Policy	BUILDING AND PROPERTY PROJECTS – APPROVAL PROCESS		
Policy Number	702	**Version**	2 Replaces original approved 21 April 2026
Endorsement	Approved by BiC 18 August 2026	**Implementation**	1 September 2026
Review	Review within 2 years		

PURPOSE

The purpose of this policy is to define the process for obtaining approval for projects relating to parish buildings and property in the Anglican Church Central Queensland (ACCQ).

SCOPE

1) This policy is applicable to property held in the name of The Corporation of the Synod of the Diocese of Rockhampton that is in the use and care of parishes.
2) This policy applies to the following actions at the request or initiation of the Parish or one of its representatives or agents:
   a) Sale and/or purchase of property;
   b) Subdivision, boundary realignment or other change to a property title;
   c) The construction of any new structure;
   d) The demolition or removal of any structure or part of a structure;
   e) Any change to the property that requires an application to the relevant local government;
   f) Any new structure or alteration to an existing structure that exceeds the Threshold Value or impacts on the strength of the structure, or changes the use of the structure; and
   g) Any repair, restoration or conservation of a major nature or requires an application to the relevant authority for heritage related work.
3) This policy does not apply to minor alterations, routine repairs and maintenance of buildings and structures. Such may be actioned by a Parish Council without further approval.
4) This policy does not apply to emergency actions taken in the event of an accident or incident to ensure the safety of volunteers, workers or the general public and to lessen the likelihood of further damage occurring.
5) This policy does not apply to work conducted as part of a property insurance claim to the extent that that work reinstates damaged facilities.
6) This policy does not apply to Parishes seeking to mortgage property. Parishes contemplating a mortgage are to discuss their plans with the Registrar and then seek Bishop-in-Council authorisation.

7) This policy does not apply to Parishes seeking to lease church property to external parties for periods of greater than 12 months. Parishes contemplating a long term lease need to discuss their plans with the Registrar and then seek Bishop-in-Council authorisation.

DEFINITIONS

"Diocese"

The Anglican Diocese of Rockhampton known as the Anglican Church Central Queensland and incorporated as The Corporation of the Synod of the Diocese of Rockhampton.

"Parish"

A Parish, Ministry District or Special Ministry of the Diocese as defined in Part II of the Parish Canon 2013.

"Threshold Value"

Parish	Threshold Value
Cathedral Parish, Gladstone, Keppel, North Rockhampton	$25,000
Boyne River, Callide Valley, Clermont, Emerald, Springsure, Wandal	$10,000
Western Region Ministry District (Longreach, Barcaldine SMD, Winton SMD), Barcoo, Blackwater SMD, Gracemere SMD, Moranbah, Middlemount/Dysart DMA, Mt Morgan/Wowan SMD, Moura SMD, Theodore SMD, Anglican Regional Ministry, Aboriginal Ministry	$5,000

The Threshold Value includes all aspects of work relating to a building or property project including architectural and consultant fees, council approvals, testing and certification. The Threshold Value is exclusive of GST.

PRINCIPLES

1) The real property of the Diocese, whether it is used and cared for by Parishes or other agencies, is held in the name of The Corporation of the Synod of the Diocese of Rockhampton.
2) As part of the exercising of this responsibility, major changes are to be approved at an appropriate level.
3) Changes with a significant impact on the life of a Parish are to be advertised within the Parish and an opportunity provided for comment and discussion of the impact of the proposed change.
4) If there are any inconsistencies between this policy and the Parish Canon 2013, the terms of the Canon shall prevail.
5) Consistent with a resolution of the Synod (2010), except where Bishop-in-Council authorises an exemption, 20% of net sale proceeds of church properties is allocated to a Diocesan Fund with the balance retained for parish purposes.

REQUIREMENTS

STEP ONE – INITIAL INVESTIGATION

Before committing significant resources in developing a full application and seeking formal agreement of the Parish members, the Parish Council develops:

a) an outline of the project
b) seeks technical advice on the project
c) further develops the project outline and creates a cost estimate
d) identifies funding for the project
e) determines, based on the above and other Parish priorities, whether to apply for permission to proceed with the project.

The Parish Council may form a special Building Committee (or delegate to an existing Building Committee) the consideration of a) to c) above.

