

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*