

## POLICY STATEMENT

# GATHERING INFORMATION POLICY

**POLICY ADOPTED:** 15 FEBRUARY 2011

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**Related Documents:** to be read in conjunction with this policy

<b>Document Name</b>	<b>Location</b>
Risk Management Policy	<i>EDRMS - InfoXpert</i>
Incident Reporting and Investigation Procedure	<i>EDRMS – InfoXpert</i>
Statewide Best Practice Manual: Gathering Information	<i>EDRMS - InfoXpert</i>
Minimum Data & Gathering Information Requirements for Council Documents	<i>EDRMS – InfoXpert</i>
Council Reference Documents and Standards List	<i>EDRMS – InfoXpert</i>
Bland Shire Council Policy Register	<i>EDRMS - InfoXpert</i>

**\*EDRMS=** Councils “Electronic Document Records Management System”

### Background:

Council requires a formal policy supporting the consistent and systematic treatment and collection of information systems and procedures. From time to time Council may be asked to provide information that is to be used to defend a public liability or professional indemnity claim. The information is often valuable and needs to be formatted so that it is not rendered inadmissible when defending claims in court.

### Policy Objective:

To document the required standard of council generated information and data needed to assist in defending a public liability or professional indemnity claim and ensure that they constitute admissible evidence. To support the procedures for the gathering of information for such purposes.

### Principles:

- 1) To meet council operational needs, accountability requirements and community expectations.
- 2) The protection of Council's financial position through risk management
- 3) To facilitate the minimum data requirements for information required to be used defending possible public and professional liability claims.

This policy, together with the procedures, provides the minimum data standards for the gathering of information.

## Responsibilities:

This policy applies to all staff and councillors of Bland Shire Council and is to be supported by the General Manager, driven by directors and managers, and adhered to by all staff.

The application of minimum data requirements and facilitation of data collection for actual and potential insurance claims will be performed by the Manager, Risk Management / Risk Management Advisor, with consultation and review by the OHS Advisor.

All directorates must ensure adequate and appropriate record keeping of action that demonstrates due diligence for their areas - in preparedness for any future incidents and issues. This will support the data gathering process and enhance confidence in council when it is needed most.

## Policy Statement:

Bland Shire Council aims to work safely with the people to improve the quality of life and create an environment for future development within the Shire. Bland Shire Council has recognised that the management of risk is an essential element of good management and impacts on every facet of Council activity.

This policy – together with related procedures, provides the minimum data standards for the gathering of information. It is aimed at reducing the information supplied by Council to its lawyers that is currently inadmissible, together with either information or data that is not sufficiently detailed or contains unwanted admissions that may render the information of little value in the defence of a potential claim.

Listed information source documents from the checklist must be appropriately recorded and archived in accordance with Council's records management policy and in accordance with the State Records Act 1998 and associated standards.

Council will, within its budgetary constraints and using existing information systems available to it, endeavor to ensure accurate and systematic information is maintained and stored appropriately.

## Authorisation:

<b>Status</b>	<b>Committee</b>	N/A	
	<b>Manex</b>	N/A	
<b>Owner</b>	<b>Director Corporate Services</b>		
<b>EDRMS Doc. ID</b>	329823		
<b>Superseded Policy</b>			
<b>Date of Adoption/ Amendment</b>	<b>Revision Number</b>	<b>Minute Number</b>	<b>Review Date</b>
15 March 2005	0	34/3/05	
15 February 2011	1		January 2012

<b>Related Council Policy / Procedure</b>
Risk Management Policy
Incident Reporting and Investigation Procedure
Statewide Best Practice Manual: Gathering Information
Minimum Data and Gathering Information Requirements for Council Documents

Council Reference Documents and Standards List
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Bland Shire Council Policy Register
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