



VOLUNTEER WORKERS AND PUBLIC LIABILITY INSURANCE FOR 2015/2016

To: Parish Secretaries
(Copy to Incumbent for Information)

From: Linda Wilson, Parish and Administrative Services Manager

Date: 1 June 2015

Subject: **Insurance Renewal – Volunteer Workers and Major Events**

Memo: 013/2015

Volunteer Workers:

Personal Accident Insurance cover is available under the Anglican National Insurance Program for our volunteer workers.

Volunteer Workers are those people engaged in an activity officially organised or authorised by the parish. They would generally be those people who would regularly assist in a usual position. For example, someone who mows the lawn, works in our op-shop or provides tea/coffee. All volunteers are covered under our policy however for the purposes of obtaining insurance we need only estimate the number of regular positions or volunteers.

Would you please indicate on the attached return the estimated number of regular volunteers for your parish between 1 November 2015 and 31 October 2016.

Major Events:

Public Liability insurance cover is available under the Anglican National Insurance Program. This insures us for bodily injury or personal injury or damage to property caused by an occurrence or accident during the period of insurance.

This year, we have been asked to provide a list of Major Events expected to be held in the period between the dates of 1 November, 2015 to 31 October, 2016. This includes major activities and special events such as fetes, fun days, festivals, fundraisers, Christmas carols and parish picnic days.

Please complete the attached form and return it to the Diocesan Office to be received by Friday 26 June 2015. Please also note we are working to a strict deadline with our insurers and as such we will be unable to accommodate late returns.

Thank you,

Linda Wilson
Parish and Administrative Services Manager
enc: 1. Volunteer Workers and Major Events Return

*For the quickest processing please send your form via email by Friday 26 June to:
parishreturns@newcastleanglican.org.au*

