Policy Cycle Tips Stage 4
Document Approval

INTRODUCTION

Policy Cycle: Stage 1: Approval to Proceed
Stage 2: Drafting / Writing
Stage 3: Consultation
Stage 4:   Document Approval
Stage 5: Publication
Stage 6: Implementation and Communication
Stage 7: Evaluation and Review

Following drafting and consultation, the policy document must be submitted, with a completed *Document Approval Checklist*, to the Policy Unit for quality assurance. It will then be ready for approval by the relevant Approval Authority.

QUALITY ASSURANCE

The Policy Unit will:
- proofread and edit the draft for compliance with the Policy Framework Policy and alignment with language in other University governance documents
- ensure that relevant consultation has occurred
- ensure that the Implementation and Communication Plan has been developed
- manage version controls and web-publishing compliance matters
- return the document to the Implementation Officer to clarify any questions, for subsequent submission to the Approval Authority.

DOCUMENT APPROVAL

The Approval Authority will:
- consider the draft or amended document and the information provided in the *Document Approval Checklist* and be satisfied that:
  - o the document has undergone the necessary process of consultation
  - o that the *Implementation and Communication Plan* is adequate
  - o that responsibilities are understood
  - o that all related issues, including other documents needing revision, have been addressed, and
  - o that the document addresses the reasons for the policy gap.
- approve the document as ready for publication using the *Document Approval Checklist*
- return the approved policy document and the Document Approval Checklist to the Implementation Officer for subsequent publication.

The Implementation Officer will:
- forward the completed *Document Approval Checklist,* the final approved document, and evidence of approval to the Policy Unit policy@mq.edu.au for publication on Policy Central.

NEXT STEP

The Policy Unit will publish the document (Tip Stage 5) and the Implementation Officer will enact *the Implementation and Communication Plan* (Tip Stage 6).