

GATHERING INFORMATION

CS140



NARRANDERA SHIRE COUNCIL POLICY

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GATHERING INFORMATION

Policy No:	CS140
Policy Title:	Gathering Information
Department Responsible:	Corporate Services
Minute No:	09/174
MagiQ No:	8350
Next Review Date:	As required

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 Councils financial position through risk management
3. To facilitate the minimum data requirements for the 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.

History

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

Policy Statement

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

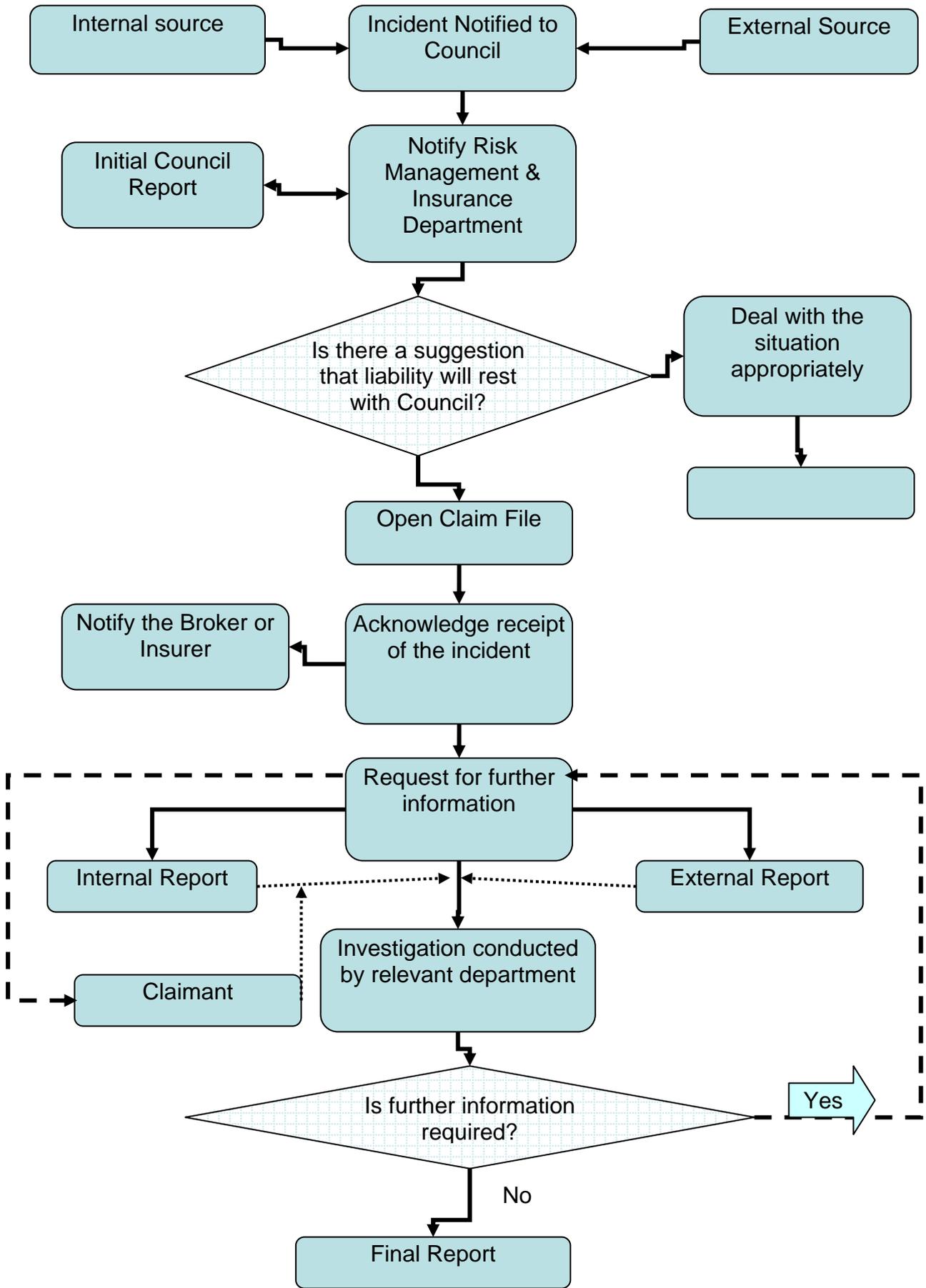
This policy-together with the procedures provides the minimum data standards for the gathering of information. It is aimed at reducing the information supplied by Council to its lawyers that is currently inadmissible, together with either information or data that is not sufficiently detailed or contains 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.

Policy Review

This policy may be reviewed at any time but unless otherwise requested at least every two (2) years from date of adoption.



Council reserves the right to review, vary or revoke this policy.

Policy History

Adopted	15 March 2005
Reviewed	15 September 2009