



# Warden Responsibilities and Property

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ARCHDEACON ANGELA WEBB

AND

KIRSTEN RHOADES, DIOCESAN PROPERTY SERVICES MANAGER



# Warden Responsibilities and Property

## OVERVIEW

- Warden Responsibilities
- Resources
- Parish Property Team
- Maintenance Request Process
- Approved Contractors
- Parish Property Database
- Faculties
- Structural and Maintenance Assessments
- Mandatory Testing and Inspection
- Inventories
- Leasing



# Wardens Responsibilities

## DELEGATION AND AUTHORITY LIMITS



- Policy 20 – PDT Delegation and Authority Limits
- Elected parish Warden is the ONLY person within a parish (including the Priest in Charge/Rector), that has a delegated authority by the PDT to enter *into/accept/approve any sundry contract for works* undertaken by Diocesan approved contractors up to an amount of \$20,000 for the total project costs.
- Includes contract works above \$20,000 i.e., if the total cost of a bathroom renovation for all contractor works, fixtures, etc is \$22,000 ex GST
- Must be entered into and agreed upon by a representative of the Diocese under their delegated authority limit
- parish warden to liaise with their Archdeacon and the Diocesan Property Services Manager, who will, in consultation with the Archdeacon, arrange for the contract to be formalised in the name of the PDT on behalf of the parish (via a Faculty).



# Parish Property

## DIOCESAN PARISH PROPERTY TEAM

Anglican  
Church  
Diocese of Perth



**Kirsten Rhoades**

*Diocesan Property Services Manager*



08 9425 7288

**Tracey Brandt**

*Diocesan Parish Property Liaison Officer*



parishproperty@perth.anglican.org

**Maria Hann / Alex Ruedriger**

*Diocesan Property Co-Ordinator/Property Assistant*



pdtparishproperty.org

# Parish Property

## WHAT DOES THE PARISH PROPERTY TEAM DO?

- Assist parishes with property maintenance by:
  - Obtaining quotes
  - Issuing work orders
- Maintain the parish property database.
- Manage the rapid/after-hours response service.
- Ensure contractors undertaking works meet minimum requirements for insurance (PL and WC) and licensing.
- Assist parishes with thorough the complexities of compliance and safety through:
  - [Mandatory Testing and Inspections](#)
  - [Structural and Maintenance Assessments](#)
- Property related insurance claims.



Coming together is a beginning, keeping together is progress and working together delivers success.

