



# Otago Polytechnic Council

## BOARD PACK

for

Otago Polytechnic Council - Open

05 Oct 2018 12:30 PM

Held at:

Puna Kawa

Level 2, Mason Centre  
Otago Polytechnic  
Forth Street  
Dunedin

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Version 2

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# AGENDA



## OTAGO POLYTECHNIC COUNCIL - OPEN

<b>Name:</b>	Otago Polytechnic Council
<b>Date:</b>	Friday, October 5, 2018
<b>Time:</b>	12:30 PM to 10:00 AM
<b>Location:</b>	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
<b>Board Members:</b>	Kathy Grant (Chair), Bill Moran, Darren Evans, Megan Potiki, Paul Allison, Peter Coolbear
<b>Apologies:</b>	Neil Barns, Mike Horne
<b>Guests/Notes:</b>	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Phil Ker (Chief Executive), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience)

### 1. PROCEDURAL

#### 1.1 Apologies

- Neil Barns
- Mike Horne

#### 1.2 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.

Supporting Documents:

1.2.a Council Interests Register.docx	6
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#### 1.3 Confirm Minutes

##### RECOMMENDATION

**That the minutes be confirmed as a true and correct record of the open section of the meeting held on 3 August 2018.**

Supporting Documents:

1.3.a Open 3 August 2018.pdf	9
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## 1.4 Matters Arising

## 2. REPORTS

### 2.1 Chair (verbal)

### 2.2 Chief Executive

Supporting Documents:

2.2.a	CE Report Open.docx	13
2.2.b	Media Report-Aug-Sept 2018.docx	15

## 3. POLICIES FOR APPROVAL

### 3.1 Policies for Approval

MP00487.00 Critical Incident and Emergency Management has been revised further and is attached for the Council's endorsement.

The following policies have been reviewed by the Finance and Audit Committee and are recommended to the Council for approval:

- CP006.07 Council Honours Awards
- CP0003.05 Management Reporting of Contracts to Council

Supporting Documents:

3.1.a	MP0487.00 Critical Incident and Emergency Management.docx	18
3.1.b	MP0487_CIM_SOPs.docx	23
3.1.c	CP0006.07 Council Honours Awards Policy_track changes.doc	36
3.1.d	CP0003.05 Management Reporting of Contracts to Council_track changes.doc	40

## 4. MATTERS FOR NOTING

### 4.1 Council Calendar

Supporting Documents:

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### 4.2 Executive Leadership Team Conflict of Interest Register

Supporting Documents:

4.2.a	ELT Interest Register.docx	43
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### 4.3 Academic Board Minutes

- 10 July 2018

- 28 August 2018

Supporting Documents:

4.3.a	eAB minutes_10 July 2018.docx	45
4.3.b	AB minutes_28 August 2018.docx	47

#### **4.4 Komiti Kawanataka Minutes**

- 5 July
- 2 August

Supporting Documents:

4.4.a	Komiti Minutes 5 July 2018 .docx	52
4.4.b	Komiti Minutes 2 August 2018 .docx	58

#### **4.5 Student Council Minutes**

- 7 August 2018
- 4 September 2018

Supporting Documents:

4.5.a	Student Council minutes 7 Aug 18.doc	65
4.5.b	Student Council minutes 4 Sep 18.doc	66

#### **4.6 Staff Subcommittee Minutes**

- 31 May 2018
- 5 July 2018
- 2 August 2018
- 6 September 2018

Supporting Documents:

4.6.a	Staff Subcommittee Minutes 31 May 2018.docx	67
4.6.b	Staff Subcommittee Minutes 5 July 2018.docx	70
4.6.c	Staff Subcommittee Minutes 2 August 2018.docx	74
4.6.d	Staff Subcommittee Minutes 6 September 2018.docx	77

## **5. CLOSE MEETING**

### **5.1 Close Meeting**

**Next meeting:** Otago Polytechnic Council - Open - Friday, 2 November 2018, 9:15 AM

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**INTERESTS REGISTER**

<b>Council Member</b>	<b>Updated</b>	<b>Interest Disclosed</b>	<b>Nature of Potential Interest with the Otago Polytechnic</b>
<b>Paul ALLISON</b>	20-04-18	1. Life Trustee – Halberg Disability Sport Foundation 2. Trustee – Winter Games NZ 3. Sports Commentator – NZME 4. Lion Foundation – South Island Regional Grants Committee 5. Independent Director - University Bookshop (Otago) Ltd 6. Director - Waitaki District Health Services Ltd 7. Trustee – Waitaki District Health Services Trust	Nil
<b>Neil BARNES</b>	09-07-17	1. Board Chair – Otago Polytechnic Auckland International Campus 2. Director/Shareholder Neil Barnes Consulting Limited  3. Partner – Barnes-Davis Orchard Partnerships	1. OP is a 50% owner of the limited partnership and is impacted directly by its operations in Auckland 2. The Company provides consultancy services mainly to TEOs and government education agencies that OP also has dealings with. 3. Joint owner of an avocado orchard. Unlikely to involve OP directly although OP offers horticulture qualifications and training.
<b>Peter COOLBEAR</b>	16-11-16	1. Co-owner and director: Coolbear Ltd - Information Management and Tertiary Education Consulting 2. Member, NZQA Consistency Review Panel	
<b>Darren EVANS</b>	06-08-16	Chief Operating Officer, Calder Stewart Group  Spouse: Part time employee of Otago Polytechnic, Project Manager, Business Development	Calder Stewart Group is a Customer of CapableNZ and potential supplier

<b>Kathy GRANT</b>	06-07-18	<ol style="list-style-type: none"> <li>1. Dunedin City Holdings Ltd (Director)</li> <li>2. Trustee of numerous private trusts</li> <li>3. Gallaway Cook Allan (Associate)</li> <li>4. Dunedin City Treasury Limited (Director)</li> <li>5. SDHB (Commissioner)</li> </ol> Spouse: <ol style="list-style-type: none"> <li>1. Gallaway 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 (Chair)</li> <li>10. Trustee of numerous private trusts</li> </ol>	
<b>Michael HORNE</b>	02-02-18	<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. Greenbriar Limited</li> <li>10. Otago Museum Trust Board (Treasurer)</li> <li>11. Palmer &amp; Son Limited</li> <li>12. Palmer Resources Limited</li> <li>13. Palmer MH Limited</li> <li>14. Palmers Mechanical Limited</li> <li>15. PDS (Computer Services) Limited</li> <li>16. Prospectus Nominees</li> <li>17. Prospectus Nominees Services Limited</li> <li>18. Rawhiti Road Investments Limited</li> <li>19. Viblock Limited</li> <li>20. Ashburn Hall</li> </ol>	<ol style="list-style-type: none"> <li>1. Potential supplier</li> <li>10. Potential customer</li> </ol> Others: Nil

			<b>Polytechnic</b>
<b>Bill MORAN</b>	02/07/18	<ol style="list-style-type: none"> <li>1. Director, Pioneer Energy</li> <li>2. Chair and Director, Sport and Recreation New Zealand</li> <li>3. Chair and Director, High Performance Sport New Zealand</li> <li>4. Director, Youthtown</li> <li>5. Trustee, New Zealand Dementia Prevention Trust</li> <li>6. Trustee, New Zealand Football Foundation</li> <li>7. Trustee, Olive Leaf Centre Trust</li> <li>8. Advisory Trustee, School of Government, Victoria University of Wellington</li> <li>9. Advisory Trustee, Play It Strange Trust</li> <li>10. Director, Aspen Initiative New Zealand</li> </ol> <p>Other</p> <ol style="list-style-type: none"> <li>1. Independent Chair, Parliamentary Appropriations Review Committee (Mar-Aug 2018)</li> <li>2. Independent adviser, Crest Hotel, Queenstown</li> </ol>	Nil
<b>Megan POTIKI</b>	26/06/17	<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>	3. Potential supplier



# DRAFT MINUTES

## OTAGO POLYTECHNIC COUNCIL OPEN



<b>Name:</b>	Otago Polytechnic Council
<b>Date:</b>	Friday, August 3, 2018
<b>Time:</b>	9:00 AM to 11:05 AM
<b>Location:</b>	Te Runanga o Moeraki Inc, 43 Tenby Street Moeraki
<b>Board Members:</b>	Kathy Grant (Chair), Paul Allison, Peter Coolbear, Bill Moran, Megan Potiki
<b>Apologies:</b>	Neil Barns, Mike Horne, Darren Evans
<b>Guests:</b>	In attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Debbie Davie, Suzanne Ellison (Otākou), Hinerangi Ferrall-Heath (Puketeraki), David Higgins (Moeraki), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu, Phil Ker (Chief Executive), Chris Morland (Deputy Chief Executive Learner Experience), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Tahu Potiki (Otākou), Kelli Te Maiharoa, Tessa Thompson, Sue Thompson (Te Kaihāpai), Rebecca Williams (Tumuaki)
<b>Notes:</b>	<p>The revised Memorandum of Understanding between Kā Papatipu Rūnaka and Otago Polytechnic was signed prior to the meeting.</p> <p>In opening the meeting Mrs Grant thanked David Higgins for the invitation to meet with the combined rūnaka on the Moeraki marae and for the warmth of the hospitality extended.</p>

## 1. PROCEDURAL

### 1.1 Apologies

Apologies had been received from Neil Barns, Darren Evans and Mike Horne

#### RECOMMENDATION

**That the apologies be received.**

**AGREED.**

### 1.2 Māori Annual Report

The 2017 Māori Annual Report was tabled.

Mrs Grant acknowledged that the meeting provided the opportunity to formally report to the rūnaka in relation to the achievement of the Polytechnic's Māori students. She also acknowledged the authors of the report, describing the document as impressive.

The key points were summarised by Deputy Chief Executive Māori Development/Kaitohutohu Janine Kapa and staff members Sue Thompson and Rebecca Williams.

- Megan Potiki appointed to the Council
- Embedding of the Māori Strategic Framework remained a priority

- Naming of Te Pā Taurira, gifted from Otākou Rūnaka
- Advancement of the Māori Workforce Strategy and subsequent establishment of two new senior Māori positions
- Pleasing results from the Work Environment Survey
- Maintenance of participation rate and an increase in Māori student head count of 13%
- Kāi Tahu participation rate 3.8% of all domestic EFTS
- Progression rate for Māori continued to exceed that of non Māori
- Retention remained high exceeding targets for both Māori and non Māori
- No significant changes in course completion
- Māori graduates working earned higher than others (predominantly with health degrees and those who have graduated through Capable NZ and already in work).
- Qualification completions had declined significantly, in line with a sector trend
- Slightly lower levels of satisfaction, but higher than benchmarked institutions
- A Kāi Tahu cohort of 25 learners scheduled to complete their qualification through Capable NZ this year
- 20 staff completed the Certificate in Mata ao Māori
- Te Reo Māori, Tikaka Māori and Te Tiriti o Waitangi now included in EduBits. Target: 100 completed by end of year.
- Te Punaka Owheo and Poho have gone from strength to strength, providing ongoing support for Māori learners.
- Active Māori researchers and research outputs increased significantly.

Mrs Ellison acknowledged that the Polytechnic currently provides two scholarships per rūnanga and asked if there was any consideration being given to increasing those levels. She noted that there may be an opportunity through TEC's Iwi Influenced Investment to provide scholarships for trades.

Mr Potiki noted the comfortable relationship the Polytechnic has with Ngai Tahu, and said he appreciated the Polytechnic's constant attention to targets.

Mr Ker spoke of a concept he was currently working on with a partner, for a pop up trades training campus. The partner would provide the land and cost of building the houses which would be built by trainees. The houses would be available for workforce accommodation during the hospital rebuild and could be utilised for social housing thereafter.

### **1.3 Conflict of Interest**

No conflicts were declared in relation to any item on the open Agenda.

### **1.4 Confirmation of Minutes**

#### **RECOMMENDATION**

**That the minutes of the open section of the meeting held on 6 July 2018 be confirmed as a true and correct record.**

**AGREED.**

### **1.5 Action from Previous Meeting**

<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

## 1.6 Matters Arising

There were no matters arising.

## 2. REPORTS

### 2.1 Chair (verbal)

Mrs Grant had nothing to report.

### 2.2 Chief Executive

#### Summarised Finance Report for the period ended 30 June 2018

A table provided an overview of the Polytechnic's 2018 financial performance to date compared against the draft forecast with variances.

Key points:

- Net operating profit of \$2,230k favourable to forecast by \$642k
- Capex lower than forecast to date by a net \$1,426k
- EFTS enrolments at 5,080 exceeding YTD forecast of \$5,068 with strong international enrolments. Confirmation had been received from TEC that all EFTS will be funded up to 109.5%. Mr Ker advised that a microcredential centre was being established for 2019. He added that there are potentially 2 - 3% additional EFTS to be achieved through EduBits next year.

#### Media Report

A media report had been provided by Shane Gilchrist, Media Liaison.

#### External Liaison

Mr Ker had met with a number of groups and individuals since the last meeting.

#### RECOMMENDATION

**That the Council receives this report.**

**AGREED.**

### 2.3 TEC Focussed Council Briefing: Ōritetanga and Learner Success

Dr Coolbear had recently attended a TEC briefing day in Wellington for TEI council members, on achieving parity of achievement for Māori and Pasifika learners.

A key takeaway for Dr Coolbear was the importance of implementing a system for early referral of students at risk to the right support. He noted that EIT (which has a majority of Māori learners) was offered as an example of excellent practice within New Zealand.

Mr Ker reported that senior staff from the TANZ partners had recently met in Wellington for two days and had agreed on a collective priority to lift Māori learner achievement. TANZ partners were now collaborating to form a Māori capability framework and were seeking research funding for this work.

### 3. MATTERS FOR NOTING

#### 3.1 Council Calendar

It was noted that there will be no Council meeting in September.

#### 3.2 Executive Leadership Team Interests Register

The Executive Leadership Team Interests Register was noted.

#### 3.3 Academic Board Minutes

Minutes of the meetings held on 8 and 29 May 2018 were noted.

#### 3.4 Staff Subcommittee Minutes

The minutes of the meeting held on 1 March 2018 were noted.

#### 3.5 Item moved from closed section

With the agreement of those present, discussion of the TEC Stakeholder Engagement paper was moved to the Open section of the meeting.

### 4. MEETING CLOSED

#### 4.1 Meeting closed at 11.05am

**Next meeting:** Otago Polytechnic Council - Open - Friday, 5 October 2018, 12:30 PM

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

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

**CHIEF EXECUTIVE'S REPORT****Summarised Finance Report for the period ended 31 August 2018**

The following table provides an overview of Otago Polytechnic's 2018 financial performance to date and compares this against the forecast with variances.

<b>August 2018</b>	<b>2018 Year to Date Actual</b>	<b>2018 Year to Date Forecast</b>	<b>Variance</b>
	<b>(\$000s)</b>	<b>(\$000s)</b>	<b>(\$000s)</b>
Revenue	<b>\$ 73,390</b>	<b>\$ 71,769</b>	<b>\$ 1,620</b>
Expenditure	<b>\$ 68,741</b>	<b>\$ 67,777</b>	<b>\$ (964)</b>
Net Surplus	<b>\$ 4,649</b>	<b>\$ 3,993</b>	<b>\$ 656</b>
Capital Expenditure	<b>\$ 11,134</b>	<b>\$ 12,264</b>	<b>\$ 1,131</b>
Employment Cost as a percentage of revenue	<b>46.1%</b>	<b>47.1%</b>	<b>1.0%</b>
Student Fees as a % of revenue	<b>44.0%</b>	<b>44.0%</b>	<b>0.0%</b>
Government Funding as a % of revenue	<b>41.6%</b>	<b>41.9%</b>	<b>0.3%</b>
Working Capital	<b>39.1%</b>	<b>44.0%</b>	<b>(4.9)%</b>
Cash In/Cash Out	<b>118.4%</b>	<b>123.5%</b>	<b>(5.1)%</b>
Net Monetary Assets (000's)	<b>\$ 447</b>	<b>\$ 3,650</b>	<b>\$ (3,203)</b>
Debt / Equity Ratio	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>
EFTS	<b>5,418.5</b>	<b>5,364.6</b>	<b>53.9</b>

**Key Points:**

- The net operating profit of \$4,469k is favourable to forecast by \$656k. Some of this variance is due to the share of OPAIC profit being higher than YTD forecast. The remainder of the variance is timing at this stage.
- Capex is lower than forecast to date by a net \$1,131k with the majority of categories behind on spend compared with YTD forecast
- EFTS enrolments at 5,419 exceed the YTD forecast of 5,365 with continued strong international enrolments as well as strong second semester domestic enrolments. We are currently sitting at 105.5% of our original Mix of Provision Cap in the SAC3+ pool. We have had confirmation from TEC that all EFTS will be funded up to 109.5%

**PIN Conference**

I attended the Postsecondary International Network conference hosted by Yavapai Community College in Arizona. The conference theme was "Changing Perspectives" and was focused on contemporary issues in postsecondary education. As well, we had the opportunity to tour the Yavapai facilities and to hear of examples of good practice from member institutions. I gave a presentation on micro-credentials and the Otago Polytechnic EduBits service – very much a contemporary issue globally. There was considerable interest in what we are doing here in New Zealand around micro-credentials and at Otago Polytechnic specifically. Micro-credentials are being seen as a viable alternative to vocational learning where learners are not wanting or able to commit to full qualifications of two years or more, though also being seen as a highly flexible vehicle for delivering training around new skill sets which are needed in response to rapidly changing technologies. Janine Kapa also presented – on Otago Polytechnic's responsiveness to Māori educational aspirations. She focused on Otago Polytechnic's relationship with Rūnaka and the implementation of our Māori Strategic Framework. Delegates at the conference very much see New Zealand as at the forefront of indigenous education.

Without doubt, the highlight for me was the session on mental health of tertiary students, and in particular, youth suicide. Mental health and youth suicide is one of the most significant issues in postsecondary education worldwide, with all institutions striving to better understand causal factors and to implement effective support processes. There were several takeaways for me, which we will be exploring with our staff generally and our learner support staff specifically, over the next few weeks. The first takeaway was that an effective response to student mental health issues requires a whole of organisation approach and cannot be simply a dedicated support service, although that is still an essential element. Two strategies were recommended and we will be considering both. First, to train staff generally in “mental health first aid”. This is a mental health equivalent to the first aid training that we take for granted as necessary to assist people in the case of accidents or medical events. The essence of mental health first aid is having staff equipped to recognise the signs of mental illness and particularly when a person is likely in need of help and to both an effective first responder as well as knowing the best point of referral. The second strategy was a peer support strategy in which those who had effectively managed their own mental health issues were available to support others in need.

There are other ideas worth considering. First, a visit by some of our Engineering staff to the Iron Range Engineering programme in Minnesota. This is a particularly good example of a problem based learning curriculum which has gained international accreditation and which has a strong focus on the transferable skills of the students as well as the usual engineering competencies. Second, Yavapai College regularly sponsors speakers on topical issues with these seminars being open to students, staff and the public at large. This is certainly a role that Otago Polytechnic could play and could do so for all three of our campus communities. Third, was a particularly interesting session on water shortages in Arizona – a ticking time bomb linked directly to climate change. The single biggest issue in finding solutions is the attitude of the general population and this session reminded me of just how important our education for sustainability initiative is. As society increasingly faces up to changing behaviours in the light of the impacts of climate change, it will be better served the more people we have with understandings around sustainable practice.

To finish on a light note, it was a highlight (sort of) to be entertained by a remarkably agile Engelbert Humperdinck. I think all of us hoped that we could be half as energetic and entertaining at 82 as was Engelbert.

