

13.1 MINISTRY RELOCATION POLICY

1 PRINCIPLE

A re-location is included in the Terms of Placement for a minister or a lay person in a placement situation.

2 INTERNAL SYNOD REMOVAL

The Synod of Western Australia accepts responsibility for the cost of a ministerial move:

- (i) for a theological student into their initial placement (*including* insurance);
 - (ii) between placements;
 - (iii) from final placement to retirement within Western Australia. Only in special cases, eg where a minister came from another state/country into a Western Australian placement, would the Synod of Western Australia pay its share of costs (generally 50%) for removal into retirement to an interstate or overseas address;
 - (iv) for a minister's spouse, where the death of a minister occurs in a placement.
 - (v) If a minister leaves a placement to be without placement for a period, they are given the option of:
 - the synod paying the removal costs for the exit from the placement;
- OR**
- the synod paying the removal costs into a new placement.

The general secretary has the discretionary power to approve exceptions for payment of removal costs in this instance.

3 RETIREMENT REMOVAL

A minister who is retiring and requires a removal must inform the general secretary in writing, even if the removal does not occur immediately on retirement.

4 PROCEDURE

Removals are organised through the General Secretary.

Ministers are requested to give reasonable consideration of time (i.e. eight weeks) when organising a removal, particularly if it is between Christmas and the first two weeks of January.

An inventory is required to be completed. Once an inventory has been returned to the General Secretary, quotes will be organised and the Minister advised.

5 DETAILS OF LIMITS / RESTRICTIONS PLACED ON REMOVALS

- (i) Ministers are responsible for packing their belongings. If they choose to have the removalist pack their goods, this is a private arrangement between the removalist and the minister. It is a direct cost to the minister.

Ministers generally make their own arrangements for the supply of cardboard boxes. Sometimes there can be an arrangement with the removal company to "borrow" boxes provided they are returned in good condition. Some loan boxes may be available from the synod.

- (ii) A limit of 70 cubic metres is provided for with anything in excess of 70 cubic metres being the responsibility of the minister.

- (iii) The following are generally not included in goods moved at the synod's expense:
- Excessive hobby equipment
 - Lathes
 - Timber
 - Bricks
 - Large bird aviaries
 - Live stock or pets
 - Motor vehicles, boats, caravans or trailers (with the exception of the minister's work vehicle)
 - Pot plants – a reasonable number (up to one cubic meter) may be moved should there be enough space in the removal van.
- (iv) Once the final costs are known and the quotation accepted from the designated removalist, any further costs incurred due to a change in itinerary (organised with the removalist), will be at the minister's cost.

6 INSURANCE

This is a choice for the Minister to make personally.

The Uniting Church Insurance Services offers this service through a Transit Insurance Policy.

Details include:

- The cost of the insurance is 1.5% of the sum insured value, e.g. \$50,000 sum insured equates to a cost of \$750.
- Exit students' furniture and effects, to the value of \$50,000, are carried *free* within Western Australia. Additional cover above \$50,000 is charged at the rate of 1.5% of the sum insured.
- An excess of \$250 applies to each claim arising from the one event. (This means \$250 is only deducted once regardless of the number of items being claimed for in that one claim).

Some Ministers have found that their contents insurance covers them for removals, however we would advise Ministers to be aware of the quality of the cover in the event of fire, vehicle collision or overturning. Ministers need to be mindful of the fact that if insurance is not taken out, in the event of a claim arising from the transporting of goods, there is a strong possibility the carrier could deny liability for your loss.

Should Ministers take out Uniting Church insurance and have items of special value such as works of art, collections, etc. it is advisable that these items be declared at the time of application.

