

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](#)

For resources and support:

- Visit the [PPR help centre](#) (OnePortal)
- Contact us at ppr@qed.qld.gov.au



Author

Access template and resources.

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.

Consider the policy hierarchy – i.e. if developing a new policy, is there a procedure/s to implement the policy? If developing a new procedure, is there an existing policy which could support it, or is a new policy required?

Consult

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

Note: the PPR team coordinate [external consultation](#) on proposed final version.

Consider and incorporate feedback from stakeholders and the PPR team, as required, to finalise the draft for final approval.

Approve

For new content, obtain DDG approval.

For existing content, the DDG may nominate approvers from different positions depending on the type of content change.

Refer to HPRM 20/519237 (DoE employees only) to view nominated approval levels for existing content.

Implement

Send for publishing by emailing the documents and approval to the [PPR team](#).

Once published, authors should communicate outcomes to relevant stakeholders.

Manage

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