



GLEN INNES SEVERN COUNCIL

Gathering Information Policy

RESOLUTION NUMBER:	17.06/20	MEETING:	25 June 2020
	12.06/16		23 June 2016
	9.10/10		28 October 2010
	9.08/07		23 August 2007

INTRODUCTION

Council requires a formal policy and guidelines supporting the consistent and systematic treatment and collection of information systems and procedures. Councils may be required to provide information that is to be used in the defence or resolution of potential or actual litigation against Council, as well as for insurance claims such as: public liability, professional indemnity and vehicle damage claims. This information is valuable and needs to be gathered, recorded and formatted so that it can be relied on when defending claims in court and is available for the uses as detailed above.

AIMS

The aims of the Gathering Information Policy are to:

- Document the required standard of Council generated information needed to assist in the defence of any potential or actual litigation against Council, as well as to provide information required in completing insurance claims such as: public liability, professional indemnity and vehicle damage claims, etc.;
- Provide documented procedures and guidelines for the gathering of such information;
- Ensure that such information constitutes admissible evidence;
- Ensure that such information meets operational business needs, accountability requirements and community expectations; and
- Protect Council's financial position through proactive risk management.

GATHERING OF INFORMATION

Glen Innes Severn Council aims to provide sustainable services to the community, through the provision of services and decisions that enhance quality of life and contribute to the economic and natural environment. Council's risk management / records functions are committed to assisting individuals and groups within Council, by documenting and distributing the adopted procedures for gathering information and information systems.

Reference Number:	Version Number: 4.2 Date of Effect: 25/6/20	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Gathering Information Guidelines, Procedures and Best Practice			

This Policy and the related Guidelines and Procedures provide the guidance required to accomplish this.

Listed Information Source documentation must be appropriately recorded and archived in accordance with Council's Records Management Policy adopted on 28 March 2019 and in accordance with the *State Records Act 1998*, the *Local Government Act 1993 s739A* in accordance with any approved standards including GA39, and the *Privacy and Personal Information Protection Act 1998*.

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

APPLICABILITY

This Policy applies to all employees of Council who are required to gather information in the course of their duties.

RELEVANT LEGISLATIVE PROVISIONS

State Records Act 1998 (NSW);
Evidence Act 1995 (NSW);
Interpretation Act 1987(NSW);
Electronic Transactions Act 1999;
Local Government Act 1993;
Personal Information Protection Act 1998.


VARIATION AND REVIEW

This Gathering Information Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied by legislation or a new resolution of Council.

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IMPLEMENTATION / COMMUNICATION

Revised versions of the Policy will be communicated to Managers by the Manager of Governance, Risk and Corporate Planning, for highlighting and discussion at all team meetings and communicated by Managers to new staff, contractors and volunteers.



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General Manager



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Date

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