



Brigitte Longmore  
Hepburn Shire Council  
PO Box 21  
DAYLESFORD VIC 3460

## Tax Invoice

Municipal Assets Protection Plan  
ABN 91 354 227 894  
JLT Risk Solutions Pty Ltd  
ABN 69 009 098 864  
Collins Square  
727 Collins Street  
MELBOURNE VIC 3000  
Tel +61 3 8664 9300  
Fax +61 3 8664 9399  
[www.jltpublicsector.com](http://www.jltpublicsector.com)

Invoice # **031-359119**  
Date 1 July 2025  
Our Ref 017228  
Member Hepburn Shire Council  
Member # 031-HEPBJM  
Cover **JLT Discretionary Trust - Renewal**  
Cover # 24-LG-037  
Period 30/06/2025 to 30/06/2026  
Situation Anywhere in Australia  
Trust JLT Mutual Asset Protection Plan (JMAPP)

### CONTACT/S

Geraldine Turnbull  
John Casha +61 3 8664 9303

Contribution	197,154.59
GST	19,715.46

Payment required before 15/07/2025

**TOTAL DUE AUD \$216,870.05**

Refer overleaf for membership details

Cover has been arranged subject to payment and the terms and conditions.

Please read the attached 'Schedule' in conjunction with the applicable 'Product Disclosure Statement' to help you decide if this cover is right for you.

Purchase Order:  
PU038280

### PAYMENT OPTIONS

#### PAY IN FULL NOW

Total Due AUD \$216,870.05 by 15/07/2025

\*BPAY and Card payments are limited to \$50,000 per transaction



Billers Code: 241026  
Ref: 880 170 0686

®Registered to BPAY Pty Ltd  
ABN 69 079 137 518

Telephone or Internet Banking - BPAY®  
Contact your bank or financial institution  
to make this payment from your cheque,  
savings, debit, credit card or transaction  
account. More Info: [www.bpay.com.au](http://www.bpay.com.au).



[Visa/Mastercard - www.jlta.com.au/payonline](http://www.jlta.com.au/payonline)

Payment reference 8801700686. A 1% surcharge fee (including GST)  
applies

EFT ONLY Bank: ANZ Banking Group Ltd Acct: 837262862  
BSB: 012-003 Ref: 031-HEPBJM  
Email Remittance to: [accountsreceivable@jlta.com.au](mailto:accountsreceivable@jlta.com.au)



Invoice # 031-359119  
Cover # 24-LG-037  
Hepburn Shire Council

#### INFORMATION RELATING TO YOUR INVOICE AND OUR SERVICES

If you are registered for GST purposes, your input tax credit entitlement is, or is based on, the GST amount shown. In accordance with the GST law, the GST amount will be less than 1/11th of the total amount payable. This document will be a tax invoice for GST when you make a payment.

#### FINANCIAL SERVICES GUIDE (FSG)

For important information about us and the services we provide go to <https://www.jltpublicsector.com/financial-services-guide.html> to download the JLT Risk Solutions Financial Services Guide – Discretionary Trusts. You should read it carefully and make sure you understand it. If there is anything in the FSG that you do not understand, please contact us.

#### PRODUCT DISCLOSURE STATEMENT

Please refer to the Trustee's Product Disclosure Statement ("PDS") which defines the following terms upon which cover is provided.

The DT Arrangement is not insurance because one element of the Arrangement involves the Trustee's absolute discretion whether or not to pay a Claim and how much to pay. The DT Arrangement is a Managed Investment Scheme made up of two parts:

- The Scheme Cover; and
- The Insurance Cover

A link to the PDS(s) will be provided with your renewal documentation.



## SUMMARY OF DISCRETIONARY TRUST (DT) ARRANGEMENT / SCHEDULE

The JMAPP Discretionary Trust arrangement is a Managed Investment Scheme made up of - two parts:

- The Scheme Cover; and
- The Insurance Cover.

