



POLICY AND PROCEDURE DEVELOPMENT INFORMATION SHEET

This **Information Sheet** helps to explain how the University of Southern Queensland develops and updates **policies and procedures**.

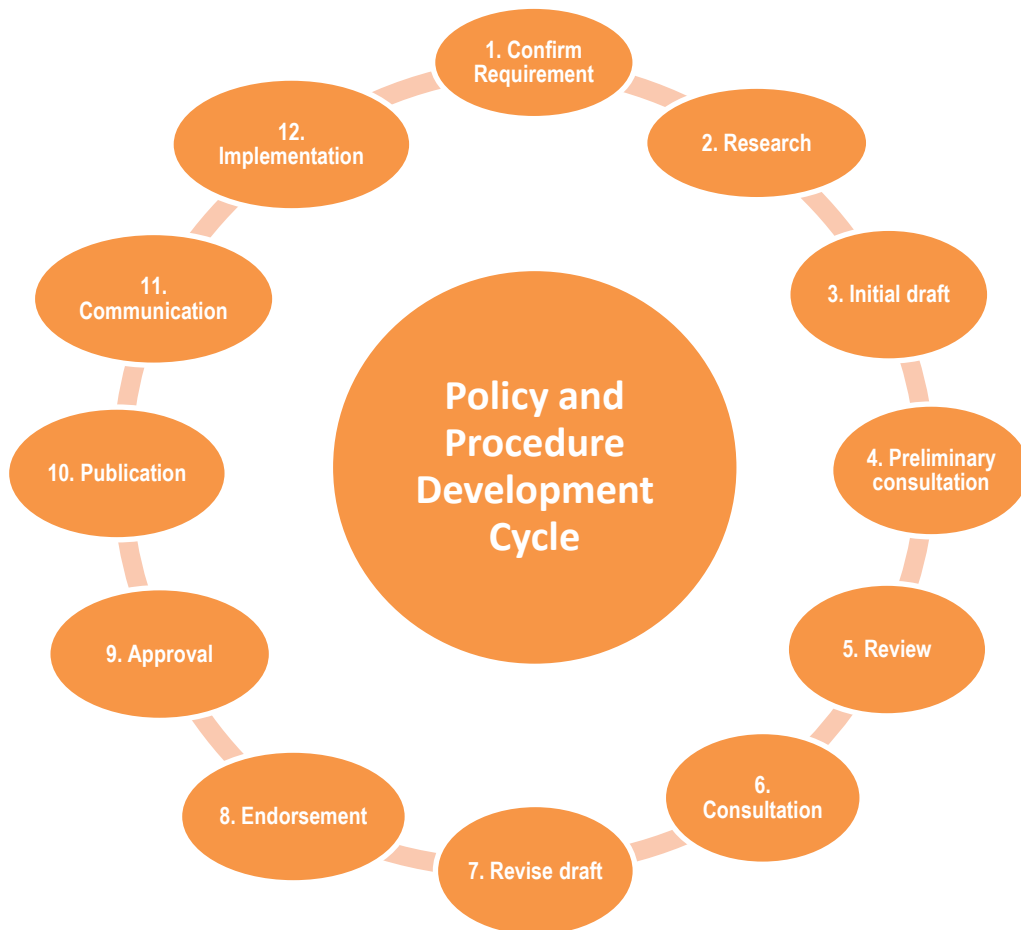


Figure 1: USQ Policy and Procedure Development Cycle

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

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
1 CONFIRM REQUIREMENT	Accountable Officer*	Determine if the policy or procedure already exists or is scheduled for development.	Policy and Procedure Library Dedicated SharePoint site or email policy@usq.edu.au	
		Identify a Drafter. Review and approve a Policy and Procedure Development Proposal and support Drafter in obtaining support from proposed Sponsor.	Policy and Procedure Library Resources	
	Drafter**	Obtain Policy and Procedure Development Proposal Template from Policy and Procedure Library Resources. Prepare and submit (endorsed by the proposed Sponsor) to Policy Services. Obtain access to CM if not already in place.	Policy and Procedure Library Resources Endorsement and Approval Pathways University meeting schedule Corporate Records website	
		Policy Services	Review Policy and Procedure Development Proposal with reference to Policy and Procedure Framework, clarify as required and make recommendation to ED (Corporate Management Services)	Policy Services Stage 1 proposal checklist 13/1106PL
	ED (Corporate Management Services)	Consider/endorse Policy and Procedure Development Proposal		
	Policy Services/Corporate Records	Create appropriately named containers in CM, including policy/procedure/schedule templates, consultation and deployment templates, Stage 5 Review Drafters checklist, issues register and endorsed Policy and Procedure Development Proposal	CM container 13/PL/1	
2 RESEARCH	Accountable Officer or Drafter	Check the Institutional Issues Register maintained by Policy Services to see if there are any relevant issues listed that relate to the policy or procedure in development.	CM Record 14/1PL or email policy@usq.edu.au	
		Consider what (if any) Regulatory Compliance Instruments may apply, including the USQ Act 1998 . Consult the Compliance Register.	Policy and Procedure Library Resources Legal Office's Legislation webpage	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
		Examine scope of existing USQ policies, procedures, schedules and definitions	Policy and Procedure Library Definitions Dictionary	
		Examine any related policies and procedures for relevancy and identify those with a direct connection.	Policy and Procedure Library	
		Examine University strategic, operational and other key institutional plans	Plans and Reports 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 Melbourne Policy website) Links to all Australian University Policy Websites available on the Policy Library website or in CM container 13/PL/1	
		Record final research in relevant container in CM	Policy and Procedure Research Log Template or in CM 16/909PL	
3 INITIAL DRAFT	Accountable Officer or Drafter	Prepare initial draft of the policy using the approved templates provided in CM after the approval of the Policy and Procedure Development Proposal. Refer to the various available resources while drafting.	Templates in relevant container in CM Policy and Procedure Framework Resources (13/PL/1): <i>Policy and Procedure Style Guide, Policy and Procedure Instrument Procedure, Definitions Dictionary, Annotated Policy, Procedure and Schedule Templates , Instructions for Writing a Policy, Procedure, Schedules and Definitions and Library Tutorials</i> APA referencing tools refer to Library Tutorials	
	Accountable Officer or Drafter	Develop initial draft of the Deployment Plan using the template provided in CM after the approval of the Policy and Procedure Development Proposal.	Deployment Plan template in relevant container in CM	
4 PRELIMINARY CONSULTATION	Accountable Officer or Drafter	Confirm primary stakeholders identified in the Policy and Procedure Development Proposal still relevant. If not, inform Policy Services via email, including rationale. Identify additional stakeholders, as required.	USQ Organisational Structure Consultation Record Template in relevant container in CM	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
