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

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