

# Loss Prevention Survey Summary – Report 2025



**Anglican  
Diocese of  
Dunedin**

[www.calledsouth.org.nz](http://www.calledsouth.org.nz)



## Background to Audit

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The Diocesan Council asked that all faith communities return a copy of the loss prevention checklist by 30 June each year to help document that Faith Communities are auditing this on an annual basis. A "Loss Prevention Checklists" document supplied by the Anglican Insurance Board was used for four audits to date. They have been kept separate from Annual Returns as the request for them always comes at a busy time of the year.

A total of 32 responses were submitted for the 2025 audit (which was closed on 17 July 2025), covering a mix of churches, halls, and associated facilities, but not vicarages. There are over 47 buildings for church-hall use, with 17 (out of 25 - 68% response rate) Parish-Deanery-Cathedral communities responding and 1 out of 6 local churches (16% response rate). This is a significant improvement from 2024 where there were 8 returns. [Note that two Faith Communities submitted more than one return on their buildings e.g. 5 returns received one parish on their church and hall complex, so it is possible the survey was accidentally repeated by different people.]

This report provides a summary of trends and issues raised in the survey's comment sections, supported by data tables from completed surveys. It identifies areas of strength and those requiring further attention.

## Audit Observations

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The following is a summary of issues identified in the comments sections (the full report is attached from page 8):

### 1. General

#### Strengths:

- 90% had a general maintenance inspection within 6 months.
- 93% reported secure handling of offerings.

#### Areas for Improvement:

- Only 47% have up-to-date Property Registers (Terriers).
- 43% store Terrier copies off-site.
- Some respondents are uncertain about what the Terrier entails, and lack volunteers to complete it.

**Comments Highlight:**

- Several are still working on their Terriers, with some previous versions dating back over a decade and stored at private homes. Many churches are actively working on updating their Terrier and photo inventory, aiming to complete by the end of 2025.

**2. Fire Protection****Strengths:**

- 86% have accessible fire extinguishers with usage instructions.
- 76% have extinguishers serviced within the last 12 months.
- 100% confirm no waste is burnt on site.

**Areas for Improvement:**

- Only 52% have provided fire extinguisher training.
- 38 % do not have an up-to-date fire evacuation plan practiced annually.
- Very low sprinkler system coverage (7%).
- Some smoke alarms have expired or are not tested.

**Comments Highlight:**

- Some resistance to formal signage ("not necessary") and fire drills (due to elderly congregations).
- Positive example of video training as well as planned updates to smoke alarms and fire blankets.
- Many parishes plan to revisit evacuation procedures and install fire blankets or smoke detectors.

**3. Heating****Strengths:**

- 93% report heating systems installed to prevent injury.
- Most candles are extinguished before the premises are vacated.

**Areas for Improvement:**

- 62% of low-level heaters do not have protective guards.
- Only 31% of churches have signage near low heaters.
- Unattended candles in sand trays were noted in a few buildings.

**Comments Highlight:**

- Tealight candles used in one unattended church despite vestry disapproval.
- Plans are underway to install warning signage; some heater systems are rarely used unless necessary.

#### 4. Security

##### Strengths:

- 100% of buildings report working locks and secure lock-up procedures.
- 86% confirm valuables are secured or removed overnight.
- All window closures were confirmed to be functional.

##### Areas for Improvement:

- Only 68% have a key register.
- Only 50% confirm that no money is left onsite overnight.
- 57% have working security lighting, but only 46% confirm no dark spots.

##### Comments Highlight:

- Some parishes leave small amounts of money locked onsite, citing bank access issues.
- Curtains and louvre window policies vary greatly.
- Some areas lack external security lighting or have "dark spots".

#### 5. Site Condition

##### Strengths:

- 100% report their grounds are maintained and absence of hazards.
- 97% confirm paths and steps in good condition.

##### Areas for Improvement:

- Only 31% confirm bins are locked and stored 5m from buildings.

##### Comments Highlight:

- Practical issues with bin distance in some settings.
- Minor issues like moss removal noted but not acted upon.

#### 6. Building Maintenance

##### Strengths:

- 100% report active cleaning programmes.
- 96% confirm exits are clearly signed and accessible.
- 63% have a maintenance programme.

##### Areas for Improvement:

- Only 36% had a certified electrician inspect switchboards in the past year
- Just 15% have tested and tagged electrical appliances.

##### Comments Highlight:

- Rural areas report difficulty accessing qualified tradespeople. Many intend to coordinate checks with upcoming heating or lighting work.

#### 7. Hazardous Substances

##### Strengths:

- 69% conduct regular checks of hazardous substance storage.
- 65% properly dispose of flammables when empty.

**Areas for Improvement:**

- Only 55% keep hazardous substances locked away.
- 45% leave cleaning products in unlocked storage or high shelves.
- Several responses indicated "not applicable," reflecting potential gaps in awareness.

**Comments Highlight:**

- Some store chemicals on high shelves without locking.
- Several parishes plan to install locked cupboards or delegate regular checks to cleaning rosters.

**8. Electronic Equipment**

**Strengths:**

- 58% control password access.
- 58% back up computer data regularly.

**Areas for Improvement:**

- Only 40% store backups offsite.
- Many do not regularly change passwords.
- Security of devices varies; 50% keep equipment in an unlocked area.

**Comments Highlight:**

- Many Faith Communities use minimal digital systems or rely on personal devices of clergy/wardens.

**9. Contingency Plans**

**Strengths:**

- 58% have a written plan.

**Areas for Improvement:**

- Only 42% have reviewed their plan recently.
- Just 12% have done a simulation or role-play.

**Comments Highlight:**

- Some churches rely on informal knowledge rather than documented procedures.
- Vestries intend to table this in upcoming meetings.
- Some confusion exists between evacuation plans and wider contingency planning.

## **10. External Contractors and Vehicles**

### **Strengths:**

- Most Faith Communities use local, trusted tradespeople.

### **Areas for Improvement:**

- Only 33% confirm Public Liability Insurance is checked.
- No Faith Communities use the Diocesan Contractors Agreement.
- Few keep vehicle WOF or driver licence records.

### **Comments Highlight:**

- Rural parishes struggle with availability and formality in contracting.
- There is limited understanding of diocesan expectations and forms.
- Faith Communities requested guidance on contractor paperwork and safe engagement procedures.

## **11. Insurance**

### **Strengths:**

- 95% have reviewed their insurance type and sums.
- 86% believe their coverage is adequate.

### **Areas for Improvement:**

- Only 48% have an up-to-date Terrier with significant items valued.
- 45% have not photographed items or stored copies off-site.

### **Comments Highlight:**

- Concerns about cost of full replacement insurance.
  - Uncertainty around contents coverage and communication with Diocese e.g. Uncertainty was expressed over Heritage NZ-related insurance requirements (Waitaki-North Oamaru Parish, to be followed up by the Registrar).
  - Several parishes are reviewing contents cover and aim to submit updated Terriers and photo inventories by the end of 2025.
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## Overall Summary

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### Strengths:

- High levels of commitment to maintenance, cleanliness, and secure property access.
- Most parishes demonstrate strong general awareness of safety and compliance practices.
- Growing engagement and participation compared to previous years.

### Areas for Improvement:

- **Terrier and insurance records:** Need consistent updating and off-site storage.
- **Fire safety and evacuation:** Training and documentation still lacking in some places.
- **Electrical checks:** Portable appliance testing and switchboard inspections require attention.
- **Contractor engagement:** Greater clarity and formality needed, including the use of standard forms.

## Recommendations

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### For Parishes:

1. **Update Terriers** and submit copies to the Diocesan Office with photos and values.
2. **Schedule fire extinguisher training** and update fire evacuation plans.
3. **Book certified electrical testing**, especially for portable appliances.
4. **Formalise key register and cash handling policies.**
5. **Secure cleaning chemicals** in locked cupboards.

### For the Diocese:

1. **Develop and share simplified templates** (Terrier, Contingency Plan, Contractor Agreement).
  2. **Provide targeted articles and monthly topics** via the Diocesan newsletter and website (e.g. “How to update your Terrier”).
  3. **Offer limited online training or short videos** to address common gaps (fire safety, contingency planning, electrical safety).
  4. **Encourage Cluster Support:** Promote resource-sharing across parishes with limited capacity or personnel. This can be done at an Archdeaconry level.
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## **Actions:**

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1. Circulate results of audit via The South Calling after July 2025 Diocesan Council meeting.
2. Follow up with Waitaki-North Oamaru Parish insurance queries.
3. Highlight actions required (as well as “why we need to do this”) for identified improvements in the Diocesan Newsletter/Health and Safety Website page, as well as offer opportunities for further training. This to include articles/prompts on:
  - Terriers plus Data protection and Storage
  - Contingency Plans
  - Regular Maintenance Planning (including Electrical testing)
  - Fire Protection, Safety and Training
  - Key security practices
  - Hazardous Substances reminder
  - Contractor engagement protocols

## **Andrew Metcalfe**

Diocesan Registrar – Kaiwhakahaere,  
Anglican Diocese of Dunedin,

30 July 2025.

## Diocese of Dunedin Loss Prevention Checklist (Audit) 2025

**Name of Faith Community (Parish, Church, Deanery, District) - please write this in the space below**

Number of responses: 32

Text answers:

Western Southland Parish

Western Southland Parish

Dunstan Parish - Central Otago

Invercargill Parish

Maniototo Parish - Central Otago

Maniototo Parish - Central Otago

Maniototo Parish - Central Otago

Balclutha Anglican Parish

St Mary's Palmerston Local Church, North & East Otago

Wyndham Anglican Parish - Southland

Southern Coastal Deanery

Southern Coastal Deanery

Fiordland Parish

Southern Coastal Deanery

North Invercargill Anglican Parish

North Invercargill Parish

Taieri Anglican Parish- Dunedin

Dunstan Parish

Otago Peninsula Anglican Parish

Waitaki North Oamaru

Upper Clutha Anglican Parish

Upper Clutha Anglican Parish

Waitaki North Oamaru-St Marys.

Whakatipu Anglican Parish

Whakatipu Anglican Parish

St John's Roslyn

Whakatipu Anglican Parish

Whakatipu Anglican Parish

All Saints Parish Gladstone Invercargill

Winton and Districts

Western Southland Anglican Parish

Whakatipu Anglican Parish

## Name of Building/Facility - please write this in the space below

Number of responses: 32

Text answers:

St Mary's Riverton

St George Anglican Church Tuatapere

St James's Roxburgh

St Luke's Otatara

St Hilda's Ranfurly

St Albans, St Bathans township

St George's Nasby

St Mark's Balclutha

St Mary's Palmerston

St Mark's Otara

St Mark's Green Island

Holy Cross Hall, St Kilda.

St Michael's Te Anau

St Margaret's Church, Brighton

Holy Trinity Church, meeting room, ablutions block, kitchen, hall and offices

Holy Trinity Church including attached meeting room, ablution block, kitchen, hall and office spaces

St. Luke's Mosgiel

St Aidan's Church, Alexandra

St Michael's and All Angels church and lounge, Vicarage

St Mary's Church

St Andrew's Church and Hall Cromwell

St Columba's Wanaka

St Mary's Church

St Peter's Church, Hall and Offices Queenstown ; St Paul's Church and Cottage Arrowtown

St Peter's Church Queenstown, Hall and offices ; St Paul's Church Arrowtown and Cottage

St John's Roslyn Church

St Peter's Church; St Peter's Lounge; St Paul's

All buildings covered by report - St Peter's Church, St Peter's hall and lounge, St Paul's including cottage

All Saints Church and Hall

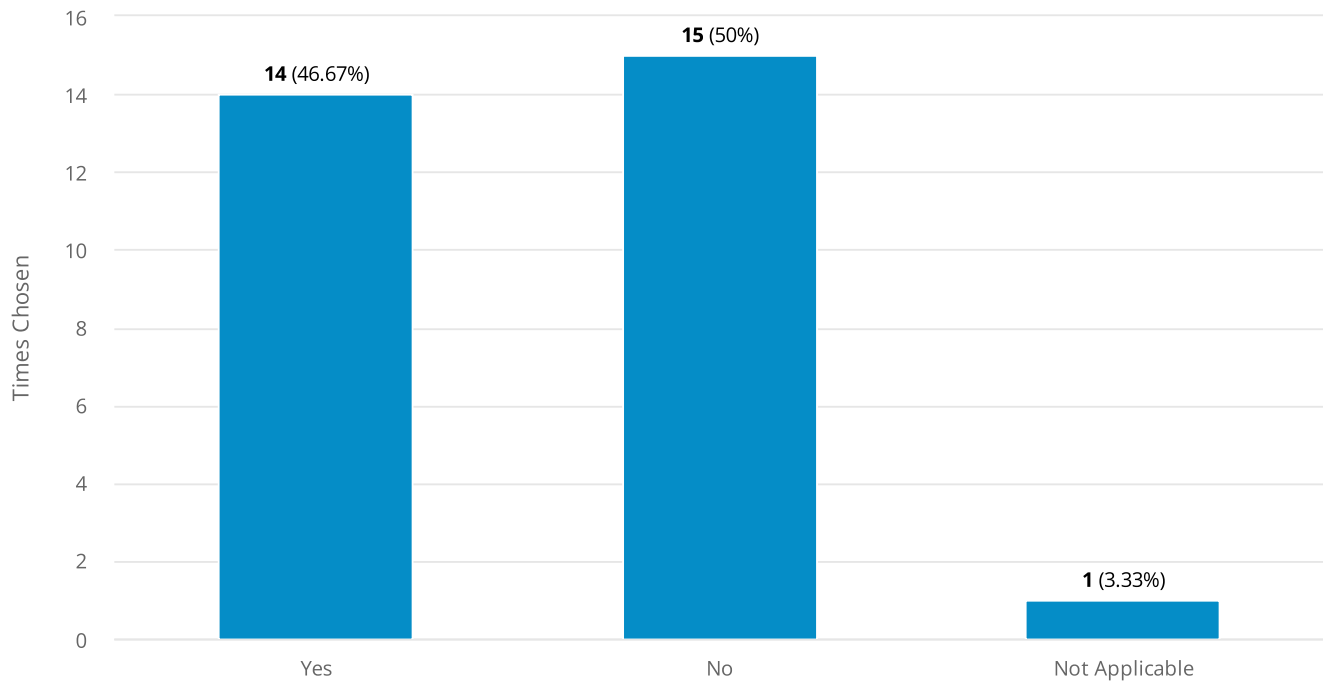
Church and hall

St Mary's Riverton

St Peter's Church

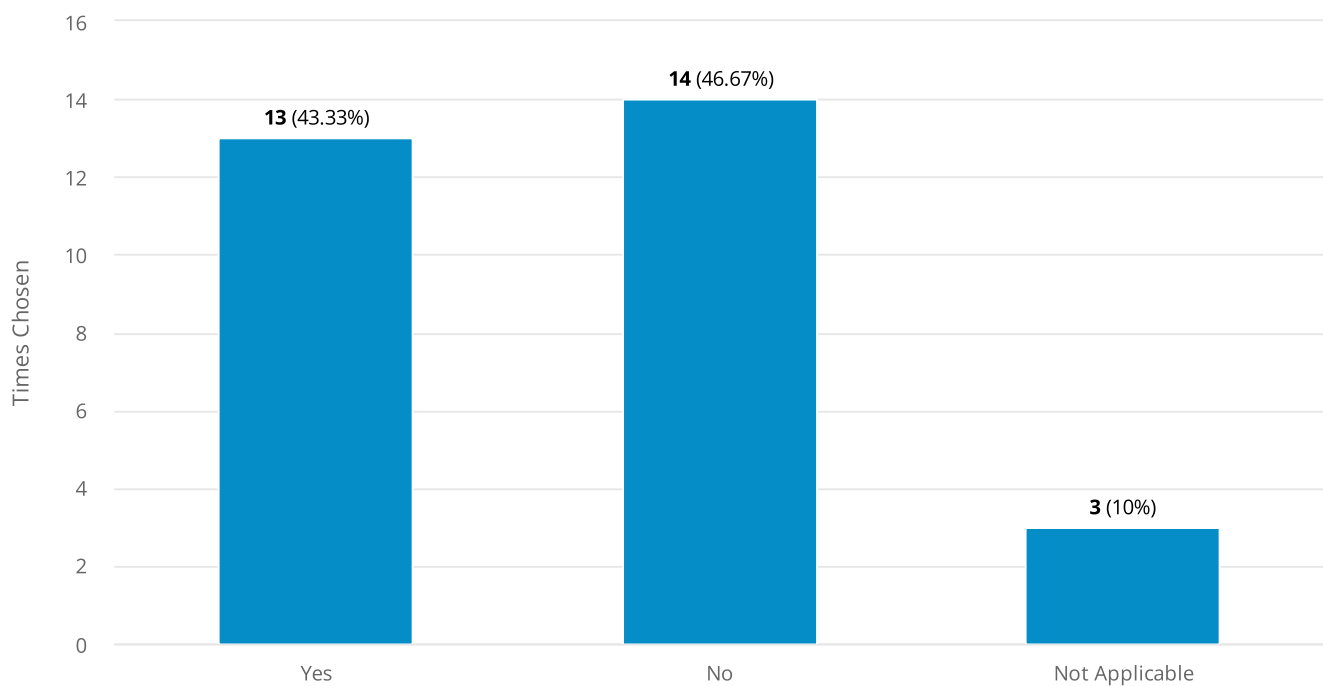
## Is your Terrier (Property Register) up to date, including a photographic record of special features and valuable items?

Number of responses: 30



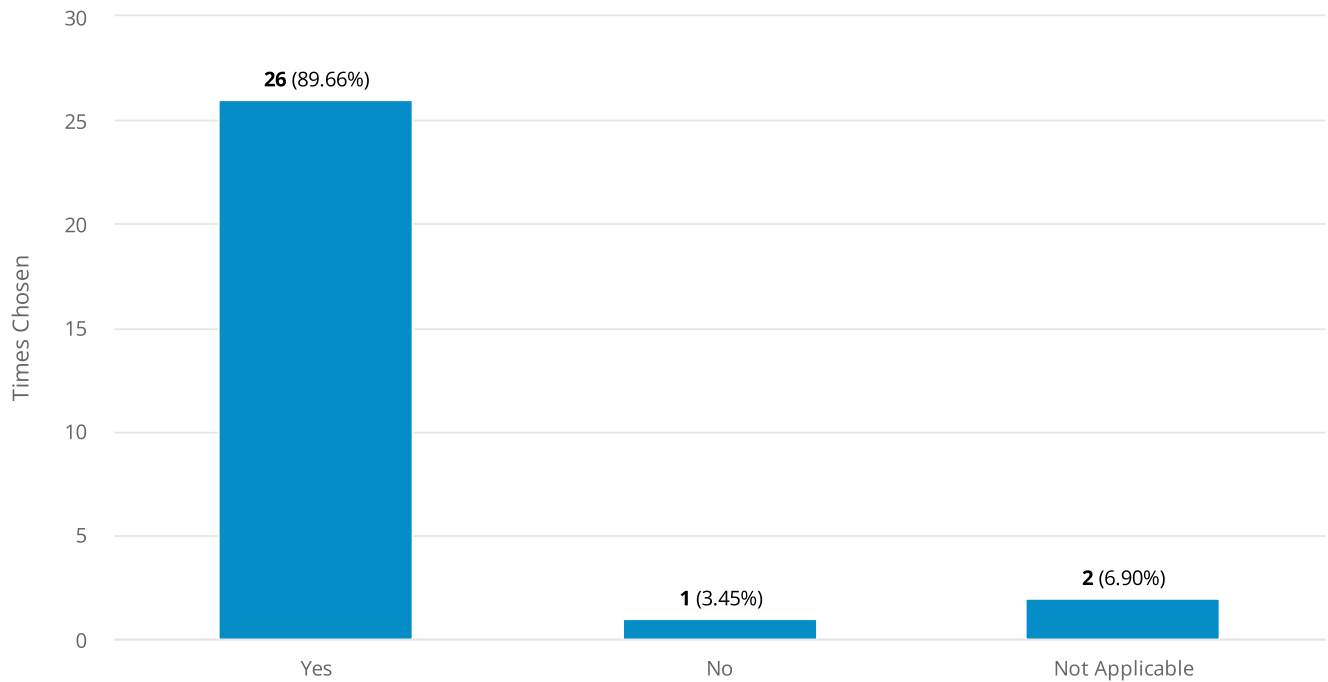
## Are copies of your Terrier (Property Register) stored off site e.g. at the Diocesan Office?

Number of responses: 30



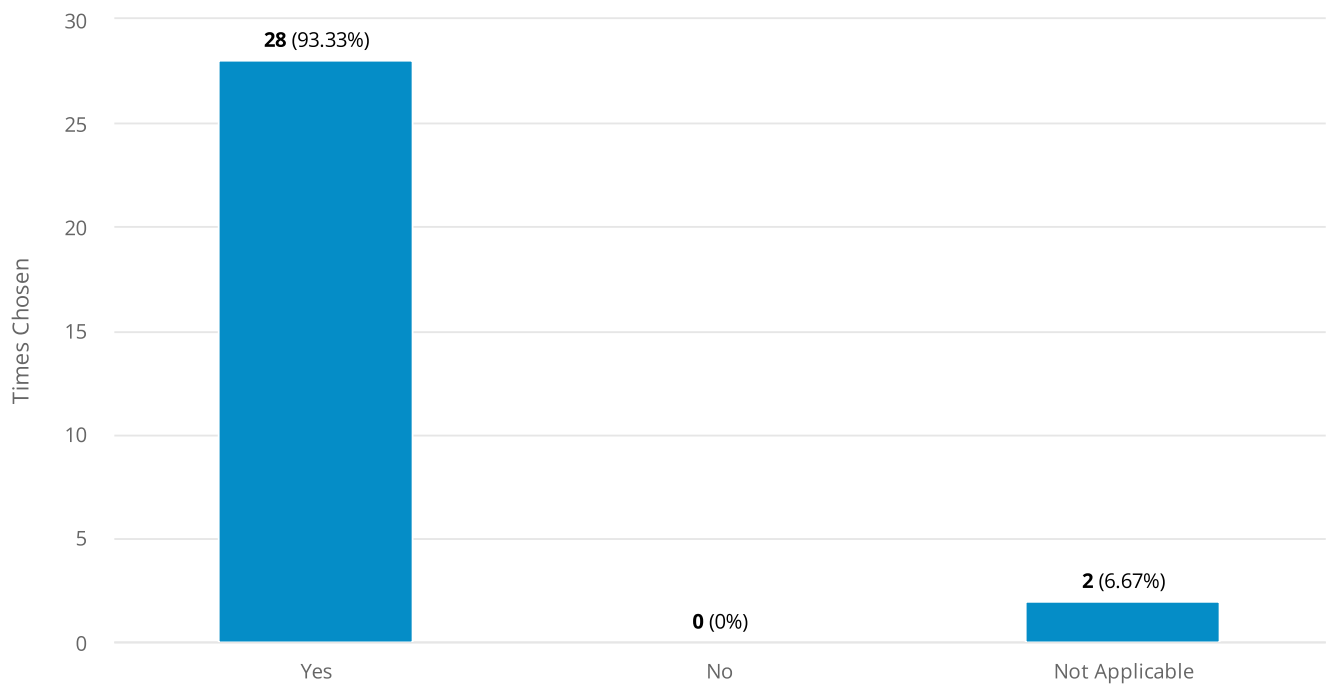
## Has a general maintenance inspection of the buildings, services and critical systems been carried out within the last 6 months?

Number of responses: 29



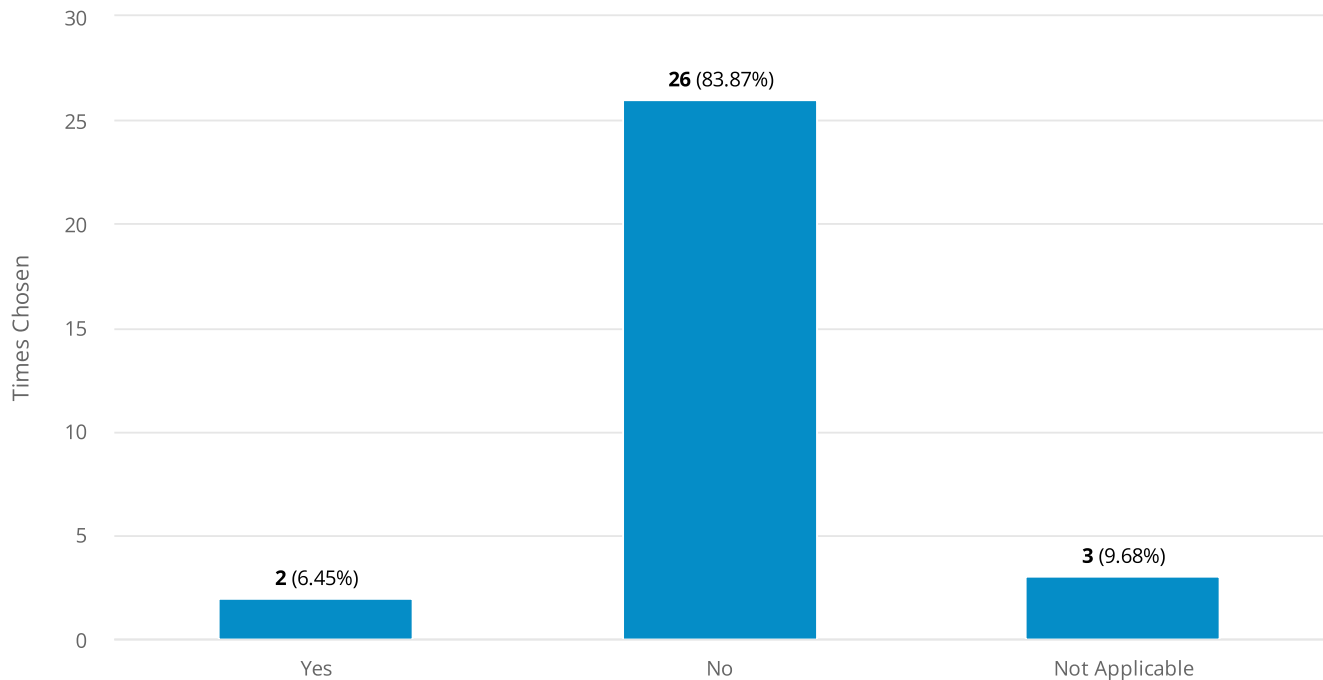
## Is your system of counting offerings, accounting and banking secure and safe to all involved in this?

Number of responses: 30



**Are any changes planned to your buildings that are planned to start in the next 6 months? If so, list below and notify insurers.**

Number of responses: 31



**Note: Any changes planned to building that insurers need to be notified (contact the Diocesan Registrar) and noted below**

Number of responses: 1

Text answers:

Demolition of Unity House is still planned, but not yet scheduled.

**List of Deficiencies for the General Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 23

Text answers:

We recognise we need to update the Terrier (last sent to Dio Office in 20-12) - have printed out a copy and will get on with it.

As many nails in the roof were no longer effective in holding it in place, all were removed and replaced with screws (2020).

New carpet in church hall - no insurance notification required.

Still working on updated Terrier, to be sent to Diocesan Office when completed (June 2025).

Intending to do cleaning of spoutings and general maintenance if suitable people are available. Terrier stored off-site at Secretary's home (not in Diocesan office).

Ongoing issue of lack of people, lack of resources, indicated that this report is "hardly relevant". No other entries in the survey from this point onwards.

Continual inspection and maintenance of a heritage building (Registrar's note: no Terriers for Maniototo on file at the Diocesan Office)

Property Terrier to be completed by Property Committee by the end of the year (2025) and a copy stored off-site then.

Church services are held 11 times a year. It is cleaned before each service and any maintenance needed is carried out by a committee. The church is only open for approximately 30 hours a year

Not applicable was entered when no response recorded to this part of the survey (Registrar's comment)

No terrier held of St Kilda items, suggest that this completed. (Registrar's comment)

Terrier last deposited in 2012 (Registrar comment)

Working on future of building and deciding on reasonable action. Windows and painting are considered.

I am finalising the terrier with photographs and will send a copy through when I'm done, just thought I'd better get this sent through before the deadline as I'm going away next week. Vestry are still working on a general maintenance inspection. I think one of the issues is they're not sure what it entails.

Inventory photos yet to be completed.  
Building changes proposed, not yet confirmed or authorised.

Christine Dorsey will use the Terrier template to begin working through this, although it will be difficult to fully answer some questions, but using the shared knowledge of the parishioners, we will do our best. Aim to have this completed by the end of 2025.

Non-structural damage to stone buttress to be fixed by stonemason at the end of June.

The Terrier was last updated in 2023. Local Warden and Administrator to check if anything further needs to be added, photos included.

Terrier is time consuming and we have no one to date who is willing to step up and do it. We have photos Terrier photos of St Peter's and will do the same with St Paul's

Terrier needs updated - (name) has been asked to do this as soon as possible  
Whilst regular maintenance of buildings, services and critical systems occurs, the exterior wooden surfaces are a Work In Progress.

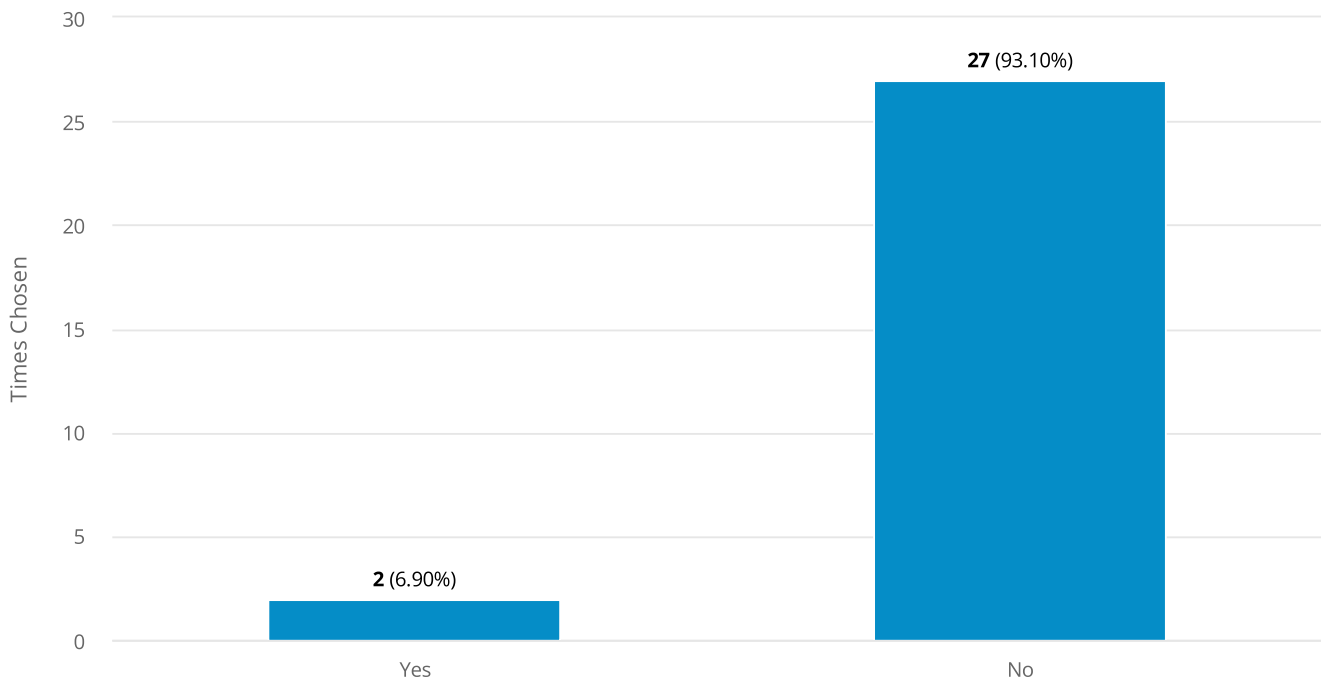
The Terrier and asset list is being worked on at this present time.

Update terrier, this year.

We need to update our terrier and send a copy to the Diocese.

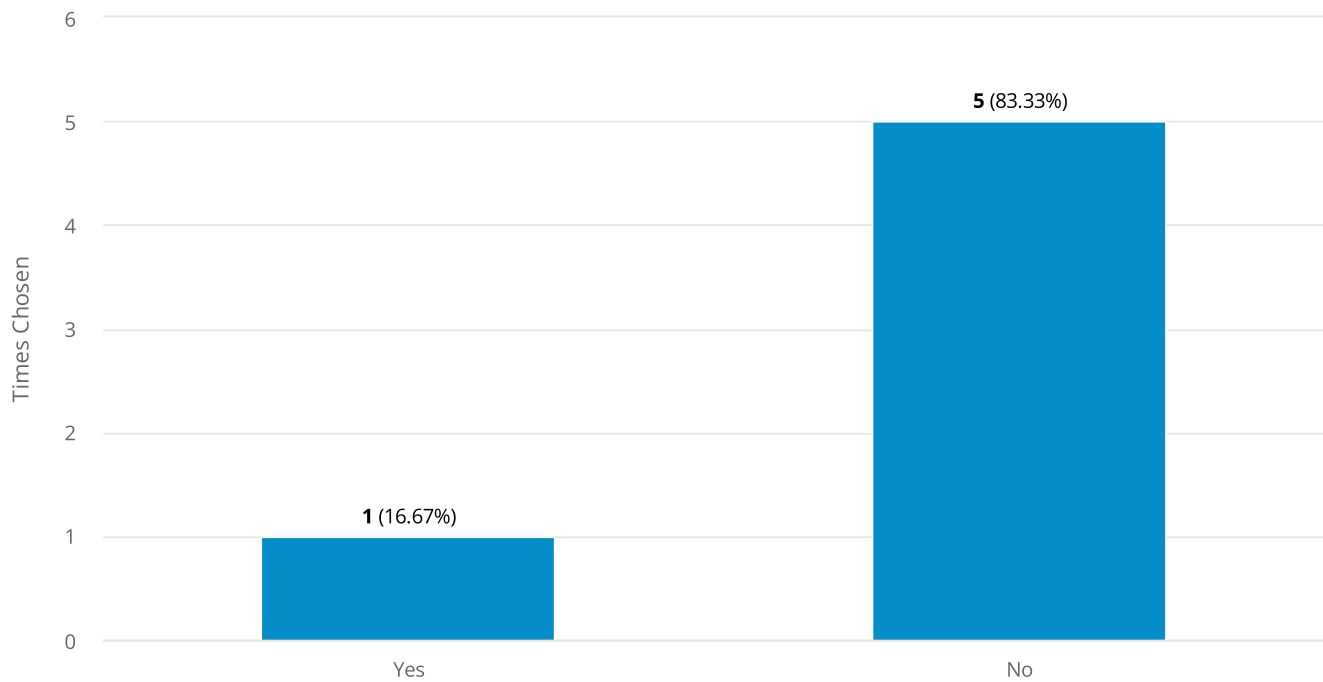
## Do you have a sprinkler system?