		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 CM container	
		Based on consultation outcomes, refine and redraft policy and deployment plan. Repeat process as required. It is recommended that a decision not to adopt consultation feedback be discussed with the relevant stakeholder to avoid delays during later stages.	Policy drafts in relevant CM container	
		Record final draft post preliminary consultation in CM	Relevant CM container	
5 REVIEW	Accountable Officer or Drafter	Undertake Drafter Stage 5 Review checks.	Stage 5 Review Checklist in relevant CM container	
		Obtain/record Accountable Officer assurances (confirmation that all has been completed per process) in CM. This can be done via email.		
		Confirm that all relevant supporting templates (Deployment Plan, Consultation Record, Research/Benchmarking) are completed/lodged in CM.		
		Advise Policy Services of readiness for quality assurance checks	policy@usq.edu.au	
	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 CM container Stage 5 Review Checklist in relevant CM container	
		Ensure final reviewed version in CM and enable restricted track changes	Relevant CM container	
6 CONSULTATION	Policy Services	For policy only - gazette draft policy for a period of 2 weeks	Policy Gazettal SharePoint site Gazettal Instructions 13/453PL Relevant CM container	
		Provide collated feedback to Accountable Officer or Drafter	Relevant CM container	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
	Accountable Officer or Drafter	Provide draft to any other stakeholders for feedback	Dedicated SharePoint site of organisational unit Relevant container in CM	
7 REVISE DRAFT	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 CM	
		Detail final outcomes of the consultation process in the Consultation Record	Consultation Record template in relevant container in CM	
		Record final draft of policy in CM	Relevant CM container	
	Policy Services	If changes significant, undertake review of final draft policy and Deployment Plan	Relevant CM container	
8 ENDORSEMENT	Accountable Officer or Drafter	Submit final draft of policy to endorsing delegate/committee, recommending: <ul style="list-style-type: none"> Proposed effective date; Repeal of relevant instruments; Public or secured (staff only) publication; and noting the impact of endorsement/approval on other policy and that such endorsement may be subject to editorial amendment of the documentation 	Policy and Procedure Development Proposal in relevant CM container Briefing paper templates in CM Container 13/PL/1 Policy and Procedure Framework Resources (13/PL/1): <i>Policy Development Flowchart, Endorsement and Approval Pathways</i> University Committee Structure University meeting schedule	
		Finalise Deployment Plan	Deployment Plan template in relevant CM container	
	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 Resources (13/PL/1): <i>Policy Development Flowchart, Endorsement and Approval Pathways</i>	

CYCLE STAGE	RESPONSIBILITY	STEPS	WHERE TO LOOK FOR RESOURCES	Complete ✓
9 APPROVAL	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 CM container Policy Services CM 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 CM container	
	Accountable Officer	Approve the Deployment Plan	Relevant Deployment Plan	
	Drafter	Record approved Deployment Plan in CM	Relevant CM container	
10 PUBLICATION	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 CM container. Update the CM file, as appropriate, publish the policy in the Policy and Procedure Library, advise Policy Services, Accountable Officer and Drafter	Publication Director Macro Policy Services CM Procedures 13/PL/1-35 (under development)	
11 COMMUNICATION	Policy Services	Advise USQ staff members of the new or revised policy via the quarterly all staff Policy and Procedure Update email	Policy Library Website Branded email template 15/2406PL	
12 IMPLEMENTATION	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.