



Dollars & Sense

March 2019 Newsletter from the UCSA Resources Team

A New Year Begins

Welcome to 2019! Can I still say this even though it's February? Sometimes it takes a while to get into the swing of a new calendar year – remembering what was recently “this year” is now “last year” and thinking of 2020 as “next year”. And then before we know it, the months swish past.

Life gets busy and it is natural to focus only on the tasks in front of you, giving little or no thought to how and why you do what you do. It is timely at the beginning of a year to stop and think about who we serve – God, the Church and the individuals within it. And as a church with an inter-conciliar structure, we do this by working within teams – and by being effective team members.

The Bible gives the ultimate image of teamwork through the metaphor of the body, as Paul explained to the Corinthians. Each of us is part of the greater body of the Church. Through this image we can appreciate that every body part is essential and plays a significant role. Similarly, the Basis of Union speaks about how the Uniting Church organises its life, using the gifts and graces God has entrusted its people for the building up of the Church serving together as a team.

Thank you for sharing the gifts and graces that have been given to you in the service of Church. May your service be fruitful as we journey together through 2019.

Astrid Kuivasaari
General Manager, Resources

Property Services

Unpacking Licence Agreements

A Licence Agreement is an agreement formalising the hire of church property by a person or organisation on a one-off basis or for an ongoing period. All agreements are to be entered into in the name of the property owner. For Uniting Church properties, the owner is usually 'The Uniting Church in Australia Property Trust (S.A.)'.

There are three types of Licence Agreements offered by the Uniting Church in SA:

- Non-Exclusive Use (Short-Form) – for one-off events.
- Non-Exclusive Use (Long Form) – for ongoing use including items for specific conditions, provision of keys and bond.
- Exclusive Use – for part or whole of the premises for exclusive ongoing use including specific conditions.

Non-Exclusive Use Agreements are prepared by the Church Council (or delegate), known as the Owner's Agent, and provided to the User. Exclusive Use Agreements are prepared and authorised by Synod Property Services staff after negotiations with the Owner's Agent. Standard documentation is available from Property Services to assist Church Councils in preparing the Agreements.

Definitions:

- Non-Exclusive Use Agreement – for a person or organisation that hires part of a church property and has shared use of common areas such as the kitchen, bathrooms and storage space.
- Exclusive Use Agreement – for a person or organisation to have exclusive use of whole or part of church properties including common areas such as the kitchen, bathrooms, storage space and car parking.

- Owner – The Uniting Church in Australia Property Trust (S.A.).
- Owner Agent – The Church Council (or delegate) of the 'Named' Uniting Church.
- User – the hirer of church property.

Important items to consider when hiring church property:

- Insurance – The Owner's Public Liability Insurance covers only the activities of the Owner, the church and church groups. Users who are non-Uniting Church organisations must produce evidence of current Public Liability Insurance. Bookings should not be accepted unless this evidence is produced in writing. This should be in the form of a Certificate of Currency issued by their broker or insurer at the time of entering the agreement and the insurance cover must cover the whole term of the licence agreement. A minimum of \$20 million cover is required.
- The Owner does not accept responsibility for the User's, or any other property, brought on to the premises.
- Evacuation procedures – The Owner's Agent is to provide instructions for evacuating the building, communicate the designated safe assembly points and display this information in the building. The User shall be familiar with evacuation procedures to avoid panic in an emergency.
- Improvements to the premises – The premises are offered to the User on an 'as is' basis. Any improvements to the premises at the User's expense (with the written consent of the Owner or the Owner's Agent) will remain with the premises unless agreed otherwise. The Owner or the Owner's Agent is not liable for any reimbursement of the User's expenses.

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Property Services *cont.*

- User fails to comply with agreement – If the User fails to comply with any of the provisions of the Licence Agreement, the Owner or the Owner's Agent can terminate the agreement by written notice after 14 days of default.
- The Owner or the Owner's Agent reserves the right to terminate the Licence or re-negotiate the terms of the Licence in the event that an obligation falls upon the Owner to undertake capital works for compliance or upgrade purposes.

