



# Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 30 April 2019**

at **11.00 am (Public session to commence at 1.30pm)**

in **Room G202, City Campus.**

Tracey McGill  
Council Secretary



## COUNCIL MEETING AGENDA

Tuesday 30 April 2019

11.00 am\*

Room G202, Council Room, Te Kei, City Campus

\*Note: Ara Council only time 10.30am to 11.00 am and the public meeting commences from 1.30pm.

<b>Ara Council Public Excluded Meeting</b>				
<p><b><i>It will be moved that the public be excluded from this section of the meeting.</i></b></p> <p>This resolution will be made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item to be considered while the public is excluded:</p> <ul style="list-style-type: none"> <li>• <i>Matters involving confidential information about an identifiable person</i> s9(2)(a) – Protect the privacy of natural persons, including that of deceased natural persons</li> <li>• <i>Submissions to Parliament and other formal advice</i> s9(2)(f) – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials</li> <li>• <i>Commercially sensitive financial data</i> s9(2)(i) – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</li> <li>• <i>Negotiations in progress with other organisations</i> s9(2)(j) – 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)</li> </ul> <p><b><i>The general subject of the matters to be considered while the public is excluded are:</i></b></p>				
<b>1) Meeting Attendance</b>	11.00am	1.1	Welcome and Apologies	
<b>2) Strategic Topics for Discussion</b>	11.05am	2.1 2.2 2.3	RoVE Update Transformation Programme Update Dashboard “Show and Tell” – <i>Performance Reporting Team</i>	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)] Verbal Attached Presentation
<b>3) Meeting Business</b>	12.15pm	3.1	Meeting held Tuesday 26 March 2019 (Public Excluded) a Approval of minutes b Matters arising c Action List	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)] Attached
<b>4) For Decision</b>	12.25	4.1	Draft Annual Report 2018	[s9(2) (f), (i), (j)] Attached
<b>5) For Discussion</b>	12.40pm	<b>MONTHLY REPORTS</b> 5.1	Chief Executive – Public Excluded a Deputy Chief Executives – Public Excluded	[s9(2) (i), (j)] Attached
<b>6) For Information</b>	1.10pm	<b>MONTHLY REPORTS</b> <b>Subcommittees and Other</b> 6.1 6.2 a 6.3	Trustees Update Council Audit and Risk Committee – Public Excluded Risk Register Council Campus Redevelopment Committee – Public Excluded	[s9(2) (i), (j)] [s9(2) (i), (j)] Verbal Verbal [s9(2) (i), (j)] Attached
<b>7) General Business</b>	1.25pm			

<b>Ara Council Public Meeting</b>			
<b>8) Meeting Business</b>	1.30pm	8.1 Karakia : Ara Waiata	Te Marino
		8.2 Apologies	
		8.3 Disclosure of Conflicts of Interest	Attached
		8.4 Meeting held Tuesday 26 March 2019 a Approval of minutes b Matters arising c Action List	Attached
		8.5 Correspondence	Attached
<b>9) For Discussion</b>	1.45pm	<b>MONTHLY REPORTS</b> 9.1 Chief Executive a Health and Safety	Attached
		<b>OTHER</b> 9.2 Ara Constitution	Attached
<b>10) For Information</b>	2.15pm	<b>MONTHLY REPORTS</b> 10.1 Chair Report 10.2 Trustees Update 10.3 Sub-Committee Reports a Academic Board b Council Audit and Risk c Council Campus Redevelopment Committee	Verbal Verbal Attached Verbal Verbal
		<b>OTHER</b> 10.4 2019 Council Work Programme 10.5 Media Report	Attached Attached
<b>11) General Business</b>	2.50 pm		
	3.00 pm	Poroporoaki	

Ko te pae tawhiti  
Whāia kia tata.  
Ko te pae tata  
Whakamaua kia tina

Haere mai e te iti  
Haere mai e te rahi

Kia inu ai tātou  
I te puna Māori  
I te puna Wānaka

Hei tikitiki mōhou  
Mō tātou e

Haere mai kia kapohia  
ngā kai a ngā tīpuna

Kua tau tō waka ki Ara e

Seek distant horizon to reach  
your potential

Come one,  
Come all

So that you may drink  
from the nourishing  
spring that is Te Puna Wānaka

To strive for excellence  
for all

Come and take hold of  
the knowledge of our ancestors

You have arrived in our midst.

<b>Ara Council</b> <b>30 April 2019</b>	<b>Agenda Item</b>	<b>8.3</b>
		<b>Information Item</b>
<b>PUBLIC</b>	<b>Presented by</b>	T Gray

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	2019 Register of Disclosure of Conflicts of Interest
<b>BACKGROUND AND PURPOSE</b>	<ul style="list-style-type: none"> <li>To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members.</li> </ul>
<b>RECOMMENDATION(S)</b>	Council to check the information on the register is accurate and current and advise the Council Secretary of any changes.
<b>LINK TO ARA STRATEGY</b>	N/A
<b>KEY ISSUES IDENTIFIED</b>	N/A
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	N/A
<b>RISK IMPLICATIONS FOR ARA</b>	N/A

## 2019 Register of Disclosure of Conflicts of Interest

as at 30 April 2019

### Council Members

<p><b>Janie Annear</b> Deputy Chair [Term: 01/01/16 - 30/04/20]</p>	<ul style="list-style-type: none"> <li>• Janie Annear Consulting (Director)</li> <li>• Local Government Commissioner</li> <li>• Specialised Structures Advisory Board (Director)</li> <li>• Westhills Forestry Ltd (Shareholder)</li> <li>• Rosehill Trust (Trustee)</li> <li>• Timaru Holdings (Partner)</li> </ul>	<ul style="list-style-type: none"> <li>• Injury Management (Owner)</li> <li>• South Canterbury District Health Board (P Annear -Board Member)</li> </ul>
<p><b>Thérèse Arseneau</b> (Chair) [Term: 01/05/17 - 30/04/21]</p>	<ul style="list-style-type: none"> <li>• ChristchurchNZ (Chair and Director)</li> <li>• Christchurch Symphony Orchestra (Chair and Trustee)</li> <li>• J Ballantyne and Company Ltd (Director)</li> <li>• Elder Family Trust (Trustee)</li> </ul>	<ul style="list-style-type: none"> <li>• Therese Arseneau Consulting Ltd (Director and Shareholder)</li> </ul>
<p><b>Jeremy Boys</b> [Term: 01/01/16 - 30/04/19]</p>	<ul style="list-style-type: none"> <li>• Opuha Water Ltd (Director)</li> <li>• JW&amp;AM Boys Family Trust (Trustee)</li> </ul>	
<p><b>Jane Cartwright</b> [Term: 01/05/14 - 30/04/19]</p>	<ul style="list-style-type: none"> <li>• Ara Foundation (Trustee)</li> <li>• Brackenridge Estate Limited (Chair)</li> <li>• Health Practitioners Disciplinary Tribunal (Member)</li> <li>• Nurse Maude Association (Chair – Clinical Quality &amp; Risk Committee).</li> </ul>	<ul style="list-style-type: none"> <li>• Canterbury Clinical Network (Independent Advisor)</li> <li>• Cartwright-Newton Family Trust (Trustee)</li> <li>• JC Ltd (Director)</li> </ul>
<p><b>Stephen Collins</b> [Term: 01/05/13 - 30/04/20]</p>	<ul style="list-style-type: none"> <li>• Basileus Investments Ltd (Director and shareholder)</li> <li>• Christchurch Heritage Trust (Board member)</li> <li>• Christchurch Heritage Ltd (Director)</li> <li>• Collins Davies Trust (Trustee)</li> <li>• Collins Real Estate Ltd (Director and shareholder)</li> </ul>	<ul style="list-style-type: none"> <li>• S J Collins Family Trust (Trustee)</li> <li>• Rebekah Collins Trust (Trustee)</li> <li>• Samuel Collins Trust (Trustee)</li> <li>• Westwood Ltd (Director and shareholder)</li> <li>• Central City Business Group (CCBG) (Trustee)</li> </ul>
<p><b>Elizabeth Hopkins</b> [Term: 01/05/14 - 30/04/20]</p>	<ul style="list-style-type: none"> <li>• Ara Foundation (Trustee)</li> <li>• Hi-Aspect (Chair)</li> <li>• Hopkins Partnership (Director and Shareholder)</li> <li>• University of Canterbury (Consultant to 31 March 2019)</li> <li>• University of Canterbury (Employee from 1 April 2019).</li> </ul>	<ul style="list-style-type: none"> <li>• Landcare Research (employee)</li> <li>• Hopkins Partnership (Director and Shareholder)</li> </ul>
<p><b>John Hunter</b> CCRC Chair [Term: 01/05/14 - 30/04/19]</p>	<ul style="list-style-type: none"> <li>• Hunter York Family Trust (Trustee)</li> <li>• Nelson Bays Primary Health (Chair)</li> <li>• PHO Alliance (Executive member)</li> </ul>	
<p><b>Melanie Taite-Pitama</b> [Term: 01/03/17 - 28/02/21]</p>	<ul style="list-style-type: none"> <li>• Tuahiwi Education Ltd (Director/Shareholder)</li> <li>• Tuahiwi School Board of Trustees (Member)</li> <li>• Taite Family Trust (Trustee)</li> <li>• Rangiora High School (Advisor to Board of Trustees)</li> </ul>	

