



# Warden Induction

---

ARCHDEACONS JUSTINE COVERDALE & PETER BOYLAND  
AND  
KIRSTEN RHOADES, DIOCESAN PROPERTY SERVICES MANAGER

# Overview



- Summary of the Warden's Duties and Responsibilities
- Property Overview – introducing the team and the support we provide
- Maintenance & Compliance – covering the Faculty Process, maintenance evaluations, and Parish Governance obligations
- Property database – current status and a preview of the 2025 development phase
- Leasing – managing residential properties, rental agreements, and the use of church buildings by non-Anglican groups
- Environmental sustainability initiatives
- Available resources



# Warden Responsibilities and Property

## OVERVIEW



- Warden Responsibilities
- Resources
- Parish Property Team
- Maintenance Request Process
- Approved Contractors
- Property Database
- Faculties
- Structural and Maintenance Assessments
- Mandatory Testing and Inspection
- Inventories
- Leasing



# Wardens Responsibilities

## DELEGATION AND AUTHORITY LIMITS



- Policy 23 – PDT Delegation and Authority Limits
- Only the elected parish Warden has the delegated authority to enter into or approve any contract with Diocesan-approved contractors for projects up to \$25,000.
- For contracts exceeding \$25,000, such as a \$26,000 bathroom renovation, it must be agreed upon by a Diocesan representative under their authority limit.
- The parish warden should work with their Archdeacon and the Diocesan Property Services Manager to formalise the contract on behalf of the parish via a Faculty.







# Parish Property Overview

# Parish Property

## DIOCESAN PROPERTY TEAM

Anglican  
Church  
Diocese of Perth



**Kirsten Rhoades**

*Diocesan Property Services Manager*



08 9425 7288

**Tracey Brandt**

*Diocesan Parish Property Liaison Officer*



parishproperty@perth.anglican.org

**Maria Hann / Alex Ruediger**

*Diocesan Property Co-Ordinator/Property Assistant*



pdtparishproperty.org

# Parish Property

## WHAT DOES THE 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 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?



Objective	Details
Preserve buildings	For the benefit of future generations
Maintain records	To assist future Wardens
Recognise Wardens	Wardens are volunteers
Health and Safety	Keep everyone healthy and safe
Reduce cost of ownership	Minimising insurance premiums, Maximising economies of scale, Avoiding government sanctions and penalties