The JMAPP Discretionary Trust arrangement is not insurance because the Scheme Cover involves the Trustee's absolute discretion whether or not to pay a Claim and how much to pay. The Trustee's discretion in determining claims under the Scheme Cover is guided by the Scheme Rules and the Insurance Cover as outlined in the relevant PDS or Policy Wording. The Insurance Cover in the JMAPP Discretionary Trust arrangement is held by the Trustee, JLT Group Services Pty Ltd, on trust for the Members. The Members are not direct insureds under the Insurance Cover. A summary of the Insurance Cover is provided below. Any Claim not met by the Scheme Cover and/or the Insurance Cover will be borne by the Claimant.

### MEMBER'S DEDUCTIBLE OR EXCESS:

The individual Member's Deductible only needs to be satisfied once for each Claim as per Excess(es) noted below in Summary of Insurance Cover. This means that if the Individual Members Deductible in respect to a claim has already been paid or completed under the Scheme Cover, it will not apply again under the Insurance Cover.

### NOMINATED TRUST

JMAPP Discretionary Trust and the individual Municipal participants (Members) of the JMAPP Discretionary Trust including mortgagees, lessors and other associated or controlled and interested parties for their respective rights and interests, and its wholly or majority owned subsidiaries and any interest which may now exist or hereinafter be created or acquired which are owned, controlled or operated by any one or more of those named Members.

## SUMMARY OF INSURANCE COVER

### INSURED

JLT Group Services Pty Limited as trustee for JMAPP Discretionary Trust

### BENEFICIARIES

Subject to confirmation of entitlement by the trustee, each Member of the JMAPP Discretionary Trust and/or subsidiary and/or related corporations as defined under the Corporations Act 2001 (Cth).

Including mortgagees, and lessors for their respective rights and interests.

### ABN AND ITC DETAILS

ABN: 76 845 763 535

ITC: 100.00%

### TRUST MEMBER

Hepburn Shire Council

And/or subsidiaries and/or related corporations as defined under the Corporations Act 2001 (Cth).

### BUSINESS OF THE MEMBER

Local Government Authority, including all associated activities, past or present



**SITUATION  
AND/OR PREMISES**

Anywhere in Australia where property may be located either permanently or temporarily, as per Schedule.

**JURISDICTIONAL SCOPE**

Australia

**GOVERNING LAW OF  
CONTRACT**

Australian

**PERIOD OF INSURANCE**

From: 30 June 2025 at 4 PM Local Time (VIC).

To: 30 June 2026 at 4 PM Local Time (VIC).

**SCOPE OF COVER**

**Section 1** – Covered risks of physical loss, destruction or damage to property not specifically excluded in the member wording; and

**Section 2** – Resultant Consequential Loss (Business Interruption)

**Section 3** - Artwork / Heritage Items / Museum Items

**DECLARED VALUES IN  
ACCORDANCE WITH THE  
BASIS OF SETTLEMENT**

The declared values listed below have been used for the calculation of the Member's Contribution for JMAPP and will apply to the basis of valuation from the commencement of the ensuing Trust period.

As per schedule advised to and on file with JMAPP.

Section 1

Property Covered	\$172,165,858
------------------	---------------

Section 2

Gross Revenue (including Rental Income and Ordinary Payroll), per Member	As per Sub-limits
--	-------------------

Section 3

Artwork / Heritage Items / Museum Items	\$827,470
---	-----------

<b>Total Declared Asset Value</b>	<b>\$172,993,328</b>
-----------------------------------	----------------------

**LIMIT(S) OF LIABILITY**

The amounts set out hereunder represent the Excess of Loss Insurer(s) maximum Limit(s) of Liability any one claim or series of claims arising out of any one event at any one situation subject to any lesser Limit(s) of Liability specified elsewhere in this Discretionary Trust Arrangement, but the Limit(s) or any lesser Limit(s) of Liability shall only be applied in excess of the relevant deductible/excess.

