



# Otago Polytechnic Limited

## BOARD PACK

for

Otago Polytechnic Limited (The Company) Meeting of the Board (Open)

Thursday, 20 May 2021

11:30 am

Held at:

Puna Kawa or via Teams

Level 2, Mason Centre, Otago Polytechnic

# INDEX

Cover Page

Index

Agenda

Attached Documents:

1.1 a	Karakia.docx.....	6
1.3 a	Conflict of Interest.docx.....	7
1.3 b	Board Interests Register.docx.....	8
1.5 a	Minutes cover. docx.docx.....	11
1.5 b	Minutes : Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 22 /	12
1.6 a	Actions - Open.docx.....	16
2.2 a	CE Report 20 May.docx.....	17
2.2 b	Media report for Board April 2021.pdf.....	26
3.1 a	Audit Risk Terms of Reference May 2021 FINAL DRAFT.docx.....	28
3.1 b	Terms of Reference cover.docx.....	31
4.1 a	Board Calendar cover.docx.....	32
4.1 b	Board Calendar.docx.....	33
4.2 a	ELT Interests Register cover.docx.....	35
4.2 b	ELT Interest Register.docx.....	36
4.3 a	Academic Committee Minutes cover.docx.....	38
4.3 b	Academic Committee Summary 13 April 2021.docx.....	39
4.4 a	Staff Committee.docx.....	41
4.5 a	Komiti Kawanataka.docx.....	42
4.5 b	Points of Note for OP Board - Komiti Kāwanataka_ May 2021 JK.pdf.....	43

# AGENDA



## OTAGO POLYTECHNIC LIMITED (THE COMPANY) MEETING OF THE BOARD (OPEN)

<b>Name:</b>	Otago Polytechnic Limited
<b>Date:</b>	Thursday, 20 May 2021
<b>Time:</b>	11:30 am to 12:30 pm
<b>Location:</b>	Puna Kawa or via Teams, Level 2, Mason Centre, Otago Polytechnic
<b>Board Members:</b>	Adam La Hood (Chair), Paul Allison, Mike Collins, Karen Coutts, Justin Lester, Megan Potiki
<b>Apologies:</b>	Maryann Geddes
<b>Guests:</b>	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive)
<b>Notes:</b>	Board only time 11am.

### 1. PROCEDURAL

#### 1.1 Karakia Timatanga

Supporting Documents:

1.1.a	Karakia.docx	6
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#### 1.2 Welcome/Apologies/Notices

#### 1.3 Conflicts of Interest

Supporting Documents:

1.3.a	Conflict of Interest.docx	7
1.3.b	Board Interests Register.docx	8

#### 1.4 Additional Agenda Items

#### 1.5 Confirm Minutes

Supporting Documents:

1.5.a	Minutes cover. docx.docx	11
1.5.b	Minutes : Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 22 Apr 2021	12

#### 1.6 Matters Arising/Actions

Supporting Documents:

1.6.a	Actions - Open.docx	16
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## 2. REPORTS

### 2.1 Chair (verbal)

### 2.2 Chief Executive

Supporting Documents:

2.2.a	CE Report 20 May.docx	17
2.2.b	Media report for Board April 2021.pdf	26

## 3. FOR APPROVAL

### 3.1 Terms of Reference - Audit and Risk Committee

Supporting Documents:

3.1.a	Audit Risk Terms of Reference May 2021 FINAL DRAFT.docx	28
3.1.b	Terms of Reference cover.docx	31

## 4. MATTERS FOR NOTING

### 4.1 Board Calendar

Supporting Documents:

4.1.a	Board Calendar cover.docx	32
4.1.b	Board Calendar.docx	33

### 4.2 Executive Leadership Team Interests Register

Supporting Documents:

4.2.a	ELT Interests Register cover.docx	35
4.2.b	ELT Interest Register.docx	36

### 4.3 Academic Committee

Supporting Documents:

4.3.a	Academic Committee Minutes cover.docx	38
4.3.b	Academic Committee Summary 13 April 2021.docx	39

### 4.4 Staff Committee

Supporting Documents:

4.4.a	Staff Committee.docx	41
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## 4.5 Komiti Kawanataka

Supporting Documents:

4.5.a	Komiti Kawanataka.docx	42
4.5.b	Points of Note for OP Board - Komiti Kāwanataka_ May 2021 JK.pdf	43

## 5. CLOSE MEETING

### 5.1 Close Meeting

**Next meeting:** Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 17 Jun 2021, 11:30 am

## **Karakia Timatanga**

**Whakataka te hau kit e uru**

*Cease the winds from the west*

**Whakataka te hau ki te tonga**

*Cease the winds from the south*

**Kia mākinakina ki uta**

*Let the breeze blow over the land*

**Kia mātaratara ki tai**

*Let the breeze blow over the ocean*

**E hī aki ana te atakura**

*Let the red-tipped dawn come with a  
sharpened air.*

**He tio, he huka, he hau hū**

*A touch of frost, a promise of a glorious day*

**Tihei mauri ora!**

<b>OTAGO POLYTECHNIC LIMITED BOARD PAPER</b>	
<b>CLOSED AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: CONFLICT OF INTEREST</b>	
<b>PURPOSE:</b> Board members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.	
<b>RECOMMENDATION:</b> For noting.	

INTERESTS REGISTER			
Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
<b>Paul Allison</b>	15-11-2020	1. Life Trustee – Halberg Disability Sport Foundation 2. Sports Commentator – NZME 3. Independent Director - University Bookshop (Otago) Ltd 4. Director - Waitaki District Health Services Ltd 5. Chair – Waitaki District Health Services Trust 6. Chair – ORFU Board Appointment Panel 7. Independent Chair - Infinite Energy (design and installation of solar power) 8. South Island Regional Grants Committee – The Lion Foundation 9. Independent Consultant - Impact Consulting	1 – 6 Nil 7 & 9 potential supplier 8 – potential funder
<b>Tony Allison</b>	13-11-2020	1. Chair – Dunedin International Airport Ltd 2. Director – Delta Utility Services Ltd 3. Director – Smith City (Group) Ltd 4. Director – AA Cleaners (Otago) Ltd 5. Director – One House Away 6. Managing Director – Visionalli Ltd	1. Nil 2. Potential supplier 3. Potential supplier 4. Potential supplier 5. Nil 6. Nil
<b>Michael Collins</b>	16-11-2020	1. Member Dunedin Centre of Digital Excellence (CODE) Steering Group 2. Chair IT Governance Group (SDHB) 3. Chair Health and Safety Executive Governance Committee (SDHB) 4. Board Member St Hilda's Board of Proprietors 5. Member Finance, Audit & Risk Exec Member (SDHB) 6. Advisor New Dunedin Hospital Southern Partnership Group (SPG) 7. Deputy Chair South Island Chief Digital and CIO Leads 8. Member National DHB CIO Leads 9. Contractor Otago Polytechnic Capable NZ Assessor 10. Chair Environmental Sustainability Committee (SDHB) 11. Staff member Southern District Health Board 12. Chair, CapableNZ Permanent External Advisory Committee	1. Collaborative Partner with OP 2. Nil 3. Nil 4. Nil 5. Nil 6. Nil 7. Nil 8. Nil 9. Contractor to OP 10. Nil 11. Nil



