



INSURANCE REQUIREMENT OF USERS OF CITY OWNED PREMISES

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1. OBJECTIVE

The objective of the policy is to minimise risk associated with lease, use and hire of City owned or controlled facilities and to ensure all users are responsible for obtaining public liability insurance for the period of lease or hire of the community facility(ies).

2. PRINCIPLES

~~Community and Commercial Regular users groups~~ wishing to lease, use or hire City owned or controlled premises ~~for anything other than a one-off booking~~ are required to hold and submit a certificate of public liability insurance cover of not less than \$5-10 million. ~~Not for profit or community group regular hirers must have Public Liability Insurance cover to a level not less than \$5 million.~~

~~Members of the community who are not Community or Commercial One-off user groups~~ are not required to produce a certificate of insurance cover, however, they are required to sign an official indemnity form (Casual Venue Hire – Application Form) supplied by the City.

2.1 Definitions

Community User Groups – defined as a non-profit organisation and shall include, but is not limited to, sporting clubs (that are incorporated under Associations Incorporations Act), religious groups, schools and other educational entities, and other non-profit groups which demonstrated they have a focus on community needs with a social benefit.

Commercial User Group – defined as a registered business with the Department of Commerce and results in private pecuniary gain, and those organisations who do not meet the criteria of a Community User Group.

Special Events – defined as a 'one-off', annual or biannual event which attracts over 500 individuals.

2.2 Application of Policy

This applies to all individuals and groups, community user groups, commercial user groups, charities, businesses, teachers of recreational activities.

This does not apply to members of the public hiring City premises for one-off private functions, such as small gatherings, meeting, wedding receptions, social sporting events or birthday parties that do not qualify as a 'special event' who are required to sign an official indemnity form.

3. CONSEQUENCES

This policy represents the formal policy and expected standards of the City of Karratha. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the City.

4. ROLES AND RESPONSIBILITIES

CUSTODIAN	OFFICER RESPONSIBLE FOR IMPLEMENTATION
Manager Financial Services/CFO <u>Director Community Services</u>	Management Accountant <u>Manager Financial Services/ CFO</u>
	<u>Management Accountant</u>
	Financial Accountant
	Manager Recreation Facilities
	Manager Community Development <u>and Engagement</u>

5. REFERENCES TO RELATED DOCUMENTS

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- City of Karratha - CS18 Policy – Recreation Facilities Fees & Charges (Bonds)
- City of Karratha Casual Venue Hire – Application Form

Policy Number:	CF-13
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Resolution Numbers:	3971-Jul 1987; 1255-Nov 1987; 4077-Nov 1987;10553-Aug 1997; 12738-Sept 2002; 13497-Oct 2004;14223-Oct 2007; 152396-Feb 2013
Last Review:	February 2013
Next Review:	February 2015
Responsible Officer:	Manager Financial Services/CFO

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.