



VERSION CONTROL POLICY 1.1 COWRA SHOW SOCIETY INC

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1 PURPOSE

1.1 The following policy document establishes the procedure for ensuring that committee members and stewards are using the correct version of documentation. Version control can be used to track the changes that occur to a document and record its distribution throughout the document’s development and subsequent revision(s). Version control will be applied to all specified documents. The authority to approve amendments and revisions of documentation rests with the Executive Committee of the Cowra Show Society.

2 PROCEDURE

2.1 Version Numbering

- o The following procedure is to be applied when allocating and tracking document versions:
 - All draft documents will be initially numbered Version 0.1.
 - After each revision the number to the right of the dot point increases by 0.1 (version 0.2, 0.3).
 - When the document is authorised, the number converts to Version 1.0 and the document is published.
 - Once published the number to the right will increase with each minor amendment approved (Version 1.1, 1.2).
 - A full review of a document will result in the number to the left of the point increasing by 1 and the number to the right of the dot point returning to 0 (Version 2.0).
 - There may be circumstances when a document may require immediate and significant change, such as to comply with new legislation or other external factors. In these circumstances, a change from Version 1.3 to Version 2.0 will need to be made in order to show that the new version is a major revision from the previous version.

2.2 Document Footer

- In all internal compliance related documents, the version control number is to be indicated in the footer section. The version number is to be updated after each amendment.

2.3 Document naming convention

- When stored electronically, all documents will be named according to their current version number and the date of issue.

2.4 Document location and protection

- All documents will be stored on a central file server. Whilst the document will be hosted so that it can be accessed by Committee Members and Stewards and all relevant authorities, there will be no modification of the document permitted.

2.5 Document distribution

- Where documentation must be distributed away from a central location, this is to be conducted systematically and formally with the recipient required to acknowledge the receipt of a new document version and that old versions have been discarded. A read reply email is to be sent notifying staff of when version updates occur.

3 RESPONSIBILITIES

Compliance, monitoring and review

- This policy will ensure that changes made to all policies and procedures are recorded and dated within a timely period of changes to Legislation and codes of conduct that may affect the operation of the Cowra Show Society. Refer to The Cowra Show Society Policy on Legislative Compliance. The Cowra Show Secretary should monitor all policies and procedures and inform the Executive Committee of any changes that may have occurred and require adjustments to policies and procedures.

4 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Cowra Show Society Inc Executive Committee
Administrator	Cowra Show Secretary
Next Review Date	December 30 th 2020

Approval and Amendment History	Details
Original Approval Authority and Date	
Amendment Authority and Date	
Notes	