Otago Polytechnic Limited

BOARD PACK

for

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

Friday, 5 June 2020

1:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

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INDEX

AGENDA

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

Name:	Otago Polytechnic Limited
Date:	Friday, 5 June 2020
Time:	1:30 PM to 2:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Attendees:	Tony Allison (Chair)
Guests:	In Attendance: Mary Butler (Convenor, Staff Subcommittee), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).
Notes:	Board only 1.15pm - 1.30pm

1. PROCEDURAL

1.1 Karakia

1.2 Welcome/Apologies/Notices

1.3 Conflicts of Interest

Supporting Documents:

1.3.a	Board Interests Register.docx	6
1.3.b	Conflict of Interest.docx	9

1.4 Additional Agenda Items

1.5 Confirm Minutes

Supporting Documents:

1.5.a	Minutes cover. docx.docx	10
1.5.b	Minutes : Otago Polytechnic Limited (the Company) Meeting of the Board - Open - 1 May 2020	11

1.6 Matters Arising

1.7 Action Items List

Supporting Documents:

2. REPORTS

2.1 Chair (Verbal)

2.2 Chief Executive

Supporting Documents:

3. MATTERS FOR NOTING

3.1 Board Calendar

Supporting Documents:

3.2 Executive Leadership Team Interests Register

Supporting Documents:

3.3 Academic Committee Minutes

Supporting Documents:

3.4 Staff Sub-committee

Supporting Documents:

3.5 Student Council

Supporting Documents:

3.6 Economic Impact Report 2019

Supporting Documents:

4. CLOSE MEETING

4.1 Close Meeting

Next meeting: Otago Polytechnic Limited (the Company) Meeting of the Board - Open - 16 Jul 2020, 1:30 PM

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: CONFLICT OF INTEREST	
PURPOSE: Council 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.	
RECOMMENDATION: For noting.	

INTERESTS REGISTER

Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul Allison	01-04-2020	1. Life Trustee – Halberg Disability Sport Foundation 2. Sports Commentator – NZME 3. Independent Director - University Bookshop (Otago) Ltd 4. Chair - 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 Contractor – The Lion Foundation 10. Independent Consultant - Impact Consulting	1 – 6 Nil 7 & 10 potential supplier 8 & 9 – potential funder
Tony Allison	02-05-2020	1. Chair – Dunedin International Airport Ltd 2. Director – Delta Utility Services Ltd 3. Director – Smith City (Group) Ltd 4. Chair Advisory Board – Night ‘n Day Foodstores Ltd 5. Chair Advisory Board – MHC & MHCP Ltd 6. Director – AA Cleaners (Otago) Ltd 7. Director – One House Away 8. Managing Director – Visionalli Ltd	1. Nil 2. Potential supplier 3. Potential supplier 4. Nil 5. Potential supplier 6. Potential supplier 7. Nil 8. Nil

Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael Collins	01-04-2020	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	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
Karen Coutts	02-04-2020	1. Te Runanga o Moeraki Member, Te Runanga o Ngai Tahu 2. Transparency International NZ, Board Member 3. Treasurer, Te Runanga o Moeraki 4. Committee, Member, Institute of Directors Wellington Branch 5. Member, New Zealand Parole Board 6. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu 7. Director, KDC & Assocs Ltd 8. Director, KBDRC Ltd	
Maryann Geddes	02-04-2020	1. NZIST - Council Member 2. Southern Institute of Technology - Director 3. ARA - Director 4. Service IQ- Director 5. Queenstown Resort College - Advisory Board member	
Adam La Hood	02-04-2020	1. Director – Dunedin Venues Management Ltd 2. Chief Financial Officer – Cook Brothers Construction	1. Collaborative Partner with OP

			2. Contractor to OP
Justin Lester	01/04/2020	1. Chair – Weltec Whitireia Subsidiary Board 2. Chair – Storbie Ltd 3. Director – Kapai New Zealand Ltd 4. Director – Welcome Home Ltd 5. Chair – Good Bitches Baking 6. Contractor – Dot Loves Data 7. Contractor – Fix & Fogg 8. Ambassador – Simplicity Kiwisaver	Nil Nil Nil Nil Nil Potential Supplier Potential Supplier Potential Supplier
Megan Potiki	01-04-2020	1. Member of Te Runanga o Ōtākou 2. Employee of the University of Otago 3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business.	3. Potential supplier

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the meeting held on 1 May 2020 are attached.	
PRESENTED BY: Tony Allison	
RECOMMENDATION **That the minutes of the open section of the meeting held on 1 May 2020 be approved as a true and correct record.**	

MINUTES (in Review)

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

Name:	Otago Polytechnic Limited
Date:	Friday, 1 May 2020
Time:	9:00 AM to 9:35 AM
Location:	Via Zoom, Link included in appointment
Board Members:	Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Attendees:	Tony Allison
Guests/Notes:	In Attendance: Convenor, Staff Subcommittee, Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Deputy Chief Executive, People and Performance), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).

1. PROCEDURAL

1.1 Karakia

Megan Potiki opened the meeting with a karakia.

1.2 Welcome/Apologies/Notices

Tony Allison welcomed those present with a special welcome to Mary Butler, newly elected Convenor of the Staff Sub-committee and Nathan Laurie, Convenor of the Student Council.

1.3 Conflicts of Interest

The Board Interests Register was noted.

No further interests were declared in relation to the open agenda.

1.4 Additional Agenda Items

There were no additional agenda items.

1.5 Confirmation of Minutes

Otago Polytechnic Ltd (the Company) Meeting of Board of Directors - Open 2 Apr 2020, the minutes were confirmed as presented.

RESOLUTION
(Mike Collins/Karen Coutts)

That the minutes of the open section of the meeting held on 2 April be approved as a true and correct record.

AGREED.

1.6 Matters Arising

There were no matters arising.

2. REPORTS

2.1 Chief Executive

Naming of Buildings
The naming of buildings which had been agreed under the previous Council was endorsed by the Board. A naming ceremony is to be held in late July/early August once COVID-19 security levels are eased.

Mrs Potiki is to circulate the names to the rūnaka inviting their input.

Summarised Finance Report
A table provided an overview of the Polytechnic's 2020 financial performance to date compared against the budget with variances.

Mr Lester joined the meeting at 9.13am.

Otago Polytechnic Education Foundation
Dr Ker was pleased to advised that Sarah Simmers of Anderson Lloyd had been appointed to the OP Education Foundation. The appointment would need to be confirmed by NZIST.

Shovel Ready Projects
Dr Ker explained that the Government had called for shovel ready infrastructure projects which it will consider investing in to kick start the New Zealand economy. The projects were those which could be started within the next 10 months. A background paper was provided on the submissions which had already been put forward by the Polytechnic.

Media Report
A report had been provided by Shane Gilchrist.

External Liaison
Dr Ker had met via video conference with a number of groups and individuals during the month.

2.2 COVID-19 Update

Dr Gibbons had provided a paper on learnings from leading the response to the COVID-19 pandemic.

The Chair thanked Dr Gibbons on the huge effort made in ensuring the Polytechnic's response was as thorough and effective as it had been. He was pleased to see the emphasis placed on pastoral care throughout the response and asked for monthly updates to the Board.

3. MATTERS FOR NOTING

3.1 Board Calendar

A draft calendar had been provided based on dates which had been scheduled for the previous Council.

It was suggested that an out of meeting discussion be held regarding suitable dates and noted that not all meetings need to be held in person.

3.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

3.3 Academic Committee Minutes

The minutes of the Academic Committee meeting held on 7 April, 2020 were noted.

3.4 Staff Sub-committee

Mary Butler had recently been appointed as Convenor of the Staff Sub-committee.

No meeting had been held that month.

3.5 Student Council

Nathan Laurie reported that the first programme representative meeting had been held the previous week with 100 students from across the Polytechnic in attendance. A number of students had been keen to take on College representative roles and they would make up the Student Council.

Mr Laurie reported considerable feedback from students who are suffering personal finance issues and are viewing the Government's student support package as "too little and too late". He said there was a national push for improved financial support in the way of a universal student allowance.

In response to a query from Paul Allison regarding a student hardship fund, Dr Gibbons advised that the Polytechnic does have such a fund and that donations were being sought from staff towards this throughout May.

4. CLOSE MEETING

4.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (the Company) Meeting of the Board - Open - 5 Jun 2020, 1:30 PM

Signature:_____ **Date:**_____

ACTION SHEET - OPEN			
Date	**Action**	**Responsibility**	**Due date**
1 May 2020	Circulate building names to Rūnaka inviting input	Megan Potiki	5 June 2020
	Confirm appointment of Education Foundation Trustee with NZIST	Phil Ker/Megan Gibbons	5 June 2020
	Provide monthly updates re pastoral care during COVID-19	Megan Gibbons	Ongoing
	Poll re optional Board meeting dates	Jeanette Corson	5 June 2020

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: CHIEF EXECUTIVE'S REPORT	
PURPOSE: The Chief Executive's Report is attached.	
PRESENTED BY: Dr Megan Gibbons	
RECOMMENDATION: That the Board receives the Chief Executive's report.	

CHIEF EXECUTIVE'S REPORT

Pastoral care for Covid-19

Report attached prepared by Brayden Murray – Director Learner Services.

Opening at Level 2 and the changes we have made

On Thursday 14 May we moved to Alert level 2, with staff advised that no learners could start at Level 2 until Monday 18 May. Over the past 2 weeks we have gradually increased both the number of learners and the staff back on campus. As of Friday 29 May when we can have gatherings over 100 in public spaces, we are fully opening the campus. From Tuesday 2 June our campus will be operating as it did pre lockdown, but with increased contact tracing and hygiene practices.

We have based our return to campus guidelines on the Government general guidelines and guidelines for education.

We have developed an online induction module that all staff and learners complete before returning to campus which advises them of the health and safety practices, as well as contact tracing requirements. All staff and learners have been asked to download the app which they log in and out of the buildings with and this is part of our contact tracing process.

Signage has been used around campus to indicate physical distancing guidelines, hygiene practices and signing in requirements.

We have increased cleaning on campus, particularly on high touch surfaces, and have hand sanitiser and wipes in the entrances to all spaces for people to use.

Finally, all learners and staff have been advised of how to access support services, particularly if they are experiencing anxiety, an increase in mental health issues or hardship.

Media Report

Attached is a media report provided by Shane Gilchrist, Media Liaison.

Summarised Finance Report for the period ended 30 April 2020

The following table provides an overview of Otago Polytechnic's 2020 financial performance to date and compares this against the budget with variances.

April 2020	2020 Year to Date Actual	2020 Year to Date Budget	Variance
	($000s)	($000s)	($000s)
Revenue	**$ 32,654**	**$ 33,361**	**$ (707)**
Expenditure	**$ 34,507**	**$ 35,154**	**$ 647**
Net Surplus	**$ (1,852)**	**$ (1,792)**	**$ (60)**
Capital Expenditure	**$ 5,570**	**$ 3,470**	**$ (2,100)**
Employment Cost as a percentage of revenue	**57.4%**	**57.1%**	**(0.3)%**

Student Fees as a % of revenue	**38.8%**	**42.2%**	**3.4%**
Government Funding as a % of revenue	**42.8%**	**41.9%**	**(0.9)%**
Working Capital	**32.3%**	**33.4%**	**(1.1)%**
Cash In/Cash Out	**159.4%**	**154.6%**	**4.8%**
Net Monetary Assets (000's)	**$ (5,541)**	**$ 703**	**$ (6,244)**
Debt / Equity Ratio	**4.9%**	**0.0%**	**(4.9)%**
EFTS	**4,514.2**	**4,518.3**	**(4.1)**

Key Points:

- The net operating deficit of $1,852k is favourable to budget by $60k.
- Capex is higher than budget to date by a net $2,100k mainly due to increased spend on building projects for 2020
- EFTS enrolments at 4,514 unfavourable to YTD budget by 4. This is favourable across various areas such as Vet Nursing, Design, Business but offset by other areas such as Sport, Midwifery and Community Development and Personal Wellbeing.

External Liaison (via video link)

- Pete Hodgson - Healthcare Design
- RCE Otago with Water Poleman, RCE Burlington, Vermont
- RCE Otago with RCE Greater Western Sydney
- TANZ eCampus Board
- Otepoti Community Support
- NZIST COVID-19 Recovery Training and Skills Needs Group
- NZIST Chief Executives
- Global Polytechnics Alliance Presidents
- Food and Fibre Skills Establishment Group
- Building Surveying Governance Group
- Interim Regional Skills Groups - MBIE discussion and overview
- Conrad Herewini and Kim Ulberg, TEC
- OPAIC Board

Megan Gibbons
29 May 2020

Provision of Learners Services during COVID-19

Report prepared for the Otago Polytechnic Ltd Board

Brayden Murray, Director: Learner Services

May 2020

Pastoral Care during lockdown

Like the rest of the Polytechnic, Learner Services had to react quickly to the Level 4 lockdown imposed as a consequence of COVID-19. While all our services were offered to learners as normal, we were forced to establish some new initiatives and ways of working.

The initial focus was for all 43 staff members across five teams to set themselves up to work remotely from home, ensuring all learner services could continue to be delivered in a timely, effective manner. I was extremely proud with the urgency shown by all of my teams to ensure a seamless delivery of all support services continued.

With staff set up at home, teams simultaneously focused on identifying the challenges and scoping out the needs that could potentially present as learners also moved into lockdown. Learner Services immediately focused on meeting the basic needs of vulnerable learners (e.g. shelter, food, money, etc). Two examples of how we responded to these needs included relaxing the criteria for learners to access the Hardship Fund and sourcing a pool of laptops to distribute to learners with no access to a device.
For the first time, Learner Services:

- Used “Campaign Monitor” to contact all priority learners and gather full analytics regarding their holistic needs and their circumstances at the time. This allowed our teams to prioritise our most vulnerable learners and meet their needs as quickly as possible (e.g. essential staff were deployed to drop food, resources and funds off to learners during restrictions imposed during L4).
- Contacted every international learner individually by phone to assess their situation and identify their immediate needs in order to respond accordingly.
- Worked closely with Colleges, utilising academic staff to gather specific information from learners, enabling our teams to support the learners’ explicit needs.

