

# Council Open Agenda



---

Meeting to be held: 12.30pm Friday 2 February 2018  
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,  
Forth Street, Dunedin

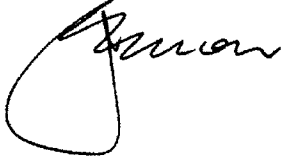
---

CONTENTS	Page
1. Apologies	
2. Conflict of Interest	2
3. Minutes 3 November 2017	5
4. Matters Arising	
5. Chair's Report (Verbal)	
6. Chief Executive's Report	9
7. Policies	16
8. Matters for Noting	28
8.1. Council Calendar	29
8.2. Executive Leadership Team Conflict of Interest Register	31
8.3. Minutes	
8.3.1. Academic Board 18 September 2017	33
8.3.2. Komiti Kawanataka 16 November (Whitu) 2017	34
8.3.3. Student Council 31 October	37
8.4. 2016 Economic Impact Report	42
9. Additional Agenda Items	

## 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. Regional Chair – Halberg Disability Sport Foundation</li> <li>2. Trustee – Winter Games NZ</li> <li>3. Sports Commentator – The Radio Network</li> <li>4. Lion Foundation Regional Grants Committee</li> </ol>	Nil	
<b>Neil BARNES</b>	09-07-17	<ol style="list-style-type: none"> <li>1. Board Chair – Otago Polytechnic Auckland International Campus</li> <li>2. Director/Shareholder Neil Barnes Consulting Limited</li> <li>3. Partner – Barnes-Davis Orchard Partnerships</li> </ol>	<ol style="list-style-type: none"> <li>1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland</li> <li>2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with.</li> <li>3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.</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>Peter COOLBEAR</b>	16-11-16	<ol style="list-style-type: none"> <li>1. Chair NZCER Board</li> <li>2. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting</li> </ol>	<ol style="list-style-type: none"> <li>1. NZCER manages the TLRI fund that has a tertiary education component</li> </ol>	
<b>Darren EVANS</b>	06-08-16	<p>Chief Operating Officer, Calder Stewart Group</p> <p>Spouse: Part time employee of Otago Polytechnic, Project Manager, Business Development</p>	Calder Stewart Group is a Customer of CapableNZ and potential supplier	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> <li>1. Dunedin City Holdings Ltd (Director)</li> <li>2. Trustee of numerous private trusts</li> <li>3. Galloway Cook Allan (Associate)</li> <li>4. Dunedin Sinfonia Board</li> <li>5. Dunedin City Treasury Limited (Director)</li> <li>6. SDHB (Commissioner)</li> </ol> <p>Spouse:</p> <ol style="list-style-type: none"> <li>1. Galloway Cook Allan (Consultant)</li> <li>2. Hazlett &amp; Sons Limited (Chair)</li> <li>3. South Link Health Services Limited (Director)</li> <li>4. Warbirds Over Wanaka Community Trust (Board Member)</li> <li>5. Warbirds Over Wanaka Limited (Director)</li> <li>6. Warbirds Over Wanaka (2008) Limited (Director)</li> <li>7. Warbirds Over Wanaka (2010) Limited (Director)</li> <li>8. Leslie Groves Home &amp; Hospital (Board Member)</li> <li>9. Dunedin Diocesan Trust Board (Board Member)</li> <li>10. Nominee Companies associated with Galloway Cook Allan (Director)</li> <li>11. Trustee of numerous private trusts</li> </ol>	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael HORNE	06-11-15	<ol style="list-style-type: none"> <li>1. Deloitte Limited</li> <li>2. Best View Limited</li> <li>3. City Forests Limited</li> <li>4. Ellis Fibre Global Limited</li> <li>5. Ellis Fibre NZ Limited</li> <li>6. Escea International Limited</li> <li>7. Escea Limited</li> <li>8. Hunterfields Investments Limited</li> <li>9. McMahon Investments Limited</li> <li>10. Otago Southland Division of the Cancer Society of New Zealand</li> <li>11. Otago Museum Trust Board (Treasurer)</li> <li>12. Palmer &amp; Son Limited</li> <li>13. Palmer Resources Limited</li> <li>14. Palmer MH Limited</li> <li>15. Palmers Mechanical Limited</li> <li>16. PDS (Computer Services) Limited</li> <li>17. Prospectus Nominees</li> <li>18. Prospectus Nominees Services Limited</li> <li>19. Rawhiti Road Investments Limited</li> <li>20. Viblock Limited</li> </ol>	<ol style="list-style-type: none"> <li>1. Potential supplier</li> <li>11. Potential customer</li> </ol> <p>Others: Nil</p>
Megan POTIKI		<ol style="list-style-type: none"> <li>1. Member of Te Runanga o Ōtākou</li> <li>2. Employee of the University of Otago</li> <li>3. Director of Arataki Associates Ltd – contracting entity involved in a wide range of Māori education, health and business.</li> </ol>	<ol style="list-style-type: none"> <li>3. Potential supplier</li> </ol>

**3. MINUTES**

The minutes of the open section of the meeting held on 3 November 2017 are attached.

**RECOMMENDATION**

**That the minutes be approved as a true and correct record of the open section of the meeting held on 3 November 2017.**

Jeanette Corson  
Secretary to Council

---

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



---

held at 1.30pm on Friday 3 November 2017 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

**PRESENT:**

Mrs K Grant (Chair)  
Mr P Allison  
Dr N Barnes  
Mrs G Bremner  
Dr P Coolbear  
Mr D Evans  
Mr M Horne

**IN ATTENDANCE:**

Mr J Aldridge (Convenor, Staff Subcommittee)  
Mr L Baines (Convenor, Student Council)  
Ms J Brady (Deputy Chief Executive, People, Performance and Development)  
Mrs J Corson (Secretary to Council)  
Mr P Cullen (Chief Operating Officer)  
Mrs J Kapa-Blair (Deputy Chief Executive Maori Development/Kaitohutohu)  
Mr P Ker (Chief Executive)  
Mr C Morland (Deputy Chief Executive, Learner Experience)  
Ms Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services)

**APOLOGY:** Mrs M Potiki

---

## 1. 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.

## 2. MINUTES – 4 August 2017

The minutes of the open section of the meeting held on 4 August 2017 were attached.

## RECOMMENDATION

That the minutes be approved as a true and correct record of the open section of the meeting held on 4 August 2017.

**AGREED.**

### **3. MATTERS ARISING**

#### ***Action Sheet***

Further paper re Academic Board to be carried over until the February meeting.

### **4. CHAIR'S REPORT**

Mrs Grant reminded Council members of the upcoming student showcases, Maori pre-graduation and graduation ceremonies.

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

Mr Ker had reported on the following items:

- Te Pā Tauria
- Enrolment Update
- Summarised Finance Report for the period ended 30 September 2017
- Media Report
- External Liaison

#### **RECOMMENDATION**

**That the Council receives this report.**

**AGREED.**

### **6. POLICIES**

The following policies had been discussed by the Finance and Audit Committee and were presented for Council approval:

- CP0012.04 Conflict of Interest
- CP0013.02 Procurement and Purchasing  
Minor amendments with regard to ethical purchasing were still to be made.
- CP0014.01 Internal Audit
- CP0010.03 Fraud Prevention
- Fraud Control Plan
- CP0003.03 Management Reporting of Contracts to Council

#### **RECOMMENDATION**

**That the Council approves CP0012.04 Conflict of Interest, CP0013.02 Procurement and Purchasing (subject to minor amendments as discussed), CP0014.01 Internal Audit,**

**CP0010.03 Fraud Prevention, CP0003.03 Management Reporting of Contracts to Council and the Fraud Control Plan.**

**AGREED.**

**7. MATTERS FOR NOTING**

The following items were noted:

- Council Calendar
- Executive Leadership Team Conflict of Interest Register
- Minutes
  - Academic Board
    - 22 August and 12 September
  - Komiti Kawanataka, 20 July, 17 August and 21 September
  - Student Council 1 August and 5 September
  - Staff Subcommittee 6 July and 31 August

Dr Barns and Dr Coolbear left the meeting at 1.45pm.

**8. GENERAL BUSINESS**

None.

The meeting closed at 1.55pm.

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

.....Chair

.....Date

**ACTION LIST**

<b>Date</b>	<b>Action</b>	<b>To be completed by</b>	<b>By when</b>
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
07/07/17	A further paper re input from Academic Board	Phil Ker	2 February 2018

## 6. CHIEF EXECUTIVE'S REPORT

### Priorities

Executive Leadership Team has worked on refining our strategic priorities and has consolidated these into a single approach document, attached. This sets out the objectives we are pursuing for the five year period to December 31 2021, together with the targets we are striving to achieve by that date. In the future, we will be reporting to Council against these strategic directions. Also attached are drafts of the reporting templates for directorates and teams.

It is important to note that for each of the goals and objectives there are Directorate level plans where appropriate eg research and full operational effect is given in the team performance plans which have clear objectives and targets which are monitored by ELT.

### Media Report

Attached is a report from Shane Gilchrist, Media Liaison.

### External Liaison November - January

- NZQA re microcredentials x 2
- PIN teleconference x 2
- TANZ strategy session, Wellington
- Ako Aotearoa function
- TANZ eCampus meeting
- BOINZ collaboration x 2
- Alistair Matheson, Humber College
- WAL Global Centre for Work Applied Learning Conference – guest speaker, Adelaide
- OPAIC Board meeting
- OPAIC graduation
- Assessment of Learner Achievement Conference
- Chris Fleming, CE SDHB
- NZITP meeting, Wellington
- Malcam Board
- WFCP (World Federation of Colleges and Polytechnics) Board meeting x 2
- Otago Community Trust
- Toronto visit with Marc Doesburg
- OPAIC Board retreat, Christchurch

### RECOMMENDATION

That the Council receives this report.



Phil Ker  
Chief Executive

# Strategic Directions

## 2017 – 2021

**Our Vision**  
**Tō Mātou Matawhānui**  
Our people make a better world

**Our Mission**  
**Tō Mātou Whakatakaka**  
Build Capability. Realise potential.

### Our Values | Ō Mātou Whanoko Pono



Accountability  
Takohaka



Caring  
Manaakitaka



Courage  
Whakamanawanui



Empowerment  
Whakamana

### Our Strategic Goals | Ō Mātou Whāika ā-Rautaki

GOAL 1

**Achieve excellent outcomes for our learners.**

- > Provide best practice, research engaged learning and teaching to maximize learner success – academic and employment.
- > Provide fit for purpose and attractive learning and teaching facilities for all campus locations (space, IT, equipment).
- > Provide a comprehensive and integrated set of support services for learners to ensure academic and employment success.
- > Develop academic staff as skilled and suitably qualified educators.
- > Ensure our learning and teaching is informed by research.
- > Improve secondary-tertiary participation.

GOAL 2

**Lead the way in sustainable practice.**

- > Embed education for sustainability in all under graduate programmes so that our graduates may practice sustainably in their chosen vocation.
- > Operate sustainably in all that we undertake, maximizing staff and student wellbeing, minimizing our environmental footprint and expanding our environmental hand print.
- > Encourage sustainable practice in our communities.
- > 1000 trees a year planted in sustainable forestry.

