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Independent community group insurance application form

2025-26

The Northern & Yorke Landscape Board (the Board) extends insurance cover to independent community groups working toward sustainable natural resource management in the Northern and Yorke region. Acceptance of this application by the Board will enable the group to be covered by the South Australian Government's insurer SAFA.

Any offer of insurance cover does not extend beyond 30 June 2025.

Mail: Northern and Yorke Landscape Board, 318 Main North Road, Clare SA 5453

E-mail: ny.landscapeboard@sa.gov.au

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

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:

Year the group commenced:

Total number of members involved with the group:

Please include any other details considered relevant

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? _____

Main aims of group

5. Activities planned for this financial year

A. Please provide some details on normal group activities:

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

Please provide a brief outline of the group's activities and any major projects planned for next 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 that can be used for this.

Landholder letter 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)

6. Staff Contacts: Northern and Yorke Landscape Board

A. Please specify which Northern and Yorke Landscape staff member/s the group works with, if any:

Name/s of staff member/s	Program (if known)
Liz Nannes	Volunteer support

B. Does the Group receive support from project officers from other organisations (e.g. Council)?
Please specify:

Agreement

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

☐ Yes ☐ No

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

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 Ninnies, Community Engagement Officer on 8841 3444 or liz.ninnes@sa.gov.au

Attachment 1 - Requirements of independent community group insurance cover

Northern and Yorke 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 under the arrangements with 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 any occupational health and safety requirements remain the responsibility of your group.

To ensure the safety of volunteers involved, it is recommended that the following 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 reasonable 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 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.volunteering.sa.org.au/>) is a recommended resource.

Attachment 2 – Landholder approval letter

Northern and Yorke Landscape Board
Att: Liz Ninnies
318 Main North Road,
Clare SA 5453

Dear Liz

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 through the cover offered under the arrangements with the Northern & Yorke Landscape Board & South Australian Government's insurer SAFA.

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]