

APPENDIX A GUIDELINES ON PLANNING AND DRAFTING POLICIES

A.1 PLANNING

Prior to the development of a new policy and procedures, or the revision of a current policy and procedures, policy contact officers and policy managers should consider:

- the purpose of the policy and why is it necessary;
- if the content needs to be mandatory for Department employees;
- if it would be more appropriate to incorporate the content into an existing Department policy or other document; and
- the alignment of the policy content with:
 - legislation and the strategic directions of the Government;
 - the Department's governance framework; and
 - the Department's Strategic Plan and associated documents.

The Department aims to reduce the number of operational policies and the administrative burden on schools by continually questioning the need for new policies. Before deciding whether a policy is necessary, an examination of existing policies should be made to see if it would be possible to group a new set of procedures within an existing policy.

Procedures which are not direct requirements from relevant legislation and other authorities require justification of their mandatory nature.

Whenever policies are developed by Department employees, every reasonable attempt should be made to involve those who are to be affected by the document in its production.

A.2 DRAFTING

The current templates to use when developing new policies and procedures, or revising existing policies and procedures, are available from S:\DET-
IS_Forms\Governance Unit.

When revising existing policies and procedures, policy contact officers should obtain a Word copy of the published documents from Policy and Program Governance and use the content from these versions when making revisions.

When drafting a policy and procedures, policy contact officers should:

- undertake appropriate consultations;
- write the policy in plain language;
- write procedures so that they are clear and concise, as well as explicitly state who is responsible for implementation, and when and how they will be implemented;
- clearly set out compliance requirements which should be measurable and auditable;
- confirm that the content of the policy presents new information not duplicated in other policies;
- confirm the policy is consistent with current delegations;
- verify that the content in the policy is consistent with federal and state legislation;

- where necessary, check that the policy is consistent with information contained in other policies that relate to the matter being addressed;
- draft the policy in accordance with the conventions outlined in the Department's *Publications Writing Style Guide*; and
- where appropriate, include templates for school-based implementation.

Policy contact officers should:

- not include in the policy low level processes or procedures which simply describe an internal process. Information of this nature can be placed in supporting procedures; and
- not use prescription in an area where professional discretion and judgement provide better outcomes and services.

Once draft policy and procedure documents have been produced, broad consultation with relevant stakeholders is good practice. Depending on the policy parameters advice may also need to be sought from the relevant experts for example legal and risk advice, occupational health and safety and/or human resources.