



COUNCIL STATUTE ON DEFINITION AND ESTABLISHMENT OF A POLICY

Section	University Management
Contact	Risk Management Office
Last Review	October 2010
Next Review	October 2013
Approval	Council 1 October 2010

Purpose:

The purpose of this policy is to ensure that University policies are developed and established in an appropriate and consistent manner.

Policy:

All policies at Massey University are to be established in accordance with this policy.

Definition

A **Policy** is a written statement, which defines the University’s position or strategy in regard to the matter(s) the policies addresses. A Policy defines the parameters for decision-making and clarifies compliance issues for staff.

A policy is **not** a statute, procedure, guideline, framework or a regulation – Refer to the following for definitions of a statute, procedure, guideline, regulation or framework.

Procedure

Describes the steps to be performed to obtain a specified outcome or output. Establishes the purpose of the activity and who is responsible for the action. Communicates acceptable practice and sets boundaries.

Guidelines

A flexible framework that assists and guides people to achieve tasks using a recommended course of action.

Regulations

The set of rules governing the University’s educational offerings.

Framework

A structure that outlines the way a policy or concept will be implemented within the University environment which seeks to make explicit the systematic, interrelationships between different issues that the policy addresses.

Statute

The Council of an institution may make statutes not inconsistent with the Education Act 1989 or the State Sector Act. Generally a statute is defined as a policy that is intended to be permanent..

Policy Development

Policies must

- Comply with relevant legislation and University regulations.
- Be consistent with University delegations.



- Consider strategic implications as well as risk.
- Consider the effect on staff.
- Consider the effect on students.
- Be feasible to implement.
- Align with the University's Strategy and Investment Plan.

All policies must be set out as directed in the policy template provided – Refer to the Policy Template – Appendix One

Wording of policy documents is critical, as are legislative and/or ethical considerations. Wording needs to clarify the “must” inherent to the policy. It is the “must” that will constitute the obligations that are central to the policy

Other considerations are:

- Who will be responsible for implementation, day-to-day operation of the policy and monitoring for compliance?
- Proximity – is the policy responsibility related to accountability of function?
- Indicators – what are the mechanisms that indicate the policy is effective?
- Feedback – what are the processes for reviewing and updating the policy?
- Externality – does this policy represent ‘best practice’?
- Clarity and Transparency – Is the policy easily understood and clear in intent?
- Access – e.g. via the web for staff and students
- Consistency – with other University policies

Refer [Appendix Two](#) for the Policy Development Process Flow Chart

Policy Approval

Principles of Policy Approval

- Policy approval is by Council for policies where the legislative accountability is with Council and Council has the competence to consider the subject of the policy.
- Policy approval of policies where the accountability is with Council but Council does not have the competency to consider the subject or considers it more appropriate to delegate may delegate to the Vice-Chancellor, Academic Board or other Committee of Council.
- Policy approval of policies pertaining to management accountabilities to be delegated by Council to the Vice-Chancellor.

Policy Approval level is dependant on the above principles and the type of policy being developed:

- The Council will approve Statutes and Governance Policies.
- The Council will approve Academic policies after endorsement by the Academic Board. The authority may be delegated by Council to Academic Board.
- The Council will approve policies to ensure that the institution is managed in accordance with the University's plan and approve policies in relation to the management of the University's affairs (Education Act 1989 section 180 (1)(c)(d)). This authority may be delegated by the Council to the Vice-Chancellor who, after endorsement by the Senior Leadership Team (SLT) or other bodies/positions so delegated will approve those Management Policies (includes: Finance, HR, Research management, Academic management and Asset related policies).
- Where policies have an impact on the terms and conditions of employment of staff the designated Policy Owner will be required to consult appropriately with all SLT members, staff, and staff representative groups through the People and Organisational Development Section, before seeking Vice-Chancellor approval or any



revision. Similarly where policies impact on other key stakeholders e.g. students/lwi the designated Policy Owner will be expected to consult before seeking Council, Vice-Chancellor and/or Academic Board approval.

