



* PSM = Public Sector Management Act 1994

Guidelines for Minimum Standard of Governance TAFE Colleges		Principle 1: Roles and responsibilities	Principle 2: Expertise and diversity	Principle 3: Strategic focus	Principle 4: Risk management	Principle 5: Integrity and accountability	Principle 6: Ethical decision making	Principle 7: Effective operation	WA Public sector agency governance requirement
Agreements	Communication Agreement	✓							✓
	Delivery and Performance Agreement	✓							
	Managing Director's Performance Agreement	✓							s.47 PSM
	Service Level Agreements	✓				✓			✓
Acquittals	Business Plan			✓				✓	✓
	Delivery and Performance Agreement	✓		✓				✓	
	KPIs inc DTF, annual report, Governing Council			✓		✓		✓	✓
	Managing Director's Performance Agreement	✓				✓		✓	s.47 PSM
	Operational Plan			✓		✓		✓	✓
	Strategic Plan			✓		✓			✓
Frameworks	Accountability framework					✓		✓	✓
	Audit framework				✓	✓	✓	✓	✓
	Communications framework					✓		✓	✓
	Delegations and accountable officer framework	✓				✓		✓	✓
	Financial management framework					✓	✓	✓	✓
	People management framework		✓				✓	✓	✓
	Policy framework (inc procedures and processes)			✓	✓	✓	✓	✓	✓
	Risk management framework					✓	✓		✓
	Workforce development framework			✓					✓
Performance Measures	Audits					✓			✓
	Employee and Employer Surveys					✓			✓
	Public Sector Commission Surveys					✓			✓
	Student Satisfaction Surveys					✓			✓
Planning Documents	Asset Management							✓	✓
	Business					✓		✓	✓
	Business Continuity				✓				✓
	Communications	✓				✓			✓

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	Disability Access and Inclusion		✓					✓	✓
	Information and Communication Technologies							✓	✓
	Operational					✓		✓	✓
	People Management		✓					✓	✓
	Record Keeping					✓			✓
	Risk Management				✓				✓
	Strategic			✓		✓			✓
Reporting Requirements	Annual Report			✓		✓		✓	✓
	Breaches and exceptions	✓							✓
	Corruption and Crime Commission						✓		✓
	Disability Access and Inclusion Plan		✓						✓
	Equal Employment Opportunity		✓						✓
	Financial (inc Section 40s, financial statements)					✓		✓	✓
	Occupational Health and Safety				✓	✓			✓
	Public Interest Disclosure						✓		✓
	Risk Management				✓				✓
	Skills Audit		✓						
Substantive Equality		✓						✓	
Supporting Documents	Conflict of Interest Register						✓		✓
	Gifts, Benefits and Hospitality Register						✓		✓
	Risk Register				✓		✓		✓
	Staff Code of Conduct						✓		✓
	Terms of Reference, Handbooks and Codes of Conduct for Boards and Committees	✓	✓	✓	✓	✓	✓	✓	✓
Systems	Management Information					✓		✓	✓
	Quality Management					✓	✓	✓	✓
	Records Management					✓		✓	✓

GOVERNANCE TOOL	DESCRIPTION
Communication Agreement	A formal agreement between the College and the Minister's office outlining communication protocols
Delivery and Performance Agreement	A formal agreement between the Minister and the College which specific the agreed services and targets for the year
Managing Director's Performance Agreement	The CEO's Performance Agreement is a statutory requirement under the <i>Public Sector Management Act 1994</i> which outlines the Managing Director's key deliverables for the year
Service Level Agreements	An agreement between the College and government agencies outlining service provisions
Acquittals	Formal processes are in place to acquit agreements/plans against actual achievements
Accountability Framework	A document which outlines the College's accountability and decision making processes to achieve operational requirements
Audit Framework	A document which outlines auditing requirements, procedures and practises used by all business areas to ensure compliance
Communications Framework	A document which identified the College's communication protocols with all stakeholders
Delegations and Accountable Officer Framework	Formal instrument which specifies the delegations, administrative arrangements and authorisations
Financial Framework	A document outlining standards and procedures to manage the efficient allocation of resources
People Management Framework	A document which outlines the attraction, retention and management of staff
Policy Framework	A document which sets out the principles and systems to meet the business needs and outlines the processes to monitor, review and modify policies
Risk Management Framework	A document outlining how the College identifies and manages risk
Workforce Development Framework	A document which identifies how the College will plan for its current and future workforce needs
Key Performance Measures (KPIs)	Performance measures which are in plan to measure the effectiveness of the organisation's operations
Asset Management Plan	A plan with outlines the requirements, maintenance and replacement of assets
Business Continuity Plan	A schedule which provides for effective prevention and recovery from unforeseen events
Business Plan	A plan which outlines the operational activities to be undertaken in the year
Communications Plan	A plan which outlines the communication processes of an organisation
Disability Access and Inclusion Plan	A plan which outlines strategies to ensure that people with a disability can access all information, services and facilities
Information and Communications Technologies (ICT)	A plan which outlines the development, maintenance and evaluation of ICT technologies
Operational Plan	A plan which outlines how strategic and business plan objectives will be achieved at an operational level
People Management Plan	A plan which outlines policies and procedures which define standards and processes for managing staff
Record Keeping Plan	A plan which outlines the retention and disposal of records in accordance with statutory requirements
Risk Management Plan	A plan which outlines the processes to monitor, minimise and control the impact of risk
Strategic Plan	A plan which sets the strategic direction and identifies the College's medium to long term objectives and aligns them with State and Australian Government priorities and initiatives
Reporting Requirements	All formal reporting requirements are undertaken within the required time frame
Annual Report	A report produced in accordance with statutory requirements that ensures financial and performance accountability to Parliament on an annual basis
Skills Audit	An investigative tool for identifying, measuring and recoding the existing skills or competencies of an individual, group or

	organisation
Supporting Documents	Mechanisms that assist the College to achieve accountability through transparent methods
Management Information Systems	A system to support the information and decision-making needs of the management team
Quality Management System	A system which outlines policies and processes for the management of operations
Record Management System	A system to manage electronic and hard copy records in accordance with statutory requirements