

# TERANG COLLEGE

## POLICY DEVELOPMENT & COMMUNICATION

### POLICY (Operations)

#### 1. RATIONALE

The policies of the College guide and describe the main processes, functions and operations of the College. The development and review of policies should therefore have an agreed process so various stakeholders are part of the consultation and review process.

#### 2. AIMS

- 2.1 To have College policies in place to best guide the operations, goals and directions of the College.
- 2.2 All College policies must focus on the needs of students, staff and College operations.
- 2.3 To meet all legislative, compliance and duty of care requirements.

#### 3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. New policies will be created and modified to reflect the evolution of the College and focus on the needs of College students and operations.
- 3.3. The policies must describe the rationale, aims and implementations of the operations and directions of the College as a whole.
- 3.4. The process of considering College policies will be managed by the Principal, and or delegate, will be a continuous cycle, and will use a transparent and consultative process.
- 3.5. All policies will use the College policy layout including the following elements: College name, policy name, rationale, aims, implementation, evaluation and cycle review time.
- 3.6. Suggested development, reviewing or updating of policies are to be directed to the instigator listed in 3.5.
- 3.7. Draft policies will be circulated for input and approved as follows:

<b>Operations</b>	<b>Students / Curriculum</b>	<b>Staff</b>
<i>Instigator:</i> Principal (and or delegate)	<i>Instigator:</i> Leadership	<i>Instigator:</i> Principal (and or delegate)
<ul style="list-style-type: none"> <li>↘ Leadership</li> <li>↘ Staff</li> <li>↘ Leadership</li> <li>↘ Council Policy Committee</li> <li>↘ Council</li> </ul>	<ul style="list-style-type: none"> <li>↘ Curriculum</li> <li>↘ Staff</li> <li>↘ Curriculum</li> <li>↘ Council Policy Committee</li> <li>↘ Council</li> </ul>	<ul style="list-style-type: none"> <li>↘ Leadership</li> <li>↘ Consultative <i>(if necessary)</i></li> <li>↘ Leadership</li> <li>↘ Council Policy Committee</li> <li>↘ Council</li> </ul>

- 3.8. The College Business Manager or delegate will be responsible for the management and maintaining of:
  - 3.8.1. a database of policies and a review schedule to provide a timeline for reviews either annually or on a three-year basis.
  - 3.8.2. changes as a result of policy developments and / or reviews being widely advised to staff and parents.
  - 3.8.3. publicising the Operations and Student policies on the College website and Compass.
- 3.9. Any concerns relating to the policy process should be directed to the Principal or College Council.

#### 4. EVALUATION

- 4.1. This policy will be reviewed as part of the College's three-year review cycle.

*Approved by College Council 17/06/2019*