



COUNCIL

MANUAL OF COMMITTEE STRUCTURE AND DELEGATIONS

Revised June 2016

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PART I – INTRODUCTION

This Manual defines the respective roles within the decision making process.

Delegation in this Manual means the assignment of a power or function to another together with the authority to carry out that duty or complete the action assigned.

The power of the Otago Polytechnic Council to delegate derives from Section 222 of the Education Act. The power of the Chief Executive of Otago Polytechnic to delegate derives from section 197 of the Education Act 1989. The key aspect of delegations under the Education Act is that **authority** to take actions or make decisions can be delegated, however **responsibility** cannot be.

This Manual cites, or in some cases paraphrases, the provisions of the Education Act 1989. Where direct quotations from the legislation are cited they are shown in *italics*.

Operative Date

This Manual will come into effect on 26 November 2010 and will continue in force until revoked by the Council.

PART II – DELEGATIONS BY COUNCIL

1. Council's powers to delegate under the Education Act

Section 222 of the Education Act gives the Otago Polytechnic Council the power to delegate. It can delegate any of its "**functions or powers**" (both under the Education Act or under any other Act) except its power to appoint the Chief Executive of Otago Polytechnic.

Note that the Council's power to delegate under section 222 of the Education Act is "*subject to any prohibitions, restrictions, or conditions contained in any other Act in relation to the delegation of the Council's functions or powers*", and "*does not limit any power of delegation conferred on the Council by any other Act*" (section 222(4) of the Education Act).

The ability to delegate recognises that Council members cannot be expected to deal with an excessive level of detail. Clearly it is impossible for Council members to know about every activity or transaction which the polytechnic enters into. However, as discussed above, the key aspect of delegations under the Education Act is that **authority** to take actions or make decisions can be delegated, however **responsibility** cannot be. A delegation does not affect the Otago Polytechnic Council's responsibility for the actions of the person acting under the delegation (Section 222(9) of the Education Act).

2. Council's powers and functions under the Education Act

Section 180 of the Education Act 1989 sets out Council's functions:

- "(a) To appoint a chief executive in accordance with the State Sector Act 1988, and to monitor and evaluate his or her performance:*
- (b) to prepare, negotiate, and adopt a charter for the institution:*
- (c) to adopt a profile for the institution:*
- (d) to ensure that the institution is managed in accordance with its charter and its profile:*
- (e) to determine the policies of the institution in relation to the implementation of its charter, the carrying out of its profile, and, subject to the State Sector Act 1988, the management of its affairs."*

Section 193 of the Education Act 1989 sets out Council's powers:

- "(1) The Council of an institution has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.*
- (2) Except where they are exercised by delegation under this Act, the following powers of an institution shall be exercised only by the institution's Council:*
 - (a) To provide courses of study or training, admit students (including provisionally and ad eundem statum) and grant awards:*
 - (b) To grant fellowships, scholarships, bursaries, or prizes:*
 - (c) To authorise the making of grants or loans out of the money of the institution to the chief executive, to members of the staff or students of the institution, or to any association of staff or students, on such terms and conditions as the Council thinks fit and guarantee loans made by other persons to the chief executive or members of the staff of the institution for housing purposes:*
 - (d) To accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:*

- (e) *To agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class (for example, the Council of a polytechnic may agree to the disestablishment of the polytechnic and its incorporation in a university):*
 - (ea) *To agree to the incorporation in the institution of another institution or other institutions, whether of the same class as itself or a different class from itself (for example, the Council of a university may agree to the incorporation of a polytechnic in the university):*
 - (f) *To arrange for the manufacture of, and distribute (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with the institution:*
 - (g) *To arrange for the provision of (whether by sale or otherwise) goods and services to staff or students of the institution or other persons using, or otherwise attending at, facilities of the institution:*
 - (h) *To prescribe fees payable by students of the institution or any of them:*
 - (i) *To establish boards or other bodies within the institution to give advice to the Council:*
 - (j) *To do anything incidental to the exercise of any of the preceding powers.*
- (3) *The council of an institution has power to appoint committees consisting of such persons, whether or not members of the council, as the council determines to exercise such powers as are delegated to them under [section 222](#) and such powers as are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.”*