Number of responses: 29



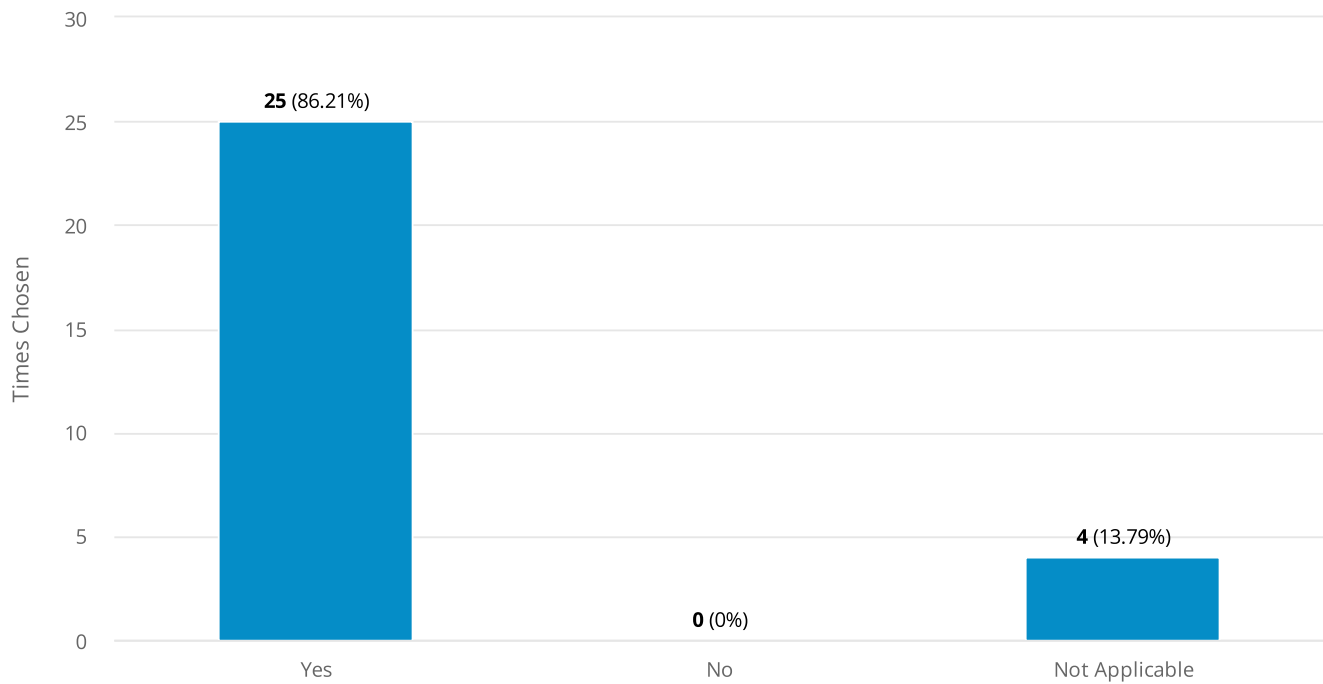
## If you have a sprinkler system, has it been inspected/tested within the last month?

Number of responses: 6



## Are these all in place and easy to remove and use?

Number of responses: 29



## Note below what you have in place and where located

Number of responses: 24

Text answers:

Fire extinguishers - naithex and vestry.

New extringuisger at the front of the church, an older one at the back.

Fire extinguisher in kitchen of church hall.

In small corridor between - entrance - kitchen - church.

(Not completed for St Mark's Balcutha).

None in place.

Fire extinguisher up near the altar.

One in kitchen, one in church.

Kitchen.

Kitchen and back of church.

Hose reel in hall; fire blanket for cook top in the kitchen; three fire extinguishers - kitchen, meeting room, church/pulpit. May 2025, we purchased three new fire extinguishers.

Hose Reel in Hall; Fire Blanket for cook top in Kitchen; three Fire Extinguishers - Kitchen, Meeting Room, Church/Pulpit. In May 2025 three new Fire Extinguishers were purchased.

1 fire extinguisher in foyer, 1 fire extinguisher and 1 fire blanket in kitchen/Bill Mitchell Room.

We have two fire extinguishers, one in the church foyer and the other in the hall kitchen.

Fire extinguishers in lounge, church foyer and office. Fire blanket in kitchen.

One fire extinguisher in the kitchen, but it hasn't been checked for a long time.

Fire extinguishers accessible in church and hall.

Hose reel outside back door, fire extinguishers in accessible locations inside, including kitchen and entrance.

One fire extinguisher located in the kitchen, but it hasn't been checked, so probably wouldn't be used. The recommendation from the local fire service is not to waste time using an extinguisher, rather get everyone out of the building and call 111.

Fire Ext in St Peter's Church and Kitchen ; Fire Ext in St Paul's Church and Cottage.

Hettie Robinson, Hall and kitchen, lounge and kitchen, church. Updated last year.

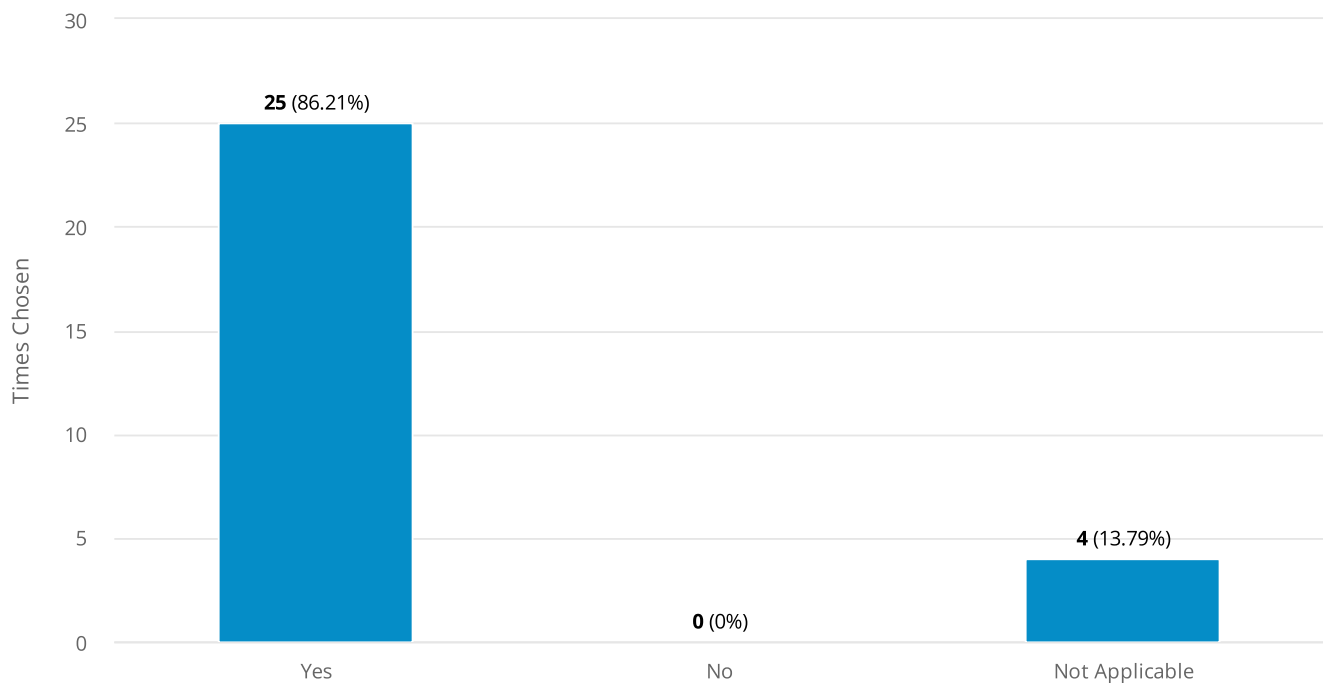
Fire extinguishers in both churches, St Peter's kitchen and St Paul's Cottage.

Two extinguishers in the main church, one extinguisher in the hall kitchen and one fire hose in the main body of the hall.

Fire extinguishers in church and hall.

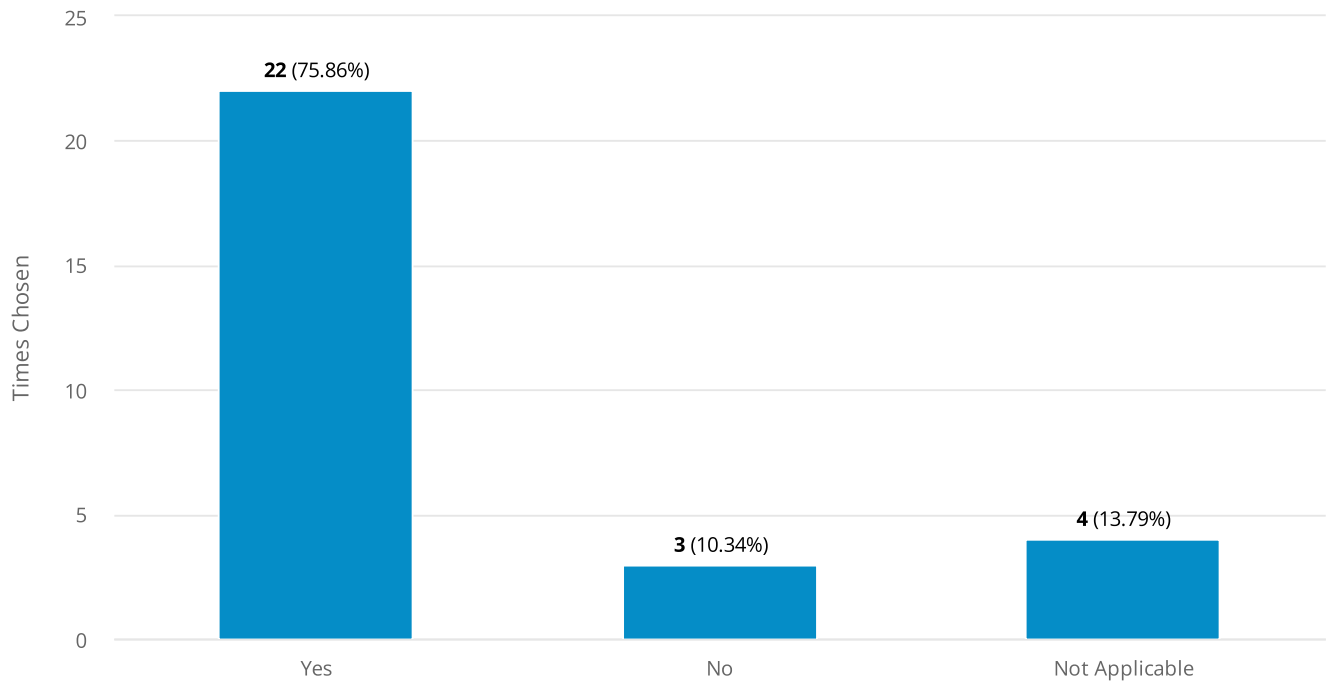
## Are extinguishers ready for use and are there clear instructions on how to use?

Number of responses: 29



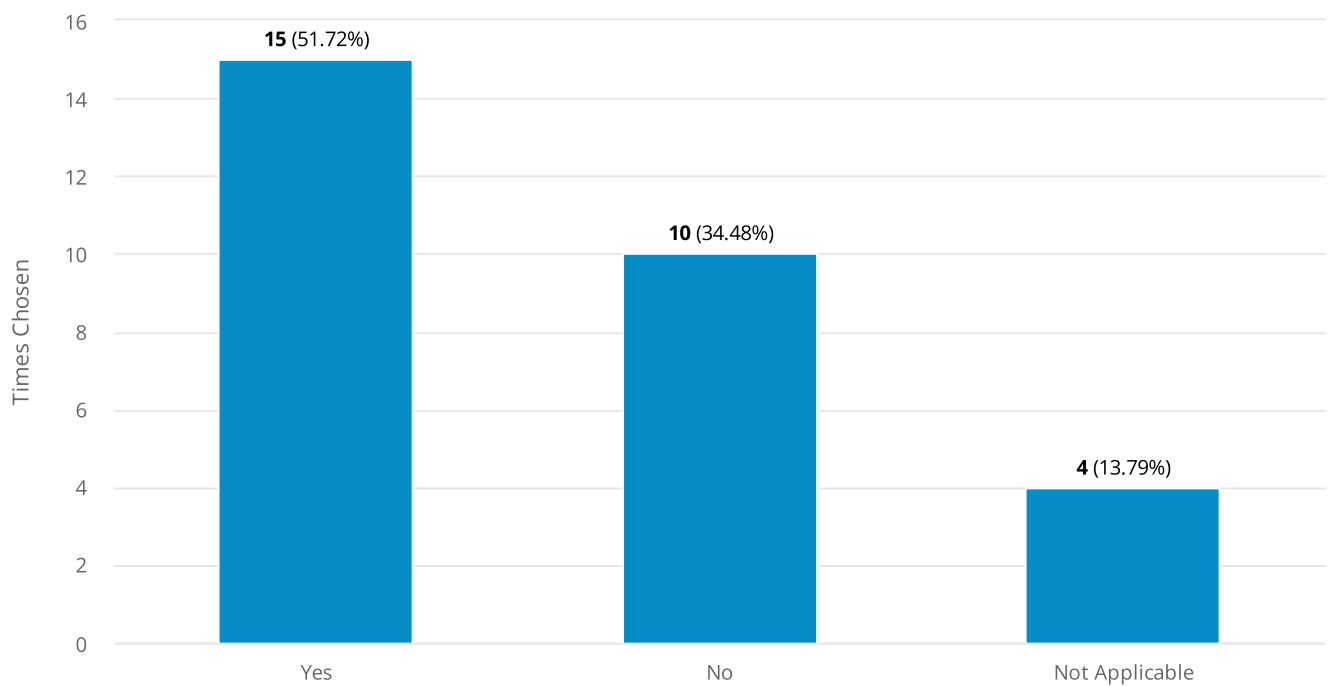
## Do the extinguisher service tags show they have been serviced within the last 12 months?

Number of responses: 29



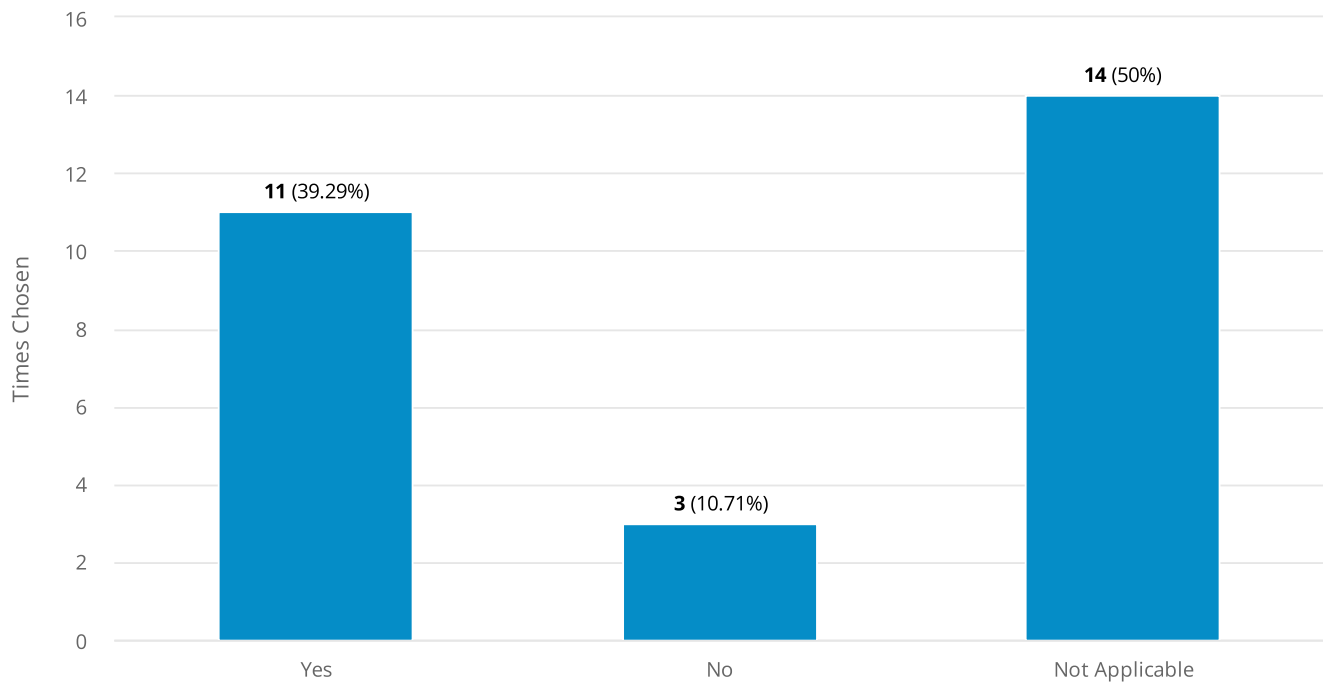
## Has there been any training given in their use?

Number of responses: 29



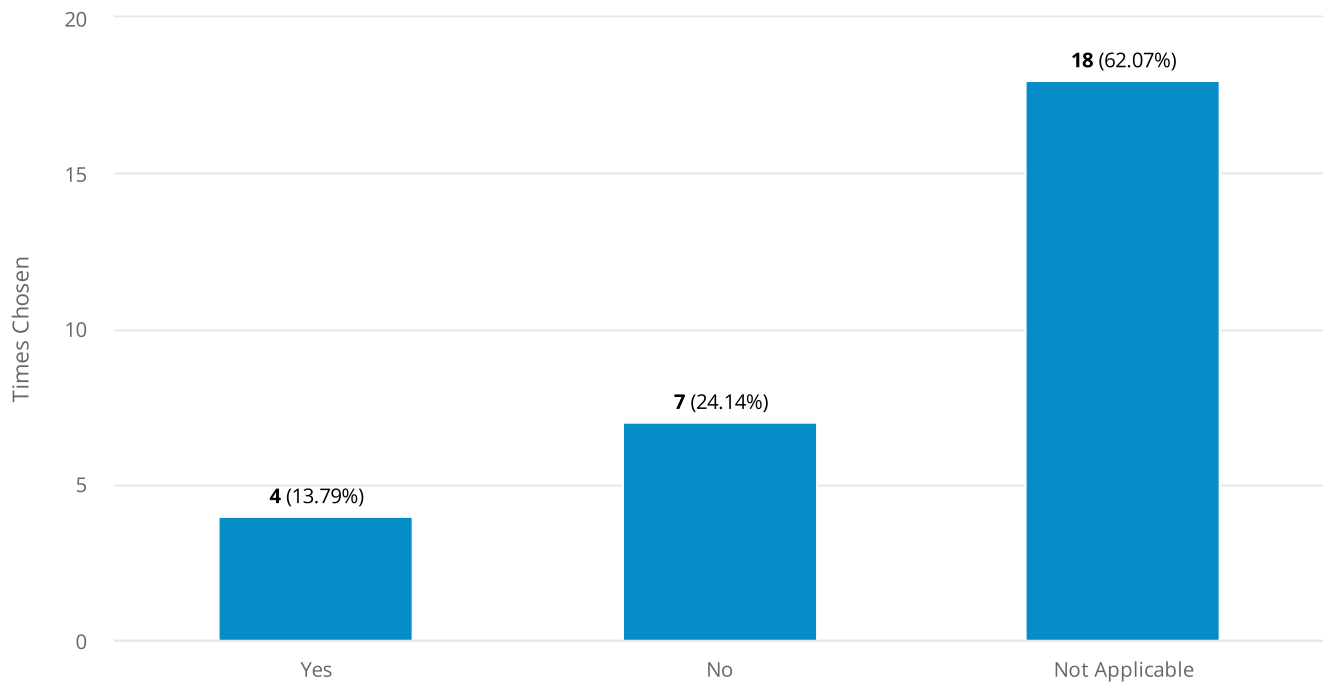
## Has the system been tested during the last 3 months?

Number of responses: 28



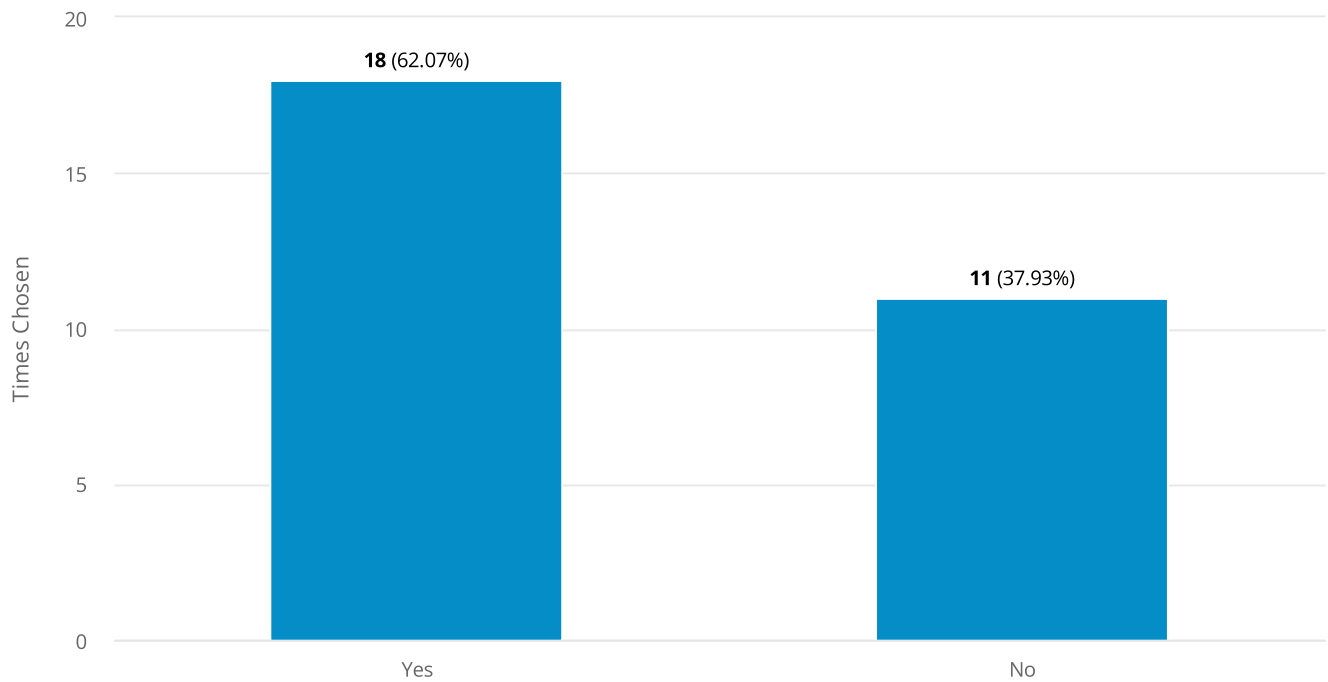
## Are the batteries more than 6 months old? (if so, they should be replaced)

Number of responses: 29



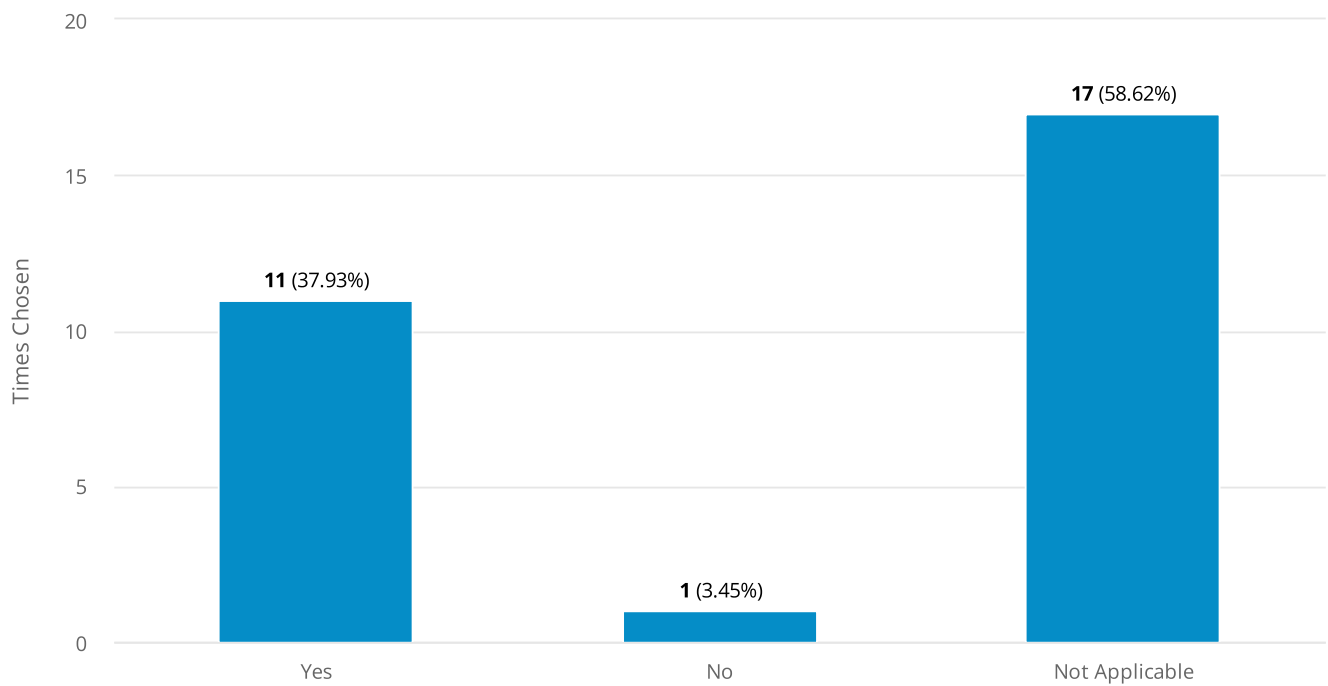
## Is the fire evacuation plan up to date and practiced annually?

Number of responses: 29



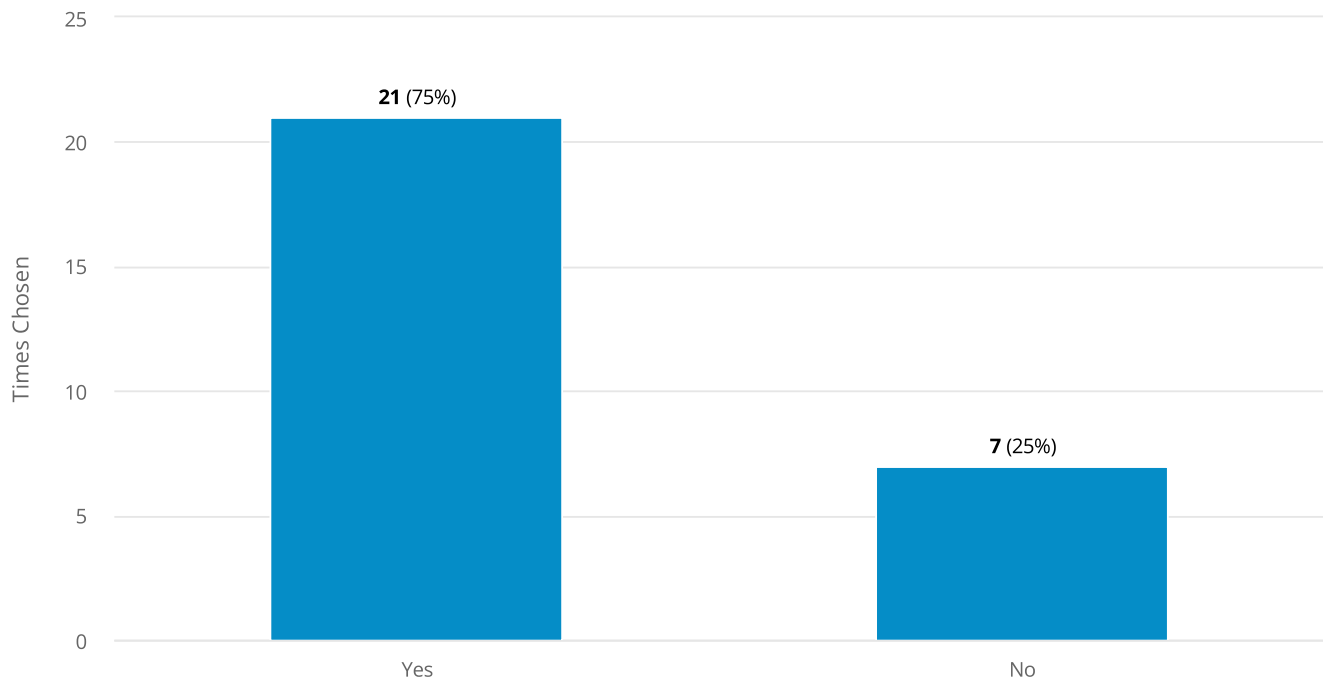
## Do the buildings have a current "Building Warrant of Fitness" certification?

Number of responses: 29



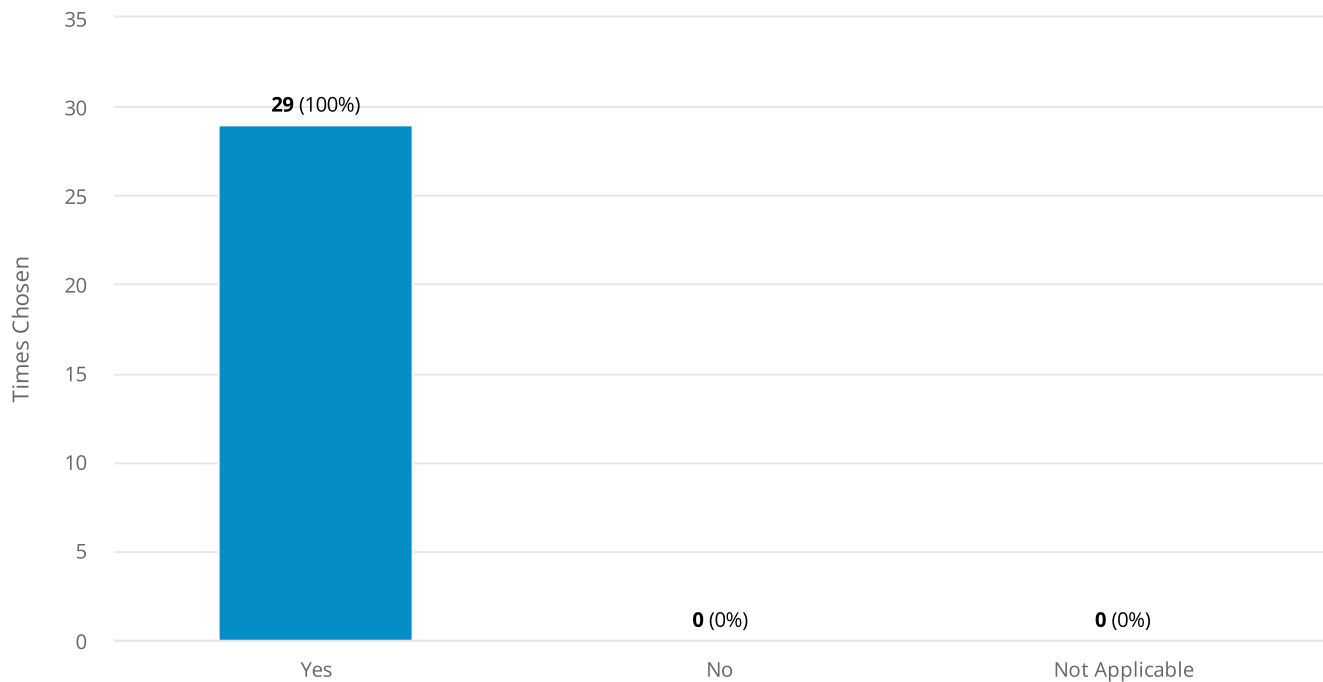
## Are there appropriate non-smoking signs?

Number of responses: 28



## Can you confirm that no waste is burnt around your premises?

Number of responses: 29



**List of Deficiencies for the Fire Protection Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 22

Text answers:

Taking extinguishers into town for testing next week (27 April) .  
Will put evacuation plan onto agenda for next vestry (May 2025).  
Asking Vestry to buy two new smoke detectors.

To follow up if any training needs to be given around use of fire extinguishers. Electricity is turned off at the mains after a service when building vacated.

Exit notices are on both main doors and Vestry door. Wanted option of "not applicable" for no-smoking signs.

Exit signage being updated. Indicated that no smoking signs were "not necessary".

Fire extinguisher training: kitchen users will be liaised with, training given where needed, by December 2025.

No smoking is allowed in public buildings, signs not necessary (Registrar comment: we encourage provision of signage in this locality).

Long life batteries are in smoke/heat detectors as recommended by Fire NZ.

Recommend purchase of Fire Blanket (Registrar comment).

10 year smoke alarms installed, has not identified when due and how/who checks these (Registrar comment).

Fire extinguisher training videos have been forwarded to Vestry by way of training.

We have an up to date fire evacuation plan but we do not practise evacuations. This is a matter that will be brought to our next vestry meeting.

Re batteries. Fire brigade have installed 10 year batteries.

Christine Dorsey will replace one smoke alarm as there is no date on it and it is likely expired. This one is located near the kitchen. Another will be purchased and installed beside the switch board. A fire blanket will be purchased and kept in the church in case of a fire caused by the candles. This will be done by the end of June 2025.

Entire site is smoke free, including church and hub.  
Fire evacuation plain is in order. Difficult to practice as congregation changes week by week, and many are

elderly.

