



# Summary of Insurance

2020-2021

# Table of Contents

<b>Churches of Christ Insurance Program Policies</b> .....	<b>3</b>
<b>General</b> .....	<b>4</b>
<b>Industrial Special Risks</b> .....	<b>5</b>
<b>General Public &amp; Products Liability</b> .....	<b>9</b>
<b>Umbrella Liability</b> .....	<b>10</b>
<b>Professional Indemnity</b> .....	<b>11</b>
<b>Management Liability</b> .....	<b>12</b>
<b>Crime Coverage</b> .....	<b>13</b>
<b>Personal Accident (Volunteers &amp; Youth)</b> .....	<b>14</b>
<b>Personal Accident (Ministers, Pastors &amp; Chaplains)</b> .....	<b>16</b>
<b>Business Travel</b> .....	<b>17</b>
<b>Cyber Protection</b> .....	<b>20</b>
<b>Claims Procedure</b> .....	<b>21</b>
Industrial Special Risks.....	21
General Public & Products Liability .....	22
Business Travel .....	22
Professional Indemnity.....	23
Personal Accident.....	24
<b>Important Notices</b> .....	<b>25</b>
Duty of Disclosure.....	25
Waiver of Rights .....	25
Claims Made Policies .....	26
Occurrence Basis Policies.....	26
Interests of Other Parties.....	26
Utmost Good Faith .....	26
Change of Risk or Circumstances .....	26
Mis-statement of Premium .....	27
Terrorism Insurance Act 2003.....	27

# Churches of Christ Insurance Program Policies

Churches of Christ Insurance (CofC) operates under an ASIC Regulation under the *Corporations Act 2001* known as a Group Purchasing Bodies for Insurance & Risk Products by virtue of obtaining risk products (via Edgewise Insurance Brokers & insurers/underwriters) & offering those covers to our program members.

CofC offer a broad range of insurance protection to its members as a standard package and for which an annual insurance premium is paid. We advise that all members of the Churches of Christ Insurance Program have the following insurance covers in place:

- Industrial Special Risks (Property)
- General Public & Products Liability
- Umbrella Liability
- Professional Indemnity
- Management Liability
- Personal Accident - Volunteers and Youth
- Personal Accident - Ministers, Pastors & Chaplains
- Business Travel
- Cyber Protection
- Crime
- Motor Vehicle

In addition, there are a number of other policies that can be arranged on a “needs basis” for which a separate policy is arranged and an additional premium paid. For those members who have arranged one or more of these additional covers, you will receive a separate invoice from CofC.

This Summary of Insurance has been compiled by the National Office of CofC to provide a broad outline of your Insurance program and to offer general information and assistance in understanding the various insurances which have been arranged on your behalf and the steps and procedures to be followed in the event of claims arising under the program.

CofC’s role in the claims management process, is as follows:

- to submit, manage, regularly follow up and negotiate settlement of above deductible claims,
- to assist in the resolution or conduct of difficult or contentious claims with underwriters where required,
- claims administration, including collection of insurance proceeds and proactive follow-up of outstanding claims until finalisation,
- provision of status reports on above deductible claims, and
- to maintain records of paid and outstanding claims for underwriting disclosure and inclusion in renewal submissions.

***This Summary of Insurance has been prepared for general reference only. Nothing contained herein prevails over the terms, conditions & exclusions of the insurance policies.***

## General

The Named Insured and Business Description form part of your insurance contracts. It is therefore important that you advise of any alterations that may be required now or may arise during the course of the year as these may prejudice your insurance cover.

To eliminate unnecessary repetition, unless otherwise stated within this Summary, the following information is common to all policies:

### The Insured

The Council of Churches of Christ in Australia and/or Associated & Affiliated Bodies & Agencies, unincorporated associations and their members and/or related companies and/or subsidiary companies, including entities birthed by The Insured, organisations or entities under control or active management (including those acquired or incorporated during the periods of insurance) Chaplains, Voluntary Workers, Work Experience Students, board and Committee Members or Hired Persons whilst acting on behalf of the insured for their respective rights and liabilities, including others as may be defined in the policy.

#### Named Insured Entities:

Council of Churches of Christ in Australia  
Churches of Christ of Victoria/ Tasmania  
Churches of Christ Insurance (CofC)  
Churches of Christ Financial Services Limited (CCFS)  
Church Mission Enterprises Limited (CME)  
Churches of Christ in Western Australia Inc.  
Churches of Christ in Queensland  
Churches of Christ NSW/ACT  
Churches of Christ in South Australia & Northern Territory Inc.  
Churches of Christ Sport and Recreation Association Inc.  
Centenary Development Fund (QLD)  
Churches of Christ Building Extension Mutual Fund Inc. (WA)  
Churches of Christ Building Extension Mutual Fund Inc. (SA)  
The Properties Corporation of the Churches of Christ  
Ministers' & Employees' Benefits Scheme (MEBS)  
Stirling Theological College  
Australian Churches of Christ Global Mission Partners Limited  
Australian Churches of Christ Indigenous Ministries (ACCIM)  
Australian Churches of Christ Historical Society  
Youth Vision Australia  
National Youth Ministry Convention  
Churches of Christ Housing Services Ltd  
Churches of Christ Life Care Inc South Australia  
The Edge Youth and Community Services Ltd.  
Dementia Awareness Advocacy Team Ltd.  
Churches of Christ Community Childcare for Mission (C4M)

All Constituents, Agencies, Affiliates, Associated Bodies, incorporated or un-incorporated and/or subsidiary companies (including those acquired or incorporated during the periods of insurance) of the above entities.

### The Business

Principally but not limited to Churches, Property & Financial Services (including Banking and Insurance), Home Help, Educational Institutions & Activities (including but not limited to early Childcare Centres, Kindergartens, Schools, Colleges, Play Centres), Social Welfare Activities including but not limited to Child Care, Child Protection, Books & Opportunity Shops, Social and Sporting Clubs, Counselling and Healing Centres, Conference Centres, Missionary Work, Community Programs, Community Housing, Public Accommodation, Youth Activities, Age Care, Community Care, Retirement and Nursing Homes, Hostels, including property owner/occupier and any other activity incidental thereto.

### Period of Insurance

From: 4.00 PM on 31 March 2020 AEST

To: 4.00 PM on 31 March 2021 AEST

and any further period for which the insurer(s) agrees to provide cover.

# Industrial Special Risks

**Underwriter** CCI Limited

**Policy Numbers** 13 ISR1951

**Interest Insured** [Section 1 - Material Loss or Damage](#)

All real and personal property (including money) of every kind and description (except as specifically excluded) belonging to the Insured or for which the Insured is responsible or has assumed responsibility to insure prior to the occurrence of any loss or destruction or damage, including all such property in which the Insured acquires an insurable interest during the Period of Insurance.

