



Insurance Policy

Group - Commercial
WAT-SODA-POL-105 Rev 2.0

June 2019

Contents

Document Custodian	3
Version Control and Change History	3
Approval	3
1. Purpose	4
2. Scope	4
3. Policy Statement	4
4. Responsibilities	6
5. Records Management	7
6. Breaches	7
7. Definitions and Abbreviations	8
8. Referenced Documents	8
9. Associated Legislation and Standards	9

Document Custodian

The custodian of this policy is Watpac's Group Risk & Compliance Manager (GRCM). The custodian is responsible for maintaining and controlling changes. For further information and/or clarification of this policy, please contact the GRCM.

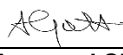
Version Control and Change History

Revision No.	Date	Author	Details and Comments
1.0	24/10/2016	N Richards	Final to publish
2.0	07/06/2019	A Gott	Revision to align to Schedule of Delegated Authority update

Approval

Angela Gott

Policy Owner - Group Risk & Compliance
Manager



Approval Signature

7/06/2019

Date

1. Purpose

The purpose of this policy is to provide guidelines for the management of Watpac insurance activities for the Watpac Group to ensure that effective insurance outcomes are achieved. This policy aims to ensure that:

- Insurance policies are maintained to transfer the risk of financial losses that may result from damage to property, or from liability for damage or injury caused to a third party
- Risks associated with insurance activities are managed in accordance with Watpac's Enterprise Risk Management Framework and Guidelines and comply with legal and regulatory requirements
- The procurement of insurance services complies with Watpac's standards of integrity, probity, professional conduct, and ethical behaviour
- Insurance activities are well planned and maintained, and provide 'value for money'
- Responsible business and financial management is applied to all insurance activities.

2. Scope

This policy applies to all Watpac Group staff involved in insurance activities, including insurance planning, negotiation, notifications and claims handling. This policy should be read in conjunction with Watpac's insurance handbook. The types of insurance covered by this policy include:

- Contract Works
- Public and Products Liability
- Industrial Special Risks
- Professional Indemnity
- Marine Cargo
- Environmental Impairment Liability
- Motor Vehicle
- Travel
- Workers Compensation
- Contractor's Plant and Equipment
- Directors and Officers Liability
- Employment Practices Liability
- Statutory and Business Practices Liability
- Subcontractors' insurance policy coverage.

3. Policy Statement

The intent of this policy is to ensure a standard approach is adopted for insurance across Watpac's operational and corporate business units.

Principles	Detail
General	Delegations pertaining to insurance are detailed in the Schedule of Delegated Authority (SoDA). Refer to the Delegation of Authority Policy.
	Delegations can only be applied within the business unit, role and responsibility of the delegate, and defined financial limits.
	Users must comply with this policy and also any additional requirements or restrictions prescribed in Business Unit procedures.
	Watpac will maintain insurance covers in alignment with Watpac Enterprise Risk Management Framework and Guidelines and commercial benchmarks in order to protect Watpac from unacceptable costs or losses.
	The Chief Financial Officer (CFO), GRCM and National Commercial Manager (NCM) are responsible for determining the requirements to be covered in Watpac's standard insurance policies.
	Watpac's insurance policies will be maintained and updated on an annual basis.
	The GRCM and NCM are responsible for negotiation, purchase and maintenance of insurance coverage to protect the Watpac Group and its subsidiary or controlled entities against risk of financial loss.
	A Watpac Insurance Handbook will be maintained by the GRCM on an annual basis to outline insurance policies held by Watpac and provide a summary of Watpac insurances and guidelines for notification and claims handling procedures.
	Watpac's Commercial Benchmarks shall be maintained to describe insurance objectives including those applicable to principal, contractor and subcontractor.
	Business units are responsible for determining and notifying of requirements not covered in Watpac's standard insurance policies (and their levels of cover) to ensure potential risks are appropriately indemnified. Including where any project changes could result in gaps in insurance coverage.
	Business units are responsible for informing the NCM & GRCM of all communications they (or their project teams) have with Watpac's insurance broker.
Head Contract	All head contract insurance requirements shall be reviewed by the Commercial Manager in accordance with Watpac's Commercial Benchmark requirements. Where the terms of the head contract necessitate project specific policies to be initiated, the Commercial Manager shall coordinate enquiries and outcomes with Watpac's insurance broker and inform the NCM accordingly.
Standard Contract and Agreement	The Insurance provisions of Watpac Standard Agreements defined in Watpac's Standard Contracts and Agreements Policy should be adopted when engaging contractors and suppliers to provide goods and services, unless otherwise agreed by the Commercial Manager.
	Contract Administrators must ensure that the policies of insurance required by Watpac Standard Contracts or Agreements are in place prior to commencement of the applicable scope of work.
Insurance Claims	Business units are responsible for notifying the Commercial Manager of claims or potential claims in accordance with Watpac Insurance Handbook and company procedures.
	Incidents likely to result in an insurance claim shall be referred to the NCM for review and liaison with Watpac's insurance broker; strategy for claim; and monitoring of progress.
	Incidents likely to result in a workers' compensation claim shall be referred in the first instance to the Safety Manager and if necessary to the HR Operations Manager or General Manager Human Resource Manager for review and monitoring of progress.

4. Responsibilities

The responsibilities listed below are general requirements which supplement both the principles above and the more specific actions which are listed in the SoDA.

