



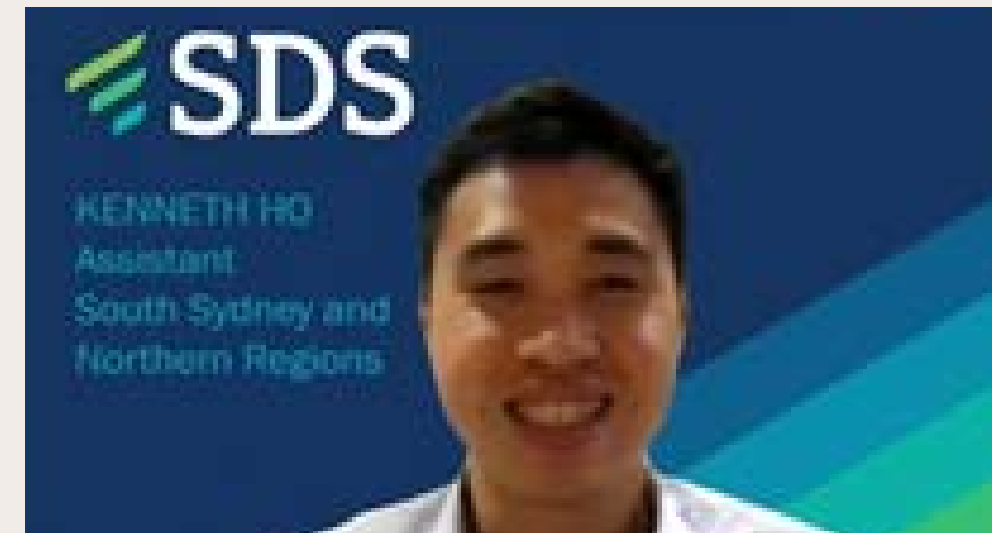
Parish Property Services
Information Session

Western Region

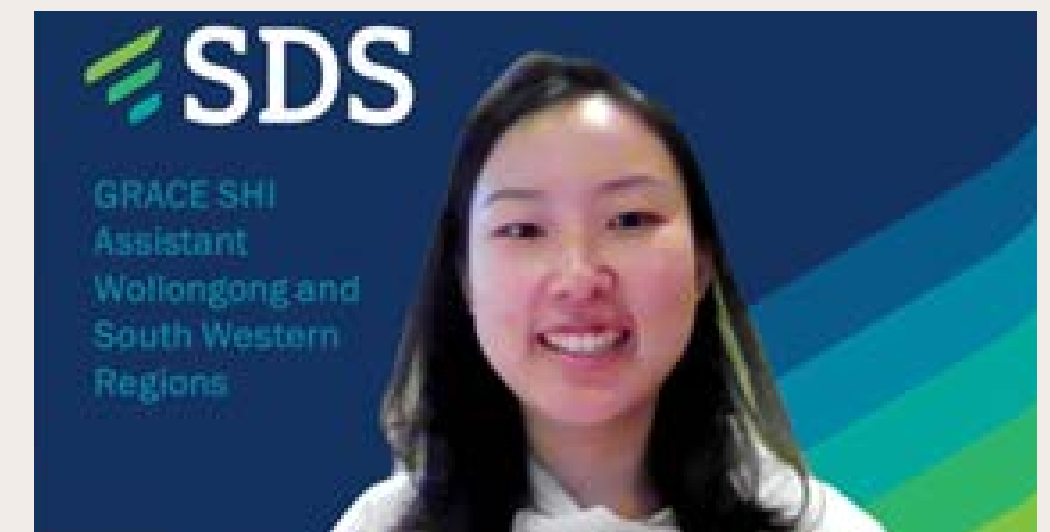
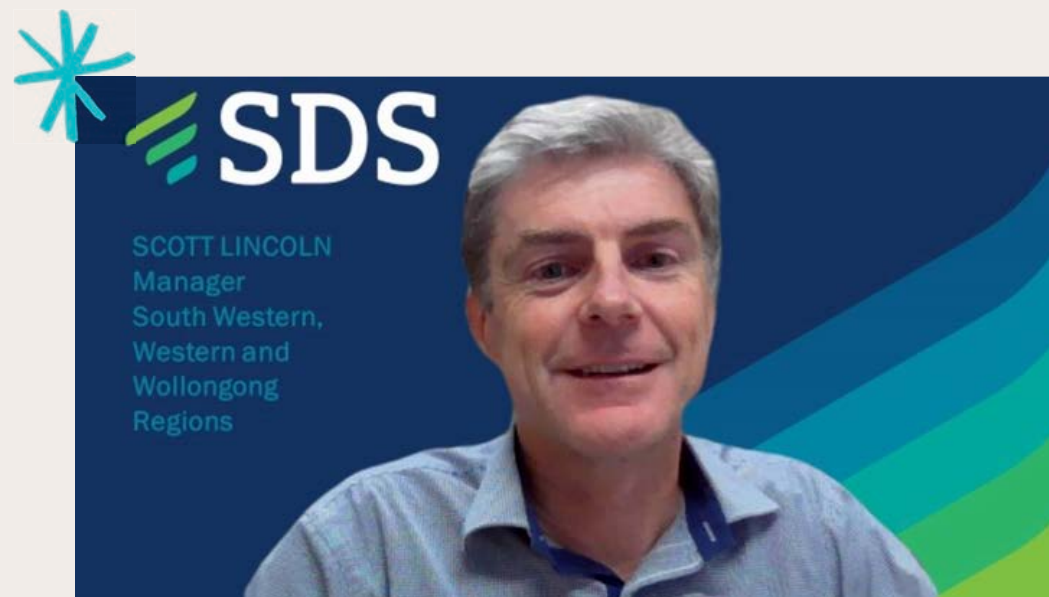
SDS