Finally, please send a copy of all completed Licence Agreement/s and current Certificates of Currency to Property Services for our records.

Please contact Trish Johnston, Property Coordinator by emailing property@sa.uca.org.au if you have any questions about Licence Agreements and to request standard templates.



Financial Services & Screening Services

Payroll

ATO Single Touch Payroll – do you run a payroll process at your congregation?

Important: **Does your congregation process its own payroll? Do you have less than 20 employees?*

Legislation is currently before parliament for extending Single Touch Payroll (STP) to include employers with 19 or less employees. Alternative options will be available on the ATO website in the coming months.

If you run your own payroll processing there are actions you need to take:

- Check the ATO website for updates and helpful information at the link below.
- Find out when STP-enabled software will be ready from the supplier of your payroll software and ask your payroll service provider how to get ready.
- Review your current payroll processes to see if they can be updated.
- Develop an implementation plan.

<https://www.ato.gov.au/Business/Single-Touch-Payroll/>

If your pay is processed through UCSA Payroll Bureau, STP has already been implemented. You can already access pay information (salaries/wages, PAYG and Super information) through your own myGov account. Payroll Bureau implemented this monthly mandatory reporting requirement from 1 July 2018. This change includes the following:

- Employers may not need to provide the ATO with an end of year payment summary.
- Payment Summaries at the end of the financial year (30 June) won't be issued now that Payroll Bureau is reporting through STP.
- In the future STP information will be used to prefill your activity statement.

Annual leave records – Ministers

Congregations should ensure that they maintain records for Ministers taking annual leave.

Synod by-laws 11.1 set out the standard guidance regarding annual leave:

11.1.6 Annual leave for Ministers shall be four (4) weeks per calendar year taken within that year by arrangement with the Congregation or other appropriate body.

Leave Request Forms – an important document of record

If your congregation uses Payroll Bureau Services it is vital that Leave Request Forms are completed and signed by the employee and the authorised person they report to, and submitted to the Payroll Bureau in a timely manner.

This ensures that records are correct and up-to-date prior to Payroll processing.

All unused annual leave being accrued and recorded remains a financial liability of the Congregation.

Long Service Leave provision – lay employees

Congregations should ensure that they are maintaining a financial provision for Long Service Leave in their accounts for lay staff.

Full and part-time lay personnel are entitled to Long Service Leave under the terms and conditions of the Long Service Leave Act 1987. On completion of 10 years continuous service with Uniting Church SA, long service leave may be taken. Per the Uniting Church SA Personnel Handbook this is generally a minimum amount of 2 weeks at a time convenient to both the individual and their employer.

A further 1.3 weeks is granted for each completed year after 10 years.

A worker who leaves, or whose employment is terminated, after 7 completed years (but less than 10) is entitled to the monetary equivalent of 1.3 weeks for each completed year of service.

Long Service Leave payout is based on average hours worked over the last 3 years of employment.

Termination of employment

Please advise the Payroll Bureau as a matter of urgency when you deal with any termination of service for employees whose payments are processed by the Synod Office.

This will ensure that individuals receive the correct final pay, including any unused annual leave to be paid out, and also that congregations are not charged more than they should be.

A termination of service form can be found on the Payroll page of the UCSA website at: <http://sa.uca.org.au/finance/payroll-bureau-service>

Updating the email address to which the monthly Statement of Payroll is sent

Payroll Tax Invoice Statements are emailed to the Congregation contact person prior to the direct debit on the 14th of each month.

To ensure confidentiality of Payroll information, any relevant changes to persons who currently receive the monthly Payroll statements should be communicated to the Payroll Bureau to ensure continued confidentiality, especially where these are set-up to go out to a personal email address.

