



Modernising Parish Property Care - myBuildings Workshop

Overview



- Why?
- myBuildings
- Key Benefits & Features
- How to get started
- Warden's Dashboard
- Maintenance / Work Requests
- Closed Work Requests
- Reporting & Statistics
- Document Library
- Resources





Why the change of database?

Current Property Database

PDT PARISH PROPERTY DATABASE

Anglican
Church
Diocese of Perth



<https://www.pdtparishproperty.org/>



The PDT Parish Property Database

Username

kirsten.rhoades

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](#)

Users ▾ Properties ▾ Annual Property Returns ▾ Trades ▾ Maintenance Requests ▾ Incident Reports ▾

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

Current Property Database



Background

- The Diocese developed the Parish Property Database in 2014 to record parish maintenance requests.
- The platform is now outdated, no longer supported, and cannot be enhanced.

Current Limitations

- Limited functionality and poor usability.
- No ability to upload documents or photos.
- Limited reporting capability.
- Minimal visibility of past or completed maintenance works.



The New - myBuildings

The New - myBuildings



- myBuildings replaces the current system with a modern, supported platform.
- Designed to improve ease of use and access to information.
- Provides better oversight of maintenance history and compliance.
- Strengthens tracking, reporting, and service delivery to parishes.
- Supports Parish wardens, Contractors and Diocesan staff with work requests, expenditure control, contractor monitoring and risk mitigation



myBuildings

WHAT THIS MEANS

Anglican
Church
Diocese of Perth



- The move to myBuildings is a significant step forward in modernising how parish property information is managed, improving visibility, accountability, and long-term asset care.
- A more efficient, user-friendly system for parishes and wardens.
- Improved maintenance and compliance management across the Diocese.





Key Features & Benefits

myBuildings

IMPROVED FUNCTIONALITY

Anglican
Church
Diocese of Perth



MOBILE FRIENDLY

Works across all major platforms and devices – no additional hardware/software required



COMPLIANCE MADE EASY

Easily plan and track compliance tasks to keep in line with regulations



SIMPLE TO USE

Built with Contractors, Staff and Managers in mind, myBuildings is easy to use and manage.



PAYMENT CONTROLS

myBuildings enables Contractors to load invoices for completed work, while automatically verifying invoice details



TRANSPARENT COMMUNICATION

All stakeholders communicate through one central point

Key Features & Benefits

SUMMARY



1. **Mobile Use** – Access and manage building operations anywhere, anytime with a user-friendly mobile browser
2. **Photo Uploads** – Easily attach visual evidence to work requests and reports for better documentation and communication
3. **Dashboard Oversight** – Gain real-time visibility of work progress, task status and property performance at a glance
4. **QR Code Integration** – Simplifies access for parish staff, contractors, and the public – enabling quick lookups and on-site actions
5. **Contractor Compliance Management** – Automate inductions and monitor compliance to ensure all contractors meet required safety and policy standards
6. **On site Sign In** – Seamless contractor check-in via QR code, improving accuracy, safety and site transparency
7. **Safety Inspections** – Conduct and record safety and maintenance checks using built-in digital checklists

Key Features & Benefits

SUMMARY



8. **Document Management** – Securely store and share key documents with both internal teams and external contractors for easy access
9. **Centralised Work Request Management** – Manage all work requests in one place, improving efficiency and reducing response times
10. **Streamlined Maintenance Scheduling** – Plan, assign and track maintenance tasks to keep assets operating smoothly
11. **Contractor Tracking & Monitoring** – Monitor contractor activity, attendance and task completion for greater accountability
12. **Compliance Management** – Receive automated alerts for insurance renewals, inductions and safety compliance deadlines
13. **Reporting & Insights** – Access powerful reporting tools for performance analysis across multiple properties
14. **Secure & Accredited Platform** – Operate with confidence on a secure, ISO-accredited system designed for data protection and reliability



How to get started

How to get started

LOGIN SCREEN



Once set up, enter your email address and password

A screenshot of the website login page. The page has a dark blue header with the word "Login" in white. Below the header is a navigation menu with links for "Home", "Login", and "Contact Us". The main content area is white and contains a login form. The form has a heading "Please enter your email address and password to login". There are two input fields: "Email Address" and "Password". Below the "Email Address" field is a checkbox labeled "Remember me on this device for 30 days". At the bottom of the form is a dark blue "LOGIN" button. Below the button is a link for "Reset Password". In the top right corner of the form area, there is a link that says "CLICK HERE TO LOGIN VIA ANGLICAN DIOCESE OF PERTH SINGLE SIGN ON". The background of the page is a photograph of modern skyscrapers.