Sections 1 and 2 Combined:

Any one event at any one situation	\$450,000,000
------------------------------------	---------------

Machinery Breakdown, Maximum limit any one occurrence	\$25,000,000
--	--------------

Section 3



#### Artworks / Heritage Items / Museum Items

Fine Art Collections of every kind and description (including incoming exhibitions) belonging to the Member or for which the Member is responsible or has demonstrably assumed responsibility prior to the occurrence of any damage, including all such property in which the Member may acquire an insurable interest during the Trust year. \$135,000,000

#### INTEREST INSURED

##### Section 1 - Material Loss or Damage

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

##### Section 2 - Consequential Loss

- Item 1 Gross Profit  
Gross Rentals
- Item 2 Claims Preparation and Proving Costs
- Item 3 Payroll (As Defined)
- Item 4 Additional Expenditure/Additional Increased Costs of Working

#### SUB-LIMIT(S) OF PROTECTION

The liability of the Discretionary Trust Arrangement and/or Excess of Loss 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 per Member to any one event at any one situation, unless expressly stated otherwise.
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 therefrom.
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.

##### Section 1 - Material Loss or Damage

Accidental Damage (loss or damage caused other than from fire, lightning, thunderbolt, explosion, implosion, smoke and/or steam, earthquake, subterranean fire, volcanic eruption, impact, aircraft and/or other aerial devices and/or articles dropped therefrom, sonic boom, breakage of glass, the acts of persons taking part in riots or civil commotions or of strikers or locked-out workers or of persons taking part in labour disturbances or of malicious persons or the acts of any lawfully constituted authority in connection with the foregoing acts or in connection with any conflagration or other catastrophe, storm and/or tempest and/or flood (as defined in the policy) and/or rainwater and/or wind and/or hail, water or other liquids or substances discharged, overflowing or leaking from apparatus, appliances, pipes or any other system at the premises or elsewhere or any other peril specifically described, insured or excluded by this

Policy)	\$5,000,000
Flood per Member in the annual aggregate	\$5,000,000
Aggregate any one Event - Regional Members Only	\$75,000,000
Burglary and/or Theft (other than Money)	\$2,000,000
Money (including whilst in transit)	\$1,000,000
Councillors, Directors' and/or Employees' Property:	
Limit per person	\$50,000
Aggregate per Member per event	\$300,000
Removal of Debris	\$30,000,000



Extra Costs of Reinstatement - provision (v) only	\$15,000,000
Rewriting of Records per Member	
AXA XL share only	\$1,000,000
Per Event – AXA XL share only	\$50,000,000
Fine Arts, only for non-Municipal	\$250,000
Expediting Costs	\$250,000
Loss of Land Value	\$300,000
Landscaping	\$1,000,000
Customs Duty	\$250,000
Temporary Accommodation Expense	\$250,000
Property In Transit	\$500,000
Glass	Replacement Value
Fidelity Guarantee/Employee Dishonesty	Not Covered
Rehabilitation of Mine Workings	Not Covered
Motor Vehicle Coverage at Members Premises:	
Aggregate, all Members per event	\$3,000,000
Aggregate, any one Member per event	\$1,000,000
Declared Bridges, Canals, Reservoirs, Dams, Tunnels and Railway Tracks	
	\$4,500,000
Declared Docks, Wharves and Piers	\$11,000,000
Miscellaneous Assets	\$3,000,000
Maximum per any one item	\$500,000
Additional Costs for Green Property Coverage	
Exploratory Costs	\$250,000
Decorative Animals/Birds/Fish	\$500,000
Property in the Open Air	\$25,000
Deterioration of Stock	\$250,000
Storm and hail damage to Glass Houses	\$25,000
Undeclared Location	\$250,000
	\$20,000,000

## Section 2 - Consequential Loss

Policy Item 1: Gross Revenue (including Rental Income)	
	\$35,000,000
Policy Item 2: Claims Preparation and Proving Costs	\$2,000,000
Policy Item 3: Payroll – First Loss	\$5,000,000
Policy Item 4: Additional Expenditure (ICOW)	\$35,000,000
Premises in the Vicinity (Prevention of Access)	
Radius	10km
Limit per Event per Member	\$2,500,000
Per Event all Members combined	
AXA XL share only	\$50,000,000
Annual Aggregate Limit	
Chubb share only	\$35,000,000
Public Utilities	
Limit per Event per Member	\$2,500,000
Per Event all Members combined	
AXA XL share only	\$50,000,000
Annual Aggregate Limit – Chubb share only	\$35,000,000
Human and infectious or contagious diseases; Vermin, pests or defective sanitary arrangements; Food or drink poisoning; murder or suicide, resulting From closure by public authority	
	Not Covered
Contractual Fines and Penalties	\$1,000,000
Fines and Damages	\$250,000



