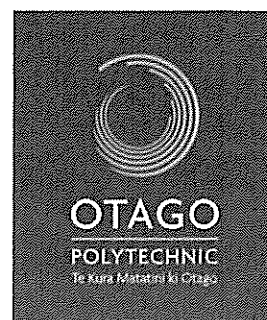


# Council Open Agenda



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**Meeting to be held: 12.30pm Friday 5 February 2016**  
**Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,**  
**Forth Street, Dunedin**

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**1. APOLOGIES**

**2. CONFLICT OF INTEREST**

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.

Attached is a register of Council members' interests. Any changes must be advised to the Secretary to Council.

A handwritten signature in black ink, appearing to read 'Jeanette Corson', with a large, stylized loop at the beginning.

Jeanette Corson  
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER				
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic	
<b>Paul ALLISON</b>	07-03-14	<ol style="list-style-type: none"> <li>1. Chief Executive – Central Lakes Trust</li> <li>2. Regional Chair – Halberg Disability Sport Foundation</li> <li>3. Trustee – Winter Games NZ</li> <li>4. Sports Commentator – The Radio Network</li> </ol>	<ol style="list-style-type: none"> <li>1. CLT is a community funder, with the Polytechnic's Cromwell Campus within its beneficiary region. OP may well be an applicant for CLT funding in Central Otago</li> <li>2 – 4 Nil</li> </ol>	
<b>Gillian BREMNER</b>	21-06-10	<ol style="list-style-type: none"> <li>1. Chief Executive Presbyterian Support Otago</li> <li>2. Director Well Dunedin PHO</li> </ol>	<ol style="list-style-type: none"> <li>1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities</li> <li>2. Nil</li> </ol>	
<b>John CHRISTIE</b>	02-10-15	<ol style="list-style-type: none"> <li>1. Director: Enterprise Dunedin - Dunedin City Council</li> <li>2. Board Member - WellSouth Primary Health Network</li> <li>3. Board Member - South Canterbury District Health Board Audit and Assurance Committee.</li> <li>4. Trustee – Knox College Trust</li> <li>5. Trustee – Salmond Hall</li> </ol>		
<b>Peter COOLBEAR</b>	14-01-16	<ol style="list-style-type: none"> <li>1. Director Ako Aotearoa</li> <li>2. Chair NZCER Board</li> <li>3. Council Member Tai Poutini Polytechnic</li> <li>4. Member ACE Aotearoa Professional Development Steering Group</li> <li>5. Member of the NZ-China Professional &amp; Vocational Education and Training Model Programme Steering Group</li> </ol>	<ol style="list-style-type: none"> <li>1. Organisation Funder/Potential Funder of research and other projects run by Otago Polytechnic</li> <li>2. NZCER manages the TLRI fund that has a tertiary education component</li> <li>4. Otago Polytechnic may potentially be a participant in bids to the ACE PD fund to support community education.</li> <li>5. Led by Wintec on behalf of the NZ ITP Sector</li> </ol>	
<b>Kathy GRANT</b>	22-06-15	<ol style="list-style-type: none"> <li>1. Dunedin International Airport Limited (Director)</li> <li>2. Dunedin City Holdings Ltd (Director)</li> <li>3. Sport Otago (Trustee)</li> <li>4. Trustee of numerous private trusts</li> <li>5. Gallaway Cook Allan (Associate)</li> <li>6. Dunedin Sinfonia Board</li> <li>7. Dunedin City Treasury Limited (Director)</li> <li>8. Dunedin Venues Ltd (Director)</li> <li>9. SDHB (Commissioner)</li> </ol>		

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
<b>Kathy GRANT</b> (continued)		<b>Spouse</b> 10. Galloway Cook Allan (Partner) 11. Hazlett & Sons Limited (Chair) 12. South Link Health Services Limited (Director) 13. Warbirds Over Wanaka Community Trust (Board Member) 14. Warbirds Over Wanaka Limited (Director) 15. Warbirds Over Wanaka (2008) Limited (Director) 16. Warbirds Over Wanaka (2010) Limited (Director) 17. Leslie Groves Home & Hospital (Board Member) 18. Dunedin Diocesan Trust Board (Board Member) 19. Nominee Companies associated with Galloway Cook Allan (Director) 20. Trustee of numerous private trusts	
<b>David HIGGINS</b>	07/03/14	1. Te Runanga o Ngai Tahu (Moeraki Representative) 2. Te Aparangi Committee (Executive Committee of TRoNT) (Member) 3. Ngai Tahu Fund Committee (Member) 4. Otakaroro Investments Ltd (Director and Shareholder) 5. Kaiapoi Pa Trustees (Chair) 6. Moeraki Marae Trustees (Chair)	
<b>Michael HORNE</b>	06-11-15	1. Deloitte Limited 2. Best View Limited 3. City Forests Limited 4. Ellis Fibre Global Limited 5. Ellis Fibre NZ Limited 6. Escea International Limited 7. Escea Limited 8. Hunterfields Investments Limited 9. McMahon Investments Limited 10. Otago Southland Division of the Cancer Society of New Zealand 11. Otago Museum Trust Board (Treasurer) 12. Palmer & Son Limited 13. Palmer Resources Limited 14. Palmer MH Limited 15. Palmers Mechanical Limited 16. PDS (Computer Services) Limited 17. Prospectus Nominees 18. Prospectus Nominees Services Limited 19. Rawhiti Road Investments Limited 20. Viblock Limited	1. Potential supplier 11. Potential customer Others: Nil

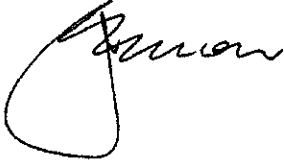
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Christopher John STAYNES	30-03-09	<ol style="list-style-type: none"> <li>1. Director and shareholder, Scott Technology Limited</li> <li>2. Chairperson, Cargill Enterprises</li> <li>3. Director, Otago Chamber of Commerce &amp; Industry</li> <li>4. Councillor, Dunedin City Council</li> <li>5. Trustee, Otago Southland Manufacturers Trust</li> <li>6. Director &amp; shareholder, George Street Wines Limited (Trading as Munslows Fine Wines)</li> <li>7. Trustee, Otago Museum</li> <li>8. Chairman, Digital Community Trust</li> <li>9. Chairman, Computers in Homes</li> <li>10. Director, Wine Freedom</li> </ol> <p><b>Spouse Cheryl Ann Staynes</b> Deputy Principal Northeast Valley Normal School</p>	<ol style="list-style-type: none"> <li>1. Nil</li> <li>2. Potential supplier</li> <li>3. Potential customer and or supplier.</li> <li>4. Nil</li> <li>5. Nil</li> <li>6. Potential supplier</li> <li>7. Potential customer</li> <li>8. Potential supplier</li> <li>9. Nil</li> <li>10. Potential supplier</li> </ol> <p>Nil</p>

**3. MINUTES 6 NOVEMBER 2015**

The minutes of the open section of the meeting held on 6 November 2015 are attached.

**RECOMMENDATION**

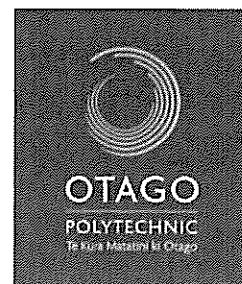
**That the minutes are approved as an accurate record of the open section of the meeting.**

A handwritten signature in black ink, appearing to read 'Jeanette Corson', written over a large, loopy circular mark.

Jeanette Corson  
Secretary to Council

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# Minutes of the Open Section of a Meeting of the Otago Polytechnic Council



held at 12.30pm on Friday 6 November 2015 in Puna Kawa, The Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

**PRESENT:**

Mrs K Grant (Chair)  
Mr P Allison  
Mrs G Bremner  
Mr J Christie  
Mr D Higgins  
Mr M Horne  
Mr C Staynes

**IN ATTENDANCE:**

Mr M Carter (Director: Organisational Development/Acting Chief Executive)  
Mr M Collins (Director: Learning Environment)  
Mrs J Corson (Secretary to Council)  
Mrs L Homersham (Deputy Chief Operating Officer)  
Mrs S Thompson (Director: Quality)  
Mrs J Tilleyshort (Director: Sustainability)

**APOLOGIES:**

Mr P Ker (Chief Executive)  
Mrs J O'Fee (Convenor, Staff Subcommittee)

**1. APOLOGY**

Apologies had been received from Mr Ker and Mrs O'Fee.

**RECOMMENDATION**

That the apologies be accepted.

**AGREED.**

**2. CONFLICT OF INTEREST**

A register of Council members' interests was attached.

No further conflicts were declared in relation to any of the items in the open section.

**3. MINUTES – 2 OCTOBER 2015**

The minutes of the open section of the meeting held on 2 October were provided.

**RECOMMENDATION**

**J Christie/ Horne**

**That the minutes be approved as a true and correct record of the open section of the meeting held on 2 October 2015.**

**AGREED.**

**4. MATTERS ARISING**

None.

**5. CHAIR'S REPORT**

Over the last fortnight Mrs Grant had attended the Pasifika Scholarship and Recognition Awards and part of the Mana Pounamu awards. She asked Sue Thompson to convey the Council's appreciation to those involved with the organisation of both events.

Mrs Grant advised that she had received invitations to a number of the Excite events. She will also be attending the OPAIC graduation in Auckland on 18 November, and encouraged Council members to attend the Maori Pre-graduation ceremony on 10 December and the Dunedin graduation in the Town Hall on 11 December.

The next Council meeting will be held as scheduled on 4 December.

**6. CHIEF EXECUTIVE'S REPORT**

Acting Chief Executive Matt Carter presented the Chief Executive's report in Mr Ker's absence.

**Aoraki Dunedin Programmes Transfer**

The transfer of Aoraki Polytechnic Dunedin based programmes to Otago Polytechnic with effect from 1 January 2016 had been announced on 28 October. A transition plan was in place for Aoraki staff moving to OP.

