



Notice of Meeting

A meeting of the Ara Council will be held:

on **Tuesday 26 February 2019**

at **11.30 am (Public session to commence at 1.30pm)**

in **Room G202, City Campus.**

Tracey McGill
Council Secretary



COUNCIL MEETING AGENDA

Tuesday 26 February 2019

11.30 am*

Room G202, Council Room, Te Kei, City Campus

*Note: Ara Council only time 11.00am to 11.30 am and the public meeting commences from 1.30pm.

Ara Council Public Excluded Meeting

It will be moved that the public be excluded from this section of the meeting.

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:

- *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 general subject of the matters to be considered while the public is excluded are:

1) Meeting Attendance	11.30am	1.1 Welcome and Apologies		
2) Strategic Topics for Discussion	11.35am	2.1 RoVE Discussion 2.2 Transformation Agenda Update	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Verbal Verbal
3) Meeting Business	1.00pm	3.1 Meetings held Tuesday 30 October 2018 and Tuesday 11 December 2018 (Public Excluded) a Approval of minutes b Matters arising c Action List 3.2 Correspondence	[s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)] [s9(2) (f), (i), (j)]	Attached Attached
4) For Discussion	1.05pm	MONTHLY REPORTS 4.1 Chief Executive – Public Excluded a Deputy Chief Executives – Public Excluded	[s9(2) (i), (j)]	Attached Attached
5) For Information	1.15pm	MONTHLY REPORTS Subcommittees and Other 5.1 Trustees Update 5.2 Council Audit and Risk Committee – Public Excluded <i>no meetings held yet for 2019</i> 5.3 Council Campus Redevelopment Committee – Public Excluded <i>no meetings held yet for 2019</i>	[s9(2) (i), (j)] [s9(2) (i), (j)] [s9(2) (i), (j)]	
6) General Business	1.25pm			

Ara Council Public Meeting			
7) Meeting Business	1.30pm	7.1 Karakia : Ara Waiata	Te Marino
		7.2 Apologies	
		7.3 Annual Disclosure of Conflicts of Interest	Attached
		7.4 Meeting held Tuesday 30 October 2018 a Approval of minutes b Matters arising c Action List	Attached
		7.5 Correspondence	Attached
		7.6 Ara Subcommittee and Trust Memberships	Attached
8) For Discussion	2.00pm	MONTHLY REPORTS 8.1 Chief Executive a RoVE b Health and Safety	Attached
9) For Information	2.45pm	MONTHLY REPORTS 9.1 Chair Report 9.2 Trustees Update 9.3 Sub-Committee Reports a Academic Board b Council Audit and Risk Committee <i>no meetings held yet for 2019</i> c Council Campus Redevelopment Committee <i>no meetings held yet for 2019</i> OTHER 9.4 2018 Council Work Programme 9.5 Media Report	Verbal Verbal Attached Attached Attached Attached
10) General Business	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.

Ara Council 26 February 2019	Agenda Item	7.3
		Information Item
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	2019 Register of Disclosure of Conflicts of Interest
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> • To provide an accurate and up to date register of disclosures of conflicts of interest of the Ara Council members. • Annual declaration forms to be checked and signed off by each Council member at the first meeting of the year.
RECOMMENDATION(S)	<ol style="list-style-type: none"> 1. Council to check the information on the register is accurate and current. 2. Annual Conflict of interest forms to be checked by individual Council members, signed and returned to the Council Secretary.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

2019 Register of Disclosure of Conflicts of Interest

as at 30 October 2018

Council Members

<p>Janie Annear Deputy Chair <i>[Term: 01/01/16 - 30/04/19]</i></p>	<ul style="list-style-type: none"> • Janie Annear Consulting (Director) • Local Government Commissioner • Specialised Structures Advisory Board (Director) • Westhills Forestry Ltd (Shareholder) • Rosehill Trust (Trustee) • Timaru Holdings (Partner) 	<ul style="list-style-type: none"> • Lottery Community Facilities (Fund member) • Lottery Significant Projects (Fund member) • Injury Management (Owner) • South Canterbury District Health Board (P Annear -Board Member)
<p>Thérèse Arseneau (Chair) <i>[Term: 01/05/17 - 30/04/21]</i></p>	<ul style="list-style-type: none"> • ChristchurchNZ (Chair and Director) • Christchurch Symphony Orchestra (Chair and Trustee) • J Ballantyne and Company Ltd (Director) • Elder Family Trust (Trustee) 	<ul style="list-style-type: none"> • Therese Arseneau Consulting Ltd (Director and Shareholder)
<p>Jeremy Boys <i>[Term: 01/01/16 - 30/04/19]</i></p>	<ul style="list-style-type: none"> • Opuha Water Ltd (Director) • JW&AM Boys Family Trust (Trustee) 	
<p>Jane Cartwright <i>[Term: 01/05/14 - 30/04/19]</i></p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • Brackenridge Estate Limited (Chair) • Health Practitioners Disciplinary Tribunal (Member) • Nurse Maude Association (Deputy Chair and Finance and Audit Committee Member) 	<ul style="list-style-type: none"> • Canterbury Clinical Network (Independent Advisor) • Cartwright-Newton Family Trust (Trustee) • JC Ltd (Director)
<p>Stephen Collins <i>[Term: 01/05/13 - 30/04/19]</i></p>	<ul style="list-style-type: none"> • Basileus Investments Ltd (Director and shareholder) • Canterbury Employers' Chamber of Commerce (Board member) • Christchurch Heritage Trust (Board member) • Christchurch Heritage Ltd (Director) • Collins Davies Trust (Trustee) • Collins Real Estate Ltd (Director and shareholder) 	<ul style="list-style-type: none"> • S J Collins Family Trust (Trustee) • Oxford 210 Ltd (Director and shareholder) • Rebekah Collins Trust (Trustee) • Ripponvale Investment Ltd (Director) • Samuel Collins Trust (Trustee) • Westwood Ltd (Director and shareholder) • Central City Business Group (CCBG) (Trustee)
<p>Elizabeth Hopkins <i>[Term: 01/05/14 - 30/04/19]</i></p>	<ul style="list-style-type: none"> • Ara Foundation (Trustee) • INNATE Immuno Therapeutics Ltd (Director) • Hi-Aspect (Chair) 	<ul style="list-style-type: none"> • Hopkins Partnership (Director and Shareholder) • University of Canterbury (Consultant)
<p>John Hunter CCRC Chair <i>[Term: 01/05/14 - 30/04/19]</i></p>	<ul style="list-style-type: none"> • Hunter York Family Trust (Trustee) • Nelson Bays Primary Health (Chair) • PHO Alliance (Executive member) 	
<p>Melanie Taite-Pitama <i>[Term: 01/03/17 - 28/02/21]</i></p>	<ul style="list-style-type: none"> • Tuahiwi Education Ltd (Director/Shareholder) • Tuahiwi School Board of Trustees (Member) • Taite Family Trust (Trustee) 	

Council Officers

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

Ara Institute of Canterbury

Council Minutes

30 October 2018

Minutes from the Ara Institute of Canterbury Council meeting held on Tuesday 30 October 2018 at 1.40pm in 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 (via teleconference), Elizabeth Hopkins and John Hunter.

ii Non-Voting Officers

Tony Gray (Chief Executive), Tracey McGill (Council Secretary) and Christina Yeates (Minute Secretary).

iii Management

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

iv In Attendance

David Currie (Ara Health and Safety Manager) for part of the meeting (from 1.30pm to).

b Apologies

i Voting Members

Melanie Taite-Pitama.

ii Non-Voting Officers

Te Marino Lenihan (Kaiārahi).

7.3 Disclosure of Conflicts of Interest [Pages 18/Ara Council/10/1109-1111]

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

Nil.

Declarations of interest for items on today's agenda

Nil.

7.4 Confirmation of Minutes [Pages 18/Ara Council/10/1112-1117]

a Minutes of Committee Meeting – 20 August 2018

*It was **resolved** that the minutes of the ordinary meeting of the Ara Council held on 20 August 2018 (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

b Action List of Committee Meeting – 20 August 2018

The action list of 20 August 2018 meeting was received and noted. Specific updates are recorded below:

- AP1852 (CPP102 Disclosures and Management of Conflicts of Interest Policy) – see discussion point below (item 7.4c (ii)). *Carried Forward.*
- AP1890 – CCT – this action has been completed.

c Matters Arising

i Further to the August Council meeting held at the Timaru Campus, some Council members provided feedback on visiting the Ashburton Campus on their return journey to Christchurch. This included comment on the difficulties experienced around transport logistics for students travelling to attend programmes at the campus from rural locations. It was confirmed that Ara is looking at reprogramming our offering to them and changing the bus timetable to assist with these logistics.

ii The Chair advised that Council had discussed in Council only time the following items:

- Conflicts of Interest Policy and how this will be affected with the change in legislation to include staff and students on the Council; agreeing this needs to be reviewed in line with TEC recommendations for ITP Councils.
- Ara Charter – Council would like to reinstate discussions on having an Ara Charter as best practise in governance. It was agreed that this should go to the Audit and Risk Committee for review first with recommendations then to Council. A timeline for review of

the current Ara Standing Orders and Statute along with the Charter needs to be put in place.

Action: *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.*

[AP1900 Chief Executive/Chair/Council Secretary]

- iii The Chair provided the following comment post meeting via email to be recorded in the public meeting minutes.

"In Council-only time there was an extensive discussion of Council composition, skills analysis and succession planning, set against the backdrop of the amendment to the Education Act and the uncertainty surrounding the TEC's ITP Roadmap."

Action: *Council Chair to contact the TEC to seek advice on Ara Council succession plans and greater clarity around the amendments to the Education Act.*

[AP1901 Council Chair]

7.1 Correspondence

[Pages 18/Ara Council/10/1118-1127]

- a The correspondence in regard to the EEL, Ara Bachelor of Midwifery approval and the relevant amendments to the Education Act 1989 was received and noted.
- b The Chief Executive agreed to circulate the sector response that went to the Minister in regard to the EEL.

Action: *CE to circulate the EEL sector response that went to the Minister.*

[AP1902 Chief Executive]

7.2 Council Meeting Schedule 2019

[Pages 18/Ara Council/10/1128]

- a Discussion on the work programme and meeting schedule for next year. This included consideration to timings of the meetings, frequency, location and planning days.
- b For now, Council accepted the draft meeting schedule and calendar invitations will be sent to Council members; the intent is to have a mix of workshops and meetings and not to meet every month.