### Council Officers

<b>Tony Gray</b> Chief Executive	<ul style="list-style-type: none"> <li>• TANZ Ltd (Director)</li> <li>• Ōtautahi Education Development Trust (Trustee)</li> <li>• Ara Foundation (Trustee)</li> <li>• TANZ Accord (Chair)</li> <li>• Hurford Trust</li> </ul>
<b>Te Marino Lenihan</b> Kaiārahi	<ul style="list-style-type: none"> <li>• k4 Cultural Landscape Consultants Ltd (Director)</li> <li>• Centre of Contemporary Art (CoCA) (Board of Trustees)</li> <li>• Ngā Aho (National Network of Māori Design Professionals) (Executive)</li> <li>• Kaiapoi Pā Trust</li> </ul>
<b>Tracey McGill</b> Council Secretary	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>George Tylee</b> Deputy Council Secretary	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Christina Yeates</b> Governance and Strategy Unit Senior Administrator	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

# **Ara Institute of Canterbury**

## **Council Minutes**

### **26 March 2019**

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 26 March 2019 at 1.30pm in Room G202, Te Kei, City Campus and via videoconference to Room TA210, Timaru Campus.

## **7 Statutory Requirements**

### **7.1 Karakia/Mihi**

The meeting commenced with the Ara Waiata.

### **7.2 Attendance**

#### **a Present**

##### **i Voting Members**

Thérèse Arseneau (Chair), Janie Annear (Deputy Chair), Jeremy Boys, Jane Cartwright, Stephen Collins, John Hunter and Melanie Taite-Pitama.

##### **ii Non-Voting Officers**

Tony Gray (Chief Executive) and Christina Yeates (Minute Secretary).

##### **iii Management**

Darren Mitchell (Deputy Chief Executive – Chief Operating Officer).

##### **iv In Attendance**

Michael Rondel (Independent Chair – Council Audit and Risk Committee) and Eleanor Rarity (Timaru Herald).

#### **b Apologies**

##### **i Voting Members**

Elizabeth Hopkins.

##### **ii Non-Voting Officers**

Te Marino Lenihan (Kaiārahi) and Tracey McGill (Council Secretary).

### **7.3 Disclosure of Conflicts of Interest** [Pages 19/Ara Council/03/63-65]

#### **a Additions/Alterations to the Disclosures of Conflicts of Interest Schedule**

Nil

#### **b Declarations of interest for items on today's agenda**

Nil.

### **7.4 Confirmation of Minutes** [Pages 19/Ara Council/03/66-71]

#### **a Minutes of Committee Meeting – 26 February 2019**

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 26 February 2019 (not being a meeting or part of a meeting from which the public was excluded) be confirmed as a correct record of proceedings of that meeting and be signed by the Chair accordingly.*

*J Hunter/J Cartwright*

*Carried*

*Note: One grammatical edit was identified – correction to spelling of Arowhenua.*

#### **b Action List of Committee Meeting – 26 March 2019**

The action list of 26 March 2019 meeting was received and noted. Specific updates are recorded below:

- AP1900 – Review of Governance documentation – it was agreed at today's meeting to bring the revised Constitution to the April Council meeting.
- AP1904 – Health and Safety – the Chief Executive advised that a new structure is now in place, but the Health, Safety and Wellbeing Leaders Group have not yet met. Council is represented by Jeremy Boys. The terms of reference have been completed and invitations for the first meeting will be sent in due course. Starting to build on a strategic audit approach and this is in progress for April.
- AP1908 – Graduation and the role of Arowhenua – Council sought some clarification on the invitation list for iwi going forwards to Ara graduation ceremonies. The Kaiārahi confirmed he has oversight on this and will ensure executive iwi continue to be invited. This action has now been completed.

#### **c Matters Arising**

Nil.

## **8 For Discussion**

### **8.1 Chief Executive Report** [Pages 19/Ara Council/03/72-85]

The report was taken as read and the Chief Executive provided the following update:

## RoVE

- a There has been a strong level of consultation throughout the region and the CE has travelled extensively, meeting with a wide variety of key stakeholders including, Mayors, Chambers of Commerce and Local Council CE's etc from Oamaru through to Kaikoura.
- b There is a general concern over the potential loss of decision making, flexibility and innovation at regional level if things get centralised; there was good support for Ara in terms of its initial go forward position.
- c There has been discussion on the proposed structure recognising that some elements of RoVE address duplication and Ara's position aligns to this. There has been support for change in the funding model and support for the continuation of degrees.
- d The CE confirmed the extension date for the consultation period is now to 5 April 2019.
- e Once we have our submission, it will be distributed externally. A Communications plan is being put together from next week [5 April]; the CE had confirmed to stakeholders that they would be provided with a copy of the final report.

## Enrolments Update

- f Good news is that Ara enrolment figures are up on last year but not as much as Ara would like them to be.
- g Overall in terms of tracking Ara is ahead of where we were last year and will end up, based on present recruitment ahead of 2018 but not against target EFTS for 2019. This requires us to look carefully at what we will do for the remainder of the year, to enhance recruitment and build EFTS in the second semester to ensure we meet the target.
- h Council noted the delays around visa applications – the CE advised he is the NZITP CE's representative on the International Directors meeting group and has written to senior immigration officials about immigration visas and processing. Council were advised that on 4 April, Celia Coombes, [Senior representative of INZ] is attending a CE meeting and these matters will be addressed.
- i Continuing to monitor enrolment numbers in South Canterbury. Council noted that the Trades/Cookery programmes are not doing so well and could be indicative of younger people getting jobs without front end qualifications.
- j The Transport Logistics programme is going very well and in its second cohort.

- k Council requested that the data on our Maori students be included in reporting going forwards.
- l Discussion on the dashboards – powerful tool to drill down. Council were advised that a “Show and Tell” will be arranged for the April Council meeting.
- m The one page of positive summary data was well received by Council with the headlines and overview; and in general, very good trending at 98%+. It was agreed that it is equally useful to have the ‘lowlights’ as well as highlights
- n Conversion rate has been good overall – this is shown as a report within the dashboards. Online applications are also good.
- o The out-turn for TANZ eCampus in 2018 was 130EFTS noting an increase from 30 from previous years and with a target of 200 for 2019.
- p The financial report was taken as read. Council were advised that the unusual ratio for students’ tuition fees is to do with the timing of the invoicing process and the confirmation of student’s eligibility for free fees; it is expected the ratios will correct themselves. The 2019 reforecast is to come which will include the budget and enrolment figures. In terms of budget and cashflows, we will need to roll the ledger for year end.

*It was **resolved** that the Chief Executive’s report and its contents be received and noted.*

*T Arseneau*

*Carried*

## **8.2 Health and Safety**

[Pages 19/Ara Council/03/76]

The monthly report was taken as read.

- a The Chief Executive advised that concentration over the last two weeks has been to debrief and review (along with other organisations) how the events of the 15 March have affected us and to focus on a review of the Lockdown.
- b It is expected to see the impact of the last fortnight with negative trends in wellbeing and sick leave which will be picked up by the new health and safety leaders’ group; it is noted that Council is not comfortable with how these are tracking.
- c Council queried whether Ara has a target for sick leave and how many hours can individuals hold in each year. In general terms, the organisation manages leave quite effectively.
- d Health and Safety actions underway – Council would like to see due dates met in terms of the Health and Safety actions underway. It is expected that once the new Committee meets this will be addressed.

