Engaging a Contractor:
Church Council managed Building Projects
Works associated with a Manse or home

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 Domestic Contractor or Builder:

- Contractor Guide to Projects Form
- Current Div 6 Hazardous Materials Audit Report (Asbestos) – if a Church Council does not have a current audit to provide to a Contractor, this must 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 Housing Construction - the Church Council is responsible for the ‘Workplace’, the Church Council must ensure that 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 Domestic Contractor or Builder:

- HIA Domestic Building Contract
- Home Owners Warranty Insurance - deposit is not paid by the Church Council until the Builder has supplied the domestic building insurance certificate.
- Project design documentation and as applicable, town planning and building permits
- Induction - all persons to perform work must hold a current UCA on line induction prior to commencing tasks.
- 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 documents.

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