



Anglican Diocese of Newcastle

WH&S Newsletter

August 2015

WELCOME TO THE AUGUST WH&S NEWSLETTER, INCORPORATING PROPERTY & RISK.



After July's newsletter I have been inundated with queries regarding catering, food preparation, registering with council as a food business, payment for food, food labels etc. all of these queries have been answered previously in previous newsletters but I am going to produce a booklet outlining the procedures and regulations surrounding the following bullet points regarding the queries below:

- 9 hazardous foods & allergies/allergic reactions
- Bringing in prepared food from home to the hall
- Transportation – transportation of hazardous foods
- Temperature control
- Registering for catering with the council?
- Selling
- Labels – lists of ingredients
- Food for fetes and stall and market days
- Required hygiene fixtures and practices.

DID YOU KNOW?

That it only takes 15 minutes on-line to register an Australian Business Number (ABN)!

https://abnregistration.com.au/?gclid=Cj0KEQjwg9-vBRCK7L7wmO2u0JcBEiQA_tzoaG6b_wsk6jTsjXEdD65z6FCJT_aFAHGdkJxG-qA6mXwaAlSa8P8HAQ

FREQUENTLY ASKED QUESTIONS

HERE ARE 5 QUESTIONS FOR THIS MONTH

Q.1: - WHAT DO WE (THE PARISH) NEED TO DO TO SET UP AN OP SHOP?

A.1: - There are two answers to this question; 1. If you are planning on using an existing building on parish property or 2. If you are planning on using a shop or retail space not on parish property.

1. If you are planning on using an existing building on Parish property then the following will need to be undertaken:

- a. Resolution from Parish Council in support of running an Op Shop.
- b. Check with your local council's duty planner that the zoning of the land is permitted for use as an Op Shop.
- c. Check with your local council's duty planner whether a Development Application (DA) will be required to be lodged for a change of use to an existing building.
- d. Lodge a DA if required. The DA forms will need to be signed by Mr John Cleary as The Secretary of the Trustees of Church Property (owners).
- e. Ensure that the building that is to be used as the Op Shop has exits lights, fire extinguishers and has an up to date Evacuation Diagram also ensure that there are no hazards and risks associated with the building.
- f. Arrange the space so that there are no risks or hazards to the general public and to anyone "working" in the op shop.
- g. Organise a suitable roster for staffing.
- h. Follow a strict "safe handling of money" procedure.
- i. It is recommended that you apply for a separate ABN no. (Australian Business Number) for the Op Shop, this only takes 15 minutes on line apparently.
- j. It is also recommended that you register the ABN for GST if the Op Shop will be selling a lot of stock. ►





2. If you are planning on using an existing retail or commercial space that is not on Parish property then the following will need to be undertaken:

- a. Resolution from Parish Council in support of running an Op Shop.
- b. Once a suitable retail space has been found that works from a cost point of view you will need to have a commercial lease signed by Mr John Cleary as The Secretary of the Trustees of Church Property (owners).
- c. Arrange the space so that there are no risks or hazards to the general public and to anyone "working" in the op shop.
- d. Organise a suitable roster for staffing.
- e. Follow a strict "safe handling of money" procedure.
- f. It is recommended that you apply for a separate ABN no (Australian Business Number) for the Op Shop, this only takes 15 minutes on line apparently.
- g. It is also recommended that you register the ABN for GST if the Op Shop will be selling a lot of stock.



Q.2: I HAVE FOUND THIS GUIDE (VICTORIAN BASED) ON SETTING UP OP SHOPS. DOES THE ANGLICAN DIOCESE OF NEWCASTLE HAVE SOMETHING SIMILAR, OR CAN I USE THIS AS A GUIDE? CAN WE DISPLAY A 'STORE NAME' WITHOUT REGISTERING IT? OR IF NOT HOW DO WE GO ABOUT REGISTERING ONE? DO WE NEED A SEPARATE ABN NO? – THIS IS RECOMMENDED, GST ? YES IT IS RECOMMENDED THAT YOU REGISTER FOR GST

A.2: - The Anglican Diocese of Newcastle does not, at this time, have a booklet or guide outlining the steps in setting up an Op Shop, however I am working on producing a guide booklet for distribution shortly. You can use Australian based information as a guide, NSW preferably, however different states have different laws and rules, it would be best to check with myself or parish services if you had any queries.

It would be best to have the store name align with the business name, I am still waiting to hear back about legality of displaying a store name that is not registered as an ABN from ASIC.

It takes approximately 15 minutes on line to register an ABN. Follow the link to the ABN website: https://abnregistration.com.au/?gclid=Cj0KEQjwg9-vBRCK7L7wmO2u0JcBEiQA_tzoaG6b_wsk6jTsjXEdD65z6FCJT_aFAHGdkJxG-qA6mXwaALSa8P8HAQ

Do we need a separate ABN no? – this is recommended and yes it is recommended that you register for GST if you intend to sell of lot of items from the Op Shop.

Q.3: - WHAT SHOULD WE DO IF WE ARE CONFRONTED WITH PEOPLE WHO ARE UNDER THE INFLUENCE OF HARD DRUGS IN PARTICULAR "ICE"?

A.3: - The following advice regarding approaching people under the influence of hard drugs is from NSW Health:

"If someone around you becomes agitated or angry, keep a calm voice and do not argue with them. Minimise direct eye contact, and maintain a non-confrontational posture, and keep a safe distance. Try to provide them with a quiet environment away from noise and other distractions. Do not approach someone who is breaking furniture, throwing things or threatening to hurt you. If you are worried that someone will get hurt you should call emergency services by dialing '000'."

Q.4: - CAN A HALL HIRER SELL ALCOHOL FROM OUR CHURCH HALL IF THEY (THE HALL HIRER) HAVE A NSW LIQUOR LICENSE?

A.4: - If the Parish agrees to the hall hirer being able to sell alcohol from the church hall, the following will need to happen prior to the hall being hired

1. A copy of the intended hirer's current public liability insurance certificate will need to be received.
2. A copy of the intended hirer's current NSW liquor license will need to be received.
3. A copy of the RSA certificates of the people who are going to serve the alcohol will need to be received.
4. Specified conditions outlining time that alcohol will stop being served, time that the hall will be vacated etc. will need to be outlined as an additional requirement in the Hall Hirers Form as an addenda.
5. A Bond should be requested to cover any potential damage.

These items will need to be included with the Hall Hirers Forms when they are to be issued to the Parish.



Q.5: - WE HAVE BEEN APPROACHED BY A CONTRACTOR (NEWLIGHT ENTERPRISES), WHO SAYS THAT WE NEED TO TEST OUR LIGHTNING PROTECTION ON OUR CHURCH EVERY TWO YEARS. WHAT ARE THE REGULATIONS FOR THIS TESTING? AND SHOULD IT COST \$1200 FOR AN INSPECTION AND \$500 FOR SOME DRAWINGS TO BE PREPARED?

A.5: - The Australian Standard for lightning protection is AS 1768:2007 with its installation being under AS 3000 Electrical Installations-Building, Structures & Premises. I am currently investigating this requirement and will get back with answers in next months Newsletter.

As a sidenote, The Anglican Diocese of Newcastle is not associated with any contractors and as with all contractor quotes you need to be getting at least 2 quotes for any kind of building work. We have not requested Newlight to undertake any work on our behalf and have not instructed to do any testing or investigation on our behalf.

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 or Parish Services.

Best regards,



**Brendon Lowndes
Property and Risk Officer**

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

