

1. DEVELOPMENT

- Determine a need.
- Risk based thinking / Risk Assessment.
- Document hierarchy.
- Engage with Assurance Services.
- Identify policy owner & author.
- Review associated legislation and policy documents – create linkages.
- Consultation.
- Drafting.
- Feedback.
- Assurance Services support to proceed to approval.

2. APPROVAL

- Committee endorsement / support.
 - Associated Information.
- Cover memo / paper – summary.
 - Draft resolution.
 - Implementation plan.
 - Approval.

4. REVIEW

- Assessment of change and consistency.
- Residual risk assessment / risk based thinking.
- Determine ongoing need.
- Edit and review.
- Policy Approval & Policy Implementation OR Policy Rescission.

3. IMPLEMENTATION

- Publication.
- Communication.
- Implementation Plan Actions.
 - Monitoring.
 - Issues Register.