[Section 2 - Consequential Loss](#)

Items 1 & 3 Loss of Revenue including Payroll (First Loss Basis)

Item 2 Fees for Claims Preparation and Proving Costs

Item 4 Additional Increased Cost of Working

**The Situation and /or Premises**

Principally, any situation in Australia (and territories outside of Australia for temporary removal) where the Insured has property or carries on business, has goods or other property stored or being processed or has work done, including contract sites, and any other situation/premises in Australia owned or occupied by the Insured for the purposes of the Business or elsewhere in Australia where used by the Insured or where the Insured is undertaking work or has goods or property (including where goods or property are stored, or undergoing processing, repairs, maintenance, overhaul or improvements).

**Limit(s) of Liability**

The amount(s) set out hereunder represent the Insurer(s) maximum Limit(s) of liability any one claim or series of claims at any one situation arising out of any one original source or cause subject to any sub-limit(s) of liability specified elsewhere in the Policy and the Schedule but the limit(s) or any lesser limit(s) of liability shall only be applied in excess of the relevant deductible.

Combined Section 1 and Section 2      \$110,000,000

**Limit(s) of Liability**

The liability of the Insurer(s) shall be further limited in respect of any one claim or series of claims arising out of any one event at any one situation as set out hereunder subject to the following conditions:

1. Such Sub-Limit(s) shall apply cumulatively to any one event at any one situation.
2. The Sub-Limit(s) shall only apply to any direct loss or damage to the Property Insured and shall not include any subsequent, consequential or indirect losses which may result there from.
3. It is understood and agreed that such Sub-Limit(s) shall not increase the liability of the Insurer(s) beyond the Limit(s) of Liability expressed above.
4. The undermentioned deductible(s) will apply in respect to such Sub-Limit(s) but shall not be cumulative.
5. Such Sub-Limit(s) shall only be applied in excess of the relevant deductible/excess.

[Section 1 - Material Loss or Damage](#)

Subsidence	\$2,000,000
Burglary/Theft	\$500,000
Theft of Property in the Open Air	\$250,000
Money - In Transit	\$150,000
- On Premises (24 hours)	\$100,000
- Outside of Business Hours (unsecured)	\$100,000
- In personal Custody/Private Residence	\$100,000

- Seasonal Increase commencing 2 working days prior and two working days after all religious and festive events observed by the insured	15%
Property in Transit	\$150,000
Accident Damage as defined	\$1,000,000
Glass	Replacement Value
Personal Property of Board Members, Employees, Volunteers and Visitors (limit per person \$5,000)	\$50,000
Child, Youth and Family Care Residents Personal Belongings (Limit Per Person)	\$50,000
Property of welfare/social clubs	\$50,000
Expediting Expenses	\$200,000
Cost of clearing drains	\$250,000
Landscaping	\$250,000
Loss of Land Value	\$1,000,000
Removal/storage/disposal of debris	\$5,000,000
Extra Cost of reinstatement	\$5,500,000
Rewriting of Records	\$50,000
Additional Extra Cost of Reinstatement	\$1,000,000
Property in the Open Air	\$500,000
Liability to make enquires	\$100,000
Work of Art, antiques and curios	\$500,000
Exploratory Costs	\$200,000
Statutory Enquires	\$100,000
Storm Damage to gates and fences	\$200,000
Fusion	\$50,000
Temporary Accommodation	\$50,000
Fire Extinguishment Costs	\$250,000
Additional Expenditure	\$50,000
Cost of replacing locks, keys, access cards	\$100,000
Temporary Protection	\$250,000
Liability for duty	\$100,000
Unpacking expenses	\$50,000
Machinery/Computer/Media Breakdown	\$500,000

Boiler & Pressure Vessels	\$250,000
Deterioration of Stock	\$20,000
General Property	\$20,000
Territories Outside Australia (temporary removal only)	\$50,000
Customer Goods	\$250,000
Buildings under construction, alteration, renovation	\$1,000,000
Prevention of Imminent Danger	\$250,000
Arson/Theft Rewards	\$100,000

### Section 2 - Consequential Loss

Gross Revenue (First Loss Basis) including Pew Rents, Offertories, Grants, Donations and Levies	\$25,500,000
Claims Preparation and Proving Costs	\$500,000
Additional Increased Cost of Working (including Severance Pay)	\$5,500,000
Rent Receivables	\$750,000
Unspecified Suppliers, Customers and Repairers	\$1,000,000
Accounts Receivable	\$100,000
Infectious & Contagious Diseases, Murder and Suicide	\$2,500,000
Fines and Damages	\$250,000
Public Utilities	\$2,500,000
Data Processing/Media Breakdown	\$50,000
Prevention of Access	\$2,500,000
Accommodation Bond Expense	\$500,000
Evacuation Expenses	\$500,000
Isolation by landslide or flood	\$2,500,000
Interdependency	\$1,000,000
Data restoration cost	\$250,000
Spoilage of stock and merchandise	\$25,000
Closure by Public Authority	\$2,500,000
Loss of Attraction	\$500,000

### Section 1 & 2 Combined

Acquired Companies (Churches, Educational Institutions, Care etc.)	\$5,000,000
--	-------------

Flood	\$10,000,000
Named Cyclone - Queensland	\$20,000,000

**Indemnity Period** 60 months

**Deductible** The Insured shall bear the following amount(s) in respect of each claim or series of claims arising out of any one event.

**Combined Sections 1 & 2 - Material Loss or Damage & Business Interruption**

Earthquake, Subterranean Fire or Volcanic Eruption	\$20,000 or an amount equal to 1% of the total Declared Values at the Situation where the Damage occurs whichever is the lesser.
Infectious Disease, Murder, Suicide, Public Utilities, Prevention of Access	48 hours
Personal Property of Board Members, Employees, Visitors & Volunteers	Refer to your State Office
Child, Youth and Family Care Residents Personal Belongings	Refer to your State Office
Any other claim	Refer to your State Office