			Polytechnic
<b>Karen Coutts</b>	02-04-2020	<ol style="list-style-type: none"> <li>1. Te Runanga o Moeraki Member, Te Runanga o Ngai Tahu</li> <li>2. Transparency International NZ, Board Member</li> <li>3. Treasurer, Te Runanga o Moeraki</li> <li>4. Committee, Member, Institute of Directors Wellington Branch</li> <li>5. Member, New Zealand Parole Board</li> <li>6. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu</li> <li>7. Director, KDC &amp; Assocs Ltd</li> <li>8. Director, KBDRCLtd</li> </ol>	
<b>Maryann Geddes</b>	02-04-2020	<ol style="list-style-type: none"> <li>1. Te Pūkenga - Council Member</li> <li>2. Southern Institute of Technology - Director</li> <li>3. ARA - Director</li> <li>4. Service IQ- Director</li> <li>5. Queenstown Resort College - Advisory Board member</li> </ol>	
<b>Adam La Hood</b>	02-04-2020	<ol style="list-style-type: none"> <li>1. Director – Dunedin Venues Management Ltd</li> <li>2. Chief Financial Officer – Cook Brothers Construction</li> </ol>	<ol style="list-style-type: none"> <li>1. Collaborative Partner with OP</li> <li>2. Contractor to OP</li> </ol>
<b>Justin Lester</b>	01/04/2020	<ol style="list-style-type: none"> <li>1. Chair – Weltec Whitireia Subsidiary Board</li> <li>2. Chair – Storbie Ltd</li> <li>3. Director – Kapai New Zealand Ltd</li> <li>4. Director – Welcome Home Ltd</li> <li>5. Chair – Good Bitches Baking</li> <li>6. Contractor – Dot Loves Data</li> <li>7. Contractor – Fix &amp; Fogg</li> <li>8. Ambassador – Simplicity Kiwisaver</li> </ol>	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Potential Supplier</p> <p>Potential Supplier</p> <p>Potential Supplier</p>

			Polytechnic
<b>Megan Potiki</b>	01-04-2020	<ol style="list-style-type: none"> <li>1. Member of Te Runanga o Ōtākou</li> <li>2. Employee of the University of Otago</li> <li>3. Contractor - Aukaha Ltd</li> <li>4. Governor - A3K Limited</li> </ol>	3 and 4 potential suppliers

<b>OTAGO POLYTECHNIC LIMITED BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: MINUTES</b>	
<b>PURPOSE:</b> The minutes of the open section of the Board meeting held on 22 April 2021 are attached.	
<b>PRESENTED BY:</b> Adam La Hood	
<b>RECOMMENDATION:</b> That the Board approves the minutes as a true and correct record of the open section of the meeting held on 22 April 2021.	

# MINUTES (in Review)



## OTAGO POLYTECHNIC LIMITED (THE COMPANY) MEETING OF THE BOARD (OPEN)

<b>Name:</b>	Otago Polytechnic Limited
<b>Date:</b>	Thursday, 22 April 2021
<b>Time:</b>	11:40 pm to 12:08 pm
<b>Location:</b>	Corporate Suite 1, Level 3, Forsyth Barr Stadium
<b>Board Members:</b>	Adam La Hood (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Justin Lester, Megan Potiki
<b>Guests/Notes:</b>	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Louisa Homersham (Deputy Chief Executive Business Services), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Phil Osborne (Convenor, Staff Committee), Ezra Tamati (Convenor, Student Committee).

### 1. PROCEDURAL

#### 1.1 Karakia Timatanga

The meeting opened with a karakia.

#### 1.2 Welcome/Apologies/Notices

The following apologies had been received:

- Janine Kapa
- Chris Morland
- Laura Warren

#### 1.3 Conflicts of Interest

No conflicts were declared in relation to the open agenda.

#### 1.4 Additional Agenda Items

There were no additional agenda items.

#### 1.5 Confirm Minutes

Otago Polytechnic Limited (The Company) Meeting of the Board (Open) 18 Mar 2021, the minutes were confirmed as presented.

#### 1.6 Matters Arising/Actions

A list of Board Policies had been provided.

Bicultural competency qualification for Board members to be added to the action sheet.

## 2. REPORTS

### 2.1 Chief Executive

Dr Gibbons' report covered the following items:

- Enrolments  
Currently at 110% of allocated funding and 550 EFTS ahead of budget. It was suggested that EFTS could reach up to 125%.
- COVID-19  
Travel requests to Australia are being considered on a case-by-case basis.
- Visit by Minister Hipkins 8 April
- NZ Certified Building Apprentice Challenge 10/11 April onsite in L Block
- Summarised Finance Report for the period ended 31 March 2021
- Media report

## 3. FOR APPROVAL

### 3.1 International Fees

A zero increase in international fees was proposed, based on:

- effect of Covid 19 and closed borders
- exchange rate seen as relatively high by foreign students
- volumes rather than price being the prime driver for OP
- most students already in the country and this limited pool hotly contested
- extensive use of scholarships to drive recruitment.



#### International Fees

##### RECOMMENDATION

**That the Board recommends to Te Pūkenga that there be a zero fee increase for Otago Polytechnic's International Fees for 2022.**

**AGREED.**

**Decision Date:** 22 Apr 2021

**Outcome:** Approved

### 3.2 Terms of Reference

Terms of Reference were attached for the Health and Safety Committee and Audit and Risk Committee.

It was agreed that the Terms of Reference for the Audit and Risk Committee be held over until the next meeting to allow further discussion around overall risks and some streamlining of the document.

The following suggestions had been made regarding the Health and Safety Terms of Reference prior to the meeting:

- that the TOR include a cross check against the annual workplan to ensure all the required activities are captured and scheduled
- that a member of the OPSA Executive and two Health and Safety Representatives be added to the membership in an ex-officio capacity.

It was agreed that risk around health and safety will sit within the overall organisational risks, with responsibility falling to the Health and Safety Committee.



