

# The Anglican Church Property Trust Diocese of Sydney (ACPT)

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## About the ACPT

The Anglican Church Property Trust Diocese of Sydney (ACPT) is the corporate trustee of the Anglican Diocese of Sydney and was established by an Act of the NSW Parliament the “Anglican Church Property Trust Act 1917”. Board members are appointed by Synod and serve in a voluntary capacity. The Board members generally meet once a month and consider matters that are relevant to their role as trustees for parish property throughout the Diocese. The members bring varied professional skills to the Board in support of parish mission. Background details about ACPT members can be found below.

Matters within the ACPT’s purview include the development of policies for most property related matters, and the consideration of specific projects for individual parishes when required. The ACPT is also the trustee of the Church Insurances Fund and various government grant programs. The ACPT has two standing sub-committees – the Investment, Insurance and Finance Committee (IIFC) and the Major Works Committee (MWC).

## Meeting Dates

The 2023 meeting dates of the ACPT are:

10 February	17 March
28 April	12 May
16 June	21 July
11 August	22 September
13 October	10 November
8 December	

## Membership of the ACPT

The Most Rev Kanishka Raffel (President)

Mrs Melinda West (Chair)

- *CPA, BComm*
- *Senior Manager, Pascoe Whittle, Chartered Accountants.*
- *Principal areas of expertise are in accounting, audit, superannuation and taxation, with considerable experience gained from auditing many not-for-profit organisations. These include a number of Anglican parishes and Diocesan organisations that support the Synod under specific Ordinances.*
- *Former Accountant with Pricewaterhouse.*

- *Professional work specialises in audit of not-for-profit organisations.*
- *ACPT Board member since April 2011*
- *Member (Chair) of the IIFC and member of the MWC.*

The Rev Andrew Schmidt (Deputy Chair)

- *Rector, St Jude's, Anglican Parish of Randwick;*
- *Previously worked as a Solicitor at Clayton Utz in Construction and Major Projects.*
- *ACPT Board member since 2017.*
- *Member of the MWC*

The Rev Canon Christopher Allan

- *Sub-Dean St Andrew's Cathedral, Sydney*
- *Previously worked in the Construction Industry as a Project Manager for Bovis Lend Lease (formerly Civic & Civic) and John Holland Construction & Engineering. Qualification: B. Construction Management (UTS).*
- *ACPT Board member since May 2010 and member of the MWC.*

Mr Wayne Bramley

- *Diploma of Financial Services – Insurance Broking (Dip F.S (Brok))*
- *Qualified Practicing Insurance Broker (QPIB),*
- *Fellow of Australian & New Zealand Institute of Insurance and Finance (ANZIFF-Fellow)*
- *Currently director Insurance Consulting Services Pty Ltd (since October 2013).*
- *Previously Senior Vice President & National Practice Leader, Marsh Pty Ltd*
- *37 years experience in the insurance industry, 33 of which were with Marsh Pty Ltd as an insurance broker. Roles at Marsh have involved leading service teams providing insurance brokerage services to ASX 100 companies in property, finance, media, telecommunications and manufacturing industries and Insurance Practice Leader oversight responsibility for various not-for-profit organisations including the Anglican Diocese of Sydney.*
- *Member of the IIFC.*

Mr Richard Neal

- *Partner, Teece Hodgson & Ward, Solicitors*
- *Accredited Specialist in Wills and Estates Law; Practice principally comprises:*
  - *equity litigation, including contested estate, will construction, family provision claims;*
  - *partnership and shareholder disputes;*
  - *Wills, powers of attorney, superannuation and general estate planning advice;*
  - *advice on trusts and administration;*
  - *advice in respect of mental health, financial management, guardianship issues;*
  - *acting as an expert witness.*
- *Seminar presenter in equity and succession for solicitors' continuing legal education; Co-author, Succession Law and Practice NSW (LexisNexis) - commonly known as Mason and Handler; co-author, Hutley's Australian Wills Precedents.*
- *ACPT Board member since 2001, member of the IIFC and former member of the MWC.*

#### Mr David Nelson

- *ADFM, AD Val, CPV*
- *Managing Director of Nelson Partners Australia and Aged Care Group in Victoria and Queensland.*
- *Adviser to major trading banks for aged care risk management, 9 years as a banker.*
- *ACPT Board member since 2002.*

