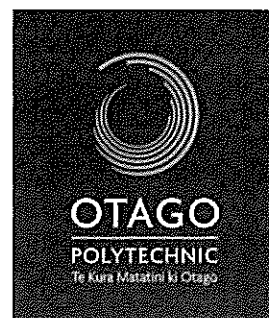


Council Open Agenda



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

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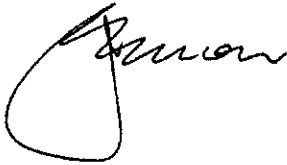
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1. APOLOGIES

2. CONFLICT OF INTEREST

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

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

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

Jeanette Corson
Secretary to Council

OTAGO POLYTECHNIC COUNCIL INTERESTS REGISTER				
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic	
Paul ALLISON	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	
Gillian BREMNER	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	
John CHRISTIE	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 – Salmon Hall		
Peter COOLBEAR	14-01-16	1. Director Ako Aotearoa 2. Chair NZCER Board 3. Council Member Tai Poutini Polytechnic 4. Member ACE Aotearoa Professional Development Steering Group 5. Member of the NZ-China Professional & Vocational Education and Training Model Programme Steering Group	1. Organisation Funder/Potential Funder of research and other projects run by Otago Polytechnic 2. NZCER manages the TLRI fund that has a tertiary education component 4. Otago Polytechnic may potentially be a participant in bids to the ACE PD fund to support community education. 5. Led by Wintec on behalf of the NZ ITP Sector	
Kathy GRANT	22-06-15	1. Dunedin City Holdings Ltd (Director) 2. Sport Otago (Trustee) 3. Trustee of numerous private trusts 4. Galloway Cook Allan (Associate) 5. Dunedin Sinfonia Board 6. Dunedin City Treasury Limited (Director) 7. Dunedin Venues Ltd (Director) 8. SDHB (Commissioner) Spouse 1. Galloway Cook Allan (Consultant) 2. Hazlett & Sons Limited (Chair) 3. South Link Health Services Limited (Director)		

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

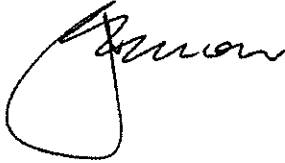
Council Member	Updated	Interest Disclosed	Nature of Potential Interest with the Otago Polytechnic
Christopher John STAYNES	30-03-09	<ol style="list-style-type: none"> 1. Director and shareholder, Scott Technology Limited 2. Chairperson, Cargill Enterprises 3. Director, Otago Chamber of Commerce & Industry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

3. MINUTES 3 JUNE 2016

The minutes of the open section of the meeting held on 3 June 2016 are attached.

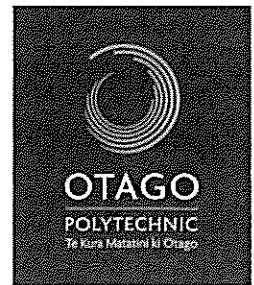
RECOMMENDATION

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

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

Jeanette Corson
Secretary to Council

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



held at 1pm on Friday 3 June 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 C Staynes

IN ATTENDANCE: Mr J Aldridge (Convenor, Staff Subcommittee)
Mr M Collins (Director: Learning Environment)
Mrs J Corson (Secretary to Council)
Mr P Cullen (Chief Operating Officer)
Ms L Fafoa (Deputy Convenor, Student Council)
Mr P Ker (Chief Executive)
Mrs S Thompson (Director: Quality)
Ms M Taylor (Otago Daily Times)

APOLOGIES: Mr J Christie
Mr D Higgins
Mr M Horne

1. APOLOGIES

Apologies had been received from Mr Christie, Mr Higgins and Mr Horne.

RECOMMENDATION

K Grant/P Allison

That the apologies be accepted.

AGREED.

2. CONFLICT OF INTEREST

A register of Council members' interests was attached.

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

3. MINUTES – 8 APRIL 2016

The minutes of the open section of the meeting held on 8 April 2016 had been circulated.

RECOMMENDATION**C Staynes/P Coolbear**

That the minutes be approved as a true and correct record of the open section of the meeting held on 8 April 2016.

AGREED.

4. MATTERS ARISING

None.

5. CHAIR'S REPORT

Nothing to report.

6. CHIEF EXECUTIVE'S REPORT**Summarised Finance Report for the period ended 30 April 2016**

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

Key points:

- Net operating surplus \$724k ahead of budget
- EFTS enrolments at 4,161 ahead of budget for April YTD
- Current monetary assets \$4.6m higher than budget YTD
- Capital Expenditure \$3.1m below budget with a land purchase being accounted for late in 2015 instead of early in 2016 as planned.

External Liaison

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

Media Clippings

A media report for April and May 2016 was provided.

Good News

- The Polytechnic had achieved Tertiary (highest possible) level of accreditation in its recent Health and Safety Workplace Safety Management Programme Audit.
- Twenty Otago Polytechnic students had been employed as Student Ambassadors to engage with and support new and prospective students.
- Thousands of secondary school students from across the country had attended the annual Dunedin Tertiary Open Day, held in conjunction with the University of Otago.

RECOMMENDATION**K Grant/P Allison**

That the Council receives this report.

AGREED.

7. MAORI STRATEGIC FRAMEWORK

The latest version of the Maori Strategic Framework was presented for noting. The six priorities had not changed. However, strategies to address some of the recommendations from the last Cultural Audit had been added.

Mrs Grant commended the authors of the document.

8. LEADERSHIP TEAM REPORT

Sue Thompson, Director: Quality, presented her report.

9. CHANGE IN DECEMBER GRADUATION CEREMONY

Ms Thompson advised that numbers for both the December and March graduation ceremonies had been increasing each year, with the December increase more significant. As a result, tickets had been restricted to two guests per graduand. This pressure was likely to increase with the addition of Aoraki students. Holding two ceremonies on the same day would enable each graduand to receive four guest tickets each.

RECOMMENDATION

K Grant/C Staynes

That the Council approves the holding of two graduation ceremonies on the same day as from December 2016.

AGREED.

10. MATTERS FOR NOTING

The following items were noted:

- Council Calendar
- Leadership Team Conflict of Interest Register
- Minutes
 - Komiti Kawanataka 17 March and 21 April 2016
Mr Collins noted that the new Maori Centre has been named Te Punaka Owheo. He also advised that the Maori Annual Report was currently being collated and would be presented to the October meeting, to be held on Hokonui Marae.
 - Staff Subcommittee 7 April 2016
Jono Aldrige had been appointed Convenor, and Phil Edwards Deputy Convenor. Philip Cullen is currently representing the Leadership Team in Matt Carter's place.
 - Student Council 14 April and 12 May 2016
Ms Fafoa outlined two issues which had been discussed by the Student Council:
 - a proposal regarding food to Manaaki
 - increased competition for car parks. It was advised that the Polytechnic is investigating lease of the Pay and Display building for use by students.
 - Academic Board 22 March, 18 April and 14 May 2016.

11. GENERAL BUSINESS

None.

The meeting closed at 1.45 pm.

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

4. MATTERS ARISING
5. CHAIR'S REPORT (Verbal)
6. CHIEF EXECUTIVE'S REPORT

Secondary –tertiary alignment

Andy Kilsby, Malcam Trust has been contracted to develop a concept for enabling disengaged and at risk students to remain in education and make successful transitions. We are working on a collaborative model with multiple pathways to meet students' needs.

Summarised Finance Report for the period ended 30 June 2016

The following table provides an overview of Otago Polytechnic's 2016 financial performance to date and compares this against the forecast with variances.

June 2016	2016 Year to Date Actual	2016 Year to Date Forecast	Variance
	(\$000s)	(\$000s)	(\$000s)
Revenue	\$ 55,100	\$ 54,999	\$ 101
Expenditure	\$ 53,225	\$ 53,540	\$ 315
Net Surplus (000's)	\$ 1,875	\$ 1,460	\$ 416
Capital Expenditure	\$ 3,761	\$ 4,063	\$ 303
Employment Cost as a percentage of revenue	55.6%	56.2%	0.5%
Student Fees as a % of revenue	26.5%	26.4%	(0.1)%
Government Funding as a % of revenue	34.0%	34.0%	0.0%
Working Capital	84.1%	79.8%	4.4%
Cash In/Cash Out	142.3%	139.0%	3.3%
Current Monetary Assets (000's)	\$ 9,612	\$ 9,545	\$ 67
Debt / Equity Ratio	0.0%	0.0%	0.0%
EFTS	4,455.3	4,447.2	8.0

Key Points:

- The net operating surplus variance is \$416k ahead of forecast, with a mixture of favourable forecast revenue and expenditure timing and permanent issues.
- EFTS enrolments at 4,455 are slightly ahead of forecast for June YTD with additional domestic but slightly less international enrolments compared to the forecast timing. We remain on track to meet year end targets.

External Liaison

- Industry visit – Delta
- Chilean visitors
- China – Dalian and Beijing
- TANZ eCampus meeting x 2
- Ngati Whatua, Auckland
- OPAIC Board meeting, Auckland
- Malcolm Cameron, Malcam Trust
- Emersons' Brewery opening
- Peter Joseph, TIASA
- Brendan Seal, Winemaker
- SDHB Commissioners and University of Otago Health Sciences
- NZQA Panel, OPAIC Leadership Team and Board
- Stuart Jeffcoat, Director, Mobius Research and Strategy Ltd
- Tertiary Teaching Excellence Awards video interview
- Malcam Board meeting
- Eruera Tarena, Chief Executive, Te Tapuae o Rehua
- Janine Daniel, Dunedin City Council
- PIN Conference, Calgary, Canada

Media Clippings

Attached separately is a media report for June and July 2016.

RECOMMENDATION

That the Council receives this report.

A handwritten signature in black ink, appearing to read 'P. Ker', with a long horizontal line extending from the end of the signature.

Phil Ker
Chief Executive

7. LEADERSHIP TEAM REPORTS

Chris Morland Director: School Success

1. Portfolio responsibilities

- All Heads of School, ABE, Te Ohu Ora (ISA and OT), ADA* (Dunedin School of Art, Design School and Food Design Institute), EAD*, SOS, NUR, MID and VET*
- Plus CapableNZ for now
- Acting ABE HOS, until new appointment is made*
- Member Academic Board plus Teaching & Learning and Academic Approvals sub committees
- Member Komiti Kawanataka
- D4LS Governance group
- Convener of HOS meetings

*NOTE: For the duration of my acting ABE HOS role, three of my LT colleagues will continue to oversee three schools.

2. 2016 Objectives

	Objective	KPI	By
2.1 ABE	Fully integrate experiential/PBL curriculum into degree, diploma and certificate offerings	NZDipAT, NZDipConst(CM/QS) BConst, (new Qualification) BEngTech, Certificate in Engineering, Certificate in Construction trade skills, programmes all have imbedded experiential/project based learning	30 Nov, ongoing
2.2 Programme areas consistently below OP targets	Develop OP wide or programme specific strategy to increase course completions	Programme areas identified	01 February
		Strategy developed and progressively implemented	29 February
		KPI improvement for 2016	31 December
2.3 Academic workloads	To identify strategy to reduce academic workloads	Academic workloads mapped	30 April
		Recommendations to reduce workloads completed and presented to LT.	30 July
2.4 School Champions	Review the function and roles of school champions and realign with OP strategic objectives	Roles reviewed	31 May
		Recommendations completed	31 August
2.5 HOS	HOS Leadership development aligned with OP leadership framework	Complete 360 leadership framework feedback with each HOS and develop leadership develop plan	18 Dec
		Develop succession plan for each HOS	30 November
2.6 Visibility	Improve personal visibility and engagement with non-academic staff and students from other areas than portfolio	At least 20 informal visits to staff work areas At least 10 structured engagements with OP teams on OP priority issues At least 4 meetings with groups of students	31 December

3. Other achievements

- The Otago Polytechnic/Dalian Ocean University partnership has its first Chinese programme delivery occurring in October November this year. When this partnership is fully operational up to 100 Dalian Ocean University Students will be studying the final year of the BEngTech in Dunedin from 2019.
- (ref objective 2.1 above) Excellent progress is being within the ABE programme portfolio to enhance experiential/project based curriculum.
 - The Engineering Trades team have introduced many new projects for students to complete that include real world projects with integrated assessments.
 - The NZDE/BEngTech delivery team are significantly changing their delivery methodology through the D4LS project to include projects that run through a number of courses. This has been enhanced by the recent acquisition of workshop space in A Block (formally innovation workspace).
 - The Carpentry team continues to use the three house builds to under pin the pre apprentice carpentry programme.
 - Finally the Horticulture programme is now integrating OP grounds and gardens as their classroom environment to provide authentic work placements.

4. Challenges

- (ref objective 2.5 above) The international search for the ABE HOS was completed and John Webb was appointed. Unfortunately last week he withdrew his acceptance for this role citing the proposed Leadership Team structural changes not to his liking. So back to the market.
- The Nursing HOS appointment is well under way. Applications closed 21st July, with seven applications being received. While the field is relatively small there are potentially three to four very good candidates worthy of interviewing.
- (ref objective 2.2 above) Hei toko: Enabling Maori Learner success has been introduced to Te Tohu Ora and will also be trialed in ABE before the end of 2016. This programme is an initiative from Ako Aotearoa and it introduces tertiary educators to the design and evaluation of teaching strategies and practices that lead to enhanced outcomes for Maori learners. The Kaitohutohu Office has been very supportive of this initiative.

5. Coming up

- (Ref 2.3 objective above) Academic workloads project has stalled somewhat and requires significant concentrated effort to address this. Some strands of this work are being addressed via the D4LS and D4SE projects, however some corrective action is required to bring this specific project back on track.

6. Good news from Schools/Colleges

NURSING

1. Bethany O'Loughlin (3rd year nursing student) has been selected as one of 35 people to go to Wellington for a Foresight NZ conference. Essentially this conference invites a group of young professionals and students from multiple disciplines around NZ to gather and listen to various speakers and discuss sustainability and issues relating to the future of NZ.

The aim is to create a team of young New-Zealanders who are able to contribute to an in depth discussion about our country's future over the next 40 years. Bethany will contribute to the discussion from a nursing perspective and we are delighted that she has been given this opportunity. Bethany will be fully funded to attend.

Sherry Lilley

2. A Year One Bachelor of Nursing student, Ashleigh Smith, received a Youth Award at Parliament, in the "Community Change Agent" category. Ashleigh is joint leader of Sticks n Stones, a student-led anti-cyber bullying group providing practical support and guidance to

young people and her passion for cyber safety has been recognized across Central Otago as she has helped set up this programme in a number of schools.



Mereana Rapata-Hanning

3. Story on nursing student Jessie O'Keefe, as reported in the Timaru Herald:



The Timaru Herald

Serving South Canterbury since 1854 www.stuff.co.nz Thursday, March 10, 2016 Casual \$1.60 Home \$1.20

'I didn't want to give up on the dream'

Jessie O'Keefe studies nursing via distance education while looking after her sons Axel, 3, and Ethan, 5.



DARY HUDSON

A Timaru woman of two has become the first graduate from the city's lone parenting unit to begin tertiary study. Jessie O'Keefe, 21, credits the teen parenting unit at Timaru High School (TUHS) with changing her life.

She dropped out of high school at the age of 16 after being pregnant in education.

She moved from Christchurch to Timaru to be with her partner, and left pregnant with her first son, Ethan, at 17.

While working as a caregiver at a Timaru rest home two years later, the lecturer proposed to her second son, Axel.

It was around that time she realised she wanted to turn her love of helping people into a nursing career.

"I've got a real passion for helping people. I'm just a people person."

A friend mentioned the teen parenting unit based at TUHS.

Unwilling to believe her dream was over, she decided to give it a go.

O'Keefe says the unit provided a good example for her sons, and she went back to school at the age of 21.



She believed the teen parenting unit had helped to turn her life around.