A new smoke alarm will be purchased by Christine Dorsey, before the end of May 2025 and installed by Gordon Clearwater.  
Discussion will be had in church about fire evacuation.

Sprinkler only located in the Parish Office in Queenstown.

There is only a sprinkler system in the St Peter's church office.

System test showed repairs required to emergency lighting and one smoke detector- awaiting parts. WOF due May 6th- when repaired a meeting with DCC compliance team will be arranged.

St Peter's has a building WOF, not required at AT.

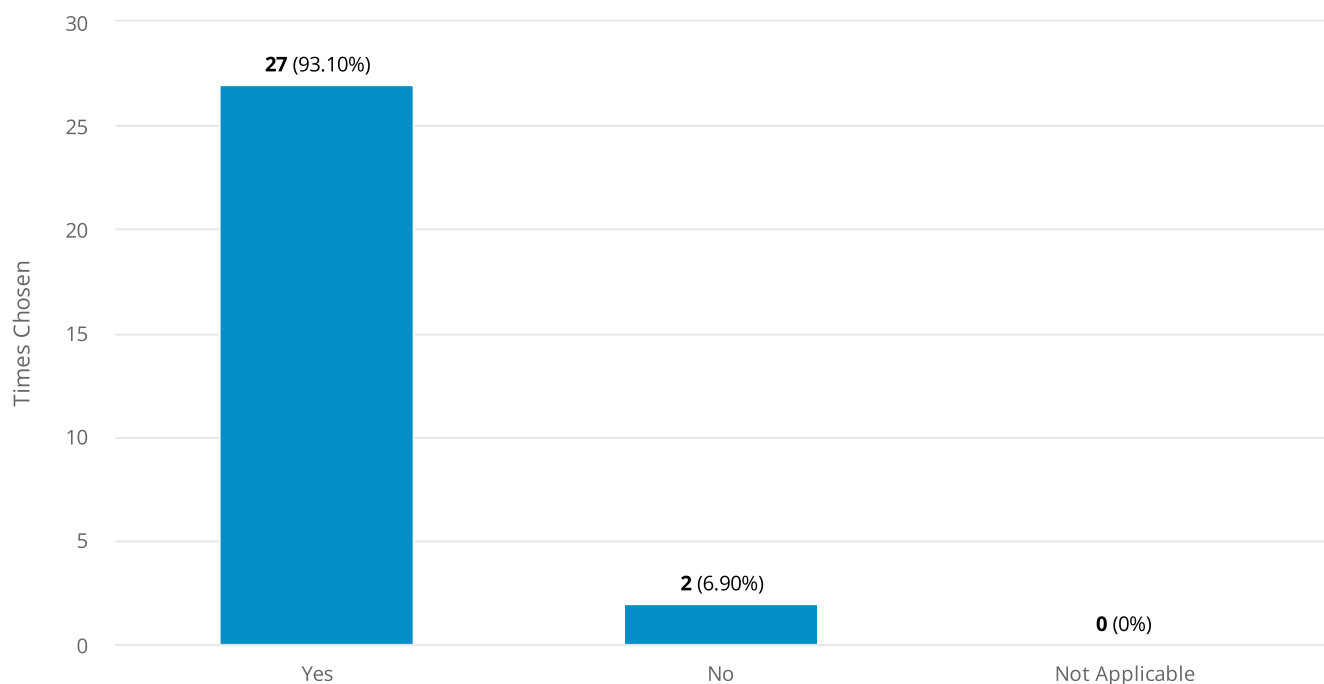
We will review and remedy no smoking signage.

Needs to be a fire drill carried out will do this in the near future, needs to be more fire extinguisher training.

Fire evacuation and use of extinguishers training this year.

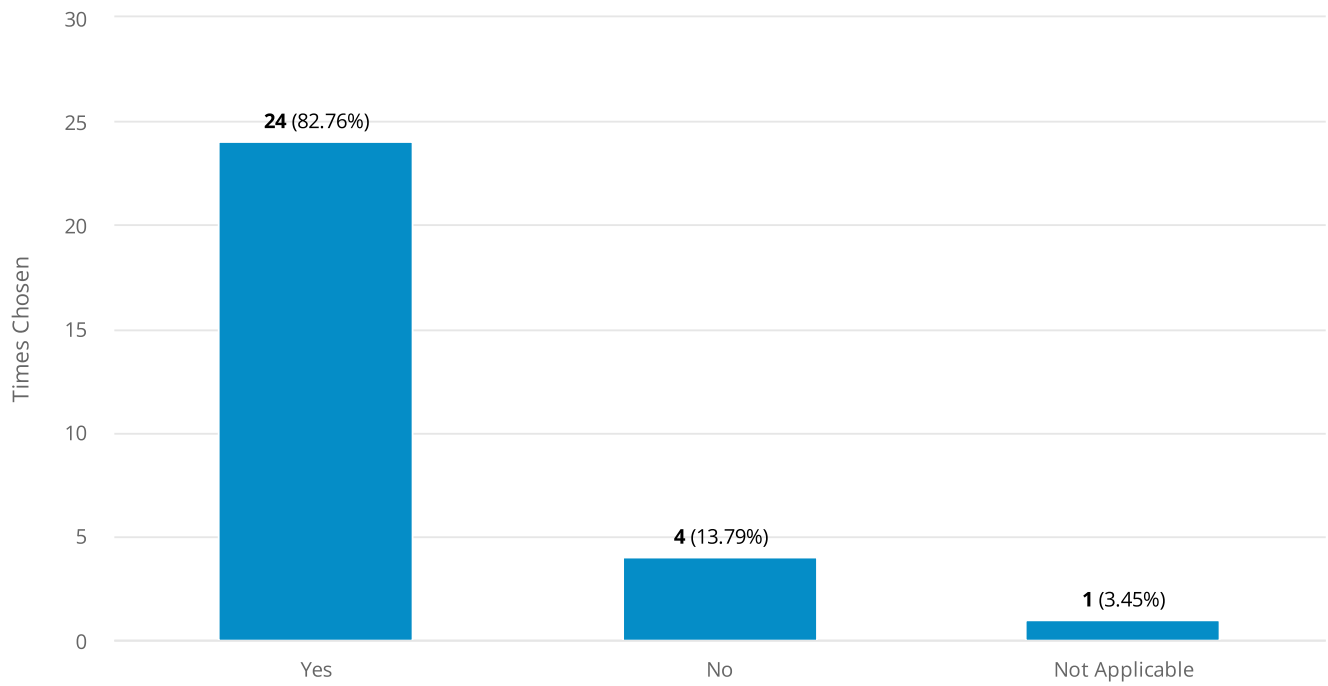
## Are all heating systems installed so as to prevent personal injury?

Number of responses: 29



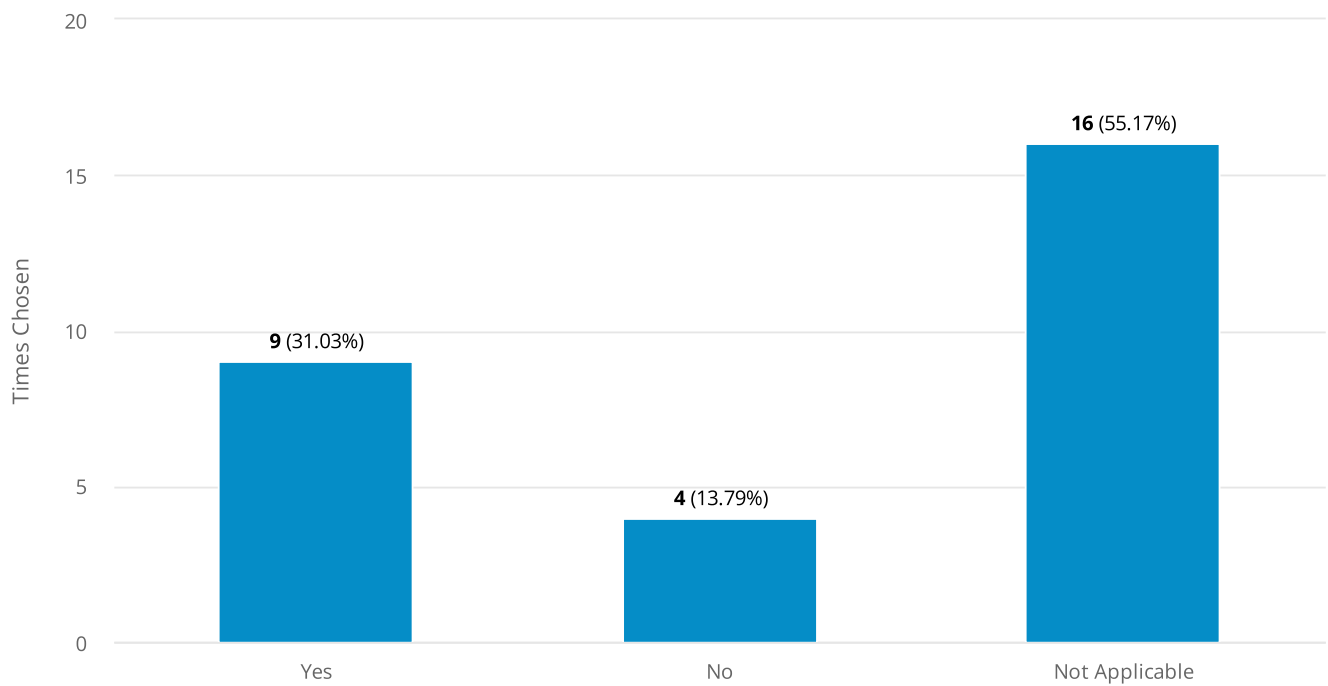
## Do all heaters have a clear space around them of at least 1 m?

Number of responses: 29



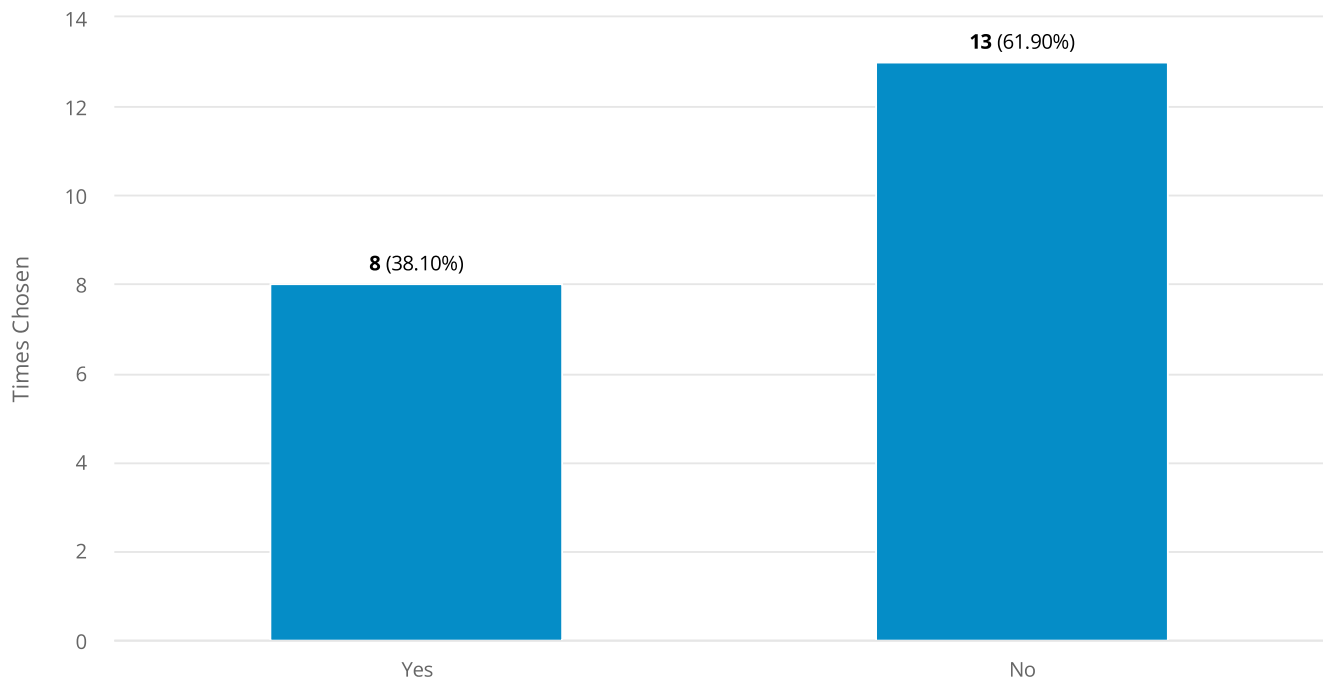
## Are low level heaters provided with signage to ensure a clear space is maintained?

Number of responses: 29



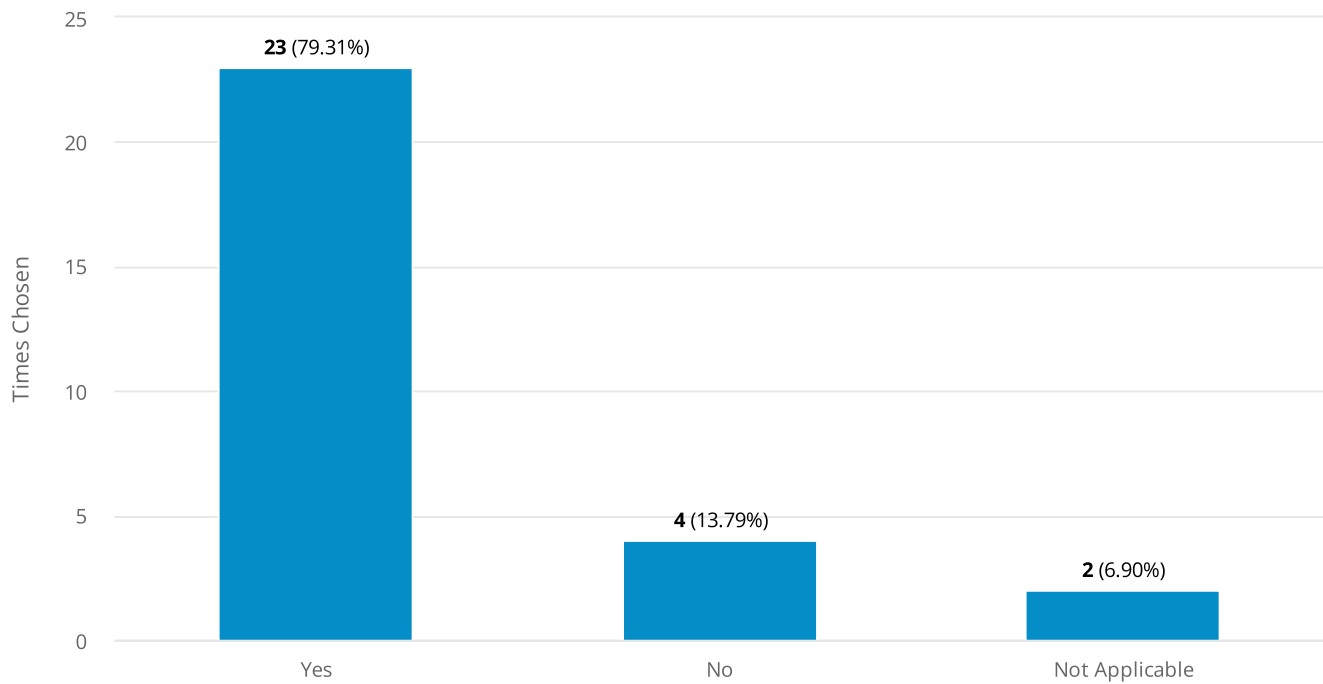
## Do low level heaters have protective guards on them?

Number of responses: 21



## Are candles always extinguished before the premises are vacated?

Number of responses: 29



**List of Deficiencies for the Heating Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 12

Text answers:

We have floor level pipes under pews, exposed and do get hot. We don't use them regularly - just if we have to heat up the church before an event. Always switch them off if children present. To install signage (29 April).

Noted that needed to check: low level guards of heaters (under pews) and signage, plus to check with Roman Catholic users that all candles are extinguished once a service has finished.

Low heater protective guards and signage being checked and updated if necessary.

Don't need low level heating protective guards. If small children were present they would be turned off. (Registrar comment: possible hazard here, would suggest making it clear that service hosts are reminded to do this).

We have rail heaters underneath our pews. These heaters do not have a clear space of one metre around them or protective covers. We do however have signs on the pews warning that the heaters can be hot to touch. Because the heaters are underneath the pews, it is unlikely that they would be touched accidentally.

Heat pumps are at ground level, but they don't need guards and if they did, it would create another health and safety issue, as people could bang into them and trip over, as the heat pump is against the wall, with a one meter walk way in front of it.

Tealight candles are used in St Peter's throughout the day when unattended and placed in a sand tray. (Vestry is not ok with this).

Tealight candles are placed in a sand trap in St Peter's Church which is unattended. (Vestry doesn't approve).

Any unprotected low-level heating has signage and is not left unattended.

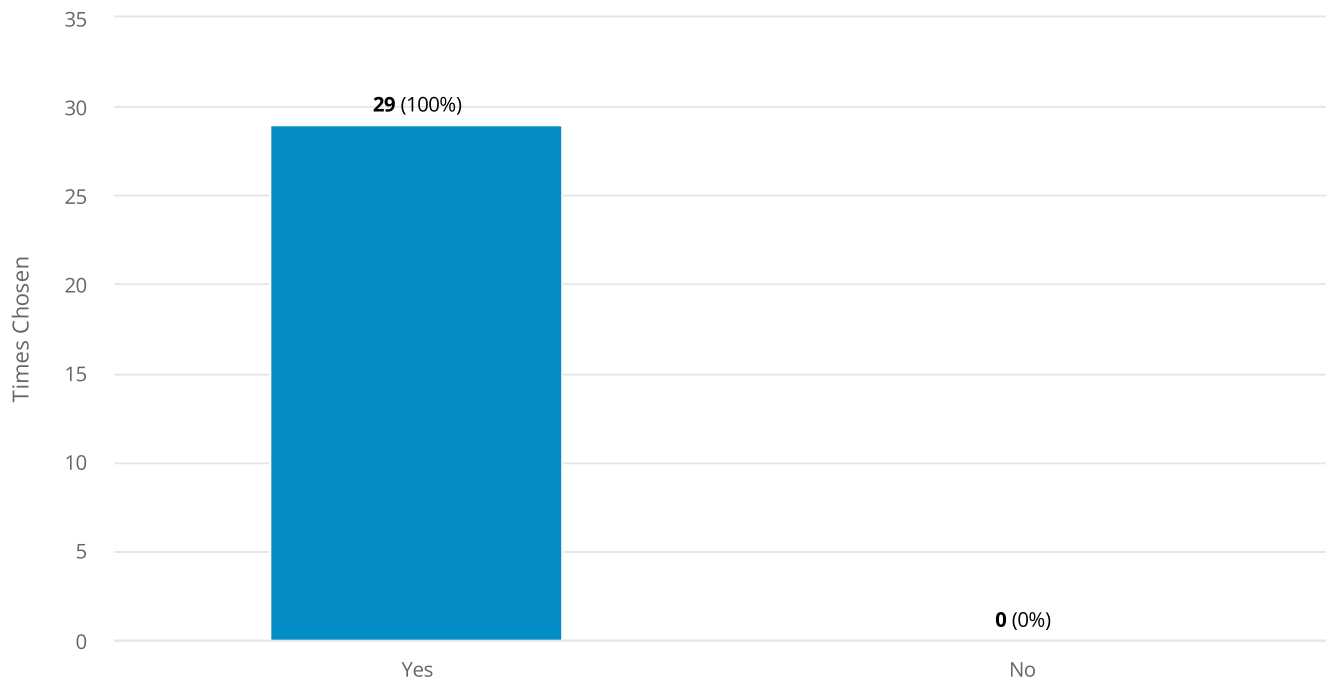
Tealight candles are placed in a sand tray in the unattended church.

Tea Light candles are placed in a sand trap environment although the church is unattended.

We have under-pew heaters which would be difficult to install guards signage has been put on the back of each pew to warn of heaters, part of our future planning is to look at the installation of heat pumps.

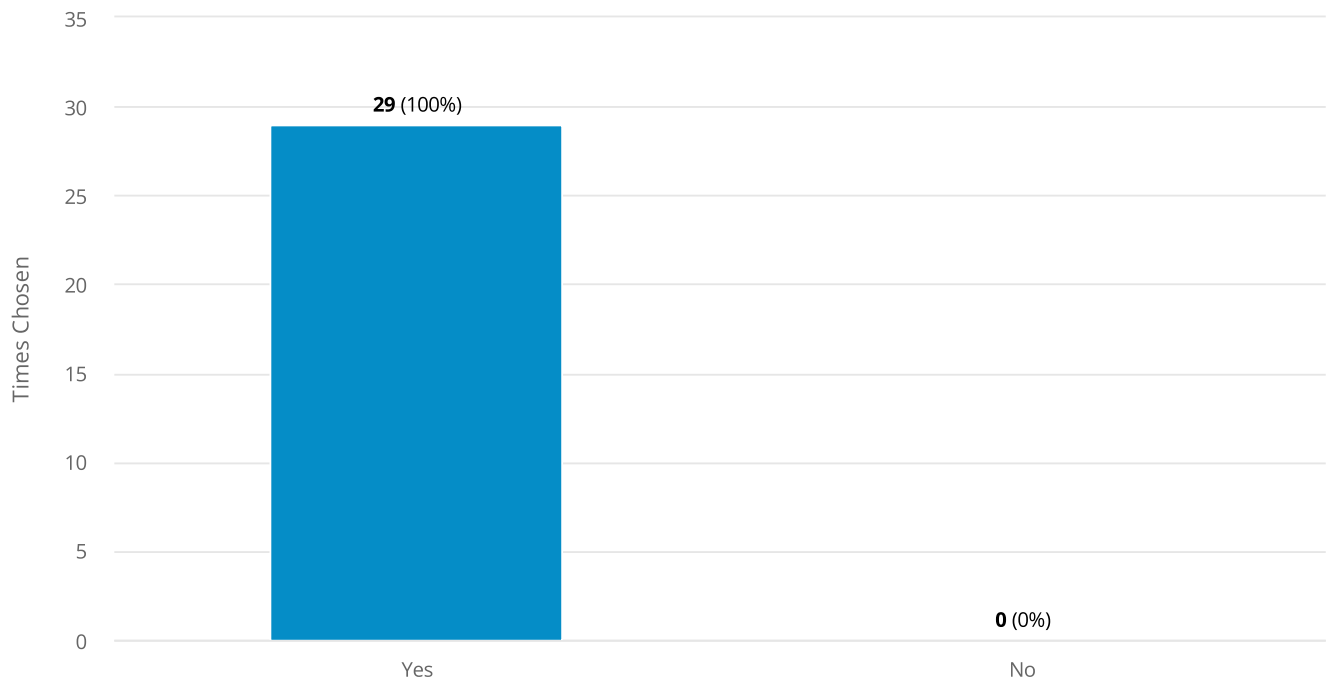
## Are fences/walls in a good state of repair?

Number of responses: 29



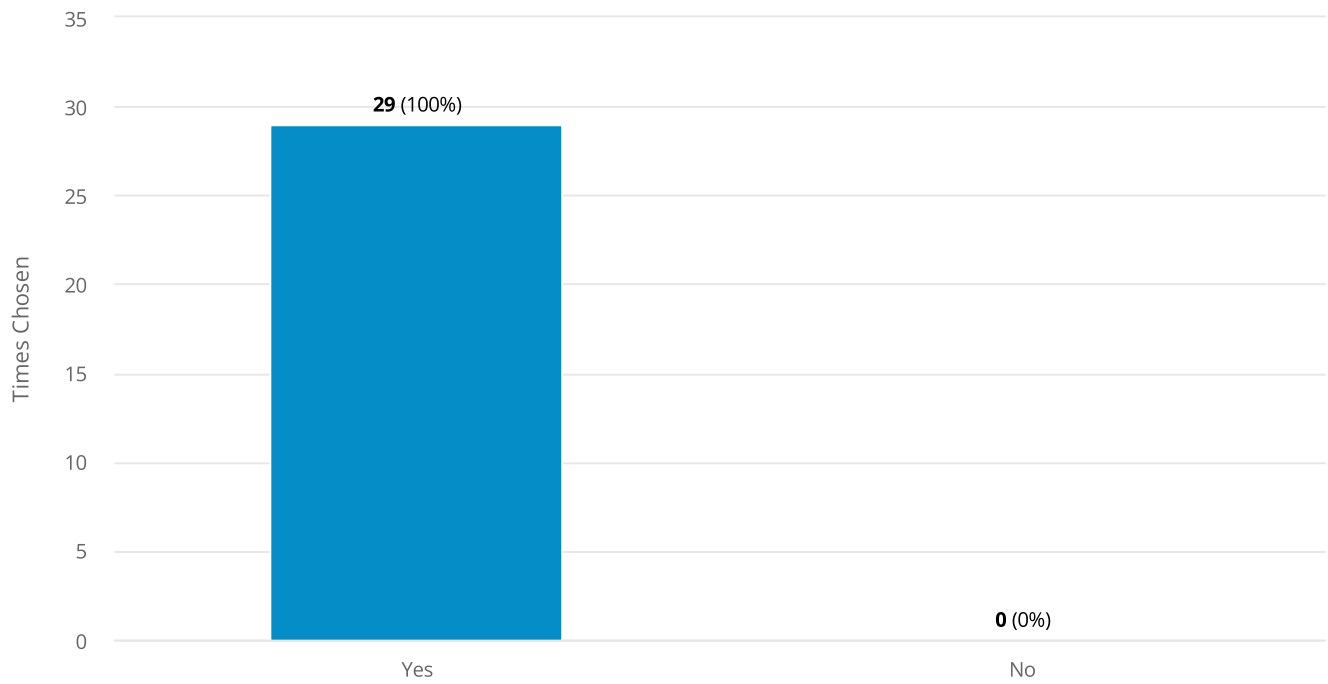
## Are locks operating properly?

Number of responses: 29



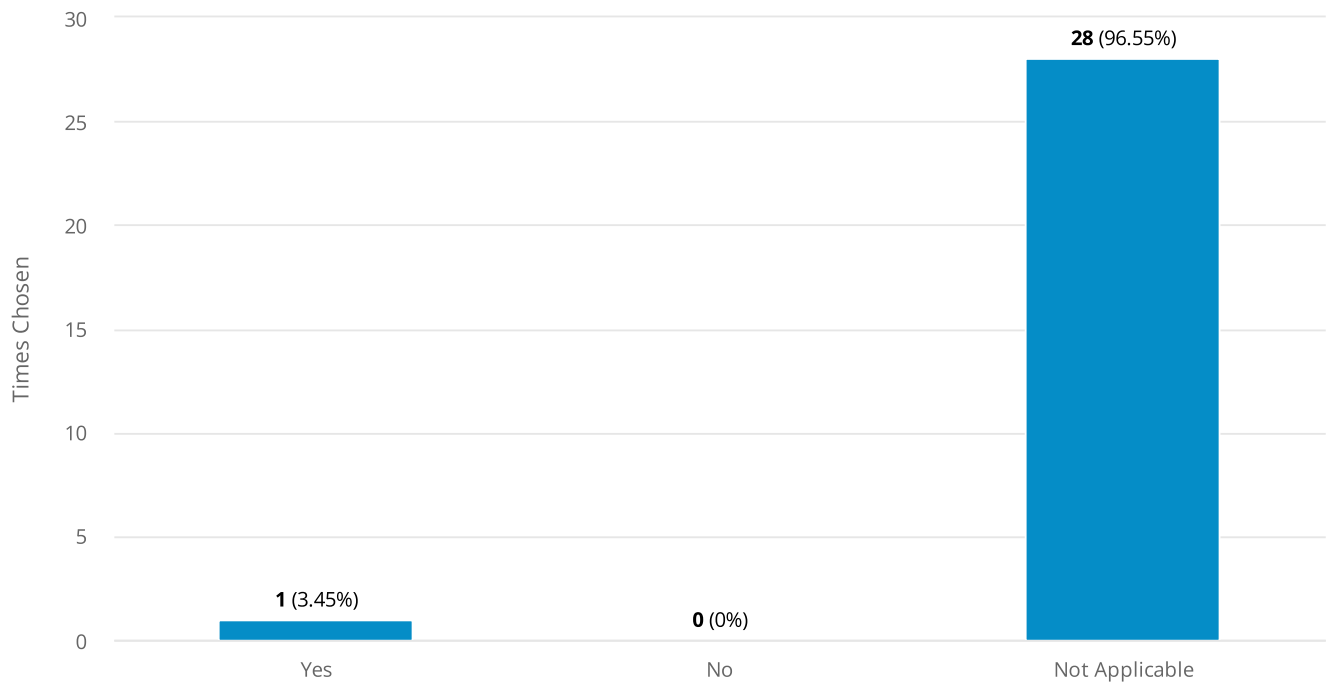
## Are lock up procedures in place, known and followed?

Number of responses: 29



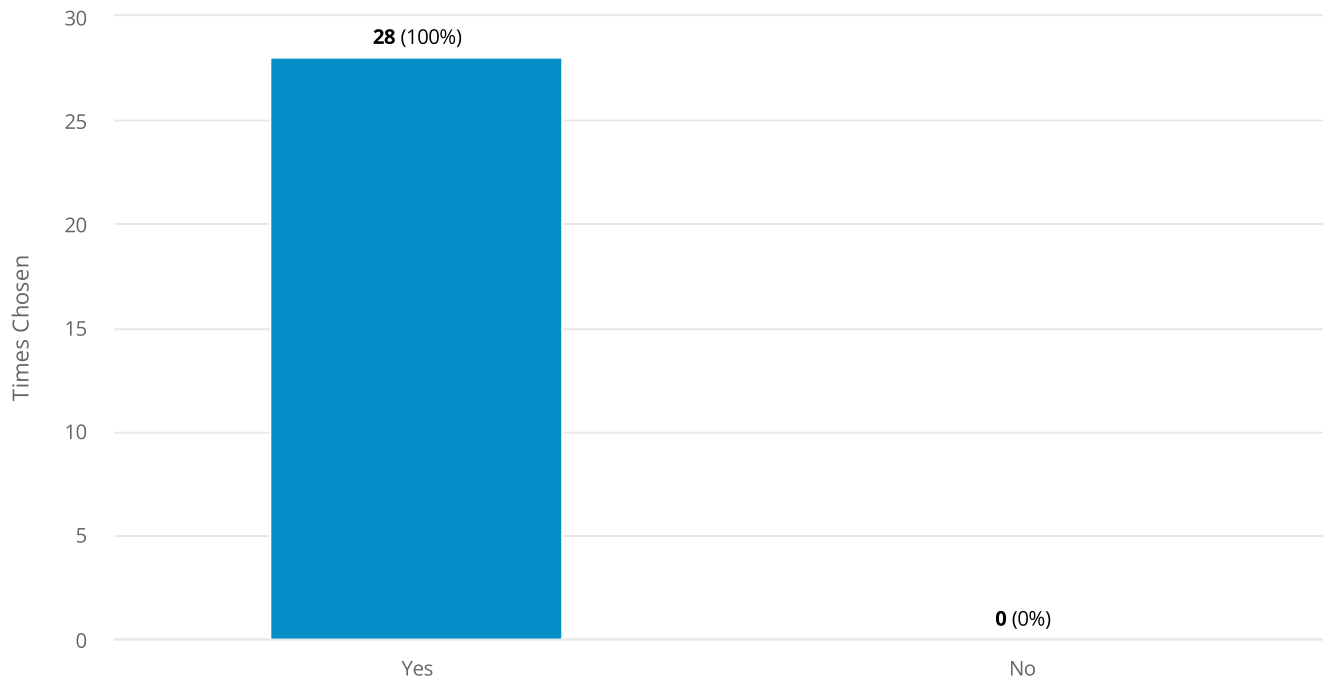
## Is any intruder alarm well maintained and operating properly?

Number of responses: 29



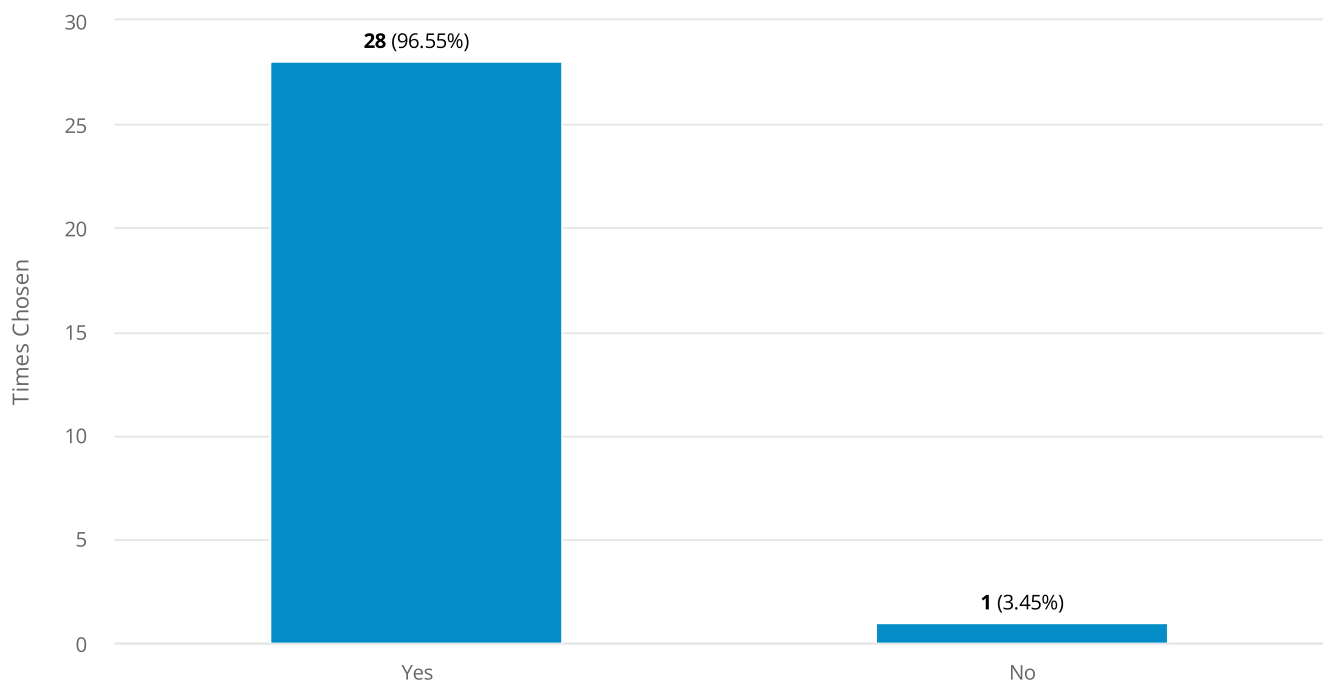
## Are all trees and shrubs well clear of buildings, with no opportunities for someone to conceal themselves (or gain access, or start a fire)?

