



- POLICY -

Governance of TAFE SA Policy Documents

Policy Statement

This policy, and its associated documents, outlines the governance for developing and approving TAFE SA policy documents.

TAFE SA will develop, document, implement, and maintain policies and procedures where necessary that are authorised, concise, easily understood, readily accessible, and regularly reviewed to guide its day-to-day business and support a high standard of administrative decision-making.

Scope

This policy applies to all TAFE SA staff in the administration of matters on behalf of the South Australian government, the Minister, the TAFE SA Board, and TAFE SA.

This policy does not apply in the development of whole of government policy documents. If you need to develop a Whole of Government policy please contact the OCE on OCEPolicyandProcedures@tafesa.edu.au.

This policy applies only to policies and procedures. It does not apply to guidelines or standard operating procedures (information on these can be found in the Procedure - TAFE SA Policy Document Development).

Policy

Policy documents can cover matters such as:

- > An officer or delegate's discretionary decision-making under a statutory power.
- > The actions of an organisational officer's decision-making in response to, or pursuant of, their financial, human resources or operational authority or delegation.
- > Outlining how the organisation usually responds to certain operational matters that fall within its mandate.
- > Outlining local organisational responses to government-mandated policies when applicable.
- > Outlining local organisational responses to legislation where applicable.

TAFE SA policy documents are to be:

- > A clear and concise statement to guide and provide the necessary framework for actions and/or principles for decision making for TAFE SA staff and as a way of conveying the TAFE SA Board or TAFE SA's intentions and/or expectations to staff and/or the public.
- > High-level and relevant across the organisation or relevant worksite and, where necessary, guide the development of local standard operating, worksite, or administrative procedures and/or guidelines.
- > Only developed when necessary and after other alternatives have been considered.
- > Reviewed at a minimum of every two years, except for policies required to be reviewed more frequently because of legislation or government policy.

- > A change in legislative or regulatory requirements will also trigger a review that may be prior to the scheduled review date.
- > All active policy documents will remain in place until formally rescinded by the Chief Executive irrespective of the prescribed review date.
- > Prepared using the templates available on the TAFE SA Intranet and Content Manager.
- > Made publicly available where required e.g. by legislation or a Commissioner's Determination, or where appropriate e.g. where a policy document is intended to inform parties external to TAFE SA.
- > Made available to all staff (with an accompanying communication – please refer to the Procedure - TAFE SA Policy Document Development for further information).

Strategic Plan

This policy and its associated documents enable TAFE SA to be transparent in its operations and decision-making, supporting a *Culture of Leadership and Accountability*.

Responsibilities

This policy applies to all TAFE SA staff involved in the development of policy documents.

The implementation of this policy is the responsibility of Policy Owners and the Government and Board Relations Team on behalf of the Chief Executive.

The development of policy documents is the responsibility of TAFE SA Policy Owners.

The need for the development or review of a TAFE SA policy/procedure may be determined by:

- > the TAFE SA Board
- > the Chief Executive
- > TAFE SA Executive
- > Policy/Procedure Owners (Owners)
- > groups or individuals through the respective owners.

Please note that between reviews, changes of a minor or administrative nature may be made by the Policy Owner in liaison with the Government and Board Relations Team without requiring broader consultation. The original review date will be maintained in these circumstances.

Definitions

Term	Definition
Policy Document	An umbrella term to describe any policy, procedure, guideline or standard operating procedure applicable to all TAFE SA employees.
Policy	A policy aids TAFE SA in its ongoing operations and guides decision-making. It outlines a set of rules or a position that TAFE SA holds on a specific activity and/or function that must be complied with and implemented within TAFE SA and why the position has been assumed, when, and to whom it applies.
Procedure	Articulates step by step actions on how a policy (TAFE SA or whole of government operation is to be implemented. A procedure can stand alone and does not need to be directly linked to an internal policy.
Policy Owner	Someone who reports directly to the TAFE SA Chief Executive (typically Executive Director or Director), and is the sponsor of a policy document.
Policy Author	The Officer responsible for the development and review of a policy document.

Associated Documents and References

Procedure – TAFE SA Policy Document Development

Template – TAFE SA Policy

Template – TAFE SA Procedure

Code of Ethics for the SA Public Sector

Document Control

Approved by			
Policy Owner	Michelle Benison	Title	Executive Manager, OCE
Contact person	Sam Xu	Telephone	0424 969 280
Responsible Unit		Office of the Chief Executive	
Version number		2.0	
Date of approval		24 June 2021	
Next Review Date		24 June 2023	
PPMF ID		PPMF TAFESA 1149	