Invoice # 031-359119  
Cover # 24-LG-037  
Hepburn Shire Council

Unspecified Suppliers/Customers	\$1,000,000
Per Event per Member AXA XL share only	\$1,000,000
Per Event all Members combined AXA XL share only	\$50,000,000

Specified Suppliers/Customers	\$2,500,000
Per Event per Member AXA XL share only	\$2,500,000
Per Event all Members combined AXA XL share only	\$25,000,000

Severance Pay	\$500,000
Accounts Receivable	\$1,000,000

#### **Section 1 & 2 Combined**

Data Processing Equipment and Media Breakdown	\$Not Covered
Acquired Companies Properties	\$20,000,000

#### **Section 1 & 2 Combined**

##### **Machinery Breakdown Scheduled Members:**

Machinery Breakdown and Pressure	
Vessel Explosion	\$25,000,000
Spoilage	\$100,000
Ammonia Contamination	\$100,000
Hazardous Substances	\$100,000

#### **Section 3 - Artworks**

Incoming Exhibitions, per Exhibition	\$5,000,000
--------------------------------------	-------------

Artwork temporarily removed from the Members premises, elsewhere in the Commonwealth of Australia \$5,000,000 any one loss

Artwork temporarily removed from the Members premises outside the Commonwealth of Australia \$5,000,000 any one loss

Artwork in transit Worldwide \$5,000,000 any one transit

#### **UNINSURED WORKING EXPENSES**

Not applicable.

#### **MAXIMUM INDEMNITY PERIOD**

36 months, or more where specified

#### **INDIVIDUAL MEMBER'S DEDUCTIBLE OR EXCESSES**

The Member shall bear the following amount(s) in respect of each loss or series of losses arising out of any one event.

- 1) Earthquake, Subterranean Fire or Volcanic Eruption
  - a. \$20,000 or
  - b. An amount equal to 1% of the total declared value(s) for property at the situation(s) where damage occurs whichever is the lesser.
- 2) Storm & hail damage to glass houses  
An amount equal to 10% of the total amount of damage at the situation(s) or \$10,000 whichever is the greater.
- 3) Motor Vehicle Coverage (Franchise, not Excess) \$100,000  
Franchise is the amount stated in respect of each loss or series of losses arising out of any one original source or cause, below which such loss(es) shall be borne in full by the Member.



Each loss, or series of losses arising out of any one original source or cause, which exceed(s) the amount of the Franchise shall be payable in full by the Discretionary Trust Arrangement.

- |   |                              |
|---|------------------------------|
| 4) Councillors, Directors' and/or Employees' Property   | \$1,000                      |
| 5) Machinery Breakdown  |                              |
| Property Damage:  | \$1,000                      |
| Business Interruption   | 48 hours                     |
| 6) Public Utilities   | 72 hours                     |
| 7) Premises in the Vicinity (Prevention of Access)  | 72 hours                     |
| 8) Human and/or infectious or contagious diseases; vermin, pests or defective sanitary arrangements; food or drink poisoning; murder or suicide | Not Covered                  |
| 9) All other losses   | \$10,000                     |
| 10) Flood   |                              |
| a) \$50,000 per event   |                              |
| b) \$250,000 applies to the following specified locations:  |                              |
| 11) Specific Additional Council Deductible  | \$1,000 Identified Locations |
| 12) Artwork / Heritage Items / Museum Items:  |                              |
| Members with Permanent Collection over \$1,500,000  |                              |
| Each and every loss   | \$10,000                     |
| Members with Permanent Collection under \$1,500,000   |                              |
| Each and every loss   | \$2,500                      |

Nil excess for any items on loan or to items of the permanent collection away from the premises.

