



PARISH PROPERTY – STRATEGIC AND PROJECT PLANNING

Approved by: Diocesan Council

22 March 2019

1 PREAMBLE

The erection of a Parish Centre (including the development of Church /Chapel on a ASC school site) on a vacant site or redevelopment of an existing site is a challenge for a congregation and its Parish Council, and provides an opportunity to assess the Parish's goals, programmes and finance. These then require hard thinking in the area of theology, expectations in mission, and strategies for mission, personal faith and commitment. Thus, the desire to build presents a congregation with a unique opportunity to go deeper into the Gospel and the Church's resulting ministry.

All these issues need to be addressed because the design of a building and its cost will have a profound effect on the life of a Parish both now and in the years to come. The Parish Council should engage with their Archdeacon and or Bishop to consider: the need and strategic direction.

Whilst this policy restricts the extent of action that can be taken by a Parish Council, and may at times be seen to limit the ability of a Parish Council in conducting its own affairs it is, however, essential that at all times the planning procedures outlined below be followed to ensure that the legal liability for agreements entered into is that of The Perth Diocesan Trustees, and not that of individual members of the Parish Council.

2 PLANNING

The Diocesan Property Services Manager will be able to assist with short or long-term planning and consider if a Master Plan for the utilisation of the entire church site is required.

Since a Parish Centre might be erected in two or more stages, each stage should be architecturally completed and yet allow ready extension.

It is recommended a parish make enquiries with the local municipal authority planning and building departments to discuss the proposed works as part of its internal process to assess whether planning and building approvals are required prior to lodgement of a faculty.

3 APPROVALS RELATING TO PARISH PROPERTIES - SALE, SUBDIVISION, BUILDING IMPROVEMENTS

Parish Council to approve the sale, subdivision, building process and note in council minutes, following early consultation with the Archdeacon, Assistant Bishop/Bishop and Diocesan Property Services Manager.

3.1 Overview:

The Diocesan Property Services Manager will often meet with the Parish depending on the extent of the development/subdivision/building/renovations just to clarify and fully understand what is required to enable proper presentation to councils/committees.

- a. The Diocese Property Services Manager will engage the Architectural Advisory Committee for advice if considered necessary.
- b. All documents requiring execution by the legal landowner must be signed by 'The Perth Diocesan Trustees' and not the parish eg: Local Municipal Authority Planning/Development



- applications, WA Planning Commission, Water Corporation, Power, Gas and any legal documents.
- c. Parishes are not legal entities and require the signature of The Perth Diocesan Trustees to enter into building contracts. Noting that the Parish Wardens do have limited power of attorney to sign operating contracts on behalf of The Perth Diocesan Trustees up to \$20,000 excluding GST (refer Policy 20).
 - d. Once a parish has a building project underway it is important they appoint a Building Project Representative from within the parish to ensure the builder or if required by the Diocesan Property Services Manager, a Project Manager, is a point of contact. It is important for the Diocesan Office to have a liaison person to verify on sign offs on progress payments/plan variations etc.
 - e. If the Diocesan Property Services Manager recommends a project manager, they will sign off on plan variations etc in conjunction with a parish representative.
 - f. The Diocesan Property Services Manager and or the Property Asset Manager are available to assist to sourcing planning consultants, project managers and building contractors as well as providing general advice on property matters.
 - g. Parishes are to keep the Diocesan Office aware of all proposed changes to buildings and land holdings. Any enquiries can be directed to the Property Asset Manager and or Diocesan Property Services Manager.

4 PLANNING PROCEDURES

In terms of the Parish Governance Statute 2016 (Part 16, section 77.9 and 77.10) the issue of an approved Faculty (refer Appendix 1) by the Archbishop and The Perth Diocesan Trustees on the application of the Rector and Churchwardens, is required before the following acts can take place on property of which a Parish is the beneficial owner:

- a. The erection of a new church or other building;
- b. Alteration of any kind to the fabric of an existing church or building;
- c. Works requiring approvals by local or Government municipal authority's and/or Heritage Council of Western Australia ie. zoning or planning conditions;
- d. The erection, renewal, removal or alteration of monuments or plaques; or
- e. Alterations or additions to any fittings or ornaments of a church.

In considering a Faculty application, consideration is to be given to the alteration of buildings, the positioning of new buildings, the suitability of buildings for the purposes desired, and the long term needs of a parish in relation to these vital structures.

Must be in accordance with the local municipal authority planning, development and building regulations for the said land and Heritage Council of Western Australia (if applicable).

It is recommended a parish make enquiries with local municipal authority planning and building departments and the Heritage Council of Western Australia (if applicable) to discuss the proposed works as part of its internal process to assess whether planning and building approvals are required prior to lodgement of a faculty.