### **Terms of Reference - Health and Safety Committee**

#### **RECOMMENDATION**

**That, with the amendments suggested, the Terms of Reference for the Health and Safety Committee be approved.**

#### **AGREED.**

**Decision Date:** 22 Apr 2021

**Outcome:** Approved

## **4. MATTERS FOR NOTING**

### **4.1 Board Calendar**

The Board calendar was noted.

Meeting dates for the Health and Safety and Audit and Risk Committees are to be reviewed.

### **4.2 Executive Leadership Team Interests Register**

The Executive Leadership Team Interests Register was noted.

### **4.3 Academic Committee**

The minutes of the Academic Committee meeting held on 9 March 2021 were noted.

### **4.4 Staff Committee**

Convenor of the Staff Subcommittee Phil Osborne spoke briefly to the key points from the Staff Committee meeting held on 25 March 2021.

### **4.5 Student Committee**

Ezra Tamati, Convenor of the Student Committee, spoke to the minutes of the Student Committee meeting held on 15 April 2021.

### **4.6 Board Policies and Review Dates**

A schedule of Board policies and review dates was noted.

### **4.7 Graduate Destination Survey**

A highlight report of graduate outcomes for 2019 was noted and held over for the strategic planning session.

It was agreed that the Reporting Timeframes be reviewed to ensure up to date reporting. Future reports to include a more in depth breakdown of Māori/Pasifika and by school/programme.

#### 4.8 Komiti Kawanataka

The minutes of the Komiti Kawanataka meeting held on 1 April 2021 were noted.

There was discussion regarding the wellbeing of students. Dr Gibbons advised that additional funding was to be made available for the mental health and wellbeing of students and a plan would be developed to access some of this funding. Student Services Director Brayden Murray was heavily involved with various organisations providing support for students.

It was requested that Dr Gibbons report monthly on student health and wellbeing, and actions underway to address these issues.

### 5. CLOSE MEETING

#### 5.1 Close Meeting

**Next meeting:** Otago Polytechnic Limited (The Company) Meeting of the Board (Open) - 20 May 2021, 11:30 am

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
22-04-2021	Board to undertake bicultural competency training	All	31-08-2021
	Terms of Reference – Audit and Risk Committee	Paul Allison	20-05-2021



OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 20 MAY 2021
ITEM: CHIEF EXECUTIVE'S REPORT	
PRESENTED BY: Dr Megan Gibbons	

### Enrolments

Enrolments remain high with good demand across all areas. We are currently at 111% of our allocated funding and 667.8 EFTS ahead of budget.

### Tertiary Open Day

Tertiary Open Days are taking place on Sunday 23<sup>rd</sup> and Monday 24<sup>th</sup> May. This is viewed as our largest recruitment opportunity of the year with all High Schools from the Waitaki to Southland attending with their Year 13 students and in some cases Year 12 students. Smaller groups of prospective learners and their whānau from throughout the rest of the country are also expected to attend with Air New Zealand putting on additional flights to Dunedin to accommodate the demand.

Sunday is a smaller scale event providing those who have travelled from out of town the opportunity to visit a smaller expo set up in The Hub and take a tour of Te Pā Tauira. Monday is a full day of information sessions across the campus and a large expo with all programmes represented in The Hub.

Tertiary Open Days are a joint initiative with the University of Otago with both organisations involved with planning and execution of the days.

### Student Voice and Marketing

This year we have implemented a new social media strategy, as part of our ongoing marketing efforts, with an overarching goal to include more authentic student voice. To enable this, we've launched an internal campaign aimed at our learners, to recruit [OP Creators](#) – one learner from each study area to create content about their experience here at Otago Polytechnic. Our aim is to recruit students from every study area, to show the wide range of programmes we offer and the diversity of students, of which we celebrate. To date, we have recruited 12 students and our aim is to have all 42 study areas represented (28% of target achieved). Additionally, we are ensuring that all our learners are represented in marketing content, with a focus our priority learners (Māori, Pasifika and Accessibility).

### Rainbow Tick



Otago Polytechnic is proud to have achieved Rainbow Tick reaccreditation, acknowledging that we accept and value people in the workplace, embracing the diversity of sexual and gender identities.

Rainbow Tick certification is granted to organisations that complete a diversity and inclusion certification process. To gain certification, Otago Polytechnic showed, against several criteria, that it is diverse, open and inclusive as an employer. This includes strategies and policies that specifically mention inclusion; reporting on inclusion at all levels, including governance; and training offered to staff.

We are the only ITP to have been awarded the Rainbow Tick and were one of the first organisations in the South Island to gain the certification, in December 2016.

### Summarised Finance Report for the period ended 30 April 2021

The following table provides an overview of Otago Polytechnic's 2021 financial performance to date and compares this against the budget with variances.

April 2021	2021 Year to Date Actual	2021 Year to Date Budget	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 33,605	\$ 30,509	\$ 3,096
Expenditure	\$ 31,257	\$ 32,833	\$ 1,576
Net Surplus	\$ 3,448	\$ 2,426	\$ 1,022
Capital Expenditure	\$ 2,192	\$ 5,875	\$ 3,683
Employment Cost as a percentage of revenue	53.8%	63.4%	9.6%
Student Fees as a % of revenue	33.2%	35.1%	1.9%
Government Funding as a % of revenue	52.9%	49.8%	(3.1)%
Working Capital	44.1%	16.9%	27.2%
Cash In/Cash Out	162.0%	156.5%	5.5%
Net Monetary Assets (000's)	\$ (4,038)	\$ (2,753)	\$ (1,285)
Debt / Equity Ratio	28.4%	27.0%	(1.4)%
EFTS	4,973.6	4,305.8	667.8

### Key Points:

- The net operating surplus of \$3,448k is favourable to budget by \$1,022k mainly due to additional student income from increased enrolments.
- Capex is lower than budget to date by a net \$3,683k due to timing of the shovel ready building project.
- Net Monetary Assets are currently unfavourable by \$1,285k, this is due to additional borrowing for April as we haven't received all the outstanding TTAF revenue

- EFTS enrolments of 4,974 are favourable to YTD budget by 668. This is due to additional enrolments across multiple programmes.

**Media Report:**

Attached is a summary of Otago Polytechnic's external media activity.

Dr Megan Gibbons  
Tumu Whakarae/Chief Executive

## **Submission to the DCC Long Term Plan – For Noting**

### **Otago Polytechnic Submission to the Dunedin City Council 10 Year Plan 2021-2031.**

Thank you for the opportunity to feed into the Long-Term Plan (LTP) for the Dunedin City Council. There are specific areas that we would like to raise in relation to the LTP that are important for Otago Polytechnic.

As you are aware the tertiary precinct is a special part of the city that creates the leaders of the future. The annual influx of students from around the country is unique to the city. Other centres have tried to create the same but often come up short. There is a huge economic benefit to the city from the tertiary education sector and we would like to see this specifically provided for in the long-term planning for our city.