GOAL 3

**Be a responsive Treaty partner in meeting the educational aspirations of mana whenua.**

- > Have an effective partnership with Kai Tahu and Ngāi Whātua.
- > Attract, support and retain Maori staff proportionate to Maori learner participation.
- > Ensure staff develop a baseline cultural competence: Māori cultural practices, Te Reo, Tikaka, Treaty, inclusive pedagogies, etc.
- > Ensure Māori learners participate and succeed as Māori, achieving at the same or a better rate as non-Māori.
- > Embed Māori knowledge and perspectives in all programmes of learning.
- > Foster Māori research and contribute to the advancement of mātāuranga Māori.

GOAL 4

**Be a committed and agile organization.**

- > Make a consistent annual operating surplus to fund future investment.
- > Improve the viability and sustainability of Central Campus.
- > Grow Auckland International Campus as a profitable and long term sustainable business.
- > Achieve world class quality management in both learning and teaching and research and in organisation and management.
- > Secure the confidence of our stakeholders.
- > Foster a growth mindset (resilience and grit).

GOAL 5

**Attract and sustain exceptional staff who make a difference.**

- > Provide an outstanding and satisfying work environment, supportive of high performance, and staff engagement.
- > Develop staff as expert practitioners in their fields.
- > Recruit and retain a diverse workforce reflective of student demographics.
- > Embed the desired culture through people, systems and processes.

#### By 2021:

- > Course completion rate: 90% degree, 80% pre degree.
- > Qualification completion rate: 70%.
- > Graduate employment rate: 80%.
- > 100% academic staff teaching on degrees are research engaged.

#### By 2021:

- > 100% of undergraduate programmes address EIS.
- > No lost time injuries.
- > 80% reduction in waste to land fill (Base 2017).
- > 30% reduction in energy consumption/sq m existing, 80% new build (base 2017).

#### By 2021:

- > Māori learner participation rate 16% domestic EFTS.
- > Maori learner success equals or exceeds rate for non-Maori.
- > % of Māori staff matches % of Māori learners.

#### By 2021:

- > Operating surplus 5%, before improvement investment.
- > Teaching costs 65% of TC.
- > SAC/fee revenue 62% of TC.
- > NZQA Category 1 (HC x 2).
- > NZBEE Gold Award.

#### By 2021:

- > 90% staff satisfaction.
- > 90% permanent academic staff tertiary teaching qualified and internationally recognised.
- > OP workforce reflects learner profile.
- > Employees are aware, buy in and demonstrate values and associated behaviours in their daily work.

# Report against Strategic Objectives













**Goal 1**  
Achieve excellent outcomes for our learners.

**Goal 2**  
Lead the way in sustainable practice.

**Goal 3**  
Be a responsive Treaty partner in meeting the educational aspirations of mana whenua.

**Goal 4**  
Be a committed and agile organisation.

**Goal 5**  
Attract and sustain exceptional staff who make a difference.

Directorate:							
Key Activity	Team	Strategic Goal Ref.	Responsibility	Success Measure	Progress		
					On Track	Not on Track	Mitigation
							
							
							
							
							
							

# Report against Strategic Objectives

**Goal 1**  
Achieve excellent outcomes for our learners.

**Goal 2**  
Lead the way in sustainable practice.

**Goal 3**  
Be a responsive Treaty partner in meeting the educational aspirations of mana whenua.

**Goal 4**  
Be a committed and agile organisation.

**Goal 5**  
Attract and sustain exceptional staff who make a difference.

Team:

	Key Activity	Comments	Strategic Goal Ref.	Responsibility	Success Measure	Progress		
						On Track	Not on Track	Mitigation
Council Reporting						<div></div>	<div></div>	
						<div></div>	<div></div>	
						<div></div>	<div></div>	
DCE Informative only						<div></div>	<div></div>	
						<div></div>	<div></div>	
						<div></div>	<div></div>	

# **MEDIA REPORT TO OTAGO POLYTECHNIC COUNCIL**

SHANE GILCHRIST – Media Liaison

Prepared 26/1/18

## **NEWS MEDIA COVERAGE**

There were **280** articles across print, broadcast and digital news media over the past three months – an average of **93.3 stories per month**. These include 24 international mentions, according to Meltwater analysis.

Some highlights:

### **Wildlife Hospital**

- The Wildlife Hospital opening has attracted plenty of interest, both locally and nationally, including several ODT news reports (with good photos), video footage in TVNZ (1News) and Channel39/South Today and a large weekend magazine profile on Dr Lisa Argilla (ODT's The Mix).
- 36 articles mentioned the Wildlife Hospital in NZ; 1 overseas article (India) mentioned the Wildlife Hospital.
- In NZ, 20% of Otago Polytechnic's online coverage for the past three months referred to the Wildlife Hospital.

### **Product Design**

- Product Design was covered extensively in an ODT magazine feature (Nov 18) that focused on the merits of the multidisciplinary programme, as well as profiled several students and their projects. Although direct causal effects re media exposure can be difficult to quantify, feedback from design staff and others indicates this extensive, well-illustrated feature may have helped bolster programme intake (notwithstanding the significant promotional efforts of others).

### **End-of-year exhibitions**

- The DSA's "Site exhibition attracted strong local media interest in the ODT and The Star. Also, TV3 broadcast the Site opening as part of its Friday night regional wrap/preview.
- The fashion show "Collections" resulted in several photographs in the ODT, which also did a strong profile on student Crichton Tahana.
- Debrief (covering the various design programmes) also featured in media articles.

### **Other highlights:**

- Student Village; Charity House Auction; Million Dollar Dinner

## **OP WEBSITE (NEWS AND EVENTS SECTION)**

The most-read story for the period was a preview of the Dunedin School of Art's end-of-year exhibition, "Site", which generated more than 300 page views.

Other top-ranking stories included:

- Million Dollar Dinner (290 page views)
- Student Village tour preview (273 page views)
- Charity House Auction (213 page views)
- DeBrief Design exhibition (211 page views)
- Information Days preview (207)

As has consistently been the case, the overwhelming majority of readers spend between 1'00" and 3'00" on our story pages, indicating the content continues to be interesting and engaging.

## **SOCIAL MEDIA**

Social Media activity and engagement across all channels was the highest it has ever been at the end of 2017 due to our interesting, high-quality content. Significantly, Social Media activity translated to more than 10,000 hits on our main website during the last 3 months.

### **FACEBOOK**

We remained the number one rated College/University Facebook page in New Zealand (according to Meltwater) and in the top 10 in the world in the last months of 2017. This rating has since dropped to 2nd in NZ (due to staff and students being away) but is expected to pick up again soon, based on previous years' trends.

- Likes growth: 9200 to 9850.
- Popular posts (not including paid advertising):
  - Lucy Mayne Culinary Arts profile - 55K reach
  - BCA showcase wrap up - 38K reach
  - Student Showcase highlights - 25K reach
  - Graduation day video - 48K reach
  - Seafood Adventure - 24K reach

### **INSTAGRAM**

- 1814 followers.
- Quieter over summer with staff/students away but our graduation posts were our most popular posts ever.

## **YOUTUBE**

- 140,000 video views in last 3 months.
- 77K minutes of watch time
- 83 new subscribers

## **FUTURE PLANS**

Given the promotional potential of the Wildlife Hospital to OP, a media plan is currently being developed that will factor in recent experience – i.e. the spike in media interest surrounding its opening on Jan 15. The same day, it admitted two yellow-eyed penguins; the following day, a rare takahe.

In short, it is delicate balancing act: ongoing media interest versus the operational necessities of staff at the facility. To their credit, Lisa Argilla and her team managed the juggling act well.

Going forward, and taking into account the Wildlife Hospital Trust's financial limitations, consideration needs to be given to how OP bests support the hospital in terms of media-friendly equipment.

I suggest consideration be given to (relatively inexpensive) in-hospital video cameras, which would provide live feeds to both Wildlife Hospital website and social media channels as well as to School of Vet Nursing social media and to OP website/social media, when occasion dictates—i.e. events outside “routine” (e.g. a takahe being admitted).

Such footage could also form a longitudinal record of hospital activity. Imagine an end-of-year, time-lapse video of highlights.

Notably, the Wildlife Hospital Trust has negotiated exclusive video documentary rights with Natural History NZ, which is currently shopping idea to US networks. Again, this offers OP strong promotional potential.

Although the following may seem beyond the scope of my duties, it is obvious to me that the physical site of the Wildlife Hospital is lacking in signage. In short, there is no “wow factor” when visiting/passing by. Options: a vivid wildlife-themed mural, re-painting building, erecting signage.



## **7. POLICIES**

CP0007.04 Legislative Compliance has been reviewed by the Finance and Audit Committee and is attached for Council approval.

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: CP0007.054
Title:	Legislative Compliance	
Baldrige Criteria:	1 Leadership	
Council:	Approval Date: 3-March-2017	Effective Date: 3-March-2017
Previous Policy Number	n/a	Review Date: 2-Dec-2018 March 2019
Contact Authority:	Secretary to Council	Status: current

- Purpose** The Polytechnic is committed to ensuring that it conducts its business in a lawful, professional and ethical manner.
- Background** The Polytechnic's commitment to legal compliance in all aspects of its operations is demonstrated by the development, maintenance and ongoing improvement of the Legislative Compliance System set out in this policy. The scope of this policy is "legislative compliance", that is compliance with all relevant statutes and regulations.
- Policy** The Legislative Compliance System is made up of:
- Allocating responsibilities for legislative compliance;
  - Proper resourcing of the Legislative Compliance System;
  - Identifying and assessing legislative compliance obligations;
  - Regular monitoring and reporting of legislative compliance including any compliance failures;
  - Ongoing training of staff to enable them to fulfil their compliance obligations;
  - Reviewing the Legislative Compliance System;
  - ~~Annual updating~~Updating by the Polytechnic's solicitors as to applicable legislation and risk as appropriate.
- Procedures & Responsibilities**
- 1. Application**  
The policy applies to all activities of the Polytechnic at governance, management and operational levels.
  - 2. The Chief Executive may delegate responsibility for compliance to specific members of the Polytechnic's Executive Leadership Team, Heads of School/College and ~~Service Managers~~Directors.**
    - 2.1. Chief Operating Officer**  
The Chief Operating Officer will oversee the maintenance of an up-to-date Register of Key Legislation based on an assessment of the major risks to the Polytechnic:  
The Register will include:
      - a summary of the key legislation;
      - the risks or consequences of failure to comply; and
      - the member of Executive Leadership Team responsible for each compliance area.
The Chief Operating Officer is responsible for managing the Polytechnic's Legislative Compliance System and for reporting routines that include providing "positive assurance" to Council annually that the Polytechnic has complied with relevant legislation.
    - 2.2. Contracts Manager**  
The Contracts Manager will be responsible for the following duties:

- maintaining the Register of Key Legislation;
- liaising with the Polytechnic's legal and risk advisors on any new requirements;
- recommending changes to the Polytechnic's Register of Key Legislation, reflecting changes to legislation, and the recommendations of the Polytechnic's legal advisers;
- advising the Chief Operating Officer on any legislative compliance issues not delegated;
- co-ordinating the Legislative Compliance System reporting systems and arranging audits of the System.
- Ensuring that reporting under section 4 of this policy is completed.