The Diocesan Secretary will advance the application to the Archbishop, The Perth Diocesan Trustees and Diocesan Council if necessary.

A Faculty application will expire twelve (12) months from the date it was approved. If the works have not commenced within that period, a new Faculty application must be submitted for approval with revised quotes obtained from approved Diocesan contractors via the Asset Manager only and revised budgeted provided from the Parish for the works.



The Parish must provide written confirmation to the Diocesan Property Services Manager of the works being completed and provide a final cost of total works.

5 PROCESS

5.1 STEP 1 – Master Plan

The Parish Council together with their Archdeacon determines the need to build, both immediate and long term, financial study (Appendix 2 and 2.1) and produce a simple draft, written brief.

The Parish Council appoint the Rector and two or three lay people to meet with the Diocesan Property Services Manager to discuss the feasibility of their brief the and whether they are ready to commission an architect to prepare a preliminary plan.

It is recommended a parish make enquiries with local municipal authority planning and building departments and the Heritage Council of Western Australia (if applicable) to discuss the proposed works as part of its internal process to assess whether planning and building approvals are required prior to lodgement of a faculty.

Representatives of the Parish Council to talk informally with the Anglican Community Fund about finance requirements.

Consideration to be given to the cost of furniture and furnishings (refer to the Architectural Advisor Committee for information regarding liturgical arts, crafts, furniture and furnishings if required).

5.2 STEP 2 - Preparation of Preliminary Drawings/Schematic Design

The Parish Council commissions a Project Manager and/or an architect in consultation with the Diocesan Property Services Manager to prepare preliminary drawings/schematic design only (i.e. a master site plan and floor plan – basic two-dimensional drawings) to show its feasibility with an estimate of cost including professional fees. (Refer to Appendix 3 and 6.1)

The architect is to do this according to the written, preliminary brief produced by the Parish Council in consultation with the Diocesan Property Services Manager. The preliminary drawings should be submitted to the Diocesan Property Services Manager who will forward to the Architectural Advisor Committee to obtain feedback and approval in principal.

5.3 STEP 3 - Parish Three-Year Budget

The Parish to produce a three-year budget according to Appendix 2.2 to be submitted to the Archdeacon, who in turn forwards the budget and his written recommendation to the Diocesan Property Services Manager and Diocesan Chief Financial Officer for comment.

5.4 STEP 4 - Developed Sketch Design

If the Parish Council and the Archdeacon agree that the Parish is able to fund the estimated cost of the project:

- a. It is important that the Parish Council produces a detailed brief for the building, furniture and furnishings.
- b. It is important as part of planning process and subsequent submission to ascertain information from Local Government regarding zoning not limited to but including:
 - i. What is the current zoning of the land (commercial, residential, industrial, rural etc)?
 - ii. Is the property on the Municipal Heritage Inventory or State Register of Heritage Places? If the answer is yes, then request a copy of the heritage listing as this will inform you what is significant about the property.
 - iii. Is the property on the sewer system? This is important if you are thinking of subdividing into residential lots.



- iv. What is the R Code on the land? This will determine the number of dwellings you can achieve if you are thinking of sub-dividing all or part of the land.
- v. Are there any other encumbrances (eg restrictions on height due to overheard power lines etc)?
- c. The Parish Council in consultation with the Diocesan Property Services Manager commissions the architect to produce a developed sketch design taking into consideration budgetary constraints. This will include dimensions, basic contours, plans, sections and elevations.
- d. The developed design to be submitted via the Diocesan Property Services Manager to the Architectural Advisor Committee for approval.

5.5 STEP 5 – Finance

Diocesan Council recognises that Parishes often get into financial difficulties that often revolve around over-committing financially to the establishment of parish plant (eg. churches, parish halls and rectories).

While it is understood that such facilities form a hub around which parish communities are built, the burden of debts associated often cripple well-meaning congregations.

The Diocesan Council therefore decided at its meeting of 9 December 1999 that the following financial standards will apply to any parish wishing to borrow to fund capital works projects:

- a. a minimum 20% deposit; and
- b. income (less grants) should equal expenses plus 1.5 times the annual cost of the debt repayment

The Parish Council firms up its financial plan (refer appendix 2), including ACF loan –and with the concurrence of the Archdeacon and forwards the following documents to the Diocesan Property Services Manager:

- a. The plan for the overall development of the site now and in the future.
- b. Developed sketch design (in duplicate) which has the preliminary approval of the local authority.
- c. Financial Feasibility Study (refer appendix 2) and where applicable permission from the ACF to borrow.
- d. Three-year Parish Budget (appendix 3).
- e. Letter of application with a Faculty (IN DUPLICATE) to the Diocesan Property Services Manager.

