



Parish Property

KIRSTEN RHOADES

Parish Property

DIOCESAN PARISH PROPERTY TEAM

Anglican
Church
Diocese of Perth



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Diocesan Property Co-ordinator



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?



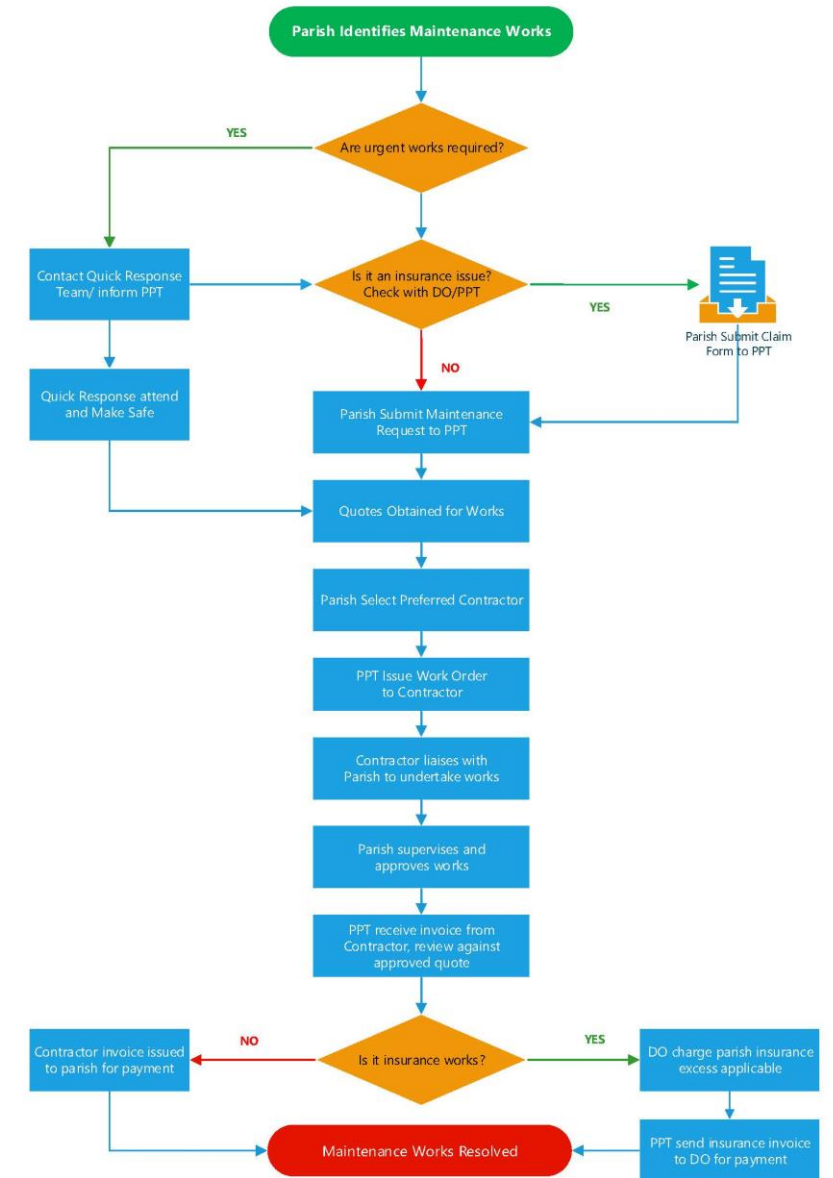
- Preserve buildings for the benefit of future generations.
- Maintain records to assist future Wardens.
- We recognise Wardens are volunteers.
- Keep everyone healthy and safe.
- Reduce the cost of ownership by:
 - Minimising insurance premiums
 - Maximising economies of scale
 - Avoiding government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