# Parish Property

## WHY WE DO WHAT WE DO?



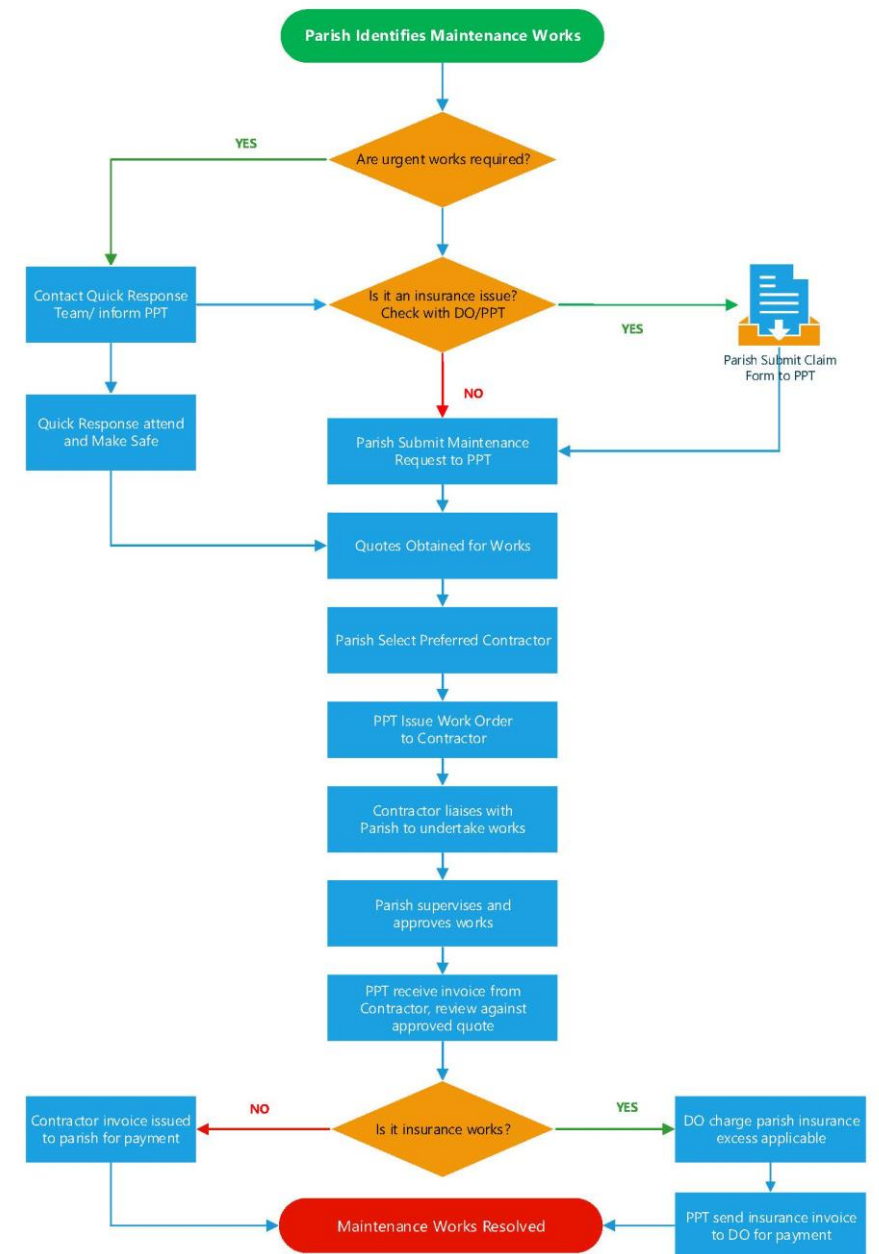
- Preserve buildings for the benefit of future generations.
- Maintain records to assist future Wardens.
- We recognise Wardens are volunteers.
- Keep everyone healthy and safe.
- Reduce the cost of ownership by:
  - Minimising insurance premiums
  - Maximising economies of scale
  - Avoiding government sanctions and penalties



# Parish Property

## MAINTENANCE REQUEST PROCESS

- Parish identify maintenance works to be undertaken.
- Parish log maintenance request on database or contact PPT.
- Keen to use local rural contractors sourced by the parish, subject to vetting insurances and licenses.
- PPT work with parish to obtain quote/s from approved contractors.
- PPT forward quote/s to parish to select contractor to carry out works.
- Diocesan Office/PPT issues work order on behalf of parish OR log works on the parish file.
- Parish co-ordinates works direct with contractor, supervise works and advises Diocesan Office/PPT when works have been satisfactorily completed.
- Contractor invoice sent to PPT for vetting to ensure as per quote/work order and send to parish to pay.
- Parish pay contractor direct within agreed payment terms.



# Parish Property

## PARISH PROPERTY DATABASE



- Property related maintenance requests should be logged in the Parish Property Database.
- Repository of property related information and a historical record of maintenance activities.
- This record is useful because parish councillors and wardens change and sometimes results in details of previous maintenance activities being lost.
- The WHS Act requires us to maintain a record of actions taken to mitigate WHS risks.
- For parish login details please email Tracey or Alex at [parishproperty@perth.anglican.org](mailto:parishproperty@perth.anglican.org)
- <https://www.pdtparishproperty.org/>



# Parish Property

## PARISH PROPERTY DATABASE



### The PDT Parish Property Database

Username

kirsten.rhodes

Password

.....