- e The Chair notes the completion of Health and Safety inductions required but requested it be 100% and that this needs to be followed up.
- f Council queried how reporting near misses is done and what mechanisms are used to encourage reporting. The CE advised that this is encouraged through departments and divisions and that one of the responsibilities of colleagues is to report near misses. The new Committee will take note of these queries.

## **9 For Information**

### **9.1 Chair Report**

The Council Chair reflected and acknowledged the recent terrorist activities and our affected communities; the RoVE consultation process and the Ara submission to government; subsequent reviews of lockdown and emergency procedures at Ara; the decision to postpone the start of the graduation ceremony in recognition of the national memorial service; and how we are doing everything we can to support our colleagues and students.

### **9.2 Trustees**

Jane Cartwright advised that the Ara Foundation has interviewed for three slots absent on the Trust and are addressing the re-appointment of Elizabeth as she has completed two terms. Administration is being provided for on a fixed – term contract. The Chair is to be elected at the next meeting.

### **9.3 Sub-Committee Reports**

#### **a) Academic Board**

[Pages 19/Ara Council/03/86-88]

The report was taken as read.

- i. Council noted that the information regarding the role of the Student Voice Co-ordinator on Academic Board.
- ii. Discussion on the paramedic fraternity in Timaru and the CE advised it is on the Ara development list – there is a need to engage with the right providers.

### **9.4 2019 Council Work Programme**

[Pages 19/Ara Council/03/89-90]

The programme was taken as read.

**9.5 February Media Report**

[Pages 19/Ara Council/03/91]

The report was taken as read.

**10 General Business**

Nil.

**Poroporoaki**

There being no further public business, the public meeting closed at 2.25pm for the Ara Council to undertake a Health and Safety tour of the City Campus.

**READ AND CONFIRMED**

Chair: .....

30 April 2019

## Ara Council Minutes - Action List as of 26 March 2019

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1900	30/10/18	7.4c(ii)	Review of Governance documentation – Statute/Standing Orders/Charter	Revisit the Council Charter and bring back to Council, along with a review of the current Ara Standing Orders and Ara Statute, in line with legislative changes. As of 26/3/19 it was agreed to bring the revised Constitution to the April Council meeting.	Chief Executive/Chair /Council Secretary	Revised Constitution to April meeting.	30 April
1904	30/10/18	8.2	Health and Safety	Monthly internal audits and yearly external audits to be arranged. Detailed strategy to be provided to Council with CE responsibility to demonstrate improved best practise across all campuses.	Chief Executive/Chief Operating Officer	In progress with the new Healthy and Safety Leaders' Group.	Ongoing
1912	26/3/19	8.1k	CE Report – enrolments update	Data on our Maori students to be included for each report going forwards.	CFO	In progress for April meeting.	30 April 19



John Ryan

21 March 2019

Therese Arseneau  
Chairperson  
Ara Institute of Canterbury  
PO Box 540  
Christchurch Mail Centre  
Christchurch 8140

Dear Dr Arseneau

**New Audit Contract – 2019 to 2021**

You will recall that my Office wrote to you earlier this year advising that your audit contract expired with the 2018 audit and that a new contract would only be for one year until we had more information about the Minister of Education's plans for merger of polytechnics. The appointed auditor for your organisation will be in touch shortly, if they haven't already, to put in place a new contract for 2019. The purpose of this letter is to give you some context for those discussions.

After eight months in the role of Auditor-General, I have had the opportunity to meet with many of you to discuss the role of my Office, current issues on your mind and how we are working with your organisation to improve trust in government and the value from public sector expenditure. While those discussions were invariably helpful and positive on the role of audit, I also took away some key points about the way we can add more value through the audit work we do.

I look forward to catching up with those of you I haven't met yet, and on continuing to enhance the value of our audits across the public sector.

I have also had the opportunity to look at my Office over this time. Clearly our first priority is to ensure that we deliver robust audits and other reports for Parliament and for New Zealanders. To do this we need to ensure we employ, develop and retain talented staff (and through my contracted appointed auditors from the private sector), and that we have the technology, quality systems and processes which will ensure we continue to meet the requirements expected of us into the future.

In the last few months we have also completed an independent effectiveness and efficiency review of our in-house audit provider; Audit New Zealand. This review has shown that I can continue to use Audit New Zealand as a benchmark from which I can compare the pricing of the private sector audit service providers.

One challenge we all face in maintaining our service quality is rising costs. Like any cost, audit fees should be maintained at a reasonable level. This is, in the case of public sector audits, also a requirement of the Public Audit Act 2001 (the Act). My Office has long had a working definition that, to be reasonable, fees need to be fair to the organisation being audited and provide a fair return (but not more than that) to the auditor. The Act recognises that a quality audit requires a reasonable fee.

Over the last few years our Office has been deliberately constraining audit fee increases. This has occurred against a backdrop of rising expectations on auditors and generally rising expenditure by the organisations that are audited. For some organisations this has resulted in auditors recovering significantly less than the cost of their time. Where this has occurred, it is creating a very real risk that we will not be able to maintain consistent audit quality over time. This issue of fees reaching a level that could compromise audit quality, has also been raised by regulatory bodies here and overseas.

For some organisations audit fees are already at an appropriate level, but for others I expect my appointed auditors will be proposing increases beyond the rate of inflation (after those proposals have been reviewed by my Office). I am asking that the negotiations about audit fees are carried out in good faith so that fees for audits reflect the nature and the extent of the work required. While, in the end, I have the authority under the Act to set audit fees, I would only consider doing that in an exceptional situation where good faith discussions are not able to reach agreement.

Finally, there is much that an organisation can do to ensure the efficiency and effectiveness of their audit. This includes being well prepared for audit, having tidy systems and controls, and ensuring staff are available to assist the auditors as they carry out their audit work. I would expect that where opportunities for reducing the time and costs of an audit can be identified, my auditors are discussing these with you as part of any fee negotiations.

If you wish to discuss this letter or any aspect of the fee setting process then please contact your sector manager in my Office or Murray Powell (Director Audit Appointments) on (04) 917 1500

Yours sincerely



**John Ryan**  
Controller and Auditor-General



## MP for Rimutaka

Minister of Education

Minister of State Services

Leader of the House

Minister Responsible for Ministerial Services

04 APR 2019

Therese Arseneau  
Chair  
Ara Institute of Canterbury  
PO Box 540  
CHRISTCHURCH 8140

By email:

Dear Therese

I am pleased to advise you that I have reappointed three Ministerial appointees to the council of the Ara Institute of Canterbury (Ara): Janie Annear as a member and Deputy Chair, and Stephen Collins and Elizabeth Hopkins as members. I have made the appointments under section 222AA(1)(a) of the Education Act 1989 and the appointments are effective from 1 May 2019 to 30 April 2020.

I have written to Janie, Stephen and Elizabeth to inform them of my decision, with details of the appointment. Copies of the letters are enclosed.

I appreciate your participation in the current work to reform the vocational education and training system. As the reforms progress, it places an even greater emphasis on the council's role in guiding Ara through the changes. Thank you for your leadership of the council at this time.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'CH', representing Chris Hipkins.

**Chris Hipkins**  
**Minister of Education**

cc: Council Secretary, Ara

encl: Letters to Janie Annear, Stephen Collins and Elizabeth Hopkins

<b>Ara Council</b> <b>30 April 2019</b>	<b>Agenda Item</b>		<b>9.1</b>
	Decision Item	Discussion Item	<b>Information Item</b>
<b>PUBLIC</b>	<b>Presented by</b>		Tony Gray

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>Chief Executive's Report</b>
<b>BACKGROUND AND PURPOSE</b>	
<b>RECOMMENDATION(S)</b>	That the Chief Executive's Report be received.
<b>LINK TO ARA STRATEGY</b>	-
<b>KEY ISSUES IDENTIFIED</b>	-
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	-
<b>RISK IMPLICATIONS FOR ARA</b>	-
<b>RATIONALE FOR EXCLUDING PUBLIC</b>	NA

# Chief Executive's Report

## 1 Reform of Vocational Education

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Ara's response to the RoVE consultation was submitted on 5 April 2019; the submission received 'receipt of arrival' from TEC. The outcome of the Minister's review of submissions and further developments are expected mid to late May 2019; with a potential paper going to Cabinet early June.

