



REMOVALS

REMOVALS GUIDELINES FOR THE SYNOD OF VICTORIA AND TASMANIA

The following Guidelines will assist with an understanding of what removal costs the Synod will pay for and what the person moving will be liable for.

Load Limit

The removal of goods is subject to a recommended load limit of 70 cubic metres but this can be varied depending on circumstances. Any excess to this load limit is to be at the cost of the person moving.

Accommodation

Accommodation costs and the cost of petrol will be reimbursed (but not including meals) if accommodation is required while the goods are en route. Reimbursement is subject to receiving copies of receipts.

Exclusions

The Synod will not pay for the removal of:

- Excessive hobby equipment such as lathes;
- Building materials such as timber or bricks;
- Aviaries;
- Additional motor vehicles including unregistered motor vehicles however additional vehicles are permitted for moves to and from Tasmania;
- Boats and other large lifestyle items;
- Livestock or pets; and
- Greater than 20 pot plants.

Packing

Boxes for packing of up to the load limit are supplied by the removalist, at the Synod's expense.

The person moving shall have the responsibility for the costs of packing (if required).

The minister is responsible for leaving the manse clean.

Insurance

Minister's items during the relocation (once the Removalist begins loading the truck and until the last box is delivered to the destination) will be covered under the Public Liability Insurance of the removalist which covers loss or damage to third party property. It is important that minister's items are packed correctly to minimise potential damage.

Mitigating circumstances

The Associate General Secretary reserves the option to waive or extend these guidelines in the light of individual circumstances.

Retirement Moves

The Synod will pay for one move to a retirement home irrespective of whether that minister is in a placement.

When a minister elects to retire interstate, we pay only for the cost of the move to the state border.

Moves to private dwellings during placement are considered ministers' retirement moves, ie the Synod will cover the costs of only one such move.

In such cases the Associate General Secretary is advised and places a note in the minister's file. This simply says that the move has been paid for this is the retirement move. Any subsequent move to a new placement is paid for in the usual way but the cost of the departure from that placement is the responsibility of the minister.

REMOVAL LEAVE

Ministers taking up a new placement are entitled to a period of leave to facilitate packing, removal, unpacking and settling into their new surroundings. A placement begins at the start of a month unless there are exceptional circumstances. A Minister entering a new placement will normally assume responsibilities no later than:

- The fifteenth day after the placement commencement date in respect of an intra-synod move [Regulation 2.7.2 (c)(i)];
- The twenty-first day after the placement commencement date in respect of an inter-synod move. Moves between Victoria and Tasmania should be considered inter-synod moves. [Regulation 2.7.2 (c)(ii)]

Removalists

The Synod has a number of preferred suppliers including Transcorp, Blue Lion and Rocket Removals. Should you have a suggestion for a local removalist, please inform the Synod Removals Officer.

For moves to and from Tasmania the Synod also picks up the cost of the ferry (or plane) for the family plus the cost of one car and usually a trailer. If the minister is moving back to Tasmania, the Synod usually pays for those items that were paid for to bring over. eg. another car or caravan.

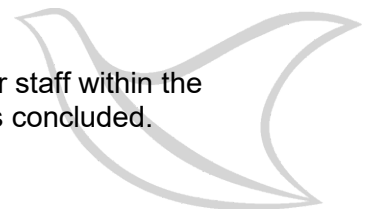
Responsibility for Ministerial Moves

Synod Removals Officer: Removal arrangements with ministers, quotes process, timing etc.

Associate General Secretary: Approval

Communication

After each Placements Committee the Secretary prepares a memo for staff within the office which includes information about calls finalised and placements concluded.



The removals officer needs to check the memo each month and initiate conversation with those ministers about moving needs.

INTER-SYNOD REMOVALS GUIDELINES

(Based on the guidelines approved by the General Secretaries in September 1986 and March 1987 and updated to reflect the amalgamation of the Victorian and Tasmanian Synods).

Synod Responsibilities

The dispatching Synod shall be responsible for all removal arrangements, including insurance of contents during the removal, unless agreed otherwise. The dispatching Synod shall also maintain liaison and communication of arrangements with the receiving Synod in relation to all aspects of the move. The receiving Synod shall always have the option of obtaining their own quotations for the move and submitting them to the dispatching Synod for due consideration.

Cost Sharing between Synods in relation to Ministers

Costs shall be shared on a 50/50 basis (the “sending” Synod recovers 50% of the cost (net of GST) from the receiving Synod). Costs are for placements and for ministers retiring into a Synod other than the Synod of their last placement:

- Removal of goods, subject to recommended load limit determined by the Synod General Secretaries (currently 70 cubic metres with any excess to this load limit to be moved at the cost of the Minister);
- Travel costs for one car at the dispatching Synod’s marginal cost ad hoc travel allowance or by appropriate other transport (as agreed between the applicable Synods);
- Accommodation but excluding meal costs while the goods are en route; and
- When a minister elects to retire interstate, we pay only for the cost of the move to the state border.

The church will not pay for the removal of excessive hobby equipment including lathes, timber, bricks, aviaries, additional motor vehicles including unregistered motor vehicles and greater than 20 pot plants.

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