[Forgot your password?](#)

Login

#### Actions

Edit Property

Delete Property



#### Attachments

Title-9-Ackland-Street-Lot-309-Wongan-Hills-Church

180507 Gunn Maint-Insp-Rpt 9-Ackland-St-Wongan-Hills St-Peters-Church

180711 Gunn Safety-Certificate-E122069 9-Ackland-St-Wongan-Hills St-Peters-Church

#### Property Details

##### GENERAL DETAILS

Reference No.	088
Property Manager	Wongan Hills-Dalwallinu Parish
Created	Wed, Jul 30th 2014, 16:15
Modified	Wed, Jul 30th 2014, 16:15

##### PARISH DETAILS

Property Reference No.	PDT 099-01
Parish Name	Parish of Wongan Hills-Dalwallinu
Description	St Peter's Church
Use	Church

##### PROPERTY SUMMARY

Property Address	9 Ackland St, Wongan Hills WA 6603
Certificate of Title Details	Lot: 309 Land ID: 3309/DP164543 Volume/Folio: 1238/969

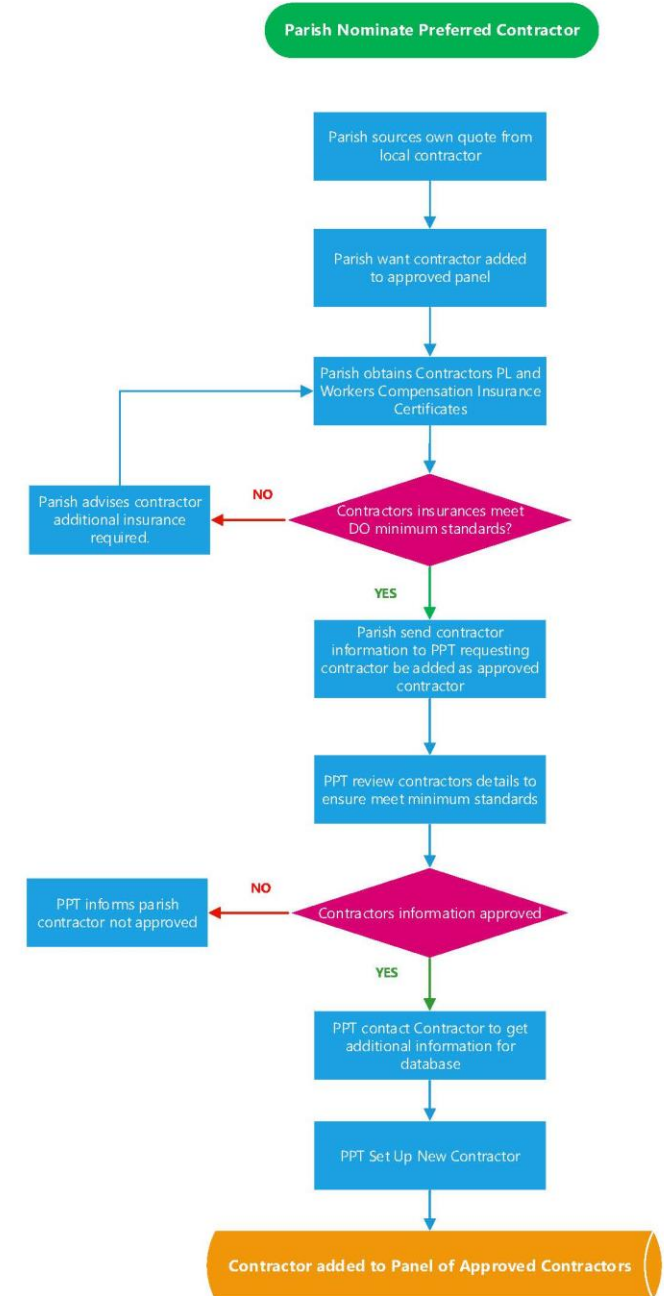
# Parish Property

## APPROVED CONTRACTOR PROCESS

- Parish email request to PPT with preferred contractor's details.
- PPT contact contractor and reviews insurances.
- Contractor must meet Diocesan minimum insurance requirements:

*Public Liability \$20M and Workers Compensation*

- Contractor insurances ok – added as approved contractor - parish able to select for works.
- Contractor insurances insufficient – contractor can update to meet Diocesan requirements and be approved OR not approved for works.
- Exemptions may be given for rural contractors on case-by-case basis.



DO Minimum Insurance Standards Refer Policy 6.5 Item 4.5.4

# Parish Property

## FACULTY – WHEN IS A FACULTY REQUIRED?



### Building Related:

- Removing or erecting handrails; new fencing or changing the fencing material; new shed; carpark works, etc.
- Removal of any existing property i.e., demolition; toilet block.
- Installing new ceiling fans or air-conditioning; kitchen; new power points; replacing floor coverings not like for like.
- Parish Signage – new or replacement (in accordance with Policy 6.9).
- Purchasing a new rectory.