Action: *Calendar invitations to be sent to Council members and a draft work programme to be pulled together for discussion at the November meeting.*

[AP1903 Chief Executive/ Council Secretary]

8 For Discussion

8.1 Chief Executive Report

[Pages 18/Ara Council/10/1129-1144]

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

- a In terms of enrolments, we are not likely to achieve the EFTS target. However, we are achieving over 7000 EFTS now which is positive against initial end of year projections, reported in the August papers.
- b Element of good news around applications but cautionary as still need these to be finally accepted and converted to enrolments. However, the work that has now been put in place is actually showing some positive go forward.
- c The teaching costs are a reflection of where we still stand in terms of the out-turn of 2018 budget and issues for 2019 budget. We are on track for controlling costs outside those that have already been expended in payroll. Other than this, operational expenditure is performing well to the forecast but the positive gap will close somewhat; due to the 'uplift' maintenance scheduling work between now and end of the year on campus.
- d The philosophy going forward around scholarship/discount costs was discussed in light of the free fees. Some changes had been made at the beginning of the year in terms of allocation of scholarships and this is now due for review.
- e The Youth Guarantee is in the Mix of Provision for 2019 but it was noted that most institutions have underperformed on youth guarantee.
- f Trades – target EFTS are slightly above where we are this year but there is no reason to believe why we wouldn't achieve this. It was acknowledged that the biggest problem at Trades is retention.
- g Council queried whether there is sufficient casual staff as a proportion of staff numbers. The Chief Executive advised that flexibility is being linked into the delivery of programmes.
- h Wage negotiations are still ongoing with both the TEU and TIASA unions.
- i In response to Council querying the occupational property costs spending more than budget by \$400k, the Chief Operating Officer clarified that this was due to 3 main elements: 1) in the first six months, increased security was required on City campus in particular as there were thefts and trespass issues; 2) there was flood damage from a burst pipe in one of the buildings and; 3) one of the boilers blew up so needed replacing.
- j It was noted that the youth guarantee funding is currently showing behind by \$700k but it was confirmed that by forecast this will have caught up and is covered by the funding guarantee.

*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 18/Ara Council/10/1139-1143]

The report was taken as read. The Ara Health and Safety Manager provided the following comments:

- a It has been business as usual with minor injuries and the industry rate is tracking much the same as this time last year.
- b In response to queries on the proposals provided on Health and Safety Management systems, Council were provided with a detailed overview of the multifaceted systems and types of software.
- c Council were advised that there are a number of defibrillators on Campus with some specially trained staff and were provided with an outline of Ara procedures in light of such a medical event.
- d Council were reminded of the new work integrated learning policy that has been introduced for students ensuring they are working in a safe environment when on work placements in industry.
- e Queries were raised by Council over the number of audits and the process for casual staff to be inducted.
- f Council requested that Health and Safety reporting at Ara be further developed to ensure best practice across all campuses and the Chair requested the following actions be implemented with regular reporting on:
 - i monthly internal audits;
 - ii yearly external audits;
 - iii detailed strategy to create a health and safety culture focused on personal responsibility;
 - iv the Chief Executive to ensure and demonstrate that health and safety is brought up to best practise across all campuses.

Action: *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.*

[AP1904 Chief Executive]

- g The Chair also encouraged Council members to review health and safety as they walk through the site to and from Council meetings.

9 For Decision

9.1 Annual Report 2018 – Content and Format

The report was taken as read. Council provided the following comments:

- a Sectors/regions need to be reported on illustrating the marginal cost we make in the regions vs central provision. It was suggested this could appear in a number of places e.g. P&L statement behind statement of equity or could be referred to in the CE report.

Action: *Sectors/regions to be reported on (marginal cost in region vs central provision)*

[AP1905 Chief Operating Officer]

- b It was agreed that the sector CE's/Chairs might discuss this regional provision at a strategic level.

*It was **resolved** that the Ara Council endorse the content and development process of the 2018 annual report subject to the inclusion of the regional cost information as discussed.*

J Cartwright/J Boys

Carried

10 For Information

10.1 Chair Report

The Chair asked for an update on the NMIT/Ara joint collaboration discussions. Council were advised that meetings have taken place with the NMIT Strategy Director and Ara DCE, AIR to further joint business department collaborations and that a BEng Tech opportunity is also being worked through.

10.2 Trustees

No reports were received.

10.3 Sub-Committee Reports

a) Academic Board

[Pages 18/Ara Council/10/1148-1149]

The report was taken as read.

The Chief Executive advised the following:

- There has been a successful NZQA panel recommendation approving the accreditation of a Postgraduate Diploma and Masters in Sustainability, which is the first in the country.

b) Council Audit and Risk Committee

- The draft meeting minutes of the 19 September 2018 were received and contents noted.

- Council asked that the Audit and Risk Committee look at the content of the public and public excluded Council agendas and that this be added as an agenda item for Audit and Risk in the near future. It was also agreed to reinstate the agenda setting meetings with the Chair going forwards.

Action: Audit and Risk Committee agenda item: public and public excluded meeting content. Reinstate the Council agenda setting meetings with the Chair.

[AP1906 Chief Executive]

c) Council Campus Redevelopment Committee

The draft meeting minutes of the 16 October 2018 were received and contents noted.

10.4 Common Seal

The report was taken as read.

It was resolved that the Ara Council approve the report of the Common Seal from 2 May 2018 to 30 October 2018.

J Annear/J Hunter

Carried

10.5 2018 Council Work Programme

[Pages 18/Ara Council/10/1157-1158]

The programme was taken as read. Some discussion on the structure of speeches at the Ara Graduation ceremonies.

Action: Review of the structure of speeches at 2019 Graduation ceremonies.

[AP1907 Chief Executive/Chair]

10.6 August and September Media Reports

[Pages 18/Ara Council/10/1159-1160]

The reports were taken as read.

11 General Business

Nil.

Poroporoaki

There being no further public business, the public meeting closed at 3.05pm.

READ AND CONFIRMED

Chair:

27 November 2018

Ara Council Minutes - Action List as of 30 October 2018

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
1852	30/01/18	8.2e	CPP102 Disclosures and Management of Conflicts of Interest Policy	Refresh and rewrite in line with IOD disclosures policy and the office of AuditNZ. As of February 2018 Council meeting, it was agreed to extend the due meeting date to the latter part of this year.	Council Secretary		27 Nov 18
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.	Chief Executive/Chair /Council Secretary		27 Nov 18
1901	30/10/18	7.4c(iii)	Success Planning and Education Act Amendments	Council Chair to contact the TEC to seek advice on Ara Council succession plans and greater clarity around the amendments to the Education Act.	Council Chair		27 Nov 18
1902	30/10/18	7.5	Correspondence	CE to circulate the EEL sector response that was sent to the Minister	Chief Executive		27 Nov 18
1903	30/10/18	7.6b	Council Meeting Schedule for 2019	Calendar invitations to be sent to Council members and a draft work programme to be pulled together for discussion at the November meeting.	Chief Executive/ Council Secretary	Completed	27 Nov 18
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		26 Feb 19
1905	30/10/18	9.1	Annual Report 2018	Sectors/regions to be reported on (marginal cost in region vs central provision)	Chief Operating Officer		26 Feb 19
1906	30/10/18	10.3	Public and PE Content of Council meetings/ Council Agenda	Agenda item for Council Audit and Risk Committee – public and public excluded meeting content. It was also agreed to reinstate the Council agenda	Chief Executive		26 Feb 19

# (yr/#)	Date when Action Arose	Agenda Item	Topic	Action	Council Responsibility	Status	Due Meeting date
			Setting Meetings	setting meetings with the Chair.			
1907	30/10/18	10.5	Graduation Ceremonies	Review structure of speeches for 2019.	Chair/Chief Executive		26 Feb 19

Ara Council 26 February 2019	Agenda Item	7.5
		For Information
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Council Correspondence: Publication of Official Information Act Complaints Data
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Correspondence received from the Chief Ombudsman advising of the publication of data on OIA complaints on a six-monthly basis. Correspondence received from the Office of the Auditor General requesting a statement of service (SSP) to be included in the Ara annual report.
RECOMMENDATION(S)	That Ara Council note the correspondence received.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

5 February 2019

Mr Tony Gray
Chief Executive
Ara Institute of Canterbury
By Email: tony.gray@ara.ac.nz;
Ralph.knowles@ara.ac.nz

Dear Mr Gray,

Publication of Official Information Act (OIA) complaints data

As you will be aware, I am promoting greater transparency in the operation of the OIA as a means of improving agency performance and compliance with the Act.

As part of this, I am publishing data on OIA complaints on a six-monthly basis. The data for 1 July 2018 to 31 December 2018 will be published on 13 March 2019.

Please find **enclosed** a copy of the data to be published. You can see the webpage on which the data will be published here: <http://www.ombudsman.parliament.nz/resources-and-publications/oia-complaints-data>.

If you have any queries or concerns about the data as it relates to your agency, please contact Antonia Di Maio ((04) 471 9118 / Antonia.Dimaio@ombudsman.parliament.nz) by **22 February 2019**.

Yours sincerely



Peter Boshier
Chief Ombudsman

Encl: Complaints received—1 July–31 December 2018
Complaints completed—1 July–31 December 2018



14 February 2019

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

Tēna Koe Dr Arseneau

RECEIVED

18 FEB 2019

As public organisations, Tertiary Education Institutions (TEIs) are accountable to New Zealanders for their performance and the money they spend. Because of this, you are required to prepare a statement of service performance (SSP) for your annual report.

Recent changes to the Education Act 1989 require your SSPs for 2019 to comply with generally accepted accounting practice (GAAP). GAAP is a set of objective principles and requirements for improving the consistency and transparency of performance reporting.

In this letter we:

- describe why you are required to prepare an SSP;
- discuss the upcoming changes to SSP requirements for your annual report;
- provide some guidance on performance reporting that we expect to see in your SSP; and
- recommend next steps and where you can get further information and support.

We will publish an electronic version of this letter on our website, which will contain hyperlinks through to the reference material.

1. Statement of service performance

A TEI that prepares an Investment Plan is required to include an SSP in its annual report.¹

Your SSP should describe your strategic goals and objectives and provide an easily understood picture of your organisation's performance during the year, showing the relationship between your core services, associated costs, and how you achieved your objectives. Your SSP should give a sense of your progress, noting where you have made improvements and where you need to make further improvements.

Your SSP should set out what you expected to achieve and your actual performance, measuring performance against the proposed outcomes and performance indicators, including those described in your Investment Plan.²

In previous years, the information in your SSP was reviewed as part of our annual audit work. However, because there was no requirement for SSPs to comply with GAAP, our audit opinion did not report on this part of the annual report. Instead, we made recommendations in our management letter to you, identifying any deficiencies.

¹ See section 220(2A)(f) of the Education Act 1989.

² See section 159P of the Education Act 1989 sets out statutory requirements for investment plans.

