the cancellation, revocation, suspension of, and refusal to issue, a statutory clearance on account of known of suspected child abuse or sexual misconduct;

adverse criminal history check means a criminal history check of a person provided under legislation of the Commonwealth, a State or Territory, or another country disclosing the commission of a criminal offence by that person which a Director of Professional Standards certifies arises out of sexual misconduct or child abuse by that person;

adverse finding[35] means:

(a) the conviction of a person of a criminal offence;

(b) the finding that a person is guilty of a criminal offence without proceeding to a conviction; or

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30 Added by Canon 13, 2010.
31 Added by Canon 13, 2010.
32 Added by Canon 13, 2010.
33 Added by Canon 13, 2010.
34 Added by Canon 10, 2017; amended by Canon 11, 2022.
35 Added by Canon 13, 2010.

(c) a finding against a person;

by a court or tribunal within or outside of Australia, which a Director of Professional Standards certifies constitutes sexual misconduct or child abuse by that person;

adverse risk assessment[36] means an assessment that a person is unsuitable for ordination or the issue of a an authorisation to function or an appointment:

(a) made by or on behalf of a Church authority on the grounds of; or

(b) certified by a Director of Professional Standards to arise out of; the risk of sexual misconduct or child abuse by that person;

adverse Safe Ministry Check means a Safe Ministry Check of a person disclosing sexual misconduct or child abuse or the risk of sexual misconduct or child abuse by that person;

Appellate Tribunal means the Appellate Tribunal established in accordance with the provisions of Chapter IX of the Constitution;

appointment includes employment;

authorisation to function[37] means a licence or any written instrument by which a member of the clergy is appointed, authorised, permitted or sanctioned to exercise ministry as a member of the clergy and **authorising to function** and **authorised to function** have a corresponding meaning;

authorised person means a person referred to in section 11;

bullying[38] means behaviour directed to a person which:

(a) is repeated;

(b) is unreasonable (being behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening); and

(c) creates a risk to the person's health and safety;

caution[39] means a notice that Information of which a Director of Professional Standards is aware and to which he or she has access in carrying out his or her responsibilities has not been entered in the National Register within the time specified in section 8(1);

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36 Amended by Canon 11, 2022.
37 Added by Canon 11, 2022.
38 Added by Canon 13, 2010; amended by Canon 10, 2017.
39 Added by Canon 13, 2010.
40 Definition of 'child' repealed by Canon 7, 2022 and Canon 8, 2022 which came into effect on 10 March 2025.

child abuse[41] means:

(a) Conduct constituting:

(i) bullying a child; or

(ii) emotional abuse of a child; or

(iii) neglect of a child; or

(iv) physical abuse of a child; or

(v) sexual assault, sexual exploitation, sexual harassment or grooming of a child, or sexually inappropriate behaviour towards a child;

(vi) spiritual abuse of a child; or

(vii) image-based abuse;

(viii) causing a child to witness, hear or otherwise be exposed to domestic and family violence;

(ix) a failure without reasonable excuse to comply with the laws of the Commonwealth, a State or Territory or against the law of another country which is equivalent to a criminal offence against the law of the Commonwealth, a State or a Territory, requiring the reporting of child abuse to the police or other authority; or

(x) a failure without reasonable excuse to report conduct referred to in this definition as required by a Canon of the General Synod or of an ordinance of a provincial synod or a diocesan synod;

(b) possessing, producing or distributing material (including any film, printed matter, electronic data, computer image or other depiction) that describes or depicts a person who is or who appears to be a child—

(i) engaged in sexual activity; or

(ii) in a sexual context; or

(iii) as the subject of torture, cruelty or abuse (whether or not in a sexual context) in a way that a reasonable person would regard as being, in all the circumstances, offensive—

in circumstances that have been found to constitute, or may constitute, a criminal offence.

child abuse reporting offence[42] means a criminal offence against the law of the Commonwealth, a State or a Territory, or against the law of another country which is equivalent to a criminal offence against the law of the Commonwealth, a State or a Territory, involving the failure by a person to report child abuse;

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41 Amended by Canon 7, 2026.