**2015 Graduate Outcome Report**

Mr Carter outlined highlights from the 2015 Graduate Outcome Report.

**Summarised Finance Report for the period ended 30 September 2015**

An overview was provided of the Polytechnic's 2015 financial performance to date, compared against the forecast with variances.

Key points:

- Net operating surplus variance \$1,588k ahead of forecast
- EFTS enrolments at 4,282 ahead of forecast
- Capex \$512k favourable to forecast year to date
- Current monetary assets \$2.8m higher than forecast year to date.

**External Liaison**

Mr Carter had met with a range of groups and individuals since the last meeting.

**Media Clippings**

A media report for September was provided.



## **RECOMMENDATION**

**K Grant/M Horne**

**That the Council receives this report.**

**AGREED.**

### **7. LEADERSHIP TEAM REPORTS**

Quarterly Reports were provided by Matt Carter and Sue Thompson.

### **8. 2014 ECONOMIC IMPACT REPORT – OTAGO POLYTECHNIC**

The Council discussed the 2014 Economic Impact Report estimating the economic impact of Otago Polytechnic for 2014, using a standard methodology which had been utilised in earlier years. Mr Horne said the report highlighted the positive contribution the Polytechnic makes to the wider Dunedin and Otago community.

### **9. POLICY FOR APPROVAL**

Policy CP0015.00 Risk Management had been endorsed by the Finance and Audit Committee and was attached for the Council's approval.

## **RECOMMENDATION**

**K Grant/J Christie**

**That the Council adopts policy CP0015.00 Risk Management.**

**AGREED.**

### **10. MATTERS FOR NOTING**

The following items were noted:

- Council Calendar
- Leadership Team Conflict of Interest Register
- Minutes
  - Komiti Kawanataka 17 September 2015  
Mr Higgins noted that the process was underway for the recruitment of a Maori Centre Manager and the Kaitohutohu following the retirement of Professor Khyla Russell.
  - Student Council 13 October 2015
    - Mr Hall advised that 35 nominations had been received in six days for three staff awards. The awards were to be made by newSplash and presented at the December graduation.
    - The Student Council had grown from five to 15 members over two years
    - Mr Hall read a statement from students acknowledging Matt Carter's contribution to the Student Council.
  - Staff Subcommittee 3 September 2015
  - Academic Board 9 September (electronic meeting) and 19 October 2015

### **11. MATTERS MOVED FROM CLOSED SESSION**

Nil

The meeting closed at 1.09pm.

Signed as a true and correct record of the open section of the meeting.

.....Chair

.....Date

#### ACTION LIST

Date	Action	To be completed by	By when
13/02/2015	Delegation to CEO Policy – review as to fees discounts	Philip Cullen	January 2016
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
02/10/15	Updated sustainability framework	Jean Tilleyshort	February 2016

#### **4. MATTERS ARISING**

#### **5. CHAIR'S REPORT (Verbal)**

#### **6. CHIEF EXECUTIVE'S REPORT**

##### **6.1 External Evaluation and Review Report**

As advised just before Christmas, we received once again, the highest possible rating from NZQA for quality i.e. high confidence for self-assessment and high confidence for performance. This is a very pleasing result and a consequence of a great whole of Polytechnic team effort. There are three recommendations from the EER team which we will be taking on board and making changes:

1. To continue to investigate strategies towards improving achievement for Maori learners, Pasifika learners and those studying at levels 2 and 3
2. To improve processes for understanding how well learners who graduate from certificate and diploma programmes succeed when they chose to enrol in further study at higher levels
3. To find effective ways to capture the voice of priority learners and international learners.

##### **6.2 2016 50<sup>th</sup> Birthday Celebrations**

The first major event in a year of events commemorating Otago Polytechnic's 50<sup>th</sup> anniversary will be the official opening of 'The Hub' - the new student social and study space linking G Block, H Block and the Mason Centre on Tuesday 2 February. The Hub will be formally opened by Nigel Bamford, a distinguished Otago Polytechnic alumnus and the co-founder and Chief Executive of Dunedin based gas-fire manufacturing company Escea.

The Education Foundation Charity Golf event will be held on 19 February. At the time of writing, 29 teams have registered for the event, and we are again delighted to have the services of Michael Hendry. Council members are welcome enter a team, and/or attend the Auction dinner.

Other 50<sup>th</sup> anniversary commemorative events to follow include an Alumni cocktail party on 8th April, including the presentation of inaugural Distinguished Alumni Awards for which nominations close at the end of this month (29 February); a Mid-winter Ball for students in June; a three day International Food and Design Conference on 29 June; a Spring Engagement Series in September where schools engage with the community; a two day International Symposium from 29<sup>th</sup> September offering a range of perspectives on, and showcasing a variety of learning and teaching practices from around the world; and in November, an Otago Polytechnic Education Foundation Long Lunch is planned as well as Excite Student Showcase.

##### **6.3 International Update**

###### **United States of America**

###### ***University of Missouri***

Fifty students from the University of Missouri attended a 10 day summer school which commenced in late December. The programme focused on different aspects of undertaking business within a New Zealand context. A series of lectures were provided, along with visits to local business. This is the second year that we have run the programme, and indications are that the programme will be repeated in 2017

###### ***Southern New Hampshire University***

It is pleasing to report that we have five students from Southern New Hampshire University about to undertake a Study Abroad programme (one semester) with us at the Dunedin Campus. The students will be studying a selection of Tourism, Culture and Sport papers.

###### **China**

### ***Nanjing Institute of Technology***

Thirteen students and four staff arrived on 5 January to undertake a four week English and Engineering short course. The emphasis of the programme was around practical engineering applications and solutions. The practical experience was very new for the students who have reported that this was a highlight of the short course programme.

The Nanjing Institute of Technology staff have advised that they wish to repeat the programme in 2017, and that they wish to bring 20 students. Given this is a new relationship it is encouraging to see such an outcome.

### ***Shanghai Institute of Technology***

Brendon Timmins from the Sports Institute and Adventure ran a workshop in Shanghai for staff from the Shanghai Institute of Technology on strength and conditioning. This was a paid assignment, and as a result the Shanghai Institute of Technology have requested an additional one month short programme to be delivered during 2016. There is an emerging trend within the Chinese Education sector to introduce the importance of sport and recreation as part of building healthy lifestyles.

### ***Shanghai University International Business and Economics (SUIBE) (Students and staff exchange)***

SUIBE have confirmed that they will offer Otago Polytechnic six students and one staff member a place on their June summer school. We are grateful for this opportunity and the support offered by the University and the Shanghai Education Commission.

The exchange is clear evidence that the Sister City relationship between Shanghai and Dunedin is alive and well!

### ***Japan***

Over the next few weeks we are expecting a visit from the Osaka Prefecture University College of Technology to explore potential co-operation.

Institutions from Japan are showing a renewed interest in New Zealand, and it is pleasing to see that the work undertaken by our staff are beginning to show an increase in activity.

## **6.4 Summarised Finance Report for the period ended 30 November 2015**

The following table provides an overview of Otago Polytechnic's 2015 financial performance to date and compares this against the forecast with variances.

<b>November 2015</b>	<b>2015 Year to Date Actual</b>	<b>2015 Year to Date Forecast</b>	<b>Variance</b>
	<b>(\$000s)</b>	<b>(\$000s)</b>	<b>(\$000s)</b>
Revenue	\$ 94,879	\$ 93,811	\$ 1,068
Expenditure	\$ 91,785	\$ 92,651	\$ 867
Net Surplus (000's)	\$ 3,095	\$ 1,159	\$ 1,935
Capital Expenditure	\$ 10,991	\$ 11,810	\$ 819
Employment Cost as a percentage of revenue	40.1%	40.9%	0.8%

Student Fees as a % of revenue	25.7%	25.7%	(0.0)%
Government Funding as a % of revenue	35.0%	35.1%	0.1%
Working Capital	82.3%	57.3%	25.1%
Cash In/Cash Out	118.3%	109.1%	9.2%
Current Monetary Assets (000's)	\$ 4,838	\$ 1,216	\$ 3,622
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,330.7	4,294.2	36.5

**Key Points:**

- The net operating surplus variance is \$1,068k ahead of forecast as a result of continuing favourable forecast revenue and expenditure timing issues.
- EFTS enrolments at 4,331 are ahead of forecast for 30 November and also exceed the full year forecast. This is largely driven by additional international enrolments. Due to the mix of provision the additional EFTS won't result in any additional revenue above forecast.
- Current Monetary Assets remain \$3.6m higher than forecast YTD due to timing of capex spends and positive working capital movements including fees paid in advance reflecting strong international enrolments.

**6.5 Otago Polytechnic Supports Yellow Eyed Penguin Trust**

The School of Veterinary Nursing is making surgery and hospital facilities available free of charge over the next six weeks to support the veterinarian contracted to the Department of Conservation Yellow Eyed Penguin Trust and any penguins that require surgery and hospitalisation, before being returned to rehabilitation and/or release. At the time of writing three penguins had already been in for surgery. Staff are volunteering their own time by supporting any surgeries, pre and post-surgery organisation and being upskilled at the same time.

**6.6 Media Clippings**

Attached separately is a media report for the period November 2015 - January 2016

**RECOMMENDATION**

**That the Council receives this report.**



Phil Ker  
Chief Executive

## 7. LEADERSHIP TEAM REPORTS

### MIKE COLLINS: DIRECTOR: LEARNING ENVIRONMENT

#### 1. Executive Summary

2016 is well underway for the Learning Environment team in preparation for the new and returning students for 2016. Over the Xmas break work continued within the campus services and information systems and support teams preparing new spaces and technology for students and staff as they return to work. Considerable effort has been put into ensuring that the campus is ready for the official opening on 2 February. The Amalgamation of Aoraki systems and processes into our environment has been very successful.

The Design for Service Excellence (D4SE) project has established clear milestones for 2016 with the focus on workshops with customers and staff on designing the right services for the future supported by innovative technology solutions.

