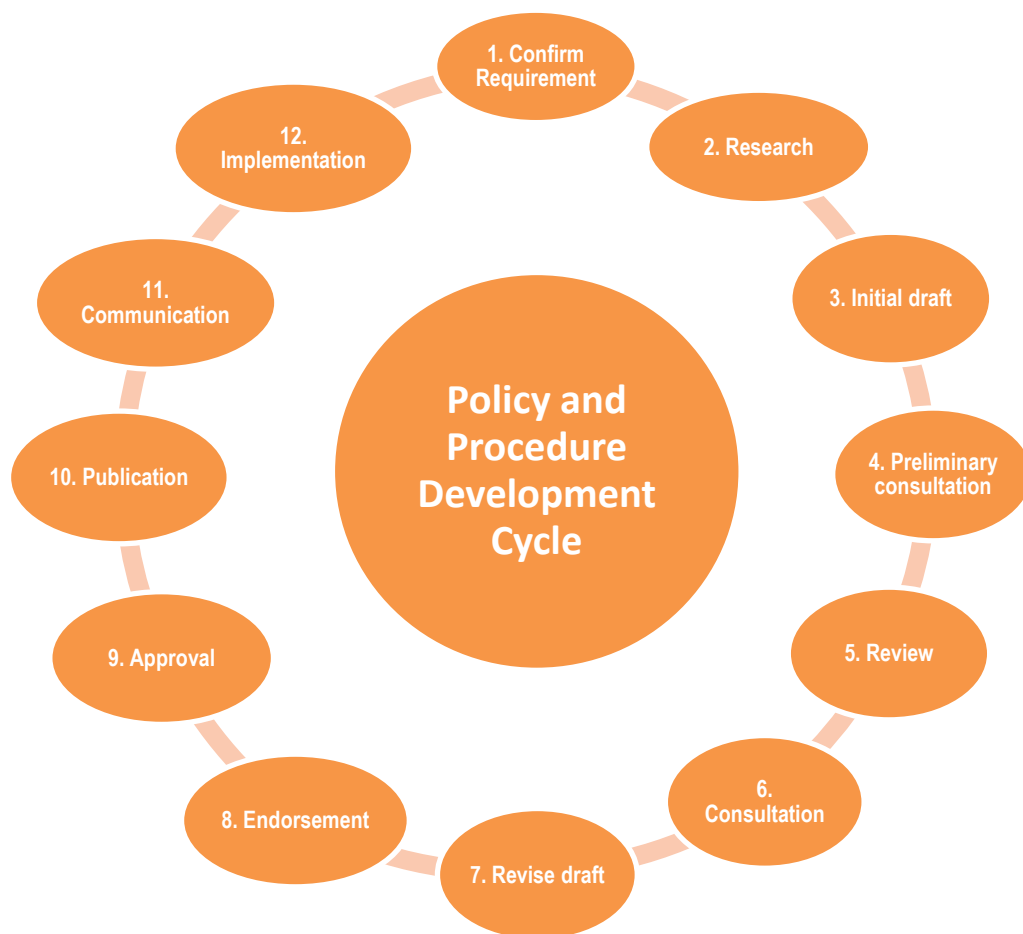




## POLICY AND PROCEDURE DEVELOPMENT INFORMATION SHEET

This **Information Sheet** provides guidance regarding the University of Southern Queensland's cycle governing the development **of new policies and procedures**.



**Figure 1: USQ Policy and Procedure Development Cycle**

The following table provides information regarding each stage of the cycle, extracted from the *Policy and Procedure Framework*, and the resources available to support this process. The term 'policy' refers to all [Policy Instruments](#). For further assistance email [policy@usq.edu.au](mailto:policy@usq.edu.au)

