



Dollars & Sense

May 2016 Newsletter from the UCSA Resources Team

Letter from Peter Battersby

As I write this article I am preparing for the June Presbytery and Synod meeting. Like most Congregations, we have completed our financial statements for the 2015 year which tell a story of our journey over the last 12 months. A part of this story is the contribution of Congregations to the Mission and Service Fund, a significant source of support to the mission of the wider church. The June meeting will provide an opportunity to recognise these generous contributions. Alongside this we will recognise the efforts of church councils and treasurers as they work diligently serving their Congregations.

You may recall that we undertook the Resources survey at the end of last

year to seek your thoughts and identify opportunities to better serve Congregations. We are grateful for both your affirming and constructive responses and are learning a lot from the comments.

Together our team has considered the feedback. One initiative we are planning in response to what you've told us is to hold an open-day in November at the Presbytery and Synod office. Through a series of presentations on topics of interest to Congregations together with a Q&A time, we hope to answer many of the questions you have raised. As well, we are looking to visit some country locations to listen to Congregations and better understand their current issues and challenges. We hope that a number of neighbouring Congregations might come together for

these events. If your Congregation would be interested in hosting a visit, please call Leah Hopton (08) 82364229.

Finally, I encourage you to contact our team if you have any questions or concerns at any time. We have a general enquiries email within our ministry Centre resources@sa.uca.org.au which is a good place to start if you are not sure who to contact. More information is available on our website at <http://sa.uca.org.au>

Thank you again for all that you do serving in your Congregation.

Peter Battersby
Executive Officer, Resources

Insurance Services

Hi everyone,

Well winter is truly on its way and although we had a fairly quiet summer in regards to insurance claims, the rains and strong winds we have experienced lately have again brought to our attention the need to remind everyone about general maintenance of your church properties.

Please make sure the gutters of any church buildings are clear of debris, particularly if there are trees nearby. We had a number of water soaked buildings caused by blocked gutters overflowing. This caused a great deal of distress to a few Congregations, not only financial but also the disruption to regular events that the Congregations have in place.

Most importantly, if you do discover some damage to your property please contact Insurance Services on **as soon as possible**. We have a number of builders, carpet/floor repairers/suppliers, glaziers, and assessors who can attend to your needs within hours,

and make safe any dangerous situations. Our carpet restorers can be at the premises the same day which is very important for water soaked carpets. Did you know, if carpets get soaked, it must be lifted to dry underfelt or mould can set in within 24 hours if left wet? This can mean the difference between restoring carpet for a few hundred dollars, or replacing it which can cost thousands of dollars.

Another important matter we'd like to bring to your attention is security of keys. It is advisable to keep an up to date register of who has keys to your church. For security reasons you should know who has access to your property and its contents. Conduct a quick check and ask who has a key; you may be surprised how many sets of keys are floating around. Part of our job is to assist you in minimising the risk to the church so this is something you can do to achieve this. We'll bring other suggestions to your attention in the coming months.

I know some people believe insurance is boring and think "oh do we really need that much?" Yet we are such a huge organisation involved in so many things in the church community; we must have adequate cover to protect the church and its people. Sue and I love talking about insurance and helping you solve your insurance concerns, so if you have any questions about insurance, contact Susanne Alley or myself in Insurance Services on 08 8236 4222 or email us at insurance@sa.uca.org.au

By the way did you know these interesting insurance facts?

David Beckham has his legs insured for \$35,000,000 each, Mariah Carey has her legs insured for 1 billion dollars each (really).

Tony Phillips

Work Health & Safety (WHS)

Safe-Tea Break

Welcome to the second instalment of 'Safe-Tea Break' for 2016 - and my ongoing quest to try and demystify WHS. In this article I'm going to focus on WHS 'Duties and Responsibilities' and hopefully highlight the subtle difference. I would hope that by now you've come across the term PCBU, however if not then this acronym means 'Person Conducting a Business or Undertaking'. The term PCBU is used in the Act as the preferred term for an employer, and so simply put a Congregation that employs anyone is therefore a PCBU.

