

Catholic Diocese of Bunbury

Guidelines and Procedures for Buildings

BACKGROUND

Ownership

In the civil law of Western Australia, all property (both real property and personal property) of the Church owned by the diocese or its parishes is held under the title of the “The Roman Catholic Bishop of Bunbury”, registered as a “Corporation sole” under the Roman Catholic Bunbury Church Property Act No. 28 of 1955. Titles to real property are held at the Diocesan Offices.

Any property transactions of the diocese or of its parishes must take place under the seal of The Roman Catholic Bishop of Bunbury.

Diocesan Financial Administrator

The Bishop is ultimately responsible for the supervision of parishes in administration of parish property.

The Bishop has delegated his duty of supervising the administration of property belonging to the parishes to the Diocesan Financial Administrator. The Diocesan Financial Administrator administers the property and finances of the Diocese in the name of the Bishop.

Diocesan Resources Committee

The Diocesan Resources Committee is a consultative body appointed by the Bishop to assist him, the Diocesan Financial Administrator and parishes on the best use of property and to advise the Bishop, Diocesan Financial Administrator and parish on such matters. The Diocesan Resources Committee does this by attending to the implementation of policies approved by the Bishop. The Chairman of this Committee is the Diocesan Financial Administrator.

Buildings

The Diocesan Resources Committee supervises the construction, alteration, addition or renovation of buildings. It does this in accordance with these guidelines.

Parishes

Parishes derive their property as a legacy from the past, and as a result of current initiatives. This property offers the parish the means to resource its apostolates in the present era, and is also a heritage to be held in trust for future generations.

Accordingly a parish has a responsibility to be diligent in the stewardship of its property as well as seeking out new real property sites, or constructing additions that will assist the future work of the Parish.

The Diocesan Resources Committee supervises the dealing in property by parishes. They do this in accordance with the Guidelines and Procedures for the purchase and sale of real property and Guidelines and Procedures for the acquisition and funding of new parish/school sites.

Schools

Besides the parish's church, centre, hall, or presbytery, the most significant other real property on church land is likely to be a Catholic parish school.

School buildings in most circumstances are built on real property held in trust by the parish. The school therefore should be considered as one of the major apostolic works of the whole parish and not just of its teachers and pupils.

Because the parishioners are called upon to contribute to a school's property requirements or its building, the parish becomes a partner in the operation of the school according to the principles and procedures outlined from time to time by the Catholic Education Office.

In undertaking any building operation that could affect the parish school, the parish should consult the Catholic Education Office.

Similarly the parish is entitled to be kept informed and consulted as appropriate about building operations concerning the school even if the project does not require parish finance.

Catholic Education Commission of WA

The Bishop has delegated the supervision of diocesan and parish schools to the Catholic Education Commission of WA which receives its Mandate from the Bishops of Western Australia.

A School Board administers the school under the supervision of the Catholic Education Commission and its executive body, the Catholic Education Office.

The Catholic Education Office therefore is involved in the planning of new schools, or additions, or in advising on the acquisition of new sites on the part of the parish or diocese.

GUIDELINES

The following guidelines are to be followed in all building operations carried out in the name of the Diocese of Bunbury, whether

1. a completely new building; or
2. an addition to an existing building; or
3. an alteration/renovation to the physical layout of an existing building; or
4. as authorization for building or maintenance or renovation exceeding expenditure of \$5,000; or
5. any alteration that has Liturgical implications.

The parish should demonstrate it has given thoughtful and proper consideration to the proposal. This may include a plan which establishes short and long term needs, investigate all alternatives and consider all financial implications. This will ensure any proposal is well considered and consistent with the overall parish direction.

The involvement of the Financial Administrator should begin as early as possible in planning any building operation. This will provide for consultation with the Bishop from an early stage.

The involvement of independent professionals such as surveyor, builders, quantity surveyors, property valuers, engineers, architects, draftspersons, project manager, lawyers and accountants is highly encouraged. The larger the building operation the greater the expected involvement of independent professionals.

All parish building operations requires consultation, approval and support of the parish.

PROCEDURES

The following procedures are to be followed in all building operations carried out in the name of the Diocese of Bunbury.

The procedures embrace the following stages:

Stage One: An initial Intention to Undertake a Building Operation is to be lodged with the Diocesan Financial Administrator who may consult the Diocesan Resources Committee

Subsequently, the Diocesan Financial Administrator will discuss with the parish their intentions and what the parish should consider prior to taking their intentions to the next stage. This will give the parish an opportunity to discuss whether to proceed to the next stage.

Stage Two: A Justification for Capital Expenditure (See Appendix A) should be prepared and lodged with the Diocesan Financial Administrator for consideration by the Diocesan Resources Committee. The more detailed the Justification for Capital Expenditure the more likely the Diocesan Resources Committee will be able to make an informed decision quickly. Once considered the parish will be given permission to proceed to the next stage or asked to reconsider their proposed capital expenditure.

Stage Three: Drawings are prepared in accordance with the Written Brief:
(a) Sketch Plans
(b) Working Drawings
The detailed drawings are then submitted for assessment and modification if necessary.

Subsequent approval will be given to proceed with the detailed drawings, which are to be again submitted for final approval.

Stage Four: Tenders are called for the project in accordance with Australian Standards. Following the reception of Tenders from Builders, the project will be approved to proceed or will be modified in the light of Tenders received.

Stage Five: Contracts are to be authorized by the Financial Administrator and signed by the Bishop or his Power of Attorney prior to any building commencement.

JUSTIFICATION FOR CAPITAL EXPENDITURE (BUILDINGS)

The following lists the issues that need to be addressed to justify capital expenditure on buildings. It is recommended these issues form heading in the parish submission.

Background

A detailed explanation of

- the current situation giving rise to the proposed capital expenditure

What is proposed?

A detailed explanation of

- What the parish wants to do
- What are its goals?
- What are its objectives?

Justification for it

A detailed explanation of

- Why the building project is desirable?

Financial summary

A detailed analysis of

- What is the proposed building likely to cost?
- What are the returns likely to be?

Risks and uncertainties of the proposal

A detailed explanation of

- What could go wrong? e.g. blow-out in construction costs, not being able to lease etc
- What effect this may have on the proposal?

Alternatives considered

A detailed explanation of

- What alternatives were considered?
- The advantages and disadvantages of each alternative considered
- Why they are not being proposed?