



# ACCOMMODATION POLICY & PROCEDURE

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## 1 PURPOSE

- 1.1 To outline the expectations of the Diocese of North West Australia (“the Diocese”) for the accommodation of its paid, licenced church workers, especially clergy.

## 2 SCOPE

- 2.1 All ministry centres in the Diocese.

## 3 POLICY STATEMENT

- 3.1 It is condition in all appointments of clergy in the Diocese that a suitable house be provided and maintained by the ministry centre. Incoming Ministers should occupy the housing provided.
- 3.2 The recommended standard of housing for Ministers described below will serve as a guideline for the maintenance and improvement of existing residences as well as in designing new residences.
- 3.3 Before commencing a new build, the ministry centre governing group should refer to the Building Proposals Policy and the Ministry House Design Guidelines.

## 4 PROCEDURE

### Housing Standard

- 4.1 All new buildings are to be constructed in accordance with the relevant building standards, including access for disabled persons.

#### House Design

- 4.2 It is recommended that each house is to be designed to allow separate areas for work and family use and to contain:
- four bedrooms, with two large enough to contain a double bed;
  - a study;
  - a kitchen, including sink and stove;

- a bathroom, including bath;
  - one separate toilet;
  - an ensuite with shower and toilet;
  - a family room (or separate dining room);
  - a lounge room, and
  - a laundry.
- 4.3 Planning and design is to incorporate the use of available local natural resources such as rainwater, solar water-heating, and insulation to minimize the costs of heating and cooling. Particular care should be taken concerning the orientation of the house on the site.
- 4.4 Adequate provision is to be made for heating and cooling (e.g. reverse cycle air conditioning).
- 4.5 A fenced area to keep young children and pets safe should be provided.
- 4.6 Windows and doors are to have adequate insect/security screening.
- 4.7 In cyclone-prone areas, windows are to have cyclone screens.
- 4.8 A clothesline and a TV antenna (or similar) are to be installed.
- 4.9 A garage or carport is to be provided.
- 4.10 A lockable garden/tool shed is to be installed.

### **Furnishings**

- 4.11 Provision is to be made for adequate floor and window coverings, light fittings, and sufficient power points;
- 4.12 Some furniture is to be built-in, e.g. a linen press, kitchen and laundry cupboards, pantry, and wardrobes in two bedrooms;
- 4.13 The study is to have at least 15 linear metres of bookshelves, and a lockable filing cabinet.
- 4.14 The house should be partly furnished, e.g. with a refrigerator, washing machine, dining table, lounge and at least one (double) bed.

### **Parish Responsibility**

- 4.15 The ministry centre governing group is responsible for ensuring that the house is kept in good order.
- 4.16 It is recommended that the ministry centre governing group establishes a sub-committee or working party comprising both men and women for maintaining the house and planning upgrades.
- 4.17 The ministry centre is responsible for the cost of providing all utilities, e.g. electricity/gas, telephone and internet connections.

### **Tenant Responsibility**

- 4.18 It is the responsibility of the ministry family/tenant to keep the house and its grounds in good order.
- 4.19 The ministry family/tenant is responsible for personal telephone calls in excess of local calls and should reimburse the parish for such calls.
- 4.20 The ministry family/tenant is responsible for making good any damage to the property caused by pets, including the grounds, buildings and contents.
- 4.21 The ministry family/tenant is responsible for ensuring that the actions of persons occupying the premises do not bring the property into disrepute including anything that is unlawful.

### **Clergy Living in Own Residence**

- 4.22 Ministry families (including those working part-time) are expected to live in the accommodation provided by the parish/ministry centre. There may be certain circumstances, however, where a ministry family will live in other accommodation; such as:
- Where the parish or diocese does not own suitable accommodation. If the clergy person has suitable accommodation they will be permitted to live in that accommodation and will receive a housing allowance. The housing allowance is currently \$15,924 per annum. However, it may be negotiated. A

basis of negotiation might be on the rental value of the parish residence or another similar residence in the absence of a parish residence but must not exceed 75% of the current rental value of the district in which the house is situated. The parish and clergyman will negotiate the value of the housing benefit in consultation with the Bishop and the Registrar based on the circumstances.

- The Minister asks the parish or diocese for permission to live in their own accommodation when a parish residence is available. If the Bishop, Archdeacon, and parish agree to this request, the housing allowance will be based on two-thirds of the estimated rental value of the parish residence, but must not exceed 75% of the current rental value of the district in which the house is situated. The housing allowance should not exceed the amount the ministry centre would have to pay if its residence was occupied, nor should the amount provide a financial incentive for clergy to opt for this arrangement.
- The housing allowances referred to above should be provided as exempt benefits and paid to third parties. Cash payments made directly to Ministers are not exempt benefits and will be treated as taxable income.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

5.1 Ministry centre governing groups are responsible for complying with this policy and procedure.

### Reporting

5.2 The governing group will report to the Registry on compliance with this regulation and the Registrar will report to the Diocesan Trustees; and as necessary the Diocesan Council.

### Records management

5.3 The Registry maintains all records relevant to administering this policy using its recordkeeping system.

## 6 DEFINITIONS

6.1 Terms not defined in this document may be found in the Diocesan Glossary.

## 7 RELATED LEGISLATION AND DOCUMENTS

Diocesan Trustees Statute 1961

Parochial Statute 2017

Property Development Policy

Ministry House Design Guidelines

## 8 FEEDBACK

8.1 Church members may provide feedback about this document by emailing [registrar@anglicandnwa.org](mailto:registrar@anglicandnwa.org).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Diocesan Registrar
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Notes	This document consolidates and replaces the Housing Policy for Clergy, which was part of the Administration Manual last updated on 20/02/2017.