## 2 Transformation Development

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Some transformation projects have been 'slowed' as a result of both a concentration on RoVE and the impact of the 15 March 2019 events.

A report updating Council on the progress with the Transformation projects is included as per agenda item 2.2. The work in progress to ensure future projects link effectively to those already underway, will be presented to the May meeting, along with a proposed Investment approach.

## 3 Health and Safety

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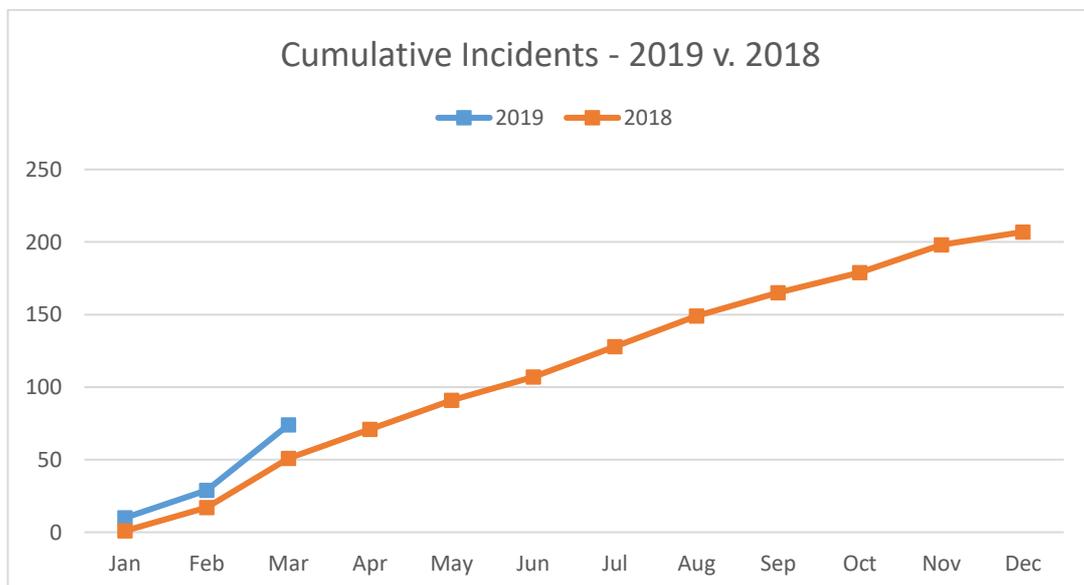
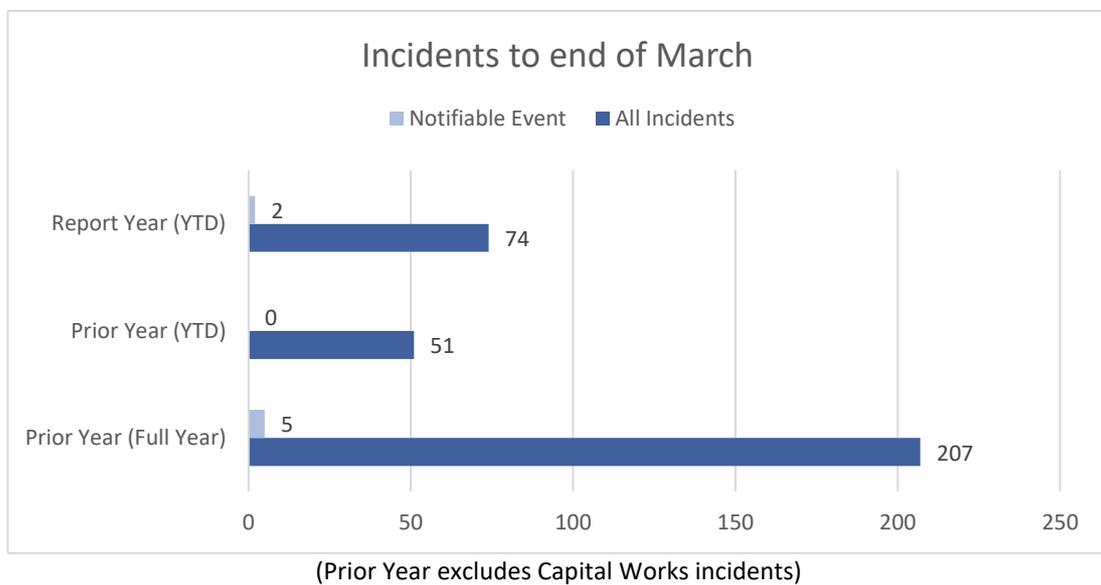
- 3.1 During the month of March, 9 staff and 34 student incidents were recorded. The 9 staff incidents included 3 near misses (1 involving a water leak), 1 strain, 1 bump, 3 trips (2 of which were while crossing public streets), and 1 who was being threatened). Most involved minor or no injury. One student suffered a notifiable injury. This involved a Corrections Department prisoner who is a student on an Ara painting course in prison. He was not engaged in class work, but had received some direction from our tutor. The student fell off a mobile work platform, breaking an ankle, which required surgery. This incident has been investigated in collaboration with Corrections. WorkSafe have requested Corrections complete the Duty Holder Review process. On providing the required details (investigation report, actions to be taken, etc) WorkSafe will decide if further action is warranted.
- 3.2 Of the remaining 33 recorded student incidents, 7 related to health conditions, 8 being hit by something, 7 cuts, 2 falls, 2 sports injuries, 1 strain, 1 slip, 1 arc flash, 1 sawdust in eye, 1 near miss, 1 burn, and 1 fooling around in a wheelbarrow.

