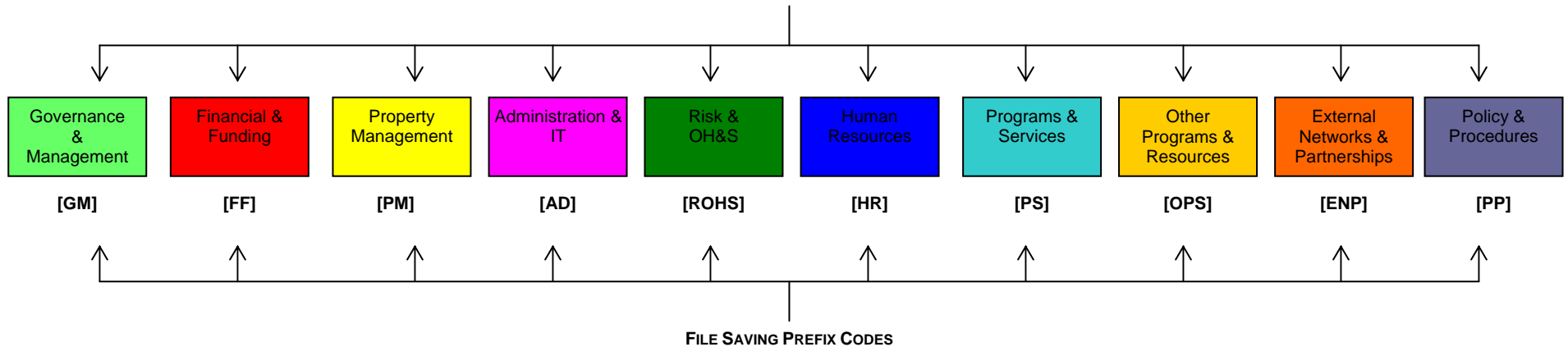


DV EAST INC.

DOCUMENT MANAGEMENT AND CONTROL FRAMEWORK

(June 2008 Draft)

ORGANISATION OPERATIONAL AREAS



FILE SAVING FORMAT = **DOCUMENT TITLE/FILE SAVING CODE/DATE (MONTH/YEAR)**

Examples:

Committee of Management Minutes from September 2006 meeting:

COM Minutes-GM-Sept06

Position Description for the Manager:

Manager PD-HR-July06

Service Agreement with DHS:

DHS Service Agreement-FF-July05

Master Copy of Template for Position Descriptions

Position Description MASTER-AD-Dec06

STORAGE & RETRIEVAL OF RECORDS &/OR FILES

GOVERNANCE & MANAGEMENT

Sub-Folder Headings

- ✓ BOM
- ✓ Board Sub-Committees
- ✓ Strategic & Business Plans
- ✓ Accreditation
- ✓ Executive Management
- ✓ Legislation & Regulations

FINANCE & FUNDING

Sub-Folder Headings

- ✓ Private Funding & Donations
- ✓ Government Funding
- ✓ Budgets
- ✓ ATO
- ✓ Banking
- ✓ Insurance
- ✓ Payroll
- ✓ WorkCover
- ✓ Superannuation

PROPERTY MANAGEMENT

Sub-Folder Headings

- ✓ XX
- ✓ XX
- ✓ XX
- ✓ XX

ADMINISTRATION & IT

Sub-Folder Headings

- ✓ Computers
- ✓ Telephone & Fax systems
- ✓ Email & Internet
- ✓ Data Collection
- ✓ Correspondence
- ✓ Fleet Management
- ✓ Office Equipment/Furniture
- ✓ Forms & Templates

RISK & OH&S

Sub-Folder Headings

- ✓ OH&S
- ✓ Risk Management

HUMAN RESOURCES

Sub-Folder Headings

- ✓ Student Placements
- ✓ Position Descriptions & Agreements
- ✓ VECCI
- ✓ Staff Personnel Files
- ✓ EEO
- ✓ Staff Training & Development
- ✓ Staff Leave
- ✓ Union

PROGRAMS & SERVICES

Sub-Folder Headings

- ✓ XX
- ✓ XX
- ✓ XX

OTHER PROGRAMS & SERVICES

Sub-Folder Headings

- ✓ XX
- ✓ XX
- ✓ XX

EXTERNAL NETWORKS/ PARTNERSHIPS

Sub-Folder Headings

- ✓ DV East
- ✓ Family Violence
- ✓ Homelessness
- ✓ Peak Bodies
- ✓ CALD/Migrant

POLICY & PROCEDURES

Sub-Folder Headings

- ✓ As per P&P manual