RELOCATION

INFORMATION AND INSTRUCTIONS RELATED TO REMOVALS AND THE COMPLETION OF THE

FURNITURE INVENTORY (ED131) FORM

(August 2012)

Please read through the information provided before completing your Furniture Inventory (ED131) form.
Listed below is the information you will need when completing and organising your removal as well as some hints to ease the burden of moving and to protect your furniture and effects. Experience has shown that problems can occur if you do not read and comply with the instructions and information contained in this booklet. It is important for you to read through all this information.

**NOTE:** The Department For Education and Child Development will only accept responsibility for payment of your removal for the uplift and delivery of goods listed on the 'Furniture Inventory' at time of submission. Any additional items not listed, including difficulty in access at both the uplift and the delivery addresses and any change in removal dates, will be at your own expense.

Your Letter of Appointment will indicate whether or not you are entitled to removal expenses. Your entitlement at Departmental expense is for one uplift and one delivery only. The onus is on you to negotiate additional arrangements and cost with your removalist (should the need occur) for anything in addition to this entitlement.

*All removal arrangements must be made or approved by the Removals Officer. The Department will not reimburse expenses to teachers who undertake their own removal.*

**DEFERRAL:** If a deferral of removal entitlement is required, the removals officer needs to be contacted immediately. Correct procedure will then be advised.

**REMOVAL DAY:** Under normal circumstances and as outlined in the ‘Leave Management Handbook’, teachers are not entitled to a removal day. Removals will occur during the school holidays or week-ends, unless prior arrangements have been negotiated and approved by the principal. Such approval would only be given under extenuating circumstances.

The onus is on the teacher to familiarise themselves with removal requirements, policies and procedures. Where placement or housing details are not finalised, an inventory with a covering letter, may still be forwarded to the removals officer with the understanding that it cannot be processed until such time as all details have been provided. Teachers can provide the missing details by telephone.

**NOTE:** Under no circumstances can a removalist be organised for the uplift and delivery of your furniture without all relevant details submitted on the inventory.

### THE FURNITURE INVENTORY ED131

The purpose of the inventory is to enable the removalist to assess accurately the cubic capacity of your load. Insufficient detail could result in an inadequate sized van being allotted by the removalist with consequent inconvenience to both yourself, the removalist and possibly any other person amalgamated/linked with your removal.

- The Inventory form should be prepared neatly in **block letters** using **black or blue** ball point pen, as copies for removalists will be made from the original. **Do not use red pen.**
- **Do not write on the back of the form. Do not use ticks.**
- Leave the quantity column blank on the inventory if the item is not relevant.
- Do not forget to sign the Furniture Inventory (ED131) form.

The Removals Officer will be on duty over the Christmas period with the exception of public holidays. Many removal companies will book work for this period if notice is given.

**Dates of Removal:** You must be prepared to be flexible when choosing dates for removal to assist the Department in best utilising available removalists. **Preferred dates for removal should span a minimum of 4-6 consecutive days** (e.g. 7th to 12th January, 2011. *pref. 9th, 10th January) Removal companies will tender according to the dates you have chosen and submitted on your form. Take care when choosing these dates. Once the inventory has been released for tender, any changes to the dates will need to be negotiated between yourself and the removalist. If any additional cost is involved it will be at your own expense.
IMPORTANT: READ THIS SECTION CAREFULLY

• Please advise, on your Furniture Inventory, if the removalist has to consider the following problems at either or both the uplift and delivery addresses: *Steep or narrow driveway; *Overhanging branches; *Restricted access; *Long walk from house to removal van; *Number of steps at front or rear doors; *Stairs inside and/or outside; or any other information that may effect the uplift and/or delivery.

It is essential this information is provided at the same time the Furniture Inventory is submitted as cost can be affected. All small items are to be boxed. Remember, any additional cost involved for items and/or access difficulty not listed on the inventory will be at your own expense.

While you may be able to drive the family car up the drive way, a large removal van may experience difficulties getting close to the house. Similarly, consider the ease of loading and unloading for the removalist. Your accurate description can facilitate the removalist’s efficiency. If you can make their job easier, the better they will perform their task.