South Sydney and Northern Regions

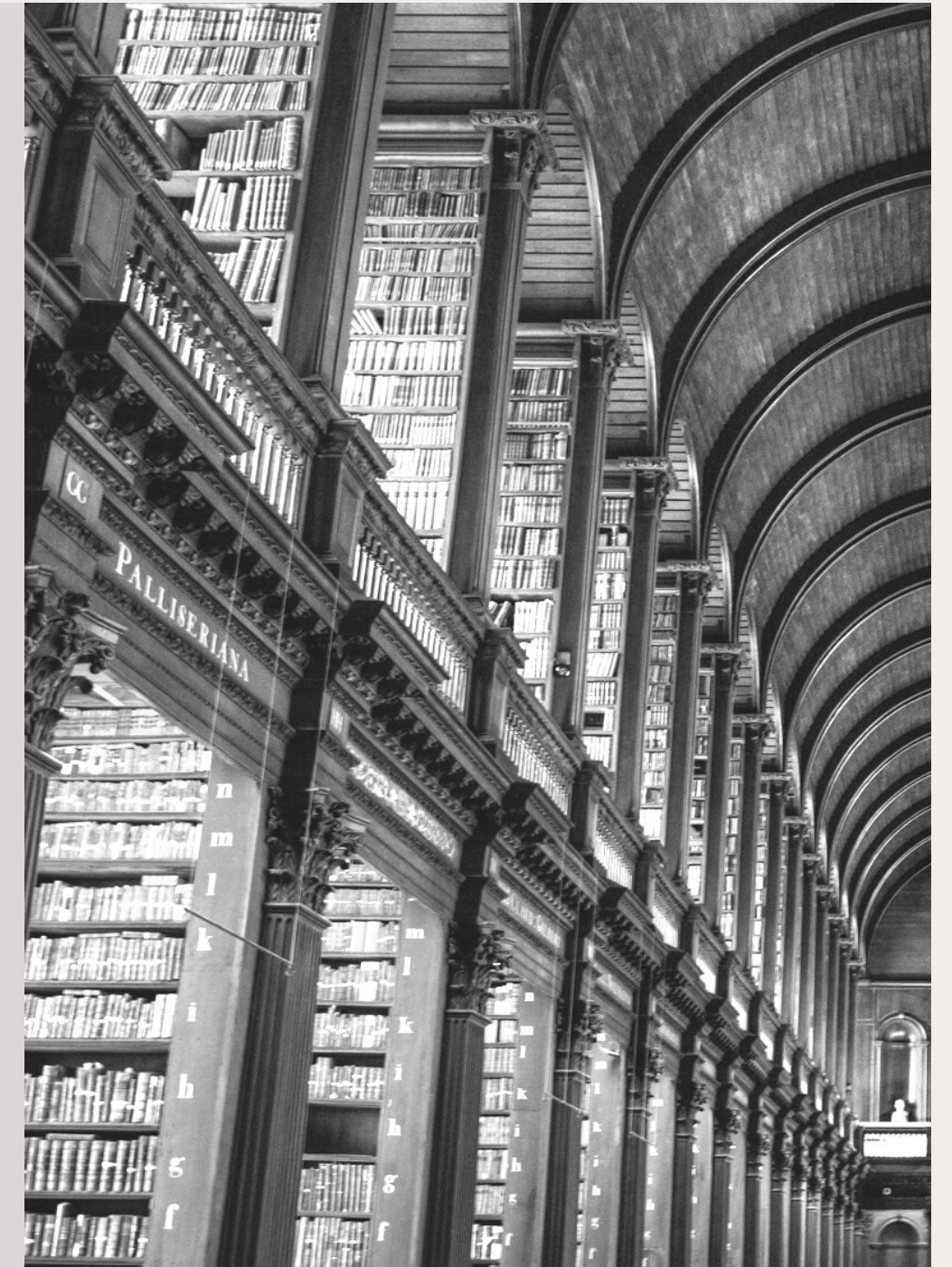


Western, South Western and Wollongong Regions



TODAY'S AGENDA

- What does Sydney Diocesan Services (SDS) do?
- Maintenance Project Update
- Grants
- Hazmat & Fire Safety
- Heritage Buildings & Cemeteries
- Q & A



WHAT DOES SDS DO



Enhance capacity for mission

*"One stop shop" for all
parish property needs*

USEFUL TIPS



- **Consult Parish Property Services early and often**
- **Free residential desktop valuation**
- **Does your parish have a TDSBF?**
- **Which consultant should we choose?**

CONSULT PARISH PROPERTY SERVICES



We are here to help parishes to

Partner with Central Diocesan Organisations

Maximise opportunities and minimise risks

Provide property and administrative services

Parish Property Services



Insurance

Church Insurance Program

Enquiries please contact:

Cindy Wong, Manager

Insurance Services

cpw@sydney.anglican.asn.au



Investments

Cash

Long Term Pooling Fund



Property

Over 10,000 land titles

Team work: parishes, SDS,
ACPT Board, senior clergy

PARISH PEOPLE & GOVERNANCE →

PARISH PROPERTY & INSURANCE →

PARISH FINANCE & REMUNERATION →

SYNOD & STANDING COMMITTEE →

DIOCESAN STRUCTURE & ORGANISATIONS →

ACTS, ORDINANCES & REGULATIONS →

Parish Property

While our churches are much more than bricks and mortar, church buildings are integral to how we do ministry in our communities. As a result, parish properties not only need to be maintained but must also adapt over time to changing ministry needs.

In this section of the SDS website you will find the information you need to deal with new building works, renovations, leasing of parish properties, heritage matters and much more.

The [Anglican Church Property Trust](#) (ACPT) is the trustee of most parish property in the Sydney Diocese on behalf of individual parishes. The following documents explain a little more about the ACPT's work: [About the ACPT and Principal Activities](#); [Basic Principles About Trusts Applicable to the ACPT](#)

The [SDS Property Services Team](#) is also available to help with any queries you have about the processes that parishes must follow when managing or developing parish property. These processes are outlined in the sections below.

Other useful resources

[Grants Schedule - Updated November 2021](#)

[Top 10 property tips for parishes](#)

[The 5 most frequently asked questions about property](#)

[Video: Building for the future seminar - Nov 2018](#)

[Article: Churches save...through solar energy](#)

What aspect of Parish Property are you interested in? Choose below...

	Introduction to parish property	+
	Leasing and licensing of parish property	+
	Building works	+
	Environment	+
	The ordinance process	+
	Property insurance	+
	Standard forms and checklists	+
	Parish Property FAQs	+



**Information,
forms,
and checklists
available on
SDS portal.**

LAND SALE AND PURCHASES



Land Purchases

ACPT sign the contract, and parish solicitor to view the contract.