5.6 STEP 6 – Approvals

Parish Council is to advertise and display the Faculty in the notice board in the Church or any other appropriate means for a period of 21 days to allow parishioners to comment.

The Parish Council shall send to the Diocesan Property Services Manager, the application for a Faculty with accompanying documentation and all comments submitted.

The Diocesan Property Services Manager will progress approval of the Faculty and obtain approvals from the Architectural Advisory Committee, Diocesan Council and PDT (if necessary). Only upon receipt of an approved Faculty from the Diocesan Property Services Manager can any proposal be considered approved and the works be undertaken.

5.7 STEP 7 - Contract Documents – ie Working Drawings & Specification

After the Diocesan Secretary confirms the project has been approved by Diocesan Council, the parish in consultation with the Diocesan Property Services Manager instruct the architect to prepare working drawings in terms of written approval from the Diocesan Secretary.

5.8 STEP 8 - Building Contract

The Diocesan Property Services Manager or Diocesan Secretary signs the contract on behalf of The Perth Diocesan Trustees – provided that the selected tender is within 10% of the budget price out in the Financial Feasibility Study and within financial capacity.

DIOCESAN COUNCIL POLICY 6.1



In the event the approved “budget price” is increased by 10% or more, the parish in consultation with the Archdeacon, shall submit a revised three-year financial feasibility study to the Diocesan Chief Financial Officer who shall be satisfied that the parish has the financial resources to meet the increased costs. Any increase required to a ACF loan facility previously approved, requires further approval of Diocesan Council and The Perth Diocesan Trustees. Once these matters are satisfied, the Diocesan Secretary will sign the contract.

All substantial construction works is to be formalised in a contract or a letter of agreement setting out the responsibilities of all parties. This contract or agreement would include payment arrangements, who is responsible for insurances, local council building approvals, etc. As stated in Item 3.1(c) above, any legal contract documentation for an amount of over \$20,000 must be signed by the legal landowner The Perth Diocesan Trustees only.

Public Liability insurance and Contract works insurance during the building phase can be covered by the Diocese rather than using the builder. The Diocese will not cover "Builder's Tools and Equipment". This can be arranged with the Audit and Risk Manager in Diocesan Office.

5.9 STEP 9 - Construction

The Diocesan Property Services Manager (and Project Manager if engaged) liaises with the Parish regarding:

- a Building licence.
- b Appropriate Contract Selection
- c Progress payments, Variations, Extension of Time requests.
- d Supervision by a qualified person approval by the Diocesan Secretary and may be Property Asset Manager, or a Parish nominated clerk of works for minor projects.
- e Handover (keys).
- f Insurance.
- g Schedule of Defects.
- h Release of balance of retention money which must be approved by the Diocesan Property Services Manager.
- i Collection of Warranties & Handover manuals.

5.10 STEP 10 - Celebration and Blessing

The Rector arranges with the Archbishop for the service of consecration of the church and dedication of the furniture or, in the case of a Rectory, the service of blessing.

**DIOCESAN COUNCIL
POLICY 6.1
Appendix 1**



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

Please send to: *The Anglican Diocese of Perth, GPO Box W2067, Perth WA 6846*
property@perth.anglican.org

(As required under Section 77.9 of the Parish Governance Statute 2016)

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

- a. the erection of a new Church building, rectory or other building;*
- b. alteration of any kind to the internal or external appearance of an existing church or building;*
- c. the erection, renewal, removal or alteration of monuments or plaques; or*
- d. alterations or additions to any fittings or ornaments of a Church building,*

the Rector and wardens of the parish must apply for the issue of a faculty by the Archbishop and the Diocesan Secretary.

77.10 *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.*

PART 1 of 4

APPLICANT CONTACT DETAILS

Faculty Application for

Location

Contact Name

Phone Number **Email Address**

PART 2 of 4

PROJECT DESCRIPTION

Please provide a brief description of the proposed building work (e.g. new build, renewal, removal, addition or alteration). Please attach all available construction plans, explanatory diagrams and photographs to this form.

Address of Proposed Work

..... **Post Code**

Details of Proposed Work.....

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FINANCIAL DETAILS

1 **Estimated total cost** of the project is:

\$

2 **Method of financing:**

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If borrowing is necessary, please attach:

- a letter from ACF setting out details of total loan, interest rate and repayment arrangements, and
- b parish budget estimates for the next three years.

3 **Other financial details (if required):**

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4 **Financial Expenditure Reviewed and Approved by Diocesan Finance Team (if required):**

I, the undersigned, *have reviewed the financial requirements* for the project described above:

Chief Financial Officer.....