### 2.3 Executive Leadership Team, Heads of School/College and designated Service ManagersDirectors

Members of the Executive Leadership Team, Heads of School/College and designated Directors and designated Service Managers have the responsibility detailed in the Register of Key Legislation. In fulfilling that responsibility, they will:

- liaise with the Contracts Manager on changes to legislation compliance requirements;
- advise on compliance issues;
- establish and implement systems, procedures, guidelines, training programmes, informative materials and take such other action as may be reasonably required to ensure legislative compliance;
- report annually on compliance status including signed Declaration Forms;
- report immediately, on any identified risk exposure;
- report immediately, on any critical breach
- maintain all necessary records as are reasonably required.

2.4. All Polytechnic staff are responsible for acting in a legally compliant way in the course of their duties and should:

- be aware of, and comply with, the legislative obligations relevant to their role;
- undertake any necessary compliance training and be aware of the Polytechnic's policies and procedures which promote and support legal compliance; and
- report any compliance concerns, issues and failures in accordance with this policy, and know that such reporting is valued and encouraged by the Polytechnic.

## 3. **Resourcing and Training**

3.1. The Polytechnic is committed to properly resourcing the development, maintenance and improvement of the Legislative Compliance System.

3.2. The competence and training requirements for the achievement and promotion of legislative compliance at the Polytechnic will be assessed on an ongoing basis.

## 4. **Monitoring and Reporting of Legislative Compliance**

4.1. In addition to a specific obligation to report actual or potential breaches of legal obligations to the Chief Operating Officer and Finance and Audit Committee as they become known, regular monitoring of legislative compliance will be undertaken and reported as follows:

- Annual reports to Chief Operating Officer from Executive Leadership Team, Heads of School/College and designated Directors and designated service managers on compliance with legislative requirements, and reporting non-compliance occurrences;

- ~~annual declarations by all responsible managers-service managers~~
- annual report and declaration from the Chief Operating Officer to the Finance and Audit Committee on the Polytechnic's overall compliance with legislative requirements.

4.2. Legislative Compliance reports will also:

- highlight any significant changes to the Polytechnic's legislative compliance obligations which have occurred since the last report or which are known to be about to occur, and the strategies in place to meet new or altered obligations;
- provide commentary on any significant areas of poor, reduced or improved compliance performance, including details of the corrective action taken, or proposed to be taken, where significant legislative compliance breaches have been identified; and
- provide evidence of the Compliance System's effectiveness, achievements and trends.

4.3. The Polytechnic's policy and procedures will be regularly reviewed and updated as a part of business as usual, with any immediate need to update or amend this Policy identified through: regular monitoring of compliance; reporting of compliance breaches; and the timely notification of changes to legislation.

Referral	Appendix 1 Register of Key Legislation
Documents	Appendix 2 Declaration of Compliance

Approved by Council Date:  
3 March 2017

## **Appendix 1**

*(updated January 2018)*

### **Register of Key Legislation**

#### **1. Introduction**

~~For the purpose of reporting on compliance, the relevant legislation has been grouped according to the major codes and functions of the Polytechnic. The Contracts Manager will keep this register up to date.~~

#### **2. Obligations as a Public Body**

<b><u>Statute</u></b>	<b><u>Oversight</u></b>	<b><u>Reporting</u></b>
<b><u>2.1 — Crown Entities Act 2004</u></b>	<u>Chief Executive</u>	<u>Chief Operating Officer</u>
<b><u>2.2 — Education Act 1989</u></b>	<u>Chief Executive</u>	<u>Chief Operating Officer</u>
<b><u>2.3 — Goods and Services Tax Act 1985</u></b>	<u>Chief Operating Officer</u>	<u>Director Business Services</u>
<b><u>2.4 — Local Authorities (Members Interests) Act 1968</u></b>	<u>Chief Operating Officer</u>	<u>Chief Operating Officer</u>
<b><u>2.5 — Local Government Official Information and Meetings Act (Part 7) 1987</u></b>	<u>Chair of Council</u>	<u>Council Secretary</u>
<b><u>2.6 — Official Information Act 1982</u></b>	<u>Chief Operating Officer</u>	<u>Director Learner Services</u>
<b><u>2.7 — Public Finance Act 1989</u></b>	<u>Chief Operating Officer</u>	<u>Director Business Services</u>
<b><u>2.8 — Public Records Act 2005</u></b>	<u>Chief Executive</u>	<u>Chief Information Officer</u>

#### **3. Obligations as a Provider of Education Services**

<b><u>Statute</u></b>	<b><u>Oversight</u></b>	<b><u>Reporting</u></b>
<b><u>3.1 — Consumer Guarantees Act 1993</u></b>	<u>DCE Learner Experience</u>	<u>Director Learner Services</u>
<b><u>3.2 — Copyright Act 1994</u></b>	<u>DCE Learning and Teaching Services</u>	<u>Director <del>Quality Research</del></u>
<b><u>3.3 — Education Act 1989</u></b>	<u>DCE Learner Experience</u>	<u>Director Learner Services</u>
<b><u>3.4 — Fair Trading Act 1986</u></b>	<u>DCE Learner Experience</u>	<u>Director Learner Services</u>
<b><u>3.5 — Education (Pastoral Care of International Students) Code of Practice 2016</u></b>	<u>DCE Learner Experience</u>	<u>Director Learner Services</u>

#### **4. Obligations as an Employer**

<b><u>Statute</u></b>	<b><u>Oversight</u></b>	<b><u>Reporting</u></b>
<b><u>4.1 — Accident Compensation Act 2001 (formerly Injury Prevention, Rehabilitation and Compensation Act)</u></b>	<u>DCE People, Performance and Development</u>	<u>Safety and Wellbeing Advisor</u>
<b><u>4.2 — Employment Relations Act 2000</u></b>	<u>DCE People, Performance and Development</u>	<u>Director: People and Culture</u>

<a href="#">4.3—Health and Safety at Work Act 2015 (replaces Health and Safety in Employment Act 1992)</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Safety and Wellbeing Advisor</a>
<a href="#">4.4—Holidays Act 2003</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>
<a href="#">4.5—Human Rights Act 1993</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>
<a href="#">Income Tax Act 2007</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Director Business Services</a>
<a href="#">Kiwisaver Act 2006</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>
<a href="#">Minimum Wage Act 1983</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>
<a href="#">Parental Leave and Employment Protection Act 1987</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>
<a href="#">4.10—Privacy Act 1993</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Director Learner Services/ Chief Information Officer</a>
<a href="#">4.11—Protected Disclosures Act 2000</a>	<a href="#">Chief Executive</a>	<a href="#">Chief Operating Officer</a>
<a href="#">4.12—State Sector Act 1988</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>
<a href="#">4.13—Wages Protection Act 1983</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Director: People and Culture</a>

#### [Obligations as an Occupier of Property](#)

<a href="#">Statute</a>	<a href="#">Oversight</a>	<a href="#">Reporting</a>
<a href="#">5.1—Building Act 2004</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Capital Works &amp; Facilities Manager</a>
<a href="#">5.2—Food Act 2014</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Capital Works &amp; Facilities Manager</a>
<a href="#">5.3—Hazardous Substances and New Organisms Act 1996</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Safety and Wellbeing Advisor Health and Safety Advisor</a>
<a href="#">5.4—Property Law Act 2007</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Capital Works &amp; Facilities Manager</a>
<a href="#">5.5—Resource Management Act 1991</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Capital Works &amp; Facilities Manager</a>
<a href="#">5.6—Sale and Supply of Alcohol Act 2012 (replaces Sale of Liquor Act 1989)</a>	<a href="#">Chief Operating Officer</a>	<a href="#">Capital Works &amp; Facilities Manager</a>
<a href="#">5.7—Smoke Free Environments Act 1990</a>	<a href="#">DCE People, Performance and Development</a>	<a href="#">Safety and Wellbeing Advisor</a>

#### [Statute](#)

[2.1—Crown Entities Act 2004](#)

[2.2—Education Act 1989](#)

[2.3—Goods and Services Tax Act 1985](#)

[2.4—Local Authorities \(Members Interests\) Act 1968](#)

Formatted: Indent: Left: 1.01 cm, No bullets or numbering

Formatted: Indent: Left: 1 cm, No bullets or numbering

Formatted: Indent: Left: 1 cm, No bullets or numbering

Formatted: Indent: Left: 1 cm, No bullets or numbering

<del>2.5 — Local Government Official Information and Meetings Act (Part 7) 1987</del>
<del>2.6 — Official Information Act 1982</del>
<del>2.7 — Public Finance Act 1989</del>
<del>2.8 — Public Records Act 2005</del>

## 2. — Obligations as a Provider of Education Services

Statute	Oversight	Reporting
<del>3.1 — Consumers Guarantee Act 1993</del>	Director: Quality	Customer Services Team Leader
<del>3.2 — Copyright Act 1994</del>	Director: Research and Enterprise	
<del>3.3 — Education Act 1989</del>	Director: Quality	Customer Services Team Leader
<del>3.4 — Fair Trading Act 1986</del>	Director: Quality	Customer Services Team Leader
<del>3.5 — Education (Pastoral Care of International Students) Code of Practice 2016</del>	Director: Organisational Development	Student Success Manager

## 3. — Obligations as an Employer

Statute	Oversight	Reporting
<del>4.1 — Accident Compensation Act 2001 (formerly Injury Prevention, Rehabilitation and Compensation Act)</del>	Director: Organisational Development	Health and Safety Advisor
<del>4.2 — Employment Relations Act 2000</del>	Director: Organisational Development	Director: Organisational Development
<del>4.3 — Health and Safety at Work Act 2015</del>	Director: Organisational Development	Health and Safety Advisor
<del>4.4 — Holidays Act 2003</del>	Director: Organisational Development	Director: Organisational Development
<del>4.5 — Human Rights Act 1993</del>	Director: Organisational Development	Director: Organisational Development
<del>4.6 — Income Tax Act 2007</del>	Chief Operating Officer	Finance Manager
<del>4.7 — Kiwisaver Act 2006</del>	Director: Organisational Development	Director: Organisational Development

<del>4.8 Minimum Wage Act 1983</del>	Director: Organisational Development	Director: Organisational Development
<del>4.9 Parental Leave and Employment Protection Act 1987</del>	Director: Organisational Development	Director: Organisational Development
<del>4.10 Privacy Act 1993</del>	Chief Operating Officer	Customer Services Team Leader/ Director: Organisational Development
<del>4.11 Protected Disclosures Act 2000</del>	Chief Executive	Chief Operating Officer
<del>4.12 State Sector Act 1988</del>	Director: Organisational Development	Director: Organisational Development
<del>4.13 Wages Protection Act 1983</del>	Director: Organisational Development	Director: Organisational Development

