



Otago Polytechnic Limited

BOARD PACK

for

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

Thursday, 24 March 2022

12:45 pm

Held at:

Puna Kawa

Level 2, Mason Centre
Otago Polytechnic
Forth Street
Dunedin

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AGENDA



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

Name:	Otago Polytechnic Limited
Date:	Thursday, 24 March 2022
Time:	12:45 pm to 1:30 pm
Location:	Puna Kawa, Level 2, Mason Centre Otago Polytechnic Forth Street Dunedin
Board Members:	Adam La Hood (Chair), Paul Allison, Mike Collins, Justin Lester
Apologies:	Maryann Geddes, Karen Coutts
Guests/Notes:	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive), Janine Kapa (Deputy Chief Executive Māori Development/Kaitohutohu), Phil Osborne (Convenor, Staff Committee), Megan Potiki (Deputy Chief Executive, Partnerships and Equity), Laura Warren (Deputy Chief Executive, People, Culture and Safety), Chris Williamson (Deputy Chief Executive, Academic Delivery)

1. PROCEDURAL

1.1 Karakia timatanga

Supporting Documents:

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1.2 Welcome/Apologies/Notices

1.3 Conflicts of Interest

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Supporting Documents:

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5. CLOSE MEETING

5.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 21 Apr 2022, 12:45 pm

Karakia Timatanga

Whakataka te hau kit e uru

Cease the winds from the west

Whakataka te hau ki te tonga

Cease the winds from the south

Kia mākinakina ki uta

Let the breeze blow over the land

Kia mātaratara ki tai

Let the breeze blow over the ocean

E hī aki ana te atakura

*Let the red-tipped dawn come with a
sharpened air.*

He tio, he huka, he hau hū

A touch of frost, a promise of a glorious day

Tihei mauri ora!

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: CONFLICT OF INTEREST	
PURPOSE: Board 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 Board members' interests. Any changes must be advised to Jeanette Corson.	
RECOMMENDATION For noting.	

INTERESTS REGISTER

Board Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Paul Allison	19-07-2021	<ol style="list-style-type: none"> 1. Life Trustee – Halberg Disability Sport Foundation 2. Independent Contractor – NZME 3. Chair – University bookshop (Otago) Ltd 4. Chair – ORFU Board Appointment Panel 5. Independent Chair - Infinite Energy (design and installation of solar power) 6. South Island Regional Grants Committee – The Lion Foundation 7. Independent Consultant - Impact Consulting 8. Director, Central Otago Health Services Ltd 9. Director – Highlanders GP Ltd 	<ul style="list-style-type: none"> • 1,2,4,8,9 - Nil • 3,5,7- Potential supplier • 6 – Potential funder
Michael Collins	23-11-2021	<ol style="list-style-type: none"> 1. Chief Executive Business South Incorporated (Otago Chamber & Southern Employers) 2. Chair Capable NZ Permanent External Advisory Committee (PEAC) 3. Member Otago Regional Skills Leadership Group (RSLG) MBIE 4. NZ Chamber of Commerce (NZCCI), South Island Representative Board member 5. Business NZ Council, Otago CEO Representative 6. Director of Centre of Digital Excellence (CODE) 7. St Hilda's Board of Proprietors, Board Member 8. Grow Dunedin Partnership Steering Group Member 9. Otago Regional Economic Development (ORED) Steering Group Member 10. Workforce Dunedin Central Governance Group Member 	

			Polytechnic
Karen Coutts	08/02/2022	<ol style="list-style-type: none"> 1. Transparency International NZ, Board Member 2. Member, Te Runanga o Moeraki 3. Member, New Zealand Parole Board 4. Kaiwhakahaere, Ngai Tahu ki Te Whanganui-a-Tara taurahere roopu 5. Director, KDC & Assocs Ltd 6. Director, KBDRC Ltd 7. Chair, Life Unlimited Trust 8. HSNO Committee Member, Environmental Protection Authority 9. Te Wai Pounamu Executive Committee Member, Federation of Māori Authorities 10. Co-Chair, MBIE RSLG, Otago Region 11. Resource Management Commissioner 12. Māori Overseer Advisory Committee, Ministry for the Environment 	
Maryann Geddes	19-04-2021	<ol style="list-style-type: none"> 1. Te Pūkenga - Council Member 2. Southern Institute of Technology - Director 3. ARA - Director 4. Service IQ- Director 5. Work Based Learning – Director 6. Service Skills Institute Incorporated - Director 	
Adam La Hood	02-04-2020	<ol style="list-style-type: none"> 1. Director – Dunedin Venues Management Ltd 2. Chief Financial Officer – Cook Brothers Construction 	<ol style="list-style-type: none"> 1. Collaborative Partner with OP 2. Contractor to OP
Justin Lester	28/08/2021	<ol style="list-style-type: none"> 1. Chair – Storbie Ltd 2. Director – Kapai New Zealand Ltd 3. Director – Welcome Home Ltd 4. Chair – Good Bitches Baking 5. Shareholder/Director – Dot Loves Data 6. Ambassador – Simplicity Kiwisaver 7. Director - LCB Management NZ Limited 	<p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Nil</p> <p>Potential supplier</p> <p>Potential supplier</p>

		8. Director - WelTec Student Accommodation Limited	Nil
		9. Director - Whitireia New Zealand Limited	Nil
		10. Director - WelTec Enterprises Limited	Nil
		11. Director – Wellington Institute of Technology Limited	Nil
		12. Director - Ripponvale Orchards	Nil
		13. Director – Share Club Investment Limited	Nil
		14. Advisory Board - Aro Digital	Nil
		15. Advisory Board - Dignity	Nil
		16. Board Member - Regional Skills Leadership Group, Wellington	Nil

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: MINUTES	
PURPOSE: The minutes of the open section of the Board meeting held on 17 February 2022 are attached.	
PRESENTED BY: Adam La Hood	
RECOMMENDATION: That the Board approves the minutes as a true and correct record of the open section of the meeting held on 17 February 2022.	

MINUTES (in Review)



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

Name:	Otago Polytechnic Limited
Date:	Thursday, 17 February 2022
Time:	2:30 pm to 3:00 pm
Location:	Via Microsoft Teams, Link included in appointment
Board Members:	Adam La Hood (Chair), Paul Allison, Mike Collins, Karen Coutts, Maryann Geddes, Justin Lester
Guests/Notes:	In Attendance: Jeanette Corson (Company Secretary), Philip Cullen (Deputy Chief Executive Corporate Services), Megan Gibbons (Chief Executive)

1. PROCEDURAL

1.1 Karakia

Dr Gibbons opened the meeting with a karakia.

1.2 Conflicts of Interest

No conflicts of interest were declared in relation to the open agenda.

1.3 Welcome/Apologies/Notices

1.4 Confirm Minutes

Otago Polytechnic Limited (The Company) Meeting of the Board (Open) 18 Nov 2021, the minutes were confirmed as presented.

RECOMMENDATION **Mike Collins/Maryann Geddes**

That the minutes of the open section of the meeting held on 18 November 2021 are approved as a true and correct record.

AGREED.

1.5 Actions/Matters Arising

- The Board had undertaken bicultural competency training prior to the meeting
- Tour of the Wildlife Hospital to be undertaken later in the year
- Fees setting, strategy review and Audit and Risk Committee dates had been added to the calendar.

2. REPORTS

2.1 Chief Executive

Dr Gibbons' report covered the following items:

- Graduation
All graduations had been cancelled and eligible students had been surveyed as to their preference for an alternative celebration
- Portfolio Update - Kaitohutohu and Partnership and Equity
 - Megan Potiki had commenced as DCE Partnership and Equity
 - Frank Edwards (Tumuaki Whakaruruhau) is now reporting to Jason Tibble, with a dotted line to the Kaitohutohu office
 - Jody Takimoana (Kaiwhakaterere for He Toki) will report to Megan Potiki
- Learner mihi whakatau and pōwhiri
A joint approach was being taken with the University of Otago to film a mihi whakatau and Māori student pōwhiri, edited for each institution.
- Welcome Student and Parent Collaboration
A collaboration between OP, University of Otago, Dunedin Airport and Dunedin NZ had been formed to extend a warm welcome to learners and families into the city. Activity included a video on Air NZ, article in Kia ora Magazine, Welcome Envelopes, a digital campaign in Dunedin and student ambassador welcomes at Dunedin Airport.
- Staff Development Day
This year's all staff meeting and development day was conducted on-line with a welcome to new staff, presentation of staff awards, presentation of long service awards and acknowledgement of staff who had graduated from OP in the previous 12 months. Amy Scott was guest speaker, talking about the importance of communication and different styles of communication within teams.
- New Year's Honours
 - Phil Ker, NZ Order of Merit (ONZM) for services to Tertiary Education
 - Lynley Bunton, Queen's Service Medal (QSM) for services to Education and the Community

3. FOR APPROVAL

3.1 Conferring of Awards

With the cancellation of the Auckland graduation on 28 February and the Dunedin graduations on 10/11 March 2022 due to Covid Red Light restrictions, and all awards having been sent to those eligible to graduate, all awards for eligible students needed to be conferred in absentia by the Board. This would allow graduations to use their awarded titles from the date of conferral. A list of eligible awards was attached.

Dr Gibbons noted that there would be some awards, yet to be completed, to be conferred in March.

RECOMMENDATION **Karen Coutts/Justin Lester**

That the Board confers all eligible awards (as attached) in absentia.

AGREED.

3.2 Appointment of Deputy Chair

Otago Polytechnic Limited (the Company)

Board Resolutions

Passed as written resolutions of the board of directors pursuant to the Companies Act 1993
(the **Companies Act**)

Background

- A. Clause 11.5(b) of the Company's constitution (**Constitution**) provides that Te Pūkenga (as sole shareholder of the Company) may appoint one of the directors of the Company as deputy chairperson (**Deputy Chair**) of the Board and determine the period for which the Deputy Chair is to hold office. The appointment may be effected by a shareholder's resolution of the Company.

Appointment of Deputy Chair

- B. Te Pūkenga, as the sole shareholder of the Company, has resolved by written resolutions dated 10 February 2022 (**Shareholder's Resolutions**) to appoint Michael Collins as Deputy Chair of the Company for a fixed term period:
- commencing on the later of the following:
 - 17 February 2022;
 - the later that Te Pūkenga resolved by those Shareholder's Resolutions to appoint the Deputy Chair; and
 - the date that the appointee to the role of Deputy Chair confirms acceptance of their appointment; and
 - ending on 31 December 2022,
(the **Appointment Period**).