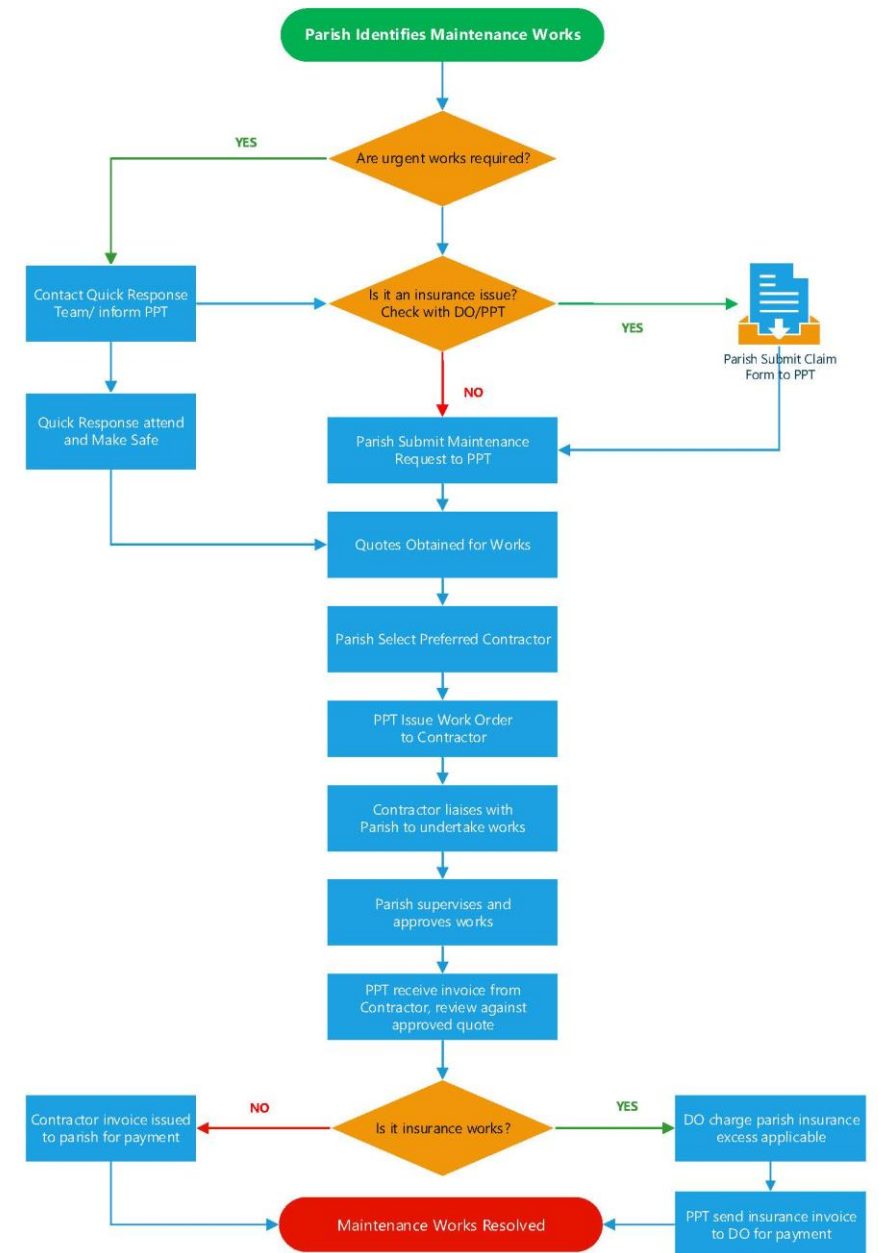


# Property Maintenance and Compliance

# Parish Property

## MAINTENANCE REQUEST PROCESS

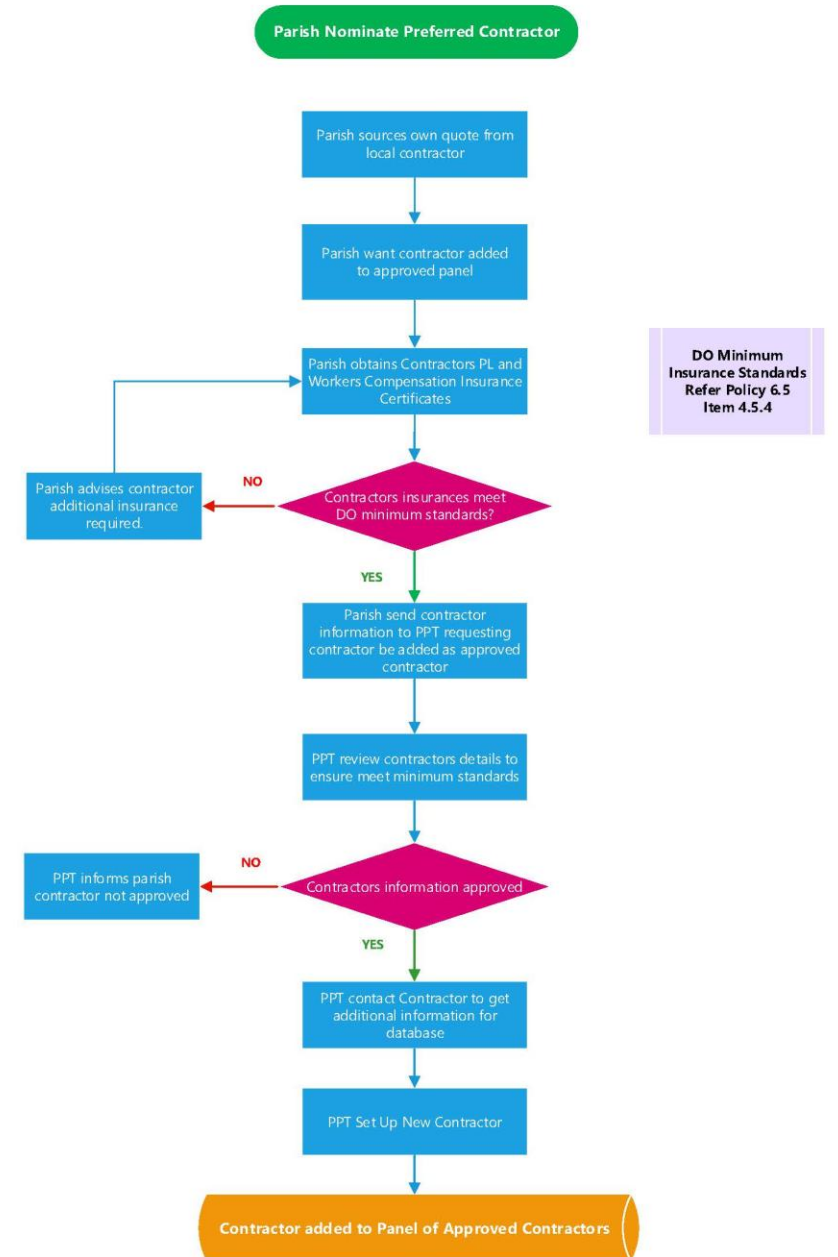
- Parish identify maintenance works to be undertaken.
- Parish log maintenance request on database or contact PPT.
- PPT work with parish to obtain quote/s from approved contractors.
- PPT forward quote/s to parish to select contractor to carry out works.
- Diocesan Office/PPT issues work order on behalf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



