

POLICY:	GATHERING INFORMATION
DATE ADOPTED:	Director Corporate Services & Finance Report 8.3.5 Council 22 September 2021 Resolution Number: ORD2021-330 Council 20 October 2021 Resolution Number: ORD2021-349 Director Corporate Services & Finance's Report #1 Policy 5 December 2012 Council 6 February 2013 Minute Book No. 11477
ORIGINAL ADOPTION:	Director Corporate Services & Finance's Report #16 Council 20 July 2005 Minute Book No. 9599
FILE REFERENCE:	03.00005, 03.00006
OBJECTIVE:	To implement a system of gathering information in the event of a public liability incident

OBJECTIVE AND RATIONALE

To implement a system of gathering information in the event of an incident that may give rise to a public liability claim against Council. This policy will allow Council to provide its insurers with early information that enables them to provide the best possible defence for Council in the event of a claim.

POLICY APPLICATION

The policy will be used to identify methods of gathering information and the types of information required. The Policy will be applied to all of the functional areas of Council.

ORGANISATIONAL RESPONSIBILITIES

Duty of General Manager

The General Manager acknowledges overall responsibility for the effective management of information gathering systems within Council.

Duties of WHS Coordinator

The WHS coordinator is responsible, within the scope of his authority, for:

- Integrating information gathering processes into staff work practices

- Providing appropriate information gathering training when a need is identified
- Implementing the information gathering system and completing all associated tasks
- Consulting identified stakeholders (employees, contractors, public committees, general public) when implementing the information gathering processes.

Duties of staff

Employees are responsible for:

- Completing all documentation and training which supports the information gathering process.
- Complying with information gathering training and processes whilst completing duties

Duties of Contractors

Contractors are responsible for:

- Completing (where appropriate) all documentation and training which supports the information gathering process.

INFORMATION GATHERING PROCESS

The information gathering process will:

- Define the type of information required
- Define the methods of collecting the required information
- Identify the reasons for collecting each particular type of information
- Identify the person responsible for collecting the information
- Identify systems of alerting Council officers and Council's insurer to a possible liability claim.

DOCUMENTATION

Council will maintain records of all information gathering documentation to facilitate monitoring, review and auditing of the information gathering system and process.

SYSTEM REVIEW

The Information Gathering system will be regularly reviewed.