

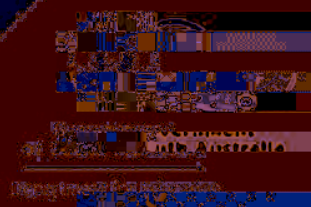
# Policy updates published December 2024 to February 2025

## Purpose

The Department for Education's [operational policy framework](#) establishes that all operational policy documents are reviewed at least once every 3 years.

This document lists all policy documents that were updated in the last 3 months and briefly describes what's changed.

Some policy documents aren't currently published on our public website. You can request a copy of an internal policy document from the [policy library](#) or by emailing [education.policy@sa.gov.au](mailto:education.policy@sa.gov.au).



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# Policy updates: February 2025

## Management of Cabinet documents procedure

[Management of Cabinet documents procedure \(PDF 641KB\)](#) (staff login required)

**Audience:**This procedure applies to all staff responsible for drafting and approving Cabinet documents.

**Status:**Minor edit

**Summary of changes:**Minor edit to wording and clarification of processes regarding late submissions, use of the OCE submission checklist, comments on other agency submissions and Cabinet agendas.

## Purchase card policy for corporate offices

[Purchase card policy for corporate offices \(PDF 656KB\)](#) (staff login required)

**Audience:**This policy applies to all department corporate office employees.

**Status:**Minor edit

**Summary of changes:**Added guidance on what to do with a purchase card account when the cardholder goes on leave, to reflect existing advice and practices. Hyperlinks updated and minor wording edits.

## Risk management policy

# Work health and safety issue resolution procedure

[Work health and safety issue resolution procedure \(PDF 554KB\)](#) (staff login required)

**Audience:**This procedure applies to all people entering or using department sites or involved in a department activity. It includes all department employees and other people.

**Status:**Minor edit

**Summary of changes:**Changed 'employees' to 'workers' to reflect terminology in WHS legislation. Adopted definition of 'workers' from the department's WHS policy. Minor amendments to wording for clarity. Added entitlement to lodge a dispute with SAET to reflect changes to WHS Act that came into effect 1 September 2024. Updated template.

# Work health and safety policy

[Work health and safety policy \(PDF 557KB\)](#) (staff login required)

**Audience:**The policy applies to anyone entering or using department premises or involved in a department activity, including all department employees and other persons.

**Status:**Minor edit

**Summary of changes:**Updated template, hyperlinks and updated terminology to properly reflect the WHS Act and Regulations.

# Policy updates: January 2025

## Acceptance and refusal of authorisations policy



based ancillary appointments under common law, including positions classified as government services employees.

Status:Minor edit

Summary of changes:



# School and preschool enrolment policy

[School and preschool enrolment policy \(PDF 724KB\)](#)

**Audience:**This policy describes the responsibilities of schools, preschools and parents in relation to: non-compulsory preschool; and compulsory education and the enrolment, attendance and participation requirements of children and young people under the **Education and Children's Services Act 2019**

**Status:**Minor edit

**Summary of changes:** Replaced information about the superseded FLO program with updated information about the Tailored Learning Program.

# Section 121 appointment policy

[Section 121 appointment policy \(PDF 603KB\)](#) (staff login required)

**Audience:**This policy applies to all corporate department employees who have entered into any contract of employment under section 101B of the former **Education Act 1970** or after 14 December 2016, and all corporate appointments made under section 121 of the **Education and Children's Services Act 2019** 2 (s)5Td(o)-



# Classification procedure

[Classification procedure \(PDF 617KB\)](#) (staff login required)

**Audience:**This procedure applies to: non-executive employees employed in the department under Part 7 of the Public Sector Act 2009, seconded teachers employed under section 97 of the Education and Children's Services Act 2019, and employees appointed to positions in local education offices under section 121 of the Education and Children's Services Act 2019.

**Status:**New policy

**Summary of changes:**New procedure as a result of separating contents from classification and remuneration procedure.

# Data access and transfer procedure

[Data access and transfer procedure \(PDF 536KB\)](#)

**Audience:**This procedure relates to all data gathered, maintained and managed in the department on behalf

## Management of capital works projects procedure

**Audience:**All DECD school and preschool site leaders or nominated delegates, and the DECD Corporate Services Capital Programs Team.

**Status:**Deleted

**Summary of changes:**Formal deletion completed following implementation the department's 'asset management policy' and DIT's Strategic Asset Management Framework.

## Playgroups on a department site procedure

[Playgroups on a department site procedure \(PDF 597KB\)](#) (staff login required)

**Audience:**This procedure applies to all department employees. Preschools and schools should support the provision of playgroups in response to community needs, where staffing and physical resources allow.

**Status:**Minor edit

**Summary of changes:**Changed name from the SPICE Kit to Playgroups Facilitator Guide and adding link to the resource. Executive Director and Dirurr(v)-8.5(st45Tf0-3.7 5 (e)-6 ( D)2.37t45Tf0-3.7 5 (e)-14.1 (r6(r)-2.8 ( (r)-2.9il1s)-1.