We have successfully recruited Rebecca Williams as the Tumuaki, Manager of the Maori Centre and we are covering the responsibilities of the Kaitohutohu role during the transition period.

Within the School of Enterprise and Development (EAD) all our permanent staff are back and all teams are engaged in the Design for Learner Success workshops. Enrolments are meeting targets for most programmes with the business applications requiring close monitoring, particularly business administration and tourism numbers.

Detailed planning of all the team's performance objectives will be finalized during Feb and aligned to the 2016 objectives outlined within this report. The projects listed within the table of 2016 priority actions are all on track and each have clear detailed milestones and completion targets.

#### 2. Portfolio Responsibilities

- Campus Services (buildings, facilities and services)
- Campus Projects (building construction and improvement)
- Customer Support (IT Service Desk for staff and students)
- Business Solutions (development and systems)
- Technical Support (networks, physical and virtual servers, devices)
- Director Service Excellence (Design For Service Excellence Organisational Project)
- Leadership and Support for the School of Enterprise & Development (EAD) direct report for Lesley Smith (HOS) and Professor Sam Mann.
- Acting support for Kaitohutohu, Professor Khyla Russell's role and support for KTO staff as we recruit for a new Kaitohutohu.

#### 3. 2016 Priorities

Priorities 2016/2017	2016 Actions	Timeframe
Implementation of Strategic Projects	1. New Microsoft tools for Staff and Students - Office 365 Deployment (includes Yammer, SharePoint Online, OneDrive)	Jan/Dec
	2. Customer Relationship Management (CRM) organisational phased rollout	Jan/Dec
	3. Establishment of a Maori Centre	April
	4. Knowledge Management - Records and Document Management	July/Dec
	5. OP Website Refresh includes integrating SSS website	Feb/Dec

	6. Staff Experience portal (Staff Hub)	July
	7. Performance Portal redevelopment including Team Performance Plans and Individual Development Plans	August
	8. D4LS – Equella Content Management System / Learning Analytics/ TANZ ecampus or OP equivalent	March
	9. Cloud Services (establish plan)	March
	10. Placements Management Systems and Processes Improved	2017
Implementing the Design for Service Excellence project (D4SE)	<ul style="list-style-type: none"> <li>Improved workloads across OP, operational efficiencies (systems and processes), enhanced customer experiences both internal and external customers, financial savings for future reinvestment.</li> </ul>	2016
Student accommodation building development	<ul style="list-style-type: none"> <li>Implementation of the facility is on time, specification and budget.</li> </ul>	2016/2017
All LT - Improve personal visibility and engagement with OP staff and students.	<ul style="list-style-type: none"> <li>At least 20 informal visits to staff work areas</li> <li>At least 10 structured engagements with OP teams</li> <li>At least 6 meetings with cohorts of students</li> </ul>	2016
Assist in supporting the establishment of a strong project portfolio governance framework and operating model	<ul style="list-style-type: none"> <li>Clear processes, communication and education takes place to ensure transparency of OP's portfolio of projects. Leadership team and OP staff have a clear understanding of the on-going priority projects across the Polytechnic.</li> </ul>	2016
Make a difference to our environment	Reduce travel footprint 10% / Reduce waste to landfill 20% / Reduce IT footprint 10% / Reduce energy consumption 10%	2016

#### 4. Achievement or not against 2015 priorities

The following 2015 priorities were achieved;

Ensure all Service Areas are "fit for future" purpose	Commence "Designing for Service Excellence" project.	All Service Areas have plans in place for service redesign by 30 September 2015	Mike Collins
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Further development of the physical and virtual learning environments to support our strategy Strengthen self-assessment and internal evaluation processes Be a resilient organisation - achieve budget surplus	Further enhance the living campus	Three additional displays added during 2015	Mike Collins Jean Tilleyshort
	Complete Learning Link	Learning Link completed on time and on budget	Philip Cullen Mike Collins
	Finalise Maori imagery for an inclusive learning environment	All Maori signage and imagery completed, all campus locations	M Collins, K Russell, M Waddell
	Conduct in-depth self-assessment of customer service in all service areas		Mike Collins All Service Leaders
Make a difference to our environment	Closely monitor operating performance and take prompt action where needed	Surplus of 5% is achieved for year end 31 December 2015	Philip Cullen All Budget Holders
		10% reduction on 2013 by 31 Dec 2015	
		20% reduction on 2013 by 31 Dec 2016	All Budget Holders
		10% reduction on 2014 by 31 Dec 2015	Jean Tilleyshort, Mike Collins &
Collaborate with our communities to make a difference, prioritising Kai Tahu	Reduce travel footprint Reduce waste to landfill Reduce IT footprint Reduce energy consumption	10% reduction on 2013 by 31 Dec 2016	
		Investigate establishing a Centre for Maori learning and support	Khyla & Matt
		8% of staff identify as Maori by 31 Dec 16	All Service Areas

## 5. Update

### 5.1. Campus Wide

- Atrium/Mason Centre handover on time, some defect work and finishing of ceiling/lighting bars to be completed Jan 2016, morning teas were arranged for staff moving into the Mason Centre once each floor was occupied.
- RFP for Project Management Services re Campus Master Planning complete with Logic Group the preferred supplier
- Planning is complete for official opening in February of The Hub and Mason Centre
- Planning is underway for the Student Accommodation Development

### 5.2. Campus Services/Projects

- G Block external painting to be completed by Feb
- Redeveloped second floor of Manaaki for hospitality staff and students completed
- S block roof replacement at DCC for approval.
- Waste management tender has been awarded to EnviroWaste
- Tracey Howell is Acting Campus Services Manager with Chris Patchett overseeing the trades team.



### **5.3. Information Systems and Services**

- Despite two significant outages in October, Service Level Agreement targets were met and a 99.67% service level achieved for 2015.
- Aoraki technical migration was successful of systems and processes.
- We have migrated our Internet Services to REANZ, dollar savings per annum of 87K and improved quality of service.
- New server room fire suppression and aircon installed, reducing risk previously reported.

### **5.4. Service Excellence (Design For Service Excellence Project)**

- The design consultants have submitted a detailed overview and engagement process. Workshops are to begin in February with staff and customers to determine services for the future.
- Work is starting on three digital projects all focused on developing a new customer centric design to our Web Site, Staff Portal and Performance Portal.
- We are creating an Enterprise Service Desk (organisational approach to service) – scoping meetings are underway with intention of having a system selection for early 2016 implementation.
- Customer relationship Management CRM@OP – Internationalisation and Alumni will be operational in March
- We are rolling out new tools Microsoft tools using office 365 to staff and students including Yammer, cloud storage and mail services.

### **5.5. KTO Office**

- Appointment of Rebecca Williams to the role of Tumuaki (Maori Centre Manager)
- Signed of the revised Maori Strategic Framework (MSF), currently being published and will be communicated to all staff during Feb/March
- Publication of Scope has been completed
- The welcome to Maori students has been scheduled for each School and the student Powhiri is scheduled for the 16<sup>th</sup> Feb.

### **5.6. Enterprise and Development (EAD)**

- We have all our permanent staff back on deck – welcoming back Hamish Smith, Patricia Haden and Krissi Wood from extended leave. All teams are engaged in the D4LS process, with 12 full day workshops scheduled before the start of teaching. In addition, we have Callum McKirdy facilitating a full day workshop on developing an EAD vision statement and of course the OP Staff Development Day.
- Enrolments are still rolling in with most programmes expected to meet targets. The IT Certificate programmes are particularly popular so we have added an extra stream for CIT (Level 4) to absorb the applicants currently on waiting lists. Business applications are a little uneven with the NZ Diploma in Business lighter than planned but other Diplomas exceeding expectations. We are keeping a close watch on the Bus Admin and Tourism numbers, hoping they follow their usual pattern of late applications over the next couple of weeks.

## **6. Challenges (current since last report)**

- With the US exchange rate for the NZ dollar we are seeing increased software license costs.

## **7. Other Items Coming up**

- Teams are meeting to discuss department Team Performance Plans for 2016
- Design for Learner Success and OP Online are moving to 'S' Block
- Relocation of Contact Centre to G Block, to allow for Post Grad Design Students Programme
- CSD to S block / Maori Centre to B block – timing dependent on S block roof solution and completion

- Foundation Learning future location - under discussion with the Chief Executive

#### **8. Good News (not previously reported)**

- Mason Centre / Atrium touch stone placement, whakamahana and removal of the wall events held on 2 November were well attended. Staff and students are enjoying the new learning and working environments.
- Farewell celebrations were held for Andrew Jackson, Troy Williams and Dan Snowling.
- Customer Support Team are hosting some Certificate in IT Service and Support Students. They are getting some work experience in IT Support for 4 weeks
- We appointed a new Service Desk Administrator to strengthen the Customer Support team on a one year fixed term.
- The recanting of staff into the newly refurbished Mason Centre has run smoothly.
- Transition of Aoraki into our environment has been successful
- Tracey Howell successfully completed the Bachelor of Applied Management (Project Management) through CapableNZ.

