



INSURANCE MANAGEMENT

PURPOSE:

To outline how Breakaway Toowoomba Inc protects all its assets through undertaking appropriate insurance.

SCOPE:

- Minimum level of insurance
- Insurance for students
- Insurance for staff/volunteer vehicles
- Insurance Register

POLICY:

Insurance will include as a minimum:

- public liability
- workers' compensation
- property - fire
- contents - theft and burglary (replacement cost)
- volunteer insurance- personal accident and public liability
- vehicle insurance.

PROCEDURE:

1 Students

The Executive Officer (or delegate) should check that any students on placement are covered by their University or TAFE. If not, appropriate cover must be arranged.

2 Staff and Volunteer Vehicles

The Executive Officer (or delegate) should ensure that the vehicles of any staff and volunteers are covered through their own insurance policy if used for Breakaway Toowoomba Inc work.

Reviewed: 09th December 2009
Ratified By Management Committee: 17th December 2009
Review Date: December 2010
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Approved: 

3 Insurance Register

The Finance Officer is required to maintain a Register of Insurance Policies (refer to Appendices for format of Insurance Register). The Register must include:

- the policy number
- the insurance company
- what it covers
- the premium
- the date paid
- expiry of the cover.

Approved (Executive Officer) David Bell Date 17.12.09

Approved (Chairperson) Paul Deane Date 17.12.09

Approved: OB