

## Governance framework for Health Employment Directives

**Policy Number:** A2 (QH-POL-415)

**Publication date:** June 2020

**Purpose:** The purpose of this policy is to outline the framework for the development, implementation and review of health employment directives (HEDs) to meet legislative requirements and ensure consistency in application across the Department of Health.

**Application:** This policy applies to all employees working for the Department of Health.

**Delegation:** The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, as amended from time to time.

**Legislative or other authority:**

- *Hospital and Health Boards Act 2011*

**Policy subject:**

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## 1 Policy statement

The governance of the Queensland Health (QH) Health Employment Directives (HEDs) will be managed and reviewed by HR Policy Team, Human Resources (HR) Branch in conjunction with the respective author of the HED, which shall be determined by content.

HEDs may be issued on matters relating to the following:

- remuneration for health executives and senior health service employees
- classification levels at which health executives and senior health service employees are to be employed
- terms of contracts for health executives and contracted senior health service employees
- conditions of employment for senior health service employees, other than contracted senior health service employees
- conditions of employment for health service employees
- professional development and training of health service employees in accordance with the conditions of their employment.

## 2 Principles

- 2.1 The Director-General shall issue all HEDs.
- 2.2 HEDs apply to employees engaged under the *Hospital and Health Boards Act 2011* and may apply to both Department of Health and Hospital and Health Service employees.
- 2.3 HEDs are binding on the employees to which they apply.
- 2.4 The development and implementation of HEDs shall be managed through the cycle of: development, consultation, approval, registration, publication, implementation and review.
- 2.5 HEDs must be reviewed at a minimum every three years and published in such a manner to be accessible by employees and members of the public e.g. internet.

## 3 Administration

The HED governance framework is managed by HR Policy Team, HR Branch on behalf of the Director-General.

## 4 Management of HEDs

The process for the management of HEDs is outlined in Attachment One, and the following summary outlines the various stages:

- 4.1 the minimum requirements for HED content
- 4.2 the process for repealing HEDs
- 4.3 consultation shall occur with key stakeholders as required
- 4.4 the process to obtain approval for implementation and publishing
- 4.5 all HEDs submitted to HR Policy Team will be centrally registered
- 4.6 publishing of HEDs shall occur on the HR Branch internet site and in accordance with relevant Queensland Health online publishing standards
- 4.7 the vehicle for communicating approved HEDs will be through the release of HR Circulars to Health Service Chief Executives and Department of Health Deputy Directors-General, Chief Executives, etc
- 4.8 the revision of HEDs will occur at a maximum every three years
- 4.9 hard copy versions of approved HEDs to be centrally stored in the Queensland Health corporate records management system.

Document templates, as provided by HR Policy, available through the HR Branch intranet site, are to be used.

### Definitions:

Health employment directive (HED)	A health employment directive issued by the Director-General under section 51A of the <i>Hospital and Health Boards Act 2011</i> .
HR Policy Team	A unit within the HR Branch, Corporate Services Division, Department of Health.

### History:

June 2020	<ul style="list-style-type: none"> <li>• Policy:             <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– amended to update references and naming conventions.</li> </ul> </li> </ul>
May 2014	<ul style="list-style-type: none"> <li>• Policy developed as a result of the introduction of Health Employment Directives initiated by amendment to the <i>Hospital and Health Boards Act 2012</i></li> </ul>

# Attachment One – Process for management of Health Employment Directives

## 1 Developing a HED

Health Employment Directives (HEDs) are to contain, as a minimum, the following information (refer to the HED template available on the HR Policy intranet site):

- the date of effect of the HED i.e. the date of approval or future date
- compliance with the HED is mandatory
- the purpose of the directive
- any governing legislation
- any related legislation, HR Policy, awards, agreements, directives or associated documents
- to whom the HED applies
- body of the HED
- definitions section
- history section to outline the various HED versions and additional information for creation or amendment
- Attachments, as required, to provide additional and supporting information.

The HR Policy Team shall undertake quality audits on HEDs to ensure directives are formatted and presented in accordance with the Queensland Health Web Publishing Policy (QH-POL-064) prior to progression for approval.

## 2 Consultation

Consultation will occur with key stakeholders including Health Service Chief Executives, Department of Health Deputy Directors-General and Chief Executives, as required, except where determined otherwise by the Director-General.

Updates to references and naming conventions will not be subject to consultation.

## 3 Registering a HED

The HR Policy Team shall establish and maintain a central register for HEDs which will capture details such as HED identifier, title, content owner, summary of purpose and historical information as a minimum.

## 4 Approval process

Upon development of an HED, the following process shall apply as a minimum:

- the draft HED is cleared by the Director of the relevant Unit
- the completed HED is provided to HR Policy Team for quality audit and progression
- HR Policy Team shall make a submission to the Director-General which shall incorporate:
  - a briefing note seeking approval
  - endorsement of the Chief Human Resources Officer
  - proposed HED.

## 5 Repealing a HED

HR Policy Team shall, upon the recommendation and supportive rationale of the unit Director as a minimum, to repeal a HED:

- seek endorsement of the Chief Human Resources Officer
- seek approval from the Director-General to repeal such HED.

## 6 Publishing a HED

Approved HEDs will be published in accordance with the Queensland Health online publishing standards, on the HR Branch internet site. This will ensure accessibility to the latest HED version may be achieved by interested parties.

The HR Policy Team shall:

- maintain the HED internet site
- publish approved HEDs on the relevant internet site as soon as possible from date of effect.

## 7 Communication – publish and repeal of HEDs

Once an HED has been approved for publishing or repeal on the HR Branch internet site, communication to key stakeholders, including Chief Executives, will be managed through the issuing of an HR Circular.

## 8 Amendment and Review

HR Policy Team shall ensure HEDs are reviewed at intervals no greater than three years, in accordance with the *Hospital and Health Boards Act 2011*.

## 9 Document management

Original HEDs and accompanying documentation will be stored on the Queensland Health corporate records management system.