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
<b>1 CONFIRM REQUIREMENT</b>	Accountable Officer*	Check the Policy and Procedure Library and Policy and Procedure Development and Review Schedule to ascertain if policy already exists or is scheduled for development.	<a href="#">Policy and Procedure Library</a> Dedicated <a href="#">SharePoint</a> site or email <a href="mailto:policy@usq.edu.au">policy@usq.edu.au</a>	
		Prepare and submit a Policy and Procedure Development Proposal (endorsed by the proposed Sponsor) to Policy Services to demonstrate need and establish scope, rationale, key stakeholders and required consultation and proposed approval pathway and timeframes	RM container 13/PL/1  Policy and Procedure Framework <a href="#">Resources</a> (13/PL/1): <i>Policy and Procedure Development Proposal, Policy Development Flowchart, Policy and Procedure Manual, Endorsement and Approval Pathways</i>  <a href="#">University meeting schedule</a>	
	Policy Services	Review Policy and Procedure Development Proposal with reference to Policy and Procedure Framework, clarify as required and make recommendation to ED (SBMI)	Policy Services Stage 1 proposal checklist 13/1106PL	
	ED (SBMI)	Consider/endorse Policy and Procedure Development Proposal		
	Policy Services/Corporate Records	Create appropriately named containers in RM, including policy/procedure/schedule templates, consultation and deployment templates, Stage 5 Review Drafters checklist, issues register and endorsed Policy and Procedure Development Proposal	RM container 13/PL/1	
	Drafter**	Obtain access to RM if not already in place	Corporate Records <a href="#">website</a>	
<b>2 RESEARCH</b>	Accountable Officer or Drafter	Check the Institutional Issues Register maintained by Policy Services	RM 14/1PL or email <a href="mailto:policy@usq.edu.au">policy@usq.edu.au</a>	
		Examine the Compliance Register for compliance obligations and requirements within <a href="#">Regulatory Compliance Instruments</a> , including the <a href="#">USQ Act 1998</a> and <a href="#">Statutes</a>	Compliance Register SharePoint site: <a href="https://intranet.usq.edu.au/sites/Compliance/SitePages/Home.aspx">https://intranet.usq.edu.au/sites/Compliance/SitePages/Home.aspx</a>  Legal Office's <a href="#">Legislation</a> webpage  <a href="#">USQ Council website</a>	
		Examine scope of existing USQ policies, procedures, schedules and definitions	<a href="#">Policy and Procedure Library</a>	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
			<a href="#">Definitions Dictionary</a>	
		Examine any related policies and procedures for relevancy	<a href="#">Policy and Procedure Library</a>	
		Examine University strategic, operational and other key institutional plans	<a href="#">Plans and Reports</a> on the USQ website	
		Conduct policy benchmarking by examining some examples of relevant external Australian University policy documents	<i>Information Sheet – Policy Benchmarking</i> (available via the <a href="#">Melbourne Policy website</a> )  Links to all <a href="#">Australian University Policy Websites</a> available on the Policy Library website or in RM container 13/PL/1	
		Record final research in relevant container in RM	Research record template (under development)	
<b>3 INITIAL DRAFT</b>	Accountable Officer or Drafter	Prepare initial draft of the policy using the approved templates within the appropriately named containers	Templates in relevant container in RM  Policy and Procedure Framework <a href="#">Resources</a> (13/PL/1): <i>Policy and Procedure Style Guide, Policy and Procedure Manual, Definitions Dictionary, Annotated Policy and Procedure Templates, Instructions for Writing a Policy and Procedure and Library Tutorials</i>  APA referencing tools refer to <a href="#">Library Tutorials</a>	
	Accountable Officer or Drafter	Develop initial draft of the Deployment Plan	Deployment Plan template in relevant container in RM  Email <a href="mailto:policy@usq.edu.au">policy@usq.edu.au</a>	
<b>4 PRELIMINARY CONSULTATION</b>	Accountable Officer or Drafter	Confirm primary stakeholders identified in the Policy and Procedure Development Proposal still relevant. Identify additional stakeholders, as required.	USQ <a href="#">Organisational Structure</a> Consultation Record Template in relevant container in RM	
		Conduct targeted preliminary consultation with primary stakeholders on draft content and deployment plan. Include Legal Office, Privacy Officer, Staff Consultative Committee and University Secretary, as appropriate.	Dedicated SharePoint site of organisational unit (for consultation purposes)	
		Record the consultation process.	Consultation record in relevant RM container	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
		Based on consultation outcomes, refine and redraft policy and deployment plan. Repeat process as required.	Policy drafts in relevant RM container	
		Record final draft post preliminary consultation in RM	Relevant RM container	
<b>5 REVIEW</b>	Accountable Officer or Drafter	Undertake drafter Stage 5 Review checks	Stage 5 Review Checklist in relevant RM container	
		Advise Policy Services of readiness for quality assurance checks	<a href="mailto:policy@usq.edu.au">policy@usq.edu.au</a>	