2. Upcoming changes

The Education (Tertiary Education and Other Matters) Amendment Act 2018 introduced a new subsection (section 220(2C)) to the Education Act 1989. The new subsection requires your SSP to comply with GAAP. This will apply to SSPs for financial years beginning on or after 1 January 2019.³

For any financial year beginning on or after 1 January 2019, our audit opinion will report on whether your SSP complies with GAAP. If your SSP does not comply with GAAP, you risk receiving a modified audit opinion.

For an SSP to comply with GAAP, it must meet the requirements of the relevant financial accounting standard. Currently, the relevant accounting standard is PBE IPSAS 1 *Presentation of financial statements* (PBE IPSAS 1), particularly paragraphs 150.1 to 150.10.⁴

You need to ensure that your staff who prepare SSPs are familiar with the PBE IPSAS 1 reporting requirements for SSPs, including the requirement to describe and disclose the cost of each output (paragraph 150.4).⁵ Few TEIs currently disclose their output costs.

For reporting periods beginning on or after 1 January 2021, a new standard, PBE FRS 48 Service performance reporting, will apply. This will replace the paragraphs in PBE IPSAS 1.

When applying PBE FRS 48, you should consider how you will meet the requirement to link the service performance information and financial statements in order to convey a coherent picture about your TEI's performance. If you have more than one output class and do not plan to do this through output cost disclosures, you should discuss with your auditor how you will meet this requirement.

Early adoption of PBE FRS 48 is permitted. If you are considering early adoption, discuss this with your auditor.

3. Performance measures we expect to see

We expect that your SSP will include a range of performance measures, covering strategic goals and objectives, as well as measures directly relating to your outputs.

Your performance measures in your SSP should identify both the **quantity** (how much was provided) and **quality** (how well it was provided) of your service delivery.

In general, performance measures in your SSP should include targets. Targets are the specific levels or results that you intend to achieve. You might align targets to:

- an external benchmark or required tertiary sector standard;
- a level that represents a meaningful improvement on past performance; or
- an aspirational level, if you anticipate a significant change in the relevant service's performance.

³ Clause 11E of Part 5A of Schedule 1 of the Education Act 1989.

⁴ For the accounting standards, see www.xrb.govt.nz.

⁵ Where a TEI has only one output (teaching/learning), a breakdown of costs does not necessarily need to be provided. This might apply to some wānanga and institutes of technology and polytechnics. There might, however, be value in reporting costs in a different way, such as by faculty. In our view, all universities have more than one output (teaching/learning and research as a minimum).

If a performance measure does not have a target or it has not been reported on, you should explain why in the SSP's commentary. Your reporting should be transparent when results do not meet targets and explain any variance from what you expected.

Performance measures and associated commentary should be: **understandable, relevant, reliable, comparable, and complete**. Comparing performance with other TEIs in the sector would be good practice, but this is not a requirement.

Figure 1: Principles of performance reporting

Understandable The SSP, its measures, and associated commentary are presented in a clear and concise format in a way that engages its users. Measures and commentary are easy to read and use minimal jargon and technical terms. Users can readily identify and understand the key performance issues.

Relevant There is a clear link between the measure and its particular outcome, impact, or output. The measure and associated commentary provides meaningful information about the TEI's performance and progress towards its outcomes, meets the information needs of its users, and is useful for decision-making.

Reliable The measure and its commentary are free of errors, omissions, and bias and fairly represents the TEI's performance in a balanced way. The measure represents what it purports to, and informed users would reach the same, or similar, conclusions to those made in the associated commentary.

Comparable A measure should include some comparison to required standards, forecasted or target values, previous year/s, and/or other TEIs. The commentary can then identify whether suitable targets were set, if there has been a decline or improvement in performance, and the TEI's performance relative to standards and other TEIs in the sector.

Complete The performance information should cover the significant activities and all important aspects (including identifying the important dimensions of performance), and give them suitable emphasis, to present fairly, in all material respects, their significance to the TEI's performance.

Your SSP must include the Educational Performance Indicators that you report to the Tertiary Education Commission (TEC). The TEC website provides further details.⁶

You should also include performance measures for your wider strategic goals and objectives that go beyond the Educational Performance Indicators, which focus on student achievement. A more complete picture of a TEI's performance might also include, but is not limited to, measures of:

- research products for research-active TEIs (such as post-graduate research, external research income, publications, research recognitions);
- users' views (often through student and/or graduate satisfaction measures);
- post-study/employment status (often through graduate destination surveys and the TEC post-study information products⁷), recognising that there can be a lag in this data being available;
- employers' views (typically through employer satisfaction measures);
- contributions to broader economic, social, and cultural outcomes (including community engagement, community support, and knowledge-sharing activities); and
- results of independent external evaluations and reviews (such as those done by the New Zealand Qualifications Authority and the Academic Quality Agency for New Zealand Universities).

⁶ See www.tec.govt.nz.

⁷ See Tertiary Education Commission (2018) *Infosheet: Post-Study Outcomes apps* at www.tec.govt.nz.

4. Recommended next steps

Changes in performance reporting requirements can take time to settle in and need the commitment of senior management. We recommend that you consider asking your Chief Executive Officer to report on the TEI's state of readiness for the SSP in your annual report to comply with GAAP.

Our auditors will review your SSP's compliance with GAAP in your 2018 annual report on a "dry-run" basis to help identify any improvements you need to make. We encourage you to start your own improvement plan now, so you are better placed to meet the new requirements in 2019.

5. Further information and support

The Auditor General's Auditing Standard AG-4 The audit of performance reports⁸ provides insight into what our auditors are looking for in a public organisation's performance reporting.

If you require further information or have any questions, please speak to your appointed auditor in the first instance.

Yours sincerely



Patricia Johnson

Sector Manager, Parliamentary Group

Patricia.johnson@oag.govt.nz

c.c Tony Gray Chief Executive Officer

⁸ See *The Auditor-General's Auditing Standards* at www.oag.govt.nz

Ara Council
Te Kaunihera o Ara



Council and Subcommittee Membership

as at 1 January 2019

Council	Council Audit and Risk Committee	Remuneration Committee	Council Campus Redevelopment Committee (CCRC)	Enrolment Appeal Committee (on request)
Chair Therese Arseneau	Independent Chair Michael Rondel	Chair Jane Cartwright	Chair John Hunter	Chair Therese Arseneau
Elected Members Janie Annear (Deputy Chair) Jeremy Boys Jane Cartwright Stephen Collins Elizabeth Hopkins John Hunter Melanie Taite-Pitama	Elected Members Jeremy Boys Elizabeth Hopkins John Hunter	Elected Members Therese Arseneau Janie Annear	Elected Members Janie Annear Stephen Collins	Elected Members A.N. Other as required.
Non-Voting Members Nil	Non-Voting Members Tony Gray	Non-Voting Members Melanie Taite-Pitama	Voting Members Tony Gray Darren Mitchell	Non-Voting Members Nil
Non-Voting Officers	Non-Voting Officers	Non-Voting Officers	Non-Voting Officers	Non-Voting Officers
Tony Gray Chief Executive Te Marino Lenihan Kaiārahi Tracey McGill Council Secretary Christina Yeates Minute Secretary	Darren Mitchell Chief Operating Officer Tracey McGill Council Secretary Christina Yeates Minute Secretary	Tracey McGill Council Secretary Christina Yeates Minute Secretary	Tracey McGill Council Secretary Christina Yeates Minute Secretary	Tracey McGill Council Secretary Christina Yeates Minute Secretary

Ara Council 26 February 2019	Agenda Item	8.1
		For Information
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	RoVE Presentation to Colleagues
BACKGROUND AND PURPOSE	<ul style="list-style-type: none"> Presentation provided by the Chief Executive to Ara colleagues in relation to the RoVE proposals announced by Minister Hipkins on Wednesday 13 February 2019.
RECOMMENDATION(S)	That Ara Council note the contents of the presentation provided by the Chief Executive to Ara colleagues.
LINK TO ARA STRATEGY	N/A
KEY ISSUES IDENTIFIED	N/A
FINANCIAL IMPLICATIONS FOR ARA	N/A
RISK IMPLICATIONS FOR ARA	N/A

What? Three proposals, the big picture

- Redefined roles for VE organisations
 - ITOs focus on standard setting – as Industry Skills Bodies (ISBs)
 - All vocational provision done by ITPs, including apprenticeships
 - A seamless approach to learning in work and in institutions – all learning counts
 - A new funding system
 - One polytechnic for New Zealand “New Zealand Institute of Skills and Technology” (NZIST)

Why?

- To better cope with a rapidly changing world of work
- To better respond to employer needs and expectations
- To better serve learners
- To have a more sustainable system of provision, i.e. to solve the problem of failing institutions

What? The fine print

- ISBs will approve all programmes of learning as well as NZQA. ISBs will moderate assessments and contribute to curriculum development.
- Higher cost delivery will be funded at a higher rate
- Degrees and post graduate learning are NOT considered VE
- The new system will commence in 2020
- Current ITPs are all disestablished – become a “local campus” of NZIST

What? The fine print (cont'd)

- Open Polytechnic will be the on-line learning provider as part of NZIST
- A Regional Leadership Group will advise NZIST Head Office and TEC
- Centre of Vocational Excellence (CoVEs) to be established
- Operational decision making and capital planning by Head Office
- Back of house services to be provided centrally

What? The fine print (cont'd)

- Curriculum development and assessment will be centralised
- International recruitment will be centralised
- All staff will be employed by NZIST
- All learners will be enrolled with NZIST and get their qualifications from NZIST

What have we been told/assured

- All current agreements and contracts will be honoured
- Current degree and post graduate provision will remain
- Jobs could be lost but government will support redeployment and retraining of staff (no details)
- The consultation period is “genuine”, i.e. changes to the proposals can still be made

Implications for NZ/ITPs overall/staff overall

- Learners WILL be better served
 - By all provision being with ITPs
 - Through curricula designed to integrate in-work and in-institution learning
- ITPs will be strengthened financially by taking over all apprenticeship training
- There will be significant efficiencies gained over time
- All ITPs will be disestablished, and as campus branches will have little autonomy

Implications for NZ/ITPs overall/staff overall (cont'd)

- Responsiveness, flexibility and innovation will potentially be reduced
- New post graduate provision will be most unlikely, as will new provider degrees
- Trades learning in ITPs will expand significantly
- Over time, programmes will be standardised
- Providers will only deliver locally unless recognised as a CoVE in a particular discipline/skill area

Implications for NZ/ITPs overall/staff overall (cont'd)

- Teaching will be confined to the interaction with learners – no curriculum development work.
- Programmes and programme delivery will be rationalised over time
- There could be job losses over time – emphasis on re-training and re-deployment

Implications for Ara

- We will cease to exist as an autonomous entity from 1/1/2020
- We will be a campus branch of NZIST
- All staff will become NZIST employees, with grand parented conditions of service until renegotiated
- Our current relationships and agreements will remain intact and will be honoured.

