



Anglican Diocese of Newcastle

WH&S Newsletter

September 2014

Welcome to the September Newsletter.

I trust you are all safe and well and diligently undertaking your duty of care in regards to keeping our parishes safe for all.

Falls

We have had yet another very serious injury from a fall in the form of another fractured hip joint. A volunteer has sustained a fractured hip that has required surgery from a fall down a step that was not visible or highlighted which will now result in a lengthy convalescence to the detriment of their family. We really need to be very vigilant in making sure that any slips, trips or fall hazards are removed or reduced. Incidents from falls are by far and away the most re-occurring incident across The Diocese. Please take your parish safety inspections seriously.

Correct Equipment Selection and Usage

This is a very stern reminder regarding the use of equipment on church property and the need to use the right tool for the job. Section 16 of the Diocesan Handbook "Work Health & Safety" outlines all the procedures that are required to be fulfilled before any high risk activities can be commenced, in most instances high risk work should not be undertaken on site by volunteers. Any work that may have risks associated with it should have an assessment of the risk carried out, but briefly the following very short list is an obvious example of some of the activities that should not be carried out in parishes, seriously;

- Do not use power tools that have not been visually checked for damage or that have not been tested and tagged
- Do not use power tools outside in the rain
- Do not get up on roofs without a correctly adjusted harness or unless certified scaffold or boards are in place
- Do not use circular saws to trim branches from trees.
- Do not use circular saws to trim branches from trees whilst up an unsecured ladder.
- Do not use circular saws to trim branches from trees whilst up an unsecured ladder in the rain.

When using a ladder outside make sure that the top and bottom of the ladder is secured and that you maintain 3 points of contact and do not use the top 3 steps. And always use correct Personal Protective Equipment (PPE). If you have any questions, just ask.

Clarification of Workers Compensation claim time limit

Thank you to those who have pointed out the misleading content of the "Did You Know" point 3 on Workers Compensation Claims. The 5 day time limit is for an "Early Bird" type discount on the insurance claims costs. The insurance coverage is not affected by the time the claim is lodged after the injury occurs. If we lodge the workers compensation claim after 5 days from the date the injury occurred we have to pay an excess. The 5 day limit is a diocesan requirement to avoid parishes from paying an excess on the claim.

DID YOU KNOW?

- On average, that HVAC or Heating Ventilation and Air Conditioning systems are still the biggest users of energy in most buildings (27%), followed by hot water heating (21%), then lighting (17%) and then all other electrical items combined (17%).
- That Energy Audits identify areas where parishes are using energy and how they can potentially save money.
- That the Newcastle Diocesan Environment Commission can conduct an energy audit for any parish in the Diocese free of charge!? It's just a matter of making contact and arranging the details. Bill Nicolle is the expert and has to date completed 12 energy audits for parishes at no charge.

FOR MORE INFORMATION

Contact the Newcastle Diocesan Environment Commission

W: newcastleanglican.org.au/Social-Justice

E: [Robyn Fry, fry.robyn@bigpond.com](mailto:Robyn.Fry@bigpond.com)



FREQUENTLY ASKED QUESTIONS - here are 4 questions received from last month

Q.1: - What are the rules (regulations) surrounding the serving of alcohol at church functions/events? Are the Hirers of church property allowed to bring and therefore consume alcohol or sell alcohol on or in church grounds/property?

A.1: - Alcohol is not prohibited from church buildings. The Diocesan Insurer has indicated that it is their guideline for anyone serving alcohol at an unrestricted church function, i.e. open to the public that the server should be the holder of a current RSA certificate. As always a sensible approach to the service of alcohol is required, and obviously the service of any minor is not permitted.

A Risk Assessment should be undertaken and distributed that includes the following points at a minimum:

- Not serving minors
- Requesting proof of age if age is questionable
- Not serving intoxicated people
- Providing correctly sized drinks as per standards
- Providing an acceptable amount of bottles of wine per table – i.e. 1 bottle on the table for 4 people etc.
- Having water available on tables
- Safe and secure storage of the alcohol – limited access
- Nominating a responsible person for the over-seeing of alcohol service

Parish only events are allowed to serve alcohol, again, with a common sense approach.