Number of responses: 28



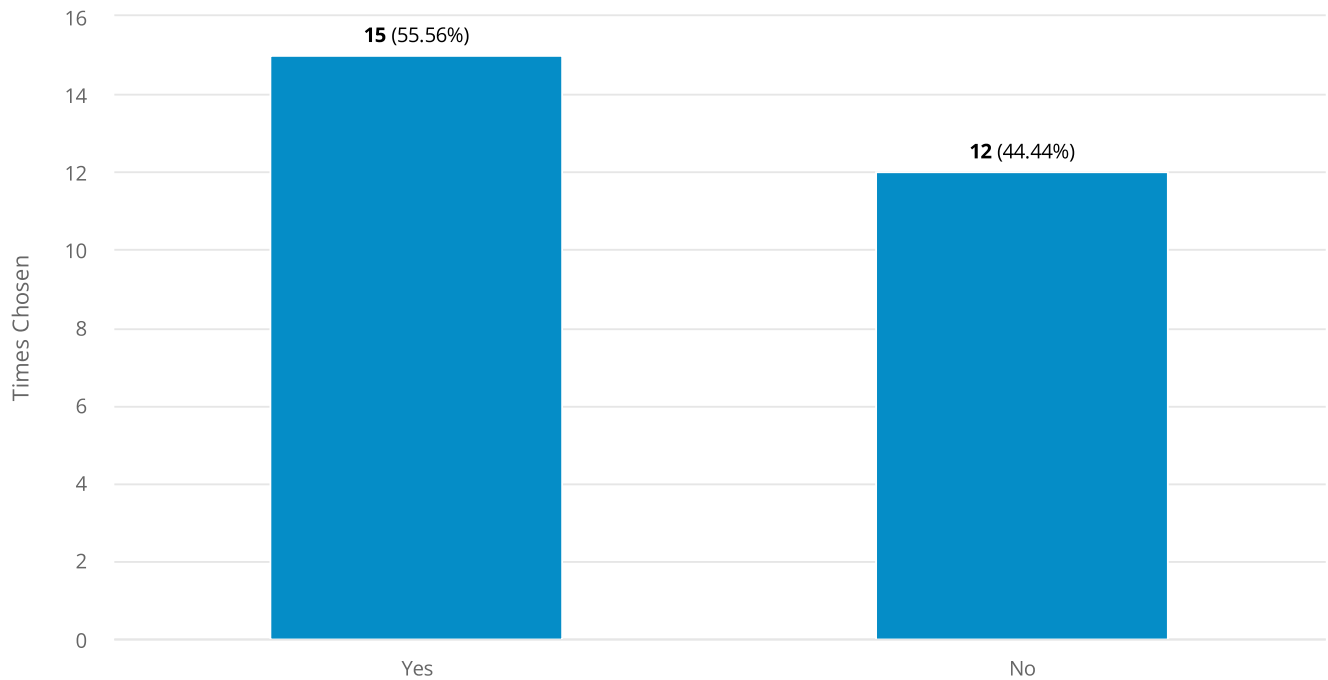
## Can you confirm that there is no easy roof access?

Number of responses: 29



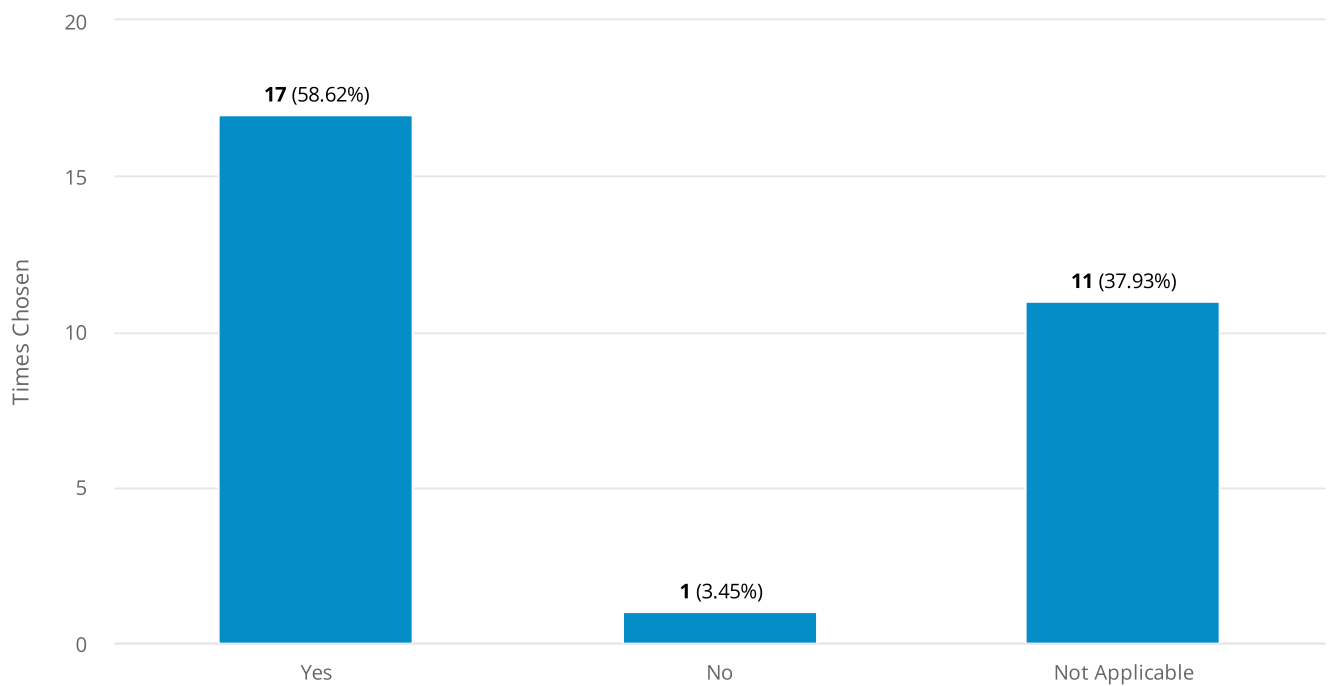
## Are you part of a neighbourhood watch scheme and/or do neighbours have contact phone numbers they can call if there is a non-emergency problem?

Number of responses: 27



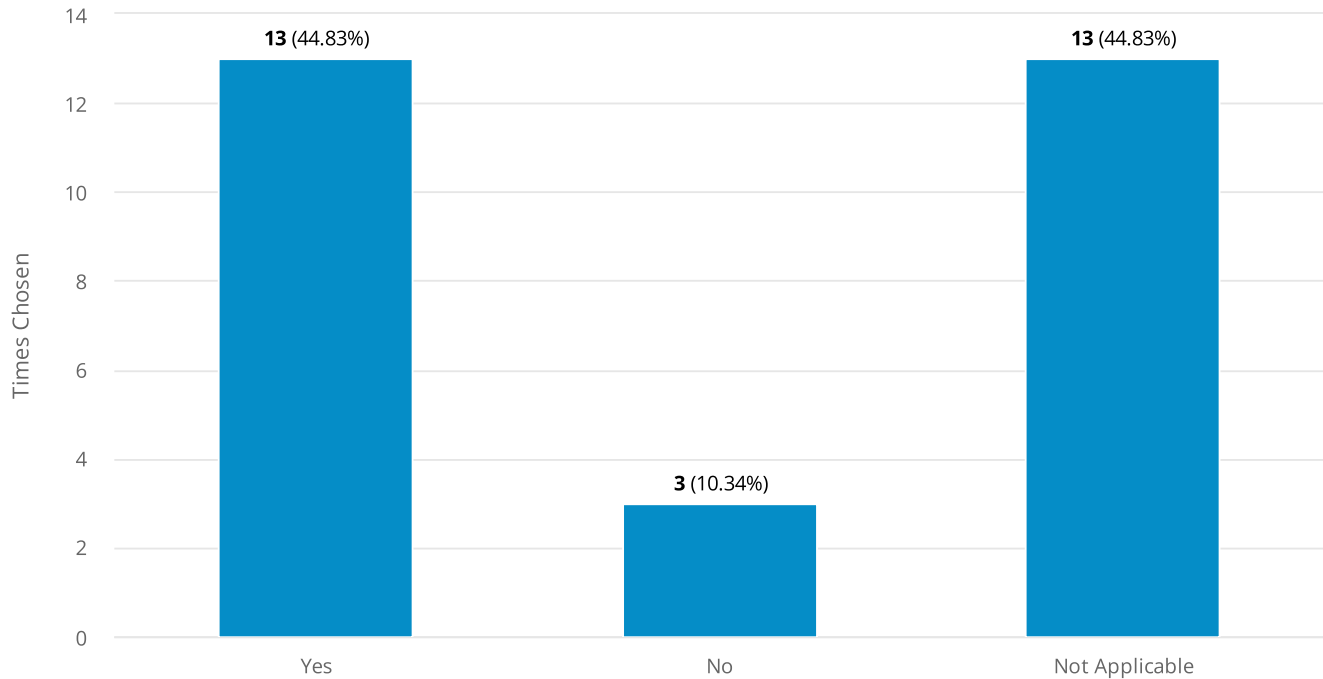
## Is security lighting maintained and working properly?

Number of responses: 29



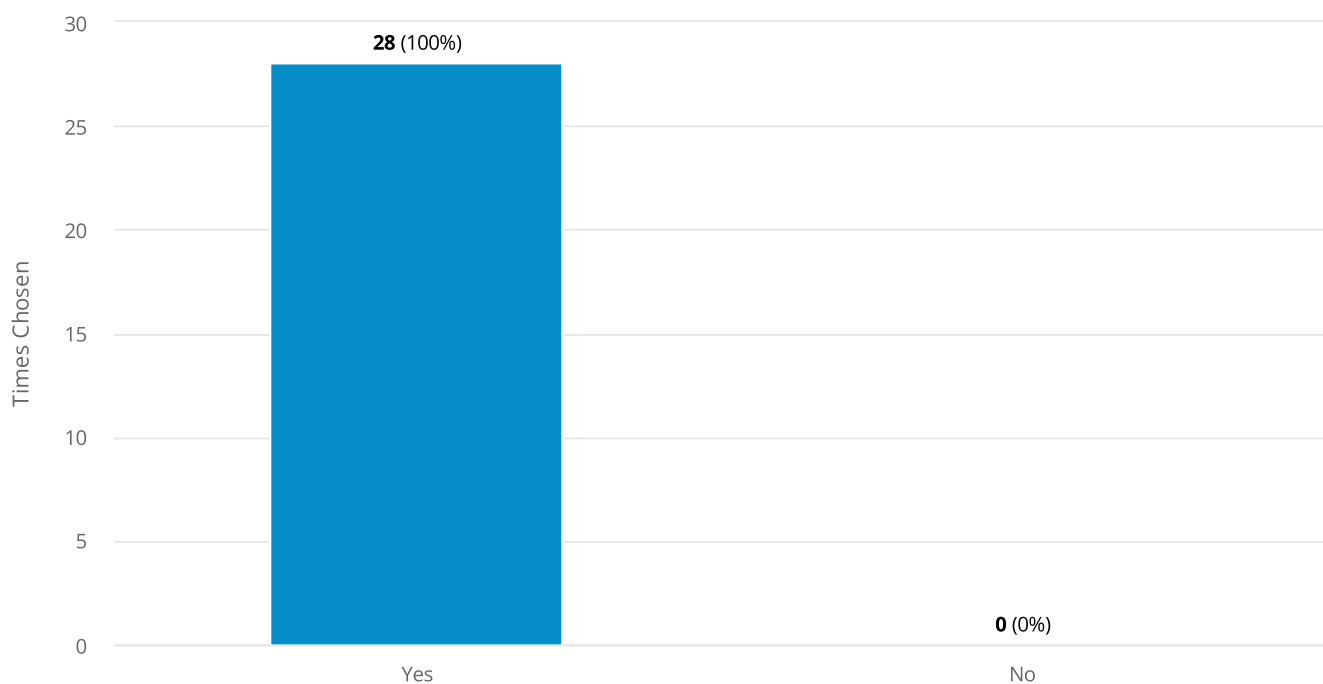
**Can you confirm there are no dark spots in the security lighting systems? (Poorly designed security lighting may not always act as a real deterrent to crime as glare may cast areas into permanent dark shadow, creating dark spots that may potentially assist intruders.)**

Number of responses: 29



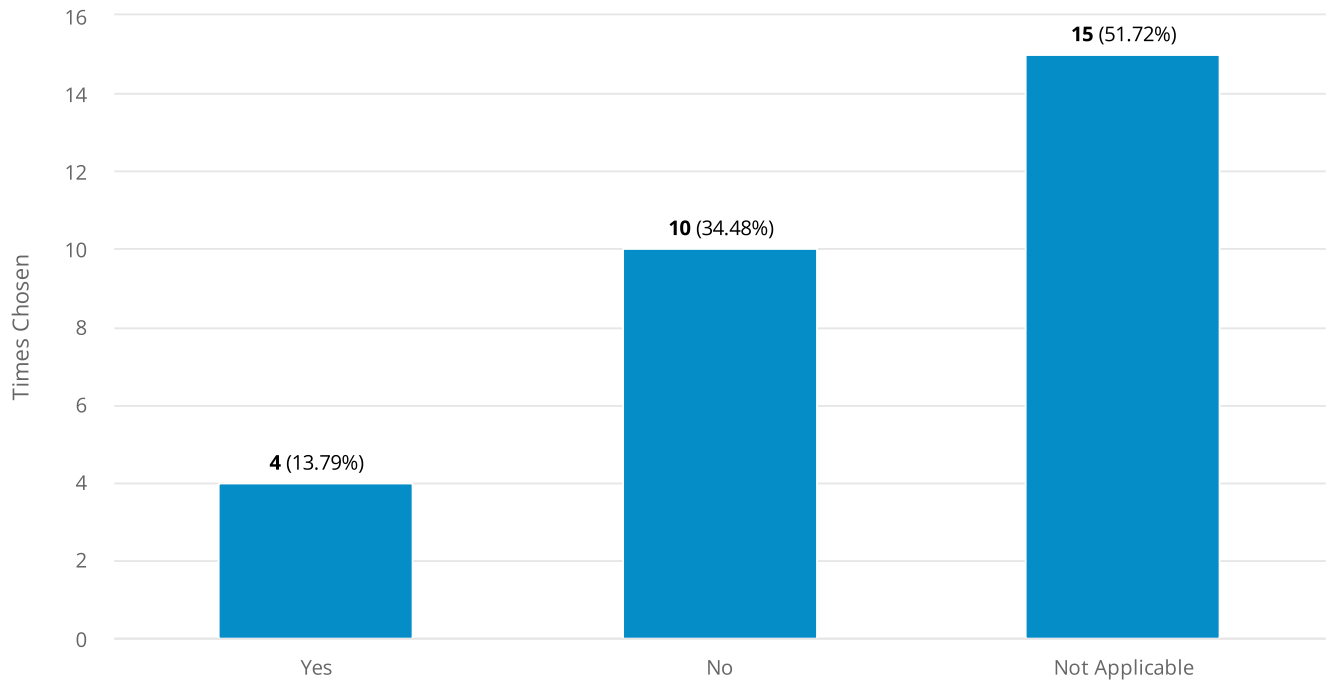
**Are all window closure systems working properly?**

Number of responses: 28



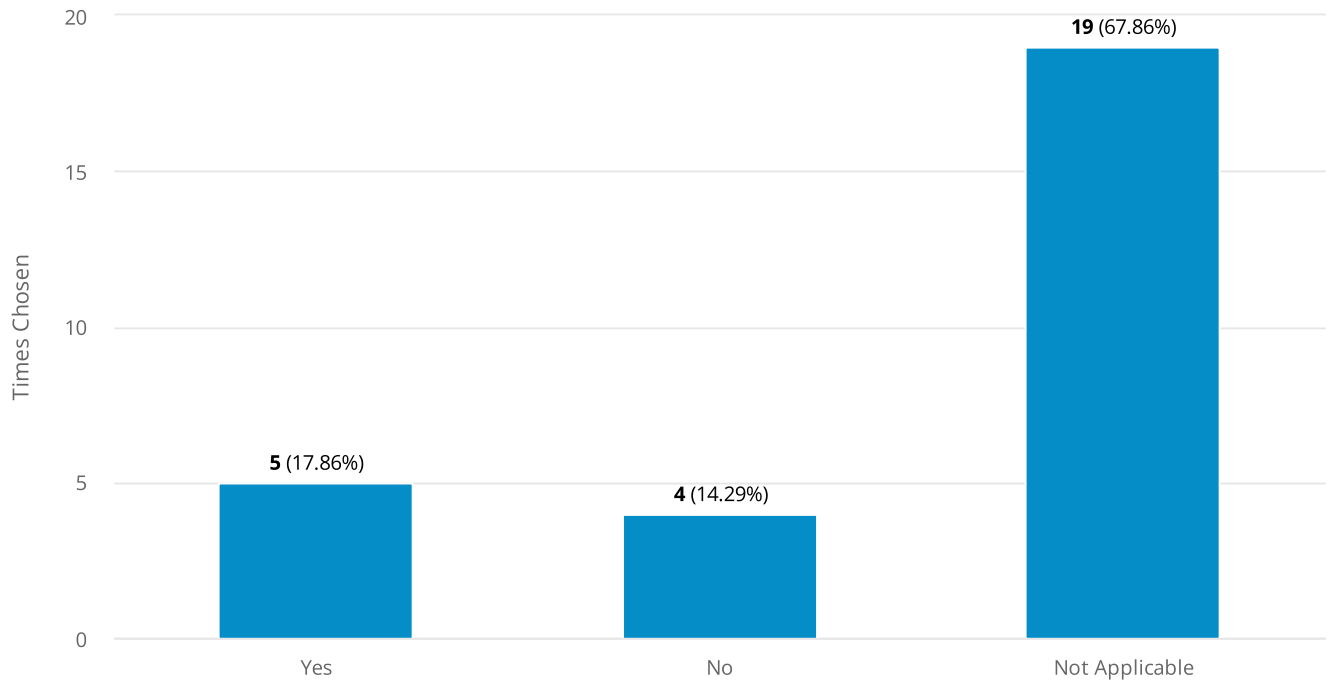
## Are curtains drawn across low level windows at the end of each day?

Number of responses: 29



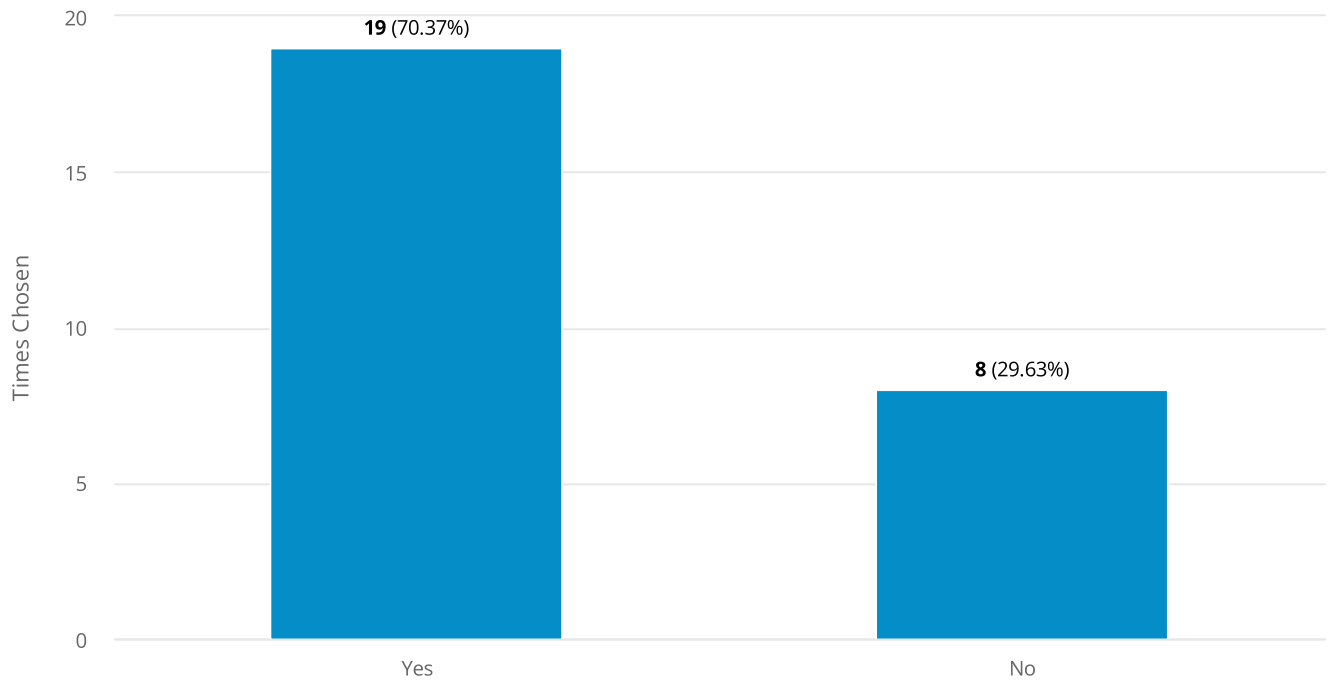
## Are all louvre windows meshed or barred?

Number of responses: 28



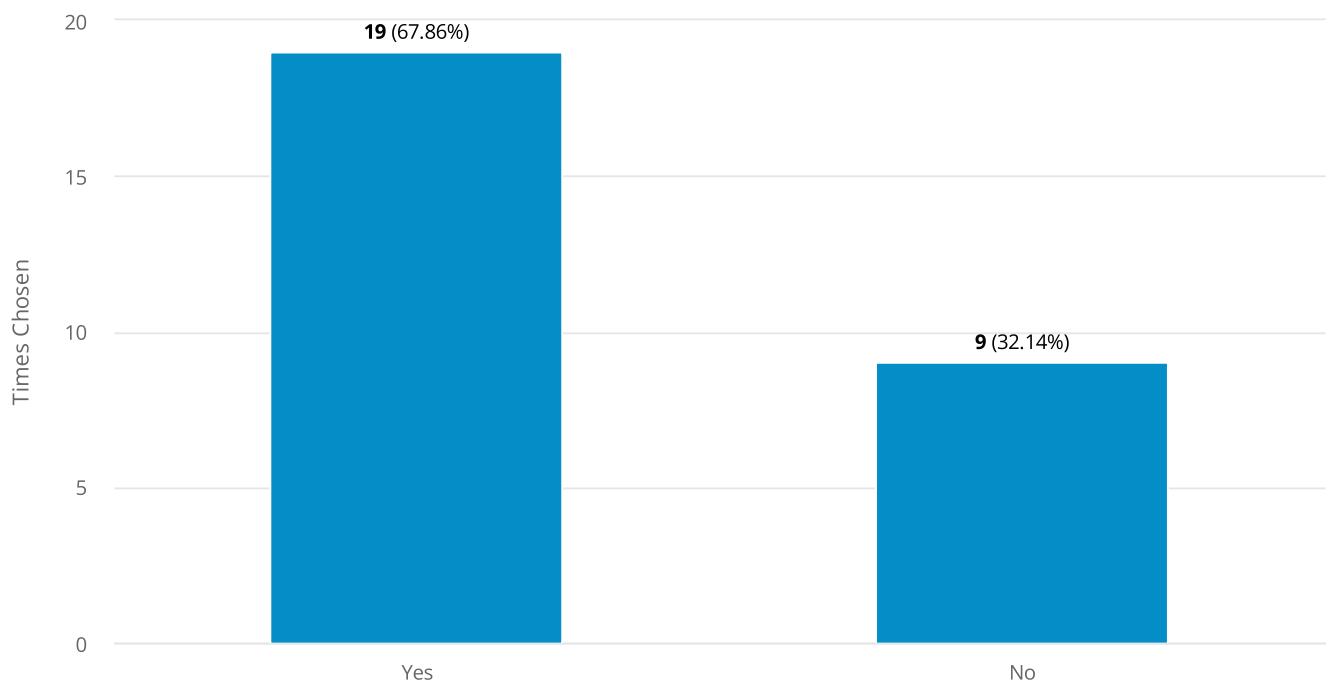
## Can you confirm that no keys are left or hidden on premises overnight (unless using a key safe)?

Number of responses: 27



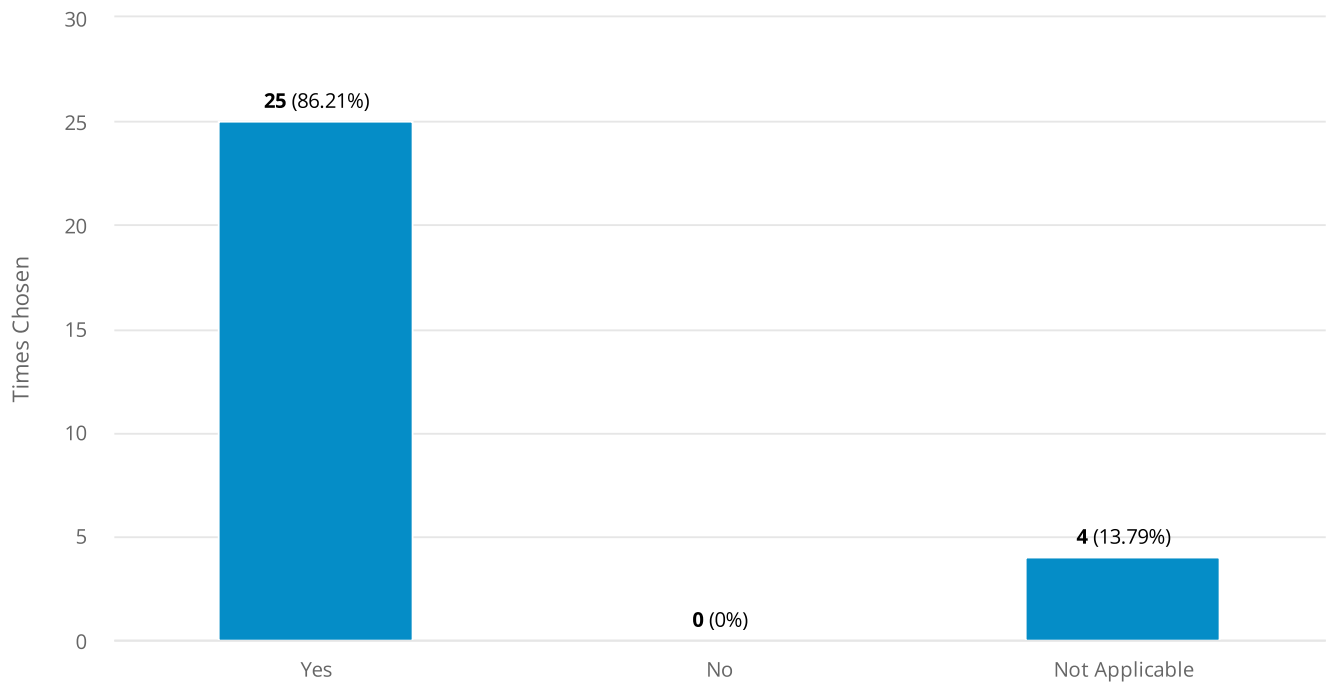
## Is there an up to date key register?

Number of responses: 28



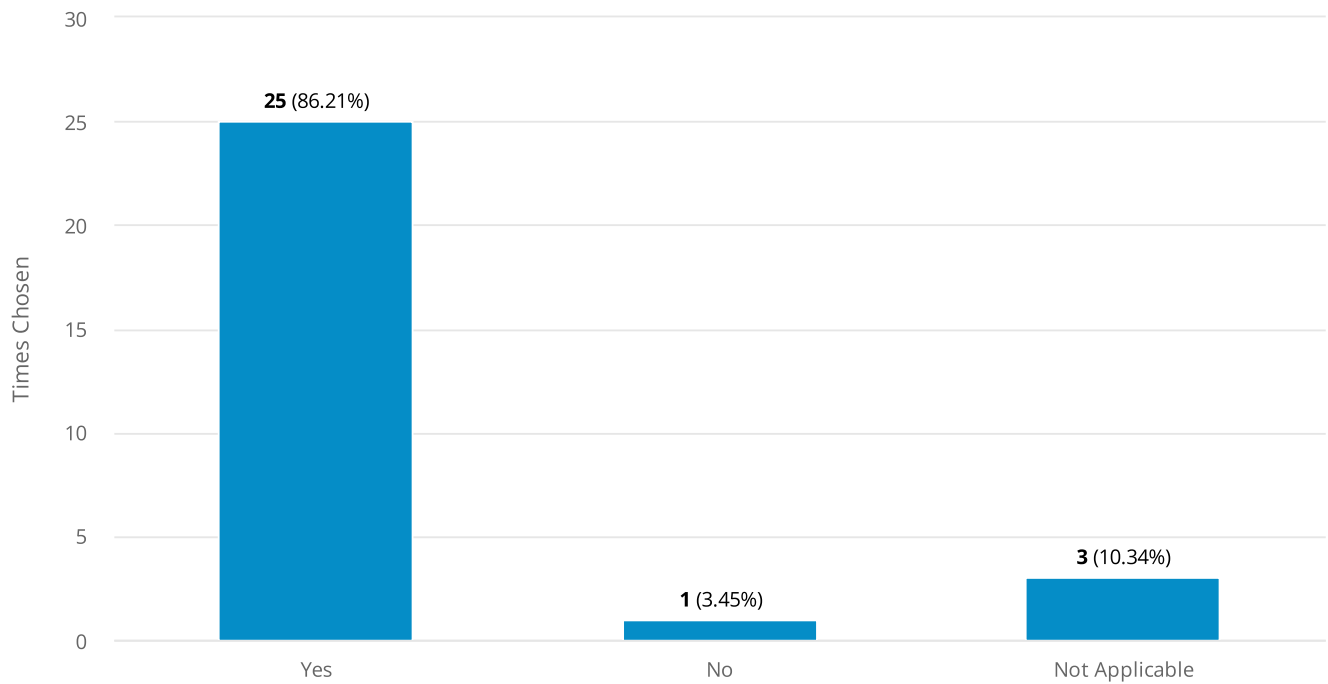
## Have you checked the locks/security of all outbuildings?

Number of responses: 29



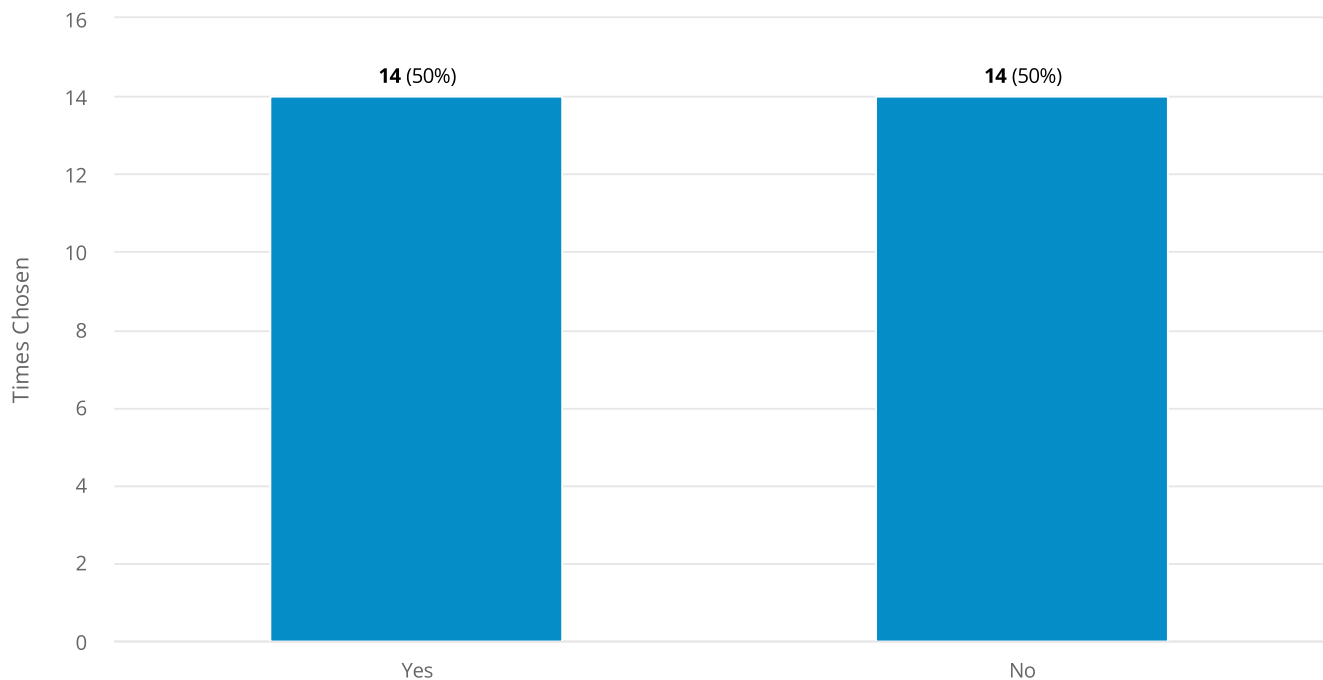
## Are all valuable items locked away or removed overnight?

Number of responses: 29



## Can you confirm that no money is left in premises overnight? (No money should be left)

Number of responses: 28



## List of Deficiencies for the Security Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.

Number of responses: 26

Text answers:

Back of the church is not covered by security lighting. This is a very small rural area so we don't think it is necessary.

Will check on key register.

Key currently hidden - will discuss this next Vestry.

Two key holders. Outside toilet locked opened and locked after the church is used.

