

### Household Goods and Personal Effects

1. The University has an insurance policy which covers the transit risk for the household goods and personal effects of newly engaged staff members.
2. The insurance cover begins from the time the goods are lifted from the ground and placed onto the conveyance and terminates once the goods have been removed from the conveyance and placed on the ground at the destination of the goods.
3. The cover may be extended to include storage prior to departure and/or after arrival at the destination. Please discuss these arrangements with the Insurance Officer, Financial Services Directorate.
4. The main conditions that apply to the policy are –
  - a) Any claim **must be made within 30 days** of the termination of the cover.
  - b) All goods must be professionally packed by the carrier.
  - c) Property such as jewellery, furs, money, precious metals or stones are not covered by this policy.
  - d) Mechanical or electrical derangement are not covered by the policy.
  - e) The current full value of all goods must be declared on the proposal. Failure to declare correct values will result in the Insurers reducing/rejecting claims proportionally.
5. When making a claim it is necessary to complete a claim form (obtainable from the Financial Services Directorate website <http://www.une.edu.au/finance/>). Claim forms must be submitted to the Financial Services Directorate (attention Insurance) together with original (where possible) documentary evidence of replacement cost or quotations for replacement or repair.
6. The University will provide insurance cover for an appointee's furniture and personal effects to a maximum of \$80,000.00. The staff member will be responsible for all costs of insurance in excess of \$80,000.00 at a rate of 2% for shipments within Australia and 3.25% for shipments from overseas. Such insurance cover is subject to the appointee complying with the relevant University procedure. There is an excess applicable to this policy of \$500.00 in the event of a claim.
7. If you have any queries or problems please contact the Insurance Officer Mr Warick Angelini by telephone 02 6773 5008, fax 02 6773 3377 or email [insurance@une.edu.au](mailto:insurance@une.edu.au).
8. Please complete the enclosed proposal form and return it to reach the University before the date or as soon as possible to the date when the move will continue.