Parish Property

MAINTENANCE REQUEST PROCESS

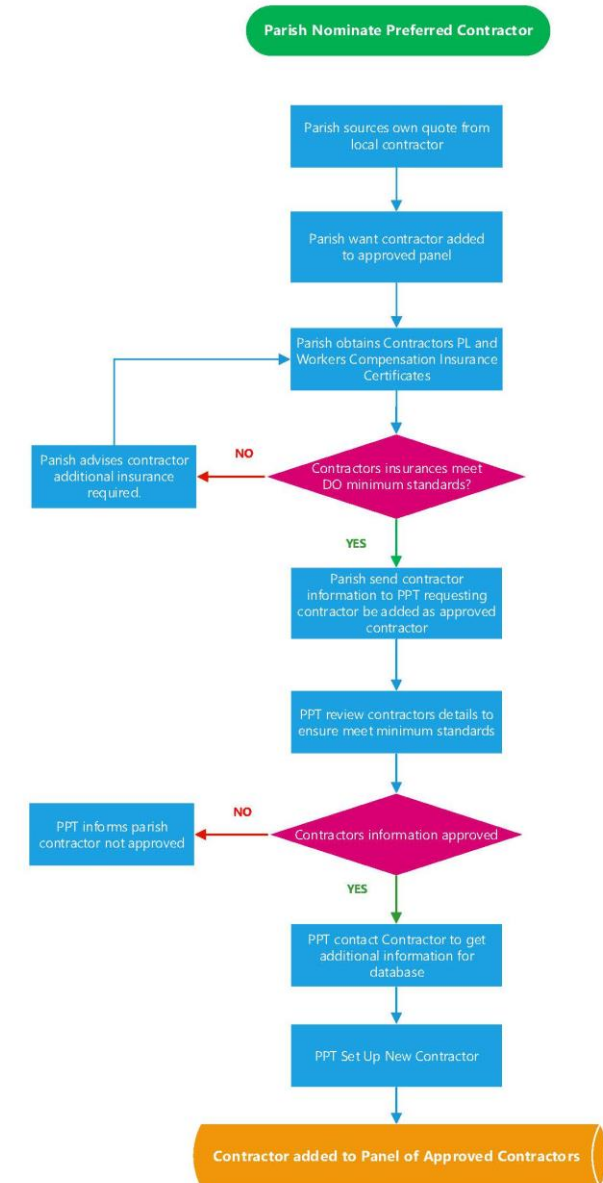
- Parish identify maintenance works to be undertaken.
- Parish log maintenance request on database or contact PPT.
- Keen to use local rural contractors sourced by the parish, subject to vetting insurances and licenses.
- PPT work with parish to obtain quote/s from approved contractors.
- PPT forward 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

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.



Parish Property

PARISH PROPERTY DATABASE

Anglican
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Diocese of Perth



- 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 Michaela at 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

FACULTY - APPROVAL PROCESS



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

PARISH PROPERTY FORM



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, or
GPO Box W2067, Perth 6846 or 58 Yule Avenue, Middle Swan

(As required under Section 74.9 of the Parish Governance Statute 2016)

74.9 Before a parish may undertake the following acts in relation to property of which a parish is the beneficial owner:

- The erection of a new church or other building;
 - Alteration of any kind to the fabric of an existing church or building;
 - Works requiring approvals by local or Government municipal authority's and/or Heritage Council of Western Australia ie. zoning or planning conditions;
 - The erection, renewal, removal or alteration of monuments or plaques; or
 - Alterations or additions to any fittings or ornaments of a church.
- the Rector and wardens of the parish must apply for the issue of a faculty by the Archbishop and the Diocesan Secretary.

74.10 If the parish receives a faculty (being permission for those works) for any maintenance, alteration or replacement of Church property or otherwise undertakes any building or maintenance project, it must adhere to any relevant Diocesan policies and any specific conditions for the approval of those works.

Building Related (a, b or c) Church Ordering (d or e)

PART 1 of 4

APPLICANT CONTACT DETAILS

Faculty Application for

Location

Contact Name

Phone Number Email Address

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

LEASING RESIDENTIAL PROPERTIES



- Rectories not required for Clergy may be leased externally.
- Permission must be sought from Diocesan Office/Area Archdeacon to ensure rectory is not required for clergy.
- Diocesan appointed Property Manager (Perth Property Management) to oversee property or local licensed agency if outside metro area.
- Parish Property Team instruct the PM to inspect the property and provide the parish with a market rental appraisal for consideration. Market rental should be adopted.
- Residential Tenancies Act applies to all leased residential property.
- All agency and lease agreements must be signed by the PDT.
- Landlords Insurance recommended – (loss of rent not covered by Diocesan Insurance).



Parish Property

STRUCTURAL & MAINTENANCE ASSESSMENTS



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



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>