Website login link

<https://pdtproperty.mybuildings.com/Core/Pages/Login.aspx>



Wardens Dashboard

Wardens Dashboard

OPEN WORK REQUESTS



- Able to view open jobs at a glance for a quick status of these works.
- Full details of each Job can be obtained simply by clicking on the Job Number highlighted in blue
- Open Work Requests for the Warden's parish are displayed

Running Sheet KIRSTEN RHOADES LOGOUT

ALL JOBS ASSIGNED TO ME LODGED BY ME -- Select Action --

RESET FILTERS

Site: -- Show All -- Site Category: All Categories Primary Contact: -- Show All --

Sched/Adhoc: All Requests Category: -- All Categories -- Status: All Statuses Type: All Types Priority: All Priorities Age: All Jobs Expected Completion: All Dates

Assigned To: -- Show All --

Action Required: -- Show All --

Job Code: Unread Requests

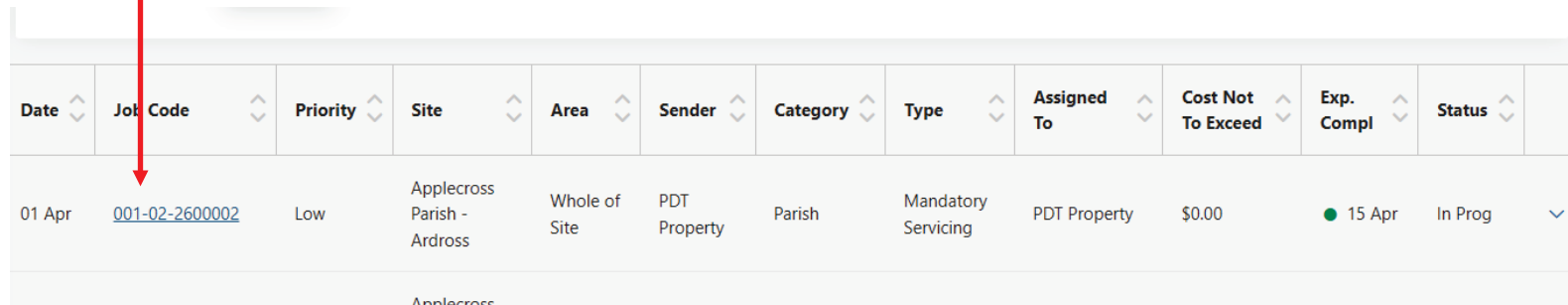
Date	Job Code	Priority	Site	Area	Sender	Category	Type	Assigned To	Cost Not To Exceed	Exp. Compl	Status
01 Apr	001-02-2600002	Low	Applecross Parish - Ardross	Whole of Site	PDT Property	Parish	Mandatory Servicing	PDT Property	\$0.00	● 15 Apr	In Prog
01 Apr	001-01-2600001	Low	Applecross Church - Applecross	Whole of Site	PDT Property	Parish	Mandatory Servicing	PDT Property	\$0.00	● 15 Apr	In Prog
17 Dec	001-02-2500028	Low	Applecross Parish - Ardross	St David's Church	PDT Property	Parish	General Building Ser	Preferred Ceilings Pty Ltd	\$237,000.00	● On Hold	On Hold

Wardens Dashboard

SAMPLE OPEN WORK REQUEST



- Click on the underlined portion under Job Code to open up an existing work request for more details.



Date	Job Code	Priority	Site	Area	Sender	Category	Type	Assigned To	Cost Not To Exceed	Exp. Compl	Status
01 Apr	<u>001-02-2600002</u>	Low	Applecross Parish - Ardross	Whole of Site	PDT Property	Parish	Mandatory Servicing	PDT Property	\$0.00	● 15 Apr	In Prog

Wardens Dashboard

SAMPLE OPEN WORK REQUEST



Scheduled Request Details

KIRSTEN RHOADES [LOGOUT](#)

[Return to Running Sheet](#)

Under "Details" – must include your contact name and number for site access and to discuss. ALL Quotes/Invoices must be sent to parishproperty@perth.anglican.org ONLY.

