



Anglican Diocese of Newcastle

WH&S Newsletter

August 2016

Welcome to the August/September/ October WH&S Newsletter, incorporating Property & Risk.

We have had several recent incidences across the Diocese of termite damage to buildings, one of these being of a considerable nature. These recent events have renewed the importance of keeping up the maintenance to our buildings. Termites like warm damp ground conditions and feed on dead timber fibres. So if you have any wet areas that are water damaged, stormwater issues, poor drainage, leaking gutters and downpipes, leaking taps and pipes and any spare timber stored on the ground under buildings then you have perfect conditions to attract termites.

What's the worse thing that can happen if we don't keep up the maintenance requirements of the buildings in our parish? Well the worse thing that can happen is that due to the conditions mentioned above that you have created favourable conditions for termites to thrive and if unnoticed they then cause damage to the buildings on site. If you cannot afford to repair the damage and if the damage is bad enough that the buildings are not safe you will have to demolish the buildings.

How can we ensure the future of parish buildings? Regular termite pest inspections and treatments and keeping the buildings in good condition is the best way to help guard against termite damage. (Please refer to the attached termite risk reduction checklist).

Termite damage is not covered by insurance, however some pest control companies do insure against termite damage if you sign up to routine pest management services for a period of time amongst other criteria.

DID YOU KNOW...?

Termites cause roughly 5 times more damage to domestic buildings than fires do across Australia annually? And unlike fire damage termite damage is not covered by insurance.

FREQUENTLY ASKED QUESTIONS

HERE ARE 5 QUESTIONS RECEIVED FOR THIS NEWSLETTER OVER THE PAST 3 MONTHS



Q.1: - ARE THERE GOING TO BE ANY FUTURE TRAINING COURSES AND IF SO CAN WE BOOK PLACES?

A.1: - Due to the requests for more training from parishes and as a part of our requirement to provide training to our workers/volunteers we are taking nominations for places in First Aid and Fire Appliance and Fire Safety Training once again.

If your parish wishes to have volunteers trained in these two areas please contact myself or Parish Services via e-mail firstly or by phoning the office on 02 49263733.

A memo will be sent out shortly advising of the cut off dates for nominations.

Due to a very large number of no-shows from certain parishes in the last round of training at significant cost to the diocese, blanket requests for places by parishes will not be accepted. We will require the names of the workers/volunteers wanting to attend.





Q.2: - WHERE IS IT OK TO TAKE PHOTOS AND VIDEOS OF PEOPLE?

A.2: - Below explains the laws that apply when you use the photo or recording functions on your phone. It also explains what you can do to stay out of trouble and your options if someone has an inappropriate photo or video of you.

WHERE CAN I TAKE PHOTOS/VIDEOS?

There are different rules for photographing or recording things depending on whether you are in a public place or on private property.

A public place is a social space that is open and accessible to all, like a park. Generally, you have a right to take photos and videos of public places and the people within them. But if you are taking photos or videos in a way that is offensive or a nuisance to those around you, this can be a crime. For example, even though most beaches are public places, you can get in trouble for taking invasive photos of people in their swimmers without their permission.

Private property is a space where the owner can set rules or restrict entry. This includes homes, shops, sport and performance venues, museums and galleries, schools and similar places. These places can make rules that ban people from photographing or recording any part of the space or the people within it (unless they can be seen from a public space). Even if they don't have specific rules, keep in mind that taking photos or videos of art or performances can break copyright laws.

WHEN IS PHOTOGRAPHING/RECORDING SOMETHING ILLEGAL?

There are some things that you are never allowed to photograph or record no matter where you are.

- **Nude/Sexy Images of Young People**
This kind of image is called "child pornography" or "child exploitation material", and is illegal. This law applies throughout Australia and has lengthy prison sentences attached to them.
- **Photos/Videos of Someone who Doesn't Consent**
It's NEVER ok to photograph or record someone's private parts or private activities without their knowledge or permission.
States and territories have specific laws against taking photos or videos of this kind.
- **Bullying**
It's NEVER ok to use a photo or video to cyber bully someone. If someone is sending offensive or humiliating photos, videos or recordings about you to you or other people, this can be a form of harassment or stalking. This is also a crime.

Q.3: - PROPERTY DAMAGE – WHICH FORM SHOULD WE SEND IN?

A.3: - If your parish experiences damage to any of your properties due to mis-adventure or theft or a combination of the two, it will save time to simply fill out the Diocesan Property Insurance Claim Form. The insurance claim form can be found at the end of this Newsletter.

Please include all relevant details and any photos that explain the damage or area of the theft. If the event is a theft please include the Police Event number.

Q.4: - IS DAMAGE CAUSED BY MOULD ABLE TO BE CLAIMED UNDER INSURANCE

A.4: - Definitely not, this is the same for termite damage.



Q.5: - CURRENTLY WE ARE SELLING JAMS, PICKLES AND OTHER GOODS IN GLASS JARS AT THE OP SHOP (WEEKLY) AND FETE (HELD YEARLY) USING SECOND HAND GLASS JARS. DO THESE JARS NEED TO BE NEW/BOUGHT FROM A WHOLESALER?

