

6.1(b) REQUIREMENTS WHEN REFURBISHING EXISTING CLERGY HOUSING

INTRODUCTION

1. Clergy housing is a building owned by the Trustees of Church Property and is controlled and maintained by the Parish as the private place of residence for the clergy ministering in the Parish, including the Incumbent or Assistant Clergy, and their family.
2. A Rectory may also be the centre of administration of the Parish.
3. Clergy housing may also be a place from which ministry occurs including being a place of contact for pastoral needs of the Parish and community.

The refurbishment of clergy housing needs to take into account these functions, ensuring that each use allows appropriate privacy and security.

As a parish reviews these requirements it may conclude that the existing clergy house cannot be refurbished to a sufficient standard.

The following requirements are to be taken into consideration by a Parish when commencing upgrade works on existing clergy housing.

It is prudent that design and planning of the alterations should be carried out by a suitably qualified professional person (e.g. architect, draftsman or the like) who has the relevant experience and is able to take into consideration these requirements.

This policy should be read in conjunction with other Property Approvals Policies and Procedures, and relevant authority regulations, including:

- a. Local Councils and utility authorities,
- b. the Building Code of Australia,
- c. the Building Sustainability Index (NSW) (BASIX)
- d. any local heritage requirements.

The Bishop must be satisfied that adequate and satisfactory clergy housing is provided. Refurbishments costing in excess of \$25,000 for one project or \$40,000 in a calendar year must be approved by the Property Approvals Board via the processes set out in Section 13.1 of the Diocesan Handbook titled *Developing, Refurbishing, Maintaining, Selling or Purchasing Parish Property and Related matters*.

SCHEDULE 1

THE SITE

1. The drainage of the site must be adequate, including guttering and stormwater drainage as well as any future subsoil drainage to future retained areas.
2. Attention must be given to noise levels and where it is may be noisier than normal, consideration should be given in the design to addressing the acoustic issues that may be present.
3. Fencing to the site perimeter is an important issue and care needs to be taken that fencing is of a suitable construction material, childproof and maintenance friendly. If front fencing is not allowed under site or local authority covenants then a secondary fence to ensure a secure yard area needs to be included in the final design.

EXTERNAL

1. Attention should be given to using no or low maintenance materials where practical.
2. All areas to be painted externally should be kept to a minimum. Preference should be given to face brickwork instead of including areas of rendered and painted elevations.
3. Refurbishment should ensure that the building offers easy access to, from and within the building for people who are aged, infirm or have a disability, particularly to areas of public access (i.e. study or counselling areas).
4. The building is to be suitably insulated for thermal and acoustic needs and this is compliant with BCA and BASIX regulations.
5. Stormwater from the building needs to be designed and installed and be compatible to any site drainage that is installed. "As Built" drawings need to be kept upon completion.
6. There must be an area of the residence which is for private use by the occupants, and can be screened or separately fenced.
7. The building needs to incorporate a suitable space for clothes drying and include a suitable clothes drying facility (i.e. clothes hoist or similar).
8. All weather pathways and driveways are to be provided.
9. Perimeter windows and doors must be fitted with security locks and insect screens. Front entrance door and the door leading from the garage to the residence must have Australian Standard compliant security doors fitted, including double lock cylinders and triple locking points. Depending upon location of the new clergy housing and as part of the approval process the Property Approvals Board will indicate whether additional security to windows and doors will be needed.
10. All access locking points are to be keyed alike as a minimum.
11. Two (2) all weather power points are to be installed to the external of the building in an area of appropriate access for private use.

12. Switch and sensor operated security lighting is to be installed to all entry points of the residence.
13. Low energy globes to a suitable colour are to be installed.
14. Mobility Access - Housing designs must take into consideration the ability to access the whole of the house by a person with a mobility disability, wheelchair confinement or the like.

