



# Acknowledgement of Country & Opening Prayer

THE VENERABLE JUSTINE COVERDALE

# Opening Prayer & Acknowledgement of Country

Anglican  
Church  
Diocese of Perth



We acknowledge the  
WHADJAK NOONGAR  
people as the traditional  
custodians of the Perth Region  
and we pay our respects to their  
Elders, past, present and future.





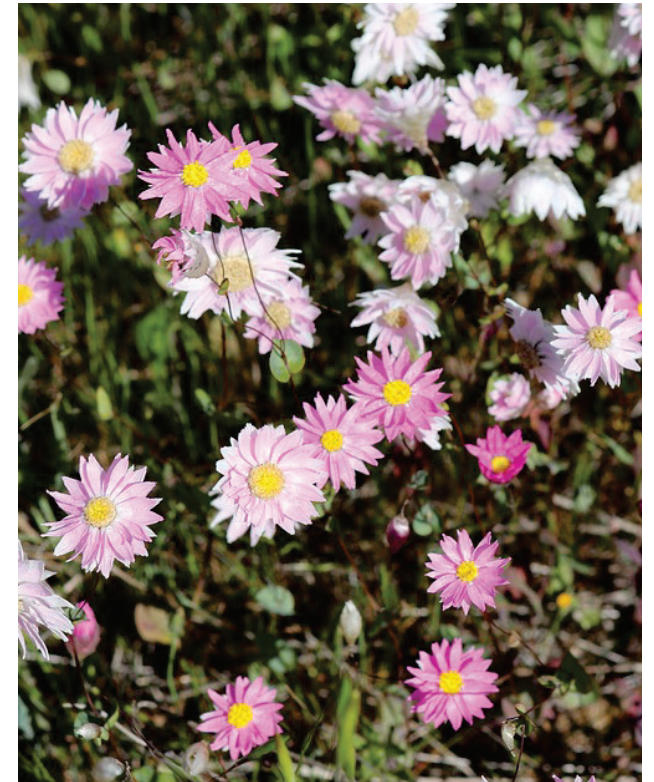
- Reconciliation Action Plan 2025-2028

- Welcome to Country

It may be appropriate to engage a recognised Elder to conduct a Welcome to the Specific Country.

- Acknowledgement of Country

A statement of acknowledgement, as a sign of respect, can be made by the convenors at the start of each official meeting.





# Introduction, Strategic and Operating Environment

Anglican  
Church  
Diocese of Perth



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WELCOME FROM KEITH STEPHENS

# Introduction

THANK YOU

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Diocese of Perth



*We remember before our God and Father  
your work produced by faith, your labour  
prompted by love, and your endurance  
inspired by hope in our Lord Jesus Christ.*

Thessalonians 1:3



# Introduction

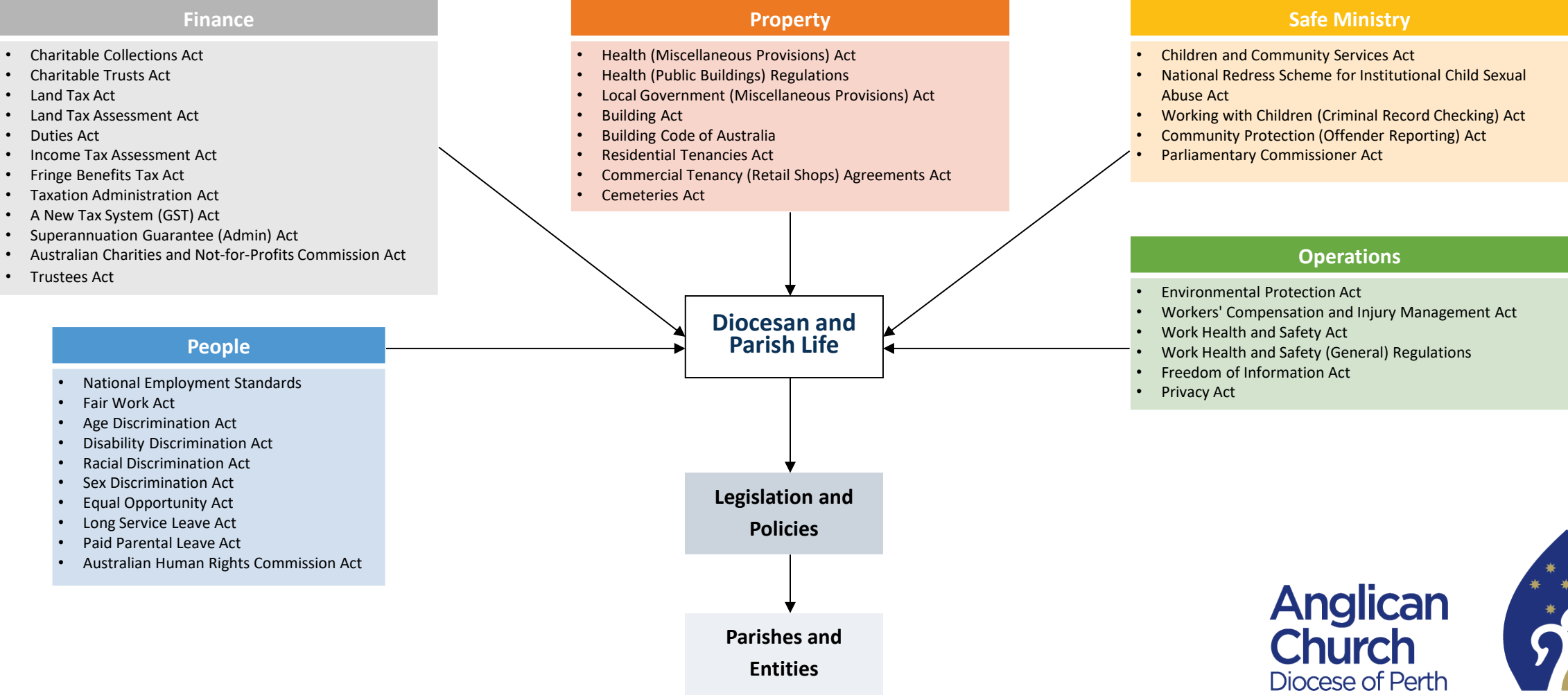
## AIM AND PROGRAM



- Provide an update on changes in last 12 months (e.g., new and updated policies)
- Cover topical issues (i.e., not the full breadth of Parish Council responsibilities)

Time	Location	Activity
8:30	Courtyard	Registration - 30 Min
9:00	DSR	Acknowledgement of Country & Opening Prayer – The Venerable Justine Coverdale
	DSR	Strategic and Operating Environment Update – Keith Stephens
	DSR	Anglican Community Fund – Ian Leverington
	DSR	Human Resources – Vijay Krishnan
	DSR	Risk & Governance Update – Dale Ballantyne
	DSR	Parish Administration Update - The Venerable Justine Coverdale
10:00	Courtyard	Morning Tea - 30 Min
10:30	DSR	Safe Ministry Update – Davina Goldthorpe
	DSR	Property Update – Kirsten Rhoades
	DSR	Finance Update – Torsten Marsden
	DSR	Open Panel Questions – All Presenters
12.00pm		Close