[PRINT](#) [EMAIL](#) [WATCH](#) [PREV REQUEST](#) [NEXT REQUEST](#) [MARK AS UNREAD](#) [LINK EXISTING](#) [CREATE LINKED](#)

Scheduled Request Contact Details

Applecross Parish - Ardross
54-56 Simpson Street, Ardross_St David's Church

Area [Whole of Site](#)

Sender Name PDT Property

Sender Phone (08) 9425 7200

Sender Email parishproperty@perth.anglican.org

Scheduled Request Details

Job Code 001-02-2600002

Date/Time Lodged 01 Apr 2026 12:04 PM

Category Parish

Type Mandatory Servicing

Sub Type Fire & Electrical Servicing

Exact Location [Click to enter](#)

Details 6-Monthly Service & Tagging of Fire Fighting Appliances
RCD Push Button Test or 2-Yearly Operating Time Test (as applicable)
Exit & Emergency Light Testing & Completion of Logbook
Smoke Alarm Test (if fitted)
12-Monthly or up to 5-Yearly Electrical Appliance Testing & Tagging (as discussed with Parish Representative)

Period From 14/04/2026
Period To 28/04/2026

Priority Low

Attachments [Drag or click to attach files to this request](#)

Status

Wardens Dashboard

SAMPLE OPEN WORK REQUEST



Action Required

Manager Notes / Instructions to Contractor

Work Notes

Internal Notes

Work Began
(dd/mm/yyyy)

* Expected Completion
(dd/mm/yyyy)

Actual Completion
(dd/mm/yyyy)

[View Audit Trail »](#)

UPDATE



Maintenance/Work Requests

Maintenance/Work Requests

HOW TO SUBMIT?



Home

Update My Details

Work Request System

Scheduled Maintenance

Checklist Manager

Submit a New Work Request

Running Sheet (Open Jobs)

Search All Requests

1. Under 'Work Request System'
2. Click on 'Submit a New Work Request'

Maintenance/Work Requests

SUBMISSIONS



Sender Details

* Site

* Area

Choose Manager Contact

* Sender Name

Sender Phone

* Sender Email

Do not send a confirmation email to this email address

1. Select site from drop down box

2. Select Area

3. Check Sender Name

4. Check Sender Email

Maintenance/Work Requests

SIMPLE WORK REQUEST SUBMISSIONS



1. Select **Parish** under Category
2. Select **Type** of Work Request
3. Select **Sub Type**
4. Fill in **Exact Location**

Job Details

* Category Parish Non-Parish SVAC

* Type

Exact Location

Action Required

* Details

- Air Conditioning & Refrigeration
- Appliances (Fitted Only)
- Audio Visual Systems
- Capital Projects
- Church Related Items

* Priority

* Expected Completion
(dd/mm/yyyy)

Attachments [⊕ Drag or click to attach files to this request](#)

Maintenance/Work Requests

SIMPLE WORK REQUEST SUBMISSIONS



Job Details

* Category Parish Non-Parish SVAC

* Type

* Sub Type

Exact Location

Action Required

* Details

* Priority

* Expected Completion

(dd/mm/yyyy)

Attachments [⊕ Drag or click to attach files to this request](#)

Action Required dropdown menu options:

- Quotation Request
- Attend & Repair
- Attend & Investigate
- Attend & Assess/Repair
- Attend & Make Safe

Under Action Required:

Use the dropdown Menu to select what you need.

- *Quotation Request*
- *Attend & Repair*
- *Attend & Investigate*
- *Attend & Assess/Repair*
- *Attend & Make Safe*

Maintenance/Work Requests

NON-EDITABLE TEXT TO INCLUDE



Action Required

Quotation Request ▼

* Details

New split system a/c to be installed. Please see attached photos for reference of exact location

Contact Name & Number: Insert Name (Mob: 04## ### ###) for site access & to discuss.

ALL Quotes/Invoices: Please send all quotes and invoices to parishproperty@perth.anglican.org ONLY

Details – insert the specific details of the work request

Include the following non-editable text after your request with the relevant site contact information to ensure contractors clearly understand who to contact and where to send all quotes/invoices:

Contact Name & Number: Insert Name (Mob: 04## ### ###) – for site access & to discuss.

Quotes/Invoices: Please send all quotes and invoices to parishproperty@perth.anglican.org

Maintenance/Work Requests

PRIORITY LEVELS



* Priority

* Expected Completion
(dd/mm/yyyy)

Assigned To

Low

Low

Medium

High

Urgent

Select Priority

Low – 4 weeks

Medium – 2 weeks

High – 3 Days

Urgent – 1 Day (*ie. Burst water pipe; power loss; fallen trees on building; flooding etc*). A higher cost may apply for an urgent call out service.