# Parish Property

## APPROVED CONTRACTOR PROCESS

- Parish email request to PPT with preferred contractor's details.
- PPT contact contractor for insurances.
- 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 specialized contractors on case-by-case basis ie. Organ repairs



# 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 6.7).
- 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 \$25K.



# Parish Property

## FACULTY - APPROVAL PROCESS



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





# 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.

Conversations should be had with your Area Archdeacon in the first instance prior to submitting a Faculty application for processing and approval.

Always refer to the Diocesan website for the most current faculty form. [Parish Property - Faculty Application](#)



# Parish Property

## STRUCTURAL & MAINTENANCE ASSESSMENTS



- Structural and maintenance assessments help parishes manage WHS issues, evaluate property condition, and plan budgets.
- Conducted every three years by an independent Building Inspector.
- Funded by the Diocesan Office, but repair costs are the parish's responsibility.
- The contractor contacts the parish to schedule visits.
- These assessments complement mandatory public building inspections and asbestos checks.
- See Policy 6.5 and Property section on the Diocesan website for details.



# Parish Property

## MANDATORY TESTING AND INSPECTIONS



- Churches and halls, as public buildings, must comply with the Public Health Act 2016 and Health (Public Buildings) Regulations 1992.
- Regular testing and inspections, typically every six months or annually, are required.
- A summary of these requirements can be found in Appendix 5 to Policy 6.5.
- Parishes are responsible for ensuring these inspections occur, with support from the PPT.
- An Emergency Lighting and Exits Sign Log Sheet must be maintained, and an example is available on the website.



# Heritage Buildings



- Restrictions on works undertaken on heritage buildings.
- Higher costs for preventative maintenance and upkeep.
- Building improvements - require approval from external agencies as well as the Diocese including any change to landform
- Future development – demolition may not be supported
- External financial assistance - conservation works (ie. tuckpointing and reservation) as well significant structural repairs such as roof replacement from external agencies.



