

INSURANCE INFORMATION

ICPA QLD Inc is insured through Ansvar Insurance Limited and has taken out a Community Service Organisation Policy. Currently, ICPA QLD liaise with Outback Insurance Brokers to obtain this insurance policy. Within this policy ICPA QLD are covered for -:

- Public & Products Liability - personal injury, property damage and injury occurring in conjunction with activities that ICPA branches hold.
- Management Liability – covers executive for liability for loss arising out of any wrongful act in the management of ICPA QLD.
- Members Personal Accident – benefit for any ICPA members injured while performing voluntary work for ICPA QLD – includes members, students and/or children
- Voluntary Workers Personal Accident - benefit for any non-members injured while performing voluntary work for ICPA QLD

All branches are required to submit a risk management form to the Treasurer, two weeks prior to an event being held. A risk assessment is designed to -:

- Consider all foreseeable hazards and detail the controls used to eliminate or reduce the risk of those hazards
- Detail how an emergency during the event will be handled
- Be approved by at least one member of the ICPA QLD State Council

Events not covered under this policy –

- ANY EVENTS INCLUDING MOTORISED VEHICLES OF ANY DESCRIPTION OR HORSES ARE NOT COVERED UNDER THIS POLICY.
- All sporting activities at Sports Camps ARE NOT covered under this policy and all branches conducting these activities must take out a separate insurance policy to cover these events.
- Some stand-alone activities like Bike Rides are not covered.

Branch secretaries are to check with the QLD State Council Risk Management Officer prior to organising one of the above-mentioned events to check whether a separate policy must be taken out with the insurer.

ICPA QLD have sort advice from a few different sources and the following needs to be kept in relation to Sports Camps. Suggestion to keep digitally to reduce the paper pile.

- Enrolment package (including registration & medical forms) – 6 years
- Risk Management sign in sheets – 6 years
- Risk Management Incident – must be sent to State Council after the event and will be filed indefinitely.

Outback Insurance have recently approached ICPA QLD with an exclusive offer for ICPA members. For each New Business Policy written by Outback Insurance brokers, a donation of \$250 will be made to ICPA QLD to distribute back to the ICPA Branch the policy holder is a member of. For each renewal of a Policy through Outback Insurance brokers, a donation of \$100 will be made to ICPA QLD to distribute back to the ICPA Branch the policy holder is a member of.

Any further questions about insurance and risk management contact the QLD ICPA Treasurer treasurer@icpaqld.com.au



Insurance & Risk Management Guidelines – Branch Information

Queensland Branches are covered under the ICPA QLD Inc Community Service Organisation Policy. Members, volunteer helpers, spectators and participants are covered for liability.

ANY EVENTS INCLUDING MOTORISED VEHICLES OF ANY DESCRIPTION OR HORSES ARE NOT COVERED UNDER THIS POLICY.

BEFORE THE EVENT

- Appoint a Risk Management Officer for the activity.
- Notify State Treasurer of upcoming activity. **FAILURE TO DO THIS CAN INVALIDATE THE INSURANCE.** The insurer requires details of all upcoming events as soon as possible – two or more weeks prior to event.
- Notify State Treasurer of approximate attendance and specifically if more than 500 attending.
- Obtain Risk Management forms from State Treasurer and develop a risk management plan to send to State Treasurer / Qld Council Risk Management Officer. Branch must also retain a copy of this plan.
- In the Risk Management Plan, list all possible risks, hazards or possible incidents.
- Assess probability of risks and show what precautions will be taken.
- If you have outsiders being paid to assist (eg caterers), you must sight a current Certificate of Currency.

DURING THE EVENT

- Request all workers and volunteers sign in to the function with date and time.
- Provide an exercise book to record any details of incidents showing date, time, people involved and witnesses.
- Display ICPA branch banner.

AFTER THE EVENT

- Notify the Qld Councillor Risk Management Officer / Qld Treasurer details of any incidents on the Risk Management Incident Form.
- In minutes of next meeting, record “No incident was recorded” or details of incident/s.
- Notify Risk Management Officer / Qld Treasurer of actual attendance numbers.

For further information, please contact:

Amanda Clark

Treasurer / Risk Management Officer

T. 0427 835 298

E. treasurer@icpaqld.com.au



EXCLUSIVE OFFER

ICPA QLD and Outback Insurance Brokers have partnered together to provide an offering to all ICPA members...



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NEW BUSINESS POLICY

written by *Outback Insurance Brokers*,

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BECOME AN ICPA MEMBER AT icpa.com.au/members/membership/details

ICPA QLD are not endorsing this business or its products and are not responsible for any outcomes, adverse or otherwise, resulting from any decision to enter into a commercial relationship with Outback Insurance Brokers