As the lockdown progressed, other issues became apparent:

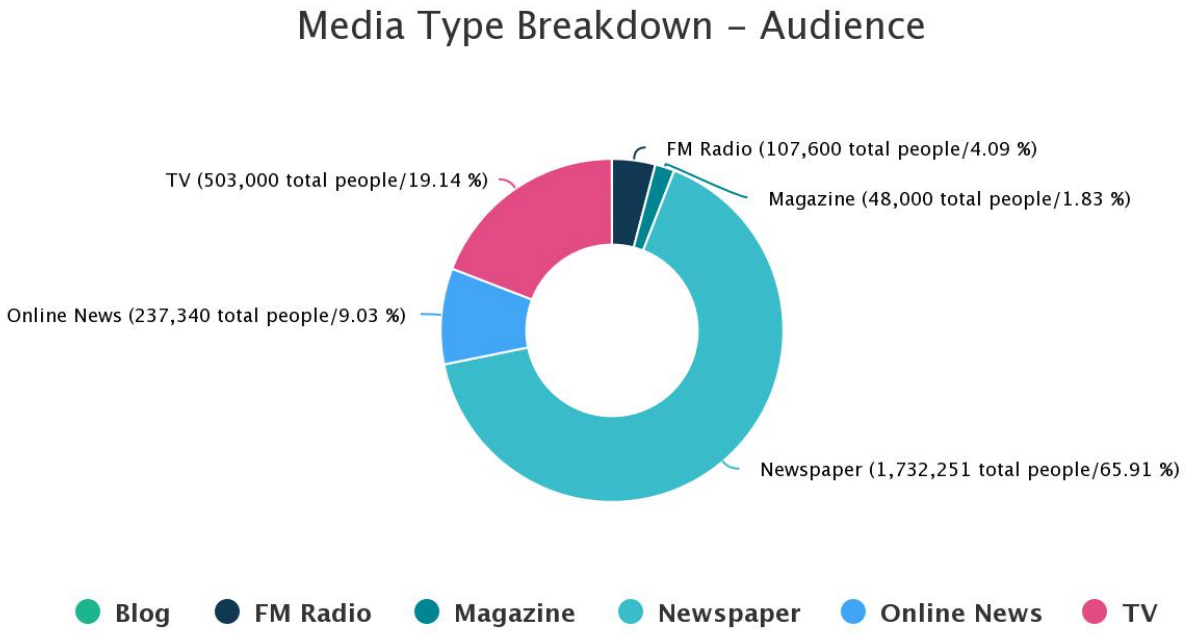
- Learners couldn’t ‘drop in’ for support, so we needed to develop a new on-line booking system that allowed for learners to source support through Learner Services.
- Due to the need for around the clock support, we developed a new 24/7 support service via an 0800 number.
- Normally high performing learners were struggling to study due to the confines of lockdown (i.e. around the needs of their family, pre-schoolers at home, etc.). Our teams needed to work more flexibly – and online – in order to provide support to learners during the evenings and weekends to accommodate this ‘new’ need.
- As well as relaxing the criteria for the Student Hardship Fund, we allowed for multiple applications to this fund (previously it has been a one-off application).
- Learner Services initiated an additional step in the CWD process that required all learners to meet with an advisor to help them make a fully informed decision prior to withdrawing.
- With access to technology being an issue for some of our learners, the Government made funding available to tertiary institutions through the TAFL (Technology Access Fund for Learners).

Emerging Themes

- Hardship and underlying mental health issues among learners become much more prevalent as a consequence of COVID-19.
- A number of my staff worked across other areas of Learner Services, using their skills elsewhere and diversifying – COVID-19 proved to be a catalyst for change that we are planning for strategically.
- My teams needed to be creative in finding solutions for new problems; this has been a breakthrough for some staff who have previously been resistant to change.
- Our five teams met more regularly (online) to ensure we were fully informed and up to date; we had to be both innovative and creative to respond to learners' needs as they arose. As a result, communication has improved within and across my teams and with other service areas and Colleges.

A summary of Otago Polytechnic external media activity, from 23 April to 27 May 2020. Produced by Shane Gilchrist, Senior Communications Advisor.

- 163 news mentions
- Coverage reached a cumulative audience of 2.6 million
- Online News had the highest volume of coverage (101 news mentions)
- Newspapers reached the highest cumulative audience (1.7 million).
- The outlet with the highest volume was Otago Daily Times with a total volume of 39 mentions



Key themes of coverage:

Coronavirus and its implications on tertiary sector dominated coverage themes. Otago Polytechnic's transition to lower "levels" as per Government requirements continues to be a subject of media inquiries, alongside requests for updates on student activity and numbers returning to campus. Otago Polytechnic's recent "bricks and mortar" proposals were also of interest.

Long-form pieces on outgoing CE Phil Ker and incoming CE Megan Gibbons have been pitched to media (ODT and Stuff), as has an op-ed piece by former Council Chair Kathy Grant, who provides insights into her decade working closely with Phil Ker.

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 230k page views in the past month. New website visitors comprised 39.24% of traffic (the remainder were returning visitors); the average time spent per view was 2 min 34 sec.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from content that was specifically aimed at wellbeing and support in the context of Covid level-4 lockdown. Facebook followers now total 13.6k.

INSTAGRAM

3.1k followers; this continues upward trend of previous months.

LINKEDIN

Otago Polytechnic's main LinkedIn page now has 13.8k followers, reflecting steady growth on this channel.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: BOARD CALENDAR	
PURPOSE: Attached is the Board calendar with shaded areas still to be confirmed.	

BOARD CALENDAR 2020/21

Meeting/Event	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Feb 2021**	**Mar**	**April**	**May**
Audit Process											
Interim											
Signoff										23 April	
Forecast	5 June										
Budget					15 Oct						
Board Meeting Fridays	5 June	16 July	20 Aug Marae Visit	17 Sept	15 Oct	19 Nov	17 Dec	18 Feb	18 Mar	23 April	20 May
Function											
Photo											
Fees Set											
International										23 April	
Domestic		16 July									
Finance and Audit Ctee (Wed 3pm)		8 July		Email only		11 Nov		10 Feb		14 April	
Graduation							11 Dec		12 Mar		
Maori Pre-Grad							10 Dec		11 Mar		
Komiti Kawanataka Thurs at 12.30pm	4 June	2 July	6 Aug	3 Sept	1 Oct	5 Nov	3 Dec	4 Feb	4 Mar	1 April	6 May

Meeting/Event	June	July	Aug	Sept	Oct	Nov	Dec	Feb 2021	Mar	April	May
Investment Plan Draft											
Approval											
Report											
Risk Management Review Policy					15 Oct						
Safety, Health and Wellbeing walk around					15 Oct			15 Feb			20 May
Strategy Workshop Approval											
OP Events		30 July Phil K's Farewell		1 Sept Spring Breakfast		Student Showcases	4 Dec OP Xmas party				

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached	
RECOMMENDATION: 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: – OP Auckland International Campus Ltd – Otago Polytechnic Education Foundation	Potential only		
5 July 2019	Megan Gibbons	Athletics Otago Board Otago Boys High School Board of Trustees Judge Otago Sports Awards Wildlife Hospital	Potential if fees assistance was requested 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
21 April 2020	Janine Kapa	Board Member: – A3 Kaitiaki Ltd (Chair) – Kōkiri Training Centre (Chair) – Otago Youth Wellness Trust – KUMA (Southern Māori Business Network) 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	Potential only Potential for similar clientele Potential only Potential for bias Potential only Potential only Potential supplier Personal interest	Pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Non-pecuniary Pecuniary Both	Proceed with: • caution & sensitivity • honesty & integrity • transparency
11 February 2019	Oonagh McGirr	Board Member: – Dunedin Fringe Arts Trust – The Malcam Trust – OERU Board			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: ACADEMIC COMMITTEE MINUTES	
PURPOSE: Attached are the minutes of the meeting of Academic Committee meeting held on 12 May.	
PRESENTED BY: Oonagh McGirr	
RECOMMENDATION For noting.	

Academic Committee

Minutes of the Academic Committee meeting held on 12 May 2020

Present: Oonagh McGirr (Chair), Sam Mann, Janine Kapa, Brayden Murray, Federico Freschi, Sue Thompson, Trish Chaplin-Cheyne, Sally Baddock, Leoni Schmidt, Megan Gibbons, Ron Bull, Joanne Greatbanks, Marc Doesburg

Apologies: Phil Ker, Megan Gibbons, Paul Dixon, Nathan Laurie, Ian Crabtree

In attendance: Lynn Hunter (Secretary), Anna James, Mairead Fountain, Andy Kilsby

Quorum (10*) achieved 12 May 2020
** as per policy AP0101 Academic Board*

1. **Karakia, welcome, roll call and apologies noted**

2. **Minutes for Approvals and any matters/actions arising**
Recommendation A028.20: That the Academic Committee approves the minutes of 07 April 2020 as a true and correct record and notes updates of actions.
Approved: Oonagh McGirr / Janine Kapa
All present agreed.

Action Summary
A26.20d OT4765 Bachelor of Information Technology: To be discussed in agenda under PAC approvals A35.20a.

A27.20 EduBit "Be YES Ready": The email trail was noted regarding clarification of potential conflict of interest around branding. We want to align with the existing use branding and the nature of where people will be sourced from in terms of the supply chain for learners where we will see those two differentiated. In discussions with ELT it was confirmed that we meet the branding requirements of our industry partners.

3. **A29.20 Update from NZIST Poari Akoranga – Academic Board**
Oonagh was appointed to the Academic Board, there was a selection process where nominations were put forward. There are some strong representations on the Board. The Academic Board met last week and the drive that has been expressed is around harmonisation, it looks like NZIST will move relatively quickly on doing a stocktake of its programmes. It hasn't been indicated, but Oonagh is inferring that from the conversations and imagines they will start now to look at the offering across the 15 ITPs and look at where they can bring programmes together. There is a lot of work to be done and our response will be to ensure that we have an appropriate policy in place before we do any of this work. It was noted there has been a lot of work done in the past but many of the partner ITPs chose to ignore TEC under the harmonisation a number of years ago, and the only place that have chosen to pick that up are the TANZ institutions. Oonagh will liaise with Sue to ensure she has got the correct information to go back to the Academic Board with. These are the items that we thought would be the areas looked at.

It was questioned when you say harmonisation do you mean the board are looking at the number of nursing degrees and pulling it into one degree? It wasn't explicitly indicated, the word harmonisation was used and the two areas noted were business and IT. At degree level or not necessarily defined? It wasn't clear and those queries need to be taken back to the Board. It would be beneficial if we got together with you and your teams to pull together any concerns to prepare our responses. The Academic Board has three remits; safeguard quality, safeguard integrity and safeguard process. The Academic Board's role is not to make any judgement on the mix of the position. It sits within the rigour and integrity of the programmes that come through. Sue and Trish attended a national meeting on 12 March which was called by TEC the NZIST Establishment Board and NZQA and there was non-university sector was well represented at that meeting and the outcomes of the meeting were very clear to get rid of a lot of the rules, keep it simple and get the best product for the purpose. Leoni outlined the term harmonisation is increasingly used as a term in autocratic context to indicate less freedom in human rights. This was also raised at the working group through the Chair where some robust discussion was had regarding the term and unfortunately that wasn't taken onboard.

One of the concerns many have is are we going to end up with a process of not being able to respond quickly to the market and so the NZIST Academic Board needs to provide us with advise on how that can be avoided. There was a discussion around this with the time as there was a concern that the NZIST Academic Board would be unable to provide the time and commitment to carry through and allow the Academic Subsidiaries get on with processes. It is at the moment indicated as 'business as usual'. The delegated committee of NZIST is a committee that reports of a subsidiary committee into the larger institution of NZIST. The delegated committee of NZIST is an Academic Board. On that basis we are not legally required to advertise these committee meetings any longer. We are governed by our institutional policy only in the sense that we are a subsidiary that reports into NZIST. The NZIST Academic Board is governed by the legislation around Government meetings and on that basis it would have to advertise its meetings. Question raised is what the relationship between the Academic Committee and the OP Board Ltd? We report to the OP Board Ltd which remains the same.

Action: Sally to work with her team to pull together a document outlining any queries or concerns for Oonagh to take back to Academic Board.

Action: Janine to send through to Oonagh to take back to the Academic Board a summary statement outlining the establishing working party discussion surrounding the term harmonisation and suggestion of an alternative word to be used.
Action: Oonagh to query legal delegation and reporting lines, Academic Board reports directly to OP Board Ltd and not NZIST Academic Board, and innovation, harmonisation.
Action: Lynn to share national Academic Board dates with the Academic Committee.

4. A30.20 **Research and Postgraduate Committee endorsement for noting**
The Research and Postgraduate Committee endorsed the Royal Society "Code of Professional Standards and Ethics in Science, Technology and the Humanities". Leoni further discussed the guide and that it is encompassing, and we believe it would be a useful guide and resource and will go up on the website.
Action: Lynn to attach the document to the agenda for Academic Committee to access.

5. A31.20 **Default academic calendars for 2021 and 2022 for noting**
Chris noted an error in the calendar. This will be corrected and both calendars be brought back to the next meeting corrected.
Action: Chris to bring the academic calendars for 2021 and 2022 back to Academic Committee for noting when corrected.

6. A32.20 **Annual Moderation Summary from NZQA for noting**
We have met the requirements and acknowledge the improvements. The Academic Committee notes the NZQA summary on the basis that this has been shared with the Committee.

7. A33.20 **TANZ eCampus – request for accreditation of NZ2455 New Zealand Certificate in Business (Accounting Support Services) (Level 4)**
Recommendation A33.20: That Academic Committee approves the application for Accreditation for NZ2455 New Zealand Certificate in Business (Accounting Support Services) (Level 4).
Approved: Oonagh McGirr / Joanne Greatbanks
All present agreed.
Action: Anna to upload document to agenda item.

8. A34.20 **Type 1 Approvals, Certificates of Proficiency enrolments and COVID-19 Assessment Adjustments**

A34.20a **Type 1 Approvals up to 6 May 2020**
Recommendation A34.20a: That Academic Committee approves the Type 1 Change as listed.
Approved: Oonagh McGirr / Joanne Greatbanks
All present agreed.

A34.20b **Certificate of Proficiency applications/enrolments (date range: 02 April to 06 May 2020)**
Recommendation A34.20b: That Academic Committee approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.
Approved: Oonagh McGirr / Marc Doesburg
All present agreed.

A34.20c **COVID-19 Assessment Adjustments**
Recommendation A34.20c: That Academic Committee notes the changes to Semester One Assessments made with urgency during the COVID-19 lockdown period.

It was noted by the Academic Board that the changes made were done due to the Covid-19 lockdown and done with agility by the Quality Team. The Academic board noted their thanks to all those involved and particularly the Quality team for enacting the changes with agility and quickly during this time to support the students/learners.

9. A35.20 **Programme Approval Committee (PAC) - Minutes of the 28th April PAC Meeting**
The Academic Board notes the Programme Approval Committee (PAC) minutes of the 28th April.

A35.20a **OT4765 Bachelor of Information Technology (PAC12/20)**
Recommendation A35.20a: That Academic Committee approves the Type 2 changes to OT4765 Bachelor of Information Technology.
Approved: Oonagh McGirr / Joanne Greatbanks
All present agreed.