#### ~~4. Obligations as an Occupier of Property~~

Statute	Oversight	Reporting
<del>5.1 Building Act 2004</del>	Director: Learning Environment	Campus Services Manager
<del>5.2 Hazardous Substances and New Organisms Act 1996</del>	Director: Learning Environment	Campus Services Manager
<del>5.3 Property Law Act 2007</del>	Director: Learning Environment	Campus Services Manager
<del>5.4 Resource Management Act 1991</del>	Director: Learning Environment	Campus Services Manager
<del>5.5 Sale and Supply of Alcohol Act 2012 replaces Sale of Liquor Act 1989)</del>	Director: Learning Environment	Campus Services Manager
<del>5.6 Smoke-Free Environments Act 1990</del>	Director: Organisational Development	Health and Safety Manager


**Appendix 2***(updated January 2018)***DECLARATION OF COMPLIANCE**

Formatted: Font: Not Bold, Italic

Formatted: Font: Italic

Formatted: Space After: 0 pt, Line spacing: Multiple 1,1 li

<u>Area of Legislation (from Register Appendix 1 policy CP007)</u>	<u>Non-compliance identified (see below)</u>
<u>Accident Compensation Act 2001 (formerly Injury, Prevention, Rehabilitation and Compensation Act 2001)</u>	-
<u>Building Act 2004</u>	<input type="checkbox"/>
<u>Consumer Guarantees Act 1993</u>	-
<u>Copyright Act 1994</u>	-
<u>Crown Entities Act 2004</u>	-
<u>Education Act 1989 sections relating to being a public body</u>	-
<u>Education Act 1989 sections relating to being an education service provider</u>	-
<u>Education (Pastoral Care of International Students) Code of Practice 2016</u>	-
<u>Employment Relations Act 2000</u>	-
<u>Fair Trading Act 1986</u>	-
<u>Food Act 2014</u>	-
<u>Goods and Services Tax Act 1985</u>	-
<u>Hazardous Substances and New Organisms Act 1996</u>	-
<u>Health &amp; Safety at Work Act 2015</u>	-
<u>Holidays Act 2003</u>	-
<u>Human Rights Act 1993</u>	-
<u>Income Tax Act 2007</u>	-
<u>Kiwisaver Act 2006</u>	-
<u>Local Authorities (Members Interests) Act 1968</u>	-
<u>Local Government Information and Meetings Act 1987 (Part 7)</u>	-
<u>Minimum Wage Act 1983</u>	-
<u>Official Information Act 1982</u>	-
<u>Parental Leave and Employment Protection Act 1987</u>	-
<u>Privacy Act 1993</u>	-
<u>Property Law Act 2007</u>	-

Protected Disclosures Act 2000	
Public Finance Act 1989	
Public Records Act 2005	
Resource Management Act 1991	
Sale and Supply of Alcohol Act 2012 (formerly Sale of Liquor Act 1989)	
Smoke Free Environments Act 1990	
State Sector Act 1988	
Wages Protection Act 1983	

*I confirm that based on report from relevant areas within the Polytechnic, the Otago Polytechnic is meeting its legal requirements in the above areas, except where noted from that report*

Signed: Chief Executive

Date

Summary of declaration regarding identified non-compliance, and agreed action to address:

<u>Area of Non-Compliance</u>	<u>Agreed Action</u>

Actions from [previous year] declaration:

<u>Area of Non-Compliance</u>	<u>Agreed Action</u>	<u>Outcome</u>

<u>Area of Legislation (from Register Appendix 1 policy CP007)</u>	<u>Non-compliance identified (see below)</u>
Accident Compensation Act 2001 (formerly Injury, Prevention, Rehabilitation and Compensation Act 2001)	
Building Act 2004	
Education (Pastoral Care of International Students) Code of Practice 2016	—
Consumer Guarantees Act 1993	
Copyright Act 1994	
Crown Entities Act 2004	
Education Act 1989 sections relating to being a public body	
Education Act 1989 sections relating to being an education service provider	
Employment Relations Act 2000	

Formatted Table

Fair Trading Act 1986	
Goods and Services Tax Act 1985	
Hazardous Substances and New Organisms Act 1996	
Health and Safety at Work Act 2015	
Holidays Act 2003	
Human Rights Act 1993	
Income Tax Act 2007	
Kiwisaver Act 2006	
Local Authorities (Members Interests) Act 1968	
Local Government Information and Meetings Act 1987 (Part 7)	
Minimum Wage Act 1983	
Official Information Act 1982	
Parental Leave and Employment Protection Act 1987	
Privacy Act 1993	
Property Law Act 2007	
Protected Disclosures Act 2000	
Public Finance Act 1989	
Public Records Act 2005	
Resource Management Act 1991	
Sale and Supply of Alcohol Act 2012	
Smoke Free Environments Act 1990	
State Sector Act 1988	
Wages Protection Act 1983	

I confirm that based on report from relevant areas within the Polytechnic, the Otago Polytechnic is meeting its legal requirements in the above areas, except where noted from that report

Signed: Chief Executive

Summary of declaration regarding identified non-compliance, and agreed action to address:

Area of Non-Compliance	Agreed Action

Actions from [previous year] declaration: \_\_\_\_\_

Area of Non-Compliance	Agreed Action	Outcome

## **8. MATTERS FOR NOTING**

8.1 Council Calendar

8.2 Executive Leadership Team Conflict of Interest Register

8.3 Minutes

8.3.1 Academic Board

8.3.2 Komiti Kawanataka

8.3.3 Student Council

8.4 Economic Impact Report

**COUNCIL CALENDAR 2017-18**

Meeting/Event	Jan 2018	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Audit Process</b>												
Interim		2 Feb										
Signoff				13 April								
<b>Forecast</b>						1 June						
<b>Budget</b>												
<b>Council Meeting Fridays</b>		2 Feb	2 Mar	13 April OPAIC	4 May Placeholder	1 June	6 July	3 Aug Moeraki	7 Sept Placeholder	5 Oct	2 Nov	7 Dec Placeholder
Evaluation - Review - Report		2 Feb										
Function												
Photo						4 May						14 Dec
<b>Fees Set</b>												
International						1 June						
Domestic										5 Oct		
<b>Finance and Audit Ctee</b>	26 Jan		1 Mar	12 April OPAIC 2pm	4 May 8am 31 May		6 July 8am	2 Aug	6 Sept	4 Oct	1 Nov	6 Dec

Meeting/Event	Jan 2018	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Graduation			9 Mar									14 Dec
Maori Pre-Grad			8 Mar									13 Dec
Komiti Kawanataka Thurs at 8am	18 Jan	15 Feb	15 Mar	19 April	17 May	21 June	19 July	16 Aug	20 Sept	18 Oct	15 Nov	TBA
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
OP Events		8 Feb Breakfast and staff meeting			11 May Disting. Alumni Awards				3 Sept Spring Breakfast			7 Dec OP Staff Christmas Party



## OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – STRATEGIC LEADERSHIP TEAM

Register to be maintained for the Strategic 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 Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
31 January 2017	Jo Brady	Board Member, Te Au Turoa Dunedin Wildlife Hospital	None		
7 March 2016	Philip Cullen	City College Trustee Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd	OP is 1/3 shareholder Potential only		
14 February 2017	Janine Kapa	Board Member: – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd Member, Kāti Huirapa ki Puketeraki (whānau) Matt Blair, Lecturer, OISA (spouse)	Feeder school/possible competitor Potential only Potential for similar clientele Potential for bias Potential for bias	Pecuniary Non-pecuniary Pecuniary Non-pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity  Confidential information remains confidential

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
31 January 2017	Phil Ker	Board Member: – Malcam Trust – Te Tapuae o Rehua – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd OPAIC Limited Partnership (Chief Executive of OP as Partner) Convenor – selection panel for National Tertiary teaching Excellence Awards Glenys Ker, Programme Leader Capable NZ - spouse	Possible subcontractor Possible customer Possible competitor  Possible bias  Personal interests	Pecuniary Pecuniary  Non-pecuniary  Both	Transparency Transparency  Non participation re OP candidates OP Policy
13 June 2017	Oonagh McGirr	None			
11 Mar 2016	Chris Morland	Ellen Morland, OP staff member	None		



## Academic Board

Minutes of the *electronic* Academic Board meeting held on  
18 September 2017

---

### Responses from

1. Sue Thompson (move)	Approve	18/09/2017	10.47am
2. Chris Morland (second)	Approve	18/09/2017	10.52am
3. Janine Kapa	Approve	18/09/2017	10.53am
4. Oonagh McGirr	Approve	18/09/2017	10.58am
5. Sally Baddock	Approve	18/09/2017	11.02am
6. Megan Gibbons	Approve	18/09/2017	11.11am
7. Linda Kinniburgh	Approve	18/09/2017	12.02pm
8. Brayden Murray	Approve	18/09/2017	5.24pm
9. Ron Bull	Approve	18/09/2017	5.29pm
10. Leoni Schmidt	Approve	19/09/2017	7.26am

**Quorum (9) achieved 18/09/2017**

---

1. **A90/17 OT5138 Bachelor of Architectural Studies – programme document for approval application only** (accreditation already received).

Background: Otago Polytechnic had an accreditation panel visit in late 2016 and received formal accreditation to deliver Ara's Bachelor of Architectural Studies on 5 December 2016. Applying for approval although agreed in the MOU with ARA was inadvertently missed when we applied for accreditation of Ara's BAS in 2016. At that time our internal requirement that no changes were made to an already approved programme contributed to the belief that approval was not included with the accreditation application.

Programme approval criteria: This application is unique in that the accreditation criteria has already been met and accreditation granted. Programme approval only looks at the programme itself and some tangentially related criteria. Therefore, our institutional frameworks, staffing, and resourcing are either absent or only superficially touched on.

As circulated the programme document was for the already accredited programme that had been put into our template with our policies referenced. Any questions can be directed to Liz Stewart, Manager QEC.

**Recommendation:** That Academic Board approve the programme document OT5138 Bachelor of Architectural Studies for application to NZQA for approval only.

**Agreed:** Sue Thompson/Chris Morland

Next scheduled meeting: 10 October 2017

---

## Minutes of a Meeting of Te Komiti Kāwanataka



---

Held at 12.30pm on 16 Whitu 2017, Te Punaka Ōwheo Hui Room

**PRESENT:** Megan Potiki (Chair)  
Kathy Grant  
Janine Kapa  
Eleanor Murphy  
Chris Morland

**IN ATTENDANCE:** Khyla Russell  
Marshall Hoffman  
Rebecca Williams  
Ron Bull  
Tessa Thomson  
Rachel Dibble  
Simon Kaan  
Tracey Howell

Debbie Davie (Minutes)

---

**Karakia/Timatanga:** Megan Potiki

### 1. APOLOGIES

Ron Bull (for lateness)

### 2. MINUTES

The minutes of the meeting held on 21 Mahuru (Ono) 2017 were provided.

#### Recommendation

**Khyla Russell / Megan Potiki**

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

**Agreed.**

### 3. MATTERS ARISING

#### a. Campus Redevelopment (Tracey Howell)

Initial planning schedule has been revised. Focus is now on main campus, Te Punaka Ōwheo and the connection between L & P blocks.

The design phase is expected to take up to a year. Consideration is being given to living building principals – the biophilic design with a focus on Health and Happiness, aspects of the natural world and how they interact with humans beings.

