

TITLE:	Document Control Policy		
DIVISION:	Governance		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	October 2019	DATE OF REVIEW:	October 2022
MOTION NUMBER:	OC 273/19		
POLICY NUMBER:	CP50		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:

All Employees of the Barkly Regional Council ('Council')

SUMMARY

It is critical that Council develops and maintains a broad range of Council approved and internal administrative templates, including policies, procedures and forms to assist the governance of its operations. Policies and relevant procedures and other supporting documents continue to be developed to meet various organisational needs and pursuant to requirements of relevant legislation.

POLICY

This policy applies to a broad range of Council approved public documents and internal administrative documents, including policies, procedures and forms to assist the governance of Council's operations.

All documents must be managed throughout the required life of the relevant documents. Documents must maintain compliance with Council's Record Management Policy and relevant legal requirements to ensure operational effectiveness.

OBJECTIVES

The objectives of this Policy are to:

- Establish the proper responsible officer's and hierarchy over a range of Council documents;
- Maintain property document control procedures; and
- Ensure accountability of document ownership within the organisation.

RESPONSIBILITY AND DELEGATION

The Directors and Managers are responsible for the ongoing review of all Council operational documents to ensure changing legislative and other requirements are met.

Currently, the default reviews period for policies at Council is three years or unless required due to legislation or other compliance requirements. However, Council can review any policy or procedure when and as it sees fit. An appropriate review process, incorporating appropriate levels of public and employee consultation, must be in place at Council in accordance with existing Council policies.

The Governance and Quality Officer and Records and Compliance Officer will render assistance as required for cross functional compliance and record management needs which lay outside the scope of Directors and Managers.

PROCESS

Document Creation:

- Documents must align with Council's standard procedure and/or format;
- Simple and plain English language is to be used wherever possible;
- Acknowledge, respect and support social and cultural diversity within the work place as well as in the Barkly region; and
- Documents must comply with legal requirements.

Retention:

Documents must be user-friendly throughout the life of the document in a way that ensures the latest version of a particular document and its archived versions are clearly identified and stored in an appropriate manner.

Archival and Disposal:

Archival and disposal must comply with Records Disposal Schedule and operational needs.

RESPONSIBILITY AND DELEGATION

The Council's Chief Executive Officer has the responsibility to ensure the enforcement and implementation of this Policy. Delegation is granted to Council Directors to ensure the operational compliance with their departments.

EVALUATION AND REVIEW

This Policy is to be reviewed in accordance with legislation or upon request by the Chief Executive Officer no later than three years from date of adoption by Council.

REFERENCES

Code of Conduct Policy – Staff
Code of Conduct Policy – Members
Community Consultation Policy
Records Management Policy
Good Governance Policy
Work Health and Safety Policy Statement

LEGISLATION

Records Disposal Schedule for Local Authorities in the Northern Territory June 2018
Local Government Act 2008 (NT)
Information Act 2002 (NT)
Local Government (Administration) Regulations 2008 (NT)
Local Government (Accounting) Regulations 2008 (NT)
All other relevant legislations and standards that may arise from time to time