# General Public & Products Liability

<b>Underwriter</b>	Ansvar Insurance Limited	
<b>Policy Number</b>	03.080.0628220	
<b>Interest Insured</b>	<p>Insured's legal liability to pay damages or compensation in respect of:</p> <ul style="list-style-type: none"> <li>a) Personal Injury;</li> <li>b) Property Damage; or</li> <li>c) Advertising Injury</li> </ul> <p>Occurring within the geographical limits during the period of insurance as a result of an Occurrence happening in connection with the insured's business.</p>	
<b>Geographical Limits</b>	<p>Anywhere in the world, except the United States of America and Canada, provided that if the Insured has no legal presence, whether by an attorney or registered company, parent company or subsidiary company in the United States of America or Canada, the Territorial limits shall include the United States of America and Canada but only in respect to:</p> <ul style="list-style-type: none"> <li>a) Product exported to the United States of America and Canada without the knowledge of the Insured, the Insured's agents or employees.</li> <li>b) Visits by executives or sales persons of the Insured normally resident in the Commonwealth of Australia.</li> </ul>	
<b>Limit(s) of Liability</b>	General Public Liability	\$100,000,000
	In respect of any one occurrence or series of occurrences arising out of the one event during the period of insurance.	
	Products Liability	\$100,000,000
	In respect of any one occurrence or series of occurrences arising out of one event and in the aggregate during the period of insurance.	
	Molestation and Sexual Abuse	\$20,000,000
	In respect of any one occurrence or series of occurrences arising out of one event and in the aggregate during the period of insurance	
	Goods in Care, Custody and Control	\$500,000
	In respect of any one occurrence or series of occurrences arising out of the one event during the period of insurance.	
	Dishonesty of Officials, Employees or Volunteers	\$250,000
	In respect of any one occurrence or series of occurrences arising out of one event and \$500,000 in the aggregate during the period of insurance	
<b>Optional Extensions</b>	Sexual Abuse	Insured
	Replacement Wages	\$20,000
	Retroactive Liability	Not Applicable
	Member to Member	Insured
	Trauma Counselling Costs	\$10,000
<b>Deductible</b>	Refer to your State Office	

# Umbrella Liability

**Underwriter** Berkshire Hathaway Specialty Insurance and Chubb Insurance Australia

**Policy Number:** 47-ZCA-004984-04 and TBA

**Geographical Limits** Anywhere in the world, except the United States of America and Canada, provided that if the Insured has no legal presence, whether by an attorney or registered company, parent company or subsidiary company in the United States of America or Canada, the Territorial limits shall include the United States of America and Canada but only in respect to:

- a) Product exported to the United States of America and Canada without the knowledge of the Insured, the Insured’s agents or employees.
- b) Visits by executives or sales persons of the Insured normally resident in the Commonwealth of Australia.

**Limit(s) of Liability** The limits of Insurance subject to the terms of these policies, are:

- a) \$100,000,000 in respect of any one occurrence or series of occurrences arising out of the one event during the period of insurance
- b) \$100,000,000 in respect of any one occurrence or series of occurrences arising out of one event and in the aggregate during the period of insurance in relation to Products Liability

**Deductible** Refer to your State Office

**Underlying Insurances**

Type of Policy or Coverage	Insurer	Policy No.	Limits
General Public Products Liability	Ansvar Insurance Limited	03.080.0628220	\$100,000,000
Motor Vehicle Liability	AAI Limited t/as Vero Insurance	MSS018099116	\$50,000,000
Corporate Travel (Personal Liability)	ALG Australia Limited	2300110494	\$5,000,000
Corporate Travel (Extra Territorial Workers)	ALG Australia Limited	2300110494	\$1,000,000
Workers compensation	Various	Various	Various

# Professional Indemnity

<b>Underwriter</b>	Ansvar Insurance Limited
<b>Policy Number</b>	03.085.0628217
<b>The Insured</b>	<p>Council of Churches of Christ in Australia Churches of Christ of Victoria/ Tasmania Churches of Christ in Western Australia Inc. Churches of Christ NSW/ACT Churches of Christ in Queensland Churches of Christ in South Australia &amp; Northern Territory Inc. Churches of Christ Sport and Recreation Association Inc. Stirling Theological College Australian Churches of Christ Global Mission Partners Limited Australian Churches of Christ Indigenous Ministries (ACCIM) Australian Churches of Christ Historical Society Youth Vision Australia National Youth Ministry Convention Churches of Christ Life Care Inc. South Australia Churches of Christ Housing Services Ltd The Edge Youth and Community Services Ltd Dementia Awareness Advocacy Team Ltd Churches of Christ Community Childcare for Mission (C4M) including all constituents, agencies, affiliates, associated bodies, entities birthed by the Insured, incorporated or unincorporated and/or subsidiary companies of the above entities</p>
<b>Interest Insured</b>	The insurer will indemnify the insured against civil liability for compensation and claimant's costs and expenses in respect of any claim or claims first made against the insured and notified to the insurer during the period of insurance resulting from the conduct of the Professional Services but not in respect of any such claim or claims resulting from any act, error or omission occurring or committed prior to the retroactive date.
<b>Limit(s) of Liability</b>	\$25,000,000 any one claim and \$50,000,000 in the aggregate during any one period of insurance.
<b>Geographical Scope</b>	Worldwide except USA & Canada
<b>Deductible</b>	Refer to your State Office
<b>Special Comments</b>	This Policy is issued on a "Claims Made" basis. <b>Please refer to Definitions Section</b>

# Management Liability

<b>Underwriter</b>	Ansvar Insurance Limited	
<b>Policy Number</b>	03.800.628218	
<b>The Insured</b>	Council of Churches of Christ in Australia Churches of Christ of Victoria/ Tasmania Churches of Christ in Western Australia Inc. Churches of Christ NSW/ACT Churches of Christ in Queensland Churches of Christ in South Australia & Northern Territory Inc. Churches of Christ Sport and Recreation Association Inc. Stirling Theological College Australian Churches of Christ Global Mission Partners Limited Australian Churches of Christ Indigenous Ministries (ACCIM) Australian Churches of Christ Historical Society Youth Vision Australia National Youth Ministry Convention Churches of Christ Life Care Inc. South Australia Churches of Christ Housing Services Ltd The Edge Youth and Community Services Ltd Dementia Awareness Advocacy Team Ltd Churches of Christ Community Childcare for Mission (C4M) including all constituents, agencies, affiliates, associated bodies, entities birthed by the Insured, incorporated or unincorporated and/or subsidiary companies of the above entities	
<b>Please note</b>	For details of cover for Queensland please refer to the state office	
<b>Claims Made and Notified</b>	Refer to definitions Section	
<b>Insured Interest</b>	Indemnity to Directors' & Officers' by reason of any wrongful act or mission, including but not limited to any error, misstatement, misleading statement, negligent, breach of trust or breach of duty committed, attempted, or allegedly committed or attempted, by them in their capacity as a director or officer including defence costs.	
<b>Limit(s) of Liability</b>	Entity Liability	\$25,000,000
	Directors & Officers	\$25,000,000
	Entity Reimbursement	\$25,000,000
	Employment Practices	\$5,000,000
	Statutory Liability	\$2,000,000
	Entity Crisis Cover	\$1,000,000
	Employee Fidelity	\$500,000
	Tax Audit	\$20,000
	Third Party Fidelity	\$500,000
<b>Deductible</b>	Refer to your State Office	
<b>Retroactive Date</b>	01/10/2008 (where applicable)	