10. A36.20 **EduBits for Approval – EBT500271 Facilitating Online Learning**
Recommendation A36.20: That Academic Committee approves the EduBit EBT500271 Facilitating Online Learning as listed.
Approved: Oonagh McGirr / Trish Chaplin-Cheyne
All present agreed.

ELT identified the "Facilitating Online Learning" as a priority in a new environment helping our staff upskill to create a good online environment. The EduBits team worked with LTS and Julia Walne who created a great EduBit and Moodle module. This will be put on the EduBits framework.

11. **Other Business**
No other business was tabled.

Action Summary

Sally Janine Oonagh Lynn	**A29.20 Update from NZIST Poari Akoranga – Academic Board** To work with her team to pull together a document outlining any queries or concerns for Oonagh to take back to Academic Board. Janine to send through to Oonagh to take back to the Academic Board a summary statement outlining the establishing working party discussion surrounding the term harmonisation and suggestion of an alternative word to be used. Oonagh to query legal delegation and reporting lines, Academic Board reports directly to OP Board Ltd and not NZIST Academic board, and innovation, harmonisation. To share national Academic Board dates with the Academic Committee.	By next meeting
Lynn	**A30.20 Research and Postgraduate Committee endorsement for noting** To attach the document to the agenda for Academic Committee to access.	By next meeting
Chris	**A31.20 Default academic calendars for 2021 and 2022 for noting** To bring the academic calendars for 2021 and 2022 back to Academic Committee for noting when corrected.	By next meeting
Anna	**A33.20 TANZ eCampus – request for accreditation of NZ2455 New Zealand Certificate in Business (Accounting Support Services) (Level 4)** To upload document to agenda item.	By next meeting

Meeting closed with Karakia 10.57 am

Next meetings

- 9 June 2020 – Academic Committee face-to-face meeting
- 7 July 2020 – Academic Committee face-to-face meeting
- 6 August 2020 – Academic Forum (tentative placeholder)
- 11 August 2020 – Academic Committee face-to-face meeting

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: STAFF SUBCOMMITTEE	
PURPOSE: Attached are the minutes of the Staff Subcommittee meeting held on 14 May 2020.	
RECOMMENDATION: For noting.	

Staff Sub-committee

Thursday 14 May 2020
8.30 am - 9.30 am
Online meeting via MS Teams

Present:	Mary Butler (Convenor)	Megan Gibbons
	Kathryn van Beek	Phil Osborne
	Kim Reay	Jacquie Hayes
	Michelle Watt	Lisa Burton
Apologies:	Emma Wallace, Stuart Terry.	
Minutes:	Kathryn van Beek and Paula Petley (late).	

1. Apologies and attendance	Members were welcomed to the meeting and apologies accepted. The opening karakia was recited.
2. Minutes of previous meeting	Minutes were approved.
3. Matters arising	Appointment of Deputy Convenor – discussed at item 6.
4. Report from the Board	Mary had met with OP Ltd Board Chair, Tony Allison, who was very welcoming to the Staff Subcommittee and is keen to hear from us. <u>Building names update</u> Renamed buildings are now: H Block – Otakau G Block – Kakarae O Block – Owheo S Block - Taraka Pipipi
5. Strategic discussion about recruiting new members	Five members have now finished their terms. Discussion on recruitment and the need to have a spread of members across the different campuses, schools and service areas. There are vacancies for two professional and three academic staff. We have previously tried to include Cromwell but had no nominations. AIC have their own staff committee that reports to their board. It was suggested to look at which areas lack representation such as Campus Services, Student Support, Engineering. Chaplain Steve Downey was suggested for Student Support. The updated Terms of Reference could add a requirement for representation from Cromwell and campuses such as Hamilton. It is also timely to raise awareness of the Subcommittee and its role, and suggested that Kathryn and Phil brainstorm some ideas around this.

	This committee does not always have meeting outcomes and there is no report back to staff except via members; but it is felt it would be useful in future to briefly note what was discussed or done at meetings. Mary noted we could 'report forward', notify staff of any likely issues for discussion, and ask for feedback to Subcommittee representatives.
6. Appointment of co-convenor	A professional staff member needs to be appointed as Co-convenor. Mary asked for nominations. Michelle offered to put her name forward. Phil noted that several of the departed members were professional staff and suggested recruiting first; but it was felt having the continuity of a sitting member would be beneficial. **Action:** Michelle's nomination to be ratified at next meeting.
7. Terms of Reference	*See Terms of Reference below.* Mary has looked at the Terms of Reference and role of the Subcommittee, which is to disseminate information from Council to staff on matters that affect them directly, and provide staff feedback to Council (now Board). <u>Revising the ToR</u> • Mandate wider representation across campuses, schools, colleges and service areas • Set a number for the quorum e.g. half plus one • Increase number of members or have "up to" a certain number. **Actions:** Paula check with Jeanette Corson re process for ratifying changes / process for recruitment of members Kathryn draft a story about the Subcommittee, role as conduit to Board and call for nominations for members. *(Megan left the meeting at 9.00 am)*
8. Any Other Business	<u>ELT representative</u> Megan will continue to be the ELT representative on subcommittee and may share the role with Janine Kapa. Megan Potiki is the current Council representative on Subcommittee. <u>Departing members</u> Several members have finished their terms on the subcommittee and we need to appropriately thank them for their service. It was agreed the Chair will email them; and a card and small koha will be sent. **Action:** Paula – arrange cards and koha Mary – email the departed members

	<u>Staff and student wellbeing</u> Members raised the issue of staff and student wellbeing during the lockdown. Many students are anxious and that affects staff. There have been different experiences across the campus - Phil noted his business students are happy with online learning and may prefer blended options to continue. Other students with practical components to their programme have not found it as good. Discussion about the return to work and adjusting to the 'new normal'. Megan was thanked for helping to make the campus safe for staff and students to return.
7. Next meeting and agenda items	Next meeting date to be advised. Day and time may change to fit people's availability. **Action:** Paula email members with meeting time options.
Close	Meeting closed at 9.10 am.

ACTIONS SUMMARY

Action	Person	Completion
Update Terms of Reference and send to members for consultation	Mary	Before next meeting
Send Michelle's nomination for co-convenor to members for ratification at next meeting	Mary, Paula	Next meeting
Contact Megan Potiki and cc Tony Allison	Mary	Next meeting
Thank you to outgoing members, ask for any advice or comments they would like to share	Mary	Next meeting
Koha for departing members	Paula	Next meeting
Tūhono story for 28 May calling for new members. Nominees to send short bio and reason for joining to Paula. Advise staff the subcommittee is continuing under the new Board.	Kathryn, Mary, Paula	Before 5 June
Email members with meeting time option	Paula	Asap
Check re process to recruit members / ratify changes to ToR	Paula	Asap

Current Terms of Reference

APPENDIX 2

STAFF SUB-COMMITTEE OF COUNCIL

Terms of Reference

- The sub-committee shall advise Council on matters considered to be of a governance nature. Advice may be by way of a recommendation, or by providing a range of diverse views that reflect the staff perspectives.
- The sub-committee is expected to consult widely with staff at large, so that a broad staff view is brought to bear on the matters about which the sub-committee offers advice.
- The sub-committee is subject to the rules relating to sub-committees of Council as per the Otago Polytechnic Council Manual of Committee Structure and Delegations.
- The sub-committee shall meet regularly, consistent with the annual cycle of Council meetings; and shall determine its own operating procedures provided that these are not inconsistent with the general requirements for sub-committees.
- The Secretary to Council shall ensure that the minutes of the sub-committee are recorded and included in the Council papers.

Membership

The sub-committee shall comprise up to 14 members in total being equal numbers of general and academic staff elected by the staff at large; 1 member of the Leadership Team; and one member of Council. The member of Council will preferably be a member appointed to Council by virtue of his or her educational experience and expertise. The elected staff members must be permanent members of the Otago Polytechnic staff; full time or proportional.

The sub-committee shall appoint its own convenor and deputy convenor, one of which shall be a general staff member and the other an academic staff member.

The convenor of the staff sub-committee, or the deputy convenor as alternate, shall be granted attendance and speaking rights at the full Council meeting (open and closed sessions); subject to the confidentialities inherent in attendance at the closed session; and also subject to the same requirements as Council members with regard to conflicts of interest.

The term of office for sub-committee members shall usually be three years with outgoing members eligible to be re-elected for a further term of three years. Half of the members of the inaugural sub-committee shall have a term of two years initially.

Matters to be considered by the sub-committee

The sub-committee shall not be constrained in the matters about which it deliberates, but is expected to:

- confine advice to Council to matters of governance. Such matters may include advice on:
  - the strategic directions of the Polytechnic *
  - matters concerning the work environment *
  - matters concerning the learning environment *
  - matters concerning potential mergers, acquisitions or divestment of parts of the Polytechnic business *
  - budget priorities

Consideration by Council of advice from the sub-committee

Council shall seek advice from the sub-committee prior to making decisions on the matters marked above with an asterisk; provided that failure to receive advice shall not be grounds to nullify a Council decision. Where prior notice of a matter cannot reasonably be given to the sub-committee in order to enable the sub-committee to form a view e.g. tabled items, or closed session items, the Council shall seek the advice of the sub-committee by hearing the views of the convenor in attendance at the Council meeting.

Other functions of the sub-committee

The sub-committee may also provide advice to the CEO on management related issues. Any employment related issues must be taken up with the CEO.

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE: 5 JUNE 2020**
ITEM: STUDENT COUNCIL	
PURPOSE: The Student Council is scheduled to meet on 4 June.	
RECOMMENDATION: For noting.	

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	**DATE:** **5 JUNE 2020**
ITEM: **ECONOMIC IMPACT REPORT**	
PURPOSE: Attached is the Economic Impact Report for 2019. This report estimates the economic impact of Otago Polytechnic in the City of Dunedin for 2019, using a standard methodology for estimating the economic contribution of an organisation.	
PRESENTED BY: Philip Cullen	
RECOMMENDATION: For noting.	

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

Economic Impact Report

2019

TABLE OF CONTENTS

This report was prepared by:
Rebecca Hamid, Special Projects Manager
Version 4.00
27 May 2020

EXECUTIVE SUMMARY

Otago Polytechnic (OP) enrolled 8552 (HC)[1] full time or part-time students, or 5370 equivalent full-time students (EFTS), and employed 662[2] full-time equivalent staff (FTES) in 2019, across its campuses in Dunedin, Cromwell and Auckland (AIC). The Dunedin campus is by far the largest of the three sites, with around 80.7% of students (EFTS) and 81.4 % of all staff (FTES), either situated or serviced from there.[3]

This report estimates the economic impact of Otago Polytechnic in Dunedin City for 2019, using a standard methodology for estimating the economic contribution of an organisation. Due to the assumptions and limitations underpinning such a model, these figures should be regarded as an indicative rather than a definitive picture of economic impact.

The report first considers the actual expenditure of Otago Polytechnic and the estimated expenditure of its staff and students. This results in an overall estimate of direct expenditure of $244.52 million in 2019. Refer Table 1 below.

The flow-on (or indirect) economic impact of Otago Polytechnic is also assessed to take account of the downstream effects of direct expenditure.[4] This results in an estimate of total expenditure (the global economic impact of Otago Polytechnic's activities) of $464.35 million.

This report also estimates the total value added i.e.the value that remains in each of Otago Polytechnic's 'local' economies after economic leakages are taken into consideration;[5] and the downstream employment effect of the Polytechnic's expenditure.[6] For Dunedin, the total value added, at $193.97 million, is estimated to comprise around 3.1% of Dunedin City's gross domestic product of $6.29 billion in 2019. The Polytechnic's 2019 GDP contribution was an increase of $15 million on the previous year's GDP contribution of $179 million (2018), which in 2018 was 3.6% of the City's GDP of $5.0 billion.[7]

Campus	Direct expenditure ($M)	Total Expenditure ($M)	Total Value added ($M)	Total Employment Impact (FTE Jobs)
Dunedin	195.04	350.41	193.97	4,172
Auckland	40.66	97.95	42.54	870
Cromwell	8.82	16.04	8.75	189
TOTAL	244.52	464.35	Not applicable	5,231

Table 1: Summary of the Direct and Total Economic Impact of Otago Polytechnic in 2019

[1] Headcount.
[2] FTES includes contactors and fixed term contracts. Of the 662.6 FTES in 2019, 539.2 FTES were based in Dunedin, 93.6 FTES worked from the OPAIC Ltd/ Auckland campus and 29.8 FTES were based at the Cromwell Campus.
[3] In 2019, 979 EFTS enrolled in distance, at WINTEC, on line etc., or in blended delivery etc., programmes, which were administered from the Dunedin campus. These are excluded from the EFTS total for the Dunedin Campus expenditure and value contribution multipliers, as these students do not spend in the Dunedin economy.
[4] For example, if the Polytechnic purchases supplies from a local business, that business will in turn need to employ staff and purchase raw products from another supplier to meet this demand. This flow-on effect is estimated using standard economic multipliers, which are specific to the different cities and regions in which the Polytechnic operates.
[5] For example, in the case of an item purchased in a given area, but produced outside that area, some of the value of the item will flow outside the area.
[6] The report also includes assessments of direct value added and the direct employment impact.
[7] Source; Dunedin City Council Infometrics Economic Monitor- December 2019. Estimates GDP for Dunedin City at $6.29 billion, an increase of 3.2% for the year to December 2019; [7] https://ecoprofile.infometrics.co.nz/Dunedin%20City/Gdp

1.0. INTRODUCTION

1.1 Background

Otago Polytechnic is a leader in high-quality, career-focused education, with some of the best learner achievement and satisfaction results in New Zealand. The Polytechnic positions learners at the heart of what it does and has an unwaving commitment to achieving excellence.

Otago Polytechnic is a significant provider of core and specialised education and applied research in New Zealand. With a history dating back to 1870 and New Zealand's oldest School of Art, Otago Polytechnic revenue now exceeds $97 million per annum (2019), and it delivers education and vocational training to more than 8500 students nationally. It is one of the largest employers, service providers and consumers in Otago. The Polytechnic has more than 180 programmes from foundation to postgraduate degrees and has received the highest possible endorsement from the New Zealand Qualifications Authority for its educational performance and ability to assess its own performance. It continues to lead the country's institutes of technology and polytechnics (ITP) sector in course and qualification completions. Otago Polytechnic student and graduate satisfaction ratings are consistently high, and graduate survey data reporting that 96 per cent of OP graduates have moved into work, further study or both.[8]

The Polytechnic has continued to experience strong growth in the number of international students, with an increase of over 14.7% per cent from 1252 EFTS (2017) to 1436 EFTS in 2018. This is largely as a result of continuing growth at the Auckland International Campus, which opened its doors in 2012 with initial enrolments of 146 EFTS in 2013; growing exponentially by an average of 55% per annum, to 1116 EFTS by 2018. In recent years the Dunedin Campus international EFTS have grown, achieving 283 EFTS in 2018. With a number of new contractual arrangements with China and Japan, the Polytechnic was predicting further international students growth at the Dunedin campus from 2019 onwards. However, with the changes to the way NZ Immigration is processing visas and the severe impacts of Covid-19 on international travel, both the Auckland Campus and Dunedin are likely to experience significant declines in international enrolments in 2020-2021.