# Governance and Compliance Environment



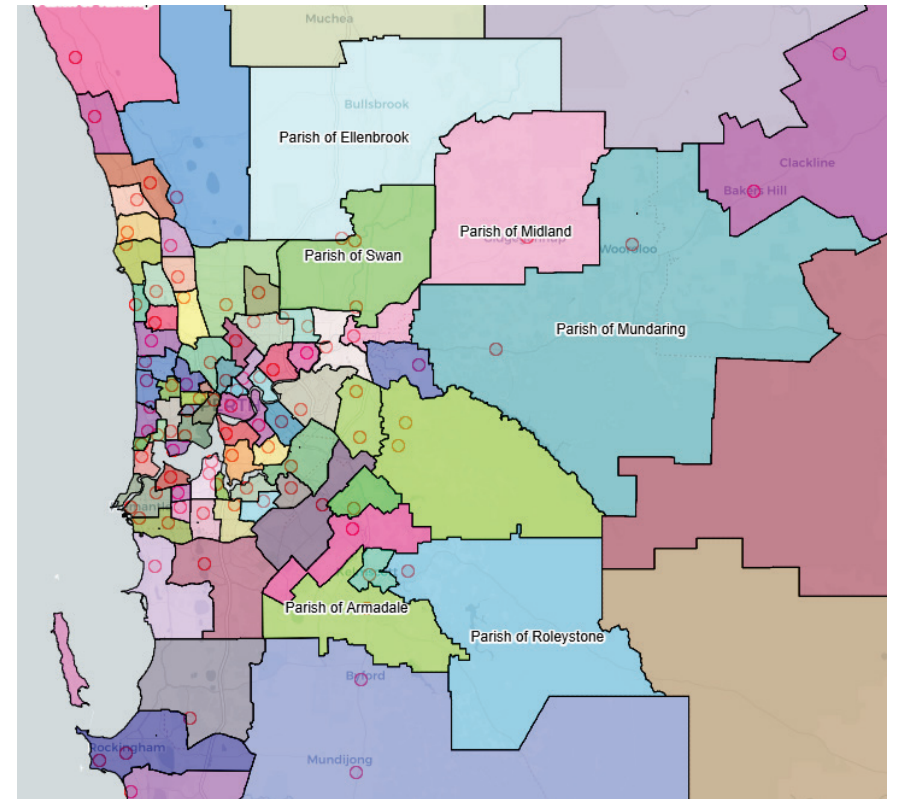
# Introduction

## STRATEGIC AND OPERATING ENVIRONMENT

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- Policy
  - Clergy 'Working Week' – Policy 10.1
  - Clergy Ministry Reviews – Policy 10.7C
- General Synod 2026
- Perth Synod 2026
- Diocesan Team
- Diocesan Council – handling of parish requests
- General Economic Conditions





**Anglican Community Fund**

An incorporated member of the Anglican Diocese of Perth

# Anglican Community Fund (ACF)

Lay Parish Council Workshop 9 May 2026

Ian Leverington

Executive Officer

# Key points

- Our 60<sup>th</sup> Anniversary
- We are implementing a new banking platform
- General reminders and hints



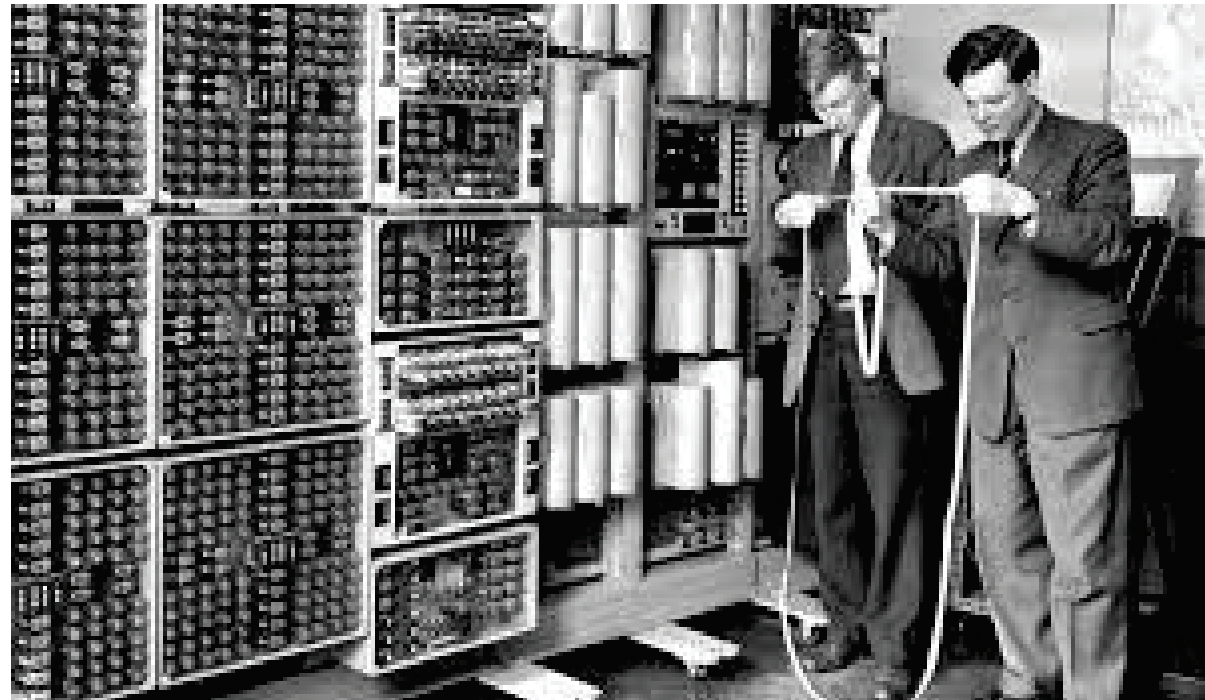
# **60 Years of Giving Back to the Anglican Community and Making Anglicans Financially Stronger**

- We continue to grow and be financially strong
- We have been able to distribute more funds to the Anglican Perth Diocese
- Refer to the April Messenger for the article on our anniversary



# The new banking platform

Out with the old:



## The new banking platform (cont.)

In with the new:



## **The new banking platform (cont.)**

- **Why**

To continue to be relevant and benefit our customers, to introduce new services, and meet our mission

- **What**

Replacing the existing banking platform for our day-to-day requirements and a new Online Services platform for our customers

- **Benefits**

The new Online Services platform has increased functionality and an improved customer experience. The technology upgrade allows us to access new systems to stay up to date

- **When**

Later this year – estimated October 2026. We will provide further information, guides and training opportunities as we progress

## **The new banking platform (cont.)**

### What is not changing:

- The payment methods you currently use and the information you can access
- Our BSB Number, Account numbers and customer numbers, and our website
- Our commitment to providing our customers with personal and friendly service, and supporting the Anglican Church

# General Reminders & Hints

- Stay Fraud and Cyber Security Aware
- Good interest rates for [Parish Term Investments](#)
- [Parish Loans](#) (Church/Hall, Rectory, [ECO](#), [Repairs & Maintenance](#), [Insurance Premium Funding](#))
- Offset account for Church/Hall and Rectory Loans
- Keep signatories current (do you have enough signatories)
- Please contact us for help

# How to Contact us

- Phone – 9325 4182
- Email – [info@anglicanconf.com.au](mailto:info@anglicanconf.com.au)
- Office – Level 5, Church House, 3 Pier St, Perth
- Secure mail using Online Services
- Website - [anglicanconf.com.au](http://anglicanconf.com.au)



# Human Resources

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VIJAY KRISHNAN

# Best Practice – Human Resources



- 1) Hiring new staff - employment contracts  
(full-time, part-time, casuals)
- 2) Independent contractors – insurances
- 3) New Employee Onboarding Roadmap
- 4) Resignations – inform HR and Payroll immediately

## Contact

Phone: (08) 9425 7200

Email: [hr@perth.anglican.org](mailto:hr@perth.anglican.org)





# Risk & Governance

DALE BALLANTYNE

# Risk & Governance

## OVERVIEW

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Church  
Diocese of Perth



- Risk & Governance Manager - Introduction
- New Policies
- Website Update
- Training
- Other Topical Issues

Don't forget resources available on Diocesan Website

The screenshot shows the website's navigation menu with links for A+ A-, Statutes & Canons, Policies, Forms, Resources, Diocesan Office, and Visit the Public site. Below the menu is a search bar and a list of categories: Clergy, Lay & Operational Employees, Parish Office Bearers, Church Volunteers, and Governing Bodies. The main content area features a 'Welcome' message and a search bar with a 'Begin Search' button. The background of the page is a photograph of a brick church building.

