



VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

Administrative Instruction 17/2011

PUBLIC LIABILITY INSURANCE

Introduction

1. The South Australia Branch (including sub-branches) becomes involved in public activities from time to time in the form of approved functions.
2. This AI explains why public liability insurance is required for these official functions and the method agreed for obtaining cover.

Detail

3. Legal liability of the State Branch for physical injury or property damage arising from any official activity including Association operations, barbecues, sporting activities, fund raising activities and others needs to be covered by some form of insurance. Local government bodies require evidence of public liability insurance cover prior to providing approval to hold memorial services at local shrines of remembrance.
4. As directed by the State Council, appropriate insurance cover is arranged each year with immediate payment from State Branch funds. This guarantees that the State Branch (including all financial members of sub-branches) has public liability insurance protection for the current year
5. Unfortunately insurance is expensive and the State Branch requires direct assistance from each sub-branch. As further directed by the State Council the total amount is evenly divided by the number of sub-branches and each is then required to pay their share.
6. The State Treasurer will inform each sub-branch of the amount owing and provide them with a copy of the current insurance cover. Payment of the amount owing should be made as soon as possible to ensure insurance coverage is beyond doubt.
7. Any activity that is not normal routine should be approved and recorded in properly produced minutes to meetings or letters of authority. These administrative practices ensure that if a claim is made the activity can be checked to determine that it was legally authorised.

Authority

State Council meeting: 20th Feb. 2011