Consultation –the Project Management team would like stakeholders, members of Komiti Kāwanataka, papatipu rūnaka and OP staff involved.

Venue –meeting at Huirapa Marae to be explored, with invitations to be extended to all four rūnaka.

Te Pā Taurira – opening and official naming of the village.

- Construction handover is 5 February
- Small cohort of Midwifery students expected to move in last week in January 2018
- Main cohort of students expected to move in 11 / 12 Feb 2018

Suggested date for opening ceremony and gifting of name – either 5 or 7 February (morning) followed by kai.

The KTO Office has been contacted about naming the wings (five levels) – unveiling the layers. Concept of linking layers to tribal names of going up the levels as you go up in time, but needs further discussion:

1. Hawea
2. Rapuwai
3. Waitaha
4. Māmoe
5. Tahu

Central Redevelopment – consideration as to who could be approached with mana whenua when required for ceremonies (to be discussed further in the New Year).

**b. Membership (Janine)**

Ōtākou Rūnaka have a teleconference organised for early December to further discuss Rūnaka representatives.

Moeraki – David Higgins has been nominated  
Puketeraki – Nomination expected

Ki Waho

Claire Aitken – has tendered her resignation, KTO Office will acknowledge the expertise and support shown to the office from Claire over a large number of years as appropriate.

**c. Wildlife Hospital**

A meeting is being organised between the Head of Vet Nursing, Chair of the Wildlife Hospital and Ōtākou Rūnaka to discuss the ongoing relationship and explore opportunities of mutual interest and benefit.

**4. EDUBITS/MICRO CREDENTIALS (Ron)**

2018 will be the last year the Certificate in Mata ā Ao Māori will be taught in its current form.

- EduBits are assessments of knowledge/micro-credentials is the teaching component
- The three categories (Te Reo/Tikanga/Treaty of Waitangi) will be assessed dependant on the level the learner has enrolled i.e. Level 4 – Understand / Level 5 – Discuss / Level 6 & 7 Critique & Analyse (still under development).

EduBit Assessment Example

Intermediate Level: Demonstrate knowledge of The Treaty of Waitangi and its relevance to social conditions in modern New Zealand.

Evidence 1            Describe the meanings of the articles of the Treaty of Waitangi

- Evidence 2 Discuss elements of New Zealand colonial history that have undermined the principles of the Treaty of Waitangi
- Evidence 3 Discuss how the effects of Colonisation adversely affect Iwi Māori today.

#### Kōrero

- EduBits can be used as recognition of prior learning against other taught courses
- Available for students and staff, but is not a replacement within programmes where knowledge is taught with a focus around a specific discipline.
- TOW – EduBit is not a replacement when the equivalence is partially embedded in a programme.
  - Where the learning is taught on marae, current strategies around attendance should continue to ensure all elements of the course outcome are met.
- Quality assurance, where to from here?
  - Consultation – engaging a group of people with expertise to critique through a Māori lens.
  - Usual academic approval processes
- Timeline – would like to be in a position of awarding EduBits by June/July 2018.

Would welcome any further feedback from Komiti by mid-December (next meeting).

#### **5. SCHOOL OF DESIGN HONOURS PROGRAMME (Janine)**

The Office has been approached asking for suggestions for student projects Semester 1 and 2, 2018 (any suggestions to be emailed to the KTO Office).

#### **6. NAMING OF MANĀAKI (Ron)**

Staff working on a Masters project were given the challenge of looking at the renaming of 'Manaaki' following changes made to the space (incorrect process followed – School has been advised). Suggestion is to continue using Manaaki

Komiti all agree that the space continue to be named Manaaki.

#### **7. HUI TAUIRA**

- Pepeha – Question around standalising the mihimihi template given to tauira. Currently, some Schools are using an older version (OT expand on the original 1<sup>st</sup> year version for 3<sup>rd</sup> year Hui).
  - Agreement that we have consistency across OP
  - It should be comfortable for those that have whakapapa and for those that do not.
- Assessment –marked at Hui by Sponsor in conjunction with the Academic staff teaching the paper. Current versions to be emailed out for comment.
- Sponsorship – clarifying the process around engaging a Sponsor (responsible for upholding the tikanga).

#### **8. KTO REPORT – (Janine)**

# KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA

Date: 16 Whitu 2017

<b>MSF Priority 1: Treaty of Waitangi</b> <i>Objective: an effective partnership with Kāi Tahu/Māori</i>		
<b>What/When</b>	<b>Who</b>	<b>Outcome/Action</b>
Wildlife Hospital	Janine	Meeting held with Phil Ker, Janine Kapa and Hoani Langsbury to ensure an effective relationship exists with local papatipu rūnaka in the development of the Wildlife Hospital, as well as the School of Vet Nursing.
Passing of Kuao Langsbury	Team	With sadness, members of the KTO team attended the tangi of Ōtākou Rūnaka's Upoko, Kuao Langsbury. Koha was given to Ōtākou Marae on behalf of the Office and OP.
Passing of Joan Ellison	Team	With sadness, members of the KTO team said farewell to Aunty Joan at Suzanne's home and also attended her service. Koha was given on behalf of the Office and OP.

<b>MSF Priority 2: Kāi Tahu/Māori Leadership/Staffing</b> <i>Objective: attract, support &amp; retain Kāi Tahu/Māori staff at all levels within OP</i>		
<b>What/When</b>	<b>Who</b>	<b>Outcome/Action</b>
Whakawātea	Janine	Koro Hata Temo, Kaitohutohu from the University of Otago, conducted a Whakawātea in Mike Wright's (Chaplin's) office to clear the way for the new interim Chaplain, Peter Frost.
Team Rewards	Janine	Discussions are being held within the team on ways to best utilise the 2017 Team Reward. A proportion was used to provide lunch for the team following a 2017 review/debrief session looking at achievements, challenges and learnings.
Untouched World & Contact Energy Scholarships	Janine	Member of the selection panel tasked with nominating two Ngāi Tahu secondary school recipients for the Untouched World and Contact Energy Scholarships (worth \$1,200 each). Programme being held in Cromwell in December.
TPO	Rebecca Swindells	Rebecca returned from Maternity Leave in October.
	Chris Roy	Chris's contract as Kaitautoko has been extended until December 2018.
	Richard Kerr Bell	Richard's last day was Friday 3 November. We held a Mihi Whakahaere on 25 October. Koha was given in recognition of his mahi both within the team and the wider OP.

<b>MSF Priority 3: Kāi Tahu/Māori Students</b> <i>Objective: have Māori participate &amp; succeed at all levels of learning</i>		
<b>What/When</b>	<b>What/When</b>	<b>What/When</b>

Poverty issues for tairira Māori	TPO	Ongoing work with tairira who are struggling with financial issues. Rebecca Swindells emailed all OP staff asking for donations of basic necessities, i.e. food, toiletries. A 'Food File' and cupboard has been set up in Poho to stock non-perishables, toiletries, blankets, clothes etc. and a freezer to store frozen meals.
Learner Feedback Survey	Rebecca W	A total of 104 students responded to the survey. Some very positive feedback was received as well as a number of issues to work through. Just over 30% indicated that they were unaware of Te Punaka Ōwheo, so increasing our visibility will be a priority for 2018.
Mana Pounamu	Shaun Tahau and TPO	Mana Pounamu was held on Friday 27 October. Once again it was a wonderful celebration of rakatahi achievement. OP is currently considering alternatives to its scholarships in a free fee environment.
BBQ lunch with Chief Executive	TPO	The Chief Executive is scheduled to have lunch with the students on Wednesday 8 November.
Business as Usual – Pastoral Care/Academic Support	Chris	Chris facilitated a 3-day course in the holidays, 'Tuakiri', which covered student development based on Māori concepts.

<b>MSF Priority 4: Kāi Tahu/Māori Progs</b>		
<i>Objective: dev quality courses &amp; prog in Te Ao Māori, Te Reo &amp; Māori knowledge in all qual areas.</i>		
<b>What/When</b>	<b>Who</b>	<b>Outcome/Action</b>
He Toki ki Te Rika	Janine	Otago Polytechnic is included in the Te Tapuae o Rehua bid for a mix of provision (MoP) for Māori Pasifika Trade Training in 2018. A meeting was held on 20 October with staff who are likely to be involved in the delivery of MPTT across five disciplines; Kym Hamilton (Project Lead, TToR) attended to brief staff about He Toki in practice, including the role of the He Toki Consortium. With the change in tertiary policy with the new Government (i.e. first year free fees), we are in current discussions with TToR about what this means for MPTT.
Te Hōkai Nui (2017 Kāi Tahu Capable NZ cohort)	Richard/ Eru	The group began with a hui in Christchurch that was well attended by 24 learners (26 are enrolled, with another 2 still to be finalised). Richard is being contracted by Capable NZ to continue in a facilitation role until the cohort completes.
EduBits – Consultation	Ron	<ul style="list-style-type: none"> <li>CMAM mapping ready for first stage of consultation. Consolidating the aim and objectives from the CMAM into EduBits, ensuring the learning outcomes remain consistent between the two.</li> <li>EduBits outline for Treaty of Waitangi (Intermediate – level 5) is ready for consultation.</li> </ul>

<b>MSF Priority 5: Inclusive Lrng Environment</b>		
<i>Objective: Kāi Tahu/Te Ao Māori values are understood, recognised &amp; valued within OP's enviro &amp; delivery of progs</i>		
<b>What/When</b>	<b>Who</b>	<b>Outcome/Action</b>
Learner Capability Framework (LCF)	Janine/Ron/Barry Law	The final draft of the Review of Cultural Capabilities and Behaviour Indicators has been emailed through to Barry Law, including feedback from Komiti Kāwanataka.
Campus Redevelopment		Conversations continuing. Janine and Ron met with one of the Project Managers from LogicGroup, briefing him on the Ara Honohono concept and its relevance across the entire development. More recently, we have been asked to look at how best to reduce the square metreage of TPO to better fit within set budgets. Conversations have also started around materials to be used.

<b>MSF Priority 6: Research and Māori-centred knowledge-creation</b>		
<i>Objective:</i>		
<ol style="list-style-type: none"> <li>engage with &amp; ascertain what research priorities are important to Kāi Tahu/ Māori communities</li> <li>undertake research relevant to Kāi Tahu/Māori communities that benefits Kāi Tahu/Māori</li> <li>undertake research that links to Kāi Tahu/Māori devt aspirations</li> <li>develop a vibrant Māori research culture</li> </ol>		
<b>What/When</b>	<b>Who</b>	<b>Outcome/Action</b>
SCOPE	KTO Office	Peer Reviews have been completed, items edited and gone to Design for layout; we are still on track for November publication.
Ethics		Another two received in October. Richard has written a process manual to assist the incoming person who will complete this task.