# Risk & Governance

## NEW POLICIES



- Issued in the last 12 months

32	DC Admin for ESS, PSS and CDS	New policy	12-Jun-25
43A	Diocesan Archives	Minor Update (include digital archiving)	14-Aug-25
42	Privacy	Minor Update (more detailed information on types of data collected and how it is used)	14-Aug-25
10.2	Clergy and Lay Ministry Workers – Remuneration Packaging	Minor Update (Permitted expenses & Benefit Accounts)	11-Sep-25
2	Work, Health and Safety	Minor Update (2.1 – Respect at work)	11-Sep-25
10.1	Clergy and Lay Ministry Workers – Stipends & Allowances	Minor Update (designated well-being day)	16-Apr-26

- Under development

10.3	Clergy - Leave	To be Reviewed
10.7C	Clergy – Ministry Wellbeing - Reviews	Under Development

# Risk & Governance

## POLICY PRESENTATION

- Finding your policy
  - Made easier
    - Subject Headings
    - Numbering
- Policy Indexes
  - Included in all policies
    - Assist in finding the topic of interest

Overview

Lay Employees

Work Health and Safety / Respect at Work

Parish Finances

Parish Property

Clergy / Lay Ministers

The Perth Diocesan Trustees

Diocesan Council

Safe Ministry

General / Miscellaneous

# Risk & Governance

## TOPICAL ISSUES



- Insurance
  - Good application of Property policies
  - Good application of Safe Ministry and WHS policies
  - Using approved contractors
- Mandatory Testing and Inspections (6/12-month cycle)
  - 25/116 (21%) parish buildings overdue by > 3 months
- Structural and Maintenance Assessments (3-yearly cycle)
  - 74 safety hazards reported in the last 12 months
  - 39 have been rectified, which leaves 47% remain outstanding
- WHS Training (3-yearly cycle)
  - Active Licenced Clergy 90/92 (98%)
  - Lay Employees & Lay Ministers 205/211 (97%)
  - Parish Councillors 631/748 (84%)
- RAW training (3-yearly cycle)
  - Active Licenced Clergy 84/92 (91%)
  - Lay Employees & Lay Ministers 200/211 (95%)
- Asbestos Inspections (5-yearly cycle)
  - 14/14 (100%) Major Risk occurrences rectified
  - 54/67 (81%) Moderate Risk occurrences rectified
  - 2/784 (<1%) Minor Risk occurrences rectified
  - Reinspection's underway

# Risk & Governance

## TRAINING RESOURCES

The dashboard displays a grid of training resources. The main feature is 'Parish Councillors - Common' with an 'OVERVIEW' section, a '2 MINUTES' duration, an 'Explore' button, and a progress indicator '0/8 complete'. To the right are 'FACT ONE' (An introduction, 19 MINUTES) and 'FACT TWO' (Diocesan Website, 16 MINUTES). Below these are 'FACT THREE' (Safe Ministry, 8 MINUTES), 'FACT FOUR' (Work Health and Safety, 6 MINUTES), 'FACT FIVE' (Human Resources, 4 MINUTES), and 'FACT SIX' (Insurance, 9 MINUTES).

	2024	2025	2026
Parish Council Workshop (people)	102	126	0
Parish Council Workshop (parishes)	46	54	0
Online Common for Parish Councillors	27	78	2
Online Property for Wardens	2	8	0
Online Finance for Treasurers	0	8	0
Online Admin for Secretaries	2	9	0



# Parish Administration Update

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THE VENERABLE JUSTINE COVERDALE

# Parish Administration



- Annual Meetings
  - In May or June, but must occur by 30 June
- Parish Returns
  - Return of Services by 31 May
  - Leadership Return within 30 days of annual meeting
  - Financial Return by 31 July



# Parish Leadership



- Clergy Leave
- Clergy Wellbeing – Professional Development and Supervision
- Clergy Supply and Locums
- Parish LPM's





# Morning Tea

RECOMMENCE HERE AT 10.30



# Safe Ministry

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DAVINA GOLDTHORPE

# Safe Ministry

## ANNUAL MEETING REQUIREMENTS



All those who are nominating for election to parish leadership roles at the Annual Meeting are required to fulfil the Safe Ministry requirements.

Once elected, people have until the Parish Leadership Return is submitted to complete the requirements, either as newly elected office bearers or completion of any outstanding requirements:

### WARDENS

Safe Ministry Form 2

Volunteer National Police Clearance

Safe Ministry Training Level 2

Working with Children Check

### COUNCILLORS

Safe Ministry Form 5

Volunteer National Police Clearance

Safe Ministry Training Level 1

### SYNOD REPRESENTATIVES

Safe Ministry Form 5

Volunteer National Police Clearance

Safe Ministry Training Level 1

# Safe Ministry

## WORKING WITH CHILDREN CHECKS



We all have obligations under the WWC legislation to ensure we are creating a safe environment for children and young people in the Diocese.

All those who hold a child-related role need to hold a current Working with Children Check and have a copy recorded with Safe Ministry. This includes those in leadership positions such as Wardens and LPM's.

There are penalties for both organisations and individuals for not meeting the requirements.

The Parish Screening Report provide details including the expiry dates for WWC Checks and those that are required.

More information can be found at <https://www.wa.gov.au/organisation/departments-of-communities/working-children-check>



### Online services

Visit our [Online services](#)  to:

- update your details
- renew your WWC Check online
- order a replacement WWC Card
- register for a WWC account
- check if a person's WWC Check application is pending or if a WWC Card has been issued
- check if a person's WWC Card is valid and they can engage in child-related work
- register card holders to let the WWC Screening Unit know when new people with a WWC Card start or leave an organisation

# Safe Ministry

## IMPORTANT TO KNOW WHAT IS REPORTABLE CONDUCT



### Reportable conduct covered by the Scheme includes:

- sexual offences (against, with or in the presence of, a child);
- sexual misconduct (against, with or in the presence of, a child);
- physical assault (against, with or in the presence of, a child);
- significant neglect of a child; and
- any behaviour that causes significant emotional or psychological harm to a child.

Any concerns about inappropriate behaviour towards children needs to be reported to the Safe Ministry Services Manager.

The Scheme ensures that the Diocese takes all concerns seriously and responds appropriate to protect the safety and wellbeing of children and young people.

The screenshot shows the Ombudsman Western Australia website page for Reportable Conduct. The page features a navigation menu on the left with links to Home, About us, How to make a complaint, Reportable Conduct, Charitable Trusts, Improving Public Administration, and Review of Certain Deaths. The main content area includes a title 'Reportable Conduct' and a brief description of the scheme. Below this are four interactive boxes: 'Why do we have a Reportable Conduct Scheme?', 'How does the Reportable Conduct Scheme work?', 'Information Sheets and Guidance about the Reportable Conduct Scheme', and 'Webinars and Training for Organisations'. A large dark blue box at the bottom right contains the text 'Notify the Ombudsman of a Reportable Allegation or Reportable Conviction' with a right-pointing arrow. On the right side of the page, there are sections for 'Legislation', 'Further Information' (including a contact number 08 9220 7471 and an 'Email Us' button), and 'Subscribe to receive updates on the Scheme' (with a text input field and a 'Submit' button).

