

Council Policy



Policy Title:	Gathering information for legal and insurance matters
Policy Number:	1.20
Focus Area:	CS1 Leading and Advocating for our Community
Responsibility:	Governance & Risk
Meeting Adopted:	20 April 2021 [200421/9]

OBJECTIVE

This policy has been prepared to ensure that Council has clear and concise directions for the systematic collection of data that documents the operations and management of Council. The collection and retrieval of accurate information is critical in the defence of public liability, professional indemnity, workers compensation and/or other claims. Council has prepared a set of procedures to assist with this. The objectives of these procedures are to:

1. Ensure that data recorded on relevant documentation used by Council satisfies the minimum data required;
2. Implement a flowchart that represents a systematic approach to the steps involved in Council's incident reporting procedure; and
3. Establish a list of all internal and external documentation that may be used in the information gathering process and for preparation of reports.

SCOPE

This policy applies to all employees, volunteers and contractors of Richmond Valley Council.

POLICY

Richmond Valley Council understands the importance of gathering information for both legal and insurance matters in an accurate and timely manner. Council will strive to collect all relevant information so that matters can be dealt with efficiently and effectively. Council has prepared a set of procedures to assist with this process. All staff are required to follow these procedures when gathering information for legal and insurance matters.

Aims

1. Ensure that data recorded on relevant documentation used by Council satisfies the minimum data required under current best practice.
2. Implement a flowchart that represents a systematic approach to the steps involved in Council's incident reporting procedure.
3. Establish a list of all internal and external documentation that may be used in the information gathering process and for the preparation of reports.

4. Provide guidelines for ensuring that Council and staff comply with best practice procedures.
5. Establish a simple, systematic and readily useable system for hazard and incident reporting, investigation and remediation.

REFERENCES

This policy is to be read in conjunction with Richmond Valley Council Procedure 1.20 Gathering information for legal and insurance matters.

REVIEW

This policy will be reviewed by Council at the time of any relevant legislative changes, compliance requirements or at least every four years.

Version Number	Date	Reason / Comments
1	20 September 2005	New policy
2	20 April 2021	Review including the establishment of a separate procedure.