



Uniting Church in Australia  
SYNOD OF VICTORIA AND TASMANIA

# INTRODUCING PURCHASE ORDERS





## Advantages of a Purchase Order

A purchase order is a particularly useful document for church councils seeking to engage contractor services for maintenance or minor building work. The Responsible Body Purchase Order (RBPO) is a short form legally binding contract that has been developed to enable church councils to confidently manage building contractor administration. The Responsible Body Purchase Order details the services and or goods that the church council seeks to receive for an agreed price and the terms of the agreement.

### Some of the benefits to using the Responsible Body Purchase Order include:

- ▶ A consistent method of entering into purchasing agreements across the Uniting Church in Australia Victoria and Tasmania, whereby terms and conditions have been prepared by UCA legal services in accord with best practice
- ▶ Church councils can achieve a fair and equitable agreement with building contractors with the Responsible Body Purchase Order recording the terms and conditions of the agreed works. The RBPO gives greater protection to church councils in managing budgets, timing and risk when compared to the absence of a formal arrangement or supplier prepared agreements
- ▶ The building contractor is formally advised through the Responsible Body Purchase Order as to the UCA policy of Occupational Health and Safety (OHS) inductions, where all workers and subcontractors are required to complete an online induction before commencing the work along with the building contractor's obligations to OHS legislation to ensure control measures are in place to reduce risk of harm to workers and all persons in the vicinity of the building work.

- ▶ The Responsible Body Purchase Order provides a clear statement as to the expected outcomes of quality, quantity and consumer care in the delivery of the maintenance or building work.

### There are two forms of the Responsible Body Purchase Order

- a) General Maintenance and Building Work
- b) Fencing

## Approvals Process

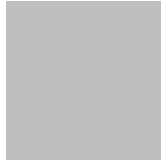
The Responsible Body Purchase Order has been developed to assist church councils enter into maintenance and minor building contract arrangements for work that does not exceed a value of \$50,000 subject to the Uniting Church in Australia Regulations and policies.

## Preparing for Maintenance or Minor Building Work

Property Services has prepared a series of guidance brochures to assist church councils plan minor and major building projects.

A particularly helpful document is titled *Planning a Building Project*. This informative document shares key information, whether preparing for maintenance, a minor or major building project.

A building contractor step guide titled *Attention all Building Contractors Preparing Quotations* has been produced with the aim to assist building contractors prepare quotations and maintain the goal of completing a successful building project for the congregation.



## HOW TO COMPLETE A RESPONSIBLE BODY PURCHASE ORDER

Insert name of contractor/service provider

Insert name of congregation and contact information

Insert ABN

Insert applicable builder registration number, plumbing licence number, etc, relevant to the works

If you need help completing this purchase order, please contact Property Services

Insert the amount payable to the contractor or how it is calculated.  
A fixed lump sum price is recommended, not hourly rates.

Insert a short description of the works and or services. This may include the reference number and date of the agreed quote

Insert details of the site where the works are to be performed

| RESPONSIBLE BODY BUILDING WORKS PURCHASE ORDER  |   | <b>Uniting Church in Australia</b><br><small>SYNOD OF VICTORIA AND TASMANIA</small> |
|---|---|---|
| <b>PARTIES</b>  |   |   |
| Responsible Body: (Church)  | ABN:  |   |
| Mailing address:  | Email:  |   |
| Telephone:  | Church's representative:  |   |
| <b>Contractor:</b>  | ABN:  |   |
| Mailing address:  | Email:  |   |
| Telephone:  | Contractor's representative:  |   |
| Practitioner registration or licence number]  |   |   |
| The Contractor agrees to perform the works and/or services comprising the 'Works' for the Church in accordance with this Purchase Order, including the attached Terms & Conditions. |   |   |
| <b>DETAILS</b>  |   |   |
| <b>Works:</b>   | <b>Fee:</b>   |   |
| <b>Site:</b>  | <b>Timing:</b>  | Commencement of Works:<br>Completion of Works:                                      |
| <b>Insurances and other Contractor Obligations:</b>   | <p>The Contractor must obtain and maintain for the term of this Agreement:</p> <ul style="list-style-type: none"> <li>(a) public liability insurance for not less than \$20 million (licenced contractor) in respect of any single occurrence; and</li> <li>(b) workers' compensation insurance as required under workers compensation legislation.</li> <li>(c) To general construction, a current commercial building practitioners registration (commercial builders licence) to plan and oversee general construction work for a Class 9b, Church or Hall, and to carry out any electrical, mechanical, plumbing, air conditioning or other licenced work, maintain a current licence to perform the work.</li> </ul> <p><b>The Contractor must provide the Church with evidence of current registration, licence and insurance prior to commencing the Works and whenever requested.</b></p>   |   |
| <b>Special conditions:</b>  | <ul style="list-style-type: none"> <li>(d) The Contractor must obtain from the Church any town planning and or building permit approvals applicable to the works. The Contractor must make its own enquiries to any relevant authority to confirm regulatory obligations or seek the support of UCA Property Services, email: <a href="mailto:property@victas.uca.org.au">property@victas.uca.org.au</a>. If there is a change to the scope of work requiring amendment to statutory approvals or otherwise carry out the scope of works in accordance with the Building Act 1993 and Regulations 2018 and relevant codes of practice, the NCC and Australian standards.</li> <li>(e) All work above 2 metres, such as work on a roof, is high risk work to which a Safe Work Method Statement is required under the Victorian OHS legislation. To all high risk activities the Contractor is required to supply a SWMS to the UCA-OHS Safety Officer, Cameron Walker, phone 0429 474 091 or email: <a href="mailto:cameron.walker@victas.uca.org.au">cameron.walker@victas.uca.org.au</a></li> <li>(f) A Contractor carrying out work to any structure must obtain from the Church the Asbestos Register and consult with the Church as to access and security arrangements. If the scope of work to be performed includes the removal of asbestos, it is the safety policy of the UCA that asbestos must be removed by a licenced asbestos removalist (no minimum m2) and a clearance certificate supplied by an independent Occupational Hygienist.</li> <li>(g) The Contractor must ensure that all of its employees, agents and contractors performing the Works at the Site have been appropriately trained and inducted on safe work practices and workplace health and safety before they commence the work, including having completed the UCA online induction course – <a href="http://www.inductme.com.au/uca">www.inductme.com.au/uca</a>.</li> <li>(h) For the purpose of section 26 of the Occupational Health and Safety Act 2004 (Vic) and Division 2 (Subdivision 2) of Part 5.1 of the Occupational Health and Safety Regulations 2017 (Vic), the Contractor has sole management and control of the Works and for ensuring that the workplace and the means of entering and leaving it are safe and without risks to health and the Church appoints the Contractor, and authorises the Contractor to manage and control the site, as the principal contractor for the construction work to be performed as part of the Works.</li> </ul> |   |
| <b>Church Council</b><br>Signature:   | <b>Contractor</b><br>Signature:   |   |
| Name:   | Name:   |   |
| Date:   | Date:   |   |

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