Maintenance/Work Requests

COMPLETION DATE & ASSIGNMENT

Anglican
Church
Diocese of Perth



* Priority

* Expected Completion
(dd/mm/yyyy)

Assigned To

PDT Property Ph: (08) 9425 7200

- The Priority Level will automatically generate an 'Expected Completion' date
- Can be manually overridden depending upon the urgency and need
- All Work Requests **must be assigned to PDT Property**
- PDT Property will then assign the job to the relevant contractor for your parish
- If the parish would like to note a preferred contractor, please include this in the 'Details' section.

Maintenance/Work Requests

ATTACHMENTS – SUPPORTING INFORMATION



Attachments – Upload any photos or additional documents related to the work order that could help provide more information.

Click on **Attachments** [⊕ Drag or click to attach files to this request](#)

[× Cancel](#)

Attachments

*** Attachment Type:**

- Attachment
- Attachment *Visible to Managers only*
- Attach a file from the Document Library

Then click **SUBMIT** to complete the New Work Request

Maintenance/Work Requests

CAN YOU PICK YOUR OWN CONTRACTORS?



Parishes can suggest local contractors, but they must be assessed and approved by the Parish Property Team before any work begins and be accordance with **Diocesan Council Policy 6.5**

Key requirements are:

- Must meet Diocese compliance and risk requirements
- \$20M Public Liability Insurance and Workers Compensation
- Contractors must be Diocesan approved before starting work
- Must have relevant trade licenses
- Work quality and reliability are monitored by the Parish Property Team
- Assists with maintaining warranty of workmanship

Goal: Ensure safety, compliance, quality work and protection for the Parish and Diocese.

Maintenance/Work Requests

LIVE EXAMPLE

Anglican
Church
Diocese of Perth



Microsoft Edge Link

[Anglican Diocese of Perth - Login](#)

Mobile Smartphone/Device Access

WEBSITE LOGIN

Anglican
Church
Diocese of Perth



16:14

myBuildings

Login

CLICK HERE TO LOGIN USING SINGLE SIGN ON

Please enter your email address and password to login

Email Address Password

Remember me on this device for 30 days

LOGIN

[Reset Password](#)

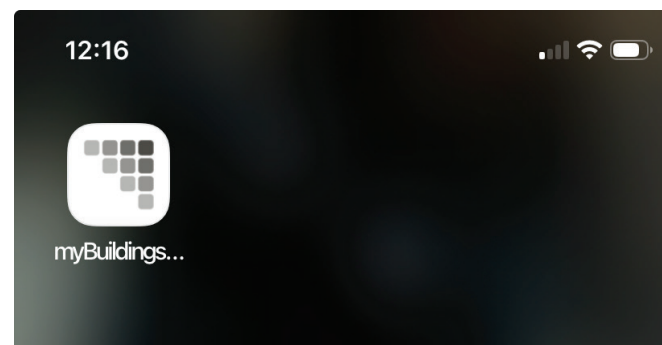
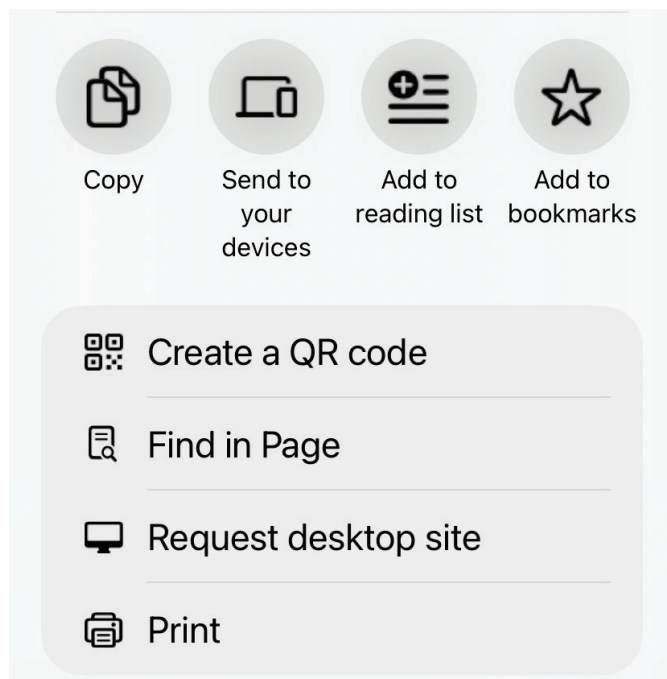
- Smartphone/ipad/tablet device access.
- Allows access to photos from phone/device to upload for work requests.
- Use the same Website login link:
<https://pdtproperty.mybuildings.com/Core/Pages/Login.aspx>
- Insert the same login details you have for myBuildings – Username/Password as outlined on the website browser

Mobile Smartphone/Device Access

HOME PAGE – EASY ACCESS



You can add this link to your home page by clicking on the send to icon and then Add Home Page for easy access.



