

**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://policies.mq.edu.au/browse) **and/or University Policy Documents**

**Specify the review strategies that have been undertaken including 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)*

**Responsible Officer**

*The position responsible for monitoring the effectiveness of a policy document and for reviewing it.*

Position: Occupant name:

Ext / Email:

**Responsible Executive**

*The position with overarching responsibility for ensuring implementation and compliance of the policy document.*

Position: Occupant name:

Ext / Email:

**Enquiries Contact**

*The person who can be contacted if users have questions about the policy document.*

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 Responsible Officer who is to submit it to the Approval Authority.

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

 Name Position Date

**Approval Authority:**

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

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

 Name Position Date

\* The Approval Authority refers to the position 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. If unsure of the appropriate Approval Authority please contact the Policy Unit.

Approval Authority to return to Responsible Executive.

Responsible Executive 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.