

# Council Open Agenda



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**Meeting to be held: 12.30pm Friday 3 March 2017**  
**Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,**  
**Forth Street, Dunedin**

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**1. APOLOGIES**

**2. CONFLICT OF INTEREST**

Council members should declare any potential conflict (pecuniary or non-pecuniary) they may have regarding any item on the agenda, or in relation to any discussion during the meeting. These declarations will be recorded on a separate register as well as in the minutes.

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

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

Jeanette Corson  
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER				
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic	
<b>Paul ALLISON</b>	07-03-14	1. Chief Executive – Central Lakes Trust 2. Regional Chair – Halberg Disability Sport Foundation 3. Trustee – Winter Games NZ 4. Sports Commentator – The Radio Network 5. Lion Foundation Regional Grants Committee	1. CLT is a community funder, with the Polytechnic's Cromwell Campus within its beneficiary region. OP may well be an applicant for CLT funding in Central Otago 2 – 5 Nil	
<b>Gillian BREMNER</b>	21-06-10	1. Chief Executive Presbyterian Support Otago 2. Director Well Dunedin PHO	1. Student placements for Nursing, Occupational Therapy and CAPS within PSO Residential facilities 2. Nil	
<b>John CHRISTIE</b>	02-10-15	1. Director: Enterprise Dunedin - Dunedin City Council 2. Board Member - WellSouth Primary Health Network 3. Board Member - South Canterbury District Health Board Audit and Assurance Committee. 4. Trustee – Knox College Trust 5. Trustee – Salmund Hall		
<b>Peter COOLBEAR</b>	16-11-16	1. Chair NZCER Board 2. Council Member Tai Poutini Polytechnic	1. NZCER manages the TLRI fund that has a tertiary education component	
<b>Darren EVANS</b>	06-08-16	Chief Operating Officer, Calder Stewart Group Spouse: Part time employee of Otago Polytechnic, working in the Research & Enterprise Team (both R&E and Innovation Workspace) as a Project Manager	Calder Stewart Group is a Customer of CapableNZ and potential supplier	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Kathy GRANT	22-06-15	<ol style="list-style-type: none"> <li>1. Dunedin City Holdings Ltd (Director)</li> <li>2. Sport Otago (Trustee)</li> <li>3. Trustee of numerous private trusts</li> <li>4. Galloway Cook Allan (Associate)</li> <li>5. Dunedin Sinfonia Board</li> <li>6. Dunedin City Treasury Limited (Director)</li> <li>7. Dunedin Venues Ltd (Director)</li> <li>8. SDHB (Commissioner)</li> </ol> <p>Spouse:</p> <ol style="list-style-type: none"> <li>1. Galloway Cook Allan (Consultant)</li> <li>2. Hazlett &amp; Sons Limited (Chair)</li> <li>3. South Link Health Services Limited (Director)</li> <li>4. Warbirds Over Wanaka Community Trust (Board Member)</li> <li>5. Warbirds Over Wanaka Limited (Director)</li> <li>6. Warbirds Over Wanaka (2008) Limited (Director)</li> <li>7. Warbirds Over Wanaka (2010) Limited (Director)</li> <li>8. Leslie Groves Home &amp; Hospital (Board Member)</li> <li>9. Dunedin Diocesan Trust Board (Board Member)</li> <li>10. Nominee Companies associated with Galloway Cook Allan (Director)</li> <li>11. Trustee of numerous private trusts</li> </ol>	
David HIGGINS	07-03-14	<ol style="list-style-type: none"> <li>1. Te Runanga o Ngai Tahu (Moeraki Representative)</li> <li>2. Te Aparangi Committee (Executive Committee of TRoNT) (Member)</li> <li>3. Ngai Tahu Fund Committee (Member)</li> <li>4. Otakaroro Investments Ltd (Director and Shareholder)</li> <li>5. Kaiapoi Pa Trustees (Chair)</li> <li>6. Moeraki Marae Trustees (Chair)</li> </ol>	

Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Michael HORNE	06-11-15	<ol style="list-style-type: none"> <li>1. Deloitte Limited</li> <li>2. Best View Limited</li> <li>3. City Forests Limited</li> <li>4. Ellis Fibre Global Limited</li> <li>5. Ellis Fibre NZ Limited</li> <li>6. Escea International Limited</li> <li>7. Escea Limited</li> <li>8. Hunterfields Investments Limited</li> <li>9. McMahon Investments Limited</li> <li>10. Otago Southland Division of the Cancer Society of New Zealand</li> <li>11. Otago Museum Trust Board (Treasurer)</li> <li>12. Palmer &amp; Son Limited</li> <li>13. Palmer Resources Limited</li> <li>14. Palmer MH Limited</li> <li>15. Palmers Mechanical Limited</li> <li>16. PDS (Computer Services) Limited</li> <li>17. Prospectus Nominees</li> <li>18. Prospectus Nominees Services Limited</li> <li>19. Rawhiti Road Investments Limited</li> <li>20. Viblock Limited</li> </ol>	<ol style="list-style-type: none"> <li>1. Potential supplier</li> <li>11. Potential customer</li> </ol> <p>Others: Nil</p>

### **3. MINUTES 4 NOVEMBER 2016**

The minutes of the open section of the meeting held on 4 November 2016 are attached.

#### **RECOMMENDATION**

**That the minutes be approved as a true and correct record of the open section of the meeting held 4 November 2016.**

Jeanette Corson  
Secretary to Council

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



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held at 1.25pm on Friday 4 November 2016 in Puna Kawa, the Mason Centre, Otago Polytechnic, Forth Street, Dunedin.

**PRESENT:** Mrs K Grant (Chair)  
Mr P Allison  
Mrs G Bremner  
Dr P Coolbear  
Mr D Evans  
Mr D Higgins

**IN ATTENDANCE:** Mr J Aldridge (Convenor, Staff Subcommittee)  
Mr Luke Baines (Convenor, Student Council)  
Mr M Carter (Director: People and Performance)  
Mrs J Corson (Secretary to Council)  
Mrs L Homersham (Deputy Chief Operating Officer)  
Mr P Ker (Chief Executive)  
Mr C Morland (Deputy Chief Executive: Learner Experience)  
Mrs S Thompson (Director: Quality)

**APOLOGIES:** Mr J Christie  
Mr M Horne

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## 1. APOLOGIES

Apologies had been received from Mr Christie and Mr Horne.

## RECOMMENDATION

That the apologies be accepted.

AGREED.

## 2. CONFLICT OF INTEREST

A register of Council members' interests was attached. Dr Coolbear noted that his interests were to be updated.

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

## 3. MINUTES – 7 OCTOBER 2016

The minutes of the open section of the meeting held on 7 October 2016 had been circulated.

## **RECOMMENDATION**

**K Grant/D Evans**

**That the minutes be approved as a true and correct record of the open section of the meeting held on 7 October 2016.**

**AGREED.**

## **4. MATTERS ARISING**

### **Feedback to Productivity Commission**

It was noted that feedback was due to the Productivity Commission by 16 November.

## **5. CHAIR'S REPORT**

Mrs Grant had recently attended both the Mana Pounamu and Pacifika Student Awards ceremonies in The Hub. She noted that the student showcase events were due to commence on 10 November and encouraged Council members to attend.

Mrs Grant had also attended an Ako Aotearoa function in The Hub that week, recognizing those in Otago who had received Tertiary Teaching Excellence awards.

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

### **Summarised Finance Report for the period ended 30 September 2016**

A table provided an overview of Otago Polytechnic's 2016 financial performance to date and compared this against the forecast with variances.