[Fact Sheet - State Register of Heritage Places](#)



# Parish Property Database



# Parish Property

## EXISTING PARISH PROPERTY DATABASE

Anglican  
Church  
Diocese of Perth



### 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

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

# Parish Property Database

## PLANNED EVOLUTION

Anglican  
Church  
Diocese of Perth

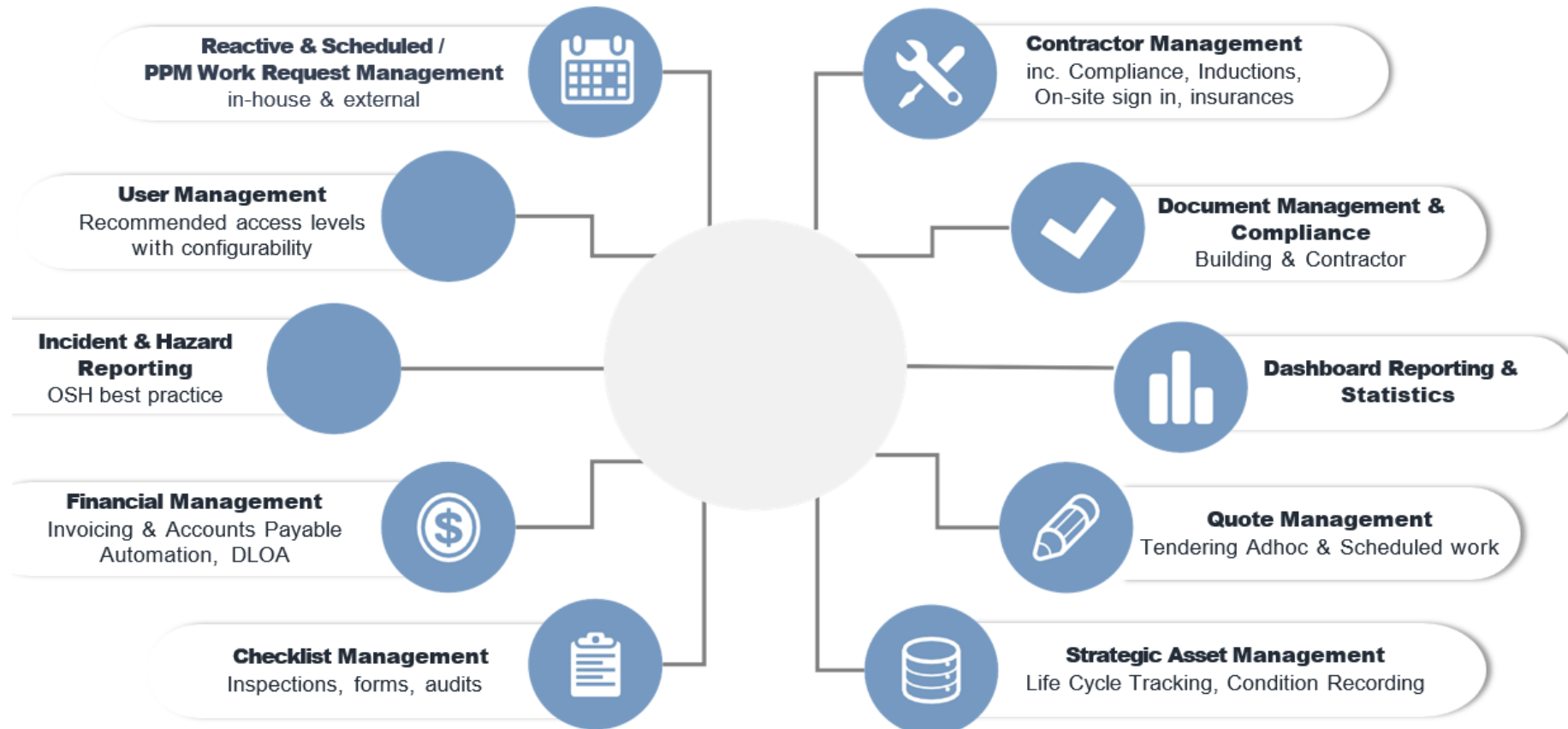


- The current database is outdated and no longer functional.
- Implementation of myBuildings will modernize the system.
- Focus on improving usability and access to information.
- Enhance maintenance and compliance tracking.
- Staged rollout to parishes planned end 2025 following discovery process



