



Ten Steps to **Project Success**

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 new standards
- Supports relevant information for the beginning of a building project to inform on the current and future needs and available

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
- Property Services provides advice to property and building investigations
- **Property Services provides advice on financial**
- Church Council, Presbytery and PART may approve Form 1 to include for the cost of design and permits
- **Church Council to delegate a Project Control** Group (PCG)
- Presbytery to review proposal to Form 2A



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
- Existing buildings may require other unique investigations such as Structural Engineering, Fire Safety, Fire Services, Disability Access consultancy
- Existing buildings may require physical investigations such as roof condition, plumbing including drainage, electrical safety
- Existing buildings to be retained in the project require a current asbestos register and a hazardous materials building audit report - refer Synod OHS



Property Services Report

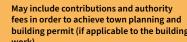
- Review investigations and findings of Step 3
- Advice on process and timeframe
- May include a project feasibility and funding advice
- May recommend the development of a Business Case (Form 2B)
- May include fee proposals to support design and other consultancy
- PCG to seek approval of Church Council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



Design **Engagement**



Statutory **Approvals**



owners or other interested parties



Tender Process

- **Brief to Architect or Design Consultant that** considers all essential information arising from Step 3 and Step 4
- Architect and Design Consultant 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
- building permit (if applicable to the building
- Statutory approvals may involve adjoining
- 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
- 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



Complete Form 3H **Build Application**



Project Pre-start



Contractor **Engagement**



- 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
- PART to formally advise of approval to **Church Council and Presbytery and inform** as to building contract
- **Church Council to update Congregation**
- PCG to inform successful Contractor
- **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 Property Services.

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