"I couldn't have gone back to school if it wasn't there. I wouldn't have been confident enough to go back into classes."

It wasn't always easy, but by October 2013, she was the only student there. "I was determined. I didn't want to give up on the dream."

Education was important to her, and she wanted it to be important for her sons as well.

She completed NCEA Level 3 in 2013, and in two weeks into a Bachelor of Nursing at Otago Polytechnic.

The programme gave her the option of studying from home, although she was required to spend one day a week in hospital attending lectures.

Studying fulltime while also looking after her two boys was not always easy, she acknowledged.

"I'm really lucky that I've got the most supportive partner and family."

O'Keefe hoped that speaking out about her experiences would inspire other young parents.

"I hope people look at my story and think they can do it too."

"It's a short step to a longer life."

TUHS principal Sarah Davis said the teen parenting unit was established in 2013, after a push from community

"I couldn't have gone back to school if it wasn't there. I wouldn't have been confident enough to go back into classes... I was determined, I didn't want to give up on the dream."

Jessie O'Keefe

groups to help young parents complete their education.

There were 10 teen mothers in South Canterbury in 2014, and none of them had stayed in the education system, Davis said.

"We didn't know that it wasn't OK to have a group in our community that was not able to access education."

The unit was set up and based at TUHS, but any young parents were able to access its services, she said.

That included young fathers wanting to continue with their education.

Initially run using existing resources with support from the community, the unit started to receive government funding in 2014 as part of a pilot programme running throughout New Zealand.

There have been students studying through the unit at the beginning of March, but Davis expected that number to increase as the year went on.

It was important to have a way for young parents to stay in the education system, she said.

"There should always be an opportunity for them to carry on with some type of education."

O'Keefe's success was a big source of pride for those involved in the unit, Davis said. "She hasn't let a situation get in the way of what she wanted to achieve."

Sherry Lilley

FOUNDATION LEARNING

Foundation Studies students, having just completed a volunteering session at the Cancer Society, where they sorted, collated and packed equipment bags for the Relay for Life Teams.

This was done as part of their Action Plan course requirements involving teamwork and working in the community.

Ellen Morland



OTAGO INSTITUTE OF SPORT AND ADVENTURE

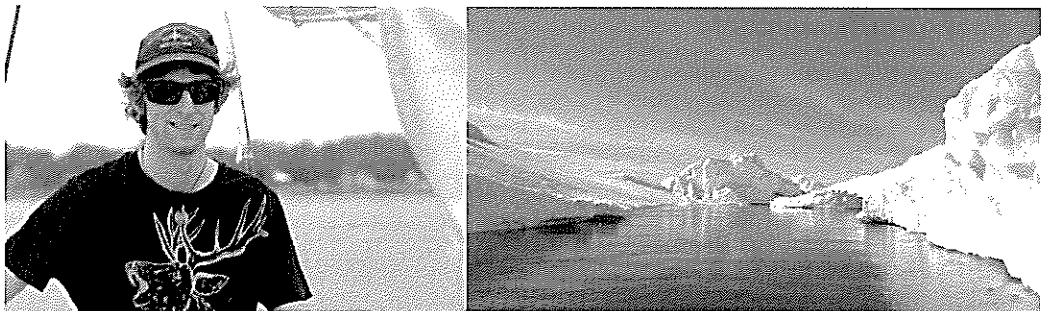
Former student Chris Long came to OP from Mt. Aspiring College, Wanaka, directly into the Year 2 programme. His parents raised him off the West Coast and have written books on their life experiences – *A Life on Gorge River* (2010). Here is what Chris has been up to – with a blog to go with it. Fantastic to see. Graduates from the Diploma in Outdoor Leadership & Management get up to amazing things after they leave us. It's wonderful and exciting to see and share. Well done Chris.

<https://blog.zizoo.com/guest-post-sailing-the-north-west-p.../>

Guest Post: Sailing the North West Passage - Part I - Sailing Blog | Zizoo.com

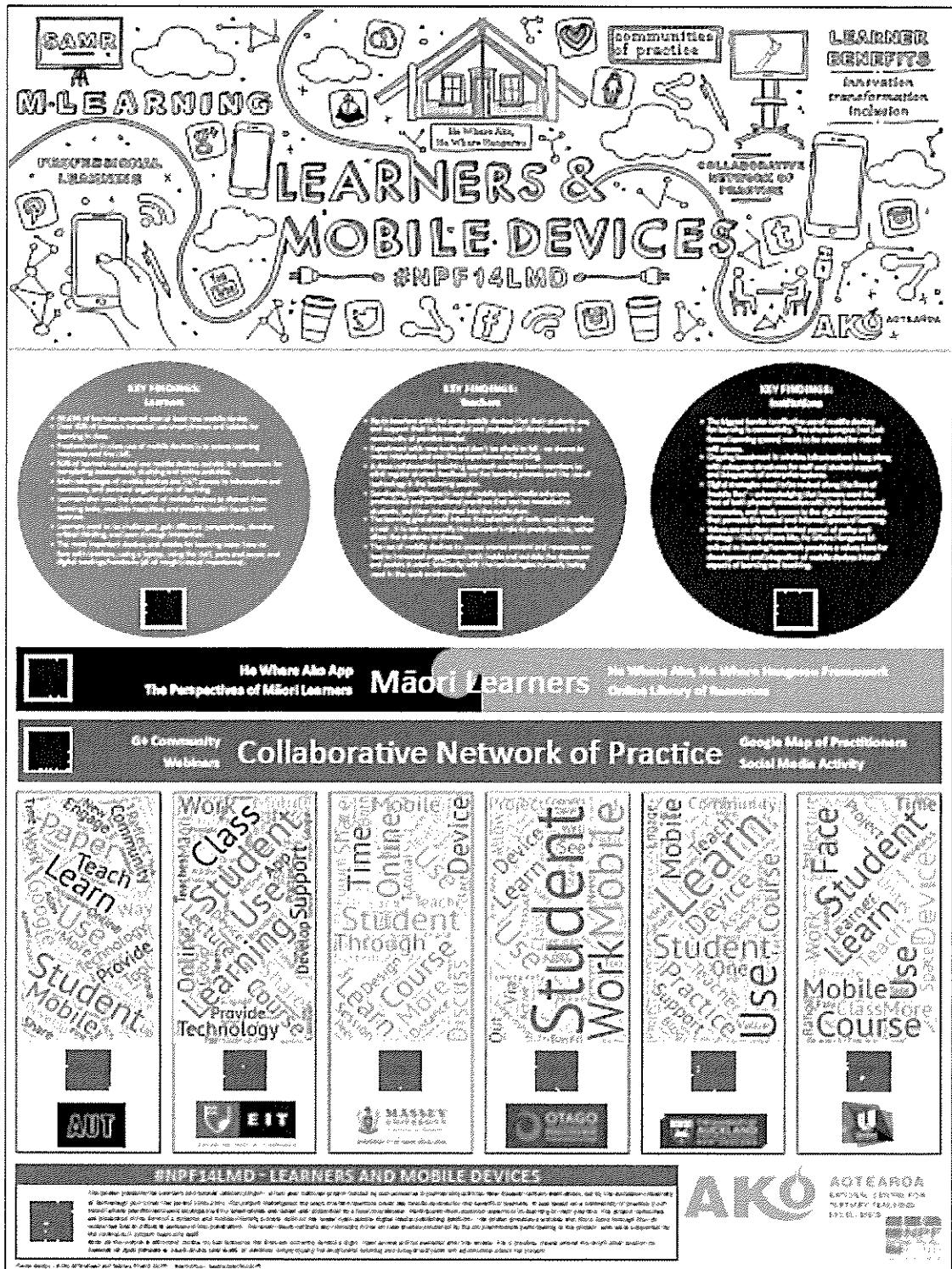
Follow Chris, a world traveller who spent a summer sailing the north west passage, one of the most difficult journeys for sailors of small vessels.

BLOG.ZIZOO.COM



Andy Thompson

This poster won the "Best Poster" competition at recent AKO Aotearoa conference.



Matt Thompson

OCCUPATIONAL THERAPY

1. Story which appeared 26 May in The News in Central Otago about occupational therapy, students and cycling! Story supplied by Anne Gosnell, Occupational Therapist-Whakaora Ngangahau and Case Manager. The number of placements stated was incorrect, but the story is positive.

Megan Gibbons

Recovery through cycling

Bikes are proving to be as much a means of therapy as they are a means of transport for a number of clients being cared for by the Central Lakes Community Mental Health Team (CLMHT).

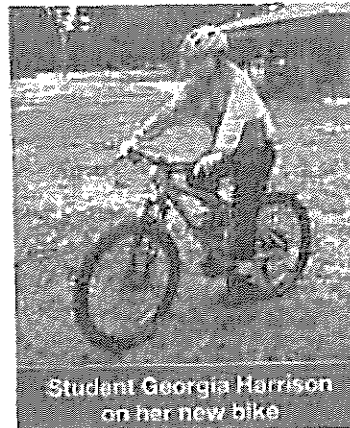
Occupational Therapist-Whakaora Ngangahau and Case Manager Anne Gosnell, mentor occupational therapy students during their six placements that are eight weeks each, in Central Otago. Recent student Georgia Harrison used her time to focus on cycling as a form of social recovery.

Anne says Cromwell bike shop Crank Cycles, run by Nigel Lines, supports recovery through cycling.

"We work with people on their recovery journey by encouraging them to follow their interests or develop new ones. Nigel has been very supportive by helping us steer some clients

towards cycling and joining a cycling group as a way to help with both their physical and mental wellbeing and social connection."

Georgia had a nice surprise when she gave a presentation about her work to a meeting of mental health staff. Nigel sat in and then presented her with a free mountain bike as a way of acknowledging the future contribution she will make to the health sector.



Student Georgia Harrison on her new bike

3. Honours student Keri McMullan has received a grant from the Lighthouse Vision Trust to complete her Master's in a project about low vision, and mobility scooters.

Mary Butler / Megan Gibbons



Keri McMullan
34 Adderley Tce
Ravensbourne
Dunedin
Mcmulk1@student.op.ac.nz

20 June 2016

Dear Keri

The Lighthouse Vision Trust is pleased to advise you that they have approved your application for a grant to fund your Master of Occupational Therapy research in low vision. We have approved a grant of \$6410 being the estimated costs set out in your application. The Trust Secretary, Christine Arnold will be in contact with you about the payment details.

It is encouraging to have students take an interest in this field and we encourage you to continue working in the area of low vision.

We look forward to receiving a copy of your Master's project with the results of your research.

Yours sincerely

Mark Elder
Chairman
The Lighthouse Vision Trust

Burwood Hospital, Private Bag 4708, Christchurch Mail Centre, Christchurch 8140
Email: lighthousevisiontrust@outlook.com

Jean Tilleyshort, Director: Sustainability

1. 2016 priorities

Objective	KPI
Increase Fee for Services revenues	20% increase in revenues
Develop micro-credentials for OP	Badging framework and model in place Initial set of micro-credentials launched to market
Improve all sustainability metrics	Waste, energy, carbon footprint reduction
Grow innovation	At least 5 Pursuits funded projects completed 10 innovations at OP identified and communicated within OP

2. 2016 Achievements

- Badging framework designed and pilot with SPCA completed.
- Significant waste reduction from Eden and Ako by elimination of paper cups
- Energy efficiency action plan
- Idea management system in place, idea challenges as part of Innovation week
- Innovation showcase week – workshops showcasing failure and OP innovations, Appy Hour and debate on innovation, and the showcase of innovations in Hub were well attended, and people found them very stimulating.
- Workshops and sustainability survey held to gather staff views on strategy – see below, and to inform them about the sustainability focus in campus developments
- Launched Make a Difference - a sustainability e-guide for staff and students
- Sustainability consultant appointed to work with design team on OP campus redevelopment projects and Student Accommodation, to help incorporate Living Building and Living Community Challenge principles and goals
- Capable Training partnership with TEO training to provide leadership workshop series around North Island
- Worked with Otago schools to develop a proposal for TEC designed to help schools encourage students to continue studying maths and science and consider engineering careers (EE2E) – awaiting TEC response
- Hosted John Thwaites of UN Sustainable Development Solutions Network to discuss how OP could contribute, and registering OP for membership.

3. Current challenges

- Supporting infrastructure for fee for service training while in growth phase
- Maximising sustainable design features in Student Accommodation building under cost constraints.

4. Coming up

- Providing badges for OERu sustainability courses starting in August (with CSP)
- Finalise set of badge courses to replace Xcellerate courses in partnership with Chamber of Commerce
- Further development of concept for alternative pathways for young people at risk or disengaged from education and employment, including design of a pilot for 2017.
- Incorporate feedback into redevelopment of Sustainability Strategic Framework and final approval
- Working with Central Otago High Schools and others to develop options for at risk and disengaged students in Central Otago

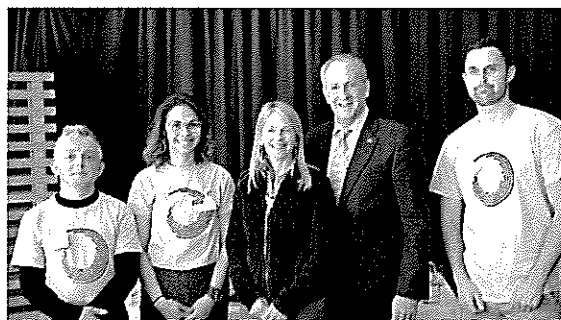
- Development of staff induction elearning package on sustainability at OP and how they can contribute
- Currently gathering staff ideas

5. Good news

We hosted a very successful visit from the US ambassador Mark Gilbert and his wife Nancy, and also Dr Dava Newman, Deputy Administrator of NASA and Mr Guillermo Trotti on July 15. As well as visiting staff at the Sargood Centre and their talk with Limibless, we showcased students' work with a sustainability focus. It was great that we had so many opportunities to show them. seeing the Charity House, , a culinary arts student's "compost cookies" made from waste foods, a sustainable fashion collection, and a mechanical engineering project developing a recycling sorter. The visitors clearly enjoyed talking to the students and were very interested in all the projects, and opportunities were identified for some ongoing relationships.



Mrs and Mrs Gilbert with Victoria
and her compost cookies



Mr Gilbert and Dr Newman with
student ambassadors

The sustainability survey had a great response rate (47%) of staff. 87% of staff responded that sustainability is important to the success of Otago Polytechnic, and 82% felt the current sustainability goals are well aligned to the potential new vision for OP. Respondents felt that our top priorities for the next three years should be

- Being a focal point for demonstration of sustainability, researching and sharing new responses to sustainability issues
- Ensuring all our building and renovation projects are as sustainable as possible,
- Working with communities and schools to facilitate transitions and minimize youth unemployment,
- Working with others to encourage community resilience, and
- Enabling all of our graduates to be sustainable practitioners.

Key areas for building on our sustainability work are more reporting and celebration of our sustainability achievements, more resources and training to help staff build their sustainability practice, and attention to staff sustainability – workload and change management. These will be built into the final draft of the revised Sustainability Strategic Framework, and action plans.

8. 2017 DOMESTIC STUDENT FEES

On the attached paper are shown the 2017 indicative fees and the expected amount of revenue depending on final EFTS numbers. The fee is indicative because most programmes have electives which create a differing final fee to the student.

Presented are 3 options for 2017 which are based on the 2016 Forecast EFTS

[1] No increase in fee	Effect	\$0
[2] 1% increase in fee	Effect	\$204,402
[3] 2% increase in fee	Effect	\$404,843

Note - we consider lower amounts if arbitrary differences need to be rectified.