In addition Council is given the power to make statutes under section 194 of the Education Act 1989:

- "(1) *The Council of an institution may make statutes, not inconsistent with this Act or the State Sector Act 1988, with respect to any of the following matters:*
- (a) *The good government and discipline of the institution:*
 - (b) *The imposition, by or on behalf of the Council, of penalties upon staff or students of the institution for contravention of or failure to comply with a statute with respect to a matter referred to in paragraph (a) of this subsection:*
 - (c) *Subject to Part 16 of this Act, the enrolment of persons in courses of study or training of the institution or the admission of persons to examinations of the institution:*
 - (d) *Subject to Part 16 of this Act, the courses of study and training of the institution:*
 - (e) *Subject to section 192(8) of this Act, the awards that may be granted by the Council and the requirements for those awards:*
 - (f) *The granting by the Council of fellowships, scholarships, bursaries, and prizes:*
 - (g) *The provision of superannuation or retirement benefits for, or in respect of, the chief executive or members of the staff of the institution:*
 - (h) *Any other matter required or permitted by this Act to be provided for by statutes.*

- (2) *If the Council of an institution makes a statute under subsection (1)(b) of this section providing for the imposition of penalties upon staff or students of the institution, the statute shall provide for the Council, if so requested by a member of the staff or a student upon whom a penalty is imposed, to review, or arrange for the review of, the amount of the penalty, the imposition of the penalty, or both."*

The Council has a separate power (section 222AB of the Education Act) to pass a statute in relation to the exercise of Council's power to appoint 4 members of Council in accordance with section 222AA of the Act.

3. **Who can Council delegate to?**

It is important to ensure that those to whom functions and powers are delegated to are capable of carrying out those tasks and that they will not exceed the scope of the delegation. For that reason section 222(1) of the Education Act states that Council can only delegate to:

- (i) the Chief Executive; or
- (ii) a Committee (including the Academic Board).

The Chief Executive is appointed by the Council, which must monitor and evaluate the Chief Executive's performance (section 180(1)(a) of the Education Act). Committees are also appointed by Council (section 193(3) of the Education Act).

4. **Committees**

Council has the power to appoint Committees, consisting of anyone the Council determines, whether or not they are members of the Council (section 193(3) of the Education Act). Council also has the power to alter, discharge and reconstitute those Committees. Accordingly the Council may co-opt to any Committee any person who, by reason of knowledge or experience, is likely to assist the Committee in its activities.

Committees only have the powers and functions which are specifically given to them by Council. These may be functions and powers that are delegated to them under section 222 of the Education Act, or powers that are conferred on them by statutes that the Council has made.

Members of Council who are not members of a Committee may attend any meeting of any Committee and may take part in debate at the meeting, but only members of a Committee may vote.

It should also be noted that the Academic Board is deemed to be a "Committee" for the purposes of section 222 of the Education Act, as if the powers that it has under the Education Act are powers that the Council has delegated to the Academic Board (section 222(11)). The Academic Board's role is set out in Section 182(2) of the Education Act 1989 which provides:

"The Council of an institution shall establish an academic board consisting of the institution's chief executive, and members of the staff and students of the institution, to—

- (a) *Advise the Council on matters relating to courses of study or training, awards, and other academic matters; and*
- (b) *Exercise powers delegated to it by the Council."*

5. **How delegations are to be made**

Delegations by the Council must be made in writing and signed by at least two Council members. They should clearly define the nature, purpose and limitation of the power or function that is being delegated.

6. **Subdelegations**

Powers and functions delegated by the Council may, in turn, be subdelegated by the Committee or the Chief Executive but only if the Council's **prior written approval** is obtained (Section 222(2) of the Education Act).

Such a subdelegation must be made in writing and signed by the Chief Executive, or at least 2 Committee members, as the case may be. It may only be made to Otago Polytechnic staff members; being either:

- (i) a specified staff member;
- (ii) staff members of a specified class; or
- (iii) the holder(s) of a specified office or class of offices (section 222(8) of the Education Act).

