

Policy Instruments Framework



Preferred Term	Other terms	Definition	Application	Examples	Who approves	Who owns in DET	Where to be registered ¹	Where to be published
Policy through law²								
Commonwealth								
Legislation (Cth)	Acts Statutes	Law enacted by Parliament	Statewide ³ Mandatory ⁴	<i>Skilling Australia's Workforce Act 2005</i>	Parliament of Australia		N/A	www.comlaw.gov.au
Legislative Instruments (Cth)	Notices Orders Ordinances Regulation Rules Subordinate legislation	Law made by an entity who has the power delegated by the Parliament or other authority by a provision in an empowering Act	Statewide ³ Mandatory ⁴	<i>Education Services for Overseas Students Regulations 2001</i>	Governor-in-Council Minister Entity empowered under the related Act or by Parliament		N/A	www.comlaw.gov.au
Queensland								
Legislation (Qld)	Acts Statutes	Law enacted by Parliament	Statewide ³ Mandatory ⁴	<i>Education and Care Services Act</i> <i>Education (General Provisions) Act</i> <i>Further Education and Training Act</i>	Queensland Parliament	As per Legislative Compliance	N/A	www.legislation.qld.gov.au

¹ Registration allows legislative requirements to be met e.g. records management, retention and disposal, access to all versions during life of document

² Terms used in *Australian Policy Handbook 4th edition 2007* and *Queensland Policy Handbook 2nd Edition 2000*

³ Statewide means applies across Queensland

⁴ Mandatory is determined by direct interpretation of legislation. One cannot act at variance.

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Subordinate legislation (Qld)	Notices Orders Ordinances Regulation Rules Statutory or Legislative instruments	Law made by an entity who has the power delegated by the Parliament or other authority by a provision in an empowering Act	Statewide ³ Mandatory ⁴	<i>Education and Care Services Regulation</i> <i>Education (General Provisions) Regulation</i>	Governor-in-Council Minister Entity empowered under the related Act or by Parliament	As per empowering Act described in Legislative Compliance	N/A	www.legislation.qld.gov.au
Policy through government action²								
Policy	Substantive policy ⁵ Election commitments Action plans Ministerial Charter of Goals Cabinet decisions Minister's decisions Director-General's decisions	Outlines what the government intends to do through stated plans of action*.	Statewide ³ Mandatory ⁴	Action plans Frameworks Initiatives Statements Strategic Plans Strategies TAFE Fees and charges White papers	Cabinet (whole of government) Premier (whole of government) Minister (significant policy/financial amount) EMB (approves new, decommissioned or significantly revised policies and notes minor amendments)	Director-General Deputy Director-General Assistant Director-General	Minister's & DG's decisions: TRIM	Election Commitments & Ministerial Charter of Goals – www.cabinet.qld.gov.au Action Plans, White papers, Strategies, Initiatives, Frameworks, Statements – a link on policy page on DETE website Not published: cabinet, minister's and DG's decisions

⁵ Substantive policy was defined in Queensland Policy Handbook which is now out-of-date

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Directives	Substantive policy ⁵	Rulings issued under the <i>Public Service Act 2008</i> on matters relating to the employment conditions of chief executives, senior executives and public service employees.	Statewide ³ Mandatory ⁴	Recruitment and selection Gifts and benefits	Public Service Commission Chief Executive and the Minister responsible for industrial relations	Deputy Director-General (Corporate Services)	Public Service Commission	Hyperlinked to Public Service Commission on Policy and Procedure Register
Standards	Protocols Substantive policy ⁵	A set of practices used to ensure a level of attainment or requirements are achieved	Statewide ³ Mandatory ⁴	Queensland Government Information Standards	As per legislation under which the standards were created	Director-General Deputy Director-General Assistant Director-General	Various	Hyperlinked on Policy and Procedure Register
Procedure	Procedural policy ⁶ Templates	Step by step <u>process</u> a person should follow to achieve an outcome or result	Whole department or part of the Department Mandatory ⁴ or discretionary	How to make a complaint How to apply for leave	Director-General EMB (approves new, decommissioned or significantly revised procedures and notes minor amendments)	Director-General Deputy Director-General Assistant Director-General	DET Policy and Procedure Register (TRIM)	DET Corporate website (Policy and Procedure Register)

⁶ Procedural policy was used in Queensland Policy Handbook which is now out-of-date

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Authorisations and Delegations		The assignment of responsibility and accountability for specific outcomes or achievements to a specific individual or organisation unit.	Temporary or permanent	Financial Delegations of Authority Human Resource Management Delegations Delegations of legislative powers & responsibilities	As per legislation or instrument under which the delegation or authorisation was created	See attachment: <i>Delegations for Department of Education, Training and Employment</i>	TRIM	DET Corporate website (Policy and Procedure Register)
Guidelines		Non-binding information that assists inexperienced user to undertake a procedure. User may act in variance	Dependent upon on the overarching policy, procedure or legislation Discretionary	Best Practice Guides Checklists Fact, Information or Tip Sheets Frequently Asked Questions (FAQs) Manuals Work instructions	If created by the Department: Approved as part of the policy or procedure to which the guideline relates	If created by the Department: Director-General Deputy Director-General Assistant Director-General	As per overarching policy or procedure	As per overarching policy or procedure
Supporting documents		Documents to assist users to understand or comply with the policy, procedure or legislation	Dependent upon on the overarching policy, procedure or legislation	Definitions Forms Notices Registers Sample legal agreements Sample letters	Approved as part of the policy, procedure or legislation to which the supporting document relates	As per overarching policy, procedure or legislation	As per overarching policy, procedure or legislation	As per overarching policy, procedure or legislation