The contribution to Dunedin City's GDP was \$1.125 Billion in 2019 from Otago Polytechnic and the University of Otago, which is approximately 18% of the City's total GDP. Further, Otago Polytechnic and the University's GDP contribution to the City in 2021 is estimated to increase to approximately \$1.3 Billion, as both institutions have expanding domestic enrolments supported by increases to population growth, central Government funding and free fees for several programmes. (refer 2019-20 Economic Impact Reports for Otago Polytechnic, University and DCC).

If the indirect, or flow-on expenditure is considered, the total spend in Dunedin increases to \$2.2 billion (2019), or more. For example, the Polytechnic and University buy supplies from a local business; that business in turn needs to employ staff and buy raw products from another supplier to meet the demand. It is obvious that the impact of the tertiary sector's Total Expenditure in the City is significant. In 2019 the University supported 16,265 jobs and Otago Polytechnic supported 4,172 jobs in Dunedin City. This equates to 31% of the City's paid workforce.

Otago Polytechnic has created partnerships and links into the wider city and region, which are key in ensuring innovation and the best outcomes for both parties. The impact of our learners on the organisations they work with and for is often underestimated, as in addition to above economic impact, this often includes unpaid volunteer work. As part of this submission, we will be highlighting and asking for your consideration and support for four projects that are critical for the continued innovation and development of our city.

### **The Tertiary Precinct Upgrade**

Otago Polytechnic submits that the Dunedin City Council should begin the Tertiary Precinct (TP) Upgrade sooner than 2030, which is currently proposed, whether this is included as part of the Three Waters Infrastructure Project for the Tertiary Precinct or not.

- Following the Dunedin City Council (DCC) initiated Memorandum of Understanding, the four Tertiary Precinct partners; the DCC; Otago Regional Council; University of Otago; and Otago Polytechnic, have been working collaboratively to progress the TP Plan, which has provided the strategy and planning to support the TP Upgrade. Funding has been a challenge and this needs to be addressed if we are to progress this plan. Recently, the TP partners had committed to working on the draft Business Case for the Three Waters Infrastructure Upgrade, including the TP upgrade, and were advised that construction would be delayed a further 10 years until late 2030; again, this seems to be related to funding. TP partners have been working on the TP upgrade and have progressed the first stage of the Investment Logic Mapping to support the Business Case for this.
- We note Mana Whenua representation from Aukaha is involved in the TP upgrade. "A significant opportunity to realise enhancement of local and cultural identity, cross-cultural communication and place-making opportunities for all".

- The upgrade to the Tertiary Precinct will bring significant opportunities and benefits for the City and expand its Tertiary destination status which enhances the attractiveness of Dunedin.
- Significantly, if the TP upgrade proceeds and models innovative urban development and transportation priorities for the City, this will have a flow on effect that will help to progress change throughout the City and transform the City as a more desirable place to live, work and play. This would include:
  - Pedestrian friendly access, use, signage and wayfinding
  - Use of a range of clean and agile public transport; and encourage travel behaviour change
  - Car and bus free zones within the Precinct
  - Car parking on the perimeters of the TP connecting to alternative modes of green and agile transport options in and out of the Precinct
  - Road safety and accessibility – lessen the dominance of cars and large diesel buses
  - Enhanced cyclist, scooter and skater environment and access but within campus and city regulations
  - Streetscape amenities
  - Sense of place and establish the Tertiary Precinct as a destination with cultural and heritage features that tell Kāi Tahu and earlier stories
  - Green spaces and spatially integrate the Polytechnic and University campuses, Forsyth Barr Stadium, Logan Park and the Leith Stream and their planned future developments
  - Ensure works are functional for the present requirements of the Tertiary Precinct, but are flexible to adapt to changing spatial requirements such as events and new ways of traveling within the area (ride share).

(Reference Tertiary Precinct Development Plan (2008))

We have some specifics regarding the Tertiary precinct that need to be considered as they are important for this part of town.

- Waste management

Fortnightly rotational system for kerbside collection is not working for the student area. For example, the blue glass receptacle is not collected often enough so always full/overflowing. We agree that offering a different servicing in the student area to the rest of the city would not solve the issue alone. Therefore, we agree with the proposed waste management system for the city, but do not think there will be sufficient use for a green waste bin and this could lead to it being damaged.

We also note that a sub- group to the Tertiary Precinct Planning are currently working on a proposal and recommendations of how improve waste management provision and where the burden of costs lay. This primarily relates to the University but does have implications for Otago Polytechnic.

We support the introduction of 4 bin recycling City wide.

- Parking

The group noted that there is an existing parking issue, and a larger parking issue looming both in the surrounding campus area and the entire city. For example, the growing population and the hospital build will lead to more pressure in the city centre traffic and parking. There is a need to get alternatives in as early as possible so that there are solutions to driving/parking. There have been improvements to the bus service, but these are slow and incremental and have yet to new technologies.

Taking cars away from central campus will require careful management. The aim should be to improve utilities space on campus for students by introducing smart, agile and green technologies; and by encouraging changed behaviours. Not by employing punitive parking management measures.

The growing number of domestic students is contributing to more congestion in the area surrounding campus. Polytechnic students are also typically over 25, so many have school drop off/jobs etc – they need an effective way to get to a lecture for ½ a day and driving is currently the most effective way. For the university, car ownership is most prevalent amongst students in second year or above. There are some flats where every resident has a car, but do not use their car very often and are parked on the street near their flat.

The 2008 Tertiary Precinct Development Plan has many pertinent and very good objectives, but these need to be reconsidered as new technologies are on offer and we employ these to progress our plans to make the area pedestrian friendly as a green, people friendly and a sustainable environment.

- Progressing pedestrianisation work on Union Street as soon as possible
- Using common language/messaging across the organisations i.e. changes needed because of a growing population in Dunedin, and an increasing number of residents who have cars
- Longer term parking options outside of the tertiary zone
- Permits for student's resident parking
- Removing some car parks and putting scooters/bike parking instead
- Increasing the price, widening the charged on-street parking area
- Giving bus passes out as part of employment
- Conducting an inventory on parking and directing people to available spaces
- Introducing satellite parking
- Removing some parks around campus, but intensifying the number of spaces in other areas
- Smaller electric buses; and in the tertiary area/an on-demand service similar to uber
- Introducing park and ride facilities
- On-leasing car parks
- Including ORC and those managing the hospital rebuild in conversations
- More zebra crossings around campus (emphasis on Forth and Union intersection)

### **Logan Park Sports House**

Otago Polytechnic supports the Sports Hub concept for Logan Park in partnership with the Regional Sports Organisations and Sport Otago.