	Policy Services	Review the draft policy to ensure compliance with the Policy and Procedure Framework and liaise with Accountable Officer/Drafter as required	Policy and Procedure Framework Content in relevant RM container Stage 5 Review Checklist in relevant RM container	
		Ensure final reviewed version in RM and enable restricted track changes	Relevant RM container	
<b>6 CONSULTATION</b>	Policy Services	For policy only - gazette draft policy for a period of 2 weeks	<a href="#">Policy Gazettal SharePoint site</a> Gazettal Instructions 13/453PL Relevant RM container	
		Provide collated feedback to Accountable Officer or Drafter	Relevant RM container	
	Accountable Officer or Drafter	Provide draft to any other stakeholders for feedback	Dedicated SharePoint site of organisational unit Relevant container in RM	
<b>7 REVISE DRAFT</b>	Accountable Officer or Drafter	Based on consultation outcomes, refine and develop final draft of policy and Deployment Plan. Repeat process as required.	Dedicated SharePoint site of organisational unit or Relevant container in RM	
		Detail final outcomes of the consultation process in the Consultation Record	Consultation Record template in relevant container in RM	
		Record final draft of policy in RM	Relevant RM container	
	Policy Services	If changes significant, undertake review of final draft policy and Deployment Plan	Relevant RM container	
<b>8 ENDORSEMENT</b>	Accountable Officer or Drafter	Submit final draft of policy to endorsing delegate/committee, recommending: <ul style="list-style-type: none"> <li>Proposed effective date;</li> <li>Repeal of relevant instruments;</li> <li>Public or secured (staff only) publication; and noting</li> </ul>	Policy and Procedure Development Proposal in relevant RM container  Policy and Procedure Framework <a href="#">Resources</a> (13/PL/1): <i>Policy Development Flowchart, Policy and Procedure Manual, Endorsement</i>	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
		<ul style="list-style-type: none"> <li>the impact of endorsement/approval on other policy and that such endorsement may be subject to editorial amendment of the documentation</li> </ul>	<i>and Approval Pathways</i>  <a href="#">University Committee Structure</a> <a href="#">University meeting schedule</a>  Briefing paper templates in RM Container 13/PL/1	
		Finalise Deployment Plan	Deployment Plan template in relevant container in RM	
	Endorsing committee(s)/ delegates or relevant committee support officer	Consider and endorse recommendations in the relevant briefing paper	Committee minutes	
		Forward to other endorsing committee(s)/delegate(s), as appropriate	Committee minutes	
	Accountable Officer or Drafter	Monitor progression of documentation through the endorsement process	Committee minutes	
	Final endorsing committee or relevant committee support officer	Endorse and recommend approval of the policy and related recommendations, and forward to the relevant Approval Authority	Policy and Procedure Framework <a href="#">Resources</a> (13/PL/1): <i>Policy Development Flowchart, Policy and Procedure Manual, Endorsement and Approval Pathways</i>	
<b>9 APPROVAL</b>	Policy Approval Authority	Approve the policy and related recommendations and advise the Accountable Officer and Policy Services	Committee minutes	
	Policy Services	Undertake pre-publication compliance checks/Compliance Register update	Relevant RM container Policy Services RM Procedures 13/PL/1-35 (under development) Compliance Register 16/1200PL	
	Drafter	Submit the Deployment Plan to the Accountable Officer for approval	Deployment Plan in relevant RM container	
	Accountable Officer	Approve the Deployment Plan	Relevant Deployment Plan	
	Drafter	Record approved Deployment Plan in RM	Relevant RM container	
<b>10 PUBLICATION</b>	Policy Services	Submit approved policy to Corporate Records for publication	Publication direction in 14/805PL	
	Corporate Records	Run pre-publication checks and record approval evidence in relevant RM container. Update the RM file, as appropriate, publish the policy in the Policy and Procedure	Publication Director Macro Policy Services RM Procedures 13/PL/1-35 (under development)	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
		Library, advise Policy Services, Accountable Officer and Drafter		
<b>11 COMMUNICATION</b>	Policy Services	Advise USQ staff members of the new or revised policy via the quarterly all staff Policy and Procedure Update email	<a href="#">Policy Library</a> Website Branded email template 15/2406PL	
<b>12 IMPLEMENTATION</b>	Accountable Officer (or nominee)^	Implement the policy as per the approved Deployment Plan	Office of the DVC (S&C) facilitates all student communications	

\* The [Policy and Procedure Framework](#) provides the authority for the above process and outlines the role of the [Accountable Officer](#).

\*\* The [Drafter](#) is appointed by the Accountable Officer.

^ The Accountable Officer is responsible for coordinating the implementation of the policy via the Deployment Plan. The Accountable Officer may choose to delegate responsibility for implementation to a [Responsible Officer](#), as per the Policy and Procedure Framework.