42 Added by Canon 11, 2022.

child exploitation material[43] means material that describes or depicts a person who is or who appears to be a child:

(a) engaged in sexual activity; or

(b) in a sexual context; or

(c) as the subject of torture, cruelty or abuse (whether or not in a sexual context) in a way that a reasonable person would regard as being, in all the circumstances, offensive. Child exploitation material can include any film, printed matter, electronic data, computer image or any other depiction;

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Church authority[45] means a diocesan bishop or a person or body having authority to ordain, authorise to function, permit to function, license, elect, appoint, dismiss or suspend a member of the clergy or a lay person;

Church body[46] means any body corporate, organisation or association that exercises ministry within, or on behalf of, or in the name of, the Church, and is controlled by a diocese or province or the General Synod;

church worker means a lay person:

(a)[47] who is or was permitted to function by the bishop of a diocese; or

(b) who is or was employed by a Church body[48]; or

(c)[49] who, for payment or not, holds or has held a position or performs a function with the actual or apparent authority of a Church authority or Church body, including an office, position or function:

(i) of leadership in a parish, diocese or General Synod body; and

(ii) as a member of the General Synod or a diocesan synod; and

(iii)[50] as a member of a body controlled by a diocese or province or the General Synod; and

(iv) as a churchwarden, member of any parish council or member of any committee constituted by or by the authority of the General Synod, a diocesan synod or a parish council;

clergy means a person who is or has been a bishop, priest or deacon in this Church, but does not include a deceased person;

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43 Added by Canon 9, 2014.
44 Definition 'child offence' deleted by Canon 11, 2022.
45 Amended by Canon 11, 2022.
46 Amended by Canon 13, 2010; amended by Canon 10, 2017.
47 Amended by Canon 11, 2022.
48 Amended by Canon 13, 2010.
49 Amended by Canon 13, 2010.
50 Amended by Canon 10, 2017.

Controlled by a diocese or province or the General Synod[51] means that the majority of the members of the body with management responsibility is elected or appointed:

(a) in the case of a diocese, under an ordinance of the diocese, or under the constitution of the Church body by one or more of the bishop, the diocesan synod and the diocesan council;

(b) in the case of a province, under an ordinance of the province, or under the constitution of the Church body by one or more of the metropolitan, the provincial synod and the provincial council;

(c) in the case of the General Synod, under a canon of the General Synod, or under the constitution of the Church body by one of more of the Primate, the General Synod and the Standing Committee;

court or tribunal[52] means, in relation to an adverse finding or an adverse admission, a court or tribunal which has jurisdiction:

(a) to make the adverse finding, or

(b) to make an adverse finding in relation to the conduct which is subject to the adverse admission;

Defence Force Representative means the Bishop to the Defence Force or delegate or the Director of Professional Standards of the Defence Force or their successors in office;

Determiner means:

(a) the person or body in a diocese having power to make findings or recommendations relating to the conduct of clergy or church workers; or

(b) the Special Tribunal; or

(c) the Episcopal Standards Board; or

(d) the Appellate Tribunal; or

(e) any other person or body determining an appeal from a person or body having power to make findings or recommendations relating to the conduct of clergy or church workers;

diocesan bishop means the bishop of a diocese, or in the absence of the bishop the commissary appointed by the bishop, or in the time of a vacancy in the see the administrator of the diocese or their successors in office;

Diocesan Representative means the diocesan bishop or delegate or the Director of Professional Standards of the diocese;

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51 Added by Canon 10, 2017.

52 Added by Canon 13, 2010.

Director of the Episcopal Standards Commission means:

(a) the Director of the Episcopal Standards Commission appointed under the Special Tribunal Canon 2007; or

(b) a person acting in that office;

Director of Professional Standards means:

(a) the Director of Professional Standards of a diocese or the Defence Force or his or her successor in office; or

(b) the person who carries out the functions of a Director of Professional Standards in a diocese or the Defence Force or his or her successor in office; or

(c) the person who works in conjunction with the Investigator; or

(d) the Director of the Episcopal Standards Commission or his or her successor in office; or

(e) a person acting in such an office;

emotional abuse means acts or omissions in relation to a child where the child has suffered, or is likely to suffer, significant harm to his or her wellbeing or development;

Episcopal Standards Board means the Episcopal Standards Board constituted under the Episcopal Standards Canon 2007;

Episcopal Standards Commission means the Episcopal Standards Commission constituted under the Special Tribunal Canon 2007;

Exempt Information[53] means Information relating to a notifiable complaint or a notifiable charge, where the notifiable complaint or the notifiable charge has been exhausted;

exhausted[54] means a notifiable complaint or a notifiable charge which:

(a) has been withdrawn; or

(b) has been determined to be false, vexatious or misconceived; or

(c) is one where a Determiner finds that it is more likely than not that the subject matter of the complaint did not occur; or

(d) is one where a court or tribunal finds that it is more likely than not that the subject matter of the charge did not occur;

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53 Amended by Canon 13, 2010.

