

LIVERPOOL PLAINS SHIRE COUNCIL

POLICY REGISTER

Policy No. 1.30

POLICY TITLE: **DAMAGE, LOSS/THEFT OF PERSONAL PROPERTY OR PERSONAL EFFECTS**

File Reference No: S.99/I.5
Date Adopted: 16th April, 2003
Minute No: 8384
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OBJECTIVES

To have established a standard set of procedures in regard to claims made against Council's Insurance Policies by Councillors and members of staff in respect to damage, loss/theft of personal property or personal effects by those persons whilst on Council premises or whilst engaged in or undertaking Council duties.

To ensure that Councillors and members of staff are not unduly disadvantaged in the event of the occurrence of damage, loss/theft of personal property/effects whilst on Council premises or whilst engaged in or undertaking Council duties.

To ensure that Council's exposure to liability risks are minimised and managed in an effective manner.

POLICY STATEMENT

The Council institutes this policy to respond in the event of claims being lodged by Councillors or members of staff as a result of damage, loss/theft of personal property or personal effects being incurred on Council's premises or whilst the designated persons are engaged in or undertaking Council duties.

Such claims will be assessed having regard to policy conditions listed (i) to (iv) below.

POLICY CONDITIONS

- (i) A claim on Council's policy can only be made after formal advice is received from the claimant's household contents insurer that it will not meet the claim.
- (ii) The claimant will have to contribute to any excess included in Council's policy. The amount of the contribution will be subject to determination by the Mayor or General Manager.
- (iii) Claims will not be submitted to Council's insurer in cases of neglect by a claimant.
- (iv) Prior to any claim being made, the circumstances surrounding the claim have to be reported to the Police, including date and time of loss or damage, full description of property lost or damaged, cause and whether there are any witnesses.