Approval of remuneration

- C. The Constitution of the Company provides at clause 7.1 that each Reserved Matter set out in Schedule 2 of the Constitution requires the prior written approval of Te Pūkenga. Paragraph (o) of Schedule 2 of the Constitution provides that the approval of director remuneration is a Reserved Matter.
- D. The Shareholder's Resolution also approves the increase of Michael Collins' director fees from \$18,860 to \$23,350 per annum (pro-rated for any period that is less than 12 months) to reflect his appointment as Deputy Chair for the Appointment Period (**Increased Remuneration**).
- E. It is proposed that the Board approves the payment of the Increased Remuneration to Michael Collins and authorises the directors to sign the required certificate with respect to the provision of benefits to directors for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix A.

Execution of written resolutions and approved documents by counterpart and electronic signature

- F. It is proposed that these Board Resolutions and any other documents approved in such Board Resolutions which require signature by one or more directors (**Approved Documents**) may be signed:
- (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
 - (ii) in any number of counterparts, including by PDF copy, each of which is to be deemed to be an original and, when taken together, constitutes the same document.

RESOLVED (as a resolution in writing) that:

Directors' matters

1. Pursuant to section 161(1)(a) of the Companies Act, the payment of the Increased Remuneration to Michael Collins to reflect his appointment as Deputy Chair is approved and the particulars of such Increased Remuneration are to be entered into the interests register of the Company.

2. In accordance with section 161(1) of the Companies Act, the Board is satisfied that the payment by the Company of the Increased Remuneration is fair to the Company.
3. The directors are authorised to sign a certificate for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix A.

Execution of written resolutions and Approved Documents by counterpart and electronic signature

4. These resolutions and the Approved Documents may be signed:
 - (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
 - (ii) in any number of counterparts, including by PDF copy, each of which is to be deemed to be an original and, when taken together, constitutes the same document.

DATED 17 February 2022

Signed by

Adam La Hood Chairperson		Paul Allison Director
Michael Collins Director		Karen Coutts Director
Maryann Geddes Director		Justin Lester Director

Appendix A – Certificate

Otago Polytechnic Limited

(the Company)

Directors' certificate relating to payment of remuneration or benefits to directors

(Section 161(4) Companies Act 1993)

Payment of remuneration or benefits to directors

The persons named below, being all of the directors of the Company who voted in favour of resolutions dated on or about the date of this certificate (the **Board Resolutions**) authorising, amongst other things, the Company to pay director's fees to the specified director, as follows:

	Name of Director	Remuneration
	Michael Collins (Deputy Chair)	\$23,350 per annum (pro-rated for any period that is less than 12 months)

certify that, in their opinion the provision of such remuneration is fair to the Company, upon the following grounds:

- (a) the remuneration has been determined by the Shareholder in accordance with the Fees Framework (as defined in the Crown Entities Act 2004) and has been approved by the Shareholder;
- (b) the remuneration is reasonable and fair to the Company and is appropriate;
- (c) the fees appropriately reflect the time and effort devoted to the Company by the director, taking into account their role on the board;
- (d) the director has extensive expertise and experience in the industry in which the Company operates, or otherwise relevant to the industry in which the Company operates; and
- (e) it is beneficial to the Company and its shareholders to remunerate and incentivise directors to encourage and motivate performance by the directors, and align individual director goals with Company goals.

Execution of certificate by counterpart and electronic signature

This certificate may be signed:

- (a) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
- (b) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

DATED 17 February 2022

Signed

Adam La Hood Chairperson		Paul Allison Director
Michael Collins Director		Karen Coutts Director
Maryann Geddes Director		Justin Lester Director

(being all the directors of the Company)

3.3 Policies

As agreed at the November meeting, the following policies had been circulated and approved via email:

- Procurement and Purchasing
- Purchasing and Credit Cards
- Conflicts of Interest
- Sensitive Expenditure
- Delegations from the Board to the Chief Executive (incorporating an updated Appendix 1 Te Pūkenga Subsidiaries Governance Framework Summary (February 2022)).

Ratified by Justin Lester/Karen Coutts

4. MATTERS FOR NOTING

4.1 Board Calendar

Noted.

4.2 Executive Leadership Team Interests Register

Noted.

4.3 Staff Committee

Key points from the Staff Committee meeting held on 25 November 2021 were noted.

4.4 Academic Committee

A summary of the Academic Committee meeting held on 9 November 2021 was noted.

5. MEETING CLOSED

5.1 Meeting Closed

Next meeting: Otago Polytechnic Limited (The Company) Meeting of the Board - Open - 24 Mar 2022, 12:45 pm

Signature: _____

Date: _____

ACTION SHEET - OPEN			
Date	Action	Responsibility	Due date
22-07-2021	Tour of Wildlife Hospital	Jeanette Corson	2022

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 March 2022
ITEM:	Chief Executive/Tumu Whakarae Report
PURPOSE:	Information
PRESENTED BY:	Megan Gibbons
RECOMMENDATION:	Discussion and Noting

DCE Learner Journey

The DCE Learner Journey business unit is a new portfolio. This gives us the opportunity to **think differently** about how we conduct business, how we organise and interlink various sub-units of learner services and places the views of the learner at the forefront of our decision making.

Whilst the early 'forming' stage of this role has been about seeking to understand, importantly it has also provided opportunities to get cracking on a few **quick and tangible wins** that enhance the learner journey and improve OP's reputation.

The cancellation of **graduation** has provided an opportunity to think differently about how we celebrate the success of taurira. The Marketing and Communications team did a wonderful job bringing together an 'online graduation' where graduates enjoyed celebrating and acknowledging their achievements. The event helped drive **better learner engagement** with OP and we gained quite a few new followers as well as some really lovely and inspiring comments which we can re-use for recruitment and promotion. Earlier this year we also **sought feedback from our learners** through an online survey as to if and how they would like to be formally acknowledged outside of the online gathering. Preliminary results from this survey indicate that the majority would indeed like the opportunity to 'cross a stage' in the future. We will review the results once fully collated and make some decisions around next steps.

OP social media campaign for students [News - Otago Polytechnic](#) and *Otago Daily Times* articles [DPP bonnet](#) and [New graduates](#) (75 gowns were collected for celebrations, with more this week).

We have also continued to **support learners who are in hardship**. Our Covid specific hardship fund is supporting students with rent, food, medicine, and other incidentals. At our peak OP were delivering 30 – 40 food parcels per day but this has dropped back significantly as case numbers have consistently decreased for the past 10 days. OP has gained **significant positive media coverage** for our response, including our third-year Bachelor of Culinary Arts learners who have researched and created 14 different meal options for isolating students. They have developed 1000 frozen meals which we can now deliver to students in need. Coverage of this initiative received 90 seconds of airtime on TV1 news in early March. <https://www.op.ac.nz/hub/news/item/9800>

Emerging focus areas:

- As **international education** ramps up again, OP must develop a proactive plan to ensure we are well positioned to leverage this re-emerging opportunity
- Now that the **enrolment process** is largely behind us for semester one, we will take a look at the processes and work-flows associated with academic registry and identify key process improvement initiatives that we can deploy iteratively over the course of the year
- We are about to launch a co-sponsored deep-dive into: "**why learners leave us** part-way through their studies?" A better understanding of the triggers that cause learners to drop out will help us create a better learning environment and be more responsive in the future

As far as my own personal experience is concerned, I can say that so far, I'm enjoying the environment here at OP. All organisations have their challenges, but I understand and believe in the work that we do here and I look forward to the months and years ahead. There is plenty to do as we look to capitalise on the benefits

of a unified national organisation while still retaining our unique identity as well as our local relationships and responsiveness. I believe this is a time where the community are looking for leadership and OP should be at the forefront of this opportunity!

DCE Partnership and Equity

New Director of Sustainability

We extend a warm welcome to Ross McDonald who has been appointed to the newly established role of Director of Sustainability. Ross will lead the Sustainability function having oversight of the delivery of our Sustainability Strategy, working alongside kaimahi, tauira, mana whenua and external partners. His role will also direct and lead Whaiao and work collaboratively with partners across Otago. Ross is a creative educator with long experience in designing and delivering programmes in ethics, social responsibility, and sustainability. Ross will start on 26 April.



Certificate in Bi-cultural Competency

This certificate is continuing to be taught internally and externally and is in demand particularly with Government organisations. However the level of assessment and the some of the content needed addressed. We acknowledge that Ron Bull and Shaun Tahau pulled this certificate together and the content quickly and under pressure to go online under lock down last year. Haere tou kā mihi ki a kōrua. We have contracted Komene Cassidy to work with Ron Bull to review and redesign large parts of the content and in line with the appropriate assessment. Komene Cassidy (Ngāpuhi, Ngāi Takoto) is the kaihautū of He Waka Kōtuitia Trust, which helps build strong, culturally competent, linguistically capable young people in the Dunedin and Ngāi Tahu communities. A graduate of Te Panekiretanga o Te Reo – The Institute of Excellence in Te Reo Māori, Komene has taught the level six te reo certificate Te Aupikitanga at Te Wānanga o Aotearoa. He is the chief translator for the University of Otago through the Office of Māori Development. He and partner Paulette are fully committed and involved in the revitalisation of te reo and tikaka/customs among Ngāi Tahu whānui and the community. He is also an official Māori language translator (nationally).

Welcome video

We developed and resourced a video that was pulled together with Maui Studios. We worked with Otago University to ensure that mana whenua were not overwhelmed with requests. The video was beautifully produced and will last for a number of years and can be used for welcoming new staff and students, particularly in these difficult times. Link: [Kia ora and welcome, Tauira Māori](#)

CE Meetings

Internal

- Online Staff Forum (18 February)
- Wildlife Hospital Board
- Safety Culture Workshop for Leaders – Zero Accident Mindset
- OPAIC Board Retreat
- Academic Committee
- Investment Logic Mapping Workshop
- Lunch in Poho

External

- Grow Dunedin (GDP)
- Food & Fibre Capability Forum
- Business South, Guest Speaker for Leadership Academy
- Women in Automotive
- PG Dip in Design (Healthcare Specialisation)
- High Performance Sport New Zealand
- Dunedin Regional Skills Leadership Group
- Tertiary Sector Steering Group

Te Pūkenga

- Healthcare Design Update
- Subsidiary CEOs
- Nursing Programme Development Steering Group

- UCOL Board
- Central Otago Regional Trial
- Operating Model Working Group
- Operating Model Workshop x2
- Te Pūkenga
- Chairs/Chief Executives Meetin



A summary of Otago Polytechnic external media activity for February 2022. Produced by Shane Gilchrist, Senior Communications Advisor.