## Crime Coverage

<b>Underwriter</b>	Chubb Insurance Company of Australia Ltd
<b>Policy Number</b>	93257324
<b>The Insured</b>	<p>Council of Churches of Christ in Australia Churches of Christ of Victoria/ Tasmania Churches of Christ in Western Australia Inc. Churches of Christ in Queensland Churches of Christ NSW/ACT Churches of Christ in South Australia &amp; Northern Territory Inc. Churches of Christ Sport and Recreation Association Inc. Centenary Development Fund (QLD) Stirling Theological College including East Alliance Australian Churches of Christ Global Mission Partners Limited Australian Churches of Christ Indigenous Ministries (ACCIM) Australian Churches of Christ Historical Society State Youth Games Youth Vision Australia National Youth Ministry Convention Churches of Christ Life Care Inc. South Australia Churches of Christ Housing Services Ltd The Edge Youth and Community Services Ltd Dementia Awareness Advocacy Team Ltd Churches of Christ Community Childcare for Mission (C4M) including all constituents, agencies, affiliates, associated bodies, entities birthed by the Insured, incorporated or unincorporated and/or subsidiary companies of the above entities</p>
<b>Insured Interest</b>	Losses sustained by the Insured as per policy wording.
<b>Deductible</b>	Refer to your State Office
<b>Geographical Limits</b>	Worldwide
<b>Retroactive Date</b>	Unlimited, excluding known claims and/or circumstances
<b>Limit of Liability</b>	Refer to your State Office

# Personal Accident (Volunteers & Youth)

**Underwriter** AIG Australia Limited  
**Policy Number** 2300111255

**Insured Persons** All Voluntary Workers of the Insured including youth participating in insured’s business activities and members participating in the activities of the Men’s Sheds whilst it is administered by the Churches of Christ and Board members of the Churches of Christ in Queensland.

**Scope of Cover** The coverage afforded by this policy shall only apply to:

- a) voluntary workers whilst they are engaged in voluntary work authorised by and under the control of the insured including missionary activities outside of Australia
- b) youth whilst participating in Youth activities, which form part of the youth program of a Church
- c) members whilst participating in the activities of the Men’s Sheds which are administered by the Churches of Christ
- d) Board members whilst performing work for Churches of Christ in Queensland including travel to and from such voluntary work or activities other than when cover is available under a Workers Compensation policy.

*Note:* Youth activities mean official activities, which form part of the youth program of a Church. It does not include “whole of Church” activities such as a family camps or Church picnics. Organised team sports are also excluded.

**Territorial Limits** Worldwide

**Age Limitation** Between the ages 18 and 90

Table of Benefits Insured Events	Each insured person
<b>Aggregate Liability per Policy Year</b>	
Any Policy period except non-scheduled flights (a):	\$5,000,000
Any Policy period relating to non-scheduled flights (b):	\$Nil
<b>Section A: Capital Benefits</b>	
<b>Queensland Board Members aged up to 70 (Events 1-19)</b>	\$500,000
<b>Insured Persons aged up to 70 (Events 1-19)</b>	\$200,000
<b>Insured Persons aged under 18 (Event 1 Death)</b>	Nil
<b>Insured Persons aged 70-75 (Events 1-19)</b>	\$100,000
<b>Insured Persons aged 76-90 (Events 1-19)</b>	\$10,000
<b>Section B: Weekly Injury Benefits</b>	
<b>Compensation for Income Earners, Event 20</b>	80% to a maximum of
<b>Insured Persons aged up to 70</b>	\$2,000
<b>Insured Persons aged 71-90</b>	Nil
<b>Section B</b>	
<b>Aggregate period</b>	104 Weeks
<b>Elimination period</b>	7 days
<b>Domestic Help (Non-Income Earners), Event 21</b>	80% to a maximum of
<b>Insured Persons aged up to 90</b>	\$500
<b>Domestic Help (Non-Income Earners)</b>	
<b>Aggregate period</b>	26 Weeks
<b>Elimination period</b>	7 days
<b>Home Tutorial Benefit (Full-Time Students), Event 22</b>	80% to a maximum of
<b>Insured Persons aged up to 90</b>	\$500
<b>Home Tutorial Benefit (Full-Time Students)</b>	
<b>Aggregate period</b>	26 Weeks
<b>Elimination period</b>	7 days

## Additional Benefits

Insured Events	Each insured person
Non-Medicare Medical Expenses Event 23	80% to a maximum of \$5,000 Excess \$50
Home / Car Modifications	\$5,000
Funeral Expenses	\$3,000
Out of Pocket Expenses	\$1,000 / \$50 excess
Surviving Spouse Benefit	\$5,000
Dependent Children Benefit	\$5,000 each child / max. \$15,000

### Conditions applying to Non-Medicare Medical Expenses

Any benefit payable is less recovery made from any private Health Insurance Fund, Workers Compensation and Transport Accident Commission. No benefit is payable in respect of the Medicare gap between payment made by Medicare and charges incurred.

# Personal Accident (Ministers, Pastors & Chaplains)

**Underwriter**                      AIG Australia Limited  
**Policy Number**                 2300111255

**Scope of Cover**                Cover restricted to Ministers, Pastors and Chaplains actively engaged in ministerial/pastoral and other church related duties only.  
**Note:** The criteria for this cover is that the Ministers, Pastors & Chaplains must be on the accredited list with the state Churches of Christ, the church must be a member of the insurance program and the coverage afforded is 24/7 365 days.

**Territorial Limits**             Worldwide

**Age Limitation**                Between the ages 18 and 75

Table of Benefits Insured Events	Each insured person
<b>Aggregate Liability per Policy Year</b>	
Any Policy period except non-scheduled flights (a):	\$5,000,000
Any Policy period relating to non-scheduled flights (b):	\$1,000,000
<b>Section A: Death &amp; Capital Benefits Events 1-19</b>	\$200,000
<b>Section B: Weekly Injury Benefits, Event 20</b>	85% of income to max \$2,000
Aggregate period	104 weeks
Elimination period	7 days
Events 21 (a) & (b) apply if an amount is shown against Event 20	
<b>Section B: Weekly Sickness Benefits, Event 22</b>	Not included

Any benefit payable is less recovery made from any private Health Insurance Fund, Workers Compensation and Transport Accident Commission.