Implications for Ara(cont'd)

- TANZ eCampus will likely have to be closed.
- We might be granted CoVE status for some of our current areas of leadership - BUT no guarantees!!
- We will continue to teach (for 2020 at least) what we currently teach. But no new programmes – all of this to be centralised.

1 Health and Safety

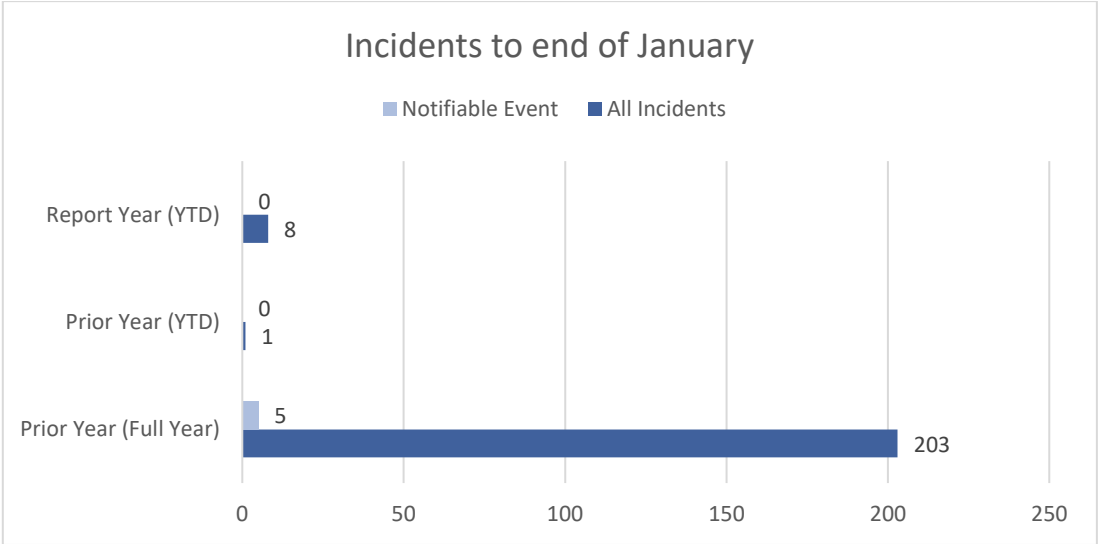
- I.1 During the month of January 2019, 2 staff, 5 students, and 1 visitor incidents were recorded. The 2 colleagues suffered minor bumps.

The 5 student incidents involved 1 near miss, 1 slip with a hand saw, 1 caught fingers while lifting a lathe chuck, 1 fractured a bone in his lower leg while getting out of a moving private vehicle on our property. 1 student threatened another with a box cutter, no injury resulted. This matter was investigated by the Police. Insufficient evidence to lay charges.

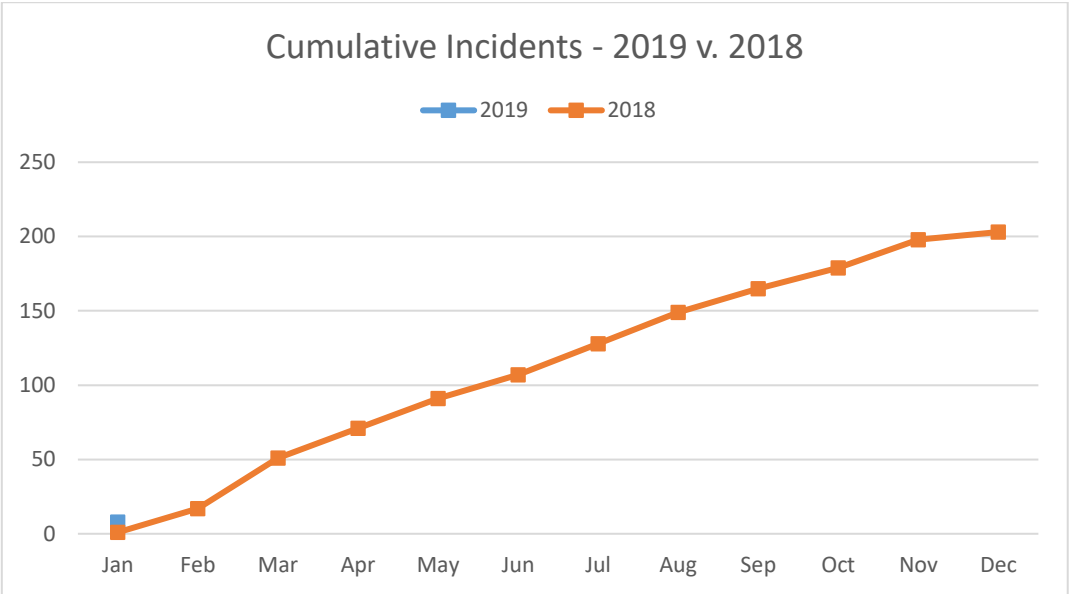
The visitor injury occurred in the gym where a high school aged person was struck by an incorrectly assembled portable soccer goal, which collapsed striking his head. The injury was not serious. Modifications have been made to the goals to prevent a similar failure in future. The visitor was using the gym without authority or supervision.

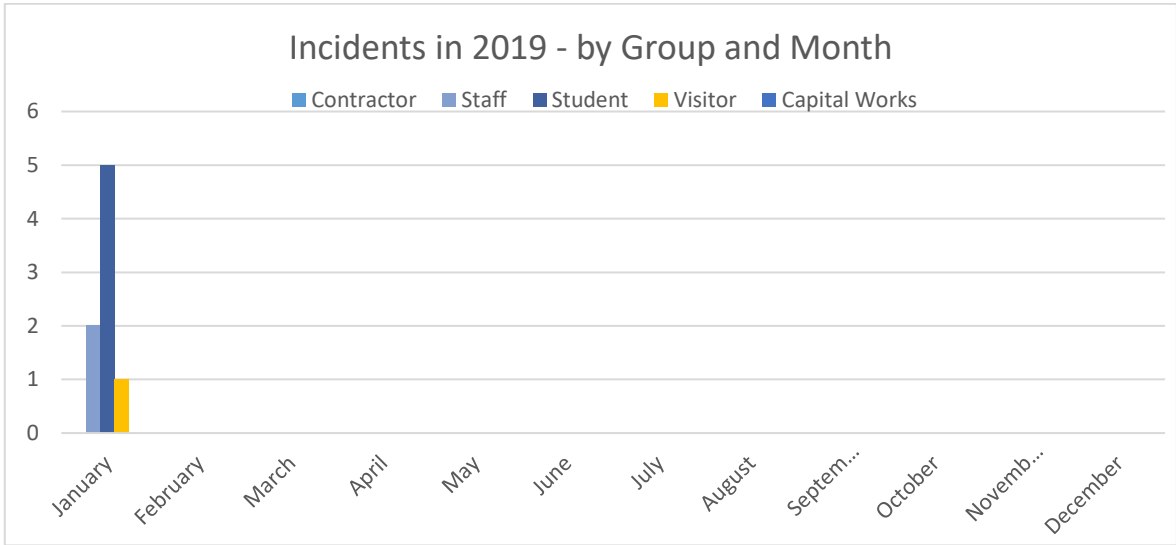
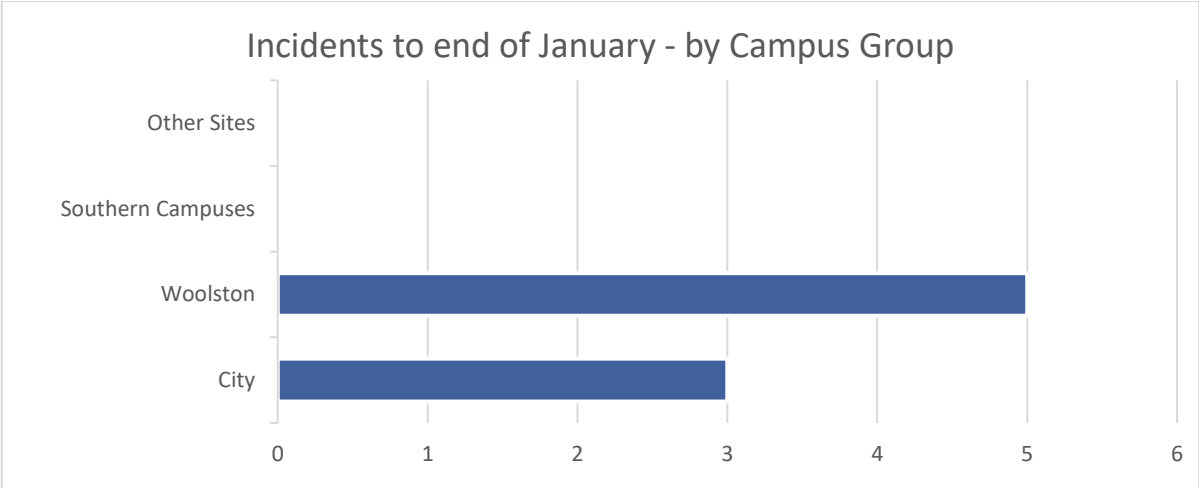
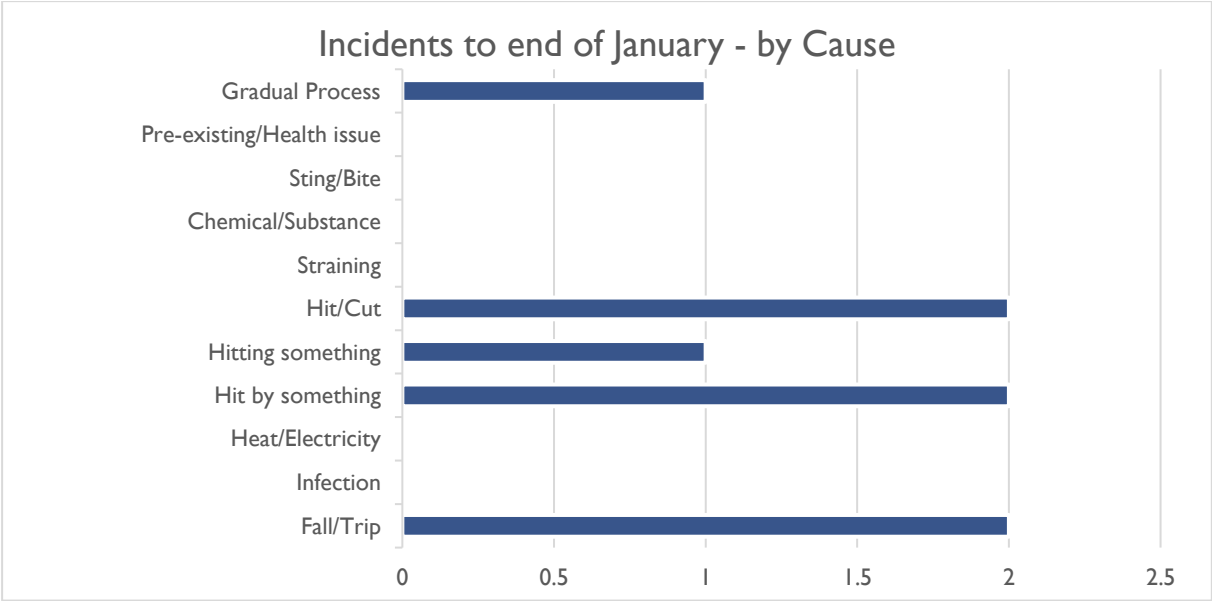
- I.2 The H&S Committee has agreed broad objectives for 2019. These include transitioning the existing Committee into a Leadership group and a Working group. These changes aim to demonstrate high level leadership and engage management and colleagues to positively shift our safety culture at Ara. Terms of reference for these groups have been drafted.

