

Insurance Renewal Questionnaire 2019



The United Church in Australia
Queensland Synod
Group Insurance

Introduction

This insurance declaration will help the Group Insurance team of the United Church in Australia, Queensland Synod manage the Church's insurable exposures by providing insurance underwriters with accurate data to consider offering cover and calculate the insurance premiums required.

To do that, we need some information about the people and activities of your congregation.

Duty of disclosure

We have a duty, under the Insurance Contracts Act 1984, to disclose to the insurer every matter that we know, or could reasonably be expected to know, that is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms.

We have the same duty to disclose those matters to the insurer before we renew, extend, vary or reinstate a contract of general insurance.

If we fail to comply with the duty of disclosure, the insurer may be entitled to reduce their liability under the contract in respect of a claim or may cancel the contract. If the non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

Identity verification

In order to verify the identity of those completing this insurance declaration and others who are required to review and endorse the responses provided, please print a copy of the completed insurance declaration and have all persons sign the printed copy which is to be returned to the Queensland Synod Group Insurance team.

Declaration questions

To assist with completion of **Questions 2, 3, 8, and 9**, we have included **Section F: Supplementary Notes** towards the end of this questionnaire, which includes further explanation of the information being requested in these particular questions.

For questions requesting number responses, please insert numeric values only (not text responses).

If you have further questions regarding this declaration, please contact the Group Insurance team on 07 3377 9725 or email ucinsurance@ucaqld.com.au

Section A: Renewal Questions

Q1. Please enter the name of your congregation.

Q2. Please advise the total number of volunteers in your congregation.

Q3. Please advise the total number of work experience workers in your congregation.



Section B: International Church Mission/Activities

Overseas Travel: This question will enable the Group Insurance team to determine the congregation's Public Liability and Corporate Travel requirements in relation to overseas travel.

Cover will only apply once a more detailed and specific questionnaire is completed and the Group Insurance team have confirmed in writing that the cover has been granted by our insurer/s.

Q4. Will any of your employees, volunteers or members travel overseas in 2019, for any mission or church related work which is managed/arranged by your congregation?

If Yes, how many trips, and which countries are you likely to visit?

	Number of Trips	Destination(s)
eg.	2	USA & Fiji

Q5. Do you anticipate that your congregation will engage any international contractors or visitors for work related trips in 2019?

If Yes, please provide a brief explanation of your congregation's engagement with the international contractors/visitors:

Section C: Claims and Incidents

Q6. Are there any incidents or circumstances (including personal injury or property damage/loss) that have occurred since 31 March 2018 that may give rise to an insurance claim?

If Yes, please provide details of circumstances or incidents that have occurred since 31 March 2018:



Section C: Claims and Incidents *(continued)*

Q7. Has your congregation, church council members, elders, minister or employees ever incurred a workplace, environmental or other incident that has warranted or could lead to an investigation by a regulatory authority in the past five (5) years?

If Yes, please provide details of the incident, investigation and outcomes:

Q8. Has your congregation ever had any computer or network security incidents in the past five (5) years?

If Yes, please provide details of the incident, investigation and outcomes:

Section D: Declaration of Outside Directorships

Q9. Has your Church Council asked any of your members or employees to represent your congregation on a board or committee outside of The Uniting Church in Australia, Queensland Synod?

If Yes, please complete the following table:

	Full Name of Officer	Details of Outside Board & Position/s
eg.	<i>John Brown</i>	<i>Brisbane High School - Chaplaincy Member</i>

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Section E: General Church Activities

Please provide us with confirmation of the activities that are managed by your congregation. This information provides our liability underwriters with an understanding of the extent of activities conducted within the United Church in Australia, Queensland Synod.

Only record the groups that your congregation manages and controls, including groups which report to your Church Council. Do not record any third party groups who may lease your property (eg. "Hollywood Dance Academy"). Do not include one offs in your list (eg. A Church Picnic).

Please insert numeric figures in each *Number of groups* question.

If your activity does not have an official name, please leave the "Name of activity" field blank. Alternatively, please enter the name of your group (eg: if your Sunday school is know by a special name such as "Kidz Church"), and if an activity has a registered business name and/or ABN please also provide these details.

		Number of groups	Name of activity (if applicable)
Worship Activities	Weekly Church Activities		
	Home Groups		
	Choir Groups		
	Music Groups/Bands		
Adult Fellowship Activities	Ladies Fellowship		
	Mens Fellowship (excl. Men's Shed)		
	Seniors Fellowship		
	Combined Ladies & Mens Fellowship		
Youth Activities	Sunday School		
	Boys Brigade or Girls Brigade		
	Playgroup		
	Youth Group - Prep to Year 6		
	Youth Group - Years 7 to 12		
Counselling and Support Activities	Disability Group		
	Pastoral Care Group		
	Professional Counselling Services		
Sporting and Recreational Activities	Sporting Groups		
	Craft Groups		
	Mens Shed Groups		
Commercial Activities	Retail/Thrift/Op Shops/Donated Goods		
	Child Care / Day Care Centre		
	Outside School Hours/Vacation Care		
	Catering/Food/Hamper Suppliers		
Additional or New Activities for 2019			



Section F: Supplementary Notes

Q2. Volunteer: A volunteer constitutes any member of the church that volunteers his or her time for any unpaid activity involving the church. Please count each person only once, even if they have multiple tasks. It is important to answer this questions as accurately as possible. The figures you provide determine our volunteer personal accident insurance coverage. A volunteer could include but may not necessarily be limited to any of the following:

- Church Council Members
- Tea/Coffee People
- Group/Youth Leaders
- Tasks performed during a service (choir, musicians, bible readers etc.)
- Welcomers/Ushers
- Working Bee Workers
- Sunday School Teachers

Q3. Work Experience Workers: A work experience worker constitutes a student or an adult that performs unpaid work for the church, to gain workplace experience as part of a Vocational Education and Training (VET) course or contract. Please count each person only once, even if they have multiple tasks. It is important to answer this questions as accurately as possible. The figures you provide determine our work experience personal accident insurance coverage.

Q8. Computer or Network Security Incidents: Incident includes any unauthorised access to any computer, system, database or data, intrusion or attack, the denial of use of any computer or system, intentional disruption, corruption or destruction of electronic data, programs or applications or any other incidents similar to the foregoing?

Q9. Outside Directorships: relate to situations where a Church Council has formally requested for a member or employee of the Church to represent a Congregation on a board or committee that is not an activity of the Uniting Church in Australia, Queensland Synod. This does not include where an individual makes a personal decision to become involved in an outside board or committee.

Our Directors & Officers Liability Policy may be endorsed to cover outside directorships that are notified prior to our 31 March 2019 renewal. It is a requirement for any outside directorships to be disclosed to our insurer as soon as practicable.



Section G: Declaration

By completing this questionnaire, you are declaring that:

The answers and information provided in this questionnaire are true and correct in all respects and no information has been withheld which may affect any insurers decision in relation to providing insurance cover for the Church.

You have read and understood all questions and any supporting definitions and supplementary notes.

This Declaration has been completed by:

Signature

Signatory details:

Name

Position

Contact phone number

Email Contact

Dated

Please provide the name, position and contact details of at least one person in the following positions, not being the person completing the declaration above, who has reviewed and endorses all information collected in this survey:

- *Church Council Chairperson
- *Church Council Secretary
- *Church Council Treasurer
- *Congregation Minister

This Declaration is endorsed by:

Signature

Signatory details:

Name

Position

Contact phone number

Email Contact

Dated