### **Media Report**

Attached is a report from Shane Gilchrist, Media Liaison.

### **External Liaison**

- TANZ Chief Executive meeting, Wellington
- TAN Senior Manager two day workshop, Wellington
- TEC Roadmap Stakeholder meeting
- Education Leaders Forum, guest speaker
- Jason Tibble, Regional Commissioner, Ministry of Social Development
- Seth Dickinson and Matthew McKenzie, Aotea Electric
- NZITP meeting, Wellington
- Terry Davies, DVML
- Fiona Kingsford, Chief Executive and Sandy Botterill, Competenz, Auckland
- NZTech CEO Forum, Auckland
- OPAIC Board meeting, Auckland
- PIN Conference Arizona
- ICT Kanazawa delegates
- Sara Williams and Nadine Williams TEC

### **RECOMMENDATION**

**That the Council receives this report.**



**Phil Ker**  
Chief Executive



**A summary of Otago Polytechnic external media activity, from July 25-September 25.  
Produced by Shane Gilchrist, Media Liaison.**

- **470** news items
- Coverage reached a cumulative audience of **7,262,743**
- Online News had the highest volume of coverage (**265 items** or 56% of the total volume of coverage)
- Newspapers reached the highest cumulative audience (5,702,559 or 78% of the cumulative audience)

The range of articles over the past 2 months has been broad: from the news **Sonny Bill Williams** is studying via Capable NZ (which featured in international press, including BBC, Observer and Guardian); to Otago Polytechnic earning **PESA/Baldrige** accreditation; to Otago Polytechnic's **\$50+ million building redevelopment plans**; to student success in a variety of spheres.

**Examples:**

**Sonny Bill Williams: All Blacks legend becomes university student**

BBC 03 Aug 2018 2:47 AM

Internet - International • ID: 990183781

[Read on source site](#)

**Audience**

5,503,572 UNIQUE DAILY VISITORS, 73,676 UNIQUE DAILY VISITORS

**Polytechnic \$50m plan to go ahead**

Otago Daily Times, Dunedin, Elenamcphie 13 Aug 2018

Photo: Yes • Type: News Item • NZ • New Zealand • Press • ID: 994454165

Funding increase granted OTAGO Polytechnic will push ahead with a planned \$50 million redevelopment involving three separate projects, after being granted a funding increase by the Tertiary Education Commission (TEC).

**Audience**

32,696 CIRCULATION

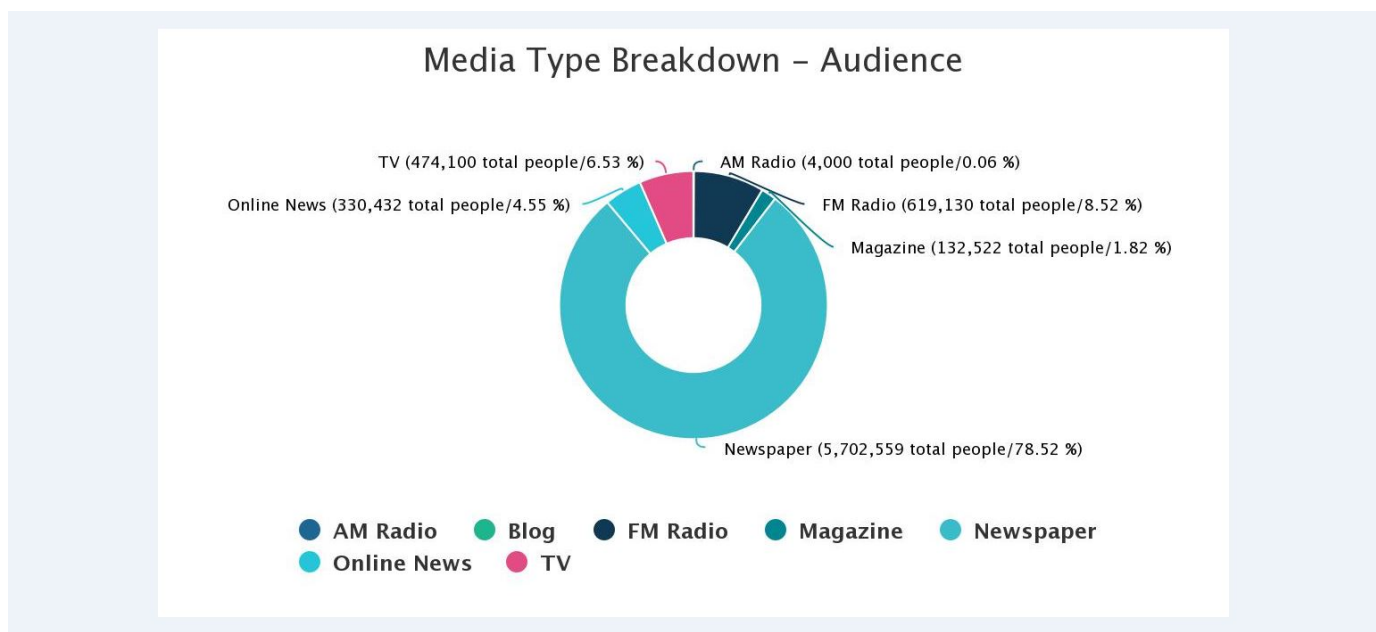
**Excellence award for polytechnic**

Otago Daily Times 06 Aug 2018 4:33 AM

Internet - NZ • ID: 991349137

**Audience**

7,485 UNIQUE DAILY VISITORS, 106 UNIQUE DAILY VISITORS



## OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 7.6k page reads in the past 2 months. The overwhelming majority of readers spend nearly 2 minutes on our story pages.

The most popular item was a Dunedin School of Art listing for free workshops, followed by an article about a Master of Design student heading to Vienna as part of a new international partnership.

## SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong, benefiting from our varied content and high-quality approach to video and photography. Facebook followers has grown 1.5% month on month, to 11.05k.

Recent Facebook highlights include the 2019 campaign “Make It Yours” video; shot with a 3D camera, it has enjoyed an organic reach of 4.6k, post clicks of nearly 900 and 179 reactions/comments/shares.

Overwhelmingly, the most popular post was about Otago Polytechnic’s PESA/Baldrige affiliation (see below), which enjoyed an organic reach of nearly 15k, post clicks of 1.8k and reactions/shares/comments of 725.



**Otago Polytechnic** is 😊 feeling proud.  
Published by Jodie Gibson [?] · 22 August · 🌐

We've become the first organisation in New Zealand to be recognised with a prestigious award for world-class organisational excellence, the Baldrige-affiliated Performance Excellence Study Award (PESA)!

The PESA is comparable to the elite United States' Malcolm Baldrige National Quality Award, and is an acknowledgement of our exceptional levels student and staff satisfaction, educational achievement, teaching excellence, financial performance, and employer satisfaction with o...  
[See more](#)



**Performance for your post**

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**14,874** People Reached

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**726** Reactions, comments & shares ⓘ

<b>573</b> Like	<b>165</b> On post	<b>408</b> On shares
<b>52</b> Love	<b>29</b> On post	<b>23</b> On shares
<b>16</b> Wow	<b>6</b> On post	<b>10</b> On shares
<b>35</b> Comments	<b>21</b> On Post	<b>14</b> On Shares
<b>51</b> Shares	<b>51</b> On Post	<b>0</b> On Shares

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**1,777** Post Clicks

<b>253</b> Photo views	<b>4</b> Link clicks	<b>1,520</b> Other Clicks ⓘ
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**INSTAGRAM**

- 2158 followers; this continues upward trend of previous months.

**LINKEDIN**

Otago Polytechnic’s main LinkedIn page now has more than 12k followers, reflecting steady growth on this channel.



<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: MP0487.00</b>
Title:	<b>Critical Incident and Emergency Management</b>	
Baldrige Criteria:	<b>Operations</b>	
Chief Executive Approval:	Effective Date:	Review Date: <b>1 August 2019</b>
Previous Policy No:	<b>MP0406</b>	Status: <b>Full rewrite - draft</b>
Contact Authority:	<b>Deputy Chief Executive: People, Performance &amp; Development</b>	

### Purpose

Otago Polytechnic has a duty of care to staff, learners and others in the workplace to ensure their safety at all times.

The purpose of this policy is to mitigate risk to Otago Polytechnic staff, learners, contractors and visitors regarding critical incidents.

Raising awareness of these events and communicating information on safe practices ensures that Otago Polytechnic's responses to critical incidents and emergencies are well managed and effective.

### Statutory Compliance

Health and Safety at Work Act 2015 and all associated Regulations and Amendments including Hazardous Substance (Dec 2017)

Fire and Emergency New Zealand Act 2017, and all subsequent amendments

Fire Safety and Evacuation of Buildings Regulations, 2006

New Zealand Building Code – Compliance document for NZ Building codes, and fire safety

Civil Defence Emergency Management Act 2002, and all subsequent amendments

Biosecurity Act 1993, and all subsequent amendments

Defence Act 1990, and all subsequent amendments

Epidemic Preparedness Act 2006, and all subsequent amendments

Health Act 1956 and all associated Regulations and Amendments including Health (Infections and Notifiable Diseases) Regulations 2016

Local Government Act 2002, and all subsequent amendments

Maritime Transport Act 1994, and all subsequent amendments

Policing Act 2008 and all subsequent amendments

Resource Management Act 1991, and all subsequent amendments

Terrorism Suppression Act 2002, and all subsequent amendments

The Education (Pastoral Care of International Students) Code of Practice 2016, Ministry of Education New Zealand

**Civil Defence:** In the event of a declared emergency (such as tsunami, earthquake, other) Civil Defence guidance will come from Local Authorities.

**Legislation and Lead Agencies:** In incidents involving multi agencies one agency takes the lead role. Authority for control on an incident is pre-determined by the following:

- Statute
- Agency protocols
- Agreements between agencies
- Standard Operating Procedures

### Definitions

**Critical Incident** is an unplanned or unforeseen traumatic event which has an impact on the institution, its staff, its learners and the wider community. Examples of critical incidents and emergencies are, but not limited to fire, chemical spill, gas leak, flood, pandemic, an act of terrorism, threat to safety of staff, learners and the wider community.

**Emergency** is an event, or series of events, that can cause death or significant injuries to staff, learners, or the public; or that can suspend business, disrupt operations, create significant physical or environmental damage, or that can threaten the Polytechnic's financial standing or public image.

**Epidemic/Pandemic:** Country wide or world wide spread of disease; widespread occurrence of infectious disease which may be spread quickly to many people.

**Learner-Centred event:** is an event involving one or more learners, which may involve sudden illness (potential for pandemic response), sudden illness causing death, self-harm incident, accident causing serious injury or accident causing death. This can be course related or outside of teaching time.

**Incident Emergency Control Centre** is an area or zone on campus that becomes the base for the Incident Emergency Management Team (IEMT).

**Incident Emergency Management Team (IEMT)** is a group led by an Incident Controller who have been assembled from throughout Otago Polytechnic and who have the training, skills and knowledge required to react effectively during an incident or emergency. IEMT is responsible for the operational management of the incident or emergency in line with the Incident Emergency Management Plan with the immediate focus on saving life and property.

**Strategic Emergency Management Group** is the Executive Leadership Team which will be responsible for events that have long term, high fiscal impact on the organisation. Such an event would have impact on business continuity and strategic way forward for the organisation. This group is convened on advice from the Incident Controller.

## Policy

1. **A Critical Incident or Emergency** is declared by the Chief Executive or delegate when it is deemed that an Emergency cannot be managed by day-to-day operational management. The Critical Incident / Emergency Management Plan is activated at this point and continues throughout the period of the emergency.
2. It is the responsibility of staff and learners to be thoroughly conversant with evacuation arrangements concerning buildings and areas in which they work.
3. Staff must briefly outline the critical incident and emergency procedures to learners and visitors at the beginning of any programme, course or meeting.
4. **Training**
  - 4.1. All Otago Polytechnic staff are encouraged to be conversant with this policy. Familiarisation will form part of new staff induction.
  - 4.2. Selected Otago Polytechnic staff will be trained to the NZ standard Level 2 Coordinated Incident Management System (CIMS).
  - 4.3. Selected Otago Polytechnic staff will be trained as emergency wardens. A list of Otago Polytechnic emergency wardens is available on the internal intranet site, Tūhono or by contacting the Safety and Wellbeing Representative in a particular work area.
5. **Levels of Incident/Emergency and Notification Criteria**
  - 5.1. All incidents/accidents are notified to the Safety and Wellbeing Manager who, depending on the seriousness of the incident/accident, and after discussion with Deputy Chief Executive People, Performance and Development, will escalate according to the notification and escalation table in 5.4.
  - 5.2. Critical Incidents, Emergencies or Learner Centred events are categorised at several levels. (Refer to clause 5.4). Subsequent response activities will vary depending on the nature of the event.
  - 5.3. The Chief Executive, or delegate, has the ultimate responsibility and authority for declaring a Critical Incident or Emergency and making key executive decisions such as those pertaining to:
    - closure of part or all of the campus;
    - evacuation of non-essential personnel;
    - suspension of business activity; and
    - business continuity.

## 5.4. Notification and escalation table

Level No:	Event	Notification – immediate to:	Escalation - Safety and Wellbeing Manager will notify
1	<ul style="list-style-type: none"> <li>Where individuals are involved, dependent on incident</li> <li>Worksafe Notifiable Event</li> <li>Damage that results in minimal business loss</li> <li>Minimal cost is incurred</li> <li>Where the reputation of OP may be at risk</li> <li>Negligible environmental Impact</li> <li>No serious breach of legislation</li> <li>Financial loss &lt;\$5000</li> </ul>	Safety and Wellbeing Manager* or Director People and Culture	DCE People Performance & Development  Head of School/College or Service Area  Chief Executive  Council – where OP reputation is at risk.
2	<ul style="list-style-type: none"> <li>Where more than one person is involved</li> <li>Where an incident could have caused multiple injuries</li> <li>Plant or property damaged</li> <li>Minor costs incurred</li> <li>Where the reputation of OP is at risk</li> <li>Long term or significant environmental impact</li> <li>Breach of legislation</li> <li>Financial loss \$5000 - \$0.5 million</li> </ul>	Safety and Wellbeing Manager* or Director People and Culture	DCE People Performance & Development as Incident Controller who will activate the Incident Emergency Management Team (IEMT) in consultation with the Chief Executive  Council
3	<ul style="list-style-type: none"> <li>Death</li> <li>Multiple people injured</li> <li>Worksafe notifiable event</li> <li>Significant structural or environmental damage</li> <li>Significant financial loss</li> <li>Possible permanent closure of the business site</li> <li>Significant business interruption</li> <li>Significant costs incurred</li> <li>Where the reputation of OP is at risk</li> <li>Highly significant long term environmental impact</li> <li>Legislative breach causing cease of operation</li> <li>Financial loss - &gt;\$0.5 million</li> </ul>	Safety and Wellbeing Manager* or Director People and Culture	Chief Executive or delegate  Council immediately

*\*If the Safety and Wellbeing Manager is not available the Director People and Culture will act in their place.*

*In all cases where a named person is not available their delegate will act in their place.*

## 6. Activation of the Critical Incident and Emergency Management Plan - applies to levels 2 and 3

6.1. Among the key factors for the Chief Executive, or delegate, to consider in making the decision to activate the Critical Incident and Emergency Management Plan are:

- whether life and/or property are at risk;
- a large area is affected (entire campus/city/region);
- other emergency services are involved;
- the emergency is longer term (longer than one day);
- it is a serious health incident which could cause major disruption to Polytechnic teaching and services;
- where emergency declaration is made by local government authorities.

- 6.2. The principle of 'prudent over-reaction and rapid de-escalation' applies when making the decision to declare a Critical Incident or Emergency. It is easier and usually more effective to scale down an over-reaction than it is to escalate an under-reaction.
- 6.3. When a Critical Incident or Emergency is declared, this 'Plan' and the Emergency Communications Plan are activated (refer to standard operating procedure MP0487\_CIM\_SOPs (002)).

## 7. Response

- 7.1. In the event of a Critical Incident and Emergency, teams will be brought together to manage the event determined by the level of the incident or emergency as per clause 5.4, Levels of Incident Emergency and Notification criteria.
- 7.2. The Chief Executive may delegate to the Incident Controller (when available, Deputy Chief Executive: People Performance and Development), full responsibility to manage the initial response to a Critical Incident and Emergency including decisions around operational priorities and resource allocation. The Incident Controller, is then responsible throughout the event.
- 7.3. The Incident Emergency Management Team (IEMT), shall be activated at Levels 2 & 3. They will be responsible for the operational response phase of any event. The IEMT shall comprise:

Critical Incident or Emergency Role	Polytechnic position
Incident Controller	DCE People Performance and Development (or delegate)
Property and Operations Manager	Capital Works and Facilities Manager (or delegate)
Health and Safety Manager	Safety and Wellbeing Manager (or Director People and Culture, or delegate)
Communications and Planning Manager	Director External Relations, Marketing and Communications
Recovery Manager	Director Business Services
Administration Support	Executive Assistant to DCE PPD (or delegate)
Learner Services	Director Learner Services

*Note 1: The Incident Emergency Management Team has delegated authority for emergency expenditure in the interests of staff and learner safety and wellbeing. (e.g. Generators, Port-a-loos, tools and equipment).*

*Note 2: At this stage and following advice from the Incident Controller, the Strategic Emergency Management Group (SEMG) may also be convened to discuss the Critical Incident or Emergency and provide additional strategic decision making to assist the Incident Emergency Management Team IEMT.*

- 7.4. The Chief Executive or Incident Controller, through the Communications and Planning Manager will notify the Incident Communications Team who will take appropriate steps to ensure information is quickly broadcast to staff and learners.
- 7.5. The role descriptions for staff that make up the Incident Emergency Management Team are documented separately. When the Critical Incident and Emergency Management Plan is activated, these staff will be released from their usual roles to take up their Critical Incident or Emergency management roles.
- 7.6. Checklists will be provided for the IEMT to review and act on in relation to each event and will be created specifically for the following timeframes:
- Immediate response – hours 1 to 6
  - Secondary response – hours 6 to 24
  - Recovery response – hours 24 to 48
  - Long term recovery – hours 48 onwards.

- 7.7. Members of the Executive Leadership Team (ELT), or any other Otago Polytechnic staff member, may be called on as appropriate.
- 7.8. During the management of any event, additional support will be made available using the resources available through Learner Services, Chaplaincy Services and Staff Assistance Providers (SAP).
- 7.9. The physical location of the **Incident/Emergency Control Centre** will be such as to manage an effective response to a Critical Incident or Emergency:
- **Dunedin Campus** – F209 Puna Kawa or in the event this room is not accessible, Campus Service in S Block.
  - **Central Campus** – Main Office with video conferencing to connect with Dunedin Campus.
  - **AIC** – Main boardroom with video conferencing to connect with Dunedin Campus.
  - Other Campus's and distance staff / learners, via skype, cell phone or other means.

*Note: Incident/Emergency Control Centre may change dependent on event or structure availability.*

## 8. Post incident review and improvement.

- 8.1. The appropriate procedure will be reviewed and updated as required at the conclusion of each such incident and by the persons involved in the management of that incident.
- 8.2. Testing of the Critical Incident and Emergency Management Plan shall be conducted as a practical and desktop exercise on alternate years, or otherwise more frequently if required.