Ministers are not encouraged to move themselves as there is no insurance coverage in this situation. If a Minister however chooses this option, and does not employ a professional carrier, then the following should be noted:

- (i) Ministers are covered by Workers Compensation Insurance for injury at work. Our Insurer would not accept that an injury sustained whilst moving house is part of the employment activity.
- (ii) The Household Transit Policy only provides coverage if the transit is conducted by a professional carrier; there is no coverage under the transit policy for any items transported by the individual. However, depending on the individual's private motor vehicle insurance policy, there **may be** coverage for damage/theft to personal property if involved in an accident. This coverage would only apply if the property is broken as the result of an accident and not because property was damaged in transit. (A Minister initially, would need to investigate this with regard to their own private policies).
- (iii) With regards to the Personal Accident coverage for Volunteers, this would only apply if an injury occurred as a direct result of an activity of the Church. Helping the Minister move their personal possessions from their home would not be considered an activity of the Church.

7 TRAVEL

If it is necessary to travel a long distance, airfares will be covered for the minister, spouse and children (not classed as adults). Fares for adult children travelling with their parents are the responsibility of the minister. Pets are not included in any travel arrangements.

You may elect to undertake the journey in your own vehicle and the synod will pay the synod metropolitan travel rate for each kilometre travelled over the most direct or economical route and further, will reimburse a maximum of 2 nights reasonable accommodation costs (to be negotiated before travel), except for food which remains the responsibility of the minister.

The distance standards applied are RAC (WA) post office-to-post office distances, not actual odometer readings. It is not necessary, therefore, to keep records other than accommodation costs.

Whichever means of travel are chosen, the synod will accept financial responsibility for the most economical means. Air fares/freight will be based upon economy airfares and the standard vehicle freight charge prevailing on the date of removal uplift.

8 SCHOOLS / COLLEGES

For individuals in synod placements as chaplains or other positions in schools or agencies the same conditions apply as for internal synod and interstate synod removals.

9 INVENTORY

The majority of removal companies prefer to have an inventory to organise quotes and to be aware of what they are dealing with. This document can be viewed at [Inventory](#)

10 BEING PREPARED

Those requesting relocations are to be ready on the date specified by the removal company. **Those being relocated will be asked to pay if extra costs are incurred through not being prepared on the specific date of removal.**

11 SITUATIONS OUT OF THE NORMAL

The General Secretary reserves the right to waive or extend these policy guidelines in special circumstances. All requests must be in writing to the General Secretary.

12 INTERSTATE REMOVALS – SYNOD TO SYNOD

The following are national policy guidelines agreed to by the general secretaries (March 2001):

- (i) Unless agreed otherwise between synods involved in a removal, the exiting synod shall be responsible for arrangements, including insurance of contents during removal, and shall maintain liaison and communication of arrangements with the receiving synod at all times. The receiving synod shall have the option of obtaining quotations for the move and submitting it to the exiting synod for consideration.
- (ii) Present policy is that the synods pay 50% each on interstate removal.
- (iii) In the case of retirement removals where a minister is returning to a home synod in which they have served **recently**, the cost of going back to that synod is shared equally between the two synods.
- (iv) For details regarding limits/restrictions placed on removals see this section under internal synod removals as the same conditions apply.
- (v) Travel costs shall be shared 50/50 between synods – travel costs for one car at the kilometre rate ruling in the exiting synod or by appropriate public transport, as may be agreed between the synods concerned.
- (vi) The secretaries of the synods reserve the option to waive or extend these guidelines in the light of individual circumstances.

13 INTERSTATE REMOVALS – FRONTIER SERVICES

The following are national policy guidelines for Frontier Services agreed to by the general secretaries (March 2001):

Costs for Frontier Services patrol ministers are to be shared one-third Frontier Services, one-third sending synod, one third receiving synod.

All other policy matters for Interstate Removals apply.

14 OVERSEAS REMOVALS

National policy is that the synod will only pay the relocation costs once the goods have cleared customs, ie: from the wharf to the placement, whether that is metropolitan or rural.

Airfares for the minister and family arriving from overseas are to be negotiated between the congregation and the minister.