

- PROCEDURE -

TAFE SA Policy Document Development

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Procedure Statement

Purpose

This procedure outlines how to develop and maintain TAFE SA policies, procedures, and guidelines to enable a consistent approach and ensure that policy documents are easy to find and understand.

This procedure outlines:

- > a description of document types and their governance
- > roles and responsibilities
- > when to develop a policy document
- > the document development process
- > the document management and review process
- > an authority and communication matrix

Scope

This procedure applies to all TAFE SA staff in creating, reviewing, and administering matters on behalf of the South Australian government, the Minister, the TAFE SA Board, and TAFE SA. It does not apply in relation to the business of internal committees unless those bodies specifically determine that it does apply.

This procedure does not apply to the development of whole of government policy documents. However, such major policies may provide part of any direction or guidance for any administrative or operational policies or procedures prepared.

Policy Document Types

Term	Definition	Governance
Policy document	An umbrella term to describe any policy, procedure, guideline, or standard operating procedure applicable to all TAFE SA employees	Per below
Policy	<p><i>'The rules'</i></p> <p>Why do I need to do this?</p> <p>A policy 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, why the position has been assumed, when and to whom it applies. A policy aids TAFE SA in its ongoing operations and guides decision-making.</p>	<p>Centralised Governance Required</p> <p>Refer to the Authority and Communication Matrix</p>
Procedure	<p><i>'Implementation of the rules'</i></p> <p>What and How - What action is required, and how do I do it?</p> <p>A procedure articulates step by step actions on how a policy (TAFE SA or whole of government policies) or</p>	<p>Centralised Governance Required</p> <p>Refer to the Authority and</p>

	business operation is to be implemented. A procedure can stand alone and does not need to be directly linked to an internal policy.	Communication Matrix
Guideline	A guideline provides instructions or advice on how to apply the policy. A guideline supports best practice, consistency, and compliance (e.g. procedural steps that may be required at the local level to be in line with the policy and procedure).	Centralised governance not Required Refer to the Authority and Communication Matrix
Standard Operating Procedure	Additional local instruction on how to implement the policy or procedure (e.g. step by step instruction).	Centralised governance not Required Refer to the Authority and Communication Matrix

Roles and Responsibilities

Individual business areas are responsible for policy development, content, management, review, and consultation, implementation, and communication. The Government and Board Relations Team can help provide guidance during any of these processes.

Name of responsible unit/position	Listed Responsibilities
Government and Board Relations Team	<ul style="list-style-type: none"> > Liaise with policy document owners and advising when policy documents are due for review. > Monitor a regular policy review cycle. > Upload approved policies and procedures onto the TAFE SA portal. > Coordinate submission of policy documents to the Internal Policy Working Group and the Executive Committee. > Coordinate communication of policies and procedures with business owners. > Coordinate Legal Deposit requirements for applicable published policy documents.
Policy Author	<ul style="list-style-type: none"> > Responsible for the review and/or development of policy documents.

	<ul style="list-style-type: none"> > Seek written approval/endorsement from the relevant Director or Manager to develop or review a policy or related procedure or guideline. > Draft and/or review policy and procedure documents in line with this procedure and its associated policy, using <u>the appropriate templates</u>. > Consult with relevant stakeholders during the development or review of policy documents. > Liaise with the Government and Board Relations Team during the development of the document and provide copies of approved procedures and endorsed policies. > Seek approval in line with the Authority and Communication Matrix in this procedure.
Internal Policy Working Group	<ul style="list-style-type: none"> > Reviews and provides feedback on the development of all internal policies and procedures. > A working group that meets every four to eight weeks that consists of representatives from across the organisation (at least one person from each Executive Directorate) who review internal policies and procedures before they are provided to the relevant Policy Owner for endorsement then through the Executive Committee for Chief Executive approval).
Policy Owner	<ul style="list-style-type: none"> > Someone who reports directly to the TAFE SA Chief Executive (typically Executive Director or Director). > The sponsor of a policy document relevant to their division ensures compliance with this procedure. > Endorses policy documents for consideration and approval by the Chief Executive in line with the Authority and Communication Matrix in this procedure. > Approves Division level guidelines and standard operating procedures in line with the Authority and Communication Matrix in this procedure. > Oversees the development, implementation, management, and review of all policies and related procedures, guidelines, and standard operating procedures within their division as the 'Policy Owner'.
Executive Committee	<ul style="list-style-type: none"> > Endorses policy documents for the Chief Executive's approval. > Does not consider guidelines or standard operating procedures.
Chief Executive	<ul style="list-style-type: none"> > Approves policies and procedures. >
TAFE SA Board	<ul style="list-style-type: none"> > May determine the need for the development or review of a policy or procedure. > Approves policy governance documents that provide high-level direction and guidance to TAFE SA. > Receives regular updates on the progress of TAFE SA policy governance.

