

Checklist for contracts to be submitted to the Anglican Church Property Trust Diocese of Sydney

Checklist Item	✓
<p>1. For contracts above \$100,000 (GST-inclusive) and up to \$500,000 (GST-inclusive), evidence is to be provided that at least two quotations have been obtained (the wardens are delegated authority to sign contracts up to \$100,000 (GST-inclusive)).</p> <p>For contracts in-excess of \$500,000 (GST-inclusive) –</p> <p>a) Evidence is to be provided in the form of a tender summary that at least three quotations have been obtained, and</p> <p>b) As a risk mitigation measure in addition to the competitive quotations, ACPT requires that a preliminary cost estimate prepared by a quantity surveyor be provided to submission of the development application.</p>	
<p>2. The Building Contract must be an industry standard fixed-priced 'lump sum' contract. Design and construct contracts and not permitted.</p>	
<p>3. The Building Contract must be signed first by the builder/contractor prior to ACPT signing.</p>	
<p>4. Australian Lawyers Certificate signed by an independent solicitor engaged by the parish. <i>Please ask the solicitor engaged by the Parish to contact the ACPT for a pro forma Australian Lawyer's Certificate (formerly known as a Legal Practitioner's Certificate).</i></p>	
<p>5. A letter of support signed by the Regional Bishop or his Delegate.</p>	
<p>6. Copies of any necessary approvals from the local council (including any applicable schedule of existing and proposed essential fire safety measures) and any other relevant government authority (for example Heritage Council). <i>For most projects a development consent and construction certificate will be required. All approvals should be noted in the list of contract documents shown in the contract.</i></p>	
<p>7. Insurance certificates of currency (on issuing insurer's letterhead):</p> <p><i>For residential contracts –</i></p> <p>a) Home building insurance;</p> <p>b) Builder's all risk insurance;</p> <p>c) Public liability insurance (for a minimum of \$10 million) which notes the interest of the "Anglican Church Property Trust diocese of Sydney"; and</p> <p>d) Workers' compensation insurance.</p> <p><i>For non-residential construction –</i></p> <p>a) The building work;</p>	

<ul style="list-style-type: none"> b) Building materials; c) Public liability insurance (for a minimum of \$10 million) which notes the interest of the “Anglican Church Property Trust Diocese of Sydney; and d) Workers’ compensation. 	
<p>8. Non-residential building contracts to contain a 52-week defects liability period for contracts below \$500,000 (GST-inclusive) security in the form of a 5% cash retention is required. For contracts above \$500,000 (GST-inclusive) security in the form of two bank guarantees (BG) each equal to 2.5% of the GST-inclusive contract sum (<i>first BG / retention to be released at practical completion and the other at the end of the 52 week defects liability period</i>).</p>	
<p>9. Contract contains appropriate clauses re Work Health and Safety. See <i>Item 6 Building Works Kit for more details</i>.</p>	
<p>10. A written consent signed by the majority of the parish council consenting to the ACPT entering into the contract. See Building Works Kit & Property Development for pro forma).</p>	
<p>11. Declaration from the wardens as to the sufficiency of available funds. The ACPT requires that funds equal to the GST-inclusive contract price plus contingency of 10% (5% if less than \$500,000) be held by the ACPT (or loan funds upon which the ACPT is authorised to draw down) before the contract is signed).¹ See Building Works Kit & Property Development for pro forma.</p>	
<p>12. Electronic copies of all supporting contract documents (such as council approvals, plans and specifications).</p>	

For ACPT contact details (including street and mailing addresses), please refer to [Building Works Kit & Property Development](#).

Please note that contracts can be hand delivered by Parish representatives to St. Andrew’s House, however, due to ACPT work scheduling arrangements, contracts cannot be signed “on the spot”. An appointment should be made in advance if there is a need to discuss the proposed contract with the [Manager, ACPT](#), assigned to your parish’s region.

¹ It is important to note that an approved heritage grant does not constitute “sufficiency of funds” for the ACPT to sign a building contract. Please contact the staff of the ACPT to discuss what arrangements will need to be made for projects with approved government heritage funding.