Dunedin campus enrolments have an average 10 year growth rate of 3.3% per annum

Enrolment growth at the Dunedin campus has resulted in an average growth rate of 3.3% per annum over the past 10 years from 2010 - 2019. There has been some fluctuations in this growth. In 2015 and 2017 domestic EFTS declined by 1.9%, and -0.8% respectively. The decline in 2017 of -0.8% was due to fewer domestic enrolments (-2.1%). This was mitigated by an increase of international enrolments of 22%, up from 227 (2016) to 277 (2017). In 2018, domestic student enrolment growth recovered and increased by 7.7% to 4228 EFTS, up from 3999 EFTS in 2017.

In 2019 total EFTS fell by 182 EFTS, from 5552 EFTS (2018) to 5370 EFTS. This was due to a decline in international EFTS at the Auckland campus, a result of changes to visa processing timeframes introduced by the NZ Immigration Service. This was mitigated somewhat by an increase in domestic and international student enrolments in Dunedin of 185 EFTS.

[8] Otago Polytechnic, Graduate Destination Survey, 2019.

Otago Polytechnic's learning, teaching, research and innovation; how it behaves as an organisation; and how it extends its influence into the community and internationally, has an impact socially, environmentally and economically.
This report provides an outline of the economic impact that Otago Polytechnic has had during 2019 and compares this to previous years. Economic multipliers have been used to calculate an accurate estimation of these figures. The report estimates the economic impact of Otago Polytechnic in 2019, based on an analysis of organisational, staff and student expenditure for the main campus in Dunedin.

The Polytechnic is one of Dunedin's larger employers, employing 539 FTES the

In 2019, employing 539.2[9] full-time equivalent staff at the Dunedin campus, Otago Polytechnic is one of Dunedin's larger employers. The main academic and administrative centre for Otago Polytechnic is the Dunedin campus, where 80.7% of students and 81.4% of staff are based.[10] The Polytechnic also has campuses in Cromwell and Auckland and some data for these campuses is included in this report.[11]

The Dunedin campus is renowned for its undergraduate and postgraduate social services and health science degrees including nursing, midwifery and occupational therapy. It also has a national reputation for programmes in art, carpentry, engineering, information technology, design, hospitality, sport and veterinary nursing. Capable NZ's world-class, academically-valid assessment of prior learning process provides a unique product NZ wide, and continues to grow at an average of >8% per annum (2014-2019). In 2019, Capable NZ EFTS grew by 19% to 421.

Overall Otago Polytechnic's enrolments in 2019 totalled 5370 equivalent full-time students (EFTS)[12] or >8542 actual students (headcount). In 2019, the Dunedin campus total EFTS increased by 2.5% overall (domestic and international), with an increase in domestic EFTS of 2.9% from 3945 EFTS to 4057 EFTS. There was a 2% decline in International EFTS from 283 to 276 EFTS. A number of factors combined to produce the overall increase in EFTS, the most significant of which was the increase of enrolments in trades related programmes due to a buoyant construction industry and the growth of Capable NZ.

The Polytechnic continues to experience strong domestic demand for programmes in health and wellness, trades, community, creative industries and information technology; and Capable NZ, offering assessment of prior learning, continues to grow. Otago Polytechnic is leading the way on the development of micro-credentials - 'EduBits'. Endorsed by NZQA, these have been implemented nationally, with plans to offer them internationally.

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[9] 662.5 Total FTES includes contractors and fixed term staff, this includes 539.2 FTES in Dunedin; in Cromwell 29.8 FTES; and in Auckland 93.6 FTES.
[10] Excluding on line, distance and students based offsite the percentage of EFTS physically based at the Dunedin campus is 78% or 3403 in 2019.
[11] Auckland (AIC) was established in 2012, the first full year of operation was 2013.
[12] Including the Auckland campus - 1116 EFTS. Students.

At the Dunedin Campus, around 56% of students come to the Polytechnic from outside Dunedin, with 54% from beyond Otago. Approximately one third of the Polytechnic's students (32%) come from the North Island, with a further 6 -7% coming from overseas.[13]

In 2019, across all three campuses the international student population was 21.5% of all student enrolments. This is a decline on 2018 international student enrolments, which fell from 1389 EFTS (2019), to 1159 EFTS (2018). The decline in enrolments at the Auckland campus is attributed to NZ Immigration Service changes to the processing of visa applications for international students.

1.2 Overview of Methodology

This report uses several data sources to estimate the direct and total expenditure effects of Otago Polytechnic. In simple terms, the 'direct economic impact' highlights the amount of expenditure by the Polytechnic, its staff and students. The 'direct value added' measure uses standard industry multipliers to estimate how much of this direct expenditure actually remains in each of the local economies. A 'direct employment impact' figure estimates the number of jobs that are supported by this direct expenditure.

The report also estimates the 'total economic impact' of Otago Polytechnic. This involves analysing not only the direct impact, but also the flow-on effects of Otago Polytechnic expenditure by campus. Once again, standard industry multipliers are used to calculate these effects. The methodology for this report is described further in Appendix 1.

In 2019 there were 1120 EFTS distance students attributed to the Dunedin campus. As with previous reports the Distance student enrolments (EFTS or headcount) included in the Dunedin campus totals are not included in the multipliers that assess the economic impact of Otago Polytechnic on the Dunedin economy. The rationale behind this is that while a significant proportion of the income and expenditure for these students is channelled through the Dunedin campus (staff, programme development, administration, IT servicing costs etc.), their household income (rents, food and personal expenses), provides a greater contribution to their local economies – not the Dunedin economy.

All financial data to support the multipliers is sourced from the Otago Polytechnic finance system, April 2019. Full MS Excel spread sheets are available to support the summarised data.

1.3 Acknowledgements

To the University of Otago for generously sharing access to the research analysis commissioned from Geoff Butcher and Partners which support this report.

Also to the Dunedin City Council and the Central Otago District Council for access to their reports commissioned from Infometrics (2018 and 2019).

[13] 'Coming from overseas' includes NZ Citizens whose home area immediately prior to coming to Otago was an overseas address.

2.0. DIRECT ECONOMIC IMPACT

Table 2 presents an estimate of the direct expenditure, direct value added and direct employment impact as a result of direct spending by Otago Polytechnic in 2019.

	Direct Expenditure ($M)	Direct Value Added ($M)	Direct Employment (FTE Jobs)
Dunedin Campus	76.0	44.1	1,125
Dunedin Students	119.0	66.0	1,968
Dunedin Total	**195.9**	**110.1**	**3,093**
Auckland Campus	15.8	11.0	237
Auckland Students	24.8	10.4	408
Auckland Total	**40.6**	**21.4**	**644**
Cromwell Campus	3.6	2.0	54
Cromwell Students	5.2	2.9	86
Cromwell Total	**8.5**	**4.9**	**140**
Total all Campuses	94.5	NA	1416
Total all Students	140.8	NA	2311
TOTAL	**245.0**	**NA**	**3,877**

Table 2: Direct Expenditure, Value Added and Employment Impact by Campus, 2019

In this context 'Campus' expenditure, value added, etc. shows the flows and impacts of expenditure from the Polytechnic and its staff into the economy. 'Student' expenditure, value added, etc. shows the flows of and impacts of expenditure from the students.

2.1 Direct Expenditure

Direct expenditure encompasses direct spending by Otago Polytechnic, spending by staff (via salaries), plus an estimate of students' expenditure during the academic year.

Direct expenditure across all campuses was $244.5 million

The significant bulk, $195.9M, or 80%, of direct expenditure was driven through spending at the Dunedin campus, up $14.7M on 2018. Auckland contributed 16.6% or $40.6M. Cromwell contributed 3.4% or $8.5M, of the direct expenditure driven through their respective campuses.

2.2 Direct Value Added

Direct value added is an estimate of the true value that remains in an economy after economic leakages are taken into consideration. The level of value added by this direct expenditure can be estimated using standard multipliers from input-output tables.

By far the largest amount of direct value added was the $110M directly attributable to expenditure in Dunedin (Table 2).

The Auckland campus contributed $21.4M in direct value to the Auckland economy and the Cromwell campus added $4.9M to the Cromwell and Central Otago District economies.

A total figure for direct value added is not supplied, as it does not allow for expenditure that might flow between the campuses or direct value added that benefits other cities and regions that do not contain a campus. Combining the direct value or total value of Dunedin and Cromwell campuses would effectively double count activities and the flow on effects to either or both, and nationally.

2.3 Direct Employment Impact

3,877 full-time equivalent (FTE) jobs were supported throughout the national economy (across all campus locations), as a result of direct expenditure by Otago Polytechnic in 2019.

This highlights the significant impact the institution has on the wider economy, not only through employment at the Polytechnic itself, but also through employment resulting from direct expenditure effects.

The Dunedin economy had 3,093 FTE jobs supported through direct Polytechnic expenditure in 2019. The Auckland campus (OPAIC Ltd) fall in enrolments is reflected in a decline of FTEs from 701 in 2018 to 633 FTE jobs. Given the size of the Auckland Campus this does not make a significant impact on the Auckland economy.

However, given the size of the Central Otago economy, the impact of 140 FTE jobs (up from135 FTE jobs in 2018), arising from direct expenditure at the Cromwell Campus, does equate to a sizeable contribution to the Cromwell and the Central Otago economies.

3.0. TOTAL ECONOMIC IMPACT

Direct expenditure also creates 'indirect' and 'induced' spending in the economy as businesses purchase goods and services from supplying industries to meet the demand created by the Polytechnic, its staff and students. This spending creates more household expenditure as workers employed within these supporting industries spend their salaries and wages in the local economy. For example, if the Polytechnic purchases supplies from a local business, that business will in turn need to employ staff and purchase raw products from another supplier to meet this demand. The total economic impact takes account of this downstream expenditure. These effects can be seen through measures of total expenditure, total value added and total employment impact as summarised in Table 3 below.

	Total Expenditure ($M)	Total Value added ($M)	Total Employment (FTE Jobs)
Dunedin Campus	126.1	75.9	1,575
Dunedin Students	224.3	118.1	2,597
Dunedin Total	**350.4**	**194.0**	**4,172**
Auckland Campus	33.3	18.9	332
Auckland Students	64.6	23.6	538
Auckland Total	**97.9**	**42.5**	**870**
Cromwell Campus	6.2	3.6	75
Cromwell Students	9.8	5.1	113
Cromwell Total	**16.0**	**8.7**	**189**
Total all Campuses	165.5	NA	1,982
Total all Students	281.6	NA	3,050
TOTAL	**464.3**	**NA**	**5,231**

Table 3: Total Expenditure, Value Added and Employment Impact by Campus, 2019

3.1 Total Expenditure

Total expenditure arising from all three campuses in 2019 is estimated at $464.3 million, with the Dunedin campus accounting for 75.5%, or $350.4 million of the Polytechnic's Total Expenditure.

Over half, 64% of the Total Expenditure across all campuses was driven by the impact of student spending. The remaining expenditure was derived from day-to-day Polytechnic expenditure and the impact of staff spending their wages and salaries within their local economies.

3.2 Total Value Added

Total value added (or GDP) is an estimate of the total value that remains in a local economy after economic leakages are taken into consideration.

In 2019, Otago Polytechnic's GDP increased 3.1% to $193.97 million

An overall figure for total value added is deemed not applicable for two reasons. Firstly, because adding the three campuses together will overestimate 'total value added' due to leakages between campus regions.

Secondly, because simply adding the three campuses would also exclude the flow-on benefits to other non-campus cities and regions that may produce goods and services utilised by Otago Polytechnic.

As shown in Table 3, $194 million of Total Value Added was generated in Dunedin, $42.5 million in Auckland and activity by the Cromwell Campus added Total Value of $8.7 million to the Cromwell and Central Otago economies.

The value added impact in Dunedin City was greatest, with the Total Value Added estimated to comprise around 3.1% of Dunedin City's overall GDP of $6.29 billion in 2019.[14]

3.3 Total Employment Impact

It is estimated that the flow-on effects of expenditure by Otago Polytechnic and its staff and students are sufficient to support around 5033 full-time equivalent jobs across New Zealand. Within this total, 4,172 full-time equivalent jobs were supported within Dunedin's economy, representing over six per cent (6.4%) of the city's total workforce of 65,159 FTES in 2019.

The Polytechnic supports the equivalent to 5033 full-time equivalent jobs across the New Zealand economy

The Cromwell campus contributed to the overall employment of nearly 182 full-time equivalent jobs. This equates to just over 1.4% of the Central Otago workforce, which grew 3.3% in 2019 to 13,155).[15]

If Cromwell township is ring-fenced, then this was a contribution of 4% of a total of 4,478 FTES in 2019.

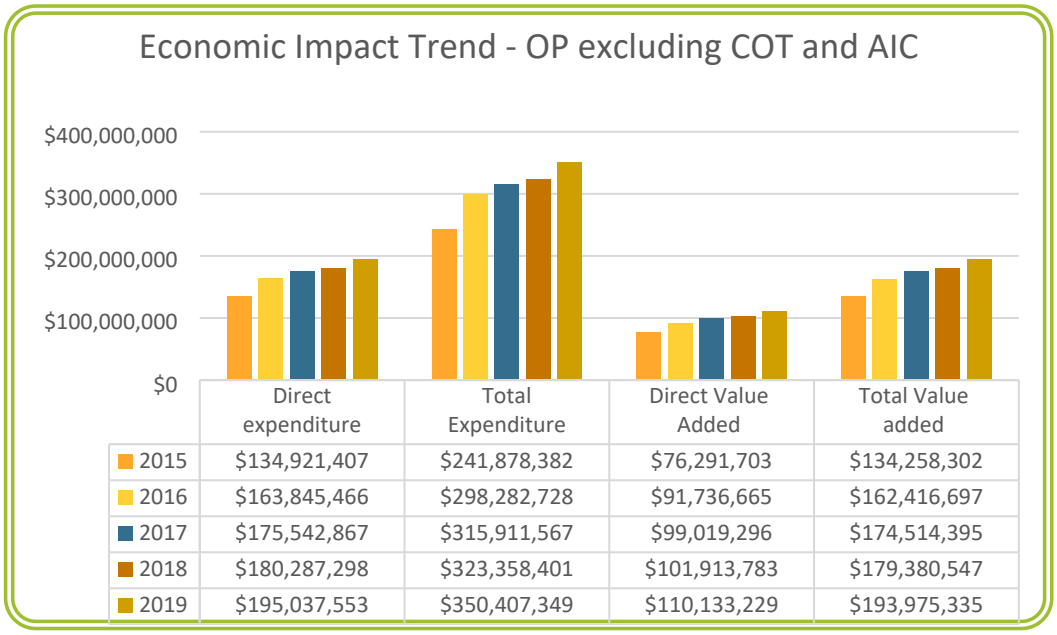
3.4 Dunedin Campus – Five Year Trend

The cumulative economic impact of Otago Polytechnic's Dunedin Campus and the trend that impact has taken over the previous five years is shown in Figure 1 below.