Land Sales

- Ordinance
- Long term lease arrangements is preferred over land sale
- Rectory replacement

USEFUL TIPS



- **Consult Parish Property Services early and often**
- **Free residential desktop valuation**
- **Does your parish have a TDSBF?**
- **Which consultant should we choose?**

BUILDING WORKS



\$100,000 Threshold

Approval of Bishop/Archdeacon
Development applications and others
Church Insurance Program

Parish funding resources

Parish funds held on trust by the ACPT
Construction loans
Project contingency
Competitive quotations



USEFUL TIPS



- **Consult Parish Property Services early and often**
- **Free residential desktop valuation**
- **Does your parish have a TDSBF?**
- **Which consultant should we choose?**

TAX DEDUCTIBLE SCHOOL BUILDING FUND

**A portion can be used towards future
building maintenance/church extension projects.**



LEASES AND LICENSES

Wardens to sign license agreements under \$50,000 p.a.
and residential tenancy agreements.

Exceptions: children's services and counselling.

Valuation report, and parish solicitor.

ACPT will execute the lease agreement.



USEFUL TIPS



- **Consult Parish Property Services early and often**
- **Free residential desktop valuation**
- **Does your parish have a TDSBF?**
- **Which consultant should we choose?**



- **ACPT Board**
- **Standing Committee**
- **Growth Corporation**
- **Sydney Anglican Loans**
- **Others**

DIOCESAN NETWORK

Questions?
Please ask in the chat box now.
You have.....40 seconds.



Property Maintenance



Why?

Care for property = care for people, past, present and future

'A stitch in time saves nine'