• Complete the Furniture Inventory (ED131) form in every detail and give dimensions of large or unusual items of furniture. Most household items are listed, and space has been provided for any unique additions. You may add extra sheets if insufficient room. Simply write down the number of beds, wardrobes, cartons etc. in each room and utilise the blank spaces when necessary.

• On receipt of your inventory, provided all is in order, tenders will be called to appoint a removalist who will undertake your removal. This process takes approximately one week, so allow sufficient lead-time in calculating removal dates.

• IMPERATIVE: Make sure you are contactable, problems only occur if a query arises and the teacher cannot be contacted for clarification. Teachers are reminded that the removal process is an important part of the transfer exercise, and any reasonable request by the Department or a removalist to move during the holiday period, must take precedence. Ensure contact address(es), telephone numbers and dates are clearly stated.

• Unless otherwise arranged, you or a representative acting on your behalf must be in attendance at both the uplift and delivery of the furniture. The onus is on you to make these arrangements. This is important as items can get left behind, misplaced or mixed up if no one is present. Insurance complications could also arise.

• On completion of the move, the removalist will need you to sign a Release form. Read this form. If you have noticed any damages list them on the form before signing. Naturally, you would not be expected to unpack all your cartons prior to signing this certificate. However, the onus is on you to report any damages, by telephone, to the removals officer within 48 hrs of delivery. You are then required to furnish details in writing within 7 days, for checking and forwarding to the Department’s insurer. The State Government’s Insurer has advised it is an offence to make false claims for loss or damage not attributable to this removal. Claims are substantiated with the removalist.

• Fax or Post your inventory as soon as possible. This is essential, as late receipts will delay the removal of your furniture and effects, and cause you inconvenience. Inventories should be submitted to the removals officer with a minimum of 10 days prior to uplift.

NOTIFICATION OF YOUR REMOVALIST

• A letter will be forwarded to you the same day tenders close for your relocation. The name and phone number of the removal company allocated to conduct your removal is included along with other relevant information. Once you have this information, contact your removalist and keep them informed of your whereabouts. It is then your responsibility to negotiate directly with the removalist, and any other people concerned, to discuss an agreed date for collection and other
details relevant to your move. You will be moved within the dates you have nominated on your form unless otherwise negotiated and agreed to by yourself with the removalist. Consideration is given to your preferred date(s) however there is no guarantee. Removalists have been instructed not to proceed with a removal unless contact has been made with the client or their representative. Always keep the removalist informed of your contact telephone number.

- Confirm with the removalist, before the arranged uplift, that everything will proceed as scheduled.

NOTE: Every effort will be made by the removal company to ensure your move runs smoothly. There may be times due to unforeseen circumstances that delays may occur, e.g. truck break down; flooding. Delays may also occur if more than one load going on the same truck is larger than anticipated or the client is not ready when the removalist arrives. During these times please exercise patience and consideration. The removalist will contact you if this happens. Under these circumstances you may require overnight accommodation. The Removals Officer can be contacted on 8226 1065 (diverts to mobile A/H) for accommodation approval. Prior approval for accommodation must be gained from the removals officer.

BEFORE THE REMOVALIST ARRIVES

- Foodstuffs of a perishable nature and/or liquid containers that may leak (e.g. cordial bottles), paint, oil, kerosene, acids etc, are not to be included for removal.

- The Department does not pay to move explosives, combustible fluids, plants, firewood, animals, motor vehicles/cycles, aviaries, studs or material for outside structures or any other goods not normally classed as school aids or household furniture and effects. This includes items that need specialised moving equipment. If you desire the removalist to take such items at your own expense, a separate list is to be attached to the Furniture Inventory (ED131). Removalists are not obligated to carry these goods. Prior negotiation regarding payment and carrying is essential. This will ensure enough time should you need to make alternative arrangements.

- Teachers are required to do all their own packing, including personal clothing. Suitable strong cartons are to be used and must be sealed top and bottom. Cartons are described as Large (tea chest size) 70x45x45cm, Medium 45x45x30cm and Small 30x30x30cm.

