



ANGLICAN CHURCH
PROPERTY TRUST
DIOCESE OF SYDNEY

Preventative property maintenance – information for Parish Wardens

When contacted by parish representatives for advice about property maintenance, the Anglican Church Property Trust Diocese of Sydney (“ACPT”) has historically encouraged parishes to have a preventative maintenance programme in place for all the property under the control of the parish. The rationale for this is that such a programme can often mitigate the prospect of the parish facing unplanned or unbudgeted (and often expensive) expenditure required to maintain parish property by identifying issues well before they become very expensive to rectify.

The ACPT Board recently resolved that a more proactive approach is warranted in relation to maintenance of parish property. This view was taken in the light of a report that was commissioned by a specific parish in respect to the parish property assets that will greatly assist with the management of those properties. Accordingly, the Board of the ACPT has determined that parish wardens consider engaging an independent property consultant to review and recommend a capital maintenance strategy for all the property (land and buildings) controlled by each parish.

However, before engaging an independent consultant, wardens may wish to refer to a series of (free) property maintenance documents that have been prepared by the Heritage Branch of the NSW Department of Planning. Whilst specifically prepared with heritage-style buildings in mind, the, “Maintenance Series” documents contain useful strategies for maintaining buildings of various types. Topics covered in the Heritage Branch’s “Maintenance Series” include, “Preparing a Maintenance Plan”, “Inspection Schedule”, and “Documenting Maintenance and Repair”.

The, “[Maintenance Series](#)” can be accessed via the following link –

http://www.heritage.nsw.gov.au/03_index.htm#maintenance

In the event that wardens determine to engage an independent consultant to inspect a parish’s property assets, it is recommended that a fixed-fee proposal be obtained from the consultant for the preparation of a preventative property maintenance schedule.

If you would like to discuss preventative property maintenance of parish property, please contact the ACPT Manager for your region -

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Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Ellem', with a horizontal line extending to the right.

GREG ELLEM
Head of ACPT
Anglican Church Property Trust Diocese of Sydney

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