STEP TWO – SEEKING APPROVAL TO PROCEED

1) Where the project impacts on an existing Faculty or requires a new Faculty, the Incumbent shall contact the Bishop to discuss. Subject to positive discussions, a formal application for a Faculty or a change to a Faculty will be required. The timing of that application will be dependent on any other approval required for the project and the project timeline.
2) Application shall be made to the Bishop-in-Council by submitting the Application For Building or Property Project form (see Schedule).
3) Where a parish applies to sell property and wishes to seek exemption from the requirement that 20% of the net proceeds is allocated to a Diocesan Fund, the parish shall include that request in their application with an explanation as to the need for these funds for capital works or ministry. Where Bishop-in-Council rejects an application for an exemption, the project application shall be withdrawn and the parish invited to submit a revised application.
4) The Bishop-in-Council shall consider the application and may provide approval where there is assurance that:
    a) The project is well conceived and appropriate to the mission of the Parish
    b) The project will be well managed
    c) The Parish can fund the project.
5) In consideration of the application, the Bishop-in-Council may:
    a) Approve the project
    b) Approve an initial phase or phases of the project
    c) Provide 'in principle' approval of the project subject to one or more of the following:
        - Advertising and consultation within the Parish
        - Approvals from relevant regulatory bodies
        - The Bishop granting a Faculty
        - The Parish providing further information

- The Parish obtaining the required funding
- Any other factor or condition

d) Reject the project

e) Delay any decision to seek further information from the Parish or another source.

6) In providing its decision, the Bishop-in-Council may include special conditions or instructions especially regarding the signing of major contracts, submitting applications to authorities, appointing of agents and requiring progress reporting from the Parish.

7) Where 'in principle' approval has been given, the Parish will need to resubmit the Application for Building or Property Project form with updated information to obtain approval for the project.

PARISH CONSULTATION

1) Where a project involves the expenditure of greater than the Threshold Value and the construction, demolition, extension or significant alteration of a building or the sale or purchase of property, a Parish consultation is required prior to the project being implemented.
2) Regardless of the value or type of project, Bishop-in-Council may require that a Parish consultation be conducted prior to approval of a project.
3) None of the above prevents the Incumbent or Parish Council deciding to conduct a Parish consultation before taking any further action on a project.
4) The requirement for a Parish consultation does not prevent a Parish Council from conducting reasonable investigations to examine the suitability and feasibility of the project except where those investigations make structural changes or otherwise commit the Parish to a particular course.
5) Where the Bishop-in-Council has provided 'in principle' approval for a project, the Parish Council shall cause a notice of the intended works and relevant information to be prominently exhibited for a continuous period of 28 days upon the main entrance to the principal church and the relevant district church of the Parish, or on the main entrance to any other building which is the subject of the application. In addition to the posting of the notice, Parish Council shall communicate this information using any other form or channel of communication that is typically used for sharing information within the Parish.
6) The relevant information must include:
    1. Notice that any objection to the proposal shall be given in writing to the Parish Secretary within 28 days and the closing date for objections; and:
    2. The date (being after 28 days), the time and the place of any general meeting of parishioners to be convened to discuss the proposal should there be substantial objections.
7) The Parish Council shall convene any necessary meeting of parishioners and ensure that minutes of the meeting are kept.

8) Any resolution made by the meeting of parishioners shall be included in the resubmission of the Application for Building or Property Project referred to above.

SPECIAL REQUIREMENTS

1) No contract may be entered into until final approval in writing to proceed has been issued by the Registrar.
2) No substantial variation to the project may be made without approval.
3) Any sale or extended lease of property requires Bishop-in-Council approval. Bishop-in-Council shall also decide the use of any funds resulting from this transaction.
4) Where a major contract or sales transaction is authorised, the Registrar shall inform and brief the Diocesan Solicitor with such information and documentation as the solicitor shall require implementing the transaction. The cost of legal advice and legal services will form part of the project costs borne by the Parish.
5) Any Contract or Agreement for Purchase, Sale, Subdivision, Transfer, Lease or other legal documentation in relation to any transaction shall be submitted to the Registrar for execution in the name of The Corporation of the Synod of the Diocese of Rockhampton.
6) Where a percentage of net sale proceeds is to be allocated to a Diocesan Fund, Bishop-in-Council shall determine which Diocesan fund or purpose benefits from these funds after considering the ministry and financial demands of the Diocese at large.

FORMS

Application for Building or Property Project (Schedule).

Applicants are to use the version available for download on the website of the Diocese.