- You must be packed and ready when the removalist arrives. It is your responsibility to pack all effects prior to removal. Do not overlook small items around the house and outside. These can take considerable time to carry to the removal van and load. Box all items where possible. When packing china and glass, wrap each piece separately in clean paper (care - newsprint may stain some items). Stuff cups, jugs, vases and glasses with paper before wrapping. Pack heavier items at the bottom of cartons/chests, and fill with lighter items. Ensure no space is left, and that all items are packed firmly to prevent any movement. Do not leave cartons open or overflowing as this makes stacking difficult and may result in loss or damage. Do not make any carton so heavy that it cannot be easily lifted by one person. Ensure cartons are securely sealed top and bottom.

- Simply walk through your house and accurately record the number of beds, wardrobes, cartons etc, in each room and show the dimensions of large and/or unusual items. It is not essential that the items are in the exact rooms as listed. The overall load size is the objective. If any item you possess is not shown on the list, please utilise the blank spaces.

- At point of uplift, all floor coverings must be rolled, curtains, beds, bookshelves etc dismantled, air conditioners removed from windows etc, ready for the removalist to carry. (Remember, any additional time spent by the removalist for your uplift will be at your own expense) At point of delivery, the removalist will place the furniture and effects in the respective rooms. If other than ground floor level is involved, please advise on Item 6. of your 'Furniture Inventory'.

4
• Refrigerator and washing machine motors must be bolted or fixed securely. Check with the manufacturer if unsure about their transportation. The removalist will not accept responsibility for this.

• Where you are moving into another teacher's house, or someone is moving into your house, supply a list of names and relevant details, along with your inventory. Remember, you cannot move in until the occupant at your destination has moved out. It is your responsibility to check the arrangements other people involved with your move have made, and advise the removals officer of these details.

• If possible, obtain strong cartons or tea chests for packing breakables. (if using tea chests, ensure there are no jagged or rough edges) These may be purchased from merchants listed under "cartons" or "tea chests" in the Yellow Pages. You can also check your local shops, supermarkets, liquor stores etc. Be careful in selecting suitable, strong cartons, no smaller than 30x30x30cm, and no larger than tea chest size. Cartons must be sealed top and bottom.

• Cartons: Do a trial packing of several cartons to enable you to estimate the total number you will need. Overestimate rather than underestimate if you are unsure.

• Number each carton/chest and make a list of items in each. You will find this useful when checking for correct delivery, and when unpacking items you will need first.

• If you use cardboard cartons for packing clothing, linen etc, line them with polythene sheets or use plastic bags to provide a seal against moisture, dust and insects.

• Empty all wardrobes, cupboards, draws, filing cabinets etc. They are usually heavy and difficult to move at the best of times, without the added weight of clothing and heavy items.

• Defrost and clean refrigerator 24 hours before departure and ensure, if necessary, that the motor is bolted down or fixed securely. Unplug and secure power cord. If in doubt, consult your dealer.

• Ensure washing machine motor and tub are bolted down or fixed securely. Drain and tape hoses and power cord to the rear of the machine. Do not simply drape hoses into the tub and leave the lid ajar, as the slightest pressure will cause damage. Again, if in doubt consult your dealer. Take care electrical derangements are not covered by insurance.

• A record player's pick-up arm should be clipped or taped down, the turntable tightened down, and cords and wires stored.

• TV sets, videos, stereos, CD players and computer equipment are very fragile. You should consult your dealer regarding their packing and transport. Take care electrical derangements are not covered by insurance.

• Valuable books and records should be individually wrapped, stood on end, and packed in small boxes.

• Drain petrol from the lawn mower.

• Do not place cartons in halls or passageways as these areas will be used as access ways to remove larger furniture first.

**HINTS**

• Plan to take jewellery, important papers and documents with you. Select items of clothing to take with you and your family, which might be needed during the journey, bearing in mind you may arrive ahead of the removal van.

• Arrange to have sufficient funds for the journey, and to tide you over until you make banking arrangements at your new address.