# REPORTABLE CONDUCT SCHEME

Supporting people to speak up about concerning behaviours in the workplace

**The Reportable Conduct Scheme makes Western Australian children safer.**

The Scheme compels heads of organisations that exercise care, supervision or authority over children to **notify** allegations of, or convictions for, child abuse by **their employees** to the Ombudsman and then **investigate** these allegations.

The Ombudsman will monitor, oversee and review these investigations.

## WHAT TYPES OF CONDUCT ARE REPORTABLE?

### Significant Neglect

Can occur where there is deliberate or reckless failure to meet the basic needs of a child which has had, or could have, considerable effect on the child's safety or wellbeing. Includes inadequate supervision or failure to seek or comply with medical treatment.

### Sexual Misconduct

Conduct of a sexual nature that is not necessarily criminal. Misconduct can include grooming behaviours such as unwanted / inappropriate touching, inappropriate exposure or conversations of a sexual nature, overly personal / intimate conduct.

### Sexual Offences

Includes sexual assault, indecent acts, possession of child exploitation materials. Sexual offences are criminal and should be reported to the WA Police Force.

### Physical Assault

Includes hitting, punching, kicking, pushing or throwing something that strikes a child or another person. Can also include the apprehension of violence – words, gestures or actions that cause a child to believe physical force is about to be used against them.

### Behaviour that causes significant emotional or psychological harm

Includes severe or sustained verbal abuse, coercive or manipulative behaviour, hostility, rejection, humiliation, belittling and scapegoating children.

## AM I AN EMPLOYEE UNDER THE SCHEME?

Employees must be over 18 years of age, and include:

- officers or employees of the organisation
- volunteers or contractors engaged to provide services to children
- carers of a child under a placement arrangement
- family day care educators
- ministers of religion or religious leaders

## WHAT DO I NEED TO DO?

**If you think someone has committed reportable conduct, then you should report this to the head of your organisation.**

### CONTACT US

08 9220 7471  
reportableconduct@ombudsman.wa.gov.au  
www.ombudsman.wa.gov.au

SCAN FOR MORE  
INFORMATION



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Useful resources are provided online at

<https://www.ombudsman.wa.gov.au/ReportableConduct/RCS-Info.htm>

Remember for any questions or concerns you can always reach out for advice and support

Davina Goldthorpe  
Safe Ministry Services Manager  
9425 7203

[safeministry@perth.anglican.org](mailto:safeministry@perth.anglican.org)

# Safe Ministry

## CHILD SAFE ORGANISATIONS

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The Government announced in October 2025 that the Ombudsman WA will be the independent oversight body for organisations who engage in child-related work – this is inclusive of religious institutions and therefore Diocese as a whole.

The Ombudsman will implement an oversight scheme in WA, to build organisational capability, monitor, and enforce compliance with the National Principles for Child Safe Organisations.

This was one of 5 key recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

*What does that mean for parishes?*



Every organisation  
has a responsibility  
to keep children and  
young people safe

# Safe Ministry

## WHAT DOES THIS MEAN FOR OUR PARISHES



What does Being a Child Safe Organisation recognizes everyone's role in ensuring the safety and wellbeing of children and young people in our Diocese.

Policy 40.3 Child Safety and Wellbeing details the Diocese commitment to providing a safe and secure environment for children and young people.

We can build child safety and wellbeing into all that we do including through our regular meetings, practices, events and communications.

Over the course of the year, Safe Ministry will be providing information via email and the e-Bulletin covering the individual principles and what it means for us.

**DIOCESAN COUNCIL  
POLICY 40.3**



### CHILD SAFETY AND WELLBEING

Approved by Diocesan Council

15 February 2024

#### Contents

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Principle 2 - Taking child participation seriously.....	4
Principle 3 - Involving families and communities.....	4
Principle 4 - Respecting equity and diversity .....	4
Principle 5 - Ensuring that staff are suitable and supported in role .....	5
Principle 6 - Child focused complaint system.....	5
Principle 7 - Ensuring that staff are equipped with knowledge and skills .....	6



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## We're committed to being a child safe organisation

The National Principles for Child Safe Organisations provide a consistent approach to embedding a child safe culture and practices in organisations.

### The 10 National Principles are:

- 1 Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2 Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3 Families and communities are informed and involved in promoting child safety and wellbeing.
- 4 Equity is upheld and diverse needs respected in policy and practice.
- 5 People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6 Processes to respond to complaints and concerns are child focused.
- 7 Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8 Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9 Implementation of the national child safe principles is regularly reviewed and improved.
- 10 Policies and procedures document how the organisation is safe for children and young people.

Practical resources and examples to implement the National Principles are available online.

[www.communities.wa.gov.au/childsafeorgs](http://www.communities.wa.gov.au/childsafeorgs)



DCT25 08 23

The Safe Ministry Team will be working with, and supporting parishes, to build knowledge across the National Principles to ensure we embed a child safe culture and practice across all our parishes.

Useful resources and training is provided online at

<https://humanrights.gov.au/resource-hub/resources-for-organisations-businesses/child-safe-organisations>

# Safe Ministry

## ELDER ABUSE

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Elder abuse affects many older people in our communities. Support is available. Again, if you hold concerns for a person, please reach out to Safe Ministry for advice and support.

Everyone has the right to feel safe and be treated with respect. Unfortunately, some people do not feel safe and experience violence or abuse from someone else.

Elder abuse can include:

- » physical violence,
- » financial abuse,
- » emotional or psychological abuse,
- » social isolation,
- » sexual abuse, and
- » neglect.

WA Elder Abuse Helpline  
and Information Service

1300 724 679

8:30am to 4:30pm Monday to Friday

**Your hair may be grey,  
but your rights are black and white.**

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Diocese of Perth



You can choose how you spend your money.

You can choose where you live.

You deserve to be treated with respect.

You deserve to receive proper care.

You should never be bullied.

**Help Stop  
Elder Abuse**

**Elder Abuse Helpline: 1300 724 679**  
[www.communities.wa.gov.au/elderabuse](http://www.communities.wa.gov.au/elderabuse)

# Safe Ministry

WE ARE HERE TO HELP

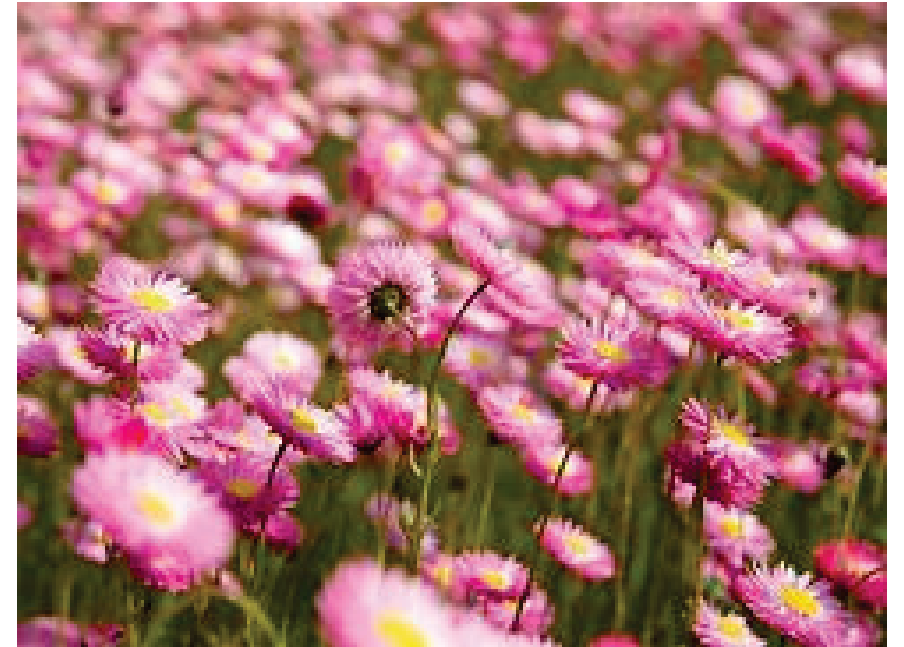
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Knowing where and who to go to for support and advice is an important component of ensuring a safe environment for all.