# Parish Property Database

## IMPROVED FUNCTIONALITY



# Parish Property Database

## IMPROVED FUNCTIONALITY



### 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

# Parish Property Database

## SIMPLE WORK REQUEST SUBMISSIONS



### New Work Request

#### Sender Details

\* Site

\* Area

Choose Access Group Contact

Choose Manager Contact

\* Sender Name

Sender Phone

\* Sender Email

☐ Do not send a confirmation email to this email address



# Parish Property Database

## SIMPLE WORK REQUEST SUBMISSIONS



### Job Details

\* Category ☒ Parish ☐ Non-Parish ☐ SVAC

\* Type

Exact Location

\* Details

\* Priority

\* Expected Completion   
(dd/mm/yyyy)

Attachments [Click or drag here to attach files to this request \(Not for invoices!\) »](#)  
[Click or drag here to attach files to this request \(Visible to Parish Wardens Only\) »](#)  
[Click here to attach a file from the Document Library »](#)

# Parish Property Database

## CONTRACTOR COMPLIANCE MANAGEMENT



Ensuring you are only engaging compliant contractors; valid insurances, induction records, police checks

### MANAGE CONTRACTORS

Quick Search

-- Select Action --

Building  Request Type

☐ Suspended Only ☐ Inactive Only ☐ Contractors With Incomplete Information

Choose Alphabetically: [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

Contractor Name	Phone Number	After Hours #	Valid Insurance
			WC PL PI
<a href="#">Zahra's sweeping and cleaning</a>	0405 377 469	0405 377 469	✓ ✓ ✗
<a href="#">Abax Kingfisher Pty Ltd</a>	1300 300 369	1300 300 369	✓ ✓ -
<a href="#">ADT Fire Monitoring</a>		1300 723 036	✓ ✓ ✓
<a href="#">Aline Service Pty Ltd</a>	1800 018 999	1800 018 999	✗ ✗ ✗
<a href="#">Aqualogic Laundry Systems Pty Ltd</a>	(02) 8850 1300	(02) 8850 1300	✓ ✓ ✗
<a href="#">Arbor Safe</a>	1300 272 671	1300 272 671	✓ ✓ ✓

Number of Contractors  
Currently on Site

8

Number of Contractors on Site  
(for last 7 days)



Transparency around on-site contractors and notifications on per site check-in

# Parish Property Database

## CONTRACTOR COMPLIANCE MANAGEMENT



### On-Site Contractor Sign In

- QR Code Scan

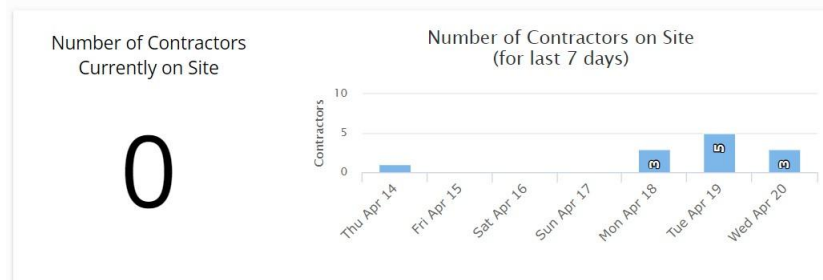


Screen 1: Please complete your details to register. If you have been provided with a Contractor Company Code, enter it so that you can access work requests from your company. Fields: First Name\* (Bob), Last Name\* (Builder), Email\* (Bob.builder@construction.com.au), Contractor Company Code\* (2A61D9). A link for 'I don't have a contractor company code' is provided. A CONTINUE button is at the bottom.

