

DEVELOPMENT OF COUNCIL POLICY

Section	Institute Governance and Management		
Approval Date	10.02.09	Approved by	Council
Next Review	As required	Responsibility	Chief Executive
Key Evaluation Question	6	ITPNZ Quality Standard	1

PURPOSE

To ensure policy development throughout the Institute is effectively managed with a clear distinction between the policies set by management as distinct from policies set by Council associated with the governance and legislative responsibilities of Council.

SCOPE

Major or significant policies which underpin the Investment Plan.

PROCEDURE

IDENTIFY NEED FOR NEW OR REVISED POLICY

Policy revisions or additions shall be discussed by the Council member concerned with the Council Chairperson or Chief Executive (CE). This would not preclude a Council member subsequently raising the issue with Council directly.

A check shall be made against existing policies.

DECISION REGARDING STATUS OF PROPOSED POLICY

The Council Chairperson and CE shall decide whether the policy should be approved by Directorate, Academic Board or Council.

DEVELOPMENT OF DRAFT OR AMENDMENTS

The Council may delegate development of a policy to a member, group of members, or the CE.

The CE may delegate this responsibility to a member of the Directorate or identified under management input.

The initial draft or revision will be presented to Council in the standard Institute format:

- Header/Footer
- Purpose
- Scope
- Responsibility
- Policy
- References

The Institute's Quality Committee shall be advised of new policies being developed, at an early stage, in order to avoid duplication and inconsistencies. The Quality Advisor shall allocate the section to new and revised policies, ensure appropriate cross-referencing occurs and check consistency with existing documents.

CONSULTATION

The draft policy shall be referred to Council for comment, then to other parties as agreed by Council. At least one month should generally be allowed for consultation.

POLICY ADOPTION

The final draft or revision, with commentary, shall be submitted to Council. The Council may refer the final draft to consulted parties prior to final adoption.

PROMULGATION OF POLICY

Approved policies shall be signed by the Council Chairperson and included in the Council Policy Manual. A signed copy will be retained in the Institute's Operational Policy and Procedures Manual except where the policy is confidential.

Staff will be advised of the new/revised policy and other interested parties will also be informed. Council policies shall be available to staff on the Institute Controlled Document electronic system unless confidentiality precludes this.

REFERENCES

INTERNAL

Development Review and Issue of Policies and Procedures