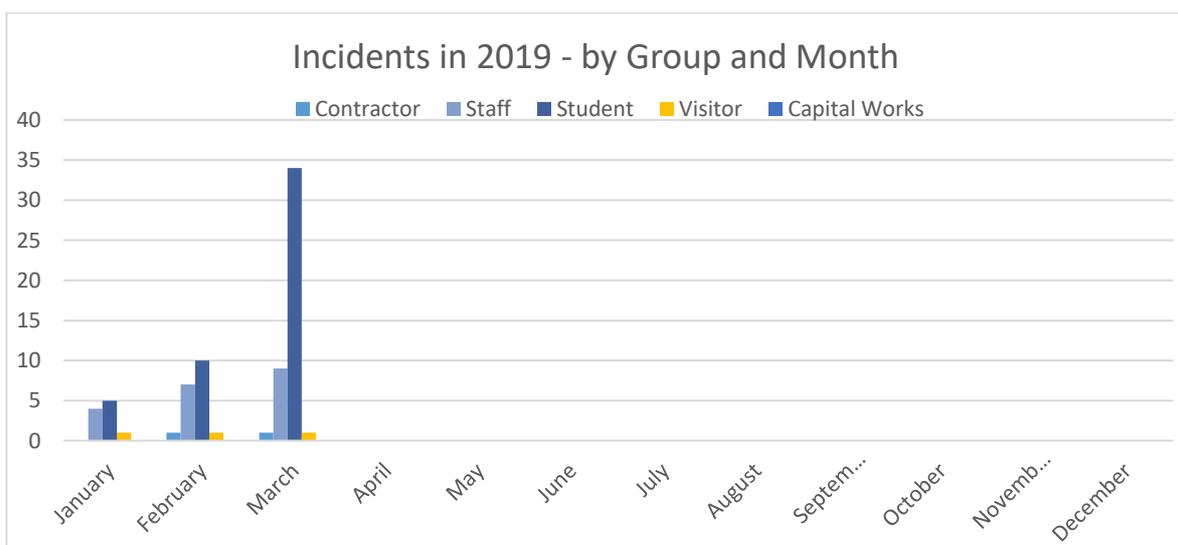
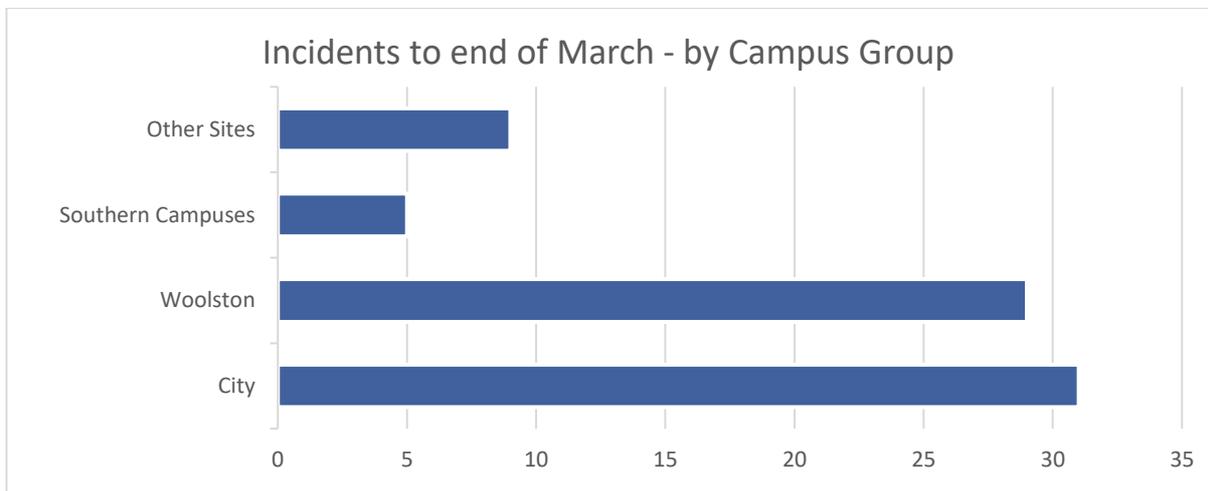
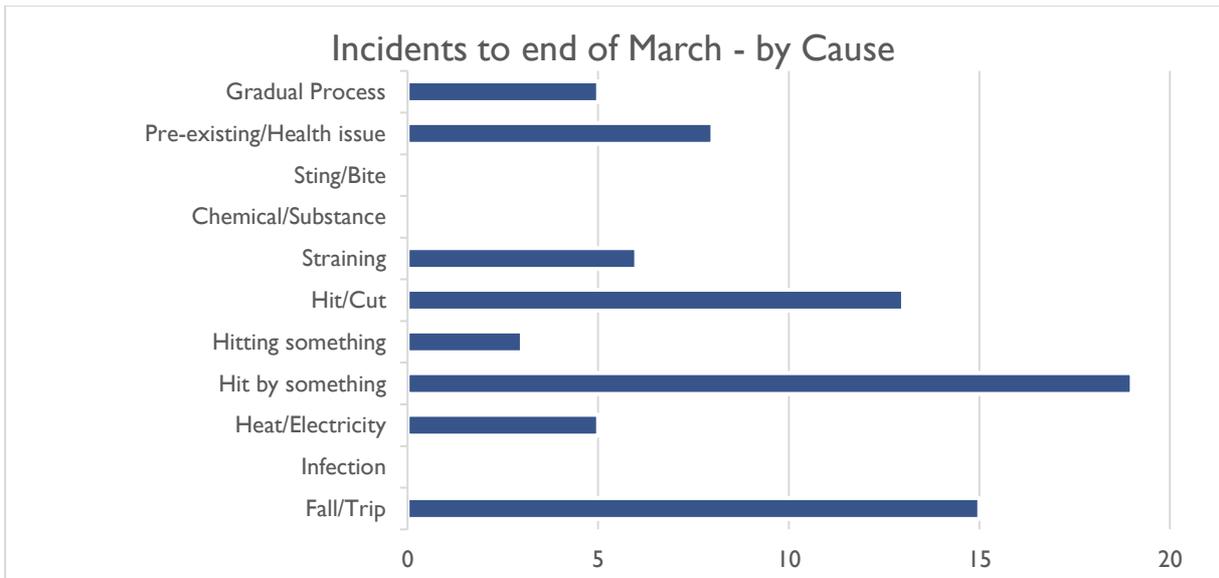
- 3.3 The reason for this spike in student incidents is unknown, but is possibly related to students being unfamiliar with or taking time to re-familiarise themselves with their new tasks and environment. A similar spike occurred in March 2018 when we suffered 25 reported student incidents, when for the rest of 2018 monthly incident numbers ranged between 7 and 13.
- 3.4 A student injured their fingers while using a battery powered skill saw. This could have resulted in a far more serious injury. One significant injury involved a dislocated knee, occurring during free time on the basketball court.
- 3.5 Representatives of the Timaru Health and Safety Committee completed a health, safety and risk management visit to the Sustainability and Outdoor Education programme in Timaru. Their report was tabled and discussed at the March meeting of the full Timaru Health and Safety Committee. The Ara Health and Safety Manager attended this meeting.
- 3.6 TKM agreed the Terms of Reference for the new Health, Safety and Wellbeing Leadership Group.
- 3.7 Leaders and colleagues have begun attending newly established Wellbeing workshops.
- 3.8 Ara went into lockdown during the Christchurch Mosque attacks on Friday 15 March 2019. Review of our response, including feedback from colleagues and external contacts, is underway.
- 3.9 Planned fire evacuation trials in Christchurch were postponed during this time of heightened anxiety.

INCIDENT SUMMARY						
Person Type	Notifiable Injury or Illness		Notifiable Incident		All Incidents	
	This month	YTD	This Month	YTD	This Month	YTD
Staff	0	0	0	0	9	20
Students	1	2	0	0	34	49
Contractors	0	0	0	0	1	2
Visitors	0	0	0	0	1	3
Capital Works	0	0	0	0	0	0
<b>Total</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>45</b>	<b>74</b>

INCIDENT DETAIL (SINCE LAST REPORT)
<i>Refer to commentary for detail on incidents.</i>

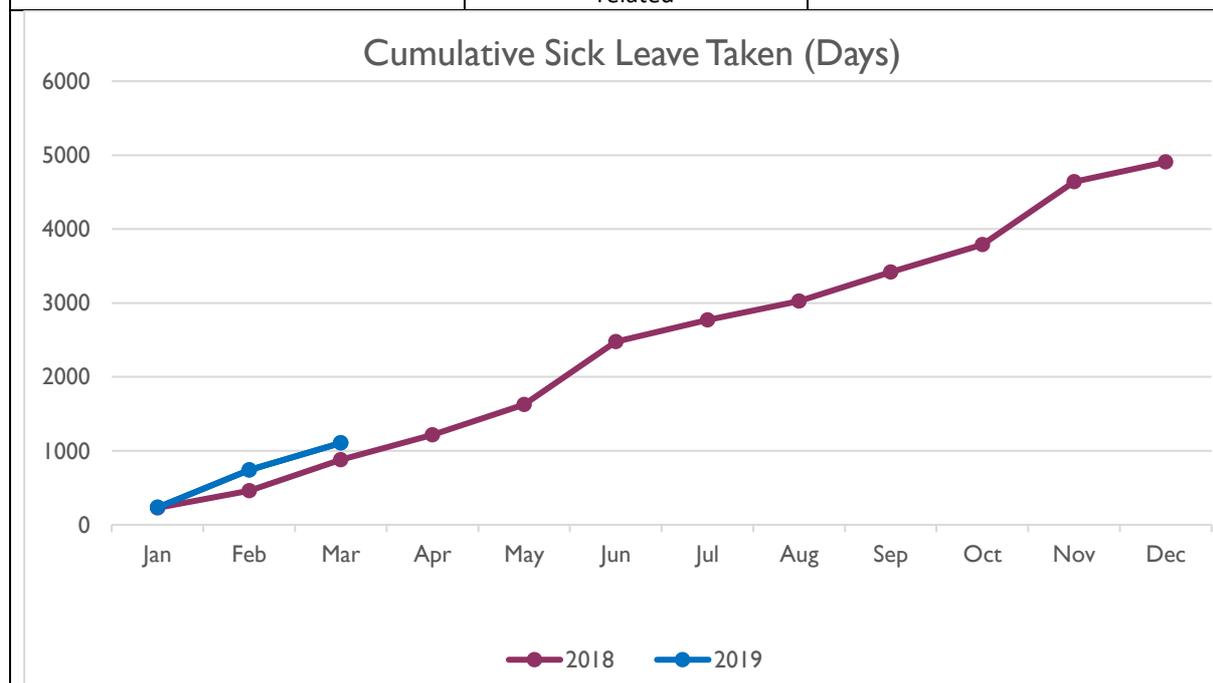




IMPROVING SYSTEMS AND PROCESSES		
Number of audits and inspections (excluding capital works programme)	0	
Staff participating in Health and Safety Oversight	36	H&S Coordinators
Number of provisional improvement notices issued	0	
Number of hazard registers past review date		

STUDENT WELFARE		
Number of student workplace locations reviewed	Unknown	A process is under development to collect data for this measure.