Commentary

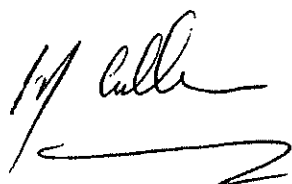
With the continued economic challenges and restrained government funding for inflation, Otago Polytechnic needs at a minimum to keep itself on par or ahead of its inflationary pressures and to sustain/mitigate the lack of increase from government income from the allocation for 2017. This includes funding the substantial impact of reduced CPI for SAC funding with some exceptions. Namely, increases to science, agriculture and to sub degree rates totalling \$318,246.

The current 2016 forecast is for a surplus of 5%. Official inflation was 0.6% for the year to 30 June 2016, is estimated at 1.3% for the 2016 calendar year and Westpac is forecasting it to be at 2.1% for 2017. For 2017, the government \$ price adjustments are as above and the maximum student fee increase allowed is 2%. Should all provision from government be funded at the 2.1% inflation level we could have expected \$714,000 (versus the \$318,246 we will receive).

In order to maintain Otago Polytechnics financial sustainability, management recommend a fee increase up to the allowable limit of 2%.

RECOMMENDATION

That the Council approves an increase of domestic fees for 2017 up to the maximum of 2%.



Philip Cullen
Chief Operating Officer

OTAGO POLYTECHNIC
Indicative Domestic Fees 2016 - 2017

Business Unit	Programme Name	2016 Published Fee	F1 Total EFTS	2016 F1 Student Fee Revenue Excl GST	0% INCREASE			1.0% FEE INCREASE			2% FEE INCREASE		
					2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	FME change 2016 to 2017	2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	FME change 2016 to 2017	2017 Publishable Fee	2017 Student Fee Revenue @ 2% Increase	FME change 2016 to 2017
Business Unit	Architecture, Building and Civil Engineering	11775	27	171,365	8,024	171,365	0.0%	8,098	173,100	1.0%	8,171	174,814	2.0%
		11776	17	109,719	8,024	109,719	0.0%	8,098	110,816	1.0%	8,171	111,914	2.0%
		11775	21	135,347	8,024	135,347	0.0%	8,098	136,701	1.0%	8,171	138,054	2.0%
		11868	17	105,973	8,090	105,973	0.0%	8,163	107,043	1.0%	8,235	108,113	2.0%
		80183	17	56,119	2,554	56,119	0.0%	2,573	57,241	1.0%	2,592	58,367	2.0%
		10771	25	135,325	7,262	135,325	0.0%	7,327	136,678	1.0%	7,391	138,031	2.0%
		10771	11	68,922	7,357	68,922	0.0%	7,423	69,512	1.0%	7,488	70,101	2.0%
		10771	16	89,657	7,720	89,657	0.0%	7,789	90,755	1.0%	7,859	91,845	2.0%
		11558	21	110,624	7,634	110,624	0.0%	7,703	111,730	1.0%	7,769	112,835	2.0%
		11558	14	81,514	8,005	81,514	0.0%	8,077	82,630	1.0%	8,148	83,745	2.0%
		10773	3	17,762	7,437	17,762	0.0%	7,503	17,940	1.0%	7,569	18,117	2.0%
		10806	8	48,160	7,055	48,160	0.0%	7,127	48,642	1.0%	7,200	49,123	2.0%
		11801	74	355,434	6,545	355,434	0.0%	6,602	359,068	1.0%	6,659	372,742	2.0%
		11801	112	754,550	8,024	754,550	0.0%	8,098	762,126	1.0%	8,171	769,671	2.0%
		11801	16	55,124	7,608	55,124	0.0%	7,678	56,241	1.0%	7,747	57,358	2.0%
		11791	41	247,661	7,851	247,661	0.0%	7,921	250,441	1.0%	7,990	253,220	2.0%
		11811	17	58,024	4,813	58,024	0.0%	4,853	58,609	1.0%	4,893	59,184	2.0%
		11575	17	84,840	6,774	84,840	0.0%	6,833	85,689	1.0%	6,892	86,537	2.0%
		11575	20	91,331	6,119	91,331	0.0%	6,172	92,901	1.0%	6,224	94,475	2.0%
		11608	5	35,487	7,247	35,487	0.0%	7,311	35,942	1.0%	7,375	36,397	2.0%
				2,855,760		2,855,760	0.0%		2,884,308	1.0%		2,912,855	2.0%
Business Unit	Art and Design	10172	23	133,315	7,160	133,315	0.0%	7,245	134,648	1.0%	7,310	135,982	2.0%
		11722	32	176,503	7,046	176,503	0.0%	7,110	177,658	1.0%	7,174	178,813	2.0%
		11722	33	183,780	7,159	183,780	0.0%	7,224	184,939	1.0%	7,288	186,094	2.0%
		11722	40	228,305	7,179	228,305	0.0%	7,244	229,558	1.0%	7,309	230,811	2.0%
		11725	4	19,853	7,179	19,853	0.0%	7,244	20,055	1.0%	7,309	20,257	2.0%
		11803	22	116,135	6,832	116,135	0.0%	6,894	117,257	1.0%	6,955	118,382	2.0%
		11803	20	114,383	7,112	114,383	0.0%	7,177	115,527	1.0%	7,241	116,671	2.0%
		11803	35	198,197	7,122	198,197	0.0%	7,187	200,179	1.0%	7,251	202,161	2.0%
		11557	34	193,603	7,272	193,603	0.0%	7,338	195,559	1.0%	7,404	197,515	2.0%
		11557	29	166,119	7,272	166,119	0.0%	7,338	167,780	1.0%	7,404	169,441	2.0%
		10959	25	144,545	7,272	144,545	0.0%	7,338	145,991	1.0%	7,404	147,436	2.0%
		10959	18	103,555	7,272	103,555	0.0%	7,338	104,550	1.0%	7,404	105,526	2.0%
		10959	15	88,453	7,272	88,453	0.0%	7,338	89,338	1.0%	7,404	90,222	2.0%
		11558	14	77,546	7,272	77,546	0.0%	7,338	78,443	1.0%	7,404	79,338	2.0%
		11558	6	34,518	7,272	34,518	0.0%	7,338	34,803	1.0%	7,404	35,088	2.0%
		11280	6	31,642	7,272	31,642	0.0%	7,338	31,958	1.0%	7,404	32,275	2.0%
		11280	5	28,765	7,272	28,765	0.0%	7,338	29,053	1.0%	7,404	29,341	2.0%
		11280	5	27,687	7,272	27,687	0.0%	7,338	27,954	1.0%	7,404	28,241	2.0%
		11570	5	28,046	7,272	28,046	0.0%	7,338	28,327	1.0%	7,404	28,607	2.0%
		11570	23	130,650	7,159	130,650	0.0%	7,224	131,351	1.0%	7,289	132,052	2.0%
		11317	25	143,537	7,382	143,537	0.0%	7,449	144,972	1.0%	7,517	146,408	2.0%
		11317	11	61,845	3,564	61,845	0.0%	3,597	62,454	1.0%	3,630	63,063	2.0%
		11917	9	44,804	6,391	44,804	0.0%	6,439	45,252	1.0%	6,485	45,700	2.0%
		11917	8	44,897	7,110	44,897	0.0%	7,175	45,346	1.0%	7,239	45,795	2.0%
		11099	5	26,608	7,272	26,608	0.0%	7,338	26,874	1.0%	7,404	27,140	2.0%
		11894	22	109,482	6,927	109,482	0.0%	6,988	110,577	1.0%	7,049	111,672	2.0%
		11894	15	65,255	3,670	65,255	0.0%	3,703	65,757	1.0%	3,737	66,264	2.0%
		11894	24	77,315	2,555	77,315	0.0%	2,575	77,863	1.0%	2,595	78,411	2.0%
		11894	8	26,324	2,555	26,324	0.0%	2,575	26,872	1.0%	2,595	27,420	2.0%
		11915	11	61,955	7,357	61,955	0.0%	7,422	62,615	1.0%	7,487	63,275	2.0%
				3,050,020		3,050,020	0.0%		3,080,920	1.0%		3,111,820	2.0%

Business Unit	Programme Name	2016 Published Fee	F1 Total TEC EFTS	2016 F1 Student Fee Revenue excl GST	0% INCREASE			1.0% FEE INCREASE			2.5% FEE INCREASE		
					2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	FME change 2016 to 2017	2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	FME change 2016 to 2017	2017 Publishable Fee	2017 Student Fee Revenue @ 2.5% Increase	FME change 2016 to 2017
Capable NZ													
11549	Bachelor of Applied Management	4,838	51	216,434	4,838	216,434	0.0%	4,866	217,569	1.0%	4,934	219,743	2.0%
11549	Bachelor of Applied Management	4,888	124	525,233	4,888	525,233	0.0%	4,937	530,465	1.0%	4,985	535,736	2.0%
11697	Bachelor of Social Services	6,123	5	23,651	5,482	23,651	0.0%	5,537	23,687	1.0%	5,591	24,124	2.0%
11697	Bachelor of Social Services	6,635	44	228,658	5,934	228,658	0.0%	6,054	230,945	1.0%	6,114	233,231	2.0%
11227	Certificate in Mata a Ao Maori	1,490	8	31,470	1,490	31,470	0.0%	1,504	31,765	1.0%	1,519	32,099	2.0%
11851	Graduate Diploma in Tertiary Teaching	5,555	26	126,134	5,555	126,134	0.0%	5,621	127,395	1.0%	5,676	128,657	2.0%
				1,150,551		1,150,551	0.0%		1,162,087	1.0%		1,173,593	2.0%
Cromwell													
51678	Certificate in Bicycle Mechanics (Level 3)	3,749	3	16,956	3,749	16,955	0.0%	3,781	17,125	1.0%	3,812	17,295	2.0%
51025	Certificate in Snowsport Instructing	7,408	14	70,079	7,408	70,079	0.0%	7,465	70,780	1.0%	7,523	71,481	2.0%
51518	Certificate in Stonemasonry (level 4)	7,229	8	48,346	7,229	48,345	0.0%	7,295	49,030	1.0%	7,361	49,313	2.0%
51826	Certificate in Sustainable Farming (L3)	1,625	5	7,957	1,625	7,957	0.0%	1,635	7,935	1.0%	1,645	8,014	2.0%
51767	Certificate in Sustainable Growing (L3)	1,581	6	10,427	1,581	10,427	0.0%	1,591	10,531	1.0%	1,600	10,635	2.0%
51714	Certificate in Sustainable Practices	3,828	15	84,835	3,828	84,835	0.0%	3,851	85,033	1.0%	3,893	86,532	2.0%
51713	Diploma in Avalanche Studies	6,867	5	27,370	6,867	27,370	0.0%	6,929	27,644	1.0%	6,992	27,917	2.0%
51603	Diploma in Viticulture (Level 6) - Y1	7,111	3	19,300	7,111	19,300	0.0%	7,176	19,483	1.0%	7,242	19,666	2.0%
90148	Graduate Diploma in Sustainable Practice	5,835	11	50,427	5,835	50,427	0.0%	5,893	50,931	1.0%	5,940	51,435	2.0%
51859	Nat Cert Farming Skills (Work Ready) (Level 3)	4,964	2	7,544	4,964	7,544	0.0%	5,005	7,619	1.0%	5,048	7,695	2.0%
51033	National Certificate in Business Admin and Computing L3	3,705	14	75,101	3,705	75,101	0.0%	3,736	75,852	1.0%	3,767	76,603	2.0%
51033	National Certificate in Business Administration L4	3,785	4	20,322	3,785	20,322	0.0%	3,817	20,525	1.0%	3,848	20,728	2.0%
51698	National Certificate in Horticulture Advanced	7,167	3	18,623	7,167	18,623	0.0%	7,231	18,810	1.0%	7,295	18,996	2.0%
51005	National Certificate in Horticulture L4	6,031	17	63,951	6,031	63,951	0.0%	6,114	64,620	1.0%	6,165	65,260	2.0%
59222	National Certificate in Sports Turf Management L4	7,211	7	39,759	7,211	39,759	0.0%	7,276	40,155	1.0%	7,341	40,553	2.0%
50932	National Certificate in Sports Turf Management L4	7,214	8	49,670	7,214	49,670	0.0%	7,279	50,166	1.0%	7,343	50,663	2.0%
51894	New Zealand Certificate in Cookery (Level 4)	7,192	6	34,518	7,192	34,518	0.0%	7,258	34,853	1.0%	7,324	35,209	2.0%
51895	New Zealand Diploma in Cookery (Advanced) (Level 5)	7,000	2	655,256	7,000	655,255	0.0%	7,064	662,848	1.0%	7,128	670,441	2.0%
Enterprise and Development													
11549	Bachelor of Applied Management	5,439	25	103,957	5,439	103,957	0.0%	5,496	104,955	1.0%	5,534	106,035	2.0%
11549	Bachelor of Applied Management	5,479	25	105,372	5,479	105,372	0.0%	5,527	106,426	1.0%	5,575	107,479	2.0%
11569	Bachelor of Applied Management	5,529	25	104,452	5,529	104,452	0.0%	5,578	105,455	1.0%	5,626	106,541	2.0%
10559	Bachelor of Information Technology	7,191	60	333,662	7,191	333,662	0.0%	7,225	336,659	1.0%	7,289	340,234	2.0%
10559	Bachelor of Information Technology	7,191	53	299,913	7,191	299,913	0.0%	7,255	302,912	1.0%	7,320	305,911	2.0%
10311	Certificate in Applied Travel and Tourism	7,215	28	146,453	7,215	146,453	0.0%	7,280	147,917	1.0%	7,346	149,382	2.0%
10311	Certificate in Foundation Studies	6,448	15	74,485	6,448	74,485	0.0%	6,505	75,230	1.0%	6,561	75,975	2.0%
80166	Certificate in Information Technology Level 3	2,478	12	47,526	2,478	47,526	0.0%	2,495	48,002	1.0%	2,514	48,477	2.0%
10301	Certificate in Information Technology Level 4	3,680	15	60,460	3,680	60,460	0.0%	3,710	61,035	1.0%	3,740	61,690	2.0%
10591	Certificate in Information Technology Level 4	3,800	29	197,200	3,800	197,200	0.0%	3,831	198,772	1.0%	3,863	199,344	2.0%
11577	Certificate in IT Service and Support	6,879	21	110,921	6,879	110,921	0.0%	6,941	112,030	1.0%	7,003	113,139	2.0%
11549	Diploma in Accounting	4,922	22	81,759	4,922	81,769	0.0%	4,955	82,577	1.0%	5,007	83,394	2.0%
10311	Diploma in Applied Travel and Tourism	6,450	17	85,950	6,450	85,950	0.0%	6,507	86,507	1.0%	6,565	87,063	2.0%
11549	Diploma in Business	4,922	29	105,916	4,922	105,916	0.0%	4,955	106,976	1.0%	5,007	108,035	2.0%
11434	Diploma in Human Resource Management (Level 5)	4,985	1	3,710	4,985	3,710	0.0%	5,038	3,747	1.0%	5,091	3,784	2.0%
10559	Graduate Certificate in Information Technology	3,554	1	2,877	3,554	2,877	0.0%	3,597	2,905	1.0%	3,640	2,934	2.0%
10559	Graduate Diploma in Information Technology	7,153	1	2,603	7,153	2,603	0.0%	7,217	2,631	1.0%	7,282	2,659	2.0%
11033	National Certificate in Business Admin and Computing L3	3,785	15	76,459	3,785	76,459	0.0%	3,816	77,224	1.0%	3,847	77,988	2.0%
11033	National Certificate in Business Administration L4	3,655	19	100,464	3,655	100,464	0.0%	3,685	101,468	1.0%	3,728	102,473	2.0%
11838	New Zealand Certificate in Tourism (Level 4)	3,554	5	25,200	3,554	25,200	0.0%	3,593	25,452	1.0%	3,612	25,704	2.0%
11051	NZ Diploma in Business	4,955	12	43,352	4,955	43,352	0.0%	5,036	43,705	1.0%	5,081	44,219	2.0%
				2,072,509		2,072,509	0.0%		2,093,235	1.0%		2,113,960	2.0%

