

**St John's Anglican Church Canberra
Parish Council
Property and Maintenance Committee (P&M)**

Terms of Reference Revised April 2018

1. To support the Wardens and Parish Council in their role to manage the property held for the sole benefit of St John's Canberra by the Diocesan Anglican Church Property Trust.
2. To help the Parish make effective and efficient use of its property and resources in fulfilling its mission.
3. To implement an ongoing maintenance plan for the precinct: the Church, the hall and offices, the residences and the grounds utilizing the Facilities Management Plan and the Landscape CMP and the Built Structures CMP.
4. To coordinate the day to day maintenance of the precinct including, but not limited to, repairs as needed to its building stock, and to keep the site in a condition that meets the parish's obligations to its parishioners, stipendiary staff, employees, volunteers and visitors.
5. To respond to requests for maintenance by the Parish Council and the Parish Administrator.
6. To liaise with other committees of Council whose Terms of Reference include care of aspects of the precinct, including but not limited to the Finance Committee in terms of budgeting, the Hon Administrator of the Churchyard in terms of its maintenance, the Environment Committee in terms of the care of environment, the Risk Advisory Committee in terms of physical risks and the Schoolhouse Museum Board of Management.
7. To provide a report to the Parish Annual General Meeting