### Church Ordering:

- Permanently relocating the altar/font/pews or the internal layout of the church.
- Installing a donated icon or stained glass window in the church.

### Delegation:

- When works exceed the Parish Warden's delegated authority limit of \$20K.

# Parish Property

## FACULTY – WHEN IS A FACULTY NOT REQUIRED?



- A few examples when a Faculty may not be required are:-
  - Repairs to make good existing – like for like.
  - Repainting existing with existing – like for like.
  - Replacing damaged items - like for like – in same location.
  - Temporary signage for a special event.
- If in doubt submit or speak with your Archdeacon or the property team for clarification.



# Parish Property

## FACULTY - APPROVAL PROCESS

1. A Faculty is an official document seeking consent from the Archbishop and the PDT for certain new building works.
2. Faculty Application forms part of Policy 6.1 – Appendix 1. [Parish-Property-Faculty-Application.pdf](#)
3. Parish complete signed application and send to [property@perth.anglican.org](mailto:property@perth.anglican.org) .
4. Supporting documentation: photos; plans; quote from approved contractor.
5. Property review, request additional information, consider LGA approvals if required, prior to processing for approval.
6. Formal letter issued to parish with outcome.
7. Works can proceed.

### PARISH PROPERTY FORM

Anglican  
Church  
Diocese of Perth



#### FACULTY APPLICATION FOR NEW BUILDINGS AND ALTERATIONS TO EXISTING BUILDINGS, MONUMENTS/PLAQUES AND ORNAMENTS

Parent Policy: Policy 6.1 - Parish Property - Strategic and Project Planning  
Completed forms to be forwarded to: [property@perth.anglican.org](mailto:property@perth.anglican.org), or  
GPO Box W2067 Perth WA 6846

PART 1 of 6

#### APPLICANT CONTACT DETAILS

Faculty Application for

Location

Contact Name

Phone No.  Email

PART 2 of 6

#### TYPE OF FACULTY

Tick to indicate the Type of Faculty:

- a. Building Related <sup>1</sup>:
- b. Church Ordering <sup>2</sup>:

PART 3 of 6

#### PROJECT DESCRIPTION

Please provide a brief description of the proposed building work (e.g., new build, renewal, removal, addition, or alteration).

Address of Proposed Work

Post Code

Details of Proposed Work

# Parish Property

## STRUCTURAL & MAINTENANCE ASSESSMENTS



- Independent contractor
- Funded by the PDT
- Undertaken every three (3) years
- Used to assist:
  - the parish and PDT identify safety hazards
  - the parish understand the condition of the property
  - the parish develop short and long-term maintenance cashflow forecasts.
- Management of safety hazards



# Parish Property

## MANDATORY TESTING AND INSPECTIONS



- Churches and halls are public buildings and as such are subject to the Public Health Act 2016 and Health (Public Buildings) Regulations 1992.
- Regulations require certain testing and inspections occur at regular intervals (typically every six months or annually).
- Summary of these requirements is available at *Appendix 5 to Policy 6.5*. Ensuring that these inspections occur is a Parish responsibility with the assistance of the PPT.
- Regulations require that an Emergency Lighting and Exits Sign Log Sheet is maintained and an example is available on the website.



# Parish Property

## LEASING RESIDENTIAL PROPERTIES



- Not required for Clergy may be leased externally.
- Perth Property Management (PPM) appointed Residential Property Manager to oversee rental properties on behalf of the PDT.
- All communication with the tenant to be via PPM only – not the parish.
- Residential Tenancies Act applies to all leased residential property.
- Parish must seek permission from Diocesan Office/Area Archdeacon prior to external leasing to ensure rectory is not required for clergy.
- All agency and lease agreements must be signed by the PDT.
- Market rental should be adopted.
- Standard term for PDT rentals to be not greater than 12 months at any time. A longer lease term must be approved by the parish Area Archdeacon and Bishop.
- Landlords Insurance recommended – (loss of rent not covered by Diocesan Insurance).