7. **Reporting back to Council**

Decisions made under delegated authority should be reported back to Council. The Chief Executive should report back to Council by submitting his or her decisions in writing to the Council meetings. Committees shall report back by submitting the minutes of their meetings to Council meetings, as required by the Standing Orders.

Rather than make a decision, the Chief Executive or a Committee may instead refer the matter back to Council with a suitable recommendation. The Council will then decide the matter.

PART III – DELEGATIONS BY THE CHIEF EXECUTIVE

1. **The Chief Executive's powers to delegate under the Education Act**

Section 197 of the Education Act gives the Otago Polytechnic's Chief Executive the power to delegate. He or she can delegate any of its "**functions or powers**" under the Education Act or under any other Act.

However the Chief Executive's power to delegate under section 197 of the Education Act is "*subject to any prohibitions, restrictions, or conditions contained in any other Act in relation to the delegation of the chief executive's functions or powers*", and "*does not limit any power of delegation conferred on the Council by any other Act*" (section 197(4) of the Education Act).

As discussed above, the key aspect of delegations under the Education Act is that **authority** to take actions or make decisions can be delegated, however **responsibility** cannot be. Delegation does not affect the Chief Executive's responsibility for the actions of the person acting under the delegation (section 197(a) of the Education Act).

2. **The Chief Executive's powers and functions under the Education Act**

The Chief Executive has the power to manage Otago Polytechnic's academic and administrative affairs (Section 196(1) of the Education Act).

3. **Who can the Chief Executive delegate to?**

The Chief Executive has the ability to delegate to:

- (a) the Academic Board; or
- (b) Otago Polytechnic staff members, being either:
 - (i) a specified member of staff;
 - (ii) members of staff of a specified class; or
 - (iii) the holder or holders of a specified office or class of offices (section 197(7) of the Education Act).

4. **How delegations are to be made**

Delegations by the Chief Executive must be made in writing. They should clearly define the nature, purpose and limitation of the power or function that is being delegated.

5. **Subdelegations**

Powers and functions delegated by the Chief Executive may, in turn, be subdelegated by the Academic Board or the staff members but only if the Chief Executive's **prior written approval** is obtained (section 197(2) of the Education Act).

Such a subdelegation must be made in writing and signed by the staff members, or at least 2 members of the Academic Board, as the case may be. It may only be made to Otago Polytechnic staff members.

PART III – GENERAL PROVISIONS APPLYING TO DELEGATIONS

The following are general provisions that apply to delegations (both by Council and the Chief Executive) and to any subdelegations:

1. Any person who is delegated functions or powers may perform or exercise them in the same way, and with the same effect, as if they were conferred directly on that person by the Education Act, unless the Council or Chief Executive:
 - (i) gives them general or special directions; or
 - (ii) imposes general or special conditions on the delegation (section 197(3)) of the Education Act.
2. If a person is purporting to act under a delegation, in the absence of proof to the contrary, they shall be presumed to be acting in accordance with the terms of the delegation (section 197(5) of the Education Act).
3. Every delegation to a Committee, the Academic Board or the Chief Executive will be unaffected by changes in the membership of that Committee or board or in the holder of the office of Chief Executive (Sections 222(6), 222(7) and 197(6)) of the Education Act.
4. Nothing in this Manual shall limit the power of the Council (in the case of delegations under section 222) and the Chief Executive (in the case of delegations under section 197) to exercise its power or function concurrently with, or in substitution for, a delegatee.
5. Any delegation will continue until revoked by the delegator in writing, which:
 - (i) in the case of a delegation by Council, must be signed by at least 2 members of Council;
 - (ii) in the case of a subdelegation by the Chief Executive or a Committee (under section 222(2)), must be signed by the Chief Executive and at least 2 members of the Committee.
6. In making a decision every delegatee must consider:
 - (a) Otago Polytechnic's Investment Plan, Strategic Directions and policies;
 - (b) the facts relevant to a matter.

If the facts relevant to any matter do not support a decision consistent with Otago Polytechnic's Investment Plan, Strategic Directions and policies the delegatee should submit the matter to the Council with a suitable explanation and recommendation.