Mike Collins

Director: Learning Environment and Service Excellence

**ALISTAIR REGAN, DIRECTOR: RESEARCH AND ENTERPRISE**

#### **2016 priorities**

- Grow Knowledge transfer services and revenues
- Improve engagement with industry and establish partnerships

#### **Success measures for portfolio in 2016 [metrics if relevant, key milestones]**

- Lead and support research, increase PBRF: ERI, RDC, and QE income [working towards a doubling of 2012 PBRF incomes in 2018 PBRF round – will be seen in 2019 budgets]
- Meet NZQA minimum expectations for Research active staff [100% programmes Level 7 and above meet expectations by 31:12:2016].
- Increase in commercial R&D t/o, [20% above 2015 t/o]. Develop internal and external communications including Web and personal engagement activities. [New R&E web site in use by 31:08:2016]
- Develop industry, business and community engagement [establish and maintain a minimum of 6 strategic partnerships by 2016]
- Ensure greater professorial group efficacy [the professorial group recognized across OP as an effective group by 31:12:2016]
- Lead and develop Art and Design School merger (including Culinary Arts and Architecture) in 2016 [The merger seen to be successful by end of 2016]

#### **Achievement or not against 2015 priorities**

- PBRF ERI component increased
- Overall research outputs decreased (due to change in recording mode)
- Better recording and impact reporting tools developed
- Website not developed – prototype developed and tested, but not implemented
- Commercial turnover increased
- New staffing model implemented

#### **Other achievements (since last report)**

- ICT Grad school first cohort (pilot) enrolled and underway
- PBRF – QE investment plan ready to roll out
- Science alive project for Penang Science Centre almost complete
- Student research project database in operation

- Staff research and impact assessment database completed
- First project with NZ-China International Trade Association underway – EV Concept Designs

**Challenges (current, since last report)**

- Progressing Art and Design school merger
- Developing ICT Grad school collaboration
- Credible contractor network to be set up
- Developing a user centered Web presence for R&E in place urgently

**Coming up (what is next on your agenda)**

- Strategic Partnerships
- Setting up a provider panel for commercial activity R&D
- Updating schools on revised R&E investment process

**Good news (not previously reported)**

- Completion of the 1st Otago participatory Science project (\$150k MBIE funded), "Science into action"
- Further work on the MBIE funded 'Curious Minds' "Lab in a box" ordered
- Completion of Staff Research project database – enabling Impact assessment to be managed from February.

**8. POLICY FOR APPROVAL**

Attached is policy CP005.04 Delegations from Council to the Chief Executive which has been reviewed by the Finance and Audit Committee. Changes are tracked.

**RECOMMENDATION**

**That the Council approves changes to policy CP005.04 Delegations from Council to the Chief Executive.**

.

OTAGO POLYTECHNIC COUNCIL POLICY			Number: CP0005.04	
Title:	Delegations from Council to the Chief Executive			
ITPNZ Standard:	COUNCIL			
Council:	Approval Date: 2 Feb 2015		Effective Date: 2 Feb 2015	
Previous Policy Number	n/a		Review Date: 1 Jan 2016	
Contact Authority:	Secretary to Council		Status: Current	

<b>Purpose</b>	To set policy and procedures for the delegation of authority from the Council to the Chief Executive
<b>Background</b>	The Council of Otago Polytechnic is responsible for the business and affairs of the Polytechnic. This policy sets out the delegations from the Council to the Chief Executive for the efficient and effective day to day management of the Polytechnic.
<b>Statutory Compliance</b>	Education Act 1989
<b>Policy</b>	<p>The Council, as authorised by the Education Act 1989, delegates to the Chief Executive the following functions and powers:</p> <ul style="list-style-type: none"> <li>To provide courses of study or training</li> <li>To admit students</li> <li>To discipline students</li> <li>To determine procedures as to the payment and refunding of fees in order to comply with Section 227 of the Education Act</li> <li>To determine procedures in order to comply with Section 228 of the Education Act regarding classification of students as domestic or international</li> <li>To apply, on behalf of Council, the relevant sections of the Education Act and the Student Allowance Regulations</li> <li>To award scholarships, grants, prizes and other awards within the guidelines approved by Council</li> <li>To waive <u>tuition fees and levies</u> on a case by case basis or more generally within guidelines approved by Council</li> <li>To discount tuition fees <u>and levies</u> for prudent business reasons or to give effect to the following policies; MP461.06 Staff Development, MP351.07 Students' Withdrawal and Refund and MP354.04 Student Fees</li> <li>To conduct examinations and confer results</li> <li>To determine timetables and deadlines</li> <li>To determine eligibility for graduation</li> <li>To set fees for services</li> <li>To develop and approve management and academic policies</li> </ul>

The following have specifically not been delegated to the Chief Executive

- To set tuition fees
- To borrow funds or raise capital
- To approve the annual budget, investment plan and capital asset plan
- To dispose of land and buildings or other assets with a value exceeding \$50,000
- To approve the Chief Executive's staff development, study leave and international travel outside Australasia



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- Key Principles**
- The Chief Executive will act with integrity and in the best interests of the Polytechnic at all times.
  - The Chief Executive shall keep Council informed at all times, operating on a "no surprises" basis.
  - The Chief Executive will manage the Polytechnic's human, physical, and financial resources prudently and in the best interests of the institution.
  - Council approval is required for any transaction or contract exceeding the limits delegated to the Chief Executive.
  - The Council is responsible for reviewing and approving the annual budget, the reforecast, investment plan and capital asset plan of the Polytechnic.
  - All financial results shall be reported against the annual budget or the approved reforecast to Council through the Finance and Audit Committee each month, in accordance with the reporting guidelines approved by Council.
  - Progress against objectives in the Investment Plan shall be reported to Council on a quarterly, six monthly or annual basis as set by Council.

**Procedures** **NON FINANCIAL**

**1. Human Resources**

The Chief Executive has all of the usual authorities of an employer, as provided for in the State Services Act 1988. However, the Council records its expectation that in addition to HR decisions being consistent with employment legislation the Polytechnic will act as a "good employer".

**2. Academic Management**

The Chief Executive has authority to establish an Academic Board to:

- 2.1 approve new and revised courses and programmes
- 2.2 provide advice to Council and the Chief Executive on academic matters
- 2.3 provide advice on academic policies and recommends academic policies

**3. Physical Resources**

The Chief Executive has authority to manage, maintain and develop the physical resources of the Polytechnic within the parameters of the annual budget, investment plan, capital asset plan and relevant legislation.

**4. Use of Otago Polytechnic's Common Seal**

The Chief Executive may apply and co-sign on behalf of the Polytechnic the Common Seal to execute:

- 4.1 transactions approved by Council by formal resolution
- 4.2 contracts and other commitments relating to delegations
- 4.3 degrees, diplomas, certificates and other academic awards

The use of the common seal is governed by the Education Act

**5. Public Statements**

The Chief Executive has the authority to issue public statements with respect to management and administrative matters and in relation to other matters in consultation with the Chair of Council.



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## FINANCIAL

### 1. Signing Authorities

The Chief Executive has authority to co-sign all bank authorities, cheques and other transactions.

### 2. Operating Expenditure

- 2.1 The Chief Executive has authority to commit Polytechnic funds on operational expenditure within the annual budget or approved reforecast except where:
  - 2.1.1 Section 6.2 of this Policy applies
  - 2.1.2 An individual item of expenditure exceeds \$650,000 within the financial year
- 2.2 Operational expenditure outside the annual budget or approved reforecast is permitted as follows:
  - 2.2.1 where substitution<sup>1</sup> is applicable and the expenditure is less than \$125,000
  - 2.2.2 in an emergency and the expenditure is less than \$75,000
  - 2.2.3 in either 2.2.1 or 2.2.2 above and the amount is less than \$250,000 but greater than the amounts in 2.2.1 or 2.2.2 then:
    - 2.2.3.1 with the approval of the Chair and the Chair of the Finance and Audit Committee; and
    - 2.2.3.2 with disclosure as soon as practicable to the Finance and Audit Committee (eg email); and
    - 2.2.3.3 with disclosure to the Council at the next Council meeting
  - 2.2.4 where, there is matching, certain, associated revenue in excess of budgeted revenue, and the expenditure is less than \$200,000 provided the revenue and expenditure both fall within the current financial year.

Authorities are GST exclusive.

### 3. Capital Expenditure

- 3.1. The Chief Executive has authority to commit Polytechnic funds on capital expenditure within the annual budget or approved reforecast except that:
  - 3.1.1 Subject to 3.1.2, capital expenditure on any project in excess of \$500,000 shall be subject to separate Council approval supported by a business case
  - 3.1.2 IT expenditure and building and property expenditure in excess of \$250,000 shall be subject to separate Council approval supported by a business case
- 3.2 Capital expenditure outside the annual budget or approved reforecast is permitted as follows:
  - 3.2.1 where substitution is applicable and the expenditure is less than

#### <sup>1</sup> Definition

"Substitution" – where an approved budget authority is not used for its original purpose and is used elsewhere (one type of expenditure replaces another or is used to fund a different activity); provided it is within the goals and objectives set out in the charter/profile/business plan. Substitution is not permitted between operating and capital costs, unless with Council approval.



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\$125,000

- 3.2.2 in an emergency and the expenditure is less than \$75,000
- 3.2.3 in either 3.2.1 or 3.2.2 above and the amount is less than \$250,000 but greater than the amounts in 3.2.1 or 3.2.2 then:
  - 3.2.3.1 with the approval of the Chair and Chair of the Finance and Audit Committee; and
  - 3.2.3.2 with as disclosure as soon as practicable to the Finance and Audit Committee (e.g. email); and
  - 3.2.3.3 with disclosure to the Council at the next Council meeting

Authorities are GST exclusive.

#### 4. Investments

The investment of funds and the managing of such investments are governed by the Council's Treasury Policy.

#### 5. Financial Integrity

The Chief Executive has authority to take the following action where it is necessary to maintain the integrity of the Polytechnic's financial systems:

- 5.1 refuse to make any payment even when it has been duly authorised by a duly delegated manager
- 5.2 cancel any order made in the Polytechnic's name
- 5.3 cancel any financial delegation to another manager

#### 6. Contractual Agreements

Some contracts/agreements will span more than one year, with the result that commitments are for more than the amount budgeted on an annual basis. In this case:

##### 6.1 Revenue

The Chief Executive has authority to roll over existing contracts and sign new contracts where:

- 6.1.1 new business contracts are less than \$2,000,000 gross revenue and have a margin of 5% or more
- 6.1.2 new business contracts greater than \$2,000,000 gross revenue have a margin of 5% or more and are supported by legal and/or specialist advice as appropriate.

