



Policy and procedure management

Audience

Department-wide

Implementation Date: 18/05/2018

Version: 1.0

Purpose

This policy supports the department's approach to developing effective policies and procedures consistent with the [Policy Management Framework](#).

Policy statement

The Department of Education (DoE) is committed to developing and implementing policies and procedures that provide current, reliable and trusted information that is easy to access and understand.

Principles

The principles for policy and procedure management are described in the department's Policy Management Framework.

Principles	What this means for DoE
<i>Provide the central point of truth</i>	<ul style="list-style-type: none"> • Policies and procedures are authoritative and published in one place.
<i>Align with Policy Instruments</i>	<ul style="list-style-type: none"> • Policies and procedures align with other relevant policy instruments such as legislation, directives, standards, authorisations and delegations.
<i>Supports achievement of strategic objectives</i>	<ul style="list-style-type: none"> • Policies and procedures align to the department's strategic priorities and/or government direction and comply with legislation.
<i>Aligns with Corporate Governance and Risk Management Frameworks</i>	<ul style="list-style-type: none"> • Policies and procedures provide controls to support effective governance and risk management.
<i>Considers information asset management principles</i>	<ul style="list-style-type: none"> • There is alignment with departmental requirements for information management, including copyright, recordkeeping, retention and disposal.
<i>Clearly defines roles and responsibilities</i>	<ul style="list-style-type: none"> • There is appropriate governance in place to oversee the development, approval and review of policies and procedures.

Requirements

This policy applies to operational policies and procedures that have mandatory application across the department or areas of the department.

Standalone guidelines and supporting information, such as factsheets, are not included in the scope of this policy as they do not have mandatory application.

Mandatory requirements for the development, implementation and review of all departmental policies and procedures are outlined in the [Policy and procedure development and improvement cycle procedure](#).

Definitions

Policy Management Framework	Outlines the department's framework for developing, implementing, communicating, monitoring and reviewing policies and procedures.
Policy	<p>A policy:</p> <ul style="list-style-type: none"> • provides government direction and purpose • establishes a clear and concise statement of the department's intent, actions and position • may be applicable to whole-of-government or to the department. <p>Compliance with a policy is mandatory.</p>
Procedure	<p>A procedure:</p> <ul style="list-style-type: none"> • provides the 'how to' and sets out processes to implement the policy • identifies responsibilities for individuals or business areas • cannot override or conflict with policies. <p>Compliance with a procedure is mandatory.</p>
Guideline	<p>A guideline:</p> <ul style="list-style-type: none"> • is often a set of instructions to aid the implementation of a policy or procedure • reflects the department's standard of good practice.
Supporting information	Supporting information provides advice and tools to support staff to comply with the department's policies and procedures.

Legislation

- [Right to Information Act 2009 \(Qld\)](#)

Delegations/Authorisations

- Nil

Related policies

- [Policy Management Framework](#)
- [Enterprise Risk Management Framework](#)
- [Corporate Governance Framework](#)

Related procedures

- [Policy and procedure development and improvement cycle](#)
- [Information asset and recordkeeping](#)
- [Information privacy and right to information](#)
- [Information security](#)

Guidelines

- Nil

Supporting information/websites

- [Policy and Procedure Register](#)
- [Policy template](#)
- [Procedure template](#)

Contact

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Superseded versions

Nil

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