Key points:

- Net operating surplus \$1,167k ahead of forecast
- Capex \$162k underspent to date
- Current monetary assets \$2.6m higher than expected
- EFTS enrolments at 4,749 ahead of forecast for September YTD

### **Educational Performance Indicators**

Mr Ker commented in particular on Otago Polytechnic's outstanding performance in leading the sector in both course completions and qualification completions. He noted further that Otago Polytechnic had four educational performance indicators in the top four in the sector in 2015, with the institution making significant progress over the past four years.

The Council also discussed TEC's Education Performance Indicators (new methodologies) which will take effect in 2018.

### **Student Accommodation**

The student accommodation was underway with the first pile driven on 28 October. A full range of room options will be completed and available for viewing by 1 August 2017 and the facilities ready for students to move in at the start of the 2018 academic year. The construction contract had not yet been signed.

### **Central Campus**

Mr Ker had provided a summary of the Council's discussion over the past 18 months regarding development of the Central Campus. He noted that developments are contingent on a satisfactory outcome from the Level 3 and 4 competitive tender process.

### **Good News**

Two students had won medals in the recent World Skills NZ National Competition held recently at Wintec.

### **External Liaison**

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

### **Media Clippings**

Media reports for October 2016 were provided.

### **RECOMMENDATION**

**K Grant/P Coolbear**

That the Council receives this report.

**AGREED.**

## **7. MATTERS FOR NOTING**

The following items were noted:

- Council Calendar  
A December meeting is to be held, comprising a closed section and a strategy session.
- Leadership Team Conflict of Interest Register
- Minutes
  - Staff Subcommittee 6 October 2016
  - Academic Board 17 October 2016  
The meeting had included a discussion as to the proposed restructuring of Academic Board. The proposal, once considered further, will be presented for Council input.
  - Student Council 20 October 2016

## **8. GENERAL BUSINESS**

None.

The meeting closed at 2pm.

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

.....Chair

.....Date

#### ACTION LIST

Date	Action	To be completed by	By when
03/07/2015	Naming of buildings	Phil Ker	Progressive reporting
05/08/16	Naming of student village	Phil Ker	June 2017
07/10/16	Establishing date for 2017 meeting at Otakou and circulating to Runaka	Jeanette Corson	February 2017
	Feedback to Productivity Commission	Phil Ker	16 November 2016
04/11/16	Proposed restructuring of Academic Board	Phil Ker	3 February 2017

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

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

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

##### **Enrolments**

At the time of writing, overall enrolments are sitting at 3995 EFTS which is 107 EFTS up on the February budget. When compared to the 2016 enrolments for the same time period, we are 2.3% ahead of 2016 which is very pleasing given the overall softness that is being reported across the tertiary sector.

While there have been some small declines in Sport, Midwifery, Central Otago and Capable NZ (timing), we have very strong enrolments in Social Services, and Engineering.

Our International enrolments continue to remain strong, and it is pleasing to note that our international EFTS are 26% ahead of budget, and 44% up when compared to the same time last year. Our Dunedin and Auckland campuses are reporting strong growth while Central Otago is tracking on par with 2016.

Providing the trends of the last three years continue with the second semester intake commencing in July, we are confident that we will reach our overall EFTS budget

##### **Rainbow Tick**

On Wednesday 22 February we celebrated receiving the Rainbow Tick – independent acknowledgement that Otago Polytechnic is an inclusive organisation embracing gender and sexual diversity. We are the first South Island organisation to receive this acknowledgement and the second tertiary institution in New Zealand after AUT.

##### **Sector Issues**

The re-established NZITP (NZ Institutes of Technology and Polytechnics) met in late February, well attended by the membership which now comprises the whole sector. There was fruitful engagement with the new Minister, TEC, NZQA and MoE.

The key sector issue is the perceptions held of the polytechnic sector vis-à-vis universities and a clear need for stronger positioning of our sector in the public eye. There is a significant positioning campaign under development.

##### **Student Accommodation**

The Xlam timber on the West Wing is now starting to take shape. The initial set-out of the timber on the slab took slightly longer than originally thought, however it is the most complex area with services, lift pit and stairwells. The ground floor set-out is critical and will make the timber going up a smoother process. Two thirds of the foundation beams for the East Wing have been poured and the complete slab for this wing will be poured the first week in March. Naylor Love are bringing a second crane and another team on to site which will make a big difference to progress on site. They will also be working longer days and Saturdays.

To date this year we have had 16 carpentry students and their lecturers on site, along with the first staff tour. These are scheduled for the first Friday of every month. We have had interest for visits from the Property Council, Quantity Surveyors and also the Mid Otago Farm Forestry Association. To avoid disruption to work on site and also to ensure health and safety is addressed, these visits are being co-ordinated out of hours.

##### **External Liaison (since last reported in November)**

- Re-signing of MoU, Otago Museum
- TTEA award winners function
- Clare Curren, MP
- Paralympian afternoon tea

- Rebecca Twemlow, Firebrand
- TANZ CEO meeting, Christchurch
- Geoff Pearman, Partners in Change
- 50<sup>th</sup> Birthday sponsors function
- Charity House sponsors function
- Malcam Board CEO interviews
- OPAIC Board meetings x 2
- Delegation from National Institute of Kosens, Japan
- Central Otago District Council Executive Team meeting
- Study Dunedin Advisory Group
- Visit to Qingdao, China
- Paul Amezcua, Global Ascent
- Otago Employers' Association dinner with Grant Robertson and David Parker
- ITP Advisory Group, Wellington x 2
- Murray Sherwin and Judy Davanagh, Productivity Commission, Wellington
- ITP meeting, Wellington x 2
- Liz Disney, Lynda McCutcheon, Southern District Health Board
- TANZ eCampus meetings x 2
- Ken Steel, Education
- Hon Paul Goldsmith
- OPAIC Board retreat, Arrowtown
- Rob McCrone, Primary ITO
- Terry Davies, Kim Dodds, Dunedin Venues
- Jane Von Dadelszen, Consultant (former DCE NZQA)
- Grant Robertson MP
- TANZ CEO meeting, Wellington
- Building Officials Institute NZ
- Compass, Auckland (re Culinary training)
- Sarah Gautier, Education NZ
- Seth Campbell, Sara Williams, TEC
- Malcam Trust Board meeting

#### **Media Reports**

A report is attached from Megan Martin, Media Liaison. Attached separately are media reports for the last month.

#### **RECOMMENDATION**

**That the Council receives this report.**



Phil Ker  
Chief Executive

**REPORT TO OTAGO POLYTECHNIC COUNCIL**  
**MEGAN MARTIN - Media Liaison**

**MEDIA COVERAGE**

- The number of media articles has tracked well this month. The Penguin Hospital at our School of Veterinary Nursing has generated 32 articles to date, including on both national TV channels and National Geographic Netherlands!
- Otago Polytechnic's Rainbow Tick certification has been covered widely and positively in the media. There have been ten reports to date, with another being filmed tomorrow.
- Otago Polytechnic's Women in IT scholarship was well received, with six articles recorded, including in Educators NZ. iD Emerging Designer announcements have been picked up, also with six articles to date. This event is in late March, so I expect more media interest then, including national online providers, television, newspaper and radio.
- Reports worth mentioning are in HRM New Zealand – Human Resources online magazine. Two reports, released days apart, outline Otago Polytechnic as a first-class employer.

**DATA TO DATE – Number of stories per month**

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb22
<b>MELTWATER</b>	63	62	83	66	57	90	66	77	54+
<b>SLICE</b>				48	82	64	55	58	56+
<b>TOTAL</b>	63	62	83	114	139	154	121	135	110+

Media data has been collected from Meltwater since June 2016, and Slice since September 2016. The drop in December can be expected due to Christmas break. It is heartening to see the good number of stories covered in January, traditionally a slow news time.