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	2	2
Students	0	0	0	0	5	5
Contractors	0	0	0	0		
Visitors	0	0	0	0	1	1
Capital Works	0	0	0	0		
Total	0	0	0	0	8	8
INCIDENT DETAIL (SINCE LAST REPORT)						
<i>Refer to commentary for detail on incidents.</i>						



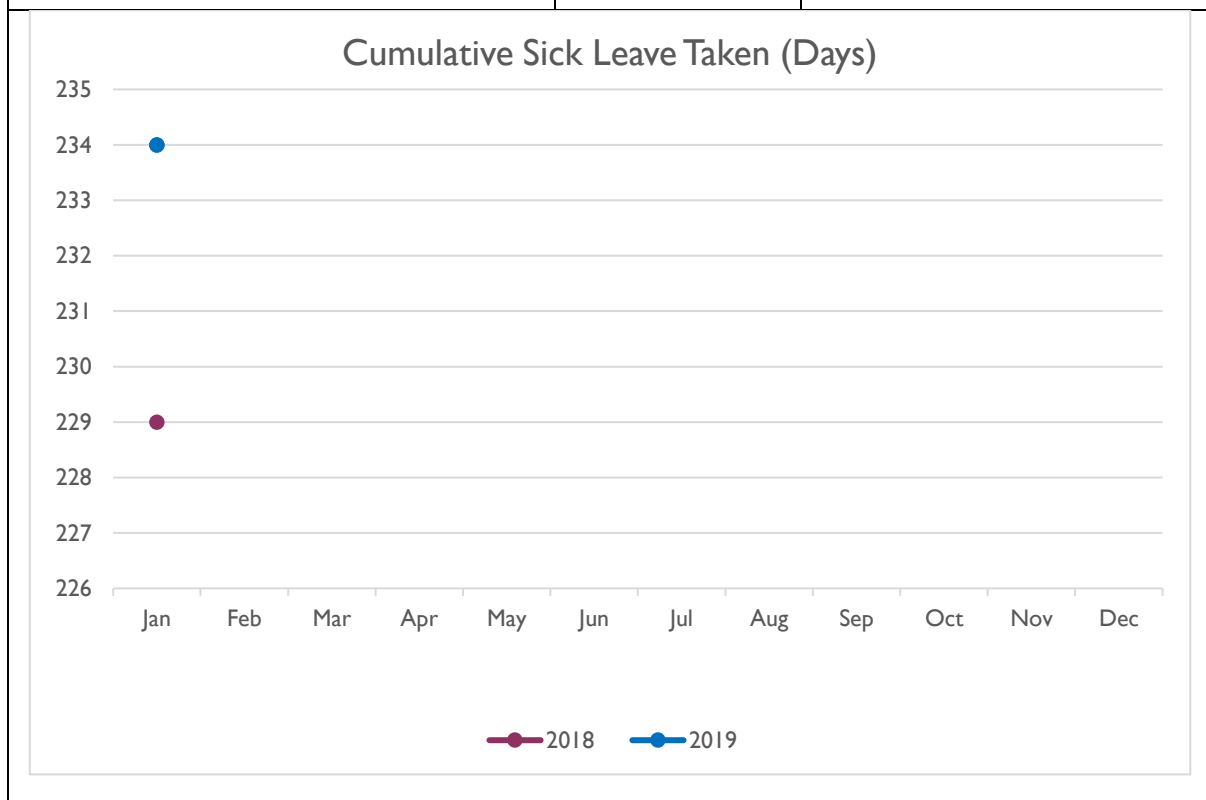
(Prior Year excludes Capital Works incidents)





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 risk registers past review date		

STAFF WELFARE		
Lost days due to on-site accidents	Jan: 0 days	2 trips, 1 hand injury.
Lost days due to work related off-site accidents	Jan: 0 days	Nil
Lost days due to sickness	Jan: 234 YTD: 234	Full time equivalent days.
		0 persons required more than 5 days consecutive sick leave.



Number of new staff (excluding casual) that completed their health and safety induction process.	16 of 24 full time staff who started in Jan	67% People and culture staff chase up the slow responders.
Number of staff on a return to work plan	2	both non-work related.
Employee Assistance Programme January		
New clients	6	YTD 6
Sessions	17	YTD 17

CAPITAL WORKS PROGRAMME			
Audits Completed	Nil in January.		
Audit Action Items			

OTHER
<ul style="list-style-type: none"> • 3 fire alarm events occurred in January – 3 events YTD. • 7 contractors were inducted during Jan – 7 YTD. • 4 workstation assessments completed in Jan -- 4 YTD. • 0 Staff attended first aid training in January – 0 YTD.

HEALTH AND SAFETY ACTIONS UNDERWAY			
Action Description	Owner	Due Date	% Complete
Consideration of new supporting policies – Drug and Alcohol	TKM H&S Manager P&D Manager	April 2019	95 Under consultation with staff unions
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	*	
Establish H&S leadership and H&S working groups & annual program.	H&S Manager	*	
Develop and implement a H&S Communications plan	H&S Manager.	*	
Explore a new H&S Management system and confirm decision.	H&S Manager.	March 2019	
Review rehabilitation guidelines as it relates to experience rating	P&D Manager	June 2019	95 Awaiting ratification by P&D

*time frames to be agreed by the Safety, Health and Wellbeing leadership group.

<h1>Health & Safety</h1>		
<h2>Health & Safety Annual Report 2018</h2>		

Contents

- 1. Introduction..... 3
- 2. Hazard and Risk Management..... 3
- 3. Security 3
- 4. Accident and Incident Management 3
- 5. Emergency management.....7
- 6. Health and Wellbeing. 8
- 7. Engagement, Participation and Representation 9
- 8. Asset Management..... 9
- 9. Contractor Management..... 10
- 10. Training and Competency..... 10
- 11. Performance Monitoring and Measurement 10
- 12. Auditing and Continuous Improvement. 11
- 13. General 11

Executive Summary

Health and Safety, in 2018, focused on measuring the performance of our systems and process outcomes to confirm they were comprehensive and effective, ensuring the safety and wellbeing of our community.

These checks will continue going forward but our emphasis will be to encourage and empower more of our people to participate and engage in health and safety and lift our health and safety culture. Our strategy is to establish a Safety, Health and Wellbeing leadership group and H&S working groups. Furthermore we will implement a better fit for purpose H&S management system which will allow us to capture more useful information and improve reporting and accountability across the organisation.

Ara H&S committees met quarterly throughout 2018. Membership of these committees include employee elected representatives and through them provides an opportunity for colleagues to engage and participate in H&S management at Ara.

Ara managers, staff and students are actively encouraged to take responsibility for and participate in H&S. This includes through attending training, H&S induction, and review of risk registers, reporting risks, and the reporting of injury or near miss incidents. We suffered a 5.7% increase in incident numbers reported in 2018 compared to 2017, however we have seen a reduction in the severity of incidents. In 2016 we suffered 5 notifiable events, 2 in 2017 and nil in 2018. Of the 203 reported events, more than half involved no injury, no treatment or treatment less than first aid. 33 of the reported events were health related and 5 of the 6 highest severity were health related.

Ara's incident and emergency management processes were reviewed during 2018. 231 staff attended emergency preparation or response related training.

All H&S compliance obligations were met or exceeded during 2018. This includes certification of plant and equipment to ensure it is safe, fire evacuation trials, and building warrants of fitness which are premised on ensuring building occupant safety.

All new permanent staff starting in 2018 completed our online H&S induction and 81 contractors completed the contractor induction.

A Health and Wellbeing Manager was appointed late in 2018 to lead the development and implementation of a proactive health and wellbeing strategy.

1. Introduction

This annual report has been written

- To advise of and record the Ara health and safety activities and performance in 2018.
- to provide information to Management and the Ara Health and Safety Committee in order to assist in developing future Health and Safety objectives and direction.
- Where numbers are in brackets, these relate to 2017 figures provided for comparison.

2. Hazard and Risk Management

Hazard/Risk Registers

Hazard Identification, assessment, and the management of the risk is the direct responsibility of the local managers. Information relating to these processes is available for managers reference on the Ara Infoweb. Risk registers are reviewed annually with the assistance of the local H&S coordinators and in consultation with staff. More frequent review takes place where new processes, or equipment are introduced or following a significant unwanted H&S related event.

Work has been ongoing to improve our H&S Management system. This included improving access and edit capabilities for staff with H&S responsibilities. Global and common risks are assessed by our subject experts and these assessments and controls will be available to others who carry similar risks. Where changes in risk management occur with common risks, these can be amended centrally in a timely fashion. This reduces duplication of effort and provides consistency across Ara departments. Reporting functions have been improved and managers can see at a glance the number and severity of risks carried.

Managers ensure the risks associated with all of their activities are covered within their risk registers.

3. Security

Ara maintains a 24/7, 365 days per annum security presence on our Timaru, Madras and Woolston campuses.

During 2018 Ara security increased the number and quality of the surveillance camera stock, to act as a deterrent and contribute to safer and more secure campuses.

An incident occurred where students brought replica weapons onto our Madras campus. No intention to cause harm was involved. This prompted a reminder message of our zero tolerance for weapons on campus.

Digital screens placed throughout Ara provide messaging to staff, students and visitors. These messages include reminders not to leave bags, backpacks or boxes unattended.

The ability to electronically lock down and secure buildings on our Woolston and Madras campuses was tested during 2018. Minor failures which were discovered have been attended too.

