



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

ORDINARY MEETING

MIT COUNCIL

31 October 2019

MANUKAU INSTITUTE OF TECHNOLOGY ORDINARY MONTHLY MEETING OF COUNCIL
To be held in the Tanoa Room (NO101), MIT Pasifika Community Centre
1.00 pm Thursday, 31 October 2019

OPEN SESSION AGENDA

Karakia

1 Preliminaries

Welcome

C10/1 Apologies

C10/2 [Administration](#)

Move into Closed Session

CLOSED SESSION AGENDA

2 Preliminaries

C10/3 [Confirmation of Council Closed Session Minutes 19 September 2019](#)

C10/4 [Confirmation of Audit and Compliance Minutes 27 June 2019](#)

C10/5 [Matters Arising](#)

C10/6 [Correspondence](#)

3 Item for Decision

C10/7 [Budget 2020](#) (including Loan Facility)

C10/8 [TechPark Business Case](#)

C10/9 [Campus Masterplan Report](#)

4 Regular Reports

C10/10 [RoVE Briefing \(Verbal\)](#)

C10/11 [Chief Executive Closed Session Report](#)

C10/12 [Sales Funnel Data](#)

C10/13 [Financial Report detailed commentary](#)

5 Any Other Business

6 Move into Open Session and Confirm Resolutions from Closed Session

OPEN SESSION AGENDA

C10/14 [Confirmation of Council Open Session Minutes 19 September 2019](#)
C10/15 [Minutes of PCAB meeting held 3 September 2019](#)
C10/16 [Matters Arising](#)
C10/17 [Correspondence](#)

7 Items for Decision

C10/18 [Granting of Awards](#)

8 Regular Reports

C10/19 [Chief Executive Open Session Report](#)
C10/20 [Health & Safety](#)
C10/21 [Financial Report](#)
C10/22 [Reporting on Maori Strategic Plan](#)

9 Any Other Business

9 Karakia and Close Meeting

C10/02

ADMINISTRATION

CONTENTS:

1. [Meeting Schedule for 2019](#)
2. [Meeting Schedule for 2020](#)
3. [Council Members Terms of Appointment](#)
4. [Standing Committees](#)
5. [Council Members Register of Interests](#)

1.**MEETING SCHEDULE FOR 2019****MEETINGS**

Committee	Date	Venue	Time
Council	February 21	Manuhiri Room, NT Block	11.45am – 5pm
Audit	March 21	Manuhiri Room, NT Block	09am – 11am
Council	March 28	Manuhiri Room, NT Block	11.45am – 5pm
Council	May 16	Manuhiri Room, NT Block	1pm – 5pm
Audit	June 27	Manuhiri Room, NT Block	09am – 11am
Council	June 27	Manuhiri Room, NT Block	11.45am – 5pm
Council/Rūnanga	August 15	Tanoa Room, NO101	11.45am – 5pm
Audit (Risk only)	September 19	NQ212	11am – 1pm
Council/PCAB	September 19	NQ212	1.30pm – 4.30pm
Audit	October 31	Tanoa Room, NO101	09am – 11am
Council	October 31	Tanoa Room, NO101	11.45am – 5pm
Council	December 12	Manuhiri Room, NT Block	11.45am – 3.30pm
Followed by “Thank You” Function	December 12	Dine Restaurant, NT Block	03.30pm – 5.00pm

2.**MEETING SCHEDULE FOR 2020****MEETINGS**

Committee	Date	Venue	Time
Council	February 27	tbc	11.45am – 5pm
Audit	March 19	tbc	09am – 11am
Council	March 26	tbc	11.45am – 5pm
Council	April 30	tbc	11.45am – 5pm
Council	May 28	tbc	1pm – 5pm
Audit	June 18	tbc	09am – 11am
Council	June 25	tbc	11.45am – 5pm
Council	July 30	tbc	11.45am – 5pm
Council/Rūnanga	August 27	tbc	11.45am – 5pm
Council/PCAB	September 24	tbc	11.45am – 5pm
Audit	October 29	tbc	09am – 11am
Council	October 29	tbc	11.45am – 5pm
Council	November 26	tbc	11.45am – 3.30pm
Followed by Senior Leaders Function	November 26	tbc	03.30pm – 5.00pm