STAFF WELFARE		
Lost days due to on-site accidents	March: 4 days	2 staff strain injuries.
Lost days due to work related off-site accidents	March: 0 days	Nil
Lost days due to sickness	March: 344 YTD: 1,106	21 persons required more than 5 days consecutive sick leave. 423 FTE days total YTD.
ACC leave	YTD: 85 days work related YTD: 59 days non work related	



Number of new staff (excluding casual) that completed their health and safety induction process.	2 of 5 full time staff who started in March	40% Reminders have been sent to those who have not completed induction.
Number of staff on a return to work plan	4	3 non-work related. 1 work related. Broken arm late 2018.
Employee Assistance Programme March		
New clients	12	YTD 29
Sessions	33	YTD 78

CAPITAL WORKS PROGRAMME	
Audits Completed	Nil in March. No incidents or injuries reported from capital works activities.
Audit Action Items	

OTHER
<ul style="list-style-type: none"> <li>• 1 fire alarm event occurred in March – 4 events YTD</li> <li>• 28 contractors were inducted during March – 74 YTD</li> <li>• 1 workstation assessment completed in March – 7 YTD</li> <li>• Staff receiving first aid training, - 4 in March – 7 YTD</li> </ul>

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager DCE People & Culture	April 2019	95 Under consultation with staff unions
Review Health and Safety Policy	H&S Manager		95
Review Incident Management Policies and Plans	H&S Manager		90
Review Lockdown feedback, implement changes, and report	H&S Manager/ FM Manager	May 2019	
Identify top critical risks at Ara Report on controls and measure reduction in risk	H&S Manager	*	
Promote increased reporting of near miss incidents	H&S Manager	*	Ongoing
Establish Health and Safety leadership and Health and Safety working groups & annual programme	H&S Manager	*	Health, Safety & Wellbeing Leadership Group Terms of reference drafted and agreed
Develop and implement a Health and Safety Communications Plan	H&S Manager	*	
Explore a new Health and Safety management system and confirm decision	H&S Manager	April 2019	100 Decision made
Review rehabilitation guidelines as it relates to experience rating	H&S Manager DCE People & Culture	June 2019	95 Awaiting ratification by P&D

\* Time frames to be agreed by the Health, Safety and Wellbeing Leadership Group.

Tony Gray  
Chief Executive

## **Constitution of the [name of ITP] Council**

1. This constitution is determined under Part 15A of the Education Act 1989.

### **Name of the Council**

2. The name of the Council is the [name of ITP] Council.

### **Date of Effect**

3. This constitution comes into effect on 24 October 2019.

### **Number of members of the Council**

4. The Council comprises [eight, nine or 10] members.

### **Membership of council [optional]**

5. Four members are appointed by the Minister of Education and [four, five or six] members are appointed by the Council. At least one member appointed by the Council will be a permanent member of the general or teaching staff who has been elected by the permanent general or teaching staff to represent them, **and** at least one member will be an enrolled student who has been elected by the student body to represent them. Appointments will be made in accordance with the Education Act 1989 and the Council's Statute.
-

<b>Ara Council</b> <b>April 2019</b>	<b>Agenda Item</b>	Page 19/ Ara Council <b>10318</b>
		Information Item
<b>PUBLIC</b>	<b>Presented by</b>	G Nelson

<b>ARA COUNCIL REPORT SUMMARY</b>	
<b>TITLE OF REPORT</b>	<b>Academic Board</b>
<b>BACKGROUND AND PURPOSE</b>	<p><i>A summary report to Council from Academic Quality of:</i></p> <ul style="list-style-type: none"> <li>• <i>The Academic Board meeting was held on 28 February 2019.</i></li> </ul> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <li>• <i>Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i></li> <li>• <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i></li> <li>• <i>Consider proposals for new programmes.</i></li> <li>• <i>Approve programmes.</i></li> <li>• <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <li>• <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i></li> <li>• <i>Receiving and acting on reports.</i></li> <li>• <i>Reviewing performance and effectiveness.</i></li> </ul> </li> <li>• <i>Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.</i></li> </ul>
<b>RECOMMENDATION(S)</b>	<ol style="list-style-type: none"> <li>1. That the Academic Board report be received; and</li> <li>2. That the revised Academic Board Terms of Reference be approved by the Ara Council.</li> </ol>
<b>LINK TO ARA STRATEGY</b>	High Performing Organisation.
<b>KEY ISSUES IDENTIFIED</b>	Nil.
<b>FINANCIAL IMPLICATIONS FOR ARA</b>	-
<b>RISK IMPLICATIONS FOR ARA</b>	-

## 1 Academic Board Terms of Reference

The revised Academic Board Terms of Reference were tabled for approval. These have not been updated since 2013. There were three changes to the membership composition:

- The Student Voice Co-ordinator replaces the student representatives due to the difficulty that the Board has had in recruiting for and maintaining these roles.
- The Manager, People and Culture Capability, and the Registry Manager have been added due to the overlap these roles have with AIR Division delivery.

The sub-committee structures remain unchanged apart from the Boards of Study being removed.

The sub-committees of Academic Board are:

- Portfolio Assurance and Academic Risk
- Evaluation and Review
- Teaching and Learning
- Research and Knowledge Transfer
- Postgraduate Board of Studies

The Department Boards of Study are being replaced by individual groups across two departments each, based on the top four sub committees above. This is to ensure there is a line of sight from individual programmes through to Academic Board based on the specific focus of each sub-committee to allow for more consistency across departments and the sharing of best practice.

## 2 Assessment Practice Project

The project was discussed with an update given. The Departments of Business and Humanities first reports are due to the Steering Group. It was noted that the overall timeframe is challenging and may need to be revised due to the time it is taking to sort the data received for evaluators to use. A report on the first phase will be tabled at the next Academic Board.

## 3 Degree Monitoring Reports

Degree Monitoring reports were received for the following programmes:

- Bachelor of Nursing
- Bachelor of Midwifery

The Bachelor of Midwifery action plan was re-tabled with all monitor recommendations addressed.

It was noted that since centralising the degree monitoring process the quality of the reports has improved, however, there is still some variance. Consistency around the reports is a priority. Last year all monitors were reminded of the Guidelines. Some monitors need to be refreshed/replaced, and this needs to remain a high priority. Academic Board discussed the need to include a planned focus in two or three areas each year for all monitoring visits going forward.

#### **4 Teaching and Learning Committee**

The Teaching and Learning Strategy and the Technology Enhanced Learning Strategy have been widely consulted on. Both of these will come to a future Academic Board meeting for ratification.



# Academic Board Membership and Terms of Reference

Current Version	Previous Reviews	Next Review
11/04/19	12/94 8/95 6/96 5/98 3/00,1/6/01 (terminology only), 5/5/03 (minor changes), 26/6/03, 4/5/06, 2/11/10, 29/3/12, 31/10/13	2022

## 1 Definitions

- 1.1 **Academic Board** ("the Board"): the body established by the (then) Christchurch Polytechnic Council at its meeting on 16 August 1990 (originally referred to as the Board of Studies), in accordance with the Education 1989 Act (Section 182.2) as follows:

*The Council of an Institution shall establish an Academic Board consisting of the Institution's Chief Executive (CE), and members of the staff and students of the Institution, to:*

- a *Advise the Council on matters relating to courses of study or training, awards and other academic matters: and*
  - b *Exercise powers delegated to it by the Council.*
- 1.2 **Committees:** those bodies formally set up by the Academic Board to ensure that the Board's terms of reference are carried out in an effective manner.

