

**DOCUMENT APPROVAL CHECKLIST**

**Policy Cycle Stage 4**

***Complete this checklist and send to the*** ***Policy Unit*** ***before the Approval Authority***

**Title of Policy Document(s)**

**Summary of Policy Document(s)**

*This text is for publication on* [*Policy Central*](https://policies.mq.edu.au/home)

**Identify any related Policy Document(s) or supporting documentation that are also under development or review and expected completion dates**

**Identify any impacts on the Delegations of Authority [**[**Appendix 2 Register**](https://policies.mq.edu.au/document/view.php?id=53)**] and/or** [**University Rules**](https://www.mq.edu.au/about/about-the-university/governance/macquarie-university-council/calendar-of-governance%2C-legislation-and-rules) **and/or University Policy Documents**

**Specify who has been consulted on the development or review (including committees)**

**Implementation and Communication**

*Describe the implementation and communication strategies.*

For policy documents that are new, have been fully reviewed, or undergone major change, also attach *a completed Implementation and Communication Plan (refer Policy Cycle Tips
Stage 6)*

**Implementation Officer**

*This is the position authorised by the Approval Authority/ies who is responsible for promulgation and implementation.*

Position: Occupant name:

Ext / Email:

**Contact Officer**

*The primary point of contact for queries about the policy document (may be the same as the Implementation Officer).*

Position: Occupant name:

Ext / Email:

Forward the completed checklist and the final draft documents to the Policy Unit policy@mq.edu.au **prior to submitting to the Approval Authority.**

When the Policy Unit has confirmed that the document aligns with the Policy Framework Policy it will be returned to the Implementation Officer who is to submit it to the Approval Authority/ies.

**Policy Unit confirmation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Name Position Date

**Approval Authority/ies:**

**Comments:** *(if required)*

Approval Authority\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Name Position Date

\* The Approval Authority/ies refers to the position/s authorised in the [Delegations of Authority Register](https://policies.mq.edu.au/document/view.php?id=53) to approve Policy Documents in a particular functional area. Where the application of a Policy Document has a significant impact on more than one functional area, co-approvers may be required. If unsure of the appropriate Approval Authority/ies, please contact the Policy Unit.

Approval Authority to return to Implementation Officer.

Implementation Officer to forward this checklist, the final approved document and evidence of approval to the Policy Unit policy@mq.edu.au for publishing on Policy Central.