

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0105.02	
Title:	Policies		
Baldrige Criteria:	1 Leadership		
Chief Executive Approval:	Date of Approval: 17 July 2017	Effective Date:	17 July 2017
Previous Policy No:	na	Review Date:	as required
Contact Authority:	Director: Quality Services	Status:	Current

Purpose The Chief Executive has delegated to Policies Committee the responsibility to develop, review and recommend all academic and management policies for Chief Executive approval following appropriate consultation and advice from Academic Board and Executive Leadership Team. This policy sets out how policies and procedures are initially developed, reviewed, implemented, and made accessible to Otago Polytechnic staff and students.

Statutory Compliance Approved policies and procedures are intended at all times to comply and conform with current Ministry of Education, TEC, NZQA and other external agency requirements and procedures.

Definitions **Policies Committee:** A group convened by the Director Quality Services that has responsibility for overseeing the Policy Framework, including guidance on best practice and the development of forms and procedures.

Contact Authority: This is the senior person in whose portfolio of responsibilities the Policy matter most clearly resides (Operational Director, or Executive Leadership Team Member). He/she has overarching responsibility for liaising with Policies Committee and leading the development of the Policy and related Procedure/s and for ensuring the Policy and Procedure/s is/are approved, implemented and reviewed as required under the Policy Framework.

Major Amendments: A major amendment to a policy or procedure is a change to a current policy or procedure that is likely to affect or alter the effect, responsibility, meaning or intent of all or any part of the policy, procedure or related policies, stakeholders, aligned procedures or systems.

Minor Amendments: A minor amendment to a policy or procedure is a change to a current policy or procedure that is not substantive and that does not alter the effect, responsibility, meaning or intent of all or any part of the policy or procedure. Examples of minor amendments include a position or title change; updating links; or adding new or amending existing supporting documents.

- Policy**
1. All Academic and Management policies are approved by the Chief Executive, and by Council for Council policies.
 2. All policies remain in effect until such time as they are reviewed and replaced.
 3. All policy development and review will be managed by Policies Committee.
 4. Membership of Policies Committee
 - 4.1. Permanent members of Policies Committee will comprise:
 - Director Quality Services (Chair)
 - Manager Quality Enhancement Centre



- Relevant Executive Leadership Team member or Operational Director as required when a policy is being developed or reviewed.

In addition, the permanent members can co-opt members to develop specific policy and/or undertake a specified role for a specified timeframe.

5. **Meetings:** Policies Committee will meet as required and may conduct business face to face or by email.
6. Council policies are the responsibility of Otago Polytechnic Council. Council will confer with relevant stakeholders as appropriate then advise Policies Committee when a change has been made for replacement on the website.
7. Academic and Management policies are the responsibility of the Contact Authority for the relevant policy area. Policies Committee will track, advise, process and review all policies under the guidance of the relevant Contact Authority.
8. Suggestions for amendments to policies are submitted to the Contact Authority for the relevant policy as well as alerting Policies Committee who will track, process and review the changes.
9. Suggestions for new policies are to be submitted to Policies Committee or can be raised at Council, Executive Leadership Team or Academic Board meetings.
10. All policies under review and all proposals for new policies will be critically evaluated to ensure that the policy is in fact necessary.
11. **New Policy* and Major Amendments:** (refer to flowchart Appendix 1 for procedure). Unless the policy review or development is urgent, new policies, and reviewed policies with major amendments will be submitted for consultation for a four week period with appropriate stakeholder groups, this includes but is not limited to staff and students, Unions, Academic Board, Operational Directors, and Executive Leadership Team members.

*excludes Council Policies

12. **Minor Amendments:** (refer to flowchart Appendix 1 for procedure). Policies Committee has the delegated authority from the Chief Executive to make minor changes to policy in areas where there is no substantive change to the intent of the policy. This may include improving clarity of wording, updating referral documents/legislative references where these do not impact on the policy itself, updating headers, footers and attached appendices and flowcharts.
 - 12.1. Procedures can be amended at any time to maintain currency in terms of accepted good practice.
13. **Access to policies:** All policies will be published on the Otago Polytechnic website. The on-line version of a policy is deemed to be the current version of the policy.
14. Academic Board will be provided with regular updates on the progress of both Academic and Management policies.
15. All staff will be notified of new or amended entries as they occur via Otago Polytechnic's intranet.



16. The Secretary to the Policies Committee will maintain a database of all policies and their current status, i.e. current, recently changed, under review, being developed or proposed.
17. **Format of Policies:** The format of policies is as per the template (Appendix 2).
 - 17.1. All Policies are set out in standard sectional headings which provides consistency of approach within the Academic Quality Management Manual.
 - 17.2. Short, numbered paragraphs within each section allow of ease of citation and readiness for updating or amendment.
 - 17.3. Schedules, templates and forms, as well as current lists, may be appended to policies.
 - 17.4. Numbering, classification and version control is managed by Policies Committee but in essence any change to a policy will require a new version, date and signature of the relevant authority.

