If you have difficulty accessing these documents,
please contact the Policy Unit policy@mq.edu.au or 9850 4791.

MACQUARIE University

Policy Framework Procedure Flowchart

	RESOURCES	POLICY CYCLE	RESPONSIBLE OFFICER
Stage 1: Approval to proceed	Toolkit TIP Planning ATP Checklist	Identification of need for new policy OR review of existing policy APPROVAL TO PROCEED? (NO / YES)	Implementation Officer Policy Unit Approval Authority OR Approval Authorities
Stage 2: Drafting	Templates TIP Drafting TIP Writing	DRAFTING	Implementation Officer Policy Project Team
Stage 3: Consultation	TIP Consultation	CONSULTATION	Implementation Officer
Stage 4: Document Approval	Policy Framework Policy DA Checklist TIP Approval	COMPLIANCE WITH *POLICY FRAMEWORK POLICY*? (NO / YES) DOCUMENT APPROVAL? (NO / YES)	Policy Unit Approval Authority OR Approval Authorities
Stage 5: Publication	TIP Publication	PUBLICATION	Policy Unit Implementation Officer
Stage 6: Implementation & Communication	TIP Implement / Communicate	IMPLEMENTATION AND COMMUNICATION	Implementation Officer
Stage 7: Evaluation and Review	TIP Evaluate / Review	EVALUATION AND REVIEW	Implementation Officer Policy Unit