<b>Key for who has overall responsibility for these priority areas</b>	
	Kaitohutohu Office
	Tumuaki: Te Punaka Ōwheo (Māori Student Success)
	Tumuaki: Whakaako (Curriculum & Capability)
	Tumuaki: Rakahau & Whakaea, (Research & Innovation)

## APPENDIX 1: LEARNER ACTIVITY REPORT (Te Punaka Ōwheo)

**Kōrero**

**KTO Office**

- Change to first year scholarships – availability  
ELT (Executive Leadership Team) are having conversations around what scholarships will look like once the Government Institute free fees for first time learners.
- Māori Pre-Graduation (Rebecca)
  - Dates have been circulated
  - Possibly 100 graduates
  - Korowai – should we have an OP one? It really is up to the whānau to provide (Megan)
  - Speaker (Dn) – Megan, or she will source a mana whenua representative

**9. GENERAL BUSINESS – None**

**Whakamutunga/Karakia (Ron)**

Closed 2:35pm

## Student Council Meeting

Tuesday 31 October 2017

12.00pm to 1.00pm

F215, Forth Street Dunedin

### Present

Luke Baines (Convenor)  
Jordan Dargaville, BIT  
Grayson Orr, BIT  
Olufemi Olusina, BIT

Gillian Bremer, OP Council Representative  
Brayden Murray, Director Learner Services  
Patricia Quensell, Team Leader Student Success  
Ronda McLaren, Minutes

### Apologies

Chris Morland, DCE Learner Experience

<b>Staff Awards</b>	<b><i>Excellent Support Award</i></b> 12 nominations received Awarded to Lesley Scoullar (OPSA)	<b><i>Excellent Teacher Award</i></b> 58 nominations received Awarded to Holly Kendrick (Veterinary Nursing) and Jacquie Hayes (CLC Mosgiel)
	\$50 prezzy card voucher to Gursharanpreet Kaur (gursharan707@gmail.com)	
<b>2018 Dates</b>	Continue with first Tuesday of the month 12-1pm. Ronda will send appointments for - 3 April 1 May 5 June <i>no meeting July - mid-winter break</i> 7 August 4 September 2 October <i>add</i> <ul style="list-style-type: none"> <li>• mid October - combined meeting with OPSA re Student Fee Consultation</li> <li>• end October – Staff Awards (nominations close 20 October)</li> </ul>	
<b>Promotion</b>	Discussed attracting new members <ul style="list-style-type: none"> <li>- promotional clip (Ronda virtually introduce Luke and Jordan to Hayden Parsons)</li> <li>- OP Facebook</li> <li>- Student Hub</li> <li>- Digital Signage</li> </ul>	
<b>2018</b>	Jordan Dargaville looks forward to stepping into the Convenor role in 2018. Luke noted Jordan has been instrumental in building a positive relationship with OPSA, which has been beneficial.  Brayden thanked Luke for his tremendous contribution to Student Council and the Otago Polytechnic and wished him well for new adventures in 2018.	



# ECONOMIC IMPACT REPORT 2016



# Table of Contents

Executive Summary.....	ii
1.0. Introduction .....	3
1.1 Background .....	3
1.2 Overview of Methodology.....	4
1.3 Acknowledgements.....	4
2.0. Direct Economic Impact .....	5
2.1 Direct Expenditure .....	5
2.2 Direct Value Added.....	5
2.3 Direct Employment Impact.....	6
3.0. Total Economic Impact.....	6
3.1 Total Expenditure .....	7
3.2 Total Value Added.....	7
3.3 Total Employment Impact.....	7
3.4 Dunedin Campus – Five Year Trend .....	7
4.0. Conclusion.....	10
Appendix 1: Methodology Notes .....	11
Appendix 2: Supporting Data .....	12
The New Zealand Economy in 2016 .....	12
Dunedin City – Economic Performance 2016 .....	12
Education Sector – Dunedin City.....	14
The Central Otago Economy in 2016.....	16

This report was prepared by:

Rebecca Hamid

October 2017

Cover pictures: Dunedin city, Otago Polytechnic H Block, Otago Polytechnic Student Village.

## Executive Summary

Otago Polytechnic enrolled 4,807 equivalent full-time students and employed 519<sup>1</sup> full-time equivalent staff in 2016 across its campus sites in Dunedin, Cromwell and Auckland. The Dunedin campus is by far the largest of the three sites, with around 84% of students and 90% of all staff situated there.

This report estimates the economic impact of Otago Polytechnic in Dunedin City for 2016, 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 \$193.5 million in 2016. 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<sup>2</sup>. This results in an estimate of total expenditure (the global economic impact of Otago Polytechnic's activities) of \$365 million.

This report also estimates the total value added (the value that remains in each of Otago Polytechnic's 'local' economies after economic leakages are taken into consideration)<sup>3</sup>, and the downstream employment effect of the Polytechnic's expenditure<sup>4</sup>. For Dunedin, the total value added, at \$161.7 million, is estimated to comprise around 3.4% of the city's gross domestic product i.e. Dunedin City GDP of \$4.72 billion in 2016<sup>5</sup>.

Campus	Direct expenditure (\$M)	Total Expenditure (\$M)	Total Value added (\$M)	Total Employment Impact (FTE Jobs)
Dunedin	163.21	297.41	161.74	3495
Auckland	20.81	50.32	21.68	445
Cromwell	9.54	17.27	9.48	205
<b>TOTAL</b>	193.56	365.00	Not applicable	4145

**Table 1: Summary of the Direct and Total Economic Impact of Otago Polytechnic in 2016**

This compares to a contribution of 2.3% or \$134.26 million in 2015, an increase of 20.5% on the Polytechnic's 2015 contribution to Dunedin city's GDP.

<sup>1</sup> Or 674 permanent and fixed term staff.

<sup>2</sup> 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.

<sup>3</sup> 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.

<sup>4</sup> The report also includes assessments of direct value added and the direct employment impact.

<sup>5</sup> Source; Infometrics Regional Database Dunedin City Indicators: Dashboard March 2017.

## 1.0. Introduction

### 1.1 Background

Otago Polytechnic provides inspiring, career-focused education for the Otago Region, New Zealand and the world. It 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 exceeds \$78 million per annum, and delivers education and vocational training to more than 7,500 students. It is one of the largest employers, service providers and consumers in the Otago Region. Otago Polytechnic has more than 100 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 94 per cent of our graduates have moved into work, further study or both <sup>6</sup>.

The Polytechnic has continued to experience strong growth in the number of international students, with an increase of 30 per cent from 605 EFTS (2015) to 788 EFTS in 2016. This is largely as a result of growth at the Auckland International Campus, which opened its doors in 2012 and achieved enrolments of 516 EFTS by 2016. Having confirmed a number of new contractual arrangements with China and Japan the Polytechnic is also confident of further growth of international students at the Dunedin campus from 2018 onwards.

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 2016 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 2016, based on an analysis of organisational, staff and student expenditure for our main campus in Dunedin.

Employing 674 staff in 2016 (519 full time equivalents), Otago Polytechnic is one of Dunedin's larger employers. The main academic and administrative centre for Otago Polytechnic is the Dunedin campus, where 84% of students and 90% of staff are based. The Polytechnic also has campuses in Cromwell and Auckland and some data for these campuses is included in this report <sup>7</sup>.

The Dunedin campus is renowned for its undergraduate and postgraduate social service 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.

Overall Otago Polytechnic's enrolments in 2016 totalled 4,807 equivalent full-time students (EFTS), or 7700 plus actual students (headcount).

<sup>6</sup> Otago Polytechnic, Graduate Destination Survey, 2016.

<sup>7</sup> Established in 2012, the first full year of operation was 2013. This report provides the second year of reporting on the economic impact generated by the Auckland campus.

These results confirm a 11% overall increase on 2015 domestic and international enrolments (4,333 EFTS). A number of factors combined to produce this result. The Polytechnic continues to experience strong domestic demand for programmes in health and wellness, community, creative industries, trades and information technology. Capable NZ continues to grow offering assessment of prior learning in the National Diploma in Business Administration, the Masters of Professional Practice, the Post Graduate Certificate in Applied Practice and the National Diploma in Youth Work.

Approximately 57% of students came to the Polytechnic from outside Dunedin, with 55% from beyond the Otago region. Approximately one third of the Polytechnic's students (32%) come from the North Island, with a further 16% (795 EFTS) coming from overseas <sup>8</sup>. This is a 31.5% increase on the international students enrolments for 2015 (605 EFTS), a result attributed primarily to the successful growth of the Auckland campus over the past four years.

## 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.

As with the 2015 Report this report includes distance students and has adjusted the data for the 2016 report for the years 2011 to 2016 to include these EFTS. The rationale behind this is that 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.,) and therefore impacts on the Dunedin economy.

All financial data is sourced from the Otago Polytechnic finance system, July 2017. Full MS Excel spread sheets are available to support the summarised data.

## 1.3 Acknowledgements

To the University of Otago which generously provided access to the research analysis commissioned from Geoff Butcher and Partners; and to Naomi Weaver, Business Analyst, University of Otago, who provided advice on adapting the spread sheet for Otago Polytechnic's use. Also to the Dunedin City Council and the Central Otago District Council for access to their reports commissioned from Infometrics (2016) and BERL (2015).

<sup>8</sup>Students coming from overseas include NZ Citizens whose home area immediately prior to coming to Otago was overseas.

## 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 2016.

	Direct Expenditure (\$M)	Direct Value Added (\$M)	Direct (FTE Jobs)	Employment
Dunedin Campus	57.3	33.0		859.0
Dunedin Students	105.9	58.2		1736.0
<b>Dunedin Total</b>	<b>163.2</b>	<b>91.32</b>		<b>2596.0</b>
Auckland Campus	7.7	5.4		116
Auckland Students	13.1	5.5		215
<b>Auckland Total</b>	<b>20.8</b>	<b>10.9</b>		<b>331</b>
Cromwell Campus	3.0	1.8		46
Cromwell Students	6.5	3.6		106
<b>Cromwell Total</b>	<b>9.5</b>	<b>5.4</b>		<b>152</b>
Total all Campuses	68.0	NA		1021
Total all Students	125.5	NA		2057
<b>TOTAL</b>	<b>193.50</b>	<b>NA</b>		<b>3079</b>

Table 2: Direct Expenditure, Value Added and Employment Impact by Campus, 2016

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. In 2016 this expenditure across all campuses was \$193.5M.

The significant bulk, \$163.2M, or 84%, of direct expenditure was driven through spending at the Dunedin campus. Auckland contributed 11% (\$20.8M – approximately \$7.4M up on 2015) and Cromwell 5% (\$9.5M) of direct expenditure was 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 \$91.32M directly attributable to expenditure in Dunedin (Table 2). The Auckland campus contributed \$10.9M in direct value to the Auckland economy and the Cromwell campus added \$5.4M to their district economy.

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

3079 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 2016.

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 2596 FTE jobs supported through direct Polytechnic expenditure in 2016. Given the size of the Auckland and Cromwell campuses the impact was not great in comparison to the Dunedin campus. However, given the size of the Central Otago economy, the 152 FTE jobs arising from direct expenditure is a substantial contribution.

