**Best Practices**

**Stage 5 - Publication / Posting**

**INTRODUCTION**

**Policy Cycle:** Stage 1: Predevelopment – Identify & Conduct Analysis-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

Now that the document has been quality assured by the Policy Unit and approved by the Approval Authority, it is ready for publication/positing on Document Central or other repository.

**DOCUMENT CENTRAL**

This should be the single source for all approved policy documents. Documents on Document Central / repository take precedence over any documents on any other website.

A designated person should be the only one that can publish a document or make amendments to any information on Document Central.

Supporting materials for policy documents, such as guidelines, protocols, operating manuals, toolkits, forms, are best published on the web pages of the appropriate area, but they must be linked from the documents on Document Central.

**NEXT STEP**

The Implementation Lead will advise the Policy Manager and other required bodies when the document is ‘live’ and enact the *Implementation and Communication Plan.*