**Additional Benefits**

Insured Events	Each insured person
Rehabilitation costs	Up to \$500 per month, maximum of 6 months
Escalation of Claim:	5% compound p.a.
a. Spouse	\$5,000
b. Dependent Children	\$5,000 per child, maximum of \$15,000
Home Renovation Benefit	80% to a maximum of \$10,000
Accidental HIV Infection	\$3,000



# Business Travel

<b>Underwriter</b>	AIG Australia Limited	
<b>Policy Number</b>	2300110494	
<b>Insured Person(s)</b>	All employees, directors, executives, consultants, constituent members, students and volunteers of the Policyholder, and their accompanying Spouse/Partner and Dependent Children, including persons for whom the Policyholder has taken responsibility to arrange travel insurance.	
<b>Scope of Cover</b>	Cover under this Policy shall only apply whilst the Insured Person is engaged on <b>Travel</b> during a Policy Period, as defined:	
<b>Travel Definition</b>	<p><b>Travel</b> means travel undertaken on the business of the Insured which is authorised by the Insured and shall include associated leisure travel provided always such travel involves a destination outside a radius of 100 kilometers from the place of departure for the commencement of the Travel excluding everyday travel to and from the Insured Person's place of business.</p> <p><b>Travel</b> automatically extends to provide cover for Spouses and/or Dependent Children departing after the Insured Person who are travelling directly to join and remain with the Insured Person for the remainder of the Travel. It shall also provide cover for Spouses and/or Dependent Children who have been travelling with the Insured Person but are departing or returning directly to Australia before the Insured Person.</p> <p><b>Travel</b> also means personal or non-associated leisure travel for Directors, Chief Financial Officer, Chief Executive Officer, Chief Operating Officer, Company Secretary and Nominated (Named) Executives and their accompanying Spouse and Dependent Children provided always the Insured have declared the leisure travel and such travel involves:</p> <ul style="list-style-type: none"> <li>- a flight or pre-booked overnight stay,</li> <li>- an Interstate destination, or</li> <li>- a destination outside Australia.</li> </ul>	
<b>Period of Individual Cover</b>	<p>Cover commences from the time the Insured Person leaves his or her normal residence or place of business, whichever is the place of departure for the commencement of the Travel and continues for a maximum period of:</p> <ul style="list-style-type: none"> <li>- 180 consecutive days in respect of business travel trips</li> <li>- 60 consecutive days in respect of personal or non-associated leisure travel trips</li> </ul> <p>or until the Insured Person returns to his or her normal residence or place of business, whichever occurs first.</p> <p>Section 3.1 For Loss of Deposits, cover shall commence at the time the Insured Person pays in part or full for the Travel.</p>	
<b>Deductible:</b>	In respect of personal or non-associated leisure travel trips:	\$250.00 per claim
	All other claims:	\$Nil
<b>Aggregate Limit Of Liability:</b>	Total Liability (a):	\$10,000,000
	Unscheduled Flights (b):	\$ 2,000,000
	Kidnap, Ransom & Extortion (c)	\$ 1,000,000
	Personal Liability (d)	\$ 5,000,000
	Extra Territorial Workers Compensation	\$ 2,000,000
<b>Geographical Limits</b>	Anywhere in the world except any DFAT "Do Not Travel" listed country	

<b>Benefit</b>	<b>Limit</b>
Section 1 Overseas medical expenses	Unlimited
Ongoing medical expenses in Australia	Included in 1 a
Overseas medical evacuation expenses	Included in 1 a
Section 2 Travel Guard	Included in 1 a
Section 3 Loss of deposits and additional expenses Please note sub limits apply - see section 3 in policy wording for details	Unlimited
Section 4 Luggage, personal effects, travel documents, credit cards:	\$20,000
mislaid luggage	\$3,000
credit card fraud	\$3,000
keys and locks	\$1,000
money	\$5,000
Section 5 A Death & Capital Benefits, events 1-19	
(a) Directors, Executives, Employees, Consultants, Constituent Members, Students and Volunteers of the Insured	\$200,000
(b) accompanying spouse & dependent children:	\$200,000
Event 1 cover (death) for accompanying dependent children & insured persons under 18 years of age is limited to:	\$20,000
Broken bones benefits, event 20	\$7,500
Corporate image protection	\$10,000
Independent financial advice	\$5,000
Trauma counselling benefits	\$5,000
Section 5 B Weekly injury benefit, Event 21 Aggregate period - 156 weeks Elimination period - 7 days	85% of income up to \$2,000 per week
Domestic home help benefit, Event 23 Aggregate period - 156 weeks Elimination period - 7 days	85% of the cost up to a maximum of \$1,000 per week
Student tutorial expenses benefit, event 24 Aggregate period - 156 weeks Elimination period - 7 days	85% of the cost up to a maximum of \$1,000 p/w
Section 5 C Surgical benefits for injury	\$20,000
brain surgery	\$20,000
amputation of a limb	\$20,000
fracture of a limb requiring open reduction	\$5,000
Any other surgical procedure performed under general anaesthetic	\$2,500
Section 5 D Surgical benefits for sickness	\$20,000

Open heart surgery	\$20,000
Brain surgery	\$20,000
Abdominal surgery performed under general Anaesthetic	\$ 5,000
Any other surgical procedure performed under general anaesthetic	\$ 2,500
Loss of teeth or crowning of damaged teeth	\$300 per tooth up to a maximum of \$5,000 per injury
Section 6: Alternative employee or resumption of assignment expenses	\$10,000
Section 7: Political risk and natural disaster evacuation expenses	\$25,000
Section 8: Missed transport connection	\$5,000
Section 9: Rental vehicle excess cover	\$5,000
Section 10: Kidnap and ransom and extortion	\$500,000
Section 11: Personal liability	\$5,000,000
Section 12: Extra territorial workers compensation	Included
Per week	\$1,000
Common law	\$1,000,000
Any one loss	\$1,000,000
Section 13: A Corporate Travellers' Family Care - Spouse Accidental Death	\$25,000
B Corporate Travellers' Family Care - Education Fund	\$15,000
C Spouse Retraining	\$15,000
Section 14: Identity Guard:	
a. Legal expenses	\$5,000
b. Lost wages	\$1,000
c. Obligation to pay	\$5,000
d. Miscellaneous expenses	\$5,000
Annual aggregate	\$10,000
Section 15: Search and Rescue Expenses	\$20,000 per person up to a maximum of \$100,000 any one Policy Period
Section 16: AIG Global Security Assistance	Included

