



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 1.19.2

POLICY FOR GATHERING INFORMATION

Adopted: 16 March 2017

POLICY FOR GATHERING INFORMATION (NO.1.19.2)

1. **Title:** Policy for Gathering Information

2. **Policy Number:** 1.19.2

3. **Purpose**

The purpose of the Gathering Information Policy is

- to ensure the minimum types of data needed for documentation to assist in defending a Public Liability or Professional Indemnity claim.
- to adopt a procedure for recording Incidents

4. **Application**

All employees must comply with this policy, and associated gathering information procedures, in their conduct of official business for Council. This policy applies to gathering information in all formats, including electronic records.

5. **Associated References**

- NSW Civil Liability Act 2002
- Local Government Act 1993
- Work Health and Safety Act, 2011 and Associated Regulations 2011
- State Records Act 1998
- NSW Evidence Act 1995
- Statewide Mutual, Best Practice Manual - Gathering Information for Incident Management: Version 4: September 2010
- Statewide Mutual, Guidance Note - Investigation of Road Incidents: Version 3: June 2010
- Weddin Shire Council Procedures for Gathering Information (Dec 2012).

6. **Definitions**

- Public Liability Claim - Covering injury, illness, loss or damage suffered by a member of the public resulting from Council negligence, commission or omission.
- Professional Indemnity Claim - Covering injury, illness, loss or damage suffered by a member of the public resulting from Council negligence, commission or omission in technical advice or professional design or service delivery.
- Road incidents generally: Incidents occurring on a Council controlled road within Weddin Shire Area.
- Road incidents in association with road works: Incidents occurring within the Council road works

7. **Policy**

7.1 **Introduction**

Gathering Information means gathering information for incident management and it includes incident recording procedure, minimum requirements for documentation and minimum requirements for the investigation of road incidents. This Policy is based on the materials contained in the Statewide Mutual, Best Practice Manual and Statewide Mutual, Guidance Note.

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7.2 Gathering Information Procedure and Minimum Data Requirements

Following procedure and minimum data requirements shall be used for gathering information for incident management.

7.2.1 Incident Recording Procedure

A systematic approach to record an incident is described in Figure 1 - Typical Incident Recording Flow Chart of Council's Procedures for Gathering Information 2012.

7.2.2 Minimum Requirements for Documentation

Minimum data to be included in the documentation are listed in Table 1 (Internal Information) and Table 2 (External Information) of Council's Procedures for Gathering Information 2012 (as amended).

7.2.3 Minimum Requirements for the Investigation of Road Incidents

Minimum data to be provided when Council Staff investigate a road incident generally or in association with road works are listed in Chapter 3 of Council's Procedures for Gathering Information 2012 (as amended).

7.3. Responsibilities

7.3.1 General Manager

- Ensures that Council complies with the requirements of Civil Liability Act 2002 and the standards and requirements issued under the Act
- Ensures that Council complies with other legislation relating to gathering information.

7.3.2 Director Engineering

- Has ownership of the Gathering Information Policy.

7.3.3 All Employees

- Comply with Gathering Information Policy and Procedures.

8. Review and Amendment

- This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
- This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

9. Adoption

- This policy commences as from the date of adoption by Council, being 16 March 2017.

10. History

Version	Details
1.19.1	Adopted 20 December 2012
1.19.2	Adopted 16 March 2017