



PROPERTY MAINTENANCE POLICY AND PROCEDURE

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1 PURPOSE

- 1.1 To ensure all church-owned or church-managed property is maintained in a good condition so that it is both fit for purpose and it provides a good impression of the Diocese of North West Australia (“the Diocese”).

2 SCOPE

- 2.1 All ministry centres in the Diocese.
- 2.2 All members of governing groups, particularly:
- Diocesan Trustees and the Diocesan Registrar;
 - Churchwardens and Parish Councils;
 - Management Committees and Boards;
 - Ministers-in-Charge, Chaplains and CEOs.

3 POLICY STATEMENT

- 3.1 All church-owned or church-managed property must be:
- inspected at least annually by the governing group or its delegate(s);
 - well-maintained with a view to function, safety and appearance;
 - repaired, as necessary, in a safe, timely and responsible fashion.

4 PROCEDURE

The Registry

- 4.1 The Registry will maintain a Diocesan Property Register and ensure it is updated regularly.
- 4.2 The Registry will provide reports on property maintenance to the Diocesan Trustees, the Diocesan Council and the Synod whenever these bodies meet.

Ministry Centres

- 4.3 Each ministry centre will maintain a register of property. It will include records of property inspections maintenance and repairs. These records should be kept for at least ten years. The governing group or person in charge will provide these records to the Registry as required.
- 4.4 The governing group will ensure that all church-owned or church-managed property is inspected annually. To facilitate this, the inspector(s) will use the Property Inspection Checklist (attached).
- 4.5 The governing group will ensure that all church-owned or church-managed property undergoes annual testing by a licensed technician, and that necessary repairs are organised immediately. This will include:
- electrical, especially residual current devices (RCDs);
 - plumbing, especially hot water service sacrificial anodes;
 - fire safety equipment, especially fire extinguishers and smoke detectors;
 - air conditioners, especially the air filters; and
 - pests and vermin, especially termites.
- 4.6 The governing group will ensure that all church-owned or church-managed property is built (or there is a plan to upgrade it) to comply with Australian Building Codes. This will include:
- exit doors and signs
 - numbers of toilet facilities (WC pans, urinals and wash basins) for the number of building occupants;
 - toilet facilities for people with disabilities (see AS 1428.1 – 2009);
 - doors to toilet cubicles that allow access and removal of an unconscious person;
 - toilets that have sufficient light and ventilation;
 - where toilet facilities are internal to the building as a whole, they are separated from meeting areas by an airlock; and
 - RCDs are installed in each building, including residential accommodation.
- 4.7 The governing group will ensure that all church-owned or church-managed property complies with (or there is a plan to comply with) local government regulations. This will include:
- hall kitchen, e.g. Council health standards; and
 - parking bays, e.g. correct number of bays and bays for people with disabilities.
- 4.8 The governing group will arrange payment for all maintenance and repairs.
- 4.9 Where maintenance or repairs involves an alteration to any part of the fabric of a church, the governing group will obtain a Faculty from the Diocesan Trustees (see *Parochial Statute 2017*) before the alterations are made.
- 4.10 In accordance with the *Church Property Maintenance Statute 1961*, the governing group will provide a report to the Diocesan Trustees, in May or June each year, of the conditions of all church property.

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

Government legislation:

Occupational Safety and Health Act 1984 (WA)

Occupational Safety and Health Regulations 1996

Fire and Emergency Services Act 1998 (WA)

Electricity Regulations Act 1947 (WA)

Heritage Act 2018 (WA)

Church legislation:

Church Property Maintenance Statute 1961

Parochial Statute 2017

7 FEEDBACK

7.1 Church members may provide feedback about this document by emailing registrar@anglicandnwa.org.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Diocesan Registrar
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Approval and Amendment History	Details
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Notes	This document should be read in conjunction with the Parochial Statute 2017, especially sections 41 and 53-54.

9 APPENDIX

Property Inspection Checklist