



NAME OF POLICY: Public Liability Insurance for Community Groups when Hiring Council Owned Facilities

POLICY MANUAL: Finance

BACKGROUND

Councils have a duty of care to its citizens and community generally to ensure that Council owned facilities are protected from damage and or the financial impact of personal injury. Public Liability insurance is an essential component of the Risk Management Framework and is put in place to protect all parties, including the Council and the community from legal and financial damages.

This Policy relates to Public Liability Insurance requirements for community groups and private hirers when hiring Council owned facilities.

Facilities covered by this Policy include:

- the Don Pyatt Hall located at George Street Norwood;
- the St Peters Banquet Hall located at 101 Payneham Road, St Peters;
- the St Peters Payneham Library & Community Complex located at 2 Turner Street, Felixstow;
- the Payneham Community Centre located at 374 Payneham Road, Payneham;
- the St Peters Youth Centre located at 2 Cornish Street, Stepney; and
- Council reserves which are available for hire

POLICY

- Commercial hirers are required to have a valid and current Public Liability Insurance Policy at the time of the hire.
- Community groups, organisations or clubs are required to hold a current public liability insurance cover whilst hiring Council facilities and reserves however, subject to certain conditions, the Council may take out public liability cover for community groups, organisations or clubs where it is impractical or financially prohibitive for the community groups, organisations or clubs.
- The Council will provide Public Liability cover for private and family functions.
- Where required, Public Liability Insurance to the minimum cover of \$10 million, is required for all hirers of Council facilities and reserves detailed in this Policy

REVIEW PROCESS

The Council will review this Policy within 36 months of the adoption date of the Policy.

INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Financial Services Manager telephone 8366 4548.

ADOPTION OF THE POLICY

This Policy was adopted by Council on 4 May 2009.

This Policy was reviewed by the Audit Committee on 26 February 2018.

This Policy was adopted by the Council on 5 March 2018.

TO BE REVIEWED

February 2021