## 9. Reporting: Council will be notified of all activated incidents through Safety and Wellbeing reporting mechanisms.

### Referral Documents

Security plan (still to be developed)  
 AP0508 Student Rights and Responsibilities  
 MP0402 Health and Safety Induction and Training  
 AP0602 Learner Discipline  
 MP0303 Authorities and Delegations from Chief Executive  
 MP0304 Specific Financial Authorities and Delegations

Specific Incident or Emergency description and action – refer to printed flipcharts at entrances and exits to School/College/Service Areas.

For other procedures relevant to each incident/emergency are documented as Standard Operating Procedures (SOP's). These include:

- CIM/SOP/001: Contact Lists
- CIM/SOP/002: Emergency Communications Plan
- CIM/SOP/003: Response Plans for Learners

More information can be found at the Ministry of Civil Defence and Emergency Management website: [www.mcdem.govt.nz](http://www.mcdem.govt.nz) or the New Zealand Society for Earthquake Engineering: [www.nzsee.org.nz](http://www.nzsee.org.nz)

Approved by Chief Executive

Date:



## Contact Lists

### Critical Incident and Emergency Planning

(August 2018)

#### Incident or Emergency Management Team (IEMT)

IEMT Title	Polytechnic Position	Name	Cell Phone	Level 1	Level 2	Level 3 limited
Incident Controller	Deputy Chief Executive: People, Performance and Development	Jo Brady	027 222 7935		✓	✓
Property and Operational Manager	Capital Works and Facilities Manager	Tracey Howell	021 285 4216	✓	✓	✓
Communications and Planning Manager	Director External Relations, Marketing and Communications	Mike Waddell	021 735 645		✓	✓
Health and Safety Manager	Safety and Wellbeing Manager	Andy Westgate	021 735 439	✓	✓	✓
Recovery Manager	Director Business Services	Louisa Homersham	021 941 476		✓	✓
Learner Services	Director Learner Services	Brayden Murray	021 147 8928		✓	✓
Administrative Coordinator	Executive Administrator	Andrea Hessian	027 444 0345		✓	✓

#### Additional trained personnel who can deputise in any of these roles if required.

IEMT Title	Polytechnic Position	Name	Cell Phone	Level 1	Level 2	Level 3 limited
Incident Controller	Deputy Chief Executive: Chief Operating Officer	Philip Cullen	021 735 618		✓	✓
Incident Controller - Learner focus	Deputy Chief Executive Learner Experience	Chris Morland	021 735 521		✓	✓
Property and Operational Manager	Team Leader Custodial and Trades	Chris Patchett	021 735 652	✓	✓	✓
Communications and Planning Manager	Internal Communications Officer	Kathryn van Beek	021 884 430		✓	✓
Health and Safety Manager	Director People and Culture	Ross Funnell	021 735 275	✓	✓	✓
Deputy Recovery Manager	Senior Financial Analyst	Heather Cadogan	021 735 605		✓	✓
Administrative Coordinator	Executive Administrator	Jeanette Corson	021 735 319		✓	✓
	Chief Information Officer	Steven Turnbull	021 711 392			
	Customer Support Manager	Colin Armstrong	021 711 386			
		Academic Staff Rep				
Chaplain	Chaplain	Steve Downey	021 735 286			
Learner focus	Student Success Team Leader	Patricia Quensell	021 735 100			
Learner focus - International	International Learner Support	Sheena Roy	027 497 2452			
Learner focus - International	International Learner Support	Yvonne Fogarty	021 735 258			
Learner focus	Domestic Learner Support	Celia Hepburn	021 735 363			
Learner focus - International	Study Abroad / Exchange	Elizabeth White	021 705 976			
Learner focus - International	International Short Courses	Aaron Blaker				

**Strategic Emergency Management Group (SEMG) - Executive Leadership Team**

Name	Polytechnic Position	Cell Phone	Level 1	Level 2	Level 3 (limited)
Phil Ker	Chief Executive	021 448 259	✓	✓	✓
Chris Morland	Deputy Chief Executive: Learner Experience	021 735 521		✓	✓
Janine Kapa-Blair	Deputy Chief Executive: Maori Development / Kaitohutohu	021 479 495		✓	✓
Philip Cullen	Deputy Chief Executive: Chief Operating Officer	021 735 618		✓	✓
Jo Brady	Deputy Chief Executive: People Performance and Development	027 222 7935		✓	✓
Oonagh McGirr	Deputy Chief Executive: Learning and Teaching Services	021 735 910		✓	✓

**Formal Leaders - Heads of School/College**

(should be notified of all incidents in their area)

Name	Polytechnic Position	Cell Phone	Level 1	Level 2	Level 3 (limited)
Caroline Terpstra	Head of College Art and Design (includes school of Business) Head of Food Design Institute	021 735 489	✓	✓	✓
Clive Humphries	Acting Head of School – Art	03 479 3671	✓	✓	✓
Aaron Blaker	English Language Centre	03 479 3358	✓	✓	✓
Richard Nyhof	Head of College, Engineering, Construction and Living Sciences (includes Information Technology)	021 735 304	✓	✓	✓
Sally Baddock	Head of School, Midwifery	021 705 782	✓	✓	✓
Ian Crabtree	Head of School, Nursing	021 735 032	✓	✓	✓
Megan Gibbons	Head of College, Te Oha Ora Sports Institute Occupational Therapy	021 780 238	✓	✓	✓
Chris Williamson	Head of College, Community Development and Personal Wellbeing	021 246 5664	✓	✓	✓
Alex Huffadine	Campus Academic Manager, Central Otago	027 275 2216	✓	✓	✓
Barbara Emmitt	Campus Operations Manager, Central Otago	03 445 9932	✓	✓	✓
Gagan Sachdeva	Executive Director, AIC	021 162 6765	✓	✓	✓
Signal ICT Grad School	Kylie Jackson	027 561 4120	✓	✓	✓
Wintec	Kathryn Van Kampen (?)				



**Formal Leaders – Service Areas**

(should be notified of all incidents in their area)

Name	Polytechnic Position	Cell Phone	Level 1	Level 2	Level 3 (limited)
Ross Funnell	Director People and Culture	021 735 275	✓	✓	✓
Matt Carter	Director Business Relations	021 735 457	✓	✓	✓
Mike Waddell	Director External Relations, Marketing and Communications	021 735 645	✓	✓	✓
Kathryn van Beek	Internal Communications Officer	021 884 430	✓	✓	✓
Louisa Homersham	Director Business Services	021 941 476	✓	✓	✓
David McMaster	Director Learning and Teaching Development	021 735 506	✓	✓	✓
Lesley Smith	Associate Director Quality Services	021 735 494	✓	✓	✓
Leoni Schmidt	Director Research and Postgraduate Studies	021 245 2895	✓	✓	✓
Andy Kilsby	Secondary Tertiary Manager	027 572 7382	✓	✓	✓
Tracey Howell	Capital Works and Facilities Manager	021 285 4216	✓	✓	✓
Steven Turnbull	Chief Information Officer	021 711 392	✓	✓	✓
Chris Patchett	Team Leader Custodial and Trades	021 735 652	✓	✓	✓
Colin Armstrong	Customer Support Manager	021 711 386	✓	✓	✓
Brent Hopkins	Team Leader: Contact Centre	03 471 6246	✓	✓	✓
Katie Wise	Team Leader: Communications	021 0291 0454	✓	✓	✓
Marc Doesburg	Director: Internationalisation	021 732 084	✓	✓	✓
Steve Downey	Chaplain	021 735 286	✓	✓	✓
Brayden Murray	Director Learner Services	021 147 8928	✓	✓	✓
Lesley Scoullar	OPSA	0276 117 795	✓	✓	✓
OP Learner Health	Helen Munro / Nicki McNoe	03 479 6082	✓	✓	✓

**Notes:**

- The Chaplain and OPSA representation are activated by the Incident Controller
- It is the responsibility of each Head of School/College or Formal Leader to create and make readily available, a phone tree of those that they will notify within their designated areas.

**External Contacts**

Business Name	Name	Cell Phone	Landline
Campus Service Emergency Number	On call staff member		03 474 7290
NZ Police, NZ Fire Service, St John (Emergency Number)			111
NZ Police (Non – Emergency)			03 473 0730
Campus Cop	John Woodhouse	021 190 5950	03 479 4883
Campus Watch (University)		0800 479 5000	03 479 5000
Proctor - University	Dave Scott	021 414 248	03 479 4888
Environmental and Pollution Hotline – 24 hrs		03 366 4663	0800 76 55 88
National Poisons Centre			0800 764 766
Dunedin City Council			03 477 4000
Emergency Dept. – Public Hospital Dunedin			03 479 2900
Dunstan Hospital			03 440 4300
Medical Officer of Health			
City Gas – Gas Supplies		0800 668 257	03 488 4884
BOC			0800 111 333
Delta		0800 433 582	03 474 0322
Aotea Electrical			03 455 1039
Barry Dell Plumbing		027 432 8834	03 455 4100
Armourguard			03 477 8692
First Security	Tristan Nixon	0275 857 600	03 466 3082
Spotless Services			03 477 1224
Security Specialists Electronic Doors		03 479 2150	03 477 0250
Dunedin Security - Locksmiths			03 477 2900
Vodafone	Ajay Kumar Parmar	021 224 5969	
WINZ	Nikki Murray	029 200 8012	03 955 6553
Worksafe NZ – Notifiable events			0800 030 040
Worksafe NZ (Local Branch)	James Gourley	027 333 4337	03 955 4052
StudyLink			0800 889 900
Victim Support			0800 842 846
ICT – Japanese Interpreter	Tomomi Hayde	027 7744000	
Chinese Translator	Yuan Pei	021 245 7204	
German Translator	Marc Doesburg	021 732 084	
Ministry of Foreign Affairs	enquiries@mfat.govt.nz		04 439 8000
NZQA Code staff	code.enquiries@nzqa.govt.nz		0800 697 296
Embassy / consulate			
International Learner Insurance provider			0800 864 227
Immigration NZ	Unicare: claims@crombie.co.nz		0508 558 855
Funeral Director	Hope and Sons		03 455 5074
Ministry of Health	https://www.health.govt.nz/		
Lawyer	Anderson Lloyd, lawyers@andersonlloyd.co.nz		03 477 3973

*blue highlights are learner focus contacts*

**Notes: In Case of Emergency**

- Cellphones or emergency phones, Dial 111.
- Say which emergency service you want: Fire / Ambulance / Police.
- Give exact location – Block name and street address.
- If possible, have someone outside to meet and direct the Ambulance, Fire Service or Police.

**Otago Polytechnic Emergency 24 Hour Number Ph. 03 474 7290**

Note: if your situation is not an emergency, seek advice and notify a senior member of staff as per contact lists above.



## Emergency Communications Plan

### Critical Incident and Emergency Planning

(November 2016)

#### 1. PURPOSE

During a critical incident, emergency or learner centred event, staff, learners, the public and the media need timely, accurate information on the situation. Appropriate information will be made available prior to events regarding the incident and the actions taken to further minimise injuries, loss of life and damage to property. This Plan, aimed at mitigating risk to Otago Polytechnic staff and learners, sets out how Otago Polytechnic will communicate with its stakeholders, who is responsible for communication efforts, and the resources that will be used.

#### 2. ORGANISATION OF THE PLAN

**The Communications Team:** The Communications Team comprises staff from Marketing and Communications and is managed by the Director External Relations, Marketing and Communications. When a Critical Incident, Emergency or Learner Centred event is declared, the core of the Communications team will convene at the appointed Incident Control Centre (ICC) together with the Incident Emergency Management Team (IEMT). The Communications team is responsible for all internal and external communications during an incident or emergency, with the exception of announcements from the Chief Executive or delegate. The Communications team is required to:

- i. Support and advise the Executive Leadership Team and
- ii. Support and advise the Incident Emergency Management Team (IEMT) in the Incident Control Centre (ICC). When an Emergency has an impact on other agencies, the Communications team will coordinate communications with those agencies. Agencies are likely to be the Police, other emergency services, Civil Defence and University of Otago.

#### 3. NOTIFICATION OF A STATE OF CAMPUS EMERGENCY

The Incident Controller is responsible for notifying the Communications team that the Chief Executive has declared a Critical Incident, Emergency or Learner Centred event. The Communications team will then notify staff, learners, and the general public that a Critical Incident, Emergency or Learner Centred event exists. During this period, the Polytechnic's web page will serve as the primary tool for providing information to stakeholders. Press releases and other more conventional tools will be used as business functions begin to return to normal — likely the second or third day, depending on the scope of the incident.

**4. NOTIFICATION SYSTEMS**

The following tools will be used to provide information to stakeholders during a Campus Emergency:

<b>System</b>	<b>Responsibility</b>
All-staff email	Director External Relations, Marketing and Communications or delegate with operational support from HR and Communications team
All-learner text	Director External Relations, Marketing and Communications or delegate with operational support from Learner Services and ISS
All-learner email	Director External Relations, Marketing and Communications or delegate with operational support from Learner Services and ISS
All-Council email – in the event of normal communication channels being rendered inoperable, a messenger will be sent	Chief Executive or delegate with operational support from Communications team
Polytechnic website	Director External Relations, Marketing and Communications or delegate with operational support from Communications team and ISS
OPSA website	Director External Relations, Marketing and Communications or delegate with operational support from OPSA representative
The 0800 number – auto generated voicemail	Director External Relations, Marketing and Communications or delegate with operational support from the Team Leader of the Contact Centre
Digital screens	Director External Relations, Marketing and Communications or delegate with operational support from HR and Communications team
Telephones and/or PA system	The Incident Controller or Director External Relations, Marketing and Communications will use phones/system to broadcast messages as necessary.
Email, Social Media Releases	Director External Relations, Marketing and Communications or delegate
Radio/Television	Director External Relations, Marketing and Communications or delegate

The Chief Executive will provide emergency information to Tertiary Education Commission (TEC) and other government agencies as necessary.

The Director Internationalisation will provide emergency information to international agencies as necessary.

**5. APPROVAL PROCESS**

The following process has been designed to ensure that all communications issued by the Communications team during a Critical Incident, Emergency or Learner Centred event, reflect Otago Polytechnic's high standards and are accurate, timely and able to be understood by the target audience.

<b>Pre-state of Incident or Emergency</b>	The Communications team will prepare pre-scripted warning and instruction messages as appropriate. All pre-scripted messages will be reviewed and approved by the Director External Relations, Marketing and Communications. <sup>1</sup>
<b>During an Incident or Emergency</b>	The Communications team may release all relevant pre-approved and pre-scripted messages about the Incident, Emergency or Learner Centred event (including those with minor variations) directly to stakeholders. <b>All</b> messages <b>must</b> be approved by the Director External Relations, Marketing and Communications prior to release.
<b>Recovery Phase</b>	The Communications team may release all relevant pre-approved and pre-scripted messages about the Incident, Emergency or Learner Centred event (including those with minor variations) directly to stakeholders. All other messages will be approved by the Director External Relations, Marketing and Communications prior to release.

<sup>1</sup> Otago Polytechnic confirm they are dealing with a critical incident. No further details are available at this stage. A media release will be made in the next 30 minutes.

**6. INFORMATION RELEASE**

Information released through the Communications team serves as the only information about the Incident, Emergency Learner Centred event, which will be provided to internal and external audiences. Without prior consultation, inadvertent miscommunications can occur and undermine the credibility of the information released by the Polytechnic. During an Incident, Emergency Learner Centred event, the homepage website is the primary tool for communicating related information. Staff, learners, press and the public will be directed to the site for updates. If the internet, electrical power or cell and landline phones are out of service, the Communications team will use other communication tools to share information.

**a. Spokespersons**

The Director: External Relations, Marketing and Communications may advise the Chief Executive to conduct news briefings. The Communications team will recommend and prepare other spokespersons as necessary.

**b. News Briefings**

A news briefing may be called to allow senior Polytechnic staff to directly brief news media. The Communications team will be responsible for organising the location, timing and general format of the news briefing, and notifying news media. The default location for Press Conferences is F215 or in the event of it being unreachable, the Robertson Library.

**7. GENERAL MEDIA INQUIRIES**

During an Incident, Emergency or Learner Centred event, all media queries should be directed to the Team Leader: Communications (see contact list for numbers). The Communication Team is responsible for responding to media inquiries. Subject to Chief Executive approval, the Communications team may arrange media interviews with appropriate staff. In a rapidly unfolding crisis, or an event occurring during non-business hours, the Police may initiate urgent communications independently. The Police are responsible for answering queries related to police activities. This includes announcements of loss of life.

**8. RUMOUR CONTROL**

During a Critical Incident, Emergency or Learner Centred event, the Communications team will monitor TV and radio, Internet news sites, and social media sites to identify and correct substantive rumours and misinformation. Staff who see rumours on social media should screen shot and send to the Communications team for action. [communications@op.ac.nz](mailto:communications@op.ac.nz)

**9. MEDIA ON CAMPUS**

During a Critical Incident, Emergency or Learner Centred event, the Communications team will set up staging areas where media will have access to Otago Polytechnic spokespeople, visuals and other resources. Campus Services staff who are responsible for the use of classroom or building space are asked not to permit media into such areas. The default location for Press Conferences is F215 or in the event of it being unreachable, the Robertson Library.

**11. ROLES AND RESPONSIBILITIES****11.1. Director External Relations, Marketing and Communications.**

During a State of Campus Emergency, the Director External Relations, Marketing and Communications has overall responsibility for communications with staff, learners, the media and the public on behalf of Otago Polytechnic. The Director External Relations, Marketing and Communications works with the Incident Controller.

**11.2. Communications Team.**

The Communications team comprises staff from the Marketing and Communications team and is managed by the Director External Relations, Marketing and Communications. The responsibilities of the team are set out below:

**11.2.1. The Team Leader: Communications** works with the Director External Relations, Marketing and Communications in the Incident Control Centre (ICC) to ensure that necessary information is effectively communicated to staff, learners, the media, (including families of staff and learners) and to the general public. The Team Leader: Communications gains approval from the Director External Relations, Marketing and Communications to release information. The Team Leader: Communications may be asked to attend ELT meetings and to draft communications at the Chief Executive's request. During an Incident, Emergency or Learner Centred event the Team Leader: Communications may assign tasks and delegate responsibilities within the Communications Team.

**11.2.2. The EA to the Director External Relations, Marketing and Communications** manages the logistical and operational needs of the Communications Team.

**11.2.3. Additional personnel** will provide a variety of services as necessary as requested by the Director External Relations, Marketing and Communications, including posting web updates, press conference set-up, field monitoring, handling calls from learners' families, handling media calls, and fielding other incoming calls and emails.

**11.3. Contact Centre staff** will field incoming calls from staff, learners and parents and record rumours and misinformation from the public and passes that information on to the Team Leader: Communications. A script will be provided by the Team Leader: Communications.

**11.4. The Team Leader: Communications** will draft scripts for the Contact Centre. These must be approved by the Director External; Relations, Marketing and Communications.

**11.5. Information Support Services (ISS)** holds overall responsibility for the communication and data systems used for Incident, Emergency, or Learner Centred event communications needs.

**11.6. Human Resources** is responsible for ensuring that all staff have accurate personal information recorded in ME@OP and for supporting ISS with respect to the use of any HR systems that are required for Critical Incident, Emergency and Learner Centred event communication needs.

**12. TESTING AND IMPLEMENTING THIS PLAN**

The Emergency Communications Plan will be tested at least once a year as part of testing the Critical Incident and Emergency Management Plan. This will be a desktop exercise one year and a physical exercise the other. The Deputy Chief Executive: People Performance and Development is responsible for ensuring the Critical Incident and Emergency Management Plan is effectively implemented, that all staff with a role to play in this plan are fully trained and that all notification systems are functional.



