



OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0003.05
Title:	Management Reporting of Contracts to Council	
Classification:	Leadership	
Chief Executive Approval:	Effective Date: 5 October 2018	Review Date: 1 September 2019
Previous Policy No:	n/a	Status: Current
Contact Authority:	Secretary to Council	

Purpose

To keep Council informed of major contracts and to enable the Otago Polytechnic Council to perform its governance and fiduciary roles in governing Otago Polytechnic.

Statutory Compliance

Education Act 1989 and all subsequent amendments.

Policy

The Otago Polytechnic Council require management to report to the monthly Council meeting as follows;

- a. Routine contract renewals over the value of \$50,000 (exclusive of GST)
- b. Contracts that are not routine contract renewals over the value of \$20,000 (exclusive of GST)

To inform the report to Council, a Contracts Register will be kept by the Contracts Manager and the register shall clearly identify the following:

- 1. Parties to the contract
- 2. Expiry or renewal date
- 3. Value
- 4. Provide a subject section, i.e. Operating Lease, Partnership Arrangement, Service Provision, etc.

Approved by Council

Date: 5 October 2018