This Graph includes five years of data recording the cumulative economic impact from 2015 to 2019. The result shows that over the five years Otago Polytechnic added a significant total value added of over $844 million to the Dunedin economy.

[14] The statistical relevance of the Auckland campus contribution to the Auckland GDP ($113.5 B: 2019 Source https://ecoprofile.infometrics.co.nz/Auckland/Gdp is too minor to record here.

[15] Source: Infometrics- https://ecoprofile.infometrics.co.nz/Central%20Otago%20District/Gdp . The Central Otago economy grew 3.6% in 2019 to GDP $1.34 billion; and Cromwell 8.6%, or GDP of $437 million. This compares with National GDP growth of 3.0%. for 2019.



	Direct expenditure	Total Expenditure	Direct Value Added	Total Value added
2015	$134,921,407	$241,878,382	$76,291,703	$134,258,302
2016	$163,845,466	$298,282,728	$91,736,665	$162,416,697
2017	$175,542,867	$315,911,567	$99,019,296	$174,514,395
2018	$180,287,298	$323,358,401	$101,913,783	$179,380,547
2019	$195,037,553	$350,407,349	$110,133,229	$193,975,335

Figure 1: Economic Impact 2015-2019: Otago Polytechnic Dunedin Campus (excluding Central Otago and Auckland (AIC) campuses) on Dunedin City

The Graph illustrates that the economic impact of the Polytechnic's Dunedin campus has trended upwards over the past five years. The greatest increase occurred in 2016 with a gain of $27.5 million (20.4%) on the previous year (2015). The 2019 result of $193.9 million was an increase of 8.1% on the previous year (2018). The overall trend shows significant growth in the economic impact directly attributable to the continuing EFTS revenue growth over the five years. The 2019 Total Value Added result is attributed to the Dunedin campus 2.7% increase in domestic EFTS growth and 2.5% EFTS growth across total EFTS.[16]

Not included in this data are the International EFTS at the Auckland campus which comprise >16% of all enrolments. The Auckland campus has grown significantly over five years. At the end of 2018 Auckland enrolments had increased to 1116 EFTS, up >19% on 2017. In 2017, EFTS had grown >80% from 519.8 to 935.8 EFTS; and the 2016 EFTS were an increase of 39% on 2015 (374.6 to 519.8EFTS). However, in 2019, due to Immigration NZ's changes to student visa processing, EFTS fell to 856.

There was a New Zealand-wide 49,400 net immigration[17] gain in 2019, an increase of 200 on 2018 net immigration gain of 48,900. This has primarily benefited the Auckland region, although the gains were somewhat offset by immigration policy changes and related issues forcing a decline in international student enrolments. However, wider investment and growth has filtered down to the regions. There are a number of factors which influenced growth during 2019, from which the Polytechnic benefited with increases, in both domestic and international EFTS. At a macro level, the tertiary sector benefited from a robust and prosperous NZ economy, especially in the construction and transport sectors and this has the potential to continue to bolster a demand for skills and qualifications in a number of

[16] The increases of 2.7% and 2.5% respectively, includes Distance student EFTS. These students are administered from the Dunedin campus, but as they are not resident in Dunedin they do not spend in the Dunedin economy. In 2019 Dunedin Campus EFTS contributing to the GDP i.e. excluding Distance Students, increased marginally from 3121 (2018) to 3130. However, as the total of Distance Student EFTS increased from 1116 in 2018 to 1200 in 2019, the Polytechnic and Staff expenditure supporting those students grew, resulting in a significant increase in the Total Value Added- GDP for the Dunedin Campus.
[17] Source: Statistics NZ https://www.stats.govt.nz/information-releases/international-migration-december-2018 Net immigration loss for 2018 was down by 24%, to 43,400, compared to net immigration of 53,800 in 2017.

associated industries, across the region, and nationally. At a regional level in Dunedin e.g. the proposed new Dunedin Hospital build, and in Central Otago, there are a number of large investments planned by Government and the private sector from 2020 onwards which are already having their impact.

Just how Covid-19 will impact on this, has yet to be fully understood. Globally, economic activity data continues to paint a grim picture, with large GDP declines in the euro area, the United States, the UK and in most of the Asian countries. Weak April manufacturing PMIs across Asia are a reminder that the worst is yet to come. Meanwhile, global financial markets have stabilised. Commodity prices have declined, but food products have been more resilient with NZ primary produce exports increasing in value during the 2020 March and April quarters. In this context, NZ is well placed to take advantage of a strong primary sector coupled with a successful health response to Covid-19. This coupled with a multi billion dollar Government stimulus package should provide a head-start on the world and help to get the economy moving again. By running surpluses and keeping debt under control, New Zealand is in a relatively strong position to continue to lead a public health response to Covid-19 and where necessary add further to the economic stimulus package.

Otago Polytechnic plans for new, purpose built modern facilities, including a new Building & Construction Trade Training Centre, and an Engineering & Related Trades Training Centre, to enhance the high-profile, high performing destination programmes offered at the Dunedin Campus (2020 – 2022), had been put on hold due to declining internationals enrolments and resulting lower than expected surpluses. Post Covid-19, with Government billion-dollar stimulus investments, namely the Shovel Ready Infrastructure Project funds, these new facilities may proceed, providing much needed enticements for international students and those based outside the Otago region to study in Dunedin, NZ's student city.

Over five years, Dunedin student enrolments grew from 3725 to 4331- an increase of 16.3%

The five year, overall trend in total EFTS shows significant growth from 4333 (2015) to 5370 (2019), an overall increase of 24%. For the Dunedin Campus there was an overall increase of 16.3% for the five years, from 3725 EFTS (2015) to 4331 EFTS (2019). The economic impact is directly correlated to the number of EFTS enrolled – as distinct from the head count of students. In terms of headcount there has been a steady decrease of actual student numbers as part-time students decrease in proportion to full-time students. There was a decline in headcount from 9281 in 2018 to 8542 in 2019, a direct correlation with the growth in degrees and higher level programmes.

The proportion of total (all campuses) part-timers to full-time students fell marginally by 0.7% in 2019, declining from 42.54% (2017) to 41.84%. In 2018 the proportion of part-time students increased by a further 5% from 37.56% in 2017. The changes to the student population 'mix' before 2017 was attributed in part to the increasing number of degree programmes being offered; the proportion of students enrolled in degrees programmes; and the proportion of students opting to study full-time.

The decline in 2019 reflects the falling enrolments at Level 7 Degree programmes attributed at decline in EFTS at AIC, OP's Auckland Campus. In 2017 and 2018, the increase in part-time students can be attributed in part due to low unemployment with students opting to study part- time, along with improved and more readily accessible distance and blended delivery options offered from the Dunedin Campus such as Capable NZ and Edubits.

However, it is noted that distance students are not included in the Dunedin Campus economic impact on the Dunedin economy.

Over the past 10 years, as government funding was progressively withdrawn for short courses, community courses and lower level courses, the Polytechnic has opted to increase its delivery of degree and post graduate programmes, as well as increasing alternative revenues with International students, open source learning products, Capable NZ,[18] Micro-Credentials (EduBits), revenues from fees for services and internationalisation. This strategy, supported by the quality of its programmes and delivery, has enabled the Polytechnic to grow its EFTS at a time when many Polytechnics have experienced declining rolls.

The strategy to establish an international Student Campus in Auckland contributed significantly to the Polytechnic's revenue growth over five years, until recent declines in student numbers due to changes to immigration processes. The impacts of Covid-19 will further exacerbate the decline of international student numbers in 2020-2021.

The trend of both EFTS and student Head Count (Dunedin, COT and AIC) is provided in Table 4:

Year	EFTS Total	Head Count Total	EFTS Dunedin	EFTS Cromwell	EFTS Auckland
2015	4333	7204	3725	233	375
2016	4800	7771	4032	255	520
2017	5125	8507	3999	194	936
2018	5554	9281	4228	207	1116
2019	5397	8545	4331	182	856

Table 4: EFTS and Head Count Trends for 2015-2019

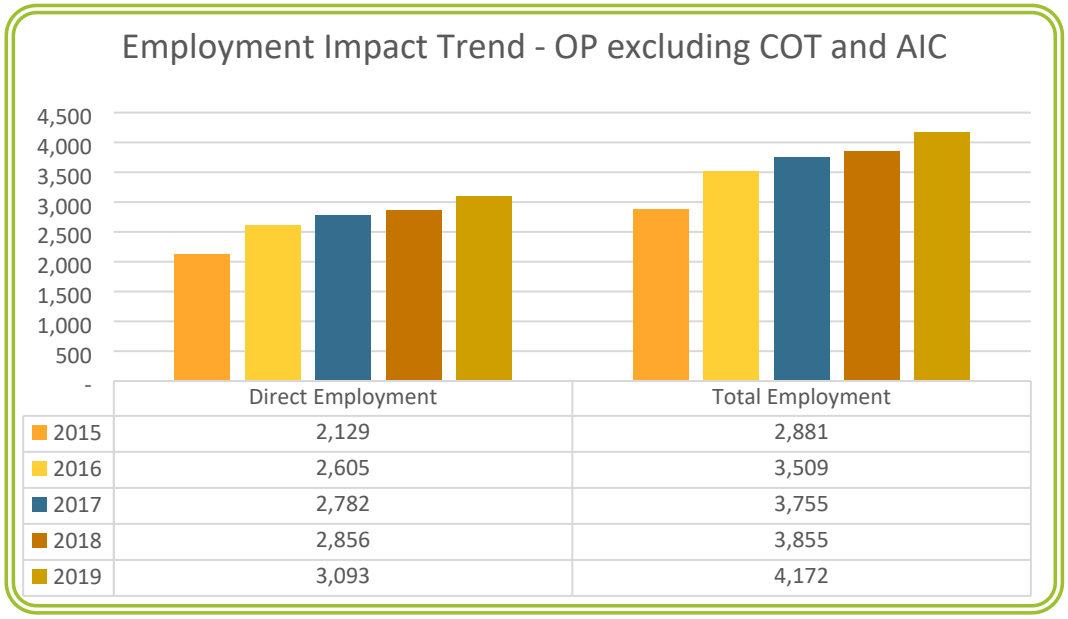
Growth in Dunedin Campus EFTS for the years 2015-2019 has resulted in a steady increase on the employment impact in Dunedin City, for each of those years. There was a minor decline in Total Employment for 2015 due to a small decline of 48 domestic EFTS and 23 international EFTS at the Dunedin Campus (3797: 2014 to 3725: 2015).

Then, in 2016, due to an increase in EFTS, there were significant gains in both Direct and Total Employment in Dunedin.

Five years of growing Polytechnic student enrolments has had a positive impact on Dunedin City's economy

[18] Capable NZ – Centre for Applied Learning

Figure 2 below focuses on the impact that expenditure by the Polytechnic's Dunedin campus, its staff and students has had on employment over the previous five years.



	Direct Employment	Total Employment
2015	2,129	2,881
2016	2,605	3,509
2017	2,782	3,755
2018	2,856	3,855
2019	3,093	4,172

Figure 2: Employment Impact 2015-2019: Otago Polytechnic Dunedin Campus (excluding Central Otago and Auckland International Campuses) on Dunedin City

In 2019, an increase of 2.5% to 4331 EFTS (2018:4228 EFTS), has impacted positively on Direct and Total Employment. The increases in Total Employment, from 3,855 (2018) to 4,172 (2019) of EFTS, impacts on increased expenditure, most significantly from staff salaries.

In addition increases over the past three years to international tuition fees, as well as modest increases in domestic tuition fees (2%), minor top-up funding from government and contributions from OPAIC Ltd have attributed to this result.

4.0. CONCLUSION

Otago Polytechnic contributes significantly to the Dunedin economy.[19] While expenditure by the Polytechnic and its staff and students has a direct influence on local economic development, the wider flow-on effects are even greater. The impacts are far-reaching across many sectors of the economy, with the institution and its staff and students spending widely in local businesses. This in turn creates additional activity as these businesses then purchase further goods and services to meet this demand.

This report estimates the important economic impact of the activities of Otago Polytechnic at its Dunedin campus and nationally in terms of Gross Domestic Product.[20] In Dunedin the institution plays a significant role in the ongoing vitality of the city's economy.

There are many other economic, social and cultural benefits – tikanga,[21] resulting from the presence of the Otago Polytechnic in Dunedin and through New Zealand. These include knowledge transfer, human and social capital enhancement, community support, and well-being and happiness. Examples of this include the confidence gained by continuing to learn or gain higher qualifications; or gaining a position of influence, whether paid or unpaid, to contribute to the greater prosperity of New Zealand and the world.

The other major contribution education makes to people's lives is the pleasure derived from learning new ideas or new achievements, or helping others to participate and enjoy these. These benefits are more difficult to measure but contribute both directly and indirectly to economic, social, cultural, spiritual and environmental wellbeing.[22]

[19] In 2019 the Auckland campus contribution to the Auckland economy of $42.5 million (2018: $47.2 million), is relatively minor given the size of the Auckland economy of $113.5. Source https://ecoprofile.infometrics.co.nz/Auckland/Gdp

[20] GDP is an indicator of a society's standard of living, but it is only a rough indicator because it does not directly account for leisure, environmental quality, levels of health and education, activities conducted outside the market, changes in inequality of income, increases in variety, increases in technology, or the—positive or negative—value that society may place on certain types of output. For more on this Refer to Appendix 3.

[21] Tikanga can be described as general behaviour guidelines for daily life and interaction in Māori culture. Tikanga is commonly based on experience and learning that has been handed down through generations. It is based on logic and common sense associated with Māori world view

[22] Our People Our Country Our Future, Living Standards Framework: Background and Future Work, 4 December 2018, Treasury, New Zealand Government.

APPENDIX 1: METHODOLOGY

The analysis behind this report involves the use of standard industry input-output multipliers, developed by Geoff Butcher and Partners, to quantify in monetary terms the flow of goods and services between the Otago Polytechnic (including its staff and students) and other sectors of the economy.