Often hall users will not close curtains after a hall hire. The church is positioned on the main corner of Roxburgh, with good street lighting. The church is right next door to the police station.

Noted that toilet has a louvre window - no action to remedy/secure indicated.

Valuable items are not removed as Church building is securely locked. Noted that "we welcome visitors into our church".

We have an open church policy and very good neighbours who keep an eye on the place. Photographic register is kept, candles and cross and altar have name of the church engraved on them. Key register is kept by the secretary.

Low level curtains are not drawn except blinda in the office are closed enough to block visibility from outside, because of office computer etc. Spare keys are stored in the locked office. Local bank is not open everyday any more, so sometimes money is left in a locked money box in the locked office until the bank is open.

Key register required (Registrar's comment).

No actions identified for the following: no key register, appears that money is left in premises overnight. This should be added onto the H&S agenda of Southern Coastal Deanery Vestry.

No identified actions for: meshing or barring louvre windows, putting a key register into place, securing any valuable items (Registrar comment).

Windows and curtains: It is inappropriate for the long window down the corridor to have a curtain.  
Money onsite: Small amounts of cash are kept in a locked filing cabinet (key in a different room) in a locked office and banked regularly.  
Keys onsite: Some keys are kept in a locked office.

Curtains across windows: some windows do not have curtains as inappropriate ie glass wall/windows along hallway.  
Money kept onsite: a small amount of cash is kept in a locked filing cabinet (key in a different room) in a locked office and banked regularly.  
Keys onsite: some keys kept in a locked office.

Louvre windows are mostly on the roof. Vestry is looking into replacing or barring louvre windows on ground level but it has been a low priority. If there was a cheap way to deal with this I am happy to recommend it to Vestry.

There are some keys that are not used hanging in our office, which is kept locked outside of service times. These will be checked to see whether they need to be kept or discarded. Those to be kept could be placed in our safe.

We do leave money in our premises overnight but generally these are insignificant amounts, the contents of collection jars for appeals etc. Any significant amount, if not removed overnight, is locked in the safe outside of service times.

Keys to access under church, internal door keys and key to gas cylinder locker are kept on site. All keys kept in locked cupboard.

Small amounts of cash may be kept in locked cupboard from Sunday to Wednesday.

A very small amount of money is occasionally left in a locked room. Not concerned about this small amount. There is no key register, but Christine Dorsey will create one by the end of June and it will be kept as a hard copy in the vestry and on her computer.

The people renting the vicarage will be given the warden's contact details before the end of June-Christine Dorsey.

The louvre windows are very small and after discussion at vestry it was decided not to put bars on them, as anyone wanting to gain access could just break a window, which would allow them easier access if they were bigger.

According to Neighbourhood Support/Police information, curtains should be left open.

Church has keypad with access key for church and hall. Another key for the hall is kept in hidden place for hall users only.

Small amount of money is kept in the Vestry on occasion when the recorder is away.

Key register was updated when locks were replaced. With church officers changing, this needs to be checked. Sunday collections are counted and left in a secure safe until they can be banked.

In the hall, there is some floor to ceiling windows, but these are better left opened, as otherwise, it makes the church look shut up and if someone did gain entry they can then do what they want and not be seen. Neighborhood Support recommends that curtains are always left open.

Weekly collection can be sometimes in the locked office inside the locked building and hidden. It is minimal cash however.

Weekly collections can be in the double locked office and building until banked.

The louvre windows in the rooms off the hall cannot be opened (rather than barred or meshed).

Have a basic key safe for returned keys.

Small amount of cash kept in a safe.

St Peter's porch light being repaired. Money is securely double locked in building out of sight.

St Peter's Church Porch light under repair. There is however good street lighting close by.

Small amounts of money is left hidden in a double locked area until it gets banked.

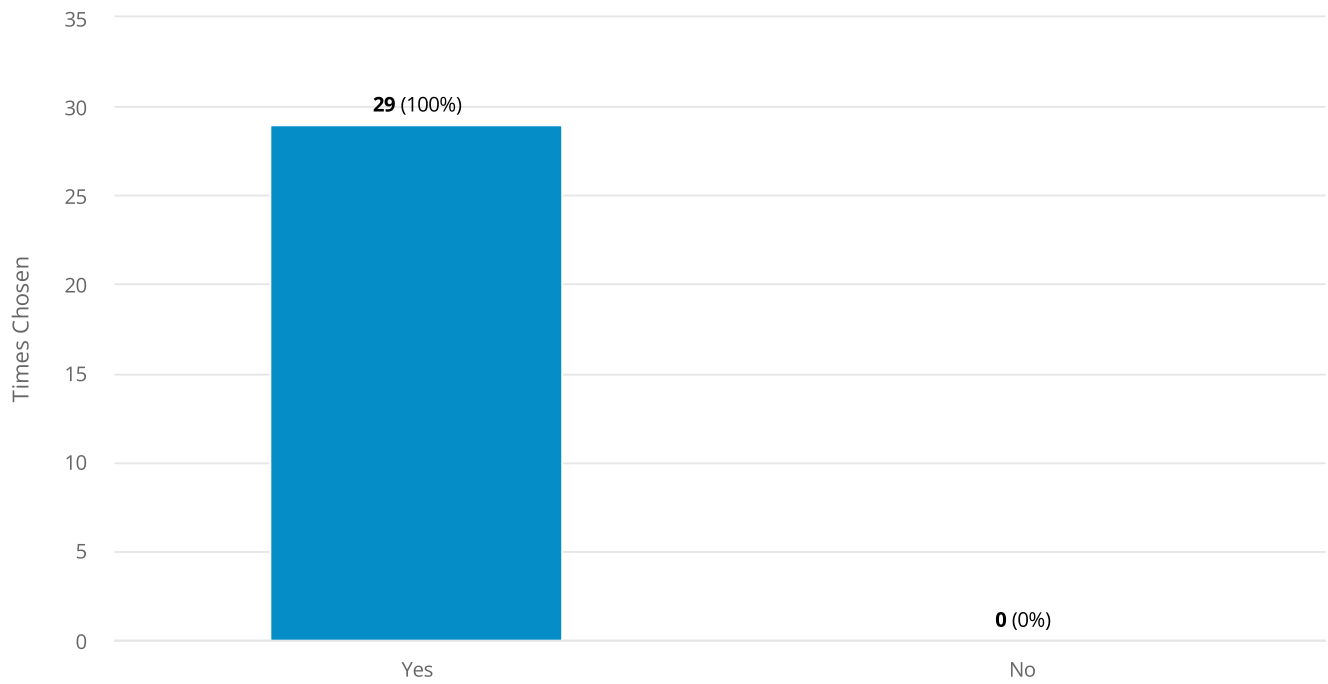
Any money that is left on site is securely locked in the safe of which only two people hold the key, the safe is also inside a locked room.

we thought this was better than asking a parishoner to be responsible in taking it home.

Update key register.

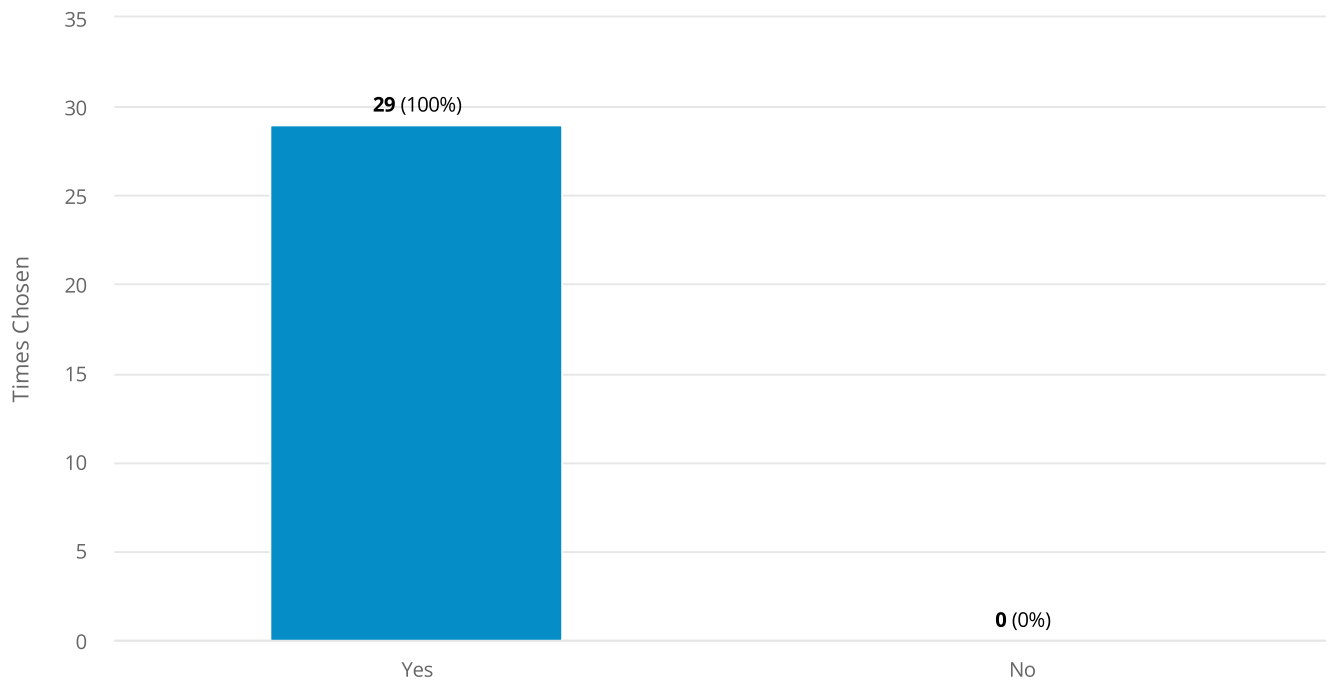
## Are the grounds maintained and tidy?

Number of responses: 29



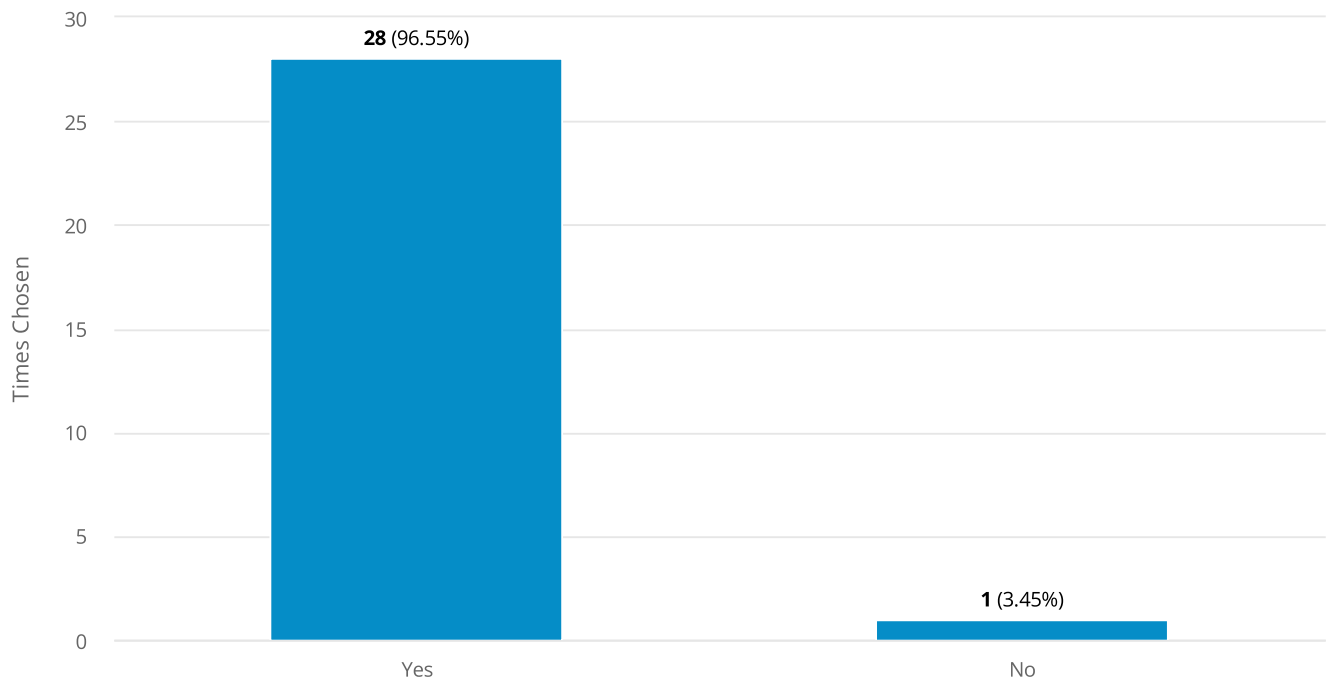
## Can you confirm there are no hazards (to people) that need to be fixed?

Number of responses: 29



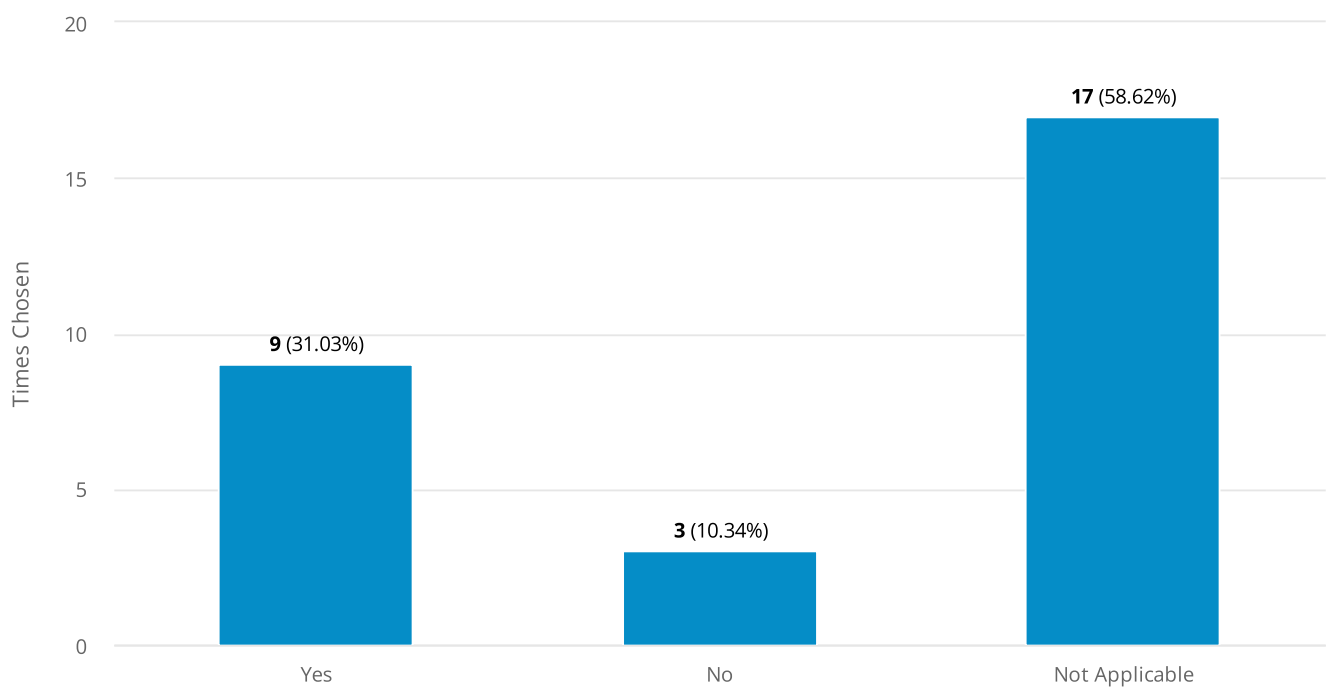
## Are all steps and paths in good condition?

Number of responses: 29



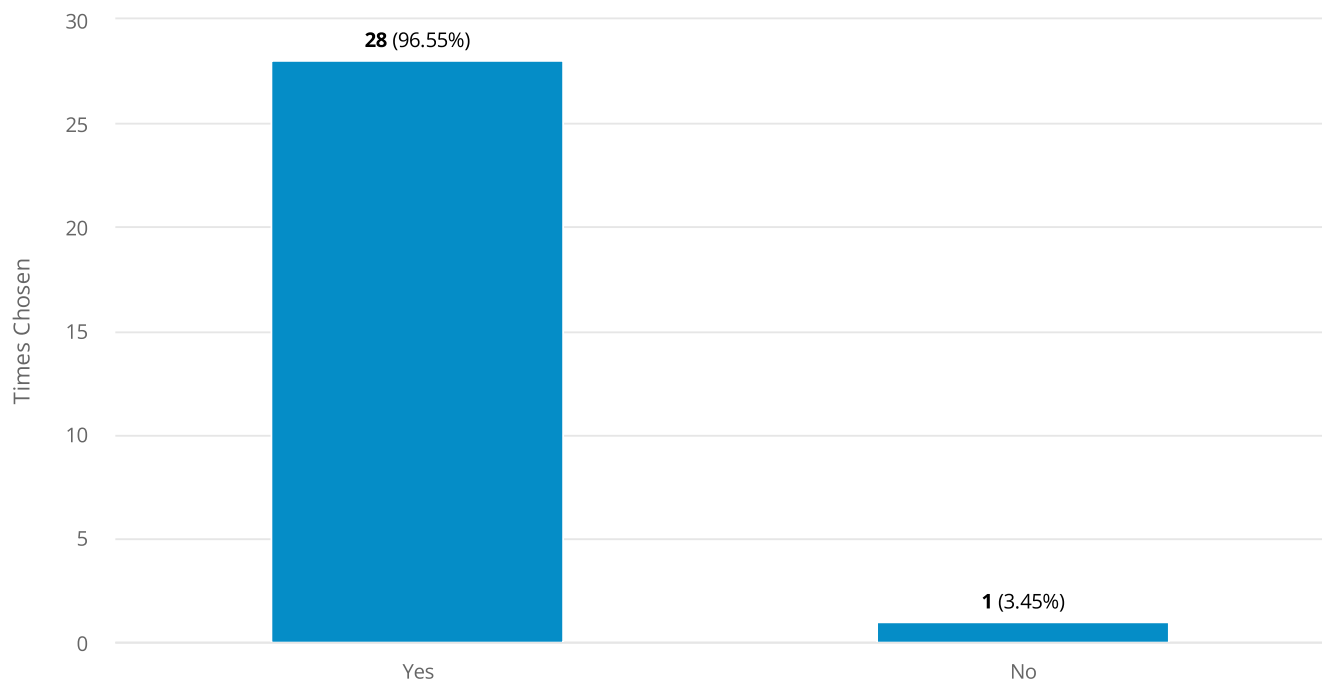
## Are rubbish and wheelie bins cleaned out regularly, securely locked and located at least 5 meters away from any building?

Number of responses: 29



## Have you checked that there is no graffiti or vandalism that needs repair?

Number of responses: 29



**List of Deficiencies for the Site Condition Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 4

Text answers:

Moss removal required on paths (no action identified for this - Registrar comment).

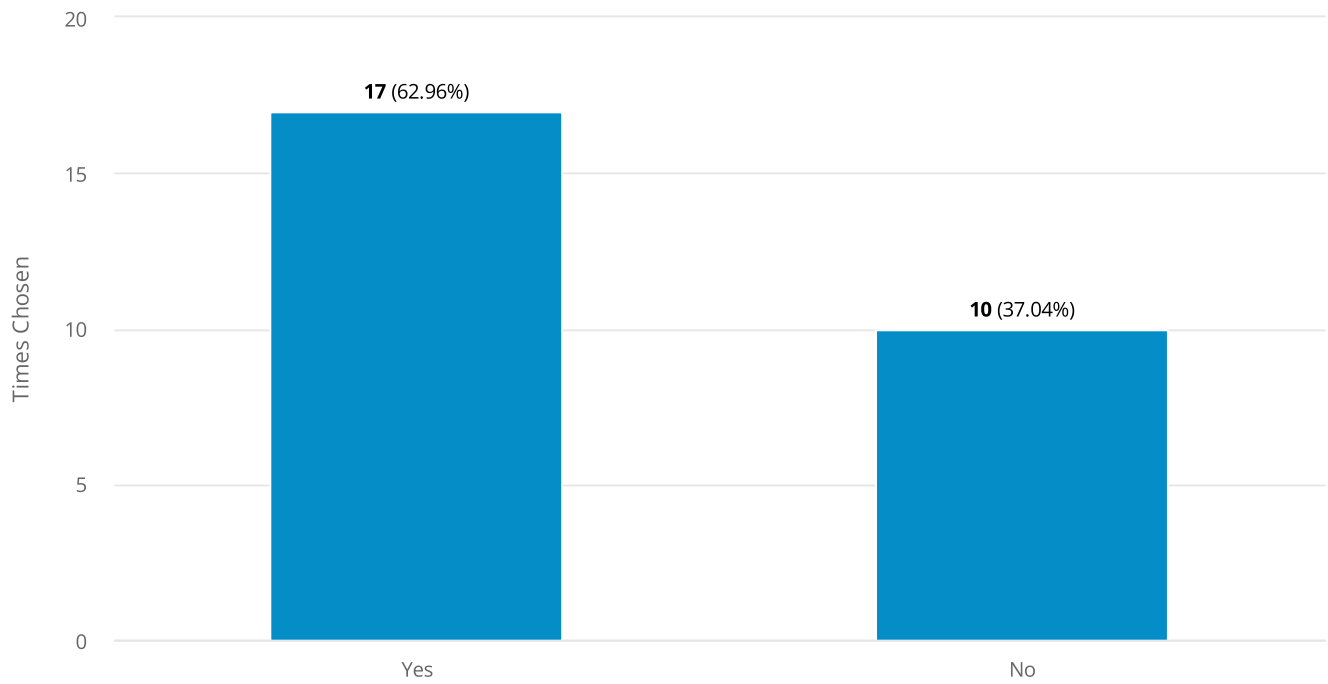
Bin is emptied weekly; recycle bin emptied fortnightly. These bins are not locked.

Bin is emptied weekly; recycle bin emptied fortnightly; these bins are not locked.

Rubbish bins and wheelie bins stored in carport adjacent to church hall. Not practical to maintain 5M spacing. Emptied regularly.

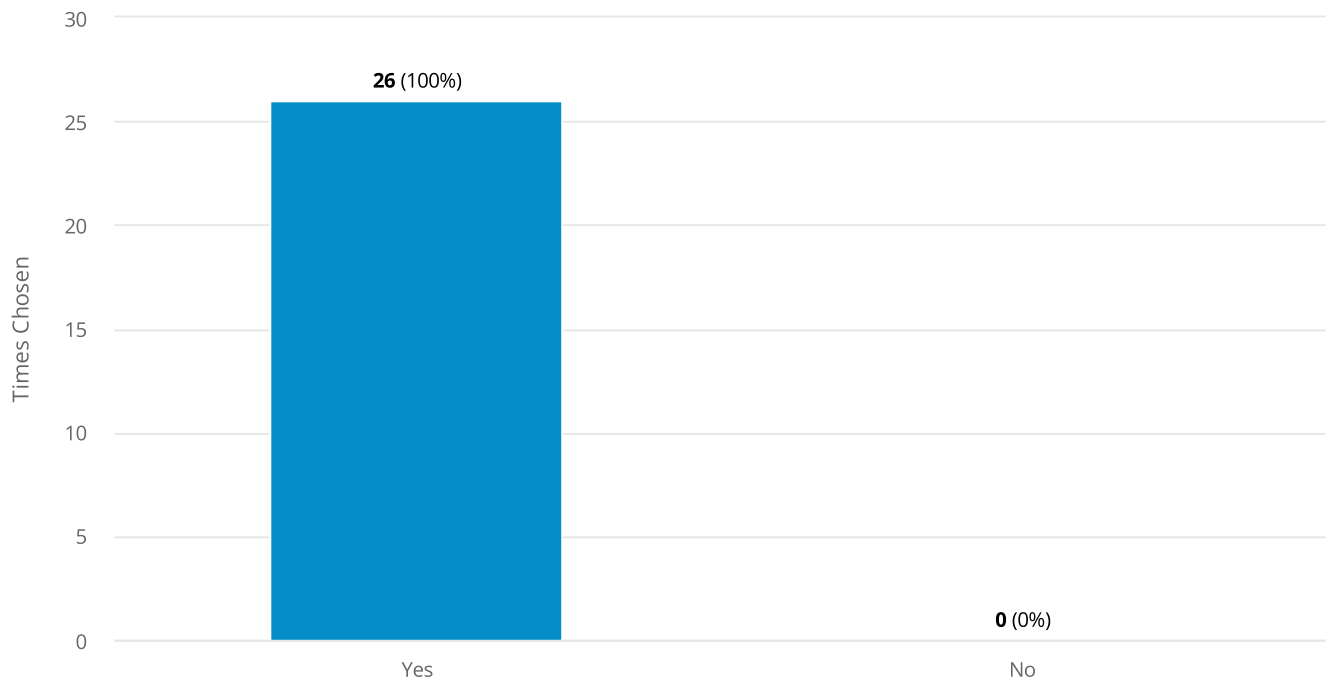
## Do you have an annual, up to date planned maintenance programme?

Number of responses: 27



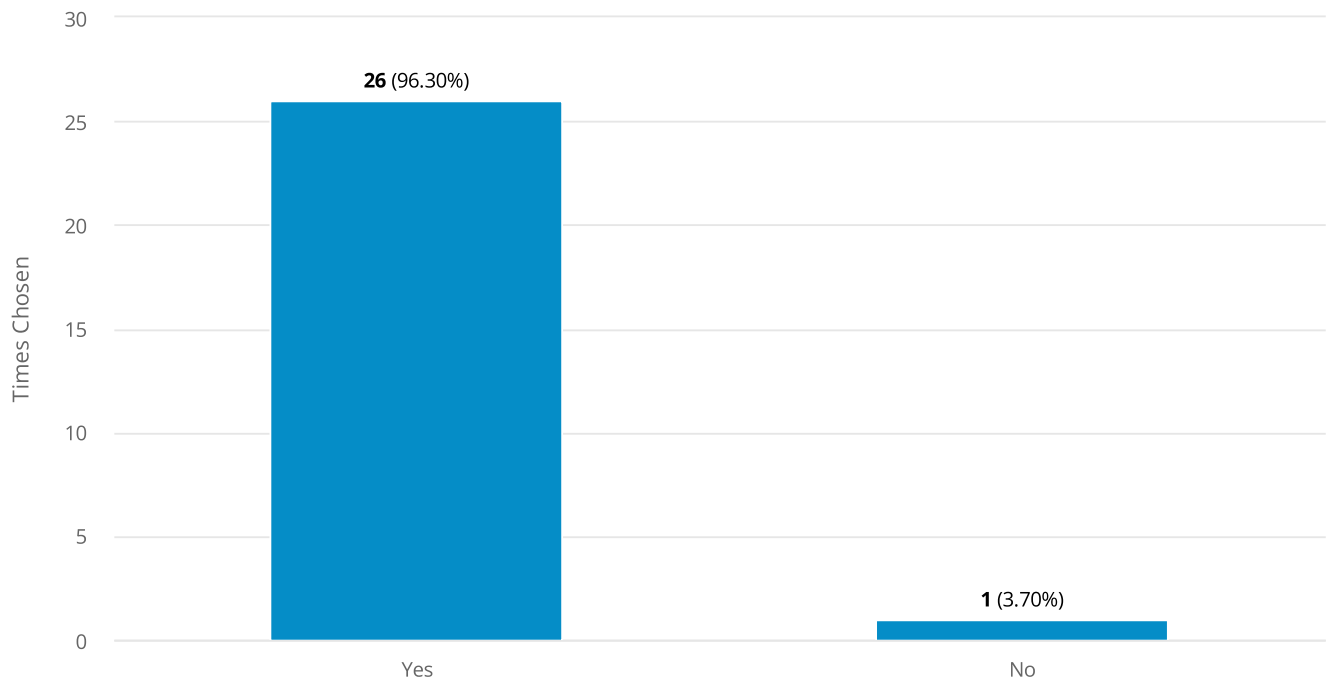
## Are gutters and downpipes clean and clear of obstruction?

Number of responses: 26



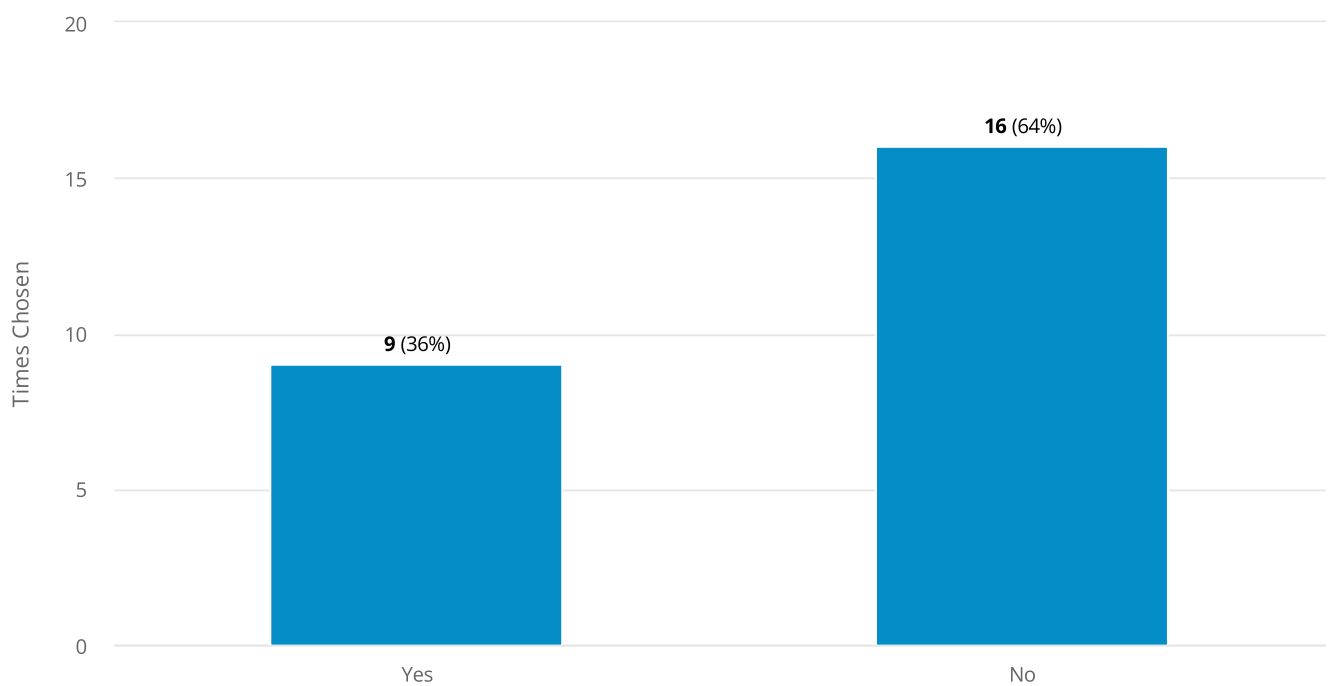
## Are Exits properly signed, unobstructed and working correctly?

Number of responses: 27



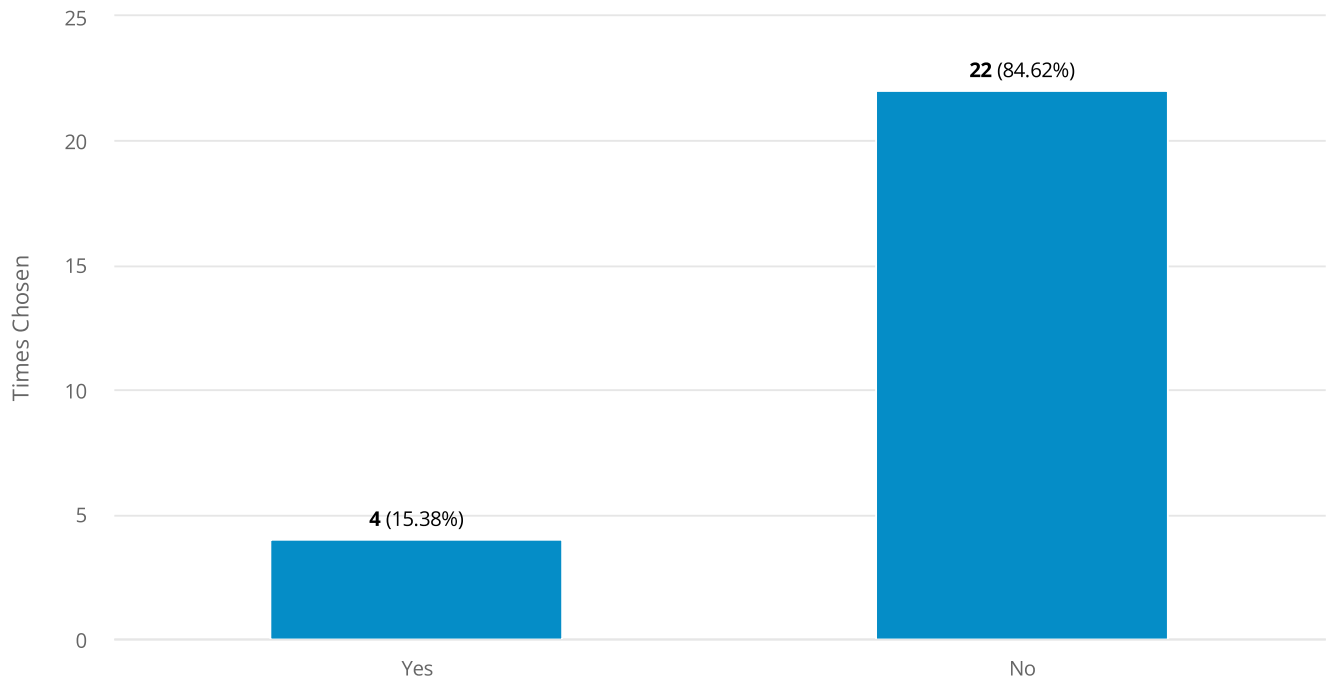
## Can you confirm that all switchboard and wiring has been inspected visually and thermographically by a certified electrician in the last 12 months?

