Planning a Major Building Project

Mission Resourcing
Property Services

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Ten Steps to Project Success

1. Complete Form 1 Getting Started
   - Informs the Presbytery of the proposed idea
   - Initiates a ‘Pre-Application Meeting’ between Congregation, Presbytery and Property Services
   - New work must be undertaken to current standards
   - Supports relevant information for the beginning of a building project to inform on function and needs

2. Pre-Application Meeting takes place
   - Church Council advises on mission objectives
   - Church Council and Presbytery inform on financials and funding
   - Presbytery advises as to Property for Mission Workbook
   - Property Services provides advice to property and building investigations
   - Property Services provide advice on financial matters

3. Preparation and Investigation
   - Existing buildings to be retained in the project to be inspected by a Registered Building Surveyor to inform on what needs to be done to comply with building regulations.
   - Appointment of a Registered Building Surveyor by owner should not be linked to design
   - Existing buildings may require other unique investigations such as Structural Engineering, Fire Safety, Fire Services, Disability Access consultancy

4. Property Services Report
   - Reviews investigations and findings of Step 3
   - Advises on process and timeframe
   - May include a project feasibility and funding advice
   - May recommend the development of a Business Case (Form 2B)
   - May include fee proposals to support design and other consultancy
   - PCG to seek approval of Church Council to proceed to design

5. Design Engagement
   - Brief to Architect or Design Consultants that considers all essential information arising from Step 3 and Step 4
   - Architect and Design Consultants engaged to UCA Legal Services contract document
   - Architect or Designer must design to comply with all parts of the Building Code of Australia (NCC) and Australian Standard AS1428.1

6. Statutory Approvals
   - May include contributions and authority fees in order to achieve town planning and building permit (if applicable to the building work)
   - Statutory approvals may involve adjoining owners or other interested parties

7. Tender Process
   - PCG to seek approval of Church Council to proceed to Tender
   - Tender to achieve minimum two competitive quotations (cost assessment may be supported by a Quantity Surveyor prior to tender)
   - Quotations to be based upon a building permit approved design (if applicable)
   - Quotations to be inclusive of all safe work requirements eg safety protections for working at height

8. Complete Form 3H Build Application
   - PCG to review Tenders and make recommendation to Church Council
   - Church Council to approve Form 3H and update Congregation
   - Presbytery to review and approve Form 3H and lodge application to PART
   - PART to review and approval Form 3H

9. Project Pre-start
   - PART to formally advise of approval to Church Council and Presbytery and inform as to building contract
   - Church Council to update Congregation

10. Contractor Engagement
    - PCG to inform successful Contractor
    - Contractor to consult with OHS Safety Officer on Safe Work Procedures and Inductions prior to commencing work
    - Contractor to prepare Safe Work Procedures and Inductions prior to commencing work
    - Church Council to inform UCA Insurance as to building activity

*For advice on Planning a Building Project contact UCA Property Services.
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