INTERNAL

1. Where possible refrain from square set openings from room to room, instead install swing or sliding door units at room entries to allow for better control of noise and heating and cooling.
2. Internal linings should be flush set with painted plasterboard. Wet areas should use water and impact resistant fibre cement sheets. Splashbacks of wet areas, the laundry and kitchen should be ceramic tiling or similar.
3. Standard coved cornice should be considered at the junction of wall and ceiling linings instead of decorative cornice or square set junctions.
4. Acoustic polyester insulation should be generally installed to all internal walls to achieve a minimum (acoustic) Rw rating of 42.
5. All doors should be fitted with lever style door hardware and door stops, and where possible should have a minimum opening width of 850mm.
6. All rooms are to have resilient and maintenance friendly non allergenic floor coverings. Polished timber flooring or ceramic tiles, carpet and welded vinyl may be considered.
7. All light globes should have suitable light fittings installed. Thought should be given to low voltage or energy saving globes and fittings.
8. All windows are to be fitted with blinds and curtains, selected to a standard neutral colour.
9. The building is to be equipped with hard wired smoke detectors, fire extinguishers and a fire blanket.
10. An electronic security system is to be installed, with the facility to be monitored 'back to base' and include a panic button to be installed near the front door.
11. Electrical works must include an earth leakage sensor in the main meter box, with all circuits being fitted with 'flip' style circuit breakers.
12. Other than specific use outlets all power points should be installed as doubles.
13. Hard wiring is to be installed for data cabling and internet generally to the study and main TV point and ensure that the clergy housing can be set up for secure wireless internet access.

14. Where possible the design should incorporate solar hot water panels connected to an electric or gas storage/booster tank installed at ground level. It should have a capacity to serve a family of five and be installed in a position to offer a maximum of 9.0m of pipe run (including risers and droppers) from the storage tank to the furthest tap. Consideration should be given to the positioning of the hot water unit to allow ease of maintenance and subsequent replacement. Installation of overflow trays and the use of pressure relief valves are essential if internal positioning of the tank is decided upon.
15. There should be adequate heating and cooling. This is best achieved with reverse cycle air conditioning which can be zoned and directed to match the usage of the building. Consideration of the maintenance of the system needs to be included in any future parish maintenance programme.
16. Mobility Access – Housing designs must take into consideration the ability to access the whole of the house by a person with a mobility disability, wheelchair confinement or the like.

The design of Clergy housing needs to consider the different needs that this residence should offer and be constructed as a multi zoned dwelling:

Zone 1 – Pastoral

Zone 2 – Living

Zone 3 – Non occupied areas

These areas need to be contained under the one roof line and allow activity in all zones to be happening concurrently.

ZONE 1 – PASTORAL AREA

The following rooms should be included in any design to assist in the administration and Pastoral needs of the Incumbent and should be considered as Zone 1:

1 The Study

- a. Wall linings to the internal walls of this area should be increased to achieve an (acoustic) Rw rating of 45.
- b. There is to be book shelving to two (2) walls with one wall also offering cupboard space to 750mm above the floor level.
- c. The door into the study needs to be as near as possible to the front entry door of the residence.

- d. Lighting, power, telephone, optical and data cabling should be installed after considering future furniture layouts.

2 Formal Room

- a. Wall linings to the internal walls to this area should be increased to achieve an (acoustic) Rw rating of 45.
- b. The door into the dining room and the door into the lounge room should be accessible from an entry corridor or hall
- c. Dimmable lighting is to be considered for these rooms.
- d. No direct access to the dining room or lounge room should be available from the rooms located in 'Zone 2' area of the clergy housing.

3 Toilet

- a. A single WC and hand basin is to be provided close to the study and accessed without entering 'Zone 2' area of the residence.
- b. Wall linings to the internal walls to this area should be increased to achieve an (acoustic) Rw rating of 42.
- c. The toilet should offer a dual flush cistern and be connected to the building's grey water storage.

(Please note mobility requirements at point 14 on page 3)

4 Wardrobe

- a. Provide a wardrobe offering open shelving and hanging space suitable for clerical robes and garments. Note that these garments require wider and higher hanging space than normal domestic robes

ZONE 2 – LIVING

The following rooms should be included in any design to accommodate the private occupation of the residence and should be considered as Zone 2.

1 Kitchen

- a. The kitchen may be an isolated room or as a part of a larger living area
- b. The joinery of the kitchen cupboards needs to be of solid melamine material with laminated benchtops as a minimum standard. Drawers are to have metal drawer runners. Pantry and overhead cupboards are to match the lower cupboard design and offer suitable and appropriate storage.
- c. Appropriate space should be made available for the housing of a microwave.

- d. Refrain from including a fabricated space for the refrigerator as this often becomes limiting to selection or model of refrigerator.
- e. Ensure the design minimises the triangular work area identified between the cooktop, sink and refrigerator position.
- f. Include the supply and installation of oven and cooktop (gas preferred) and an associated rangehood, dishwasher and a stainless steel sink (bowl and a half with drainer) as minimum PC items.