Screen 2: Sign in. I am confirming that I have not returned from any international OR interstate travel in the past 14 days. To the best of my knowledge I do not have COVID-19, and I have not had any contact with someone confirmed or suspected to have COVID-19 in the last 14 days. I am confirming that I do not have a fever, or any cold or flu-like symptoms (e.g. cough, sore throat, shortness of breath). I am confirming that I have not been in close contact with or caring for someone who is currently unwell with cold or flu-like symptoms. Have you notified the Facilities Team that you are on site?

Screen 3: You are currently signed in to: [SITE NAME]. Buttons: CONTACT FM, VIEW WORK REQUESTS, SIGN OUT.

- Live Portfolio Dashboard Data, live notifications



- ✓ Easy & simple registration
- ✓ Quick sign in upon returning visits
- ✓ Emergency Evacuation bulk SMS Broadcast



# Leasing and Inventory Management

# Parish Property

## LEASING RESIDENTIAL PROPERTIES



- External leasing is allowed if clergy do not require the property.
- Residential Tenancies Act applies to all leased residential properties.
- Parish must get approval from Diocesan Office/Area Archdeacon before leasing externally.
- Perth Property Management (PPM) manages rentals for the PDT.
- All tenant communication goes through PPM, not the parish.
- Only the PDT can sign agency and lease agreements.
- Market rent applies unless approved otherwise.
- Lease terms are generally up to 12 months; longer terms need approval.
- Landlord insurance, costing about \$300 annually, should be arranged through PPM; Diocesan insurance does not cover rent loss.



# Parish Property

## LEASING RESIDENTIAL PROPERTIES PROCESS



### Lease Terms

- All lease extensions and new leases require Diocese approval.
- PPM obtains parish approval to relet, provides market rental advice, and seeks Diocese approval for new terms.
- Parish wardens submit applications to PPM, who then forwards them to the Diocese for final approval.
- Tenants with parish connections must be referenced per Residential Tenancies Act, with Diocese approval to avoid conflicts.
- Parish selects preferred applicant; PPM finalizes lease documents and shares copies with parish and Diocese.
- All communication goes through [property@perth.anglican.org](mailto:property@perth.anglican.org).



# Parish Property

## HIRING - HALL OR CHURCH BUILDINGS



- All use of parish property where the activity is not controlled by the Parish Council must be documented with the parties involved.
- The documentation for the external use of a parish hall/centre can take two forms:

Type of Use	Criteria	Terms Agreement	Authorized Signatories	Insurance
Lease	Regular, commercial, long-term, high-frequency, and/or exclusive use	Agreed by Parish Council and Area Archdeacon	Authorized diocesan officers	Public liability insurance required for all Lessees
Hall Hire Agreement	One-time, occasional, and community use, non-commercial	Available on Diocesan website, completed by parish	Parish Warden or hiring coordinator	Hirer's liability insurance provided if no public liability insurance



