



## Victorian Government Website Management Framework

# Page last updated

### Guideline

This guideline provides advice on implementing a 'Page Last Updated' reference as required by the Minimum Information Provision standard.

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## Overview

The Minimum Information Provision standard (WEB/STD/09) requires all websites to include a 'Page Last Updated' reference on each page of their site. This guideline provides advice on implementing the 'Page Last Updated' reference in web pages.

## Rationale

A 'Page Last Updated' reference reassures users that the content they are viewing is correct and current according to the department or agency that authorised the content.

## Derivation

- WoVG Minimum Information Provision Standard (WEB/STD/09).

## Context

The Content Ownership, Approval and Review standard (WEB/STD/02) requires website owners to identify and implement appropriate approval processes for publishing content on websites. In addition, users have a reasonable expectation that the content they are viewing is current and accurate according to the department or agency that authorised the content. The requirement to provide a 'Page Last Updated' reference draws together and addresses both of these expectations.

Different types of content are more or less volatile and subject to different review cycles on that basis. Placing a 'Page Last Updated' reference keeps these internal processes transparent to the user while still informing them of the validity of the content.

## Steps

The 'Page Last Updated' reference should appear in the standard footer at the bottom of every page - including home and directory pages - as described in the Consistent User Elements standard (WEB/STD/06).

The following format is recommended for clarity:

**Page last updated: DD Month YYYY**

E.g. Page last updated: 29 June 2009, Page last updated: 01 March 2010

This guideline acknowledges that:

- the International Organisation for Standardisation (ISO) and metadata format for dates is YYYY/MM/DD; and
- some content management systems (CMSs) may impose limitations on manipulating date strings and/or the location of the reference.

## References and toolkits

Victorian Government standards:

- <http://www.enterprisesolutions.vic.gov.au/business-systems/online-and-mobile/Governing-requirement>



- Websites must provide a 'Page Last Updated' reference on each page

### Related requirements

- None

### Related guidelines

- None

### Related policies and standards

- Content Ownership, Approval and Review (WEB/STD/02)
- Consistent User Elements (WEB/STD/06)

### Related resources

- None

## Further information

For further information regarding this standard, please contact the Department of State Development and Business Innovation, at [enterprisesolutions@dpc.vic.gov.au](mailto:enterprisesolutions@dpc.vic.gov.au)

## Glossary

Term	Meaning
<b>CMS</b>	Content Management System – a computer application that manages the content and media of a website.
<b>ISO</b>	International Organisation for Standardisation.
<b>Metadata</b>	Data which describes the content or information displayed on a website page.
<b>WMF</b>	Website Management Framework.
<b>WMT</b>	Website Management Taskforce. Each department and inner-budget agency (Environmental Protection Agency, State Revenue Office, VicRoads, and Victoria Police) maintains a WMT to manage their internal web activity and administer the WMF.

## Version history

Version	Date	TRIM ref	Details
1.0	3 August 2005		First published
2.0	21 August 2009		
2.1	February 2014		Updated branding