Key themes of coverage:

Covid-19 and its implications on tertiary sector has presented strong opportunities to highlight our pastoral support.

*[*A breakout of specific media mentions is at bottom of this document, provided by media monitoring platform Fuseworks]*

OP WEBSITE (NEWS AND EVENTS SECTION)

There were more than 205.7k page views in the past month. New website visitors comprised 42.4k of traffic (the remainder were returning visitors); the average time spent per view was 2min6sec.

SOCIAL MEDIA

Social Media activity and engagement across all channels continues to be strong. Facebook followers now 15.9k.

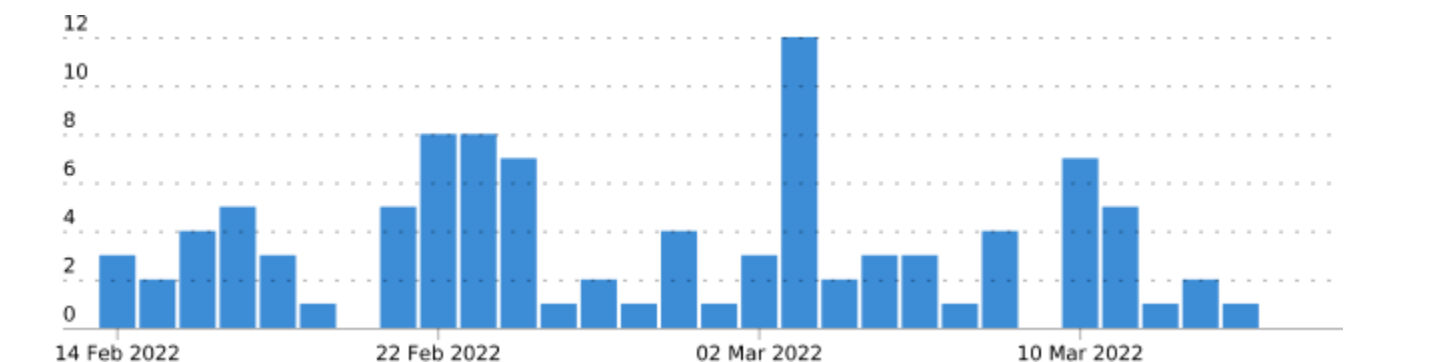
INSTAGRAM

4.16k followers; this continues upward trend of previous months.

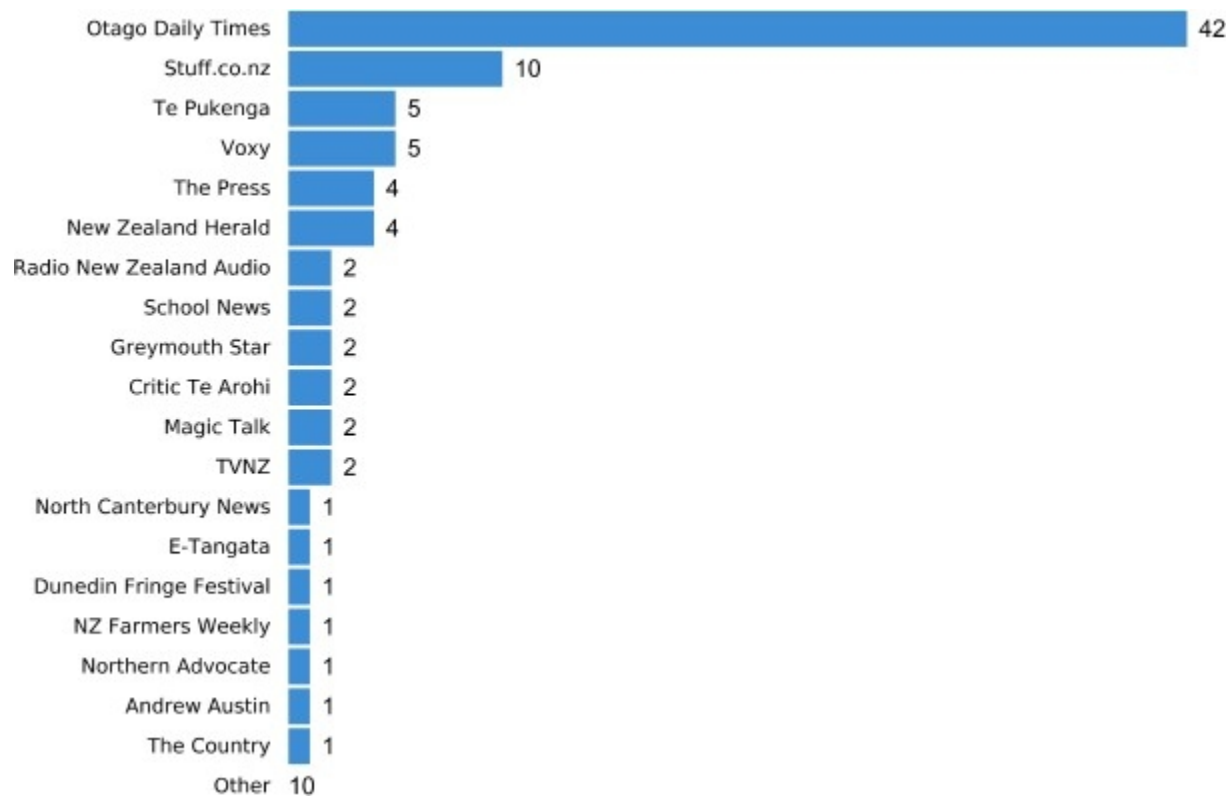
LINKEDIN

Otago Polytechnic's main LinkedIn page now has 16.3k followers, reflecting strong growth on this channel.

Media Volume



Media Sources



Media Content Types



Media coverage details (provided by media monitoring platform Fuseworks):

New graduates from Otago Polytechnic

From Otago Daily Times
Published 04:35 14/03/2022
Also from Otago Daily Times

Bonnets about graduating in style

From Otago Daily Times, John Lewis
Published 20:58 11/03/2022

But **Otago Polytechnic** graduate Katie Mangai, who will be conferred a graduate diploma in design (distinction) specialising in fashion, has left a more permanent mark.....She has created five beautiful blue bonnets which will be worn by recipients of **Otago Polytechnic's** doctorate of professional practice, this year and at future graduations.....**Otago Polytechnic** fashion head and millinery expert Prof Margo Barton fielded the initial request to design and produce the bonnets, but thought a student or graduate should be given the opportunity.

Beep the plucky penguin survives suspected barracuda attack

From The Press, Nadine Porter
Published 11:24 11/03/2022
Also from Stuff.co.nz National

Found with a large wound across his belly at Penguin Place on the Otago Peninsula, Beep needed several surgeries at The **Wildlife Hospital** in **Dunedin**.

DHB boss wants easier registration for overseas nurses

From Stuff.co.nz, Louisa Steyl
Published 17:51 10/03/2022
Also from Stuff.co.nz National, Southland Times print edition

The DHB had calculated it would need to recruit 580 nurses in the next two years, and even if they took 70 per cent of the graduates from the Southern Institute of Technology and **Otago Polytechnic**, they would only get to 280, he said.

Otago Polytechnic graduate's millinery skills help others mark 'academic milestone'

From Te Pukenga
Published 10:45 10/03/2022
Also from [Otago Daily Times, Voxy](#)

Otago Polytechnic graduate Katie Mangai has gone to extra lengths to ensure others are able to celebrate their academic success in style this week.The result: five beautiful blue bonnets - to be worn by recipients of **Otago Polytechnic's** Doctorate of Professional Practice.Prof Margo Barton, **Otago Polytechnic's** Head of Fashion and an expert in millinery, had fielded the initial request to design and produce the bonnets, but believed a student or graduate should be given the opportunity.

Student cooks lend a hand to feed isolating peers in Dunedin

From TVNZ
Published 05:22 08/03/2022

Thousands of students are confined to their flats, so culinary arts students at **Otago Polytechnic** have decided to pitch in.

1 News 6pm - Item 7

From TVNZ
Published 19:53 07/03/2022

Otago Polytechnic third-year culinary art students are making the meals.**Otago Polytechnic** Senior Lecturer Tony Heptinstall says it is preparing meals that would appeal to the students, which includes comfort home food, including soups, lasagne and mac and cheese.

Tick for polytechnic

From Otago Daily Times, Eric Trump
Published 04:50 05/03/2022

The **Otago Polytechnic** has received a Rainbow Tick accreditation to acknowledge its commitment to valuing diversity of sexual and gender identities."The **Otago Polytechnic** welcomes and includes everyone, regardless of gender, race, ethnicity, sexual orientation, marital status, disability, or religious or ethical beliefs," a polytechnic spokesman said.

Life in hall 'pretty chill' but student 'over' Omicron

From Otago Daily Times, Eric Trump
Published 04:50 05/03/2022

Omicron is a waiting game for Holly Hewitt, a student at **Otago Polytechnic**.....Ms Hewitt lives in **Te Pa Tauira Otago Polytechnic** Village and is working toward her bachelor in fashion design.....**Otago Polytechnic** did not release information on how many of its students were isolating.

8 finalists for Otago Polytech in Best Design Awards

From North Canterbury News
Published 16:55 03/03/2022
Also from [Otago Daily Times](#)

Covid-19: Culinary students pumping out 1000 meals for isolating peers

From The Press, Otago reporter
Published 16:22 03/03/2022
Also from [Stuff.co.nz National](#)

Otago Polytechnic Bachelor of Culinary Arts third-year students Yam Gurung (left), Alex Rangī and Kaylee Gibbs in the midst of prepping vegetarian meatballs.....The ovens are fired up and there are no idle hands in the **Otago Polytechnic** kitchens.....An estimated 15-20 **Otago Polytechnic** students a day were requesting food packages from their tertiary institution, each one including a weeks worth of non-perishable items.

Prioritising men's mental health

From NZ Farmers Weekly, Agribusiness Neal Wallace
Published 17:36 02/03/2022

This has highlighted to Wright the plight of mental health issues among young rural men, prompting her to embark on a study through **Otago Polytechnic**, which she hopes will help address that anomaly and improve access to mental health services.

Delivering for isolating students

From Otago Daily Times
Published 05:24 28/02/2022

Otago Polytechnic second-year civil engineering technology student Lewis Shaw has started delivering groceries to isolating students.