##### 6.2 Expenditure

The Chief Executive has authority to roll over existing contracts and sign new contracts where the contracts are less than \$400,000 per annum gross expenditure and no more than 5 years duration.

Contracts which fall outside these parameters require Council approval.

The contracts register shall be reported monthly to Council and include all contracts in excess of \$20,000.

Authorities are GST exclusive.

#### 7. Bad Debts

The Chief Executive has authority to write off individual debts up to \$20,000. Debts in excess of \$20,000 may be written off with the prior approval of the



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Chair of Council.

#### 8. Donations

The Chief Executive has authority to make monetary donations not exceeding \$2,500. Donations in excess of \$2,500 may be made with the prior approval of the Chair of Council. For the sake of clarity the definition of monetary donations does not include the Charity House nor the sponsorship of educational events or functions.

#### 9. Asset Sales

The disposal of assets is governed by the Asset Disposal Policy and requires the consent of the Minister for the sale of land and buildings and assets with values in excess of \$50,000

#### Other Relevant Policies and Acts

State Sector Act 1985

Public Finance Act 1989

Health & Safety in Employment Act 1992

MP0303 Authorities and Delegations from Chief Executive

MP0304 Specific Financial Authorities and Delegations

MP0315 Asset Disposal

OP Delegations Schedule (25 February 2004)

OP Manual of Committee Structure and Delegations (approval date July 2006)

CP0008 Sensitive Expenditure

CP0011 Treasury Policy

#### Referral Documents

MP0349 Education Foundation

Approved by Council  
Date: 13 February 2015



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## 9. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix 1)
- Leadership Team Conflict of Interest Register (Appendix 2)
- Minutes
  - Komiti Kawanataka 15 October, 19 November and 17 December 2015 (Appendices 3, 4 and 5)
  - Academic Board 4 November 2015 (Appendix 6)
  - Staff Subcommittee 29 October and 19 November 2015 (Appendices 7 and 8)

The Student Council has not met since October.



# APPENDIX 1

## Council Calendar 2016

Meeting/Event	Jan 2016	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Audit Process</b>												
Interim												
Signoff												
<b>Forecast</b>												
<b>Budget</b>												
Workshop												
Draft												
Signoff												
<b>Council Meeting Fridays</b>		5 Feb	4 Mar	8 Apr	6 May	3 Jun	1 July	5 Aug	2 Sept	7 Oct	4 Nov	2 Dec
Evaluations - Reviews - Report												
Function												
Photo												
<b>Fees Set</b>												
International												
Domestic												
<b>Finance and Audit Ctee</b>	29 Jan	26 Feb		4 Apr 29 Apr	27 May	24 Jun	29 July	26 Aug	30 Sept	28 Oct	25 Nov	
<b>Graduation</b>			11 Mar									
<b>Maori Pre-Grad</b>			10 Mar									

Meeting/Event	Jan 2016	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Komiti Kawanataka Thurs at 8am	21 Jan	18 Feb	17 Mar	21 Apr	19 May	16 Jun	21 July	18 Aug	15 Sept	20 Oct	17 Nov	15 Dec
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
Dept Showcases											Nov	

## OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – LEADERSHIP TEAM

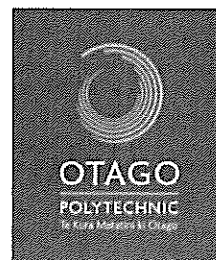
Register to be maintained for the Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 Conflict of Interest.



Date Updated	Name	Interest Disclosed	Nature of Potential Interest with Otago Polytechnic
3 Dec 2014	Matt Carter	None	None
3 Dec 2014	Mike Collins	Dunedin Digital Trust	Director and Trustee
3 Dec 2014	Philip Cullen	City College Trustee Cliffs Road Trading	OP is 1/3 shareholder Potential only
2 Jan 2015	Phil Ker	Board Member: – Malcam Trust – Te Tapuāe o Rehua – TANZ – Metro Group Convenor – selection panel for National Tertiary teaching Excellence Awards	
3 Dec 2014	Chris Morland	None	None
3 Dec 2014	Sally Pairman	None	None
3 Dec 2014	Alistair Regan Josephine Regan	Director: Upstart Trust and by default an interest in Otago Angels Interactive Exhibitions limited	None Occasionally contracting to the Polytechnic in a number of areas including ABE, Design, Innovation Workspace
3 Dec 2014	Khyla Russell	Ako Aotearoa Māori Caucus; CSAFE	Staff (Māori) OP may be seeking funds for a specific Māori project and I am occasionally required to be on selection panels/referee of applications. O P may also be seeking same research pool of money in which CSAFE is engaging and similar conflicts

Date Updated	Name	Interest Disclosed	Nature of Potential Interest with Otago Polytechnic
3 Dec 2014	Sue Thompson	None	None
3 Dec 2014	Jean Tilleyshort	None	None
3 Dec 2014	Mike Waddell	None	None

# Minutes of a Meeting of Te Kōmiti Kāwanataka



Held at 8.00am on 15 October 2015 in Poho, Otago Polytechnic, Dunedin

**PRESENT:**

David Higgins  
 Jamie Te Hiwi  
 Kathy Grant  
 Eleanor Murphy  
 Justine Camp  
 Richard Kerr-Bell  
 Matt Carter  
 Khyla Russell  
 Gail Russell (Visitor)

**IN ATTENDANCE:** Debbie Davie (Minutes)

**Karakia:** David Higgins

**1. Apologies** Nola Tipa, Alistair Regan, Mike Collins, Chris Morland

**2. Minutes**  
 The minutes of the meeting held on 17 September 2015 were provided.

**RECOMMENDATION** J Te Hiwi/K Grant  
**that the minutes be approved as a true and correct record of the meeting.**  
**AGREED.**

**3. Matters Arising**  
 Jamie outlined the discussion of the 17 September meeting which covered:

- 50<sup>th</sup> Celebrations – 2<sup>nd</sup> November opening
- Feedback from Justine re EER meeting
- Up-dates to MSF
- Khyla's Report
- Up-date on Māori Centre (Manager Job Description)
- Kaitohutohu replacement
- Up-date on Scope
- Membership

## **50<sup>th</sup> Celebrations**

- Corrected Agenda Item under 50<sup>th</sup> Celebrations – should read Malaysian delegation not Shanghai delegation
- Suggestion of following up with early ex-grads – how has the qualification changed their lives?
- Updated timeline to be sent out with the minutes

**4. Māori Strategic Framework (MSF) (Justine)**

- Draft has been emailed through to Phil Ker with track changes and with the suggestion that a Review process report be organised for the end of 2016 to monitor the year post Khyla and the first year of the Māori Centre.
- If approved the cost for the Review process needs to be included in the budget line for 2016.  
*(Matt will check on progress)*

## 5. Komiti Membership

Who appoints?

Kaitohutohu up to this point has appointed membership

A letter has been emailed to Alistair acknowledging his contributions.

*(No feedback received – Khyla will arrange to meet with Alistair)*

The komiti support the recommendation to invite Chris Morland onto the komiti as a Polytechnic appointee

*(Letter formalising Chris's invitation to become a Komiti member is to be sent)*

To show our appreciation Alistair is to be invited for breakfast when we next meet.

## 6. Emeritus Professor

- Komiti discussed the process/rules

*(Matt will follow up with Mike)*

## 7. Khyla's farewell

- Komiti discussed

*(Matt to consult with David around kawa and Phil Ker)*

## 8. Māori Centre Kaihautu (Matt)

- Being advertised early next week

- Thanked Justine and Richard for their input into writing the Job Description

*(Justine will email Job Description to Komiti for their information)*

## 9. Scope (Justine)

- Content includes 4 or 5 poems, art and articles
- Suggestion (from Leoni) that this become an annual publication
- Meeting Layout Designer today
- Expected to be out in time for Hui-a-Iwi

Kōrero notes:

- That Scope and the Māori Annual Report be packaged together on the stall at the Hui-a-Iwi
- Suggest that we meet with Shaun Tahau re marketing material for the stall

## 10. Māori Research Plans (Justine)

Has been linked to priority 6 and in consideration of the MSF. The plan has been sent to Leoni Schmidt, Alistair Regan and Jenny Aimers for comment also to Phil Ker who asked how the goals would be measured.

Kōrero notes

- Tribal and Rūnaka values – have they been considered and included in the document?
- Goals – to be reported on annually over a 3 year period (suggested that this be articulated in the document).
- Have had discussions with Leoni but to date have not had a response from Alistair *(Khyla will follow-up with Alistair)*
- PBRF – Jenny Aimers suggested bringing Māori researchers together to discuss how you get a PBRF rating.

## 11. Kaitohutohu Report

The priorities for Kaitohutohu in 2015 are:

1. Achieve Educational Excellence (Main Goal) Improve student success rates for Māori learners by supporting Kaiarahi role. Continue to liaise with key schools and departments in how they implement the MSF into day-to-day teaching.
2. Be a resilient organization – Build institutional and staff capability to manage change for Kaitohutohu e.g. developing a Wiki page, Moodle page for students consulting about research, Awhina me te muru re-development

3. Make a difference to our environment, help assist development of 'Hui' component so it aligns with sustainability goals for OP. Help assist development of 'Ceremonial Bookings component so it aligns with sustainability goals for OP
4. Collaborate with our communities to make a difference, prioritizing Kai Tahu. Strengthen OP as a place where Māori can work and learn as Māori

**Earn the confidence of communities by anticipating and exceeding Kai Tahu/ Māori educational aspirations.**

- Otago Museum Karaka recording and session (Priority 4)
- Attended Ngāi Tahu Research Consultation Committee (Research & Enterprise & Priority 4)
- Whakapapa Wānaka at Puketeraki (Priority 4)
- Attended meeting to discuss archive kit ā Māori at the Hocken archives seminar room
- Attended Tā Tipene Michael King Lecture – A wānaka without walls
- Attended an all-day Māori student and staff symposium
- Developing Te Mata Ira bio-banking paper (Research & Enterprise & Priority 4)
- Discussion with Phil Willcox & Maui in regard to a new piece of research on Biota and tikaka in its use or mis-use (similar to the biobanking and tissue storage).