**SOCIAL MEDIA**

- Facebook – 7900 followers. Organic activity on Facebook was expectedly quiet over January, but sponsored ads targeting specific areas performed well. 75,830 people have been reached in the last month, which converted to 11,375 post engagements. Most notable is interest in our videos – with 15,218 views. The Contact Centre is now answering all Facebook queries, with a 100% response rate.
- LinkedIn – 9644 followers. Our LinkedIn posts generally draw about 1000 impressions. The Aotearoa Cycling Challenge (19/2/17) gained 3,000, and the Rainbow Tick announcement had 30 clicks, and 22 interactions, creating the highest engagement for the month.
- Instagram – 1340 followers. With Hayden Parsons' beautiful photography, Instagram is building well and leaves a strong impression of Otago Polytechnic culture. Unfortunately, analytics are unavailable for this report.

**FUTURE PLANS:**

Write Media Strategy/Plan

Create and deliver media training for key staff.

Create Google Analytics and monitor 'News & Events' on Website.

Increase video content on website and social media.

## **7. POLICIES FOR APPROVAL**

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

- CP003.02 Management Reporting of Contracts to Council
- CP007.03 Legislative Compliance
- CP008.01 Sensitive Expenditure

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0003.0 <del>32</del>
Title:	Management Reporting of Contracts to Council	
<del>ITPNZ</del> Standard <del>Baldrige</del> Criteria:	<del>1 Institutional Academic Quality Management</del> <u>1 Leadership</u>	
Council Meeting	Approval Date: <del>7 Oct 14</del>	Effective Date: <del>7 Oct 14</del>
Previous Policy Number	na	Review Date: <del>7 Oct 2017</del> <u>6</u>
Contact Authority:	Secretary to Council	Status: current

**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.

#### **Background**

**Statutory Compliance** Education Act 1989

#### **National Guidelines**

#### **Policy and Procedures**

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

Routine contract renewals over the value of \$50,000 (exclusive of GST)

Contracts that are not routine contract renewals over the value of \$20,000 (exclusive of GST)

~~The Otago Polytechnic Council require management to report to the monthly Council meeting any contracts over the value of \$20,000 (exclusive of GST).~~

The Contracts Register shall clearly identify the following:

1. Contract name
2. Other party
3. Expiry
4. Value
- ~~5. In favour of~~
- ~~6-5.~~ Provide a subject section, i.e. Operating Lease, Partnership Arrangement, Service Provision, etc

**Referral Documents** Council Paper No. C71/08 - Increased contracts management reporting value to \$20,000 from \$10,000.

#### **Delegation of Procedures**

Approved by Council  
Date:



<b>OTAGO POLYTECHNIC MANAGEMENT POLICY</b>		<b>Number: CP0007.034</b>
<b>Title:</b>	<b>Legislative Compliance</b>	
<b>ITPNZ Standard/Baldrige Criteria:</b>	<b>1-Institutional Academic Quality Management 1 Leadership</b>	
<b>Council:</b>	<b>Approval Date: 7-Nov-2014</b>	<b>Effective Date: 7-Nov-2014</b>
<b>Previous Policy Number</b>	<b>n/a</b>	<b>Review Date: 2 Dec 2016</b>
<b>Contact Authority:</b>	<b>Secretary to Council</b>	<b>Status: current</b>

#### Purpose

The Polytechnic is committed to ensuring that it conducts its business in a lawful, professional and ethical manner.

#### Background

The Polytechnic's commitment to legal compliance in all aspects of its operations is demonstrated by the development, maintenance and ongoing improvement of the Legislative Compliance System set out in this policy. The scope of this policy is "legislative compliance", that is compliance with all relevant statutes and regulations.

#### Policy

The Legislative Compliance System is made up of:

- Allocating responsibilities for legislative compliance;
- Proper resourcing of the Legislative Compliance System;
- Identifying and assessing legislative compliance obligations;
- Regular monitoring and reporting of legislative compliance including any compliance failures;
- Ongoing training of staff to enable them to fulfil their compliance obligations;
- Reviewing the Legislative Compliance System;
- Annual updating by the Polytechnic's solicitors as to applicable legislation and risk.

#### Procedures & Responsibilities

##### 1. Application

The policy applies to all activities of the Polytechnic at governance, management and operational levels.

##### 2. The Chief Executive ~~may~~ delegate responsibility for compliance to specific members of the Polytechnic's Leadership Team and Service Managers.

###### 2.1. Chief Operating Officer

The Chief Operating Officer will oversee the maintenance of an up-to-date Register of Key Legislation based on an assessment of the major risks to the Polytechnic:

The Register will include:

- a summary of the key legislation;
- the risks or consequences of failure to comply; and
- the member of Leadership Team responsible for each compliance area.

The Chief Operating Officer is responsible for managing the Polytechnic's Legislative Compliance System and for reporting routines that include providing "positive assurance" to Council annually that the Polytechnic has complied with relevant legislation.

###### 2.2. Contracts Manager

The Contracts Manager will be responsible for the following duties:

- maintaining the Register of Key Legislation;



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

### 2.3. Leadership Team and designated Service Managers

Members of the Leadership Team and designated Service Managers have the responsibility detailed in the Register of Key Legislation.

In fulfilling that responsibility, they will:

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

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

- be aware of, and comply with, the legislative obligations relevant to their role;
- undertake any necessary compliance training and be aware of the Polytechnic's policies and procedures which promote and support legal compliance; and

- report any compliance concerns, issues and failures in accordance with this policy, and know that such reporting is valued and encouraged by the Polytechnic.

### 3. Resourcing and Training

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

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

### 4. Monitoring and Reporting of Legislative Compliance

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

- ~~Annual six monthly~~ reports to Chief Operating Officer from Leadership Team and designated service managers on compliance with legislative requirements, and reporting non-compliance occurrences;
- annual declarations by service managers



- annual report and declaration from the Chief Operating Officer to the Finance and Audit Committee on the Polytechnic's overall compliance with legislative requirements.

4.2. Legislative Compliance reports will also:

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

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

**Referral  
Documents**

Appendix 1 Register of Key Legislation  
Appendix 2 Declaration of Compliance

Approved by Council  
Date: 7 November 2014

## Register of Key Legislation

### 1. Introduction

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

### 2. Obligations as a Public Body

Statute	Oversight	Reporting
2.1 Crown Entities Act 2004	Chief Executive	Chief Operating Officer
2.2 Education Act 1989	Chief Executive	Chief Operating Officer
2.3 Goods and Services Tax Act 1985	Chief Operating Officer	Finance Manager
2.4 Local Authorities (Members Interests) Act 1968	Chief Operating Officer	Chief Operating Officer
2.5 Local Government Official Information and Meetings Act (Part 7) 1987	Chair of Council	Council Secretary
2.6 Official Information Act 1982	Chief Operating Officer	Customer Services Team Leader
2.7 Public Finance Act 1989	Chief Operating Officer	Finance Manager
2.8 Public Records Act 2005	Chief Executive	Director: Learning Environment

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

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

### 4. Obligations as an Employer

Statute	Oversight	Reporting
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4.1	Accident Compensation Act 2001 (formerly Injury Prevention, Rehabilitation and Compensation Act)	Director: Organisational Development	Health and Safety Advisor
4.2	Employment Relations Act 2000	Director: Organisational Development	Director: Organisational Development
4.3	Health and Safety <del>in</del> <u>Employment Act 1992 at Work Act 2015</u>	Director: Organisational Development	Health and Safety Advisor
4.4	Holidays Act 2003	Director: Organisational Development	Director: Organisational Development
4.5	Human Rights Act 1993	Director: Organisational Development	Director: Organisational Development
4.6	Income Tax Act 2007	Chief Operating Officer	Finance Manager
4.7	Kiwisaver Act 2006	Director: Organisational Development	Director: Organisational Development
4.8	Minimum Wage Act 1983	Director: Organisational Development	Director: Organisational Development
4.9	Parental Leave and Employment Protection Act 1987	Director: Organisational Development	Director: Organisational Development
4.10	Privacy Act 1993	Chief Operating Officer	Customer Services Team Leader/ Director: Organisational Development
4.11	Protected Disclosures Act 2000	Chief Executive	Chief Operating Officer
4.12	State Sector Act 1988	Director: Organisational Development	Director: Organisational Development
4.13	Wages Protection Act 1983	Director: Organisational Development	Director: Organisational Development