Procedure Detail

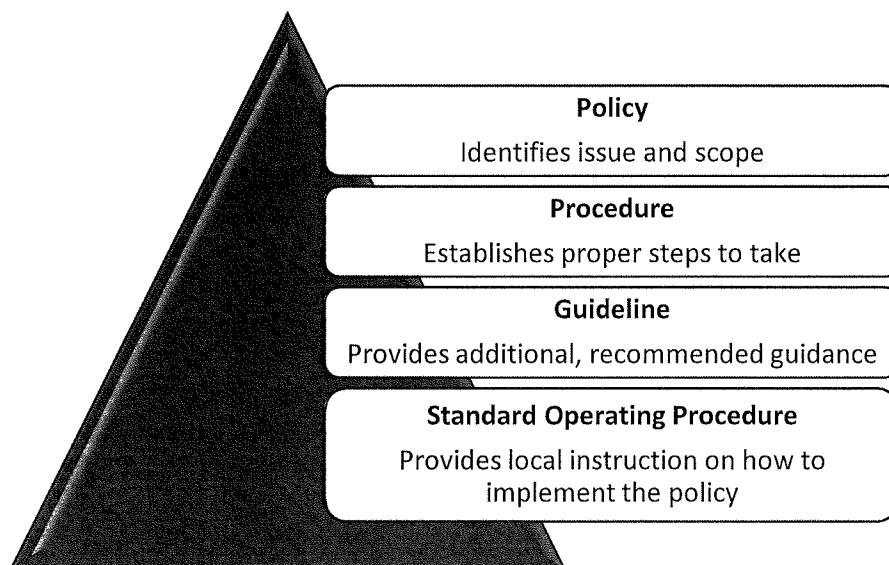
When to develop a policy document

A policy document must be developed when:

- > required by an Act or Regulation
- > required because of a government initiative or decision
- > required for the management of operational or organisational activities
- > there is a strategic or operational imperative that needs to be addressed
- > there are key governance or financial implications.

If there is an across-government policy or circular that adequately covers the issue, it may be appropriate to cover TAFE SA's requirements with a procedure or guideline rather than developing a separate policy. Where a whole of government procedure exists, there is no need to develop a procedure.

Where necessary, a policy should be supported by a procedure and/or guideline to provide staff with a clear and complete guide on the policy's implementation and operational requirements. In some cases, instead of an organisation-wide procedure, business units may develop their standard operating procedure to document their specific requirements.



Document management and review process

Policy and procedure review cycles are generally no longer than two years from the date of approval unless indicated otherwise in the related Circular, Treasurer's Instruction, or regulation.

A procedure, guideline, or standard operating procedure must be reviewed in the same timeframe as the related policy. A review may be required before a review cycle's due date due to the Machinery of Government, legislative change, systems, or business improvements.

Management and review of policy documents are the responsibility of the Policy Owner. The review must be completed on or before the scheduled review date. Consultation should occur during the review process if significant changes are involved. The Government and Board Relations Team will remind business owners of upcoming review deadlines monthly with a forward outlook of six months (from 1 July 2020).

Please refer to Appendix 1 and 2 for standard operating procedures on the steps required in developing TAFE SA policies and procedures.

Authority and Communication Matrix

Please follow the Authority and Communication Matrix when you seek approval for your policy document and utilise the suggested communications channels after you receive approval.

Please note that certain policy documents may require TAFE SA Board approval. The relevant Policy Owner will be advised of this by the Internal Policy Working Group and/or the Government and Board Relations team.

Document Type	Approval Required	Suggested Communication Channel
New policy or procedure	Chief Executive (through Executive Committee)	<ul style="list-style-type: none"> > Announcement on TAFE SA intranet > News Item in TDAY (if significantly impacts staff) > Information Session and/or Training (if significantly impacts staff)
Policy/Procedure Review – Significant Edits	Chief Executive (through Executive Committee)	<ul style="list-style-type: none"> > Announcement on TAFE SA intranet > News Item in TDAY > Information Session and/or Training
Policy/Procedure Review no longer required	Chief Executive (through Executive Committee)	<ul style="list-style-type: none"> > Not required > If it significantly impacts staff – consider wider communication method.
Policy/Procedure Review – No change	Chief Executive (through Executive Committee)	<ul style="list-style-type: none"> > Not required