Business Unit	Programme Name	2016 Published Fee	F1 Total TEC EFTS	2016 F1 Student Fee Revenue and GST	0% INCREASE			1.0% FEE INCREASE			2% FEE INCREASE		
					2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	FME change 2016 to 2017	2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	FME change 2016 to 2017	2017 Publishable Fee	2017 Student Fee Revenue @ 2% Increase	FME change 2016 to 2017
Midwifery													
11030	Bachelor of Midwifery	10,443	76	406,194	10,443	406,194	0.0%	10,443	406,194	0.0%	10,659	406,194	2.0%
11030	Bachelor of Midwifery	10,433	63	401,208	10,433	401,208	0.0%	10,433	401,208	0.0%	10,529	401,208	2.0%
11030	Bachelor of Midwifery	10,431	46	290,572	10,431	290,572	0.0%	10,431	290,572	0.0%	10,627	290,572	2.0%
				1,177,974		1,177,974	0.0%		1,177,974	0.0%		1,201,534	2.0%
Nursing													
11011	Bachelor of Nursing	7,321	112	646,462	7,321	646,462	0.0%	7,321	646,462	0.0%	7,453	646,462	2.0%
11011	Bachelor of Nursing	7,321	98	561,754	7,321	561,754	0.0%	7,321	561,754	0.0%	7,453	561,754	2.0%
11011	Bachelor of Nursing	7,597	111	667,597	7,597	667,597	0.0%	7,597	667,597	0.0%	7,735	667,597	2.0%
11874	Diploma in Enrolled Nursing (Level 5)	7,305	26	149,316	7,305	149,316	0.0%	7,305	149,316	0.0%	7,439	149,316	2.0%
11874	Diploma in Enrolled Nursing (Level 5)	3,982	6	31,814	3,982	31,814	0.0%	3,982	31,814	0.0%	4,049	31,814	2.0%
				2,055,933		2,055,933	0.0%		2,055,933	0.0%		2,093,072	2.0%
Social Services													
11697	Bachelor of Social Services	6,694	48	252,677	6,694	252,677	0.0%	6,694	252,677	0.0%	6,815	252,677	2.0%
11697	Bachelor of Social Services	6,764	20	158,675	6,764	158,675	0.0%	6,764	158,675	0.0%	6,886	158,675	2.0%
11697	Bachelor of Social Services	7,276	25	147,511	7,276	147,511	0.0%	7,276	147,511	0.0%	7,408	147,511	2.0%
11912	Certificate in Early Childhood Studies (Level 3)	4,371	17	55,350	4,371	55,350	0.0%	4,371	55,350	0.0%	4,445	55,350	2.0%
11761	Certificate in Foundation Studies L3	2,385	28	83,805	2,385	83,805	0.0%	2,385	83,805	0.0%	2,418	83,805	2.0%
11854	NZ Cert in English Language L3	2,377	1	1,971	2,377	1,971	0.0%	2,377	1,971	0.0%	2,411	1,971	2.0%
11648	Certificate in Health	6,787	108	579,941	6,787	579,941	0.0%	6,787	579,941	0.0%	6,910	579,941	2.0%
11700	Certificate in Human Services	6,389	55	270,192	6,389	270,192	0.0%	6,389	270,192	0.0%	6,500	270,192	2.0%
				1,551,021		1,551,021	0.0%		1,551,021	0.0%		1,582,042	2.0%
Te Ohu Ora													
11750	Bachelor of Applied Science (Physical Activity, Health and Wellbeing)	6,933	32	171,970	6,933	171,970	0.0%	6,933	171,970	0.0%	7,059	171,970	2.0%
11750	Bachelor of Applied Science (Physical Activity, Health and Wellbeing)	7,046	27	150,056	7,046	150,056	0.0%	7,046	150,056	0.0%	7,174	150,056	2.0%
11750	Bachelor of Applied Science (Physical Activity, Health and Wellbeing)	7,275	34	197,170	7,275	197,170	0.0%	7,275	197,170	0.0%	7,407	197,170	2.0%
10930	Diploma in Advanced Therapeutic Massage (Level 6)	6,643	16	85,691	6,643	85,691	0.0%	6,643	85,691	0.0%	6,763	85,691	2.0%
10930	Diploma in Advanced Therapeutic Massage (Level 6)	6,643	7	36,443	6,643	36,443	0.0%	6,643	36,443	0.0%	6,763	36,443	2.0%
11657	Diploma in Applied Sport and Exercise Leadership (Level 5)	6,982	69	381,115	6,982	381,115	0.0%	6,982	381,115	0.0%	7,088	381,115	2.0%
11657	Diploma in Applied Sport and Exercise Leadership (Level 5)	7,116	64	382,369	7,116	382,369	0.0%	7,116	382,369	0.0%	7,245	382,369	2.0%
10950	Diploma in Outdoor Leadership and Management Level 5	7,358	21	120,741	7,358	120,741	0.0%	7,358	120,741	0.0%	7,400	120,741	2.0%
10950	Diploma in Outdoor Leadership and Management Level 5	8,458	10	67,610	8,458	67,610	0.0%	8,458	67,610	0.0%	8,655	67,610	2.0%
10950	Graduate Diploma in Applied Science	7,275	18	103,602	7,275	103,602	0.0%	7,275	103,602	0.0%	7,407	103,602	2.0%
10850	Bachelor of Occupational Therapy	7,345	104	604,257	7,345	604,257	0.0%	7,345	604,257	0.0%	7,479	604,257	2.0%
10850	Bachelor of Occupational Therapy	7,288	100	578,859	7,288	578,859	0.0%	7,288	578,859	0.0%	7,421	578,859	2.0%
10850	Bachelor of Occupational Therapy	7,288	84	483,453	7,288	483,453	0.0%	7,288	483,453	0.0%	7,421	483,453	2.0%
				3,283,353		3,283,353	0.0%		3,283,353	0.0%		3,349,030	2.0%
Veterinary Nursing													
11909	Certificate in Beauty Therapy (Level 4)	6,328	32	157,829	6,328	157,829	0.0%	6,328	157,829	0.0%	6,441	157,829	2.0%
11918	Certificate in Hairdressing (Level 3)	6,369	13	60,637	6,369	60,637	0.0%	6,369	60,637	0.0%	6,501	60,637	2.0%
11914	Certificate in Professional Hairdressing (Level 3)	5,948	7	30,503	5,948	30,503	0.0%	5,948	30,503	0.0%	6,051	30,503	2.0%
11910	Diploma in Rural Animal Technology	4,795	4	26,500	4,795	26,500	0.0%	4,795	26,500	0.0%	4,879	26,500	2.0%
11910	Diploma in Beauty Therapy and Epilation (Level 5)	6,328	10	49,317	6,328	49,317	0.0%	6,328	49,317	0.0%	6,441	49,317	2.0%
11042	National Certificate in Vet Nursing	6,404	69	327,579	6,404	327,579	0.0%	6,404	327,579	0.0%	6,513	327,579	2.0%
11058	National Diploma in Veterinary Nursing	3,883	33	142,795	3,883	142,795	0.0%	3,883	142,795	0.0%	3,945	142,795	2.0%
11877	New Zealand Certificate in Animal Care (Level 3)	3,451	47	184,922	3,451	184,922	0.0%	3,451	184,922	0.0%	3,515	184,922	2.0%
11893	New Zealand Certificate in Animal Technology Level 5	7,425	76	447,120	7,425	447,120	0.0%	7,425	447,120	0.0%	7,558	447,120	2.0%
				1,427,507		1,427,507	0.0%		1,427,507	0.0%		1,456,465	2.0%

Business Unit	Programme Name	2016 Published Fee	F1 Total TEC EFTS	2016 F1 Student Fee Revenue excl GST	0% INCREASE		1.0% FEE INCREASE		2% FEE INCREASE	
					2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	2017 Publishable Fee	2017 Student Fee Revenue @ 2% Increase
SUMMARY										
Architecture, Building and Engineering				2,855,750	2,855,750	0.0%	2,854,308	2,912,805	2,912,805	2.0%
Art and Design				3,050,020	3,050,020	0.0%	3,040,520	3,111,020	3,111,020	2.0%
Capable New Zealand				1,150,581	1,150,581	0.0%	1,162,037	1,173,583	1,173,583	2.0%
Criminology				658,265	658,265	0.0%	662,848	669,411	669,411	2.0%
Enterprise and Development				2,072,509	2,072,509	0.0%	2,083,285	2,113,960	2,113,960	2.0%
Midwifery				1,177,974	1,177,974	0.0%	1,189,754	1,201,534	1,201,534	2.0%
Nursing				2,056,933	2,056,933	0.0%	2,077,503	2,098,072	2,098,072	2.0%
Social Services				1,551,021	1,551,021	0.0%	1,566,531	1,582,042	1,582,042	2.0%
Te Ohu Ora				3,283,353	3,283,353	0.0%	3,316,195	3,349,030	3,349,030	2.0%
Veterinary Nursing				1,427,907	1,427,907	0.0%	1,442,185	1,455,465	1,455,465	2.0%
Postgraduate Programmes				959,819	959,819	0.0%	968,418	979,016	979,016	2.0%
Total projected fee revenue				20,242,164	20,242,164	0.0%	20,244,585	20,647,007	20,647,007	2.0%
Average Tuition Fee Change						0.0%				

Business Unit	Programme Name	2016 Published Fee	F1 Total TEC EFTS	2016 F1 Student Fee Revenue excl GST	0% INCREASE		1.0% FEE INCREASE		2% FEE INCREASE		
					2017 Publishable Fee	2017 Student Fee Revenue @ 1% increase	2017 Publishable Fee	2017 Student Fee Revenue @ 1% Increase	2017 Publishable Fee	2017 Student Fee Revenue @ 2% increase	FME change 2016 to 2017
Postgraduate Programmes	10374 Master of Fine Arts	10658	23	197,154	10,658	197,154	10,758	199,126	10,858	201,097	2.0%
	10374 Master of Visual Arts	10652	2	21,623	10,652	21,623	10,752	21,839	10,852	22,055	2.0%
	10374 Postgraduate Certificate in Visual Arts	5654	3	26,077	5,654	26,077	5,704	26,337	5,754	26,598	2.0%
	10374 Postgraduate Diploma in Visual Arts	8692	1	8,692	8,652	8,692	8,752	8,779	8,852	8,955	2.0%
	10374 Bachelor of Visual Arts (Honours)	10652	11	91,253	10,652	91,253	10,752	92,180	10,852	93,093	2.0%
	11554 Postgraduate Diploma in Design	7272	1	5,753	7,272	5,753	7,330	5,811	7,404	5,868	2.0%
	11554 Bachelor of Design (Honours)	7272	13	74,790	7,272	74,790	7,338	75,537	7,404	76,285	2.0%
	11554 Master of Design	4240	0	0	4,240	0	4,275	0	4,312	0	2.0%
	11554 Master of Design	7353	0	0	7,353	0	7,420	0	7,487	0	2.0%
	11842 Master of Professional Practice	5363	11	87,200	5,363	87,200	5,415	88,072	5,462	88,944	2.0%
	11842 Master of Professional Practice	6154	19	122,274	6,154	122,274	6,229	123,497	6,304	124,720	2.0%
	11521 Master of Midwifery	2308	1	6,114	2,308	6,114	2,325	6,175	2,341	6,286	2.0%
	11519 Postgraduate Certificate in Midwifery Practice	2308	12	69,528	2,308	69,528	2,325	70,223	2,341	70,918	2.0%
	10902 Postgraduate Diploma in Midwifery	2308	8	47,405	2,308	47,405	2,325	47,879	2,341	48,353	2.0%
	10359 Bachelor of Occupational Therapy	8155	5	32,648	8,155	32,648	8,240	32,674	8,315	33,201	2.0%
	10359 Master of Occupational Therapy	8155	1	7,341	8,155	7,341	8,231	7,414	8,306	7,488	2.0%
11015 Postgraduate Certificate in Occupational Therapy Practice	4405	11	70,650	4,405	70,650	4,444	71,357	4,481	72,063	2.0%	
11015 Postgraduate Diploma in Occupational Therapy Practice	8155	4	91,324	8,155	91,324	8,231	92,217	8,306	93,130	2.0%	
				959,819	959,819	0.0%	959,819	959,819	970,018	2.0%	
Total projected fee revenue				20,242,164	20,242,164		20,444,585	20,647,007			
Average Fee % Change				0	0.0%		302,422	404,843		2.0%	
Variance to 2015 fee revenue											

9. ECONOMIC IMPACT REPORT

The 2015 Economic Impact Report is attached as a separate document.

10. POLICY FOR APPROVAL

CP0012.03 Conflict of Interest had been reviewed by the Finance and Audit Committee and is recommended to Council for approval.

RECOMMENDATION

That the Council approves the revision of CP0012.03 Conflict of Interest.

OTAGO POLYTECHNIC COUNCIL POLICY		Number: CP0012.03
Title:	Conflict of Interest	
ITPNZ Standard:	4 Staff Selection, Appraisal and Development	
Council Approval:	Approval Date: 5 June 2016	Effective Date: 5 June 2015 5 June 2016
Previous Policy Number:	MP0441	Review Date: 5 June 2017 5 June 2018
Contact Authority:	Secretary to Council	Status: Current

Purpose

To clearly outline what Otago Polytechnic considers to be a 'conflict of interest' and to provide guidance on how potential conflict of interest situations should be managed including the giving and receiving of gifts in the course of Polytechnic business.

Statutory Compliance

Employment Relations Act 2000
State Sector Act 1988
Local Authorities (Members' Interests) Act 1968

Scope

This policy applies to all Otago Polytechnic Council and staff members ("Member"). In this policy "staff member" and "manager" includes the Chief Executive and anyone engaged under a Contract for Services.

Policy

- Otago Polytechnic is committed to demonstrating and providing an equitable and transparent working and learning environment for its staff students and other stakeholders.
- The objectives of this policy are:
 - To ensure appropriate declaration if potential conflicts of interest occur.
 - To provide procedures for dealing with conflicts of interest.
 - To ensure the giving and receiving of gifts is appropriate and transparent.

Definitions

- Conflict of interest** means a situation in which the activities or relationships of a Member other than their relationship with Otago Polytechnic;
 - leads, might lead, or might appear to lead, to a direct or indirect benefit for the Member to the detriment or potential detriment of Otago Polytechnic; or
 - interferes, might interfere, or might appear to interfere with the Member's obligations to Otago Polytechnic.

except when that activity or relationship results from the proper exercise of the Member's academic freedom.

- Personal Relationship is a close relationship with any person including but not limited to a partner or ex-partner, spouse or ex-spouse, relative, close friend, or business associate past or present.

1.1 Situations of Conflict of Interest include but are not limited to:

- Personal relationships** as defined above may impinge on a Member's obligations to Otago Polytechnic in relation to employment matters such as recruitment and staff management, or in relation to academic matters such as student assessment.

- **Relationships** with other organisations where the interests of the other organisation has the potential to conflict with the interests of Otago Polytechnic. Having financial or other interests outside Otago Polytechnic which could directly or indirectly have an adverse effect on the discharge of the Member's obligations to Otago Polytechnic or which could otherwise damage the interests of Otago Polytechnic.
- **Accepting or giving gifts**, entertainment, or any other personal favours (goods, services, vouchers, tickets, and cash) which go beyond minor and common business courtesies. (refer to policy CP0008.01 Sensitive Expenditure for Otago Polytechnic requirements relating to accepting and giving gifts)

Procedures

1. Members must follow the requirements of CP0008.01 Sensitive Expenditure for any giving or receipt of gifts.

1.2 Members must disclose any conflict of interest as defined above as soon as they become aware that a situation may give rise to such a conflict or may appear to do so. That disclosure should be made to their manager, to the Chief Executive, or to the Council whichever is most appropriate in the circumstances.