- There have been several iterations of the needs of sport in our city in how we effectively support them. The stadium and Logan Park precinct has become the home of sport for our city, but there is still further work to be done. Recently, Tennis Otago have been successful in upgrading their courts to create an accessible competition suitable outside playing surface, the next stage of the development is to redesign and redevelop a Sports House/Hub to support players, coached, administration and the public.
- We are in full support of the planned Sports House at the back of the tennis courts. This is a piece of land that is dark and relatively unusable as a sports ground but could easily be built on to get the support structures in place for regional sport on Logan Park. This building could also be the home of Sport Otago which would create a fully integrated Sports House. This is best practice and happens in most other cities and towns within NZ. With the movement of Sport Otago to the Sports House then Otago Polytechnic



would be able to increase the lease space we currently use, and this is further income for the city. Currently we have teaching spaces within the Tennis Centre, this is nearby but there is no room for expansion of practice or numbers of learners. By integrating education and sport you are creating benefits that otherwise would be costly for the sports themselves.

- Our Sport, Exercise and Massage programmes are situated in the Sargood Building and the current Tennis Centre building. Otago Polytechnic is a fully integrated part of the Otago sporting community and this leads to both support of sport and their requirements, as well as experiences for our learners that are real and meaningful. For example, our learners in the massage programme work at the secondary schools' tournaments and Dunedin marathon, and our learners from the physical conditioning programme train the Otago Girls rowing team (just to name two examples).

### **The Wildlife Hospital**

Otago Polytechnic would like the city to consider supporting the build of a purpose-built Wildlife Hospital and visitor centre where it is currently located. Otago Polytechnic would commit to also building the Veterinary Nursing buildings on the other end as part of the partnership. This is something that is unique to our city and supports the importance of our native wildlife as part of who we are and what we are responsible for looking after.

- Currently there is a wonderful partnership between the Wildlife Hospital and Otago Polytechnic that has allowed for the development and growth of the Wildlife Hospital. The key part of this partnership (beyond the building and space) is the ability for our learners in the Vet Nursing programmes to have placements at the Wildlife Hospital and learn from the best. They get an understanding of the importance of our native wildlife and the skills to work with them when they graduate and are employed around the country. Recently we have completed higher level qualifications to ensure that Veterinary Scientists (Vets) also have access to specific learning on native wildlife, in particular birds, and this is gaining interest from all around the world.
- We are asking for the funding of the scoping and development of the business plan to get this underway. We believe that with a concerted fundraising programme we will be able to fund this building. This would continue to provide the city with a place of national importance, provide a visitor centre that allows educational experiences for schools, businesses and others, and continue to support the work already done. It would also add to the places we already have like the Orokonui Ecosanctuary, The Albatross Colony and Penguin Place. Dunedin and the associated ecotourism is known worldwide, so it is in our best interests to continue to develop the Wildlife Hospital to support the health of our native wildlife.
  - i. Dunedin Tourism 2025 Growth Framework has an industry-led vision to grow the Dunedin tourism economy to \$1.6 billion annual revenue from domestic and international visitors by 2025 (<https://dunedinhost.co.nz/index.php/dunedin-tourism-strategy/>)
  - ii. Tourism is worth about \$180 million to the Dunedin economy, and while this may have reduced due to Covid-19 it will pick up again, especially around wildlife viewing. (Page 28 of Economic Development Strategy, "Compelling Destination" section - [https://www.dunedin.govt.nz/\\_data/assets/pdf\\_file/0008/262997/Dunedins-Economic-Development-Strategy-2013-2023.pdf](https://www.dunedin.govt.nz/_data/assets/pdf_file/0008/262997/Dunedins-Economic-Development-Strategy-2013-2023.pdf))
  - iii. Tourism contributes 4% of Dunedin's GDP and 6% of employment (Page 36 of Economic Development Strategy, "Compelling Destination" section)
  - iv. Key strategies to get to the \$1.6B is: "Promote Dunedin's points of difference; support key messaging: natural (wildlife and location), and cultural heritage (architecture, food, wine, retail, cultural), and to support existing and create new experiences that are sustainable economically, environmentally and are

supported by our communities. (page 12 <http://dunedinhost.co.nz/wp-content/uploads/2018/12/Tourism-Growth-Framework-Dunedin-Host.pdf>)

- We request provision in the Plan for \$50, 000 for a scoping document which will cover the below. This will allow us to confirm a construction budget and professional fees to complete the concept design. The funding is requested for the 2022-2023 year, not in the current year, as we work to complete construction work on the Otago Polytechnic site.
  - i. Pulling together an initial project brief
  - ii. Establishing project stakeholders
  - iii. Workshops and interviews
  - iv. Looking at exemplar/Benchmark projects elsewhere
  - v. Some bulk and location plans.

The city benefits from the work that the Wildlife Hospital continues to undertake. It is internationally renowned for the benefits to our native wildlife .They contribute to world leading research. Further, our learners are being trained in practices unique to NZ. Within the Vet Nursing programme, we have.

### **CODE and the “Dunedin School of Games”**

- Dunedin is currently experiencing unprecedented growth in its gaming and digital interactive media industries, supported by CODE ([NZ Centre of Digital Excellence](#)) announcement, existing internationally successful local games companies, and Dunedin’s uniquely creative culture.
- Otago Polytechnic is perfectly placed to lead the provision of skills and knowledge for this growing industry. The planning phase is underway to deliver a dedicated multidisciplinary work-based learning facility within OP; working title: ‘Dunedin School of Games’.
- Building on existing collaboration between the Design and IT programmes, OP’s expertise in authentic experiential learning will be harnessed to provide learners of all levels with up-to-date, industry-relevant curriculum and work-ready skills in a collaborative project-based learning environment.
- No other New Zealand ITPs have established this level of integrated industry games curricula or facilities. This is a clear opportunity for OP to take leadership and share beyond the region and set the bar for experiential vocational education in the evolving tertiary education landscape.
- How does this help the city?  
We will support Dunedin in developing digital regional excellence by
  - i. Training and credentialing in skills and processes for the regional digital industry, consistent with OP’s strategic frameworks and values (sustainability, iwi partnership, community engagement).
  - ii. Developing relevant discipline-specific digital interactive learning experiences for Dunedin learners and as open education resources, this includes creating pathways from high school.
  - iii. Provide an incubator environment for local independent development of games and digital interactive products.
  - iv. Collaborating with international partners to provide established and proven curriculum and expertise, student exchange, and international learning opportunities.
  - v. Undertaking research in games and related areas on behalf of industry and community
- We are asking for assistance in finding and funding a suitable location near CODE and other industries who are emerging. Integration is key to make this a successful venture. There is some urgency as the University of Canterbury is doing very similar in a bid to make Christchurch the city for gaming development.
- We are asking for provision of \$300,000 to assist with setting this up as a space for the city to build and develop gaming education, development and expertise.