Number of responses: 25



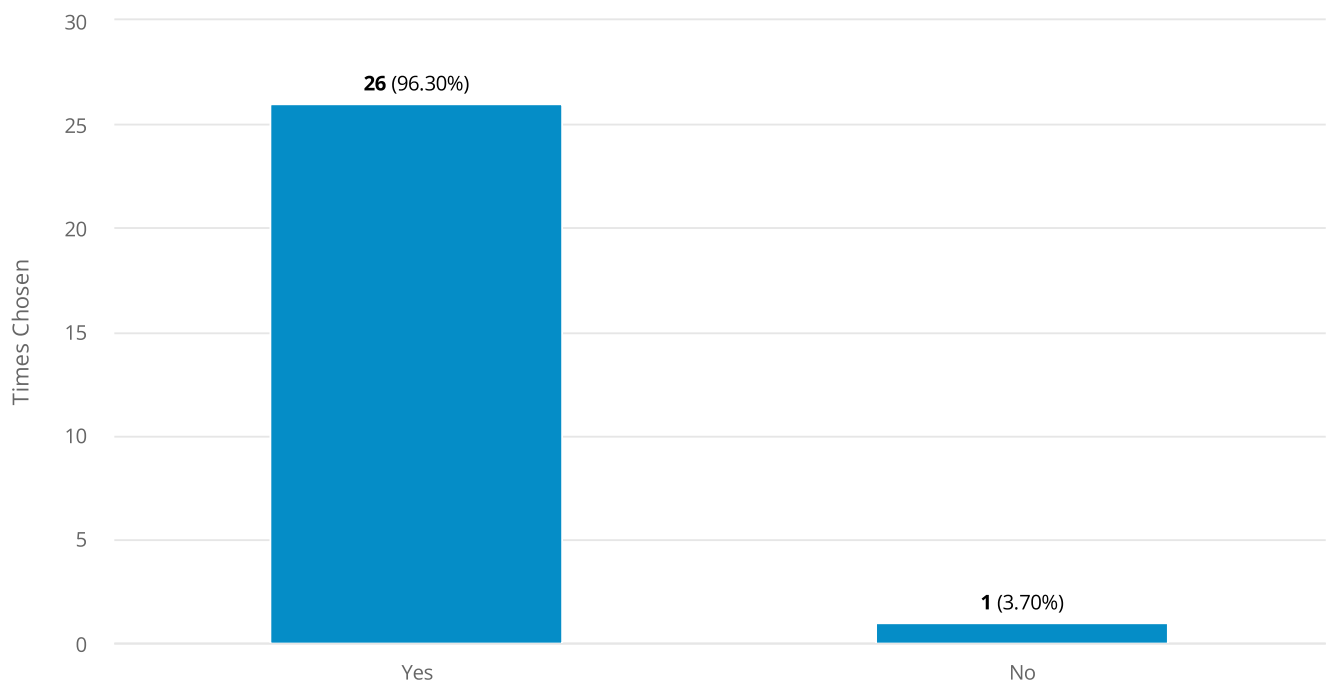
## Have all portable electrical appliances been professionally tested in the last 12 months?

Number of responses: 26



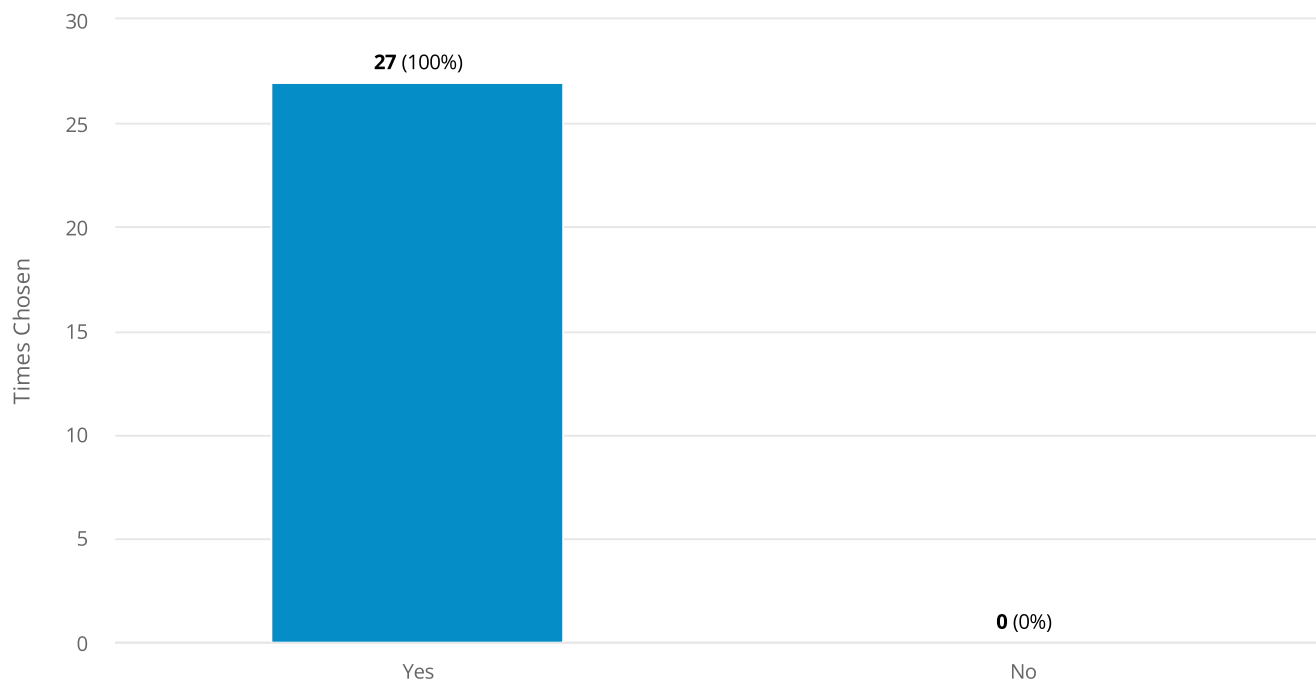
## Are all internal floors, carpets and steps in good condition (no trip hazards)?

Number of responses: 27



## Is there an appropriate cleaning schedule/programme in place?

Number of responses: 27



## List of Deficiencies for the Building Maintenance Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.

Number of responses: 23

Text answers:

Need an electrician to fit a new wall mounted heater (to replace an old one not working) - will ask him to check switchboard and plug in small wall heater when he comes.

Delta (power company) come monthly to check the meter (Registrar comment: this doesn't qualify as a switchboard/wiring test by a qualified electrician).

Notes that tradespeople/workers bring their own equipment, portable electrical appliance section not applicable.

Noted that procuring local tradesman is a major issue (Nasby) and we can only do what we can when available people can help. Exit signage is being updated. No electrical testing - indicated that "Power company checks when reading meters". Portable electrical appliances - indicated this was not applicable as "trades bring their own equipment".

Portable electric appliances too expensive to test every year, will be tested in the next year. Electrical switchboard monitored by electrician parishioner.

Electrical equipment are two heaters and electric jug. We will request an electrician to check board.

Church services are held 11 times a year. The church is cleansed before each service and any maintenance needed is carried out by a committee. The church is open for approximately 30 hours a year.

No maintenance programme in place, did not confirm that all exits are properly signed, unobstructed and working correctly. Requires electrical testing (No actions identified for this section - Registrar comment).

Spring cleaning needs to be scheduled. No actions noted for checking electrical switchboard-wiring and electrical appliances (Registrar comment).

General awareness of what needs to be done. Switchboard and wiring will be looked at when heat pump is checked (Registrar note: this is not necessarily a full inspection by an registered electrician).

Requires electrical switchboard/wiring check and check of small appliances. No actions noted in this section (Registrar note).

Portable electrical appliances: Everything is in good order, and we have asked someone to check for us.

Portable electrical appliances: Everything is in going order and we have asked someone to check these for us.

Maintenance tends to be done on an "as needed" basis but there is also an informal system of regular gardening and gutter clearing, and a formal lawn-mowing roster.

Our switchboard and wiring has not undergone any inspection by a certified electrician in the last 12 months, nor in that period have our portable electrical appliances been professionally tested. This is a matter for discussion at our next vestry meeting.

New switchboard and wiring - installed 2022.

Electrical appliances like the vacuum cleaner, the zip and the stand-alone heater for the organist should be tested and tagged, although none of these things are used without people present. Mark Dorsey electrician to do this by the end of 2025.

Switchboard was upgraded when heaters in the church and hall were replaced.  
Water urn is to be replaced.

Buildings and equipment are well maintained. Any matters needing attending to are remedied as soon as possible.

The current approach with a maintenance (schedule), is that (comment not completed - Registrar note).

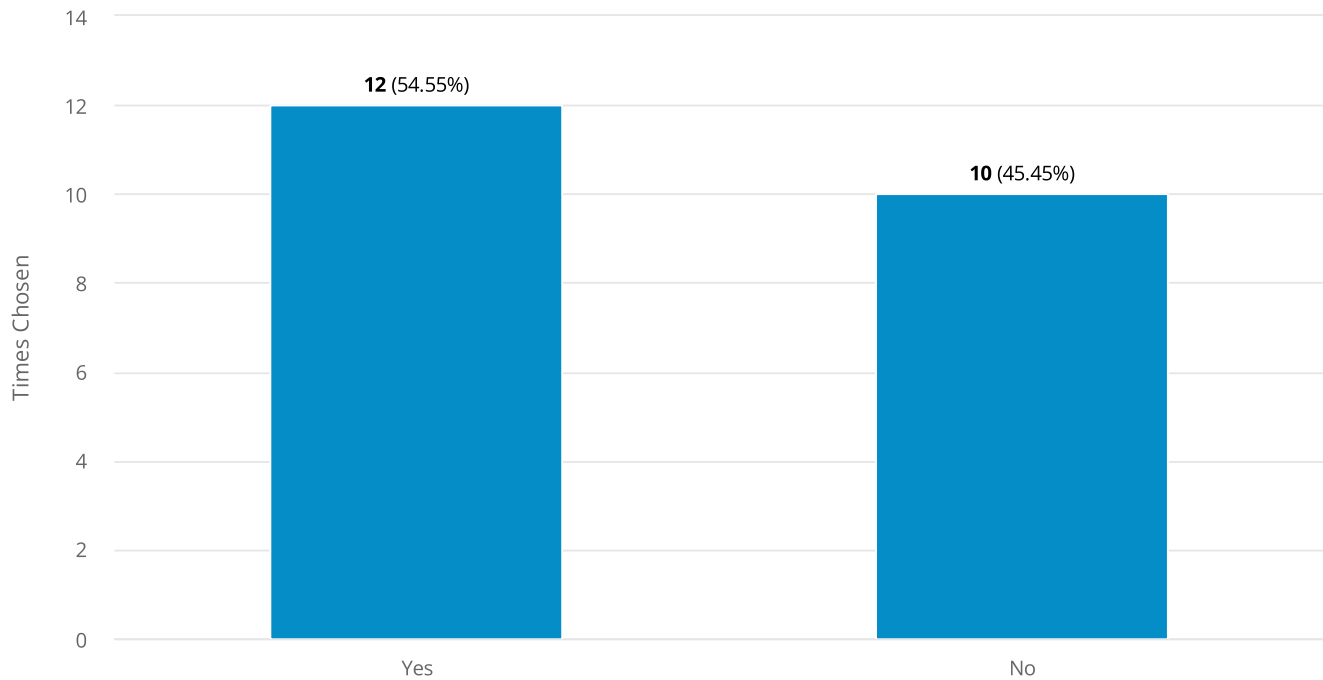
We have a general maintenance program which is undertaken as required.  
Whilst the annual testing was dated July 24, portable electrical appliance test and tag to be followed up.  
Lounge carpet needs to be stretched to eliminate a trip hazard.

As we completed a lot of overdue maintenance in the past year we are now in the process of working on an annual plan for work to be carried out in the future.

Inspect switchboard and wiring this year.  
Update annual maintenance plan.

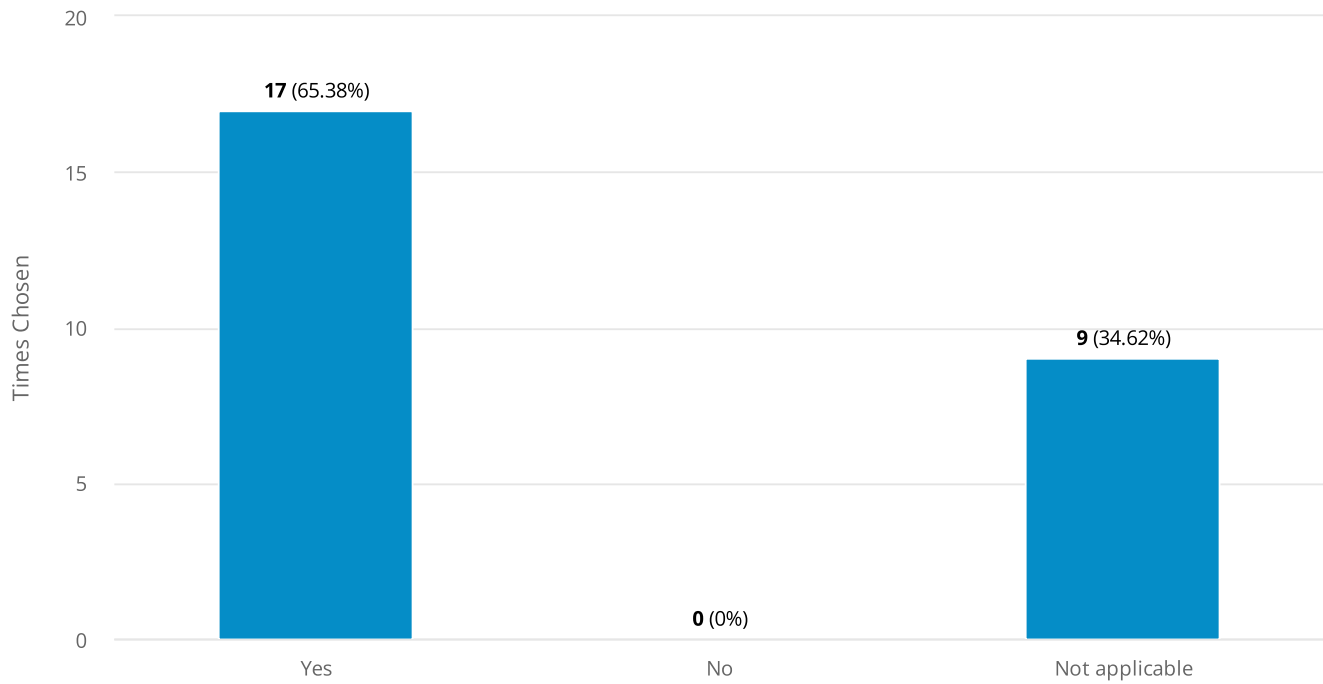
### Are hazardous substances such as flammables, cleaning fluids and aerosols kept out of the main building in a locked cupboard or room?

Number of responses: 22



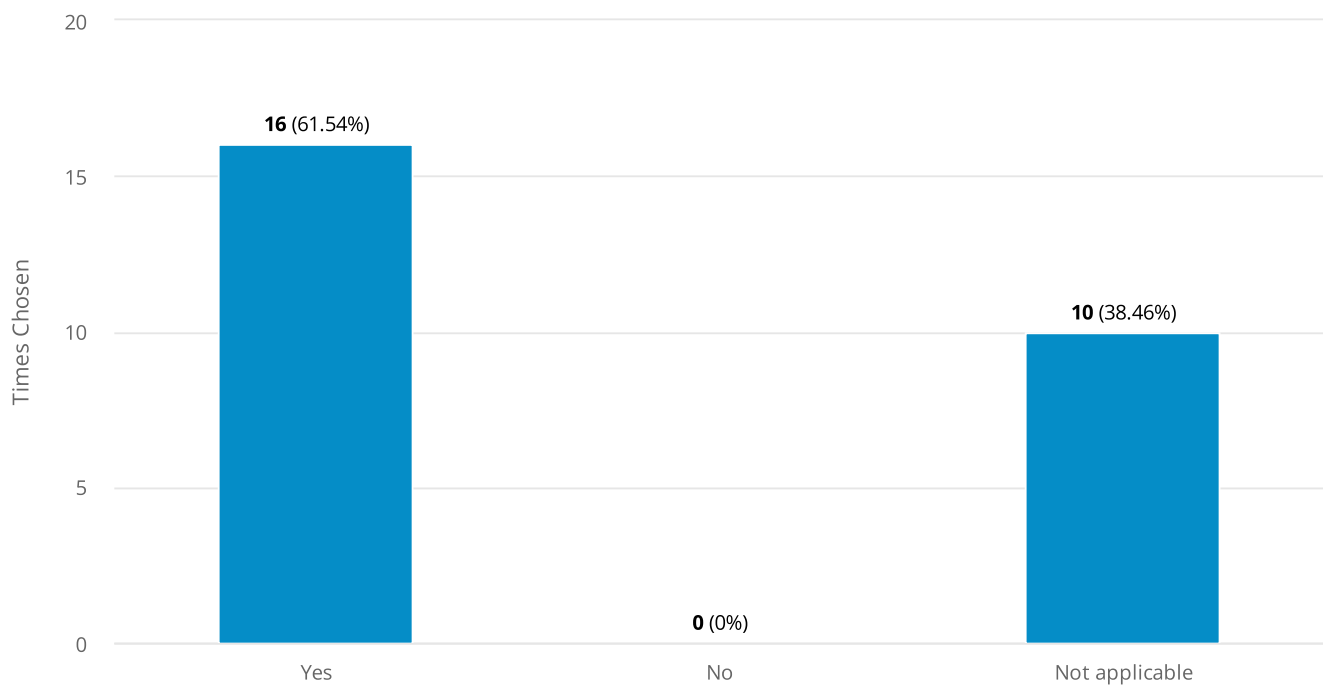
## Are flammable substance containers disposed of properly and immediately when empty?

Number of responses: 26



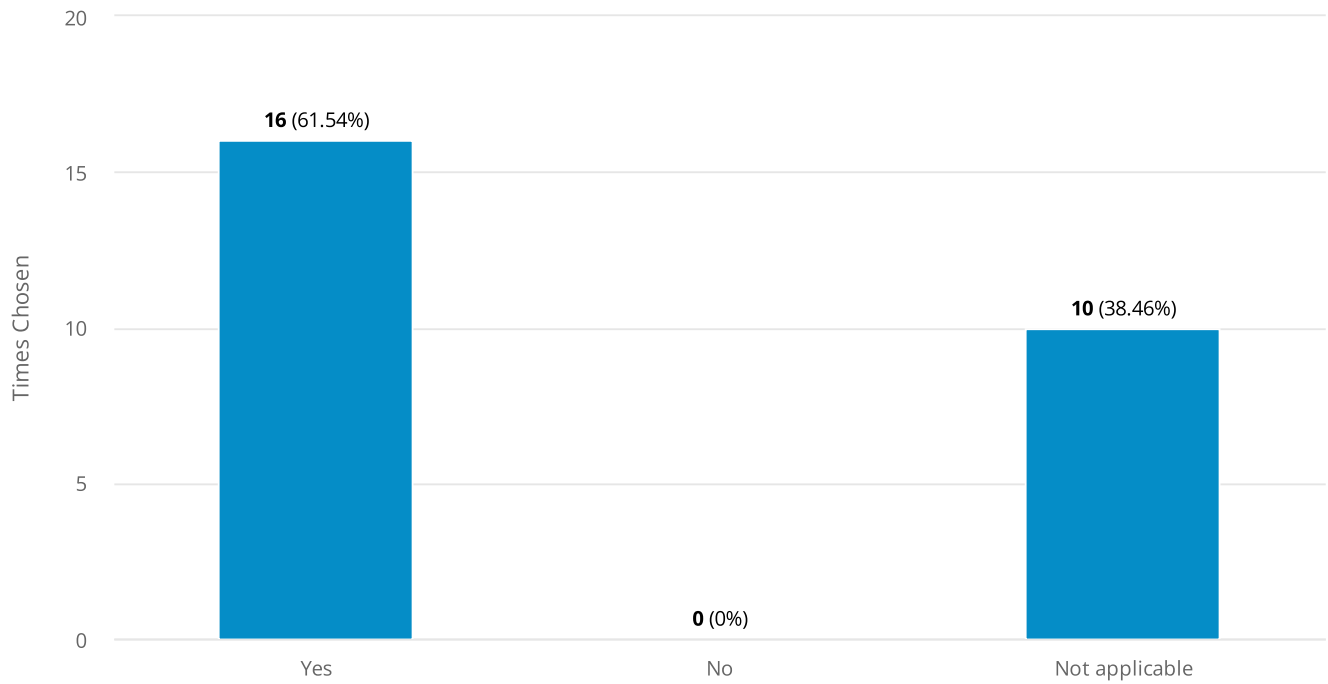
## Are flammable substance containers properly capped and secured?

Number of responses: 26



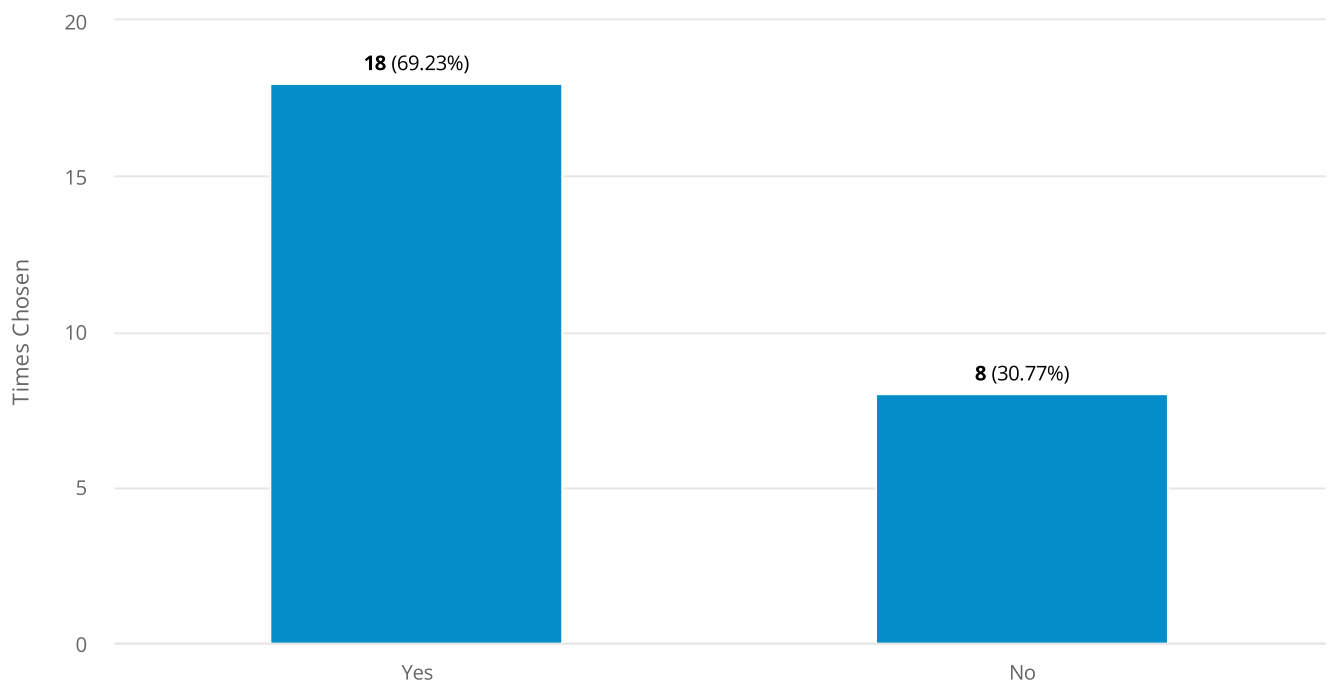
## Can you confirm that no aerosols or other flammable materials are stored near to a heat source?

Number of responses: 26



## Is there a check made regularly to confirm all of the above?

Number of responses: 26



**List of Deficiencies for the Hazardous Substances Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 10

Text answers:

Cupboard with cleaning fluids, polish isn't locked - in Vestry.

Hazardous substances locked in garden shed.

This section marked as not applicable as "locals do the cleaning and take stuff home with them".

This section was not completed - Registrar comment.

Confirm if any hazardous substances are in premises and a plan for making sure these are safe (Registrar comment).

Confirmation required re how hazardous substances are handles/stored - no actions noted to address this (Registrar comment).

Our cleaning fluids and aerosols are kept in a cupboard in our hall. The cupboard is not locked but the cleaning materials in it are kept on a high shelf out of the reach of small children. Whether that cupboard should be locked or not is a matter for our vestry to consider.

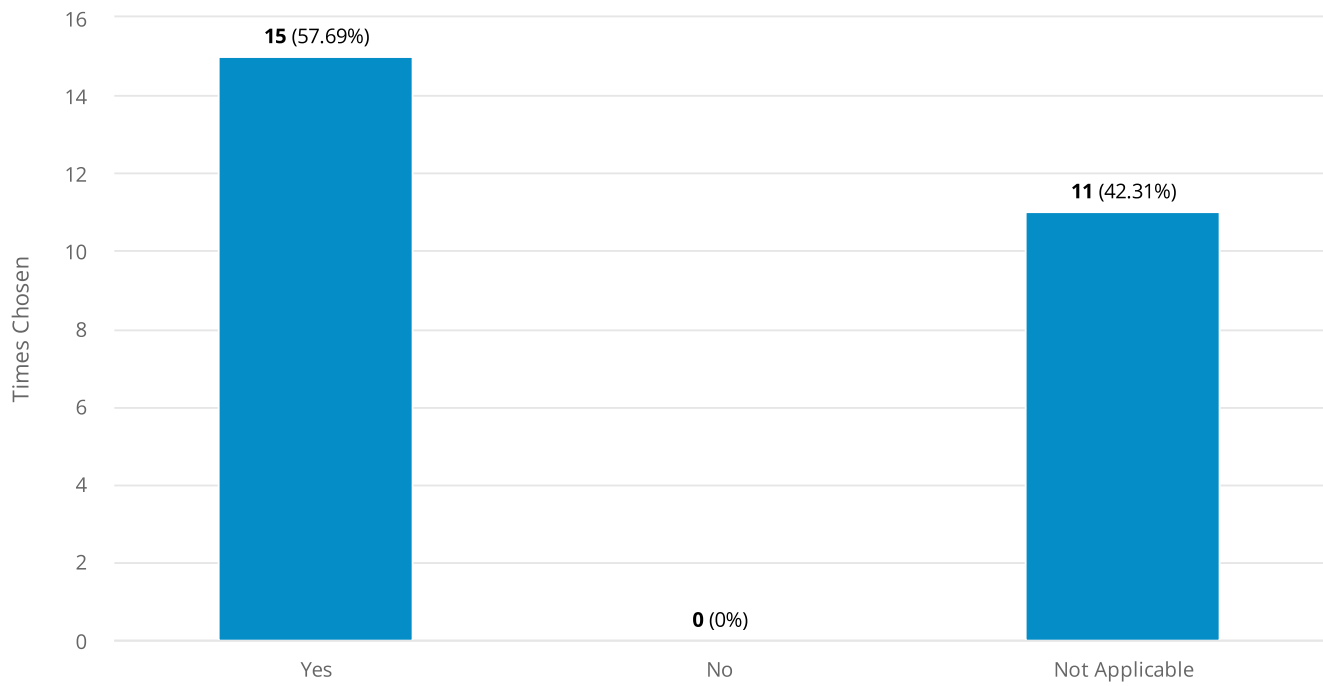
Need to provide locked cupboard for cleaners. Will ask those on cleaning roster to check items on this page.

All cleaning supplies are kept in a high cupboard out of the reach of children. No flammable items are held.

No flammable substances are kept on site.

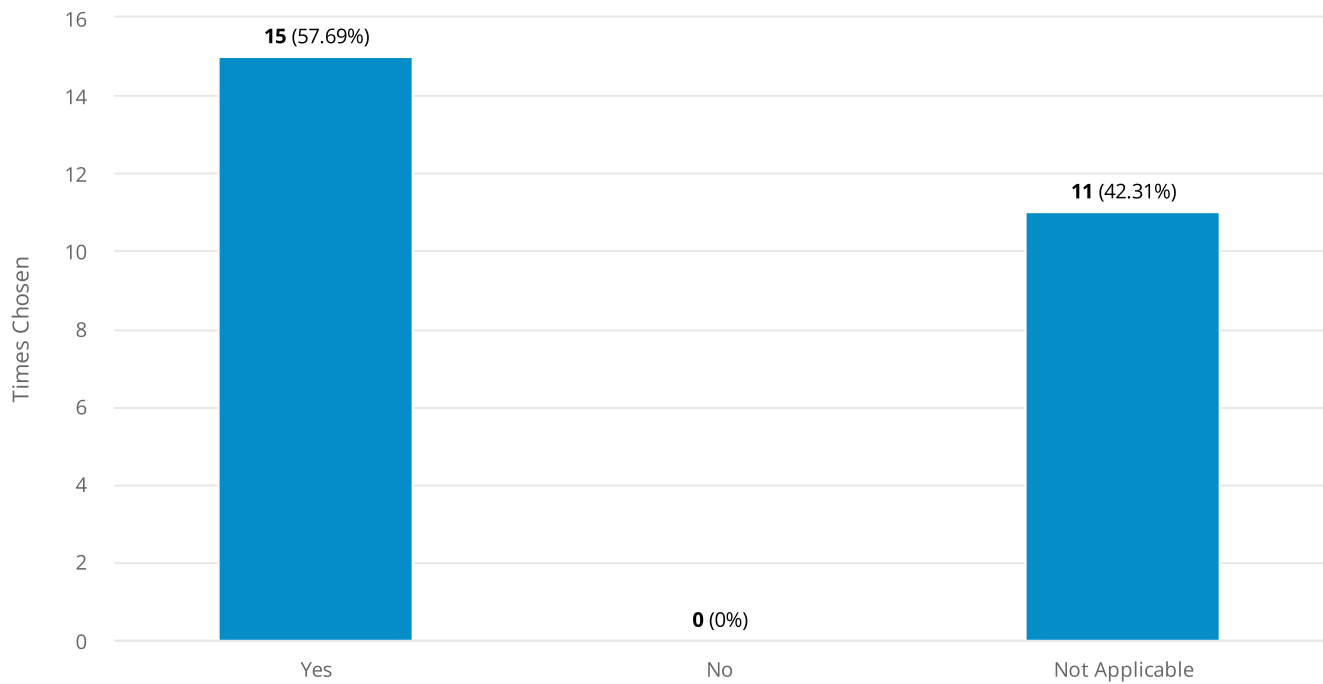
## Is any electronic equipment only used by agreed persons?

Number of responses: 26



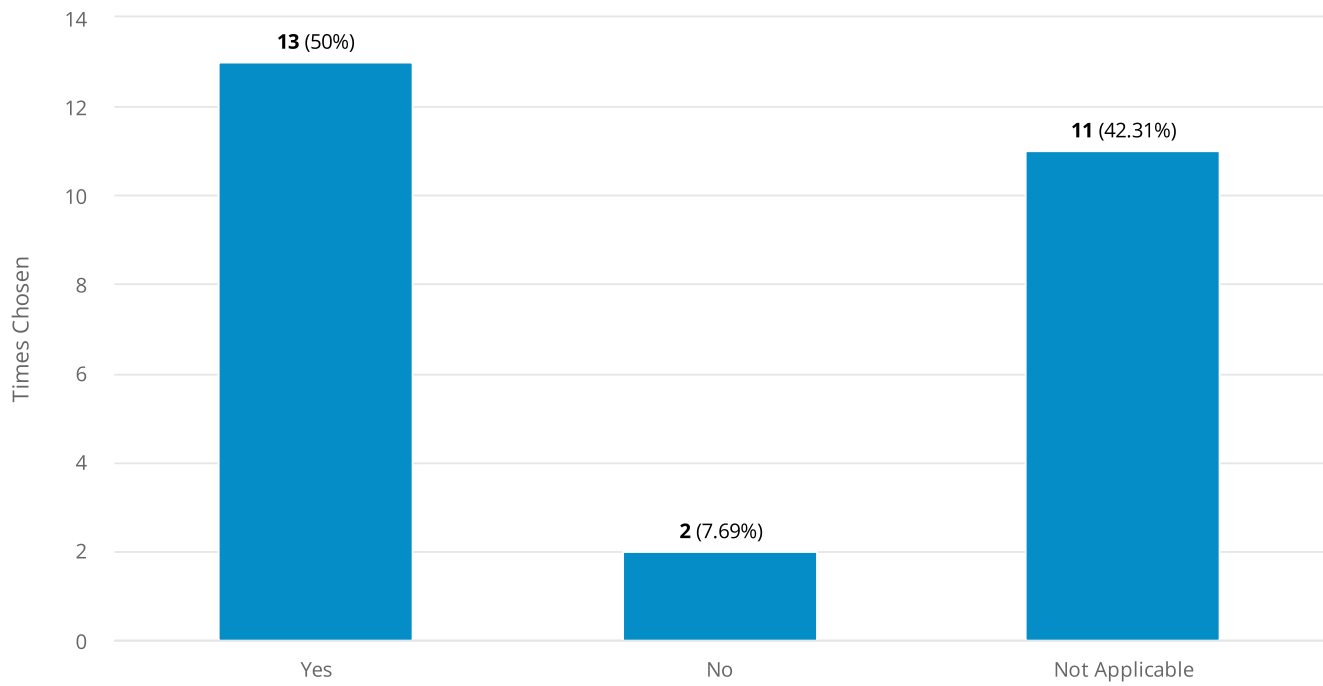
## Is access to computer passwords controlled?

