



The Presbyterian Church Property Trustees

Revised Earthquake Prone Buildings Policy

At the 2016 General Assembly, the Trustees indicated that the timelines in the then current Earthquake Policy would be reviewed following feedback from presbyteries and congregations about the difficulty in meeting the original timetable. It has taken much longer to reissue the policy than we intended because the Kaikoura earthquake led to changes to Government policy. We did not think it sensible to change our policy until everything became reasonably settled.

The key changes are:

1. We have not changed the timetable for finding out the state of our buildings

It is important for presbyteries and congregations to be seen to be responsible property owners and to know the state of their buildings. The policy asks that you are pro-active in obtaining an ISA (or an acceptable alternative, such as a Detailed Seismic Assessment) as soon as possible, and certainly within the timetable set out in this policy. We commend the very many congregations that have already done this. A copy of the ISA or DSA needs to be sent to the Trustees and your Presbytery promptly when it has been obtained.

2. We have lengthened the timetable for taking remedial action especially for low risk regions and buildings.

Pre-1935 timber buildings have proven to be much more resilient than expected so we have extended the times on these. The government's policy is to place priority on addressing properties in the high-risk areas first. The time frames in the low risk areas have been extended significantly.

3. We have added a new category of parapets and facades that could topple onto public spaces and now require these structures to be addressed urgently.

After the Christchurch and Kaikoura earthquakes, the Government has recognised the danger these structures pose to safety of life and also the need to keep roads and other strategic thoroughfares open after a seismic event. Many councils are requiring these to be urgently addressed, and it is appropriate that the Church also does this as a top priority.

The Trustees want to acknowledge the vast amount of good work that has already taken place to address our earthquake prone buildings. We are very aware of the stress that earthquake strengthening is placing on many parishes. We will be working with presbyteries

to develop a realistic programme for addressing this issue. Getting information from your ISAs/DSAs so that we build up an overall picture, will help with this planning.

There is no doubt that earthquake prone buildings are a challenge. We are looking ahead and trying to ensure that we end up with churches that are (a) safe for our congregations and (b) able to offer shelter and serve the community as a meeting place and a service centre after a major seismic incident. In this way, the mission of the Presbyterian Church will be preserved and enhanced.

The revised policy can be downloaded from the Trustees' section of the Church's website: [*Church Property Trustees/Property/Earthquake Prone Buildings Policy*](#)



High Risk Areas

Wellington	Christchurch
Palmerston North	Napier/Hastings
Gisborne	Blenheim

Medium Risk Areas

Hamilton	Tauranga
New Plymouth	Rotorua
Wanganui	Nelson
Invercargill	Timaru

Low Risk Areas

Auckland	Northland
Oamaru	Dunedin

2018 Insurance Renewal Reminder

Just a reminder to parishes to note the key dates for this year's insurance renewal as advised by Crombie Lockwood in their Update emailed on 15th May. It is critical to the success of the renewal process that these dates are met.



Pentecost "winter check list" for your Church



We recently celebrated Pentecost, the coming of the Holy Spirit accompanied by tongues of fire and fierce winds. Now is an opportune time to protect your church buildings from the fierce winds and other winter weather challenges by doing an inspection and remedying any defects before winter sets in. Below is a short checklist to assist you. Further information on property maintenance can be found at:

<http://www.presbyterian.org.nz/for-parishes/church-property-trustees/the-property-handbook>

Your Pentecost Checklist

- Roof inspected and any defects fixed
- Gutters and down pipes clear from leaves and debris
- Storm water drains clear
- Rubbish bins secured away from the building to reduce risk of arson
- Doors and windows water tight
- Adequate ventilation throughout the interior and under the building
- Smoke alarms and other firefighting equipment in good working order
- Bookcases and all equipment on shelves or hanging from the ceiling secured
- Grounds including paths, steps and stairs tidy
- Building Warrant of Fitness current



A reminder about the new Asbestos Regulations

In our February newsletter, we outlined the Health and Safety at Work (Asbestos) Regulations 2016 that are of particular importance for Church Councils and Boards of Managers. As the regulations came into effect from 4th April 2018, it is timely to remind parishes of their obligations.

