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).