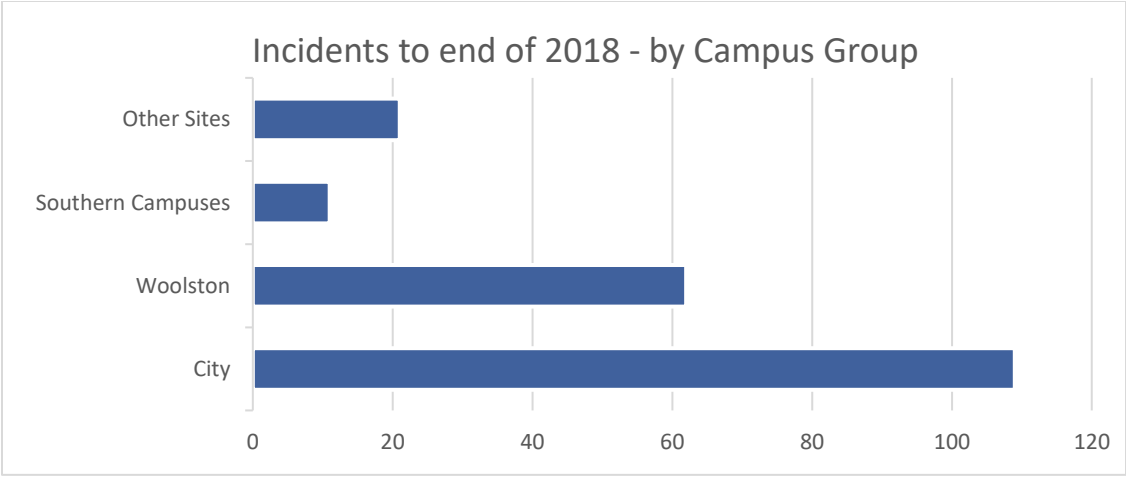
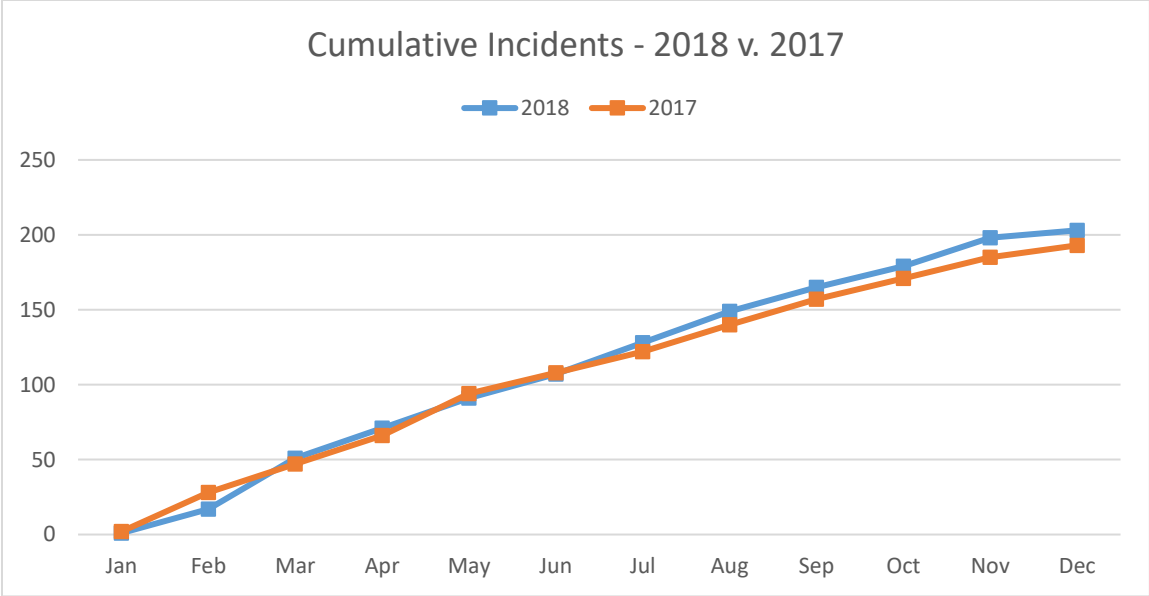
4. Accident and Incident Management

Accident and Incident Reporting

Our accident and incident reporting systems have transitioned away from a paper based system and are now fully online. Staff and students are now able to enter incident reports directly into the recording system thereby reducing the double handling previously required. Staff can review their own information and staff and managers with H&S responsibilities can now view and access a range of standard or created reports related to their areas of responsibility.

Monthly and 3 monthly H&S reports to senior management and the H&S committee are produced using this new system.

203 (192) accident or incidents were reported during 2018. Some of these were near miss incidents, not all resulted in injury, and some were health related. These incidents involved 1 (1) visitors, 2 (4) contractors, 132 (112) students and 68 (75) staff. (Numbers in brackets relate to 2017).



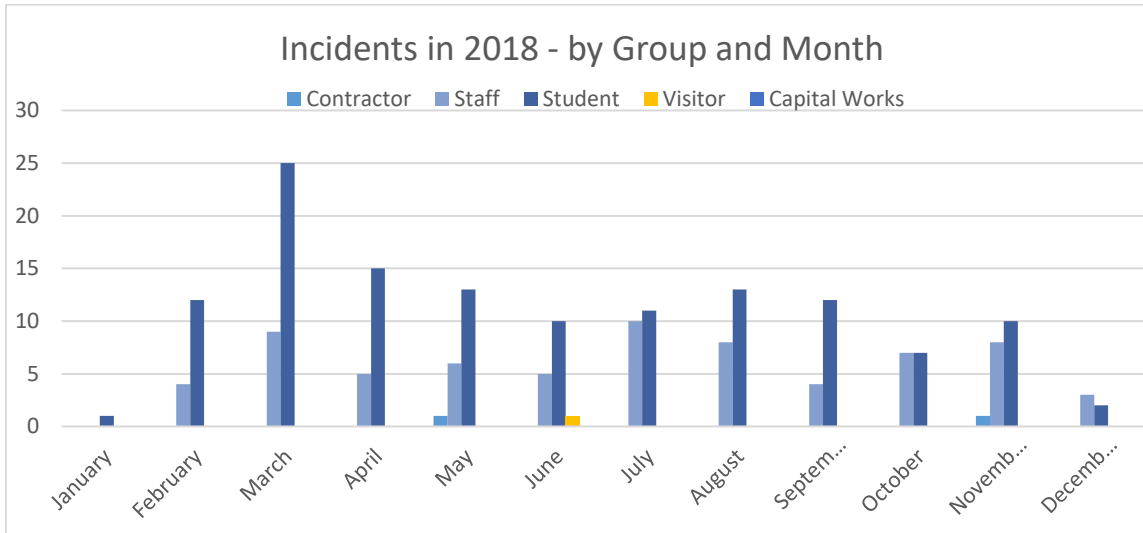
NOTE: The above graph records number of incidents, but is not related to the numbers exposed on each campus. The following accident rates are based on total numbers of staff and students domiciled at those sites but are not adjusted to full time equivalents.

Southern campuses staff and student numbers approximate 1315. Accident rate equals 0.8%.

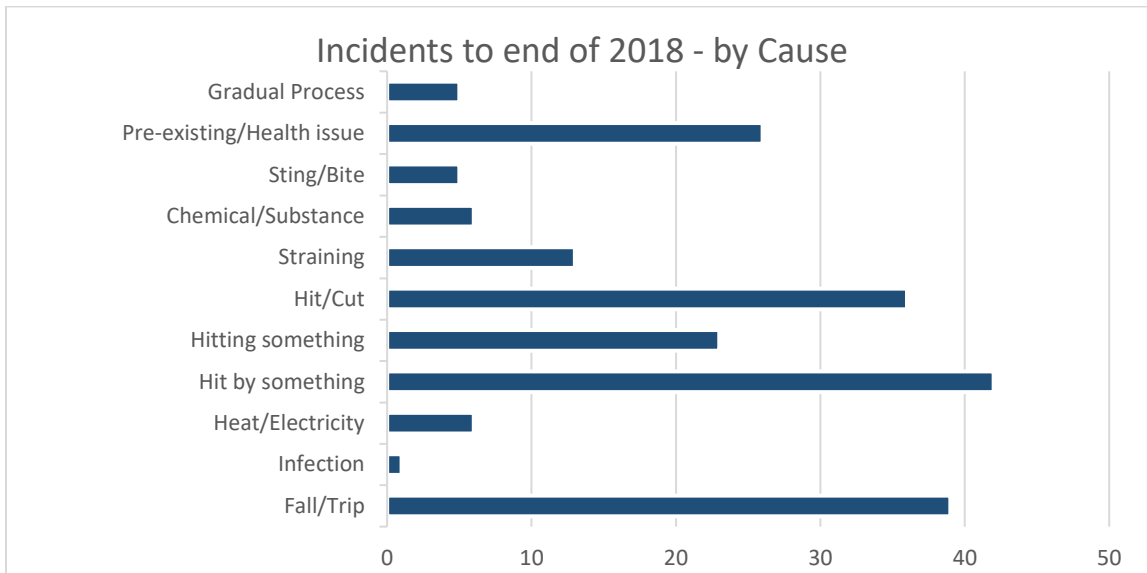
Woolston staff and student numbers approximate 2645. Accident rate equals 2.3%.

Rest of Christchurch numbers approximate 10,311. Accident rate equals 1.0%

“Other sites” include incidents which occurred during work placements or in the field.



- Student accident numbers suffered a spike during the month of March 2018. 25 student incidents were recorded. No common theme or causation was apparent
- Of these 6 related to health conditions, which represents 23% of the 2018 years total by this cause. 4 were faint related, 1 anxiety attack, and 1 feeling sick after eating lunch
- 3 bites, (1 by a rabbit and 2 by dogs), which represents 60% of the annual total by this cause. 1 occurred at the SPCA, on 2 occasions medical treatment was sought
- 7 involved cut injuries. None requiring medical treatment. 3 at Trades and 4 occurred in our U block kitchens. Numbers of these minor cuts reduce significantly as students become more practiced. Tutors heavily emphasise knife safety at the start of the food and hospitality courses
- 1 kayak injury involving a strike to the head. Head protection was worn at the time. Medical treatment sought as a precaution
- Incidents included a medical treatment injury in the gym, not teaching related. 1 needle stick on placement in a hospital, 1 verbal threat by a patient in a mental health facility
- 5 involved no injury, 10 minor treatment, 5 first aid treatment and 5 medical observation or treatment



The number of serious injury events remain low. Our current ACC experience rating (staff injury costs and compensation days) remains below the average for our industry group. However, Ara's experience rating measure has changed from 18.7% to 5.7% below average, due to several soft tissue strain injuries which required lengthy recovery periods.

