1. **Statement**

The Policy Management Policy outlines the policy management framework for the Department of Health, to ensure policy development processes are appropriately governed, consistent and support the development of high quality policy.

2. **Purpose**

The intent of this policy is to:

- Establish consistent processes for the initiation, development, consultation, approval, implementation and review of policy documents;
- Ensure all departmental policy documents are managed through a single register and published on a single Department of Health (DoH) website;
- Ensure appropriate consultation occurs during the development of policies and associated documents;
- Ensure appropriate governance is in place to oversee the development and approval of policies;
- Ensure policies are communicated effectively and established as mandatory across the DoH.

3. **Scope**

The Queensland Health policy management framework applies to those policy documents that have mandatory application to the Department only.

Queensland Health guidelines that provide information to Hospital and Health Services are not included in the scope of the Queensland Health policy management framework.

This policy applies to all employees, contractors and consultants within the DoH divisions and commercialised business units.

4. **Principles**

- **Accessibility** – policy documents are available and understandable to stakeholders and audience;
- **Alignment** – policy documents are aligned with DoH strategy and planning;
- **Consistency** – policy documents are consistent with whole of government and national policy and agreements and compliant with legislation;
- **Informed** – policy documents are informed by research and evidence;
- **Implementation** – policy is communicated and implemented with relevant stakeholders through all stages of development and implementation.

5. **Requirements**

Mandatory requirements for the initiation, development, consultation, approval, implementation and review of all DoH policy documents are outlined in the supporting standard.
6. Supporting documents

- Policy Management Standard (QH-IMP-042:2015)
- Policy template
- Standard template
- Guideline template
- Policy and supporting documents approval form
- Recordkeeping Policy (QH-POL-045:2015)
- Web Publishing Policy (QH-POL-064 NEW)

Version Control

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