## 2 Terms of Reference

- 2.1 The Ara Institute of Canterbury<sup>1</sup> Council delegates the Academic Board to:
- a Approve new and existing programmes and courses which are in accordance with the Ara Strategic Plan and Investment Plan
  - b Admit students to approved programmes and courses
  - c Grant awards
  - d Develop, monitor, review and maintain policies on academic matters, including research
- 2.2 In fulfilling this delegation, the Academic Board will undertake to implement the following responsibilities in accordance with the Ara Investment Plan and in such a manner that the academic freedom of staff and students is preserved, as defined in the Education Act 1989 (Section 161.2 and Section 161.3).
- 2.3 The Academic Board will:
- a Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.
  - b Approve, monitor and review academic policy.
  - c Consider proposals for new programmes.
  - d Approve programmes.
  - e Monitor and promote excellence in programmes.
  - f Monitor and promote research activity within Ara.

<sup>1</sup> From herein referred to as Ara

- g Ensure that the management of academic quality is consistent with established internal standards.
- h Manage sub-committees as required, including:
  - i Defining delegations, roles, Terms of Reference (ToR) and membership.
  - ii Receiving and acting on reports.
  - iii Reviewing performance and effectiveness.
- i Consider and report on any other academic matters which are referred to it by the Council or CE, or which the Board believes are of significant importance.

### 3 Membership

3.1 Whilst membership of the Academic Board is defined in terms of the positions held, it is important to note that Board members are not there to represent the interests of any one faction, but to contribute their particular expertise, experience and perspective to the Board. All decisions must be taken with the best interests of the whole of institution as the paramount driving force.

- a Chief Executive (CE) (Chair)
- b DCE – Academic, Innovation and Research
- c Kaiārahi
- d Chair, Research and Knowledge Transfer Committee (or delegate)
- e Chair, Evaluation and Review Committee (or delegate)
- f Chair, Programme Approval Committee (or delegate)
- g Chair, Teaching and Learning Committee (or delegate)
- h Student Voice Co-ordinator
- i Head of Departments (4)\*\*
- j Academic Staff members (5)\*
- k Manager, People & Culture Capability
- l Manager, Registry

\* Three year rotation      \*\* Two year rotation

(17 members)

3.2 At the discretion of the Board, further members may be seconded, including an academic from another institution or other external body in an advisory capacity. Non-voting observers/understudies from within Ara may attend meetings unless otherwise stipulated. The Board retains the right to determine whether this is with or without speaking rights.

### 4 Committees of the Academic Board

- 4.1 The Committees of the Board:
- a Research and Knowledge Transfer Committee (with Human Ethics Subcommittee)
  - b Evaluation and Review Committee
  - c Programme Approval Committee
  - d Teaching and Learning Committee
  - e Postgraduate Board of Studies

**All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.**

## 5 Formal Delegations

- 5.1 From time to time, the Academic Board formally delegates specific tasks and/or responsibilities to its Committees or other bodies. In doing so, it requires that:
- a Any policies related to the responsibilities are formally approved by the Academic Board unless specifically delegated otherwise; and
  - b Major decisions made by the body receiving the delegation are reported to the Academic Board.
- 5.2 All formal delegations are included in the Academic Delegations Register which is updated annually.

## 6 Appointment of Members

- 6.1 The designated appointed members are selected on the basis of the following criteria:
- a commitment to educational quality;
  - b ability to apply a global view to academic issues;
  - c academic knowledge, skills and experience;
  - d discipline/content area;
- 6.2 A balanced representation will be aimed for when appointing new members.
- 6.3 Members are appointed in consultation with the DCE – Academic, Innovation and Research.
- 6.4 Appointments to each Committee are made by the respective Committee, based on the approved membership and ToR, and reported to the Academic Board.

## 7 Quorum

- a Ten members constitute a quorum of the Board.
- b In cases where the quorum is not achieved, the meeting can proceed, with any recommended actions/motions being endorsed by the larger group before they are binding.

## 8 Meetings

- a The Academic Board will determine the frequency with which it meets, with no fewer than five meetings per academic year.
- b Each subcommittee will determine the frequency with which it meets. Each is responsible for maintaining adequate records of each meeting and for reporting to the Academic Board on a regular basis, appropriate to its tasks and delegations.

## 9 Reporting

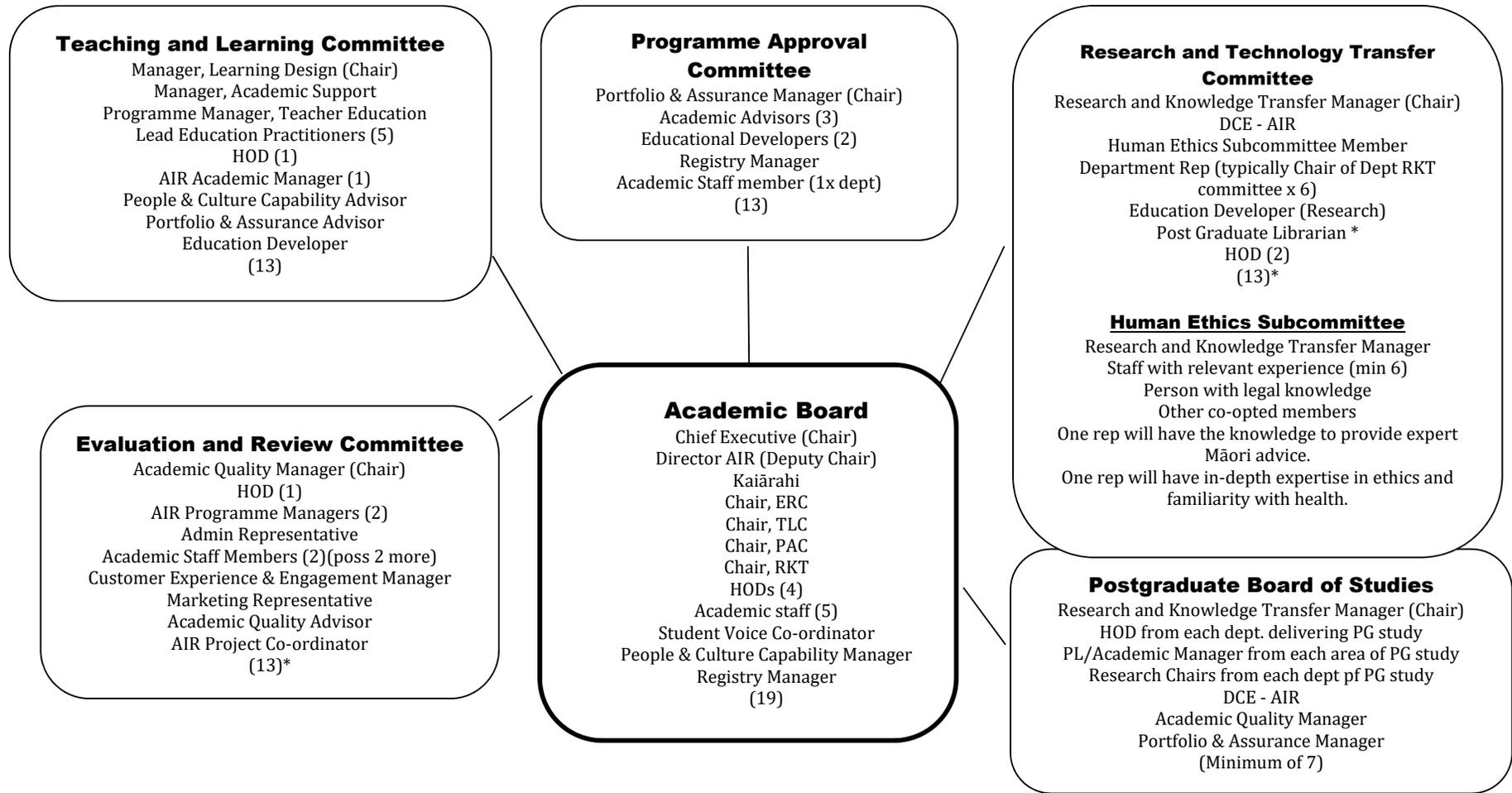
- a The Academic Board will report in writing monthly to Council.

## 10 Attachments

- a Academic Board Structure (diagram).

**All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.**

**Academic Board - Sub Committees**



All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.

# Ara Council Audit and Risk Committee Minutes

**13 March 2019**

Minutes of a meeting of the Ara Council Audit and Risk Committee held on Wednesday 13 March at 10.30am in Room L233, City Campus and via videoconference to Room TA210, Timaru Campus.

## **Welcome**

The Chair opened the meeting welcoming the Committee.