Where any deductible/excess is described as a period of time, it shall be subject to the conditions contained in the Time Deductible Clause attached to this the Discretionary Trust Arrangement.

Should more than one deductible/excess appear under this the Discretionary Trust Arrangement for any one loss or series of losses arising from the one event, such deductibles/excesses shall not be aggregated - the highest single monetary (or its monetary equivalent) level of deductible/excess only shall apply.

#### TRUST COVER

Means the discretionary part of the JMAPP Discretionary Trust Arrangement which is not insurance. Please refer to your Product Disclosure Statement (PDS) for full details of terms, conditions and exclusions.

#### BASIS OF VALUATION

Basis of Valuation is as per the JMAPP Discretionary Trust Member wording/s.

#### COVER PROVIDER

JLT (Municipal Asset Protect) Disc Trust

#### INSURANCE COVER

The following applies:

1. Mark IV ISR Wording





Invoice # 031-359119  
Cover # 24-LG-037  
Hepburn Shire Council

2 JMAPP Discretionary Trust Member Wording 2025.26

**MEMBER NUMBER**

25-LG-050

**REMARKS**

Please refer to your JMAPP PDS and protection wording/s for details of coverage.



Invoice # 031-359119  
Cover # 24-LG-037  
Hepburn Shire Council

## CONTRIBUTION BREAKDOWN

Components		Total
Aggregate Contribution. This is the proportion of the Total Membership Contribution payable by a Member to meet claims	\$	72,524.50
Administration Contribution* This is the proportion of the Total Membership Contribution payable by a Member which represents the administrative fees of the Discretionary Trust Arrangement	\$	1,563.52
Excess of Loss Insurance Cover Contribution. This is the proportion of the Total Membership Contribution payable by a Member which represents the premium paid to the Insurer for the Insurance Cover, inclusive of Boiler & Machinery (optional), Artworks and Insurer Engineering Fee.	\$	85,008.56
Insurance Cover Fire Service Levy	\$	
Insurance Cover Stamp Duty	\$	8,218.98
Member and Scheme Administration Fee	\$	15,868.36
Risk Management Fee (Mutual Risk Services)	\$	8,354.65
Claims Management Fee (Echelon Claims)	\$	5,616.00
Membership Contributions subtotal	\$	197,154.59
GST	\$	19,715.46
<b>Total Membership Contribution payable</b>	<b>\$</b>	<b>216,870.05</b>

\* The Administration Contribution can be broken down as follows based on budgeted estimations:

Legal: 0.39%  
Audit: 7.21%  
Tax Fee: 0.45%  
Advisory Committee Travel Expense: 1.94%  
JLTI Claims Management Fees: 6.25%  
Scheme Manager's Admin Fees: 83.76%



## IMPORTANT INFORMATION – DISCRETIONARY TRUSTS

### ESSENTIAL READING OF COVERAGE DOCUMENTATION

JLT Risk Solutions Pty Ltd (ABN 69 009 098 864, AFS Licence number 226827) (in these notices, 'we', 'us', 'our' or 'JLT Risk Solutions') will provide you with documentation that sets out the terms of your discretionary trust arrangement (**DT Arrangement**).

It is essential that you read these documents without delay and advise us in writing of any aspects which are not clear or where the cover does not meet with your requirements.

### NOTICES RELATING TO THE INSURANCE COVER COMPONENT OF THE DT ARRANGEMENT

The trustee holds an insurance policy on trust for the members of the DT Arrangement. A member may have a statutory right to claim against that insurance policy pursuant to section 48 of the Insurance Contracts Act 1984 (Cth). The below notices are only relevant in respect to claims made against the insurance cover held by the trustee.

### COLLECTION OF INFORMATION

The trustee and JLT Risk Solutions will ask certain questions to help the trustee decide whether to offer you membership, or renewed membership, in a DT Arrangement and on what terms, including the amount of contribution payable for membership. When answering those questions, it is important that you carefully consider your answers and ensure the answers are true, honest and complete.