54 Amended by Canon 13, 2010.

Failure without reasonable excuse to report child abuse[55] means the failure without reasonable excuse to comply with the laws of the Commonwealth or a State or Territory requiring the reporting of child abuse to the police or other authority;

General Secretary means:

(a) the General Secretary of the General Synod or his or her successor in office; or

(b) a person acting in that office;

grooming[56] means conduct deliberately undertaken with the aim of engaging and influencing a person for the purpose of sexual activity;

image-based abuse[57] means taking, distributing or threatening to distribute intimate, nude or sexual images of another person in circumstances that have been found to constitute, or may constitute, a criminal offence;

independent person[58] means a person who

(a) is not a member of the clergy; or church worker; and

(b) has experience in undertaking audits of a similar nature to an audit of the operation of the National Register;

Information[59] means the matters other than Exempt Information, whether occurring before or after this Canon came into force:

(a) relating to clergy specified in section 5(1):

(i)[60] which are referred to in the First Schedule so far as they are known; and

(ii) which, as to any additional matters, are determined by the Standing Committee; or

(b) relating to lay persons specified in section 6(1):

(i)[61] which are referred to in the Second Schedule so far as they are known; and

(ii) which, as to any additional matters, are determined by the Standing Committee;

Investigator means the person or body in a diocese having power to investigate or cause to be investigated the conduct of clergy or lay persons or the Episcopal Standards Commission;

lay person means a person who has not been ordained, but does not include a deceased person;

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55 Added by Canon 10, 2017.
56 Added by Canon 10, 2017.
57 Added by Canon 11, 2022.
58 Added by Canon 10, 2017.
59 Amended by Canon 13, 2010.
60 Amended by Canon 11, 2022.
61 Amended by Canon 11, 2022.

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National Register means the National Professional Standards Register referred to in section 4;

neglect means the neglect of a child where the child has suffered, or is likely to suffer, significant harm to his or her wellbeing or development;

notifiable charge[63] means the charge of a person of:

(a) the commission of a criminal offence; or

(b) the engagement in professional misconduct; occurring within or outside of Australia, which a Director of Professional Standards certifies arises out of alleged sexual misconduct or child abuse by that person;

notifiable complaint means a complaint in accordance with the relevant canon, ordinance, rule or protocol received by a Director of Professional Standards of sexual misconduct or child abuse by a member of the clergy or a lay person, whenever and wherever occurring:

(a) which has been communicated to the member of the clergy or lay person; or

(b)[64] which the Director of Professional Standards has certified has been sent to the postal or electronic address of the member of clergy or lay person that is known or has not been sent to the member of clergy or lay person because neither their postal nor their electronic address is known; or

(c)[65] which is the subject of a police request;

permission to function[66] means a licence or any written instrument by which a person who is not a member of the clergy is appointed, authorised, permitted or sanctioned to exercise ministry and **permitting to function** and **permitted to function** have a corresponding meaning;

physical abuse means the physical assault of a child other than lawful discipline by a parent or guardian;

police request[67] means:

(a) a request made orally or in writing by an officer of a police service that a member of the clergy or lay person not be notified of Information relating to that person; or

(b) a further request or further requests up to a maximum of three further requests, each made before the expiry of the request or immediately preceding further request orally or in writing by an officer of a police service that a member of the clergy or lay person not be notified of the Information referred to in paragraph (a); or

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62 Definition of 'licence' repealed by Canon 11, 2022.
63 Added by Canon 13, 2010.
64 Amended by Canon 11, 2022.
65 Added by Canon 9, 2014.
66 Added by Canon 11, 2022.
67 Added by Canon 9, 2014.