2.3 It is not appropriate for any Member to be present during any discussion, or take part in any decision, relating to a matter in which the Member has a conflict of interest as it is defined in this Policy.

3.4 It is not appropriate for a subordinate to report either directly or indirectly to a manager with whom they have a personal relationship unless the manager has reported the conflict of interest to the Chief Executive or the Director: Organisational Development, and the reporting relationship has been authorised in writing.

- For the avoidance of doubt, this requirement applies to all personal relationships whether they arise before, during, or after the reporting relationship is established, and whether the relationship is current or past.
- the manager must immediately report the existence of any performance issue, disciplinary matter, or dispute to the Director: organisational Development or to the Chief Executive, and take no part in any related investigation or decision making process unless expressly required to do so in writing by the Chief Executive or the Director: Organisational Development.

4.5 When a subordinate manager reports to a more senior manager and that senior manager has a personal relationship with a staff member who reports to the subordinate manager;

- any communication about the staff member between the senior and subordinate managers must not relate to performance or disciplinary issues, or to other matters which could directly advantage or directly disadvantage the staff member in their employment; ~~the~~ The senior manager must not be involved in any other way with any

~~such matters, disciplinary matter or dispute~~ involving the staff member unless expressly required to do so in writing by the Chief Executive or the Director: Organisational Development; and

- o When the relevant senior manager is the Chief Executive and a performance issue, disciplinary matter or dispute arises in relation to a staff member with whom the Chief Executive has a personal relationship:
 - i. the Chief Executive will immediately delegate his or her powers as employer in the matter to the Director: Organisational Development, who will exercise all the authority of the Chief Executive and act independently of the Chief Executive who will have no further involvement in the matter other than the right to be advised of the outcome.
 - ii. If the Director: Organisational Development believes that the input of another senior staff member or of the Chair of Council would assist in resolving the matter, he or she will have absolute discretion to seek that assistance without reference to the Chief Executive.
 - iii. if the Chief Executive or any affected staff member has a complaint about the decision made or the process followed by the Director Organisational Development, they must appeal the decision by notice to the Director Organisational Development. The Director Organisational Development will then reconsider the original decision taking into account the reasons given for the appeal.
 - iv. The Director Organisational Development may make whatever amendments to the original decision he or she considers appropriate, and if that does not resolve the complaint the Chief Executive or the affected staff member may refer the complaint to the Chair of Council who will determine the manner in which it should be resolved.

~~6-6~~ The disclosure and authorisation requirements of paragraph 3 above apply also to personal relationships between Members and students. In such situations it is the Member's responsibility to disclose the existence of the relationship.

- i. Otago Polytechnic strongly discourages Members from allowing personal relationships with students to develop.
- ii. When a personal relationship does develop, or when it already exists, the Member's manager will ensure that any perceived or real conflict of interest or imbalance of power is adequately addressed and that impartial assessment and integrity of academic processes is maintained.
- iii. This may include involving an independent person in marking and assessment

~~6-7~~ A conflict of interest register is to be maintained for the Leadership Team and kept by the Chief Executive's office.

~~7-8~~ Where a Leadership Team member discloses a conflict of interest, the Chief Executive will determine, depending on the nature and extent of the conflict, the appropriate way of dealing

with it. If the Leadership Team Member with a conflict is the Chief Executive he or she will refer the matter to the Chair who will decide how to proceed.

~~9-9~~ A separate conflict of interest register is to be maintained for Council members and included in the papers as a standing item.

- a. Where a Council member discloses a conflict of interest, the Chair will determine, depending on the nature and extent of the conflict, the appropriate way of dealing with it. If the Chair is conflicted or is unavailable that determination will be made by the Deputy Chair.

~~9-10~~ Staff members must disclose any conflict of interest to their manager as soon as it arises and the manager is then responsible for formulating an appropriate plan to manage the situation.

- i. The manager will consult the employee before deciding how the conflict of interest should be managed but the final decision is at the manager's discretion.
- ii. The staff member may challenge the manager's decision by referring it to the Director: Organisational Development who will either uphold the manager's decision or substitute his or her own decision after considering the relevant circumstances at the time.
- iii. Any agreements or decisions on the management of conflicts of interest must be recorded in writing and placed on the staff member's personnel file.

~~10-11~~ When an applicant for a position at Otago Polytechnic has a personal relationship with a Member, that Member must take no part in, or seek any information relating to, the recruitment or appointment process for the position whether before the appointment is made or later.

~~11-12~~ Any Member who is unsure if a conflict (real, potential or perceived) exists, must declare the possible conflict to an appropriate person in authority and until that person notifies them otherwise the Member must assume that an actual conflict exists and act accordingly.

Relationship to Disciplinary Procedure

~~12-13~~ In the absence of a reasonable explanation, failure by a staff member to declare a potential conflict of interest to their manager could be deemed to be misconduct and may be investigated as per policy MP0444 Resolving Performance Problems.

Disputes

~~13-14~~ In the event of a dispute relating to this policy arising between staff members and their manager, either may refer to matter to the Chief Executive for review or if the Chief Executive has a conflict of interest or is unavailable, to the Director

Organisational Development.

**Referral
Documents**

CP0008 Sensitive Expenditure
CP0013 Purchasing by Quotation, Tender or Request for Proposal
MP0444 Resolving Performance Problems
Council Code of Conduct

Approved by Council

Date: ~~5 June 2015~~

11. MATTERS FOR NOTING

The following documents are attached:

- Council Calendar (Appendix 1)
- Leadership Team Conflict of Interest Register (Appendix 2)
- Minutes
 - Komiti Kawanataka 19 May and 16 June (Appendices 3 and 4)
 - Staff Subcommittee May, June and July (Appendices 5, 6 and 7)
 - Student Council June 2016 (Appendix 8)
 - Academic Board 20 June and 1 July 2016 (Appendices 9 and 10)

APPENDIX 1

COUNCIL CALENDAR 2016/17

Placeholders

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Jan 2017	Feb	Mar	Apr	May	June	July
Audit Process												
Interim												
Signoff								31 Mar				
Forecast												
Budget												
Workshop/Draft			7 Oct									
Signoff				4 Nov								
Council Meeting Fridays	5 Aug	2 Sept	7 Oct Hokonui	4 Nov	2 Dec		3 Feb	3 Mar	7 Apr	5 May	3 June	7 July
Evaluations - Reviews - Report	5 Aug											
Function					9 Dec							
Photo							3 Feb					
Fees Set												
International												
Domestic	5 Aug											
Finance and Audit Ctee	1 Aug 26 Aug	30 Sept	28 Oct	25 Nov		27 Jan	24 Feb	31 Mar	28 Apr	26 May	30 June	28 July

Meeting/Event	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Graduation					9 Dec			10 Mar				
Maori Pre-Grad					8 Dec			9 Mar				
Komiti Kawanataka Thurs at 8am	18 Aug	15 Sept	20 Oct	17 Nov	15 Dec	19 Jan	16 Feb	16 Mar	20 Apr	18 May	15 June	20 July
Investment Plan Draft			20 Oct									
Approval												
Report												
Risk Management Review Policy												
Strategy Workshop Approval			20 Oct									
OP Events	10 Aug Nursing Forum 3-5pm The Hub	1 Sept Spring Breakfast Manaaki	25 Oct 4-6pm TOO Annual Sports Awards	Nov Showcases - details below	2 Dec Staff Christmas function		2 Feb Breakfast and Staff meeting					
50 th Anniversary Events			29/30 Sept International Symposium	11 Nov Sponsors evening 5 – 7pm								

Departmental Showcases

ART SITE opens evening of 18 November and runs till 24th November

EAD Thursday 10 November 5 – 8pm

Debrief Opening TBC Thursday 17 or Friday 18 November 5 – 8pm

Collections TBC Friday 18 November or Saturday 19 November 7pm

OTAGO POLYTECHNIC CONFLICT OF INTEREST REGISTER – LEADERSHIP TEAM

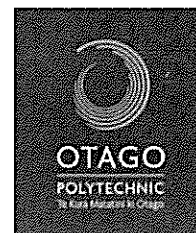
Register to be maintained for the Leadership Team and kept by the Chief Executive's office as per policy CP0012.02 Conflict of Interest.



Date Updated	Name	Interest Disclosed	Nature of Potential Interest with Otago Polytechnic
7 March 2016	Matt Carter	None	None
11 Mar 2016	Mike Collins	Dunedin Digital Trust Envirowaste	Director and Trustee Family friends with Director Joe Lines
7 March 2016	Philip Cullen	City College Trustee Cliffs Road Trading	OP is 1/3 shareholder Potential only
11 Mar 2016	Phil Ker	Board Member: – Malcam Trust – Te Tapuao o Rehua – TANZ – Metro Group Convenor – selection panel for National Tertiary teaching Excellence Awards Glenys Ker, Programme Leader Capable NZ - spouse	
11 Mar 2016	Chris Morland	Ellen Morland, OP staff member	None
1 April 2016	Sally Pairman	Son is undertaking study	Engineering and personal training programmes
7 March 2016	Alistair Regan	Director: Upstart Trust and by default an interest in Otago Angels Interactive Exhibitions limited	None
	Josephine Regan		Occasionally contracting to the Polytechnic in a number of areas including ABE, Design, Innovation Workspace

7 March 2016	Sue Thompson	None	None	
11 Mar 2016	Jean Tilleyshort	Son-in-law is an OP staff member	None	
30 April 2016	Mike Waddell	None	None	

Minutes of a Meeting of Te Kōmiti Kāwanataka



Held at 8.00am on 19 May 2016 in F215, Otago Polytechnic, Dunedin

PRESENT: David Higgins (Chair)
Mike Collins
Khyla Russell
Justine Camp
Chris Morland
Rebecca Swindells
Rebecca Williams
Jeanette Wikaira
Kathy Grant
Nola Tipa

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: David Higgins

1. Apologies Tessa Thomson, Eleanor Murphy, Richard Kerr-Bell

2. Minutes

The minutes of the meeting held on 21 April 2016 were provided.

RECOMMENDATION

Mike Collins/Justine Camp

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

AGREED.

3. Matters Arising:

Notes of kōrero

- Richard Kerr-Bells Capable cohort of 20 students – assessments are underway 18 scheduled to be completed by the end of July, 2 students have an extension of 3 months (Justine).
- David has had a conversation with Jamie Te Hiwi. Jamie is hoping to match his travel with one of our meetings so can attend a meeting.
- Te Punaka Owheo (TPO) April Report
 - Impressed with Rebecca Swindells report – would be good to see how some of the issues are being solved.
 - Priority 3 – look at goals match priorities, have manageable 'bites' that can be accountable – show physical completion of tasks
 - Mirror the 6 priorities
 - How should the report look going forward? Suggest consistency with language i.e. differentiate and clarification between 'team' and 'staff'
 - That the report go through the KTO office – the KTO office provide a summary.
- Terms of reference (Mike)
Will go to Council Meeting (3rd June)
- Ki Waho membership (Justine)
Suggestion that Trevor Moeke Chief Treaty Advisor (who is well connected and passionate about Māori education, has links to NZQA and is on Treasury) be approached (JC).
 - Profile to be emailed around Komiti members (DD)

Current Ki Waho advisory group: Claire Aitken, Odele Stehlin, Vicki Ratana, Jeanette Wikaira

4. Māori Strategic Framework (MSF) (distributed)

- Ecopy and outline to go to Jeanette Corson for distribution to Council
- MAR and Scope publication now both being driven out of the KTO Office
- Stocktake (Justine)

In the absence of a Kaitohutohu the KTO Office have been asked for a 'stocktake' (documents to be included are: Cultural Audit recommendations and responses, Next Steps on the old MSF, Monitors Report, Annual Report and 2015 Māori Annual Report) using a 'traffic light' tool.

- One of the key areas highlighted as a potential risk falls under Priority Two – Kai Tahu/Māori Leadership/Staffing
- A lack of support/knowledge for Māori working at Postgraduate level

Kōrero notes

- Priority three – Kai Tahu/Māori Students
Conferences/Symposiums – exploring the possibility of providing the opportunity (and funding) for a student to attend – showcasing success. Suggest that TPO explore further.
- Careers NZ – does OP have a relationship with this organisation? (Shaun Tahau could facilitate within his marketing role).

5. Te Punaka Owheo Report (Rebecca)

Kōrero notes

- Communication has gone out with a sound bite for pronunciation
For future reference any Te Reo sound bites, pronunciations, communication, translations are required to go through the Kaitohutohu Office – Justine Camp oversees.
 - Suggestion that Justine prepare pepeha for the series of 3 recent translations into a sound bite file. Ensuring consistency going forward.
 - Building the narrative – linking them all together to tell the story
 - Statistics – aware of attendance issues at this time of year, with the colder weather
- Mike acknowledged the difficulties with sharing the physical space currently, Campus Environment are expected to vacate and move into S Block mid-June.
- Meeting with Heads of Schools (HOS) – How should the different reports be utilised, each school seems to handle their Māori students differently. Have requested access to staff meetings to introduce the team and to connect with staff (TPO road show).
- Puaka / Matariki festival is in June – hoping to have a hangi on the 2nd of June would like to have information available for students detailing the activities organised.
- Te Punaka Owheo – significance of the name given showcases the invested interest Rūnaka have in the establishment of the centre. When launched Komiti should be in the forefront of the celebration.

6. Kaitohutohu Report (Justine)

The priorities for Kaitohutohu Team in 2016 are:

1. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning.
Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.
2. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6.
Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.
3. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori.
Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.

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

- Ongoing work around planning our next Research Bid (due in May) (Justine, Tessa) (Priority 2 & Research & Enterprise)
- Updated the Projects list (Justine)
- Continue NZSA planning for Justine & Richard to attend conference in Lugano (Tessa)
- Continue to respond to ethics applications on behalf of KTO consultation (Richard) (Priority 2 & Research & Enterprise)
- Met with Simon Kaan, Tracey Howell to discuss the student accommodation initiative (Justine, Mike)
- Attended Research and Enterprise Committee Meeting (Justine) (Priority 2 & Research & Enterprise)
- Attended Research & Enterprise networking session – knowledge transfer (Justine)
- Met with AKO Aotearoa – discussion around securing funding for NPF (National Project Fund) (Justine, Debbie) (Priority 2 & Research & Enterprise)
- Attended Ngai Tahu Research Consultation Committee (Justine) (Priority 2 & Research & Enterprise)
- Ongoing work with Research paper (writing 3 papers) and book review – Emerging Māori Leadership in Academia (Justine) (Priority 2 & Research & Enterprise)
- Capable Assessment – Michelle Taiaroa (Justine)
- Met with OISA regarding Symposium (Justine) (Priority 2 & Research & Enterprise)
- PBRF Catch-up meeting with Jenny Aimers (Justine) (Priority 2 & Research & Enterprise)
- KTO Research Team catch-up
- Attended the Ethics Committee Meeting (Justine)
- Researched examples of MPP for Matemoana McDonald (Justine) (Priority 2 & Research & Enterprise)
- Trip to Christchurch for a meeting at Te Tapaue – ongoing discussions around the new strategy (Justine)
- Mataawaka Scholarship Panel met following April Komiti to approve recipients

Ensure robust MSF Evaluation

- Met with Matt Carter to discuss MSF Staff Awards (Justine, Mike)
- Created powerpoint presentation prior to the team meeting with Phil K to go over the initial findings from looking at the key documents – Cultural Audit recommendations and responses, Next Steps on the old MSF, Monitors Report, Annual Report and last year's Māori Annual Report (Priority 3)
- Met with Communications regarding the Māori Annual Report (Justine, Tessa, Debbie)
- Consultation with staff around tikaka and reo
- Met to discuss Team Performance Plan (Justine, Tessa, Debbie, Richard)

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

- Met with Simon Kaan and Tracey Howell to discuss the student accommodation initiative (Justine, Mike)
- Met with Leoni Schmidt and Tracey Howell to discuss Hub guidelines/protocols (Justine, Mike)
- Met with Rachel Dibble to discuss Noho Marae for Midwifery (Justine)

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

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

- Lunch to recognise and celebrate Richard Kerr-Bell's qualification achievement (Kāhui)
- KTO Team met firstly to prepare and then at a later meeting to discuss the Budget Forecast with Phil Tait (Justine, Tessa, Debbie)
- Mihi Whakatau for visiting academic Sandy Zhou (Kāhui)
- Meetings to discuss finalising contracts (Justine, Mike, Debbie)

Challenges (current, since last report)

Coming up

- Combined KTO & Te Punaka Owheo hui
- Māori Masters of Professional Practice workshop for Māori academic staff with Masters and higher to learn about the MPP supervision process. (Justine, Richard, Megan Gibbons, Mereana Rapata-

Hanning, Gina Huakau). There is a group of Capable staff who will be looking at working appropriately with Māori candidates.