Church Councils / Boards of Managers must ensure that they follow the requirements of the legislation in dealing with asbestos in Church-owned properties used by congregations, staff and community groups or those leased to commercial or community users. This also includes manses, sheds, garages, any buildings used for storage and any residential properties rented out by congregations.

Schedule 2 of the 1885 Presbyterian Church Property Act, the Book of Order and the Church Management Support Guide, all place the responsibility for the use and maintenance of parish property on church councils and their property committees.

The regulations are far-reaching. They place a responsibility on all property owners and persons in charge of a work place to identify asbestos in any form within their properties and places of work, and to have a written asbestos management plan in place, which sets out where any identified asbestos or asbestos-containing material is located and how it will be managed. Parish councils are deemed "persons in charge of a work place".

It was common for *Hardieflex* and other asbestos-containing fibre boards to be used in buildings until 2000. In particular, these products were used as an outer exterior cladding or to cover up the gap between the floor foundation structure and the wall cladding. Other common use of asbestos material has been in roofing (Super Six type sheets), fence panels, garage cladding and in guttering and downpipes.

More difficult to identify is the interior fit out use of asbestos and asbestos-containing material. Possible usage includes vinyl tiles, interior claddings, loose fill insulation, ceiling tiles, textured ceilings, partition walls and wet area linings and around heaters and ovens as an inflammable insulation barrier. Asbestos may also be present in electrical systems and hot water systems.

The key to any asbestos management plan will be the listing/ location of the material identified, identification of the risk and methods of control.

- a. Where asbestos-containing material is in good condition, well-sealed and protected from abrasion, then it should present no danger to occupiers or users.
- b. Where cladding is cracked and the broken edge of the crack line exposed, then this is a potential hazard and it needs to be sealed.
- c. Abrading or machining asbestos material is dangerous, as it will release friable fibre particles into the atmosphere that could be inhaled. Sanding, in preparation for painting, is a major risk.
- d. Rules must be established around sealing broken material and prohibiting any abrading or machining of existing asbestos-containing material.
- e. Where work is necessary to repair, remove or break asbestos-containing material, then this must be done by specialist contractors.
- f. Specialist contractors will have to notify Worksafe of their work plan and ensure they comply with the Worksafe Code of Practice. This will include isolating and sealing the work site, sealing any exposed asbestos containing material, disposing of the removed material, cleaning the site and testing to ensure no hazardous particulate matter remains on site.

The key Regulations include the following and can be found at

http://www.legislation.govt.nz/regulation/public/2016/0015/latest/DLM6729211.html?search=sw_096be8ed81485a3f_survey_25_se&p=1

- Regulation 10 Duty to ensure asbestos is identified at workplace;
- Regulation 11 Duty to analyse samples;
- Regulation 12 Duty to ensure presence and location of asbestos indicated.

Work Safe New Zealand has a wide range of information on its website at <https://worksafe.govt.nz/topic-and-industry/asbestos/>

The following three pages also offer a guideline for determining when an asbestos management plan could be required.

The Trustees strongly encourage Parishes and Presbyteries to familiarise themselves with the Asbestos Regulations and to take all necessary steps to ensure their properties are in a compliant condition and safe for all users.



April 2018

Do you need an Asbestos Management Plan?

The Health and Safety at Work (Asbestos) Regulations 2016 place a duty on businesses to have asbestos management plans in place for their buildings and workplaces where asbestos is likely to be found.

How do we know if there's asbestos in our workplace?