Metiria Turei and her new world

From E-Tangata, Dale Husband
Published 09:27 27/02/2022

I'd just finished an honours degree in visual arts at the **Otago Polytech**.

Search on for penguin-killing pathogens

From Otago Daily Times, Hamish MacLean
Published 05:54 26/02/2022

Dr Wierenga's research, supported by **Dunedin Wildlife Hospital**, Department of Conservation, Wildbase, Massey University, the Yellow-eyed Penguin Trust, Penguin Place and Penguin Rescue, was "essential" to efforts to reduce the

significant disease threats to hoiho and to help to rebuild the population, he said.

Students offered old-fashioned distractions

From Otago Daily Times, Eric Trump

Published 05:54 26/02/2022

Otago Polytechnic is going old-school to entertain students who are isolating because of Covid-19.**Otago Polytechnic** chief executive **Megan Gibbons** said the institute was well aware that students' mental and social wellbeing needed support.

Students create thriving garden

From Otago Daily Times, Gillian Vine

Published 04:33 25/02/2022

As the **Otago Polytechnic's** student garden in Forth St had been flattened to make way for a new building, the garden is particularly welcome.

Otago Polytechnic adds 'old-school' approach to student support

From Te Pukenga

Published 15:20 24/02/2022

Also from [Voxy](#)

Otago Polytechnic's ongoing efforts to support its learners now include additional measures - "old-school" distractions such as board games, books and playing cards....."We have implemented a wide range of measures to ensure the health and safety of learners, now that Covid-19 has a more active presence in our community," says **Dr Megan Gibbons**, Chief Executive, **Otago Polytechnic**....."We would like to donate any such items to our learners in **Te Pā Tauria- Otago Polytechnic** Student Village as well as in flats and homes.

Team flat out at the 'seabird ward'

From The Star, Brenda Harwood

Published 05:43 24/02/2022

Four years after it first opened its doors, the **Dunedin Wildlife Hospital** is gearing up to once again play a vital role in kakapo conservation.The **Dunedin Wildlife Hospital**, which celebrated its fourth birthday on January 15, has provided treatment for 54 kakapo adults and chicks, along with many other rare taonga species.Ms Whyte said none of the wildlife hospital's work would be possible without the "incredible support" of **Otago Polytechnic**, along with many other financial supporters and a dedicated team of volunteers.

Close encounter with kakapo conservation

From Otago Daily Times, Brenda Harwood

Published 04:33 24/02/2022

A special invitation over Christmas gave **Dunedin Wildlife Hospital** manager Jordana Whyte the chance to play a hands-on role in kakapo conservation in the field.

Inspiration down the garden path

From Otago Daily Times, Rebecca Fox
Published 03:33 24/02/2022

Foley, who has a degree in fine art from **Dunedin School of Art**, mostly paints land, sea, sky, forest or urban landscapes, so the garden's works fall within that in that they are part of an urban landscape, yet also full of nature.

Polytech excels at best design awards

From Otago Daily Times, Eric Trump
Published 05:05 22/02/2022
Also from [ODT](#)

Otago Polytechnic had a great night at the recent annual Designers Institute of New Zealand Best Design Awards. ... The polytechnic won five medals, with eight **Otago Polytechnic** School of Design projects represented at the awards, which were held via Zoom."To have five out of our eight finalists collect medals at New Zealand's most prestigious design awards is an outstanding achievement," **Otago Polytechnic** chief executive **Megan Gibbons** said.

Otago Polytechnic collects multiple medals - Te Pukenga

From Te Pukenga
Published 14:39 21/02/2022
Also from [Voxy](#)

Otago Polytechnic has won five medals at the Designers Institute of New Zealand Best Design Awards.....Eight **Otago Polytechnic** School of Design-related projects were represented at the awards ceremony....."To have five out of eight of our finalists collect medals at New Zealand's most prestigious design awards is an outstanding achievement," says **Dr Megan Gibbons**, **Otago Polytechnic** Chief Executive.

Virus sets in across the South

From Otago Daily Times, Mike Houlahan
Published 05:41 21/02/2022
Also from [Otago Daily Times](#), [New Zealand Herald](#)

Yesterday, both **Otago Polytechnic** and the University of Otago confirmed several students on both campuses had contracted the pandemic disease.....Cases among students at **Otago Polytechnic** reached double digits yesterday, and chief executive **Dr Megan Gibbons** said welfare teams were helping all known cases while they isolated.

Many in isolation as disease spreads among the South's pupils, students

From Otago Daily Times, Mike Houlahan, Oscar Francis
Published 04:35 19/02/2022

More than half of Carisbrook School pupils were kept at home by parents yesterday after news of a positive case at the school, while large numbers of University of Otago and **Otago Polytechnic** students were in self-isolation yesterday after

several student parties were listed as close contact locations of interest.

8 finalists for Otago Polytech in Best Design Awards

From Mountain Scene
Published 21:00 18/02/2022

Colleges set for arrivals

From Otago Daily Times, Jessica Wilson
Published 04:32 17/02/2022

The university's Orientation Week and **Otago Polytechnic** lectures start on Monday.....Move-in day for the 217 first-year students staying in **Te Pa Tauira**, the polytechnic's student village, was on Monday.

Students being encouraged to curb party tendencies

From Otago Daily Times, Eric Trump
Published 18:25 15/02/2022

Otago Polytechnic has also cancelled multiple orientation events, and chief executive **Megan Gibbons** believed polytechnic students would do the right thing.

Local creatives bring Māori culture to gaming - without the appropriation

From Stuff.co.nz, Arielle Kauaeroa
Published 05:03 14/02/2022
Also from [The Press print edition](#)

Vincent Egan founded Maui Studios with best friends Madison Henry Ryan and Patrick Hussey in Dunedin as students of **Otago Polytechnic** and brother Luke joined later to form what is now the executive leadership team of a burgeoning creative tech agency.

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: CONFERRAL OF AWARDS	
PURPOSE: Attached is a list of learners whose eligibility to graduate has been confirmed since the list provided to the Board in February.	
PRESENTED BY: Dr Megan Gibbons	
RECOMMENDATION: That the Board confers all eligible awards (as attached) in absentia.	

1000102002	YOUTH GUARANTEE	Hedges	Angel	NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000102350	SCHOLARSHIP RECIPIENT	Quigley	Finn	NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000102501		Fraser	Rachael	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000102624		Harvey	Ronan	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000102671		Hoesch	Rowan	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000102854	CAPL STUDENT	Murphy	Keith	OT4922	Bachelor of Applied Management	21-CPL-M2	27/01/2022	2022	Awarded	03-MAR-INV	2022	DIST	FALSE
1000102915		Kim	Wang Zun	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000102922		Remacle	Noel	OT5081	Bachelor of Culinary Arts	21-DUN-M2	5/11/2021	2021	Awarded	03-MAR-INV	2022	DIST	FALSE
1000102977		Milburn	James	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000103158	CAPL STUDENT	White	Shalin	OT4922	Bachelor of Applied Management	21-CPL-M2	1/03/2022	2022	Awarded	03-MAR-INV	2022	DIST	FALSE
1000103265		Blagrove	Paul	NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	21-DUN-M1	14/02/2022	2022	Awarded	03-MAR-INV	2022		FALSE
1000103315		Williams	Velisa	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000103357	CAPL STUDENT	Sodhi	Inderbir	OT4922	Bachelor of Applied Management (Sport Management)	21-CPL-M2	25/02/2022	2022	Awarded	03-MAR-INV	2022	PASS	FALSE
1000103415	YOUTH GUARANTEE	Thompson	Harold	NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000103560		Armitage	Ross	NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	21-DUN-M1	14/02/2022	2022	Awarded	03-MAR-INV	2022		FALSE
1000103775	CAPL STUDENT	Godfrey	Peter	OT4922	Bachelor of Applied Management	21-CPL-M5	27/01/2022	2022	Awarded	03-MAR-INV	2022	MERIT	FALSE
1000103914		James	Martin	OT5081	Bachelor of Culinary Arts	21-DUN-M3	3/12/2021	2021	Awarded	03-MAR-INV	2022	DIST	FALSE
1000103915		Davies	Alexander	OT5081	Bachelor of Culinary Arts	21-DUN-M3	3/12/2021	2021	Awarded	03-MAR-INV	2022	DIST	FALSE
1000103918		Paterson	Barry	NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	21-DUN-M1	14/02/2022	2022	Awarded	03-MAR-INV	2022		FALSE
1000103970		Campbell	Raymond	NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	21-DUN-M1	14/02/2022	2022	Awarded	03-MAR-INV	2022		FALSE
1000103992		Rogers	Luke	OT5081	Bachelor of Culinary Arts	21-DUN-M2	5/11/2021	2021	Awarded	03-MAR-INV	2022	DIST	FALSE
1000104041	CAPL STUDENT	Walkinshaw	Kate	NZ2459	New Zealand Diploma in Business (Leadership and Management) (Level 5)	21-CPL-M2	28/09/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000104129		Letufuga	Lesina	NZ2863	New Zealand Certificate in Study and Career Preparation (Level 3)	21-DUN-S1H	2/07/2021	2021	Awarded	03-MR2-INV	2022		FALSE
1000104147		Wang	Shengyu	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000104188		Wing	Jason	NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	21-DUN-M1	14/02/2022	2022	Awarded	03-MAR-INV	2022		FALSE
1000104320		Goomes	Shani	NZ2849	New Zealand Certificate in Early Childhood Education and Care (Level 3)	21-DUN-S1	2/07/2021	2021		14 01-DUN-SEM1	2021		FALSE
1000104326		Ludemann	Briarna	NZ2487	New Zealand Certificate in Animal Care (Level 3)	21-DIS-FY	19/11/2021	2021	Awarded	03-MR2-INV	2022		FALSE
1000104912	CAPL STUDENT	Ram	Christine	OT4922	Bachelor of Applied Management	21-DCN-M4	22/02/2022	2022	Awarded	03-MAR-INV	2022	MERIT	FALSE
1000105130	CAPL STUDENT	Lynn-Watts	Nathaniel	OT4922	Bachelor of Applied Management	21-DCN-M5	23/02/2022	2022	Awarded	03-MAR-INV	2022	MERIT	FALSE
1000105188	CAPL STUDENT	Nelson	Matthew	OT4922	Bachelor of Applied Management	21-DCN-M5	24/02/2022	2022	Awarded	03-MAR-INV	2022	DIST	FALSE
1000106056		White	Shay	NZ3915	New Zealand Certificate in Electric Vehicle Automotive Engineering (Level 5)	21-DUN-M8	14/02/2022	2022	Awarded	03-MAR-INV	2022		FALSE
1000106160		Lippe	Clover-nikita	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000106507		Morgan	Chereine	NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000106670		Mahutariki	Zaiya-Jay	NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000106683		Eammongkolchai	Warintorn	NZ2104	New Zealand Certificate in Food and Beverage Service (Level 3) (Café Service) (Bar Service)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000106728		Muir	James	NZ2100	New Zealand Certificate in Cookery (Level 3)	21-DUN-S2	3/12/2021	2021	Awarded	03-MAR-INV	2022		FALSE
1000106833		Yu	Aislinn	OT4898	Postgraduate Certificate in Occupational Therapy Practice	21-DIS-S2	12/11/2021	2021	Awarded	03-MAR-INV	2022	MERIT	FALSE

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: BOARD CALENDAR	
PURPOSE: Attached for noting is the Board calendar.	