# Cyber Protection

**Underwriter** Emergence Insurance Group Pty Ltd  
(Agent of Lloyds of London)

**Policy Number** CS20012054A/00/01

## Coverage

- Section A Loss to your business - Covers reasonable costs to bring your business back to the condition it was immediately before the cyber event. (Waiting Period - 12 hours)
- Section B Loss to others - Covers the loss you are legally liable to pay to others because of a cyber event in your business or because the data you hold or manage gets into the wrong hands. The policy also pays the costs reasonably incurred by you to manage and prevent loss.
- Section C Cyber event response costs - Covers the costs that the insurer pays in responding to a cyber event.
- Section D Covers:
- (i) Contingent Business Interruption (Limited to \$250,000 with a 90 days Indemnity Period); and
  - (ii) Loss or damage to tangible property (Limited to \$25,000)

**Territorial Limits** Worldwide

**Aggregate Limit** \$5,000,000 in the aggregate during the period of the insurance

**Deductible** \$25,000 each and every claim or series of claims arising out of one event

# Claims Procedure

This section is designed to provide assistance in procedures to be followed in the event of any incident that might give rise to a claim occurring under any of your insurance policies.

All claims (except where otherwise agreed and noted herein) are to be reported immediately to the Insurance Administrator.

To enable the processing of the claim without delay and to minimise the possible damage or injury incurred, it is important that the following action be taken.

1. All reasonable steps should be taken following an accident or loss to protect the property or person from any further damage or injury.
2. Any incident which may give rise to a claim should be immediately reported to the Insurance Administrator to avoid any potential for denial of liability from underwriters alleging late notification.
3. Any loss by theft and/or willful or malicious damage should be immediately reported to the nearest Police station.
4. Comply with the relevant claims procedure specific to the class of insurance for which the claim applies to.
5. Complete the correct claim form and attach all associated claims documents. Where a specific claim form has not been specified, a General Claim Form should be used.
6. Forward claim documentation including any supporting papers to the Insurance Administrator.

This section is included for information purposes. It is designed to provide assistance in procedures to be followed in the event of any incident that might give rise to a claim occurring under any of your insurance policies.

## Industrial Special Risks

### Property (Material) Damage

Generally, such claims relate to loss or damage to your property which may involve events such as fire, storm, explosion, flood, theft/burglary, malicious damage, etc.

Where there has been loss or damage to your property:

1. Take all reasonable steps to protect property from any further loss or damage.
2. Call the Police or other Emergency Services as required. Any loss by theft or willful or malicious damage should immediately be reported to the nearest Police Station and details of the attending Police noted.
3. Report by telephone to the Insurance Administrator who will advise what further action is required and will forward the necessary claim form.
4. Where required, complete a Claim Form and all claims documents as soon as possible after the occurrence whilst memory of the incident is still fresh in the minds of all concerned.
5. Ensure full cooperation with the Loss Adjuster appointed by your underwriter.

### Consequential Loss (CL)

This section relates to the consequential loss of profits that may occur as a result of a material damage loss, covered under the Industrial Special Risks policy.

In the event of a loss, the following steps should be taken:

1. Inform the Insurance Administrator of a potential CL Loss.
2. Consider appointing a Risk Accounting Consultant to represent your interests in:
  - Estimating loss.
  - Exploring appropriate loss mitigation initiatives.
  - Establish a plan to prepare claims for the purpose of restoring cash flow.
  - Assist in managing and responding to requests raised by the underwriter's appointed Loss Adjuster.
  - Collate necessary information required by the Loss Adjuster.
3. Set up separate ledger accounts to capture all additional costs.
4. Copy all related invoices and create separate files for the purpose of substantiating any claim.
5. Inform all sales staff to record details of sales orders placed which cannot be met due to interruption.
6. Do all things reasonably practicable to minimise interruption to business.

# General Public & Products Liability

## Under No Circumstances Must Liability Be Admitted Either Verbally Or In Writing

Upon the happening of any incident likely to give rise to a claim, the following points must be noted:

1. All reasonable steps should be taken following an accident or loss to protect the person or property from any further injury.
2. Advice must be forwarded to the Insurance Administrator, together with originals of all correspondence received from a third party and any other supporting documentation (e.g. incident report)
3. Where an Incident Report is to be completed, bear in mind the following:
  - a) **Be Discreet** - Do not complete the Incident Report in front of the injured person. This may signal that an insurance claim may be possible.
  - b) **Be Specific** - Remember, the report you write may be forwarded to your underwriter for assessment and evaluation purposes and may be admitted as evidence in court. Be specific and comprehensive in your details.
  - c) **Provide Full Details** - Detail (no matter how trivial it may seem at the time), is the most essential component of your Report. In most instances, if the claim ever reaches a court of law, it may be several years down the track. Nobody will remember the specifics unless you write them down at the time of the Report.
4. No correspondence should be entered into with a third party except acknowledgement of receipt of the claim. The acknowledgement letter should read as follows:

**“Without Prejudice”**

**We acknowledge receipt of your correspondence concerning an incident at [Location]. This is receiving our attention.**
5. Do not give any interview or make any statement to a Loss Adjuster or other person investigating any accident or damage unless such person is acting on behalf of your underwriter.

## Business Travel

Insured persons have access to security advice, direction and assistance 24 hours a day, 7 days a week through the worldwide security expertise of AIG Global Security.

If, due to covered unforeseeable circumstances, an insured person's safety is put at risk or conditions necessitate their evacuation from an area of imminent physical danger, AIG Global Security is there to provide advice and assistance to safeguard the insured person.

In the event of an emergency, simply call (reverse charge) Travel Guard any time from any place in the world: +60 (3) 2772 5687.

In addition to dealing with an immediate security risk, insured persons will also have access to the following range of other security tools as part of this policy.

### Travel Assistance and Security Website

The travel security website offers up-to-the-minute security information on over 185 countries and more than 135 cities. Access to online, real time, security related information to assist insured persons and policyholders prepare for potentially risky situations based on their travel destination(s) including information on security risks, kidnap for ransom, political conditions, travel logistics and cultural pointers.

Insured persons and policyholders are provided with access to a website that is an all inclusive intelligence database containing a vast array of real-time information for countries and major cities around the world including:

- Digital maps with colour coded areas of risk
- Detailed and continuous coverage of breaking events
- Threat level ratings
- Country and city profiles
- Essential travel and cultural data
- Business information and demographics
- Local law enforcement capabilities
- Transportation concerns and safety
- Calendar of significant dates
- Local restrictions
- Aviation issues
- Medical and health information

## Daily News - Email Reports

Subscribe to receive email reports every weekday, covering political stability, civil unrest, disease outbreaks, crime patterns and terrorism news from around the world. Policyholders are able to nominate insured persons to receive reports.