Number of responses: 26



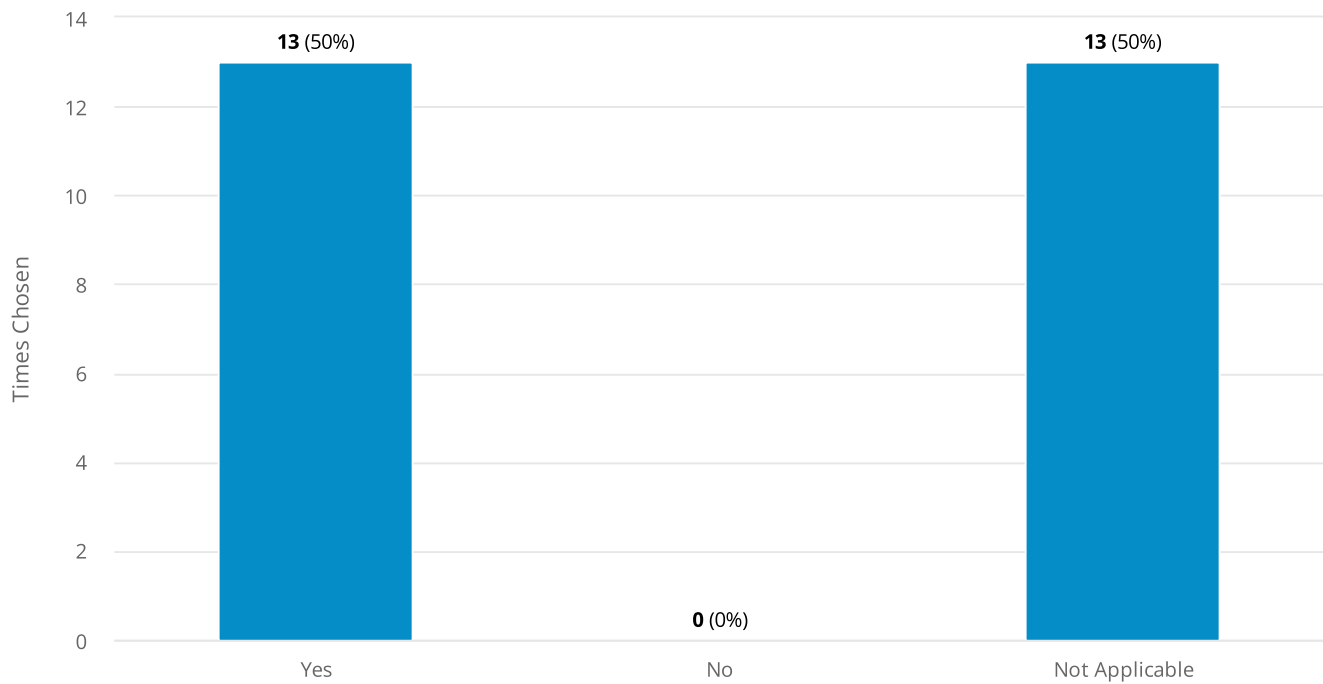
## Are passwords kept secret and changed from time to time?

Number of responses: 26



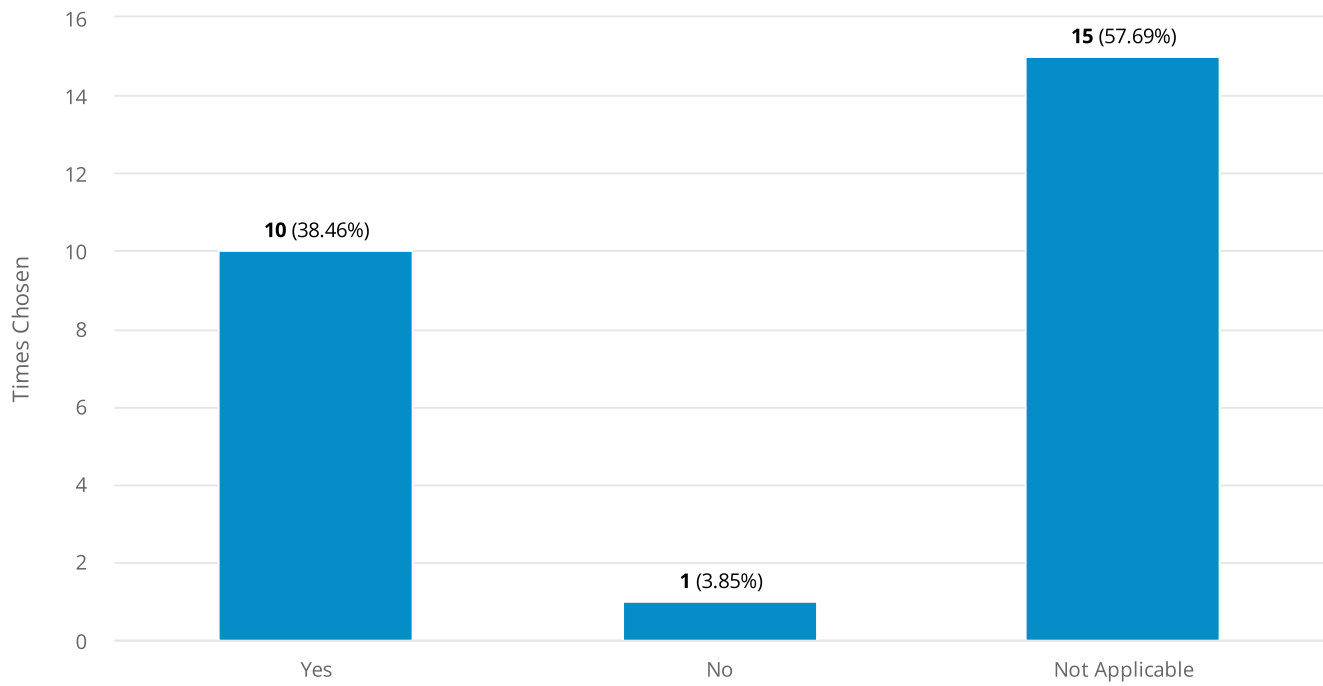
## Is the room where any computer is used kept locked/secure when not in use?

Number of responses: 26



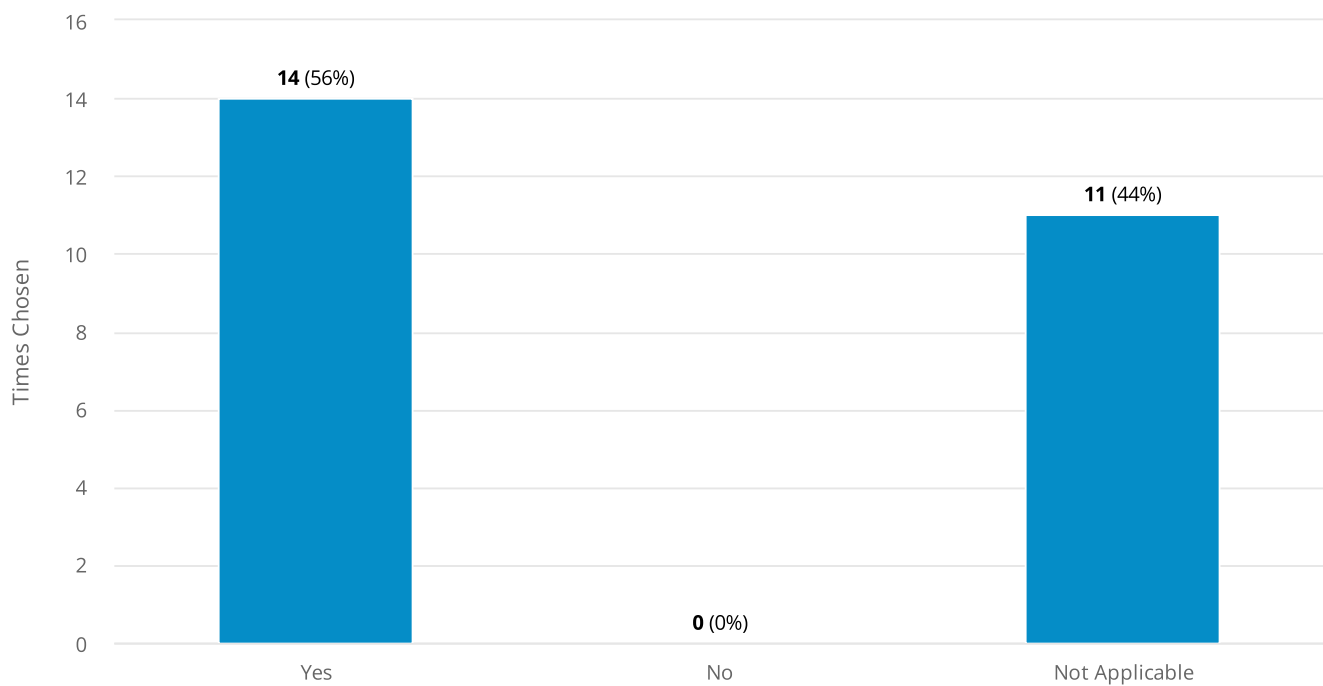
## Are laptops locked away outside of hours or removed off site?

Number of responses: 26



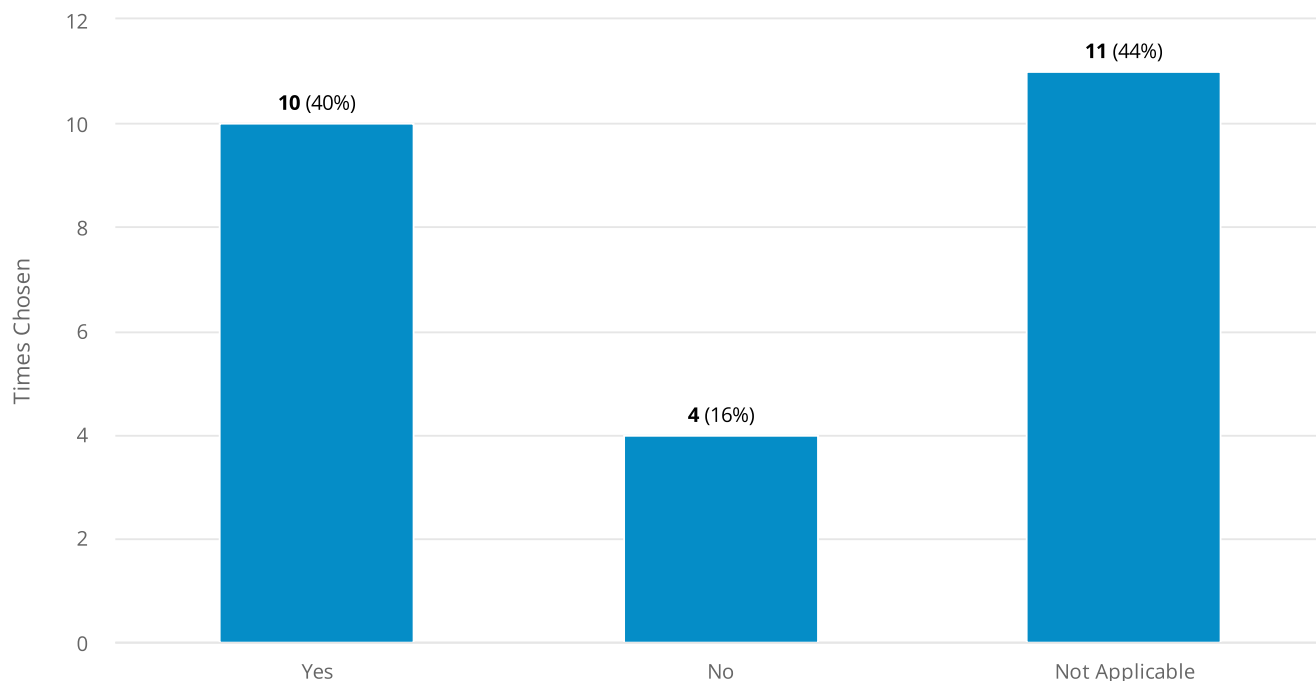
## Is information stored on computers backed up regularly (on a physical device or cloud based system)?

Number of responses: 25



## Is any physical back-up kept off site?

Number of responses: 25



## List of Deficiencies for the Electronic Equipment Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.

Number of responses: 10

Text answers:

No computers on premises.

No computer used.

This section on electronic equipment, computer and data security was not completed - main Southern Coastal Deanery at St Marks (Registrar comment).

Physical backup: This is over the other side of the building within the brick part of the church. Many services and documents used by the Priest-in-Charge are also on her laptop at her home.

Physical backup: over the other side of the building within the brick part of the church. Many services and documents used by the Priest-in-Charge are also on her laptop at her home.

Computer passwords aren't changed often, but Vestry agrees it isn't very practical to do so because so many people use the computers. One laptop remains at the church, but it is old and not valuable and contains no

sensitive information, only our weekly powerpoint presentations.

Very few people use our computer and know what the password is. There is insufficient risk of unauthorised use of the computer to warrant changing the password.

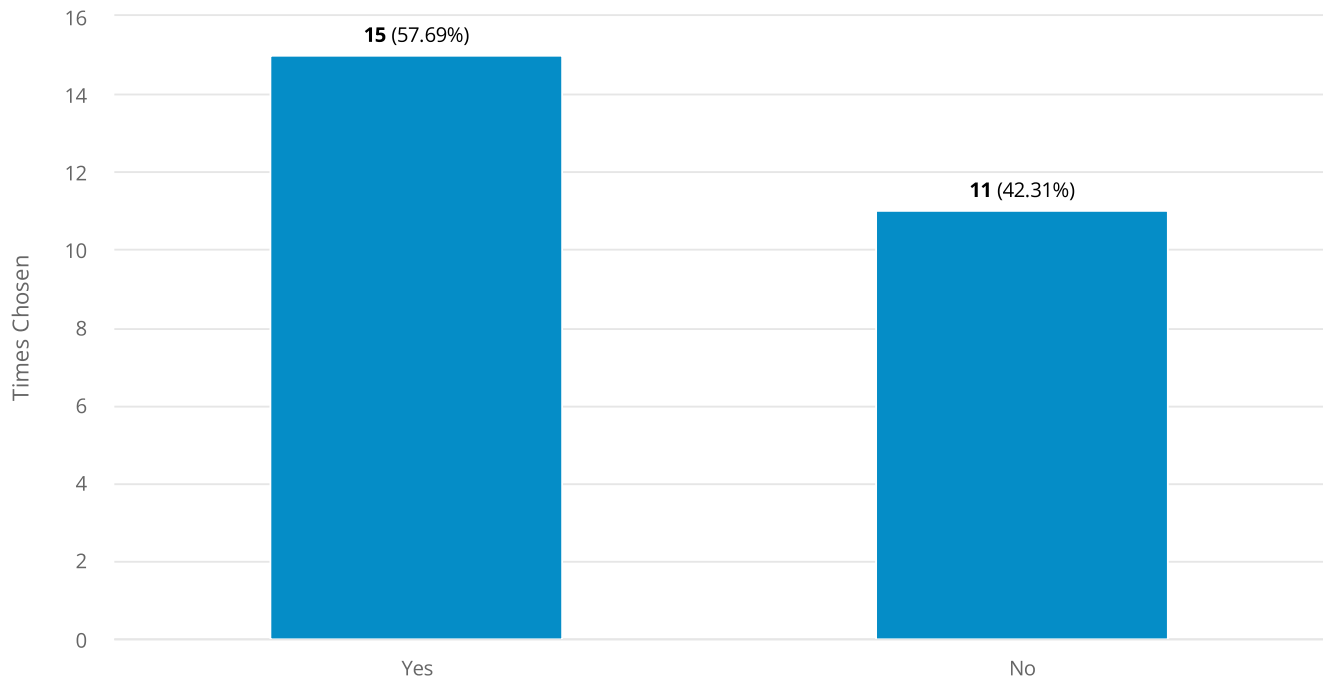
Laptops are brought in by users.

Passwords are kept secret but not regularly changed.

we will look at backup systems and also discuss at Vestry who will be responsible for holding those systems.

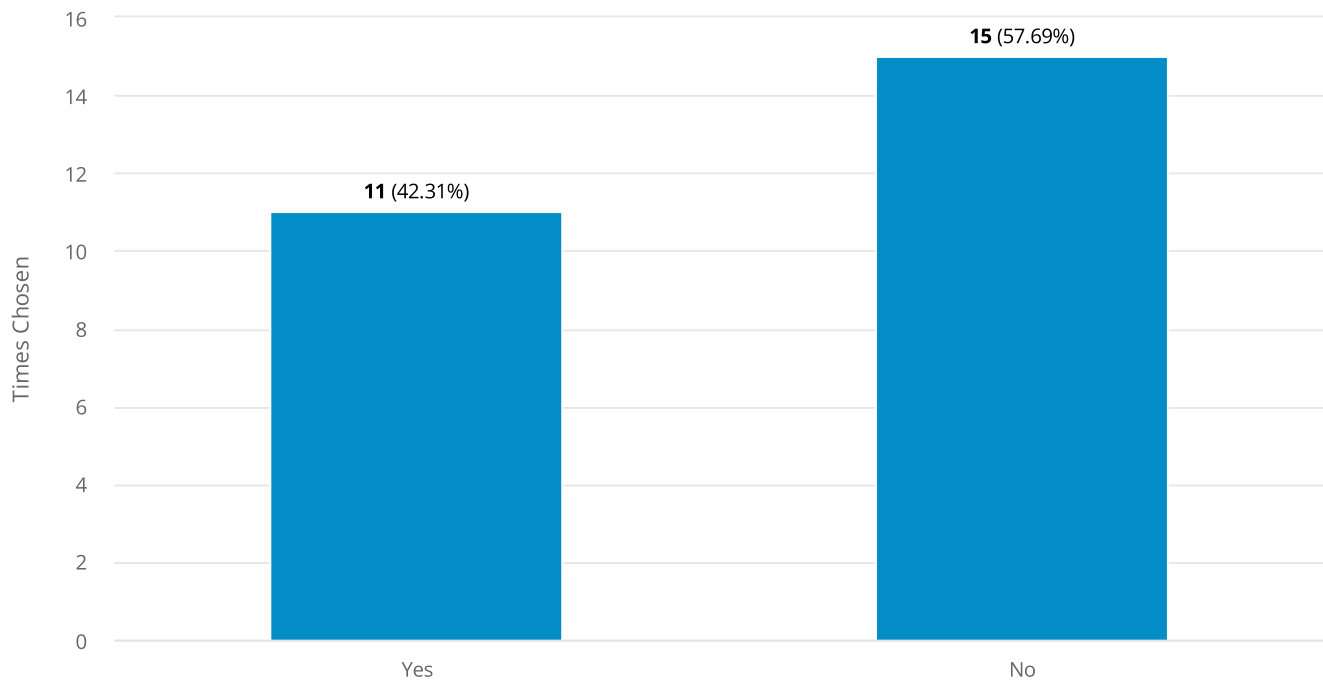
## Do you have a contingency plan?

Number of responses: 26



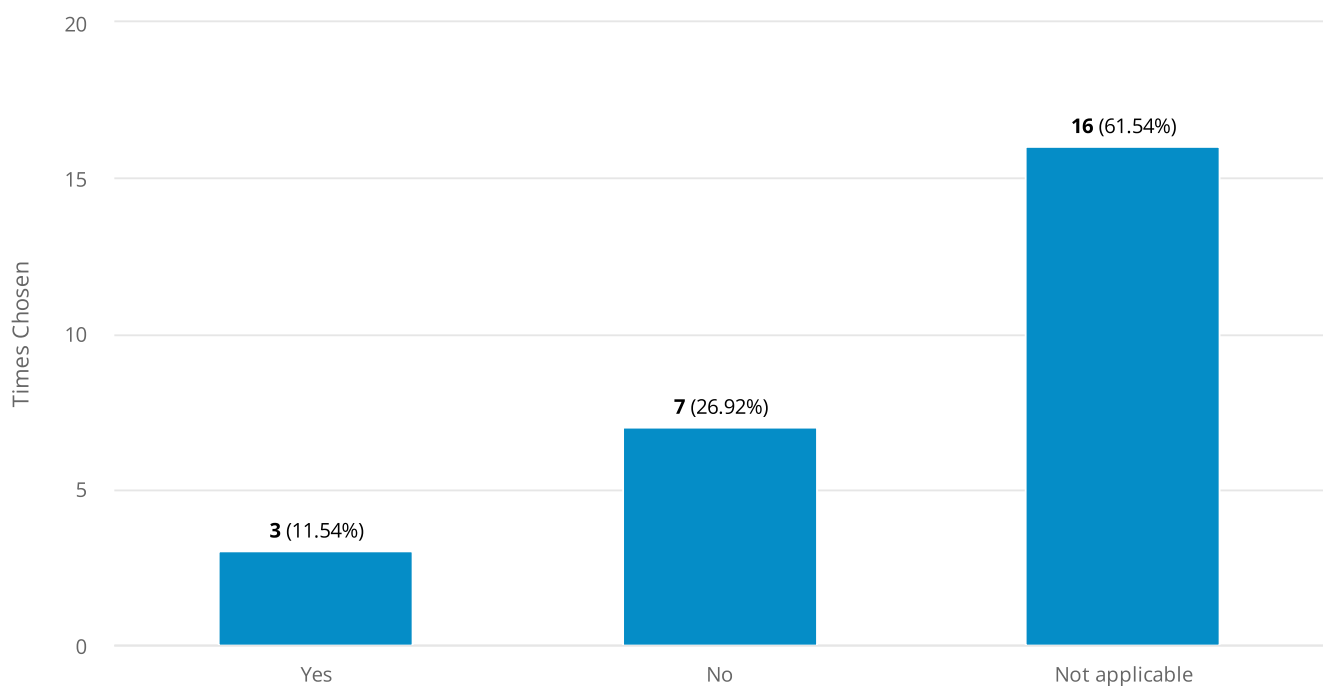
## Has the plan been reviewed/audited recently?

Number of responses: 26



## Has a simulation exercise/role play been used within the last 12 months to check that the plan will work? (recommended for larger-more complex settings)

Number of responses: 26



**List of Deficiencies for the Contingency Plans Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 17

Text answers:

Will look it (contingency plan) up - next Vestry in May 2025.

Unsure if do have an actual contingency plan - indicated that two people have keys to the church beside this answer - Registrar comment.

Contingency plan reviewed annually at the AGM.

Contingency plan not noted as an action in this section - Registrar comment.

Roe play (for Contingency Plan (will be discussed by Health and Safety committee).

No action noted for putting in place a contingency plan (Registrar comment).

The section covering a contingency plan was not completed (Registrar comment).

When there is a CD emergency we follow instructions. We flood, so the building is not offered in case of emergency. If the building is out of action, we join our neighbours.

We would action as needed (Registrar comment: would benefit from a contingency plan).

Simulation exercise: Part of the Contingency Plan was an actual event. The Priest-in-Charge unexpectedly had to go home during a service and the Service Leader and others seamlessly carried on using Reserved Sacrament that is kept in the Aumbry. Shows what can happen when you work as a team and everyone is familiar with procedures.

Part of contingency plan actually put into action: The Priest-in-Charge had to unexpectedly go home during a service and the Service Leader and others seamlessly carried on using Reserved Sacrament that is kept in the Aumbry.

A contingency plan for what? We don't worry unnecessarily about things that may never happen!

Wardens to review contingency plan this year.

The vestry is looking at plans for music and internet for the future sustainability of the church.

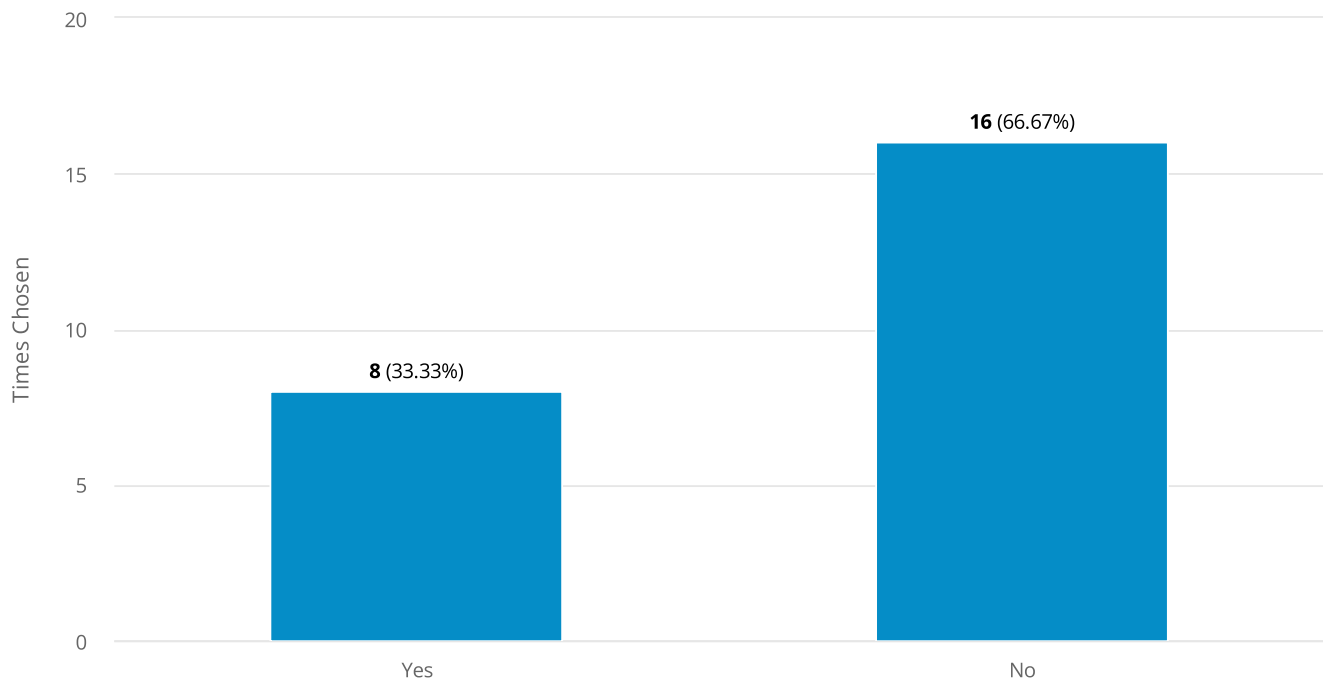
There are many people in the church who know the procedures and even if one of them died, others would know enough to carry on.

The Contact List in the Contingency Plan needs updated and reminder tabled at Vestry.

It will be something for the new vestry to discuss at the first meeting in April.

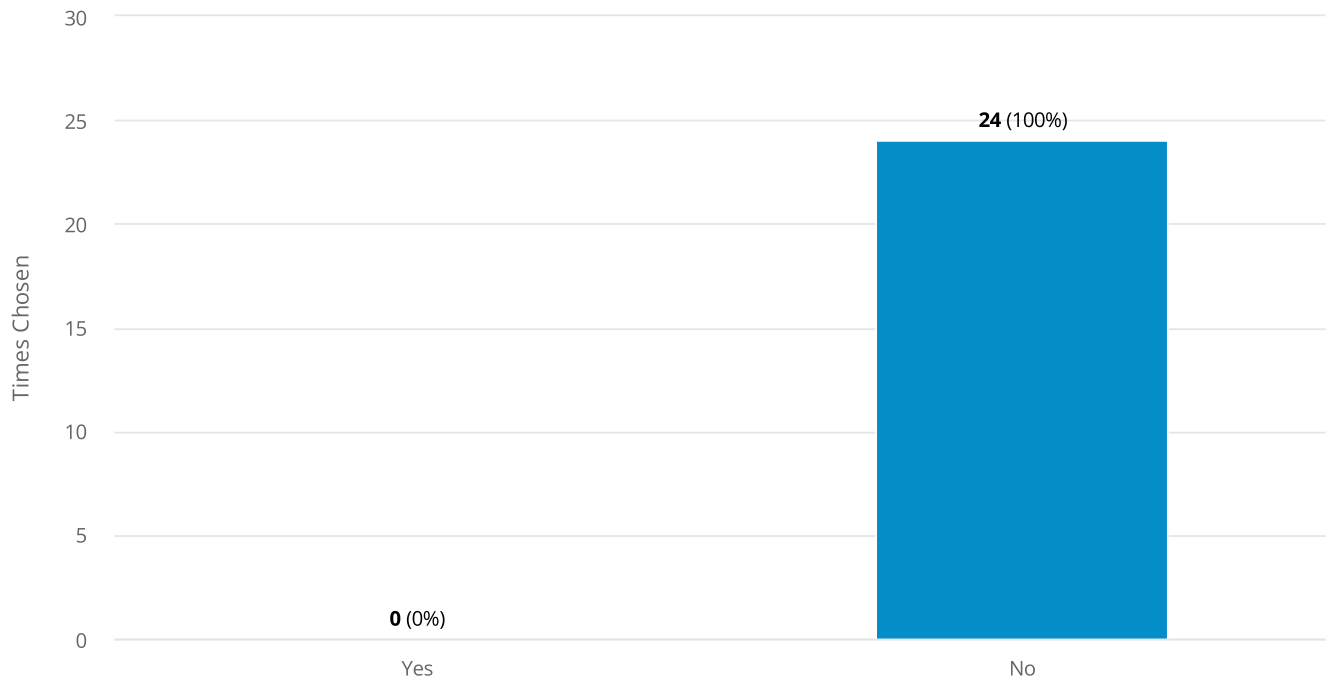
## Is there a system in place to confirm all contractors have Public Liability Insurance?

Number of responses: 24



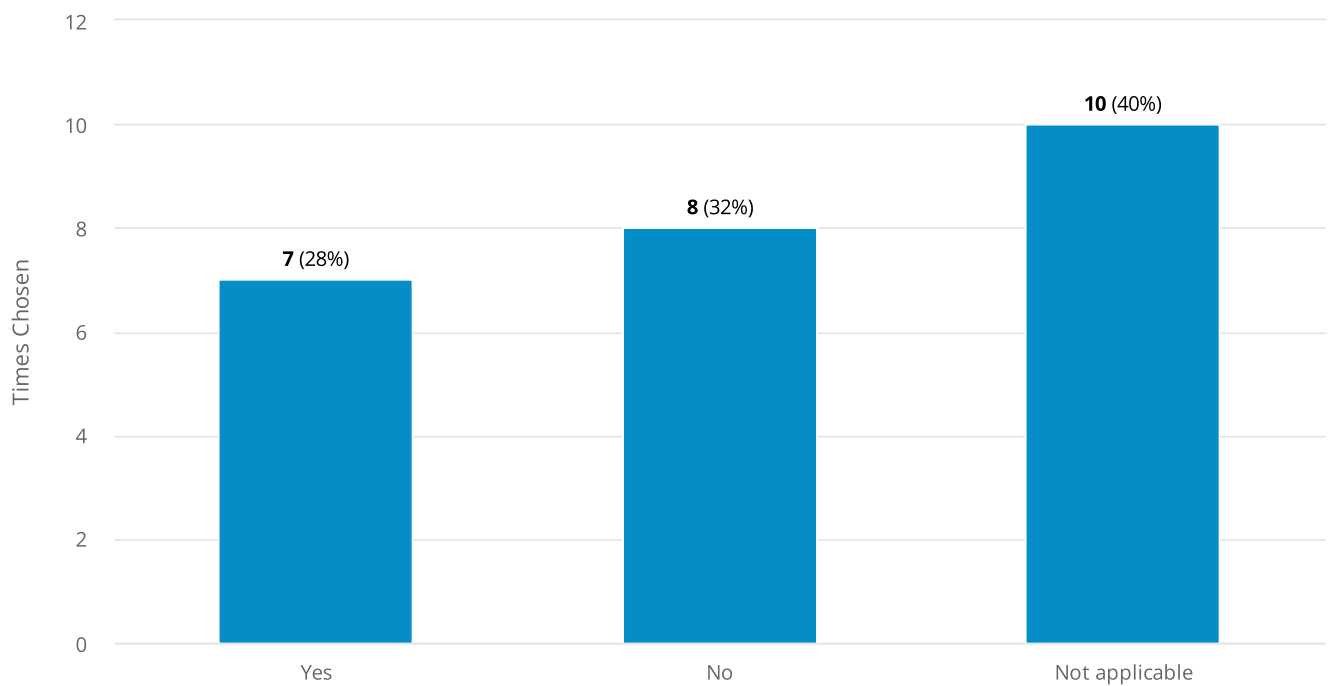
## Is contractor's work checked using the Diocese of Dunedin Contractors Agreement and associated paperwork issued to them?

Number of responses: 24



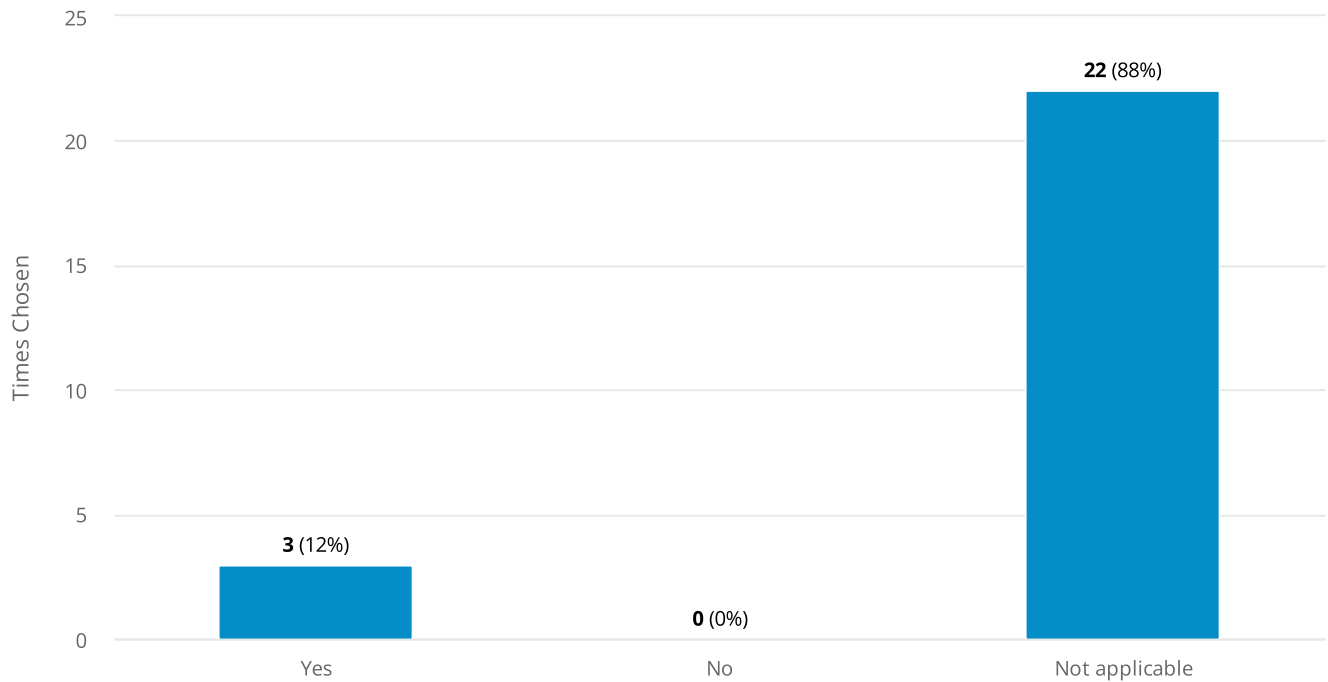
## Do you have a list of approved contractors?

