

Policy and Procedure Register

Publication approval schedule

The [Policy and procedure development and improvement cycle](#) procedure sets out the process for developing, updating or decommissioning a policy or procedure. A key part of this process is obtaining the correct approvals for documents to be added, updated or removed from the [Policy and Procedure Register](#) (PPR).

The head of each division (Deputy Directors-General (DDGs) and the Chief Finance Officer (CFO)) are the owners, and therefore approvers, of all policy and procedure documents for their division. These content owners may nominate others to approve updates to policies and procedures on their behalf.

Approval by activity

The level of approval required for a document depends firstly on the activity being performed.

Activity	Approval
Developing	Content owners must approve all new policies and procedures before they can be published. When seeking the final approval for the policy or procedure, authors should propose nominated approvers for future updates. Authors must provide a record of new approved nominations to the PPR team to update the master publication approval schedule.
Updating	Content owners have nominated approvers for updates to policies and procedures considering the sensitivity of the content and extent of the change. Authors can check current nominated approvers at CM 20/519237 (DoE employees only).
Transferring	Between divisions, requires approval from the transferring content owner and the receiving content owner.
Decommissioning	The content owner must approve the decommissioning of all policies and procedures from the PPR.

Seeking approval nominations for updates

The below information provides some guidance to authors when seeking approval nominations for their policies and procedures. Authors should take into account the extent and impact of the change, the sensitivity of the content, and how their business area manages approval nominations. The final decision on the nomination rests with the content owner (DDG/CFO).

Administrative updates are minor changes that are non-contentious in nature.

For example:

- updating hyperlinks
- updating contact details
- clarifying wording.

Approvals by Director or Executive Director level may be suitable.

Authors should contact their policy coordinator or the [PPR team](#) for assistance.

Major updates alter content of the document in a way that has real consequence for the audience. They may be contentious or sensitive.

For example:

- change in the scope of a policy
- new duties for staff in procedures
- new attachments
- amending criteria for making decisions
- relating to areas of lowest risk appetite for the department, such as student safety.

Approvals by Executive Director, ADG or DDG/CFO may be suitable.

A **full review** is where a comprehensive review and consultation process has been undertaken, which includes:

- consideration of the relevance of content and related strategies, services, etc.
- consultation with internal and external stakeholders
- quality assurance review conducted by the PPR team

Document review dates can only be updated with a full review.

DDG/CFO retention of approval authority may be suitable.