## Immediate SMS and Email Security Alerts

Free and immediate alerts sent to you via email and SMS providing updates for potentially life threatening events such as terrorism, civil or political unrest and other relevant security threats happening in or near your location.

## How do I access AIG Global Security?

In the event of an emergency overseas, simply call (reverse charge) Travel Guard TM any time from any place in the world:

+60 (3) 2772 5687 (The number underlined is the country code and the number in brackets is the area code.)

To access the other security and travel services provided by AIG Global Security log onto the website [www.aig.com/TravelAssistanceAustralia](http://www.aig.com/TravelAssistanceAustralia). Select the Sign In link and create a user-id before you depart by registering online with your policy number. Sign up to receive destination-specific alerts.

# Professional Indemnity

## 'Claims Made' Policies

This section provides guidance on the procedure for notifying a claim or circumstances that might give rise to a claim under "Claims Made" policies.

An important feature of Professional Indemnity policy is the "claims made" basis of cover. Essentially this form of cover requires immediate notification (including correspondence received from the third party, if any, and supporting documentation) to the Insurance Administrator of:

- (i) A claim made by a third party against you (the Insured);
- (ii) Any circumstances which may give rise to a claim under the policy. If such circumstances are not reported to the insurer prior to expiry of the period of insurance, the insurer is not bound to provide indemnity under the policy. In order to ensure that any entitlement to indemnity is preserved, your insurer must be advised of any incident which may give rise to a claim immediately when it comes to your attention and prior to the expiry date of the policy.

Upon receipt of the notification the Insurance Administrator will:

- (i) Advise what action should be taken;
- (ii) Notify the insurer on your behalf.

## Notifiable Matters

The following provides a practical guide as to notifiable matters:

### 1. Claims

- Civil proceedings or written demand against the Company and/or individual insured seeking damages e.g. letter of demand alleging breach of employment practices duty.
- Criminal proceedings against the Company and/or an individual insured e.g. charge of breach of Occupational Health & Safety Act.
- Administrative or regulatory proceedings e.g. notice of proceedings for breach of Corporations Law regulations.

### 2. Circumstances

- Awareness of conduct which may give rise to civil proceedings e.g. through allegations of breach of employment practices.
- Awareness of conduct which may have breached laws and which may result in criminal proceedings against an Insured and its representatives.
- Awareness of a breach of regulations which may give rise to administrative or regulatory proceedings.

### 3. Securities Claim

- Written demand against the Insured seeking damages, e.g. alleging inadequate disclosure in a company document.

### 4. Representation at investigations and examinations

- Receipt of notice (written or oral) that a representative of the Company and/or individual Insured is required to attend or appear at an official investigation, examination or inquiry into the affairs of the Company.

## Notification Procedure

When an employee or officer becomes aware of a potential Claim or Circumstances:

1. Immediately advise the responsible staff member or department so that appropriate notification can be given to the Insurer.
2. Information forming part of the initial notification. Brief synopsis or overview of the facts;
3. Intended course of action contemplated by the Insured in establishing the exposure of any Insured Person and/or the Company in terms of liability and quantum;
4. Any additional information available in support of notification.
5. When dealing with an initial complaint or potential claim, it is imperative that the Insured and/or its Representatives does not admit liability and does not make any offer of settlement nor incur defence costs without seeking prior approval and consent from underwriter(s). To do so could be construed as a failure to comply with policy conditions and has the potential to prejudice Insured's position under the relevant policies.
6. Complete underwriter's Claim Forms where required.

## Personal Accident

In the event of injury, an Insured Person must:

1. Follow medical advice from a legally qualified and registered medical practitioner as soon as possible after sustaining the injury.
2. Promptly advise the Insurance Administrator of the occurrence.
3. Complete the relevant Claim Form and forward it to the Insurance Administrator without delay.
4. Undergo any medical examination by a doctor appointed by the underwriter if required.
5. Provide the underwriter with any additional information which they may require about the claim e.g. doctors' report.
6. When lodging a claim, an Insured Person must advise the underwriter of any other insurance that may cover the same injury.



# Important Notices

## Duty of Disclosure

In accordance with the provisions of the Insurance Contracts Act 1984 (Cth), you and everyone who is an insured under your policy and/or everyone who arranges insurance on behalf of a business entity and/or body corporate, must comply with the Duty of Disclosure. Make sure that you explain the duty to any other insureds you apply on behalf of and/or to others involved in arranging insurance.

The duty requires you to tell an insurer certain matters which will help it decide whether to offer insurance and, if so, on what terms. The duty applies at the first application for a policy and on any renewal, variation, extension or replacement of the policy.

The type of duty that applies can vary according to the type of policy.

**To assist the Insurance Administrator in protecting your interests, it is important that you tell us every matter that:**

- you know, or
- a reasonable person in the circumstances could be expected to know,
- is relevant to the insurer's decision whether to offer insurance and, if so, on what terms.

The Insurance Administrator will then assist you in determining what needs to be disclosed to the insurer in order to meet your duty.

**Examples of matters that should be disclosed are:**

- any claims made in recent years for the particular type of insurance;
- refusal by an insurer to renew a policy;
- any unusual feature of the insured risk that may increase the likelihood of a claim.

Failure to comply with the duty may give the insurer the right to cancel the policy or reduce the amount it pays in the event of a claim. If the failure to comply with the duty is fraudulent, the insurer may treat the policy as if it never existed and pay nothing.

Even if the Insurance Administrator is handling claims for you, you must disclose these matters on your proposal. The Insurance Administrator cannot complete or add to your proposal in any way.

If you are uncertain about whether or not a particular matter should be disclosed, please contact the Insurance Administrator. The Duty of Disclosure must be taken seriously as it may affect your right to claim.

The history of losses suffered and claims made by the party seeking insurance, or any person, firm or company closely associated with that party, is one of the principal matters to be disclosed. It is therefore imperative that you maintain an up-to-date record of all such losses and claims.

Whilst the Insurance Administrator will maintain records of all losses reported to us during the term of our appointment as your representative, we do not accept responsibility for obtaining details of prior losses or for checking in any particular instance that you have made proper and complete disclosure.

**We recommend you:**

- supply all management and senior staff with a copy of the Duty of Disclosure Notice;
- emphasise to them that the Duty of Disclosure applies not only at inception of the insurance, but also when policies are altered or renewed;
- point out to them that disclosure is most important in matters touching upon past claims, cancellation of insurance covers, premium penalties and any other matters which may influence an underwriter's
- acceptance of the risk such as criminal convictions or insolvency of previous companies; and have a system in place which ensures that all relevant matters come to their attention.

