



# Tanglin Gippsland Policy Development and Review Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

# 1 Overview

- 1.1 Tanglin Gippsland policies should be consistent with Tanglin’s Mission and Vision statements. Therefore, policy development and review should be seen as a reflection of current aims and goals as well as consideration, as far as possible, of future directions.
- 1.2 All members of the Tanglin community will seek to comply fully with campus policies and not deliberately ignore, contravene or undermine them.

# 2 Definitions

- 2.1 *Policy* at Tanglin Gippsland refers to an approved plan, or set of principles and guidelines, formulated and implemented to influence, determine, direct and limit Tanglin’s planning, decisions and actions. Policies will generally and ideally be formal written documents, although on occasions they may reflect decisions not yet incorporated into policy documents. Policies are not intended to specifically address every issue that may arise in the life of Tanglin, although they should establish clear principles and guidelines to facilitate wise and consistent decision-making.
- 2.2 *Procedure* (or operational procedure or procedural document) at Tanglin refers to a process or series of steps or agreed way of doing something to be followed as a consistent and repetitive approach to implement policy and accomplish desired day-to-day, operational and management outcomes. Procedures are generally initiated and approved at the senior leadership level and must always be consistent with policy. In conjunction with policies, they empower those within the Tanglin community to fulfil their duties, obligations and responsibilities with freedom, direction and consistency, and with a minimum of misunderstanding and conflict.

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### 3 Details

- 3.1 Policy oversight is a core Board responsibility, performed with the Head of Campus and Leadership Team. Development and review of policies may be delegated to individuals or committees at the discretion of the Board.
- 3.2 All policies should address fundamentals (i.e., matters of critical and/or enduring importance and significance) and be explicit, accurate, current, literal, and concise.
- 3.3 All policies should engender mutual accountability, be protective of relationships within the Tanglin community, and be free of discriminatory language.
- 3.4 All policies should be specific enough to give clear guidance, but broad enough to allow for contextualization and discretionary operational/administrative application.

#### 3.5 Policy Development

- 3.5.1 Policy development shall be driven by the Board, or by the Head of Campus and then recommended to the Board for approval.
- 3.5.2 Policy development will generally involve several draft stages, with documents being considered at more than one meeting prior to approval. However, the process may be streamlined where this does not compromise the quality of the final policy.
- 3.5.3 Draft policy documents should be clearly labelled as “draft”, and each review/development stage should be appropriately identified on the document.
- 3.5.4 The Board, Head of Campus and Leadership Team shall determine the extent of consultation with, and input requested from, members of the Tanglin community on a case-by-case basis in developing and reviewing policies.
- 3.5.5 Where relevant, input may be sought from scholars, experts & professionals, government departments, professional bodies and the broader community.
- 3.5.6 Every effort must be made to ensure that all policies are consistent with all applicable state and federal legislation and that they are reviewed when changes to legislation are enacted. When necessary, professional legal advice should be obtained. In the event of inconsistency, legislative requirements have precedence over policy.
- 3.5.7 Unless otherwise indicated, new policies come into effect from the date of approval.

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### 3.6 Policy Review and Amendment

- 3.6.1 All policies must be reviewed at least every three years. This does not prevent earlier review for legal or operational reasons.
- 3.6.2 The Head of Campus is responsible for oversight of the systematic review process.
- 3.6.3 A more frequent review cycle may be stipulated in individual policies if legally required or deemed operationally desirable.
- 3.6.4 The provisions in the section above pertaining to policy development are to be applied to the process of policy review as far as possible.
- 3.6.5 Grammatical and typographical corrections, and formatting improvements may be made at any time by the Head of Campus or delegate. No record need be kept of such changes and the version number remains unchanged.

### 3.7 Policy Format

- 3.7.1 As far as possible, policies should adhere to a uniform format template. The policy footer should contain the following information:
  - Policy name
- 3.8 Prepared by (Committee or Individual)
  - Date of initial approval, and commencement date (if different)
- 3.9 Date of last review (Term and Year)
- 3.10 Reviewed by (Committee or individual)
  - Year of next review
- 3.10.1 Whilst some variation is acceptable, policy documents will generally consist of the following main sections.
  1. Overview
  2. Definitions (of key words and terms contained therein)
  3. Details (may be divided into logical sub-sections)
  4. Communication
  5. Roles and Responsibilities
  6. Related Tanglin Gippsland Policies
  7. Policy Review
  8. Appendices

Note: This order is to be retained, even if one of the above sections is not included.
- 3.10.2 A section containing a list of related policies and links/references to external information sources may also be included but this does not form part of the policy itself and are therefore not subject to the same restrictions regarding review and amendment.
- 3.10.3 A policy may also include appendices, usually referenced within the text of the policy. Appendices should only be added where necessary to enhance the understanding of the policy and its application. Unless there is an explicit statement, or the context makes it very

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clear to the contrary, appendices do not form part of the policy itself and are therefore not subject to the same restrictions regarding review and amendment.

- 3.10.4 Generally, inclusion of procedures should be avoided or kept to a minimum in appendices. While many policies will logically require supporting operational procedures, it may be appropriate for some policies to specifically require the development and implementation of specific operational procedures and to place parameters on the purpose, scope and content of such procedures.

### 3.11 Communication and Access

- 3.11.1 Communication, distribution, implementation, and enforcement of policies is the Board's responsibility but will routinely be delegated to the Head of Campus.
- 3.11.2 Members of the Leadership Team with responsibility for specific areas of Tanglin operations should be briefed in relation to newly developed or reviewed policies prior to wider communication and distribution.
- 3.11.3 Care shall be taken to ensure that new staff members are aware of relevant policies as part of their induction program and are instructed in their practical application.
- 3.11.4 As determined by the Head of Campus, selected relevant policies may be distributed to prospective employees as part of the selection/employment process. Prospective employees may be given the opportunity to view additional policies upon request and at the Head of Campus' discretion.
- 3.11.5 Policies must be readily available to all those within the Tanglin community to whom they apply or upon whom they impact.
- 3.11.6 Selected policies may be made publicly available at the Head of Campus' discretion.
- 3.11.7 A master copy of every current policy must be maintained and stored securely. The master copy will have appended to it a schedule of changes made to it over time.
- 3.11.8 A master copy of superseded versions of all policies must be maintained securely in an archive to enable the policy position at any point in time to be ascertained.

## 4 Policy Review

- 4.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin's Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 4.2 Any significant changes to this policy must be approved by the Board.

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