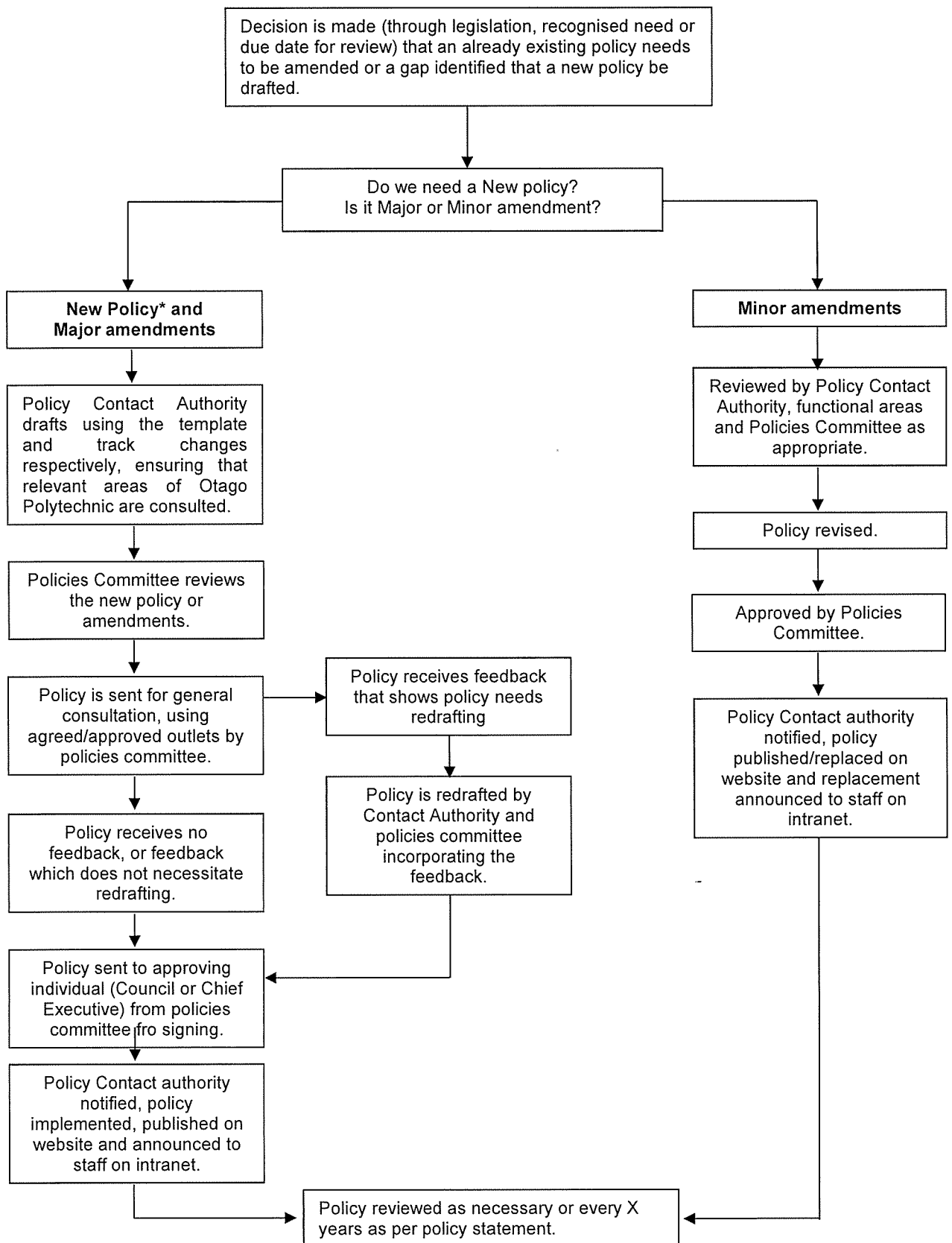
Related Policy, Forms and Documents MP0303 Authorities and Delegations from Chief Executive

Approved by Chief Executive
Date: 17 July 2017

PRTV



Policy New and Review Process



*excludes Council Policies



OTAGO POLYTECHNIC Choose an item. POLICY (Council or Academic or Management)		Number: (CP or AP or MP)
Title:		
Baldrige Criteria:		
Chief Executive Approval:	Date of Approval:	Effective Date:
Previous Policy No:		Review Date:
Contact Authority:		Status:

Purpose Briefly outline the purpose of the policy.

Statutory Compliance Indicate the statutory regulations or guidelines that this policy responds to.

Policy and Procedures*

1. Sets out the required actions and responsibilities with respect to those actions.
2. How the policy will be enacted or implemented where standard processes are expected.

**Note only include procedural statements if standard processes are required. It is preferable for succinctness and clarity to have only policy statements where possible. Flowcharts or procedure summaries can be included in the appendices if necessary.*

Related Policy, Forms and Documents To provide additional context and detail list the policies that should be referred to.

Approved by Chief Executive *PR Ker*
Date: *17/7/17*