BOARD CALENDAR 2022

Meeting/Event	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Annual Report Sign off	24 Mar									
Budget										
Board Meeting	24 Mar	21 April	19 May	23 June	21 July	18 Aug	22 Sept	20 Oct	17 Nov	15 Dec
ELT, Student and Staff convenors to attend	24 Mar			23 June			22 Sept			
Fees Set										
International										
Domestic							22 Sept			
Strategy Review	24 March									
Audit and Risk Committee	17 Mar	27 April Ann Rpt		13 June			12 Sept			8 Dec
Graduation										16 Dec
Maori Pre-Grad										15 Dec
Pasifika Pre-Grad										14 Dec
AIC Graduation								17 Oct		
Komiti Kawanataka Thurs at 12.30pm	3 Mar	7 April	5 May	2 June	7 July	4 Aug	1 Sept	6 Oct	3 Nov	1 Dec

Meeting/Event	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Performance Review Committee		21 April				18 Aug				
Health and Safety Committee		11 April		13 June		8 Aug		12 Oct		6 Dec
OP Events										
- Student Showcases									Nov	
All staff meeting										
- Awards Distinguished Alumni TBC										
Long Service Staff										
- Christmas Function										

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: EXECUTIVE LEADERSHIP TEAM INTERESTS REGISTER	
PURPOSE: The Executive Leadership Team Interests Register is attached for noting.	



OTAGO POLYTECHNIC INTERESTS REGISTER – EXECUTIVE LEADERSHIP TEAM

Register to be maintained for the Executive Leadership Team and kept by the Chief Executive's office as per policy CP0012.06 Disclosure of Interest.

Date Updated	Name	Interest Disclosed	Nature of Potential Conflict of Interest with Otago Polytechnic	Pecuniary or non-pecuniary	Agreed approach to manage
01-02-2019	Philip Cullen	Cliffs Road Trading Board Member: – OP Auckland International Campus Ltd – Otago Polytechnic Education Foundation – Open Education Resource Universitas – IamCapable Limited Committee member – Whaiao Pūtea Incorporated	Potential only		
20-11-2020	Megan Gibbons	Otago Boys High School Board of Trustees Judge Otago Sports Awards OP representative on Grow Dunedin Partnership Steering Group	Potential only OP is a sponsor Potential only	Non-pecuniary Non-pecuniary Non-pecuniary	Ensure I am not involved if either of these organisations were in discussion with OP OP award chosen by Sport Otago and not judged on by judges

		<p>Board member:</p> <ul style="list-style-type: none"> - Wildlife Hospital - Open Education Resource Foundation University - Otago Polytechnic Auckland International Campus 			
21-04-2020	Janine Kapa	<p>Board Member:</p> <ul style="list-style-type: none"> - A3 Kaitiaki Ltd (Chair) - Kōkiri Training Centre (Chair) <p>Partner, Kia Māia Bicultural Communications</p> <p>Brayden Murray, Director: Learner Services – partner</p> <p>0.8 FTE secondment to Te Pūkenga, effective until 16 Dec 2022</p> <p>Trustee - Arai Te Uru Kokiri Centre Charitable Trust</p> <p>Deputy Chairperson – Te Kupeka Umaka Maori Ki Araiteuru Incorporated</p>	<p>Potential only</p> <p>Potential for similar clientele</p> <p>Potential only</p>	<p>Pecuniary</p> <p>Non-pecuniary</p> <p>Non-pecuniary</p>	<p>Proceed with:</p> <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity • transparency
18-01-2022	Laura Warren	<p>Branch President – Human Resources Institute of NZ Otago Branch</p>	<p>Potential only</p>	<p>Non-pecuniary</p>	<p>Proceed with:</p> <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity • transparency
27-01-2022	Megan Potiki	<ol style="list-style-type: none"> 1. Member of Te Runanga o Ōtākou 2. Contractor - Aukaha Ltd 3. Governor - A3K Limited 4. Academic Mentor Capable NZ 	<p>2 and 3 potential suppliers</p>		

27-01-2022	Jason Tibble	<p>Chair: NZ Rugby League South Island</p> <p>Board Member: Sport Otago</p> <p>Grow Dunedin OP Rep on CODE</p>	<p>GM operates out of Sargood</p> <p>Operates out of Sargood, OP have provided staff training periodically, OP is a sponsor & Megan is a judge (as above)</p>		<p>Proceed with:</p> <ul style="list-style-type: none"> • caution & sensitivity • honesty & integrity • transparency
22-11-2021	Chris Williamson	Son is a student at OP BSS program	Potential for bias	Non-pecuniary	Transparency OP Policy

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: STAFF COMMITTEE	
PURPOSE:	
Key points from a meeting held at 10am on Thursday 3 March 2022 via MS Teams	
<ul style="list-style-type: none"> • WES – members would like to hear from ELT a response to feedback and what organisation-wide actions will be taken as a result – ‘closing the loop’. • Staff Development Day – the Get Dotted profiling had already been done by many staff; it was felt there was a lack of connection between that session and the afternoon discussion. While the material for afternoon session was important and prompted reflection it was felt there was too much information to unpack/discuss in a short time; and not having clarity around the Te Pūkenga Operating Model made it difficult to set meaningful goals and objectives. • Membership – some members’ terms will be up in the next couple of months. A call for expressions of interest for new members will be made on Tuhono. • Morale generally good among teams who are carrying on with business as usual in a modified fashion, operating both on and off-campus. • Issues with shortage of laptops, and lack of access to technology for students was noted. • Clarification sought on how the Board might signal to the Committee any issues for discussion. 	

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: OPSA/OP MEETING	
PURPOSE:	
Notes from the OPSA/OP meeting held on 24 February 2022.	
Present: Ezra Tamati (OPSA President), Rammy El Dessouky (Disability Rep), Campbell Ward (OPSA Vice President), Jase Tibble (DCE Learner Journey), Brayden Murray (Dir Learner Services), Ronda McLaren	
<ol style="list-style-type: none"> 1. Round of introductions. OPSA representatives and DCE LJ expressed a keen desire to work together constructively for the coming year in a spirit of kotahitanga for the mutual benefit of students, our community and our organisation as a whole. 2. Updated Terms of Reference reviewed and agreed. <i>Action:</i> Ronda amend OPSA Executive to OPSA Advisory Board and circulate final copy. 3. First Staff Forum to be held in early Semester 2 led by Jase and CE Megan. 4. <i>Action:</i> Jase to arrange a meeting for Campbell with CE Megan. <i>Post meeting</i> - scheduled 8 March. 5. OPSA Staff Awards policy revision, from Student Council Staff Awards. Moving ownership back to OPSA but with the support of central processes in place, e.g. Qualtrics Survey and support with evaluation process. <i>Action:</i> Ronda to insert clause enabling group awards, add nominee for evaluation support, and circulate final policy prior to submitting for approval. 6. Jase provided an overview of the central Covid-19 response/process supporting isolating learners. DCE Chris Williamson is overseeing academic support process for learners online. 7. OPSA receiving frustrated learners unable to access buildings. <i>Action:</i> Jase/Brayden/Ronda investigate and clarify in next student comms (include reminder for learners to be kind, to each other and staff, as we are all doing our best) <i>Post meeting</i> - an error in the NZ security card system meant that multiple cards were issued with the same door. Lesley is rerunning and issuing cards, expect resolution early next week. 8. Difficulty with learners visiting OPSA with impairments who rely on varying degrees of lip-reading. Can OP provide OPSA with face shields or window face masks. <i>Action:</i> Ronda to follow up. 9. Confirmed HAFI funding is available, Lesley requests a transfer when required. 10. Next meeting – TBA once Advisory Board and College Representatives in place. 	

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: KOMITI KAWANATAKA	
PURPOSE: Attached for noting are key points from the Komiti Kawanataka meetings held on 3 February and 3 March 2022.	

MEETING OF TE KOMITI KĀWANATAKA

3 Kahuru (Feb) 2022



KOMITI:	Megan Pōtiki Chair of Komiti Kāwanataka, Deputy Chair of OP Ltd Board & DCE: Partnership & Equity Matt Matahaere, Te Rūnanga o Ōtākou Winnie Matahaere, Te Hokonui Rūnanga Stacey Gullen-Reynolds, Te Rūnanga o Moeraki
In Attendance:	Mike Collins, OP Board of Directors Scott Klenner, Tumuaki Whakaako (online) Shaun Tahau, Tumuaki Whakawhanake Frank Edwards, Tumuaki Whakaruruhau (online) Jase Tibble – DCE: Learner Journey Tessa Thomson, KTO Debbie Davie, KTO - minutes
Apologies:	Janine Kapa, DCE: Māori Devt/Kaitohutohu Ria Brodie, Kāti Huirapa Rūnaka ki Puketeraki Khyla Russell, Kaumātua Hinerangi Ferrall-Heath Ron Bull, Tumuaki Whakaako Scott Klenner, Tumuaki Whakaako (for lateness)

KARAKIA TIMATAKA**POINTS OF NOTE**

1. Presentation: Building from our Strengths (Mike Collins) – Kōrero around Komiti Kāwanataka alignment, influence and what 'success' would look like. We discussed exemplars of success, our strengths, what we could do better including bringing in other expertise and voices dependent on topics of conversation, connecting with industry and risks that we need to watch out for.

Outcome: Three pieces of work:

- To look at the structure of Komiti Kāwanataka and how it works – operating model
- Draft workplan on how we engage with the Board, Rūnaka, Community
- Communications around managing the change

2. Tino Rangatiratanga Flag – following continued discussions and in recognition of the emotional commitment and determination demonstrated by the student body the decision was made to fly the Tino Rangatiratanga Flag – all present agreed.