Mobile Smartphone/Device Access

WORK REQUEST



Once logged in **click on the 3 horizontal lines** in the top right hand corner to view the Menu (highlighted in yellow)

Select
Work Request – Submit New

Maintenance/Work Requests

WORK REQUEST



Anglican Church Diocese of Perth

New Work Request

FRANK STOCKLEY
LOGOUT

Under "Details" – must include your contact name and number for site access and to discuss. ALL Quotes/Invoices must be sent to parishproperty@perth.anglican.org ONLY.

Sender Details

Site *
Kalamunda-Lesmurdie Parish - Kalamunda

Area *
-- Select Area --

Populate Sender Details
-- Select Sender --

Sender Name *
Frank Stockley

Sender Phone *

New Work Request Screen

Follow the same process as the website browser to complete

Anglican Church Diocese of Perth

New Work Request

FRANK STOCKLEY
LOGOUT

Job Details

Category *
-- Select Category --

Request Type *
-- Select Type --

Exact Location

Details *

Priority *
Low

Expected Completion

Maintenance/Work Requests

WORK REQUEST – ATTACHMENTS/BENEFITS



Anglican Church Diocese of Perth

New Work Request

FRANK STOCKLEY LOGOUT

Expected Completion

(dd/mm/yyyy)

Attachments

ATTACH FILES TO THIS REQUEST (NOT FOR INVOICES!)

ATTACH FILES (VISIBLE TO MANAGERS ONLY)

Assets

SUBMIT WORK REQUEST

Copyright © 2026 Anglican Diocese of Perth Privacy Disclaim

Switch to Desktop View Powered by myBuildings

Main Benefit

You can add photos directly from your phone to the new work request.

To upload - click on attachment link (highlighted in yellow)

To Finish

Click 'Submit Work Request'

Anglican Church Diocese of Perth

New Work Request

FRANK STOCKLEY LOGOUT

Expected Completion

(dd/mm/yyyy)

Attachments

Photo Library

Take Photo or Video

Choose Files

Assets

SUBMIT WORK REQUEST

Copyright © 2026 Anglican Diocese of Perth Privacy Disclaim

Switch to Desktop View Powered by myBuildings



Closed Work Requests

Historical Data

CLOSED WORK REQUESTS



- Access to closed work requests/historical works can be accessed via the Search All Work Requests option.

The screenshot shows the website's navigation menu. At the top left is the Anglican Church Diocese of Perth logo. Below it are the following menu items:

- Home
- Update My Details
- Work Request System** (highlighted with a blue bar)
- Scheduled Maintenance
- Checklist Manager
- Document Library

To the right of these items is a vertical list of sub-options, each preceded by a right-pointing chevron (▶):

- Submit a New Work Request
- Running Sheet (Open Jobs)
- Search All Requests** (highlighted with a blue bar)
- Snapshot Dashboard
- Statistics

Historical Data

CLOSED WORK REQUESTS



Search Work Requests KIRSTEN RHOADES

Search by Date **Pre-defined**
Current Year Date Lodged
 Date Completed
 Expense Date (Work Began date, or if empty, Date Lodged)

From 01/01/2026
- Show All - **To** 23/01/2026

Site Church Hall
- Show All -
Church Hall
Rectory/Office
St Barnabas' Church
Whole of Site

Site Category SVAC

Access Group

Area - Show All -

Assigned To - Show All -

Contractor - Show All -

Category All Categories

1. Select a predefined date using the drop down option i.e. Current Year
2. Or use the From and To options for a specific time period.
3. Go through each option to select your Site; Area; Contractor; etc or be as vague or specific as you prefer with your selection options right down to the bottom of the page
4. Finish by clicking on Search

Historical Data

CLOSED WORK REQUESTS



Work Request Search Results KIRSTEN RHOADES [LOGOUT](#)

[« New](#)

-- Select Action --

Date	Job Code	Priority	Site	Area	Sender	Category	Type	Assigned To	Cost Not To Exceed	Exp. Compl	Status
06 Jan	039-01-2600001	High	Kalamunda-Lesmurdie Parish - Kalamunda	Church Hall	PDT Property	Parish	Insurance	Western Building Pty Ltd	\$0.00	● 09 Jan	New



Reporting & Statistics

Reporting

DATA AND STATISTICS



Running Sheet

FRANK STOCKLEY LOGOUT

[Running Sheet - MY JOBS »](#)

Shows all outstanding work requests.

