1. **Scope (audience and applicability)**

   This policy should guide the work of all departmental employees in the development, approval, publication and review of policies and supporting documentation.

2. **Purpose**

   The purpose of the policy is to provide a consistent approach to policy development and provide guidance to staff developing policy and associated documentation to ensure it complies with government requirements and departmental goals.

   The Department of Education (DoE) is committed to developing policies and associated documentation that:

   - support the DoE’s strategic priorities and broader government policy;
   - manage strategic and operational risk;
   - set clear parameters within which day-to-day operational decisions can be made; and
   - are developed, documented, approved, implemented, communicated, monitored and evaluated in a consistent manner.

3. **Definitions**

   **Policy:** a concise statement of DoE intent, actions and position in relation to a particular matter.

   **Procedures:** established methods or courses of action used to achieve a particular result and that may reflect a legal requirement.

   **Guideline:** a statement which provides additional detail and context for the implementation of the policy.

   **Framework:** is a structural devise that organises policy and associated documentation into groupings and categories to make it easier for users to find and understand policy direction. Policy frameworks can also be used to help in the planning and development of the policies for an organisation.

   **Executive Group:** this group consists of the Secretary and Deputy Secretaries.

4. **Policy Statement**

   This policy aims to establish the major statements and intentions to be captured in the development, approval, implementation, monitoring and review of the Department of Education’s policies and associated documentation to ensure that they are necessary, current, useful and have considered any associated risks.
The Department of Education (DoE) is accountable to the community through the Minister for Education and Skills, for ensuring policies and guidelines and consistent practices are in place to guide operational activity.

Department policies and supporting documentation will:

- be consistent with all legislation, By-laws, Treasurer’s Instructions and Cabinet decisions etc
- provide guidance, and where required, direct the work of departmental employees
- be consistent with the Vision, Mission and Values of the department
- be concise and written in plain English
- be published on approved templates
- contain information on authorisation, commencement date etc
- provide a consistent, logical framework for action
- undergo rigorous, consistent development, consultation and approval processes before being published
- once approved, be placed on the department’s internet/intranet site and become the definitive source, that is quality assured and regularly maintained
- take precedence over school-based policy and planning documents.

5. Requirements

Policy and procedure “owners” are accountable for the timely review, updating, and dissemination of policies and associated documentation in their area.

Assignment of responsibility for policies or procedures is accomplished either through delegated authority or through operational responsibility.

When developing new policy or revising existing policy, policy owners should identify those who will be directly affected by new or revised policies and consider their views early in the policy development discussions.

The following process should be used as a guide in the development of policy and supporting documentation:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification of need or the need to update. This need should be referred to the relevant owner for consideration and direction.</td>
<td>• This will result in the development of a new policy or the review of an existing policy</td>
</tr>
<tr>
<td>Policy analysis and development</td>
<td>• Has the policy work been approved?</td>
</tr>
<tr>
<td></td>
<td>• Who is the business owner?</td>
</tr>
<tr>
<td></td>
<td>• What does the policy* need to cover?</td>
</tr>
<tr>
<td></td>
<td>• How does it fit within the legislative and other government policy frameworks?</td>
</tr>
<tr>
<td></td>
<td>• What solutions are already in place and working?</td>
</tr>
<tr>
<td></td>
<td>• Who should be involved in its development?</td>
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<tr>
<td></td>
<td>• What are the intended or unintended</td>
</tr>
</tbody>
</table>
6. Responsibilities

Executive Group members are to:

- oversee all strategic and policy work in their portfolio and share with the Executive Group members
- ensure alignment with departmental and government direction
- sign off on relevant portfolio area strategy and policy.

Divisional Management group members are to:

- review strategies and policies prior to consideration by the Executive Group
- ensure regular review of all policies and related documentation within their area of responsibility
- ensure that staff who develop policy consult with relevant business units and stakeholders
- ensure policy documentation is quality assured.

Departmental staff are to:

- follow the appropriate steps and processes in the development of policies and related documentation
- adhere to required policy approval processes
- use the department’s templates when publishing policy and policy related material.
7. Associated Documents and Materials

The following documents are available from www.education.tas.gov.au (Search for the Doc ID)

- Policy Template - Internet (Doc ID: TASED-4-2649) [Staff access only]
- Policy Template - Intranet (Doc ID: TASED-4-2650) [Staff access only]
- Procedure Template - Internet (Doc ID: TASED-4-2651) [Staff access only]
- Procedure Template - Intranet (Doc ID: TASED-4-2652) [Staff access only]

<table>
<thead>
<tr>
<th>Authorised by:</th>
<th>Liz Banks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position of authorising person:</td>
<td>Deputy Secretary, Early Years and Schools</td>
</tr>
<tr>
<td>Date authorised:</td>
<td>April 2012</td>
</tr>
<tr>
<td>Developed by:</td>
<td>Strategic Policy and Planning</td>
</tr>
<tr>
<td>Date of last review:</td>
<td>N/A</td>
</tr>
<tr>
<td>Date for next review:</td>
<td>February 2015 (currently under review)</td>
</tr>
<tr>
<td>This document replaces:</td>
<td>N/A</td>
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</tbody>
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