## Response Plan for Learners

### Critical Incident and Emergency Planning

(August 2018)

#### 1. WHAT IS A LEARNER CRITICAL INCIDENT?

A learner critical incident is an unplanned or unforeseen traumatic event affecting a learner or learners which has an impact on Otago Polytechnic; our staff, our learners and the wider community. We have a responsibility to be prepared for and to respond quickly, effectively and sensitively to any learner critical incident.

#### 2. WHAT IS A LEARNER SERIOUS INCIDENT?

A learner serious incident is an unplanned or unforeseen event affecting a learner or learners, e.g. injury or illness of a serious but not critical nature.

#### 3. PURPOSE

Otago Polytechnic has a duty of care to staff and learners to ensure staff dealing with the situation are thinking clearly, acting efficiently, communicating responsibly and working as a team to:

- save the life of anyone at risk
- inform those with the need and right to know
- protect others from the effects of the event
- minimise any long term impact on the provider / industry reputation
- restore normality
- mitigate the potential for a reoccurrence or resulting events where possible.

#### 4. LEARNER CRITICAL / SERIOUS INCIDENT RESPONSE TEAM

*This is the IEMT as per SOP001 with the addition of Learner Focus contacts*

In the event of an emergency, the response team may need to provide the necessary support for people immediately affected by the incident and to plan for active monitoring and longer term care of those concerned. The team manages Otago Polytechnic's response to the incident and the communications about it.

#### 5. ROLE OF THE LEARNER CRITICAL / SERIOUS INCIDENT RESPONSE TEAM

*This is the IEMT as per SOP001 with the addition of Learner Focus contacts*

As soon as notification is made of an incident:

- verify that the learner(s) is from Otago Polytechnic
- IEMT to meet (if it's a critical incident)
- ensure a clear understanding of the facts
- select a person from the team to lead and manage the response
- select someone to manage media if required
- plan and approve the immediate response and ongoing strategies
- response manager to be point of contact for feedback and questions
- response manager to maintain group communications, records and documentation
- response manager to allocate individuals roles / responsibilities for ongoing tasks
- ensure appropriate support for staff/learners during a critical incident
- address legal requirements
- address media requirements.

## Critical, or Serious, incident involving a learner

### Procedure:

1. Become aware of the critical or serious incident.
2. Notify response team and other relevant staff members, (eg CE, OP Council). Verify learner status at OP. (NB: The size of the response team varies depending on whether the incident is deemed critical or serious).
3. Response team meet ASAP and select manager/coordinator. Depending on the severity of the event this may be done by phone or email.
4. Establish the response as appropriate.
5. Verify details. Obtain contact details for the investigating police officer as appropriate. Establish what happened, where, when, how and who was involved. Verify the official / legal channel of communication. Determine whether or not there is a waiting period before details are released. Check learner details including course of study, visa. Determine learner's living situation.
6. Ensure family has been notified by the police before making contact with family.
7. Notify friends and family of learner as appropriate, e.g. parents, spouse / partner, flatmates / host family, classmates.
8. Notify relevant OP people, e.g. CE, Leadership Team, pastoral care staff, interpreter.
9. Notify other appropriate parties as required, e.g. agent, teachers, chaplain, embassy, consulate, insurance, lawyer, WorkSafe.
10. Review process. The team to meet after the incident, assess this plan and make changes as required.



**Critical Incident (Learner): 24 hour checklist****Ascertain the facts**

- Confirm the learner name and other details (next page)
- Determine if the incident is due to activity under the control of OP. If so, notify Safety and Wellbeing Manager who will then notify Chief Executive, Deputy Chief Executive People performance and Development, and OP Council
- Identify any religious or cultural considerations

**Incident Emergency Management Team (IEMT) meets**

- Team to meet and establish roles and responsibilities within 21 hours
- Incident Controller to report regularly to Executive Leadership Team
- Contact NZ Police and get details of contact person

**Notify the family**

- Facilitate visas where required (MFAT / NZ Police)
- Establish that the family has been notified

**Pastoral care**

- Decide on appropriate way to notify learners
- Connect affected learners with pastoral support. Start a condolence book
- Contact Pastoral Care staff and inform them of potentially at-risk learners

**Communications**

- Identify and brief a media spokesperson
- Develop and agree media response
- Do not give unnecessary details unless the NZ Police have given clearance to share this information

**Security of the learner's room (if deceased)**

- Ensure security of the learner's room and belongings if not part of a NZ Police investigation
- If flatting, ask the landlord to lock the room until an approved person can do an inventory

**Critical Incident (Learner): Week one checklist**

Day two

- Update family members and friends
- Update response team, media spokesperson
- If the incident was a death, liaise with family and funeral directors, organise a blessing / religious ceremony / memorial
- Liaise with insurance company
- Help the family make arrangements.
- Org-wide communication if needed

Day three

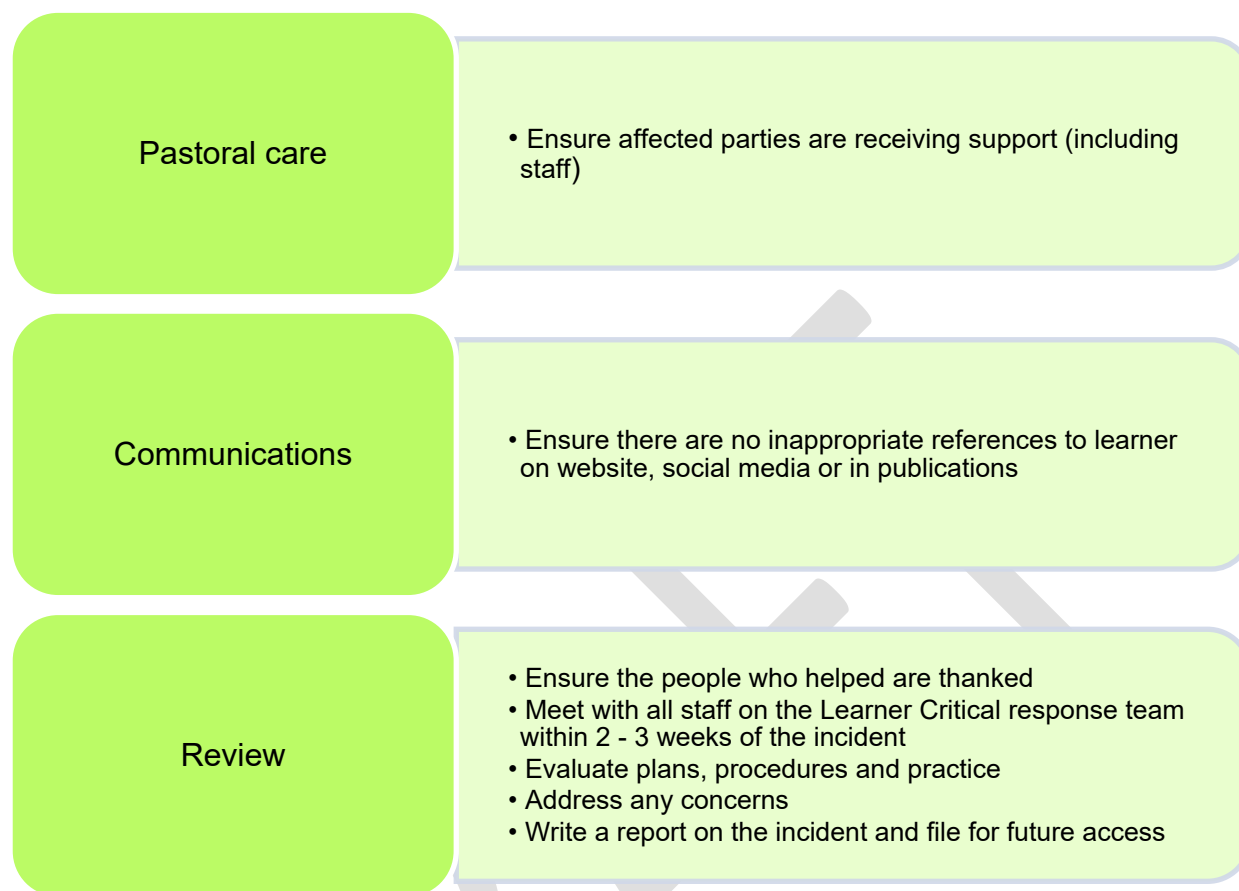
- Update family members and friends
- Update response team, media spokesperson
- Change status of learner file if needed
- Verify programme completion
- Verify if any refund is due
- Pastoral care in place for impacted parties

Day four

- Update family members and friends
- Update response team, media spokesperson

Day five

- Update family members and friends
- Update response team, media spokesperson

**Critical Incident (Learner): Longer term checklist****In event of death**

- Notify embassies (if appropriate e.g. international learner)
- Arrange memorial service
- Arrange blessing of site
- Notify insurer
- Notify Chaplain
- Engage an interpreter (if necessary) who can assist throughout the process
- Continue to support the family – assist with travel, accommodation etc
- If necessary, ensure that all information about the learner is removed from OP web pages

*(Suggested actions only – implement if applicable)*



<b>OTAGO POLYTECHNIC COUNCIL POLICY</b>		<b>Number: CP0006.07</b>
Title:	<b>Council Honours Awards</b>	
Baldrige Criteria:	<b>Leadership</b>	
Chief Executive Approval:	Effective Date: <b>1 October 2018</b>	Review Date: <b>1 September 2019</b>
Previous Policy No:	<b>n/a</b>	Status: <b>Current</b>
Contact Authority:	<b>Secretary to Council</b>	

## Purpose

The purpose of the policy is to regulate, guide and structure the process by which the Polytechnic confers Awards on persons of distinction in recognition of their extraordinary contribution to the Polytechnic and/or the wider community.

## Policy and Procedures

### 1. The Awards

Council, may confer awards as follows:

- 1.1 Emeritus Professor;
- 1.2 Honorary Member of Otago Polytechnic;
- 1.3 Emeritus Member of Otago Polytechnic;
- 1.4 Honorary degrees.

### 2. Process

#### ~~2.1 Honours Committee~~

~~2.2.1~~ Council shall establish an Honours Committee which will make recommendations to the Council as to the conferring of Awards.

#### ~~2.3.2 Honours Committee Membership~~

The Honours Committee shall have as members:

- Chair of Council or nominee
- Chief Executive or nominee
- An appointee of the Chief Executive appropriate to the nominee under consideration for the conferring of a Council honour
- the Convenor of the Staff Subcommittee of Council

The Chair or nominee shall chair all meetings of the Honours Committee.

#### ~~2.4.2.3 Recommendation for Awards~~

The Honours Committee shall consider nominations and make recommendations to the Council, under Council approved procedures and criteria, for the conferring of an Award consistent with the following criteria:

##### ~~2.4.12.3.1~~ Emeritus Professor

The award of the title Emeritus Professor may be granted to a retiring/retired professor who:

- a. held the title of professor on retirement;
- b. has made an outstanding/significant contribution to the life and well being of the Polytechnic over and above normal duties, or
- c. has undertaken nationally or internationally respected quality teaching or research, or
- d. has demonstrated innovative and strategically important leadership, or
- e. has developed a dimension of the Polytechnic in a new way, or
- f. has made a significant contribution on behalf of the



Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.

#### 2.4.22.3.2 Honorary Member of Otago Polytechnic

The award of Honorary Member of the Otago Polytechnic may be granted to any person who:

- a. is not, nor has been a permanent employee of the Polytechnic, and
- b. has made an outstanding contribution to the leadership or wellbeing of the Polytechnic through Council, one of the Polytechnic committees, or a section of the Polytechnic, or
- c. has been a major benefactor to the Polytechnic, or
- d. has made a distinguished contribution to the Polytechnic as a visitor, or
- e. has developed a dimension of the Polytechnic in a new way.

#### 2.4.32.3.3 Emeritus Member of the Otago Polytechnic

The award of Emeritus Member of the Otago Polytechnic may be granted to any person who:

- a. has been and is no longer a permanent employee of the Polytechnic, and
- b. has undertaken nationally or internationally respected quality teaching or research, or
- c. has demonstrated innovative and strategically important leadership, or
- d. has made an outstanding contribution to the life and well being of the Polytechnic over and above normal duties, or
- e. has developed a dimension of the Polytechnic in a new way, or
- f. has made a significant contribution on behalf of the Polytechnic to industry, business, and trades or professions on committees which the Polytechnic serves.

#### 2.4.42.3.4 Honorary degrees

The award of an Honorary degree (from the Polytechnic's suite of degrees) may be granted to any person who:

- a. is not a current permanent employee of the Polytechnic nor a current member of the Council, and
- b. has made an outstanding professional contribution to the Polytechnic through the Council, one of the Polytechnic committees, or a section of the Polytechnic, or
- c. has made an outstanding contribution to the wider community.

### 3. **Specific Procedures**

- 3.1 All communications and enquiries about honorary awards should be addressed to the Chair or Chief Executive via the Secretary to Council.
- 3.2 Nominations for the award of Emeritus Professor are made to the Chief Executive who will bring the nomination to the Honours Committee.
- 3.3 Nominations for the conferring of an honorary award may be made by any two persons, one of whom shall be a member of the Council or Academic Board, and shall be made in confidence to the Chair or Chief Executive, who shall bring the nomination to the Honours Committee.
- 3.4 Each nomination shall be accompanied by a statement of the nominee's background in relation to the stated criteria for the award.
- 3.5 The Honours Committee shall consider nominations and make recommendations to the Council for the conferring of an award, and

where appropriate the Chair will consult with the Executive Leadership Team.

- 3.6 Each honorary award shall be conferred by the Council with any such decision to be made by two thirds of Council members present and voting.
- 3.7 Any communication with proposed recipients of honorary qualifications or awards shall be conducted in confidence through the Office of the Chief Executive.
- 3.8 In exceptional circumstances the Council will have the authority to revoke any honorary award if deemed appropriate.
- 3.9 All honorary awards will be conferred on recipients at graduation ceremonies, or at another appropriate ceremony within three years of the award being approved by the Council.
- 3.10 **Entitlements**  
Recipients of Awards will be entitled to:
  - a. use of the Polytechnic facilities generally through the office of the Chief Executive
  - b. use of the Polytechnic's library facilities
  - c. ongoing use of email facilities (former staff only)
  - d. in the case of Emeritus Professor use the title
  - e. in the case of Honorary degrees
    - o wear the academic regalia for an honorary degree
    - o use the award title using the following format Approved Degree Abbreviation (Honorary, Otago Polytechnic) e.g. MFA (Honorary, Otago Polytechnic)
- 3.11 **Authority and Responsibility**  
The Honours Committee is responsible for considering nominations and for making recommendations to the Council for the granting of any honorary award. The Council shall take such recommendations into consideration when deciding whether to confer an honorary award.

**Referral Documents**

Appendix 1 – Council Honours list of recipients.

**Approved by Council**  
**Date: 4-August-2017**



## **Appendix 1 Council Honours list of recipients**

### **Emeritus Professor**

Prof Khyla Russell – 2016

### **Emeritus Member of Otago Polytechnic**

Ron McLeod – 2005

Rosemary Caulton – 2008

Dr Robin Day - 2011

Bridie Lonie – 2014

Dr Maxine Alterio - 2014

### **Honorary Degrees**

Graham Crombie – Master of Design Enterprise - 2010

Margarita Robertson – Bachelor of Design (Fashion) - 2012

Huata Holmes – Master of Professional Practice - 2013

Michel Tuffery – Master of Fine Arts - 2014





<b>OTAGO POLYTECHNIC COUNCIL POLICY</b>		<b>Number: CP0003.05</b>
Title:	<b>Management Reporting of Contracts to Council</b>	
Baldrige Criteria:	<b>Leadership</b>	
Chief Executive Approval:	Effective Date: <b>1 October 2018</b>	Review Date: <b>1 September 2019</b>
Previous Policy No:	<b>n/a</b>	Status: <b>Current</b>
Contact Authority:	<b>Secretary to Council</b>	

**Purpose**

To keep Council informed of major contracts and to enable the Otago Polytechnic Council to perform its governance and fiduciary roles in governing Otago Polytechnic.

**Statutory Compliance**

Education Act 1989 and all subsequent amendments.

**Policy and Procedures**

The Otago Polytechnic Council require management to report to the monthly Council meeting as follows;

- a. Routine contract renewals over the value of \$50,000 (exclusive of GST)
- b. Contracts that are not routine contract renewals over the value of \$20,000 (exclusive of GST)

To inform the report to Council, a Contracts Register will be kept by the Contracts Manager and ~~The Contracts Register~~ the register shall clearly identify the following:

1. Parties to the contract
2. Expiry or renewal date
3. Value
4. Provide a subject section, i.e. Operating Lease, Partnership Arrangement, Service Provision, etc

**Approved by Council**

Date: ~~3 November 2017~~





**COUNCIL CALENDAR 2018 - 19**

Meeting/Event	Oct	Nov	Dec	Jan 2019	Feb	Mar	April	May	June	July	Aug	Sept
<b>Audit Process</b>												
Interim												
Signoff												
<b>Forecast</b>												
<b>Budget</b>												
<b>Council Meeting Fridays</b>	5 Oct	2 Nov	7 Dec Placeholder		1 Feb	1 Mar	5 April	3 May Placeholder	7 June	5 July	2 Aug	6 Sept Placeholder
Departmental Visits												
Evaluation - Review - Report												
Function			14 Dec									
Photo												
<b>Fees Set</b>												
International										5 July		
Domestic												
<b>Finance and Audit Ctee</b>	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb		4 April	2 May	6 June	4 July	1 Aug	5 Sept

Meeting/Event	Oct	Nov	Dec	Jan 2019	Feb	Mar	April	May	June	July	Aug	Sept
<b>Graduation</b>			14 Dec			8 Mar						
<b>Maori Pre-Grad</b>			13 Dec			7 Mar						
<b>Komiti Kawanataka</b> Thurs at 8am	4 Oct	1 Nov	6 Dec	31 Jan	28 Feb		4 April	2 May	6 June	4 July	1 Aug	5 Sept
<b>Investment Plan</b> Draft												
Approval												
Report												
<b>Risk Management</b> Review Policy		4 Oct										
<b>Strategy</b> Workshop Approval												
<b>OP Events</b>		30 Nov 12.30pm Long Lunch	1 Dec Opening of Brewery in Cromwell 7 Dec OP Staff Christmas Party	31 Jan Annual staff meeting								2 Sept OP Spring Breakfast



## OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

Register to be maintained for the Executive Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 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		
2 February 2018	Janine Kapa	Board Member: – Otago Boys' High School – Otago Youth Wellness Trust – A3 Kaitiaki Ltd – KUMA (Southern Māori Business Network) Member, Kāti Huirapa Rūnaka ki Puketeraki (whānau)	Feeder school/possible competitor Potential only Potential for similar clientele Potential for bias	Pecuniary Non-pecuniary Pecuniary Non-pecuniary	Proceed with: • caution & sensitivity • honesty & integrity

<b>Date Updated</b>	<b>Name</b>	<b>Interest Disclosed</b>	<b>Nature of Potential Conflict of Interest with Otago Polytechnic</b>	<b>Pecuniary or non-pecuniary</b>	<b>Agreed approach to manage</b>
26 February 2018	Phil Ker	Board Member: – Malcam Trust – TANZ – TANZ eCampus Limited – OP Auckland International Campus Ltd – Postsecondary International Network – World Federation of Colleges and Polytechnics 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 competitor  Possible bias  Personal interests	Pecuniary  Non-pecuniary  Both	Transparency  Non participation re OP candidates  OP Policy
13 June 2017	Oonagh McGirr	None			
2 February 2018	Chris Morland	SIGNAL ICT Grad School Ellen Morland, OP staff member spouse	Possible competitor Personal interest	Pecuniary Both	Transparency OP Policy



## Academic Board

### Minutes of the *electronic* Academic Board meeting held on 10 July 2018

#### Responses from

1. Lesley Smith (moved)	Approve 10/07/2018 4.33pm
2. Marc Doesburg (seconded)	Approve 10/07/2018 4.41pm
3. Megan Gibbons	Approve 10/07/2018 4.42pm
4. Sue Thompson	Approve 10/07/2018 4.53pm
5. Linda Kinniburgh	Approve 11/07/2018 9.36am
6. Leoni Schmidt	Approve 11/07/2018 10.09am
7. Chris Morland	Approve 18/07/2018 1.56pm
8. Oonagh McGirr	Approve 18/07/2018 2.03pm
9. Sam Mann	Approve 18/07/2018 3.15pm
10. Ian Crabtree	Approve 18/07/2018 3.34pm
11. Janine Kapa	Approve 18/07/2018 3.58pm
12. Brayden Murray	Approve 18/07/2018 4.01pm

#### **Quorum (10) achieved 18/07/2018**

1. Previous Minutes for approval as true and correct record

[A49/18](#) eAB 12June2018 - as attached

**Recommendation A49/18:** That Academic Board approve the meeting minutes of eAB 12 June 2018 as a true and correct record.

