

Development of Policy and Procedure: Key Roles and Responsibilities



1.1 Responsible Parties

The following parties have specific responsibilities in the development and implementation of policies and procedures:

- Accountable Officer
- Responsible Officer
- Drafter
- Accountable Officer Nominee
- Manager (Policy Services)
- Policy Services.

1.2 Accountable Officer – Policy

The Accountable Officer is the person who leads the development of the policy by scoping the policy and submitting a [Policy and Procedure Development Proposal \(located in the Policy Instrument Tracker\)](#) to Policy Services. Once endorsement is received from Policy Services, the Accountable Officer is responsible for producing the initial draft of a policy either by taking on this task themselves or identifying an individual or group to take on the role of Drafter. The Accountable Officer facilitates the consultation process and subsequent refinement of the policy, as determined by the primary stakeholder group, and oversees its progress through the endorsement and approval pathways.

The Accountable Officer is responsible for completing the [Deployment Plan \(located in the Policy Instrument Tracker\)](#), gaining approval and overseeing its execution.

On the recommendation of the Responsible Officer, the Accountable Officer for a policy becomes the Approver of any pursuant procedures unless indicated otherwise in the approved pursuant to the [Policy and Procedure Framework](#). The Accountable Officer is responsible for regular reporting of approved procedure which will be coordinated by the Manager (Policy Services).

1.3 Responsible Officer – Procedure Pursuant to a Policy

The Responsible Officer is nominated via the [Policy and Procedure Deployment Plan \(located in the Policy Instrument Tracker\)](#) by the Accountable Officer for the overarching policy. The Responsible Officer may or may not be the same person as the Accountable Officer. The Responsible Officer is responsible for scoping the procedure and submitting a [Policy and Procedure Development Proposal \(located in](#)

[the Policy Instrument Tracker](#)) to Policy Services. The Responsible Officer is responsible for producing the initial draft of each procedure pursuant to a policy. More than one Responsible Officer may be assigned depending on the number and nature of the procedures. Accountability for the procedure rests with the Accountable Officer.

The Responsible Officer is responsible for scoping and producing the initial draft of a procedure, either by taking on this task themselves or identifying an individual or group to take on the role of Drafter. The Responsible Officer facilitates the consultation process and subsequent refinement of the procedure, as determined by the primary stakeholder group and oversees its progress through any endorsement and approval pathways.

The Responsible Officer is responsible for completing the [Policy and Procedure Deployment Plan \(located in the Policy Instrument Tracker\)](#), gaining approval and overseeing its execution.

1.4 Drafter

The Drafter is, or may be appointed by, the Accountable Officer (in the case of policy)/Responsible Officer (in the case of procedure). The Drafter is the person or primary stakeholder group responsible for leading the initial drafting and subsequent refinement of the policy or procedure, including research and writing.

1.5 Accountable Officer Nominee

The Accountable Officer Nominee (Nominee) is nominated by the Accountable Officer to represent a functional area of policy/procedure development in Policy Services. The Nominee attends meetings of the Policy Implementation Team and provides a coordination and/or management point for all policy and procedure development within that functional area. Examples of functional policy areas include: Financial Services, USQSafe and the Academic Division.

Responsible Officers and Drafters should keep the Nominee apprised of the status of all policy/procedure review and development. The Nominee may also be a Responsible Officer or Drafter.

1.6 Manager (Policy Services)

The Manager (Policy Services) is responsible for the overall coordination of the development and review of policies and procedures across the university. The Manager (Policy Services) is responsible for checking that final drafts of policies and procedures conform to the [Policy and Procedure Framework](#) and for gazetting policies and forwarding any feedback received to the Accountable Officer. Upon approval of a policy or procedure, the Manager (Policy Services) will ensure that HPE CM records and metadata are updated and the policy or procedure is successfully published to the [Policy and Procedure Library](#).

The Manager (Policy Services) is available to provide advice and coaching to staff tasked with scoping, drafting, implementing or reviewing a policy or procedure and will assist staff with access to policy and procedure related resources.

The Manager (Policy Services) is responsible for coordinating the regular reporting of approved procedures to the Vice-Chancellor's Committee.

The Manager (Policy Services) is **not** responsible for drafting, preliminary consultation, gaining endorsement and approval, or deploying a policy or procedure.

1.7 Policy Services

Policy Services is responsible for assessing the Policy/Procedure Development Proposal and determining the correct hierarchy level and subsequent approval pathway.

2 References

Nil.

3 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

4 Policy Information

Subordinate Schedules	
Accountable Officer	Executive Director (Corporate Management Services)
Policy Type	University Procedure
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	
Related Policies	Policy and Procedure Framework
Related Procedures	Policy and Procedure Development Proposal (located in the Policy Instrument Tracker) Policy and Procedure Deployment Plan (located in the Policy Instrument Tracker)
Related forms, publications and websites	Policy and Procedure Library
Definitions	Terms defined in the Definitions Dictionary

	Accountable Officer Responsible Officer Drafter Manager(s)
	Definitions that relate to this policy only
Keywords	
Record No	13/700PL