**Ensure robust MSF Evaluation**

- Attended a full day meeting to discuss Ethics, research questions and research applications (Research & Enterprise & Priority 1)

**To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age.**

- Mihi Whakatau for the Agriculture and Horticulture Conference (Priority 3)

**Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction**

**Other achievements (since last report) and Good news (not previously reported)**

- Draft job description has been written for the Māori Centre Manager position (Justine)
- Scope – ongoing, editing of items, collating bios

**Challenges (current, since last report)**

- The on-going challenge of meeting ethics consultation commitments and expected research outputs while juggling increasing workload and expectations.

**Coming up (what is next on your agenda)**

- Mihi Whakatau for Art Symposium
- Website development – framework for Māori content in the new OP website

**Kōrero Notes**

- Whakapapa – looking at the whakapapa of relationships  
OP are looking at how they are going to represent this
- For Māori students trying to trace their whakapapa the Hocken Library staff are a useful resource.
- Te Mata Ira – Research is now coming to a close, a new topic is under discussion

**12. General Business**

**Capable NZ**

- There is a cohort of 20 students currently going through with an expected completion date of March 2016, quality is high.
- Foresee that funding could become an issue for some students.
- Richard is hoping to get permission from the students to allow him to bring along some examples of the high standard of portfolios.



Kōrero notes

- Having a conversation with the Education Team
- Talking to young people around leadership
- Consider highlighting in the next Māori Annual Report

**13. Coming Up**

- Mana Pounamu – Khyla is the guest speaker  
23 October at the College of Education
- KTO Team Planning Day
  - Mike Collins has agreed to be the team's interim manager in Khyla's absence.

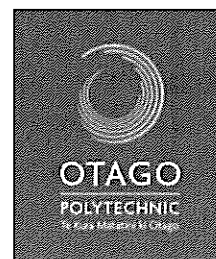
David closed the meeting at 9.25 am

**14. Next meeting – 19 November**

Chair.....

Date.....

## Minutes of the Combined Komiti Kawanataka & Ki Waho Meeting



Held at 8.00am on 19 November 2015 in Poho, Otago Polytechnic, Dunedin

**PRESENT:** Mike Collins (Acting Chair)  
 Jamie Te Hiwi  
 Khyla Russell  
 Eleanor Murphy  
 Claire Aitken  
 Justine Camp  
 Jeanette Wikaira  
 Ron Bull  
 Rachel Dibble  
 Rebecca Swindells  
 Alistair Regan (breakfast & start of meeting)

**IN ATTENDANCE:** Debbie Davie (Minutes)

**Karakia:** Jamie Te Hiwi

**1. Apologies** Chris Morland, Kathy Grant, David Higgins, Sonja Macfarlane,  
 Tessa Thomson

Alistair Regan

Mike acknowledged and thanked Alistair on behalf of Komiti for the knowledge and contributions that he brought to the table.

Khyla also spoke thanking Alistair for agreeing to become a part of the Komiti, for his sharing of knowledge and on-going support particularly around research.

Khyla Russell

Round the table acknowledgement of the extensive influence, knowledge, mana that Khyla has carried in the 10 years as Kaitohutohu.

(Gift in appreciation given)

At the end of the meeting, Mike suggested a short tour around the new area and the Excite display in the hub.

### **2. Minutes**

The minutes of the meeting held on 15 October 2015 were provided.

### **RECOMMENDATION**

that the minutes be approved as a true and correct record of the meeting.

J Te Hiwi/J Camp

**AGREED.**

### **3. Matters Arising**

#### **50<sup>th</sup> Celebrations**

- Timetable – Blessing of the touchstone to be removed (has already been done)

### **Māori Strategic Framework (MSF)**

Mike will follow up with Phil Ker

- CEO Introduction update
- Audit – Self Assessment post Khyla and a year after the establishment of the Māori Centre

Kōrero

(Jamie) suggests the possibility of feedback around measures of performance

### **Membership**

#### **Ki Waho**

Sonja Macfarlane has verbally resigned her membership to Ki Waho through Khyla

Jeanette Wikaira has agreed to fulfil this position on Ki Waho and to also become a member of Kawanataka.

Ki Waho membership:

- Jamie Te Hiwi (also Kawanataka)
- Claire Aitken
- Jeanette Wikaira (also Kawanataka)
- Odele Stehlin

Khyla will write to Te Puni Kokiri asking that Jamie be supported to continue his membership.

Justine will take to Te Tapaue Hui on the 8<sup>th</sup> of December querying a nomination suggestion.  
(Put on Dec 17<sup>th</sup> meeting Agenda)

#### **Kawanataka**

After retirement Khyla will attend as an Rūnaka representative.

#### **Emeritus Professor**

Mike will follow-up.

#### **Terms of Reference**

Feedback on the suggested track changes.

#### **Recommendation**

**J Te Hiwi/E Camp**

That the Terms of Reference document be adopted.

Email final copy through to Kathy Grant.

#### **4. Kaitohutohu Job Description**

Consultation process is underway, email electronic copy to Komiti members for feedback and comments by the 17<sup>th</sup> of December (last meeting of the year)

Expecting a 6 month gap between Khyla leaving and the new Kaitohutohu starting. The KTO team had a full planning day meeting to discuss how we support/are supported and cover over the transition period.

Feedback

(Eleanor) Under Purpose and Scope of the Position change the order of words i.e. The Kaitohutohu is responsible for ensuring there are strong links between **Te Kura Matatini Ki Otago – Otago Polytechnic** rather than as currently written ..... Otago Polytechnic – Te Kura Matatini Ki Otago

#### **5. Scope (Justine)**

Not ready for Hui-a-Iwi, final edit still to be done, cover has been finalised, expected to ready for printing within 2 weeks.

Future Planning

To hold a writers retreat in the year prior to publication

School of Sports and Adventure have asked for assistance in adding a Māori knowledge stream to their ITP sector conference and to have help with producing their own scope journal in 2016.

## **6. Kaitohutohu Team Report**

**The priorities for Kaitohutohu in 2015 are:**

5. Achieve Educational Excellence (Main Goal) Improve student success rates for Māori learners by supporting Kaiairahi role. Continue to liaise with key schools and departments in how they implement the MSF into day-to-day teaching.
6. Be a resilient organization – Build institutional and staff capability to manage change for Kaitohutohu e.g. developing a Wiki page, Moodle page for students consulting about research, Awhina me te muru re-development
7. Make a difference to our environment, help assist development of 'Hui' component so it aligns with sustainability goals for OP. Help assist development of 'Ceremonial Bookings component so it aligns with sustainability goals for OP
8. Collaborate with our communities to make a difference, prioritizing Kai Tahu. Strengthen OP as a place where Māori can work and learn as Māori

**Earn the confidence of communities by anticipating and exceeding Kai Tahu/ Māori educational aspirations.**

- Attended College of Enterprise and Development Showcase to celebrate students achievements for 2015
- Attended Readable Skills Sites exhibition in Engineering
- Attend one day of a two day Genomic Research hui at the Maths and Statistic Department Otago University (Priority 4 & Research & Enterprise)
- Attended Ngā Kanohi Kitea Funding panel in Auckland
- Attended CSAFE Advisory Board Meeting
- Guest Speaker at Mana Pounamu awards (Priority 1)
- Attended NZ Arts Council powhiri and hui at Pukteraki (Priority 4)
- Attended Te Koronga Research Symposium (Priority 4 & Research & Enterprise)
- Cultural Mapping Hui at Huirapa (Priority 4 & Research & Enterprise)
- Marine Protection Forum (Priority 4 & Research & Enterprise)
- Attended Ngai Tahu Research Consultation Committee (Justine) (Priority 4 & Research & Enterprise)

**Ensure robust MSF Evaluation**

- Attended Ethics Committee Meeting (Justine) (Priority 1)

**To achieve different results for Kai Tahu/Māori learners so they remember us regardless of age.**

- School of Social Services two day student hui (Priority 3)
- KTO Team and kāhui meeting to discuss Website development – framework for Māori content in the new OP website (Priority 2)
- Member of the Bachelor of Social Services Assessment Panel for Sharleen Carran (Justine) (Priority 4)

**Develop new and active partnerships with Māori to support our new KTO and Māori Centre direction**

**Other achievements (since last report) and Good news (not previously reported)**

- Planning Day for the KTO team, Kahui, Phil Tait, Chris Morland & Mike Collins post Khyla
- Geoff Mason Building wātea (Priority 3)

- Removal of the wall between The Hub and Atrium (Priority 3)
- Scope – 1st draft of Scope (Priority 4 & Research & Enterprise)
- Karanga Prince Charles & Camilla to Toitū  
Mihi Whakatau to open the Art Symposium (Priority 3)
- Mihi Whakatau for NZQA panel visiting to evaluate a suite of new postgraduate Design programmes (Priority 3)

**Challenges (current, since last report)**

- Ongoing planning post Khyla, what it means for the office

**Coming up**

- D4LS Business Admin L3 Final Integration workshop - day (Justine)
- D4LS Travel & Tourism programme workshop – day (Justine)
- Member of the Bachelor of Social Services Assessment Panel for Ra-ana Gardner (Justine)
- Kāti Huirapa Waka Science Convention
- Khyla's farewell event
- Huata Holmes farewell dinner

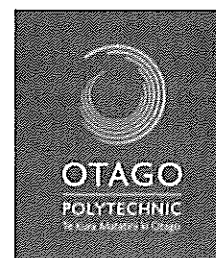
Jamie closed the meeting

**7. Next meeting – 17 December 2015**

Chair.....

Date.....

