

# Policy and procedure development and improvement process

This summary should be read in conjunction with the:

- [Policy management framework](#)
- [Policy and procedure management policy](#)
- [Policy and procedure development and improvement cycle procedure](#)
- [External consultation and publishing guideline](#)

For resources and support visit the [PPR OnePortal page](#) or contact us at [ppr@qed.qld.gov.au](mailto:ppr@qed.qld.gov.au).



## Author

For new content, access the [policy template](#), the [procedure template](#) and the [QA checklist](#).

For existing content, contact the [PPR team](#) for the master copies of the policy/procedure and any supporting documents.

## Consult

Consider and consult departmental business areas likely to be impacted, including regions and schools. Provide draft content to [PPR team](#) for review.

Obtain ED approval for [external consultation](#), including the [summary of changes](#), and provide all documents to the PPR team.

Coordinated external consultation through PPR is [compulsory](#) for content that impacts state schools and state school staff, unless a review results in no change or administrative change, or an exemption is otherwise approved by the content owner (DDG/CFO) and the DDG Schools and Student Support Division.

## Approve

For new content, obtain content owner approval (see [approval briefing template](#)).

The content owner can nominate approvers for subsequent updates. Refer to the [Publication approval schedule](#) for an explanation of different types of changes.

For updates to existing content, refer to CM 20/519237 (DoE employees only) to view nominated approvers for each policy or procedure. Select the appropriate approver based on the type of change being made.

## Implement

Send for publishing by emailing the documents (including the [summary of changes](#)) and approval to the [PPR team](#), including a brief note for the [updates page](#).

Authors are responsible for communicating changes to relevant stakeholders.

[Most major updates](#) will be published as upcoming before becoming effective.

Exemptions from the upcoming publishing process must be approved by the content owner and the DDG Schools and Student Support Division (see [exemption request briefing template](#)).

## Manage

Monitor and maintain the policy, procedure and supporting documents and ensure required updates (e.g. links/change to process) are actioned.

Conduct a full review of the document prior to the review date to ensure content remains current.

## Decommission

Obtain content owner approval to decommission a policy or procedure. Inform the [PPR team](#) who will remove the document(s) from the site and maintain associated records. Once the instrument has been removed from public view, the author informs relevant stakeholders.

## Transfer

Obtain approval from both the transferring content owner (DDG/CFO) and the receiving content owner to transfer a policy or procedure between business areas. Inform the [PPR team](#) who will maintain associated records.