Acknowledged that this was not a unanimous decision from all four Kā Papatipu Rūnaka (3 of the 4 Rūnaka were in agreement).

3. Taura Hardship & Homelessness – no further update.
With the likely onset of Omicron within the community acknowledged the importance of communication around any changes and updates for students.
4. New Chair for Komiti Kāwanataka – Megan Pōtiki in consideration of the role she now has within OP (DCE – Partnership & Equity) suggested that the role of chair be passed to another Rūnaka Representative. Matt Matahaere was suggested and agreed to take over this position – all agreed.
5. Te Punaka Ōwheo (new building) – no further update

6. School of Design Proposal to collaborate with Māori Development and KTO Office, Iwi, Rūnaka (& Tourism NZ and City of Dunedin) on developing and hosting 25th Annual Conference of the International Foundation of Fashion Technology Institutes (April 2023).
Decision: All agreed to support.
7. Wānanga Planning (Stacey) – Proposal presented.
To identify if there is any interest from each respective rūnaka to collaborate with OP by drawing upon resources and skills within the institution that will contribute towards achieving hapū aspirations. First step is to commence a consultation process with each respective rūnaka.
8. Kaitohutohu Report: tabled

KARAKIA WHAKAMUTUKA

Meeting closed 2.05pm

MEETING OF TE KOMITI KĀWANATAKA

3 Kahuru-kai-paeka (Mar) 2022



KOMITI:	Matt Matahaere, Te Rūnanga o Ōtākou & Chair of Komiti Kāwanataka Megan Pōtiki DCE: Partnership & Equity Winnie Matahaere, Te Hokonui Rūnanga (online) Stacey Gullen-Reynolds, Te Rūnanga o Moeraki Ria Brodie, Kāti Huirapa Rūnaka ki Puketeraki (online)
In Attendance:	Scott Klenner, Tumuaki Whakaako (online) Shaun Tahau, Tumuaki Whakawhanake (online) Ron Bull, Tumuaki Whakaako Tessa Thomson, KTO Debbie Davie, KTO – minutes (online)
Apologies:	Janine Kapa, DCE: Māori Devt/Kaitohutohu Khyla Russell, Kaumātua Hinerangi Ferrall-Heath Frank Edwards, Tumuaki Whakaruruhau Jody Takimoana, Kaiwhakatere

KARAKIA TIMATAKA**POINTS OF NOTE**

1. Te Pūkenga Update – Completed first round of reporting against Te Pae Tawhiti objectives.
2. Whaiao: RCE Otago – Ōtākou have withdrawn their support of this group. However this does not effect the continuation of Whaiao.
3. Tino Rangatiratanga Flag – In response from Kaunihera Whakahaere an information sheet was created and tabled for consideration. This will be distributed to the wider OP community via Tūhono and Staff and students will then be surveyed (10% response from original taura māori survey).

It was again acknowledged that flying this flag was not a unanimous decision from all four Kā Papatipu Rūnaka (3 of the 4 Rūnaka were in agreement). Kāti Huirapa Rūnaka ki Puketeraki view of opposition is to be included in the information posted on Tūhono.

4. Taura Hardship & Homelessness – no further update.
5. Te Punaka Ōwheo (new building) – no further update
6. Wānanga Planning (Stacey) – Have completed 1:1 kōrero with Rūnaka reps., who are now presenting the proposal to their respective rūnanga and asking for feedback. A parallel process is underway with Heads of Colleges and teaching staff – have received an overwhelming response as to what can be offered to mana whenua.
7. Mihi Whakatau & Issues of Kawa – Paper tabled alluding to the difficulties in sustaining the increased demand on a small team. Suggest guidelines around good practice is created and following a living document 'Kawa of OP' based on Kai Tahu tikanga (written in consultation with Kā Papatipu Rūnaka).
8. Kaitohutohu Report: tabled, kōrero re the new template.
9. Return of Toki – found in the whenua when the ground was turned over. Kōrero around taonga and returning the Toki to Ōtākou who would loan it back to OP for display in the new He Toki Kai Te Rika building (ongoing kōrero).

10. Māori Strategic Framework (MSF) – Kōrero regarding the future of this strategy and acknowledged its uniqueness with being created in consultation with Kā Papatipu Rūnaka. Questioned with a ‘merged’ Te Pūkenga plan how/if we will be able to continue to incorporate our Kai Tahu flavour relevant to this hapū and how we maintain a grip on tino rangatiratanga.
11. OP Ltd Board – Acknowledged that currently we do not have a mandated rūnaka voice on the Board – questioned how we ensure our communication lines are kept fluent?

KARAKIA WHAKAMUTUKA

Meeting closed 1.50pm

OTAGO POLYTECHNIC LIMITED BOARD PAPER	
OPEN AGENDA	DATE: 24 MARCH 2022
ITEM: POLICIES	
PURPOSE: The Audit and Risk Committee have reviewed the following policies (changes tracked): <ul style="list-style-type: none">• Internal Audit• Legislative Compliance• Protected Disclosure of Serious Wrongdoing	
PRESENTED BY: Philip Cullen	
RECOMMENDATION: That the Board approves changes to the above policies.	

Internal Audit

Section	Board		
Approval Date	01 Jun 2020 <u>1 March 2022</u>	Approved by	Executive Leadership Team <u>Otago Polytechnic Limited Board</u>
Next Review	30 Nov 2022 <u>28 February 2024</u>	Responsibility	Deputy Chief Executive: Board <u>Corporate Services</u>
Baldrige Criteria	Operations		

PURPOSE

To detail the nature, role, responsibility, status, scope, and authority of Internal Audit work within Otago Polytechnic Limited.

The role of Internal Audit at Otago Polytechnic Limited is to assist the organisation to meet its objectives and to facilitate the leadership team and the board carrying out their responsibilities in relation to these matters.

The key objectives of the Internal Audit process are to:

- **P**rovide an independent appraisal of the adequacy and effectiveness of the controls in place.
- **I**dentify and recommend measures to achieve greater effectiveness, efficiency, and economy.
- **R**emedy practices that expose Otago Polytechnic Limited to risk and vulnerability.
- **B**ring a systematic and disciplined approach to evaluating and improving the effectiveness of Otago Polytechnic Limited risk management, and internal control processes.

COMPLIANCE

~~The Education Act 1989~~

~~Education and Training Act 2020~~ and

~~Education and Training Amendment Act 2021~~

~~Tertiary Funding Information~~ - www.tec.govt.nz

POLICY

External Auditor refers to the organisation appointed by the Office of the Auditor General to conduct the statutory annual audit of Otago Polytechnic Limited and to provide an opinion on its annual financial statements and statement of service performance.

Internal Auditor refers to the person or organisation appointed to conduct internal audits for Otago Polytechnic Limited. This person or organisation may be internal to Otago Polytechnic Limited or a contracted external party (or both).

Internal Audit refers to an instance of (or function of) auditing within Otago Polytechnic Limited itself with respect to its internal processes and controls.

Accountability

1. The Internal Auditor reports to the ~~Finance and Audit~~ Audit and Risk Committee (FAC) of the Board and liaises with the Deputy Chief Executive: Corporate Services

Commented [J01]: Sue are you aware of this..... I have never done this but woner if timely to be included on this Committee?

Responsibilities of the Finance and Audit and Risk Committee (FAC)

2. The FAC Audit and Risk Committee is responsible for the development, review, and monitoring of Internal Audit functions, policies, and procedures. This includes:
 - a. oversight of the Internal Audit function; and
 - b. setting the budget for Internal Audit; and
 - c. setting the Internal Audit work plan
 - d. recommending the appointment of the Internal Auditor and/or the use of internal resources to carry out internal audit work; and
 - e. receiving reports arising from Internal Audit activities; and
 - f. meeting with the Internal Auditor independently of management on an annual basis.

Responsibilities of Management

3. The Deputy Chief Executive: Corporate Services is responsible for ensuring that the those carrying out the Internal Audit function have:
 - a. operational cooperation from staff throughout the organisation

- b. access to staff and systems requested by internal audit
 - c. direct access and freedom to report to the Chief Executive
 - d. unrestricted and independent access to the [FAC Audit and Risk Committee](#).
4. Management is responsible for maintaining internal controls, including setting appropriate policies and monitoring compliance with these, and maintaining proper accounting records and other appropriate management information that ensures effective stewardship of government funds as required by the Education Act 1989 and with reference to [Tertiary Funding Information. www.tec.govt.nz](#)

Procedures – Planning and Reporting

The Deputy Chief Executive; Corporate Services, and the [FAC Audit and Risk Committee](#) will agree on a three (3) year (reviewed annually) Internal Audit work plan setting out the recommended scope of its work in the period. The work plan should have due regard to the key areas identified within the risk assessment framework in regard to internal control and include monitoring compliance with policies and procedures associated with the [Fraud Prevention and Response Policy and Standard Operating Procedures and Fraud Control Plan](#)

- 5. ~~Fraud Control Plan and policy CP0010~~[Fraud Prevention and Response](#), and an appropriate level of forensic audit.
- 6. The work plan will set the scope for each review, but will include:
 - a. ~~R~~reviewing systems established by management to ensure that major risks to the achievement of the organisation's objectives are being appropriately addressed by the controls inherent in these systems.;
 - b. ~~R~~reviewing the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information.;

~~R~~review of cyber security with reference to ~~policy~~[the Use and Security of Information Systems Policy](#).

 - c. ;;
 - d. ~~R~~review of health and safety policies, procedures, and compliance.;
 - e. ~~A~~assessing compliance with policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports.;
 - f. ~~R~~reviewing the means of safeguarding assets and, as appropriate, verifying the

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existence of assets.;

- g. Appraising the economy and efficiency with which resources are employed.;
 - h. Investigating and reporting on alleged violations of policies and procedures, errors, fraud, or misuse of Otago Polytechnic Limited assets.;
 - i. Assessing internal control risks to the Otago Polytechnic Limited.;
 - j. Performing and reporting on follow-up reviews to determine the status of recommendations contained in reports.
7. The Internal Auditor will complete the reviews identified and agreed in the annual Internal Audit work plan and:
- a. Report in writing to the FAC Audit and Risk Committee and COO Deputy Chief Executive: Corporate Services setting out the processes followed, the findings and key concerns and recommendations.;
 - b. Raise any serious concerns about unresolved issues relating to projects or the management team itself directly with the FAC Audit and Risk Committee Chair.;
 - c. Meet with the Audit and Risk Committee FAC without Executive Leadership Team present, at least annually.;
 - d. Formally update the organisational internal control risk assessment annually. The update will be informed by the outcomes of the Internal Audit plan projects and will focus on the risks identified to the organisation and strategies to mitigate these risks and improve operational effectiveness.