## 5. Obligations as an Occupier of Property

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

## DECLARATION OF COMPLIANCE

Appendix 2

Area of Legislation (from Register Appendix 1 policy CP007)	Non-compliance identified (see below)
Accident Compensation Act 2001 (formerly Injury, Prevention, Rehabilitation and Compensation Act 2001)	
Building Act 2004	
<del>Code of Practice for the Education</del> (-Pastoral Care of International Students) <u>Code of Practice 2016</u>	
Consumer Guarantees Act 1993	
Copyright Act 1994	
Crown Entities Act 2004	
Education Act 1989 sections relating to being a public body	
Education Act 1989 sections relating to being an education service provider	
Employment Relations Act 2000	
Fair Trading Act 1986	
Goods and Services Tax Act 1985	
Hazardous Substances and New Organisms Act 1996	
Health and Safety <del>in Employment at Work</del> Act <u>2015</u> <del>1992</del>	
Holidays Act 2003	
Human Rights Act 1993	
Income Tax Act 2007	
Kiwisaver Act 2006	
Local Authorities (Members Interests) Act 1968	
Local Government Information and Meetings Act 1987 (Part 7)	
Minimum Wage Act 1983	
Official Information Act 1982	
Parental Leave and Employment Protection Act 1987	
Privacy Act 1993	
Property Law Act 2007	
Protected Disclosures Act 2000	
Public Finance Act 1989	



Public Records Act 2005	
Resource Management Act 1991	
Sale and Supply of Alcohol Act 2012	
Smoke Free Environments Act 1990	
State Sector Act 1988	
Wages Protection Act 1983	

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

Signed: Chief Executive

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

Area of Non-Compliance	Agreed Action

**Actions from [previous year] declaration:**

Area of Non-Compliance	Agreed Action	Outcome

<b>OTAGO POLYTECHNIC COUNCIL POLICY</b>		<b>Number: CP0008.042</b>
Title:	<b>Council - Sensitive Expenditure</b>	
<del>Section</del> <u>Baldrige Criteria:</u>	<b><u>Council 6 Operations</u></b>	
Council:	Approval Date: <b>6-September 2013</b>	Effective Date: <b>September-2013</b>
Previous Policy Number:	<b>n/a</b>	Review Date: <b>September-2016 or earlier-if-required</b>
Contact Authority:	<b>Secretary to Council</b>	Status: <b><u>Currentreview</u></b>

**Purpose** To clearly identify the parameters within which Otago Polytechnic shall incur and authorise expenditure of a sensitive nature.

**Definition** Sensitive expenditure is expenditure that provides, has the potential to provide, or is perceived to provide a private benefit to an individual employee, contractor or staff or council member (or a party related to an employee, contractor or council member), that is additional to the business benefit to the Polytechnic of that expenditure. It also includes expenditure by the Polytechnic that could be considered unusual for the Polytechnic's purpose and/or functions.

Expenditure in this category has been broken down into four categories, as follows:

- Entertainment and hospitality related expenditure
- Travel and accommodation related Expenditure
- Staff support and welfare related expenditure
- Goods and services related expenditure

A conflict of interest refers to a situation in which private interests or personal considerations may affect an employee or council member's judgement and/or ability to act in the best interest of Otago Polytechnic.

Controls are the means to promote, direct, restrain, govern and check on various activities.

Credit Card has the normal meaning, but should also be read as applying to vehicle fleet cards, purchase cards and equivalent cards used to obtain goods and services before payment is made.

Probity is defined as uprightness, honesty, proper and ethical conduct.

## Background

### Key Principle

Otago Polytechnic spends public and private money, and all such spending must meet standards of probity that will enable it to withstand Parliamentary and public scrutiny.

Otago Polytechnic provides guidance to employees, contractors and staff and council members by way of policies and expects that all expenditure should be subject to proper authorisation and controls and that no individual should approve their own expenditure or expenditure they may have benefitted from.

## Policy and Procedures

### 1. Standards

The standards applying to sensitive expenditure decisions require that the expenditure decision:

- a. has a justifiable and dominant business purpose
- b. preserves impartiality
- c. is made with integrity
- d. is moderate and conservative, having regard to the circumstances
- e. is transparent; and
- f. is appropriate in all respects.

### 2. Approvals

Sensitive expenditure should be approved:

- a. where it meets the standards described in this policy
- b. before the expenditure is incurred wherever practical
- c. in accordance with delegated authority and;
- d. by the person "one-up" from the person or persons perceived to benefit from the expenditure

### 3. Claims

Claims relating to sensitive expenditure must align with the expense claiming policy and:

- a. clearly state the business purpose
- b. be accompanied by original supporting documentation
- c. document the date, amount, description for items of minor expenditure where receipts are unavailable (amounts under \$50)
- d. be submitted promptly after the expenditure is incurred.

### 4. Credit Card or Charge Card Expenditure

Using credit cards or charge cards is not a type of sensitive expenditure, but is a common method of payment for such expenditure. The Otago Polytechnic has a specific credit/charge card policy. Any expenditure charged to credit cards must be for business use only. No personal purchases are permitted.

### 5. Entertainment and Hospitality expenditure

5.1. Entertainment is defined as business expenditure for the purposes of:

- a. building relationships
- b. representation of the organisation
- c. reciprocity of hospitality
- d. recognition of significant business achievement
- e. hospitality.

5.2. Entertainment and hospitality expenditure:

- a. must be based within a pre-approved budget with a pre-agreed purpose unless linked to incidental governance processes
- b. must wherever possible be approved before the event from the person holding delegated authority and if the person with delegated authority could be a perceived beneficiary, then the one-up principle for sign-off must apply
- c. expenditure must not be extravagant and must be appropriate for the occasion.

### 6. Alcohol Purchases

Subject to a few exceptions, Otago Polytechnic does not pay for alcoholic beverages. As a guideline, the circumstances where spending on alcoholic beverages may be appropriate are:

- a. Where OP is hosting outside guests
- b. Where the expenditure is a staff function that falls under the staff function policy MP0359 Staff Functions (in which case expenditure is limited by the



dollar values specified in this policy)

c. Where it is an OP function that employees, contractors, council members or related parties have been invited to attend and which includes alcohol.

#### **6.7. Gifts to external parties**

~~The Otago Polytechnic's Kōhanga guidelines Policy applies to gifts to external parties. Otago Polytechnic gifts to external parties should be reasonable, appropriate to the occasion and recipient. They should be approved under the normal delegation rules contained in policies MP0303 Authorities and Delegations from the Chief Executive and MP0304 Specific Financial Authorities and Delegations.~~

#### **7.8. Travel and Accommodation expenditure**

Refer to MP0446 Otago Polytechnic's Travel on Otago Polytechnic Business policy.

##### **7.8.1. Air Points and other loyalty points programmes**

Employees, contractors or council members are entitled to receive any air points or other loyalty points earned while travelling. However, any travel booked must be at the best and lowest cost to Otago Polytechnic ignoring any loyalty programme to which the employee, contractor or council member belongs.

Evidence may be required to show that travel is at the best and lowest cost to Otago Polytechnic. Use of Otago Polytechnic's approved travel supplier ~~or an equivalent process~~ for making bookings is required whenever possible.

~~Use of Air Points or loyalty points gathered generally must be applied for personal use. They may not be used for work purposes and then be the subject of an expense claim for reimbursement.~~

If an employee elects to use air points or loyalty points for work purposes ~~in order to support an application for a conference~~, no reimbursement for the equivalent cost or any other type of reimbursement shall be made.

