

## **Insurances**

## Table of Contents

Table of Contents	2
Policy standards and principles	3
What	3
Why	3
How	3
Reporting losses - who to contact?	3
Details of insurance programme	4
Motor vehicle	4
Indemnity and insurance - drivers of Police vehicles	4
Indemnity and insurance - private motor vehicles used for official purposes	4
Police buildings (including contract works)	4
General/public liability	4
Marine hull	4
Expatriate medical insurance	4
International travel (including Police deployments)	4
Insurance of household and personal effects during relocation	5
Insurance of employees' personal effects and private property	5
Clothing and personal effects are damaged	5
Personal property	5
Escalation route	5

## Policy standards and principles

### What

Police purchase insurance to offset loss or damage to its assets and liability from third party loss or damage.

### Why

Police, like all organisations, carries the risk of loss or damage to assets, or of incurring liability for third party loss or damage to assets. Some of this exposure can be offset by the purchase of insurances.

### How

The Chief Financial Officer is responsible for managing insurances in Police, and it is administered by Corporate Finance at PNHQ.

Police retains an external adviser, Marsh Ltd, to provide advice, purchase insurance and administer claims.

Police employees:

- contact [Corporate Finance](#) when the loss or damage occurs
- report losses when identified
- self-insure all personal property.

Sureplan are contracted to provide vehicle accident management services.

### Reporting losses - who to contact?

Police employees must report any actual or potential losses as soon as possible, to ensure claims are managed properly and any loss to Police is minimised.

Contact points are:

Type of claim	Contact point
Motor vehicle claims	Sureplan:  0800 112 323 (always select option 1 for Police and then you have a choice of option 1 for Sureplan or the other options for Custom Fleet)
Household and personal effects during relocation  Please refer to <a href="#">Relocation Guide</a> .	

## Details of insurance programme

### Motor vehicle

Police chooses to self-insure its motor vehicle fleet. However, it is essential that claims are managed properly, and Police retains an expert third party adviser, Sureplan, for this purpose. Claims should be reported directly to Sureplan as soon as possible.

Police does insure for some cover in connection with the motor vehicles utilised airside at New Zealand airports only.

### Indemnity and insurance - drivers of Police vehicles

The driver of a Police vehicle is generally covered:

- by the [Accident Compensation Act 2001](#), which provides cover against claims for death and personal injury sustained by all persons; or
- by Police indemnity against personal liability for claims arising from an accident.

Police as an employer, is vicariously liable for third-party claims for damages to property (including motor vehicles) caused by the negligence of their employees committed in the course of their employment. A third party with a right of action against a Police employee for such negligence can therefore normally be expected to sue the employer and not the employee.

Subject to the exceptions below, Police will indemnify authorised drivers of a Police vehicle against any liability on a civil claim to which they may be personally exposed by reason of the vehicle driven by them on an authorised journey causing damage to the property of any third party. This indemnity does not apply where at the time of the accident the driver:

- is under the influence of intoxicating liquor or drugs
- while using the vehicle on a public road does not hold a current driver's licence for the type of vehicle they are driving
- is carrying unauthorised goods, the presence of which is the sole cause or a material contributory cause of the accident, injury, or damage.

### Indemnity and insurance - private motor vehicles used for official purposes

Employees, who use their private motor vehicle for official purposes on the basis of payment of mileage allowance, transport allowance, or equivalent fares, must maintain third-party property and vehicle insurance. While it is not mandatory for employees to insure their own vehicle against damage while so used, they are advised to do so as Police will not accept any responsibility for damage to the vehicle.

### Police buildings (including contract works)

Police chooses to self-insure its property portfolio. However, it is essential that claims are managed properly.

Police currently purchases contract works insurance, which covers the risk of losses during the property construction process.

### General/public liability

Police currently purchases general/public liability insurance, which covers legal liability arising from third party personal injury or property damage.

### Marine hull

Police currently purchases marine hull and liability insurance for Deodar III, Lady Elizabeth IV, 3 x [Rigid-Hulled Inflatable Boats \(RHIBs\)](#).

Police chooses to self-insure other vessels and marine equipment.

### Expatriate medical insurance

Police currently purchases expatriate medical insurance which covers Police Liaison Officers in overseas posts.

### International travel (including Police deployments)

Police currently purchases international travel insurance which covers all employees and authorised persons travelling overseas on Police business and authorised private travel, including their accompanying spouse and children.

## Insurance of household and personal effects during relocation

Employees under transfer at Police expense are entitled to insurance cover on their furniture and household effects as provided by the removal contractor.

They must familiarise themselves with the 'Police Domestic Relocation Guide' which is available from People Group. Specific points to note are:

- the clauses on insurance, claims and storage provided for; and
- any additional insurance cover will be at the employee's own cost.

**Note:** If a Police employee is unsure whether items are excluded for relocation, they should obtain advice directly from the removal contractor when arranging the removal.

Claims must be lodged with the removal contractor's insurer within seven days of delivery of the house-pack. For details of how to lodge a claim refer to the 'Guide - Insurance, Claims and Storage', available through HR.

Police will not provide any additional insurance cover beyond that provided by the removal contractor.

## Insurance of employees' personal effects and private property

Police does not accept any liability for loss or damage by fire, theft or other causes, of employees' personal effects or other private property (including tools of trade) which are used or kept in Police premises (including residences and barracks) or which are taken with employees when travelling on duty, or which are being shifted or are stored in the course of transfer or re-housing of an employee. Employees are advised in their own interest, to insure all personal property. Where employees choose not to do so, there shall be no liability on the Commissioner and the employee carries the risk.

The Commissioner **may**, however, consider applications for compensation when:

### Clothing and personal effects are damaged

If clothing and personal effects damaged by means other than fire, in the course of and as a result of duty, provided that the damage has not been caused by the employee. Only in exceptional circumstances will consideration be given to claims for loss or damage to private equipment which employees use of their own choice on duty in preference to departmental equipment which has been issued to them or which is readily available.

Where any such loss or damage results to clothing in the course of duty, an ex gratia payment may be considered where the employee has taken out an adequate all risks cover but is required to meet an excess clause in respect of a single claim.

This section will not apply where the property damaged is clothing and the employee is in receipt of the plain clothes allowance, which includes a 3 percent loading to assist the employee with the cost of an 'all risks' extension to a householder's insurance policy.

### Personal property

Any personal property an employee requires for the performance of their duty and which:

- are stored in Police premises (excluding residences and barracks) in the place and manner directed by the Department, are lost or damaged, other than by fire, in circumstances over which the employee had no reasonable control
- are stored in private premises (including Police residences) are lost or damaged as a result of an incident arising because the employee is an employee of Police.

**Note:** employees are advised to insure all personal property, any compensation paid by the Commissioner is unlikely to exceed the excess payable under the employee's personal insurance policy.

## Escalation route

Should there be any unforeseen difficulties in the processing of claims, please contact [Corporate Finance](#).

## Insurances

Proactively released by New Zealand Police