



## Massey University Council Delegation Statute

Delegation Statute pursuant to section 284 of the Education and Training Act 2020

Pursuant to section 284(1) of the Education and Training Act 2020 the Council hereby resolves to adopt the attached Delegation Statute.

### Signatures

..... Date 15 May 2025  
(Chancellor, Massey University Council)

..... Date 15 May 2025  
(Pro-Chancellor, Massey University Council)

..... Date 15 May 2025  
(Vice-Chancellor, Massey University)

## **MASSEY UNIVERSITY DELEGATION STATUTE**

1.1 By resolution of Council and pursuant to Section 284(1)(a) of the Education and Training Act 2020 (“Act”), the Council adopts this Statute as the Delegation Statute.

1.2 Immediately upon this Delegation Statute coming into force, the Delegation Statute 2025 is repealed.

### **2. Title and Commencement**

2.1 This Statute shall be known as the Massey University Delegation Statute.

2.2 This Statute comes into force on the date that Council resolves to adopt it and two Council members have signed it.

### **3. Objectives**

3.1 The objectives of this Statute are to:

- (a) State which of Council’s functions, and powers may be delegated pursuant to Section 285 of the Act;
- (b) Identify the procedure for delegations; and
- (c) Generally record delegations.

### **4. Savings**

4.1 Except as stated in section 1.2, nothing in this Statute repeals any delegations already given by Council, or by its Committees, or by the Vice-Chancellor (including Vice-Chancellor delegates). Delegations existing at the date of adoption of this Statute, unless revoked, shall continue in force according to their tenor.

4.2 Where any functions or powers set by legislation are amended then this Statute is deemed to be amended to the extent required so that this Statute is consistent with the enacted amendment.

### **5. Procedure for Delegations by Council**

5.1 Except as stated in Section 5.3, at any time after there has been a resolution passed, Council may, in writing signed by two members of Council, delegate to the Vice-Chancellor or to a Committee appointed by Council any of Council’s functions or powers.

5.2 Council shall not delegate its power to appoint a Vice-Chancellor or Acting Vice-Chancellor.

5.3 Each delegation must record whether or not the Vice-Chancellor or the Committee may further delegate the function or power so delegated by Council.

5.4 If further delegation is permitted that further delegation by the Vice-Chancellor or by the Committee must be in writing signed by the Vice-Chancellor or two members of the Committee and may only be to the staff of Massey University.

- 5.5 If any special directions or conditions are imposed by Council then those special directions or conditions must be recorded in writing on the delegation.
- 5.6 Any delegation made to a Committee shall be deemed to be a delegation to the persons from time to time constituting the Committee. For the avoidance of doubt, any Committee constituted by the Academic Board is deemed to be a Committee constituted by Council pursuant to Section 283 (4) of the Act. For the avoidance of doubt, the Council consents to delegation by the Academic Board and by its Committees to staff of Massey University.
- 5.7 Any delegation to staff may be made to specified person(s) or holder of specified office(s).
- 5.8 Even after a function or power is delegated the Council is responsible for acts of the person(s) acting under delegation.
- 5.9 Even after Council has delegated any Council function or power Council may still perform the function or exercise the powers. Where Council performs a function or exercises a power that is subject to a delegation, Council's actions will take precedence over any actions of the delegate.
- 5.10 Any delegation by Council may be revoked in writing signed by two members of Council after a resolution by Council at any time. Any further delegations by a Committee may be revoked in writing signed by two Committee members after resolution by the Committee. Any further delegations by the Vice-Chancellor may be revoked in writing signed by the Vice-Chancellor.

## **6. Council Delegations**

- 6.1 The Council may delegate those Council functions and powers under the Act set out as Schedule A.
- 6.2 Without derogating from Section 6.3 the Council delegates and/or hereby continues to delegate those functions and powers as set out in Schedule A.
- 6.3 For the avoidance of doubt, in respect of the Act all of Council's functions and the exercise of its powers have previously and continue to be delegated to the Vice-Chancellor with the exception of the appointment of the Vice-Chancellor, performance reviews of the Vice-Chancellor and the terms and conditions of employment of the Vice-Chancellor.

## **7. Interpretation**

- 7.1 In this Statute the following definitions apply:

**"Academic Board"** means the Academic Committee of Massey University established pursuant to Schedule 11 clause 18 of the Act and includes its delegates.