##### **7.8.2. Private Travel linked with Business Travel**

Personal travel may be allowed in conjunction with business travel provided there is no additional cost to Otago Polytechnic. Any such additional costs incurred must be reimbursed by the employee or council member.

The fact that private travel in conjunction with business travel is planned must be disclosed at the time of pre-approval of the business travel.

##### **7.8.3. Travelling spouses, partners, or other family**

Travel costs of accompanying family members should not be paid by Otago Polytechnic, unless the involvement of these parties contributes to the business purpose. In these circumstances expenditure must be pre-approved by the Chief Executive or by the relevant member of Leadership Team; or for Council members, by the Council Chair.

#### **8.9. Staff Support and Welfare Related Expenditure, and Miscellaneous Expenditure**

Such expenditure can include club memberships, motor vehicles, telephone reimbursements, professional memberships and papers/periodicals.

The following principles shall apply:

- a. Eligibility for payments of a remunerative nature shall be clearly identified within the employee's employment agreement.
- b. If an item of expenditure is not covered by the employee's employment



- agreement, eligibility shall be determined on a case by case basis. Approval shall be obtained and clearly documented before the expenditure is incurred.
- c. Finance and/or Human Resources must be contacted prior to the expenditure being approved to ensure any relevant tax implications are appropriately addressed.

#### **9.10. Staff Recognition, Team Building and Retreats**

Expenditure must:

- a. be within the pre-approved budget
- b. be approved wherever possible before the event from the person holding delegated authority and if the person with delegated authority could be a perceived beneficiary, then the one-up principle for sign-off must apply
- c. not be extravagant and must be appropriate for the occasion. Good judgment in line with the principles of this policy is expected to be exercised.
- d. as a general guide, if meals or functions are involved, not exceed \$50 per head. Associated accommodation costs should align to the travel policy limits. Any facilities hired for such events are expected to be moderate in nature.

#### **10.11. Gifts to Employees of Otago Polytechnic**

This section of the policy applies to gifts made to Otago Polytechnic employees.

The following limits apply:

- a. gifts under \$100 require HoS/Service Area approval
- b. gifts over \$100 require the relevant Leadership Team member's approval
- c. gifts over \$500 require Chief Executive approval

For guidance on farewell gifts refer to policy MP0359 Staff Functions.

Expenditure with any element of personal benefit for an Otago Polytechnic employee or contractor is covered by policy MP0304 Specific Financial Authorities and Delegations. Entertainment expenditure as listed in the delegation policy does not apply to or include gifts within the definition of entertainment expenditure.

#### **11.12. Sponsorship of staff**

- 11.12.1.** Staff taking part in an event which is not directly related to their employment, such as a sporting event, may be sponsored by their area through the provision of, or payment for, goods and services (for example, a t-shirt or entry fee).

- 11.12.2.** All such sponsorship should have a justified business purpose, which could include publicity for the event and its objectives or organisational recognition and development. The cost to the Otago Polytechnic should be moderate and conservative.

- 11.12.3.** If the event does not have a justified business purpose, the cost is deemed a gift and requires the approval specified in clause 10.

- 11.12.4.** Sponsorship of staff is not classified under the entertainment classification in the delegation policy and requires specific approval as follows:

- a. sponsorship under \$200 requires HoS/Service Area approval
- b. sponsorship over \$200 requires the relevant Leadership Team member's approval
- c. sponsorship over \$500 requires Chief Executive approval.

#### **12.13. Goods and Services related Expenditure**

##### **12.13.1. Sale of Surplus Assets to Staff/Council Members**

The delegation policy specifies approval levels in relation to the disposal of assets. Policy MP036245 Asset Management (Operational - Acquisition and

Disposal) contains the asset disposal process.

It is expected that asset disposals are fair and transparent, particularly if the assets are sold to staff or council members. Assets are not to be sold at a discounted rate to staff or council members if a greater value could be realised by an alternative method.

Employees, contractors or council members (and their related parties) must not be given preference to purchase surplus assets over the general public. Assets must not be sold directly to employees, contractors or council members (or their related parties); however they may purchase an asset in an open tender or auction process providing they have no decision making involvement in the disposal process.

If doubt exists then any sale to employees, contractors staff or council members or parties related to employees, contractors or council members should not be authorised.

#### 42.2.13.2. Communications Technology

Communications technology such as cell-phones, telephones and email and other access to the Internet is widely used in the Otago Polytechnic. While some level of access for personal use is allowable, excessive use and cost is not permitted. The Otago Polytechnic's MP331 Use of Phone policy provides guidance in this regard.

#### **Statutory Compliance**

Where it is economically feasible, costs of personal use should be reimbursed. As guidance monthly costs per person exceeding \$20 are scrutinised as part of standard authorisation procedures by the person's manager and reimbursement required.

#### 42.3.13.3. Private use of suppliers

The Otago Polytechnic from time to time allows staff to obtain a discount on personal purchases from suppliers to the Polytechnic. Such discounts shall be arranged on a cash sale basis only.

#### 43.14. CE & Chairs expenditure

Expenditure incurred by the Chief Executive must follow the standards and principles outlined in this policy and be approved by the Council Chair. Expenditure incurred by the Council Chair must follow the standards and principles outlined in this policy and be approved by the Chair of the Finance & Audit Committee.

#### **Referral Documents**

MP0303 Authorities and Delegations from the Chief Executive MP0303  
-MP0304 Specific Financial Authorities and Delegations MP0304  
Council - Code of Conduct Policy  
MP0352 Otago Polytechnic Purchasing and Credit Cards  
MP0457 Appropriate Use of Internet Access, Computers and Audio-Visual Equipment  
Asset Disposal MP0315  
MP0362+5 Asset Management (Operational - Acquisition and Disposal)  
Koha guidelines policy (under development)  
MP0359 Staff Functions

A Management Guide to Discretionary Expenditure, issued by the Institute of Internal Auditors NZ Inc, 1996.  
Standards of Integrity & Conduct, issued by the State Services Commission, June 2007.  
Controlling sensitive expenditure: Guidelines for public entities, issued by the Controller and Auditor-General, February 2007.



<http://www.oag.govt.nz/2007/sensitive-expenditure/>

Approved by Council

Date: ~~6 September 2013~~

## **8. MATTERS FOR NOTING**

The following documents are attached:

- Council Calendar (Appendix 1)
- Strategic Leadership Team Conflict of Interest Register (Appendix 2)
- Minutes
  - Academic Board 28 October, 21 November, 8 December 2016 (Appendices 3 - 5)
  - Student Council 20 October 2016 (Appendix 6).
  - Staff Subcommittee 3 November and 1 December 2016 (Appendices 7 and 8)

# APPENDIX 1

## COUNCIL CALENDAR 2017-18

Meeting/Event	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb
<b>Audit Process</b>												
Interim												
Signoff	31 Mar											
<b>Forecast</b>												
<b>Budget</b>												
Workshop/Draft												
Signoff												
<b>Council Meeting Fridays</b>	3 Mar	7 Apr	5 May Strategy Mtg	3 June	7 July Placeholder	4 Aug Otakou	1 Sept Strategy Mtg	6 Oct	3 Nov	1 Dec Placeholder		2 Feb
Evaluations - Reviews - Report												
Function										8 Dec		
Photo												2 Feb
<b>Fees Set</b>												
International												
Domestic												
<b>Finance and Audit Ctee</b>	31 Mar	28 Apr	26 May	30 June	28 July	25 Aug	29 Sept	27 Oct	24 Nov		26 Jan	23 Feb