The data sources contributing to this analysis include:

- Actual Polytechnic expenditure for each campus in the year ended 31 December 2018, including expenditure on staff salaries, but less scholarships paid to students;
- Estimated annual student expenditure – derived from a combination of estimated expenditure on accommodation and estimated living costs (sourced from a New Zealand Union of Students Association 2014 study adjusted for inflation, along with the Polytechnic's own Accommodation sample budget for 2018).

Multipliers relevant to the nature of expenditure by the Polytechnic were used to develop an estimate of the economic impact (e.g. education-related costs, staff and student consumption expenditure). Multipliers were sourced for Dunedin and applied.

The analysis is expressed through two main 'types' of multipliers. Type I multipliers include the 'direct' effect on output in the industry which experiences an exogenous increase in demand and the 'indirect' effect resulting from the need for all other industries to produce more inputs for that industry. Type II multipliers include an additional effect, the so-called 'induced-income' effect. This arises because as businesses produce more output, households receive more income (i.e. workers receive wages, investors receive dividends, etc.), which they in turn spend on consumer items within an economy. Therefore total output in the industries that produce these other goods also rises.

It is also possible to calculate both the direct and total value added to an economy (the latter is similar to local gross domestic product, or GDP), from any additional expenditure. This calculation typically excludes leakages that occur within an economy.

Lastly, the estimated number of additional full-time equivalent jobs created in the economy as a result of increased output is identified. This measure illustrates how many jobs are likely to be supported (or generated) by expenditure. The multipliers quantify the impact of inter-industry linkages within an economy. For example, for every $1 million of gross output in industry 'y', a further 'x' number of jobs are created in industries that supply goods and services to industry 'y'. The number of downstream jobs is expressed as full-time equivalents for one year.

APPENDIX 2: SUPPORTING DATA

The following information below has been extracted from Infometrics Dunedin City 2019 Annual Report;[23] and Infometrics Dunedin City Quarterly Economic Monitor – March 2020, the Infometrics Cromwell 2019 Annual Report; the Infometrics New Zealand Annual Report; 2019 the Infometrics Dashboards for each region and New Zealand, and the Statistics NZ website.

1.0 The New Zealand Economy in 2019

The New Zealand economy grew by 3.0% across the four quarters of 2019 (Jan-Dec).[24] This followed a 3.3%pa growth over the four quarters of the previous year (2018). Employment grew 1.9% whereas the population grew 1.6%.

Economic growth (GDP) has now sat above 3.0%pa for five consecutive years.
The biggest contributors to economic growth for the ten years 2009-2019 was Professional, Scientific and Technical services at $6,787M, followed by Construction at $6,451M.
Agriculture was the largest contributor to growth in 2019, with GDP rising by just over 11%pa. Higher forestry and meat prices assisted this growth, alongside a solid dairy pay-out.
Construction activity continued to expand, with growth of 3.8%pa over the March 2019 year as population growth and an undersupply of housing pushed construction volumes higher.
Sustained household sentiment boosted consumption in 2019, with both retail and wholesale trade strong performers. Retail trade activity rose 4.3%pa, reflecting a continued willingness for households to open their wallets.

Service sectors remain in growth mode, with financial and insurance services (up- 4.9%pa) and professional, scientific and technical services (up 3.1%) reinforcing New Zealand's shift toward a greater focus on services.

The change of government has also continues to be felt on the economy, with the central government as expansion within the public services continues, and more activity is shifted to the regions.[25]

2.0 Dunedin City – Economic Performance 2019

GDP in Dunedin City measured $6,162M in the year to March 2019, up 3.2% from a year earlier. In comparison, New Zealand's GDP increased by 3.0% over the same period.

Employment grew 2.3 % compared to the National increase of 1.9%; and the population grew by 0.9% compared to New Zealand's population growth rated of 1.6%pa for 2019. Economic growth in Dunedin averaged 1.4%pa over the last 10 years compared with an average 2.5%pa in the national economy.

Economic Growth in Dunedin City reached a high of 5.1% in 2003 and a low of -1.8% in 2010. Dunedin City accounted for 2.1% of the national GDP in 2019.

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[23] Source: https://ecoprofile.infometrics.co.nz/Dunedin+City ; https://www.stats.govt.nz/information-releases/gross-domestic-product-december-2019-quarter
[24] Source: Stats NZ https://www.stats.govt.nz/information-releases/gross-domestic-product-december-2019-quarter
[25] New Zealand Annual Economic Profile 2019, Economy p2, Infometrics, 2020 https://ecoprofile.infometrics.co.nz/new%20zealand/PDFProfile

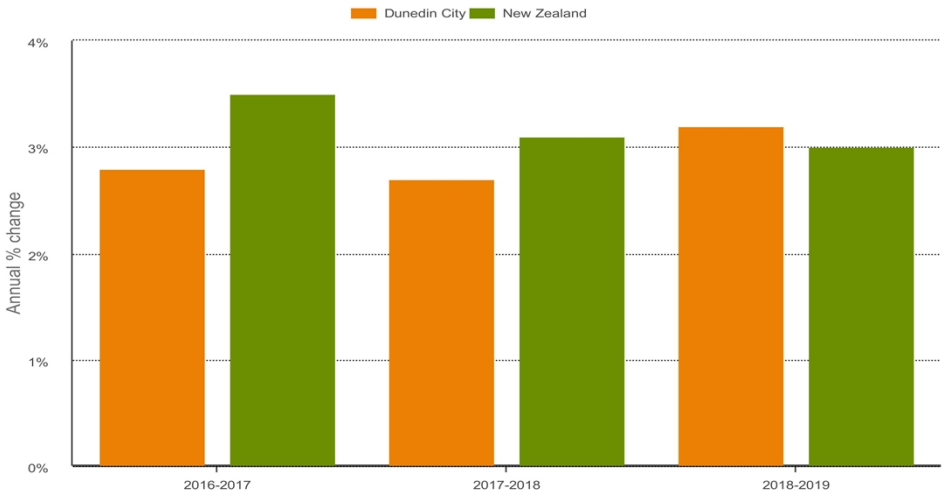

Figure 1: GDP Growth comparisons 2016 -2019. Source: Dunedin City Annual Economic Profile 2019 Infometrics

The figure above provides an economic overview of Dunedin City compared to the New Zealand economy. Dunedin mostly follows the trend of what is happening in the New Zealand economy – averaging 0.5- 1% behind that national GDP results. The exception to this was is 2018-2019 when the Dunedin GDP results reached 3.2% while the New Zealand GDP results fell slightly to 3.0%

2.1 Share of total GDP, 2019

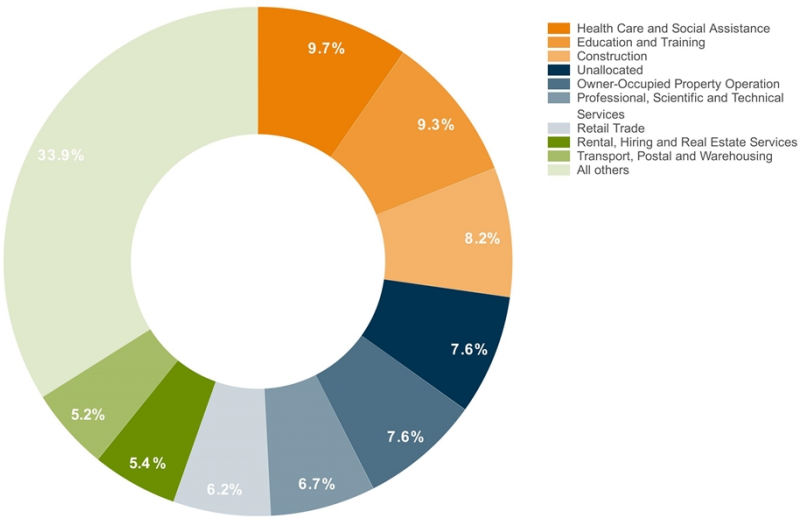

Figure 2: Proportion of GDP by Industries. Source: Dunedin City Annual Economic Profile 2019 Infometrics

Among Dunedin City's detailed industries Health Care and Social Assistance was the largest accounting for 9.7% of GDP. Education and Training was second at 9.3% followed by Construction at 8.3%.

The biggest contributors to economic growth for the ten years 2009-2019 was Construction at $189m, followed by Retail Trade of $118m, then Transport, Postal and Warehousing at $102m.

The industries which created the most jobs over the ten years from 2009-2019 are Construction 1,539, Health Care and Social Assistance 1,207 and Accommodation and Food Services 872.

Which broad industries made the largest contribution to economic growth?

While an industry may be growing rapidly, if it is small relative to a region's total economy its contribution to overall GDP growth may also be small. Which broad industries made the largest contribution to the overall growth of Dunedin City's economy taking into account their relative sizes?

Table 1 below shows a ranking of the broad industries by their contribution to economic growth over the past year.

Construction made the largest contribution to overall growth in Dunedin City between 2018 and 2019. The industry grew by 10.6% over the year and contributed 0.81 percentage points to the district's total growth of 3.2%. The next largest contributor was Transport, Postal and Warehousing (0.44 percentage points) followed by Education and Training (0.43 percentage points). The largest detractor from growth over the year was Manufacturing which declined by 3.3% and contributed minus 0.17 percentage points to the total growth of 3.2%. Mining (-0.10 percentage points) was the next largest detractor.

Industry	2018	2019	% point contribution to growth	Annual Growth
Construction	457	506	0.81%	10.6%
Transport, Postal and Warehousing	297	323	0.44%	8.8%
Education and Training	551	576	0.43%	4.7%
Retail Trade	365	382	0.28%	4.6%
Financial and Insurance Services	164	180	0.27%	9.7%
Public Administration and Safety	249	261	0.20%	4.9%
Health Care and Social Assistance	587	597	0.16%	1.6%
Electricity, Gas, Water and Waste Services	268	276	0.14%	3.1%
Rental, Hiring and Real Estate Services	328	335	0.12%	2.1%
Agriculture, Forestry and Fishing	151	157	0.10%	3.7%
Professional, Scientific and Technical Services	407	412	0.09%	1.3%
Wholesale Trade	194	198	0.08%	2.5%
Information Media and Telecommunications	153	157	0.07%	2.5%
Other Services	107	110	0.05%	2.6%
Administrative and Support Services	96	98	0.03%	2.0%
Arts and Recreation Services	92	93	0.02%	1.3%
Accommodation and Food Services	217	217	-0.01%	-0.3%
Mining	43	37	-0.10%	-13.4%
Manufacturing	315	305	-0.17%	-3.3%
Owner-Occupied Property Operation	467.0	469.5	0.04%	0.5%
Unallocated	459.2	471.5	0.21%	2.7%
Total	**5,968**	**6,162**	**3.2%**	**3.2%**

Table 1: 54 Broad industries ranked by percentage point contribution to growth, 2018-2019

Looking at the detailed industries by their contribution to economic growth over the past year, Heavy and Civil Engineering Construction made the largest contribution to overall growth in Dunedin City between 2018 and 2019. That industry grew by 29.4% over the year and contributed 0.64 percentage points to the district's total growth of 3.2%.

The next largest contributor was Education and Training (0.43 percentage points) followed by Finance (0.32 percentage points).

2.2 Dunedin Population Growth

Population growth is an indicator of a region's attractiveness as a place to live and work. A strong regional economy with plentiful job opportunities will help a region retain its population and attract new residents from other regions and abroad.

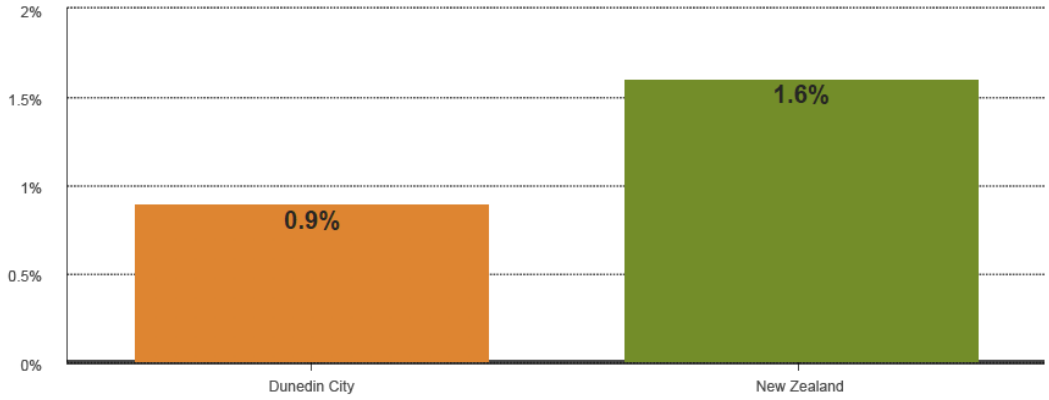

Figure 3: Population growth, year to Jun 2019

Dunedin City's population was 131,700 in 2019, up 0.9% from a year earlier. New Zealand's total population grew by 1.6% over the same period.

Population growth in Dunedin City averaged 1.1%pa over the last five years compared with 1.8%pa in New Zealand.

Since 1996 growth in Dunedin City reached a high of 1.4%pa in 2018 and a low of -0.3%pa in 1997.

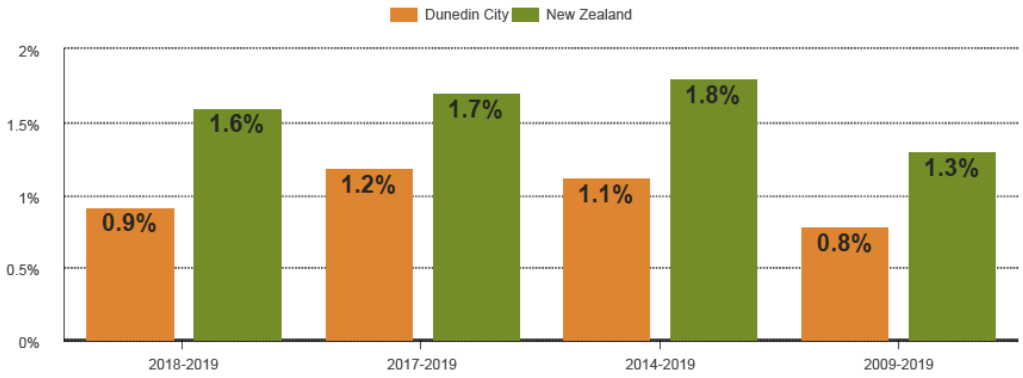

Figure 4: Population growth last 1, 2, 3, and 5 years

Figure 4 illustrates the population growth of Dunedin compared to New Zealand over a range of years from one year (2018-2019) to ten years (2009-2019).

What is the source of Dunedin City's population growth?

A region's population can grow through natural growth (births less deaths) and net migration (arrivals less departures). This section describes the relative contributions of these two sources to population growth in Dunedin City. Dunedin City's population increased by 1,200

people in the year to June 2019. This net increase was made up of net migration of 1,000 and natural increase of 200.