(c) a further request made before the expiry of a third further request referred to in paragraph (b) or any further requests after that, but made before the expiry of the immediately preceding further request, orally or in writing by an officer of a police service that a member of the clergy or lay person not be notified of the Information referred to in paragraph (a), but only when the General Secretary is satisfied that, for special or exceptional reasons, the further requests should have effect under subsection 9(5).

police request record[68] means a written record containing the name of the officer of the police service making a police request and his or her police service, the date of the making of the police request, the medium by which the police request is made, and the Information the subject of the police request;

police service[69] means the Australian Federal Police or the police service of a State or Territory of Australia;

professional standards role means a role undertaken as part of the professional standards policies and procedures and includes the role of a contact person, support person, Investigator and Determiner;

prohibition order means an order prohibiting a member of the clergy or a church worker from holding a specified position or office in or being appointed 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 any appointment by a Church body;

Safe Ministry Check means the questionnaire for the selection of ordination candidates, for the screening of clergy, and for the screening of church workers who have contact with children in his or her ministry, in use in a diocese or the Defence Force;

sexual assault[70] means any intentional or reckless act, use of force or threat to use force involving some form of sexual activity against a person;

(a) without their consent: or

(b) with their consent in circumstances where consent is not a defence to such conduct under the applicable laws:

  (i) of the Commonwealth, a State or Territory; or

  (ii) another country where those law are of a substantially similar nature to a law of the Commonwealth, a State or Territory which provides that consent is not a defence to such conduct;

sexual exploitation[71] means any form of sexual contact or invitation to sexual contact with a person, with whom there is a professional or pastoral or supervisory relationship, regardless of who initiated the contact, but does not include such contact or invitation within a marriage;

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68 Added by Canon 9, 2014.
69 Added by Canon 9, 2014.
70 Added by Canon 10, 2017.
71 Added by Canon 13, 2010; amended by Canon 10, 2017.

sexual harassment[72] means:

(a) an unwelcome sexual advance, or an unwelcome request for sexual favours, by a person to another person, or

(b) other unwelcome conduct of a sexual nature by a person in relation to another person,

whether intended or not, in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated or intimidated;

sexually inappropriate behaviour[73] means conduct of a sexual nature, other than sexual assault, sexual exploitation, sexual harassment, grooming, or image-based abuse, which is inconsistent with the standards of sexual conduct applicable to clergy or church workers;

sexual misconduct[74] means the following conduct in relation to an adult:

(a) sexual assault; or

(b) sexual exploitation; or

(c) sexual harassment; or

(d) sexually inappropriate behaviour; or

(e) grooming;

Special Tribunal means the Special Tribunal established in accordance with the provisions of Chapter IX of the Constitution;

spiritual abuse means the mistreatment of a child by actions or threats when justified by appeal to God, faith or religion where the child has suffered, or is likely to suffer, significant harm to his or her wellbeing or development;

Standing Committee means the Standing Committee of General Synod;

statutory clearance[75] means—

(a) a working with children check; or

(b) a working with vulnerable people check by reason that the person has contact with a child as part of engaging in a regulated activity—

under the laws of the Commonwealth or of a State or Territory;

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72 Added by Canon 10, 2017.
73 Added by Canon 10, 2017; amended by Canon 11, 2022.
74 Amended by Canon 13, 2010 and Canon 10, 2017.
75 Added by Canon 11, 2022.

withdrawal of the police request[76] means a notification made orally or in writing by an officer of the police service concerned that it withdraws the police request relating to a member of the clergy or lay person;

withdrawal of the police request record[77] means a written record containing the name of the officer of the police service making a withdrawal of the police request and his or her police service, the date of the making of the withdrawal of the police request, the medium by which the withdrawal of the police request is made, and the Information the subject of the withdrawal of the police request.

withdrawn in relation to a notifiable complaint includes the circumstance in which a Director of Professional Standards certifies that the person making the complaint has failed without reasonable excuse to comply with the relevant canon, ordinance, rule or protocol under which the complaint has been made;

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76 Added by Canon 9, 2014.
77 Added by Canon 9, 2014.
78 Definition 'working with children check' deleted by Canon 11, 2022.
79 Definition 'working with vulnerable people check' deleted by Canon 11, 2022.

PROTOCOL FOR PROVISION OF INFORMATION FOR INCLUSION IN THE NATIONAL REGISTER 2007

Title

1. The Protocol may be cited as the "Protocol for provision of Information for inclusion in the National Register 2007".

Definitions

2. The words and expressions used in this Protocol have the same meaning as in the National Register Canon 2007.

Entry of Information by the Director of Professional Standards[1]

3.[2] A Director of Professional Standards who is required to enter information in the National Register relating to any member of the clergy or lay person shall do so by entering information electronically on the National Register and satisfying themselves that the Information is accurate.