If you have provided information and that has changed before the date your membership in the DT Arrangement commences or renews (as applicable) then you must tell us about this change before that date.

If you do not provide true, honest and complete answers this may prejudice your entitlements to access cover under the DT Arrangements, including that the trustee may exercise its discretion to decline a claim and/or cancel your membership in the DT Arrangement.

### GENERAL ADVICE WARNING

It is important that you understand and are satisfied with the DT Arrangements we can arrange for you. We can give you general information to help you decide but we have not advised, and will not advise, you on whether the terms are specifically appropriate for your individual objectives, financial situation or needs. We therefore recommend that you should carefully read the relevant Product Disclosure Statement and other coverage documentation and information we provide before deciding.

### FINANCIAL SERVICES GUIDE (FSG)

For important information about us and the services we provide go to <https://www.jltpublicsector.com/financial-services-guide.html> to download the JLT Risk Solutions Financial Services Guide – Discretionary Trusts. You should read it carefully and make sure you understand it. If there is anything in the FSG that you do not understand, please contact us.

### PRIVACY POLICY

We value your privacy and are committed to handling your personal information in accordance with the Australian Privacy Principles and Privacy Act. Full details of how we collect, hold, use and disclose personal information is detailed in our Privacy Policy available online @ [www.jltpublicsector.com/privacy-policy](http://www.jltpublicsector.com/privacy-policy). Contact your Account Manager if you require a copy, or email [privacy.australia@marsh.com](mailto:privacy.australia@marsh.com).

### COMPLAINTS PROCEDURES

If you are dissatisfied with our service in any way, in the first instance, please contact the Adviser servicing your account or our Complaints Officer on 61 3 9603 2338 or email [complaints.australia@marsh.com](mailto:complaints.australia@marsh.com). A more detailed explanation of our Complaints Procedure can be found in our Financial Services Guide.

### NEW CLAIMS / UNREPORTED LOSSES

Any quotation we have obtained on your behalf in respect to the contribution payable to join a DT Arrangement is based on the understanding that there will be no deterioration in the claims experience between the date the trustee quoted their terms and the date you are admitted as a member of the DT Arrangement. If claims do occur during this period, the trustee may revise the terms quoted or even withdraw their quotation. Please let us know whether there are any losses which have occurred that have not been reported to us/the trustee, whether you intend making a claim or not.

### CONFIRMATION OF TRANSACTION

You may contact us by telephone or in writing to confirm any transaction relating to your DT Arrangement, such as renewals. If necessary, we will obtain the information for you from the trustee of the DT Arrangement.

### REFUND OF CONTRIBUTIONS

In the event of any refund of membership contributions being allowed for the cancellation or adjustment of a DT Arrangement, we reserve the right to retain all brokerage, fees and charges.

### RECEIVING INFORMATION ABOUT OTHER PRODUCTS AND SERVICES

We may, from time to time, offer you information about products and services which may be of interest to you. Please notify us if you do not wish to receive such additional information.

### CODE OF PRACTICE

JLT Risk Solutions is a member of the National Insurance Brokers Association (NIBA) and is bound by their Code of Practice (the Code) when acting as your agent. Go to <https://www.niba.com.au/insurance-brokers-code-of-practice> for more details on the standards we are required to follow under the Code.

### HOLD HARMLESS AGREEMENTS, CONTRACTING OUT, REMOVAL OF SUBROGATION OF RIGHTS



Invoice # 031-359119  
Cover # 24-LG-037  
Hepburn Shire Council

You may prejudice your rights with respect to a claim if, without prior agreement from the insurer, you make any agreement that could prevent the insurer from recovering the loss from a third party. These 'hold harmless' clauses are often found in leases, licences and contracts for maintenance, supply, construction and repair.

#### SEVERAL LIABILITY

Where the insurance cover is provided by more than one insurer it is important to note that each insurer is only responsible to the extent of their individual subscription and there is no obligation for that insurer to make up the shortfall of any other subscribing insurer in a claim or return premium payment.