

<b>TITLE:</b>	DOCUMENT CONTROL		
<b>DIVISION:</b>	Governance		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>	31 August 2016	<b>DATE OF REVIEW:</b>	31 August 2018
<b>MOTION NUMBER:</b>	OCCS201/16		
<b>POLICY NUMBER:</b>	CP000050		
<b>AUTHORISED:</b>	Barkly Regional Council		

**THIS POLICY APPLIES TO:**

All employees of the Barkly Regional Council and its Elected Members

**PURPOSE**

The purpose of this policy is to document an approved method for developing and controlling policy and operational documents for employees of the Barkly Regional Council and its Elected Members.

**SUMMARY**

This document applies to all documents, posters and manuals in paper or electronic form whether they are new documents or modifications to existing ones. The following document statements apply:-

- The management of Barkly Regional Council are required to identify and draft appropriate policies and procedures
- Draft documents must be subject to consultation with appropriate employees of the Barkly Regional Council and/or Elected Members
- No documents will be issued prior to endorsement by the Barkly Regional Council and Elected Members
- All organisational documents to be reviewed every two years or more frequently if required to do so due to legislative and other requirements
- Legislative changes must be made within
- Only documents that have been ratified by the Barkly Regional Council and Elected Members are to be filed in the Policies and Procedures register/manuals
- All policies are subject to change
- All superseded policies to be archived as they may be required under the Government Information (public Access) Act 2009 for legal requirements as evidence

**OBJECTIVES**

Document development must:

- Be of importance and relevance to Barkly Regional Council
- Comply with the standard format for the Barkly Regional Council Policies and Procedures
- Reflect the aspirations and unique support requirements of the Aboriginal people
- Acknowledge and respect social and cultural diversity

- Use non-sexist, gender neutral, inclusive words, tones and phrases. (**The use of inclusive language assists in creating an environment that promotes respect and values diversity**)
- Not conflict with the Laws of the Land
- Not conflict with other documents

## BACKGROUND

Document developers are required to research and take into account the views of both those who will apply and those affected by the document.

The Chief Executive Officer must be notified when:-

- A new document has been initiated
- The development of a new document has been cancelled
- An existing document becomes obsolete

The process needs to identify the need for a document. This may be at any level by employees of the Barkly Regional Council and its Elected Members. If during this review a document is determined obsolete, this is to be noted on the policy register in InfoXpert.

## POLICY STATEMENT

### Power to Make the Policy

Council is empowered to make this Policy pursuant to Section 125 of the Local Government Act 1999.

#### Local Government Act 1999

#### Administrative and financial accountability

#### Chapter 8 - Accounts, financial statements and audit

#### Part 3 - Internal control and audit committee

#### Division 2

#### Section - 125 Internal Control Policies

A council must ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to assist the council to carry out its activities in an efficient and orderly manner to achieve its objectives, to ensure adherence to management policies, to safeguard the council's assets, and to secure (as far as possible) the accuracy and reliability of council records.

This policy applies to controlled documentation that is created, distributed and retained for information and action in Barkly Regional Council, including:-

- Forms (including guidelines and fact sheets)
- Policies
- Procedures
- Templates
- Registers
- External documents

## PROCESS

- Directors/Managers will present documents at management meetings for discussion and revision
- Document revision/development assigned to the appropriate Director
- Director/Manager in charge of documentation review/draft will advise Chief Executive Officer that a document needs to be tabled at Barkly Regional Council meeting
- Records Officer to insert reference to the new/revised document into the Policy Document Register
- Draft document distributed for discussion and consensus
- Director/Manager will write/revise document and then present to Chief Executive Officer in report form for authorisation
- Document is tabled before Barkly Regional Council for comments, discussion and/or endorsement
- Records Officer ensures that the endorsed policy is:-
  - Inserted by updating Policy Document Register
  - Forward the policy/ies to all Directors for dissemination
  - Maintain copies of all Policies and Procedures in InfoXpert
  - Ensure read only copies are accessible
- Records Officer must:-
  - Ensure that all policies and procedures are updated when legislation or standards have been introduced
  - Ensure all Barkly Regional Council employees and Elected Members are informed when legislation and or standards have been introduced
  - Ensure all are employees are informed when a policy has been implemented or reviewed
  - Update main and sub indexes
  - Maintain list of documents under review and coordinate review dates
  - Maintain updated hyperlinks to policies and procedures
  - Update the Policies and Procedures Manual
  - Ensure document footers contain file path name, current version and revision date
  - Monitor and report policy issues to the assigned Director/Manager
  - Ensure superseded policy register kept up-to-date
  - Archive (electronic and hard copy) all superseded policies