# Minutes of a Meeting of Te Kōmiti Kāwanataka



Held at 8.00am on 17 December 2015 in Poho, Otago Polytechnic, Dunedin

**PRESENT:** David Higgins  
 Jamie Te Hiwi  
 Eleanor Murphy  
 Justine Camp  
 Khyla Russell  
 Mike Collins  
 Chris Morland  
 Nola Tipa  
 Patrick Tipa

**IN ATTENDANCE:** Debbie Davie (Minutes)

**Karakia:** David Higgins – acknowledged the passing of Martin Sullivan and Karin Ross

**1. Apologies** Kathy Grant, Jeanette Wikaira, Richard Kerr-Bell

**2. Minutes**

The minutes of the meeting held on 19 November 2015 were provided.

**RECOMMENDATION** E Murphy/M Collins that the minutes be approved as a true and correct record of the meeting.

**AGREED.**

**3. Matters arising:**

**Māori Strategic Framework (MSF)**

Acknowledgment made to those that worked on the review

**RECOMMENDATION** D Higgins/M Collins  
 that the MSF be adopted with amendments as per the track changes received from Phil Ker

**AGREED.**

Kōrero notes:

- Important to keep the consistency of the 6 priorities
- Next year in report to Rūnaka would like to see some of the outcomes and expectations in the Māori annual report highlighted. Dialogue is important rather than the statistics which can be difficult to understand
- Suggest that in the Kōmiti meeting prior to council meeting the Māori Annual Report is aligned with the MSF

- Check with Phillip Cullen re budget to pay for cover design (Simon Kaan) and printing (Mike will talk to Phillip)

#### **Next Cultural “audit”**

As per Phil Ker's response, suggesting that an external evaluation take place 12 months after the new Kaitohutohu has been appointed

Kōmiti are happy with this suggestion (Phil to be advised)

#### **Terms of Reference**

Kōrero Notes regarding length of membership

- Remove 'maximum' years for continuity, replace with 'minimum' years
- Issue for rūnaka finding other people to fill the role, could be the same with mataawaka community – the Māori community should choose when they are replaced
- Council Chair is usually appointed for three, two year terms
- (get off terms of reference)
- Flick round as electronic email

Wording to be amended to read (as shaded):

**Te Komiti Kawanataka is a standing Komiti of Council responsible to implement and monitor, and make recommendations for any revisions of, the Memorandum of Understanding between Kā Papatipu Rūnaka o Araiteuru and the Otago Polytechnic, which then makes a recommendation to Council for final internal approval of this documentation.**

Kōmiti members shall be appointed by the following formulae: **two Rūnaka appointed; three Polytechnic appointees (including Council members); two Mataawaka representatives made by Kaitohutohu, two staff members appointed by Kaitohutohu; the Kaitohutohu** and may serve for a three year term. A member may serve for a minimum of two consecutive terms from this meeting forward with the right of re-appointment

#### **RECOMMENDATION**

**J Te Hiwi/E Murphy**

that following the amendments as described by discussion the Terms of Reference be adopted

#### **AGREED.**

#### **New Ki Waho Member**

Vicki Ratana – has agreed to become a member of Ki Waho Kōmiti for two years – formal letter to be sent)

Thank you card and koha to be organised for Sonja Macfarlane for her time on Ki Waho

#### **4. Kaitohutohu Job Description**

Kōrero Notes:

- Māori position titles should be in Māori first followed by English
- Needs to be consistency with the MSF
- MoU needs to be in the Job Description
- MoU is the enabler for this komiti
- Kaitohutohu should have whakapapa to one of the four kā Papatipu Rūnaka – Te Rūnanga o Moeraki, Kāti Huirapa Rūnaka ki Puketeraki, Te Rūnanga o Ōtākou, Hokonui Rūnanga Inc
- If the appointment of the Māori Centre Manager ends up not having whakapapa to kā Papatipu Rūnaka then the kaitohutohu needs to
- Importance of relationship

- Breaching the treaty, mataawaka access through kai tahu
- Partnership expectations
- Application of tikaka and kawa
- No mention around priority two

Suggest that someone goes through this document to ensure consistency with the MSF and inclusion of the MoU

- Komiti happy with advertising widely

Justine & David will get together to go through points (will need to do it by phone).

- We need to get the best strong applicants from kai tahu, can we advertise and be specific about an iwi or can we make it clear in the specifics. If we make the MoU as the primary document then that implies the necessity of relationship links. □ Needs to be something in the person specifications.
- A whole lot of relationships missing under 'relationships'
- Applicants need to be actively participating in kai tahu matters

Continuing on from this meeting – Justine will reword and Debbie will circulate around Komiti today.

#### **5. Kaitohutoho team report – tabled (Justine)**

- Māori Pre grad – Rebecca did a great job, concerns around how the awards were given out
- Suggest that Richard & Shaun MC the March Pre-Grad

Khyla thanked David for his mahi

David closed meeting 10.08am





## Academic Board

Minutes of the *electronic* Academic Board meeting held on Wednesday 4 November 2015 (final approval gained 4Nov)

### Responses from

1. Sue Thompson (move)	Approve 4/11/2015	12.24pm
2. Alistair Regan (second)	Approve 4/11/2015	12.26pm
3. Leoni Schmidt	Approve 4/11/2015	12.28pm
4. Mereana Rapata-Hanning	Approve 4/11/2015	12.31pm
5. Matt King	Approve 4/11/2015	12.32pm
6. Catherine Robinson	Approve 4/11/2015	12.44pm
7. Linda Kinniburgh	Approve 4/11/2015	1.31pm
8. Khyla Russell	Approve 4/11/2015	2.03pm
9. Doris Lancaster	Approve 4/11/2015	3.15pm
10. Sally Baddock	Approve 4/11/2015	3.38pm
11. Phil Ker	Approve 4/11/2015	4.43pm

### Quorum (11) achieved 4/11/2015

#### Additional approval

12. Megan Gibbons	Approve 5/11/2015	8.07am
13. Stephen Kohey	Approve 5/11/2015	10.48am

### A78/15

*Background:* Aoraki Polytechnic and Otago Polytechnic (OP) have agreed an MOU for the provision of supervision and lecturer support at Aoraki Polytechnic's Timaru Campus for Bachelor of Visual Arts, Bachelor of Visual Arts (Honours), Postgraduate Certificate in Visual Arts and Postgraduate Diploma in Visual Arts students. Students who complete a Diploma in Arts and Media (Visual Arts and Design) (level 6) at Aoraki Polytechnic may be admitted to the third year of OP's Bachelor of Visual Arts programme in line with current Advanced Standing eligibility criteria. Aoraki Polytechnic will undertake to provide studio space for an agreed number of students, appropriate internet access and library access for students based at the Aoraki Polytechnic campus. Aoraki Polytechnic will also provide up to an hour a week appropriate supervision to OP students.

**Recommendation 1:** That Academic Board approves the use of Aoraki Polytechnic's Timaru campus (at 32 Arthur Street) as a temporary delivery site for the Bachelor of Visual Arts, the Bachelor of Visual Arts (Honours), the Postgraduate Certificate in Visual Arts, and the Postgraduate Diploma in Visual Arts.

### A79/15

*Background:* The Hungry Creek Art and Craft School (HCAC) and Otago Polytechnic have agreed an MOU wherein students who complete a Diploma in Jewellery (level 6) or Diploma in Art and Craft (level 6) from HCAC will transition effectively to the Bachelor of Visual Arts (BVA) degree program at Otago Polytechnic via flexible distance supervision. These students, conditional on meeting the programme's entry criteria, will be admitted to the third year of OP's Bachelor of Visual Arts programme. There is also provision for students who complete the Advanced Diploma in Art and Craft (level 7) at HCAC to apply for entry into the postgraduate suite of level 8 programmes offered at OP. HCAC will undertake to provide studio space, appropriate internet access and library access for students based at the HCAC campus. OP will provide online library access, as well as online access to BVA level 6 & 7 Art History & Theory resources and BVA level 6 Drawing resources via Moodle.

**Recommendation 2:** That Academic Board approves the use of Hungry Creek Art and Craft School's campus (at Unit 6, 81 Hillside Road, Wairau Valley, Auckland) as a temporary delivery site for the Bachelor of Visual Arts, the Bachelor of Visual Arts (Honours), the Postgraduate Certificate in Visual Arts, and the Postgraduate Diploma in Visual Arts.

*NB: The Hungry Creek Art and Craft School (HCAC) had an EER on 21 November 2012: NZQA is Highly Confident in the educational performance of Hungry Creek Art and Craft School and Confident in the capability in self-assessment of Hungry Creek Art and Craft School*

Next meeting: Monday 16 November 2015, 3.00pm in G315.