Incidents by severity in 2018

- Of the 6 highest, (Hospital admission) 5 were health related, 1 was an off-site assault
- The 54 high severity injuries (health professional treatment) involved health conditions, strains, falls, stings, cuts, hitting or being hit by objects
- The 38 medium injuries required first aid treatment only
- The 64 low severity injuries required minor or no treatment
- The 41 lowest involved no injury

No injuries, during 2018, met the Worksafe notifiable injury threshold.

Investigations

Significant or unusual incidents were investigated by the H&S Manager and processes reviewed where needed. Any corrective actions required, were implemented with the help of local managers. Local H&S Co-ordinators, and staff representatives also provided assistance or were invited to be involved in the investigation of significant incidents.

Construction related Capital works activities were much reduced throughout most of 2018. Some work did commence later in the year on our Woolston campus and on the Madras campus where major landscaping work commenced. No incidents or accidents resulting from these activities have been reported.

A "duty holder review" process was completed early in the 2018 year and submitted to Worksafe following a notifiable event occurring late in 2017. The no injury event involved the ignition of volatile adhesive solvent vapours trapped in a wall cavity. Our investigation, in collaboration with the two Contractors involved, and the controls agreed to prevent future similar events, satisfied Worksafe and no further action was required.

5. Emergency Management

First Aid

72 (44) Staff completed First aid training or refresher courses during the year. 6 of these from Southern Campuses. Most first aid trained staff attend training with St John. Some tutorial staff receive training from other providers where this is built into the student course of study.

Ara has 7 defibrillators throughout its campuses. These are checked regularly and maintained according to the manufactures advice. A photo description and location of each of these devices is detailed on the staff Infoweb. Fortunately it is rare that they are requested at an incident, and none have ever been needed for their intended purpose.

Business Resumption

All departments maintain a Business Resumption Plan. These are reviewed annually.

The Incident Management and Business Resumption Policy and the related Procedures were reviewed and up dated during 2018.

Fire Safety

Repairs and maintenance to fire detection and firefighting systems were completed as required. We have had to temporarily isolate detection systems on many occasions throughout 2018 due to system alterations and building repairs.

Extinguishers are pressure tested and refilled or replaced on a five year cycle. Signage is upgraded where necessary, as extinguishers are replaced. Expired extinguishers are distributed to staff, as they still are perfectly suitable for home use.

Fire protection inspection services undertook biennial inspections of a number of our sprinkler systems. Minor remedial actions often follow such inspections, and are completed without delay.

In addition all of our detection, warning, egress and fire-fighting systems are checked between monthly and annually by FM staff or external contractors.

Fire evacuation trials were completed within the time frames and frequencies legally required by the Fire and Emergency Services and in accordance with our approved evacuation schemes.

26 (34) "fire" incidents occurred over the year, most being false alarms due to equipment faulting or climatic conditions. 2(5) of these were in Timaru. Fire and Emergency attended 17 (19) of these events and both events in Timaru. Some involved minor property damage but no injuries occurred.

We suffered 5 alarms due to low pressure in sprinkler systems. These drops in pressure are frequently cold weather related. 1 malicious call point activation, 5 through failure to contain cooking or soldering smoke or steam, 2 food fires in microwave ovens, 2 due to water leaks, 2 cigarettes in rubbish bins, and 3 faults or unknown causes.

One fire event related to a commercial skip bin on the Woolston campus. Neighbours fortunately noted the after hours fire in the bin and kindly extinguished it with their garden hose. Security footage did not provide any indication of arson.

We suffered a near miss when an after hours security guard noticed smoke in a carpentry workshop. Investigation discovered this was due to disposed rags contaminated with linseed oil. These were smoking and at the point of combustion. Relevant staff and students have been reminded of the risk of spontaneous combustion in these circumstances and the steps to take to avoid this. The guard's efforts were acknowledged with a double meal voucher to our Visions Restaurant as a small token of our appreciation.

A fire sprinkler was activated in the engineering heat treatment room, when gas torch work was carried out outside the extract ventilation hood. This caused fairly extensive flooding in the near vicinity. Fortunately this was on the ground floor, and on a concrete surface. A large team of staff contained the flood and cleaned it up without significant consequences. New high temperature heads have been installed to reduce the risk of a repeat.

Procedures are in place to ensure hot work and any work affecting fire detection, sprinklers or alarm systems is controlled and managed to prevent false alarms.

The mechanical smoke extract and pressurisation systems in the escape routes in ALX and OH blocks, and the smoke curtains in K block were tested 6 monthly.

Students residing in the student accommodation were provided with Fire evacuation instructions. Wardens and residential assistants were given more detailed training.

Fire and Emergency visited our student accommodation and were satisfied our fire safety procedures are effective.

6. Health and Wellbeing

Ergonomics

We provided advice to and or completed work station assessments for 43(29) staff during 2018. There are no significant on-going ergonomic cases outstanding. A large group of staff relocated to the new Manawa building, and some workstation setup advice was required to ensure their comfort and safety.

External advice was contracted for 1 staff member who required a more detailed assessment.

Sit/stand workstations and desk mounted systems were provided to staff with existing health conditions or injuries to assist with rehabilitation. A medical cert or similar is required before providing such equipment for at risk individuals in order to ensure we do not further exacerbate their condition.

Rehabilitation and Injury Management

- 7(7) staff returned to work on a specifically designed graduated return to work plan. Only one of these was due to a work related injury.
- We hold a small number of licences which allows staff to utilise “workspace”, a computer management software package which controls keystrokes and encourages micro pauses and breaks. We use this as a rehabilitation tool rather than for injury prevention.
- ACC have covered 150 work related and 249 non-work related injury compensation days in the 2018 year.
- Ara’s Rehabilitation procedures have been reviewed and are close to implementation.
- A new Health and Wellbeing Manager position was established late in 2018 to promote wellbeing amongst staff and students.

Occupational Disease – Monitoring: Asbestos

Asbestos or suspicious materials thought to contain asbestos have been sampled and analysed as necessary. This included materials in buildings considered for future refurbishment. Results were added to our asbestos register which is available for reference by staff and contractors.

Occupational Disease – Monitoring: Noise

New staff, who may have been previously exposed to industrial noise were provided with baseline hearing assessments and existing staff who wear hearing protection were also assessed. 7 staff in Timaru and 9 staff in Christchurch, of which 7 were new and 2 were existing staff.

Communicable Disease

As the influenza season approached, staff were again given the opportunity to receive a fully subsidised influenza vaccination. 285 (302) Christchurch staff took advantage of this. The 25(20) Southern campus staff were vaccinated by a contracted private provider.

I was in regular contact with the Public Health Unit who provide details of communicable disease trends, and I relayed information to staff as necessary.

Staff and students were provided with general information relating to Measles, following advice from the Public Health Unit that several cases had arisen in Christchurch.

Employee Assistance Program

61 staff and 7 close family members took advantage of the Ara employee assistance counselling program (OCP) managed by People and Culture. These are very similar numbers to the 2017 year.

Drugs and Alcohol

A short “drugs and alcohol on Campus” workshop was presented by the CDHB and hosted at Ara. It was attended by representatives from a number of South Island tertiary education providers.

The Drug and Alcohol draft policy was submitted to our Legal advisors, PwC, and to the Unions at Ara for consideration. Their feedback has been received. The draft Policy has been amended to incorporate much of the consultation feedback and to split out procedure from policy. Some further direction has been sought from TKM.

7. Engagement, Participation and Representation

H&S Committee

The H&S Committee met quarterly throughout 2018, in accordance with the terms of reference.

The Committee membership includes our elected employee representatives and provides them with the opportunity to be involved in the management and direction of H&S at Ara. The employee unions represented at Ara are entitled to elect one or more H&S representatives to represent their members. Several of the smaller unions have chosen to be represented by others. Non-union affiliated staff are also represented by campus representatives.

Our Southern Campuses H&S Committee also met 4 times in 2018. The H&S Manager managed to attend several of those meetings. The Southern Campuses H&S representative discontinued his employment at Ara late in 2017. Nominations were sought and a new employee representative was appointed and attended training for the role.

At our first meeting in 2018, the H&S Committee reviewed and ratified Ara’s Employee Engagement, Participation and Representation Agreement.

8. Asset Management

Building Warrant of Fitness

Each year starts with preparation to meet our Building Warrant of Fitness deadline. Most of our buildings have features which are required to be checked, often monthly, throughout the year. Many of these features are related to occupant H&S. Some of these checks are completed by independent qualified persons. Records are maintained to provide evidence of these compliance schedule item checks. Our BEIMS database provides suitable evidence of our inspection and maintenance compliance to satisfy each IQP during their thorough annual inspection and audit. Each IQPs report and supporting evidence of compliance is provided to the CCC in order to approve our BWOFs.

In addition to the compliance schedule items, certification of plant and teaching equipment which is pressurised, removes fumes, lifts weights or has a critical safety function was completed. Any concerns were dealt with as they were brought to our attention.

Throughout the year I provided advice concerning the H&S and accessibility aspects of building or plant alterations and proposed new or changed programs. I maintained our building management database records with respect to H&S issues.

Electrical Testing

Electrical testing of small appliances throughout Ara continues. In Christchurch this task is completed by a dedicated technician, the Southern campuses are covered by a contractor.

Carbon Monoxide Monitoring

The Carbon Monoxide monitoring and warning systems in our Woolston vehicle workshops are calibrated annually to ensure we provide a safe environment and early warning.

9. Contractor Management

81(42) Contractors completed our online H&S induction process during 2018. Businesses wishing to provide services to Ara are required to provide suitable evidence of their H&S commitment, or a site specific safety plan before they are engaged.

On two occasions contractors were asked to cease work for either being unqualified for the task in hand or working in an unsafe manner. On both occasions their employer was advised.

Our capital works contracts require contractors to provide site specific safety plans, regular inspections and reporting, and independent construction site audits to provide assurance of good practice. These processes are managed by our Project Management team within FM, which provide monthly reports to the H&S Manager.

10. Training and Competency

Staff Inductions

All new staff and managers are required to complete a H&S Induction and training module accessible on our Infoweb site. The induction training supports the local H&S information provided by the H&S Coordinators.

During 2018, 71 permanent staff were asked to complete the online H&S induction process. Capability staff chase up those staff who are slow to complete the process. All new permanent staff have completed the online induction in 2018.

227 casual staff that have been asked to complete the casual induction and 105 have completed it (46% compliance). A more effective way of inducting these casual staff is to be determined.

H&S Training

The H&S Manager provided or arranged training to recently appointed H&S Coordinators and fire wardens and participated in the H&S induction of new staff and Managers.

