

Attachment One – Structure of Human Resources (HR) Policies

The structure of the human resource policy framework includes:

- Human Resource (HR) policy – a document that sets out the Department of Health’s intent to achieve a particular outcome.
- Guideline – provides advice on best practice and intended to be a supporting document to a HR policy.

The HR policy template includes the following headings:

Policy heading	Description
Purpose	Provides a brief description of the intention of the policy, e.g. To outline entitlements for long service leave.
Application	Identifies the employees who are covered by the policy. Policies may apply to all Queensland Health employees or specific occupational groups.
Delegation	Prescribes the Human Resource (HR) Delegations Manual as amended from time to time as the determining source of authority to approve provisions for employees of the Department of Health or Hospital and Health Services.
Legislative or other authority	Includes the legislation, industrial instruments (Award, Agreement) and directives related to the policy.
Related policy or documents	Includes related policy documents to support the implementation of the policy.
Policy	Provides the key principles of a policy and the arrangements and entitlements for employees.
Definitions	Optional – list of definitions to describe key terms used in some policies.
History	Includes summarised amendments to the various policy versions.
Attachments	Policies may include attachments which contains information on how a policy is to be implemented including procedural components. This section may include examples.

Public Sector Act 2022
 applies on 1 March 2023