3. COUNCIL MEMBERS TERMS OF APPOINTMENT

Councillor	Position	Term Commenced	Term Expires
Peter Winder	Chairman	17 December 2013	30 April 2021
Theresa Stratton	Deputy Chair	1 May 2018	30 April 2022
Uluomatootua Aiono		12 June 2017	30 April 2021
John Hannan		26 February 2009	30 April 2020
Peter Parussini		1 May 2017	30 April 2021
Kira Schaffler		1 May 2015	30 April 2020
Jill Tattersall		1 May 2015	30 April 2020
Rachael Tuwhangai		1 May 2015	30 April 2020

4. STANDING COMMITTEES AND MEMBERSHIP

Executive Committee	P Winder (or nominee) - Chairman T Stratton J Hannan K Schaffler
CE Review Committee	P Winder (or nominee) - Chairman T Stratton CE Nominee
Student Appeal Committee	J Hannan – Chairman K Schaffler J Tattersall R Tuwhangai
Audit & Compliance Committee	T Stratton – Chair J Hannan U Aiono K Schaffler J Tattersall – permanent alternate
Council Membership Committee	P Winder – Chairman P Parussini T Stratton U Aiono R Tuwhangai

5. COUNCIL MEMBERS REGISTER OF INTERESTS

Councillor	Involvements with other entities	Last Updated
P Winder (Chairman)	Director, McGredy Winder and Co Limited Director, The Sound of Music Education Limited Crown Manager, Kaipara District Council Trustee, Silo Theatre Company Committee Member on State Services Commission's Risk and Audit Committee Member of Advisory Committee supporting the Unitec Commissioner Board member NZIST Establishment Board	1 September 2019
T Stratton	Owner/operator of Waiau Consulting Treasurer of Refugees As Survivors New Zealand	16 May 2019
U Aiono	Chairman of the National Pacific Radio Trust (Ministerial Appointment) Chairman of Alliance Health Plus PHO Chairman of Alliance Community initiatives Trust Chairman of Finance and Audit and Risk Committee at Habitat for Humanity Greater Auckland Board member and Treasurer at RiseUp Partnership School in Mangere, Auckland Shareholder in Management Consulting Company Viago International Ltd Chairman of Bio Technology Company Sensor Flo Ltd Alumnus of AUT University Council 2002 – 2010 Vice Chairman of Board and Chairman Property & Finance Committee Otahuhu College Board of Trustees (Retired December 2016)	06 June 2017
J Hannan	Partner, DLA Piper	27 April 2017
P Parussini	ANZ Bank New Zealand Chairperson Southern Cross Campus Board member Radio New Zealand	15 August 2019
K Schaffler		27 April 2017
J Tattersall	Chair, Kiwa Digital Limited Consultant, Cognition Education	27 April 2017

R Tuwhangai	<p>Chair, MIT Rūnanga</p> <p>Managing Director, Maori and Pasifika Support Services</p> <p>Board Trustee, Auckland Community Law Centre</p> <p>New School's Governance Facilitator, Ministry of Education</p> <p>Board of Education New Zealand</p>	21 February 2019
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Note: Interests that should be registered are those where there may at some future time be a conflict of interest with the individual's role as a Council Member at MIT

MIT Council Paper

NOTE ☐

COMMENT ON ☐

AGREE ☐

APPROVE ☒



C10/14

CONFIRMATION OF COUNCIL OPEN SESSION MINUTES

Author Michelle Hubble, Council Secretary
Endorser Peter Winder, Chairman
Date 15 October 2019

Request to Council

Please [approve the minutes](#) of the open session of the ordinary meeting of the Council held on Thursday, 19 September 2019.

Your formal approval is required as set out in 18.3 of the Manukau Institute of Technology Council Standing Orders.



