



**FAITH WORKS**  
AUSTRALIA

## Safe Ministry Manual Documents 103

values **purpose** spiritual growth **integrity** ethics  
**finances** ministry **relationships**  
honour

## INTRODUCTION

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### Policy Statement

All people serving are serving for the benefit of vulnerable people abroad and locally, including children, young people, and other members of our ministry communities, and are expected to act in the best public interest, according to our policies and procedures. The purpose of a **Safe Ministries Manual** is to ensure that all are aware of their moral, ethical and social obligations and the appropriate use of resources.

This **Safe Ministries Manual** provides appropriate standards of official conduct, relationships and behaviour. Much of this document is based on the five principles set out in the Public Sector Ethics Act 1994 and the DET Code of Conduct.

These five principles are:

1. Respect for Persons
2. Integrity
3. Diligence
4. Economy
5. Efficiency

Respect for the Law and the System of Government.

These documents operate alongside the DETA Code of Conduct, EQ Policy SCM-PR-012: and the Education Policy and Procedures Register (EPPR) regarding professional standards and conduct, also our 104 - Child and Young Person Protection and Risk Management Policy.

### Accountabilities

All ministries are expected to ensure that all members and staff:

- have access to a copy of the **Safe Ministries Manuals**;
- receive adequate education and training in the use and application of our **Safe Ministry Manuals**.

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