2 Family / Living Room

- a. This is the primary internal living and recreation area for the use of the occupants and should be designed with a northerly aspect with significant glass to allow natural lighting, positioned to offer access and a line of view into the back yard of the residence as well as being adjacent to any formal external entertainment area.
- b. Lighting, power, telephone, optical and data cabling should be installed after considering future furniture layouts.
- c. Dimmable lighting to be considered for this area.

3 Bathroom

- a. This area should offer what is known as a 'Three-way' design offering separate vanity, toilet and bathroom/shower room and include linen storage.
- b. The toilet is to have a dual flush cistern and if possible be connected to the building's grey water storage.
- c. A compliant bath should be included in the design.
- d. The shower should be enclosed with a compliant glass shower screen
- e. A AAA rated water efficient shower head is to be installed.
- f. A mirror is to be installed over the vanity hand basin.
- g. The bathroom should be fitted with a compliant exhaust fan system and heating.
- h. Sufficient towel hanging space should be included.

4 Bedrooms

- a. The residence should contain at least three and possibly four (4) bedrooms, all of which have built in wardrobes
- b. Where possible wardrobes are to be constructed from floor to ceiling, with sliding doors supported with a top and bottom track with doors extending to the full width of the wardrobe. Internally the wardrobe should offer a combination of drawers, adjustable shelving and hanging space. The hanging rail should be a

- minimum of 20mm diameter supported at a maximum of 900mm centres. If doors are not mirrored (i.e. walk-in robe) then a dress mirror should be installed.
- c. All bedrooms are to have external windows to offer natural lighting and ventilation.
- d. Lighting, power, and optical data cabling should be installed after considering future furniture layouts.
- e. All bedrooms are to be fitted with a ceiling fan if practical.

5 Ensuite

- a. Where possible there should be an ensuite accessible from the main bedroom (Bedroom 1) and offer a second shower, hand basin and toilet.
- b. The toilet should offer a dual flush cistern and be connected to the building's grey water storage.
- c. The shower should be enclosed with a compliant glass shower screen with a matching glass door.
- d. A AAA rated water efficient shower head to be installed.
- e. A mirror is to be installed over the hand basin.
- f. The ensuite should be fitted with a compliant exhaust fan system and heating unit.
- g. Sufficient towel hanging space should be included.

6 Laundry

- a. The laundry should be a separate room with direct external access. If the floor level is higher than the adjacent ground level then a landing and ramp installation should be installed instead of steps if possible.
- b. As well as an external door there should be an external window that can offer natural lighting and ventilation.
- c. It should offer hot and cold plumbing and electrical services suitable for the installation of an automatic washing machine and clothes dryer.
- d. The spot for the clothes dryer should be fitted with a compliant exhaust and lint retention system if it is not part of the drying appliance.
- e. It should also be fitted with a stainless steel 'suds saver' laundry tub.
- f. Sufficient cupboard space should be included in this room to accommodate utilities and linen as well as miscellaneous storage.
- g. Attention should be given to the overall layout to encourage the use of an ironing board in this room if needed

ZONE 3 – NON OCCUPIED AREAS

The following areas should be included in any design of a clergy housing, located under the same roof as 'Zone 1' and 'Zone 2' and should be considered as Zone 3.

1 Garage

- a. The garage is to have a minimum floor area of 30m²
- b. It should be of simple construction and offer sufficient space to garage two (2) normal motor vehicles.
- c. Walls and ceilings should be lined and dust proof.
- d. Suitable storage in the form of racking or shelving should be installed in a position that does not interfere with the entry or exiting of any vehicle.
- e. Vehicle access from the street should be via remote controlled roller or tilt door.
- f. Consideration should also be given to the installation of a manually operated roller door access into the rear of the garage to the back yard.
- g. Single door access should be included in the main residence without venturing outside. This door may enter into 'Zone 1' or 'Zone 2' as needed. The door leading from the garage to the residence must have Australian Standard compliant security door fitted, including double lock cylinders and triple locking points.
- h. The floor to this area may be float finished concrete with a finish that is easily swept, but not so that it is slippery when wet.

2 Secure Store

- a. A storage area is to have a minimum floor area of 5m²
- b. Due to the mobility of clergy and the variation in residences it is desirable to offer a storage area suitable for bulky items. It must not be used for the storage of fuel or paper and therefore should not need to be constructed with any form of fire rating, however a smoke detector should be installed in this room as part of the overall detector system.
- c. It is to be an area that is secure and accessible from the inside of the building – external access would create a security issue and any external door should be treated the same as the front entry door.
- d. Minimum door width should be a single door and where possible should have a minimum opening width of 950mm.
- e. Walls and ceilings should be lined and dust proof.