

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.



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.

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 State Schools Division.

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

Approve

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

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.

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

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](#).

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

Authors are responsible for communicating changes to relevant stakeholders.

Exemptions from the upcoming publishing process must be approved by the content owner and the DDG State Schools 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.