

# Independent community group insurance application form

The Department for Environment and Water (the department) extends insurance cover to independent community groups working toward sustainable natural resources management in the Murraylands and Riverland region. Acceptance of this application by the department will enable the group to be covered by the Department's insurers SAicorp.

Any offer of insurance cover does not extend beyond 30 June 2022.

**For the insurance cover eligibility conditions please see Attachment 1: Requirements of independent community group insurance cover.**

If the group requires insurance cover for the 2021-22 financial year, please complete this form and return it to:

**Mail:** Murraylands and Riverland Landscape Board, PO Box 2343, Murray Bridge SA 5253;

**email:** [volunteers.mrlb@sa.gov.au](mailto:volunteers.mrlb@sa.gov.au)

**Date form completed:** \_/ \_/ \_

## 1. Contact details

**Name of group:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_

**Position in group:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Home phone:** \_\_\_\_\_

**Work phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Preferred form of contact:**  Email  Post  Telephone

## 2. Additional contact information

**\*\*Optional information to assist with keeping in contact with the group**

Position	Chairperson**	Secretary**	Public Officer/Other**
<b>Name:</b>	_____	_____	_____
<b>Address:</b>	_____	_____	_____
<b>Mobile:</b>	_____	_____	_____
<b>Email:</b>	_____	_____	_____

### 3. Group details

Year the group commenced:

Total number of members involved with the group:

Please include any other details considered relevant

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### 4. Group legal status

Is the group incorporated under the Association Incorporations Act, 1985?  Yes  No

If not, is the group a sub-committee or branch of another body?  Yes  No

If yes, what is the name of the body? \_\_\_\_\_

### 5. Main aims of group

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### 6. Activities planned for this financial year

A. Please provide some details on normal group activities:

<b>General Meeting Days</b>	
<b>Regular Working Bee Days</b> (if applicable)	
<b>Meeting/Work Venues:</b> (if applicable)	
<b>Work Site Location/s and Council Area:</b> e.g. X Council, reserve name, plus nearest street/road or access point)	
<b>Types of physical work performed:</b> E.g. growing, planting, weed removal, use of chemicals, whipper-snipper	

B. Please provide a brief outline of the group's activities and any major projects planned for this year.

*\*For those groups that undertake on-ground works, please submit a signed letter from the landholder indicating they have approved the project to proceed. Attachment 2 is a template letter than can be used for this.*

Landholder form attached:  Yes  No

Activity description (i.e. what will you be doing)	Site of activities (address/location of project)	Landholder name	Landholder approval* (Y/N)

## 7. Staff contacts – Murraylands and Riverland Landscape Board

A. Please specify which Murraylands and Riverland Landscape Board staff member/s the group works with, if any:

Name/s of staff member/s	Program (if known)

B. Does the group receive support from other organisations (e.g. your local council)?

Yes  No If so, please specify:

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8. General comments (training requirements, emerging issues of concern or other)

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Agreement

I have read the attached *Requirements of independent community group insurance cover*

Yes       No

The \_\_\_\_\_ (NAME OF GROUP)

**agrees to follow the minimum safety practices outlined in the factsheet *Requirements of independent community group insurance cover* (Attachment 1) to ensure the safety of its volunteers and activity participants and their coverage by the department's insurance.**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Insurance management process

The Murraylands and Riverland Landscape Board will confirm, by letter, your insurance cover for group activities for the current financial year under the policy of the Department for Environment and Water (the department).

If your group is offered insurance cover for 2021-22 the Murraylands and Riverland Landscape Board will annually send you an *Insurance renewal form* and keep your group informed of any changes to safety requirements and any training and support services it makes available.

***Please note: the department's insurance cover for independent community groups does not cover paid employees of the group.***

The name and contact details of the group will be supplied to the government insurer, SAicorp. Information supplied by you on this insurance renewal form will be kept confidentially.

