

## **Engaging a Contractor :** **Church Council managed Building Projects** **Works associated with a Church, Hall or carpark**

***Works above \$20,000 require Presbytery approval. Works to be funded by PSP or Grants regardless of value require PART approval. Works to be funded by Congregation reserves above \$50,000 require PART approval.***

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

- Responsible Body 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 OHS Safety Officer, Cameron Walker. A Contractor must not be engaged without a current Audit Report.
- UCA - OHS Contractor & Tradesperson Safety Handbook
- Code of Compliance – Prevention of Falls in General Construction - the Church Council is responsible for the 'Workplace', the Church Council must ensure that all high risk construction work, including where there is a risk of a person falling more than two metres, is not performed unless a safe work method statement (SWMS) is prepared before the work starts.

### 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 Licence number and expiry
- Induction - all persons to perform work must hold a current UCA online induction prior to commencing the work.
- Safe Work Method Statement (SWMS) for any high risk work.
- WWC - any person working in the vicinity of children must hold a current Working with Children Check
- Insurance – current Public Liability 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](mailto:property@victas.uca.org.au)*