A.5: - The jars and more importantly the lids do not necessarily need to be new but if using used jars and lids they need to be sterilised before being re-used. If you are not 100% happy with the cleanliness of the jars, then use new jars and Lids, if you are happy make sure that the used jars and lids have been sterilised and are in 100% good condition with no damage whatsoever.

If you have any queries regarding building, development, property, risk, WH&S, insurance or if you would like to offer some useful, helpful advice on a related subject found in the Newsletters please do not hesitate to contact me or Parish Services.

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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



CHECKLIST OF ACTIONS TO REDUCE THE RISK OF TERMITE DAMAGE TO PARISH BUILDINGS

- **Remove any stored timber or timber debris from against, under or around any of the properties on site.**
Storing timber against or under your house or property on a soil sub-floor will provide an attractive food source and nesting site for subterranean termites. It can also hide evidence of termites invading your home. Remove any timber and/or debris (dead leaves) away from the house.
- **Make sure to remove any dead trees or stumps**
Dead trees and stumps are ideal sites for termites to nest in. Remove these or have them treated to reduce the risk to your property.
- **Keep on top of the maintenance of the buildings, repair leaking taps and any damaged or leaking pipes**
This includes leaking taps, pipes and hot water overflow pipes under or around your home. Repairing these will reduce moisture levels, which attract subterranean termites close to or under your property.
- **Ensure that vents to subfloor areas are never blocked**
Substandard ventilation in the sub-floor areas of your property will result in high humidity, and high moisture levels. Good ventilation and extraction fans where necessary are essential to reduce the risk from subterranean termites.
- **Divert all hot water service overflows and any air conditioning overflows away from the side of any buildings**
- **Make sure that all stormwater is properly connected or dealt with in rural areas**
- **Use only termite treated timber in garden beds, retaining walls or fence posts**
Do not use untreated timbers to form garden beds or retaining walls, as these will attract termites around your property.
- **Construct timber fences and support posts with a 50mm clearance between any timbers and any soil, ground or landscaped areas**
Often the bases of timber fence palings and/or sub-floor timbers breach the soil surface. This allows termites access without detection. Galvanised steel posts and brackets that lift the timber posts off the ground are available from hardware stores.
- **Don't allow any plants to grow against buildings or structures**
Climbing plants growing against the side of a building or structure can provide termites with easy undetected entry. The roots of some plants can also penetrate the foundations of your property allowing termites access that is very difficult to locate. Allow at least a 30cm clearance between the building and any plantings.
- **Do not plant any trees or plants that can send roots underneath buildings on site**
This allows termites access under your buildings and can then easily burrow up
- **Ensure that any termite shielding is not damaged or breached in any way**
Metal strips or ant caps around the foundation of your home do not prevent termite entry but force termites out into the open where they can be detected with regular termite inspection.
- **Be aware if you are planning any building alterations or additions to newer buildings that have termite barriers in place that any alterations can alter or render previous termite protection ineffective**
Adding a pergola, new awnings or veranda, concrete slab extensions, or even new plumbing can provide a route of entry for termites into the property across the termite protection barrier that has been previously applied.
- **If any of your buildings are of a "concrete slab on ground" construction, Australian Standards state that you should leave a minimum of 75mm of concrete slab edge exposed**
Weep holes in between brickwork, found immediately above the slab, should also be left exposed. If you construct gardens, do not allow soil to be deposited above the edge of the slab, or above pavers over the slab face, otherwise termites can gain entry undetected into your property and breach the previously applied termite barriers.



PROPERTY INSURANCE CLAIM FORM

PLEASE RETURN THIS FORM DIRECT TO THE DIOCESAN OFFICE

NAME OF PARISH /
DIOCESAN ENTITY

.....
.....
.....
.....

CLAIM NO:

.....

ADDRESS

Excess:

\$

A.B.N.....

GST registration:

Yes

BUSINESS PHONE NO.

.....

PRIVATE PHONE NO.

.....

FAX NO.

.....

E-MAIL ADDRESS

.....

DETAILS OF
CLAIM

BUILDING NAME:

.....

LOCATION

BUILDING ADDRESS:

.....

DATE OF LOSS

NATURE OF LOSS

BURGLARY

ACCIDENTAL DAMAGE

FIRE

.....

MALICIOUS DAMAGE

GLASS

OTHER

IF OTHER, PLEASE SPECIFY: _____

FULL DESCRIPTION
OF LOSS & HOW IT
OCCURRED

.....
.....
.....
.....

WAS ANOTHER PERSON
RESPONSIBLE FOR THE
LOSS OR DAMAGE TO YOUR
PROPERTY?

NO

YES

IF YES:

NAME AND ADDRESS OF THE PERSON
RESPONSIBLE

.....
.....
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IF BURGLARY,
WHAT WAS THE
METHOD OF
ENTRY?

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