Number of responses: 25



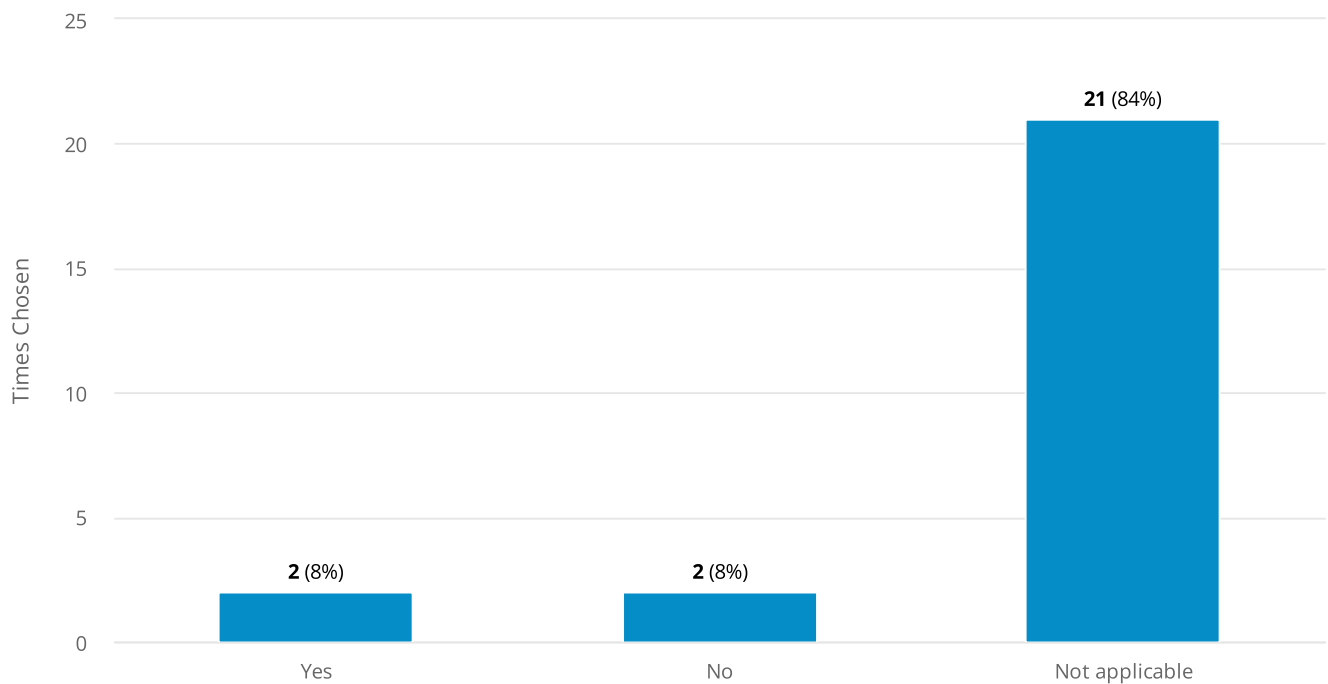
## If you have a faith community vehicle (or people use their own vehicles for church related work), have you checked all warrants of fitness are current?

Number of responses: 25



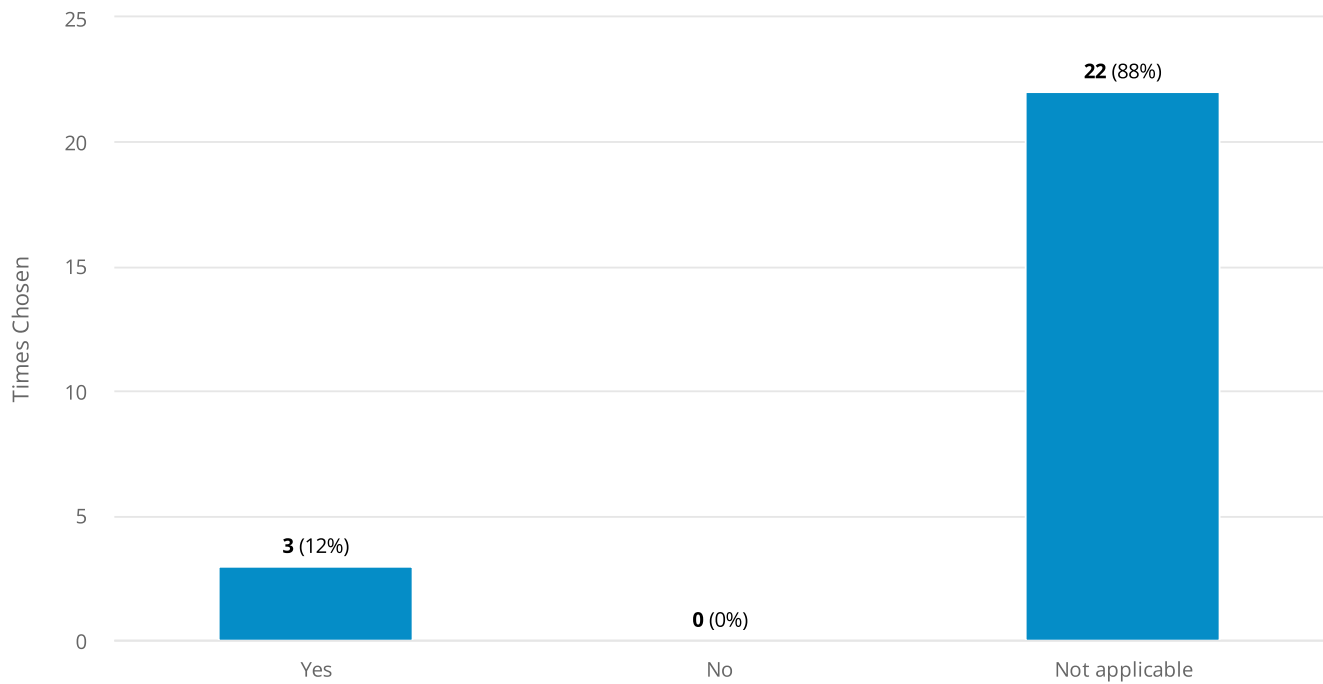
## Do you have a record of driver's licenses for any people using vehicles for church related work?

Number of responses: 25



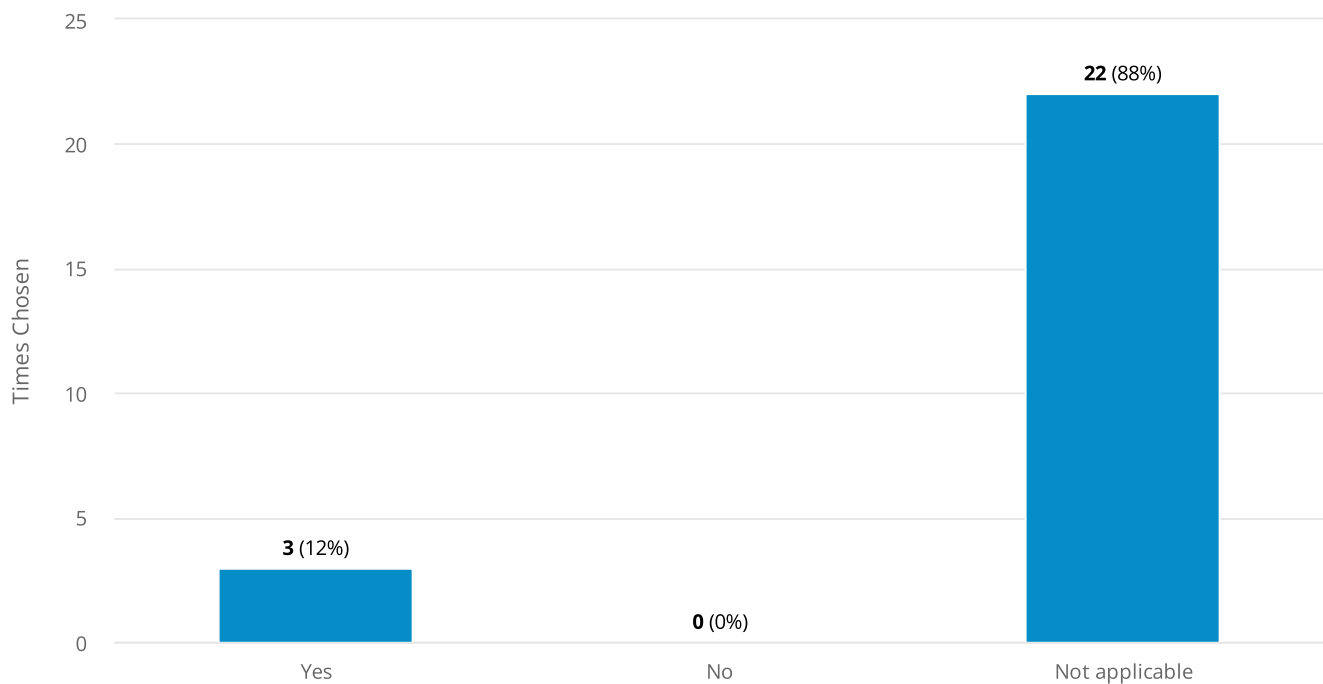
## Are vehicles being regularly serviced/maintained?

Number of responses: 25



## Are vehicles always locked when unattended and valuables hidden from view?

Number of responses: 25



**List of Deficiencies for the Contractors and Vehicles Section: If you have answered "No" to any question, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 19

Text answers:

Rarely need to use external contractors, and if so, we use locals who are well known and have good references from work already completed.

Indicated that each contractor is responsible to have public liability insurance - but this is not checked. Indicated that being so far from cities, the local fire brigade sometimes help.

Low level need. When the church doors are painted in spring, we know who we are dealing with.

Contractors are asked if they public liability insurance.

Limited contractors available in rural community.

All contractors are employed on the understanding that they have all the necessary registrar and qualifications in place.

Didn't know there was a Diocese of Dunedin Contractors Agreement. Will follow it up plus contractors liability insurance system by December 2025.  
We will get a record of driver's licenses by December 2025.

External Contractors and Vehicles section was not completed (Registrar comment).

Section not answered fully - reminder to Parish re the need to check any contractors have appropriate insurance and safety information before carrying out any work (Registrar's comment).

Contractors: We don't use contractors but will create a plan as needed.

We only have one contract with AlSCO to clean the sanitary bin.

We don't check contractors' work using the Diocese of Dunedin Contractors Agreement or issue associated paperwork to them. Should we do these things? This is another matter for our vestry to discuss. Nor do we have a list of approved contractors - we just use who is available and who we can afford.

Need to check whether contractor's work checking using the Diocese Contractors agreement associated paperwork.

This has been discussed at vestry and the consensus was that all contractors should and would have their own liability insurance. No work has been done that is high risk, but if it was to be done, the church would

use the health and safety documents, including the contractor's agreement on the diocesan website.

Contractors are approved by Committee.

Contractors are approved by Committee.

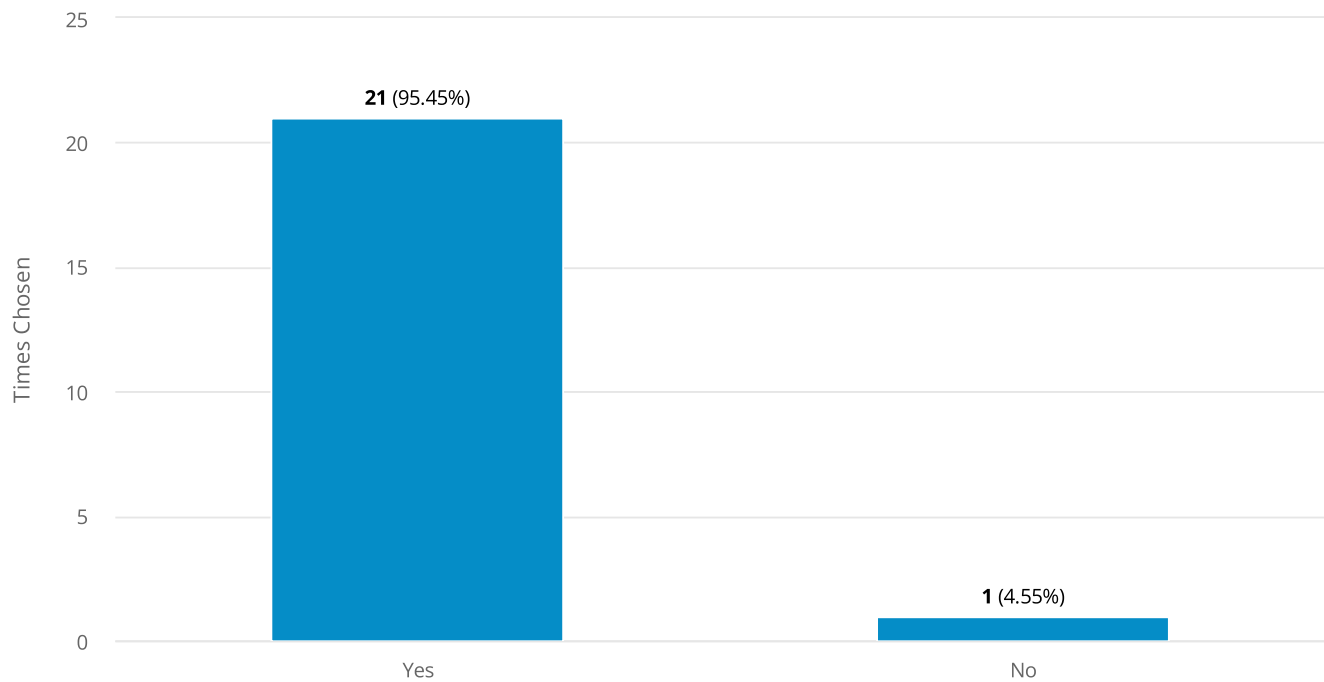
Contractors should sign in at the office, but PLI is not usually checked. The Health and Safety Manual contains a form 'High Risk Contracting' but this is not used.  
Private Vehicles only.

We do have a list of contractors that we use but not sure what you mean by an approved list we will follow up by looking at the Health and safety templates.

Update details.

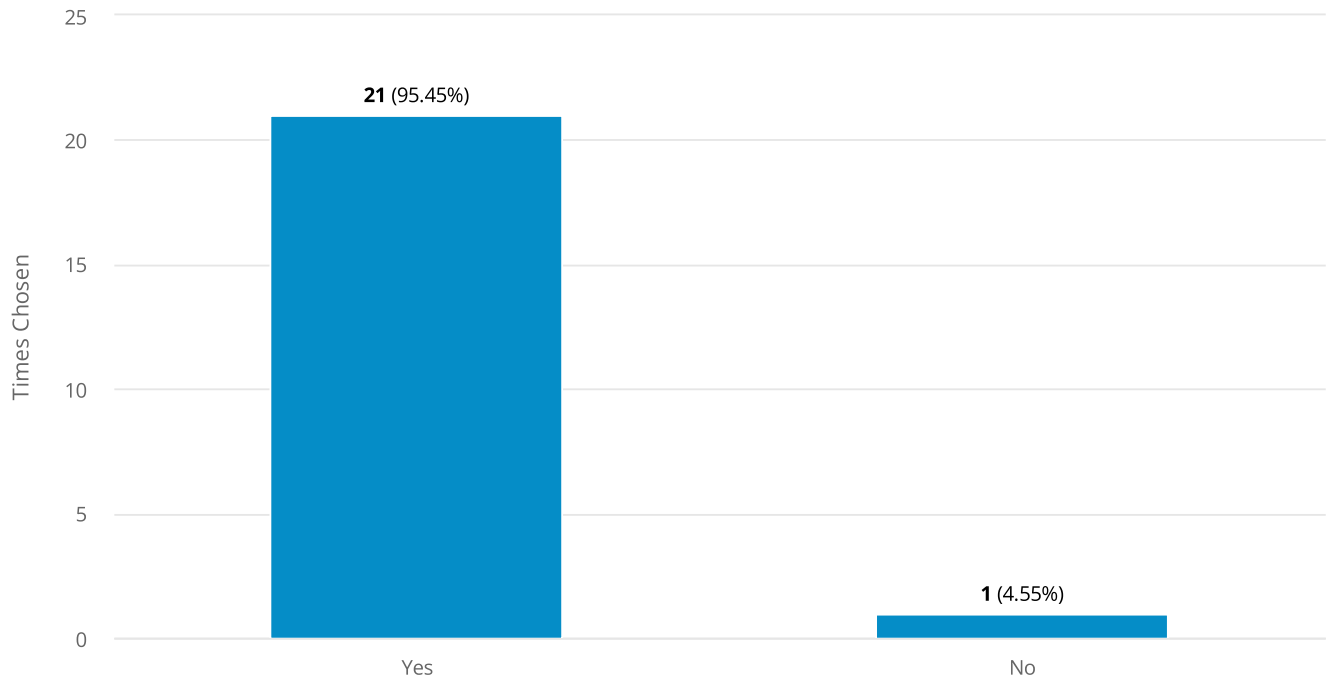
## Has the form of insurance (indemnity, functional replacement or full replacement) been reconsidered?

Number of responses: 22



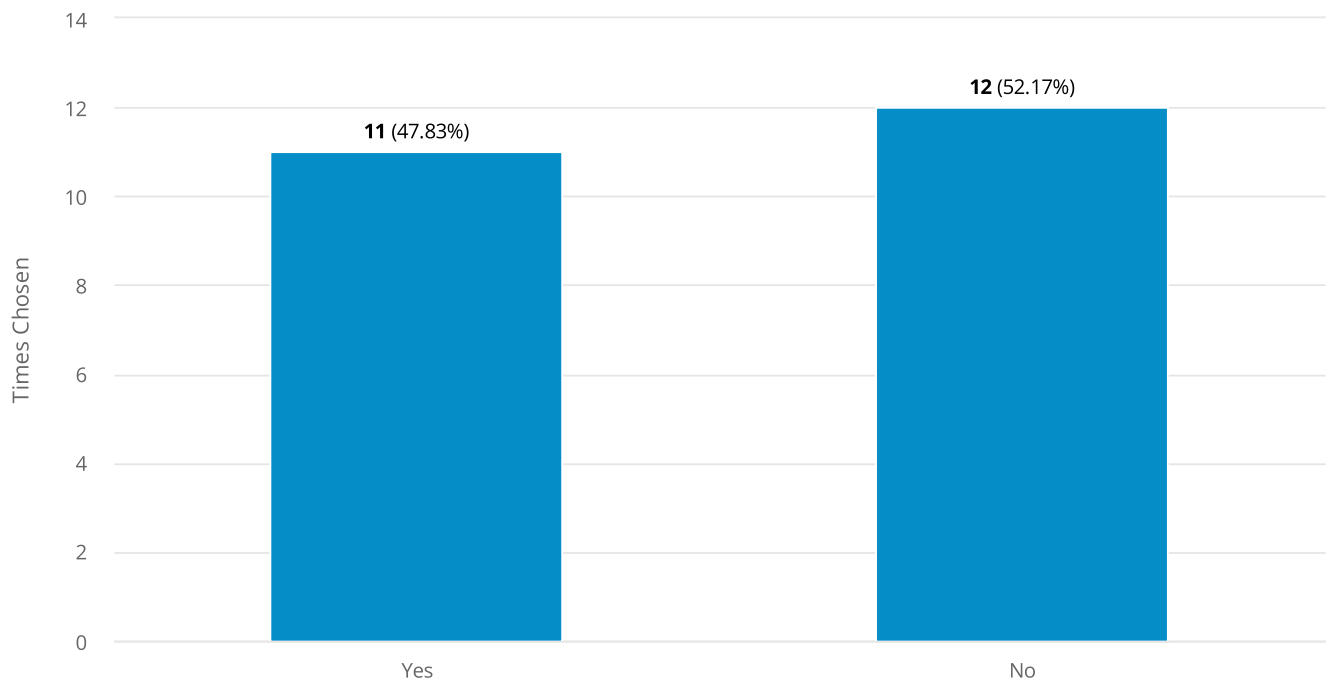
## Are the sums insured sufficient?

Number of responses: 22



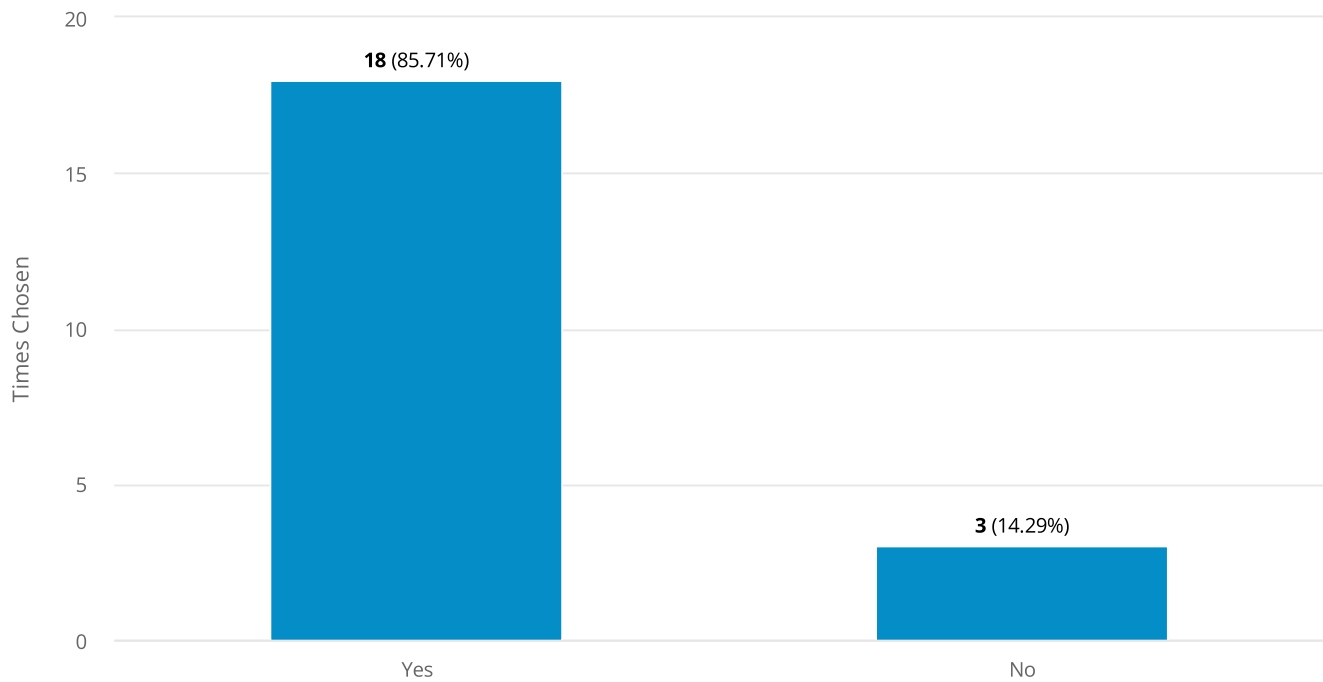
## Is the contents inventory (Terrier) and values up to date? (see General Section for Terrier template links)

Number of responses: 23



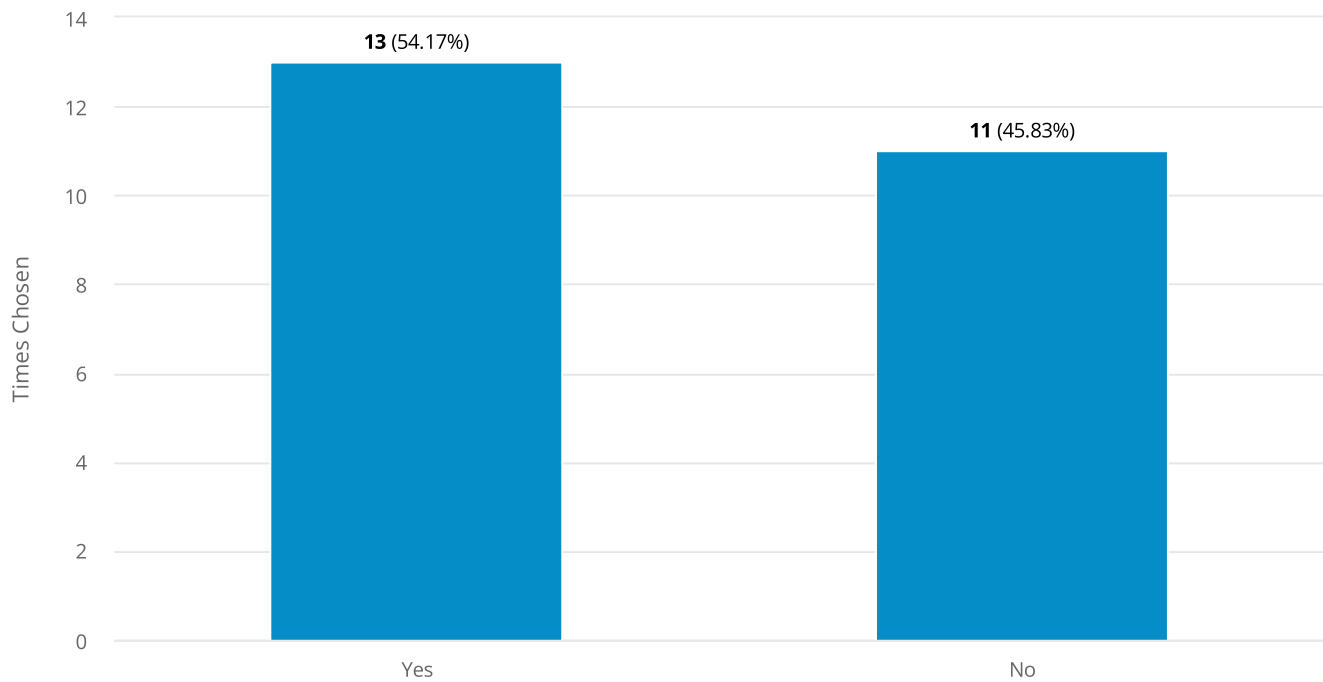
## Is the present cover for the above enough?

Number of responses: 21



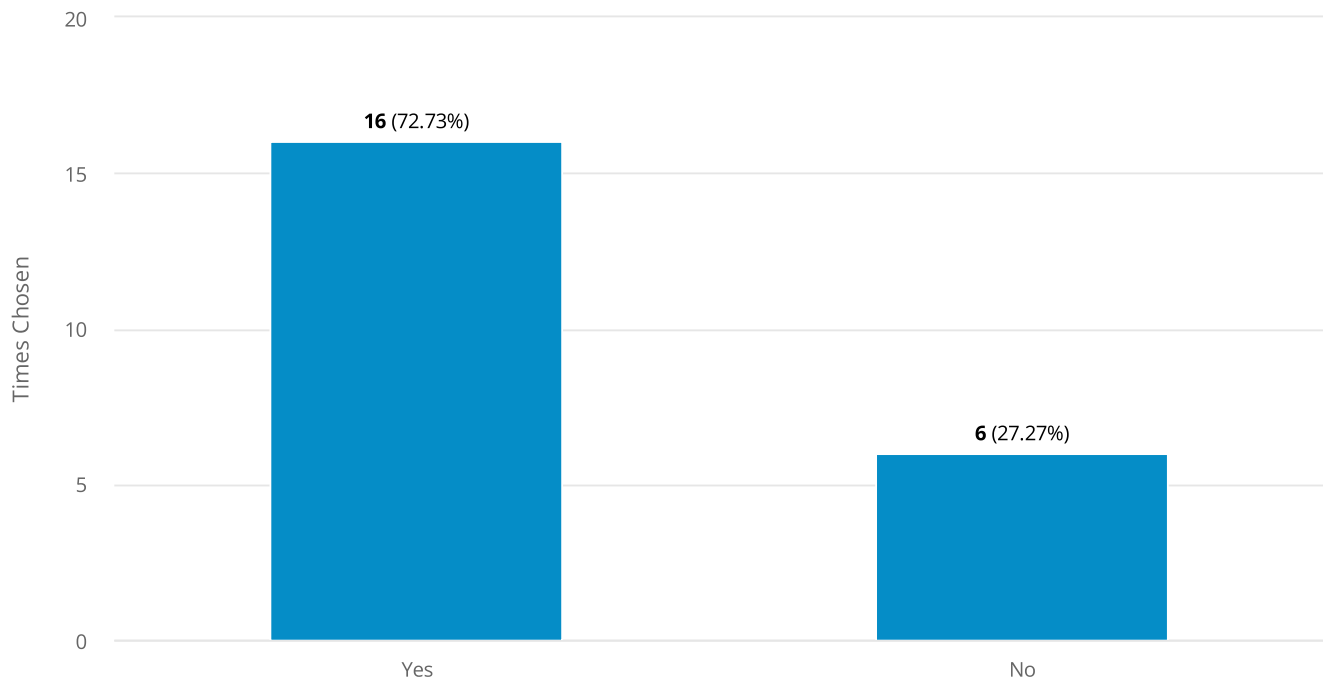
## Have all important items been photographed with photos stored off site?

Number of responses: 24



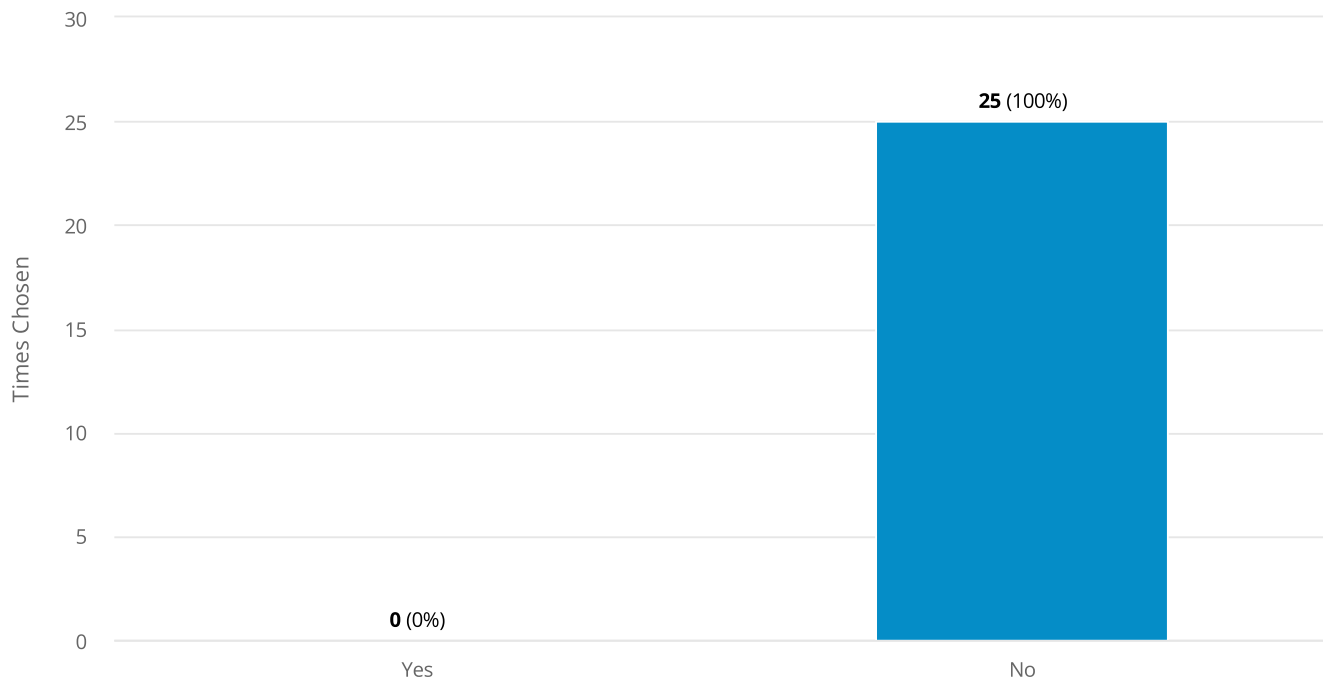
## Have all changes in value or property use been notified?

Number of responses: 22



## Has there been any event that might give rise to a legal liability claim?

Number of responses: 25



**List of Deficiencies for the Contractors and Vehicles Section: If you have identified any issues, list in the space below what is wrong, how you will correct it, who will do this, and what the timeframe is.**

Number of responses: 13

Text answers:

As earlier indicated, working on Terrier and will get this completed.

Currently insurance cover is full replacement (this needs to be checked. Rate is \$175k). If something happened to the church, money would be needed to clean up the site. Currently working on photographing items, a copy will go to the Diocese when completed.

Indication that needed to check with Diocese about the insurance section.

Maniototo Parish - unsure if all insurance in place and sufficient - request that the Diocese be checked with about this (Registrar comment).

Contents Inventory Terrier to be completed by December 2025.

Insurance Checklist section not completed (Registrar comment).

No actions noted - a Terrier is required!

Terrier required (not noted in actions - Registrar's comment)

Our Terrier is up-to-date but in general no values.

List of deficiencies for insurance checklist:

There will be a review of 'contents' insurance as new capital items are added - new organ due shortly. Photo records almost complete. Copy to be given to Diocesan office

Due to cost, Waitaki North Oamaru needs to move away from full replacement insurance, and this will be discussed at the July meeting. There is a view that all buildings listed with Heritage NZ must be insured for full replacement, but that will need to be confirmed before the discussion is had. Andrew, if you know the answer to this, please let me know. The treasurer was unsure whether there is currently any contents cover. Again, if you know the answer, please let us know. (Warden) to take photographs of valuables and complete the terrier register before end of 2025.

We have noted the need for the Terrier to be updated, it is a Work In Progress.

The contents and Terrier list will be worked on in the coming months by the wardens and brought up to-date