The first step in managing asbestos is to identify if it is present at your workplace, and there are a few ways you could choose to do this:

- you could assume that your building or workplace contains asbestos, and write your plan accordingly
- you could follow the guidance in the WorkSafe Approved Code of Practice
- you could choose to get your staff trained to recognise potential asbestos
- you can employ a surveyor to assess your building and produce your plan.



What is an asbestos management plan?

An asbestos management plan sets out where any identified asbestos or asbestos containing material is and how it will be managed.

An asbestos management plan must include information about:

- where your identified asbestos is located - in what wall, window etc
- how you plan to manage the asbestos risks if any exist (eg remove it, encapsulate it with a false wall or paint, leave it alone as it is in good condition etc)

- what procedures you will follow for when work is to be undertaken that may disturb the asbestos or asbestos containing material
- how you will record incidents or emergencies involving asbestos
- a timetable for managing asbestos exposure risks (eg priorities and dates for removal, reviews, circumstances and activities that could affect the timing of action) - which should be reviewed in six months, or after an incident or emergency
- procedures, including a timetable for reviewing and (if necessary) revising the asbestos management plan and asbestos documentation (note at a minimum this MUST be every five years).

Written plan

All asbestos management plans must be in writing. They can be in hard copy or electronic form, as long as the legally required information outlined above is included.

What if we share a building?

If you share a building you still have some duties but they depend on the ability of each party to influence and control the matter – the major duty rests with the building owner.

What if we assume asbestos?

If you assume that your entire building contains asbestos, you will need to include much more stringent management actions in your plan. It will also depend on the state of the asbestos. If you have walls that are in a poor state, then your course of action will be different than if the building is in good condition.

It could be that your plan states that you will employ the services of a surveyor prior to starting any works and management actions will be defined in greater detail at that time.

You could also choose to revisit/update your plans when/if you get your staff trained and become better equipped to identify asbestos.

Do I need a surveyor to do this?

No, you can create your own asbestos management plans as long as you follow our guidance – the Approved Code of Practice: [worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/#if-doc-27958](https://www.worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/#if-doc-27958)