Congregations that do not employ anyone and are purely voluntary are not considered a PCBU under the WHS Act 2012 (SA); however this does not mean that you can or should ignore WHS altogether. As well as other criminal and common law jurisdictions there are legal duties under other relevant legislation such as food, fire and building safety that your local council enforces.

I often hear it said that we're all responsible adults who can and should look after ourselves, and of course there is some truth to this. Sadly what this statement doesn't cover though are our responsibilities to each

other. Often our desire to simply get things done, especially with limited resources means it's all too easy to overlook things that are clearly 'risky' or worse – just plain dangerous in our Congregations.

It's this responsibility for each other that I find helps me to understand the need and purpose of the legal duties imposed by the WHS Act 2012 (SA). Placing a legal duty on people to be responsible for their own safety and the safety of others may seem harsh, but it is a tried and tested method of improving safety standards across the many and varied businesses and organisations in our society.

For those congregations who are a PCBU, there are very clear WHS legal duties placed on the following people under Division 4 of the WHS Act 2012 (SA):

- **Officers** – those with governance responsibility for the Congregation, principally members of the Church Council.
- **Workers** – if you carry out any work on behalf of the Congregation, either paid or voluntarily, to any extent or capacity.
- **Other Persons** – anyone else present

at the workplace such as visitors or members of the general public.

More information on these specific duties in relation to Congregations can be found on the UCSA website using the following link:

<http://sa.uca.org.au/documents/human-resources/congregational-resources/UCSA-WHS-Policy-for-Congregations-Explanatory-Note-aug-2014.pdf>

It's hard to argue with the fact that many people need the experience, knowledge, support and authority of others to help ensure their safety. It's the duty owed to each other that leads to Vicarious Liability in legal terms whereby a PCBU and its duty holders can be held accountable for the acts or omissions of others.

If you would like to discuss this or any other WHS related matters, I work Tuesday – Thursday at the Synod office and can be contacted on wbooth@sa.uca.org.au or by phone on 8236 4214.

Wayne Booth
WHS Coordinator

Uniting Venues: Tent camps are the go at Adare



In 2015 Adare Camp and Caravan Park introduced tent style camps for school groups. Our tent style camps are specifically designed for year nine and ten school levels and are primarily held during terms two and three of the school year.

Students are divided into groups of 12 to 15 and each group is provided with three person tents, self-inflating mattresses, a table and eating utensils. Meals are served from the camp kitchen but consumed back at the tents in family style service.

Students are expected to assemble and pack away their tents and time for this is scheduled into the program. Once the tents and up



and each group is ready, the students participate in a Beyond Limits program. Activities include mountain biking, kayaking, milk crate climb and a range of team building activities. There is even time for a camp fire in the evening.

The recent addition of the camp kitchen and cabins (leader accommodation) as well as the purchase of equipment have all made this possible. Six tent camps are booked for 2016 and their popularity is expected to grow as word gets around.

The Lord continues to provide his blessing on Adare – the tent camps are one such example of this. Amen.

Human Resources and WHS - It's all about people...

Uniting Church SA values people and is committed to providing a safe, healthy and productive work environment. Human Resource practices can influence behaviour, attitudes and performance within the workplace.

Uniting Church SA Human Resources can provide Church Councils with advice, resources, assistance and expertise from a first-tier enquiry basis through to more complex and specific human resource matters. This edition focuses on the **Job Analysis & Design** circle.



Job analysis and design involves an assessment of jobs to determine the essential duties, tasks and responsibilities. This will enable accurate recruitment and selection practices, setting standards for performance appraisals and allow appropriate classification/reclassification of positions. The **Position Description & Person Specification (PDPS)** document is developed from this information.

A PDPS should contain simple, clear and concise language. Uniting Church SA has developed many **PDPS's** for the various occupational

groups that exist within Uniting Church SA Congregations. These can be provided as examples when Church Councils or ministry leaders have a new position, or if a replacement position become available within their Congregation.