Kōrero Notes

Highlights (Justine)

- Fares for trip to Switzerland have been sorted
- Assessment yesterday – A+ grade (Kaik candidate)
- MSF awards – Current process preferred to decide recipient, komiti would like input, representative on approving panel (copy of revised policy to be emailed round Komiti).
- Use of Atrium guideline/protocol to go to Leadership Team on Monday.
- Khyla Russell, Sue Thompson, Phil Ker, Justine Camp – meeting with Ngati Whatua education team in Auckland to discuss
- Moeraki marae will be closed now until September
- Capable Iwi - Communication required advising rūnaka that this initiative did not progress (rūnaka are promoting in community).
 - Khyla Russell is being contracted back for candidates that are coming through currently.

Meeting closed 10am

Minutes of a Meeting of Te Kōmiti Kāwanataka



Held at 8.00am on 16 June 2016 in F215, Otago Polytechnic, Dunedin

PRESENT: David Higgins (Chair)
Mike Collins
Eleanor Murphy
Chris Morland
Rebecca Swindells
Rebecca Williams
Jeanette Wikaira
Nola Tipa
Shaun Pont (Guest)
Tracey Powell (Guest)
Richard Kerr Bell

IN ATTENDANCE: Debbie Davie (Minutes)

Karakia: Richard Kerr Bell

1. Apologies Khyla Russell, Tessa Thomson, Justine Camp, Kathy Grant

2. Minutes
The minutes of the meeting held on 19 May 2016 were provided.

RECOMMENDATION Mike Collins/David Higgins
that the minutes be approved as a true and correct record of the meeting.

AGREED.

3. Matters Arising:
Māori Annual Report
MAR – 21 July meeting Sue Thompson will present raw data to Komiti, final to be presented at 7 October Council meeting.

Māori Strategic Framework (MSF) (distributed)

4. Project Manager for Campus Redevelopment (Shaun Pont)
Briefing
Initial conversations started eighteen months ago with Phil Ker. One of the key projects for change was relocating ABE currently located on L block onto the Forth Street Campus (Otago Polytechnic own the L Block buildings but not the land beneath the buildings – currently leased land).

Primary option was looking at bringing ABE together (currently split between A and L block) and to bring Art and Design together (currently split between H and P Block). They are the primary moves plus three other projects, Te Punaka Owheo, Sustainability Centre, and getting synergy across sites.

Selected Design team – Warren and Mahoney based out of Christchurch that have considerable experience in the tertiary sector. One of the mandates was to include partnerships with local firms – McCoy and Wixon. Joint venture team plus Boffa Miskell who are experienced when designing for public spaces. Have had a series of meetings with stakeholders and a more detailed meeting with Schools looking at spaces. Following this level of consultation will report back to Komiti, HOS and Leadership Team. This will give the remit to proceed.

An additional project is the student accommodation building that will comprise of 231 beds. Located adjacent to Bowling Green behind Manaaki and will be designed by Mason and Wales (¾ way through that design process currently). Expecting construction will start around October with completion towards the end of December 2017 ready for students in 2018.

Simon Kaan is to be involved in all buildings, to ensure the stories 'flow' through from the Hub to other areas.

Kōrero notes

- What should or could the consultation process be? At what point do we seek feedback on ideas for concepts? How long is the window of consultation so we can start planning a process?
Shaun – Brief to Council planned for the 2nd September.
Trisha Love is also part of the team and has been employed as Specialists Sustainability Advisor (Living Building Challenge aligns with key principals, philosophies and is community based).
- KTO/Komiti to start advising rūnaka, getting information out into the public realm between now and 2nd August (following the 2nd of August Shaun will report back to various parties).
Shaun – Following approval will move into a design phase likely to take around 12 months
- Suggestion that we work backwards from the 2nd September (Council Meeting) to plan the consultation process for Te Punaka Owheo (to include Rūnaka, Students & KTO).
- Acknowledgment of the value with having Simon Kaan included in the team from the beginning.
- Suggestion that Komiti lead the way to drive the information out to rūnaka making sure it gets to Education committees for consultation.
- *Shaun – 1st key thing is to agree on the general positioning of the Māori Centre – what we need to be aware of to make sure the positioning is right and who should be consulted.*
- Naming the buildings and other components – setting up the structure of meetings to give guidance. Thinking about functions of the area and how it will connect with other areas i.e. Atrium – front door, entrance to our stories.
- Who should attend the meetings and under what mandate?
Simon, Khyla, suggestion that Eleanor be included as Komiti rep. (Eleanor has the mandate of the four rūnaka Ōtākou, Hokonui, Moeraki and Puketeraki), Chris – from school perspective.
- Importance of developing a process plan

5. Reports

Te Punaka Owheo Report (Rebecca)

Kōrero notes

- In the short time that Rebecca has been here she is seeing improvements, student confidence growing with Richard and Rebecca S working along in support.
- Shaun and Tracey looking at campus development in the short term – adjustments to Poho to connect the two buildings – considering shade cloth. Campus Services moving to S Block.
- (Nola) Who has been part of the plan (initially sat with KTO Office, Richard, Rebecca S, Rebecca W); suggest getting advice from Khyla to ensure the placement of things is tika.
- Hoping to have a Hangi 25 July to welcome students back to semester two
- This week started our team to team meetings, we have met with Vet Nursing (Lync meeting) were able to introduce the team (and student success)
- (Richard) increase of students starting to use the centre
- (Marshall) What help is there for people to ask for?
Student Success, Student Health, academic help, scholarship support – applying, finding, connecting with students with iwi, a lot of academic support from reading and writing – writing an essay etc. attendance issues, some ask about whakapapa linking them with people career advice, linking to iwi financial support. Study link issues, personal support. Working alongside schools to see what we can offer them to support their students.

- (Nola) How are you managing the mental health of your staff (three people with an increasing workload)? Can you please let us know in your next report how you are managing this? How the staff are looking after themselves?
- (Jeanette) Being aware that you will set an expectation that you will survive with doing an increased workload with only three people.
- (Mike) Phasing in, budget process is coming up August/September looking at what FTE they need in relation to growth.
- (Nola) Job descriptions, suggest don't fill with all in sundry.
Job description has drifted away from the original plan, not reflecting the phasing in vision.
- (Mike) Perfect time to reflect back on the business proposal
- (Rebecca W) have been asked to go and meet with meet (Paulette, Michelle McDonald, Tori Weatherall) with staff at Māori Law every 6 wks.
(Nola) As manager of the Māori Centre what value will that have for the students?
(Rebecca W) Housing – students have difficulties around housing, connecting with kaupapa relationships, so that they can start helping our students. Building those relationships.
- (Nola) In the absence of a Kaitohutohu, concern with the purpose of the relationship, making sure that it is pitched at the right level.
- Newsplash – Plan for signage will be discussed with Khyla
- (Rebecca S) Non-attendance is quite high, for our Māori students having face to face contact to find out why and where help is required.
(Nola) Is there a budget to help them through it?
Hardship budget – with having a budget advisor qualification now (Rebecca S) have access to other resources i.e. Food bank (sits outside job description, all additional workload)
- (Eleanor) Lunches, have you considered cooking classes – garden tour around OP to see where can source vegetables.
(Mike) Working in partnership with hospitality
(Eleanor) Coaching workshop?
- (Mike) – KTO & Te Punaka Owheo have drafted up a structure outlining services, showing the cross over – helps to make it clear for the new Kaitohutohu coming in.
- (Jeanette) Coming from DCC what challenges are you having?
(Rebecca W) 1st 2 weeks found hard, understanding how things work here, the flexibility of the working environment. Previously role was managing, problem solver, managing budgets. OP is more outcomes focused a supportive environment.
- (Nola) In your report you have detailed your professional development, also show professional development that staff are doing on reports.

Kaitohutohu Report (Richard)

The priorities for Kaitohutohu Team in 2016 are:

1. Achieve Educational Excellence (Main Goal). To have Māori participate and succeed in all aspects of learning.
Target Result: To actively support Māori Centre to achieve the aspirations set out in Priority 3 of the MSF.
2. Be a resilient organization – To create a plan to develop a vibrant Māori research culture. To realize the aspirations as set out in Priority 6.
Target Result: There is a notable increase in Māori research activity at Otago Polytechnic.
3. Collaborate with our communities – To have an effective partnership with Kai Tahu Māori.
Strengthen OP as a place where Māori can work and learn as Māori by engaging with 6 Schools and Service areas.

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

- Final stages of NZSA planning for Justine & Richard to attend conference in Lugano (Tessa)
- Continue to respond to ethics applications on behalf of KTO consultation (Richard) (Priority 2 & Research & Enterprise)
- Hui with Capable NZ and those potentially able to supervise or mentor Māori Masters in Professional Practice candidates. (Justine, Tessa, Richard)
- Attended Ngāi Tahu Research Consultation Committee (Justine) (Priority 2 & Research & Enterprise)

- On-going work with conference paper ready for NZSA conference in Lugano (Justine, Richard) (Priority 2 & Research & Enterprise)
- Capable Assessment for Applied Management Degree held at Te Tapaue in Christchurch – Maurice Manawatu (Justine)
- Photo-shoot and interview with graduated cohort from Christchurch in Christchurch for Māori Annual Report (Justine, Takiwai) (Priority 1)
- On-going work on Māori Annual Report – proofing first draft currently (Justine)
- KTO Research Team catch-up
- Attended the Ethics Committee Meeting (Justine) (Priority 2 & Research & Enterprise)

Ensure robust MSF Evaluation

- KTO team meeting in preparation for MSF presentation at HOS/SL meeting (Justine, Tessa, Richard, Debbie)
- Presented new reiterated MSF to HOS & SL meeting – question and answer forum (Justine, Richard, Tessa, Debbie)
- Initial planning meeting to discuss next steps in consideration of findings from key documents (Cultural Audit recommendations and responses, Next Steps on the old MSF, Monitors Report, Annual Report and last year's Māori Annual Report) (Justine, Debbie) (Priority 3)

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

- Met with Campus Development Planning Team to discuss the OP Cultural Story so far, emphasizing the importance of consultation through all phases of development. Finishing the session with Simon Kaan giving a guided tour (Justine, Khyla, Simon Kaan, Debbie).

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

- Meeting with Ngāti Whātua – maintaining relationships in light of the Auckland Campus (Justine, Khyla, Sue Thompson)
- Combined Kaitohutohu Office & Te Punaka Owheo catch-up hui

Other Achievements and Good News

- Mihi Whakatau for visiting academic Craig Ratzlaff from Central Community College, Nebraska, USA (Full KTO team)
- Met with Peter Eley and Rachel Cast to discuss Māori imagery and Te Reo in Moodle (Justine) (Priority 3)
- Two Meetings with Te Punaka Owheo team & Ron re Student Hangi (Debbie)
- On-going organization of Matariki Dinner (Justine)

Coming up

- HRC Consultation hui
- Kaitohutohu interviews
- Te Tapuae o Rehua Strategy Hui – 30 June 2016
- Matariki Dinner – 2 July 2016

Kōrero notes

- Mihi whakatau – Using the Atrium entrance to Otago Polytechnic, the beginning of the story. Fantastic space, to welcome people with the Albatross wings above.
- Justine, Khyla, Sue Thompson bridging the gap at the Auckland campus, looking after our relationship with Ngāti Whātua.
- Linking with Ngāti Whātua researchers
- Justine is connecting with Khyllas relationships, following Khyllas pathway. Work is increasing – partnerships are there, building on them, sustaining them. Awareness of the same people covering an increased workload in the absence of a Kaitohutohu.
- (Mike) Research expectations on Justine have partially halted, the KTO Office is currently keeping the waka afloat. Will pick up again when the new Kaitohutohu is here.
- (Nola) The challenge is around workloads, same for researchers how we develop that going forward is a challenge. Māori researchers are also supporting other researchers in OP i.e. Ethics covering the cultural issues.

- (Eleanor) Previously Khyla did not have a resource research assistant.
- (Chris) Good to bring up again at a later meeting, look at resourcing for researching.
- (Mike) Acknowledged the work Richard is doing in (with the cohort of 20 Capable students), getting these learners across the line in consideration of all the other roles he is juggling.
- (Chris) MSF launched at HOS S/L meeting
- (Jeanette) Major piece of research in itself, needs to be presented around the country to other tertiary institutions.
- (Mike) Chris Antonio instructional designer using technology to tell stories, using augmented technology. Using phones to scan bar codes on the wall which brings up the narrative. Hoping to be completed over the next couple of months. Exciting utilising students and staff.

6. General Business

Matariki Dinner and Celebration

Dinner – three OP tables have been purchased

Te Tapau Strategy – extension of the previous discussion.

1st What can we do to an education pipeline that leaks Māori potential leaving many Māori with low skills and high needs.

How do we address that rather than continue it?

2nd Given the pop growth where are the pathways – a faster growing and younger Māori population that will form a bigger chunk of our future population and workforce.

What is the ultimate goal? For example instead of 20 making it 40 – how do we achieve that?

