

## **Diocesan Policies and processes relevant to major projects**

References -

- [Parish Building Kit](#) - PBK (SDS website)
- Building Works Checklist (on request from PPS management)
- [Building for the future Seminar](#) (SDS website)
- [Parish Development Projects Approval Framework](#) (SDS website)
- Major Works Kit - MWK (on request from PPS management)
- [Standing Committee Policies](#) (SDS website)
- [Parish Administration Ordinance 2008](#) (SDS website)

## **ACPT Policies**

- [ACPT Project Contingency Sum Policy](#) – SDS Website
- [ACPT Demolition of Buildings and Structures Policy](#) – SDS Website
- Funds held by ACPT before contract is signed – Parish Building Kit (PBK)
- Approval of Bishop or Archdeacon – PBK
- Appointment of a project manager independent of the architect and parish – Major Works Kit (MWK)
- Preliminary cost estimate by Quantity Surveyor or other qualified person – PBK
- Competitive tender process with at least three builders – PBK
- Industry standard fixed sum contract – PBK
- Provision of an Australian Lawyer's Certificate (ALC) – PBK
- Insurances held by builder – building work/materials/public liability/workers' compensation – PBK
- Defects liability period of 52 weeks – PBK
- Security in form of bank guarantees of 5% of GST inclusive price – PBK

## **Synod Policies**

Architectural Panel Approval – Parish Administration Ordinance 2008

## **Standing Committee Policies**

- Application of sale proceeds and property income policy
- Proposals for borrowing requiring a mortgage procedures
- Assessing the strategic mission value of retaining parish property
- Sale or long term lease of land
- Large property sale receipts policy
- Property (Lease, Licence and Investment) Receipts Policy