

POLICY

Controlled Documents



Issued with the authority of the Chief Commissioner
and Chief Executive Officer of Scouts Australia NSW

Chief Commissioner signature		Chief Executive Officer signature	
Sponsor	Communications and Marketing Manager		
Document type	Policy	Date of issue	22 March 2018
Document code & no.	POL01	Version number	1.0
Document title	Controlled Documents	Due for review	22 March 2021

Controlled Documents

1 Purpose

- 1.1 This policy is to ensure that official documentation of Scouts Australia NSW is consistently formatted, controlled, stored, reviewed and amended with the appropriately authorised position giving approval for all changes.
- 1.2 Documents prepared in accordance with this policy provide the reader with confidence that the document (including any changes) is properly authorised and is the most current version available.

2 Scope

- 2.1 Documents of the following types are designated controlled documents:
- POL: Policy Documents
 - PROC: Procedure Documents
 - PTCL: Protocol Documents
 - FS: Fact Sheets
 - LSG: Leader Support Guides
- 2.2 Other types of documents may be added to the list of controlled documents in the future.

3 Principles

- 3.1 All controlled documents will be:
- Consistent in format and layout;
 - Coded and numbered according to a specific document management system;
 - Titled using a standard file naming convention; and
 - Given a 2 part number to identify the version history of the document.



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- 3.2 Tables of document metadata at the foot of the cover page of all controlled documents indicate the authorised signatory and the position with responsibility for overseeing the document. All controlled documents, and revisions thereof, are approved by the nominated authority before release.
- 3.3 All Master versions of approved controlled documents, past and present, are stored in a secure central server. Protected versions of relevant controlled documents are made available to Members on the Scouts NSW website. Members are also notified whenever a controlled document is revised.
- 3.4 All controlled documents are recorded in a **Registry of Controlled Documents** and will be reviewed prior at a scheduled review date. Documents will be reviewed at least once every three (3) years.
- 3.5 Documents can be reviewed at any time if there are legislative and government policy changes, or changes to Scouts NSW internal or external operating environments resulting in the need for a document review.
- 3.6 For specific document control information, refer to **PROC01 Controlled Documents Procedure**.

Relevant Documents

PROC01 Controlled Documents Procedure

Registry of Controlled Documents



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