



PARISH PROPERTY - PURCHASE, RENTAL AND MAINTENANCE OF RECTORIES

Approved by Diocesan Council
Review due

23 November 2016
23 November 2019

1 OVERVIEW

The planning procedures contained in Policy 6.1 are to be adhered to when a parish intends to erect a clergy residence. The locating of a Rectory on an undeveloped church site should be so placed that it may be on a legally separate lot and therefore saleable, if so desired, into the future.

Rectories for use by Diocesan Clergy should be fit for purpose and their families, the primary purpose of the rectory is the private accommodation for clergy and their family not a general meeting venue. In particular, where facilities exist elsewhere in the parish centre in order not to unnecessarily duplicate facilities across two different facilities (ie rectory and worshipping centre).

It should be noted that the lot on which a rectory is to be constructed, does not need to be either on or adjoining the Church site, but would need to be in close proximity to the Church site. If the latter is the case, more flexibility would be given to allowing a house to be built or purchased to suit the needs of a particular Priest on the understanding that the property may need to be sold and another purchased should it not be suitable for the requirements of subsequent clergy and their families. This flexibility has the advantage of providing ongoing renewal of a rectory; there may however be cost variations on the exchange of properties.

All proposals should be directed through the Diocesan Property Service Manager after consultation with the Archdeacon.

Note: The word "Rectory" denotes house also to be erected for Clergy, Assistant Curates and Chaplains.

2 PURCHASING A RECTORY

Any proposal for the purchasing of a rectory should be undertaken with due care, following the same planning process as set out Policy 6.1.

As mentioned above, thought should be given by the Parish as to their immediate, medium and long-term needs being mindful of their ongoing obligation to house future clergy and their families.

3 MAINTENANCE

Refer to Policy 10.5 Care and Maintenance of Diocesan and Parish Houses on the website.

It should be noted that some homes owned beneficially by Parishes may not be deemed to be suitable as rectories by the Diocese due to condition, configuration or location.

To ensure the maintenance of rectories for the long-term housing of clergy in the Diocese, it is important that rectories are maintained to a good standard, Parishes should set aside 2.5% of the insured replacement value (building only) in order to provide for the ongoing major maintenance costs, and capital improvements.

Rectories should be actively managed and inspected at least annually by the Parish Warden. Short, medium and long-term maintenance plans should be put in place. The Property Asset Manager will



arrange periodic inspections on behalf of PDT to ensure rectories are maintained in good order and repair as required by Parish Governance Statute 2016 Part 16 Use and Maintenance of Church Buildings.

4 RENTAL OF RECTORIES

Use of houses that the Diocese has identified as suitable for use as rectories, should be given the following priority:

- a Use of the Rectory by Parish Clergy.
- b Rented to other clergy, duly licensed by the Archbishop in the Diocese of Perth. Rent is to be set at the quarterly residential median market rental price, as determined by the Real Estate Institute of Western Australia, published in the preceding quarter to the rental agreement. In order to arrange for this type of rental arrangement, the Parish Council in consultation with the Archdeacon should make application to the Diocesan Property Service Manager in the first instance.
- c A Parish may apply to the Diocesan Property Service Manager to rent the property to the market, the Property Asset Manager has arrangements with external property managers to manage lease arrangements in a professional manner. Lease will need to be signed by the Perth Diocesan Trustees, this will be arranged by the Diocesan Property Service Manager.

5 PRIOR TO OCCUPATION

All Clergy who occupy property owned by the Diocese are to sign an Occupancy Agreement at the beginning of the tenancy in terms of Policy 10.5 Care and Maintenance of Diocesan and Parish Houses (Appendix 1) this will be arranged by the Diocesan Property Service Manager.

The Property Asset Manager will complete a 'Property Condition Report' prior to the occupation of the house and provided to the Occupants and Parish Wardens as outlined in Policy 10.5. The Clergy is to review and, if necessary, add comments to the 'Property Condition Report'. Return the report to the Property Asset Manager within three business days of occupancy. All parties should keep their copy of the 'Property Condition Report' until the end of the tenancy.

6 DURING A TENANCY

During a tenancy:

- a The Clergy and or Wardens to communicate with the Property Asset Manager keep them informed of any problems that may arise.
- b The Clergy are to maintain the property in terms of Policy 10.5 Appendix 2 of the Occupancy Agreement.
- c Advise the Property Asset Manager of any repairs that need to be done, with all requests in writing or by email.

7 CONCLUSION OF OCCUPATION

Parish to advise the Property Asset Manager at least one month prior to conclusion of occupancy. Final Condition Report to completed by the Property Asset Manager to ascertain what alteration or damage has occurred to the property during occupancy in terms of Policy 10.5 Appendix 2.

7.1 Wardens are to note the following:

The following requirements apply for smoke alarms:

- a Parishes are responsible for the installation of smoke alarms in rented premises. Installation needs to be arranged via the Property Asset Manager if not in place.

DIOCESAN COUNCIL POLICY 6.3



- b Where a smoke alarm is of the type that has a replaceable battery, the Parish must put a new battery in at the commencement of a tenancy.
- c After the tenancy begins, the tenant is responsible for replacing the battery if needed. However, if the tenant is physically unable to change the battery the tenant is required to notify the Parish as soon as practicable after becoming aware of the need for it to be replaced.
- d The tenant is not responsible for the replacement of batteries in 'hard-wired' smoke alarm systems that have battery back-up. This is the responsibility of the Parish.
- e The rates and land tax clause.

7.2 The Minimum Levels of Security:

On 1 July 2013, changes to the Residential Tenancies Act 1987 (the Act) and the Residential Tenancies Regulations 1989 commenced. The changes include a list of the locks and devices that must be installed in premises to make them reasonably secure. The link below is designed to assist you in understanding how the new laws may apply to your rental premises.

<https://www.commerce.wa.gov.au/sites/default/files/atoms/files/minimumsecurityrta.pdf>