Property Maintenance Survey



● North Sydney 6/8

● Southern 7/8

● Wollongong 4/6

● South Western 4/7

● Western 7/7

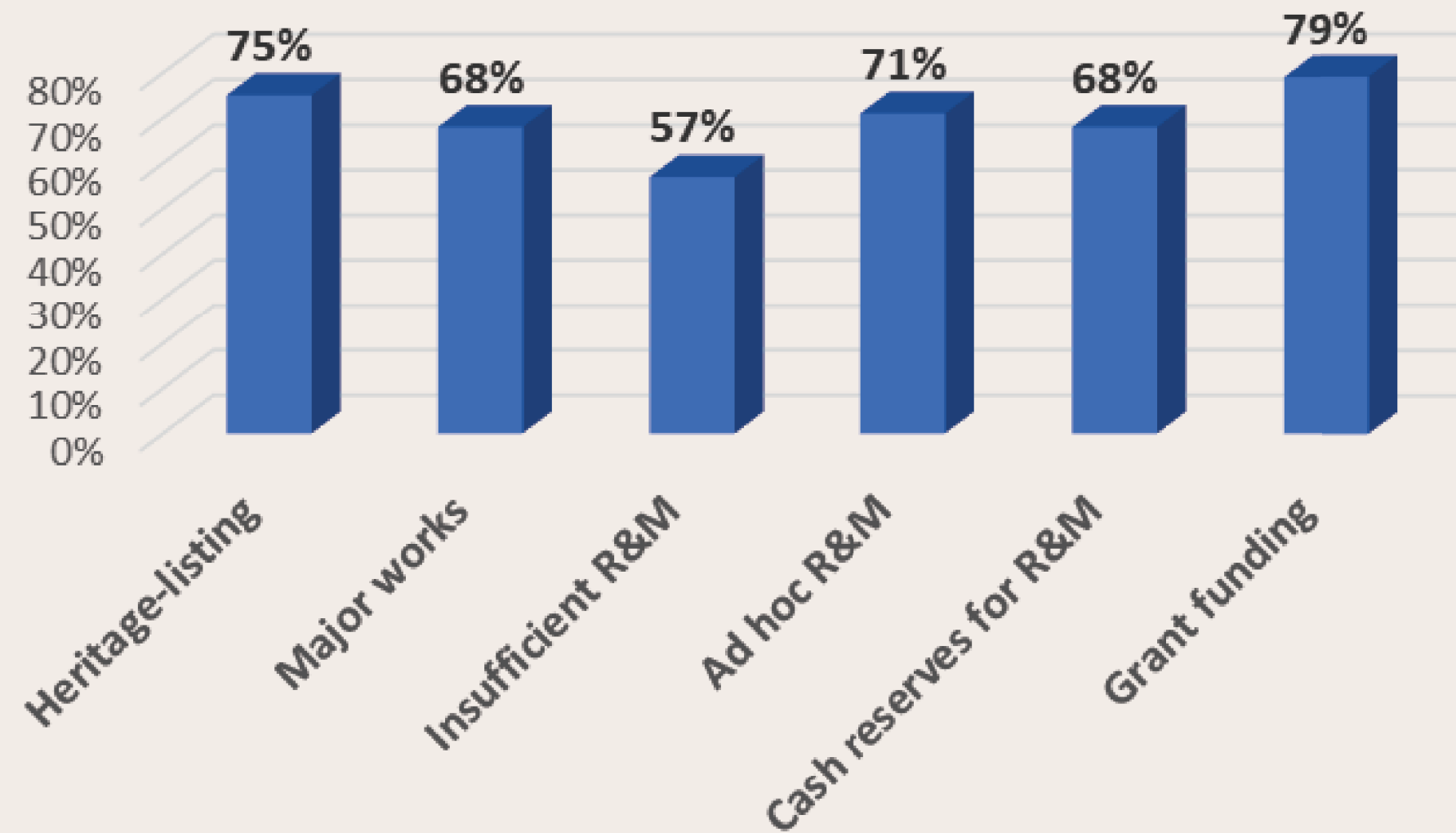


PROPERTY MAINTENANCE ISSUES



- Heritage listings
- Property inspection
- Use of a checklist
- Warden training
- Expenditure on R&M and major works
- Budgeting for R&M
- Grant Funding

MAINTENANCE PROJECT



SURVEY RESULTS

Resources requested by parishes

- TRAINING MATERIALS FOR WARDENS
- MAINTENANCE CHECKLIST
- FIXED ASSET REGISTER
- PROPERTY CONDITION ASSESSMENT TEMPLATE
- PANEL OF HERITAGE SPECIALISTS

Property Maintenance

How?

- Know your property
- Plan
- Budget - the 1% guideline
- Communicate
- Respond

Questions?
Please ask in the chat box now.
You have.....40 seconds.



Grants

79% of the parishes we interviewed received grant funding in the last three years...

FUNDING RECEIVED 2020/2021

■ CBP Funding ■ Other Grants



GRANTS FUNDING



Updated 23 November 2021



Grants Schedule

To access the grants guidelines, please click on the grants below via the hotlinks.

The grants schedule will be updated regularly to include upcoming grants and key dates.

Apply Now!	
Stronger Communities Programme Round 7	
Community and Small Business CCTV Fund	
Saluting their service Commemorative Grants Program	
Active	
NSW State Grants	Federal Grants
Community Building Partnership 2019	Stronger Communities Programme Round 7
Community Building Partnership 2020	
Community Building Partnership 2021	
Heritage Grants	Stronger Communities Programme Round 6
Community and Small Business CCTV Fund	Powering Communities Program 2021
My Community Project 2019	Volunteer Grant 2021
Empowering and Supporting Local	Saluting their service
	Safer Communities Fund Round 6