The **Policy Approver** has formal authority to establish policy, and if a Committee has delegated authority to establish policy, the authority to approve policy will sit with the Chair of that Committee.

The **Policy Owner** has functional responsibility for implementation and accountability in the area covered by the policy. The Policy Owner is responsible for carrying out the process for obtaining policy approval.

Academic Policies

The Assistant Vice-Chancellor Academic and International is Policy Owner for the University's Academic Policies and is responsible for oversight of the comprehensive approval processes for such policies, through consideration by relevant subcommittees, College Boards, Academic Committee, Academic Board and Council (where appropriate). Refer to [Appendix Three "Academic and Research Policies"](#) for an example of the approval process for an Academic Policy. For academic management policies see [Appendix Four "Management Policies"](#)

Research Policies

The Assistant Vice-Chancellor Research is Policy Owner for the University's Research Policies and is responsible for the process of obtaining approval for such policies. Refer [Appendix Three "Academic and Research Policies"](#) for an example of the approval process for a Research Policy relating to research conduct and practice (i.e. an Academic Policy). For research management policies see [Appendix Four "Management Policies"](#)

Finance Policies; Information Technology Policies and Campus Facilities Policies

The Assistant Vice-Chancellor – Finance, IT, Strategy, Commercial (FISC) is Policy Owner for a number of administrative policies including Asset-related and Finance policies; IT policies and some Campus Facilities policies

Risk Management Policies and Campus Facilities

The Assistant Vice-Chancellor and University Registrar is Policy Owner for a number of administrative policies including Risk Management policies and Campus Facilities policies.

People and Organisational Development Policies and Health and Safety Policies

The Assistant Vice-Chancellor People and Organisational Development is Policy Owner for Human Resource and Health and Safety related policies. For approval pathways for all management policies see [Appendix Four "Management Policies"](#).

University Management Policies

Owners of each University Management policy will be that Assistant Vice-Chancellors who have functional responsibility for implementation and accountability in the area covered by the policy.

Governance Policies

The Chair of Council is the Policy Owner of all Governance related policies. For approval pathways for all management policies see [Appendix Five "Governance Policies"](#).

Other Policy Owners are as designated on individual approved policies.

Policy Guide

The Massey University Policy Guide is the authorized and definitive catalogue of approved policies within Massey University. Policies will be added or updated on the Policy Guide once formally approved, and upon the instructions of the Policy Owner.



The Policy Guide is maintained by the Risk Management Office, and available to all staff.

Policies are public documents. Procedures and related documents are restricted to Massey University staff only, unless otherwise specified by the Policy Owner.

Review and Revision

The Policy Owner will specify a review date, and complete a review of the policy within 3 months of the review date specified. Procedures should be reviewed by the relevant section following the revision of any overarching Policy, or at intervals of no greater than 3 years. For purposes of clarity it should be noted that policies posted on the Policy Guide website remain valid and in force, irrespective of whether the review date has passed.

Audience:

All staff, students and external stakeholders.

Relevant legislation:

University Regulations (as contained in the Massey University Calendar)
New Zealand Law (as contained in the Massey University Law Guide)

Legal compliance:

Policies must comply with University Regulations and New Zealand law.

Related procedures / documents:

[Policy Template for the approved format of policies](#)
[Delegations Document](#)
[SLT / Council template for approval](#)

Document Management Control:

Prepared by: Risk Manager
Authorised by: University Registrar
Approved by: Council 1 October 2010
Date issued: 1 December 2004
Last review: October 2010
Next review: October 2013



APPENDIX ONE – POLICY TEMPLATE

Section	Choose appropriate policy section
Contact	Dept to be contacted with any queries
Last Review	Month and year
Next Review	Month and year
Approval	E.g.: VCEC 21 July 2004

Purpose:

A statement indicating the reason for the document’s existence and importance. It should be brief and one sentence only.

Policy:

Statement of specific policy

- Use one-sentence statements only.
- Always word the statements concisely and avoid ambiguity.
- There may be more than one policy statement in a policy document. If so list them down the page.

Definitions:

(Optional) Some policies may require a definition section. The purpose of this section is to define areas that may need clarification.