3A.[3] [deleted]

Accuracy and completeness of Information[4]

4.[5] The Director of Professional Standards, whenever satisfied that Information on the National Register is inaccurate or incomplete, shall amend the Information to ensure its accuracy and completeness.

5.[6] [deleted]

6. [deleted]

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1 Amended at the Seventeenth Session of General Synod 6 September 2017.

2 Amended by General Synod Standing Committee Resolution SC2013/1/22; amended at the Seventeenth Session of General Synod 6 September 2017.

3 Added by General Synod Standing Committee Resolution SC2009/1/041; deleted by General Synod Standing Committee Resolution SC2013/1/22.

4 Added by SC2013/1/22; amended at the Seventeenth Session of General Synod 6 September 2017.

5 Amended by General Synod Standing Committee Resolution SC2009/1/041; amended by General Synod Standing Committee Resolution SC2013/1/22; amended at the Seventeenth Session of General Synod 6 September 2017.

6 Clauses 5 - 6 deleted by General Synod Standing Committee Resolution SC2013/1/22.

PROTOCOL FOR ACCESS TO AND DISCLOSURE OF INFORMATION IN THE NATIONAL REGISTER 2007

Part 1 General

Title

1. The Protocol may be cited as the "Protocol for access to and disclosure of Information in the National Register 2007".

Part 2 Access by authorised persons

Acknowledgment and agreement of authorised persons

2. The General Secretary must not allow an authorised person other than himself or herself to have any access to Information in the National Register unless he or she has received a signed document in the form of the acknowledgement and agreement at the end of this Schedule from the authorised person. The General Secretary must sign this form of acknowledgement and agreement before undertaking any responsibility under this Canon. The acknowledgment and agreement will remain in force unless withdrawn or the signatory ceases to be an authorised person.

Register of authorised persons

3. The General Secretary must maintain a register of the name, contact details, and the period of access to the National Register, of each authorised person.

Record of reason for access

4. Each time an authorised person has access to Information in the National Register relating to a member of the clergy or lay person (other than the General Secretary, or any person within the General Synod Office whose duties include assisting the General Secretary in maintaining the National Register), he or she must declare to the General Secretary the reason for the access, and the Church authority to which the Information will be disclosed.

Log of access by authorised persons

5. The General Secretary must maintain a log of each access recording the name of the authorised person and the member of the clergy or lay person, the details on the declaration relating to the access, and the date of access.

Access by and disclosure to third parties under compulsion of law

6. Subject to this Protocol, an authorised person may only give access to, and disclose, Information in the National Register relating to a member of the clergy or lay person to a person if compelled by law to do so.

Non-disclosure of information where there is a police request

6A.[1] An authorised person who has access to Information in the National Register in respect of which there is a notation of a police request must not disclose the existence or substance of the Information to the person to whom the Information relates.

Part 3 Access and disclosure by a Diocesan Representative

Ordination, the issue of a licence or appointment to a position within the diocese

7. Where a Church authority proposes to ordain, or issue a licence to, or to appoint to a position within the diocese, a member of the clergy or lay person, the Diocesan Representative, where required to by the procedures of the Church authority, is authorised to have access to any Information in the National Register relating to the member of the clergy or lay person and disclose whether there is any such, and if so what, Information to the Church authority.

Application for ordination, the issue of a licence or appointment to a position within the diocese

8. Where a member of the clergy or lay person applies for ordination, or the issue of a licence, or appointment to a position within the diocese, the Diocesan Representative, where required to by the procedures of the Church authority, is authorised to have access to any Information in the National Register relating to the member of the clergy or lay person and disclose whether there is any such, and if so what, Information to the Church authority.

Invitation to apply for ordination, the issue of a licence or appointment to a position within the diocese

9. Where a Church authority invites a member of the clergy or lay person to apply for ordination, or the issue of a licence, or appointment to a position within the diocese, and the member of the clergy or lay person expresses interest in making an application, the Diocesan Representative, where required to by the procedures of the Church authority, is authorised to have access to any Information in the National Register relating to the member of the clergy or lay person and disclose whether there is any such, and if so what, Information to the Church authority.

Part 4 Access and disclosure by the Defence Force Representative

10. The Defence Force Representative, where required to by the Primate or the Bishop to the Defence Force, is authorised to have access to and disclose any Information in the National Register relating to a member of the clergy or lay person in the same circumstances as a Diocesan Representative.