For further information please contact Presbytery & Synod Human Resources on: 82364234 or email humanresources@sa.uca.org.au



Property Services

"An ounce of prevention is worth a pound of cure" - Benjamin Franklin 1706-1790

Although Benjamin Franklin may have had fire prevention in mind, it is a phrase which is relevant to preventative maintenance generally, and shouldn't be forgotten even in the metric era.

Roof and gutter maintenance is arguably the most important building maintenance; unfortunately, it can be neglected. Regular maintenance will prolong the life of the roof and protect the building structure and valuable contents within.

Accumulated leaves or debris trapping moisture and causing dampness and corrosion can significantly reduce the life of roof gutters. Eventually the composted leaves can allow weeds to grow, blocking gutters and resulting in water overflowing into the building. Loose roof fixings, and faulty flashings can also allow damage from wind and rain to occur.



To keep roof maintenance a priority, schedule regular gutter cleaning in autumn and spring and combine this task with inspecting the roof. Where roofs are difficult to access, it may be possible to undertake some tasks from the ground by:

- Using binoculars to do a visual inspection
- Employing leaf blowers, garden hoses and telescopic poles to dislodge leaves.

Where the task is beyond the capability of, or poses a risk to, volunteers, Church Council should engage professional gutter cleaning or roof maintenance contractors.

Scheduled maintenance may include:

- Keeping vegetation clear of the roof and gutters
- Removing moss and algae from tile roofs
- Replacing cracked tiles and firmly securing sheeting
- Keep ridge capping and ridge tiles firmly fitted
- Check that other roof attachments such as spires, vents, bells, decorative elements, parapet capping, and chimneys are secure
- Solar panels need periodic cleaning to maintain efficiency and the space between the roof covering and panels should be kept clear
- Check downpipes are clear, and stormwater discharges away from buildings to the street.

Roof safety tips:

- Don't walk around on roofs unnecessarily
- Do not access fragile roofing such as asbestos, aluminium or poly carbonate
- Do not scrub, scrape or pressure clean asbestos roofing materials
- Never work on a roof or from a ladder alone
- Reroofing projects for high roofs should incorporate anchor points or fall protection installed and maintained to the relevant Australian Standards.

Faulty Electrical Cables

Recently the Australian Competition and Consumer Commission has advised that faulty electrical cables 'Infinity' and 'Olsent' brand may present a risk to life and property. In South Australia these cables were available from 2012-13. Should you have any concerns regarding cabling installed in any Congregational property during this period please contact the contractor responsible for the installation in the first instance.

For further advice contact: Property Services, Catherine Stock 82364240 or email property@sasa.uca.org.au

Financial Services & Screening Services Unit

Finance - general:

ACNC Annual Information Statement (AIS) for the year 2015

Please be reminded that the 2015 Annual Information Statement (AIS) for the Australian Charities and Not for Profits Commission (ACNC) is due by 30th June if your year end is 31 December.

A reference guide for Uniting Church Congregations on how to lodge this AIS is available on the UCSA website.

Go to <http://sa.uca.org.au/documents/finance/acnc/2015-AIS-RESPONSE-GUIDE.pdf> to access this resource.

Should you have any questions on this please contact the Financial Services Team.

Mission and Service Fund Contributions

Mission and Service Fund contributions from Congregations and Parishes play a vital role in funding the Presbytery and Synod's activities on behalf of South Australian Congregations.

The response rate for receipt of contribution forms is now at 82% and on behalf of the Presbytery and Synod we thank you for returning these forms promptly.

If you are still to send in your Congregation's form we ask that you please provide this as soon as possible.

Forms can be downloaded from <http://sa.uca.org.au/mission-and-service-fund> and once completed, should be forwarded to the Financial Services Department.

If you have any questions on the completion of the form please contact Peter Harbison on (08) 8236 4270. For country callers please use 1300 766 956 or email finance@sa.uca.org.au

Screening Services Unit and police checks

If you are holding an event in the near future please allow a window of approximately **six weeks** in advance of events to ensure police check responses are received back in time. The UCSA Screening Unit aims to process forms within 24 to 48 hours of receipt, assuming all sections of the form have been completed correctly.

