



Uniting Church in Australia (Queensland Synod)

Department for Finance and Property Services

Property Transaction Application

APPLICATION FOR CONSTRUCTION

Approval to Develop Working Drawings and Go to Tender

This form relates to the proposed construction or major renovation of property owned by the Uniting Church in Australia Property Trust (Q). The approval process for proposed constructions consists of two stages:

1. Approval to Develop Working Drawings and Go to Tender
2. Acceptance of Tender

This form relates to the first stage. Staff members of Property Resources are available to provide assistance as the Congregation considers both the feasibility of the prospective project and when this form is being completed. Early consultation with Property Resources and Presbytery ensures that the project progresses in the right direction from the beginning. Property Resources can be contacted on 3377 9860 or e-mail property@ucaqld.com.au

Together with consulting the Department, please read the notes below before completing the attached application form. More extensive notes on how to complete this form are attached on Page 9.

One copy of the completed application form should be sent to your Presbytery Property Officer, and one Copy to the Department. One copy should be retained for your records.

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1. All sections of the application form relevant to your organisation must be completed. **Incomplete** application forms cannot be approved.
 2. The attached application is in four sections as follows:
 - a. Section A: Purpose and Background
 - b. Section B: The Proposal
 - c. Section C: General Congregational Information
 - d. Section D: Approvals Required
 3. Applications for Construction and Major Renovation must be approved by the Finance, Investment and Property Board. The FIP Board meets on the fourth Friday of each month. For consideration, completed forms must be received 10 days to the meeting date. Projects with a construction cost greater than \$50,000 need to be approved by the FIP Board.
 4. **All** contracts must be signed by the Uniting Church in Australia Property Trust (Q). This is the legal entity of the Church in Queensland and no-one else has the authority to sign a legally binding document on behalf of the church

Section A: Background

1. APPLICANT	
Congregation/Applicant Body	
Contact Person	
Phone (Business Hours)	
E-mail Address	
Postal Address	
	Postcode

2. Project Scope
<i>Briefly describe the scope of the project</i>

3. THE MISSION
<i>Please state the following:</i>
Mission Statement
Values
Priorities
Short Term Goals

Section B: The Proposal

1. THE MISSION CONCEPT	
<i>Please state the following:</i>	
1.1. The means of ministry (see appendix one)	
1.2 To whom will the congregation go? (see appendix one)	
1.3 Who will go? (see appendix one)	
1.4 What strategies have been developed for the short term goals related to the Mission Concept?	
1.5 What indicators will be used to help the Congregation understand if its mission concept and related goals are being effective?	
1.6 How the project relate to the Congregation's mission concept?	

2. THE PROPERTY	
Street Address of Property	Postcode
Heritage or Other encumbrances (eg easements)?	
Is vacant possession of the property required?	

3. PROJECT ACCOUNTABILITIES	
Name of Project Committee Chair	
What demonstrated construction project, cost management skills and competencies does he or she possess which are relevant to managing the project?	
Names of the other members of the Project Committee	
What demonstrated construction project, cost management skills and competencies do they possess which are relevant to managing the project?	

4. DESIGN CONSULTANTS	
Who is the architect / primary consultant engaged for the project?	
What prior experience does this consultant have which is relevant to the project?	
Names of other consultants	Discipline

5. THE PROJECT	
Please attach a master plan for the property (if the project is greater than 75m ²), including the proposed project. Note: the master plans seeks to provide an understanding of the expected future uses of the site consistent with both the missional priorities of the congregation and local council planning scheme and zoning for the property.	Attached Yes
Please attach schematic design for the project (see appendix two for definition of schematic plans)	Attached Yes

6. PROJECT COST FORECAST	
Construction Cost	\$
Professional Fees	\$
Council Costs	\$
Earthworks/landscaping (if not included above)	\$
Estimate Furniture/fitout (if not included above)	\$
Contingency (5%)	\$
Escalation (5%)	\$
Other	\$
Total Anticipated Costs	\$
Name of Quantity Surveyor Note: forecast project cost needs to be determined by a quantity surveyor	

7. PROPOSED SOURCE OF FUNDS			
Source	Amount	Applied	Approved
Cash at Hand	\$	n/a	n/a
Mission Development Fund	\$	n/a	n/a
Government Grant	\$	Yes	Yes

UCIS Loan	\$	Yes	Yes
Other (please specify below)	\$	Yes	Yes
Total	\$		
Is other property to be sold to fund this project? Identify			

8. REGULATORY

What has been done or needs to be done to obtain relevant council approvals?