Policies

REFERENCES

Policies

Fraud Prevention and Response Policy and Standard Operating Procedures and Fraud Control Plan

~~Fraud Prevention and Response – SOP – Fraud Control Plan~~

Policies

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Use and Security of Information Systems Policy

Occupational Health and Safety - Commitments and Responsibilities Policy

Health and Safety Induction and Training Policy

Hazard Management

Accident, Incident, Injury and Occupational-Illness Reporting and

Rehabilitation Policy

First Aid a Otago Polytechnic SOP

Emergency Evacuation and Earthquakes

Commented [J05]: No such Policy

Computer Health and Safety Policy

Protective Clothing and Equipment Policy

Vision Safety Policy

Employee Workplace Injury, Illness, Rehabilitation

Commented [J06]: No such Policy

After Hours Safety, Security and Building Access-

Building Access, Key Distribution, After Hours Safety and Security Policy

Smokefree, Auahi Kore Policy

Contractor Health and Safety Policy

Driving and Vehicle Safety Policy

Occupational Health Monitoring Policy

Legislative Compliance

Section	Board		
Approval Date	17 March 2022 01-Jun-2020	Approved by	Executive Leadership Team Chair: Otago Polytechnic Limited Board
Next Review	17 March 2024 30-Nov-2022	Responsibility	Deputy Chief Executive: Board Corporate Services Otago Polytechnic Limited Board
Baldrige Criteria	Leadership		

PURPOSE

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

1. The Legislative Compliance System is made up of:
 - a. Allocating responsibilities for legislative compliance;
 - b. Proper resourcing of the Legislative Compliance System;
 - c. Identifying and assessing legislative compliance obligations;
 - d. Regular monitoring and reporting of legislative compliance including any compliance failures;
 - e. Ongoing training of staff to enable them to fulfil their compliance obligations;
 - f. Reviewing the Legislative Compliance System;
 - g. Updating by [the Otago Polytechnic Limited](#)'s solicitors as to applicable legislation and risk as appropriate.
2. The policy applies to all activities of Otago Polytechnic Limited at governance, management, and operational levels.
3. The Chief Executive may delegate responsibility for compliance to specific members of [the Otago Polytechnic Limited](#)'s Executive Leadership Team, Heads of College and Directors.
 - 3.1. ~~Chief Operating Officer~~ [Deputy Chief Executive Corporate Services](#):
 - 3.1.1. The ~~Chief Operating Officer~~ [Deputy Chief Executive Corporate Services](#) 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. a summary of the key legislation;
 - b. the risks or consequences of failure to comply; and
 - c. the member of Executive Leadership Team responsible for each compliance area.
 - 3.1.2. The ~~Deputy Chief Executive Corporate Services~~ [Chief Operating Officer](#) is also responsible for managing the Polytechnic's Legislative Compliance System and for reporting routines that include providing "positive assurance" to the Board annually that the Polytechnic has complied with relevant legislation.
 - 3.2. Contracts Manager:
 - 3.2.1. The Contracts Manager will be responsible for the following duties:
 - a. maintaining the Register of Key Legislation;
 - b. liaising with the Polytechnic's legal and risk advisors on any new requirements;
 - c. [recommending](#) changes to the Polytechnic's Register of Key Legislation, reflecting changes to legislation, and the recommendations of the Polytechnic's legal advisers;

- d. advising the ~~Deputy Chief Executive Corporate Services Chief Operating Officer~~ on any legislative compliance issues not delegated;
- e. co-ordinating the Legislative Compliance System reporting systems and arranging audits of the System.
- f. Ensuring that reporting under section 4 of this policy is completed.

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

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

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

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

4. Resourcing and Training

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

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

5. Monitoring and Reporting of Legislative Compliance

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

- a. Annual reports to ~~the Deputy Chief Executive Corporate Services Chief Operating Officer~~ from Executive Leadership Team, Heads of College, and designated Directors on compliance with legislative requirements, and reporting non-compliance occurrences;
- b. annual declarations by all responsible managers
- c. annual report and declaration from the ~~Deputy Chief Executive Corporate Services Chief Operating Officer~~ to the ~~Finance and Audit and Risk~~ Committee on ~~Otago the~~ Polytechnic ~~Limited~~'s overall compliance with legislative requirements.

5.2. Legislative Compliance reports will also:

- a. 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;

- b. 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
- c. provide evidence of the Compliance System's effectiveness, achievements, and trends.

- 5.3. ~~Otago The~~ Polytechnic ~~Limited~~'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.

REFERENCES

Legislative Compliance [Standard Operating Procedure \(SOP\)](#) - Register of Key Legislation and Declaration of Compliance

Register of Key Legislation

Statute	Oversight	Reporting
Accident Compensation Act 2001 (formerly Injury Prevention, Rehabilitation and Compensation Act)	DCE: People, Culture and Safety	Director: Health and Safety
Building Act 2004	DCE: Corporate Services	Director: Campus Environment
Consumer Guarantees Act 1993	DCE: Learner Experience	Director: Learner Services
Copyright Act 1994	DCE: Learning and Teaching Services	Director: Research and Postgraduate Studies
Crown Entities Act 2004	Chief Executive	DCE: Corporate Service
Education (Pastoral Care of International Students) Code of Practice 2016 Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2022	1) DCE: Learner Experience 2) DCE: Corporate services	1) Director: Learner Services 2) Manager Te Pā Taurira (OPSV)
Education Act 1989	Chief Executive	DCE: Corporate Services
Education Act 1989	DCE: Learner Experience	Director Learner Services
Employment Relations Act 2000	DCE: People, Culture and Safety	Business Partners
Fair Trading Act 1986	DCE: Learner Experience	Director: Learner Services
Food Act 2014	DCE: Corporate Services	Director: Campus Environment Manager: Functions and Catering

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Goods and Services Tax Act 1985	DCE: Corporate Services	DCE: Business Services Director: Financial Services
Hazardous Substances and New Organisms Act 1996	DCE: Corporate Services People, Culture and Safety	Director: Health and Safety
Health and Safety at Work Act 2015 (replaces Health and Safety in Employment Act 1992)	DCE: People, Culture and Safety	Director: Health and Safety
Holidays Act 2003	DCE: People, Culture and Safety	Business Partners
Human Rights Act 1993	DCE: People, Culture and Safety	Director: People and Culture
Income Tax Act 2007	DCE: Corporate Services	DCE: Business Services Director: Financial Services
KiwiSaver Act 2006	DCE: People, Culture and Safety	Business Partners
Local Authorities (Members Interests) Act 1968	DCE: Corporate Services	DCE: Corporate Services
Local Government Official Information and Meetings Act (Part 7) 1987	Chair of Board	Board Secretary
Minimum Wage Act 1983	DCE: People, Culture and Safety	Business Partners
Official Information Act 1982	DCE: Corporate Services	Director: Learner Services Te Kaihāpai
Parental Leave and Employment Protection Act 1987	DCE: People, Culture and Safety	Business Partners
Privacy Act 1993	DCE: Corporate Services	Director: Learner Services and/or Chief Information Officer Te Kaihāpai
Property Law Act 2007	DCE: Corporate Services	Director: Campus Environment
Protected Disclosures Act 2000	Chief Executive	DCE: Corporate Services
Public Finance Act 1989	DCE: Corporate Services	DCE: Business Services
Public Records Act 2005	Chief Executive	Chief Information Officer
Resource Management Act 1991	DCE: Corporate Services	Director: Campus Environment
Sale and Supply of Alcohol Act 2012 (replaces Sale of Liquor Act 1989)	DCE: Corporate Services	Manager: Functions and Catering Director: Campus Environment
Smoke Free Environments Act 1990	DCE: People, Culture and Safety	Director: Health and Safety
State Sector Act 1988	DCE: People, Culture and Safety	Business Partners

Wages Protection Act 1983	DCE: People, Culture and Safety	Business Partners
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Declaration of **Compliance**

Commented [JO2]: This was also attached to the original copy of the policy do you want included here?

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	
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	
Education (Pastoral Care of International Students) Code of Practice 2016 Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2022	
Employment Relations Act 2000	
Fair Trading Act 1986	
Food Act 2014	
Goods and Services Tax Act 1985	
Hazardous Substances and New Organisms Act 1996	
Health & Safety at Work Act 2015	
Holidays Act 2003	
Human Rights Act 1993	
Income Tax Act 2007	
KiwiSaver Act 2006	
Local Authorities (Members Interests) Act 1968	
Local Government Information and Meetings Act 1987 (Part 7)	
Minimum Wage Act 1983	
Official Information Act 1982	
Parental Leave and Employment Protection Act 1987	

Privacy Act 1993	
Property Law Act 2007	

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

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

Signed: Chief Executive

Date:

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

Area of Non-Compliance	Agreed Action

Actions from [previous year] declaration:

Area of Non-Compliance	Agreed Action	Outcome

Protected Disclosure of Serious Wrongdoing (Whistleblowing)

Section

Board

Approval Date 17 March 2022

3-May-2019

Approved By

Chief Executive

Next Review 17 March 2024

1-April-2020

Responsibility

Otago Polytechnic Limited Board

Baldrige Criteria

Workforce focus

Purpose

The [Protected Disclosures Act 2000](#) aims to promote the public interest:

- a. by facilitating the disclosure and investigation of matters of serious wrongdoing in or by an organisation; and
- b. by protecting employees who, in accordance with the Act, make disclosures of information about serious wrongdoing in or by an organisation.

Under the Protected Disclosures Act Otago Polytechnic Limited (Ltd) is required to have in operation appropriate internal procedures for receiving and dealing with information about serious wrongdoing in or by Otago Polytechnic Ltd. This policy sets out those procedures.