This submission is presented on behalf of Otago Polytechnic. For further clarification of the above, and to confirm a date and time to present further information in support of this submission, please contact me directly.



**A summary of Otago Polytechnic external media activity, from April 1, 2021 – April 30, 2021. Produced by Karen Spreckley, Business Support Administrator.**

- 172 news mentions.
- Coverage reached a cumulative audience of 2.85 million.
- Online News had the highest volume of coverage (68 news mentions)
- The outlet with the highest volume was Otago Daily Times with 56 mentions

**Key themes of coverage:**

Chris Hipkins inspected the site for the Trades Training Centre at Otago Polytechnic on 8 April. A project that is significant to the local and national construction industry.

Otago Polytechnic hosted the Dunedin round of the New Zealand Certified Building Apprentice Challenge. Contestants made picnic tables.

Lecturer in Information Technology, Martin Junek, developed two apps. One is designed for small fishing operators enabling them to provide electronic catch reporting. The other helps operators find buyers for by-catch. Both have very positive feedback from customers.

Otago Polytechnic has been re-certified with the Rainbow Tick accreditation after completing a diversity and inclusion certification process. Otago Polytechnic is the only ITP to have been awarded the Rainbow Tick and are looked on as a leader by other organisations.

**OP WEBSITE**

There were more than 180.000K page views in the past month. New website visitors comprised approx. 40% of traffic (the remainder were returning visitors); the average time spent per view was 2min 06sec.

**SOCIAL MEDIA**

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 15.2K.

**INSTAGRAM**

3.7K followers; reflecting strong numbers on this channel.

**LINKEDIN**

Otago Polytechnic's main LinkedIn page has 15K followers, reflecting strong numbers on this channel.

**OTAGO POLYTECHNIC LIMITED**  
**AUDIT AND RISK COMMITTEE**  
**TERMS OF REFERENCE**

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**1. CONSTITUTION**

- 1.1 The Audit and Risk Committee is a subcommittee of the Otago Polytechnic Ltd Board and is a closed meeting.

**2. OBJECTIVES**

- 2.1 The objective of the Committee is to assist the Board in carrying out its duties with regard to organisational risk, internal controls, audit compliance and financial planning

**3. MEMBERSHIP**

- 3.1 The Committee shall comprise not less than three Board Members and members of the Executive Leadership Team as appointed by the Board. The Chief Executive and Deputy Chief Executive Operations will automatically be included in an ex officio capacity.
- 3.2 The Board shall appoint a chairperson from the members of the Committee. The chair of the Board shall not be chair of the Committee.

**4. SECRETARIAL AND MEETINGS**

- 4.1 The secretary of the Committee shall be the Board Secretary.
- 4.2 A quorum of members of the Committee shall be two Board members.
- 4.3 The Committee may have in attendance such persons as it considers necessary to provide appropriate information and explanations. This includes but is not limited to Otago Polytechnic management, internal auditors, external auditors and other subject matter experts as appropriate.
- 4.4 Other Board members shall be entitled to attend meetings of the Committee as observers, provided that they are not conflicted, and may participate at the discretion of the Committee's Chair.
- 4.5 Reasonable notice of meetings and the business to be conducted shall be given to the members of the Committee, all other members of the Board, the Chief Executive, Deputy Chief Executive Operations and other parties if appropriate.
- 4.6 Meetings shall be held at least 4 times a year having regard to the Company's reporting and audit cycle and strategic planning. Any member of the Committee, or the auditors may request a meeting at any time if they consider it necessary.
- 4.8 At every meeting where external or internal auditors are present, the Committee may elect to meet with the auditors without management present for part of the meeting.
- 4.9 Minutes of all meetings shall be kept.

## 5. RESPONSIBILITIES

5.1 The responsibilities of the Committee are as follows:

### **Audit compliance**

- Agree with management the annual internal audit programme to monitor and test internal controls
- Review findings and recommendations from the internal audit programme work.
- Seek any information it requires from staff, management and external parties.
- Review the appointment of the external auditors and their fees, for recommendation to the Board.
- Review the independence of internal and external auditors and the appropriateness of any non-audit services they undertake for the Polytechnic.
- Ensure that agreed recommendations highlighted in internal and external audit reports are actioned by management.

### **Organisational Risk Profile**

- Participate in the risk identification and assessment process for the Polytechnic.
- Review and agree internal controls to manage the risks identified.
- Review the risk register, monitor changes in the risk ratings and agree actions proposed by management to address and mitigate key risks.
- Review legislative compliance in line with policy.
- Review annual insurance cover and policies.

### **Financial Planning and Reporting**

- Hold high level oversight of the financial performance and position of the Polytechnic against budget and forecasts.
- Review the annual budget and make recommendations to the Board
- Review and monitor asset management planning processes.
- Review and recommend where appropriate to the Board business cases for major capital expenditure and new initiatives.
- Review Board policies relevant to this committee.

## 6. AUTHORITY

- 6.1 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees will be directed to co-operate with any request made by the Committee. The Board may refer relevant matters within the terms of reference to the Committee for further investigation.
- 6.2 The Committee is authorised by the Board to obtain outside legal or other independent professional advice if it considers this necessary.
- 6.3 The Committee will make recommendations to the Board on matters requiring a decision. The Committee does not have the power or authority to make a decision in the Polytechnic's name or on its behalf.

## 7. REVIEW OF THE COMMITTEE AND TERMS OF REFERENCE

- 7.1 The Committee shall undertake an annual self-review of its objectives and responsibilities and of its terms of reference.

## 8. REPORTING PROCEDURES

- 8.1 The Committee shall maintain direct lines of communication with the internal and external auditors, the Chief Executive, and with management.

- 8.2 The Chief Executive shall be responsible for drawing to the Committee's immediate attention any material breakdown in internal controls, and any material event of fraud or malpractice.
- 8.3 The Committee shall be provided with copies of all relevant documentation between the external and internal auditors and management.
- 8.5 A summary of the minutes of all Committee meetings shall be circulated to members of the Committee, the full Board, the Chief Executive, and to such other persons as the Board directs.

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: TERMS OF REFERENCE</b>	
<b>PURPOSE:</b> The Terms of Reference for the Audit and Risk Committee are attached for the Board's approval.	
<b>PRESENTED BY:</b> Paul Allison	

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: BOARD CALENDAR</b>	
<b>PURPOSE:</b> Attached for noting is the Board calendar.	



