

*THE ANGLICAN CHURCH OF AUSTRALIA
DIOCESE OF TASMANIA*

POLICY

DOCUMENT NO: DPO 009

<i>SUBJECT</i>	<i>PROCESS FOR PARISHES CONSIDERING \$50K+ BUILDING PROJECTS</i>
<i>AUTHORISED BY</i>	<i>DIOCESAN COUNCIL</i>
<i>LAST REVISED</i>	<i>FEBRUARY 2008</i>
<i>RESPONSIBILITY</i>	<i>PARISH COUNCILS</i>

PURPOSE

To facilitate the efficient development and execution of building programs across the Diocese of Tasmania.

PREAMBLE:

Under the Parish Administration Ordinance (PAO), parishes require the agreement of Diocesan Council (DC) to undertake building projects.

Specifically, the First Schedule of the PAO Paragraph 14c (Property) states, 'No transaction relating to ... alteration or addition to ... parochial property ... or erection of new buildings for parochial purposes shall be entered into without ... the approval of the Diocesan Council.'

Paragraph 14f adds, 'No written agreement or contract regarding property shall be entered into by the Incumbent, the Churchwardens or the Parish Council, but any such agreement or contract shall be submitted to the Diocesan Council through the Registrar for signing and sealing by the Trustees of the Diocese.'

These guidelines provide a framework within which projects may be developed, taking due account of the legislated requirements whilst ensuring a reasonable degree of freedom through an iterative process whereby the best outcomes are achieved with all stakeholders appropriately involved and in agreement.

Establishing reasonable estimates for a project may be via a quantity surveyor or by going to tender, although clearly no tender can be accepted without the approval of DC and the Trustees.

This policy has been adopted with respect to projects costing \$50,000 or more. Clearly, small projects may require fewer steps bringing them to fruition, and the Registrar should be consulted to agree the appropriate way forward for such projects.

STEPS

1. The project is conceived within the parish.
2. Adequate concept sketches are generated to provide the basis for informed discussion of the project within the parish.
3. Properly constituted parish meetings are held to ascertain the views of parishioners and to modify the project accordingly.

4. Once the Parish Council is of the view that the concept plans have been developed to a point that a clear direction or proposal has emerged, members are delegated to lay these plans before a meeting of the Property Sub-Committee of Diocesan Council, to which the Bishop is specifically invited, for informal feedback.
5. Feedback from this body is then taken into account in developing plans of sufficient detail to seek local authority planning approval. If the production of these plans requires entering into a contract or expenditure of funds in excess of \$10,000 from the sale of property, then application must be made through DC in the usual way.
6. These developed concept plans are then forwarded through the Registrar for consideration by Diocesan Council. This submission includes an estimated cost for the project, the business plan from the parish which sets out how the cost is to be met and the ministry plan setting out the rationale for the proposed works.
7. If approved by Diocesan Council and subsequently by the Trustees of the Diocese, these plans or copies modified to meet the DC/Trustees' requirements are submitted to the relevant authorities for planning approval.
8. If and when planning approval is secured, full building plans and specifications are prepared.
9. Building plans are submitted to the relevant authorities for a building permit.
10. The project goes to tender to establish final costings.
11. If the tender price is within 10% of the sum approved by Diocesan Council, the Trustees are requested to sign and seal the contract for the works to be carried out.