



Purpose

To provide guidelines in relation to the relocation of the ministry agent, their family, domestic goods and personal effects from a residence to a new residence.

Scope

The Relocations and Removals procedure applies to relocations where the ministry agent is:

- a) Moving to a new placement, as approved by the UCAQ Placements.
- b) Moving to their retirement residence, as approved by the UCAQ Placements.
- c) Moving into Phase 3 of formation – first placement
- d) Required to leave the placement due to special circumstances, as approved by the Moderator, General Secretary or the UCAQ Placements.
- e) The relocation policy extends to the relocation of ministry agents within the Queensland Synod, Interstate or Internationally.
- f) This Policy is not intended to apply to all UCAQ agencies and institutions as these entities are responsible for having their own standards, policies, and resources more directly relevant for their operations.

Procedures

Consignment Limit

In March 2000, the National Synod General Secretaries met in relation to Relocations. It was agreed: The load limit for goods and chattels is 70 cubic metres with any excess above 70 cubic metres to be moved at the cost of the Ministry agent.

Relocation within the Queensland Synod

UCAQ will arrange the relocation with their preferred Removalist, and pay all expenses associated with the relocation as per the terms of this policy, including special conditions.

The Synod has contracted the services of *The Corporate Relocator* to obtain three quotes from respected corporate removalists.

The Synod office will provide *The Corporate Relocator* with the contact details of the Ministry agent.

Following this, *The Corporate Relocator* will contact the Ministry agent to confirm:

- 1) the removalists that have been requested to provide a quote;
- 2) seek the preferred uplift and delivery dates.

The three removalists will contact the Ministry agent to assess the volume of goods and any other special requirements for the move. Each removalist will provide *The Corporate Relocator* and the Synod with a quotation based on this information. See Excessive load for exceptions.

The Synod will appoint the successful removalist and inform *The Corporate Relocator* accordingly. *The Corporate Relocator* will notify the successful removalist and arrange the booking of the move.

Interstate Relocations

- a. All expenses associated with the relocation will be shared equally between the Synods.
- b. Unless agreed otherwise between Synods involved in relocation, the exiting Synod shall be responsible for arrangements, including insurance of domestic goods and personal effects during relocation, and shall maintain liaison and communication of arrangements with the receiving Synod at all times.
- c. The receiving Synod shall have the option of obtaining quotations for the move and submitting same to the exiting Synod for consideration.
- d. Where a Ministry agent opts to retire into a Synod other than the Synod of last settlement, costs for the relocation shall normally be shared 50/50.
- e. In the event that UCAQ is the exiting Synod, UCAQ will arrange the relocation in accordance with the terms of this process.

International Relocations - Relocations into UCAQ

- a. Where a Ministry agent coming into a placement within UCAQ is based in another country, the Ministry agent is responsible for arranging the relocation with their preferred removalist.
- b. UCAQ will only be responsible for the relocation expenses between quarantine in Queensland (usually Brisbane) to the new residence, as per the terms of this policy, including special conditions.
- c. The Ministry agent is responsible for all other expenses for the international relocation (including, but not limited to passport and visa fees, international flights, travel and other insurances, customs and quarantine fees and other taxes).
- d. Any reimbursement provisions to the Ministry agent will be made in Australian Dollars, from the date the Ministry agent arrives at the new residence.

Special Conditions

1. Packing

- 1.1. The removalist will provide cartons, packing materials and specialised crating which is included in UCAQ relocation expenses.
- 1.2. The ministry agent is responsible for the packing of all items into the cartons provided, and the unpacking of cartons at the new residence.
- 1.3. The removalist will pack and unpack any exceptional items that may require specialised crating.
- 1.4. UCAQ will only consider paying the costs of packing, in the event of:
 - 1.4.1. The ministry agent has a medical condition that prohibits the Ministry agent to perform their packing obligation.
 - 1.4.2. It is cost effective for the removalist and UCAQ to provide the cartons, and the uplift of the consignment on the same day. This is only provided when the original residence is located in rural Queensland.
 - 1.4.3. Special circumstances that are approved by UCAQ Moderator or General Secretary prior to the Relocation.

2. Storage

- 2.1. In the event that UCAQ has to purchase a new residence, and the Ministry agent's domestic goods and personal effects requires storage prior to delivery at the new address, UCAQ will pay any additional storage expenses for up to 28 days. Any storage expenses that exceed 28 days are agreed, and paid between the Ministry agent, the congregation or presbytery.
- 2.2. In the event that the new address requires any renovations, restorations or other works, and the new address is not ready at the time of delivery, UCAQ will pay any additional storage expenses for up to 7 days. Any storage expenses that exceed 7 days are agreed, and paid between the ministry agent, the congregation or presbytery.
- 2.3. In the event that the ministry agent is relocating to their retirement residence, UCAQ will pay any additional storage expenses for up to 7 days. The Ministry agent is responsible for any storage expenses that exceed 7 days.

3. Transit Insurance

On behalf of UCAQ, the Insurance team arranges several general insurance policies, including Marine Transit Insurance. The marine transit insurance policy covers the ministry agent's domestic goods and personal effects from uplift at a residence, to the delivery at the new residence, and also during storage (as per the Storage conditions).

The Marine Transit Insurance coverage takes effect with the following conditions:

- 3.1. The ministry agent submits a completed checklist for contents insurance to UCAQ.



