



Department of  
**Education**

# **Policy Development and Approval Policy**

Effective date: 16 November 2012

Version: 2.4

Accurate at the time of printing 29/07/2021.

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## 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

Writing Style Guide

## 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](mailto:policyenquiry@education.wa.edu.au)

## 9. History of changes

<b>Effective date</b>	16 November 2012
<b>Last update date</b> <b>Policy version no.</b>	2.0

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

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## 10. More information

### Supporting content

#### Procedure

[Policy Development and Approval Procedures](#)

### Policy review date

16 November 2015

### Policy last updated

31 August 2018

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