Safe Ministry are available to answer any questions and provide information and resources.

Reach out and share your concerns or invite us to a Parish Council meeting soon.



# Safe Ministry

THANK YOU

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Thank you to you all for continuing to place the focus on Safe Ministry, thus ensuring we have safe and welcoming places for all to attend, worship and participate.



# Property

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KIRSTEN RHOADES

# Today's Agenda



1. Property Team Updates
2. Winter Housekeeping
3. Launching myBuildings – Our New Property Platform
4. Diocesan Approved Contractors
5. Grant Funding – External Opportunities
6. Rectories – Leased / Landlords Insurance
7. Residential Tenancies Act – Recent Changes



# The Property Team



Oversight	Maintenance / Building	Non Maintenance / Property
<b>Kirsten Rhoades</b> <i>Diocesan Property Services Manager</i>	Tracey Brandt Alex Ruediger <b>Lauren Chisholm</b>	Alex Ruediger Lauren Chisholm Maria Hann
✉ <a href="mailto:krhoades@perth.anglican.org">krhoades@perth.anglican.org</a>	✉ <a href="mailto:parishproperty@perth.anglican.org">parishproperty@perth.anglican.org</a>	✉ <a href="mailto:property@perth.anglican.org">property@perth.anglican.org</a>

☎ 08 9425 7288 ✉ [parishproperty@perth.anglican.org](mailto:parishproperty@perth.anglican.org) Mon–Fri 8.30 am – 5.00 pm

# Winter Housekeeping

## CHECKLIST FOR PARISHES – 2026



<b>Gutters, Downpipes &amp; Roofs</b> Clean regularly to prevent overflow damage. Use safe ladder practices at all times.	<b>Tree Maintenance</b> Prune or remove risky branches before storms cause structural damage or injury.	<b>Leaks</b> Address water leaks immediately. Watch for ceiling stains, wall marks, or mould growth.
<b>Shade Sails</b> Take down and store for winter to prevent damage and extend their lifespan.	<b>Fencing</b> Inspect for wear and tear. Reinforce, repaint, or re-stain. Coordinate repairs with neighbours.	<b>Drains</b> Clear all drainage systems of debris to prevent flooding and health hazards.
<b>Heating &amp; Ventilation</b> Service HVAC systems. Open windows to reduce moisture buildup and prevent mould.	<b>Pest Control</b> Conduct preventative measures against ants, spiders, rodents, and termites.	<b>Electrical &amp; Smoke Alarms</b> Ensure mandatory inspections are current. Replace alarms older than 10 years.

# Winter Housekeeping

## EMERGENCY RESPONSE & CONTACT INFORMATION

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### When Immediate Action is Needed

- Serious roof leaks or storm damage - SES may be required in some instances;
- Flooding or fire damage
- Burst water services or gas leaks
- Blocked or broken toilets
- Dangerous electrical faults
- Failure of essential services (e.g. hot water systems)
- Compromised security (broken locks, windows, doors)
- Property damage posing public safety risks

*Visit the Property and WHS pages on the Diocesan website for updated resources and helpful information.*

### After-Hours Emergency – Make Safe

#### First Priority

Phone: 0417 690 336 / 0414 503 456

Email: [firstpriority@projectmg.com.au](mailto:firstpriority@projectmg.com.au)

*Their role is to secure the property and prevent further damage, not to conduct lasting repairs.*

### Property Team

For quotes, works, or queries about winter preparations:

Email: [parishproperty@perth.anglican.org](mailto:parishproperty@perth.anglican.org)

Phone: 9425 7288

# myBuildings

WHY?



## Parish Property Database (Old)

- Developed in 2014 — now outdated
- No longer supported or enhanced
- Limited functionality & poor usability
- No photo/document upload capability
- Minimal reporting and visibility



## myBuildings (New)

- Modern, supported platform
- Improved ease of use & access
- Better maintenance oversight
- Stronger tracking & compliance
- Supports wardens, contractors & staff

# myBuildings

## WHAT MYBUILDINGS MEANS?

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*A significant step forward in modernising how parish property information is managed  
— improving visibility, accountability, and long-term asset care.*



### **Efficient & User-Friendly**

A more efficient, user-friendly system for parishes and wardens to manage property information.



### **Compliance & Maintenance**

Improved maintenance and compliance management across the entire Diocese.

# myBuildings

## KEY FEATURES & BENEFITS



### Mobile Friendly

Access and manage operations anywhere via mobile browser



### Dashboard Oversight

Real-time visibility of work progress, task status, and performance



### Compliance Mgmt

Automate inspections and monitor contractor compliance



### Reporting & Insights

Powerful reporting tools for performance analysis across parishes



### QR Code Integration

Simplify access for staff, contractors, and the public



### Document Management

Securely store and share key documents with teams

# myBuildings

## HOW TO GET STARTED

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1



2



3



4

### Receive Login

You'll receive your email and password from the Diocese

### Open Browser

Go to the myBuildings login page on any browser

### Sign In

Enter your email address and password to access the system

### Explore Dashboard

Navigate the Warden's Dashboard to view open work requests

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

# myBuildings

## WARDENS DASHBOARD



### Your Central Hub

- View open jobs at a glance for a quick status of current works
- Get full details of each job by clicking on the Job Number
- Open work requests for your parish are displayed automatically
- Click on the underlined Job Code to open an existing work request

### Quick Navigation

[Update My Details](#)

[Work Request System](#)

[Scheduled Maintenance](#)

[Checklist Manager](#)

[Document Library](#)

# myBuildings

## MAINTENANCE & WORK REQUESTS



### Submit

Select site, area, type of work, and provide details. Include photos and non-editable contact info.



### Track & Assign

Set priority levels (Low to Urgent). Jobs auto-assigned to PDT Property contractors by parish.



### Complete & Close

Monitor completion dates, attach invoices, and close out finished work requests.

### Important Details

**Priority Levels:** Low (4 wks) • Medium (2 wks) • High (3 days) • Urgent (1 day)

**Contractors:** Must meet Diocese compliance, insurance, and Workers Comp requirements

**Quotes/Invoices:** Send all to [parishproperty@perthanglican.org](mailto:parishproperty@perthanglican.org)

# Mobile Access

MANAGE MAINTENANCE ANYWHERE, ANYTIME

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## Browser-Based

Access via smartphone, iPad, or tablet — no app install needed



## Photo Upload

Add photos directly from your phone to any work request



## QR Code Sign-In

Seamless contractor check-in via QR code for safety and accuracy

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

# myBuildings

## REPORTING & DOCUMENT LIBRARY



### Reporting & Statistics

- ✓ Extract work requests into Excel or printable running sheets
- ✓ Access Snapshot Dashboard for current data and parish statistics
- ✓ View contractor tracking, activity attendance, and compliance
- ✓ Monitor completion against deadlines



### Document Library

- ✓ Select View Document Library from the main navigation
- ✓ Choose your parish to browse documents
- ✓ Filter by type: Testing, Pest Treatment, Asbestos, RCD, Emergency Lighting, and more
- ✓ Securely stored and accessible anytime