**"Act"** means the Education and Training Act 2020 and includes any amendment Acts or Acts passed in substitution for the Education and Training Act 2020.

**"Campuses", "Centres", "Colleges", "Departments" or "Schools"** are operational units as directed in writing from time to time by the Vice-Chancellor.

**"Chair"** means a position with that title as established by the Vice-Chancellor.

**“Council”** means the Council of Massey University.

**“Massey University”** means a body corporate constituted under the Education and Training Act 2020 as Massey University.

**“Statute”** means this Delegation Statute.

**“Student”** means a student enrolled in any course(s) at Massey University.

**“Vice-Chancellor”** means the Vice-Chancellor of Massey University and includes the Acting Vice-Chancellor.

- 7.2 Sections from the Act are not set out in full in this Statute. Consequently, a delegate should refer to a current version of the Act when exercising a power or performing a function by delegation.

### Schedule A

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
1	Massey University submissions to Tertiary Education Commission on the proposed Tertiary Education Commission decisions pertaining to The University's plan. (Section 425)	Yes	Vice-Chancellor	Yes	
2	Supply information to the Tertiary Education Commission and the Ministry as required. (Section 426)	Yes	Vice-Chancellor	Yes	
3	Make submissions to the Tertiary Education Commission when the Tertiary Education Commission proposes to suspend or revoke funding. (Schedule 18, clause 16)	Yes	Vice-Chancellor	Yes	
4	Require review of the Tertiary Education Commission powers to suspend or revoke funding. (Schedule 18, clause 19)	Yes	Vice-Chancellor	No	
5	Ask the Tertiary Education Commission to approve significant amendment of plan. (Schedule 18, clause 20)	Yes	Vice-Chancellor	Yes	
6	Collaborate with the Tertiary Education Commission and make submissions on significant amendments to plan proposed by the Tertiary Education Commission. (Schedule 18, clause 22)	Yes	Vice-Chancellor	Yes	
7	Provide summary of plan. (Schedule 18, clause 24)	Yes	Vice-Chancellor	Yes	
8	As a condition of receiving funding, supply information to the Tertiary Education Commission and the Ministry under Section 426. (Section 426)	Yes	Vice-Chancellor	Yes	
9	Make submissions on the Tertiary Education Commission decision to suspend or revoke funding given under Section 428 (Schedule 18, clause 28)	Yes	Vice-Chancellor	Yes	
10	Countersign documents to which the Common Seal is Affixed. (Section 273(2c))	Yes	Any two: Chancellor Vice-Chancellor	No	Affixing of the University Seal must be in accordance with the Common Seal Statute.

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
			University Registrar (Deputy Vice-Chancellor Students and Global Engagement)		
11	Enter into a contract or other enforceable obligation on behalf of the Institution. (Section 274)	Yes	Vice-Chancellor	Yes	
12	Recommend to the Minister that Massey University Constitution be amended. (Schedule 11, clause 2)	No			
13	Fix, in accordance with the fees framework, fees to be paid to Council members, other than the Vice-Chancellor. (Schedule 11, clause 17)	No			
14	Appoint a chief executive in accordance with the State Sector Act 1988, and to monitor and evaluate their performance (Section 280 (a))	No			
15	Submit a proposed plan in accordance with requirements of Schedule 18, clause 4 at a frequency determined by the Tertiary Education Commission. (Section 280 (b))	Yes	Vice-Chancellor	Yes	
16	Ensure that Massey University is managed in accordance with the plan and determine policies to implement the plan. (Section 280(c))	Yes	Vice-Chancellor	Yes	
17	Determine policies in relation to the management of Massey University's affairs subject to the Public Service Act 2020. (Section 280(d))	Yes	Vice-Chancellor Finance and Assurance Committee (FAC) People and Culture Committee (PAC) Academic Board (AB)	Yes	Council retain approval of all Statutes. Sub-committees may approve policies where they relate to the committee's ToR. Academic Board also have authority to approve academic regulations. [Office of Governance and Assurance to maintain policy approval register]