MANUKAU INSTITUTE OF TECHNOLOGY
ORDINARY MONTHLY MEETING OF THE COUNCIL

Held on Thursday, 19 September 2019
Tanoa Room (NO101) at 2:00pm

Open Session Minutes

Present:	P Winder (Chairman)	T Stratton
	R Tuwhangai	K Schaffler
	J Hannan	P Parussini
In Attendance:	G Gilmore	S Fernandes
	M Carroll	S Lotu-liga
	R Sullivan	K Sargent
	S Middleton	A Fa'aea-Semeatu
	B Wong-Ling	K Ngarimu (NZIST)
	Members of PCAB:	
	L Jenkins (Chair)	G Makapatama
	T Fa'amoe	Rev. S Topa-Fariu
	Ps. E Rabo	A Muller

Preliminaries

R Sullivan opened the meeting with a karakia.

Welcome

P Winder welcomed everyone to the meeting, including Simone Fernandes who is attending the meeting on behalf of Michelle Teirney.

Kim Ngarimu was introduced to the meeting. She is part of the NZIST Establishment Board and has relationship oversight responsibilities for different ITPs including MIT, NorthTec, Unitec and Toi Ohomai.

C09/01 Apologies

It was resolved that the Council accept the apologies from Jill Tattersall and Ulu Aiono.

Proposed: P Winder

Seconded: R Tuwhangai

Carried

C08/02 Administration

Schedule of Meetings for 2019
New Proposed Meeting Schedule for 2020
Standing Committees and Membership
Conflict of Interest

Members were invited to update the register, and members and management were asked to declare an interest if there was an item on the Agenda that might give rise to a conflict of interest.

C09/03 – C09/11 Closed Session

It was resolved that the Council exclude the public from agenda items C09/03 – C09/11:

Reason: To enable the Council to carry out, without prejudice or disadvantage, commercial activities.

It was further resolved that members of the MIT Executive Team remain at the meeting and others (as required) because their knowledge of the issues involved may be helpful to the Council.

Proposed: P Winder

Seconded: R Tuwhangai

Carried

Confirm Resolutions from Closed Session

It was resolved that the Council resume in Open Session and confirm the decisions made in Closed Session.

Proposed: P Winder

Seconded: K Schaffler

Carried

Preliminaries

C09/12 Confirmation of Council Open Session Minutes 15 August 2019

It was resolved that the Council confirm the minutes of the Open Session of the Ordinary Meeting of the Council held on Thursday 15 August 2019.

Proposed: P Winder

Seconded: T Stratton

Carried

C09/12a Academic Board Open Session Minutes - 4 September 2019

The EGM Academic updated Council on MIT's submission to NZQA on the proposed reforms of the NZQF. In terms of the proposal to embed transferable competencies into the NZQF, MIT raised a concern with regard to limiting the inclusion of citizenship competencies to Levels 1 to 3 as it could be seen as discriminatory.

It was resolved that the Council note the minutes of the Open Session Academic Board meeting held on Wednesday 4 September 2019.

Proposed: P Winder

Seconded: J Hannan

Carried

C09/13 PCAB Minutes – 30 July 2019

It was resolved that the Council note the minutes of the MIT Pasifika Community Advisory Board meeting held on Tuesday, 30 July 2019.

Proposed: P Winder

Seconded: T Stratton

Carried

C09/14 Matters Arising

The Council noted the matters arising.

Proposed: P Winder

Seconded: K Schaffler

Carried

C09/15 Correspondence

Council noted that a letter was received from the Chairperson of the Education and Workforce Committee inviting submissions on the Education (Vocational Education and Training Reform) Amendment Bill. The Chief Executive noted that an area to make a submission on is to enhance the voice of Pasifika peoples. Pasifika represents 36% of MIT's student cohort.

Action: Council agreed that the Chief Executive is to draft a submission for review by the Chair of Council.

The Chair also noted the letter from the Tertiary Education Commission to ITP Councils asking them to be cognisant of the obligations they have.

