



Randwick City
Council
a sense of community

GOVERNANCE AND FINANCIAL SERVICES

Risk & Insurance – Gathering Information

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Contact Officer:	Manager Administrative Services
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Objective

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.

To support procedures for the gathering of information for such purposes.

Policy Statement

Council recognises gathering information in relation to Risk & Insurance is one of the principle elements of protecting Council's position and effectively defending public liability and professional indemnity claims.

This will allow Council to meet operational business needs, accountability requirements and community expectations.

- 1) Allow protection of Council's financial position through risk management;
- 2) Facilitate the minimum data requirements for information required to be used defending possible public and professional liability claims; and
- 3) to ensure the information collected is factual and true.

The Gathering Information checklist is to be used to ensure that all the appropriate data is gathered and contains the appropriate information.

This policy and any associated procedures provide the minimum data standards for the gathering of information.

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