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1 Added at the Sixteenth Session of General Synod 1 July 2014.

Part 5 Access and disclosure by a Director of Professional Standards

Abuse and allegations of abuse

11. Where a Director of Professional Standards receives information relating to sexual misconduct or child abuse or alleged sexual misconduct or child abuse by a member of the clergy or a lay person, he or she is authorised to have access to any Information in the National Register relating to the member of the clergy or lay person. The Director of Professional Standards is authorised to disclose whether there is any such, and if so what, Information to an Investigator, Determiner or other applicable Church authority.

Appointment of persons to professional standards roles

12. Where a Church authority proposes to appoint a member of the clergy or lay person to or in a professional standards role, and the member of the clergy or lay person has expressed interest in accepting the appointment, the Director of Professional Standards, where required by the relevant procedures for the appointment of persons to professional standards roles, is authorised to have access to any Information in the National Register relating to the member of the clergy or lay person. The Director of Professional Standards is authorised to disclose whether there is any such, and if so what, Information to the person expressing interest in the appointment, and the Church authority.

Election of bishop

13.[2] Where a member of the clergy accepts nomination, or expresses interest in accepting nomination, for appointment as a bishop, or has been so nominated and consents to a search of the National Register for Information relating to the nominee, the Director of Professional Standards, where required to by the procedures of the diocese for the election of a bishop, is authorised to have access to any Information in the National Register relating to the member of the clergy. The Director of Professional Standards is authorised to disclose whether there is any such, and if so what, Information to each member of the clergy accepting nomination or expressing interest in accepting nomination, and the Church authority or nomination committee.

Election of persons by a Church authority

14. Where a Church authority holds an election for which members of the clergy or lay persons are candidates, the Director of Professional Standards, where required to by the procedures of the diocese for the conduct of elections, is authorised to have access to any Information in the National Register relating to the candidates. The Director of Professional Standards is authorised to disclose whether there is any such, and if so what, Information to the candidates, and the Church authority.

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[2] Amended by General Synod Standing Committee Resolution SC2010/1/54.

Consecration of bishop

15. Where a person in priest's orders is to be consecrated bishop:

    (a) the Director of Professional Standards of the diocese for or in respect of which the consecration is to take place; or

    (b) the Director of Episcopal Standards in any other case; is authorised to have access to any Information in the National Register relating to the person. The Director of Professional Standards is authorised to disclose whether there is any such, and if so what, Information to the person to be consecrated and the Metropolitan, Primate or other bishop as the case requires.

Disclosure to third parties where there is consent

16. A Director of Professional Standards is authorised to have access to any Information in the National Register relating to a member of the clergy or lay person and disclose in writing whether there is any such, and if so what, Information to a third party, where he or she has received the consent in writing of the member of the clergy or lay person. The Director of Professional Standards must take reasonable steps to check the postal or electronic address of the third party before sending a letter containing the disclosure to the third party at that address.

Disclosure to third parties where necessary to protect persons from the risk of abuse

17. A Director of Professional Standards is authorised to have access to any Information in the National Register relating to a member of the clergy or lay person and disclose that Information to a third party, where he or she reasonably believes that disclosure is necessary to protect the third party or any other person from the risk of abuse by the member of the clergy or lay person.

Part 6 Access and disclosure by the General Secretary

Election of the Primate

18. When an election is held for the Primate, each of the General Secretary and the Director of Episcopal Standards, where required to by the Primate Canon 1985, is authorised to have access to any Information in the National Register relating to the candidates and disclose whether there is any such, and if so what, Information to the candidates, and the Board of Electors.

Election and appointment of persons by the General Synod

19. Where the General Synod holds an election for which members of the clergy or lay persons are candidates, or proposes to appoint a member of the clergy or lay person to a position and the member of the clergy or lay person expresses interest in the appointment, the General Secretary, where required to by the procedures of the General Synod for the conduct of elections and making appointments, is authorized to have access to any Information in the National Register relating to the candidates or the member of the clergy or lay person and disclose whether there is any such, and if so what, Information to the candidates or persons expressing interest in the appointment, and the General Synod.

