Asset Inventory**(Community Asset Committee contents list)**

**Name of Community Asset Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Item Purchased:- Description of Item:** | **Number of Item/s:**  *i.e. 5 chairs* | **Serial Number** | **Bar Code** | **Location of Item**  *where the item will be regularly stored* | **Is the item new or used:**  *If used, describe its current condition* | **Date of Purchase** | **Purchase Price** |
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* Where multiple of the same identical item occurs only 1 line item is required with the serial number & barcode captured for each item.
* If the value is an estimate only please mark with an asterisk\*.
* All items with an individual value over $500 please take a photo.
* Contents is any furniture or fittings (i.e. items not fixed to the building).

# Insurance

**All permanent and casual hirers of Council facilities must hold public liability and contents insurance.**

As a general rule, the following insurance guidelines apply:

* Buildings, fittings & fixtures owned by Council and on Council’s asset list **are**insured by Council.
* Contents/equipment/materials purchased or supplied by user groups, and not forming a fitting or fixture of the facility, remain the property of the user group, and are **not**insured by Council.
* Personal belongings, money and private property brought onto the premises are **not**insured by Council.
* All users and hirers (casual and permanent) must have their own public liability insurance.

# What does Council’s insurance cover?

## Building/property insurance:

All shared pavilions, club rooms and building structures at recreation reserves used by seasonal tenants, public halls and associated structures (coaches’ box, scoreboards, playgrounds, storage sheds) are covered by Council’s building insurance.

Community Asset Committees must notify Council immediately of any damage to buildings or property that may cause a potential claim.

In the event of malicious damage, including forcible entry or theft, the Committee must obtain a Police report.

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## **Contents insurance:**

Contents that are owned by Council and included on Council’s asset register are covered by insurance subject to the terms and conditions of council’s insurance policy.  In the event of a claim an excess may be payable by the committee. The submission of any claim is at the absolute discretion of Council.

To ensure items are covered by Council’s contents insurance, complete the asset inventory with all items owned by Council/Community Asset Committee to ensure the asset is placed on Council’s asset register.

Contents, equipment and goods owned by user groups or casual hirers is not covered under the Council’s insurance. User groups must insure their own contents, equipment and goods. This includes sporting equipment, trophies, artwork, bar and canteen stock, bar equipment etc.