



# ANGLICAN DIOCESE OF NEWCASTLE 2019 ANNUAL PARISH RETURNS

## SECTION 2

### PART C: CEMETERIES ANNUAL ACTIVITY REPORTING FORM & PART D: INSURANCE RETURN SUBMISSION FOR THE PARISH OF:

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<b>Incumbent:</b>	_____	_____
	[Print Name]	[Signature]
<b>Churchwarden</b>	_____	_____
	[Print Name]	[Signature]
<b>Churchwarden</b>	_____	_____
	[Print Name]	[Signature]
<b>Churchwarden</b>	_____	_____
	[Print Name]	[Signature]

*Please submit the completed Parish Returns document along with any other supporting documentation as outlined in the Information Pack to:*  
[parishreturns@newcastleanglican.org.au](mailto:parishreturns@newcastleanglican.org.au)

## PART C: CEMETERIES ANNUAL ACTIVITY REPORTING FORM

As issued by Cemeteries & Crematoria NSW (CCNSW), **please attach a copy of the Operator Activity Reporting Form for 2019**. An individual form is to be completed for each cemetery, columbarium and memorial garden site. This return is required to be completed for all Parishes with cemeteries, columbarium's and memorial gardens.

## PART D: INSURANCE RETURN

### INTRODUCTION

It is vital for your Parish to complete and return the details included in this form. The Diocese has been working closely with our Broker to better understand what information insurers are looking for to ensure that our premiums are appropriate and that in the event of an incident or loss that we are not underinsured or fail to have the correct coverage in place.

The impact of COVID-19 has seen many changes in the activities that are currently taking place on site. At this stage it is unclear what impact COVID-19 will have over the next 12 months. However, in preparation for renewal we are asking that the information that you provide within this considers the activities and persons that you would have on site under usual circumstances.

The Diocesan insurance policies are due to expire on 30 November 2020. To ensure the policies continue post this date we will require your information to be returned to Heidi Randle by no later than 15 September 2020.

### **PART 1: Children and Vulnerable Persons**

1. Does your Parish participate in activities where children or vulnerable people will attend without the direct supervision of a parent or guardian?  Yes  No

*If yes, please continue with the following questions if no please continue onto section 2.*

2. Please provide the numbers of children and/ or vulnerable persons under the supervision of your Parish.

Category	Current Year Number	How often?
Pre School		
Primary School		
High School		
Pre and/or after-hours school care		
Creche or child minding		
Youth clubs/groups		
Other (please specify)		

3. Under normal circumstances, what is the maximum number of children and/ or vulnerable persons in your care, being cared for, or under your supervision at any one time?

4. Please describe in the activities and/or services provided in respect to both children and vulnerable persons examples of child related activities which could include messy church, mainly music with examples of activities involving vulnerable persons which could include lunches for the homeless, aged care visitations, community pantry.

5. Are there any circumstances where activities or services involving children and/or vulnerable people will occur in an unsupervised environment (ie.one-to-one, closed room, no other persons involved). If yes, what other precautions / measures do you have in place to appropriately manage these interactions? Eg all volunteers working unsupervised undertake Safe Ministry Training, have a cleared WWCC, report regularly to a supervisor, doors are left open or have windows installed.

## **PART 2: Property**

1. Do you store any other party's goods or property?  Yes  No

If so, please specify the maximum value of goods held at any one time.

2. In relation to each of your properties please supply the information if known for each property on the attached Property spreadsheet (please note that the spreadsheet has been prepopulated with the information already known about your Parish buildings). The more detailed information that we can provide insurers, will assist in refining the premium and conditions that are applied to our Property policy.

Points to consider when completing the spreadsheet:

### **Contents**

- **Appendix One Contents Inventory Guide** - provides you with a guide to assist your Parish in determining the appropriate value of your contents.
- The policy only covers ADoN owned property. It does not provide cover for third party property that you store or the Incumbent's contents. A separate insurance policy needs to be purchased by the property owner to cover these goods.

### **PART 3: Hall Hirer**

1. Do you hire out any buildings or facilities for personal use? If so, please advise the number of hires you would ordinarily have over a 12-month period?

### **PART 4: Stallholder Liability**

1. Does your Parish ordinarily hold Market Days, Fetes or Stalls?  Yes  No
2. If so, could you please complete **Appendix Two – Stallholder Information**

### **PART 5: Volunteers**

1. How many volunteers are currently active and recorded for your parish?

2. Please advise the maximum number of volunteers at any one location at any one time?