Department of
Education

GOVERNMENT OF
WESTERN AUSTRALIA

Policy Development and Approval Policy

Effective date: 16 November 2012

Version: 2.4

Last update date: 31 August 2018

Table of contents

1. Policy statement

Policy sets the requirements, mandatory courses of action and responsibilities for Department employees.

2. Policy rules

- Policy must be developed, reviewed or amended only with the approval of the Corporate Executive.

- Officers developing or reviewing Department policies must follow the policy development procedures and approval processes approved by the Corporate Executive Policy Subcommittee (Policy Subcommittee) and outlined in the Policy Development and Approval Procedures.

- Department policies must be submitted to the Policy Subcommittee and Corporate Executive in the policy template approved by the Policy Subcommittee.

3. Responsibility for Implementation and Compliance

Executive Directors and above are responsible for implementation of the policy.

Director, Executive and Communication Services is responsible for compliance monitoring

4. Scope

This policy applies to all employees.

5. Supporting Procedures

Policy Development and Approval Procedures

6. Definitions

Policy

Refers to system level policies that direct decision-making and are applied across the whole Department or across multiple business areas rather than individual work sites such as schools.

Policy contact officer

Officer in the business area responsible for the content of a policy.

Policy manager

Senior officer, usually director level or above, in the business area responsible for the management of a policy.

Policy rules

The key mandatory elements of a policy.

Policy statement

A concise, clearly worded statement that sets out the purpose of the policy.

Procedures

Specify the methods to be employed in implementing a policy. Procedures are consistent with and support policies.

7. Related documents

Relevant legislation or authority

Public Sector Management Act 1994

School Education Act 1999

Other documents

Communication Style Guide (staff only)

8. Contact information

Policy manager:

Director, Executive and Communication Services

Policy contact officer:

Manager, Policy and Program Governance

T: (08) 9264 4001

E: policyenquiry@education.wa.edu.au

9. History of changes

Effective date	16 November 2012
Last update date **Policy version no.**	2.0

Notes	This policy and supporting procedures replace the Policy Development, Approval, Publication and Implementation policy. Endorsed by Corporate Executive 18 October 2012. D12/0714450
Effective date	16 November 2012
Last update date	10 March 2015
Policy version no.	2.1
Notes	Contact information updated to reflect change in position from Director, Office of the Director General to Executive Director, Organisational Governance. D15/0085666
Effective date	16 November 2012
Last update date	29 June 2015
Policy version no.	2.2
Notes	Updated contact details D15/0198137
Effective date	16 November 2012
Last update date	14 October 2015
Policy version no.	2.3
Notes	Compliance monitoring updated to reflect restructuring of Organisational Governance. D15/0085666
Effective date	16 November 2012
Last update date	31 August 2018
Policy version no.	2.4
Notes	Minor updates to reflect organisational changes D18/0388428.

10. More information

Supporting content

Procedure
Policy Development and Approval Procedures

Policy review date

16 November 2015

Policy last updated

31 August 2018