



Engaging a Contractor for:

Church Council managed Building Projects and/or Maintenance Works associated with a Church, Hall, Carpark or Manse

Prior to planning or commencing any maintenance and/or building works, Congregations are required to contact Property Services to discuss and take guidance on the planning and contracting of any works, regardless of the financial cost estimate. This is to ensure compliance and appropriate scope of all works, as well as ensuring fair and reasonable costing by potential service providers.

For an initial conversation and advice please contact one of the Property Services Project Managers;

Mark Buchanan

mark.buchanan@victas.uca.org.au or 0407 266 623 or

Costas Englezos

costas.englezos@victas.uca.org.au or 0487 605 192

Please note that;

- Works above \$20,000 require Presbytery approval.
- Works to be funded by Property Sales Proceeds (PSP) or a Grant, regardless of value, require PART approval.
- Works to be funded by Congregation reserves above \$50,000 require PART approval.
- Works requiring a Building Permit require PART approval.

Documents to be supplied by Church Council to the Commercial Contractor or Builder:

- UCA Purchase Order.
- Contractor Guide to Projects Form.
- Project design documentation and as applicable town planning and building permits.
- Current Div 6 Hazardous Materials Audit Report (Asbestos) – if the Church Council does not have a current audit to provide to a Contractor, this can be arranged with the UCA OHS Co-Ordinator Chris Adamidis (chris.adamidis@victas.uca.org.au or 0458 591 507). A Contractor must not be engaged without a current Audit Report.
- UCA - OHS Contractor & Tradesperson Safety Handbook



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Mission Resourcing Unit

Property Services



Documents to be supplied by the Commercial Contractor or Builder prior to Church Council issuing Purchase Order:

- Commercial Builders Registration number and expiry or Commercial Contractors trade License number and expiry
- Induction - all people performing work must complete a current UCA online induction prior to commencing the work. A link to the Contractor Induction can be obtained by contacting Hammad Hussain - hammad.hussain@victas.uca.org.au or 0473 668 253.
- Safe Work Method Statement (SWMS) for any high-risk work. Any work requiring SWMS, Property Services should be contacted prior to work commencing.
- WWC - any person working in the vicinity of children must hold a current Working with Children Check
- Insurance – current Public Liability insurance, Contract works insurance and current Workcover insurance policy document.

UCA Property Services can assist with all property matters including the preparation of building contracts.

Please do not hesitate to contact the Property Services team:

Telephone: (03) 9116 1956

Email: property@victas.uca.org.au

Version control	
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