Meeting/Event	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018	Feb
Graduation	10 Mar									8 Dec		
Maori Pre-Grad	9 Mar									7 Dec		
Komiti Kawanataka Thurs at 8am	16 Mar	20 Apr	18 May	15 June	20 July	17 Aug	21 Sept	19 Oct	16 Nov	21 Dec	18 Jan	15 Feb
Investment Plan Draft												
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval												
OP Events			5 May Distinguished Alumni Awards				1 Sept Spring Breakfast		Student Showcases			

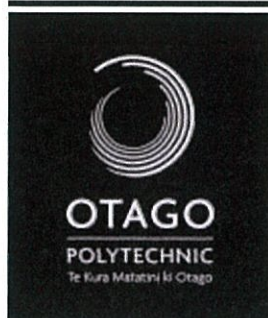


## OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – STRATEGIC LEADERSHIP TEAM

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

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

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



## Academic Board

Minutes of the urgent *electronic* Academic Board meeting held on 28 October 2016 (final approval gained 7 November 2016)

### Responses from

1. Sue Thompson (move)	Approve 28/10/2016	10.05am
2. Chris Morland (second)	Approve 28/10/2016	10.30am
3. Phil Ker	Approve 28/10/2016	1.08pm (with minor amendments to GDTE)
4. Lesley Smith	Approve 28/10/2016	1.35pm
5. OPSA President (Dylan Mead)	Approve 31/10/2016	1.15pm
6. Megan Gibbons	Approve 2/11/2016	3.00pm
7. Alistair Regan	Approve 7/11/2016	12.23pm
8. Sam Mann	Approve 7/11/2016	1.11pm
9. Richard Mitchell	Approve 7/11/2016	1.45pm
10. Linda Kinniburgh	Approve 7/11/2016	1.46pm

### Quorum (10) achieved 7/11/2016

Additional approval Mereana Rapata-Hanning 7/11/2016 (additional minor amendment suggested)

### **A116/16 Training scheme for Agriculture (Vehicles, Machinery and Infrastructure) to accompany the NZQA application document for NZ2215 New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3).**

The training scheme will accompany the application document as approved at 17 October 2016 meeting, paper A106/16. This training scheme has come about due to an issue in the New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3) qualification, which contains many level 2 pre-requisite unit standards that cannot be contained in the level 3 programme of study. TEC has recommend putting these units into a training scheme to get funding to deliver these level 2 unit standards where necessary.

**Recommendation:** That Academic Board approves the training Agriculture (Vehicles, Machinery and Infrastructure) Training Scheme, for submission with the NZQA application document for NZ2215 New Zealand Certificate in Agriculture (Vehicles, Machinery and Infrastructure) (Level 3).

**Agreed: Sue Thompson / Chris Morland**

### **A117/16 Type 2 Change to OT5101 Graduate Diploma in Tertiary Education**

After some additional editing to the type 2 change following further scrutiny (reattached and forwarded for approval):

- the first paragraph has been amended to remove all references to training OP staff as it is not necessary
- pathway 2 now includes the Review of Learning as one of the compulsory courses
- a spell and grammar check has been completed re the use of the noun, practice, and the verb, practise to ensure correct use
- identifying and planning for new learning about learning and teaching has been added to a course outcome for the Review of learning course.

**Recommendation:** That Academic Board the approval of the Type 2 change document for OT5101 Graduate Diploma in Tertiary Education.

**Agreed: Sue Thompson / Chris Morland**

### **A118/16 Type 1 Retrospective Changes – list attached for approval.**

**Recommendation:** That Academic Board approves the Type 1 Retrospective Changes as listed.

**Agreed: Sue Thompson / Chris Morland**

**Also: Reminder to provide feedback on A109/16 Productivity Commission report to Sue by 16 November 2016 who will collate and send OP response by 21 November 2016.**

[http://www.productivity.govt.nz/sites/default/files/FINAL%20Tertiary%20education%20draft%20report\\_2.pdf](http://www.productivity.govt.nz/sites/default/files/FINAL%20Tertiary%20education%20draft%20report_2.pdf) (think twice before printing as it is 402 pages). Attached (A109.16b) is the comment from ED Insider for reference and key things to look for in the report.

Next scheduled meeting: 21 November 2016



## Academic Board

Minutes of the urgent *electronic* Academic Board meeting held on 21 November 2016 (final approval gained 25 November 2016)

### Responses from

11. Sue Thompson (move)	Approve	21/11/2016	3.41pm
12. Megan Gibbons (second)	Approve	21/11/2016	4.44pm
13. Mereana Rapata-Hanning	Approve	22/11/2016	8.43am
14. Lesley Smith	Approve	22/11/2016	9.32am
15. Doris Lancaster	Approve	22/11/2016	9.58am
16. Phil Ker	Approve	24/11/2016	11.13am
17. Sally Baddock	Approve*	24/11/2016	11.15am
18. Matt King	Approve*	24/11/2016	2.04pm
19. Sam Mann	Approve	24/11/2016	2.37pm
20. Linda Kinniburgh	Approve	25/11/2016	1.24pm
21. Jean Tilleyshort	Approve	28/11/2016	9.07am

### Quorum (10) achieved 25/11/2016

\*not at AB on 17<sup>th</sup> October or 28<sup>th</sup> October so cannot approve the minutes but agree to support other recommendations

### A115/16 Minutes 17 October 2016

#### Matters arising:

- (A104.16) Rubric for English proficiency test is attached for noting – this will be formulated into the comparison table in AP0520 English Language Requirements for Those for Whom English is an Additional Language and will be circulated to Academic Board members for noting before Christmas break.
- (A109.16) Productivity Commission feedback – thank you to those who provided feedback
- (A108.16) Proposed changes to policy AP0101 Academic Board. *We will run a separate electronic discussion board to gather feedback and further amendments to this policy before 9 December 2016 (most likely through the Academic Board team site discussion board forum – I will send instructions for replies) so the draft policy can be included in agenda for Council meeting in February or March 2017.*

**Recommendation 1:** That Academic Board approves the minutes of 17 October 2016 as a true and correct record and note the matters arising.

**Agreed:** Sue Thompson / Megan Gibbons

### A119.16 Electronic meeting minutes 28 October 2016 – no matters arising.

**Recommendation 2:** That Academic Board approves the minutes 28 October 2016 (electronic meeting) as a true and correct record.

**Agreed:** Sue Thompson / Megan Gibbons

### November Approvals:

**A120.16** Type 1 changes, Retrospective Type 1 changes, Concurrent Enrolment, and Certificate of Proficiency application/enrolment

**Recommendation 3:** That Academic Board approves the Type 1 Approvals as listed.

**Agreed:** Sue Thompson / Megan Gibbons

**Recommendation 4:** That Academic Board approves the Retrospective Type 1 Approvals as listed.

**Agreed:** Sue Thompson / Megan Gibbons

**Recommendation 5:** That Academic Board approves concurrent enrolment programmes as listed.

**Agreed:** Sue Thompson / Megan Gibbons

**Recommendation 6:** That Academic Board approves the individual Paths of Study for Certificate of Proficiency student as listed.

**Agreed:** Sue Thompson / Megan Gibbons

**A121.16** Type 2 Programme Change for OT4859 Diploma in Architectural Draughting (Level 6)

Due to the numerous changes to the credit values of multiple unit standards (due to previous versions no longer available for assessment), and the amendment of directed and self-directed teaching hours of multiple courses, the approved directed and self-directed teaching hours (approved by TEC on STEO) require updating for the 2017 delivery.

**Recommendation 7:** That Academic Board approves the Type 2 changes to OT4856 Diploma in Architectural Draughting (Level 6).

**Agreed:** Sue Thompson / Megan Gibbons

**A122.16** Type 2 Application for accreditation to deliver the New Zealand Board for Engineering Diplomas' programme of study (titled National Curriculum Document – Version 2.0, October 2015) leading to the OT5094 New Zealand Diploma in Engineering (Level 6) with strands in Civil Engineering, Electrical Engineering, Electronic Engineering and Mechanical Engineering. (3 supporting documents attached, A122.16a,b,c).