1. To identify the procedures for making, receiving, dealing with, and investigating information about Serious Wrongdoing in or by Otago Polytechnic Ltd.
2. To facilitate the disclosure and investigation of Serious Wrongdoing in or by Otago Polytechnic Ltd in line with the Protected Disclosures Act.
3. To identify protections available to employees who, in accordance with the Protected Disclosures Act, make disclosures of information about Serious Wrongdoing.
4. The policy is for the specific purposes listed in purpose statements 1–3. It is not intended to replace existing policies and procedures for dealing with employee relations, discipline or staffing issues

Compliance

[Protected Disclosures Act 2000](#), and all subsequent amendments

Policy

Definitions

In this policy:

"Employee" includes:

- a. Current and former employees.
- b. A person seconded to Otago Polytechnic Ltd.
- c. An individual who is engaged or contracted under a contract for services to do work for Otago Polytechnic Ltd.
- d. A person concerned in the management or governance of Otago Polytechnic Ltd.
- e. A person who works for Otago Polytechnic Ltd as a volunteer without reward or expectation of reward.

"Serious Wrongdoing" includes any serious wrongdoing of any of the following types:

- a. An unlawful, corrupt, or irregular use of funds or resources of Otago Polytechnic Ltd.
- b. An act, omission, or course of conduct that constitutes a serious risk to public health or public safety or the environment.
- c. An act, omission, or course of conduct that constitutes a serious risk to the maintenance of law, including the prevention, investigation, and detection of offences and the right to a fair trial.
- d. An act, omission, or course of conduct that constitutes an offence.
- e. An act, omission, or course of conduct by a public official that is oppressive, improperly discriminatory, or grossly negligent, or that constitutes gross mismanagement.
- f. Whether the wrongdoing occurs before or after the commencement of the ~~Protected Disclosures Act~~ [Protected Disclosures Act 2000](#).

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Policy and Procedure

These Procedures must be adhered to when receiving and dealing with information about Serious Wrongdoing in or by Otago Polytechnic Ltd.

Protected Disclosures

1. If an employee of Otago Polytechnic Ltd discloses information in the manner provided for in this policy and:

- 1.1 The information is about Serious Wrongdoing in or by Otago Polytechnic Ltd.
- 1.2 The employee believes on reasonable grounds that the information is true or likely to be true.
- 1.3 The employee wishes to disclose the information so that the Serious Wrongdoing can be investigated.
- 1.4 The employee wishes the disclosure to be protected.

The disclosure will be a protected disclosure of information for the purposes of the Protected Disclosures Act.

Making the Disclosure

2. A disclosure of information about Serious Wrongdoing in or by Otago Polytechnic Ltd should be made in writing, by letter or email to [Deputy Chief Executive, People, Culture and Safety Te Kaihāpai \(Protected Disclosures Officer\)](#).

3. If you believe on reasonable grounds that Otago Polytechnic Ltd's [Deputy Chief Executive, People, Culture and Safety Te Kaihāpai \(Protected Disclosures Officer\)](#) is or may be involved in the Serious Wrongdoing alleged in the disclosure or is by reason of any relationship or association with a person who is or may be involved in the Serious Wrongdoing alleged in the disclosure, not a person to whom it is appropriate to make the disclosure, then disclosure may instead be made to Otago Polytechnic Ltd's Chief Executive or the [Te Kaihāpai, Deputy Chief Executive: People, Culture and Safety](#).

- 3.1. If you believe on reasonable grounds that Otago Polytechnic Ltd's Chief Executive is or may be involved in the Serious Wrongdoing alleged in the disclosure or the Chief Executive is, by reason of any relationship or association with a person who is or may be involved in the Serious Wrongdoing alleged in the disclosure, not a person to whom it is appropriate to make the disclosure and immediate reference to an Appropriate Authority is justified by reason of the urgency of the matter to which the disclosure relates, or some other exceptional circumstances, then disclosure may instead be made to an Appropriate Authority.

4. **"Appropriate Authority"** without limiting the meaning of that term:
 - 4.1. includes in the first instance the Board Chair followed by:
 - a. The Chair of ~~Finance and Audit~~[Audit and Risk](#) Committee
 - b. The Commissioner of Police
 - c. The Controller and Auditor-General

- d. The Director of the Serious Fraud Office
 - e. The Inspector-General of Intelligence and Security
 - f. An Ombudsman
 - g. The Parliamentary Commissioner for the Environment
 - h. The Police Complaints Authority
 - i. The Solicitor-General
 - j. The State Services Commissioner
 - k. The Health and Disability Commissioner
- 4.2. Includes the head of every public sector organisation, whether mentioned in clause 5.1.
- 4.3. Includes a private sector body which comprises members of a particular profession or calling and which has power to discipline its members but does not include:
- a. A Minister of the Crown
 - b. A member of Parliament.

Information to be provided at time of Disclosure ("The Disclosure Statement")

5. In disclosing information about Serious Wrongdoing in or by Otago Polytechnic Ltd, you must:
- a. Identify yourself.
 - b. Identify the person or persons you believe are involved in the Serious Wrongdoing.
 - c. Specify the nature of the Serious Wrongdoing.
 - d. Provide a return address.
 - e. Sign and date your Disclosure Statement. Any anonymous disclosure received by Otago Polytechnic Ltd will be handled using the Otago Polytechnic Ltd processes for an anonymous complaint.

Manner of Investigation

6. On receipt of a Disclosure Statement the [Te Kaihāpai \(Protected Disclosures Officer\)](#), ~~Deputy Chief Executive, People, Culture and Safety~~, Chief Executive or the [Deputy Chief Executive, People, Culture and Safety Te Kaihāpai](#) (or an alternate investigator appointed by them) will:
- 6.1. In writing, acknowledge receipt of the Disclosure Statement.

6.2. In compliance with the principles of natural justice, take whatever actions they deem appropriate to provide a fair, unbiased and impartial investigation.

6.3. Within [twenty \(20\)](#) working days after the date on which the disclosure was made, provide a written report to the employee setting out:

- a. The nature of the allegation
- b. Any responses to the allegation
- c. What action, if any, has been taken
- d. What recommendations have or will be made.

7. Every person to whom a protected disclosure is made or referred must use their best endeavours not to disclose information that might identify the employee, unless:

7.1. The employee consents in writing to the disclosure of that information.

7.2. The person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information:

- a. Is essential to the effective investigation of the allegations in the protected disclosure.
- b. Is essential to prevent serious risk to public health or public safety or the environment.
- c. Is essential having regard to the principles of natural justice.

Additional Disclosures

8. If you make a disclosure of information about Serious Wrongdoing in or by Otago Polytechnic Ltd and believe on reasonable grounds that there has been no action or recommended action on the matter to which the disclosure relates within [twenty \(-20\)](#) working days after the date on which the disclosure was made, you may make a disclosure of information to an Appropriate Authority.

9. A disclosure of information about Serious Wrongdoing in or by Otago Polytechnic Limited may be made to a **Minister of the Crown** or an **Ombudsman** if you:

9.1. have already made substantially the same disclosure according to these Procedures; and

9.2. believe on reasonable grounds that the person or Appropriate Authority to whom the disclosure was made:

- a. has decided not to investigate the matter; or
 - b. has decided to investigate the matter but has not made progress with the investigation within a reasonable time after the date on which the disclosure was made to the person or Appropriate Authority; or
 - c. has investigated the matter but has not taken any action in respect of the matter nor recommended the taking of action in respect of the matter, as the case may require; and
 - d. continue to believe on reasonable grounds that the information disclosed is true or is likely to be true.
- 9.3.** A Disclosure under clause 10 of these procedures may be made to an Ombudsman only if it has not already been made to an Ombudsman under clause 5.1 of these procedures.

Protection of Employees Making Disclosures

10. The Protected Disclosures Act offers the following protections to an employee who makes a protected disclosure of information about Serious Wrongdoing in accordance with the Act: 11.1. The employee may have a personal grievance and may be able to access the anti-discrimination provisions of the Human Rights Act in respect of any retaliatory action from their employer or former employer;

10.1. The employee has immunity from any civil or criminal proceedings, or disciplinary hearing, by reason of having made or referred that disclosure of information.

10.2. Best endeavours will be made not to disclose information that might identify the employee, unless:

- a. the employee consents in writing to the disclosure of that information.
- b. a person who has acquired knowledge of the protected disclosure reasonably believes that disclosure of identifying information:
 - Is essential to the effective investigation of the allegations in the protected disclosure.
 - Is essential to prevent serious risk to public health or public safety or the environment.
 - Is essential having regard to the principles of natural justice.

10.3. A request for information under the Official Information Act 1982 may be refused, as contrary to the Protected Disclosures Act if it might identify the employee.

11. The protections provided in the Protected Disclosures Act will not be available to an employee who:

- 11.1. Makes an allegation known to that person to be false.
- 11.2. Otherwise acts in bad faith.
- 11.3. Does not disclose information in the manner provided in these procedures if protections are still available if there is only a technical failure to comply with the procedures. For example, if the protected disclosure is made to the Chief Executive rather than the Deputy Chief Executive, People, Culture and Safety but the employee has followed these procedures in all other ways then that disclosure would be protected (ref section 6A of the Protected Disclosures Act).

Protection of Persons volunteering supporting information

- 12. A person who volunteers supporting information in relation to any protected disclosure of serious wrongdoing will enjoy the same protections concerning their disclosure.

- 13. A person has not volunteered information if they give the supporting information only after being required to do so because of an investigation or only after they have been approached during an investigation.

OTAGO POLYTECHNIC LIMITED	
BOARD PAPER	
CLOSED AGENDA	DATE: 24 MARCH 2022
ITEM: RESOLUTION TO EXCLUDE THE PUBLIC	
RESOLUTION	
<p>That under Section 48 (1) Local Government Official Information and Meetings Act 1987, and the Official Information Act 1982, with the exception of Executive Leadership Team members and the Convenor of the Staff Committee, the public be excluded from the meeting.</p>	

The general subject of each matter to be considered while the public is excluded, under section 48 (1) of the Local Government Official information and Meetings Act 1987 and the Official Information Act 1982, and the reasons for passing this resolution in relation to each matter are as follows:

General subject of each matter:

1. Conflict of Interest
2. Confirmation of Minutes
3. Matters Arising/Actions
4. Reporting Timeframes
5. Chief Executive/Tumu Whakarae
6. Finance
7. Health and Safety
8. Capital Commitments
9. Campus Development
10. Annual Report
11. Items for Te Pūkenga
12. Komiti Kawanataka
13. Strategic Planning
14. Risk Framework
15. Stakeholder Engagement
16. Workforce Report
17. Taura Opinion Survey Report
18. Te Kaihāpai Report
19. Asbestos Management Survey
20. Executive Leadership Team Gifts Register
21. Contracts Signed

Reasons for passing this resolution in relation to the agenda:

Enable the Polytechnic holding the information to carry out, without prejudice or disadvantage, commercial activities.

Prevent the disclosure or use of official information for improper gain or improper advantage