- (Mike) Does it align with the MSF?
(Richard) *Connection in that they achieve the same goal. Five Polytechnics looking at industries – work place learning at the same time. A collaborative approach.*
- (Nola) How does it fit in with their strategic direction?
(Richard) *Key driver is the desire to make a difference rather than continue with processors that haven't made a difference.*
- (Rebecca W) Is that post compulsory? If they haven't been successful at school then the need to be successful at foundation is important
- (Mike) Working with schools in Dunedin to target students not achieving and giving another option – hands on engagement, supportive, unique. Programmes running in partnership with schools.
- (Jeanette) Manukau campus also doing that.
- (Marshall) Current research shows that a quarter are failing at primary schools.
Is their follow up research on follow-up successes?)
(David) *Rūnaka level tracking is happening.*

Richard closed meeting 10.09am

Staff Subcommittee of Council

Thursday 5 May 2016 8.30 am – 9.30 am
F215 - Leadership Room, Forth Street, Dunedin

Present:

Sandra Sutherland (Acting Convener)	John Christie (Council Rep)
Matt Carter (LT Rep)	Kay Lion (EAD)
Sheena Roy (SS)	Karen Blackwood (TOO)
Becca Black (OPN)	Jono Aldridge (ISS)
Jacqui Hayes (DOR)	Ian Barker (ADA)
Michelle Watt (NUR)	Philip Ballard (ABE)
Karole Hogarth (NUR)	Phil Edwards (ISA)

Apologies:

Barbara Dunn (VET)	Daniel Pfyl (HSS)
Kim Reay ((TOO)	Mary Butler (TOO)
Stuart Allan (ABE)	Stuart Terry (QLM)

In Attendance: Julie Waldron (Minutes) Michaela Fleury, Philip Cullen

1. Apologies	Accepted.
2. Minutes of April Meeting	<p>Minutes accepted as true and correct record. Agreed.</p> <p>Actions / Matters Arising from Last Meeting</p> <p>1. <i>Sick Leave Bank</i> Carried over.</p> <p>2. <i>Sub-Committee (SSCC) Roles and Elections – Convener and Deputy Convener</i> Sub-Committee voting and subsequent convening of, is currently underway. Mike Wright has agreed to administer the vote count.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Expressions of interest in the roles of Convener and Deputy Convener to be emailed to michaela.fleury@op.ac.nz asap ➤ Should one or more persons express interest in either role elections will be held. This will be via email vote to an independent person (eg the Chaplain) <p>3. <i>Sub-Committee feedback on draft OP Vision and Mission statement</i> A sub-group to be formed to discuss the vision and mission draft document that is being circulated via the upcoming email edition of Leading News. A reminder email with the link will also be sent.</p> <p>Timeframe: 9-13 May 2016</p> <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Establish sub-group to discuss staff sub-committee's views, and report back to SSCC
4. Other Business	<p><i>LT Rep</i></p> <p>Philip Cullen will stand in for Matt Carter for the following six months due to a portfolio shuffle while Mike Waddell is on sabbatical. Julie Waldron will cover minutes.</p>

	<p><i>D4LS Quiz</i></p> <p>The questionnaire recently sent out to some staff raised several concerns, which are being addressed directly. There will be a response and clarification in an upcoming Leading News edition.</p>
<p>5. Health and Safety Update – (Governance and Legislation)</p>	<p>Andy Westgate presented to SSCC the recent changes to the H&S legislation and how it would affect OP staff and organisation and individuals. The new law states you need to do what is “reasonably practicable” to manage health and safety risks at work, with more responsibility on the individual for “what you can control”.</p> <p>There has been very good staff uptake (380+) of the Moodle H&S tutorial as a tool, highlighting to individuals how the changes affects them personally, and the organisation. The aim is for all of OP to have completed this by 6 May. The workforce focus is on engagement, education and lastly on enforcement.</p> <p>Discussion on:</p> <ul style="list-style-type: none"> • Visitor/contractor on-site safety and host responsibility eg. sign-in and H&S induction ID cards, orientation of building • The right to request relevant ID from a “worker” • Difference between contractors (physical) routine work H&S requirements vs ad-hoc/out of routine work • Increasing awareness and relevance for recording “near misses” – as these are the ones that often lead to serious injuries • Recording issues other than slip/trip/falls in The Vault eg. Health and Wellbeing eg. stress, workload or other • Data-mining from The Vault on Health and Wellbeing records • How could OP ensure H&S is highlighted and discussed at staff meetings • Personal safety on campus for both staff and students, outside and inside campus • Use of digital screens <p>Core Subcommittee Feedback</p> <ul style="list-style-type: none"> ➤ Promotion of The Vault (H&S record management system) as a means of recording stress and wellbeing issues arising from staff (over) workload ➤ Have H&S as first item on staff meeting agendas ➤ Communication via regular Heads of School/Programme Managers of points above <p>Fire Wardens</p> <p>A different approach now in place with moving from volunteers (first past the post) back to nominated Fire Wardens. Staff volunteers are required (12 staff and 8 managers), email Andy for participation. Assembly points are noted on the wall of each floor, in every building – it the staff’s own responsibility to know where the assembly points are.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Advise Managers at the upcoming Head of School/Service Leaders to pass on to their staff the SSCC feedback as above – <p style="text-align: right;">Matt Carter</p>

Agenda for future meetings	<p>June Meeting:</p> <ul style="list-style-type: none"> • Discuss draft Wellness strategy document and provide feedback to Council • Internal Communications, Staff Hub – Kathryn Van Beek • Staff Awards • Discuss <p>Further suggestions</p> <ul style="list-style-type: none"> • Internationalisation • Soft Skills / Essential Skills – Sally Pairman or Doris Lancaster • Maori Strategic Framework
Meeting Closed	9.30 am
Next Meeting	2 June 2016

ACTIONS - Summary

Person	Action	Date for completion
Michaela/Julie	Continue election process for Convener and Deputy Convener vacancies	May 2016
All	Discuss and provide feedback on draft Mission & Vision to Council in May – refer Leading News email	May 2016
Matt	Advise HoS/Service Managers SSCC H&S feedback	May 2016

Staff Subcommittee of Council

Thursday 2 June 2016 8.30 am – 9.30 am
F215 - Leadership Room, Forth Street, Dunedin

Present:	Jono Aldridge (Acting Convener) Phil Edwards (ISA) Philip Cullen (LT Rep) Sheena Roy (SS) Michelle Watt (NUR)	Kay Lion (EAD) Stuart Terry (QLM) Ian Barker (ADA) Karole Hogarth (NUR)
Apologies:	John Christie (Council Rep) Karen Blackwood (TOO) Becca Black (OPN)	Barbara Dunn (VET) Stuart Allan (ABE)
In Attendance:	Julie Waldron (Minutes)	

1. Apologies	Accepted.
2. Minutes of April Meeting	<p>Minutes accepted as true and correct record. Agreed.</p> <p>Actions / Matters Arising from Last Meeting Draft Mission & Vision statement feedback - <i>check timing re submissions as All Staff Survey now closed and submissions with LT for consideration.</i></p> <p>Staff Wellbeing Strategy ex Andy West, feedback to Phil Ker via sub-group (yet to be formed).</p> <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Check timing for Mission & Vision statement feedback, close loop – <i>Jono</i> ➤ Draft Staff Wellbeing Strategy: <ul style="list-style-type: none"> ○ form sub-group, discuss and bring back to sub-committee - <i>all</i> ○ find out forum and closing date for feedback - <i>Jono</i> <p>Internal Communications, Staff Hub – Kathryn Van Beek to attend later in year (when the project is more advanced).</p> <p>H&S Vault reporting for staff Health and Wellbeing (eg. Harrassment and Bullying, mental health concerns) – discussion was had on the suitability of using the vault around privacy. Phil E to talk with University of Otago contacts to gauge how they manage staff privacy around this type of reporting.</p> <p>ACTION</p> <ul style="list-style-type: none"> ➤ talk with University contacts and report back to SSCC – <i>Phil Edwards</i> <p>April</p> <ul style="list-style-type: none"> • <i>Sick Leave Bank – currently with HR lawyers</i> • <i>Sub-Committee Roles and Elections</i> <p>Governance Presentation to be carried over – <i>John Christie</i></p>

<p>Current Objectives/Burning Issues</p>	<p>Confirmation of membership status</p> <p>There was discussion around the size of the group (there are 2x extra staff on the sub-committee than the Guidelines require). It was agreed to keep the extra two places as possibly a larger pool of members may lead to greater meeting attendance.</p> <p>As there are several new members of the sub-committee, there was a round table overview of what each member personally hoped to contribute and take away, by being on the committee.</p> <p>SSCC take the opportunity to remind members of the sub-committee to be proactive with their meeting attendance considering they are viewed as the "voice of the staff".</p> <p>Workload</p> <p>Some concern voiced from staff over extra workload stemming from D4SE and D4LS projects but overall support for the benefits of the projects.</p> <p>Term of SSCC Membership</p> <p>A suggestion had been put forward for thoughts on reducing the sub-committee membership term from 3 years to 2 years. Subsequent discussion narrowed to two pro's and con's namely:</p> <p style="padding-left: 40px;">Favourable - for one year to become familiar with the position, and the following two years to be more comfortable with proactive contribution</p> <p style="padding-left: 40px;">Non favourable - a longer term lessens opportunities for other staff to be a voice, by joining committee.</p> <p>As the 3 year tenure is included in the sub-committee guidelines, it would be appropriate for the decision to be made with input from the full sub-committee either as an agenda item or an email round. If a change is agreed to, SSCC would then make a formal request to Council (or delegate) for permission to change.</p> <p>ACTION:</p> <p style="padding-left: 40px;">➤ SSCC to decide if they wish to explore further a change of term from one year to two</p>
<p>Housekeeping</p>	<p>Minutes and agendas</p> <p>Minutes to be emailed once available, along with agenda to upcoming meetings. Both will continue to be available on Insite.</p> <p>SSCC Regular Meeting Scheduling</p> <p>After discussion it was decided to keep the status quo with the meeting start time of 8.30am. There was discussion on the monthly meeting timing - what would be the most useful ie. prior to or straight after Council meetings.</p> <p>It was decided that Jono and Phil E, and Julie W (for admin) would meet once the Council agenda and minutes were available prior to the Council meeting. They would then inform the sub-committee of matters to consider prior and bring to the SSCC attention for consideration.</p> <p>ACTION:</p> <p style="padding-left: 40px;">➤ Jono to draft timing recommendations and email circulate to members</p> <p>SSCC Profile</p>

	<p>There was discussion on ways to raise the profile of the sub-committee and improvement in channelling feedback/outcomes back to staff. The suggestion of holding Drop In sessions in the Hub was received favourably.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Discuss further and progress.
Governance/ Operational matters	<p>SSCC Scope/feedback</p> <p>New members to note - Phil Ker for operational matters, and Council for Governance.</p> <p>John Christie's Governance presentation would be rescheduled to a later date.</p>
Council papers-items for noting	<ul style="list-style-type: none"> • Student Ambassadors – has been very successful • Maori Strategic Framework (MSF) – revision for consultation • Graduation Ceremony – there is likely to be two graduations in December to cater for increased demand of student guest numbers • H&S Audit Review
Meeting Closed	9.30 am
Next Meeting	7 July 2016

ACTIONS – Summary

Person	Action	Date for completion
All	Ideas to raise SSCC Profile – explore preference for staff Drop In idea.	Ongoing
Jono	Possible rescheduling SSCC meeting dates to align with post Council meeting dates - decision	July 2016
All	Mission & Vision feedback – close loop	July 2016
All	Draft Wellbeing strategy (when available) - feedback to Phil Ker	TBA
Phil Edwards	Check with University of Otago for their management of privacy concerns relating to staff reporting (using facilities such as the Vault)	
All	Decision on 2 or 3 year term	July meeting

Staff Subcommittee of Council

Thursday 7 July 2016 8.30 am – 9.30 am
F215 - Leadership Room, Forth Street, Dunedin

Present: Jono Aldridge (Acting Convener) Kay Lion (EAD)
Phil Edwards (ISA) Stuart Terry (QLM)
Philip Cullen (LT Rep) Becca Black (OPN)
Sheena Roy (SS) Michelle Watt (NUR)

Apologies: John Christie (Council Rep) Barbara Dunn (VET)
Karen Blackwood (TOO) Stuart Allan (ABE)
Kim Reay (TOO) Karole Hogarth (NUR)
Phil Edwards (ISA) Daniel Pfyl (HSS)
Philip Ballard (ABE)

In Attendance: Julie Waldron (Minutes)

1. Apologies	Accepted.
2. Minutes of June Meeting	<p>Minutes accepted as true and correct record. Agreed.</p> <p>Actions / Matters Arising from Last Meeting Draft Mission & Vision statement feedback – agreed to close the loop and move focus to the upcoming Values workshop and feedback. Staff Wellbeing Strategy ex Andy West and sub group to be formed to review – carried over Internal Communications, Staff Hub – Kathryn Van Beek to be rescheduled Governance Presentation John Christie - carried over Term of SSCC Membership – carried over SSCC Profile – carried over</p>
Council Open Session meetings	<p>It was agreed that a SSCC member would accompany the Convenor to the open sessions and could be rotated among those interested. It was acknowledged that Council Open sessions were available to all staff to attend. If interested, contact Jono.</p> <p>The Schedule of Council meeting dates will be placed on the SSCC home site for committee reference ➤ Action – Julie ✓</p>
General	<p>Aging Workforce In relation to the recent visit and interviews around the OP Aging Workforce, it was agreed that the SSCC would be interested in reviewing and providing feedback on the subsequent report, and for the report to be placed on the SSCC site when available. ➤ Action – Julie</p> <p>Rainbow Tick Stuart Terry advised of OP's support and work towards obtaining the "Rainbow Tick", a certification mark awarded to organisations that complete a Diversity & Inclusion certification process. It was agreed that Stuart would advise SSCC further on OP's action plan regarding certification and to place on an upcoming agenda.</p>

Leadership Restructure	<p>The recent announcement from Phil Ker on the planned Leadership Team restructure was discussed based on the overview provided at the two Staff Forums, and the statement in the recent Leading News email.</p> <p>➤ Action – Julie to request Kathryn V B places a reminder to staff of the Monday Forum audio ✓</p> <p>Phil K has advised that he will release his intentions via a more refined proposal on the 8th August, then a 3 week consultation period to follow.</p> <p>There was a round table discussion for initial thoughts. Subsequently it was agreed to commence draft SSCC feedback to Phil based on the minimal information available, and continue once further detail is released 8th August.</p> <p>Philip Cullen advised that the D4SE project had not influenced the restructure and was a separate process running parallel.</p>
Council papers- items for noting	<ul style="list-style-type: none"> Upcoming meeting 5 August to set Student Fees 2017
Meeting Closed	9.40 am
Next Meeting	4 August 2016

ACTIONS – Summary

Person	Action	Date for completion
All	Ideas to raise SSCC Profile – explore preference for staff Drop In idea.	Ongoing
All	Draft Wellbeing strategy (when available) - feedback to Phil Ker	TBA
All	Draft Leadership Team restructure – continue with feedback once detail available	
Phil Edwards	Check with University of Otago for their management of privacy concerns relating to staff reporting (using facilities such as the Vault)	
All	Decision on 2 or 3 year term	Sept meeting
Julie Waldron	<ul style="list-style-type: none"> Council meeting date schedule placed on SSCC site Reminder re audio of Staff Forum to Kathryn V B Aging Workforce report distributed to SSCC when available 	✓ ✓

STUDENT COUNCIL**Thursday 9 June 2016****12.00pm to 1.00pm****The Hub, Mason Centre, Forth Street Dunedin**

Present:	<p>Luke Baines (Convener)</p> <p>Jordan Dargaville (BC4-CIT)</p> <p>Leina Fofa (SOS)</p> <p>Grace Macdonald (OCC)</p> <p>Katherine Fowler (OCC)</p> <p>Lucy Smith (OCC)</p>	<p>Matt Carter (LT Rep)</p> <p>Michaela Fleury (Minute Secretary)</p> <p>Brayden Murray (Student Success)</p> <p>Caroline Terpstra (HoS)</p> <p>Mark Lane (Functions Manager)</p> <p>Tracey Howell (Campus Project Manager)</p> <p>Cameron Olsen (Logic Group)</p>
Apologies:	<p>Gillian Bremner (Council Rep)</p> <p>Ruby van der Zanden (EAD)</p> <p>Mena Tampo (DES)</p> <p>Rachael (DES)</p> <p>Laurelle (DES)</p> <p>Kayla Miller (SOS)</p> <p>Lisa Kelly (SOS)</p> <p>Jack Curley (SOS)</p>	<p>Jayden Cromb (SOS)</p> <p>Jinsey Wood (FOL)</p> <p>Shikha Wadhwa (DES)</p> <p>Alister Martin</p> <p>Lateesha Douglas (OCC)</p> <p>Karley Bergersen (SOS)</p>

Shared Lunch	
Food on Campus	<p>This meeting was attended by Caroline Terpstra (HoS Functions) and Mark Lane (Functions Manager) to discuss suggestions and feedback about the provision of food services on campus that the Student Council had put forward by way of a letter sent from Matt Carter (LT Representative). Caroline and Mark had responded in writing (attached as Attachment 1 and posted on Student Council closed Facebook page upon receipt).</p> <p>Further key points:</p> <ul style="list-style-type: none"> • Mark and Caroline to look at advertising as students were very unaware of the services and specials that had been running in Ako, which had low uptake and resulted in food being wasted. • Understanding from the Student Council that due to no venting system in The Hub portable baine-maries were not able to be used for hearty, cheaper options in this space (as currently occurs in Manaaki) • Confirmation that Ako and Manaaki need to be open five days during term as students will become unsure about what services are open and won't cross the road especially in winter. • Mark and Caroline to run iPad surveys in both areas to garner further feedback
Campus Plan Update	<p>Tracey Howell (Campus Project Manager) and Cameron Olsen (Logic Group) attended to update and ask for feedback on campus development plans</p> <p>Key Information</p> <ul style="list-style-type: none"> • Student Accommodation will be four floors with a range of accommodation and catering options • Potential that all of ABE may be relocated to current pre fab area in Art • Art & Design relocated to behind D block • Future proofing going on with open flexible spaces • Confirmation from Student Council how great The Hub is. <p>The Student Council agreed to invite Tracey back later in the year to discuss individual spaces</p>
Next Meeting	Thursday 21 July 2016

Actions	
Mike Collins	Investigate potential carparking in Parry Street and inform Student Council of outcome. – in progress carried over
Michaela Fleury	Work with OPSA to combine awards and share minutes – update at July meeting as no time to discuss
Michaela Fleury	Invite Tracey Howell to meeting in September / October

Dear Mark and Caroline

The Student Council are a Subcommittee of Otago Polytechnic Council set up by Phil in 2010 so that students had an official voice to Council. Food options for students has been a topic of discussion since late last year. Below is the section from the April minutes that discusses this and Matt Carter (LT Rep for the Student Council), would appreciate an update from you taking these into consideration on what your future plans are for the different locations and student options so we can update the Student Council.

