LANDSCAPE SOUTH AUSTRALIA NORTHERN AND YORKE

Government of South Australia
Northern and Yorke Landscape Board

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Independent community group insurance renewal form

2025-26

Due by 14 June 2025

Independent community groups (group) registered with the Northern and Yorke Landscape Board (the Board), are required to report on group activities and apply annually to continue to be covered by insurance provided by the South Australian Government's insurer SAFA.

Any offer of insurance cover does not extend beyond 30 June 2026.

If the group requires insurance cover for the 2026-26 financial year, please complete this form and return it by 30 June 2025.

Mail: Northern and Yorke Landscape Board, 155 Main North Road, Clare SA 5453
E-mail: ny.landscapeboard@sa.gov.au

Date Form Completed: ___/___/___

1. Contact details

Name of Group: ____________________

Contact Person: ____________________

Position in Group: ____________________

Address: ____________________

Work Phone: ____________________ **Fax:** ____________________

Home Phone: ____________________ **Mobile:** ____________________

Email Address: ____________________ **Group web 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
Name:			
Address:			
Bus. hrs. ph:			
Mobile ph:			
Email Address:			

3. Group details:

Total number of group members and/or volunteers:

In 2024-25, the group completed approximately volunteer hours

4. Summary of group activities for the last financial year (2024-25)

Category of activity e.g. working bees, information or education sessions, skills training	**Number of events**	**Number of participants**	**Number of hours**

5. Activities planned for next financial year (2025-26)

Please provide a brief outline of planned group activities or projects requiring insurance cover.

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

Land owner form attached: ☐ Yes ☐ No

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

6. Staff contacts – Northern and Yorke Landscape Board

A. Please specify which Northern and Yorke 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:

____

7. General comments (any emerging issues of concern or other)

____

____

____

____

Agreement

I have read the attached *Insurance cover offered to independent community groups factsheet*.

☐ Yes ☐ No

The ____(Name of Group) agrees to follow the minimum processes outlined in the factsheet *Insurance cover offered to independent community groups factsheet* (Attachment 1) to ensure the safety of its volunteers and to ensure its volunteers and activity participants are covered with insurance by the the Boards insurer SAFA.

Signature: ____________________ Name: ______________________________ Date__________________

Insurance management process

The Northern and Yorke Landscape Board (the Board) will confirm, by letter, your insurance cover for group activities for the current financial year under the arrangements with the South Australian Government's insurer SAFA.

If your group is offered insurance cover for 2025-26, the Board will annually send you an offer of insurance renewal and keep your group informed of any changes to safety requirements, training and support services it makes available.

Please note: The Board'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 South Australian Government's insurer SAFA. Information supplied by you on this insurance renewal form will be kept confidential.

For further information on independent community group insurance, please contact Liz Ninnes, Community Engagement Officer on 8841 3444 or liz.ninnes@sa.gov.au

Attachment 1 - Requirements of independent community group insurance cover

The Northern and Yorke Landscape Board (the Board) extends insurance cover to independent community groups who are working to improve and sustain the natural assets of the region.

Insurance is provided under the arrangements with the South Australian 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 Board of each activity to be undertaken and the Board must accept the activity as meeting the goals of the Board's business plan.

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

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

1. Land owner permission must be obtained for any independent community group's activity not undertaken 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.

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

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 Board are encouraged to identify, mitigate and record risks associated with group activities.

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

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 that 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

Northern and Yorke Landscape Board
Att: Liz Ninnes
155 Main North Road
CLARE SA 5453

Date 00/00/2025

Dear Liz

Re: Approval for a volunteer activity to be undertaken

I am aware that the *[Insert community group name]* is applying for independent community group insurance through the cover offered under the arrangements with the Northern & Yorke Landscape Board & South Australian Government's insurer 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 land owner, I give approval for the volunteer activities comprising [*insert project title*] to be carried out on the land as described in their application.

Yours sincerely

[Signature]

[Insert name]
[Insert organisation name]
[Insert contact phone number]