For further information on independent community group insurance please contact the Murray Bridge office on 8532 9100 or Berri office on 8580 1800 or email [volunteers.mrlb@sa.gov.au](mailto:volunteers.mrlb@sa.gov.au)

## Attachment 1 - Requirements of independent community group insurance cover

The Murraylands and Riverland Landscape Board extends insurance cover to independent community groups who are working to improve and sustain the natural assets of the region.

Insurance is provided through the policy of the Department for Environment and Water (the department) with the government's insurer SAicorp. This insurance cover only extends to approved activities, it is not a blanket cover. For this cover to apply you must advise the Murraylands and Riverland Landscape Board of each activity to be undertaken and the Murraylands and Riverland Landscape Board must accept the activity as meeting the department's business outcomes or the goals of the Murraylands and Riverland Landscape Board's three-year strategic plan.

Where insurance is offered to independent community groups, the department requires that groups meet the above standards.

Whilst you've been extended the benefits of government insurance cover we remind you any occupational health and safety requirements remain the responsibility of your group.

To ensure the safety of volunteers and to ensure cover by SAicorp insurance, it is recommended that the following *minimum* processes be followed:

**1. Landholder permission must be obtained for any independent community group's activity not on the group's own premises/property**

**2. Volunteers must be registered members of the group or registered as volunteers at activities organised by the group**

Volunteers must either be listed in the group membership records or, if participating in specific group activities, listed on an attendance record.

These records should provide emergency contact details for each volunteer and any medical information relevant to the safety of individual volunteers and those working with them.

**3. An attendance record must be kept for the group's volunteering activities**

The group is asked to keep copies of their attendance sheet/records safely for future reference.

Should an insurance claim be made by a volunteer or member of the public, these records provide proof for the insurer that either was involved with a group activity at the time of injury or damage to property.

**4. A suitable risk assessment is conducted on site for volunteer activities to identify and avoid any reasonably foreseeable accident or injury**

Independent community groups registered for insurance by the Murraylands and Riverland Landscape Board are encouraged to identify, mitigate and record risks associated with group activities.

## **Work Health and Safety**

The *Work Health and Safety Act 2012* (the Act) requires that all volunteers must be adequately protected from unsafe situations to ensure, as far as is reasonably practical, their safety and wellbeing.

Specifically, the Act requires that:

- Workplaces for volunteers must be maintained in a condition which ensures, so far as is reasonably practicable, that the volunteers are safe from injury and risk to health and volunteers must be provided with a safe working environment, safe systems of work, plant and substances in a safe condition and adequate facilities as prescribed for their welfare.
- Volunteers must be provided with adequate information, instruction, training and supervision, as far as is reasonably necessary, to ensure that they are safe from injury and risks to health.

It is recommended independent community groups hold appropriate insurance cover for activities not associated with the improvement or sustainment of natural resource assets of the region.

The Volunteering SA website (<http://www.volunteeringsa.org.au/>) is a recommended resource.

## Attachment 2 – Landholder approval letter

*[Insert land owner name and address]*

*[Insert date]*

Murraylands and Riverland Landscape Board  
PO Box 2343  
MURRAY BRIDGE SA 5253

Dear

### **RE: APPROVAL FOR VOLUNTEER ACTIVITY TO BE CARRIED OUT**

I am aware that the *[Insert community group name]* is applying for independent community group insurance under the cover offered through the policy between the Department for Environment and Water (the department) and the SA Government Insurers SAicorp.

I am also aware that their project entitled *[Insert project title]*, will be carried out on/at *[Insert location of project]*, and details of the activities the volunteers will undertake and the estimated timing have been provided to me.

As the *[insert title and responsibility]* and authorised representative of the landholder, I give approval for the volunteer activities comprising *[insert project title]* to be carried out on the land described in their application.

Yours sincerely,

*[Signature]*

*[Insert name]*

*[Insert organisation name]*

*[Insert contact phone number]*