INTRODUCTION

Policy Cycle:

Stage 1: Approval to Proceed – Approval Authority action required
Stage 2: Drafting / Writing
Stage 3: Consultation
Stage 4: Document Approval – Approval Authority action required
Stage 5: Publication
Stage 6: Implementation and Communication
Stage 7: Evaluation and Review

The following roles are defined in the Policy Framework Policy:

Approval Authority: the name of the position or committee that is responsible for approving a Policy Document in accordance with the Delegations of Authority Register. The Approval Authority is ultimately responsible for subsequent compliance.

Implementation Officer: the name of the position that has operational responsibility for the promulgation and implementation of the Policy Document and generally the primary point of contact for any queries relating to the Policy Document. The Implementation Officer must be nominated and authorised by the Approval Authority.

ROLE OF APPROVAL AUTHORITY

Stage 1: Give approval to proceed with drafting to create new or substantially amended policy documents

Stage 4: Approve the policy document after it has been through the drafting and consultation stages, and confirm that it can be published on Policy Central.

Ensure that the University Community complies with the policy document.

ACTIONS REQUIRED OF APPROVAL AUTHORITIES

Stage 1: Approval to Proceed

If initial research into the reasons for a policy gap provides evidence that a new policy document is needed or substantial amendments need to be made to an existing document, the Approval Authority must give approval to proceed before any drafting begins.

The Approval Authority can expect to receive a completed Approval to Proceed Checklist for endorsement. The Approval to Proceed Checklist includes information on:

- the reason/s for the policy gap
- the benchmarking, research and consultation already undertaken
• other documents that may need to be developed or amended as a result of the new or amended policy document, and
• the proposed Implementation Officer, Policy Writer, and Project team members.

**ACTION STEP**

Consider the information provided in the *Approval to Proceed Checklist* and determine whether:
• to proceed with the drafting
• the Implementation Officer nominated is appropriate
• a Policy Writer can be allocated to the Project Team
• the Policy Unit has been consulted.

Endorse the *Approval to Proceed Checklist* accordingly.

**Stage 4: Document Approval**

Once the new or amended document has undergone drafting, wide consultation and quality assurance by the Policy Unit, the Approval Authority must give approval for it to be published on Policy Central.

The Approval Authority can expect to receive the following for endorsement:
• a completed *Document Approval Checklist*
• the draft documents.

**ACTION STEP**

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.