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### Purpose

It is critical that Greater Hume Shire Council develops and continues to review and amend in a consistent manner, a broad range of Council approved (public) and internal administrative templates including policies, procedures and forms to assist in the governance of its operations. Policies and relevant procedures and other supporting documents have been and are being developed pursuant to the requirements of the Local Government Act 1993 and other legislation relevant to Council.

Also of importance is the ready identification, accessibility and appropriate archival management of such documents at the Council. Evidence of compliance in this regard is now a requirement of external authorities and legislation such as:

- Ombudsman Act 1974
- Government Information (Public Access) Act 2009
- Work Health & Safety Act 2011

It is also important that policies, procedures and key materials are document controlled such that the relevant current version is readily identifiable by readers and users, as applicable at any specific time, especially for legal, auditing and historical purposes.

To this end, Greater Hume Shire Council has established standardised documents including policy, procedures, forms and fact sheet templates with appropriate review and documentation control processes, which will be in place across all units of the organisation to ensure a Council wide consistent approach.

### Scope

This policy applies to controlled documentation that is created, distributed and retained for information and action in Greater Hume Shire Council, including:

- Forms (including Guidelines and Fact Sheets)
- Policies
- Procedures
- Primary Templates
- External Documents

### Definitions

A Council Policy, whether for public or internal administration, sets out Greater Hume Shire Council's position on an issue or set of issues to guide decision making. It should be a higher level statement of direction.

A Procedure (or operational guideline) sets out specific responsibilities and processes required to implement a particular area of Council policy, whether public or internal administrative.

Procedures and supporting documentation such as work instructions, forms and templates are as detailed as necessary to enable policy implementation.

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### Policy Content

An efficient, controlled and accessible policy and procedures framework is necessary at Council to:

- meet compliance requirements of legislation;
- implement the strategies/goals relative to the annual business plans and longer term financial and asset management plans;
- provide a consistent, thorough approach to development and maintenance of documents that enables Greater Hume Shire Council to display leadership, compliance and professionalism; and
- ensure legal compliance with document control and records management requirements and maintain Greater Hume Shire Council's reputation with respect to documentation.

Policies set out Greater Hume Shire Council's position and accepted role on various matters regarding its operation, role and service provision both as they affect the public arena and internal administration.

A Greater Hume Shire Council policy, public or internal, is a guideline for present and subsequent Councils – it is a starting point, the default position.

Council can make decisions contrary to the policy statement listed but on such occasions Council must record via a resolution by the Elected Council or Manex for public and internal administration as to whether its policy requires review and amendment.

The General Manager and Directors are responsible for an ongoing review program of all the policies relevant to Council so they are regularly reviewed and updated in line with changing legislative and other requirements. All superseded policies are archived as they can be required under the Government Information (Public Access) Act 2009 and/or for legal requirements as evidence as to what was Council's policy at a specific point of time.

Currently, the default review period for policies at Greater Hume Shire Council is two 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, is in place at Greater Hume Shire Council.

Policies should not document procedural arrangements. This information should be laid out in procedures, work instructions or templates referenced in the relevant policy document.

An efficient policy and procedural framework at Greater Hume Shire Council will assist in the creation of sound governance and positive public perceptions of the shire.

### Links to Policy

Nil, at date adopted.

### Links to Procedure

Document & Data Control Procedure  
Records Management Procedure

### Links to Forms

Nil.

### **References**

AS4804: OHS Management Systems  
ISO31000:2009: Risk Management

### **Responsibility**

Director Corporate & Community Services

### **Document Author**

Document Control Group

### **Relevant Legislation**

Local Government Act 1993  
Work Health & Safety Act 2011  
Government Information (Public Access) Act 2009  
State Records Act 1998  
Ombudsman Act 1974

### **Associated Records**

Nil.