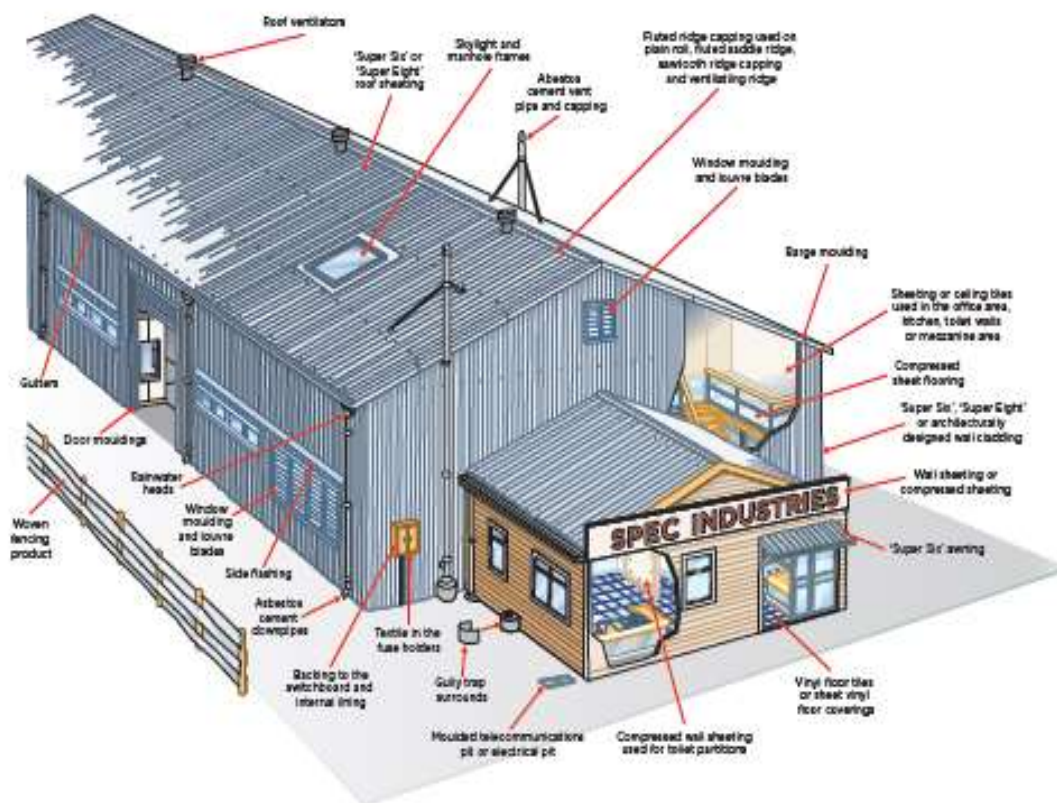
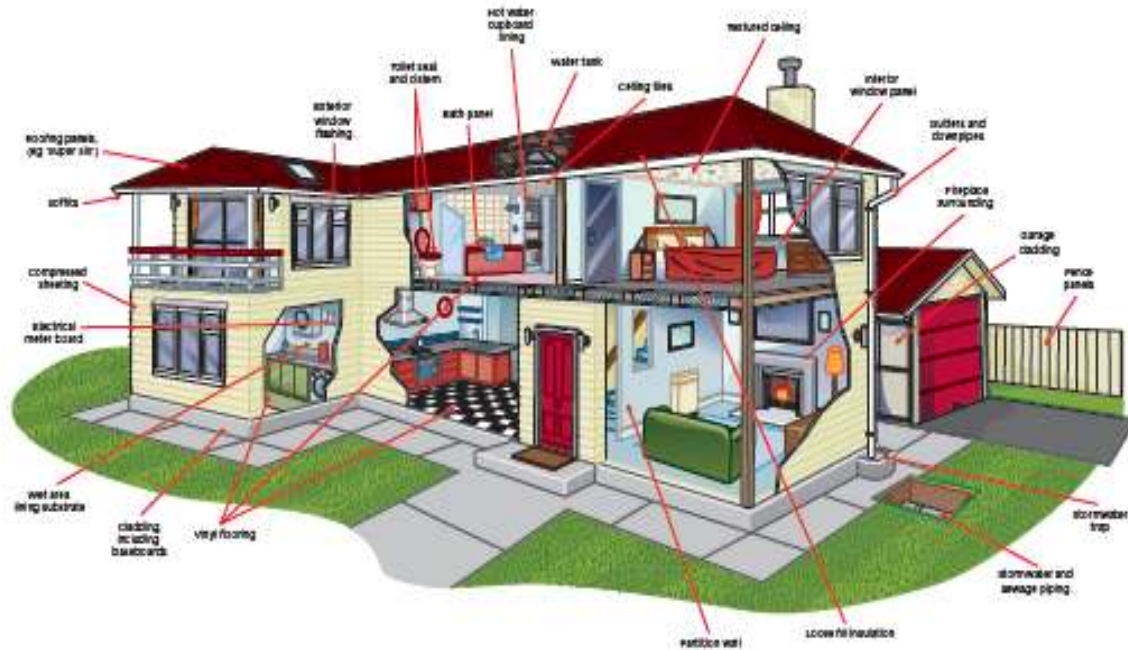
You may wish to seek a surveyor to test for asbestos if you deem it necessary. The main exception is when you are doing major work that will require a refurbishment and demolition plan: [worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/#if-doc-29200](https://www.worksafe.govt.nz/topic-and-industry/asbestos/management-and-removal-of-asbestos/#if-doc-29200)

Training your staff to identify asbestos

You might wish to send some of your staff on an asbestos awareness training course, which will help them identify potential sources of asbestos within your workplace and what state it is in. The benefit of this approach is that your asbestos management plan will be more targeted in relation to the types and locations of any asbestos.