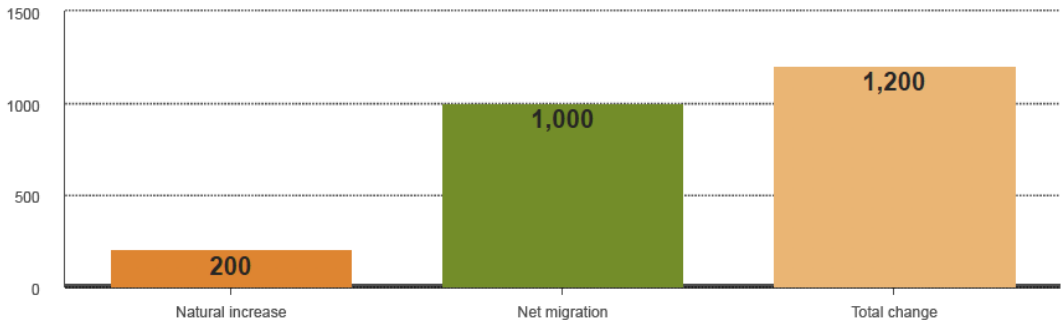

Figure 5: Source of Population Growth, year to June 2019

2.3 Dunedin Employment

Total employment in Dunedin City averaged 65,159 in the year to March 2019, up 2.3% from a year earlier. Employment in New Zealand increased by 1.9% over the same period.

Employment growth in Dunedin City averaged 0.5%pa over the last ten years compared with 1.5%pa in the national economy.

Employment growth in Dunedin City reached a high of 3.8% in 2002 and a low of -2.6% in 2010.

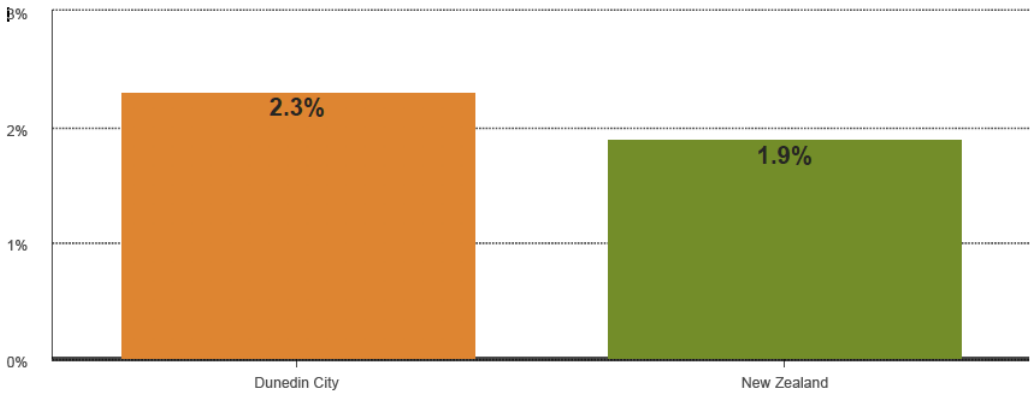

Figure 6: Employment Growth, year to June 2019

Which are the largest employing industries in Dunedin?

Among broad industries Health Care and Social Assistance was the largest in Dunedin City in 2019 accounting for 14.9% of total. The second largest was Education and Training (13.5%) followed by Retail Trade (10.1%)

Industry	Dunedin City		New Zealand	
	Level	Share of total	Level	Share of total
Health Care and Social Assistance	9,687	14.9%	249,620	9.8%
Education and Training	8,805	13.5%	198,888	7.8%
Retail Trade	6,560	10.1%	227,145	8.9%
Construction	5,889	9.0%	245,105	9.6%
Accommodation and Food Services	5,422	8.3%	170,215	6.7%
Professional, Scientific and Technical Services	4,418	6.8%	241,382	9.5%
Manufacturing	3,937	6.0%	241,888	9.5%
Public Administration and Safety	3,139	4.8%	122,674	4.8%
Other Services	2,732	4.2%	97,558	3.8%
Transport, Postal and Warehousing	2,684	4.1%	106,582	4.2%
Wholesale Trade	2,382	3.7%	125,456	4.9%
Administrative and Support Services	2,291	3.5%	129,750	5.1%
Arts and Recreation Services	1,549	2.4%	47,601	1.9%
Agriculture, Forestry and Fishing	1,525	2.3%	143,835	5.7%
Information Media and Telecommunications	1,306	2.0%	42,203	1.7%
Rental, Hiring and Real Estate Services	1,257	1.9%	61,562	2.4%
Financial and Insurance Services	1,019	1.6%	68,308	2.7%
Electricity, Gas, Water and Waste Services	475	0.7%	17,393	0.7%
Mining	81	0.1%	6,031	0.2%
Total	**65,159**	**100%**	**2,543,195**	**100%**

Table 2: 54 Broad industries ranked by size of employment, 2019

Of the 50 detailed industries among the approximately 500 7-digit ANZSIC industry categories which employ the highest number of people in Dunedin City, Higher Education was the largest 7-digit industry in Dunedin City in 2019 employing 4,436 persons and accounting for 6.8% of total employment in the district. By contrast this industry accounted for 1.4% of total employment in New Zealand. The second largest employing industries were hospitals (except psychiatric hospitals) (3,531) followed by cafes and restaurants (2,215).

2.4 Work Force and Skills

How do skill levels in Dunedin City compare with New Zealand?

A region that can offer high skilled jobs can generally offer a higher standard of living to its residents. It is also has a better chance of retaining its residents and attracting new skills. As a point of comparison, the skill levels required by jobs in Dunedin City are compared to those required in the national economy.

Skill level	Dunedin City		New Zealand	
	Jobs	% of total	Jobs	% of total
Highly-skilled	25,384	39.0%	958,342	37.7%
Skilled	9,084	13.9%	331,136	13.0%
Semi-skilled	8,278	12.7%	349,518	13.7%
Low-skilled	22,413	34.4%	904,199	35.6%
Total	**65,159**	**100%**	**2,543,195**	**100%**

Table 3: 54 Employment by broad skill level , 2019

Approximately 39.0% of Dunedin City's workforce was employed in highly skilled occupations in 2019. This is higher than in New Zealand (37.7%).

Approximately 34.4% of Dunedin City's workforce was employed in low-skilled occupations in 2019. This is lower than in New Zealand 35.6%.

What Qualifications are most in Demand in Dunedin City?

The greatest demand in Dunedin City in 2019 was for qualifications at the level of Degree (level 7+).

Approximately 36.5% of all positions in Dunedin City required this level of qualification.

Field of study	Certificate (level 1-3)	Certificate (level 4)	Diploma (level 5-6)	Degree (level 7+)	Total
Number					
Natural and Physical Sciences	992	200	507	1,595	3,294
Information Technology	936	103	255	902	2,195
Engineering and Related Technologies	3,880	3,187	1,226	2,424	10,718
Architecture and Building	1,325	2,231	438	705	4,699
Agriculture, Environmental and Related Studies	1,085	537	180	405	2,206
Health	1,987	422	804	4,532	7,746
Education	1,289	197	359	3,201	5,046
Management and Commerce	5,177	980	1,846	4,232	12,235
Society and Culture	3,312	670	1,180	4,077	9,238
Creative Arts	1,660	375	400	1,471	3,907
Food, Hospitality and Personal Services	1,929	1,258	431	256	3,874
Totals	23,572	10,160	7,626	23,801	65,159
% of total					
Natural and Physical Sciences	1.5%	0.3%	0.8%	2.4%	5.1%
Information Technology	1.4%	0.2%	0.4%	1.4%	3.4%
Engineering and Related Technologies	6.0%	4.9%	1.9%	3.7%	16.4%
Architecture and Building	2.0%	3.4%	0.7%	1.1%	7.2%
Agriculture, Environmental and Related Studies	1.7%	0.8%	0.3%	0.6%	3.4%
Health	3.0%	0.6%	1.2%	7.0%	11.9%
Education	2.0%	0.3%	0.6%	4.9%	7.7%
Management and Commerce	7.9%	1.5%	2.8%	6.5%	18.8%
Society and Culture	5.1%	1.0%	1.8%	6.3%	14.2%
Creative Arts	2.5%	0.6%	0.6%	2.3%	6.0%
Food, Hospitality and Personal Services	3.0%	1.9%	0.7%	0.4%	5.9%
Totals	36.2%	15.6%	11.7%	36.5%	100%

Table 4: Employment by level of qualification and filed of study in Dunedin City, 2019

By field of study, the highest demand was for Management and Commerce. Approximately 18.8% of all positions in Dunedin City required this field of study.

3.0 The Cromwell Economy in 2019

Cromwell's Economy experienced a GDP growth of 8.6% in the year to March 2019, which was higher than the national economy growth of 3.0% and significantly higher than the previous year for Cromwell of 3.1%. In 2019 the Cromwell economy grew at a rate nearly 3 times that of the National Economy growth rate.[26]

3.1 Cromwell – Economic Performance 2019

The Figure below illustrates GDP in Cromwell measured $437m in the year to March 2019, up 8.6% from a year earlier (3.1%). This compared to the GDP for Central Otago which grew 3.6% in 2019 to $1,340M.

New Zealand's GDP increased by 3.0% over the same period. Cromwell accounted for 0.1% of national GDP in 2019.

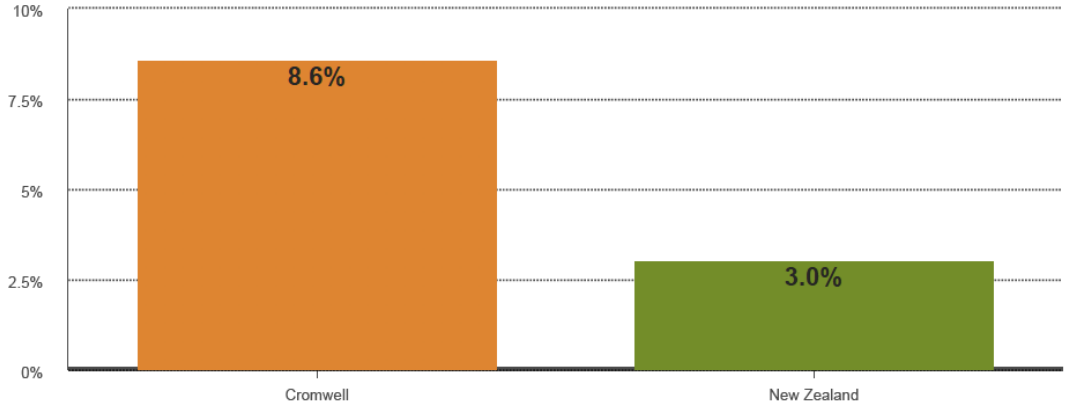

Figure 7: Cromwell GDP Growth to year ended March 2019

Economic growth in Cromwell averaged 5.2%pa over the last 10 years compared with an average of 2.5%pa in the national economy.
Growth in Cromwell reached a high of 26.8% in 2004 and a low of -3.1% in 2011.

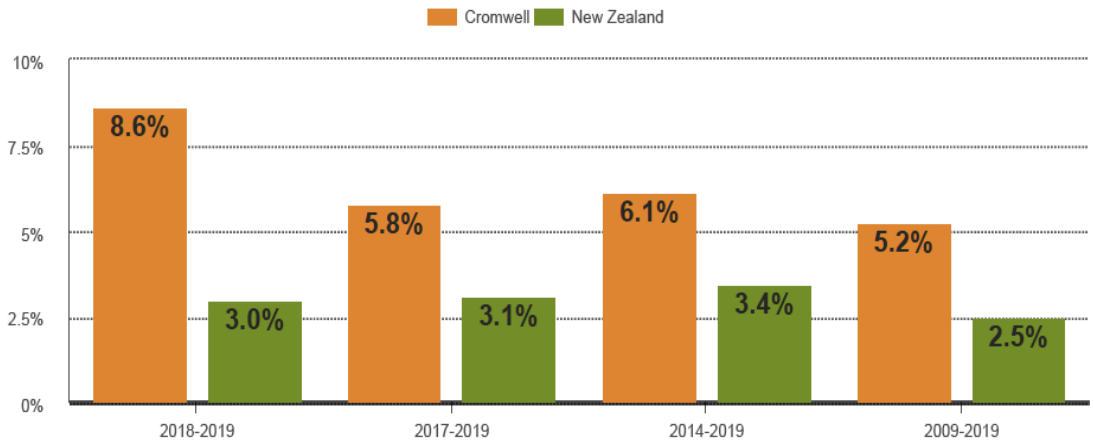

Figure 8: Cromwell GDP Growth Rate over the last 1,2,5 and 10 Years

[26] Cromwell Annual Economic Profile 2019, Infometrics, 2020
https://ecoprofile.infometrics.co.nz/cromwell

3.2 Share of total GDP, 2019

Among broad industries Construction was the largest in Cromwell in 2019 accounting for 17.9% of total.
The second largest was Manufacturing (12.0%) followed by Rental, Hiring and Real Estate Services (11.9%)

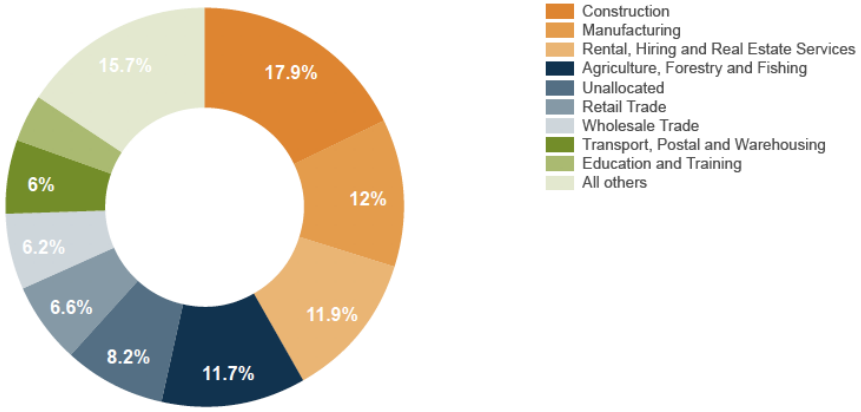

Figure 8: Share of total GDP, 2019

What is the industrial structure of Cromwell's economy?

Primary industries accounted for 12.4% compared with 6.4% in the national economy. Secondary industries accounted for 29.9% compared with 18.8% in the national economy. Tertiary industries accounted for the largest proportion of GDP (38.8%) in Cromwell, which is higher than in the national economy (35.9%). Quarternary industries accounted for the smallest proportion in Cromwell: 10.7% compared with 24.9% in the national economy.