A Hirer of church property i.e. a Hall is allowed to serve alcohol, but that hirer undertakes and assumes the legal responsibility for the service of alcohol.

Hirers as per The Diocesan Hire/ Casual Agreement cannot sell alcohol at a church owned property, in fact no one can sell alcohol on Church Property. Hirers also cannot serve alcohol to minors or participate in any illegal activity.

Q.2: - Are there any costs involved with registering with the NSW Food Authority?

A.2: - No, it's an entirely free service to register your parish as a food business, and as a charity, you are not required to nominate a Food Supervisor.

Q.3: - What kinds of building work or developments related to Church Property would require the parish to

seek a DA (Development Application) from the local council?

A.3: - Typically whenever a Parish wishes to do any of the following;

- Construct a new permanent building – this does not necessarily include outbuildings like garden sheds of a certain size which often fall under “Complying Development” which are building items that do not need a DA.
- Install a non-permanent building of a certain size or type – like a large pre-built portable building
- Construct a new addition to a building
- Alter or add to the external appearance of a building (other than maintenance)
- Alter any structural members or items of a building
- Construct a new carpark
- Construct a new fence that is higher than allowed or constructed of materials not permissible under your local council regulations
- Consolidate titles or sub-divide or undertake boundary adjustments
- Perform any work on a Heritage item other than exactly like-for-like maintenance

This is a small list, there are a whole range of building items that will need a DA. It is always advisable to consult with your local council regarding any building work before commencing. All councils have their definitions on their websites under “Building and Development” this will also include a list of what items are “Complying Development” – which are building items that do not need a DA.

A Development Application will need to be submitted to the council after all approvals has been granted by The Bishop, the PAB and have been signed by the Diocesan Business Manager.

If you are unsure or are having any difficulties I am happy to help.

Q.4: - How do we know what property matters, potential building matters need to be approved and who needs to approve them?

A.4: - please see and refer to the attached “Procedural Checklist for Property Matters” chart.

As ever, if you have any queries regarding building issues, development, property, risk, WH&S, insurance or anything else that you may need advice or help with, please do not hesitate to contact me.

Best regards,



Brendon Lowndes
Property and Risk Officer

If you have any WH&S specific questions you can e-mail me at: whs@newcastleanglican.org.au



Procedural Checklist Property Matters

Procedure	Parish Council Resource Team Approval	Parish AGM/Special Meeting Consultation	Diocesan Properties Service Unit Liaison	Bishops Approval	PAB Approval	DBM Signature	DC Approval
Sell, Purchase, Exchange or Sub-Divide a Property	YES	YES	YES	YES	YES	YES	YES
Erect, Add, Demolish or Remove Church Property	YES	YES	YES	YES	YES		
Development Application Prior to lodging	YES		YES		YES	YES	
Development Application Approval & Conditions			YES		YES		
Construction Certificate Application	YES		YES		YES	YES	
Leasing a Property	YES		YES	YES if Clergy Accommodation	YES	YES	
Close / De-Consecrate a Centre	YES	YES	YES	YES	YES		
Works > \$25,000	YES	YES	YES		YES		

Procedure	Parish Council Resource Team Approval	Parish Approval	Diocesan Properties Service Unit Liaison	Bishops Approval	PAB Approval	DBM Signature	DC Approval
Works > \$40,000 in a Calendar Year	YES		YES		YES		
Faculty Added, Removed or Altered	YES	YES	YES	YES	YES		
Funding Approved ASDF	YES	YES	YES			YES	
Any Work required on a Heritage Listed Building	YES	YES	YES		YES		
Establish or change a Memorial Garden, Columbarium or Cemetery	YES	YES	YES	YES	YES		