The Notification Change of Contact Details form is on the UCSA website: <https://sa.uca.org.au/documents/finance/payroll/individual-payroll/Payroll-Bureau-Service-MOU-Change-of-Representative.pdf>

To avoid any possibility of personal pay information being emailed to an out-of-date contact (where the contact email address is a personal one) a Congregation could consider creating a **Generic Role Based email address** (e.g. payroll@xxxxunitingchurch.com.au or treasurer@xxxxunitingchurch.com.au). Access would be given to the person currently in that role and you wouldn't need to remember to update various databases of a new email address. All you would need to do if the contact person changed would be to give access to that email address to the new person and remove access from the outgoing person.



Finance – general

Mission & Service Fund Contributions – Response Forms

Thank you to those congregations (approx. 50%) who have already submitted their 2019 Mission & Service Fund Response forms.

If you are yet to submit your response form please action this as soon as possible. Forms can be downloaded from: <http://sa.uca.org.au/finance/mission-and-service-fund>

Should you have any questions about completing the form or payment methods or any related questions please contact Peter Harbison on (08) 8236 4282 and for Country Callers 1300 766 956.

Audited Financial Statements for 2017

A number of Faith Communities, Congregations and Linked Congregations ('parishes') are yet to submit a copy of their 2017 audited financial statements to the Finance team at the Synod office.

Financial statements consist of a Balance Sheet, an Income Statement (Profit & Loss) and an Audit Statement. Audit regulation 3.8.7 can be viewed at https://assembly.uca.org.au/images/resources/Regulations_Policies/2015-Regulations-updated-August-2017.pdf

If you are still to submit your 2017 financials please contact Peter Harbison on (08) 8236 4282 and for Country Callers 1300 766 956.

Your 2018 Financial Statements will be due by 30 June 2019.

Police Checks for upcoming events

The latest application and consent form for a police check can be downloaded from <http://sa.uca.org.au/safe-church/screening-process>

Please destroy any stocks you might have printed of the old form as these are no longer accepted.

If your Congregation is involved in events such as KCO please submit any police check forms to the Screening Services Unit (SSU) as soon as possible.

You will notice that the Identification requirements have been updated. There is an information sheet on the UCSA/Safe Church web page to help. In particular at least one document must include your photograph or a certified photo. If a youth or other person genuinely does not have the required four identity documents (including photographic ID) please contact the SSU to discuss.

Should you have any queries please contact: Peter Harbison (08) 8236 4282 Country Callers 1300 766 956 Email: ssu@sa.uca.org.au

A little piece of Maughan finds a new home

The steel cross that once sat upon the spire of the former Maughan Uniting Church in Pitt Street, Adelaide, has found a new home at Nunyara Conference Centre in Belair.

Lovingly restored with a fresh coat of paint, the cross was recently installed in time for the Uniting Church Assembly's "National Young Adult Leaders Conference – Live. Embrace. Act. Disciple." which was held at Nunyara in January 2019.

The cross, a representation of the instrument of the crucifixion of Jesus, replaces the original Nunyara Chapel cross which was removed due to safety concerns regarding its structural integrity.

Further information about Nunyara or the other Uniting Venues SA campsites is available at www.unitingvenueessa.org.au, by contacting us on (08) 8278 1883 or by emailing enquiries@unitingvenueessa.org.au



WHS

Welcome to the first instalment of 'Safe-Tea Break' for 2019 – and my ongoing quest to try and demystify WHS. In this issue I'm focussing on **'When is it too hot that we must stop?'** The recent record temperatures in South Australia have again given rise to questions similar to the one above. So just what is a safe working temperature and when does it reach a point at which an event or activity becomes unsafe and have to be cancelled or postponed?

Most of us will have been subject to the requirements of a hot or adverse weather policy at some point in our lives, whether at an outdoor sporting event or even at our own KCO event last year. Often when temperatures or conditions are described as 'extreme' the decision to cancel or alter an event is understandable, but there may have been times when you've thought 'what is all the fuss about' or 'it will pass' and this has possibly left you feeling like this is just another case of 'elf n safety gone mad'!

