

CIRCULAR TO CHURCHWARDENS

Parish Risk Management Program - Module 3

MAXIMISING MINISTRY BY MINIMISING HARM

We are pleased to provide your parish with Module 3 of the Parish Risk Management Program. It is to be filed in the blue Parish Risk Management Program folder as per the enclosed filing instructions.

The subject covered in this module is **Asbestos** which has been developed as part of the **Parish Asbestos Inspection Program** that was discussed at Synod in September 2007.

In order to fund the program, Synod passed the *Asbestos Inspection (Special Charge) Ordinance 2007*, which provides for an initial levy of 0.46% to be applied to the 2006 net receipts of each parish and recovered via the Parish Cost Recovery system, commencing in March 2008. The levy for the years 2009 to 2012 (the expected last year of the program) will be determined on an annual basis.

Contents of the enclosed materials

- 1) Module 3** - which contains general information about asbestos and asbestos containing material in buildings.
Please read and understand the material and provide to other people in your parish as appropriate (e.g., your risk management coordinator).
There is no immediate action to be taken by the parish. In due course you will be contacted by the Sydney Diocesan Secretariat ('SDS') about the arrangements for the inspection of your parish properties.
- 2) Work Schedule for the treatment of asbestos containing material and Contractors work log.** These are to be used if remedial work has to be carried out as a result of the inspection and are contained on the CD as Word files.
- 3) Work Practice Guides.** These guides give specific direction on carrying out various tasks where asbestos containing material is involved. One guide also covers lead based paint.

Please note that where more than 10 square metres of asbestos containing material is involved a suitably qualified contractor MUST be engaged. The work MUST NOT be carried out by unqualified people.

The inclusion of these guides should not be seen as a recommendation that parish personnel should carry out remedial work on asbestos containing material. Please seek professional advice **before** any work commences.

If you require additional copies of the Module please contact Sarah Watson on 9265 1559.

The Inspection program

The SDS is managing the inspection of parish properties on behalf of the Anglican Church Property Trust Diocese of Sydney. It is envisaged that inspections will take place over a 5 year period commencing in February 2008 but it is not possible at this stage to indicate when your parish will be inspected.

If you consider that you have damaged or 'friable' asbestos containing material on one of your properties and therefore would prefer an inspection at the earliest available time, please contact me on 9265 1633.

Please note: while all attempts will be made to cater for each Parish request, the management of the site inspection program will take into account the needs of all Parishes within the Diocese and therefore no guarantee can be given as to the priority of sites to be inspected.

If you have any questions, please call me on the number above or email sxl@sydney.anglican.asn.au.

SCOTT LINCOLN
Manager, Property Strategy

November 2007

ANGLICAN CHURCH DIOCESE OF SYDNEY