- 12 (8) staff completed fire extinguisher and warden training during the year
- 12 staff involved in our first response Incident Management Team completed refresher training related to our emergency procedures. These are based on the Coordinated Incident Management System, (CIMS,) adopted by all of the NZ emergency services. Several potential scenarios were trialled to test the team
- 52 staff enrolled for training on the use of our H&S Management system. Feedback received during this training assisted us to develop the system further
- 1 H&S representative attended approved training
- 2 persons attended a "Wellbeing matters" program run by the CECC
- 123 staff attended a de-escalation training session run internally. This was in response to recommendations following a security review considering the safety of our frontline staff
- 12 staff attended HASNO chemical awareness training
- The H&S manager attended several H&S related seminars arranged by ACC, Worksafe, Deloitte, and the Business leaders H&S forum
- 72 staff have attended a workplace first aid training or refresher course in 2018

11. Performance Monitoring and Measurement

Ara maintains an accident/injury database within our H&S Management system. This now provides opportunities for managers to view individual records and measure the performance in their areas of responsibility in comparison with previous years. This system has been regularly improved during 2018 to ensure it meets our needs.

Throughout the year a monthly H&S dashboard report and commentary was completed for TKM and the Ara Council and

Quarterly reports were completed for the H&S Committee.

12. Auditing and Continuous Improvement

Ara Health and Safety Management approach is based on the New Zealand code of Practice AS/NZ 4801:2001 Occupational health and safety management systems.

Our Policy and Procedures are cognisant of the Ara Council Charter and Organisational Resources, Roles, and Responsibilities documents resulting from the Galvin Report of 2016 and are current with the changes to NZ H&S legislation in 2016 and are modified as good business practice develops and legislation changes.

PwC completed a review of Ara's Health and Safety processes and provided their final report in March. 5 key observations were made relating to: Drug and Alcohol policy, Procurement and disposal, H&S Management planning, governance reporting, student placement process. Progress has been made in integrating these observations into our procedures.

As a further indicator that our H&S management effectively reduces risk and severity of injury, recent ACC injury and compensation costs data has determined the Ara experience rating to be 18.7% below our industry average for the provisional levy period 1 April 2017 - 31 March 2018.

Ara has also completed external H&S audits in the Trades and Primary Industries sections at our Timaru campuses, our construction facilities on our Woolston campus and on various capital works construction sites over the past several years. A security review focusing on our staff public interface was also completed, and recommendations steadily applied. This includes 123 staff attending de-escalation training in 2018. Our sustainability and outdoor education program was audited and achieved Outdoors mark accreditation, with a heavy emphasis on H&S systems. In addition, environmental checks are completed throughout our workspaces. These include noise level surveys, asbestos in air monitoring in suspect areas, continuous carbon monoxide monitoring in our Trades automotive workshops.

Members of a sub-committee of the H&S Committee visited 4 departments during 2018. We met with the local H&S coordinator. These visits serve to encourage the H&S coordinators, reinforce and raise the profile of H&S, check departments are meeting their obligations and the visits provide an opportunity for committee members to appreciate the breadth and depth of H&S issues across the organisation.

The gas procedures at Trades were reviewed during 2018.

The emergency communication system was tested to measure the response of the Incident management team members. Additional training will be arranged for the IMT team members following recent upgrades of the system.

13. General

Ara is a member of the Business Leaders H&S Forum. The Forum has an aspirational vision for zero harm workplaces and pledges actions to realise this vision. Tony Gray, CE, signed this pledge and this document has been displayed throughout Ara campuses and buildings.

I continued the subscription to the Safeguard H&S magazine and distributed these bimonthly across the organisation together with other H&S publications.

I regularly updated and maintained the H&S information available to staff on the Ara infoweb. H&S matters of significant interest or requiring the attention of staff were communicated through the infoweb as appropriate.

Facilities Management produce a newsletter available to all Ara staff. During 2018 I contributed matters of H&S interest to staff through this newsletter.

Emergency response instructions (flip chart) were developed for Manawa colleagues and visitors following consultation with our partners. These flip charts are on display throughout the building.

We endeavour to continuously improve our H&S management systems and with that the wellbeing of our staff and students. 2018 was another busy year. I acknowledge the efforts of the H&S Coordinators, H&S Committees both in Christchurch and our Southern Campuses, fire wardens, health centre staff, People and Culture and Facilities Management staff, and staff from every other Ara Division.

David Currie

H&S Manager

22 January 2019

Ara Council 26 February 2019	Agenda Item	Page 19 / Ara Council 9.3253
	Information Item	
PUBLIC	Presented by	T Gray

ARA COUNCIL REPORT SUMMARY	
TITLE OF REPORT	Academic Board
BACKGROUND AND PURPOSE	<p><i>A summary report to Council from Academic Services Division of:</i></p> <ul style="list-style-type: none"> <i>The Academic Board meetings were held on 18 October and 29 November 2018.</i> <p><i>The Academic Board role is to:</i></p> <ul style="list-style-type: none"> <i>Advise Council, and recommend where appropriate, on the academic strategic direction and practices of the institution.</i> <i>Develop, monitor, review and maintain policies on academic matters including research conducted by staff.</i> <i>Consider proposals for new programmes.</i> <i>Approve programmes.</i> <i>Manage sub-committees as required, including:</i> <ul style="list-style-type: none"> <i>Defining delegations, roles, Terms of Reference (ToR) and membership.</i> <i>Receiving and acting on reports.</i> <i>Reviewing performance and effectiveness.</i> <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>
RECOMMENDATION(S)	1. That the Academic Board report be received.
LINK TO ARA STRATEGY	High Performing Organisation.
KEY ISSUES IDENTIFIED	Nil.
FINANCIAL IMPLICATIONS FOR ARA	
RISK IMPLICATIONS FOR ARA	

1 Entry Criteria

Academic Board received an application for an exemption to the Academic and IELTS entry criteria from the Bachelor of Broadcasting Communications (BBc). The team believed that higher levels of literacy are at the core of the programme and are important to the success of the programme. Academic Board asked for further clarification from the team. After a period of public excluded time, the meeting resumed in an open forum with the outcome that the standard academic entry and IELTS requirements approved by Academic Board in August 2018 would stand for the BBc and be in place for 2019 delivery. The Board also requested that the planned programme review begin immediately in order to reflect on contemporary communication and journalism practices.

2 Policy Update

The following academic policies have been reviewed and were approved:

- APP504 Regulations Governing Admission and Enrolment
- APP514 Withdrawals, Refunds and Compassionate Consideration
- APP604 Programme Consultation Networks
- APP603 Programme and Product Development and Approval
- APP601 Programme Approval Committee Membership and Terms of Reference

3 TANZ Harmonisation Regulations Update

An updated implementation plan was received. Academic Quality reported working closely with the Admin team in the finalising of programme handbooks to ensure the most up to date regulations were included. Academic Board agreed that rather than quote actual policy in the handbooks, that students be directed to the policy online.

Discussion also took place relating to some of the new regulations not demonstrating good practice for Level 7+ programmes. It was agreed that for resubmissions/resits, second results, aegrotat and conceded passes the following statement be added to the Assessment policy: "This also applies to programmes at Level 7 and above unless otherwise specified in the Programme Regulations".

4 2018 Internal Evaluation Report

Ara contracted two external reviewers to conduct the Internal Evaluation, Dr Amanda Torr and Jo Blakeley. They visited Ara for three days and met with nine programme areas. Their report identified areas of good practice and areas for improvement. One improvement suggested was the introduction of individual programme reviews rather than cluster reviews. This is to ensure programmes are reflected upon individually and evaluated appropriately. Academic Quality advised that a review of the Programme Evaluation process was taking place with revised programme templates being introduced.

5 Assessment Practice Review

NZQA have indicated they will be visiting various ITPs in 2019 in order to gain assurance relating to assessment practice. Ara has received notice that NZQA will review the Department of Business in March 2019. The Portfolio and Assurance team are implementing an assessment review across all of Ara to ensure our own practices and processes are fit for purpose. A group has formed that will be trained as evaluators with their primary purpose

to look at the practice of assessment. The second phase of the review will look at students work and evaluating how the judgements have been made against the documentation.

6 Research

The Research and Knowledge Transfer Committee presented the 2018 Semester 1 report. Ara received approximately \$70,000 in research income in 2018 which is the highest for a number of years. Academic Board were advised that there are a number of programmes where the percentage of research active tutors is less than the NZQA required 50%. RKTC are continuing to discuss options for improving this. Revised research targets were approved. Degree and Level 7 programme have a revised target from 70% to 65% and Postgraduate programmes increase from 80% to 100%. Discussion took place relating to how, what and why Ara is to embrace research, from PBRF right through to tutors on certificate level programmes doing smaller projects that are valid in a range of contexts. It was decided that a review of research at Ara will take place in 2019.

2019 Council Work Programme

as at 19 February 2019

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

September	11	Council Audit and Risk Committee Meeting	
	17	Council Campus Redevelopment Committee Meeting	
	20	Spring Graduation Ceremony (10am)	
	24	Council Workshop (2) (Christchurch) Ensuring Equity in Education	
October	?	Chief Executive Remuneration and Performance Review Committee	
	29	Council Meeting (Christchurch) <ul style="list-style-type: none"> • Report on Affixing of Common Seal • Risk Management Framework – Quarterly Report • Annual Report 2019 – content/format • Health and Safety Manager Report • Health and Safety Walkabout • Pasifika Strategy Report • Kaiārahi Report 	
November		Full Academic Board	
	13	Council Audit and Risk Committee Meeting	
	19	Council Campus Redevelopment Committee Meeting	
	26	Council Workshop (3) <ul style="list-style-type: none"> ➢ Young Person's View of the Future ➢ Industry Partners <ul style="list-style-type: none"> • 2019 Budget sign-off??? 	
December	10	Council Meeting (if required) <ul style="list-style-type: none"> • 2019 Budget – Sign off 	
	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 January 2019

18 January

Nurses 12 graduate nurses are starting at Timaru Hospital.

21 January

Buildings Ara's Rakaia Centre is having a refresh.

22 January

CognAssist...is a UK tool to support neurodiverse learners that is being picked up by Ara.

Masters of Sustainable Practice a NZ first <http://www.ara.ac.nz/news-and-events/news/masters-of-sustainable-practice-a-nz-first>

23 January

New book shines a light on disability theatre globally.

<http://www.ara.ac.nz/news-and-events/news/new-book-shines-a-light-on-disability-theatre-globally>

31 January

Health Precinct - Ministers Chris Hipkins and David Clark opened the Manawa health research and education facility in Christchurch yesterday (Stuff). The area brings together activities by Ara, Canterbury Uni and Christchurch DHB