# myBuildings

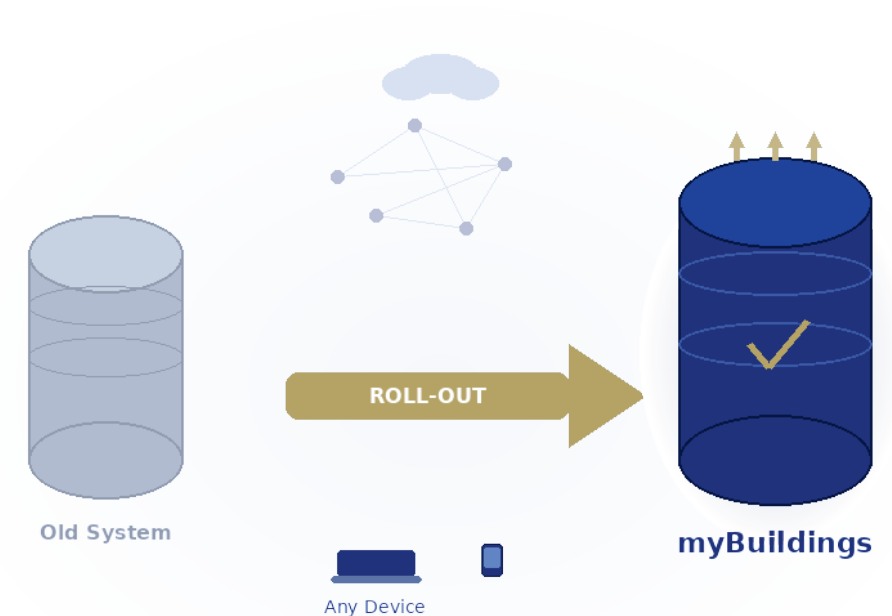
## ROLL-OUT



- Rolled out to Parish Wardens on 1 May 2026
- Onboarding information included a 'How to Guide' provided as pdf. Also available via the Anglican Diocese website [MyBuildings-Wardens-How-To-Guide.pdf](#)
- Online training module included to guide users on how to use the system.

### What does this mean for Wardens?

- Work Requests will now be submitted and updated directly in myBuildings™, improving communication and visibility.
- Contractor invoices will be uploaded to the relevant Work Request within the system.
- No software installation is required — myBuildings™ is accessed via your web browser on any device.



# myBuildings

## ROLL-OUT – NEXT STEPS

Anglican  
Church  
Diocese of Perth



- Parish Wardens – Set Up with Access and Login Details
- Email issued from myBuildings with login details to access new account.
- Password will need to be changed by user

### Login details for Anglican Diocese of Perth

MD myBuildings Login Details <513934@e.mybuildings.com>  
To: O Property

⚠ This sender 513934@e.mybuildings.com is from outside your organization.

You don't often get email from 513934@e.mybuildings.com. [Learn why this is important](#)

**Caution:** This is an external email and has a suspicious subject or content. Please take care when clicking on links.



Anglican Diocese of Perth - Login Details

Dear Kirsten,

Your login account has been created for [pdtproperty.mybuildings.com](http://pdtproperty.mybuildings.com)

**To start using your new account, please click here to set an initial password**

**Email Address:** property@perth.anglican.org  
**Name:** Kirsten Rhoades  
**Phone No:** (08) 9425 7200

# How to get started

## LOGIN SCREEN



Once set up, enter your email address and password

A screenshot of the website's 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 features a login form with two input fields for "Email Address" and "Password". Below the fields is a checkbox labeled "Remember me on this device for 30 days". A dark blue "LOGIN" button is positioned below the form, with a "Reset Password" link underneath it. A small grey button with a person icon and the text "CLICK HERE TO LOGIN VIA ANGLICAN DIOCESE OF PERTH SINGLE SIGN ON" is located at the top right of the form area. The background of the page is a photograph of modern skyscrapers.

Website login link

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

# Diocesan Approved Contractors

## CAN YOU PICK YOUR OWN?



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**.

### To ensure they and maintain:

- Diocesan compliance and risk requirements
- \$20M Public Liability Insurance and Workers Compensation
- Hold and maintain relevant trade licenses
- Work quality and reliability are monitored by the Parish Property Team
- Assist with maintaining warranty of workmanship – difficult to resolve issues if parish arrange works with contractor directly

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

# Grant Funding

## EXTERNAL OPPORTUNITIES



### Grant Opportunities and Application Process

- **Local Government:** Grants available for community projects, including heritage restorations on Municipal Inventories. Contact your local government for details.
- **State Government:**
- Search available grants on the [WA Government website](#).
- Explore funding via [Regional Arts WA](#) for arts and cultural projects in regional Western Australia.
- Heritage conservation grants through [The Heritage Council](#).

### Grant Application Process:

- All applications must be submitted through the Perth Diocesan Trust (PDT), the only entity authorized to sign legal documents - Refer Diocesan Council [Policy 23](#).
- Funds are held in a diocesan account before being allocated to parishes.

# Rectories – Leased

## LANDLORDS INSURANCE



Parish Insurance Covers	Landlords Insurance Covers
Building and contents for fire, storm, earthquake etc.	Loss of rent due to tenant default
Loss of rent following fire, storm, earthquake etc.	Loss of rent following death of tenant
Public Liability	Loss of rent following denial of access
Pet damage	Legal expenses to cover court costs and tribunal fees for loss of rent claims
Tenant damage, including theft	
Drug Lab clean up	

- ✓ If the parish rectory is leased to an outside party, obtaining Landlord insurance is advised but optional.
- ✓ This insurance should be arranged through the Diocese's Residential Property Manager, who can provide a quote for the parish to review.

# Residential Tenancies Act

## RECENT CHANGES TO LEGISLATION



Legislative activity in Australia's residential tenancy sector has risen in recent years, continuing into 2026.

State governments are enacting reforms to enhance tenant security, affordability, and transparency.

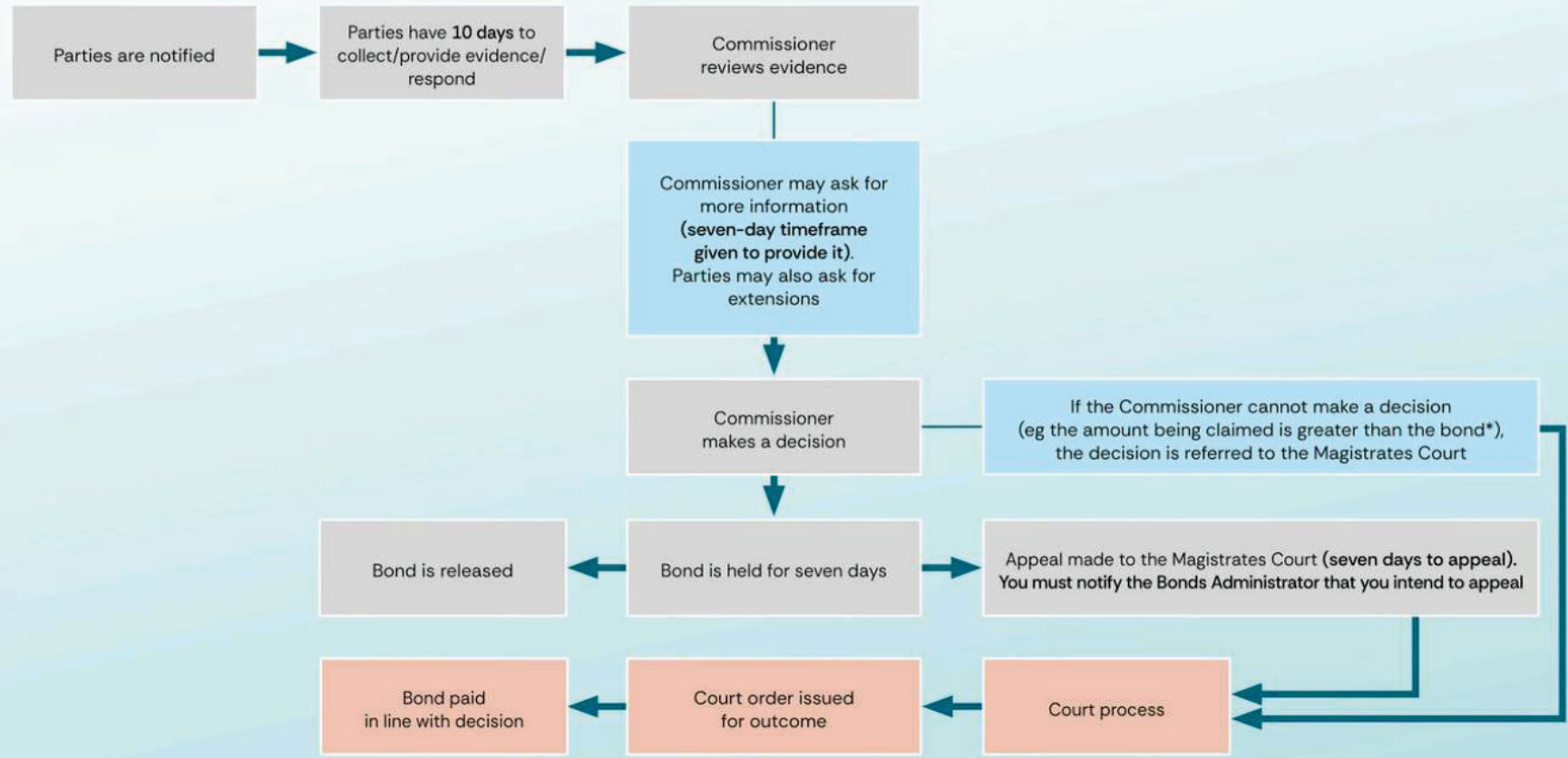
These changes support tenants and impose stricter requirements on landlords, demanding more structured, compliant property management.