These courses are widely provided across New Zealand and take around four hours to complete.





Strategies to Reduce Arson Risk for Parishes

It has become an unfortunate trend for churches to be targeted for arson attacks. In recent years, our Church has suffered a number of arson fires that have cost a substantial amount of money and caused deep feelings of loss. It is important to take all practical steps to reduce the possibility of arson attacks and the occurrence of fires in general. The best form of defence (full sprinkler protection) is often not a viable option due to cost, retrofitting difficulties or water supply issues. The next best approach is to try to make it as difficult as possible for an arsonist to start a fire in the first place.

Some common risk factors

- Older buildings with a high timber content.
- Locations set back from road often with bushes, trees and garden vegetation screening buildings from sight.
- Easy access often with an open door policy to all.
- Buildings with wide porches that sometimes screen people entering and leaving.
- Buildings that are left unlocked, unattended and unsupervised for long periods.
- Buildings with little or no protection in the form of monitored fire/smoke/security detection/protection.
- Properties that are community centres for collection of combustible materials such as recycling bins, used clothing, etc.

The most practical and economical ways for Parishes to reduce their arson risk include:

- Making sure that all external accesses can be seen from surrounding streets and buildings.
- Removing trees and bushes that could provide cover or materials to start a fire.
- Making sure all access points into or under the church are secure when not in use. This includes even the smallest ventilation grill or hatch. Secure all windows and doors. Lock and bolt all doors from the inside and leave only the minimum of doors that can only be locked from the outside. Doors affording means of escape must be available for persons legally on the premises to use without recourse to the use of a key for the door.
- Ensure all windows are securely closed after the building has been used.
- Cover large external windows especially stained and/or leadlight glass with polycarbonate sheeting.
- Make sure all recyclable materials are secured. Collection bins, waste/wheelie bins, etc must be a minimum of 10 metres from the external walls of a building and preferably locked when not in use.
- Removing cash from the premises and posting a sign "no money left on premises" outside.
- Securing (out of sight) all valuables. Recording and especially securing/protecting artefacts/relics and the like.
- Having the electrical installations checked and inspected at least every five years
- Installing a manual fire alarm system with supplementary automatic fire detection, such as smoke or heat detectors as appropriate to the risk and environment.

Crombie Lockwood has provided a link to an excellent arson prevention video prepared by Concordia - the Church's insurer. The Trustees strongly recommend that Parish Councils, Boards of Managers and others in charge of property take time to view it.

<https://www.concordia.org.nz/Documents.html>

Outstanding in their field - CPT Farms Advisory Committee



The Trustees own two working farms, Glen Innis, a beef & sheep station in Central Hawkes Bay, and Flaxburn, a dairy farm in South Wairarapa. The farms were generously bequeathed many years ago for the benefit of the Church, from the estates of James McNutt and Christina Annie Clarke respectively.

While each farm is professionally staffed, the Farms Advisory Committee has delegated responsibility from the Trustees for the governance of the farms. The Committee consists of members who are themselves working or retired farmers, or have had valuable farming industry or commercial experience. Its role is to appoint key farm staff such as the farm managers and advisors, and to liaise closely with them in matters such as the annual budget, key performance indicators, health & safety and the strategic direction of each farm.

The Committee meets four times a year with one meeting taking place at each farm to provide an up close and personal overview. Even the CPT office staff have, over the years, becoming remarkably familiar with such topics as lambing & calving percentages, killing weights, milk solids production, effluent management - to mention but a few !

The primary use of Glen Innis profits is the provision of free holiday accommodation for Ministers at two well-appointed houses on the property. Any further surplus is distributed for the welfare of children in New Zealand. Glen Innis is enjoyed by the many Ministers and their families who take advantage of a week's free holiday each year.

The Flaxburn dairy farm is a very successful operation that provides significant financial distributions to benefit the Church's Global & Home Mission programmes.



No health & safety issues here - For display purposes only !