Election, appointment and nomination of persons by the Standing Committee[3]

20.[4] Where the Standing Committee holds an election for which members of the clergy or lay persons are candidates, or proposes to appoint or nominate a member of the clergy or lay person to a position or for election by the General Synod under rule 7(c)(1) and (2) of the Standing Orders and the member of the clergy or lay person expresses interest in the appointment or nomination, the General Secretary, where required to by the procedures of the Standing Committee for the conduct of elections and making appointments, is authorised to have access to any Information in the National Register relating to the candidates or the member of the clergy or lay person and disclose whether there is any such, and if so what, Information to the candidates or persons expressing interest in the appointment, and the Standing Committee.

Advice by the Standing Committee to the Primate regarding the appointment of members of a Reference Commission

20A.[5] Where the Primate seeks the advice of the Standing Committee regarding the appointment of a member of a Reference Commission under s 14 of the Strategic Issues, Commissions, Task Forces and Networks Canon 1998, and a person expresses interest in the appointment, the General Secretary, where required to by the procedures of the Standing Committee for giving advice regarding such an appointment, is authorised to have access to any Information in the National Register relating to the person and disclose whether there is any such, and if so what, Information to the person, and the Standing Committee.

Preparation of material for and submissions to the Royal Commission into Institutional Reponses to Child Sexual Abuse[6]

20B.[7] The General Secretary is authorised to have access to Information relating to child abuse and to disclose it in de-identified form to the Royal Commission Working Group and to any lawyer or other person retained on behalf of the General Synod for any purpose in connection with providing advice to the Primate, Dioceses and Anglican organisations with the preparation of material for and submissions to the Royal Commission into Institutional Reponses to Child Sexual Abuse.

Information for a Determiner

20C.[8] Where a request is received from or on behalf of a Determiner as to whether there is any Information in the National Register relating to a member of the clergy or lay person, the General Secretary is authorised to have access to the National Register and disclose whether there is any such, and if so what, Information therein to the Determiner.

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3 Amended by General Synod Standing Committee Resolution SC2017/02/47.

4 Amended by General Synod Standing Committee Resolution SC2017/02/47.

5 Added by General Synod Standing Committee Resolution SC2009/3/036; amended by General Synod Standing Committee Resolution SC2016/2/35.

6 Added by General Synod Standing Committee Resolution SC2016/2/30.

7 Added by General Synod Standing Committee Resolution SC2013/1/22.

8 Added by General Synod Standing Committee Resolution SC2016/2/30.

20D.[9] When the General Secretary receives an application for information about a church worker from a prescribed person, whether directly or through a diocesan authority or otherwise, within the meaning of the Disclosure of Information Canon 2017, the General Secretary is authorised to have access to any Information in the National Register relating to the church worker and disclose whether there is any such, and if so what, Information relating to the church worker to the prescribed person.

Certificate as to Information in the National Register

21. The General Secretary will provide to a member of the clergy or lay person, at his or her request, a certificate stating whether there is any, and if so what, Information in the National Register relating to the member of the clergy or lay person.

Part 6A Access and Disclosure by the Primate

Appointment of the General Secretary

21A.[10] Where the Standing Committee proposes to appoint the General Secretary (whether in a permanent or acting capacity), and a person expresses interest in the appointment, the Primate, where required to by the procedures of the Standing Committee for making such an appointment, is authorized to have access to any Information in the National Register relating to the person and disclose whether there is any such, and if so what, Information to the person, and the Standing Committee.

Part 7 Access by staff of the General Synod Office

22.[11] Any person within the General Synod Office whose duties include assisting the General Secretary in maintaining the National Register is authorised to have access to any Information in the National Register for the purposes of:

(a) providing assistance to another authorised person and carrying out any maintenance or enhancement of the National Register; and

(b) disclosing to a person duly authorised by the Bishop of a diocese to conduct an audit or other formal review of compliance by personnel of that diocese with duties under the National Register Canon 2007 and the protocols made thereunder subject to the person so authorised signing a confidentiality agreement in a form approved by the General Secretary.

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9 Added at the Seventeenth Session of General Synod 6 September 2017.

10 Added by General Synod Standing Committee Resolution SC2009/3/036.

11 Amended by General Synod Standing Committee Resolution SC2014/3/27.

Part 8 Disclosure to independent person for the purpose of audit under the Safe Ministry to Children Canon 2017 or equivalent ordinance of a diocese

23[12] Where a General Synod audit or a diocesan audit is undertaken under the Safe Ministry to Children Canon 2017 or an equivalent ordinance of a diocese and a Diocesan Representative, a Director of Professional Standards, the Defence Force Representative, the General Secretary or the Primate has been authorised to access and disclose Information in the National Register under this Protocol, they are also authorised to disclose that information to the independent person or person undertaking the audit under the equivalent ordinance of a diocese for the purposes of the person determining whether a national register assessment has occurred in relation to a member of clergy or layperson, on the condition that the person have signed a confidentiality agreement in a form approved by the General Secretary.