## Waiver of Rights

Some policies contain a clause that limits or excludes claims where the insured has limited its rights to recover a loss from another party in circumstances where that other party is responsible for the loss. For example, this may happen where the insured has entered into a contract limiting the liability that the other contracting party would have been under in the absence of the contract.

If you have entered into, or propose to enter into a contract which might limit rights against another contracting party, please let the Insurance Administrator know, so that we can advise you about how the agreement affects, or will affect, your cover.

## Claims Made Policies

Professional Indemnity policies and some other liability policies are written on a “Claims Made” basis.

This means that they cover only those claims made against you during the period of insurance. In some cases you must also notify the insurer of the claim during the period of insurance.

A Claims Made policy does not provide cover in relation to:

- claims made after the expiry of the period of insurance even though the event giving rise to the claim may have occurred during the period of insurance;
- claims notified or arising out of circumstances notified under any previous policy;
- claims made against you prior to the commencement of the period of insurance;
- claims arising out of circumstances noted on the proposal form for the current period of insurance or on any previous proposal form; and
- events that occurred prior to the retroactive date of the policy (if such a date is specified).

However, where you give notice in writing to the insurer of any facts that might give rise to a claim against you as soon as reasonably practicable after you become aware of those facts, but before the expiry of the period of insurance, the policy will, subject to its terms and conditions, provide cover even if that claim is made after the expiry of the period of insurance. For this reason, you must send us written notice during the policy period of any facts or events that might give rise to a future claim. If you do not, you may not have cover if a claim arises later.

Upon expiry of the policy no further claims can be made hereunder and the need to maintain insurance or the arrangement of run-off cover is essential.

## Occurrence Basis Policies

Combined General Liability, Industrial Special Risks, Travel, Contract Works, Marine policies and some other policies are written on an occurrence basis.

This means when there is an incident/occurrence giving rise to a claim, the policy that responds is the policy that was in force at the time of the incident/occurrence.

## Interests of Other Parties

Many policies exclude cover for an interest in the insured property held by someone other than the named insured, unless that interest is specifically noted on the policy. For example, if property is jointly owned, or subject to finance, the interest of the joint owner or financier may be excluded if it is not specifically noted on the policy.

Generally, the safest course is to have all interests in all property insured noted on each policy.

## Utmost Good Faith

Every contract of insurance is based on the principle of utmost good faith, requiring each party (which means both you and the insurer) to act towards the other party in respect of any matter arising under the contract, with the utmost good faith. If you fail to do so you may prejudice your rights under the policy and in particular, any claim.

## Change of Risk or Circumstances

It is important that you advise the Insurance Administrator of any material alterations to your business or products or indeed of any development which may have a bearing on the adequacy of your Insurance Program.

Your insurers have assessed and accepted your risks at an agreed premium on the basis of information provided during the placement and/or subsequent renewals of your insurance policies. Any variation of those details, if not advised to them, could prejudice the insurance cover.

The following list may be used as a guide to activities that should be notified to the Insurance Administrator when they are being proposed or when they occur so that action can be taken to ensure your interests are adequately protected. It is by no means a complete list so, when in doubt, contact Aon for guidance:

- Acquisition of new companies and/or mergers and/or joint ventures (including sale or disposal of subsidiary companies).
- Purchase, construction or occupancy of new premises, alteration, vacation, temporary unoccupancy, extension or demolition of existing premises.
- Details of any new building or alteration work should be advised during the planning stage.
- Proposed installation of significant items of plant, machinery or equipment.

- Increase in value in excess of insured limits for buildings, plant and stock.
- Substantial removal of stock or equipment to other locations.
- Contractual liabilities (i.e. leases, hiring agreements), particularly any contracts which impose greater than usual liabilities.
- Granting of indemnities or hold harmless agreements e.g. lease agreements, contracts for supply or maintenance of fire protection and/or burglary protection equipment.
- Changes in processes, property occupancy, products or extension of business operations, including new products or processes.
- Alteration, amendment to or disconnection of fire or burglary protection systems.
- Charter or operation of aircraft or waterborne craft, other than ordinary commercial passenger travel.
- Developments involving establishment or extension of overseas operations or export of products.
- If Fidelity Guarantee (or Employee Theft) is insured, any alteration to the system of checks, supervision, audits and the like must be advised to insurers immediately.
- Issuance of any shares, debentures, ADRs; issuance of a prospectus or Information Memorandum; listing on a stock exchange; issuance of public or private offerings.
- Advice of other activities which could affect the nature of the risk originally accepted by insurers.

Early notification of development projects at the planning stage will enable the Insurance Administrator to further assist you by:

- developing a sound and economical approach to construction insurance;
- reviewing indemnity and insurance clauses of contracts to ensure they are drafted in your best interests and do not prejudice your insurance program;
- mutually analyzing and agreeing upon standards of fire protection and security;
- the Insurance Administrator advising you on important aspects of Safety and Risk Management;
- mutually analyzing your exposure to financial loss if the project is delayed, to determine your need for Advanced Business Interruption Insurance.

## Mis-statement of Premium

Every effort is made to determine the correct amount of premium and statutory charges that apply to your insurance. In the event that the Insurance Administrator mis-state that amount (either because we have made an unintentional error or because a third party has mis-stated the amount), we reserve the right to correct the error.

By instructing the Insurance Administrator to arrange insurance for you, you agree, where permitted by law, that you shall not hold the Insurance Administrator responsible for any loss that you may suffer as a result of any such mis-statement.

## Terrorism Insurance Act 2003

The Terrorism Insurance Act 2003 (the Act) deems terrorism cover into certain commercial insurance policies - eligible insurance contracts - covering eligible property in Australia.

In broad terms, the Act applies to non-residential buildings, structures, other works and their contents. Business Interruption covers which relate to the ownership or occupation of such property, and liability policies, to the extent that the liability arises from the ownership or occupation of such property, are also embraced by the legislation.

To qualify as an eligible insurance contract, a policy must be subject to a terrorism exclusion. Upon an event being deemed a declared terrorism incident by the Government, the Act renders terrorism exclusions inoperative and insureds may lodge claims with their insurers for losses caused by the terrorist incident. Apart from the terrorism exclusion, all other terms and conditions of policies deemed to be eligible insurance contracts remain the same.

Policies which contain an Act of Terrorism exclusion and which are designated an eligible insurance contract in terms of the Terrorism Insurance Act, are generally identified accordingly. Subject to all other terms and conditions of policies so designated, coverage is amended to the extent provided by the Terrorism Insurance Act 2003.