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
18	Approve the University's long-term strategic direction, significant strategies and plans, annual operating budget and Annual Report. (Section 280(e))	No*			*Annual Report Letter of Representation signing is delegated to the Chancellor, Vice-Chancellor and Deputy Vice-Chancellor University Services.
19	Establish an Academic Committee consisting of the Vice-Chancellor and members of the staff and students of the University. (Schedule 11, clause 18)	No			Terms of Reference to be approved by Council.
20	Approve the establishment, acquisition or participation of the University in controlled entities. Approve the disestablishment, disposal or divestment of controlled entities. (Section 282(2))	No			See Controlled Entities Governance Framework Policy
21	Provide courses of study (section 283(2)(a))	Yes	Vice- Chancellor	Yes	
22	Admit Students (section 283(2)(a))	Yes	Vice-Chancellor	Yes	
23	Grant Awards (Section 282(8)(a)), Section 283(2)(a))	Yes	Vice-Chancellor Chancellor Academic Board	No No No	Conferment of degrees and awards diplomas and certificates generally occurs at graduation ceremonies or 'in Council' at Academic Board under the delegation of Council or at Council meetings as and when required. See Council Graduation Statute.  The Chancellor, or nominee, may confer degrees and award diplomas and certificates outside of the University Graduation Ceremonies or 'In Council' process to those students reported as having successfully completed the prescribed courses of study for the relevant year as and when required. Vice-Chancellor may grant nationally recognised awards other than degrees, diplomas or certificates.
24	Grant fellowships, bursaries, scholarships or prizes. (Section 283(2)(b))	Yes	Vice-Chancellor	Yes	
25	Grant honorary degrees (Sections 282 and 283)	No			On recommendation from Honorary Awards Committee See Honorary Awards Regulations and Criteria

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
26	Award Massey University Medals (Sections 282 and 283)	No			On recommendation from Honorary Awards Committee See Honorary Awards Regulations and Criteria
27	Award title of Emeritus/Emerita Professor (Sections 282 and 283)	Yes	Honorary Awards Committee	No	
28	Authorise the making of grants or loans to: <ul style="list-style-type: none"> <li>Vice-Chancellor</li> <li>Staff and staff associations</li> <li>Students (grants)</li> <li>Student associations (loans)</li> </ul> (Section 283(2)(c))	No Yes Yes Yes	Vice-Chancellor Vice-Chancellor Vice-Chancellor	Yes Yes Yes	
29	Accept gifts, devises, and bequests made to Massey University, whether on trust or otherwise. (Section 283(2)(d), 300(1))	Yes	Vice-Chancellor	Yes	
30	Agree to disestablishment of Massey University and its incorporation into another institution. (Section 283(2)(e))	No			
31	Agree to the incorporation into Massey University of another institution or institutions. (Section 283(2)(f))	No			
32	Arrange for 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 Massey University. (Section 283(2)(g))	Yes	Vice-Chancellor	Yes	
33	Arrange for the provision of goods and services to Massey University staff or students or other persons using, or otherwise attending Massey University. (Section 283(2)(h))	Yes	Vice-Chancellor	Yes	
34	Prescribe administrative fees payable by students at Massey University (Sections 283(2)(i), and 256(1)(b))	Yes	Vice-Chancellor	No	
35	Appoint committees consisting of such persons as the Council determines to exercise such powers as are delegated to them and such powers as are conferred on them by	No			



Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
	statutes made by the Council, and to alter, discharge and reconstitute committees so appointed. (Section 283(4))				
36	Approve and review statutes. (Section 284(1))	No			
37	Review the imposition and quantum of any penalties imposed by statute upon students or staff. (Section 284(3))	Yes	Vice-Chancellor	Yes	
38	Supply information or reports to the Tertiary Education Commission. (Section 288)	Yes	Vice-Chancellor	Yes	
39	Consult and comment to the Minister on any proposed appointment of a Crown observer. (Section 289)	No			
40	Consult with the Minister over possible need to dissolve Council and appoint a Commissioner and respond to preliminary decision of Minister to dissolve Council. (Section 290).	No			
41	Establish, maintain and operate bank accounts as permitted under Section 158 of the Crown Entities Act 2004 in Massey University's name at any registered bank. (Section 297)	Yes	Vice-Chancellor	Yes	
42	Authorise withdrawals and payments of money from any of Massey University's bank accounts. (Section 297(3))	Yes	Vice-Chancellor	Yes	
43	Keep proper accounts as per Section 168(1) and (2) of the Crown Entities Act 2004. (Section 298)	Yes	Vice-Chancellor	Yes	
44	Invest money as per Section 65(1) and (2) of the Public Finance Act 1989. (Section 305(4))	Yes	Vice-Chancellor	Yes	
45	Approve annual report prior to submission to the Minister in compliance with requirements of Sections 154 to 156B and 157A of the Crown Entities Act 2004. (Section 306)	Yes	Vice-Chancellor	Yes	
46	Chairperson of Council and Chief Executive to sign a statement of responsibility prepared in accordance with Section 155 of the Crown Entities Act 2004. (Section 306(3)(a))	Yes	Chancellor and Vice-Chancellor	No	