Date: / / 20....

APPLICATION FOR AND APPROVALS TO ISSUE OF FACULTY

1. APPLICANTS

We, the undersigned, hereby **apply for the issue of a Faculty** for the project described above:

Rector *Print Name*.....

Signature.....

Date: / / 20....

Warden *Print Name*.....

Signature.....

Date: / / 20....

Warden *Print Name*.....

Signature.....

Date: / / 20....

2. ARCHDEACON (Signature to be sought prior to submission to Property Team)

We, the undersigned, recommend the approval of a Faculty for the project described above:

Archdeacon

Date: / / 20....

3. ARCHITECTURAL ADVISORY COMMITTEE / DIOCESAN PROPERTY SERVICES MANAGER

We, the undersigned, **recommend the approval of a Faculty** for the project described above:

Chairman

Date: / / 20....

4. THE PERTH DIOCESAN TRUSTEES

I, the undersigned, hereby **issue a Faculty** for the project described above:

Diocesan Secretary

Date: / / 20....

5. THE ARCHBISHOP

Archbishop of Perth

Date: /..... / 20....

NB: This Faculty application will expire twelve (12) months from the approval date. If the works have not commenced within that period, a new Faculty application must be submitted for approval with revised quotes obtained from approved Diocesan contractors via the Asset Manager only and revised budgeted provided from the Parish for the works.
The Parish must provide written confirmation to the Diocesan Property Services Manager of the works being completed and provide a final cost of total works.

APPENDIX 2 FINANCIAL FEASIBILITY STUDY



PARISH.....

DATE

FOR PROJECT (Give brief description)

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Estimated cost of Project \$ _____
Architect's Fee's \$ _____
Other Professional Fee's \$ _____
Other Fee's \$ _____

EXTRAS \$ _____

Garage carport (if applicable) \$ _____
Furnishing (carpets ect) \$ _____
Floor covering (carpets ect) \$ _____
Curtains \$ _____
Drive \$ _____
Fencing \$ _____
Car Park (Parish Centres only) \$ _____
Landscaping \$ _____
Contingency \$ _____

ESTIMATED TOTAL COST \$ _____

FINANCED BY:

Existing Parish Funds \$ _____
Diocesan Grant \$ _____
ACF Loan \$ _____
Special Appeal \$ _____
Sales of Property – (List please and attach valuation) \$ _____
Any other sources – (please detail) \$ _____

APPENDIX 3 PARISH BUDGET SAMPLE



THREE YEAR BUDGET FOR ANGLICAN PARISH OF				
BUILDING PROJECT				
	Last Annual Accounts Actuals 20../20..	Budget 20../20..	Budget 20../20..	Budget 20../20..
	\$	\$	\$	\$
INCOME				
Offerings -Envelopes				
-Open collections				
Hire of properties eg hall, parish centre etc				
Fund raising income (net)				
Rental income (net) eg from rectory				
Income from Op Shops, Guilds & other Organizations				
Income from services - baptisms, weddings, funerals etc				
Donations				
Interest income				
Legacies & bequests				
Diocesan Grants (if applicable)				
Income from all other sources				
TOTAL OPERATING INCOME	-	-	-	-
EXPENDITURE				
Clergy Costs				
Stipends				
Travel /Car allowance				
Housing allowance				
Superannuation contributions				
Long Service Leave contributions				
Rectory electricity, gas and water consumption				
Rectory telephone				
Locums and supply service fees				
Total clergy costs	-	-	-	-
Lay Staff Salaries				
Lay Staff Superannuation				
Assessments				
Copyright licences				
Stationery, Printing, Photocopying & Postage				
Insurance				
Rates & taxes				
Office Telephone				
Office electricity, gas and water consumption				
Church stores and supplies				
Christian Education Expenses				
Maintenance Expenses - Church				
- Rectory				
- Hall & other Property				
Professional fees				
Bank Charges				
Mission payments				
Other expenses				
TOTAL OPERATING EXPENSES	-	-	-	-
NET OPERATING SURPLUS/(DEFICIT)	-	-	-	-
CAPITAL RECEIPTS/(PAYMENTS)				
Specific Building Fund Donations				
Loans received				
Grants				
Total capital receipts	-	-	-	-
Improvement to Buildings				
Architects' & other fees				
Repayment of Loans (Capital & Interest)				
-Current				
-Proposed				
Total capital payments	-	-	-	-
NET CAPITAL RECEIPTS/(PAYMENTS)	-	-	-	-
NET SURPLUS (DEFICIT) FOR THE YEAR	-	-	-	-
ADD: FUNDS FROM PREVIOUS YEAR				
FUNDS carried forward.	-	-	-	-