



# POLICY MANUAL

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| <b>Policy title:</b>                     | <b>GATHERING INFORMATION POLICY</b>  |
| <b>Policy number:</b>                    | <b>1.4.18</b>  |
| <b>Objective:</b>                        | <b>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.</b> |
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| <b>Link to community vision/service:</b> | <b>Civic Leadership/Management</b>   |
| <b>Program Area:</b>                     | <b>Corporate Services</b>  |
| <b>Policy created: 09/11/04</b>          | <b>Council reviewed: 01/12/10 18/12/13</b>   |
| <b>Last reviewed by staff: 18/12/13</b>  | <b>TRIM Ref: ED10/15828 &amp; ED16/27133</b>   |

## Introduction

This policy, together with the procedure 1.1.49 provides the minimum data standards for the gathering of information and is designed to meet the following principles:

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

## Implementation

The General Manager is responsible for the implementation of this policy.

## Budget

Council will allocate sufficient human and financial resources to implement this policy and associated procedure within Council's budget constraints.

## Monitoring and Review

This policy will be reviewed at least on an annual basis in accordance with Council policy. The General Manager will monitor and review the procedure as required.