

COMMUNITY FACILITIES: INSURANCE SUBSIDY POLICY



## **Community Facilities: Insurance Subsidy Policy**

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**COMMUNITY FACILITIES: INSURANCE SUBSIDY POLICY**

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**1. PURPOSE**

- 1.1 This policy is to assist committees of management and management entities in funding the costs of insuring buildings and contents under their control.

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**2. SCOPE**

- 2.1 This policy applies to community groups, clubs, committees of management, management entities and other users of community buildings/facilities.
- 2.2 This Policy also pertains to Council staff involved in the administration of community facilities including management/usage agreements and insurance.

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**3. POLICY STATEMENT**

- 3.1 Council is responsible for insuring buildings owned by Council or where Council has the delegated authority to manage, either directly or through a community asset committee or management entity.
- 3.2 Council may also insure, at its discretion, community buildings where a Department of Environment, Land, Water and Planning (DELWP) committee exists.
- 3.3 Council will fund the cost of building insurance from its annual budget. The insurance cost of community managed buildings is recognised in the "Insurance Subsidy – Community Facilities" budget.
- 3.4 Council is responsible for insuring its contents in buildings that Council directly manages.
- 3.5 Community groups, clubs, committees of management, management entities and other users are responsible for the cost of insuring their own contents.
- 3.6 Where requested, Council will consider arranging contents insurance through its group scheme and make a determination as to whether (or not) to pass the cost onto the respective committees.
- 3.7 In the event of a claim, committees of management and management entities are responsible for paying the insurance excess or under-excess claims costs for buildings and contents in their charge.

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**4. RESPONSIBILITIES****Compliance, monitoring and review**

- 4.1 The policy owner is responsible for ensuring the policy:
- aligns with relevant legislation, government policy and Council's requirements/strategies/values;
  - is implemented and monitored (i.e. the policy is followed, reflects the changing policy environment, and emerging issues are identified); and
  - is reviewed to evaluate its continuing effectiveness (e.g. achieving its purpose, remains relevant/current).

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### Reporting

- 4.2 No additional reporting is required

### Records Management

- 4.3 Council must maintain all records relevant to administering this policy in accordance with the *Public Records Act 1973*.

## 5. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

Term	Definition
<i>Council</i>	<i>Golden Plains Shire Council</i>
<i>Committees of Management, Community Asset Committees, Management entities</i>	<i>A group of community members who are delegated (by agreement) to manage a community facility, property or assets on behalf of Council, DELWP etc.</i>

## 6. RELATED LEGISLATION AND DOCUMENTS

### Strategic Documents, Policies or Procedures

- 6.1 Golden Plains Shire Council Public Liability Policy
- 6.2 Golden Plains Shire Council Chemical Management Policy
- 6.3 Golden Plains Shire Council Waste Management and Resource Recovery Services Policy
- 6.4 Golden Plains Shire Council Recreation Reserves, Public Halls & Buildings Maintenance Policy

### Legislation

- 6.5 *Local Government Act 2020*
- 6.6 *Liquor Control Reform Act 1998*
- 6.7 *Gaming Machine Act 1991*
- 6.8 *Food Act 1984*
- 6.9 *Tobacco Act 1987*
- 6.10 *Equal Opportunity Act 1995*

## 7. HUMAN RIGHTS STATEMENT OF COMPATABILITY

- 7.1 It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## 8. POLICY OWNER

- 8.1 The Manager Recreation and Community Development is the owner of the policy.
- 8.2 The policy owner is the individual who is given the responsibility to review, edit and

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maintain this policy and associated procedure. The policy owner is also the point of contact for any questions regarding this policy.

### 9. FEEDBACK

- 9.1 You may provide feedback about this document by emailing [enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au)

### 10. DOCUMENT INFORMATION

DOCUMENT TYPE:	Council Policy document
DOCUMENT STATUS:	Not Approved
DOCUMENT OWNER POSITION:	Manager Recreation and Community Development
APPROVED BY:	Council
DATE ADOPTED:	[Insert Date/Month/Year]
VERSION NUMBER:	2
REVIEW DATE:	27 July 2026
EVIDENCE OF APPROVAL:	
	Signed by Chief Executive Officer
FILE LOCATION:	INT22/E85B674
NOTES:	<p>Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at:</p> <p><a href="https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies">https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</a></p>