	Cromwell		New Zealand	
Industry	Level	Share of total	Level	Share of total
Construction	$78.0m	17.9%	$18,961m	6.4%
Manufacturing	$52.3m	12.0%	$29,016m	9.7%
Rental, Hiring and Real Estate Services	$52.0m	11.9%	$20,887m	7.0%
Agriculture, Forestry and Fishing	$51.2m	11.7%	$15,631m	5.2%
Retail Trade	$28.8m	6.6%	$15,070m	5.1%
Wholesale Trade	$26.9m	6.2%	$15,221m	5.1%
Transport, Postal and Warehousing	$26.1m	6.0%	$13,277m	4.5%
Education and Training	$16.8m	3.8%	$11,380m	3.8%
Professional, Scientific and Technical Services	$14.8m	3.4%	$24,872m	8.3%
Accommodation and Food Services	$14.0m	3.2%	$6,456m	2.2%
Health Care and Social Assistance	$9.36m	2.1%	$17,309m	5.8%
Arts and Recreation Services	$7.90m	1.8%	$4,050m	1.4%
Administrative and Support Services	$5.61m	1.3%	$6,180m	2.1%
Financial and Insurance Services	$5.11m	1.2%	$17,773m	6.0%
Other Services	$4.64m	1.1%	$5,337m	1.8%
Mining	$2.98m	0.7%	$3,572m	1.2%
Public Administration and Safety	$2.25m	0.5%	$12,940m	4.3%
Information Media and Telecommunications	$1.86m	0.4%	$10,381m	3.5%
Electricity, Gas, Water and Waste Services	$0.00m	0.0%	$8,159m	2.7%
Owner-Occupied Property Operation	$0.00m	0.0%	$18,628m	6.3%
Unallocated	$36.0m	8.2%	$22,797m	7.7%
Total	**$437m**	**100%**	**$297,894m**	**100%**

Table 5: GDP by ANZSIC 1- digit industry, 201

3.3 Cromwell – Population Growth, 2019

Cromwell's population was 8,750 in 2019, up 6.2% from a year earlier. New Zealand's total population grew by 1.6% over the same period.

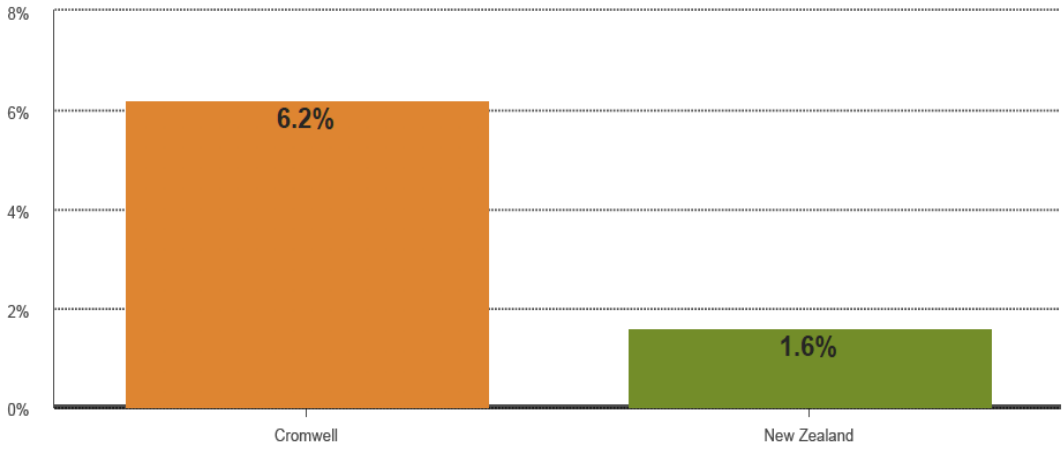

Figure 9: Population Growth, Year to June 2019

Population growth in Cromwell averaged 6.3%pa over the last 5 years compared with 1.8%pa in New Zealand.

Since 1996 growth in Cromwell reached a high of 8.5%pa in 2018 and a low of 0.6%pa in 2013

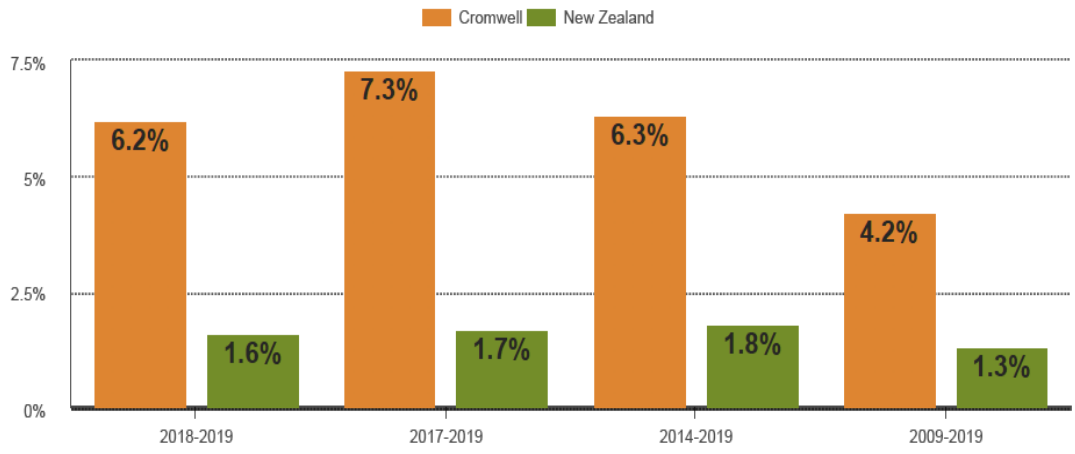

Figure 10: Population Growth over the last 1,2,5 and 10 Years

3.4 Cromwell- Employment

Figure 11 illustrates total employment in Cromwell averaged 4,737 in the year to March 2019, up 6.1% from a year earlier.

Employment in New Zealand increased by 1.9% over the same period.

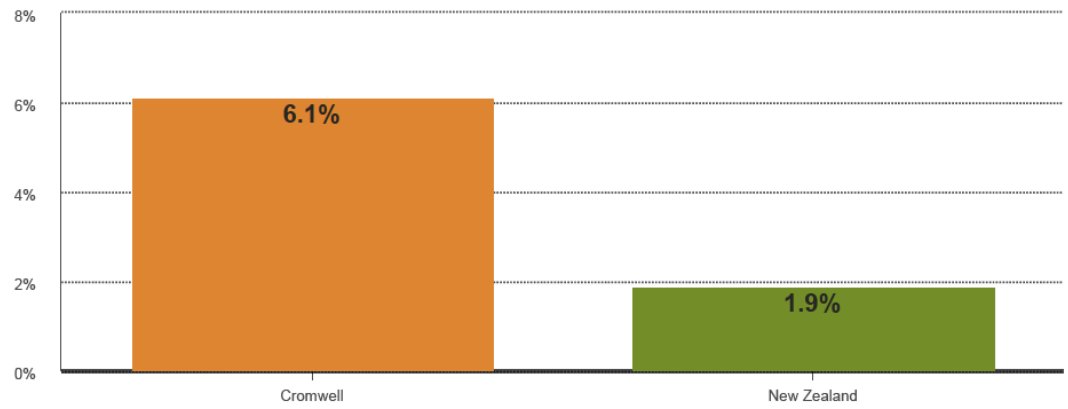

Figure 11: Employment growth, year to March 2019

Figure 12 shows employment growth in Cromwell averaged 3.7%pa over the last ten years compared with 1.5%pa in the national economy.

Employment growth in Cromwell reached a high of 15.4% in 2007 and a low of -2.9% in 2011.

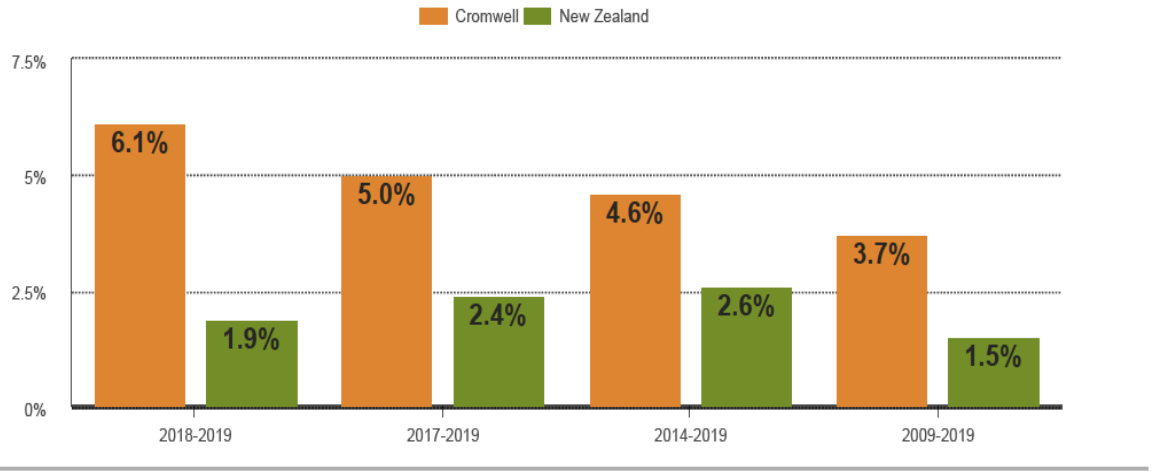

Figure 12: Employment growth over the last 1,2,5 and 10 Years

APPENDIX 3: ECONOMIC WELLBEING AND GDP MEASURES

The validity of GDP as a measure of well-being is being increasingly disputed as more governments around the world search for measures that better reflect wellbeing and social progress. Most recently the New Zealand Government has made a commitment to do the same. (Refer **Our People, Our Country, Our Future**, The Treasury, New Zealand Government, 4 December 2018).[27] There are three evidence-informed foundations for this effort and commitment. First, people care about their well-being as well as their income. Second, wellbeing depends on a range of factors, only some of which can be purchased. Third, public policy that is exclusively or primarily focused on increasing income (or GDP in aggregate) may actually end up decreasing wellbeing now, or in the future.[28]

GDP is a good measure of economic wellbeing for most—but not all—purposes. It is important to keep in mind what GDP includes and what it leaves out.[29] GDP is not a measure of wealth. It is a measure of income. It is a backward-looking 'flow 'measure that explains the value of goods and services produced in given period in the past. GDP measures both the economy's total income and the economy's total expenditure on goods and services. Thus, GDP per person tells us the income and expenditure of the average person in the economy. Because most people would prefer to receive higher income and enjoy higher expenditure, GDP per person seems a natural measure of the economic well-being of the average individual.

However, as GDP uses market prices to value goods and services, it excludes the value of almost all activity that takes place outside markets. In particular, GDP omits the value of goods and services produced at home. Child care provided in day-care centres is part of GDP, whereas child care by parents at home is not. The Voluntary sector contributes hugely to the well-being of NZ society, but GDP does not reflect these contributions. GDP also says nothing about the distribution of income. A society in which 100 people have annual incomes of $50,000 has GDP of $5 million and, not surprisingly, GDP per person of $50,000. So does a society in which 10 people earn $500,000 and 90 suffer with nothing at all.

GDP excludes the quality of the environment. If our government eliminated all environmental regulations, firms could then produce goods and services without considering the pollution they create, and GDP might rise. Yet well-being would most likely fall. The deterioration in the quality of air and water would more than offset the gains from greater production. Nor does GDP take account of our intelligence, integrity, courage, wisdom, or devotion to country, but all of these laudable attributes are easier to foster when people are less concerned about being able to afford the material necessities of life. GDP does not directly measure those things that make life worthwhile, but it does measure our ability to obtain many of the inputs into a worthwhile life.[30]

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[27] https://treasury.govt.nz/sites/default/files/2018-11/lsf-introducing-dashboard-dec18.pdf
[28] Beyond GDP: Measuring New Zealand's' wellbeing progress, Article 2, Deloitte /Victoria University of Wellington , December 2013 https://www2.deloitte.com/content/dam/Deloitte/nz/Documents/public-sector/Deloitte-NZ-SotS-2018-Article-2.pdf
[29] Is GDP a Good Measurement of Economic Well-Being ? https://medium.com/@Inflab/is-gdp-a-good-measure-of-economic-well-being-7ad449ded0139 - edited text extract.
[30] *What we know (and don't know) about economic growth in New Zealand, Strategic Policy 16/01,Ministry of Business, Innovation& Employment, 2016* https://www.mbie.govt.nz/dmsdocument/4028-what-we-know-and-dont-know-about-economic-growth-in-new-zealand

Otago Polytechnic Limited

BOARD PACK

for

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

Friday, 5 June 2020

2:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

Generated: 2020-05-29 17:45:16

AGENDA

OTAGO POLYTECHNIC LIMITED (THE COMPANY) MEETING OF THE BOARD - CLOSED

Name:	Otago Polytechnic Limited
Date:	Friday, 5 June 2020
Time:	2:30 PM to 4:30 PM
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Adam La Hood, Justin Lester, Megan Potiki
Guests:	In Attendance: Mary Butler (Convenor, Staff Subcommittee), Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive, Māori Development/Kaitohutohu, Nathan Laurie (Convenor, Student Council), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience).
Notes:	• Sam Alavi to join by video link at 2.30pm • Heads of College to attend at 3pm

1. PROCEDURAL

1.1 Resolution to Exclude the Public

Supporting Documents:

1.1.a	Resolution to exclude the public.docx	9
1.1.b	Resolution cover.docx	10

1.2 Conflicts of Interest

Supporting Documents:

1.2.a	Conflict of Interest cover.docx	11

1.3 Additional Agenda Items

1.4 Confirmation of Minutes

Supporting Documents:

1.4.a	Minutes cover. docx.docx	12
1.4.b	Minutes : Otago Polytechnic Ltd (the Company) Meeting of the Board - Closed - 1 May 2020	13

1.5 Matters Arising

1.6 Action Items List

Supporting Documents:

1.7 Reporting Timeframes

Supporting Documents:

2. REPORTS

2.1 Chair (Verbal)

2.2 Chief Executive

Supporting Documents:

2.3 Executive Leadership Team

Supporting Documents:

2.4 OPAIC

Supporting Documents:

2.5 Health, Safety and Wellbeing

Supporting Documents:

Supporting Documents:

3. PRESENTATIONS

3.1 Heads of Colleges

Supporting Documents:

4. FINANCE

4.1 Forecasting

Supporting Documents:

4.2 Monitoring

Supporting Documents:

4.3 Campus Development Update

Supporting Documents:

5. RISK

5.1 Governance Risk Matrix

Supporting Documents:

6. FOR NOTING

6.1 Notifications to NZIST

Supporting Documents:

6.2 Contracts

Supporting Documents:

7. CLOSE MEETING

7.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (the Company) Meeting of the Board - Closed - 16 Jul 2020, 2:30 PM