## 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	99.4	57.5	1203
Dunedin Students	198.0	104.2	2292
<b>Dunedin Total</b>	<b>297.4</b>	<b>161.7</b>	<b>3495</b>
Auckland Campus	16.3	9.2	162
Auckland Students	34.0	12.4	283
<b>Auckland Total</b>	<b>50.3</b>	<b>21.6</b>	<b>445</b>
Cromwell Campus	5.1	3.0	64
Cromwell Students	12.1	6.4	141
<b>Cromwell Total</b>	<b>17.2</b>	<b>9.4</b>	<b>205</b>
Total all Campuses	120.8	NA	1429
Total all Students	244.1	NA	2716
<b>TOTAL</b>	<b>364.9</b>	<b>NA</b>	<b>4145</b>

Table 3: Total Expenditure, Value Added and Employment Impact by Campus, 2016

### 3.1 Total Expenditure

Total expenditure arising from all three campuses in 2016 is estimated at \$364.9 million, with the Dunedin campus accounting for 80.3%, or \$297.4 million, of the Polytechnic's Total Expenditure.

Over half, 65.9% 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.

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, \$161.7 million of Total Value Added was generated in Dunedin, \$21.6 million in Auckland and activity in Cromwell had a \$9.4 million economic impact. The value added impact in Dunedin was greatest, with the Total Value Added estimated to comprise around 3.4% of Dunedin City's overall GDP of \$4.72 billion in 2016 <sup>9</sup>.

### 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 4145 full-time equivalent jobs across New Zealand. Within this total, 3495 full-time equivalent jobs were supported within Dunedin's economy, representing over five per cent (5.6%) of the city's total workforce (60,804 FTE: 2016). The Cromwell campus contributed to the overall employment of nearly 205 full-time equivalent jobs. This equates to just over 1.7% of the Central Otago workforce (11,698 FTEs) in 2016 <sup>10</sup>.

### 3.4 Dunedin Campus – Five Year Trend

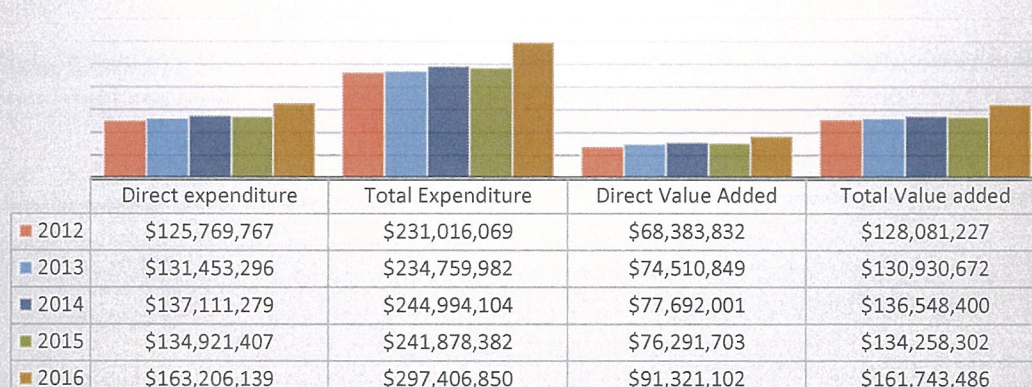
The cumulative economic impact of the Otago Polytechnic's Dunedin Campus and the trend that impact has taken over the previous five years is shown in Graph 1 below.

This graph includes five years of data recording the cumulative economic impact from 2012 to 2016. The result shows that over the five years Otago Polytechnic added a significant total value of just over \$691 million to the Dunedin economy.

<sup>9</sup> The statistical relevance of the Cromwell to the Central Otago GDP (\$952 M: 2016 - Infometrics) and the Auckland campus contribution to the Auckland GDP (\$93.5 B : 2016 – Statistics NZ) are too minor to record here.

<sup>10</sup> As with the GDP, the statistical relevance of the Auckland campus on Auckland's total employment impact is not significant and therefore not recorded as a percentage contribution.

## Economic Impact Trend 2012-16



**Graph 1: Economic Impact 2012-2016: Otago Polytechnic Dunedin Campus (excluding Central Otago and Auckland campuses) on Dunedin City.**

The economic impact of the Polytechnic's Dunedin campus has trended upwards over the past five years, although it fell slightly in 2015. The greatest increase has occurred in 2016 with an increase of \$27.5 million (20.4%) on the previous year (2015). The result for 2014 was an increase of \$5.6M or approximately 4.3% on 2013. The overall trend shows significant growth in the economic impact directly attributable to the continuing increase in EFTS over the five years. In 2015 the Dunedin campus experienced a decline in domestic and international EFTS growth while in contrast the international EFTS at the Auckland campus, grew by over 20% that year.

A NZ wide 70,600 net immigration <sup>11</sup> increase (year-end December 2016), has primarily benefited the Auckland Region. However, there are a number of factors which continue to influence growth for the Polytechnic's out of regional domestic and international EFTS from 2018 onwards. A building and facilities modernisation programme commenced in 2013 and planned to continue over the next 5 - 6 years, including a 231 bed Student Village, opening in February 2018 - will provide for increased student intakes for both international and domestic students. New purpose built modern facilities, including new Creative and Trades Precincts will enhance the high profile destination programmes offered at the Dunedin Campus, providing a more attractive option for international students and those based outside the Otago region.

Provision of new facilities are integral to the work the Polytechnic has done over the past five years to strengthen its provision in highly sought-after degree programmes; targeting growth industries such as the health sector; responding to the demand by international students for high quality business programmes; delivery of qualifications recognising prior learning and professional practice; and partnering with the private sector to deliver innovative work based applied research and development projects.

<sup>11</sup> Source: Statistics NZ

[http://m.stats.govt.nz/browse\\_for\\_stats/population/Migration/IntTravelAndMigration\\_MRDec16.aspx](http://m.stats.govt.nz/browse_for_stats/population/Migration/IntTravelAndMigration_MRDec16.aspx)

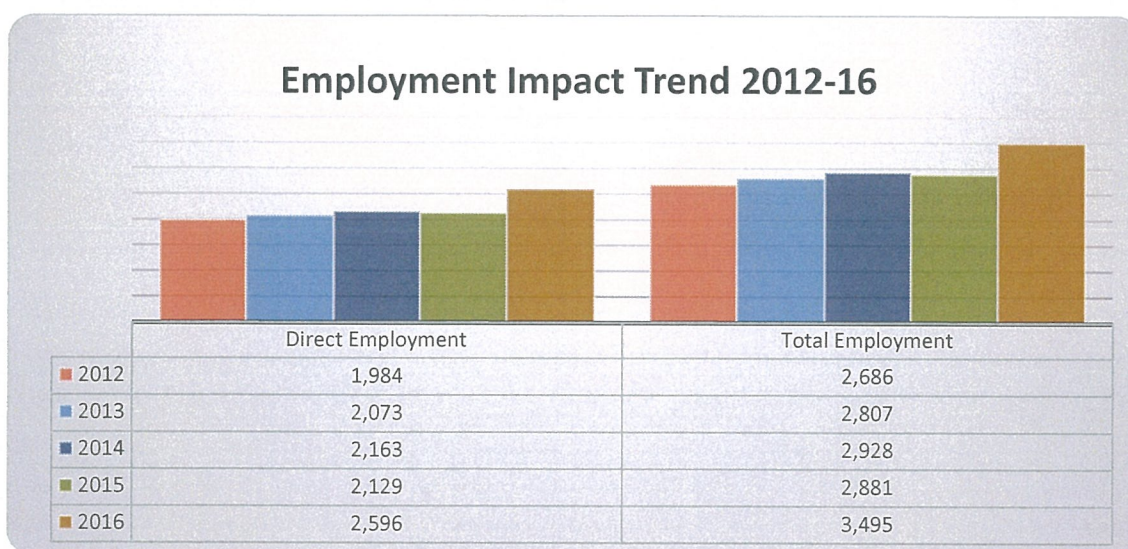
The five year, overall trend in total EFTS, shows a significant increase from 3772 (2012) to 4807 (2016), an increase of 27.4%. The economic impact is directly correlated to the number of EFTS enrolled (as opposed to the head count). While there has been a steady decrease of actual student numbers (a decline from 9585 in 2008 to 6605 in 2013), the total EFTS at the Polytechnic's Dunedin campus actually increased.

As government funding has been progressively withdrawn for short courses, community courses and lower level courses, the Polytechnic has increased its delivery of degree and post graduate programmes, as well as increasing alternative revenues with International student, open source learning products and revenues from fees for services. The trend of both EFTS and student Head Count is provided in the following table:

Year	EFTS Total	Head Count Total	EFTS Dunedin	EFTS Cromwell	Auckland
2012	3772	6611	3583	189	8
2013	4019	6605	3673	200	146
2014	4269	6960	3797	201	271
2015	4333	7204	3725	233	375
2016	4807	7756	4032	255	520

**Table 4: EFTS and Head Count Trends**

Graph 2.0 below focuses on the impact that expenditure by the Polytechnic's Dunedin campus, its staff and students has had on employment over the previous six years.



**Graph 2: Employment Impact 2012-2016: Otago Polytechnic Dunedin Campus (excluding Central Otago and Auckland International Campuses) on Dunedin City.**

An increase in EFTS for the years 2012-2016 has resulted in a steady increase on the employment impact 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 3726: 2015). However, in 2016 due to an increase in EFTS, there were significant gains in both Direct and Total Employment in Dunedin.

## 4.0. Conclusion

Otago Polytechnic contributes significantly to the Dunedin economy <sup>12</sup>. 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 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 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 resulting from the presence of the Otago Polytechnic campus. These include knowledge transfer, human and social capital enhancement, community support, etc. These benefits are more difficult to measure.

<sup>12</sup> In 2016 the Auckland campus contribution to the Auckland economy is relatively minor, but as its student numbers continue to grow – incrementally, this is anticipated to grow significantly in the next 3 – 5 years.

## Appendix 1: Methodology Notes

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 flows of goods and services between the Otago Polytechnic (including its staff and students) and other sectors of the economy. These models were updated in 2012 and Otago Polytechnic applied the revised model to its 2012, subsequent reports; and this report. The new model relates to 106 industries and is based on the Statistics NZ 2006-2007 inter-industry tables, which are the first full update for about 15 years; the interim updates were only partial updates. Some multipliers have changed significantly as a result, and others have changed very little.

The data sources contributing to this analysis include:

- Actual Polytechnic expenditure for each campus in the year ended 31 December 2014, including expenditure on staff salaries, but less scholarships paid to students; and
- 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 2010 study adjusted for inflation, along with the Polytechnic's own Accommodation sample budget for 2014).

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 information below has been extracted from BERL report for Dunedin for the year 2015. (Refer BERL: 2015 Economic Profile of the Dunedin City); and from the Dunedin City Council's Dunedin Dashboard Economic Indicators Dashboard March 2017

### The New Zealand Economy in 2016

The New Zealand economy grew by 2.5% over the year to March 2016, a decline from a period of rapid growth of 3.4%, in 2015.

A record-breaking year for domestic and international visitor spending saw GDP for accommodation and food services increase 5.2%. A range of service-based industries experienced strong growth over the past year. An expanding population, coupled with better job prospects, pushed up value-added by retail trade by 5.6%. Professional, scientific and technical services (3.0%) and finance and insurance series (3.1%) also experienced rapid growth. GDP for the construction sector rose 3.6% lift over the March 2016 year.