#### The Rev David Ould

- *Former Chartered Accountant*
- *Assistant Minister, Parish of Parramatta; former rector, Anglican parish of Glenquarie and former Chair, Break the Cycle Glenquarie. Board and Policy Committee Member Anglican Super (Deputy Chair); Provincial Synod Representative; General Synod Representative.*
- *ACPT Board member since 2015.*
- *Member of the IIFC and member of the MWC (Currently Chair).*

#### Mr Ian Pike

- *BA (Macq) with major in Accounting.*
- *Previously Head of Business Credit, East Coast for Bankwest (2010 – 2021).*
- *Previously Chief Investment Officer, Keybridge Capital Ltd (2007 – 2010), General Manager, Risk Management, Institutional Banking at Commonwealth Bank (2003 -2007) and Head of Risk Management, Institutional Banking, Commonwealth Bank (2000 – 2003).*
- *33 years experience in banking and investment. Roles have involved relationship management, risk management (credit and equity) and investment in structured finance transactions in property, infrastructure, aircraft, shipping and fixed interest.*
- *ACPT Board member from 2007 until 9/2010, resumed 2019.*
- *Member of the IIFC.*

#### Mr Peter Rusbourne

- *Partner, Watkins Tapsell lawyers.*
- *Accredited specialist in Business Law and Property Law and Public Notary*
- *Principle areas of expertise:*
  - *all real property transactions including leases, covenants, sales, subdivisions and purchases of different interests in land;*
  - *all corporate and business transactions including shareholder arrangements, sales and purchases of business and shares;*
  - *all purchases and sales of personal property;*
  - *security for transactions under the Personal Property Security Act; and*
  - *Asset protection strategies and structures for clients including the preparation of wills*
- *ACPT Board member since 1996 and former member of the MWC.*

Ms Margaret Stuart

- *Head of Corporate & External Relations (Nestle Oceania)*
- *Former member of the Council of Tara Anglican School for Girls and Anglican Media Council.*
- *ACPT Board member since 2020.*

## Principal Activities of the ACPT

Through a Service Level Agreement with Sydney Diocesan Services (SDS), the ACPT is supported by an executive team assisting the Board and parishes with their property, investment, client fund issues and insurance matters. A list of the SDS staff and the principal tasks that the SDS Parish Property Services Team deals with on behalf of ACPT follows-

### Sydney Diocesan Services (SDS) - Parish Property Services Division

Head of Parish Property Services (HoPP)	- <i>Greg Ellem</i>
Manager, Parish Property Services (MPP)	- <i>Scott Lincoln</i>
Manager, Insurance Services (MI)	- <i>Cindy Wong</i>
Manager, Compliance and Support (CaS)	- <i>Prasanna K Shanmugam</i>
Consultant, Parish Property Services (CPP)	- <i>Elle Byrne</i>
Consultant, Parish Property Services Technical & Relationship (CPP)	- <i>Kenneth Ho</i>
Assistant, Parish Property Services (APP)	- <i>Grace Shi</i>
Associate, Insurance and Property Administration (IPA)	- <i>Sally Satya</i>

	Activities	Primary Staff Accountability
<b>1</b>	<b>Titles</b>	
1.1	Titles Registry – maintain	MPP, CaS, CPP, APP
<b>2</b>	<b>Building Projects</b>	
2.1	Structuring advice for building projects	HoPP, MPP, CaS, CPP, APP
2.2	Evaluate all other contractual obligations > \$100,000 values	MPP, CaS, CPP, APP
2.3	Assessing/approval/processing client fund payment request /	MPP, IPA, CPP, APP
2.4	Introducing potential consultants (solicitors, architects etc) to parishes, completing due diligence and making introduction to parishes	MPP, CaS, CPP, APP
<b>3</b>	<b>Development Projects</b>	
3.1	Briefing parishes on process and best practice	MPP, CaS, CPP, APP
3.2	Introducing potential consultants (ie property advisors) to parishes, completing due diligence and making introduction to parishes	MPP, CaS, CPP, APP
3.3	Influencing key stakeholders including participation in meetings with consultants, parishes, politicians	HoPP, MPP
3.4	Reporting to ACPT, IIFC, MWC and StanComm	HoPP, MPP
3.5	Management support of Major Works Committee of ACPT	MPP, CPP
3.6	Management Support of IIFC	HoPP
<b>4</b>	<b>Leases/Licences</b>	
4.1	Structuring advice for leases and licences	MPP, CaS, CPP, APP