Document Type	Approval Required	Suggested Communication Channel
Policy/Procedure Review – Minor Edits	Chief Executive (through Executive Committee)	<ul style="list-style-type: none"> > Not required > If it significantly impacts staff – consider wider communication method.
Guideline/Standard Operating Procedure	Policy Owner	<ul style="list-style-type: none"> > Not required

Associated Documents and References

Policy – Governance of TAFE SA Policy Documents

Template – TAFE SA Policy

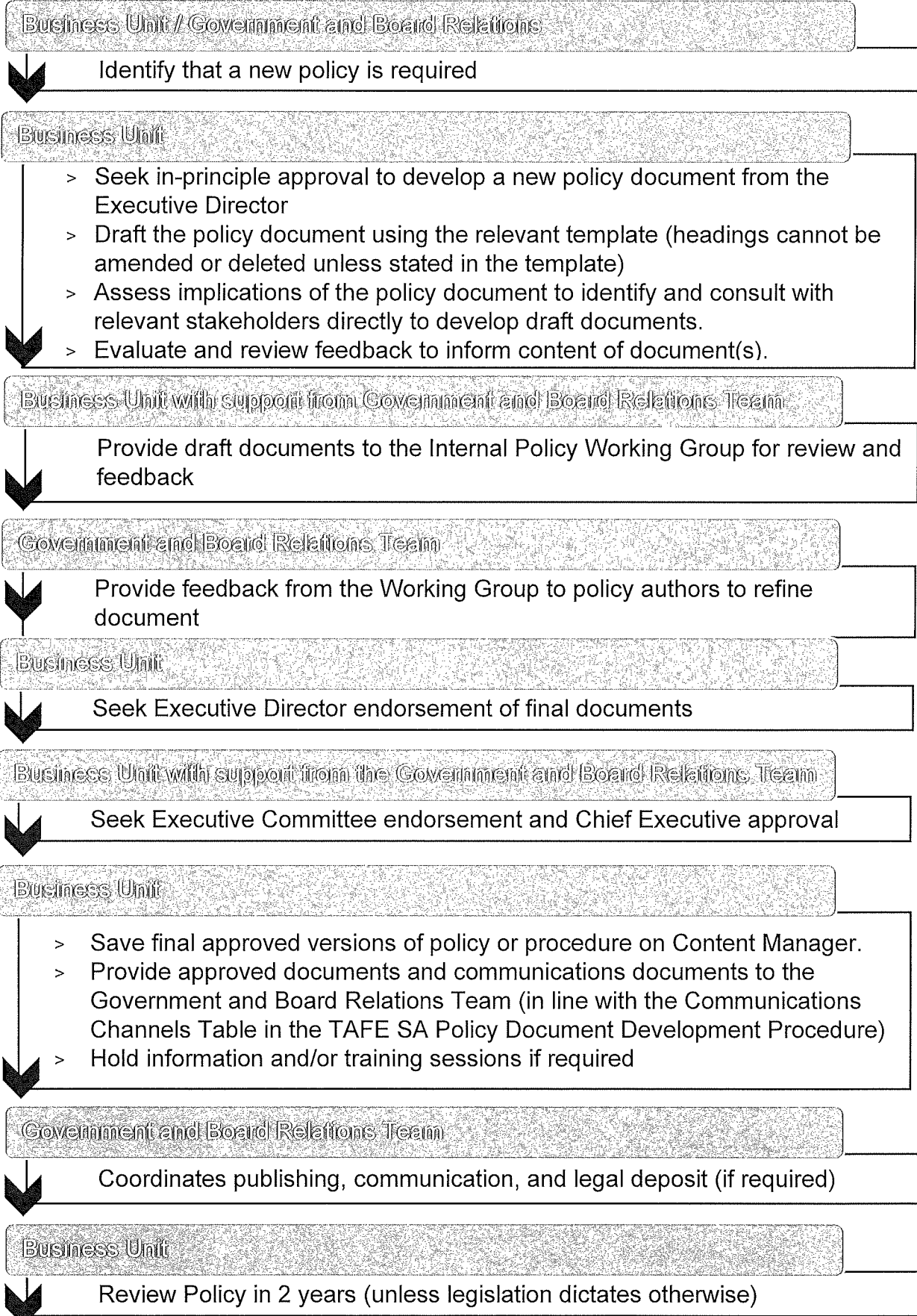
Template – TAFE SA Template

Factsheet and Standard Operating Procedure – TAFE SA Policy Document Review

Document Control

Approved by:			
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Responsible Unit	Government and Board Relations		
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Appendix 1 – Standard Operating Procedure – New Document Development



Appendix 2 – Standard Operating Procedure