**Agreed: Lesley Smith / Marc Doesburg**

[A50/18](#) eAB 22June2018 – as attached

**Recommendation A50/18:** That Academic Board approve the meeting minutes of eAB 22 June 2018 as a true and correct record.

**Agreed: Lesley Smith / Marc Doesburg**

[A53/18](#) eAB 3July2018 – as attached

**Recommendation A53/18:** That Academic Board approve the meeting minutes of eAB 3 July 2018 as a true and correct record.

**Agreed: Lesley Smith / Marc Doesburg**

**Additional face to face meeting - 5 July 2018** face to face academic issues discussion papers presented

- o A55.18 Capability (Mannetal Learning Journey) - Professor Sam Mann
- o A54/18 ITP Sector Reforms a Provocation – Professor Richard Mitchell (not presented Rihcard sick – hold for 2 August meeting)

2. Type 1 Changes, Concurrent Enrolments, Certificate of Proficiency enrolments

[A56/18a](#) Type 1 changes for approval - as attached

**Recommendation A56/18a:** That Academic Board approves the Type 1 Changes as listed.

**Agreed: Lesley Smith / Marc Doesburg**

[A56/18b](#) Concurrent enrolments - as attached

**Recommendation A56/18c:** That Academic Board approves concurrent enrolments as listed.

**Agreed: Lesley Smith / Marc Doesburg**

[A56/18c](#) Certificate of Proficiency enrolments - as attached

**Recommendation A56/18c:** That Academic Board approves the individual Paths of Study for Certificate of Proficiency enrolments as listed.

**Agreed: Lesley Smith / Marc Doesburg**

3. **A57.18** Type 2 change to OT5111 Postgraduate Diploma in Applied Management  
Reversal of change to the initial approval (11886.01 A87/16 19 September 2016). Reduce Teaching weeks from 40 to 32, and reduce Total Gross weeks from 48 to 40.  
**Recommendation A57.18:** That Academic Board approve the reduced delivery weeks for OT5111 Postgraduate Diploma in Applied Management.  
**Agreed: Lesley Smith / Marc Doesburg**
4. Programme Approvals Committee recommends the following programmes to Academic Board for approval and accreditation.

Additional comments and clarification after email correspondence and subsequent discussion of 17 July 2018 between Phil Ker, Oonagh McGirr, Lesley Smith, and Sue Thompson:

- o A second approval by Academic Board will be required for these programmes prior to delivery to sight the embedding of OP's frameworks.
- o The recommendations have been made without being subject to this sighting so as not to hold up the NZQA accreditation process, instead the process will be an internal one.
- o Further information around the process and frameworks to be included will follow at a later date.

**A58.18** NZ2849 New Zealand Certificate in Early Childhood Education (Level 3)

**Recommendation A58.18:** That Academic Board approves the Programme of Study and application for Approval and Accreditation to NZQA for NZ2849 New Zealand Certificate in Early Childhood Education (Level 3).

**Agreed: Lesley Smith / Marc Doesburg**

**A59.18** NZ3563 New Zealand Certificate in Exercise (Level 4)

**Recommendation A59.18:** That Academic Board approves the Programme of Study and application for Approval and Accreditation to NZQA for NZ3563 New Zealand Certificate in Exercise (Level 4).

**Agreed: Lesley Smith / Marc Doesburg**

**A60.18** NZ3564 New Zealand Certificate in Exercise (Level 5)

**Recommendation A60.18:** That Academic Board approves the Programme of Study and application for Approval and Accreditation to NZQA for NZ3564 New Zealand Certificate in Exercise (Level 5).

**Agreed: Lesley Smith / Marc Doesburg**

5. **A61/18** Application to NZQA to update/ formalise the relationship with the Future Skills Academy Ltd, paper was circulated.

Additional clarification from Phil Ker on 11/07/2018, at 5:53 AM:

The key point is that NZQA assert this is a sub-contracting arrangement for which we have not got approval. We disagree on both counts but it is not worth the battle – hence we are simply asking AB to approve the current arrangements we have with Future Skills: FS is simply an employer of convenience of all staff and this is in the process of changing – the Limited Partnership will be the employer by the end of September. AIC follows all OP academic policies, has quality monitored by an OP direct employee and employment agreements are substantively equivalent to OP. For all intents and purposes this is a school of OP, though legally a separate entity. This is what AB is approving.

**Recommendation A61.18:** That Academic Board approves the application to NZQA to update/ formalise the approval of the relationship with the Future Skills Academy Ltd in respect of OPAIC against Rule 17 of the NZQF Programme Approval and Accreditation Rules 2013 (Version 4).

**Agreed: Lesley Smith / Marc Doesburg**

Next scheduled meeting:

- 2 August 2018 face to face academic issues discussion papers presented
  - o A63.18 Collaborative Programme Development (Academic Freedom) - Associate Professor Caro McCaw
  - o A54/18 ITP Sector Reforms a Provocation – Professor Richard Mitchell
- 14 August 2018 – electronic approvals



## Academic Board

### Minutes of the *electronic* Academic Board meeting held on 28 August 2018

#### Responses from

- |                           |                             |
|---------------------------|-----------------------------|
| 1. Lesley Smith (moved)   | Approve 14/08/2018 9.53am   |
| 2. Janine Kapa (seconded) | Approve 30/08/2018 10.28am  |
| 3. Ian Crabtree           | Approve 14/08/2018 10.25am* |
| 4. Marc Doesburg          | Approve 4/09/2018 8.34am    |
| 5. Chris Morland          | Approve 4/09/2018 9.42am    |
| 6. Linda Kinniburgh       | Approve 4/09/2018 10.31am   |
| 7. Oonagh McGirr          | Approve 4/09/2018 5.53pm    |
| 8. David McMaster         | Approve 4/09/2018 5.54pm    |
| 9. Leoni Schmidt          | Approve 4/09/2018 6.00pm    |
| 10. Sally Baddock         | Approve 4/09/2018 6.05pm*   |
| 11. Jordan Dargaville     | Approve 4/09/2018 6.13pm    |
| 12. Brayden Murray        | Approve 4/09/2018 9.46pm    |

Note: Megan Gibbons – Not Approved, comments and questions for more discussion requested (see notes below)

\*agree concerns with timeframes and enrolment chances

#### **Quorum (10) achieved 4/09/2018**

**Background:** The following table outlines TANZ Collaborative Academic Regulations as agreed through Otago Polytechnic Academic Board (A90/17 10 October). The minutes of the October 2017 meeting (A102/17) had stated some non-negotiable elements in the TANZ Collaborative Academic Regulations, however these were back on the table for discussion, namely 2 or 3 enrolments.

If approved the outcome of these recommendations will require urgent policy updates and subsequently some changes to programme documents for alignment which will follow in due course for Academic Board approval as required.

Please note that as part of the substantial Policy Review Reclassification and Rationisation project, July 2018 – June 2019, parts (or in some cases all) of the referenced policies will be subsumed by other merged/combined policies. We will ensure that changes made now will be carried through into the new policy/policies.

Attached for **notification paper A64.18** (refer Appendix 1) a table of TANZ initiated changes already in progress or enacted.

Also circulated for reference to recommendations were:

- A90/17 TANZ Collaborative Academic Regulations
- A102/17 Minutes from 10 October 2017

Notes/Questions/Comments: email correspondence

**From:** Megan Gibbons (to all academic board members) **Sent:** Tuesday, 28 August 2018 4:55 PM

Hi All,

I have some questions around some of this that need some clarity.

Course reenrolments

I have only ever had 2 students fail a course twice and enrol a third time, but in both cases they failed a third time, some of the behaviours needed to be a good learner were missing and they had full support services around them. In OT until the most recent curriculum review we had maximum of 2 enrolments for a course and there were students who we had to exit because they were unsuccessful twice which is also hard, especially if they have passed other courses, and often it happened at 3<sup>rd</sup> year where they also had accumulated significant debt. For this policy to work we have to be fair with students in the first year of their qualification and that can be hard when we are measured on EPI's

The resit policy has some timing implications, particularly if you are a degree student. The timeframe for return of work is 1-4 weeks, if this is at the end of the year, there is usually a lot of marking and often large pieces of work. The resit policy says that if a student gets between 40 and 49% then they should be offered a whole of course resit within a month, this could be really tight and potentially disadvantage the learner. It will have definite challenges for a December graduation.

We have whole of course resits for Occupational Therapy, but we have a limit on how many over the whole degree, this policy says that a learner could do a whole degree getting 40-49% and a resit for every course, so in the worst case 8 courses a year for 3 years = 24 resit opportunities, in reality that is not likely to happen but we have to think about what could happen.

Finally appeals, when I started as HOS for OT I received 19 appeals in December for failed courses or unfair conditions, I have managed to change the culture and get the students to take a bit more ownership, but what level is the appeal being

sent to the appeals committee (is it after the assessment committee and the HOS have dealt with it?) and what will the workload be for this group of people?

Think that was all that I had  
Cheers Megan

**Reply From:** Lesley Smith (to all Academic Board) **Sent:** Thursday, 30 August 2018 9.05 PM

Hi Megan

I agree on the first point, we need to be careful how we manage these students and ensure this policy is socialized from the start of the qualification.

The question of timeframes was a big discussion at Academic Board in prior years, so we will be interested to hear more from members on the practices in their areas.

On the final point of appeals, I think the change to grounds for appeal should help. There will be no grounds for appeal simply on the basis of insufficient marks – which we often see.

#### 8.11 Appeals Against a Grade (truncated)

Grounds for appeals against a final grade/pass are that:

- Additional information has become available which was not available and could not reasonably have been made available at the time the original decision was made; and/or
- There was a material irregularity in the conduct of summative assessment on the course or in the procedures of the resulting process.

If the grounds for appeal have not been satisfied, the student shall be notified within five working days that the appeal will not be heard.

Applications for appeal will be investigated and, if required, an Appeals Committee will be established to review the matter.

Looking forward to more feedback on this one.

Cheers  
Lesley

**From:** Megan Gibbons (to all academic board members) **Sent:** Tuesday, 4 September 2018 6:05 PM

I don't believe we have answers to all the challenges this might create, particularly the enrol maximum of 2 times, and also the timeframes around the resits/resubmission.

Therefore I am not in a position to approve this as I think it needs to be explored more to look at unforeseen consequences and how we manage these, particularly the timing of a December graduation

Cheers Megan

Ian Crabtree and Sally Baddock agree with the concerns around enrolment

TANZ Collaborative Recommendations (from TANZ Collective Academic Regulations – A90.17)	Notes re OP alignment	Recommendation to OP Academic Board
<p><b>6.2 Unsatisfactory Academic Progress (truncated)</b> Any specific Programme Regulations related to exclusions from programmes shall take precedence over the principles identified below. Unsatisfactory academic progress by any student includes the following situations: A student who was enrolled in the same course on two occasions and has not passed that course</p>	<p>This is considered a “principle” rather than a required alignment for programmes to make. Therefore, <b>OP can decide to continue allowing three enrolments into the same course if it wishes.</b> Our policy, <i>AP0521.01 Programme Entry, Continuation and Exclusion</i>, allows <b>three</b> enrolments into the same course (unless programme regulations stipulate exceptions).</p> <p><b>Note:</b> as this is defined as a change to regulations, it is a type 2 change requiring NZQA approval. As NZQA does not allow bulk applications to be filed in their application system, it will mean a type 2 change document and application for every single programme. Additionally, because enrolments will be completed in many programmes before this change can be approved by NZQA (there will be a delay due to the large volume of applications we'll have to file and they'll have to process), we suggest that it becomes effective going forward from semester 2, 2019, and</p>	<p><b>***Discussion A72/18: That Academic Board decide whether Otago Polytechnic will change its policy to allow only two enrolments into one course, and if so, whether there will be any exceptions.</b></p> <p>If Academic Board decides to change institutional policy <i>AP0521 Programme Entry, Continuation and Exclusion</i> on re-enrolments, it makes this decision effective from semester 2, 2019, and exempts any student who requires a third enrolment into a course at any time in 2019.</p> <p>Decision: retain current policy status of 3 enrolments, it is not mandatory to change at this time. This will also save a huge amount of Type 2 approval work in the meantime. Further exploration and discussion may be required at a later stage.</p>



	excludes those who require a third enrolment at any point in 2019 so as to not disadvantage any students due to a late notification of this change.	
<p><b>8.6 Availability of Marked Assessments</b></p> <p>Unless otherwise specified in Programme Regulations, students are entitled to have each piece of marked written work (or a copy) returned within ten working days of the final date for submission. Students will also be given access to information on the criteria used to allocate marks.</p> <p>If a student takes away the original examination script, s/he forgoes the right to apply for a recount or remark of the script or an appeal against the grade.</p>	<p>OP policy AP0900.06 Assessment states that feedback from assessed work will be returned to learners between 1-2 weeks in Certificate and Diploma programmes, and between 1-4 weeks for Degree and Postgraduate programmes (excluding thesis marking). This is at odds with the CARs.</p> <p>There is currently nothing in policy about this.</p>	<p><u>Recommendation A73/18a:</u> That Academic Board approves <b>maintaining current Otago Polytechnic timeframes</b> for return of written work, that is between 1-2 weeks in Certificate and Diploma programmes, and between 1-4 weeks for Degree and Postgraduate programmes (excluding thesis marking). <i>Agreed: Lesley Smith / Janine Kapa</i></p> <p><b>Note: current OP policy AP0900 Assessment is under review and proposed merge with other like policies and further discussion will be had about these timeframes. The reviewed/merged policy will also go for full consultation so there will be time to address this further.</b></p> <p><u>Recommendation A73/18b:</u> That Academic Board approves alignment with TANZ clause 8.6 with respect to examination scripts whereby if the learner takes away the original examination script, s/he forgoes the right to apply for a recount or remark of the script or an appeal against the grade. This clause will be added to Otago Polytechnic policy <i>AP0900 Assessment</i>. <i>Agreed: Lesley Smith / Janine Kapa</i></p>
<p><b>8.11 Appeals Against a Grade (truncated)</b></p> <p>Grounds for appeals against a final grade/pass are that:</p> <ul style="list-style-type: none"> <li>Additional information has become available which was not available and could not reasonably have been made available at the time the original decision was made; and/or</li> <li>There was a material irregularity in the conduct of summative assessment on the course or in the procedures of the resulting process.</li> </ul> <p>If the grounds for appeal have not been satisfied, the student shall be notified within five working days that the appeal will not be heard.</p> <p>Applications for appeal will be investigated and, if required, an Appeals Committee will be established to review the matter.</p>	<p>OP policy does not set out grounds under which a student can appeal a grade. It only states that OP will not consider the appeal if it is "trivial, vexatious, or not made in good faith."</p> <p>OP policy does not establish an Appeals Committee to determine the outcome of an appeal. The policy states that the Te Kaihāpai will rule on the appeal and inform the learner and the school/college of the outcome.</p>	<p><u>Recommendation A74/18a:</u> That Academic Board approves alignment with TANZ clause 8.11 with respect to clarity around grounds for appeals against a final grade, and subsequent addition to Otago Polytechnic policy <i>AP0600 Academic Appeal Process for Learners</i>. <i>Agreed: Lesley Smith / Janine Kapa</i></p> <p><u>Recommendation A74/18b:</u> That Academic Board approves alignment with TANZ clause 8.11 with respect to establishing an Appeals Committee, if required, and subsequent addition to Otago Polytechnic policy <i>AP0600 Academic Appeal Process for Learners</i>. <i>Agreed: Lesley Smith / Janine Kapa</i></p>

Next scheduled meeting:

- 11 September 2018 – electronic approvals

**Appendix 1: Academic Board Papers A64.18, 28 August 2018 for noting**

The following table outlines TANZ Collaborative Academic Regulations that are in the process of being enacted into policy. Additionally there may require some changes to programme documents for alignment, which will follow in due course to Academic Board for approval as required.