The majority of check results are received back within 24 to 48 hours. The check is based on searching a central index for potential name matches with Police History Information held in Australian police records.

In some cases the completion of the check process can take longer because of potential name matches. Certain police jurisdictions review records manually (this varies from state to state) and this can delay the results of the checking being received back by the Screening Unit.

Looking ahead to later in the year, events such as Red Dove Café, KCO and SAYCO all require that current police checks are in place. Please liaise with your Congregation's Duty of Care person or leadership to plan to submit forms if your check is due to expire, is inactive or if you have never undergone a check.

When completing your form please ensure that you read the Information Sheet and that your ID is correctly witnessed by an authorised person (UCA Ministers, UCA employees or members of UCA Church). The Information Sheet and forms can be downloaded from <http://sa.uca.org.au/called-to-care/screening-process>

If you have any questions about this please call 08 8236 4282 or email screeningunit@sa.uca.org.au

Audited financial statements

Copies of audited annual Financial Statements (of Congregations, Faith Communities and Parishes) are due with the UCSA Synod Financial Services Team within 6 months of the end of your financial year. This is in line with regulation 3.8.7 Accounting and Audit which can be viewed on the National Assembly web site.

For those with a year end of 31 December please forward by 30 June 2016.

If you have any questions regarding this please contact Peter Harbison on (08) 8236 4270 or for country callers 1300 766 956.

Keeping the Synod database up to date

The Presbytery and Synod database is a key tool for communication and information relating to position holders in Uniting Church Congregations and organisations.

In order to keep this as up-to-date and accurate as possible please notify the Synod office if there is a change to a key office holder (e.g. Church Council or Parish Chairpersons, Secretaries

and Treasurers) or a key contact (e.g. Children and Youth Contact, Privacy Contact or Safe Church Contact). Forms can be downloaded from <http://sa.uca.org.au/online-directory-services>

Correct postage for envelope weight and thickness

As of 4th January 2016 Australia Post introduced 3 speeds for sending letters within Australia:

- Express Post
- new Priority service
- Regular service

Along with this change the cost of stamps also rose from 70c to \$1.00 effective from the 4th January 2016 .

If you are mailing items in to the Presbytery & Synod office please ensure you are using the correct value of stamps for the weight and size of the envelopes.

Mail received with insufficient stamps results in two costs being incurred: the extra postage amount and an additional fee levied by Australia Post.

Your attention to this is much appreciated, in order to eliminate these unbudgeted fees.

Payroll

End of financial year – Payment Summaries from the UCSA Payroll Bureau

Each employee should check that their **current email address** has been provided to the UCSA Payroll Bureau.

Annual Payment Summaries will be *emailed* out at the end of June 2016.

Monthly cut-off date for timesheet submission

The Payroll Bureau provides services to many Congregations, including the processing of timesheets and leave forms.

To ensure that each step in the payroll process can be completed in a timely manner and to help avoid delays it is important that **timesheets** and **leave forms** are submitted to the UCSA Payroll Bureau by the **4th of the following month**.

Please note the following when completing & submitting timesheets:

- Date
- Day of the week
- Start and finish times (include a.m. or p.m.)
- Breaks – should reflect the *duration* of the break rather than the start time
- Reflect hours worked within the calendar month & indicate any leave taken (include a leave form)

Leave forms can be located on the UCSA website <http://sa.uca.org.au/finance/payroll-bureau-service>

- Ensure forms are signed by the employee and authorised by the person they report to
- Submit to Payroll Bureau by the 4th of the following month
- Either scan & email (payroll@sa.uca.org.au) or fax (08 8236 4286) or post

ReturnToWorkSA (formerly WorkCover) Levy Rate for 2016/2017

UCSA Payroll Bureau will receive notification of the new levy rates for financial year 2016/2017 once the new financial year starts. This will be communicated to payroll clients via the September Tax Invoices/ Payroll Statements.