PART IV – THE EXECUTION OF DOCUMENTS

1. Requirements for Contracts

The Public Bodies Contracts Act 1959 sets out the legal requirements for how Otago Polytechnic is to contract with others. Section 3 of the Act provides:

- (a) **Deeds:** A contract that must be a deed is to be made in writing under the Polytechnic's seal.
- (b) **Written contracts:** A contract that must be in writing is to be signed by an officer of the Polytechnic, on behalf of and with the authority of the Polytechnic. Alternatively it can be made in the same way as a deed (above).
- (c) **Oral Agreements:** A contract which is not required to be in writing may be entered into orally by an officer of the Polytechnic, on behalf of and with the authority of the Polytechnic, but only if it is for an amount \$1,000 or less. Alternatively such a contract can be entered into in the same way as a deed or written contract (above).

2. Who has authority to execute documents?

Section 167(1) of the Education Act governs Council's ability to authorise others to execute documents on the Polytechnic's behalf. It provides that Council may authorise a Council member or members, or a staff member or members "*to execute documents, or documents of a specified class or description, or specified documents*" on behalf of the Polytechnic. Such an authorisation must be made in writing and under the Polytechnic's common seal. The authorisation may be given:

- (a) *Unconditionally, or subject to any conditions the Council thinks fit:*
- (b) *To a specified member or members of the Council or a specified member or members of the staff of the institution:*
- (c) *To a member or members of the staff of the institution of a specified class or description:*
- (d) *To the holder or holders for the time being of a specified office or offices of or in the institution:*
- (e) *To the holder or holders for the time being of offices of a specified class or description of or in the institution.*

3. Use of Otago Polytechnic's Common Seal

Otago Polytechnic's common seal shall not be affixed to any document except in accordance with:

- a. a Council resolution; or
- b. an authorisation to execute documents under section 167(1) of the Education Act (section 167(3) of the Education Act).

If it is affixed pursuant to a Council resolution, the common seal must be countersigned by at least 2 council members (although one is sufficient in the case of the affixing of the common seal to an award) (section 167(4) of the Education Act). If it is affixed in accordance with an authorisation it must be countersigned in accordance with the authorisation (which must require at least 2 people to countersign it) (section 167(5) and (6) of the Education Act).

However the affixing of the institution's common seal on a document is conclusive proof of the authority of the people who affixed it to do so.

PART V – COMMITTEES

This part of this Manual describes the Committees that have been appointed by Council, and details their membership, functions and powers.

ACADEMIC BOARD

REPORTING TO Council

CHAIRPERSON Chief Executive or nominee

**DEPUTY
CHAIRPERSON** Chief Executive nominee

MEMBERS 1.1 Membership of the Academic Board will comprise:
a maximum of up to 16 core members (i.e. excluding co-opted members) as follows:

Members:

Chief Executive	(ex officio)
Director: Quality	(ex officio)
Director: Research and Enterprise	(ex officio)
Director: School Performance	(ex officio)
Director: Learning and Teaching	(ex officio)
Kaitohutohu	(ex officio)
Chair – Teaching and Learning Committee	(appointed by CE)
Chair – Research and Enterprise Committee	(appointed by CE)
Chair – Quality and Approvals Committee	(appointed by CE)
Two student representatives	
> the Convenor of the Student Sub Committee	(positional appointment)
> the President of OPSA	(positional appointment)
Two professorial staff	Note 1 (elected)
One Head of School	(elected)
One Māori academic staff representative	(elected)
One Principal Lecturer	Note 2 (elected)

Note 1 Elected members shall be for an initial term of 2 years, with a right to serve additional terms following re-election.

Note 2 If there are insufficient professorial staff to fill two positions, an additional Principal Lecturer shall be elected.

1.2 Academic Board may co-opt members from time to time

1.3 When the appointed Chair of a Standing Committee should be an ex officio member of Academic Board or any of its standing committees because of their role, they will only be listed in the membership once.

**MEETING
FREQUENCY** Monthly, or as necessary.

**AREAS OF
RESPONSIBILITY** The main role and function of the Academic Board is defined as:

- To advise the Council on matters relating to courses of study or training, awards, and other “academic matters” specifically, to advise on
- Academic Quality Management issues
- Academic policy and procedures
- Academic matters including consultation documents

POWER TO ACT To act on any academic matters specifically delegated by Council resolution in writing over the signature of the Chair and one other Councillor (refer delegations schedule).

