Queensland Health

Policy management

Department of Health Policy

QH-POL-042

1. Statement

The Policy Management Policy (PMP) supports the [Department of Health policy framework](#) (the Framework) 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, publication, implementation and review of policy documents.

- ensure appropriate consultation occurs during the development of policies and associated documents including consultation with Aboriginal and Torres Strait Islander stakeholders.

- ensure appropriate governance is in place to oversee the development and approval of policies.

- ensure all policies and associated under the Framework are managed through a single register and published on a Queensland Health webpage.

- ensure policies are communicated effectively and established as mandatory across the Department of Health.

3. Scope

The Framework applies to divisions and business units making policy documents applicable to the Department of Health. The development, review and rescission of departmental policies, standards and guidelines must comply with this policy and associated Policy Management-Implementation Standard.

Compliance with policies developed under the Framework is mandatory for employees, contractors and consultants within the Department of Health. Where other frameworks or legislative requirements apply, policies may also be mandatory for Hospital and Health Services (HHSs).

The Framework does not apply to:

- Queensland Health standalone guidelines that are not linked to a specific policy developed under the Framework.

- Information and Communications Technology (ICT) policies.
- Policies, standards and guidelines forming part of the *Queensland Health Employment Framework HR Policy A1: QH-POL-205:2021*
- Queensland Ambulance Service (QAS) policies developed and managed under the *QAS Corporate Governance Procedure for Development and Management of QAS Management Documents.*

4. Principles

- **Accessibility** – policy documents are available and understandable to stakeholders and audience.
- **Alignment** – policy documents are aligned with the Department of Health 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.

   Human Rights - policies are considerate of obligations under the *Human Rights Act 2019*

5. Requirements

Mandatory requirements for the initiation, development, consultation, approval, publication, implementation and review of all policy documents under the Framework are outlined in the supporting Policy Management Implementation Standard.

6. Human rights

Human rights are not engaged by this policy, however, should be given proper consideration when initiating, reviewing, or rescinding a policy under the Framework.

7. Legislation

- *Public Sector Act 2022*
- *Public Records Act 2002*
- *Right to Information Act 2009*
- *Information Privacy Act 2009*

Policy management - Policy
Strategy, Policy and Reform Division
System Governance Strategy Branch
January 2024

Page **2**

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- *Human Rights Act 2019*

8. Supporting documents

- [Policy Management-implementation Standard](#) (QH-IMP-042)
- [Approval form](#)
- [Policy template](#)
- [Standard template](#)
- [Guideline template](#)
- [Policy Registration form](#)
- [Human Rights Decision Tool](#)
- [Web Publishing Policy](#) (QH-POL-064)

9. Definitions

Term	Definition
Department of Health policy framework	Outlines the types of policy documents (policy, standard, guideline) governing the Department of Health. The framework consists of the Policy Management Policy and Policy Management Standard.
Department of Health Policy	The policy is a statement of the principles and key requirements governing decision-making and sets out the intent to achieve a particular outcome.
Standard	The standard outlines the minimum, mandatory actions required to comply with a policy.
Guideline	The guideline provides advice on best practice and is intended to support decision making.

10. Approval and implementation

Policy Custodian	Policy Contact Details	Approval Date	Approver
Director, System Governance Strategy Branch	07 2100 8298 [QH_Policy_Register@health.qld.gov.au](#)	4 January 2024	Associate Director-General, Strategy, Policy and Reform Division

Policy management - Policy
Strategy, Policy and Reform Division
System Governance Strategy Branch
January 2024

Page **3**

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Version Control

Version	Date	Comments
Version 1	15 November 2011	Version 1
Version 2	24 April 2012	Version 2
Version 3	5 August 2013	Version 3
Version 4	1 July 2015	Document update as part of Policy Rationalisation Project
Version 5	22 May 2023	Updated to make minor amendments to maintain currency. Updated policy custodian information
Version 6	4 January 2024	Updated as a result of full review

Policy management - Policy
Strategy, Policy and Reform Division
System Governance Strategy Branch
January 2024

Page **4**

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