Band	Responsibilities
Band 0	
All Positions	Responsibilities detailed within SoDA
Band 1	
All Positions	Responsibilities detailed within SoDA
Band 2	
All Positions	Responsibilities detailed within SoDA
Band 3	
National Commercial Manager	- Ensure procedures are developed to effectively manage and monitor insurance notifications and claims - Ensure staff who are responsible for insurance notification activities and management receive appropriate training.
Group Risk and Compliance Manager	- Liaise with brokers on insurance premiums and broker fees relating to the annual renewal of Watpac's insurance policies, subsequent to consultation with the CEO and/or CFO. Provide recommendations for approval by the CEO and CFO. - Liaise with brokers as to the scope, program and policy wordings of Watpac's portfolio of insurance policies. Provide recommendations for review by the CEO, CFO and General Managers. - Notify insurance broker of insurance cover requirements - Ensure Watpac's suite of insurance policies are reviewed and maintained on an annual basis to ensure their currency and compliance.
General Manager Human Resources	- Monitor the resolution of workers' compensation claims - Provide HR guidance to ensure employee relations and industrial relations components are adequately managed - Provide guidance to HR team on workers' compensation claim management as required - Ensure procedures are upheld to effectively and confidentially manage workers' compensation issues and claims - Ensure staff involved in the management of workers' compensation claims and associated activities receive appropriate training.
All other Positions	Responsibilities detailed within SoDA
Band 4	
Commercial Manager	- Notify Watpac's insurance broker of insurance cover requirements and subsequent changes to insurance for projects that fall under Watpac's group insurance policies and keep the NCM regularly informed - Ensure insurance claims or incidents likely to result in a claim are appropriately notified and managed and ensure the NCM is regularly informed.

Band	Responsibilities
National Human Resources Manager	Ensure workers' compensation claims are monitored and resolved in accordance with SoDA requirements and that the General Manager Human Resources is regularly kept informed.
All other Positions	Responsibilities detailed within SoDA
Band 5	
All Positions	Advise the Commercial Manager of any project changes to ensure adequate cover
Band 6	
All Positions	Advise the Commercial Manager of any project changes to ensure adequate cover
Band 7	
Safety Manager	- Ensure workers' compensation claims are monitored and resolved with support from the Commercial Manager, Operational Manager, HR Manager, Project Manager and/or Contract Manager/Administrator - Refer any claims relating to particular employment matters i.e. psychological claims, stress, claims relating to workplace bullying or harassment, employees being made redundant or performance managed to the General Manager Human Resources.
All other Positions	Responsibilities detailed within SoDA
All Delegates	
	Delegates must observe the following when exercising any authority under SoDA: - Ensure that all Watpac policies and procedures have been complied with when executing delegated authority - Remain responsible for decision making.

5. Records Management

All records relevant to this document are to be maintained, archived and disposed in accordance with Watpac's records management processes and Watpac's Archiving Policy.

6. Breaches

A breach of this policy, Delegation of Authority Policy or the SoDA may be regarded as misconduct and may be subject to disciplinary action which may include termination of your employment. Watpac may be obligated to report serious matters to external agencies for further action.

7. Definitions and Abbreviations

Term	Definition
Band	A generic term to describe a group of positions given the same delegated authority. Refer to the SoDA to check which band of delegated authority is pertinent for a position.
Breach	An action that is in violation or infraction of this policy and any of its associated policies.
Broker	A specialist in insurance and risk management advisor who acts as an intermediary between clients and insurance companies.
Business Unit	A generic term to describe Watpac's operational and corporate business areas.
Delegate	Any position of Watpac, acting, or temporary occupant authorised to carry out delegations under this Policy, and as outlined in SoDA.
Delegation/Delegated Authority	The transference of power and authority to a position to act on behalf of the Board or Chief Executive Officer which binds Watpac to a legally enforceable obligation.
Insurance Handbook	The Watpac Insurance Handbook provides an outline of all insurance policies held by Watpac and focuses upon notification guidelines, claims handling procedures and summary of insurances.
Non-standard Insurance provision	Items that are not covered under Watpac's standard insurance policies.
Records	Recorded information in any form (including data in a computer system) that is required to be kept by an organisation as evidence of the activities or operations of the organisation and includes part of a record and a copy of a record. Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business.
Schedule of Delegated Authority (SoDA)	Outlines the authorities delegated by Watpac's Chief Executive Officer to particular bands along with relevant limits to those authorities.
Workers Compensation	The provision of benefits for workers who sustain injury in their employment, for dependents if a worker's injury results in the worker's death, for persons other than workers, and for other benefits.

8. Referenced Documents

Document Type	Document No. & Title
Group Policy	Delegation of Authority Policy
Group Policy	Enterprise Risk Management Framework and Guidelines
Group Policy	Standard Contract and Agreements Policy
Group Guide	Insurance Handbook
Benchmarks	Commercial Benchmarks (insurance items)
Form	Incident Notification

Document Type	Document No. & Title
Form	Professional Indemnity Notification

9. Associated Legislation and Standards

Title
<i>Competition and Consumer Act (2010)</i>
<i>Corporations Act (2001)</i>
<i>ISO 31000 Risk Management</i>
<i>Insurance Contracts Act 1984</i>
<i>Workers' Compensation and Rehabilitation Act 2003 QLD and associated legislation and Code of Practice</i>