# Parish Property

## LEASING RESIDENTIAL PROPERTIES PROCESS



### New Lease

- Property becomes vacant.
- PPM seek approval from the parish to relet/market the premises ie. terms, proposed market rental. PPM provide parish updated market rental advice for their consideration.
- Parish approve new lease then PPM seek approval from the Diocese via property team.
- PPM must receive written approval from the Diocese for the terms/rental agreed by parish before entering any new leasing arrangements.
- PPM contacts the parish wardens to submit applications for review.
- Any prospective tenants that have a parish connection must be referenced and checked like any normal tenant in accordance with standard Residential Tenancies Act. PPM must also inform and seek approval from the Diocese of the parish request in this instance to ensure there isn't a conflict of interest.
- Parish advise PPM of preferred applicant.
- PPM prepare and finalise lease documentation and provide a copy of the lease to the parish and the Diocese.
- All communication to be directed via [property@perth.anglican.org](mailto:property@perth.anglican.org)

# Parish Property

## LEASING RESIDENTIAL PROPERTIES PROCESS



### Lease Renewals

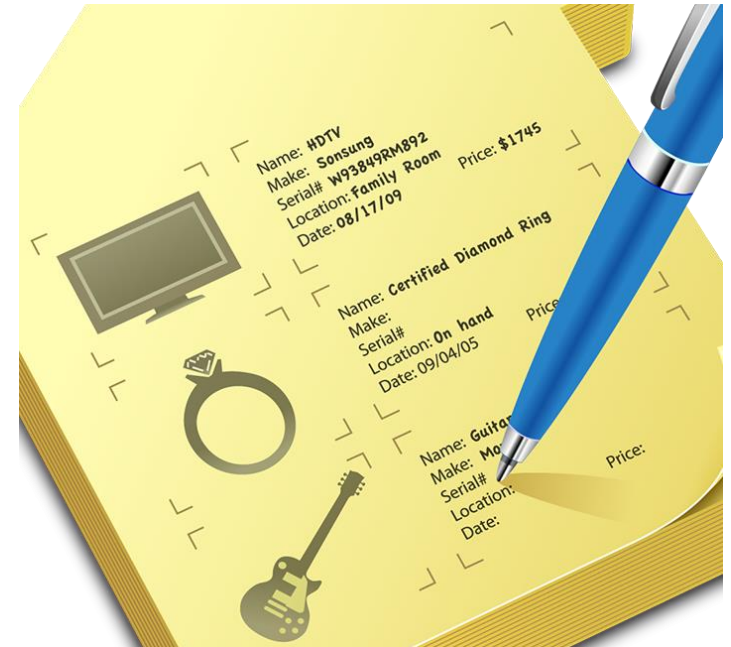
- One month prior to lease expiry, PPM to contact the parish to check if ok to renew the lease to the existing tenants for the further agreed term (either 6 or 12 months) and discuss any increase in the rent.
- PPM then notifies the Diocese that the parish are happy to renew the lease and on what arrangement. PPM must obtain Diocese approval to renew the lease.
- Diocese would then obtain permission from the parish Area Archdeacon and Bishop before the lease can be renewed.
- Diocese advise PPM when permission is obtained
- PPM then advise the parish and renew the lease on the agreed terms.
- PPM provide a copy of the lease to the parish and the Diocese.
- All lease communication to be directed via [property@perth.anglican.org](mailto:property@perth.anglican.org)

# Parish Property

## INVENTORIES



- The *Parish Governance Statute 2016 paragraph 5.8.1 (g)* states the wardens must keep an inventory of all goods and movable property belonging to the parish and on demand hand it over to their successors.
- An inventory is a useful tool to inform the replacement value for the purposes of insurance and assist in making a claim should items be lost or damaged. Insurance claims may be denied if there is no evidence/details of the item.
- For items that are difficult to describe or value, a photo may be a useful addition to the inventory.
- There is an inventory template on the website.



# Parish Property

## RESOURCES



### Property

This section contains useful information and resources to assist parishes and wardens to foster good practices in property matters.



Read more



### Anglican Diocese of Perth Website

1. Parish and Clergy Portal
2. Resources – Property

<https://www.perth.anglican.org/portal/resources/property>



# Open Panel Questions

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DENISE SATTERLY ROOM