Audience:

Each policy should identify who the audience is in terms of staff, students and external bodies within the university community.

Relevant legislation:

State the relevant legislation this policy must comply with or is referenced to.

Legal compliance:

If this policy has obligations for legal compliance these should be listed briefly.

Related procedures / documents:

If any policy has a number of procedures and/or documents associated with it, these should be listed in this section of the policy statement.



This means the procedures do not necessarily have to reside with the policy documents but need to be recorded in a prominent place within the policy.

Document Management Control:

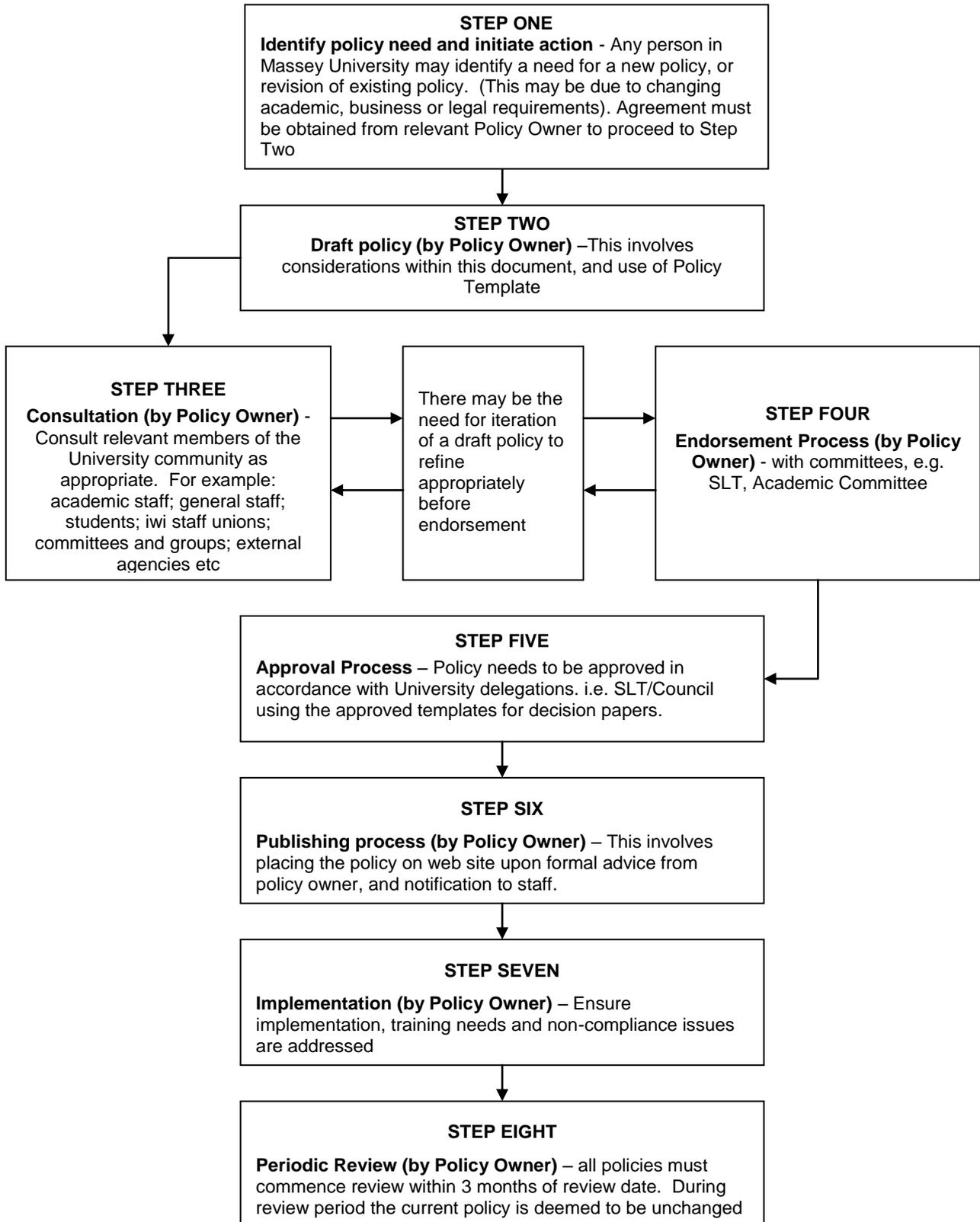
All policies should have a footer, which indicates the document number (if any); person who prepared the document; person/position who authorised the document (policy owner); the body that approved the policy; the date the document was issued or last reviewed; the date the policy is to be next reviewed and a statement that this policy is the property of Massey University. This information should be set out as follows:

- Prepared by: Title of person drafting policy
- Authorised by: Title of Policy Owner
- Approved by: e.g. VCEC 07/03/44
- Date issued: Day Month year
- Last review: Month and year
- Next review: Month and year



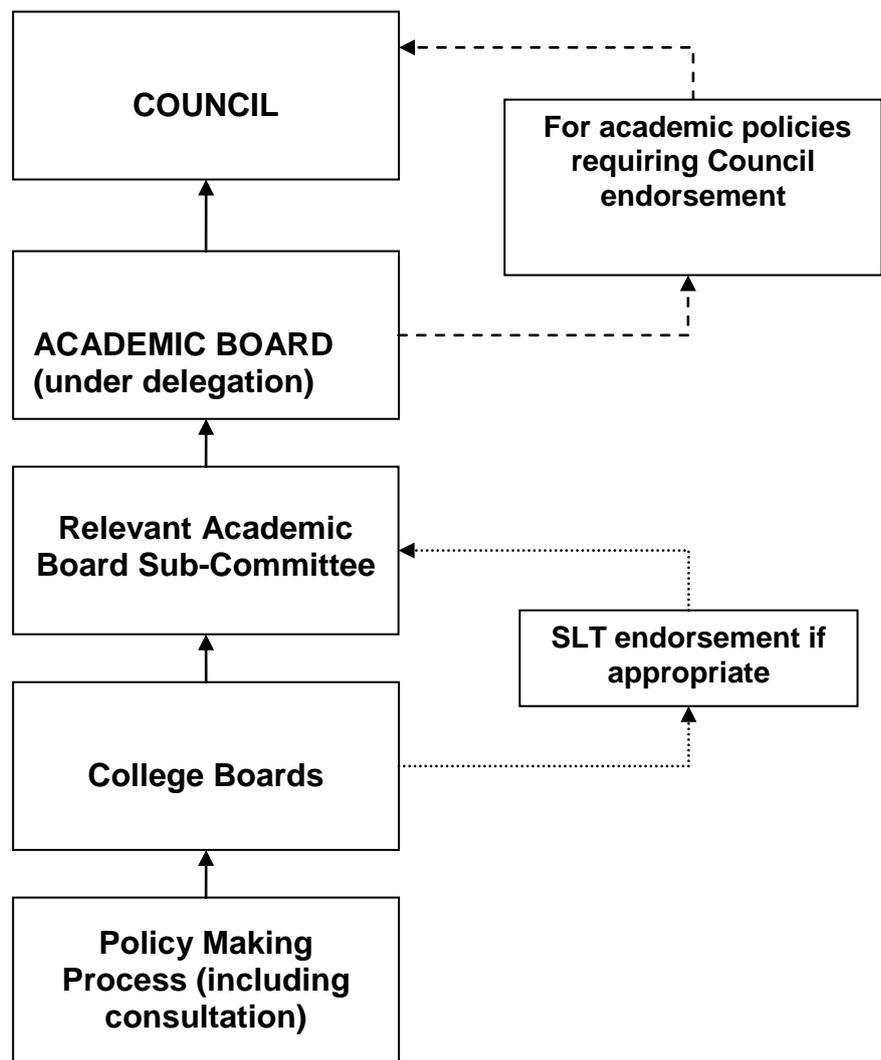
APPENDIX TWO: POLICY DEVELOPMENT PROCESS