Following the feedback from last month's meetings the Student Council prioritised matters raised regarding food on campus into a priority list as follows;

1. Price and variety of food

- *Cheaper options at \$3.50-\$5 similar to OUSA All our Hot Food dishes are priced from \$5 including our "Gourmet Range" of boxed sandwiches! Benchmarking of these products at several locations including Otago University have placed us in the low-medium price bracket. We have Chips and half salads for \$3*
- *Filling food – Curries, Mac Cheese, Nacho's, Hot Roast Rolls We provide hot food from the canteen "Ozone" Wed to Friday. We have Burgers \$3.50 with chips \$5, Chicken and vegetable curries from \$5, Chilli mince with rice, sour cream and sweet chilli from \$5. We vary the menu with items such as Mac n Cheese, nacho's chicken fried rice, Hot soups etc.*
- *Specials of the day /combo's ie \$4.50 lunch or coffee and muffin We have a \$5 special at the moment for large Beef Burger and fries @ Ozone. We agree these are a good idea and need to do more of this.*

2. Location

- *Preference overwhelming indicates the above is wanted in The Hub – we have limited facilities to heat, keep warm or cook food in Eden due to the constraints placed on us during the design phase i.e. no option for external extraction.*

3. Ako Café – Opening hours

- *Needs to be Monday to Friday or people will stop going As Ako is a student driven space it has to fit in with the student timetable. Past cost analysis has shown that to have this space manned full time or in between is not cost effective to the School and it is not subsidised by OP as is the case at Otago University. Upon the opening of the Hub AKO custom dropped significantly which does not support the claim that "people want this service" OR that it is less attractive from a location point of view OR that the numbers on campus do not support two full-time operations within 100 metres of each other – unlike the University with it's much larger student and staff population.*
- *Make coffee cheaper as run by students practising - \$2 to \$3 Personally I believe that it is our job as educators to guide the student to make a coffee that is fit for selling at trade prices, we provide them with the best beans (Organic Fair Trade \$32kg) good equipment etc to this end. However as a group we have decided to sell the coffees in AKo for \$3med and \$3.50 large, which IS significantly cheaper than cafes in the vicinity and in town.*

The Student Council appreciate that the popularity of The Hub was probably not anticipated by anyone when designing Eden Café, but want to move forward and have options for the above discussed and implemented if possible to cater for them as customers. Actually we did anticipate that that the Hub would be popular and that a café in the Hub would attract much more custom than Ako and Ozone. However we continued to run Ako and Ozone as full-time outlets during the academic year to ensure that this pattern was sustained. It was and we have adjusted our opening hours accordingly to meet that reduced demand but also to align with our students' needs for experiential learning opportunities. We continue to review all our operations including opening days and times and appreciate your feedback. We have recently surveyed customers at Eden café and will continue to use this tool to get a wide range of feedback from as many customers as possible.



Academic Board

Minutes of the *electronic* Academic Board meeting held on 20 June 2016 (*final approval gained 21 June 2016*)*

Responses from

- | | | |
|---------------------------|--------------------|---|
| 1. Sue Thompson (move) | Approve 21/06/2016 | 12.34pm |
| 2. Sam Mann (second) | Approve 21/06/2016 | 1.36pm – <i>except A37.16 requires further discussion – item withdrawn and extra meeting called for 1 July 2016</i> |
| 3. Leoni Schmidt | Approve 20/06/2016 | 4.00pm |
| 4. Linda Kinniburgh | Approve 20/06/2016 | 4.24pm |
| 5. Lesley Smith | Approve 20/06/2016 | 4.43pm |
| 6. Nick van der Walt | Approve 20/06/2016 | 5.34pm |
| 7. Megan Gibbons | Approve 20/06/2016 | 5.51pm |
| 8. Mereana Rapata-Hanning | Approve 20/06/2016 | 6.10pm |
| 9. Chris Morland | Approve 20/06/2016 | 8.55pm |
| 10. Justine Camp | Approve 21/06/2016 | 10.34am – <i>except A39.16 and A40.16 requires further discussion – item withdrawn and extra meeting called for 1 July 2016</i> |
| 11. Phil Ker | Approve 21/06/2016 | 8.16pm |

Quorum (10) achieved 21/06/2016

NB: quorum numbers have increased by 1 due to membership cop-opt 1 extra member June 2016

A35/16 previous minutes from 14 May 2016 – true and correct record, no action items.

Recommendation: That Academic Board approve the 14 May 2016 minutes as a true and correct record.

A36/16 Type 2 change **New Zealand Certificate in Cookery (Level 4)**

Recommendation: That Academic Board approves the change to Entry Criteria for NZ2101 New Zealand Certificate in Cookery (Level 4).

A38/16 NZDipBus(L5) - **Accreditation Application to NZQA using NMIT's programme of study**

Recommendation: That Academic Board approves the application for accreditation for the delivery of NZ2459 New Zealand Diploma in Business (Leadership and Management) (Level 5).

A41/16 **Academic Calendar 2017.** The 2017 default calendar has been through a consultation process lead by Chris Morland with Heads of School, Leadership Team, and various other stakeholders. Note there are no standard start dates for OP programmes any more as each School/Programme area designs their own.

Recommendation: That Academic Board approve the 2017 default calendar for publication on Insite.

The following is a feedback request to proposed changes to a number of NZQA rule sets -.for reading before and the next scheduled meeting 18 July 2016:

The New Zealand Qualifications Authority (NZQA) is requesting your feedback on proposed changes to a number of NZQA Rule sets. The proposed changes seek to ensure that NZQA Rules are clear, reflect current practice and operational changes, and enable NZQA to effectively perform its quality assurance functions.

In response to sector feedback, NZQA is releasing these Rule change proposals as a single consultation package. NZQA is also extending the submissions period to eight weeks to ensure that the sector has sufficient time to consider the proposals.

NZQA is seeking feedback from 16 June 2016 – 11 August 2016.

See the [Consultation on proposed NZQA Rule changes page](#) for more details on the proposed enhancements.

The following items have been withdrawn pending further discussion – extra meeting scheduled 1 July 2016, 10am G310

A37/16 Withdrawn pending further discussion Type 2 change MPP/GDPP site accreditation for AIC

A39/16 Withdrawn pending further discussion (QAC02/16) New Zealand Certificate in Stonemasonry (Level 4) (Construction Stonemasonry)

A40/16 Withdrawn pending further discussion (QAC03/16) New Zealand Certificate in Business (Administration and Technology) (Level 3)

Extra meeting: 1 July 2016, 10am, G310.

Next scheduled: 18 July 2016



Academic Board

Minutes of the Academic Board meeting held on 1 July 2016 (*final approval gained electronically 4 July 2016*)

Present (7) not quorum: Sue Thompson (chair), Sally Baddock, Doris Lancaster, Linda Kinniburgh, Matthew King, Lesley Smith, Sam Mann (via Lync), Pam Thompson (secretary).

Apologies: Phil Ker, Sally Pairman, Megan Gibbons, Richard Mitchell, Nick van der Walt, Linda Robertson, Chris Morland, Justine Camp, Leoni Schmidt, Alistair Regan, Mereana Rapata-Hanning

Electronic responses from:

12. Chris Morland	4/7/2016	2.10pm
13. Mereana Rapata-Hanning	4/7/2016	3.42pm
14. Megan Gibbons	4/7/2016	3.56pm

Quorum (10) achieved 4/07/2016

NB: quorum numbers have increased by 1 due to membership cop-opt 1 extra member June 2016

1. A42/16 Minutes from 20 June for approval as true and correct record - matters arising pertain to agenda items 3 and 4 for this meeting.

Recommendation 1: That Academic Board approve the 20 June 2016 minutes as a true and correct record.
Proposed Sue Thompson/Sam Mann

2. A43/16 Type 1 changes for approval

Discussion around Bachelor of Social Services and change relating to late submission with no extension and penalties

- 10% seems excessive
- BIT use 5% per day late
- Other programmes no % penalty but a fail and can be considered for impaired or aegrotat depending on circumstances

Recommendation 2: That Academic Board approve the Type 1 changes as listed with the exception of the Bachelor of Social Services changes to late submission penalties and non-production of assessed work. Academic Board request that this change is revisited in light of the new draft assessment policy to enable more consistency of practice across Otago Polytechnic.

Proposed Sue Thompson/Doris Lancaster

3. A37/16 Type 2 change MPP/GDPP site accreditation for AIC for discussion and approval.

Withdrawn from 20 June 2016 meeting for further discussion around research capability at AIC after email from Sam Mann received 20/6/2016 1.36pm:

I'm not sure of the process here, but I would like an Academic Board discussion about how we can improve this application.

While I am hugely supportive of the goals of this initiative, I think that the AIC research plan as currently stated is a significant risk to Otago Polytechnic. As AIC has been teaching at degree level for some years now, I believe that they should have progressed beyond "developing a culture" especially as little evidence is provided of even this. While the plan points to differences in approach, the evidence is stark - there are very few research activities or outputs in the period 2012-15 provided on the included CVs. It also seems to have been written to support the BAM, and has not been reconsidered for the focus on post-discipline professional practice research needed for the MPP. Further, claims about specialising in non-abstract sustainability (whatever that means?) are not supported by evidence. If I was on an NZQA panel I would be looking very hard at this document and it looks to me like the evidence is wanting.

My fear is that submitting this research plan to NZQA this will not only affect the likelihood of success of this MPP accreditation extension, but also the current BAM, and the soon-to-be submitted DPP.

Cheers

Professor Samuel Mann

Discussion:

- Currently approval for Dunedin site only with distance delivery managed from Dunedin. This site accreditation will allow management of learners from AIC campus.
- Sam's concerns around research plan was that it is not detailed enough and teaching is seen as separate to research activity and sometimes in areas not related to teaching.
- Concerned around how the campus is developing research capability – not just employing staff that are doing research elsewhere.
- Contracted 8 week block teaching model does not allow ongoing research during periods of teaching – however intention is to have 70% of staff in full time employment by end of 2016.
- Reference in document about 'unique feature' – need to be careful about lofty claims.
- All other Capable NZ offered qualifications require AIC site accreditation also.
- It appears that the hole is plugged so ok to proceed - **NZQA panel for Postgraduate Applied Management Suite have ticked off the research plan following the submission of additional information – Sue tabled this information to Academic Board for noting:**
 - *Second update for panel re research*
 - *OPAIC research 2015_2016*

Recommendation 3: that Academic Board approve the Type 2 change Master of Professional Practice, Graduate Diploma in Professional Practice site accreditation for Otago Polytechnic Auckland International Campus subject to the correction of errors and the document coming back to Academic Board with the research details updated and the other Capable NZ degree qualifications included.

Proposed Sue Thompson/Linda Kinniburgh

4. A39/16 NZ Certificate in Stonemasonry (Construction Stonemasonry) (Level 4) and A40/16 NZ Certificate in Business (Administration and Technology) (Level 3)

Both items withdrawn from 20 June 2016 meeting for further discussion regarding concerns that the Treaty of Waitangi and integration of Maori knowledge is invisible. "I would expect to see that there is some reference to treaty and or Māori culture in at least one learning outcome in the whole qualification". (Justine Camp 21/06/2016 10:34am).

Discussion:

- Need for visible and explicit references to Maori Strategic Framework and Sustainability Framework in the higher level documents such as the "skinny" application document and programme documents and not just in the blueprints.
- May just require a sentence or two in the "skinny" document pointing to the evidence in the other documents to state that at least considered and included elsewhere.
- Design of TANZ "skinny" document – Academic Board should see and approve this template and the hierarchy of documents to understand how all parts fit together.
- Approve to send to NZQA but ask for documents to come back to Academic Board before the end of the year to see visible reference – i.e. Academic Board needs to be provided with the evidence of visible integration of MSF and Sustainability framework prior to the programmes' delivery.

Recommendation 4a: That Academic Board approve NZ Certificate in Stonemasonry (Construction Stonemasonry) (Level 4) subject to continuing integration of the Maori Strategic Framework and the Sustainability Framework being visible in the programme document.

Proposed by Sue Thompson/Sam Mann

Recommendation 4b: That Academic Board approve NZ Certificate in Business (Administration and Technology) (Level 3) subject to continuing integration of the Maori Strategic Framework and the Sustainability Framework being visible in the programme document.

Proposed by Sue Thompson/Sally Baddock

Recommendation 4c: That further and full discussion about the integration of the Maori Strategic Framework and the Sustainability Framework into programme documents and/or learning outlines be had at the next

Academic Board meeting, and a referral/recommendation to the Design 4 Learner Success development teams and Learning and Teaching committee to make explicit reference to the Maori Strategic Framework and Sustainability Framework in programme documents and course outlines, not just in the blueprints.

Proposed Sue Thompson/ Linda Kinniburgh

5. A44/16 Type 2 change document attached for the condensed delivery of Hairdressing L3.

Note from QEC: the interesting thing is that NZQA have told us that it appears the old condensed delivery is still available for use – however it was 25 teaching weeks, not the 27 we want, so we're putting it through Academic Board just to be safe.

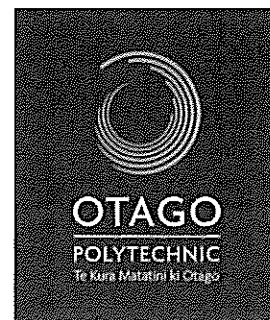
Recommendation 5: That Academic Board approve the type 2 change document for condensed delivery of the Certificate in Hairdressing Level 3.

Proposed Sue Thompson/ Lesley Smith

Next meeting: 18 July 2016, F209 Puna Kawa, 3pm.

12. ADDITIONAL AGENDA ITEMS

Council Closed Agenda



**Meeting to be held: 9.15am 5 August 2016
(Council only at 9.00am)
Puna Kawa, Level 2, Mason Centre, Otago Polytechnic,
Forth Street, Dunedin**

RESOLUTION TO EXCLUDE THE PUBLIC

Section 48, Local government Official Information and Meetings Act 1987

Move that the public be excluded from the following parts of the proceedings of this meeting, namely.-

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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 June 2016 (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	
Council Self Assessment Report (Reason (1))		
Chief Executive's Report (Reason (i))		
Crown Asset Transfer – Agreement for Sale and Purchase (Reason (i))		
Policy Statement – Open Education Resource Foundation (Reason (i))		
Finance and Audit Committee Chair's Report (Reason (i))		
Finance Reports (Reason (i))		
Health and Safety 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))		