**BOARD CALENDAR 2021/22**

Meeting/Event	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 22	Feb	Mar
<b>Annual Report Sign off</b>											
<b>Budget</b>					23 Sept						
<b>Board Meeting</b>	20 May	17 June	22 July	19 Aug Marae	23 Sept	19 Oct Auckland	18 Nov			17 Feb	24 Mar
<b>ELT, Student and Staff convenors to attend</b>		17 June			23 Sept					17 Feb	
<b>Fees Set</b>											
International											
Domestic					23 Sept						
<b>Strategy Review</b>											
<b>Audit and Risk Committee</b>		16 June			10 Sept			16 Dec			
<b>Graduation</b>			23 July 1.30pm					17 Dec			
<b>Maori Pre-Grad</b>			22 July					16 Dec			
<b>Pasifika Pre-Grad</b>			21 July					15 Dec			
<b>Komiti Kawanataka</b> Thurs at 12.30pm	6 May	3 June	1 July	5 Aug	2 Sept	1 Oct	4 Nov	2 Dec		3 Feb	3 Mar
<b>Performance Review Committee</b>	20 May					15 Oct					

Meeting/Event	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 22	Feb	Mar
<b>Health and Safety Committee</b>		14 June		2 Aug		4 Oct		6 Dec		7 Feb	
<b>OP Events</b>											
- Student Showcases							Nov				
- Awards - Long Service - Staff - Distinguished Alumni					10 Sept						
- Christmas Function								3 Dec			

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER</b>	
<b>PURPOSE:</b> The Executive Leadership Team Interests Register is attached for noting.	



## OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

Register to be maintained for the Executive Leadership Team and kept by the Chief Executive's office as per policy CP0012.06 Disclosure of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
1 February 2019	Philip Cullen	Cliffs Road Trading Board Member: <ul style="list-style-type: none"> <li>OP Auckland International Campus Ltd</li> <li>Otago Polytechnic Education Foundation</li> <li>Open Education Resource University</li> </ul>	Potential only		
20 November 2020	Megan Gibbons	Otago Boys High School Board of Trustees  Judge Otago Sports Awards  Board member: <ul style="list-style-type: none"> <li>Wildlife Hospital</li> <li>Open Education Resource Foundation University</li> <li>Otago Polytechnic Auckland International Campus</li> <li>TANZ eCampus</li> </ul>	OP is a sponsor		Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
7 October 2020	Louisa Homersham	Board Member - Downie Stewart Foundation (Moana House)	OP subcontracts Moana House to deliver one programme (the Te Taketake Diploma in Addictions level 7)	Pecuniary	Ensure that I am not involved in contract negotiations with Moana House
21 April 2020	Janine Kapa	Board Member: <ul style="list-style-type: none"> <li>– A3 Kaitiaki Ltd (Chair)</li> <li>– Kōkiri Training Centre (Chair)</li> <li>– Otago Youth Wellness Trust</li> <li>– KUMA (Southern Māori Business Network)</li> </ul> OP representative on Grow Dunedin Partnership Steering Group Member, Kāti Huirapa Rūnaka ki Puketeraki Partner, Kia Māia Bicultural Communications Brayden Murray, Director: Learner Services – partner 6-month 0.6 FTE secondment to Te Pūkenga, effective 1 Oct 2020 – 31 Mar 2021	Potential only Potential for similar clientele Potential only Potential for bias  Potential only  Potential only Potential supplier  Personal interest  Potential only	Pecuniary Non-pecuniary Non-pecuniary Non-pecuniary  Non-pecuniary  Non-pecuniary Pecuniary  Both  Non-pecuniary	Proceed with: <ul style="list-style-type: none"> <li>• caution &amp; sensitivity</li> <li>• honesty &amp; integrity</li> <li>• transparency</li> </ul>
11 February 2019	Oonagh McGirr	Board Member: <ul style="list-style-type: none"> <li>– Dunedin Fringe Arts Trust</li> <li>– The Malcam Trust</li> <li>– OERU Board</li> </ul>			
20 August 2020	Chris Morland	<ul style="list-style-type: none"> <li>– SIGNAL ICT Grad School</li> <li>– Board member, Dunedin Bowls</li> </ul> Ellen Morland, OP staff member spouse	Possible competitor  Personal interest	Pecuniary  Both	Transparency OP Policy
7 October 2020	Laura Warren	Intern Director - Delta			

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: ACADEMIC COMMITTEE</b>	
<b>PURPOSE:</b> Attached for noting are key points from the Academic Committee meeting held on 13 April 2021.	

## **Academic Committee Meeting Summary**

### **For meeting held on 13 April 2021**

Quorum was achieved: 12 attendees.

The Committee dealt with business as usual and items / actions arising for general discussion as noted:

#### **Updates / Actions**

- It was noted that the Bicultural Competency EduBit will be brought back for approval once completed.
- OPAIC / Future Skills Academic Committee 2020 Report to Otago Polytechnic Ltd Academic Committee document was discussed and clarified around the confusion of one Committee serving two purposes. It was also recommended to change the wording from “approve” to “recommend”.
- The type two change application for the Bachelor of Applied Management and proposed panel visit was followed up by Megan with Angela Beaton and NZQA.

**Business as usual approval Items** that were presented to Academic Committee:

#### **For noting**

- Monitors Report 2020
  - Applied Science Suite
  - Applied Management – Bachelor, Grad Dips, Degree
  - Construction
  - Design (Fashion)
  - Design (Product)
  - Leadership for Change
  - Midwifery
  - Visual Arts – Bachelor
  - Visual Arts – Postgraduate
- Consistency Reviews 2020
  - 1888 English Language (L4) Interim report with feedback (wtb)
  - 2412 Hairdressing (Emerging Stylist) (L4) Interim Report wfb – Sufficient
  - 2638 Digital Media and Design (L5) Interim Report wfb – Sufficient
  - 3097 Automotive Engineering Interim Report wfb – Sufficient
- 2020 External Moderation Summary from NZQA and External Moderation Report 2020

#### **Items presented for approval:**

- DPP Assessment

A brief on the recommendation to be included in the programme document wording to explain the process around potential non-consensus amongst assessors. It was noted that clarification from NZQA whether this is a type one or type two change due to it being a change in regulations.
- Type 2 Change NZ2612 NZ Diploma in Engineering – Fire Strand

- Type 1 approvals, and Certificates of Proficiency enrolments
  - OTCONT - Other Contracts, Short Courses and Workplace Consultancy
  - OTTATD - Otago Secondary Tertiary College – Trade Academy – Trades
  - NZ3444 - New Zealand Certificate in Beauty Therapy (Level 4)
- Retrospective Type 1 change to OT4760 Bachelor of Occupational Therapy
- EduBits
  - Learning in a Digital Age
  - Strategic Planning for Organisational Development



