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Environment Victoria Insurance Facility Application

Public Liability and Voluntary Workers Personal Accident Insurance

Period of Cover: From 4pm 28 August 2025 to 4pm 28 August 2026.

The Insurance cost will be based on the number of members and volunteers in the group.
Family membership may be counted as one member.

How to Apply

To apply for Insurance under the Environment Victoria Facility please complete the form overleaf and return your form to Environment Victoria via post or email to one of the following addresses -

Postal Address: PO Box 12575, A'Beckett St, MELBOURNE, VIC, 8006
Email: admin@environmentvictoria.org.au

Applications accepted at the discretion of Environment Victoria upon the advice of our insurance broker and policy providers. Applications will be processed and sent to our insurer at set points throughout the year as follow:

- Applications for the annual renewal, received by Wednesday 16 July 2025 will be processed for the 28 August 2025 renewal.
- Late applications received after 16 July, and by 31 October, will be processed by the end of November.

Please ensure you have read the Important Information document provided prior to submitting your application.

Fees

Number of Members & Volunteers	Fee (inc GST)
0 - 40	\$385
41 - 200	\$560
201 and above	\$830

Applications received after start date for the period of cover, 28 August 2025, may be subject to additional late fees from the insurer. If the fee we are charged is more than 10% higher than the expected cost we will advise the group of the additional cost. If they wish to proceed the additional cost will be passed on in full.

Fees are reviewed on an annual basis.

Upon inclusion in Environment Victoria’s insurance policy the group will be invoiced, payable within 30 days. *Please do not pay any fees until an invoice has been received.* On receipt of payment a certificate of currency will be provided.

Claims

All claims must go through Environment Victoria. Environment Victoria will liaise with the insurer on behalf of the member group.

Important Note:

This insurance facility is only available for Environment Victoria group members. To become a group member join online at <http://environmentvictoria.org.au/content/group-membership>.

Application Details to be completed by Environment Victoria Member Group:

Are you a Group Member of Environment Victoria? (Delete as appropriate. Groups must be a member in order to apply for insurance cover).	Yes / No
Group Name	
Contact Name	
Contact Position (e.g. Treasurer)	
Contact Address	
Contact Email	
Contact Phone Number	
Number of Members & Number of Active Volunteers (As expected at 30 June 2025. Where a member is also a volunteer please include them in both the member and volunteer totals, but <i>do not count the individual twice for the total group size</i>).	Members : Volunteers : Total Group Size :
Number of Volunteers aged 76 years and over	
Type of Organisation (Please include if the group is an Incorporated Association)	
Purpose of Organisation E.g. <ul style="list-style-type: none"> • Working to reduce the impacts of climate damage • Promoting sustainable living to minimise impact on the environment 	



<p>Core Activities Undertaken</p> <p>Please <i>list and describe</i> your core activities for the coming year. Please include details e.g.</p> <ul style="list-style-type: none"> - of any events/stalls etc – purpose e.g. public information session - of any food distribution e.g. food co-op please provide information regarding the type, volume, source of food items, and how they are distributed. - of any activities that may activity on public roads or highways. - of any manual activities are undertaken e.g. hand weeding, please describe the process, tools involved and what, if any chemicals may be used. - <p>*Where manual activities are undertaken please see below for additional information required.</p>	
<p>Approximate number of events/activities in the coming year</p>	
<p>How often are volunteers involved in these events/activities?</p>	
<p>What is the average number of volunteers engaged/involved at any one time?</p>	
<p>What is the average number of hours per year that a volunteer is engaged/involved?</p>	
<p>Annual Turnover (membership fees, grants and other income, for the previous 12 months)</p>	
<p>Please state any previous insurance claims</p>	

***Manual labour:**

If your group undertakes ‘manual labour’ e.g. gardening type activities, please also include a document covering the following with your application:

- Information on the training and onboarding procedures that are in place for all active volunteers who are engaged in manual labour.
- Confirmation that all manual tasks are carried out under the supervision of a third party like council representative. **NOTE:** supervision does not mean physical supervision, but that the Council, Parks Victoria or other relevant authorities are aware of the group activity being undertaken.

Group Representative Signature: _____ Date: _____



Summary of Cover

Please note that the below information is based on the terms of the current policies running to 28 August 2025 and may be adjusted by the insurers upon renewal.

1. Public/Product Liability Insurance

Insurer: CGU Insurance

Indemnity Limits: \$20,000,000 Australia Wide

For further information refer to the Policy Schedule details in the Important Information document.

2. Voluntary Workers (Personal Accident) Insurance

Insurer: Chubb Ltd

Insured Persons: All voluntary workers of the policy holder

Coverage: Policy coverage applies only whilst an insured person is engaged in voluntary work authorised and under the control of the policyholder, including direct travel to and from the authorised voluntary work.

Indemnity Limits	
Accidental Death	\$100,000
Permanent Total Disablement	\$100,000
Weekly Injury Benefit – Temporary total disablement 85% of income to a maximum of \$500	

For further information review to the Policy Schedule details in the Important Information document.
For full details refer to the respective Policy Product Disclosure Statements for full Terms & Conditions.