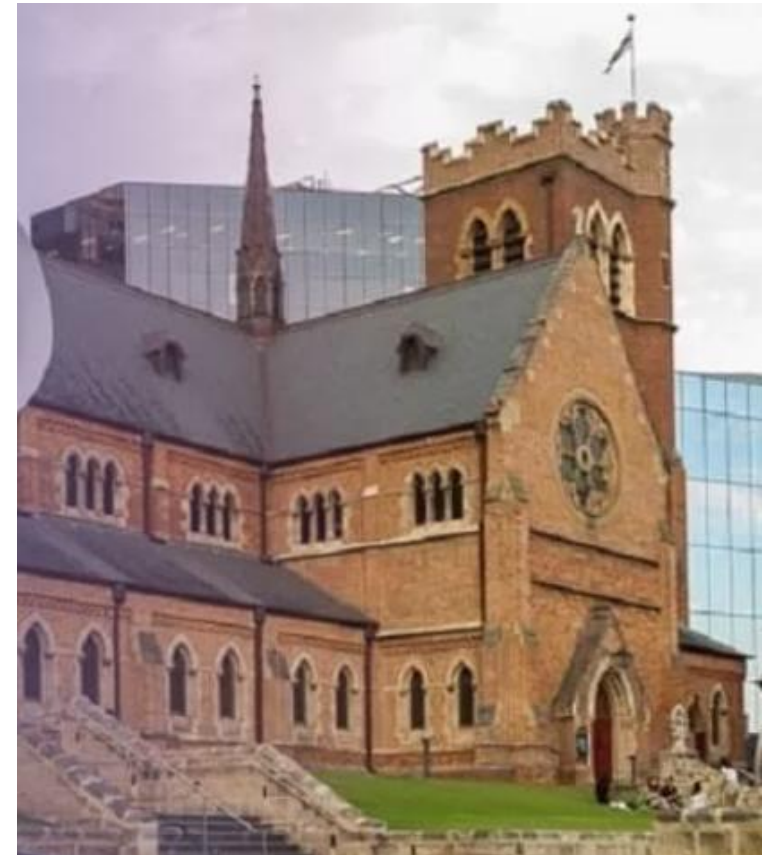
# Parish Property

## USE OF BUILDINGS – NON-ANGLICAN WORSHIP

Anglican  
Church  
Diocese of Perth



- Buildings that are dedicated or consecrated as churches can only be used for Anglican worship and sacraments, and activities related to the church's mission and ministry.
- The Archbishop has strict procedures for allowing other faith communities to use churches for worship.
- The Archbishop must give prior consent for another use or worshipping group.
- Contact your Archdeacon or the Episcopal Office for more information and how to get permission.

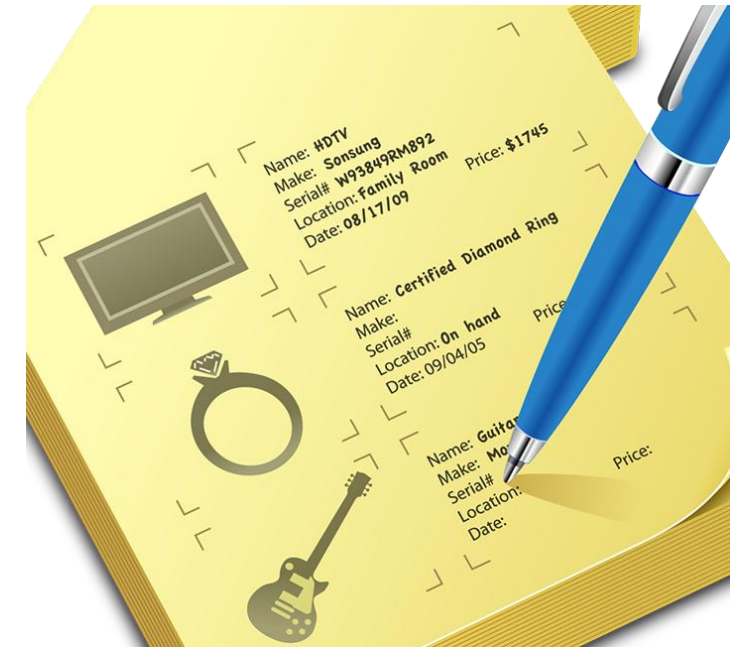


# Parish Property

## INVENTORIES



- According to the *Parish Governance Statute 2016 paragraph 5.8.1 (g)*, wardens must keep an inventory of all parish goods and pass it to their successors when requested.
- An inventory helps determine replacement values for insurance and supports claims if items are lost or damaged.
- Photos can aid in describing or valuing difficult items.
- An inventory template is available on the Diocesan website.