**Recommendation 8:** That Academic Board approves the application for accreditation to deliver the New Zealand Board for Engineering Diplomas' programme of study (titled National Curriculum Document – Version 2.0, October 2015) leading to OT5094 New Zealand Diploma in Engineering (Level 6) with strands in Civil Engineering, Electrical Engineering, Electronic Engineering and Mechanical Engineering.

**Agreed:** Sue Thompson / Megan Gibbons

**Quality and Approvals Committee approvals from 1 November meeting:**

**A123/16** (QAC22/16) Approval of the NZQA application document for NZ2594 NZ Certificate in Information Technology Essentials (Level 4)

**Recommendation 9:** That Academic Board approves the NZQA application document for NZ2594 NZ Certificate in Information Technology Essentials (Level 4).

**Agreed:** Sue Thompson / Megan Gibbons

**A124/16** (QAC23/16) NZQA application document for NZ2470 NZ Certificate in Health and Wellbeing (Level 3) (Health Assistance)

**Recommendation 10:** That Academic Board approves the NZQA application document for NZ2470 NZ Certificate in Health and Wellbeing (Level 3) (Health Assistance)

**Agreed:** Sue Thompson / Megan Gibbons

Next scheduled meeting: February 2017 – note day of meeting changing to Tuesday morning.



## Academic Board

Minutes of the urgent *electronic* Academic Board meeting held on 8 December 2016 (*final approval gained 9 December 2016*)

### Responses from

1. Sue Thompson (move)	Approve	8/12/2016	8.53am
2. Doris Lancaster (second)	Approve	8/12/2016	9.36am
3. Megan Gibbons	Approve	8/12/2016	10.29am
4. Richard Mitchell	Approve	8/12/2016	10.37am
5. Matt King	Approve	8/12/2016	11.38am
6. Jean Tilleyshort	Approve	8/12/2016	1.49pm
7. Chris Morland	Approve	8/12/2016	2.45pm
8. Lesley Smith	Approve	8/12/2016	11.03pm
9. Alistair Regan	Approve	9/12/2016	10.51am
10. Linda Kinniburgh	Approve	9/12/2016	10.51am
11. Sally Baddock	Approve	9/12/2016	4.29pm
12. Phil Ker	Approve	12/12/2016	7.36am

**Quorum (10) achieved 9/12/2016**

A126/16 Type 1 and Type 2 Approvals – see the attached paper and supporting document.

**Recommendation 1:** That Academic Board approves the Type 1 Approvals as listed.

**Agreed: Sue Thompson / Doris Lancaster**

**Recommendation 2:** That Academic Board approves the Type 2 change to NZ2490 New Zealand Certificate in Animal Technology (Level 5).

**Agreed: Sue Thompson / Doris Lancaster**

Next scheduled meeting: February 2017 – note day of meeting changing to Tuesday morning.

## Student Council Meeting

Thursday 20 October 2016

12.00pm to 1.00pm

G106, Forth Street Dunedin

<b>Present:</b>	Luke Baines (Convener) Jordan Dargaville (BC4-CIT) Leina Fofoa (SOS) Lesley Scoullar OPSA)	Matt Carter (LT Rep) Michaela Fleury (Minute Secretary) 20 Class Reps
<b>Apologies:</b>	Gillian Bremner (Council Rep) Ruby van der Zanden (EAD) Mena Tampo (DES)	Jayden Cromb (SOS) Jinsey Wood (FOL) Shikha Wadhwa (DES)

<b>Joint Student Council / OPSA Class Rep Meeting</b>	
<b>Consultation on use of Student Levies</b>	<p>Lesley Scoullar (OPSA) presented the proposed 2017 OPSA budget via power point and hard copies, including the actual proposed budget.</p> <ul style="list-style-type: none"> <li>Both of these were emailed out to all Class Reps a week prior to the meeting for further consultation and Reps were also sent a text to remind them to check their email for this.</li> <li>PowerPoint also on Facebook</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>that a small increase for 2017 was required due to a notified \$5 increase in UNIPOL levies and to also provide more assistance with off campus sites</li> <li>After all contracted services, ID card processing and student assistance fund budget lines are met, all other services are operated on approx. \$9,000 per month.</li> </ul> <p>Matt Carter also addressed the meeting explaining the need to consult students re spending the Student Services levy and verbally outlined OP's use of the student levy. Approximately 1/3<sup>rd</sup> goes to OPSA, from the budget and MOA need to be agreed upon on an annual basis. Those present were are to discuss with their peers and send any feedback to OPSA and / or Matt Carter by the end of the month. There was broad agreement on how the levy is spent</p>
<b>Carparking</b>	<p>Continues to be an issue, especially the cost for students studying at CBD locations</p> <ul style="list-style-type: none"> <li>Michaela Fleury informed the meeting about the 100 car parks that Otago Polytechnic has leased at the Stadium which will be free up until Xmas <ul style="list-style-type: none"> <li>students need to register via Campus Services in S Block to obtain a parking permit</li> </ul> </li> <li>More information will be available about cost for 2017</li> <li>Perhaps approach Otago Regional Council about getting GoCards again for students</li> </ul>
<b>Student Teaching Awards</b>	<p>Luke Baines (Student Council Chair) informed the meeting about the Student Council 2 x Teacher Awards and invited students to nominate deserving teachers – open until the 10<sup>th</sup> November</p> <ol style="list-style-type: none"> <li>A teacher who has contributed the most to improving the student experience or success of learners</li> <li>A teacher who's lecturing ability and/or has contributed above and beyond the education of their students</li> </ol>

<b>Present:</b>	Jono Aldridge (Convener)	Matt Carter (LT)
	Stuart Terry (QLM)	Ian Barker (DES)
	Phillip Ballard (ABE)	Jacqui Hayes (DOR)
	Michelle Watt (NURS)	Barbara Dunn (VET)
	Becca Black (OPN)	Kay Lion (EAD)
		Phil Edwards (ISA)

**Minutes:** Julie Waldron (Minutes)

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	<p>There was discussion on opportunities for staff to further engage/have wider involvement with OP by joining various groups and committees. There is occasional communication relating to this from Staff Capability, Leading News and Insite. Matt offered to provide a list of committees etc for SSCC information and placement in Leading News and Insite for all staff information. There was mention that it may more difficult for general staff to be regularly available for these types of OP commitments however Matt felt this should not be the case. If there are any known concerns for staff members who may not have been supported with their interest to be involved with these groups, these can be worked through with their manager and Matt's support.</p> <p>Matt left the meeting at 9.30am</p>
<b>Council meeting overview</b>	<p>Jono provided bullet points of the Council feedback on agenda items including:</p> <ul style="list-style-type: none"> <li>• Maori Annual Report EPIS – aiming to see current improvement in most areas continue, Participation rate had dropped slightly due to timing and Capable enrolments</li> <li>• Student Accommodation – ground work started, viewing of rooms August 2017, completion for 2018 first semester start.</li> <li>• Educating Tomorrows Workforce Symposium – feedback reported as very successful. SSCC noted that General Staff with an interest in this area appeared to have had missed an invite to attend. Subsequently it transpired that the symposium had not been widely promoted internally as the externally advertised event may have met their attendance cut off numbers.</li> <li>• EFTS YTD (Sept) 4,748 which is 24 ahead of forecast</li> <li>• EPIS overall – pleasing OP outcomes relative to sector</li> <li>• Cromwell Campus strategic directions (next 10-15 years) have been approved</li> </ul>
<b>General</b>	<p><b>Workspace</b></p> <p>It was agreed to defer discussion until after formal consultation with relevant staff had been completed. Staff were to be reminded of the OP support processes available to them.</p> <p><b>Raising Profile</b></p> <p>As per Kathryn Van Beek's recommendation, SSCC have developed a communications page of which Jono has worked on improving the visuals and presentation. The page explains what SSCC does, introduces the team, and will primarily blog about "what is currently going on". Further info such as themes the SSCC is working on will be listed eg. the upcoming work issues with D4SE and D4LS from the WES results. A link to the site will appear for all staff under the "Get Support" tab on the front page of Insite.</p> <p>The group photo was postponed until the December meeting, it will be scheduled for 9.15am. Kathryn and Alastair Nicoll were commended for the much improved, less cluttered and appealing presentation of Insite.</p> <p><b>4 Day Work Week</b></p> <p>Stuart advised a report had been produced based on staff feedback to the survey. It is expected that a decision would be made shortly.</p>
<b>Meeting Closed</b>	9.30 a.m.
<b>Agenda for next meeting</b>	<ul style="list-style-type: none"> <li>• Group photo</li> <li>• WES 2016 final report discussion</li> <li>• Thank you Morning Tea/Breakfast</li> </ul>