<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: STAFF COMMITTEE</b>	
<b>PURPOSE:</b> <p>A summary of discussion at Staff Subcommittee meeting held on 22 April 2021:</p> <ul style="list-style-type: none"> <li>• Two staff from People and Culture attended to explain the Values Project, timeframe and expectations around the project</li> <li>• Membership – discussion on replacement of member who has left. She was part of the Communications team and provided valuable assistance to Staff Subcommittee via this role. The Subcommittee think that an appointment from Marketing / Comms will add value (perhaps incorporate into TOR's); discussed the need to ensure even representation across schools and departments.</li> <li>• Discussed expressing support for the CEO after an article in the weekend newspaper</li> <li>• Would like updates from Board on College of Workbased Learning, department reviews, and the Review of Reviews.</li> </ul>	

<b>OTAGO POLYTECHNIC LIMITED</b>	
<b>BOARD PAPER</b>	
<b>OPEN AGENDA</b>	<b>DATE: 20 MAY 2021</b>
<b>ITEM: KOMITI KAWANATAKA</b>	
<b>PURPOSE:</b> Attached for noting are key points from the Komiti Kawanataka meeting held on 6 May 2021.	



## MEETING OF TE KOMITI KĀWANATAKA

6 Mātahi-ā-te-tau (May) 2021

KOMITI:	Megan Pōtiki (Chair) Ria Brodie Janine Kapa Stacey Gullen-Reynolds Chris Morland
In Attendance:	Scott Klenner Ron Bull Shaun Tahau Debbie Davie (Minutes)
Apologies:	Matt Matahaere Winnie Matahaere Khyla Russell Tessa Thomson Rebecca Swindells

### KARAKIA TIMATAKA

Megan Pōtiki opened the meeting and welcomed everyone.

### POINTS OF NOTE

1. Te Pūkenga Update (Janine K) – Ana Morrison & Janine Kapa have completed a two-day visit to the southern polytechnics to share network insights from the Te Pae Tawhiti self-reflective reports prepared for Te Pūkenga in January. For OP, the partnership (MoU) we have with our Papatipu Rūnaka was seen as a strength, as was the dedicated strategies and resources with OP (e.g. the DCE: Māori Devt & Kaitohutohu Office. Two areas have been identified for further development:
  - Mihi Whakatau & Pōwhiri – extend to other sites (campus)
  - Firming up our MoA with Te Rūnanga Ngāti Whatua at AIC
2. Relocation of Te Punaka Ōwheo (Megan G) – we are revisiting plans for the construction of a purpose-built 'whare' in the heart of the campus (re: 2015 Business Plan). In the meantime, we are relocating Te Punaka Ōwheo into the Capable NZ space in the Hub while the new trades training building is being constructed. This brings it into the centre of campus and closer to Student Success.
3. Whaiao: Regional Centre of Expertise Otago – a two-day hui was held recently to discuss the alignment of the UNSDGs with local narratives and a week-long symposium/wānanga is being planned to focus more on this aspect, i.e. 'indigenising' the Sustainable Development Goals. We are also pleased to confirm the appointment of Rachel Wesley (nō Ōtākou) as the mana whenua mandated co-Chair of Whaiao.
4. Memorandum of Understanding (MoU) – reformatted MoU was tabled (as per the BoD's request). It was suggested that it be re-signed at the Board meeting on 19 August at Hokonui Marae, when the 2020 Māori Annual Report is also being presented to mana whenua.
5. Tino Rangatiratanga Flag – Papatipu Rūnaka have not reached a consensus on the proposal to fly this flag at OP (3:1), however Komiti members agreed that a letter be sent to papatipu rūnaka advising them of this and suggesting that we progress with the majority vote.

6. Homelessness – Komiti members have asked for further information around the number of Māori learners experiencing homelessness and the impact of this on their studies (for further discussion).
7. Vacancy on OP Board – Kāti Huirapa Rūnaka ki Puketeraki are leading this process (Megan P will contact the Rūnaka Office to check on progress).
8. Mātauranga Māori (Bicultural SME) – a part-time role is available for a suitably experienced person to teach the Māori components in OP's Early Childhood Education programme (May-Nov 2021), with the potential to grow this role across other programmes to meet a growing need. The advertisement and JD will be sent to Rūnaka Offices & Komiti Kāwanataka members to disseminate among their networks to find a suitable candidate).
9. Proposed name for the 'School of Games' – 'Whare Mātoro o Ōtākou', suggested by Taikawa Tamati-Elliffe (also connected to CODE), approved by Komiti members.
10. Kaitohutohu Report – Frank Edwards has been appointed to the Tumuaki: Whakaruruhau role in Te Punaka Ōwheo (Director: Māori Learner Success).

KARAKIA WHAKAMUTUKA

Meeting closed 2.10pm



# Otago Polytechnic Limited

## BOARD PACK

for

Otago Polytechnic Limited (The Company) Meeting of the Board (Closed)

Thursday, 22 April 2021

11:30 pm

Held at:

Corporate Suite 1

Level 3, Forsyth Barr Stadium

<b>OTAGO POLYTECHNIC LIMITED</b> <b>BOARD PAPER</b>	
<b>CLOSED AGENDA</b>	<b>DATE: 22 APRIL 2021</b>
<b>ITEM: RESOLUTION TO EXCLUDE THE PUBLIC</b>	
<b>RESOLUTION</b>  <b>That under Section 48 (1) Local Government Official Information and Meetings Act 1987, and the Official Information Act 1982, with the exception of the Executive Leadership Team members and the convenors of the staff and student committees, the public be excluded from the meeting.</b>	

The general subject of each matter to be considered while the public is excluded, under section 48 (1) of the Local Government Official information and Meetings Act 1987 and the Official Information Act 1982, and the reasons for passing this resolution in relation to each matter are as follows:

General subject of each matter:

Reasons for passing this resolution in relation to the agenda:

1. Conflict of Interest
2. Confirmation of Minutes
3. Matters Arising/Actions
4. Reporting Timeframes
5. Chair (verbal)
6. Chief Executive's Report
7. Health and Safety
8. Finance Report
9. Capital Commitments
10. Campus Development
11. Te Pūkenga CAMS Assessments of Otago Polytechnic Limited
12. Annual Report
13. Going Concern Assessment
14. Otago Polytechnic Limited Trades Training Centre
15. Memorandum of Understanding with Kā Papatipu Rūnaka
16. Governance Risk Management Framework
17. Annual Staffing Update
18. Contracts Signed
19. Executive Leadership Team Gifts Register

Enable the polytechnic holding the information to carry out, without prejudice or disadvantage, commercial activities.

Prevent the disclosure or use of official information for improper gain or improper advantage