Valued-added from agriculture, forestry and fishing climbed 2.8%, despite challenging conditions for dairy farmers. The standout performer in the primary sector was agriculture and fruit growing (6.8%), while sheep, beef cattle and grain farming (3.6%) also grew strongly. Some of this additional activity flowed through to rural contractors, with value-added from agricultural support services and hunting climbing 7.5%.

### Dunedin City – Economic Performance 2016

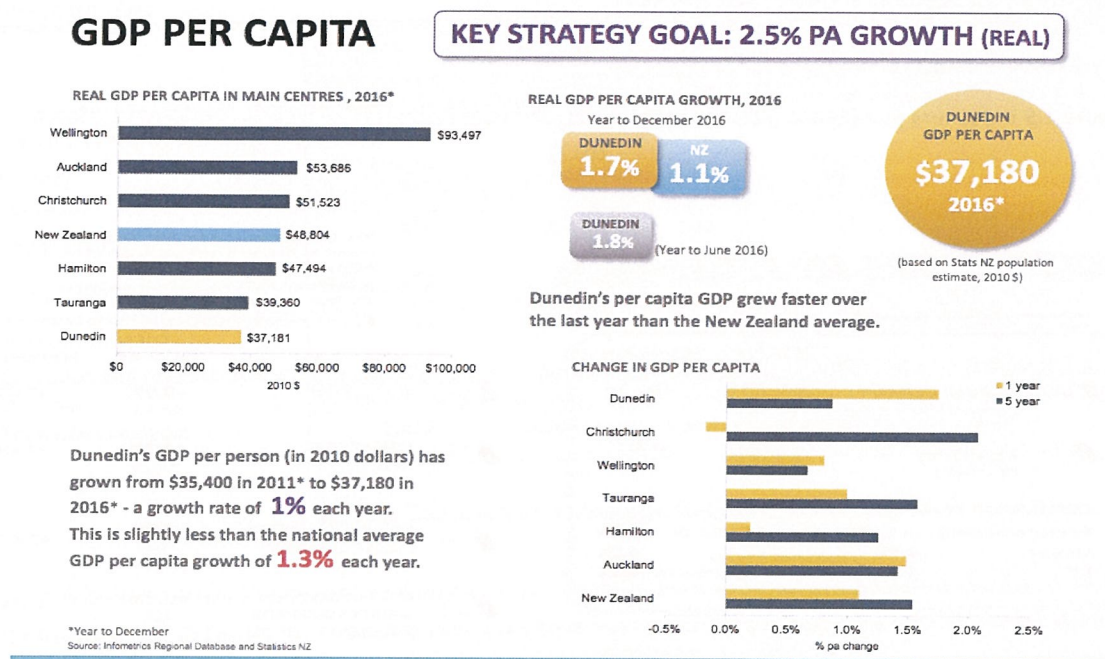
A broader view of Dunedin's longer-term economic performance, relative to New Zealand's shows that Dunedin population growth was about 1200 people in the year to June 2016 - a 1.0% increase. less than half (37.5%) the growth of the wider Otago Region.

Dunedin's population growth over the past 5 years is below the national rate of 1.4% and below all the other main centres.

Summary Figure 1.1 below provides a broader picture of Dunedin's economic performance for 2016 relative to other major cities and New Zealand. It shows that Dunedin's per capita GDP grew faster than the New Zealand average at 1.8% (year to December 2016).

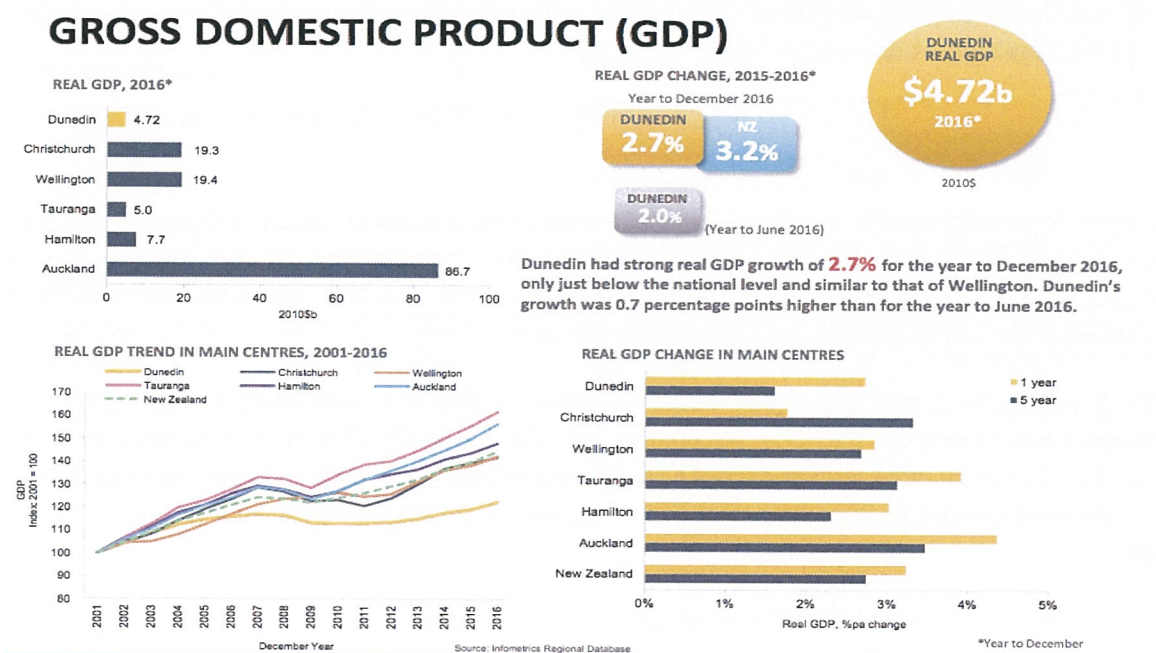
It also shows that Dunedin's GDP per person has been growing at 1% per annum for the last five years compared to the national GDP growth rate per person of 1.3%. In 2016, of the seven main centres, Dunedin had the lowest GDP per capita.

Figure 1.1: GDP Per Capita (Source: Infometrics- Dunedin Economic Indicators, Dashboard, March 2017)



The GDP and GDP per capita growth in Dunedin continues to fall behind the national rates and that of the other main centres. However, Dunedin had strong real GDP growth of 2.7% for the year to December 2016, only just below that national level (3.2%) and similar to that of Wellington.

Figure 1.2 Gross Domestic Product (GDP) (Source: Infometrics- Dunedin Economic Indicators, Dashboard, March 2017)



## The Central Otago Economy in 2016

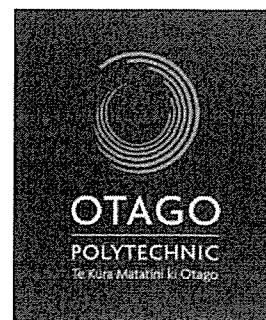
- GDP in Central Otago District measured \$952m in the year to March 2016, up 3.2% from a year earlier. New Zealand's GDP increased by 2.5% over the same period.
- Economic growth in Central Otago District averaged 2.1%pa over the last 10 years compared with an average of 1.8%pa in the national economy.
- Growth in Central Otago District reached a high of 12.0% in 2004 and a low of -3.3% in 2003. Central Otago District accounted for 0.4% of national GDP in 2016.

In Table 7 GDP by Industry 2016, below, Education and Training makes a relatively small contribution to the total Central Otago Economy, comprising 3.5% of the total GDP for 2016, and contributing \$32.9M to the GDP of \$952M. This compares to a contribution of 4.2% nationally

Industry	Central Otago District		New Zealand	
	Level	Share of total	Level	Share of total
Agriculture, Forestry and Fishing	\$164m	17.2%	\$12,811m	5.7%
Mining	\$10.1m	1.1%	\$3,522m	1.6%
Manufacturing	\$67.1m	7.0%	\$22,521m	10.1%
Electricity, Gas, Water and Waste Services	\$73.6m	7.7%	\$6,471m	2.9%
Construction	\$102m	10.7%	\$12,808m	5.7%
Wholesale Trade	\$27.3m	2.9%	\$11,488m	5.1%
Retail Trade	\$49.2m	5.2%	\$10,630m	4.8%
Accommodation and Food Services	\$28.1m	3.0%	\$4,736m	2.1%
Transport, Postal and Warehousing	\$35.0m	3.7%	\$9,397m	4.2%
Information Media and Telecommunications	\$7.66m	0.8%	\$7,904m	3.5%
Financial and Insurance Services	\$15.5m	1.6%	\$13,220m	5.9%
Rental, Hiring and Real Estate Services	\$61.9m	6.5%	\$15,991m	7.2%
Professional, Scientific and Technical Services	\$41.1m	4.3%	\$18,018m	8.1%
Administrative and Support Services	\$23.7m	2.5%	\$4,564m	2.0%
Public Administration and Safety	\$14.6m	1.5%	\$9,612m	4.3%
Education and Training	\$32.9m	3.5%	\$9,365m	4.2%
Health Care and Social Assistance	\$38.3m	4.0%	\$13,259m	5.9%
Arts and Recreation Services	\$10.5m	1.1%	\$2,918m	1.3%
Other Services	\$11.5m	1.2%	\$3,794m	1.7%
Owner-Occupied Property Operation	\$66.5m	7.0%	\$13,628m	6.1%
Unallocated	\$71.7m	7.5%	\$16,826m	7.5%
<b>Total</b>	<b>\$952m</b>	<b>100%</b>	<b>\$223,483m</b>	<b>100%</b>

Table 7: GDP by Industry 2016

# Council Closed Agenda



---

Meeting to be held: 9.15am 2 February 2017  
(Council only at 9.00am)  
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,  
Forth Street, Dunedin

---

## 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,-

CONTENTS	Page
1. Conflict of Interest	3
2. Minutes 3 November 2017	4
3. Reporting Timeframes 2018	10
4. Chair's Report (Verbal)	
5. Chief Executive's Report	11
6. Work Environment Survey Report	20
7. OPAIC Report (to be sent separately)	
8. Finance and Audit Committee Report (Verbal)	
8.1. Student Accommodation Cromwell	113
9. Finance Reports	114
9.1. Variance Summary	115
9.2. Timing Difference Schedule	116
9.3. EFTS Reports	117
10. Executive Leadership Team Report	
10.1. Corporate Services (to be sent separately)	
11. Safety and Wellbeing Report	123
12. Governance Risk Management Framework	127
13. Matters for Noting	133
13.1. Council Correspondence	
13.2. Contracts signed	
13.3. Minutes	
13.3.1. Finance and Audit Committee 27 October and 24 November 2017	135
13.3.2. Safety and Wellbeing 22 September and 17 November 2017	147
14. Use of the Common Seal	151
15. Additional Agenda Items	

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
Minutes of the closed section of the Council meeting held on 3 November 2017 (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))	48 (a)
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))		
Work Environment Report (Reason (i))		
OPAIC Quarterly Report (Reason (i))		
Finance and Audit Committee Report (Reason (i))		
Finance Reports (Reason (i))		
Executive Leadership Team Report (Reason (i))		
Safety and Wellbeing Report (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))		