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- 3.2 Any special personal items or antique quality are not deemed normal household items, and special insurance arrangements are required. Any special personal items or antique quality items that exceed \$1,000 per item (or any one set) will require a professional valuation.
- 3.3 If the ministry agent incurs any loss or damage to their domestic goods or personal effects, the ministry agent must contact UCAQ and the removalist within 14 Days from the date of delivery to the new residence.

4. Travel and Temporary Accommodation

For all relocations, UCAQ is responsible for moving expenses, and therefore will reimburse the ministry agent for:

- 4.1 The mileage expenses for one vehicle at a rate of \$0.25 cents per kilometre. The mileage expense is based on a direct route from a residence to the new residence.
- 4.2 Any Inter-island ferry costs if applicable.
- 4.3 Fair and reasonable accommodation expenses to ensure the ministry agent, and their family travel safely from a residence to the new residence. UCAQ will only consider accommodation expenses based on a direct route from a residence to the new residence.
- 4.4 Moving expenses do not include the provision of meals.
- 4.5 In the event that the ministry agent and their family decide not to drive, and therefore take an alternative form of transportation to the new residence (i.e. by air, rail or watercraft), UCAQ will only reimburse the ministry agent up to the costs if they were to claim mileage and accommodation expenses. This option only applies if the alternative form of transportation is agreed between the ministry agent and UCAQ, prior to the relocation.

5. Dangerous Goods

The removalist, nor the ministry agent must not pack any dangerous goods including but not limited to flammable liquids including petrol, paints, oils and thinners, plus poisonous and toxic substances including polishes, detergents and weedkillers. If any dangerous goods are packed any losses arising from the transportation of dangerous goods may void the Church's marine transit insurance coverage.

6. Exclusions

The following exclusions apply to all relocations.

1. UCAQ is not responsible for the relocation of a ministry agent into a supply placement. Costs of moving to and returning from a supply placement may be reimbursed to the ministry agent by the body receiving the ministry, subject to negotiation and agreement between the parties in advance.
2. UCAQ is not responsible for the relocation of a ministry agent from a residence to a new residence during the placement. UCAQ can offer the services of the removalist for the ministry agent, but all relocation expenses are agreed, and paid between the ministry agent and the placement body. Note, where a ministry agent is required to move from one rented premises to another, for a reason not related to the ministry agent, it is the responsibility of the placement body to arrange, and pay for, their relocation.
3. For retirement relocations, UCAQ will arrange one retirement relocation in Queensland per ministry, and pay all expenses associated with the relocation as per the terms of this policy, including special conditions. Interstate relocation by negotiation on approval of the Associate General Secretary.
4. In the event that the ministry agent comes out of retirement, and enters a new placement, UCAQ will arrange the relocation as per the terms of this policy, including special conditions.

However, if the ministry agent decides to retire again, the ministry agent is responsible for all relocation expenses.

This condition does not apply in the event the ministry agent comes out of retirement to fulfil an Intentional Interim Ministry Placement.



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5. The ministry agent can only relocate domestic goods and personal effects that are owned by the ministry agent and their family. The ministry agent cannot relocate property owned by other relatives. The ministry agent cannot relocate any property owned by UCAQ.
6. UCAQ is not responsible for the relocation of the following goods, and therefore, the ministry agent is personally responsible for the cost of transportation of the following goods:
 - Any domestic goods and personal effects in excess of 70 cubic metres.
 - Heavy equipment relating to hobbies, eg lathes, timber, bricks etc.
 - Any registered or unregistered motor vehicles, including trailers, motorcycles or motor scooters, farm machinery, spare parts and accessories.
 - Any boats, yachts or other marine pleasure craft.
 - Transportation of pets of any description.
 - Bush houses, Green houses or aviaries.
 - No more than 20 potted plants.

Definitions

Term	Meaning
Ministry Agent	Includes Uniting Church in Australia candidates, community ministers, deacons, deaconesses, interns, lay pastors, ministers of the word, pastors, chaplains, youth workers and ministers from other denominations serving in approved placements in the Queensland Synod.
Placement	An approved placement (Regulation 2.6.3(a)(i)) in a congregation or other body wherein ministry is exercised.
Days	All references to days refer to week full weekdays, Sunday to Saturday.
Family	Includes any spouse/partner, and/or any dependents that reside in a residence and moves to the New residence.
Ministry Agent	Includes any Minister of the Word, Deacon or Pastor as defined in The Uniting Church in Australia Constitution and Regulations.
New Residence	This term relates to a personal property (e.g. manse, house, unit, townhouse, apartment etc.) which is a) located within their new placement, or b) becomes their new place of retirement.
Removalist	An international or national accredited and reputable carrier transportation organisation that manages all facets of relocations and moving including, but not limited to, loading, transportation, packing, crating and storage.
Relocation	This term relates to the moving of the Ministry agent and their family from a residence to a new residence which is either a) within their new placement or b) is their new retirement residence. This term also relates to the transportation of the Ministry Agent's domestic goods and personal effects from a residence to a new residence, plus associated moving expenses.
Moving Expenses	The expenses a Ministry Agent and their family incurs moving from a residence to their new residence.
UCAQ	Uniting Church in Australia, Queensland Synod

Revisions

Document number		E8.7.21			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
1.0	10.01.25	L Hanson Assoc Gen Sec	10.01.25	L Hanson Assoc Gen Sec	L Hanson Assoc Gen Sec
2.0	28.08.25	L Hanson Assoc Gen Sec	28/08/25	L Hanson Assoc Gen Sec	L Hanson Assoc Gen Sec
Next scheduled review		28.08.26			