Site: Kalamunda-Lesmurdie Parish - Kalamunda

Site Category: All Categories

Sched/Adhoc: All Requests

Category: - All Categories -

Status: All Statuses

Type: All Types

Priority: All Priorities

Age: All Jobs

Expected Completion: All Dates

Assigned To: - Show All -

Job Code:

Unread Requests

Actions: - Select Action -
- Select Action -
Export list to Spreadsheet
Printable Running Sheet

- Work requests in progress can be extracted into a separate excel list or a printable running sheet.

Reporting

DATA AND STATISTICS



Home

Update My Details

Work Request System

Scheduled Maintenance

Checklist Manager

Document Library

Submit a New Work Request

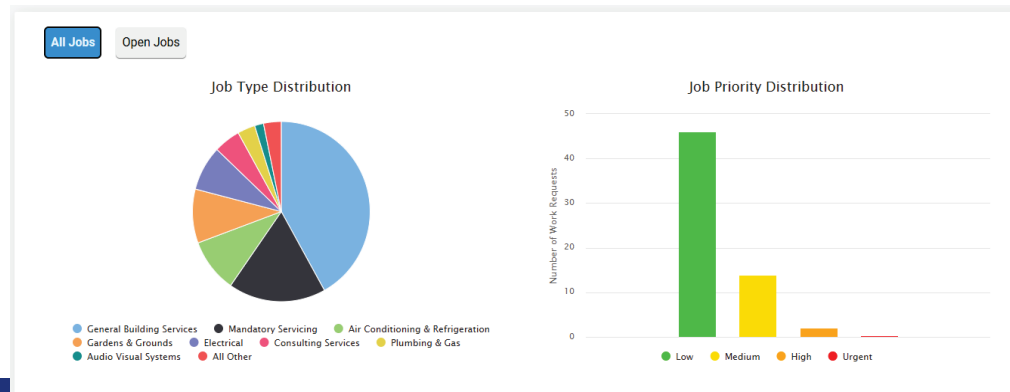
Running Sheet (Open Jobs)

Search All Requests

Snapshot Dashboard

Statistics

- Click on Snapshot Dashboard to access all current data and statistics for your Parish





Document Library

Document Library

HOW TO VIEW



Home

Update My Details

Work Request System

Scheduled Maintenance

Checklist Manager

Document Library



View Document Library

1. Select View Document Library

Document Library

HOW TO VIEW



Document Library List FRANK STOCKLEY LOGOUT

- Select Action -

RESET FILTERS

Site Category
Parish

Status: Current
Document Type: All Types
Specific to User: All Users

Expires After: Expires Before:
 Expiry Date Issue Date Show De-activated

Search: SEARCH

Site	Document	Description	Applies To	Type	Sub Type	Issue Date	Expires
Anglican Diocese of Perth	Asbestos_awareness_training.pdf	Asbestos Awareness Training (Date Issued 28/11/2016)	Pearce Painting & Decorating	WorkSafe White Card		-	-
Anglican Diocese of Perth	AT Brine & Sons Cert...actor_# BC101615.pdf		A.T. Brine & Sons Pty Ltd	Contractor Licenses	Building		-
Anglican Diocese of Perth	Bellaluca_Asbestos License WR2191.pdf	Asbestos Removal Licence	Bellaluca Demolition Perth	Contractor Licenses		09 Nov 2018	09 Nov 30

1. Select Parish
2. Select Document Type ie. Mandatory Testing; Pest Treatment; Asbestos Report; 6 monthly RCD Exit & Emergency Lighting etc. you want to search



Resources

Resources



Anglican Diocese of Perth Website

1. Parish and Clergy Portal
2. Resources – Property
[Property | Anglican Church Diocese of Perth](#)
3. Online Learning Module



myBuildings Database

<https://pdtproperty.mybuildings.com/Core/Pages/Login.aspx>