## **1 Meeting Business**

### **1.1 Attendance**

#### **a Voting Members**

Michael Rondel (MR) (Chair), John Hunter (JH) (via zoom) and Jeremy Boys (JB) (via zoom).

#### **b Non-Voting Members**

Darren Mitchell (DM), Christina Yeates (Minute Secretary).

#### **c In Attendance**

Emma Henshall (Finance Manager) and Thérèse Arseneau (Council Chair) (TA) for part of the meeting.

### **1.2 Apologies**

Tony Gray (TG) and Elizabeth Hopkins (EH).

## **2 Confirmation of Minutes**

### **2.1 Minutes of Council Audit and Risk Committee meeting of 3 December 2018**

*It was **resolved** that the Minutes of the Council Audit and Risk Committee meeting held on 3 December 2018 be approved as a correct record of proceedings at that meeting and be signed by the Chair accordingly.*

J Hunter/J Boys

Carried

### **2.2 Business Arising out of the meeting**

The Committee were reminded that the revised Terms of Reference are due to be forwarded to the Ara Council for ratification.

## **3 Action List**

Nil.

#### 4 Public Excluded

10.35am

It was **resolved** that the public be excluded from the remainder of the meeting.

M Rondel

Carried

The general subject of the matters considered while the public was excluded was:

4.1	Minutes of Meetings of 3 December 2018 – Public Excluded	[s9(2)(i)]
4.2	Business Arising from previous Public Excluded Minutes	[s9(2)(i)]
4.3	RoVE	[s9(2)(i)]
4.4	Update on Annual Accounts/Audit	[s9(2)(i)]
4.5	Treasury Report	[s9(2)(i)]

This resolution was made in reliance on s48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by s9 of the Official Information Act 1982 which would be prejudiced by the holding of the proceedings of the meeting in public. The section of the Official Information Act which applies is shown beside each item considered while the public was excluded:

- *Matters involving confidential information about an identifiable person*  
[s9 (2)(a)] – Protect the privacy of natural persons, including that of deceased natural persons
- *Submissions to Parliament and other formal advice*  
[s9(2)(f)] – Maintain confidential conventions which protect political neutrality, and the confidentiality of communications and advice tendered by officials
- *Commercially sensitive financial data*  
[s9(2)(i)] – The Crown or any Department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities
- *Negotiations in progress with other organisations*  
[s9(2)(j)] – 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)

The Council moved back into open meeting.

There being no further business the meeting closed at 12.30pm.

**READ AND CONFIRMED**

Chair: .....

10 April 2019

# 2019 Council Work Programme

as at 17 April 2019

Month	Topics	Notified Non-availability
January	<b>Note: No Council Meeting</b>	
	24 <b>REM Committee</b>	J Boys 9 Jan- 5 Feb
February	14 Graduation (Timaru - 2 pm)	
	26 <b>Council Meeting (Christchurch)</b> <ul style="list-style-type: none"> <li>Conflicts of Interest – signed updated register from each member</li> <li>Reconfirm Committee and Trust Memberships</li> <li>Council Documentation Review – Charter/Standing Orders/Statute</li> <li>Board Self-Assessment</li> <li>2018 End of Year Provisional Financial Report</li> </ul>	
March	13 Council Audit and Risk Committee Meeting	E Hopkins 1-31 March
	19 Council Campus Redevelopment Committee Meeting	
	Chief Executive Remuneration and Performance Review Committee	
	26 <b>Council Meeting (Christchurch)</b>	
	29 Autumn Graduation Ceremonies (9.30 am and 2.30 pm sessions)	
April	10 Council Audit and Risk Committee Meeting	
	30 <ul style="list-style-type: none"> <li>Health and Safety Manager Report</li> <li>Draft Annual Report 2018</li> <li>Risk Management Framework – Quarterly report</li> </ul>	
May	8 Council Audit and Risk Committee Meeting	
	20 Council Campus Redevelopment Committee Meeting	
	28 <b>Council Meeting (Christchurch)</b> <ul style="list-style-type: none"> <li>Final approval of 2018 Annual Report</li> <li>Report on Affixing of Common Seal</li> <li>Kaiārahi Report</li> </ul>	
	Full Academic Board	
June	Chief Executive Remuneration and Performance Review Committee	M Taite-Pitama 25 June J Hunter 4 June - 7 July T Gray 25 June
	25 <b>Council Meeting (Woolston Campus, Christchurch)</b> <ul style="list-style-type: none"> <li>Risk Management Framework - Quarterly Report</li> <li>Pasifika Strategy Report</li> <li>Internationalisation Strategy Report ??</li> <li>Health and Safety Manager Report</li> <li>Health and Safety Walkabout</li> <li>Fee Setting</li> </ul>	
July	10 Council Audit and Risk Committee Meeting	
	16 Council Campus Redevelopment Committee Meeting	
	30 <b>Note: No Council meeting.</b>	
August	27 <b>Council Meeting (Timaru and Ashburton)</b>	

September	11	Council Audit and Risk Committee Meeting	
	17	Council Campus Redevelopment Committee Meeting	
	20	Spring Graduation Ceremony (10am)	
	24	<b>Council Workshop (1) (Christchurch)</b> <b>Ensuring Equity in Education</b> <b>Maori and Pasifika Deep Dive</b>	
October	?	Chief Executive Remuneration and Performance Review Committee	
	29	<b>Council Meeting (Christchurch)</b> <ul style="list-style-type: none"> <li>• Report on Affixing of Common Seal</li> <li>• Risk Management Framework – Quarterly Report</li> <li>• Annual Report 2019 – content/format</li> <li>• Health and Safety Manager Report</li> <li>• Health and Safety Walkabout</li> <li>• Pasifika Strategy Report</li> <li>• Kaiārahi Report</li> </ul>	
November		Full Academic Board	
	13	Council Audit and Risk Committee Meeting	
	19	Council Campus Redevelopment Committee Meeting	
	26	<b>Council Workshop (2)</b> <ul style="list-style-type: none"> <li>➢ <b>Young Person’s View of the Future</b></li> <li>➢ <b>Industry Partners</b></li> </ul> <ul style="list-style-type: none"> <li>• <b>2019 Budget sign-off</b></li> </ul>	
December	10	<b>Council Meeting (if required)</b> <ul style="list-style-type: none"> <li>• 2019 Budget – Sign off</li> </ul>	
	4	Council Audit and Risk Committee Meeting	

### 10.30-11am Council only time; 11am – 3pm Council meeting

Waitangi Day – Wed 6 Feb  
 Otago Anniversary – Mon 25 Mar  
 Good Fri – 19 April  
 Easter Mon – 22 April  
 Easter Tue – 23 April  
 ANZAC Day – Thurs 26 Apr  
 Queen’s Birthday – Mon 3 Jun  
 South Canterbury Anniversary Day (Timaru Campus) – Mon 23 Sept  
 Labour Day – Mon 28 Oct  
 Canterbury Anniversary/Show Day – Fri 15 Nov

Christchurch Location – Room G202, Council Room, Te Kei, Christchurch City Campus  
 Timaru Location – Room TA210, Council Room, Timaru Campus.

## Media Report March 2019

### 5 March

Timaru graduate path to success

<https://www.ara.ac.nz/news-and-events/news/timaru-graduate-succeeds-in>

### 6 March

YES (Young Enterprise Scheme) 2019 successful start

<https://www.ara.ac.nz/news-and-events/news/yes-2019-successfully-kickstarted>

### 8 March

Ara opens new Osteopathic teaching clinic

<https://www.ara.ac.nz/news-and-events/news/ara-opens-new-osteopathic-teaching-clinic-in-christchurch-cbd>

### 18 March

Ara's first Bachelor of Construction awarded

<https://www.ara.ac.nz/news-and-events/news/constructing-a-career-one-step-at-a-time>

### 27 March

Timaru midwifery tutor named in NZ Masters Hockey team

<https://www.stuff.co.nz/timaru-herald/sport/111482000/timarus-rae-de-joux-to-play-hockey-for-new-zealand-again>

### 28 March

Ara cookery graduate now working at Mosimann's Private Members Club in London.

<https://www.ara.ac.nz/news-and-events/news/cookery-graduate-takes-on-mosimanns-in-london>

Ara students first to graduate at the Christchurch Town Hall

<https://www.ara.ac.nz/news-and-events/news/ara-students-the-first-to-graduate-at-christchurch-town-hall>