<b>TANZ Collaborative Recommendations (from TANZ Collective Academic Regulations – A90.17)</b>	<b>Notes re OP alignment and change enacted</b>
<p><b>4.2 Non-Formal Awards</b> Non-formal awards include:</p> <ul style="list-style-type: none"> <li>Record of Participation</li> </ul>	<p>We offer a similar award termed “Record of Attendance,” however TANZ have stated that this award doesn’t align with online/distance delivery and have requested that we replace our terminology with “Record of Participation” to align.</p> <p><u>Change Enacted:</u> Replacement of the award “Record of Attendance” with “Record of Participation” and align all its policies and systems, with effect from semester 1, 2019.</p>
<p><b>5.3 Additional Requirements for Intl Students (truncated)</b> International students must be over 18 years of age (applicants between the ages of 14 and 18 years will only be accepted after an assessment of the student’s support systems has been made).</p>	<p>I’m not sure that we currently even allow international students between ages 14-18 to enrol at OP? Does something about this need to be added to policy?</p> <p><u>Change enacted:</u> add TANZ clause 5.3 needs to policy <i>AP0504 Application, Entry and Enrolment</i>.</p>
<p><b>5.4 Special Admission (truncated)</b> No domestic student under the age of 16 years may be admitted for any programme unless permission has been granted by the Principal of the school at which the student is enrolled or the student has been exempted from attending school by the MOE.</p>	<p>Registry has advised that students under age 16 have to have a signed note from their secondary school principal, however this is not in policy. This needs to be added to a relevant OP policy.</p> <p><u>Change enacted:</u> Add TANZ clause 5.4 into policy <i>AP0504 Application, Entry and Enrolment</i>, with effect from semester 1, 2019.</p>
<p><b>5.5 Enrolment (truncated)</b> Enrolments may be accepted for a programme only after it has obtained full academic approval. Enrolments more than two weeks after the start of the programme or course date will only be permitted with the institute’s approval for the delayed enrolment.</p>	<p>We allow expressions of interest but not enrolments before a programme is approved. However, this needs to be added to policy <i>AP0504.04 Application, Entry and Enrolment</i> to be made explicit. There is nothing in the above policy about late enrolments. Needs to be added.</p> <p><u>Change enacted:</u> Add TANZ clause 5.5 into <i>AP0504 Application, Entry and Enrolment</i>, with effect from semester 1, 2019.</p>
<p><b>7.1 Transfer of Enrolment (truncated)</b> A student may make changes to their enrolment contract prior to starting the programme/course or within the first 10% or one month (whichever is the lesser) of the delivery period with no academic penalty, by notifying the institution of their intention to change.</p>	<p>OP policy <i>AP0351 Students Withdrawal and Refund Policy for Year 2018</i> does not have a requirement that students must transfer within the first 10% of the course start. There may well be exceptions to the 10% rule but these can be handled on a case by case basis.</p> <p><u>Change enacted:</u> Add TANZ clause 7.1 to policy <i>AP0351 Students Withdrawal and Refund Policy for Year (2019)</i>, with effect from semester 1, 2019.</p>
<p><b>7.3 Withdrawal from Course/Programme (international)</b> International students who withdraw after the course has commenced will not be entitled to a refund of fees paid except in exceptional mitigating circumstances.</p>	<p>The “international” section of policy <i>AP0351 Students Withdrawal and Refund Policy for Year 2018</i> states that students who don’t maintain a student visa will not be entitled to a refund. The International Admissions Office has advised that international students are entitled to a 100% refund if they withdraw before 10% of the programme has been completed, and there is a \$500 administration fee to process this refund.</p> <p>The mismatch here is the OP refunds <i>all</i> international students their fees if they withdraw within 10% of the course start, whereas the CARs only allow this in exceptional mitigating circumstances.</p> <p><u>No change:</u> Otago Polytechnic will not enact the blanket no refund to international learners and instead continue to refund up to 100% if withdrawal is before 10% of programme is completed.</p>
<p><b>7.4 Changes to an international student’s residency status</b> An international student who gains permanent residency ... will not receive a refund of fees for the semester during which the PR was granted. However, the student will be entitled to pay domestic fees for subsequent semesters that start after PR was granted, and will be refunded any difference between domestic and international fees for those semesters.</p> <p>For non-semester courses, international fees are payable for the full year. If PR is granted during the year in this later instance, no part of the international fee for that year is refundable.</p>	<p>Our <i>MP351 Students Withdrawal and Refund Policy for Year 2018 states (17.7)</i> “an international student who gains Permanent Residency will not receive a refund of fees for the year in which residency is granted.” However, the International Admissions Office has advised that if a student provides evidence of getting PR before starting the second semester, then any non-yearlong courses would be charged at a domestic rate. This needs to be amended/clarified in policy.</p> <p><u>Change enacted:</u> amend policy <i>MP351 Students Withdrawal and Refund Policy for Year (2019)</i>, section 17.7, to make it clear that international students who acquire Permanent Residency in semester 1 are eligible to pay domestic fees in semester 2, excluding courses that go across a full year, with effect from semester 1, 2019.</p>
<p><b>8.9 Reassessment (course level)</b> Unless otherwise specified in Programme Regulations:</p>	<p>OP does not have any policy on this, and the QEC is unaware of programmes conducting whole course reassessment occurring the way it is described in the TANZ clause.</p>

<ul style="list-style-type: none"> <li>• A student who gains a fail grade in a course with a mark of 40% or more will be provided with one opportunity to undertake a reassessment of the course on the recommendation of the relevant academic committee. This reassessment will be developed to reflect the learning outcomes of the course and their respective weightings.</li> <li>• The reassessment must be taken within one month of the course end date.</li> <li>• A student passing the reassessment will gain the minimum grade available as a pass in the course.</li> </ul>	<p><u>Change enacted:</u> Add TANZ clause 8.9 to policy <i>AP0900 Assessment</i>.</p>
<p><b>9.1 Penalties for Academic Misconduct</b></p> <p>If an allegation of academic misconduct is proved, any or all of the following penalties may be applied by the institute, using approved processes:</p> <ul style="list-style-type: none"> <li>• The award of a fail grade or nil mark for the affected summative assessment event;</li> <li>• Disqualification of the student from sitting for any summative assessments for such period it sees fit;</li> <li>• Cancellation of credit if the student has been credited with a pass in the course in respect of which the allegations arose;</li> <li>• Suspension from any course for a period;</li> <li>• Exclusion from the programme for such period that it thinks fit;</li> <li>• A reprimand;</li> <li>• Record of the penalty imposed on the student's file for a specified time;</li> <li>• Recommendation to the Chief Executive for exclusion of the student from any programme within the institute.</li> </ul>	<p>OP policy <i>AP0607.02 Cheating</i> only states, "Where cheating is established, the student may be instructed to resubmit the assessment if allowed by the programme regulations. Other actions can include awarding a reduced grade or awarding a failing mark/grade. Where the cheating is serious, the Head of School and/or Programme Manager must discuss the situation with the Director: Quality."</p> <p>To align with the CARs, these additional penalties should be added.</p> <p><u>Change enacted:</u> Add the additional penalties stated in TANZ clause 9.1 to policy <i>AP0607 Cheating</i>.</p>

# Minutes of a Meeting of Te Komiti Kāwanataka



Held at 12:30pm on 5 Toru 2018, Te Punaka Ōwheo

**PRESENT:** Megan Potiki (Chair)  
Peter Coolbear  
Hinerangi Ferrall-Heath  
Janine Kapa

**IN ATTENDANCE:** Marshall Hoffman  
Rachel Dibble  
Rebecca Williams  
Shaun Tahau  
Tessa Thomson  
Kelli Te Maihāroa  
Ron Bull

Debbie Davie (Minutes)

**Karakia/Timatanga:** Whakataka Te Hau (All)

**Te mate wā:** Maiti Holtham & Uncle Spud (Tainui)

## 1. APOLOGIES

Matt Matahaere, Chris Morland, Khyla Russell, Simon Kaan, Ron Bull

## 2. MINUTES

The minutes of the meeting held on 31 Mātahi-ā-te-tau 2018 were provided.

### Recommendation

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

**Moved – Peter Coolbear**

**Seconded – Megan Potiki**

**All Agreed.**

## 3. MATTERS ARISING

### a. MoA – Ngāti Whatua

Kōrero regarding our presence in Queen Street Auckland, the opportunity for joint resources including Mihi Whakatau / Graduation etc., of building staff capability (EduBits) and of lifting the partnership level to lwi to lwi / mana to mana.

Tami Te Rangi approved the discussion paper presented in principal.

### Kōrero

- *Using our Komiti Kāwanataka Rūnaka Reps at a governance level*
- *How we embed the MSF – one of the two new permanent positions will have this responsibility included in their role.*

**4. PEPEHA TEMPLATE**

Re-drafted, simplified and standardised for student/staff use. Those who have whakapapa will be encouraged to continue using their own version linking back to their takiwāi.

Komiti agreed to endorse the new Pepeha template.

**5. TRANSLATION STRATEGY**

There is no policy currently within Otago Polytechnic. Shaun Tahau will lead the process of developing a policy, which will include researching existing strategies and ways of implementation used at other ITPs.

A process on how we manage translations will also be developed with consideration given to:

- Steps to requesting a translation
- Taurā access
- Creating a flow chart that showcases quality assurance when requests are sent through the appropriate channel i.e. Kaitohutohu Office
- The different levels of requests i.e. when a request requires Rūnaka involvement
- Fee for request

## 6. KTO REPORT – (Janine Kapa/Rebecca Williams/Kelli Te Maiharoa)

## KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA

Date: 5 Toru 2018

<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>
Memorandum of Understanding (MoU) with Kā Papatipu Rūnaka	Team	Consultation process has been completed with no further amendments received from Papatipu Rūnaka. Updated version has been forwarded to Jeanette Corson for inclusion in the July Council papers seeking their approval in preparation for signing at the August Council meeting at Moeraki Marae.
Māori Strategic Framework	Team	<p>The internal consultation process to develop the next iteration of the MSF has started. To date we have met with Te Kāhui Māori and the Leadership Council, posing the following questions to them:</p> <ul style="list-style-type: none"> <li>• Do you think the current MSF priorities remain relevant and meaningful for the next phase of strategic development at OP (2019 – 2021)?</li> <li>• In your view: <ul style="list-style-type: none"> <li>○ What has been done well?</li> <li>○ What could have been done better or differently?</li> <li>○ What has not yet started, but definitely needs attention?</li> </ul> </li> <li>• Are there any <u>innovation ideas or initiatives</u> you think need to be included in our next strategic steps?</li> <li>• As a member of OP, what <u>specific areas do you think need to be addressed</u> for Māori staff in the next phase of development?</li> </ul> <p>Our next step is to consult with Te Kāhui Rakahau Māori and Papatipu Rūnaka Education Staff (appointment times yet to be confirmed).</p>
Memorandum of Agreement (MoA) with Ngāti Whātua	Janine	Janine met with Tame Te Rangi (Te Rūnanga o Ngāti Whātua/TRoNW) on 21 of June to discuss the MoA review process. Tame also met with staff from the University's Office of Māori Development recently to do likewise. TRoNW's preference is to elevate this MoA to an iwi/mana whenua level (i.e. mana to mana). The University is keen to retain a separate MoA, but have suggested having a joint resigning Ōtākou Marae later in the year.
Māori Annual Report		The final draft has been completed; it was sent to members of Komiti Kāwanataka seeking feedback (22 June) and is included in the July Council papers for their approval prior to printing.
Mihi/Mihi Whakataua		<ul style="list-style-type: none"> <li>• Edward Ellison led the mihi on behalf of mana whenua at the 'official' opening of Te Pā Tauria on 1 June.</li> </ul>

		<ul style="list-style-type: none"> <li>OP and mana whenua representatives welcomed the Samoan Prime Minister, Tuilaepa Aiono Sailele Malielegaoi, and his delegation on 7 June.</li> <li>Humber College Polytechnic (Canada) and Kaua'i Community College (Hawai'i) students are here for a month doing a Short Course during their summer break.</li> <li>Sarah Martin (Ngāi Tūhoe me Ngāti Porou) has been appointed as the new Kaiāwhina (Taura Māori) in Te Punaka Ōwheo; she started in her new role on 18 June.</li> </ul>
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<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>
Recruitment of Māori Staff (AIC)	Janine	Janine met with members of the senior management team at AIC on 21 June to discuss the planning required to develop a Māori Strategic Plan for the Auckland Campus. A planning meeting has been tentatively scheduled with TRoNW and AIC's senior managers in September.
Recent Kaimahi appointments	Team	Shaun Tahau has been seconded into the KTO team from Learner Success for the next 12-months, working alongside Ron Bull as a Kaiārahi. As previously noted, Sarah Martin, Kaiāwhina (Taura Māori in Te Punaka Ōwheo

<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>
Student Contact	Team	<ul style="list-style-type: none"> <li>Students are winding up for the semester, with many in exams this week. Key issues to date this year have been concerned with mental health, whānau and accommodation. Access to food has been less of an issue so far in 2018. Some issues arose in foundation level programmes as the semester drew to an end.</li> </ul>
Kai and Catch ups	Team	Kai and Catch ups have been popular all semester, with attendance ranging from 14 – 55 learners, averaging around 29 learners per week. Our last hangi attracted 55; the next is scheduled for the 1 <sup>st</sup> week of the new semester.
New Kaiāwhina (Taura Māori)	Sarah M	Sarah Martin was welcomed the new Kaiāwhina (Taura Maori) on Monday, 18 June with a Mihi Whakatau. Sarah's whānau and colleagues from Ara accompanied her for this ceremony. Part of Sarah's induction has included a campus tour, which has been useful in reconnecting with staff at all of the different Dunedin sites.
Māori Learner Success	Rebecca W and Sarah M	The second Māori Learner Success hui took place last week, with discussion focussing on the ITP sector reforms and best practise around early referrals.
He Toki / PATH training	Team	This is a joint project in preparation for He Toki and coordinated through Te Tapuae o Rehua (soon to be Tokona te Raki, TRoNT). Chris, Sarah and

		Rebecca undertook the facilitator training (26-28 June) to work with learners on creating plans for their futures.
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**MSF Priority 4: Kāi Tahu/Māori Progs**

*Objective: dev quality courses & prog in Te Ao Māori, Te Reo & Māori knowledge in all qual areas.*

What/When	Who	Outcome/Action
EduBits	Ron	Development of a Te Tiriti o Waitangi/Treaty of Waitangi EduBit continues.
CMAM	Ron	Continuing to teach two courses on the CMAM, culminating in a staff Wānaka at Puketeraki, 10-11 July.

**MSF Priority 5: Inclusive Lrng Environment**

What/When	Who	Outcome/Action
Te Reo Māori classes	Ron/Shawn	Two 2-hour sessions have been organised for staff to attend these classes, with the purpose of building confidence and co-creating a list of vocabulary that can be used in everyday mahi at OP.

**MSF Priority 6: Research and Māori-centred knowledge-creation**

*Objective:*

1. *engage with & ascertain what research priorities are important to Kāi Tahu/ Māori communities*
2. *undertake research relevant to Kāi Tahu/Māori communities that benefits Kāi Tahu/Māori*
3. *undertake research that links to Kāi Tahu/Māori devt aspirations*
4. *develop a vibrant Māori research culture*

What/When	Who	Outcome/Action
Capable Māori	Kelli	Work is well underway to develop of a draft strategy to reinvigorate Capable Māori/Te Kāhui Whetū (working title), which is yet to be consulted on with key stakeholders, including Komiti Kāwanataka (September).
Te Kāhui Rakahau	Kelli	Ongoing organisation of the Māori Research Symposium – theme Mauri Ora Human Flourishing – on 9 November. Prof. David Tipene-Leach and Prof. Jacinta Ruru have been confirmed as keynote speakers. The call for abstracts has gone out; we encourage members of Komiti Kāwanataka and other rūnaka members involved in research to also consider the submission of an abstract.  A schedule of meetings and events for Te Kāhui Rakahau Māori has been developed for the remainder of the year, including monthly writing retreats for Māori academic and research-engaged staff.

**Key for who has overall responsibility for these priority areas**

	Kaitohutohu Office
	Tumuaki: Te Punaka Owheo (Māori Student Success)
	Tumuaki: Whakaako (Curriculum & Capability)
	Tumuaki: Rakahau & Whakaea, (Research & Innovation)



**Kōrero**

- a. **MoU** – Has received approval from Rūnaka; now ready for re-signing at the Council meeting scheduled in August at Moeraki Marae.
- b. **MSF** – On track to come back to Komiti Kāwanataka in September following consultations.
- c. **Staffing** – Statistics are showing an increase in Māori staff including the Executive Leadership Team, which will lift to 50% with the six-month secondment of Megan Gibbons into Chris Morland's role.
  - Rebecca's role has now reverted to the originally planned proportion of 0.5 as Tumuaiki and 0.5 within Marketing and Communications – Community Engagement Facilitator (12 month term initially).
  - We wish to congratulate Chris Roy, Ron Bull, Rachel Dibble who have recently completed their Graduate Diploma in Tertiary Education (GDTE).

Overall, further work is required to ensure we continue to increase the number of Māori staff to match the proportion of Māori learners (currently 14.63% of domestic EFTs) by 2021, which is an institutional target.

d. **Te Kāhui Whetū Strategy** – has been developed and following consultation with internal areas will be shared with the Kaitohutohu Office and Komiti Kāwanataka.

e. **Māori Research Symposium – Maura Ora: Human Flourishing**  
Preparations are on track.

**7. GENERAL**

- a. **Agenda Item for August Hui** – Supporting Māori Learners  
Summary from a recent TEC meeting (Peter Coolbear).

**Whakamutunga/Karakia**

Meeting closed 2.00pm

## Minutes of a Meeting of Te Komiti Kāwanataka



Held at 12:30pm on 2 Whā, Te Punaka Ōwheo

**PRESENT:** Megan Potiki (Chair)  
Peter Coolbear  
Hinerangi Ferrall-Heath  
Janine Kapa  
Chris Morland

**IN ATTENDANCE:** Marshall Hoffman  
Khyla Russell  
Rebecca Williams  
Shaun Tahau  
Tessa Thomson  
Kelli Te Maihāroa  
Simon Kaan  
Ron Bull

Debbie Davie (Minutes)

**Karakia/Timatanga:** Whakataka Te Hau (All)

**Te mate wā: Maiti** Karaka Roberts, Roy Maitland & Terry (Buster) Parata

### 1. APOLOGIES

### 2. MINUTES

The minutes of the meeting held on 5 Toru 2018 were provided.

#### Recommendation

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

**Moved – Megan Potiki    Seconded – Peter Coolbear    All Agreed.**

### 3. MATTERS ARISING

### 4. CAMPUS REDEVELOPMENT (Simon)

Hui held and attended by external stakeholders and our internal consultation team – Janine, Ron, Rebecca, Simon – Agenda: Looking at next phase for Te Punaka Ōwheo.

The group have been looking at cues, translations and understandings.

#### Kōrero – Points of discussion

- Size of build gives room for growth (double current space)
- Shower Block while seems large has been designed as per regulation specifications
- Room for Storage?? (if elevated consider underneath)
- Welcome entrance large enough to hold Powhiri / Mihi Whakatau

- Consider location dependent on guests being welcomed i.e. TPO or Atrium (further discussion required).
- Ability to future proof building – to extend outwards

Moving into the design phase (concept design) – material/culture/visuals.

Identifying the process – there has had a considerable shift following the hui on Marae, the Biophilic workshop and alignment with cultural way of being.

Location on Campus – three sites under consideration

There are several steering groups, Janine sits within the main group and will continue to bring updates to Komiti.

**5. REPORTS – KAITOHUTOHU OFFICE REPORT PREPARED FOR KOMITI KĀWANATAKA****Date: 2 Whā 2018**

<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>
Memorandum of Understanding (MoU) with Kā Papatipu Rūnaka	Team	The Polytechnic's Design Team have completed the layout for the MoU, which is ready for printing. Preparations for the re-signing of the revised MoU at the Council meeting at Moeraki on the 3 <sup>rd</sup> August are underway.
Māori Strategic Framework	Team	The consultation process to review the current MSF is ongoing. Consultation with the various internal teams has been completed and we are now in the process of firming up hui dates with key stakeholders and Papatipu Rūnaka Kaitoko.
Memorandum of Agreement (MoA) with Te Rūnanga o Ngāti Whātua	Janine	Following a hui with the University's Office of Māori Development, it appears that separate MoA's will be retained, but that each partner will collaborate where and when appropriate. Te Rūnana o Ngāti Whātua is still keen to have an MoA iwi to iwi/mana to mana (i.e. with Ngāi Tahu); the KTO is exploring whether or not the two iwi bodies have an existing high level agreement in place, and further, the opportunity for the Polytechnic to be involved.
Māori Annual Report		Electronic copies have been emailed and hard copies have been distributed to Komiti Kāwanataka members and the four Papatipu Rūnaka. This report will be presented at the Council meeting at Moeraki in August.
Mihi/Mihi Whakataua		<ul style="list-style-type: none"> <li>• Vietnamese Education Agents</li> <li>• Science in Action Day – 60 secondary school students on campus during the school holidays</li> <li>• Qingdao University of Science and Technology delegation</li> <li>• International Nursing students undertaking their Competence Assessment programme</li> <li>• Meikei High School, Tsukuba Japan – here for 2 weeks studying intensive English Language and Tertiary Taster (includes Food, Sport &amp; Adventure, Cultural Diversity workshop).</li> </ul>
Iwi Influence Investment (III) initiative (currently only funds L5 + programmes)	Janine	Initial kōrero with Tokona te Raki (TRoNT) to explore a targeted mix of provision for 2019, negotiated with ITPs in Te Waipounamu (i.e. Otago Polytechnic and ARA) This is a pilot being undertaken by the TEC with two iwi in 2019, Waikato/Tainui and Ngāi Tahu, to offer programmes of high value in the education to employment pipeline.

<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>
Recruitment of Māori Staff (AIC)	Janine	Megan Gibbons will act up into the DCE:Learner Experience role in semester one 2019 while Chris Morland is away on his 'Four for Five' leave.

