

**POLICY NAME:** (REVIEW)  
DONATIONS – INSURANCE FOR  
ENVIRONMENTAL VOLUNTEER GROUPS

**POLICY REF:** D07

**MEETING ADOPTED:** 27 November 2014 | Resolution No 271114/34

**POLICY HISTORY:** 230910/21; 280705/038



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**OBJECTIVE**

To provide financial assistance to cover the cost of obtaining public liability insurance to volunteer groups carrying out environmental restoration works on Council owned or controlled land.

**POLICY**

Council will provide assistance to eligible volunteer groups carrying out environmental restoration works on Council owned or controlled land in the form of the reimbursement of the cost of public liability insurance. This benefit is provided in recognition of the work that these groups are undertaking on behalf of Council.

In determining the financial assistance Council will consider the following guidelines:

***Guidelines for Selection***

1. The recipient organisation / group will be not for profit
2. The sole objective of that organisation / group will be the provision of environmental restoration works on Council owned and controlled land. This may at times include work on other publicly owned land (i.e. crown land)

3. The group must be working to an approved Vegetation Management Plan, **Precinct Site Plan**, Plan of Management or Development Application (approved by Ballina Shire Council and/or State Government Department) **Department of Infrastructure, Planning and Natural Resources**)
4. The group must be carrying out regular working bees (minimum of 10 per annum)
5. The group must carry out work in accordance with Council's volunteer's procedure manual
6. The group must report regularly to Council on the progress of works through work sheets and attendance registers
7. The group must be a landcare group, dunecare group, coastcare group or similar group and should be registered with the relevant state government agency.

### **Strategies**

1. The funding for this assistance will be sourced from the Open Space and Reserves budget.
2. The General Manager, or nominated delegate, will determine the eligibility of volunteer groups using the Guidelines provided in this policy.
3. Council will, through its own insurance brokers, identify a reasonable estimate as to the cost of purchasing public liability insurance. The provider of the insurance must be approved by Council's General Manager, or nominated delegate, prior to accepting that insurance policy.
4. The level of insurance coverage must be that level currently being implemented as part of Council's standard insurance practices. This level will be determined by the General Manager in conjunction with Council's insurance brokers.
5. When the volunteer group has obtained their insurance policy they must forward to Council a copy of that policy along with details confirming the cost of that policy. Subject to the verification of that information reimbursement will then be authorised by the General Manager or nominated delegate.

### **BACKGROUND**

Ballina Shire supports the activities of volunteer groups that perform environmental work on land owned or controlled by Council. These groups provide a significant voluntary service to the community.

These groups must hold their own public liability insurance before undertaking works on Council owned or controlled land. Insurance is a significant cost to a voluntary group. To assist in ensuring that these groups have adequate funds to obtain insurance Council will pay for the cost of that insurance in return for those groups undertaking environmental works on Council owned or controlled land. This then ensures that these groups maximise the funds they have available to carry out works.

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The payment for this insurance will be sourced from funds within the Open Spaces and Reserve budget.

This policy provides a framework to guide how Council will determine and allocate that assistance.

### **DEFINITIONS**

**Council**        Ballina Shire Council

**Policy**         Donations – Insurance for Environmental Volunteer Groups

### **SCOPE OF POLICY**

This policy applies to volunteer groups that perform environmental work on land owned or controlled by Council.

### **RELATED DOCUMENTATION**

This policy has been prepared with reference to the following publications:

- Local Government Act 1993
- Council's Operational Plan

### **REVIEW**

This policy is to be reviewed at least every four years.