Recent changes in Western Australia:-

- A new bond release process is set to be implemented some time in 2026 making it simpler for all users and preventing disputes from proceeding to court.
- Key changes include online independent bond release applications by either party, with disputes decided by the Commissioner for Consumer Protection rather than the Magistrates Court. This will result in faster and cheaper resolutions of bond disputes.
- Licensed Diocesan Appointed Property Managers remain essential to handle legislative changes and safeguard parishes and landowners.

# Commissioner determination process

Bond release  
process  
28 March 2026



\* If the claim is more than the bond, the lessor will have the choice of going through the Commissioner determination process to claim up to the bond and the remainder in court, or pursue the full amount in court.



# Parish Finance

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TORSTEN MARSDEN, DIOCESAN CFO



# Parish Finance

## AGENDA



1. Parish Annual Financial Returns
2. Diocesan Assessments
3. Land Tax Exemptions
4. Software License Discounts

Don't forget!  
Finance resources  
on the Diocesan  
website

A screenshot of a website page titled "Finance". The page contains the following text: "This section contains useful information and resources to assist parishes and treasurers to foster good financial in financial matters." Below the text is a photograph of hands working at a desk with a laptop and a calculator. At the bottom of the screenshot, there is a "Read more" link and a hamburger menu icon.

# Parish Finance

## ANNUAL FINANCIAL RETURNS



- Instructions, templates and guidance on Diocesan website:  
[Annual and Financial Returns Form 2025-2026](#)
- Audit, Review or Examination of annual accounts
- Guidance for Independent Examiners:
  - [Guidelines for Independent Examiners](#)
  - [Example Examiner's Report](#)
- Due date: 31 July 2026

### FORM AR25-04 Parish Annual Financial Return Worksheet



- Welcome to our Annual financial return form.
- We aim to continually improve Parish Annual Financial Reporting and welcome feedback on your experience.
- This form will step you through the information required to be reported in order to calculate your Parish's assesment contribution in accordance with Part 14 of the Parish Governance Statute 2016 "PGS 2016".
- We have included specific references to the PGS 2016 throughout the form to assist you. However, please do not hesitate to refer to the PGS 2016 should you require further guidance.

# Parish Finance

## ANNUAL FINANCIAL RETURNS



### Rectory Income Deductions

Calculation of net rental income from rectories is after deduction for:

- a) Housing allowances paid to a permanently appointed rector or priest in charge; and
- b) Rent paid on behalf of a permanently appointed rector or priest in charge;

subject to:

- i. The deduction in respect of housing allowances or rent paid being limited to the prevailing Diocesan housing allowance; and
- ii. The total of all expenses deducted being limited to the rectory income received.

# Parish Finance

## DIOCESAN ASSESSMENTS



Diocesan Council assesses each parish upon its income

Assessment is payable on Ordinary Income at 15% and Commercial Income at 35%

Certain ordinary income is assessable the net income e.g., fetes, rectory rental, op shops.

Income from some sources is exempt such as Diocesan Grants, GST refunds, funds raised for Capital Projects approved by Diocesan Council

Deductions are made for specific items, including a standard deduction of \$15,000 against ordinary income, donations to mission agencies e.g., EcoCare.

Assessment is payable in monthly instalments based on the estimated assessable income for the year.

Instalments are required to be paid by Direct Debit to Diocesan Council.

For further information: [Finance - Diocesan Assessments](#) / [Parish Governance Statute 2016](#) (Part 14)

# Parish Finance

## DIOCESAN ASSESSMENTS



### Assessment Adjustment – Prior Year

	Assessment Amount	Assessment Invoices Raised by Diocese	Assessment Payments Received	Balance Payable by Parish
Estimated Assessment for 2025/26	\$12,000	\$12,000	\$11,000	\$1,000
Actual Assessment for 2025/26 (From Return)	\$15,500			
Assessment Adjustment	\$3,500	\$3,500	\$-	\$3,500

# Parish Finance

## DIOCESAN ASSESSMENTS



### Assessment Adjustment – Current Year

	Assessment Amount	Assessment Invoices Raised by Diocese	Assessment Payments Received	Balance Payable by Parish
Estimated Assessments (May – Sept at 2026/27 Estimated Amount)	\$5,000	\$5,000	\$5,000	\$-
Estimated Assessment for 2026/27 (Based on Prior Year Annual Return for 2025/26)	\$15,500			
Assessment Due for Balance of 2026/27 (October – April)	\$10,500			
Revised Monthly Assessment Invoices (\$10,500 / 7 months)		\$1,500		

Each parish must pay monthly by direct debit one-twelfth of the annual budgeted ordinary income component and one-twelfth of the commercial income component of the assessment (if any).

# Parish Finance

## LAND TAX EXEMPTIONS FOR RELIGIOUS BODIES



Exemption available for land used by religious bodies for religious purposes, including a site for a church or chapel, for public worship, for educational purposes or for the residence of a minister of the religious body

An exemption is not available for parish:

- Land upon which a rectory is located, if the property is rented as residential accommodation for example whilst not being used by the parish priest
- Land which is used for other purposes, such as for commercial premises, that is not used for religious purposes

The exemption is determined as at 30 June of the prior year and applies for the whole of the subsequent year.