A process flowchart for policy development, approval and implementation



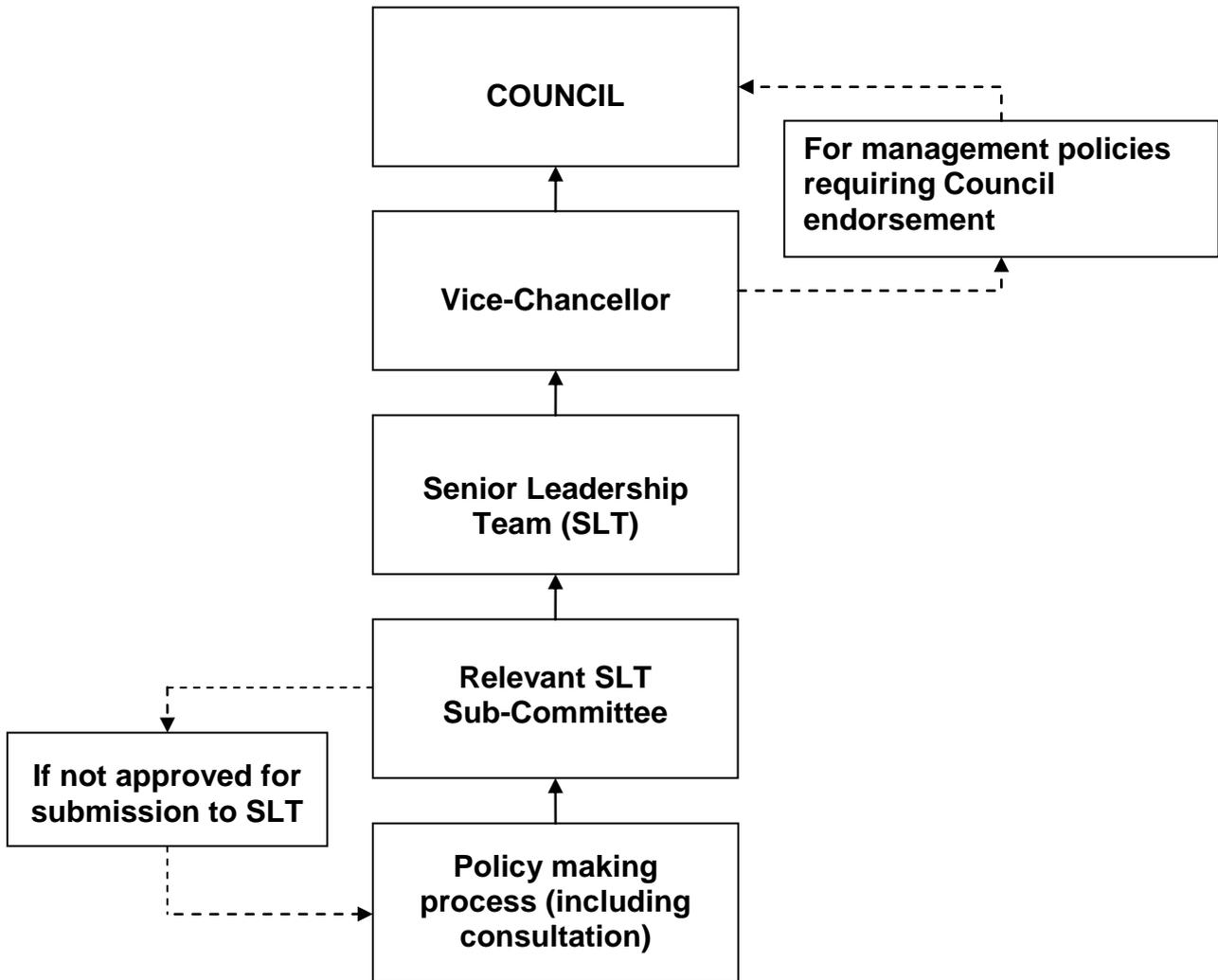


APPENDIX THREE: ACADEMIC POLICY APPROVAL





APPENDIX FOUR: MANAGEMENT POLICY APPROVAL





APPENDIX FIVE: GOVERNANCE POLICY APPROVAL