Community and Small Business CCTV Fund	Opening Date	Application Closing Date	Followed by assessment, inspection and installation.
CCTV Fund	1 July 2019	30 June 2023	

Stronger Communities Programme	Opening Date	Application Closing Date	EOI closing date	End date of grant
SCP - 7	26 October 2021	19 January 2022	November - December 2021	31 December 2022

Community Building Partnership	Banking details submission	Online funding deed submission	Progress Report	Project Completion	Completion Report
CBP - 2019	31 July 2020	31 July 2020	15 October	31 October	30 November
CBP - 2020	31 March 2021	31 March 2021	15 July 2021	31 March 2022	30 April 2022
CBP - 2021	31 March 2022	31 March 2021	29 July 2021	31 March 2023	30 April 2023

If you have any further enquiries, please contact the [SDS Parish Property Services](#) team.

Other useful resources

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[Top 10 property tips for parishes](#)

[The 5 most frequently asked questions about property](#)

[Video: Building for the future seminar - Nov 2018](#)

[Article: Churches save...through solar energy](#)

GRANTS SCHEDULE

BE GRANTS READY



- **Check Grants Schedule Regularly**
- **Read and follow grants circulars**
- **Get quotes**
- **Relationship with state and federal members**

Questions?
Please ask in the chat box now.
You have.....40 seconds.



HAZMAT



- 7-10 years: all properties inspected for hazardous materials and lead based paint.
- Synod funded through Parish Cost Recoveries (PCR).
- Urgent need? Please get in touch.
- Parishes will be sent the report and other materials, please sign and return.



HAZMAT REPORT



Site Asbestos Risk Profile

The following table provides a summary of the Asbestos Risk Assessment for the site; item-specific findings are presented in the Hazardous Materials Register.