To follow the requirements of the appropriate sections of The Education Act for the approval of programmes to the appropriate authority.

POWER TO RECOMMEND Academic Board has the power to recommend to Council any academic matter relevant to the Polytechnic.

FINANCE AND AUDIT COMMITTEE

REPORTING TO:	Council
CHAIRPERSON:	Appointed by recommendation of the Chair of Council and approved by Council at its February meeting each year.
DEPUTY CHAIRPERSON:	In the event of the Chair's absence, the Chair to nominate a deputy from the Committee as constituted on the day.
MEMBERS:	<p>Appointed by recommendation of the Chair of Council and approved by Council at its February meeting.</p> <p>Total membership of the Finance and Audit Committee is four Councillors including the Council Chair ex officio with voting rights.</p>
MEETING FREQUENCY:	Monthly, one week prior to the Council meeting.
QUORUM	Half the Committee.
AREAS OF RESPONSIBILITY:	<p>Financial Planning and Reporting</p> <ul style="list-style-type: none">• Review and monitor the development of annual and longer term budgets and forecasts and recommend their adoption to Council• Review and monitor asset management planning processes• Review and recommend to Council business cases for major capital expenditure• Review and recommend to Council the Polytechnic's Investment Plan• Monitor the financial performance and position of the Polytechnic against budget and forecasts through the review of monthly financial reports• Review and recommend to Council the Annual Report• Review, update and recommend to Council governance, accounting and finance policies• Assess and monitor financial risks to the Polytechnic• Monitor interaction with TEC and other key stakeholders <p>Audit</p> <ul style="list-style-type: none">• Review and monitor the operation of the strategies and policies to mitigate against fraud

- Oversee the internal audit plan and processes
- Oversee the external audit planning and processes
- Receive the reports of the external auditors and review their findings.
- Meet with the external auditors at least annually with management excluded.
- Monitor the progress made by management implementing recommendations from internal and external audits.

POWER TO ACT:

To conduct or authorise investigation into any matters within its area of responsibility. It is empowered to:

- Retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation.
- Seek any information it requires of the Polytechnic's CEO, or through the Chair of the Committee and the Chair of Council, directly from the Polytechnic's employees
- Meet external auditors or outside counsel as necessary.

POWER TO RECOMMEND:

The Finance and Audit Committee has the power to recommend to Management and to Council any action that it considers relevant to the financial viability of the Polytechnic.

EXECUTIVE COMMITTEE

REPORTING TO:	Council
CHAIRPERSON:	Council Chair
MEMBERS:	Chair, Deputy Chair and chairs of the sub committees: Finance and Audit and Kawanataka together with such other member(s) of Council as the Council shall agree
MEETING FREQUENCY:	As required
AREAS OF RESPONSIBILITY:	<p>This committee will be convened by the Council at its discretion in order to:</p> <ul style="list-style-type: none">• review on an annual basis the performance of the Chief Executive in such manner as it considers appropriate, to report to the Council in relation to such matters and to make recommendations to the Council as to any adjustments to the Chief Executive's salary package; and• undertake and perform such other tasks and responsibilities as shall be referred to it by the Council from time to time. <p>The minuted Council decision will include the committee's powers, function and duties, the date for the completion of the committee's work, and its interim and final report to the Council.</p>
POWER TO ACT:	As delegated by Council
POWER TO RECOMMEND:	As delegated by Council

NOMINATIONS & GOVERNANCE COMMITTEE

REPORTING TO:	Council
CHAIRPERSON:	Council Chair
MEMBERS:	Chair together with such other Council members as shall be approved by the Council from time to time.
MEETING FREQUENCY:	As required
AREAS OF RESPONSIBILITY:	The sole purpose of this committee is to bring recommendations to the Council in relation to the appointment of Council members (not exceeding four in number) and including a recommendation as to the term of any such appointment, as detailed in the Polytechnic's Statute in relation to the appointment of Council members.
POWER TO ACT:	As provided in the statute
POWER TO RECOMMEND:	As delegated by Council