## Staff Subcommittee of Council

Thursday 29 October 2015 12.00 pm – 1.30 pm  
H134, Forth Street, Dunedin

**Present:** Sandra Sutherland (Deputy Convener) Matt Carter (LT Rep)  
Ian Barker (DES)

**Apologies:** Jeanette O'Fee

**In Attendance:** Paula Petley (Minutes)

<b>1. Apologies</b>	Accepted. <i>(Note: reminder was not sent out and some confusion about meeting time so poor attendance)</i>
<b>2. Minutes of September Meeting</b>	<p><b>Actions / Matters Arising from Last Meeting</b></p> <ul style="list-style-type: none"> <li>Gift / Koha policy. There are two relevant ones: <ul style="list-style-type: none"> <li>Council policy – Sensitive Expenditure stating approval for certain amounts of expenditure</li> <li>Draft Policy – Staff Functions (under revision) - relating to amounts OP will spend according to how long someone has been here.</li> </ul> </li> </ul> <p>Matt will follow up on where the Draft is at.</p> <ul style="list-style-type: none"> <li>Sick Leave Bank – submission from this committee to go to Ellen Waide (HR)</li> </ul>
<b>3. Convenor</b>	<ul style="list-style-type: none"> <li>Jeanette O'Fee has stepped down as convenor and will no longer be on the Committee. She will attend the next Council meeting and represent SSC on the Staff Excellence Awards Evaluation Panel.</li> <li>Sandra will continue as Deputy Convenor until elections in February 2016, and will also attend next Council meeting.</li> <li>Elections to occur early 2016 following increased committee membership.</li> </ul>
<b>4. Committee Membership</b>	<ul style="list-style-type: none"> <li>Committee needs more members. Matt and Jeanette have brainstormed possible candidates.</li> <li>Matt will send us a list to discuss at next meeting, and will write to the staff individually to invite them to join.</li> <li>We will look again at the issue of membership at the start of next year</li> <li>Matt will also check with Michaela for an update on current members – breakdown of general &amp; academic, when their terms are up etc.</li> <li>Matt suggested Staff Subcommittee members present a short profile at next all-staff meeting in February (possibly with slides) so staff know who we are and what the committee does.</li> </ul>
<b>5. Meetings</b>	<ul style="list-style-type: none"> <li>Discussed at last meeting that these meetings need to be held the Thursday before Council meetings at 8.30 am. This will enable our representative to have some input.</li> <li>There is an issue with timeliness of Council papers and short timeframes to consult with staff.</li> </ul> <p><u>SSC Insite page</u> Sandra unable to access this site, and the meeting dates are incorrect.</p>

	<p>Paula to log job with ISS to fix this and request access. Minutes of previous meetings need to be added.</p> <p><u>Roles</u> Need to clarify if Michaela or Paula will minute and provide admin support for this committee next year.</p>
<b>6. Terms of Reference</b>	<ul style="list-style-type: none"> <li>• TEU have given some feedback which the committee will consider at next meeting</li> <li>• The whole committee needs to be here to discuss this further.</li> </ul> <p>A special meeting will be held <b>Thursday 19 November</b>, 12-1.30 pm with lunch provided. Committee members will be invited to attend to finalise draft of the TOR so this can be proposed to council next year.</p>
<b>7. Next Meeting</b>	<p>We will invite Jeanette to the 19 November meeting, to farewell her and acknowledge her service to the committee over the last three years.</p> <p>Also at this meeting – discuss and decide on a couple of key goals or actions we would like to achieve in 2016.</p>
<b>Meeting Closed</b>	1.00 pm
<b>Next Meeting</b>	19 November, H 134

#### ACTIONS - Summary

Person	Action	Date for completion
Matt	Draft Policy Staff Functions – check where this is at	End of year
Matt	Check with Michaela re status of current members	19 Nov
Paula	Log job to fix SSC Insite page	19 Nov
Paula	Add minutes and correct meeting dates to Insite page	19 Nov
Michaela	Send appointment for 19 Nov meeting; arrange lunch	13 Nov
Matt	Set agenda for 19 Nov meeting	13 Nov

## Staff Subcommittee of Council

Thursday 19 November 2015 12.00 pm – 1.00 pm  
H134, Forth Street, Dunedin

**Present:** Sandra Sutherland (Deputy Convener)    Matt Carter (LT Rep)  
Ian Barker (DES)    Jeanette O'Fee (VET)  
Dale Parsons (EAD)    Jono Aldridge (ISS)  
Kay Lion (EAD)    Penelope Kinney (OCC)  
Sherie Lilley (NUR)

**Apologies:** John Christie    Karole Hogarth

**In Attendance:** Paula Petley (Minutes)

<b>1. Apologies</b>	Accepted.
<b>2. Minutes of October Meeting</b>	<p>Minutes accepted as true and correct record. Agreed.</p> <p><b>Actions / Matters Arising from Last Meeting</b></p> <ul style="list-style-type: none"> <li><i>Gift / Koha policy</i> Query where the funds come from for staff leaving gifts; according to Draft policy, this is the responsibility of the staff member's area. Departments will need to budget for it. Also need a process re gifting if someone resigns (not mentioned in the Draft policy).</li> </ul> <p>➤ <b>ACTION:</b> Paula check with Pam Thompson where the draft Staff Functions policy is at. Matt will also follow up on this.</p> <p>This item will be put on hold for further discussion.</p> <ul style="list-style-type: none"> <li><i>Sick Leave Bank</i> With HR; and is almost completed.</li> <li><i>New Members</i> Matt and Jeanette came up with a list of possible members; Matt has contacted some but no acceptances yet. Possible strategy to attract new members – invite all staff to next meeting via Lync for input.</li> <li><i>Sub-Committee roles</i> The sub-committee needs someone to 'drive' it and it needs to be a high profile, influential person. Jeanette acknowledged that without Matt's engagement with the sub-committee it would have folded years ago. Matt's involvement is to support staff and be a credible voice to Council for staff, rather than as a result of his position. It was suggested perhaps Chris Morland could pick it up as Director: School Success. Matt open to thoughts and suggestions from the sub-committee.</li> </ul>

	<p>Query whether it is appropriate for a Head of School to be on the sub-committee. A couple of members felt no, due to their position, it could be seen as a conflict of interest. It is felt the Convenor should be someone other than an HOS or manager.</p> <p>The time commitment needed to prepare for and attend council meetings was acknowledged. Discussion on whether there should be some allowance, or payment in addition for this extra duty.</p> <p>There is an expectation of those in senior roles that they participate in committees etc. There are also national bodies and non-academic committees, steering groups or project teams that people are involved in that take up significant time. It could be difficult for a senior staff member to pick up the Convenor role of this sub-committee.</p> <p>To be discussed further at next meeting.</p>
<p><b>3. Acknowledgement of Student Council Convenor (Jeanette O'Fee)</b></p>	<p>Jeanette and Jeremy Hall have resigned from respective positions on Staff / Student Subcommittees, as of the last Council meeting.</p> <p>Jeanette wishes to acknowledge Jeremy who was on the Student Sub-committee for two years. As Convenor he improved the sub-committee from a struggling group to a focused and potent voice for students to Council.</p> <p>Jeremy has been nominated for a student award for his contribution to the corporate life of OP but Jeanette would like an acknowledgement e.g. a card, letter and / or certificate from us.</p> <p>➤ <b>ACTION:</b> Paula will ask Matt re a tangible acknowledgement from this committee.</p>
<p><b>4. Communication (Kay Lion)</b></p>	<p>As discussed at last meeting, the timeliness of issues / information from Council coming to this committee / consulting with staff / taking feedback to Council; and issues coming from staff to us to raise with Council.</p> <p>As discussed at last meeting, we need a schedule of what will be on the Council agenda and a way of working that allows time for us to pass on the information and consult. Need to pre-programme what will be discussed and have a feedback loop to us, before things happen at Council. This feedback needs to be with the Convenor in a timely way ready to present at Council meetings.</p> <p>There are certain things that come up at the same time each year such as fees setting and WES.</p> <p>We need to get the open agenda and papers for Council before our meetings; and set up a calendar on Staff Sub-committee page with the known items scheduled.</p> <p>➤ <b>ACTION:</b> Paula check with Michaela and Secretary to Council re this.</p>

<b>5. LT WES (Kay Lion)</b>	<p>Council have asked LT how they will be addressing the issues raised in their WES feedback. LT were going to discuss this at a retreat, with an external facilitator.</p> <p>Kay wonders what mechanism LT will use to engage with and capture feedback from the rest of the staff? Would like LT to ask staff what they are expecting LT to do, that they are not already doing; and how they will address the issues raised. Last year used the same discussion process (post-WES) but ratings haven't improved.</p> <p>Discussion on whether it is the role of this sub-committee to look at this; yes as LT is governance which falls under our brief.</p> <p>What is the next step? Could be raised at Staff Forum / Self Leading Teams meeting. Do we clarify the process post-retreat? Need to look at the feedback loop.</p>
<b>6. 2016 Meeting Dates</b>	<p>It was agreed meetings would be held first Thursday of the month at 8.30am. We will elect a new Convenor at the first meeting of 2016.</p> <p>➤ <b>ACTION:</b> Michaela to set up the meetings.</p>
<b>Meeting Closed</b>	1.00 pm
<b>Next Meeting</b>	Date to be advised; likely in February 2016

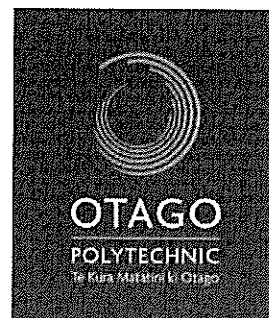
#### ACTIONS - Summary

Person	Action	Date for completion
Paula	Staff Functions draft policy – check where this is at	Next meeting 2016
Paula	Acknowledge Student Council Convenor – ask Matt for a recognition from the Sub-Committee	By end of 2015
Paula	Check with Secretary to Council re getting Open papers for Council meetings in 2016	By end of 2015 ready for next year
Michaela	Set up 2016 meeting dates	End of 2015/early Jan 2016

## **10. ADDITIONAL AGENDA ITEMS**



# Council Closed Agenda



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**Meeting to be held: 9.15am Friday 5 February 2016  
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,  
Forth Street, Dunedin**

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## **RESOLUTION TO EXCLUDE THE PUBLIC**

***Section 48, Local government Official Information and Meetings Act 1987***  
**Move that the public be excluded from the following parts of the proceedings of this meeting, namely:-**

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution 48 (a)
Minutes of the closed section of the Council meeting held on 6 November 2015 (Reason (i))	(i) OI Act Section 9(2) Enable a Minister of the Crown or any Department or Organisation holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations 9(2)(j))	
Matters arising (Reason (i))		
Reporting Timeframes (Reason (i))		
Chair's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Chief Executive's Report (Reason (i))		
Student Accommodation Business Case (Reason (i))		
Otago Polytechnic Student Village – Consultant Appointments (Reason (i))		
Leadership Team Report (Reason (i))		
Finance and Audit Committee Chair's Report (Reason (i))		
Finance Reports (Reason (i))		
Health and Safety Reports (Reason (i))		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Use of the Common Seal (Reason (i))		
Additional Agenda Items (Reason (i))		