At this point I'm going to interject a possibly controversial statement: **"We are all different!"**

Our reactions and responses to changes in things like temperature and the weather are more complex than we often realise, not just between individuals, but even our own responses are not as consistent as we would like to think they are. Our personal comfort or tolerance range is affected by a great number of things, such as our health, age and experience, home or work circumstances, external and personal expectations, upbringing and even gender. My wife and I regularly disagree about when the heating or air conditioning needs to be on or off.

This is one of the main reasons behind the difficulty in setting specific cut-off points for things like temperature and any that are in place are somewhat arbitrary. Most non-professional outdoor sporting activities tend to get cancelled around 36°C, but many professional sports and outdoor workers such as builders and farmers would quickly go out of business if they dropped tools every time the mercury hit this level. For indoor, mainly sedentary work activities we are provided with a little more guidance in that 'optimum comfort is between 20°C and 26°C depending on the time of year and clothing worn'!



Congregations are made up of individuals as well (not to mention our wide ranging activities, events and locations), so it would be equally as difficult to determine when an activity or event should or shouldn't go ahead. The best approach requires a Church Council to carefully consider all of the people, circumstances and factors that could be affected should the weather start to become unsafe, and ensure they manage this as practicably as possible.

The following are some simple things to consider when assessing the risks and deciding on suitable controls:

- A formal policy is not always necessary, however it can be helpful as a clear point of reference when conditions start to become unsafe, particularly for regular activities or major events. Consultation with relevant parties will be key to its overall effectiveness.
- Consider various action stages rather than just having a cut-off point. Actions such as providing additional cool drinking water, extended breaks, cool down areas, reduced activity times, increased monitoring of people and general sun safety should happen long before the temperatures become extreme.
- Technology has made weather forecasts much more accurate, so monitoring this prior and acting early can greatly reduce the pressure and consequences of having to make decisions on the day of an activity.
- Take into account the health and requirements of all of the participants in an activity. This is an area where it may not be appropriate to go with a majority decision that could adversely affect the health of an individual.
- Genuinely consider the need and benefit of an activity going ahead against the known risks, likelihood and severity of a problem. Adverse weather can have severe consequences, particularly for vulnerable people, and they should always remain our principle concern.
- It's easy to focus on the activity itself, particularly if being held outdoors. However, it is important to consider other factors such as travelling to and setting up an activity as well. Indoor activities should also be considered when the weather starts to become unsafe.
- Employees are generally obliged to attend for work unless their employer tells them not to and will feel under more pressure to turn up when they might otherwise exercise caution. Volunteers ultimately retain the right to decide for themselves but should be discouraged from attending if at risk. Remember, they may feel under pressure not to let others down.

- Be mindful of the additional impact to others if 1 or 2 key people decide or cannot attend due to the conditions. This can raise the risk to others significantly, so ensure you can maintain a safe number of people prior to continuing with an activity.
- Remember to ensure that emergency facilities are in place to respond quickly to signs of conditions such as heat stress and that medical assistance is sought early. People can deteriorate rapidly from such conditions and therefore always act on the side of caution.

Ultimately, when to alter or cancel an activity or event will come down to how well you've assessed the risks and are able to remove or reduce and manage those risks. While it may be disappointing, difficult, disruptive and even costly to alter or cancel an event or activity, if planned for properly, this is considerably safer than ignoring the risks and pressing on regardless. In the event of an incident, your assessment, controls and actions may be examined thoroughly and you may be left facing some difficult questions and legal liability.

If you would like to discuss this or any other WHS related matters, I usually work Tuesday – Thursday at the Synod office and can be contacted on wbooth@sa.uca.org.au or by phone on (08) 8236 4214.

Wayne Booth
WHS Coordinator

IT & T

Computer Giveaway

As advertised recently in UC E-News, Uniting Church SA has an opportunity to give congregations, faith communities or mission networks preloved computers (either Laptop or PC) to assist with realising their mission. The number of computers are limited, and there is an application process. The applications will be assessed on the basis of the information provided in the form (and accompanying documentation).

Applications close Friday 1 March 2019. For more information please contact Marc Furmage, Manager IT&T on (08) 8236 4293 or via mfurmage@sa.uca.org.au