• If possible retain your original cartons for Plasma and LCD TV's. This will help protect the soft expensive screens when shifting.
• If your present house or flat is rented privately, give the owner or agent sufficient notice of departure. If you lease a residence from Services SA, Real Estate Management, refer to your ‘Tenants Handbook’ to fulfil your obligations as a vacating tenant. It is vital that your Housing Officer is notified of your intentions as soon as possible to enable rent deductions to cease and an inspection to be arranged.

• Arrange for gas and/or electricity meters to be read, and if appropriate, cut off the day after your departure.

• If you have a telephone subscription, advise your organisation to discontinue the service, or transfer it to the incoming occupant. The date of disconnection should be carefully planned so as not to leave you without a means of communication should there be any problems on moving day.

• Give notice of your change of address to the following:
  Payroll Services; Local Post Office, Local Council; Electoral Office; Bank or financial institution; Insurance companies; Taxation Office; Motor Vehicle & Licence Registration; Business or stores where you have a charge account; check all your past accounts and correspondence to include any others; advise trades people (milkman, baker, newsagent etc) to discontinue deliveries.

INSURANCE

• The SA Government has arranged "in transit" insurance to a maximum of $100,000. The cover is an all risk insurance, but specifically excludes damage due to rust, mould, mildew, and the like, unless clearly proved to have occurred during the transit and to have been caused by actual contact with rain and other water and not due to condensation, humidity or similar atmospheric conditions. Mechanical/Electrical derangement and motor vehicles/cycles are not covered by insurance.

• The insurance commences from the time the goods are passed into the hands of the removalist until those same goods are accepted from the removalist at the completion of the removal.

• Any teacher may, at their own expense, take out with an insurance company, additional cover over and above the $50,000 liability accepted by the Government. Most removalists can arrange this.

• All items should be checked as soon as possible after arrival and where damages, breakages, or losses have occurred, intention to claim must be notified by telephone to the removals officer within 48 hours of delivery, and then confirmed in writing within 7 days.

• No action should be taken to make good any damage without approval. Where danger is imminent (i.e. broken glass) or the item is of an essential nature (i.e. refrigerator, washing machine), contact the removals officer who will advise on correct procedure.

• You are reminded that it is an offence to make false claims for damages or losses. Removalist’s comments are sought by the insurer in all cases where claims are made.

DEPRECIATION/PACKING/KILOMETRE/OVERNIGHT ACCOMMODATION ALLOWANCE

Teachers whose furniture and effects are moved under departmental arrangements at departmental expense, are entitled to claim certain allowances upon transfer or promotion.

(a) On completion of your removal, the application for allowances should be submitted on a Removal Claim (ED131E) form. The Removal Claim (ED131E) form will be forwarded to eligible personnel accompanying the letter with notification of their removalist.

(b) An accelerated furniture depreciation allowance of $650.00 is claimable where the value of the household furniture and effects moved exceeds $3330.00. The allowance is for accelerated depreciation and extra wear and tear on furniture and effects, and necessary replacements and/or alterations to carpets, curtains, linoleum etc.

(c) A packing allowance of $74.00 may be claimed to assist with the cost of packing materials.
(d) Costs incurred in travelling from old headquarters to new headquarters may be claimed. The rate is 23.0 cents per kilometre. If bus, rail, or other means of travel are contemplated, you should check with the removals officer to verify entitlements prior to travelling.

(e) Reimbursement for essential overnight accommodation may be made. Prior approval must be gained from the removals officer and itemised hotel/motel accounts and receipts are essential and must be attached to the claim.

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REMOVAL EXPENSES

A person on first appointment as a teacher to a school whose place of residence is:

a) in South Australia, shall be paid allowances as provided in subregulation (1), such allowances to be determined by the distance from his or her place of residence to the school;

b) not in South Australia, shall be paid such expenses as may be negotiated in the terms of his or her contract of employment.

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♦ Complete and detach the Furniture Inventory and either:

Fax to:  (08) 8410 3956 or
Post to:  Removals Officer, GPO Box 1152, ADELAIDE 5001

For further information contact the Removals Officer (08) 8226 1065.
Mobile:  0401 123 299

♦ RETAIN THIS PORTION OF THE BOOKLET FOR YOUR INFORMATION.