<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>
Student Contact	Team	Students were back on campus after their semester break. One of the highlights of the break was one of our graduates who returned for a block course and is absolutely loving his job in his new career. We have forwarded his details to the marketing department and they have done a profile on him. We continue to work with learners on FeesFree and tidying up scholarship issues.
Ngāi Tahu Scholarships	n/a	It was pleasing to read in the latest edition of Te Pānui Rūnaka that three Otago Polytechnic students received Kā Pūtea scholarships of \$1500 each. The students are Patrick Tipa (Bachelor of Applied Management), Moewai March (Bachelor of Visual Arts) and Madison Henry-Ryan (Masters of Design).
Kai and Catch ups	Team	A hangi was held during the first week of the semester to welcome our students back. We had close to 80 people attend, which is our most successful lunch yet.
Class Visits	Team	The team is visiting new classes to introduce themselves and outline what services are available for Māori students. Sarah has been spending time getting to know people around the campus, which has been going very well.
Kāi Tahu Jobs for the Future	Rebecca and Sarah	The Tokona te Raki collective held a data party, releasing the details for their work with Infometrics, showcasing Māori in the workforce and future skills needed. Rebecca and Sarah zoomed into this from Dunedin.
At Risk Students Report	Rebecca	Rebecca has been working with the Business Improvement team on a report that provides lead data on students who may be slipping (i.e. log-in data, picking up their student ID and attendance). This work is still in its initial stages and is currently being tested.
Kaikoura Māori Expo	Rebecca	ARA has been working with the Kaikōura Rūnanga and is hosting a Māori-focussed Careers expo in Kaikōura on the 9 <sup>th</sup> of August; Rebecca will be attending on behalf of Otago Polytechnic.
Whakahou Mātauranga	Rebecca and Liaison	Otago Polytechnic have been offered the opportunity to host a group of Year 10 Māori students from around the city to showcase Otago Polytechnic. We are arranging three sessions for them: sports/health, arts/design and trades.
Academic Achievement	Chris Roy	Chris Roy has successfully gained his Graduate Diploma in Tertiary Education.
Campus Development	Rebecca / Janine / Simon	Staff recently meet with the design team to discuss Te Punaka Ōwheo. Mainly operational issues were discussed, such as use and adjacency; plans are on track. Also discussed was a temporary location (i.e. for 2-years) for Te Punaka Ōwheo from the end of 2018.
Scholarships	Rebecca	Rebecca attended an institution-wide meeting to discuss scholarships for 2019 and beyond. Work has begun on ensuring a more strategic approach is taken for scholarships and that they work alongside FeesFree.

<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>
EduBits	Ron	Development of a Te Tiriti o Waitangi/Treaty of Waitangi EduBit continues.
CMAM	Ron	A successful wānaka was held at Ōtākou Marae on 10-11 July with around 20 students (staff) attending.
Iwi Influence Investment (III) initiative	Janine	See previous notes on this initiative.

<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>
Te Reo Māori classes	Ron/Shاون	<ul style="list-style-type: none"> <li>Two 2-hour sessions have been completed; we now have a comprehensive list of vocabulary from staff to be translated. When translated, they will then be put onto Tūhono with soundbites ready for staff to use in their daily work environment.</li> <li>This list will contribute to the Te Reo Māori EduBit currently under development.</li> <li>Te Reo classes with some programme areas continue.</li> </ul>

<b>MSF Priority 6: Research and Māori-centred knowledge-creation</b>		
<i>Objective:</i>		
<ol style="list-style-type: none"> <li><i>engage with &amp; ascertain what research priorities are important to Kāi Tahu/ Māori communities</i></li> <li><i>undertake research relevant to Kāi Tahu/Māori communities that benefits Kāi Tahu/Māori</i></li> <li><i>undertake research that links to Kāi Tahu/Māori devt aspirations</i></li> <li><i>develop a vibrant Māori research culture</i></li> </ol>		
<b>What/When</b>	<b>Who</b>	<b>Outcome/Action</b>
Capable Māori	Kelli	The draft Capable NZ Te Kāhui Whetū/Capable Māori Plan 2018-2021 strategy has been completed and the consultation process underway (this will include Komiti Kāwanataka at their next meeting).
Te Kāhui Rakahau	Kelli	Ongoing organisation of the Māori Research Symposium (Mauri Ora   Human Flourishing theme) on 9 <sup>th</sup> November. Writing retreats have been organised and abstracts are starting to come in.

<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 Māori (Māori Research)

**REPORTS****KAITOHUTOHU OFFICE (Janine)**

- MoU is ready for signing at Council meeting being held at Moeraki 3 Whā
- MoA with Ngāti Whatua – The breadth of consolidating the relationship between parties is still under discussion. We are continuing our discussions with Tama Te Rangi.

**TE PUNAKA ŌWHEO (Rebecca)**

- Successful hangi held with good numbers attending
- Working with Marcia Cassidy to enable Year 10 students to come onto campus

**EDUBITS (Ron)**

- Two (levels 3 and 4) EduBits have now gone through to the approvals committee.
- Next focus is the development of EduBits at levels 6 and 7. Ideally would like to set up a group for consultation – similar to that of a PEAC.
- The Office is getting pressure to look further at incorporating/embedding/implementing knowledge into programme areas/schools.

**RESEARCH (Kelli)**

- The Capable NZ Te Kāhui Whetū | Capable Māori Plan 2018 – 2021 has been presented to colleagues, will be discussed within the Kaitohutohu Office and then brought to Komiti for consultation.

**6. MĀORI STRATEGIC FRAMEWORK (MSF) EVALUATION**

Terms of Reference (TOR) – the MSF evaluation feeds into the MSF process focusing on systems and processes that support or hinder at strategic and operational levels. We are proposing that the process changes from past evaluations/audits, that one person evaluates (reports) on findings and information gathered in consultation of others. The Kaitohutohu Office will draft an action plan to lead us forward.

**7. GENERAL BUSINESS****a. ŌRITETANGA & LEARNER SUCCESS WORKSHOP (Peter)**

Focus day on Māori learner success. Interesting to be in a position to compare where Otago Polytechnic sits within the realm of tertiary institutions. We are in a good position, achieving good results at a high level in comparison to other areas.

One strategy of interest Eastern Institute of Technology (ELT) have in place is an integrated referral system – early alerts when taura are not engaging. Information is picked up at a central point and dispersed.

**Kōrero**

- (Rebecca) Currently working with Business Improvement team looking at how we drill down to gather this level of information and the most effective filter i.e. logging on/not attending/hasn't accessed ID cards. Currently reliant on lecturers filling in attendance records through Ontrack.
- Consciously consider our taura recognising that takiwā can contribute to attendance.
- Suggestion to post several copies of the Māori Annual Report to ELT – attention Peter Patrick Jones.

**b. RIMA HUI**

Council meeting in Rima has been cancelled. It was agreed that we also cancel our hui and a special meeting be organised to discuss the Capable NZ Te Kāhui Whetū | Capable Māori Plan 2018 – 2021 and any other urgent business.

c. MEMBERSHIP

It was agreed that in Chris Morlands six-month absence that Megan Gibbons who has been seconded to fill his position be invited to attend Komiti Kāwanataka (from Whitu).

d. COUNCIL MEETING ON MARAE (3 Whā at Moeraki Marae)

Signing of Memorandum of Understanding (MoU)

Possible Key issues for Rūnaka:

- Taking MoU into operational
- Rūnaka small houses initiative – opportunity for OP to be involved

**Whakamutunga/Karakia**

Meeting closed (Megan Potiki)





## Student Council Meeting

Tuesday 7 August 2018

12.00pm to 1.00pm

G205, Forth Street, Dunedin

**Present:**

Jordan Dargaville (BIT & Convenor)	Demelza Fraser-O'Donnell (FDI)
Olufemi Olusina (BIT)	Andrew Hornby (ECL)
Nathan Laurie (Tourism)	Avishkar Ahire
Megan Woodhead (Social Services)	Brayden Murray (Director, Learner Services)
Prasanth Rao Nilapu (ICT, Tourism)	Patricia Quensell (Student Success)
Jenny McCaughan (OISA, NAT)	

**Apologies:**

Grayson Orr (BIT)	Ronda McLaren (Minute Secretary)
Chris Morland (DCE Learner Experience)	

<b>Previous meetings</b>	<ul style="list-style-type: none"> <li>• International Visa Process           <ul style="list-style-type: none"> <li>- OPSA market stall 2018 mid-semester holiday</li> <li>- checklist for international system</li> </ul> </li> <li>• I am Capable (Philippa Keaney) - colour coding categories/what a good communicator means</li> </ul>
<b>Matters Arising</b>	<ol style="list-style-type: none"> <li>1. Discussion around <b>ITP changes</b> - Brayden suggested bringing to next meeting</li> <li>2. Jordan emphasised the importance of students attending <b>Student Meeting</b> on 8 August at 12.30pm in G323</li> <li>3. Megan discussed increased <b>Dyslexia Awareness</b> among staff and students, e.g. skills, screened assessment, workshops, notices, presentations, and what can you do for yourself.</li> <li>4. Megan queried escalation process to address issues with a programme.</li> <li>5. Andrew raised issues in ECL of individual disrupting classes indirectly and directly not being addressed. Andrew to see Student Success regarding process.</li> </ol>
<b>Next Meeting</b>	Tuesday 4 September 2018 in G205



## Student Council Meeting

Tuesday 4 September 2018

12.00pm to 1.00pm

G205, Forth Street, Dunedin

**Present:** Jordan Dargaville (BIT & Convenor) Chris Morland (DCE Learner Experience)  
 Prasanth Rao Nilapu (ICT, Tourism) Brayden Murray (Director, Learner Services)  
 Jenny McCaughan (OISA, NAT) Patricia Quensell (Student Success)  
 Andrew Hornby (ECL) Ronda McLaren (Minute Secretary)

<b>Campus/Building Projects</b>	<p>Tracey Howell (Capital Works and Facilities Manager) and Annie Blair (Project Coordinator) in attendance; PowerPoint and discussion -</p> <ul style="list-style-type: none"> <li>• new B block between A and D to consolidate ECL and include plumbing and gas fitting capabilities. Site works scheduled for early 2019 for 2020 occupancy (L block lease expires)</li> <li>• O Block extension to become Art and Design Hub (staged approach, environmentally conscious, living challenge). Site works scheduled to start next year for 2020 occupancy.</li> <li>• options for temporary relocation of Te Punaka Owheo being considered</li> <li>• options being considered for Cumberland Street with respect to SDHB</li> <li>• Cromwell - building 5 bay barn to house automotive, construction and brewing. Horticulture will be moved to Bannockburn Road creating space for more student accommodation.</li> </ul> <p>With respect to new builds adding another 4 floors; students queried inclusion of social spaces and facilities including microwaves and jugs to relieve pressure on The Hub.</p>
<b>2019 Domestic Student Fees</b>	<p>Jordan's submission on 2019 domestic fees requested that any increase in fees (2% confirmed) be used to further services that benefit the wellbeing of students as opposed to items of capital expenditure.</p>
<b>Terms of Reference</b>	<p>Jordan circulated copies of the Student Council Terms of Reference for members' information.</p>
<b>Vending Machines</b>	<p>Feedback to Executive Leadership Team from Student Council:</p> <p><i>Q1 Use of vending machines</i></p> <ul style="list-style-type: none"> <li>• use in evenings (up to 10pm) to avoid swiping in/out of buildings</li> <li>• old machines do not accept new notes (well known among students)</li> <li>• higher usage if EFTPOS/debit card capable (and accepted notes)</li> </ul> <p><i>Q2 Concerns raised regarding impact of packaging on the environment</i></p> <ul style="list-style-type: none"> <li>• packaging is the responsibility of the suppliers; hope they move to biodegradable packaging in time</li> </ul> <p><i>Q3 Running at a loss of \$800±</i></p> <ul style="list-style-type: none"> <li>• not totally functional, so not being used (new notes)</li> </ul> <p>In conclusion students see the vending machines as valuable and would like OP to push vendors for new machines.</p> <p><b>Recommendation:</b>          Student Council recommends that ELT support the continuation of vending machines; to be upgraded to accept new notes and EFTPOS/debit card capability.</p>
<b>General</b>	<p><b>Massage</b> - concern at slow turnaround of assignments/release of results, eg. 6 weeks. ChrisM will follow up as policy indicates 10 days turnaround for Certificates and Diplomas.</p> <p><b>Automotive</b> student queried reluctance of staff to provide 1:1 gas welding support. Hard get it right when you don't know what you're doing wrong. Andrew to talk to lecturer in first instance.</p>
<b>Next Meeting</b>	<p>Tuesday 2 October 2018 in G205</p>

## Staff Subcommittee of Council

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Thursday 31 May 2018

8.30am – 9.30am

F 215, Mason Centre, Forth Street, Dunedin

**Present:** Jono Aldridge (Chair) Michelle Watt  
 Ian Barker Sheena Roy  
 Barbara Dunn Stuart Terry  
 Megan Potiki

**Apologies:** Philip Ballard, Phil Edwards, Jacquie Hayes, Karole Hogarth, Kim Reay.

**Minutes:** Paula Petley

<b>1. Apologies and welcome to new members</b>	<p>Apologies accepted.</p> <p>Welcome to Megan Potiki, Runaka representative on OP Council, who is sharing the role on this subcommittee with Darren Evans.</p>
<b>2. Minutes of previous meeting</b>	<p>Moved that the minutes be accepted: Michelle Watt.          Seconded: Barbara Dunn.</p>
<b>3. Matters arising</b>	<p>Financial update - Jono will invite Philip Cullen to give a financial update, to address the action item on student numbers.</p> <p>Communication to staff - Jono has talked to Jo Brady regarding this. At the previous meeting Darren noted the practice at Calder Stewart is to share a PowerPoint with staff so everyone receives the same information.</p> <p>Student emergency accommodation - memo was sent to Philip Cullen.</p> <p>Terms of Reference - Phil Edwards will follow up (currently on leave).</p> <p>Research active requirements / provision for backfill and research assistance - Mary Butler will update at next meeting.</p> <p>AIC and international admissions - Mel Wright provided a report, attached under Action Items. AIC looking at augmenting the online application form so agents and students can apply.</p> <p>Leave Bank - paper will go to Leadership Council this week.</p> <p>Compulsory leave Easter 2019 - due to the timing of Easter it is proposed to make the days between Easter Tuesday and ANZAC Day compulsory leave.</p>
<b>4. Membership Recruitment</b>	<p>Currently two vacancies. Jono, Barbara, Sheena and Karole have exceeded their term and have indicated they wish to stay on. Several other members' terms will end next year.</p> <p>There was support for extending membership terms to three years.          Moved: Michelle Watt. Seconded: Stuart Terry.</p> <p>It was agreed to advertise in Tuhono for expressions of interest. Important to have a mix of experienced and new staff to offer a range of skills and perspectives.</p>

<b>5. Policies Update</b>	<p>The following Policies have been amended and approved as minor updates:</p> <ul style="list-style-type: none"> <li>- MP0400.06 Occupational Health and Safety - Commitments and Responsibilities</li> <li>- MP0464.07 Staff Excellence Awards</li> <li>- AP0520.06 English Language requirements for International Students and Those for Whom English is an Additional Language.</li> </ul> <p>The Emergency, Evacuation and Earthquake policy with OPs critical incident management plan has had a full rewrite.</p> <p>Details can be found on Tuhono and the Policies are on the website.</p>
<b>6. Student Hardship Update</b>	<p>Rebecca Williams joined the meeting.</p> <p>Student hardship evident since July last year. Many unable to afford to eat. Student Success, Te Punaka Owheo and OPSA looked at ways they could work better together, what services are currently provided, and what else the institution could do.</p> <p>Student support services provide information for domestic and international students on budgeting (Victoria University publishes a useful 'financial survival guide').</p> <p>Assistance funding also available for distance students, but it was noted that communication may not be reaching them.</p> <p>It is challenging to find ways to communicate with students; seminars are not well attended, not all check OPSA emails or see the screens.</p> <p>Food locker has been successful; OPSA are receiving surplus food from Age Concern. Currently a 'blanket &amp; hottie' drive is under way, and a request for donations of warm clothing and hygiene products.</p> <p>Emergency accommodation - as there are sometimes other issues, it is felt that it is not a good idea to house them in the Student Village.</p> <p>It was suggested that perhaps United Way could assist with funding for OPSA emergency accommodation - staff have the option to donate to UW through payroll giving. Uncertainty over which organisations are assisted by UW.</p>
<b>7. Meeting updates</b>	<p>Council meeting agenda - strategy meeting this week, nothing to note.</p>
<b>8. Any other business</b>	<p><u>Eva Gluyas</u> Sad passing of Eva Gluyas was acknowledged. Jono ensured there was an item in Leading News as there had not been any other mention.</p> <p><u>Semester 2 marketing campaign</u></p> <ul style="list-style-type: none"> <li>- primary target market: mature students. Campaign will focus on making potential students aware they may be eligible for the Fees Free scheme.</li> <li>- secondary target market - graduates; promoting further study through postgraduate programmes.</li> <li>- school leavers who may be looking at tertiary study as an option.</li> <li>- campaign will also promote the Student Village.</li> </ul> <p><u>Timetables project lead by Jean Tilleyshort</u> Michelle noted that the project has come up again although it has been looked at several times in the past; under D4SE, and Lesley Brook also did extensive work on</p>

	<p>it. Resurfaced as it is apparent that EBS is inadequate for timetabling/scheduling. As a result many schools use their own systems. Need to find out more about it; appears to be part of a bigger project around 'the learner journey'. Jono will enquire.</p> <p><u>Students leaving/completion data</u> Peaks in May, August and before the end of the year. Need to put support in before that. Students think they are not going to pass so leave. Sheena noted student support busy around those times, many appointments for counselling. Mental health issues on the rise.</p> <p><u>Mature students</u> Pathways for students. Mature students over 40 retraining as builders and plumbers. Looking at credentialing as an enabler.</p> <p><u>Technicians</u> Discussion on qualifications for technicians (role which is neither academic or general). Specialised work and often isolated in schools.</p> <p>Stuart will talk to Ian re next steps: identify technicians; make opportunities for technicians in different institutions to get together. Michelle raised issue of benchmarking for technicians across institutions, and opportunities for professional networking as a non-academic part of the tertiary sector.</p>
<b>9. Next meeting / agenda items</b>	<p>- School / Service area reviews - Joanne Greatbanks and Lesley Smith</p> <p>- Financial update - Phillip Cullen</p>
<b>Meeting closed</b>	9.43 am.

