

Memorandum

Date: 25 January 2018
To: Parish Council Secretaries
For Distribution to Churchwardens & Safety Delegates
From: Linda Wilson, Chief Operating Officer
Subject: Report by the Churchwardens in Respect of Each & All Parish Buildings
Document: 006/2018

Please find attached the Annual Building Report Checklists for 2017. This report now forms part of the Parish Annual Returns. We ask that you attach any relevant compliance document information or comments to this report when it is returned.

Please note the following:

1. An electronic copy of the form may be downloaded from www.newcastleanglican.org.au
2. This data when completed should be emailed to parishreturns@newcastleanglican.org.au or posted to Parish Services, PO Box 817, Newcastle NSW 2300.
3. Please retain a copy of your report with the Parish records.
4. Only one report is required per Parish but this one report should encompass all buildings.

As you may be aware, Section 52(b) of the Administration of Parishes Ordinance 2010 requires each Parish Council to forward a report by the Churchwardens on each building in the Parish once per year to the Diocesan Chief Executive. This is to be completed in respect of **every building each year** and there is no option to inspect only selected buildings and not the remainder.

Please note that there is a separate requirement for annual inspections of the Parish Rectory set out in Policy 6.2 in the Diocesan Handbook.

The report is to be received by the Parish Resourcing Team or Parish Council with the Annual Returns before being forwarded to the Diocesan Office.

Should you require any assistance please contact Parish Services, or for advice please email whs@newcastleanglican.org.au

Yours sincerely

A handwritten signature in black ink that reads "Linda Wilson".

Linda Wilson
Chief Operating Officer

Attachments:

Annual Building Report Checklist