

	<h2 style="margin: 0;">ICT DOCUMENT CONTROL</h2>	Document No:	ICT-PRO-001
		Approval Date:	4/04/16
		Approved By:	G. Mowbray
		Review Date:	4/04/18
	Responsible Officer: Digital Media and Strategy Manager	Expiry Date:	N/A
		Issue No:	4/04/16
Authorising Officer: Business Manager, General Secretariat			

1. Purpose

The aim of this procedure is to ensure that:

- Current versions of ICT documents are available and accessible.
- Obsolete versions of documents are removed from the ICT management system and archived in a systematic manner.
- There is a standard method for numbering documents and forms.

2. Scope

This procedure applies to all ACBC Agencies. It covers all workers at ACBC and ACBC controlled premises.

3. Related Documents

[ACBC Use of IT System Policy](#)

4. Definitions

Policies

A policy is a document that is required by legislation. The ACBC has six policies which are required to be implemented to comply with legislative requirements.

Guidelines

Guidelines state the ACBC's general intent and treatment of specific workplace issues. However, they are more flexible and can be adapted to meet the needs of particular situations.

Procedures

A procedure is a document, which clearly states the steps the user is to take and methods to use in completing specific tasks.

Forms

Forms are documents, which the user uses to gather the specific information required to complete tasks.

Document Controller

A document controller is a person whom the organisation has assigned the task of controlling documents.

Approver

The Approver is the person who has the authority to approve the document.

Supervisor

The Supervisor is an Agency Head, a Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision workers.

5. Responsibilities

Document Controller

The Digital Media and Strategy Manager controls ICT documents for the ACBC.

The Document Controller must ensure that:

- All ACBC ICT documents are in the standard format
- All ACBC ICT documents are correctly numbered
- All ACBC ICT documents have been approved by the appropriate person
- Only current versions of ICT documents are accessible through the employment relations website (www.employmentrelations.catholic.org.au)
- He or she removes all obsolete ICT documents from the ICT Management system, and archives them appropriately.
- He or she obtains approval of all ACBC ICT documents by the required date.
- He or she maintains a database of current ACBC ICT documents.

Approver

The Approver must:

- Read and approve documents.
- Where appropriate, promote awareness and use of the approved documents

Supervisor

The Supervisor is responsible for ensuring that:

- He or she informs workers of the existence and contents of policies, guidelines and procedures.
- Only current documents accessible from the employment relations website are in use.
- Obsolete documents have been disposed of.

6. General Process for Control of Documents

Policies and Guidelines

1. Draft a policy or guideline. Generally The Digital Media and Strategy Manager or The Employment Relations Advisor will draft ICT related policies.
2. Submit the draft to the appropriate advisory groups for a preliminary review.
3. Amend the draft based on feedback from the relevant group.
4. Distribute the draft to workers and interested parties to obtain feedback. This forms part of the consultative process.
5. Distribute the draft to Heads of Agencies for comment.
6. Amend the draft as required.
7. Submit this draft to ACBC's legal advisors to ensure that the ACBC has met all legislative requirements. Amend as advised. This is the final draft. If the final draft is substantially different from the original, distribute the final draft to workers and Heads of Agencies for information.
8. Submit the final draft to the Chairman of the Bishops Commission for Administration and Information for endorsement.
9. Distribute copies of the signed policy/guideline to ACBC agencies. Where required by law, display the approved policy/guideline.
10. Post the approved policy/guideline on the Employment Relations website:
www.employmentrelations.catholic.org.au

The following policies and guidelines are currently effective at the ACBC and its agencies:

- ACBC Anti-discrimination Policy
- ACBC Workplace Bullying and Harassment Policy
- ACBC Work Health and Safety Policy
- ACBC Rehabilitation for Work and Return to Work Guidelines
- ACBC Use of Information Technology
- ACBC Privacy Policy

The Document Control Database records the Approver, date of issue and date of review of these policies and guidelines.

7. Procedures

Numbering: Procedures are numbered as follows:
ICT-PRO-xxx
ICT: The first three letters stand for Information and Communication Technology and denote that this is an ICT procedure.
PRO: The second set of letters denotes that this is a process.
XXX: The third set of digits is a unique set of consecutive numbers assigned to the procedure.

Issue control: The issue date controls procedures.

Generation, Consultation and Approval

1. Draft a procedure (if a procedure is needed). The Digital Media and Strategy Manager will be responsible for drafting ICT procedures.
2. Distribute to ACBC ICT Network Members for comment. Add it as an agenda item for discussion at the next ACBC ICT Network meeting.
3. Discuss with ACBC ICT Network members and amend as required.
4. Distribute to ACBC workers for comment (if required).
5. Distribute to Heads of Agencies for feedback and amend as required.
6. Submit the final draft to the Business Manager, General Secretariat for approval.
7. Distribute to ACBC ICT Network and Heads of Agencies for implementation.
8. Post the approved procedure to the Employment Relations website:
www.employmentrelations.catholic.org.au

The Document Control Database records the Approver, date of issue and date of review of procedure.

8. Forms

Numbering: Forms are numbered as follows:
ICTXXX
ICT denotes that it is an Information and Communication Technology Form
XXX denotes a unique set of consecutive numbers assigned to the form.

Issue control: The issue date, written on the bottom right-hand corner of the form, controls the form.

Generation, Consultation and Approval

Forms follow the same process for generation and approval as procedures, which the ICT Network usually completes in conjunction with the relevant procedure.

The Document Control Database records the number and date of issue of approved forms.

9. External Documents

The most frequently accessed external ICT documents are available from the Internet. These are:

Document	Access	Website
Acts relating to ICT laws, privacy laws and surveillance laws	AustLII website	http://www.austlii.edu.au/
Regulations relating to ICT laws, privacy laws and surveillance laws	AustLII website	http://www.austlii.edu.au/
Australian Standards	SAI global website	http://www.saiglobal.com/

10. Records

Document Control Database