Note: If a development approval is required, it needs to be obtained before a proposal to develop working drawings and go to tender can be considered by the FIP Board.

What special conditions or planning contributions has the development approval triggered?

9. PROCUREMENT METHODOLOGY

Is a competitive lump sum construction procurement method being used for the project

Note: this is the preferred procurement method used by the Church

Yes

If no, please state the procurement method proposed and why it is preferred based on quality, cost, delivery timeframe and innovation.

Section C: Congregational Information

1. STATISTICS	01/01/11	01/01/12	01/01/13 Estimate
Average attendance at worship services			
Total number of regular attendees			
# children & youth			

2. PROGRAMS AND ACTIVITIES	
Program / Activity Name	Description of Program / Activity including number of people involved

Section D: Approvals**1. CHURCH COUNCIL**

Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.4.1 (e), 4.6.1 and 4.6.3 held on the / / the following resolutions were duly passed	
Dated	/ /20	
Signatories	Chairperson (name)	Secretary (name)
	Chairperson (Signature)	Secretary (Signature)

2. PRESBYTERY

Certified copy of resolution:	We hereby certify that at a meeting of duly convened in accordance with Assembly Regulations 4.6.1 and 4.6.3 held on the ___/___/_____ the following resolutions were duly passed	
Dated	/ /20	
Signatories (Presbytery Minister or Property Officer)	Name	Signature

Appendix One:

1.1 Means of ministry

Describe the means of ministry that will be used to achieve the purpose of ministry concept. Is it event, relational, community service based ministry or a combination of all three? If one or more is selected, use the following elements:

1.1.1 Event based ministry:

- type of events to be held
- frequency of events
- purpose of the events
- location of the events
- capacity of the event to bring hope and healing to the community through generosity and compassion.

1.1.2 Relationally based ministry:

- type of relationships that will be used by the congregation to relate with their community
- how these proposed relationships will create the capacity to bring hope and healing to the community through generosity and compassion.

1.1.3 Service based ministry:

- service type
- service scope
- how these proposed relationships will create the capacity to bring hope and healing to the community through generosity and compassion.

1.2 To whom will the congregation go

1.2.1 Define the **target group/s** related to the means of ministry. Part of the definition will include information on:

- (a) Demographic
 - age
 - gender
 - health
 - socio-economic indicators
 - cultural or ethnic groups
 - family types
 - history
- (b) Financial situation
- (c) Community resources
- (d) Community needs.

1.2.2 **Means of forecasting** how the community/target group will change over the next 2-5-10 years?

- population forecasting

- demographic trends
- planned government and private sector development/investment.

1.2.3 Identification of **constraints/barriers** that may frustrate or prevent the congregation reaching its target group. Consider:

- internal barriers within the congregation
- external barriers outside the congregation
- how the congregation will negotiate or remove the barriers that threaten its ministry.

1.3 Who will go

Descriptions will be required about:

- who will drive the ministry process and who will provide expertise, energy and drive to support the congregation’s means of ministry, i.e. who are the key people in the congregation
- who will drive the ministry
- who will support the key people
- skills and gifts of the key people and their supporters
- demonstrated capacity of the key people and their supporters to engage the community in the manner described through the means of ministry
- energy levels of the whole congregation for the ministry concept
- other areas of support being provided by members of the congregation
- additional training needed by the key people and their supports to successfully undertake the means of ministry
- existing resources available to the key people and their supporters
- succession planning to ensure current key people are not burnt out and people with the appropriate capability and capacity can be mentored and ultimately take on a key person role.

Appendix Two

A **schematic design** will consist of:

- a site plan showing the location of existing buildings, proposed buildings, adjoining streets, easements, etc. preferably at 1:500 scale
- plans showing every floor level for new buildings at scale no smaller than 1:100. Alterations to existing buildings only require part-plans
- four elevations for new buildings at scale no smaller than 1:100. Alterations to existing buildings affecting internal planning do not require any elevations
- at least two sections showing the proposed structure at scale no smaller than 1:100.