**ACTIONS – Summary / carry over**

<b>Person</b>	<b>Action</b>	<b>Date for completion</b>
All	Raising SSCC Profile – introduce ad hoc informal sessions in The Hub for 2017	Ongoing
Phil Edwards	Check with University of Otago for their management of privacy concerns relating to staff reporting (using facilities such as the Vault)	
All	SSCC Membership – group to review Terms of Reference, including decision on recommending 2 or 3 year term. Current vacancies (x2) to be considered/promoted in the New Year.	Early 2017
Julie Waldron	Aging Workforce report distributed to SSCC when available.	✓
Matt Carter	Forward the staff workload specific feedback to SSCC for consideration.	✓
	Include a list of committees and groups in Leading News and Insite for staff information, with a copy to SSCC for their reference.	By end Jan 2017

<b>Present:</b>	Jono Aldridge (Convener) Stuart Terry (QLM) Kay Lion (EAD) Phil Edwards (ISA) Sheena Roy (SSS)	Matt Carter (LT) Ian Barker (DES) Jacqui Hayes (DOR) Philip Cullen (COO)
<b>Apologies:</b>	Philip Ballard (ABE) Barbara Dunn (VET)	Becca Black (OPN)

<b>Apologies</b>	Accepted.
<b>Previous Minutes</b>	Minutes of the November meeting were accepted.
<b>Matters Arising</b>	<p><b>4 Day Working week</b> – is supported by staff in principle, the trial has been postponed to December 2017.</p> <p><b>Workspace Review</b> – the formal consultation with affected staff has been completed and a communication will be sent out to all staff, and included in Leading News. WorkSpace will move from a commercial focus to a dedicated staff and student education / research resource for 2017. It was suggested in the future where appropriate, that all staff be notified that a review was underway – not necessarily in detail but more of a ‘heads up’.</p> <p><b>WES – workload discussion</b>  The final WES reports had been released with the school/department reports via Managers/Heads of Departments and the general overall report via Leading News. Stuart clarified the process around screening for easily identifiable staff comments etc – comments as such are scanned through for easily identifiable staff references, and “smoothed” (not altered) for privacy or inappropriateness. Managers are able to request (minor) edits for similar reasons (the reports are provided as PDF).</p> <p>D4LS and workload  There was discussion around the impact that D4LS had made on related staff, and Matt assured that this had been acknowledged. All agreed D4LS was a valid and necessary exercise although seemed to cause heavier workloads for many staff.</p> <p>Of note -</p> <ul style="list-style-type: none"> <li>• Lack of back filling of positions</li> <li>• Work not able to be completed within time allocated</li> <li>• D4LS development upskilling</li> <li>• Transparency</li> <li>• new ideas to be implemented not well communicated</li> <li>• were objectives set delivered</li> <li>• workload is the biggest H&amp;S issue OP faces, mostly with part time staff not based in Dunedin (ex WES report demographics)</li> <li>• Academic staff required to pick up more formerly administration role tasks, often requiring system training</li> </ul>

	<p>SSCC will not re visit the WES at this stage however will provide constructive workload feedback to the appropriate channels.</p> <p>Discussion/Actions:</p> <ol style="list-style-type: none"> <li>1. The changes to D4LS were discussed with the refocus on capability building - Has this been widely communicated? (Jono to follow up)</li> <li>2. Discussed the option available to backfill staff who are participating with D4LS helping to cover increased workloads, we understand some areas are taking advantage of this, but perhaps this needs to be communicated - Clarify backfilling offer for D4LS affected areas and see that its well communicated (Jono to follow up)</li> <li>3. Workload is likely to be one of our biggest Health and safety / Wellbeing issues currently - We need to again make sure support mechanisms are widely known and communicated (Jono to follow up with Andy Westgate)</li> <li>4. SSCC were advised that a WES Workload working group was formed mid 2016 lead by Chris M - Jono to request Chris to meet with us to discuss findings.</li> <li>5. Raise workload issues with the D4LS team, as they may have ideas on ways of weaving and communicating within existing workshops/processes.</li> </ol>
<b>Council</b>	Jono provided an update on the recent Leadership Council retreat reviewing vision, mission, values and behaviours. Jono will report Council outcomes back to SSCC as it helps close the loop on key OP strategic work for the year. A summary communicated to all staff via Leading News would be informative for staff in regards to Leadership Team WES ratings.
<b>Meeting Closed</b>	9.30 a.m.
<b>Agenda for next meeting</b>	Workload Working Party 2016 – Chris Morland

#### ACTIONS – Summary / carry over

Person	Action	Date for completion
All	Raising SSCC Profile – introduce ad hoc informal sessions in The Hub for 2017	Ongoing
Phil E	Check with University of Otago for their management of privacy concerns relating to staff reporting (using facilities such as the Vault)	
All	SSCC Membership – group to review Terms of Reference, including decision on recommending 2 or 3 year term. Current vacancies (x2) to be considered/promoted in the New Year.	Early 2017
Matt	Include a list of committees and groups in Leading News and Insite for staff information, with a copy to SSCC for their reference.	By end Jan 2017
Jono	Invite Chris Morland to speak to SSCC re Workload working party findings 2016.	January 2017

## **9. ADDITIONAL AGENDA ITEMS**

# Council Closed Agenda



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**Meeting to be held: 9.15am 3 March 2017  
(Council only at 9.00am)  
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,  
Forth Street, Dunedin**

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**RESOLUTION TO EXCLUDE THE PUBLIC**  
***Section 48, Local government Official Information and Meetings Act 1987***  
**Move that the public be excluded from the following parts of the proceedings of this  
meeting, namely.-**

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General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48 for the passing of this resolution 48 (a)
Minutes of the closed section of the Council meeting held on 3 February 2017 (Reason (i))	(i) OI Act Section 9(2) Enable a Minister of the Crown or any Department or Organisation holding the information to carry on without prejudice or disadvantage negotiations (including commercial and industrial negotiations 9(2)(j))	
Matters arising (Reason (i))		
Reporting Timeframes (Reason (i))		
Chair's Report (Reason (i))	(ii) OI Act Section 9 (2) (ba) Protect information which is subject to our obligation of confidence	
Chief Executive's Report (Reason (i))		
Finance and Audit Committee Report (Reason (i))		
Finance Reports (Reason (i))		
Educational Performance Indicators (Reason (i))		
Student Satisfaction Report (Reason (i))		
Annual Staffing Update (Reason (i))		
Safety and Wellbeing Report (Reason (i))		
Governance Risk Management Framework (Reason (i))		
Matters for Noting (Reason (i))		
Use of the Common Seal (Reason (i))		
Additional Agenda Items (Reason (i))		