Acknowledgment and agreement

I (insert name), the (insert position and diocese if applicable) acknowledge that I have read the protocols approved under the National Register Canon 2007:

(a) Protocol for provision of Information for inclusion in the National Register 2007;

(b) Protocol for access to and disclosure of Information in the National Register 2007;

(c) Protocol to ascertain the details of any Information and access to that Information in the National Register 2007;

(d) Protocol for amendment of Information in the National Register 2007.

I agree to abide by these protocols, and not to disclose my password to any other person.

(Date)

(Signature)

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[12] Added by General Synod Standing Committee Resolution SC2020/2/41.

PROTOCOL TO ASCERTAIN DETAILS OF ANY INFORMATION AND ACCESS TO THAT INFORMATION IN THE NATIONAL REGISTER 2007

Title

1. The Protocol may be cited as the "Protocol to ascertain details of any Information and access to that Information in the National Register 2007".

Application to ascertain details of any Information and access to that Information in the National Register

2. A person applying:

   (a) to ascertain the existence and obtain a copy of any Information relating to himself or herself; or

   (b) to obtain details of any access to any Information relating to himself or herself by an authorized person;

   shall complete the form issued by the General Secretary in which is specified the postal or electronic address to which they General Secretary is to send the reply, and send the completed form to the General Secretary.

Notification of the details of any Information and access to that Information in the National Register

3. As soon as practical after receiving the application referred to in clause 2, the General Secretary shall, after being reasonably satisfied that the application is being made by the person specified therein, notify the person by written notification sent to his or her nominated postal or electronic address whether:

   (a) there is any Information in the National Register, and if so provide a copy of that Information; or

   (b) any authorised person has had access to any Information in the National Register relating to the person, and if so details of each declaration made by each authorised person under clause 4 of the Protocol for access to and disclosure of Information in the National Register 2007.

PROTOCOL FOR AMENDMENT OF INFORMATION IN THE NATIONAL REGISTER 2007

Title

1. The Protocol may be cited as the "Protocol for amendment of Information in the National Register 2007".

Application for amendment of Information in the National Register

2. A person making an application for the amendment of the Information in the National Register relating to himself or herself shall complete the form issued by the General Secretary, in which is specified:

   (a) the Information which is sought to be amended, and

   (b) the ground on which the amendment is sought, and

   (c) any evidence in support of the amendment, and

   (d) the corrected or additional Information that would be entered in the National Register, and the deleted Information that would be removed from the National Register, if the amendment were made, and

   send the completed form to the General Secretary.

Provision of the application to the Director of Professional Standards

3. As soon as practical after receiving the application referred to in clause 2, the General Secretary shall provide a copy of the application to the Director of Professional Standards who notified the General Secretary of the Information for inclusion in the National Register.

Review of the application by the Director of Professional Standards

4. As soon as practical, and no later than one month, after receiving a copy of the application referred to in clause 3 unless an extension of time is granted by the General Secretary, the Director of Professional Standards shall review the application and notify the General Secretary as to whether he or she agrees, disagrees or has insufficient information to be able to agree or disagree, with the proposed amendment.

Amendment of Information or inclusion of statement in the National Register

5. As soon as practical after receiving the notification of the Director of Professional Standards referred to in clause 4, the General Secretary, subject to the exclusion of irrelevant or scandalous matter, shall:

   (a) where the Director of Professional Standards agrees with the proposed amendment, make the amendment;

(b) where the Director of Professional Standards disagrees with the proposed amendment, include a statement containing the proposed amendment in the National Register with a notation that the Director of Professional Standards, who notified the General Secretary of the Information for inclusion in the National Register, disagrees with the proposed amendment;

(c) where the Director of Professional Standards has insufficient information to be able to agree or disagree with the proposed amendment, include a statement containing the proposed amendment in the National Register with a notation that the Director of Professional Standards, who notified the General Secretary of the Information for inclusion in the National Register, has insufficient information to be able to agree or disagree with the proposed amendment, and notify the person making the application of its outcome.