



PARISH PROPERTY - GENERAL

Approved by Diocesan Council
Review due

23 November 2016
23 November 2019

PREAMBLE

This policy provides practical guidance for Parish Councils and Wardens to assist them to meet their responsibilities under Parish Governance Statute 2016, Part 16 Use and Maintenance of Church Buildings and a resource for parishes within the Diocese of Perth in relation to the building, purchasing, rental and maintenance of buildings.

Index of Parish Property Policies

Title	Number
General	6
Planning and Building	6.1
Environmental Sustainability	6.2
Purchase, Rental and Maintenance of Rectories	6.3
Leasing of Property	6.4
Maintenance and Renovation	6.5
Repairs and Maintenance Fund	6.6
Heritage Buildings	6.7
Asbestos	6.8
Signs	6.9
Sale or Subdivision of Property	6.10

RESPONSIBILITIES

The role of the **Archdeacon** is to:

- a Determine with Parish Councils the need for new Church Plant or renovation of Existing Church Plant, first sign off of Faculties.
- b Provide overall views of parish proposals in relation to Diocesan expectations.
- c Together with the Property Asset Manager, Diocesan Property Services Manager, Architectural Advisory Committee, be available to consult with parishes in the early stages of planning in relations to buildings.

The role of Parish Property Asset Manager (PAM) (currently Mesh Assets Pty Ltd) is to:

- a Provide a single point of contact for all property matters relating to parish property, providing general property advice and assistance to Parish Wardens as required.
- b Inspect each property a minimum of once every two years, to identify and report on:
 - i. Any obvious and necessary repair and maintenance works required
 - ii. Occupational, Health and Safety (OH&S) issues and compliance
 - iii. Determine suitability of improvements for their current and ongoing use and occupation; and
 - iv. Provide strategic review of value-add or redevelopment opportunities
 - v. Any other relevant property information



- c Working with Parish Wardens to:
 - i. coordinate all repairs and maintenance works required, with these being undertaken by trades selected from a pre-approved qualified trade base, ensuring appropriate accreditation and insurances are in place
- d provide general property advice and assistance to Parish Wardens as required
- e Co-ordination of all insurance claims
- f Maintenance of a property database, accessible by the parish that will retain all relevant information relating to properties and will simplify the way parishes submit annual returns and incident reports
- g Provide Property Management services for any property leased (formally & informally) and oversee the appointment of an agent and ongoing management.

The role of **Diocese Property Services Manager (PSM)** is to:

- a Work with Property Asset Manager to co-ordinate all Parish Property developments, repairs and maintenance.
- b Process all Faculties for approval and work with Parish's to prepare submissions for Diocesan Council consideration if required.
- c Work with Property Asset Manager to ensure efficient delivery of services and collection of data.
- d Contract manager for all major building contracts and sign off point for all contracts that are outside Parish Wardens delegated authority under Policy 20.
- e Provides advice to Parishes and Diocesan Council on feasibility of property improvements and or redevelopments.
- f Oversee Parish Property Returns.

The role of the **Architectural Advisor Committee (AAC)** is to:

- a Serve parishes by giving specialist advice to Parishes, the Diocesan Property Services Manager and the Diocesan Council through the Diocesan Secretary about building projects that require professional and or liturgical input.
- b Assist parishes with their expertise best used in a consultative role in the early stages of planning.
- c Advise the Diocesan Council on all important matters of policy.

The role of the **Risk and Compliance Manager (RCM)** is to assist parishes with:

- a Grants (Heritage, Lottery etc.) application sign off and acquittal.
- b New bequests and access to bequests and Trusts held in the Pools.
- c Work Health and Safety (WHS) advice and compliance.
- d Provide as necessary on feedback from external monitoring of WHS.
- e Referral point for Parish Insurance Policies queries and Premiums queries.