## RISK MANAGEMENT

The Barkly Regional Council when developing policies, procedures for document control is aware that there may be risks that Barkly Council employees, Elected Members, communities and stakeholders may be exposed to in its management and review of its policies and procedures.

In the implementation of the Barkly Regional Council policy development, all Elected Members, employees, communities and stakeholders are encouraged to communicate any risks they perceive to the Chief Executive Officer.

## TERMINOLOGY & DEFINITIONS

### ***Policy***

The Barkly Regional Council Policy sets out what the Council wants to do and how they do it. Policies are formed to meet legislative requirements and to ensure smooth decision making. Policies must be formally adopted in a meeting of Council and comply with the Barkly Regional Council's legal obligations and relevant standards.

### **Procedure or Process**

A procedure or process is a written document that supports the Barkly Regional Council policy, which specifically sets out the processes and responsibilities required to implement that policy. Procedures must be adopted by the Executive Directive before they are added to a policy.

### **Register**

A register is a data holding place that is part of the Barkly Regional policy and/or a procedure. A register may hold instructions or any kind of information. Some directives specify registers as part of the instruction.

### **Manual**

A manual houses the Barkly Regional Councils' policies and procedures, best practices, business process descriptions, methods and standards for how Barkly Regional Council work is performed.

### **REFERENCES**

Barkly Regional Council Corporate Design Policy  
 Barkly Regional Council Records Management Policy  
 Barkly Regional Council Data Control Policy  
 Barkly Regional Council Risk Management Policy

### **POLICY NUMBERING SYSTEM**

<b>Policy Title</b>	<b>Policy # (starts from)</b>	<b>Procedure Title</b>	<b>Procedure # (starts from)</b>
Corporate	CP00001	Corporate	CPR0001
Human Resources	HP00001	Human Resources	HPR0001
Infrastructure	IP00001	Infrastructure	IPR0001
Community Services	CSP0001	Community Services	CSPR0001
Corporate Services/Finance	FP0001	Finance	FPR0001
WHS	WP0001	WHS	WPR0001

### **LEGISLATION & STANDARDS**

Work, Health & Safety (NUL) Act 2011  
 Local Government Act 1999  
 Information Act 2016

### **LINKS**

<https://dlgcs.nt.gov.au/local-government-policy-and-legislation/information-papers-and-resources-for-councils>

[http://www.nt.gov.au/dcis/info\\_tech/records\\_policy\\_standards/records\\_management\\_standards/introduction.shtm](http://www.nt.gov.au/dcis/info_tech/records_policy_standards/records_management_standards/introduction.shtm)

[http://www.austlii.edu.au/au/legis/nt/consol\\_act/ia144/](http://www.austlii.edu.au/au/legis/nt/consol_act/ia144/)

[http://www.austlii.edu.au/au/legis/nt/num\\_act/whasula201139o2011543/](http://www.austlii.edu.au/au/legis/nt/num_act/whasula201139o2011543/)

[http://www.austlii.edu.au/au/legis/nt/num\\_reg/whasulr59o2011652/](http://www.austlii.edu.au/au/legis/nt/num_reg/whasulr59o2011652/)

<http://www.ntec.nt.gov.au/NTEC%20Forms%20and%20Documents/Acts%20and%20Regulations/NT%20Local%20Gov%20Act.pdf>

[http://www.austlii.edu.au/au/legis/nt/consol\\_act/ia144/](http://www.austlii.edu.au/au/legis/nt/consol_act/ia144/)

## **RESPONSIBILITY AND DELEGATION**

Barkly Regional Council  
Elected Members  
Chief Executive Officer  
Director Corporate Services  
Director Infrastructure  
Director Community Services

## **EVALUATION AND REVIEW**

31 August 2018 (Review)