4.2	Evaluate all leases / licences > \$50,000	MPP, CaS, CPP, APP
4.3	Introducing potential consultants (ie independent valuers) to parishes, completing due Diligence and making introduction to parishes	MPP, CaS, CPP, APP
4.4	Direct negotiation on behalf of income beneficiaries with lessees in some cases	HoPP, MPP

<b>5</b>	<b>Sales/Purchases</b>	
5.1	Structuring and strategic advice for land acquisitions and building projects	MPP, CaS, CPP, APP
5.2	Evaluate / due diligence assessment on land acquisitions	MPP, CaS, CPP
<b>6</b>	<b>Grants</b>	
6.1	Grants – identify, communicate and administer	CaS, CPP, APP
<b>7</b>	<b>Fire Safety</b>	
7.1	Ensuring compliance with Fire Safety Code	CaS, CPP, APP
<b>8</b>	<b>Heritage</b>	
8.1	Ensuring compliance with Heritage Act	MPP, CaS
8.2	Introducing potential consultants (architects, tradespeople etc) to parishes, completing due diligence and making introduction to parishes	MPP, CaS, CPP, APP
<b>9</b>	<b>Cemeteries/Columbaria</b>	
9.1	Ensuring compliance with Cemeteries & Crematoria Act 2013	MPP, CaS, CPP, APP
9.2	Research and advisory	CaS
<b>10</b>	<b>Estates</b>	
10.1	Administration of estates	HoPP
10.2	Active landlord responsibilities for some estates (Eg Paddock and N.P Gardiner)	HoPP
<b>11</b>	<b>Insurance</b>	
11.1	Appointment of insurance broker and associated consultants	HoPP, MI
11.2	Appointment of insurance valuers (replacement values of items)	HoPP, MI
11.3	Strategic oversight of annual insurance renewal process of	HoPP
11.4	Operational oversight of Annual Insurance Renewal	MI
11.5	Maintaining relationship with key insurance consultants	HoPP, MI
11.6	Overseeing and undertaking the Insurance Claim process dealing with PSU C&A matters and Redress Corporation matters	MI
11.7	Assessment of PL claims	MI
11.8	Manage the ISR under deductible claims	MI, IPA
11.69	Notification of all incidents/claims to insurers by Marsh (voluntary workers, D&O, employment practices, travel)	MI, IPA
11.10	Dealing with Insurance Litigation.	HoPP, MI
11.11	Allocation of premiums between parishes (PCR) and CDO's	HoPP, MI

11.12	Responding to insurance enquiries	MI, IPA
<b>12</b>	<b>Communications</b>	
12.1	Prepare and disseminate guides/checklists re ACPT Policies and Procedures	MPP, CaS, CPP, APP
12.2	Maintain website content	MPP, CaS, CPP, APP
<b>13</b>	<b>Education</b>	
13.1	Education –Seminars on significant topics	HoPP, MPP, CaS, CPP, APP
<b>14</b>	<b>Board</b>	
14.1	Convening, preparation and attending Board Meeting / Planning Days	HoPP, MPP
14.2	Preparation of Board reports	All
14.3	Preparation and review of policies	HoPP, MPP, MI
<b>15</b>	<b>Finance</b>	
15.1	Financial reporting	HoPP
15.2	Annual budgets	HoPP, MPP, MI
<b>16</b>	<b>Governance</b>	
16.1	Agenda and Minutes for IIFC	HoPP, IPA
16.2	Governance oversight for cash investments into DCIF or other investment vehicle	HoPP, MPP
16.3	Governance oversight and management of the Church Insurances Program and Fund	HoPP, MI
16.4	Coordination role for ACPT in relation to Robert Menzies College (Lessee of lease of Macquarie Uni) and Blue Mountains Grammar School (ACPT is a Member)	HoPP
16.5	Role of ACPT in relation to Moore Theological College and Anglican YouthWorks	HoPP
<b>17</b>	<b>Synod</b>	
17.1	Responding to SC/Synod – inspired matters. E.g LRP, ACPT, ACPT funding/management fees and questions from Synod floor	HoPP, MPP, MI
17.2	Preparation of reports for SC/Synod. e.g ACPT Annual report, ACPT management fees	HoPP, MPP, MI
<b>18</b>	<b>CDOs</b>	
18.1	Coordinating discussion between parishes and CDO's	HoPP, MPP
<b>19</b>	<b>Anglican Church Growth Corporation</b>	
19.1	Relationship between ACPT and ACGC	HoPP, MPP