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
47	Determine programmes of study and training at Massey University (Section 260)	Yes	Vice-Chancellor	Yes	Includes but is not limited to: approval of all qualifications (programmes), subjects, courses, specialisations (including majors and minors) and special topics, in addition to location, mode, deletions, deferrals, retirements and any structural changes to qualifications.
48	Determine minimum entry criteria for students under 20 years old. (Section 255(1)(b))	Yes	Vice-Chancellor	Yes	
49	Determine the minimum age for enrolment at Massey University. (Section 255(1)(c)(i))	Yes	Vice-Chancellor	No	
50	Determine the minimum age for enrolment in the programme or training scheme. (Section 255(1)(c)(ii))	Yes	Vice-Chancellor	Yes	
51	Consent to enrolment of a person who has not attained the minimum age for entry to Massey University or the person does not have the minimum entry requirements for applicants under 20. (Section 255(2)(b))	Yes	Vice-Chancellor	Yes	
52	Where satisfied that it is necessary to do so because of insufficiency of staff, accommodation, or equipment, determine the maximum number of persons that may be enrolled in a particular Massey University programme or training scheme in a particular year. (Section 255(4)(a))	Yes	Vice-Chancellor	Yes	
53	Give preference to eligible persons who are under-represented among the students undertaking the programme or training scheme, where the number of persons who apply for enrolment in that course, exceeds the maximum number of students who may undertake that course. (Section 255(4)(b))	Yes	Vice-Chancellor	Yes	
54	Refuse to permit or cancel the enrolment of a person as a student at Massey University or in a particular programme or training scheme on specified grounds. (Section 255(5))	Yes	Vice-Chancellor	Yes	

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
55	Fix a tuition fee for any programme of study or training but not fix, in relation to domestic students, a fee that exceeds any maximum specified as a condition of receiving funding. (Section 256(1) and (2))	Yes	Chancellor and Vice-Chancellor jointly (Committee)	No	Domestic student fees must be approved by Council, unless such circumstances exist that require an out of Council meeting approval, in which case that approval may be provided jointly by the Chancellor and Vice-Chancellor.
56	Fix or specify a means to determine a fee for the provision of student services provided by Massey University or by another body on its behalf. (Section 256(1)(b))	Yes	Chancellor and Vice-Chancellor jointly (Committee)	No	Student services fees must be approved by Council, unless such circumstances exist that require an out of Council meeting approval, in which case that approval may be provided jointly by the Chancellor and Vice-Chancellor.
57	Approval of Non-Standard Fees for domestic and international students (Section 256(1)(b)) and Section 526.	Yes	Chancellor and Vice-Chancellor jointly (Committee)	No	The Chancellor or Vice-Chancellor have delegation to approve Non-Standard Fees for domestic and international students that fall outside of the normal fee approval cycle of Council. Non-Standard fees include (but are not limited to) the following: <ul style="list-style-type: none"> <li>Any insurance premiums for international students</li> <li>Any programme application fees</li> <li>Annual compulsory student services fees</li> <li>Any offshore delivery fees</li> <li>Any partnership fees.</li> </ul>
58	Refund a student all or any part of any fees. (Section 256(8))	Yes	Vice-Chancellor	Yes	
59	Fix fees for international students in accordance with specified requirements. (Section 526(2)(a), (b) and (c))	Yes	Chancellor and Vice-Chancellor jointly (Committee)	No	International student fees must be approved by Council, unless such circumstances exist that require an out of Council meeting approval, in which case that approval must be provided jointly by the Chancellor and Vice-Chancellor.
60	Agree subsidies for international students. (Section 526(3)(a-d))	Yes	Vice-Chancellor	Yes	

Ref	Power	Can be delegated	Standing Delegation	Further Delegable	Special directions and conditions to delegation
61	Establish refund policy for international students and inform them in writing. (Section 526 (10))	Yes	Vice-Chancellor	Yes	
62	Refuse to hear, hear and determine complaints in respect of undue influence allegations in breach of Section 262 by prospective students and students. (Section 263)	Yes	Vice-Chancellor	Yes	