KOMITI KAWANATAKA

- REPORTING TO:** Council
- CHAIRPERSON:** On recommendation of the Committee and with approval of Council
- DEPUTY CHAIRPERSON:** Elected by Committee
- MEMBERS:** The membership of Te Komiti shall not exceed 12 members including the Chair of Council (ex officio), the Runaka representative on Council, three Runaka appointees, two Mataawaka representatives, the Kaitohutohu, one Leadership Team representative, two staff representatives and up to one co-opted member.
- NB
- the Mataawaka representatives shall be appointed by the Kaitohutohu in consultation with the Chief Executive
 - The two staff representatives shall be appointed by the Kaitohutohu with the agreement of the Chief Executive.

Term of Membership

Appointment is for a term of three years and members are eligible for reappointment for another three year term to the maximum of six years.

MEETING FREQUENCY: Monthly, as required.

- AREAS OF RESPONSIBILITY:**
- To provide a strong functional relationship between the Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka), Council and management to ensure an effective Treaty relationship
 - To assist Council and the Chief Executive to maintain the relationship, ensure effective communication and monitor the implementation of the Memorandum of Understanding between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka) and Otago Polytechnic, including the development and monitoring of the Strategic Plan.
 - To ensure that Kai Tahutaka, as practiced by the Runaka, is the basis for all Maori activities, cultural and educational, within the Polytechnic.
 - To ensure the implementation of, monitor and make recommendations for any revision of the Memorandum of Understanding between Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc (kā Papatipu Rūnaka) and Otago Polytechnic
 - To advise Council and the Chief Executive

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POWER TO ACT: As delegated by Council

POWER TO RECOMMEND: As delegated by Council

STAFF COMMITTEE

REPORTING TO:	Council
CONVENOR AND DEPUTY CONVENOR:	The Committee shall appoint its own convenor and deputy convenor, one of which shall be a general staff member and the other an academic staff member
MEMBERS:	Up to 14 members being equal numbers of general and academic staff elected by the staff at large; 1 member of the Leadership Team; and 1 member of Council. The member of Council will preferably be a member appointed to Council by virtue of his or her educational experience and expertise. The elected staff members must be permanent members of the Otago Polytechnic staff; full time or proportional.
MEETING FREQUENCY:	Regularly, consistent with the annual cycle of Council meetings.
AREAS OF RESPONSIBILITY:	To consult widely with staff at large, so that a broad staff view is brought to bear on the matters about which the Committee offers advice
POWER TO ACT:	As delegated by Council
POWER TO RECOMMEND:	<p>The Committee shall advise Council on matters considered to be of a governance nature. Advice may be by way of a recommendation, or by providing a range of diverse views that reflect the staff perspectives.</p> <p>The Committee shall also provide advice to the CEO on matters which should be addressed by the Polytechnic management; including any employment matters.</p>

STUDENT COMMITTEE

REPORTING TO:	Council
CONVENOR AND DEPUTY CONVENOR:	The Committee shall appoint its own convenor and deputy convenor
MEMBERS:	<p>One representative from each designated school; one member or nominee of the Leadership Team; one member of Council and the elected president of OPSA.</p> <p>The representatives from each school shall be selected from the class representatives, or such other representative structure as may exist in the School, and will have a term of up to 3 years provided that they remain enrolled as students at Otago Polytechnic.</p>
MEETING FREQUENCY:	Regularly, consistent with the annual cycle of Council meetings.
AREAS OF RESPONSIBILITY:	To consult widely with students at large, so that a broad student view is brought to bear on the matters about which the Committee offers advice
POWER TO ACT:	As delegated by Council
POWER TO RECOMMEND:	<p>The Committee shall advise Council on matters considered to be of a governance nature. Advice may be by way of a recommendation, or by providing a range of diverse views that reflect the student perspectives.</p> <p>The Committee shall also provide advice to the CEO on matters which should be addressed by the Polytechnic management.</p>

STANDING ORDERS COMMITTEE

This committee will be convened by a minuted Council decision according to the process laid out in clause 30 of the Standing Orders adopted in 2003.