# Environmental Sustainability

# Environmental Sustainability

## INTRODUCTION

Anglican  
Church  
Diocese of Perth



### Synod Resolution 7.11 (4)

Urges the Diocese and its agencies to respond to these calls and to work towards net zero carbon emissions by 2040



### Resources

Policy 46  
Diocesan Website  
ECO Care Website  
ACF ECO Loans



### Focus areas for Parishes

Energy Efficiency  
Green Energy  
Carbon Absorption

# Environmental Sustainability

## ENERGY EFFICIENCY MEASURES



The efficiency of parish buildings can be improved by:

- passive thermal efficiency, ventilation, shading and natural lighting
- installing energy-efficient lighting
- using energy-efficient appliances
- replacing gas with electrical appliances
- Self-monitoring





# Environmental Sustainability

## GREEN ENERGY



Green Energy can be:

- Produced using photovoltaic panels\*
- Stored in batteries
- Purchased from accredited providers



\* Note Heritage considerations



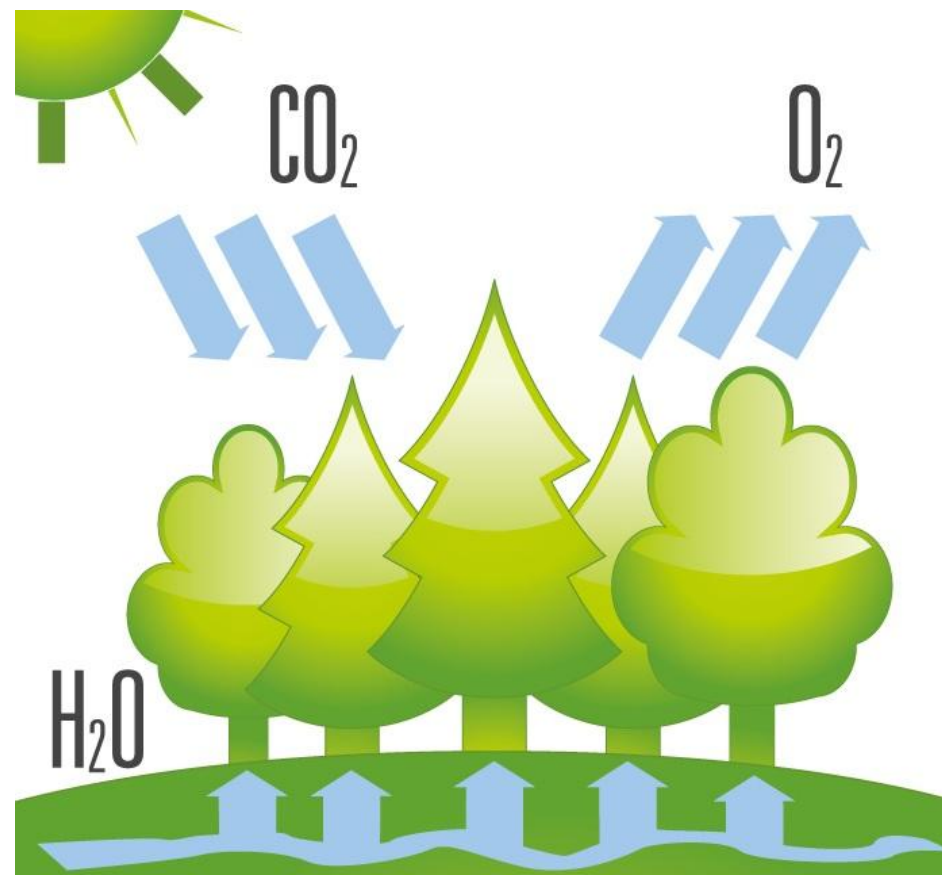
# Environmental Sustainability

## CONTRIBUTE TO CARBON ABSORPTION



We can contribute to carbon absorption and reversing current climate change trends by:

- Conservation and biodiversity activities on Diocesan land
- Contributions to community greening projects
- Financial contributions to greening agencies (e.g., Trillion Trees Australia)





# Environmental Sustainability

## EXAMPLE – CAR PARK LIGHTING



### Options

- Solar panels and battery
- Solar Lighting – recently installed at Wollaston

### Benefits

- Reduce electricity usage
- Easy to install
- Requires no cabling
- Little ongoing maintenance
- Can go anywhere – carparks, paths, footpaths, garden areas, stairwells





# Resources

# 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>



# Open Panel Questions

---

DENISE SATTERLY ROOM