POLICY DEVELOPMENT PROCEDURE

Policy Hierarchy link	Policy Framework Policy			
Responsible Officers	The Principal			
Superseded Documents	Nil			
Review Date	March 2027			
Associated Documents	Moore Theological College Ordinance 1984 (amended 2009, 2011). Provisions Relating to the Structure, Operations, Membership and Delegations by the Governing Board to the Academic Board 2011 (amended 2013). Moore Theological College Register of Delegations.			
Version	**Endorsed by**	**Date**	**Approved by**	**Approval Date**	**Effective Date**
2.0	Academic Board	26 August 2022	The Principal	30 March 2023	30 March 2023

1 PURPOSE AND SCOPE

This document sets out the process for the development, approval and review of Moore Theological College (MTC) policies. The process is applicable to all policies and procedures – academic and operational – subject to approval by the Governing Board, the Principal or the Academic Dean.

2 DEFINITIONS

Governing Board	The Governing Board of Moore Theological College as set out in the MTC Ordinance.
Academic Board	The Academic Board of Moore Theological College as set out in the MTC Ordinance and the subsidiary Provisions Relating to the Academic Board approved by the Governing Board as amended.
Policy	A document identified as a "Policy" of MTC setting out the principles guiding the operations of MTC, and which is subject to legislation, the MTC Ordinance, the MTC strategic plan and other resolutions of the Governing Board.
Procedure	A document identified as a "Procedure" of MTC setting out the processes for implementation of MTC policy and which is subordinate to the relevant policy or legislation, approved by the Academic Dean (if an academic procedure) or by the Principal (all other procedures).
Register of Delegations	The Governing Board-approved document setting out authorities for individuals or formal committees to act under delegation from the Governing Board.
Policy Development Group	A group nominated by the Governing Board, Academic Board or Principal to review and/or develop a specific policy or procedure, under a nominated chair who will normally be a senior academic or administrative person.

Responsible Body	The board or committee of the College with the responsibility for approving minor revisions to policy.
Responsible Officer	A formal position within MTC responsible for implementation of a Policy and/or Procedure and who would typically chair the relevant Policy Development Group.

3   PROCEDURE

Policy development follows a four-step process: Planning, Development, Approval and Review.

3.1. Planning

3.1.1. New or revised policy may be developed in response to various factors such as changes in legislation or government policy, MTC strategic plans, the identification of policy gaps or in response to feedback from quality assurance mechanisms.

3.1.2. Preliminary planning will involve checking existing policies or procedures that may be modified or extended to cover additional matters under consideration. New policy will be developed only when it is necessary for compliance, maintaining standards and quality or to achieve strategic objectives.

3.1.3. If a need for a new or extended policy is established, the Principal or the Academic Dean will assign responsibility for the development of the policy to one or more faculty or staff.

3.1.4. In cases where policy development is complex and/or where consultation with external experts is required, a policy development group may be established under the oversight of a Responsible Officer indicated by the Governing Board, Academic Board or Principal, with a development timeframe.

3.2. Development

3.2.1. Adequate consultation with faculty and staff (and students where appropriate) is essential during the development of all policies and procedures.

3.2.2. In the development of new policy and associated procedures, key considerations and points of reference include relevant legislation, MTC strategic plans and other documents that directly affect the proposed policy. Similar policies at equivalent institutions should be reviewed.

3.2.3. In the process of developing policy, a clear rationale for the policy will be developed and there will be due consideration of the likely administrative impacts of the policy in its implementation. The Governing Board or Academic Board (in the case of academic policy) may seek information concerning these aspects of policy development prior to approval.

3.2.4. In the development of policies and procedures which potentially impact on student participation, there will be due consideration of the impacts on the recruitment, admission, participation, and completion of Aboriginal and Torres Strait Islander peoples.

3.2.5. The person or group responsible for developing a policy or procedure will seek assistance from senior faculty or staff as needed and may request legal or other professional advice from outside MTC.

3.2.6. Policy and procedure documents should be concise, written in plain English, use terminology consistent with existing MTC definitions, and ensure a clear separation between policy (principles) and procedures (implementation). Material in policies will not be duplicated in procedures except where it is essential for the clarity of the procedure's content.

3.3. Approval

3.3.1. The Policy Framework Policy describes the authority of the Governing Board to approve policy and the delegation of that authority, including the authority to approve procedures.

3.3.2. All policies and procedures are set out in the approved format, and current versions placed on the MTC Register of Policies and Procedures immediately following approval, with superseded versions removed. Policies and procedures will be published on the MTC website and intranet as appropriate to their purpose and content.

3.3.3. Some policy revisions will require changes to the Register of Delegations.

3.4. Review

3.4.1. All policies and procedures must be reviewed within four years of approval. A shorter timeframe for review may be nominated where it is warranted by the nature of the policy or procedure.

3.4.2. A review of a policy or procedure will consider any relevant changes in the legislative and regulatory context, developments in the strategy of the College, developments in associated policy and procedures, changes in the operational context of the College, and relevant feedback from quality assurance mechanisms. Recommended revisions may be justified to the approver in relation to these considerations, which in the case of formal meetings, should be included in the documentation of the meeting.

3.4.3. New or revised policies and procedures should be advertised to relevant students, staff, faculty, and officers of MTC promptly following approval.

3.4.4. All changes to policies and procedures must be approved with a revised version number, as indicated in the format below, i.e. "A.B" where "A" is the principal version number and "B" is the secondary version number. Major revisions will be reflected in a new principal version number. Minor revisions will be reflected in a new secondary version number.

3.4.5. The Responsible Officer, or the person proposing the revised version of a policy or procedure, will indicate using the version number whether the changes amount to a major or minor revision. This decision may be upheld or reversed by the entity that approves the revised policy or procedure. Where the Responsible Body is not the Governing Board or Academic Board and a suggested minor revision is decided to constitute a major revision, the revised policy will be endorsed to the Academic Board for approval in the case of academic policy and to the Governing Board for all other policies.

4   REVIEW & HISTORY

Version	Approved by	Approval Date	Effective Date	Sections modified
1.0	The Principal	March 2014	March 2014	New procedure
2.0	The Principal	30 March 2023	30 March 2023	Academic Dean assigned responsibility for approving academic procedures. System for approval of minor and major revisions developed.