## ACTIONS SUMMARY

Action	Person	Completion
Timetables project - more information	Jono	next meeting
Financial update - invite Philip Cullen	Jono	next meeting
School/Service Area reviews - invite Joanne Greatbanks & Lesley Smith	Jono	next meeting
Technician professional support - to follow-up and update	Stuart & Ian	next meeting

## Staff Subcommittee of Council

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Thursday 5 July 2018

8.30am – 9.30am

F 215, Mason Centre, Forth Street, Dunedin

**Present:**

Jono Aldridge (Chair)	Michelle Watt
Ian Barker	Stuart Terry
Barbara Dunn	Karole Hogarth
Kim Reay via Skype	Megan Potiki

**Apologies:** Philip Ballard, Phil Edwards, Jacquie Hayes, Sheena Roy, Mary Butler

**Minutes:** Paula Petley

<b>1. Apologies</b>	Apologies accepted.
<b>2. Minutes of previous meeting</b>	<b>Moved</b> that the minutes be accepted: Michelle Watt Seconded: Ian Barker
<b>3. Matters arising</b>	<p><u>1. Māori Strategic Framework review</u> MSF due for review this year, consultation process is under way. A recent workshop gathered feedback on whether it was felt the Strategy is still relevant for the future.</p> <p>A number of focus group meetings have been scheduled, with Māori staff, Leadership Council, Māori research group (Te Kāhui Rakahau Māori) and ELT. Other staff input is not planned at this stage; however Jono has suggested wider consultation or a staff forum to update on progress and next steps. Tessa Thomson will check on this and advise Jono.</p> <p>Kōmiti Kawanataka will have final signoff.</p> <p><u>2. Team based Performance Reviews</u> Jono attended a workshop to help refine process. Is an opportunity to focus on constructive feedback, which can support and supplement salary review.</p> <p>Next steps - finalise model; introduction, communication, and facilitation training for leaders and teams so process can be rolled out in 2019. Several teams have already successfully trialled the process. An information booklet has been produced and there will be further communication. Contact Jan Hudson for details.</p> <p>People and Culture will update SLT resources, including the Colleague and Customer feedback forms.</p> <p><u>3. Membership Recruitment</u> There are vacancies for two academic and two general staff members. Following advertisements in Leading News and Tuhono, several applications were received. Eligible candidate bios attached to this agenda item.</p>

	<p>The following applications were received:  <b>ACADEMIC:</b> Phil Osborne, Lisa Burton  <b>GENERAL:</b> Kathryn van Beek, Jonathan Duncan</p> <p><b>Moved</b> these four be accepted: Michelle Watt  <b>Seconded:</b> Karole Hogarth</p> <p>The requirement for members to be full time was queried - this is in the Terms of Reference which is in the process of being updated.  Induction pack - nothing available, needs to be worked on. SSCC source documents are Terms of Reference and Academic Board policy.  Jono and Michelle will meet the new members and outline responsibilities and expectations.</p> <p><i>Timetable project</i>  Jono has requested an update on timetable project from Jean Tilleyshort.</p> <p><i>Technician support and development</i>  Ian Barker and Stuart Terry in discussion with University of Otago technicians.  Looking to set up professional networking and support, and looking at potential for credentialing specific technician skills.</p>
<p><b>4. OP Financial update (Philip Cullen)</b></p>	<p><u>Financial update</u>  Philip gave an overview of financial matters.</p> <p>Overall steady growth in numbers, volume growth through AIC. Budgets are being kept to; the proposed building is on borrowed funds subject to surplus, current growth and expenditure being maintained, in a low interest rate environment.</p> <p><i>Fees free</i>  Has had little impact this year; years 2 and 3 may be different. Scheme has helped students but caused a lot of extra administration for the institution. No clarity around eligibility rules or what happens if a student enrolls for six months - do they then get another six months next year? Scheme is legally complex.</p> <p>Karole noted that in her role as Justice of the Peace on campus she has noticed issues around the signing of statutory declaration by students who often don't understand what they are signing. Appears to be confusion around the rules.</p> <p><i>Sector update</i>  Essentially two groupings - TANZ, and other ITP.  TANZ have put forward a 'federation' model to the Minister. Other ITP propose a 'hub and spoke' model. Focus is on cost cutting to the sector with 'back of house' services and curriculum alignment proposed; OP does not support this.  OP submission noted that there has been no CPI increase to the sector for ten years, resulting in financial difficulties for many ITP.</p> <p><i>Building update</i>  - Student Village finished and is doing well  - a business case will go to Council tomorrow with proposals for building, including the ECL precinct in front of A Block, refurbished A Block and O Block extensions.  This means we can exit leased premises.</p>

	<p><i>Parking</i></p> <ul style="list-style-type: none"> <li>- no parking planned in the new builds. Will lose carpark in front of A Block. University carpark (chargeable) on old Wickliffe site is available for anyone.</li> </ul>
<p><b>5. Policy Project update (Pam Thompson)</b></p>	<p>Pam Thompson coordinating the project to undertake a full policy review and rehouse policies from the shared drive to a new repository. Policies will remain on the website as the only place they are published.</p> <p>151 policies either published or draft. Council will work on their ones (12).</p> <p>A small working group will help review/rewrite, simplify and amalgamate similar policies where practical, and align them with Baldrige criteria. Aiming to reduce the total number, and identify gaps.</p> <p>Numbering will not change. References to policies in programme documents need to use the first number only which doesn't change (version not needed).</p> <p>Policies will no longer include procedures as templates are often out of date. If needed they will be an appendix or flow chart; or a reference to online procedures or training documents.</p> <p>Project is expected to take some time to complete but will be a quick turnaround on most, in small monthly batches. Policies will continue to be signed off by Phil Ker.</p> <p>Also looking to re-establish the Policies Committee to oversee the project.</p> <p>Pam requesting volunteers to assist:</p> <ul style="list-style-type: none"> <li>- Karole would like to be involved with all throughout the process</li> <li>- Michelle offered to assist with management policies.</li> </ul> <p>Staff will be consulted through usual channels.</p>
<p><b>6. Meeting updates</b></p>	<p><u>Central Services Leadership Team</u></p> <ul style="list-style-type: none"> <li>- Academic staff capability framework under way. David McMaster working with People and Culture to develop an 'all staff' capability framework due for a soft launch in Q3.</li> <li>- Internationalisation name change to Global Engagement, focus on local/international engagement.</li> <li>- Research - 106 portfolios were submitted for PBRF this week.</li> <li>- Edubits – staff are encouraged to complete an Edubit for free this June-July.</li> <li>- Central Otago campus – ELT consulting with COT staff on strategic direction for the next three years. Campus will consolidate at Bannockburn Rd., more community engagement is envisaged. Looking for EFTS growth from two-three new products and services such as microcredentials, brewing. Brewery will operate under a new model as a functioning, commercially viable enterprise with teaching alongside.</li> </ul> <p><u>Leadership Council</u></p> <p>Ray O'Brien and Sarah Sellar held an exercise with LC to gather feedback and ideas for an update of the sustainable practice and development strategy to align it with the OP Strategic Plan 2018-2021, and address:</p> <ul style="list-style-type: none"> <li>- Treaty of Waitangi not incorporated</li> <li>- no benchmarking</li> <li>- implicit focus only on regenerative systems.</li> </ul>



<b>7. Any other business</b>	- Sector restructure – TEC “ITP Roadmap 2020” project has been set up to work with the sector and community to identify options for change. TEC will visit OP on <b>8 August</b> for consultation, staff invited to attend. Details on Tuhono and Leading News.
<b>8. Next meeting / Agenda items</b>	Next meeting 2 August at 8.30 am. Agenda item - ASR, APERS and PESA updates (Joanne Greatbanks and Lesley Smith).
<b>Close</b>	Meeting closed 9.36 am.

**ACTIONS SUMMARY**

Action	Person	Completion
Nil		

## Staff Subcommittee of Council

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Thursday 2 August 2018

8.30am – 9.30am

F 215, Mason Centre, Forth Street, Dunedin

**Present:**

Jono Aldridge (Chair)	Michelle Watt
Ian Barker	Stuart Terry
Sheena Roy	Darren Evans
Mary Butler	Kathryn van Beek
Jonathan Duncan	Phil Osborne

**Apologies:** Philip Ballard, Phil Edwards, Karole Hogarth, Barbara Dunn, Lisa Burton.

**Minutes:** Paula Petley.

<b>1. Apologies</b>	Apologies accepted.
<b>2. Welcome new members</b>	New members Jonathan Duncan, Phil Osborne and Kathryn van Beek were welcomed. Apology from Lisa Burton. Members introduced themselves.
<b>3. Minutes of last meeting</b>	<b>Moved</b> that the minutes of the last meeting be accepted: Michelle Watt Seconded: Sheena Roy
<b>4. Matters arising and Updates</b>	<p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• Maori Strategic Framework - waiting to hear back on how staff can contribute.</li> <li>• Timetabling Project - Jono will circulate a brief from Jean Tilleyshort.</li> <li>• Policies Project - two members volunteered to assist with this work.</li> <li>• Technician Network - Stuart and Ian are progressing this. Have met with Otago University colleagues.</li> </ul> <p><u>Updates</u></p> <ul style="list-style-type: none"> <li>• Academic Board new format - designed to create discussion and dialogue, open to all staff. Meeting in G 106 today will be chaired by Peter Coolbear, topic: shared service curriculum development.</li> <li>• Leadership updates - no CSLT this month; Leadership Council meets next week. August Council meeting will be at Moeraki Marae where the revised Māori Strategic Framework will be presented.</li> <li>• Sick Leave Policy - approved and now online. This formalises the 'informal' arrangement we had prior.</li> <li>• 2018 Work Environment Survey - the WES will be released 16 August and contains a couple of new questions.</li> <li>• Team Rewards - this has been changed to a day's leave for all. Update is on Tuhono.</li> <li>• Easter Break 2019 - it has been confirmed that the polytechnic will close for the week of 22 April due to the timing of Easter and Anzac Day. Staff advised to take annual leave or make other arrangements with formal leader e.g. work from home if they have insufficient leave.</li> </ul>

	<p><u>Tuhono Links</u></p> <p>Sick Leave Policy:  <a href="https://www.op.ac.nz/assets/policies/MP0485.00-Donating-Sick-Leave.pdf">https://www.op.ac.nz/assets/policies/MP0485.00-Donating-Sick-Leave.pdf</a></p> <p>Team Rewards:  <a href="https://www.op.ac.nz/hub/news/item/3093">https://www.op.ac.nz/hub/news/item/3093</a></p> <p>Easter Break:  <a href="https://www.op.ac.nz/hub/news/item/3095">https://www.op.ac.nz/hub/news/item/3095</a></p>
<p><b>5. APERS update (Joanne Greatbanks and Lesley Smith)</b></p>	<p>Annual Programme Reviews coming to a close. Process this year is for teams to discuss and self-assess against key NZQA evaluative measures. Joanne and Lesley provide feedback. Lesley adjusts ratings if schools over- or under-rate themselves. Lesley noted it is important for schools to be able to see reports from other areas so they can get ideas for improvement.</p> <p>There will be one more round before the EER, for teams to work on their self-assessment.</p> <p>Key question for teams when they rate themselves 'excellent' - how do you know?</p>
<p><b>6. ASR update (Joanne Greatbanks)</b></p>	<p>Service area reviews under way. Two services are newly-formed and two are in leadership transition so will be covered next year. Review looks at where services are at as a baseline to benchmark against the goal of excellence.</p> <p>Little changes to ratings. Highest performing categories "People Focus" and "Customer Focus".</p> <p>For the next round it is planned to add data panels to the evaluation page for teams to refer to while completing their assessment.</p> <p>Joanne noted she had no concerns about the performance of any service. Teams were all actively reviewing their data.</p> <p>Feedback is important - each school or area receives a list of OFIs which appear on the 'improvements' tab. Joanne noted overall the process is much improved from previous years.</p> <p>2019 dates: Schools 22 March; service reviews will be in April.</p>
<p><b>7. PESA application and update (Joanne Greatbanks)</b></p>	<p>Joanne advised that Otago Polytechnic has been awarded the Baldrige-affiliated Performance Excellence Study Award (PESA), an outstanding achievement.</p> <p>This is a gold standard in excellence frameworks worldwide. It is not important which framework organisations align with as long as they are passionate and committed to achieving excellence. OP has been using excellence dialogue for some time, with a focus on 'good to great'.</p> <p>The application process involves a very detailed description of the organisation. Applications scrutinised by the best quality minds in the US; report feedback provides OFIs which inform the improvement plan.</p> <p>OP has applied several times previously, improving on each attempt. A few OFIs were identified in this year's application, e.g. supply chain management. Documents are on the performance portal; the feedback will be added.</p>

	The official awards ceremony will be held at the end of October.
<b>8. TEC ITP Roadmap 2020</b>	TEC will visit 8 August to gather feedback on proposed sector restructuring. Staff are encouraged to attend the session at 11.15 am in G 106. A briefing paper will be in this week's Leading News. Union representatives will speak. SSCC may have a chance to present our views. A paper will be drafted and sent to the Committee for feedback.  ➤ <b>ACTION:</b> Jono and Kathryn
<b>9. Any other business</b>	<ul style="list-style-type: none"> <li>Electric vehicle charging - Philip Ballard suggests OP set up a charging station open to staff and the community, given the rise in EV ownership. May be the possibility of an ECA subsidy; to be investigated further.</li> </ul>
<b>10. Next meeting / Agenda items</b>	Next meeting 6 September at 8.30 am.
<b>Close</b>	Meeting closed 9.32 am.

**ACTIONS SUMMARY**

Action	Person	Completion
SSCC feedback to TEC Sector Review	Jono, Kathryn	8 August

## Staff Subcommittee of Council

Thursday 6 September 2018

9.00 am - 9.30 am

F 106, Mason Centre, Forth Street, Dunedin

**Present:**

Michelle Watt (Chair)	Stuart Terry
Ian Barker	Phil Osborne
Sheena Roy	Lisa Burton
Megan Potiki	Barbara Dunn
Jacquie Hayes	Philip Ballard

**Apologies:** Jono Aldridge, Phil Edwards, Karole Hogarth, Kathryn van Beek, Jonathan Duncan, Mary Butler

**In attendance:** Sarah Sellar

**Minutes:** Paula Petley

<b>1. Apologies</b>	Apologies accepted. Skype was unavailable in F106 for offsite members to attend.
<b>2. Minutes of last meeting</b>	Official business will be deferred to next meeting.
<b>3. Matters arising</b>	Next meeting.
<b>4. Meeting updates</b>	Updates will be deferred to next meeting.
<b>5. Action items</b>	Nil.
<b>6. Sustainability strategy update</b>	<p>Sarah Sellar was in attendance to update on the revised Sustainability Strategy. A PowerPoint was shown.</p> <ul style="list-style-type: none"> <li>• ELT decided to refresh the sustainability strategy and have devised some clear goals around waste and sustainability that will be redefined and embedded into the curriculum. It is now also aligned to several of the U.N. Sustainable Development Objectives.</li> <li>• Student Finn Boyle has toured NZ looking at organic waste systems; Ray O'Brien also working on a 'carbon neutral' OP. When Sustainability Advisor Jen Rodgers returns from maternity leave she will be working on these ideas.</li> <li>• Engagement is now under way to support and educate staff around practices.</li> <li>• It was suggested that we have sustainability 'champions' in each school.</li> <li>• It was suggested that Sustainability be a regular item on staff meeting agendas along with health and safety. Suggestions were put forward for discussion with Ross Funnell.</li> <li>• Lisa noted that L Block will start weighing their waste; and had put in a submission regarding the mowing of grass on the raised block in front of F Block which is considered a safety issue.</li> </ul> <p>Sarah was thanked for her presentation.</p>
<b>7. Other business</b>	Reminder of staff forum on Friday on the campus development plan.
<b>8. Next meeting</b>	Next meeting 4 October - may be rescheduled due to Staff Development Day.
<b>Close</b>	Meeting closed 9.39 am.

### ACTIONS SUMMARY

Action	Person	Completion
Pass on information from previous sustainability work to Sarah and Ray.	Paula	Asap

# AGENDA



## OTAGO POLYTECHNIC COUNCIL - CLOSED

<b>Name:</b>	Otago Polytechnic Council
<b>Date:</b>	Friday, October 5, 2018
<b>Time:</b>	10:00 AM to 12:30 PM
<b>Location:</b>	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
<b>Board Members:</b>	Kathy Grant (Chair), Bill Moran, Darren Evans, Megan Potiki, Paul Allison, Peter Coolbear
<b>Apologies:</b>	Neil Barns, Mike Horne
<b>Guests:</b>	In Attendance: Jono Aldridge (Convenor, Staff Subcommittee), Jeanette Corson (Secretary to Council), Philip Cullen (Deputy Chief Executive Corporate Services), Jordan Dargaville (Convenor, Student Council), Phil Ker (Chief Executive), Oonagh McGirr (Deputy Chief Executive, Learning and Teaching Services), Chris Morland (Deputy Chief Executive, Learner Experience)
<b>Notes:</b>	Council/Chief Executive only 8.30am - 9.30am

### 1. PROCEDURAL

#### 1.1 Resolution to Exclude the Public

Under Section 48, Local Government Official Information and Meetings Act 1987, move, that with the exception of the Executive Leadership Team members, the convenors of the Staff Subcommittee and Student Council, the public be excluded from the meeting.

#### 1.2 Conflict of Interest

Members are asked to declare any potential conflict of interest.

#### 1.3 Confirm Minutes

##### RECOMMENDATION

That the minutes of the closed section of the meeting held on 3 August 2018 be approved as a true and correct record.

Supporting Documents:

1.3.a	Closed 3 August 2018.pdf	7
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#### 1.4 Action Item List

Supporting Documents:

1.4.a	Action Item List	12
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#### 1.5 Reporting Timeframes

Supporting Documents:

1.5.a	Reporting Timeframes.docx	13
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## 2. REPORTS

### 2.1 Chair (verbal)

### 2.2 Chief Executive

Supporting Documents:

2.2.a	Chief Executive Report.docx	14
2.2.b	VET Review System Update.pdf	15
2.2.c	VET Summary Views .pdf	17

### 2.3 Finance and Audit Committee (verbal)

### 2.4 Finance Reports

- Variance Summary and Timing Difference Schedule
- EFTS Reports
- Rolling Cash Flow

Supporting Documents:

2.4.a	Timing Difference Schedule.pdf	21
2.4.b	EFTS rpt 27918.pdf	23
2.4.c	Rolling cash flow.pdf	26

### 2.5 Executive Leadership Team

- Deputy Chief Executive, Learner Experience

Supporting Documents:

2.5.a	ELT report - Chris Morland.pdf	27
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### 2.6 Staff Capability Evaluative Research Report

Deputy Chief Executive Learning and Teaching Services Oonagh McGirr will present an interim report on the Staff Capability Evaluation Research.

Supporting Documents:

2.6.a	Council D4LS Interim Impact Report October 2018.docx	29
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### 2.7 Safety and Wellbeing

- Monthly Report to 31 August 2018

Supporting Documents:

2.7.a	Safety and Wellbeing Report to Council August 2018.docx	37
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## 2.8 Tribal Benchmarking

Louisa Homersham will attend the meeting to present an overview of the 2017 Tribal benchmarking results.

Supporting Documents:

2.8.a	Tribal Benchmarking.pdf	43
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## 3. FOR APPROVAL

### 3.1 Strategic Asset Management Plan

Supporting Documents:

3.1.a	OP SAM Plan Ver 18_6 Sept.docx	71
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## 4. RISK

### 4.1 Governance Risk Management Framework

For review and comment

Supporting Documents:

4.1.a	Risk Matrix 5 Oct 18.pdf	133
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## 5. MATTERS FOR NOTING

### 5.1 Council Correspondence

There has been no correspondence since the last meeting.

### 5.2 Finance and Audit Committee Minutes

- 6 September 2018

Supporting Documents:

5.2.a	h. 6 September.pdf	136
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### 5.3 Safety and Wellbeing Minutes

- 6 July 2018
- 17 August 2018

Supporting Documents:

5.3.a	Safety and Wellbeing Minutes 6 July.docx	142
5.3.b	Safety and Wellbeing Minutes 17 August.dotx.docx	145

### 5.4 Contracts Signed

No relevant contracts have been signed since the last meeting.

### 5.5 Use of the Common Seal



The Common Seal has not been used since the last meeting.

## 6. CLOSE MEETING

### 6.1 Close Meeting

**Next meeting:** Otago Polytechnic Council Closed - Friday, 2 November 2018, 9:15 AM