Building / Level		Number of Items by Risk Rating		
		High	Medium	Low
Level	Ground	0	0	3
Level	Mezzanine	0	0	0
Ground Level	Lower	0	4	14
	All Levels	0	0	0
	Ground Level	1	2	11
	Level One	0	0	4
	Ground Level	0	1	4
	Ground Level	0	0	1
Level	Ground	0	0	5
Ground Level	Lower	0	0	3
	Ground Level	0	0	1
	Total	1	7	46

HAZMAT REPORT

Low risk or no risk - no immediate remediation required

25	Main Hallway - Throughout Wall - Fibre Cement Sheeting	Asbestos	J169873-64-028	Positive	J169873-64-Photo098	30 m ²	Good	Non Friable	Low	Low	Confirmed	23/12/2025	P4	Maintain in current condition and incorporate into a HMMP. Remove by licensed asbestos contractor prior to demolition or refurbishment.
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Medium and high risks - remediation to be carried out immediately

60	Wall Cavity - North Debris - Fibre Cement Sheeting	Asbestos	Similar To: J169873-64-009	Presumed Positive	J169873-64-Photo037 J169873-64-Photo036	1 m ²	Poor	Non Friable	Medium	Medium	Confirmed	23/12/2021	P2	Restrict access. Engage a licensed asbestos contractor to undertake remedial/removal works on this item as soon as practicable.
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50	Stockman Youth Room Areas - Lounge Room Area, Directly Below Light Fittings Debris - Fibre Cement Sheeting	Asbestos	Similar To: J169873-64-013	Presumed Positive	J169873-64-Photo046 J169873-64-Photo045 J169873-64-Photo044	1 m ²	Poor	Non Friable	High	High	Confirmed	23/06/2021	P1	Restrict access and isolate area. Engage a licensed asbestos contractor ASAP to undertake remedial works under controlled conditions. Greencap recommends that the effected carpet directly below the light fittings be removed and disposed of as asbestos containing waste.
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HAZMAT REPORT



- Contacts for asbestos removal contractors can be provided.
- Please get in touch for further clarifications on the report.
- Zoom consultation with Greencap can be arranged for further advice.



FIRE SAFETY

- Familiarize with fire and emergency evacuation protocols.
- Recent developments: fire safety statement every 12 months.
- Future update of old buildings: comply with current standards.





PARISH PEOPLE &
GOVERNANCE →

PARISH PROPERTY &
INSURANCE →

PARISH FINANCE &
REMUNERATION →

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DIOCESAN STRUCTURE &
ORGANISATIONS →

ACTS, ORDINANCES &
REGULATIONS →

Utopia →

Anglican Church
Property Trust Diocese
Of Sydney →

Investment, Insurance & →
Finance Committee Of
The ACPT

Parish Risk Management

Appropriately managing risks is a key aspect of parish ministry. It is also a proper concern for the safety of parishioners and visitors, such as tradespeople and other contractors.

To assist parish office holders with this important task, SDS has prepared a number of videos covering various risk categories and how to appropriately manage them. These videos are available below.

To access more detailed written content, including helpful forms such as risk registers, please **sign in** at the top right of this page.

This additional information - provided as a PDF below with each module - will accompany the annual Risk Management Questionnaire, which will be accessible on the SurveyMonkey website. You will be notified by email when the questionnaire is available. (Note: to access the questionnaire, you must first [sign in](#) to your Parish on the [homepage](#)).

Module 1 - Risk Management Framework

Key concepts covered:

- Why manage risks?
- How to manage risks
- Recording and Reporting Incidents
- Annual review

[Module 1 written content \[PDF\]](#)

[SDS Portal >](#)

[Parish People &
Governance >](#)

[Parish Risk
Management](#)

MAJOR WORKS COMMITTEE



ABOVE \$1.5 MILLION

- Industry professionals available to assist/review projects
- Pathway towards ACPT approval



CEMETERIES



98 Cemeteries/Columbaria across the Diocese

65% operational

Subject to government regulation

Cemeteries and Crematoria Act 2013 Statutory Review

Cemeteries and Crematoria NSW (regulator) - Industry Licensing Scheme

HERITAGE



- **Repairs and Maintenance consultants and trades**
- **Development local council/Heritage NSW approvals**
- **Heritage Act 1977 Review**

LETS CHAT!