# Parish Finance

## LAND TAX ADMINISTRATION



The Perth Diocesan Trustees as legal representative of the Diocese and registered landowner are responsible for the administration of Land Tax

Land Tax assessments are sent to the Diocesan Office by the WA Office of State Revenue and are checked for correctness

The Land Tax is invoiced by Diocesan Office to the Parish, who can choose to pay the land tax by one of the instalment payment options available

- When land changes use, either becoming exempt or non-exempt, at the time of the change contact the Finance Team in Diocesan Office ([accounts@perth.anglican.org](mailto:accounts@perth.anglican.org))
- The Finance Team will lodge an application for exemption with the Office of State Revenue as required

Change of Use Form: [Declaration - Land Tax Exemption](#)

# Parish Finance

## SOFTWARE LICENCES

### Microsoft NFP licensing:

Business Basic Plan at no cost

Includes web versions of Word, Excel, Outlook

[Microsoft 365 Business Plans and Pricing | Nonprofit](#)

### Xero licensing:

NFP pricing discount of 25%

Currently offering 80% discount for first 3 months

Plans from \$75 per month

[Pricing Plans | Xero AU](#)

ACNC registration certificate required – contact Diocesan Office Finance.



### Microsoft 365 Business Basic (Nonprofit Staff Pricing)

Lightweight web and mobile apps to kickstart your nonprofit

## Grant

Free up to 300 users

Get started

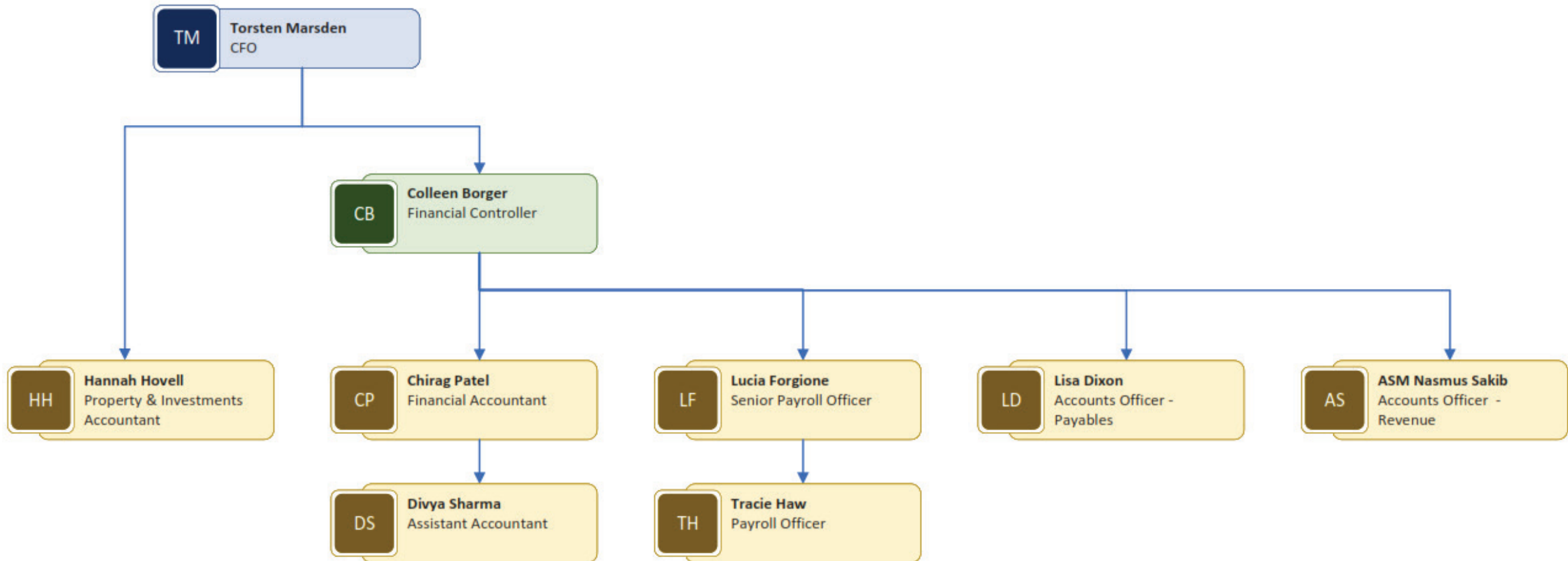
Learn more

#### Plan highlights:

- ✓ Identity and access management for up to 300 users
- ✓ Web and mobile versions<sup>3</sup> of Word, Excel, PowerPoint, and Outlook
- ✓ Custom business email (you@yourbusiness.com)
- ✓ Chat, call, and meet with Microsoft Teams
- ✓ 1 TB of cloud storage per user
- ✓ 10+ additional apps for your business needs (including Microsoft Bookings, Planner, and Forms)
- ✓ AI chat experience with web grounding, writing assistance, data analysis, and access to agents<sup>4</sup>
- ✓ Automatic spam and malware filtering
- ✓ Anytime phone and web support

# Parish Finance

## DIOCESAN FINANCE TEAM



# Parish Finance

## CONTACT INFORMATION

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Anglican  
Church  
Diocese of Perth



**Phone:** (08) 9425 7200

**Accounts:** [accounts@perth.anglican.org](mailto:accounts@perth.anglican.org)

**Payroll:** [payrollenquiries@perth.anglican.org](mailto:payrollenquiries@perth.anglican.org)

**ACF:** [info@anglicanacf.com.au](mailto:info@anglicanacf.com.au)



# Questions

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# Summary of Discussions & Questions

## PARISH ADMINISTRATION



### ANNUAL MEETINGS

- 4 weeks notice required and a Warden/Bishop or Archdeacon can chair if approved by the Archbishop.

### LEADERSHIP

- Wardens to encourage clergy leave as the parish holds all relevant responsibilities associated with leave accruals.
- Parishes who have issues regarding Clergy supply and Locums can contact Archdeacon Angela Webb to access the pool of supply.
- Consider your Parishes ability to hold Services in the absence of Clergy via Lay Parish Ministers

# Summary of Discussions & Questions

## FINANCE



### ASSESSMENTS

There is no form to have your monthly direct debit altered as the assessments are based on previous year estimates and are only altered at the end of the financial year when actuals are submitted.

The best advice to be given is to have either

- a second bank account set up for exceptional expenses or
- Invest your money in a term deposit

**Note:** that any assessment payments received by the PDT Finance team, which are over and above the monthly direct debit amount recorded, will be returned.

Electrical rebates are not treated as Income, i.e. Installation of Solar

# Summary of Discussions & Questions

## FINANCE

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### **BOOKKEEPING**

Parishes are able to outsource their bookkeeping to fill reporting requirements.

There is no mandate that requires the use of an accounting software package as long as accurate & complete financial records are kept and GST is accounted for.

Consideration to be given to the use of an excel spreadsheet is if can fulfill your financial reporting requirements

# Summary of Discussions & Questions

## IT



### SOFTWARE

- As there are over 100 Parishes who all have different ways of achieving outcomes so having one system for recording council minutes at Parish level which interfaces with PDT is not a priority at present.
- The vision is for this area of our organisation to evolve as we explore mainstream system and data management.

# Summary of Discussions & Questions

## GOVERNANCE



### PLANNING

- Parish succession planning should be undertaken in discussion with your Archdeacon/Assistant Bishop. PDT staff should be utilised for specifics in areas such as property, finance and risk etc.

### ARCHIVES

- Records should be stored in a central area, be easily accessed and unable to be changed (Refer to Statute).
- There is no obligation to have parish minutes printed & bound
- Financial records should be kept for a minimum of 10 years before being destroyed.
- It is essential that Parish Records capture the life of the parish for historical purposes.

# Summary of Discussions & Questions

## SAFE MINISTRY



- Safe Ministry contact positions are appointed not elected, do not have a set term or a formal job description and should undertake their induction via PDT Safe Ministry (contact Yvonne).
- The appointed person is to be noted on the Leadership return.
- There is no requirement for LA's to undertake WWC checks as at present the screening unit are happy with warden's and LPM's at a parish level.

# Summary of Discussions & Questions

## PROPERTY

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- Landlords Insurance costs approximately \$300/year and covers Loss of Rent claims. Perth Property Management(PPM) can help with quotes for Landlords Insurance.