It was resolved that the Council receive the inwards correspondence and note the outwards correspondence.

Proposed: P Winder
Seconded: P Parussini
Carried

Items for Decision

C09/16 Granting of Awards

The Chief Executive stated that the normal academic robustness around the granting of these awards has been followed and the students have met the necessary requirements for the Granting of the Awards.

It was resolved that the Council confirm the Sealed Awards granted by the Chief Executive under the delegated authority of the Council since the last Council meeting held on 15 August 2019.

Proposed: J Hannan
Seconded: P Parussini
Carried

C09/17 PCAB Recommendations for Approval

The Chair noted that the recommendation around the new title of the Pasifika Community Advisory Board (PCAB) is to be deferred to the next Council meeting.

It was resolved that the Council approve the following appointments to this committee effective immediately:

- 1) Letoa Henry Jenkins as Chairperson**
- 2) George Makapatama as Deputy Chairperson**
- 3) Dr Michelle Johannsson as member, fulfilling 2(b)iii of the Terms of Reference for representation of someone from the Pasifika Education sector**

Proposed: P Winder
Seconded: K Schaffler
Carried

Regular Reports

C09/18 Chief Executive Report

The report updated Council on relevant issues and opportunities.

It was resolved that the Council receive the Report.

Proposed: P Winder
Seconded: K Schaffler
Carried

C09/19 Health and Safety

The report was taken as read.

The EGM People and Culture advised that Worksafe is comfortable with MIT's actions with regard to the significant event in July in the School of Floristry.

Council noted that the YTD incidents are positive compared to 2018.

It was resolved that the Council receive the status report on Health and Safety at MIT for the months of July and August 2019.

Proposed: P Winder
Seconded: R Tuwhangai
Carried

C09/20 Financial Report for the period ended 31 July 2019

The report was taken as read.

It was resolved that the Council receive the report for the period ended 31 July 2019.

Proposed: P Winder
Seconded: J Hannan
Carried

C09/21 Reporting against the Māori Strategic Plan

The report was taken as read.

The Chair noted that the Council's role in the recommendation relating to a Kaumatua is to be considered. Council acknowledged the need for a Kaumatua with the right standing, mana and knowledge tikanga.

Action: The Chief Executive is to determine the most appropriate way to progress the engagement of a Kaumatua.

It was resolved that the Council

- **receive the status report on Te Rautaki Mātauranga Māori**
- **encourage the Chief Executive to ensure a kaumatua of sufficient and appropriate standing can be engaged.**

Proposed: P Winder
Seconded: R Tuwhangai
Carried

Item for Information

C09/22 Revised Academic Policies

Council feedback on the revised academic policies is to be provided to the EGM Academic.

It was resolved that the Council receive the revised Academic Policies.

Proposed: P Winder
Seconded: T Stratton
Carried

10 Any Other Business

C09/23 Discussion with PCAB

- The Chair of PCAB noted that they are excited to be working with Council, Rūnanga and the Executive Leadership Team to achieve the strategy.
- The Chair of Council noted that it is a significant day in the relationship between Council and a reconstituted and refreshed committee of Council.
- MIT is in the middle of substantial change – from 1 April 2020 MIT will be a subsidiary of the New Zealand Institute of Skills and Technology. It is important that the PCAB is part of the family and that Council listens to their advice.
- PCAB supports the Māori and Pasifika CoVE. It is important that our actions reflect the words that we are saying.

Council thanked the PCAB for their involvement.

R Sullivan closed the meeting with a karakia.

P Winder declared the meeting closed at 4.21pm.

Chairman:



11-11-2019 4:08 PM

Date:

MIT Council Paper

APPROVE ☒

AGREE ☐

COMMENT ON ☐

NOTE ☐



C10/15

PCAB Minutes & Proposal of New Name

Author Blake Wong-Ling, Pasifika External Relations Manager
Endorser Letoa Henry Jenkins, Chairperson
Date 18 October 2019

Request to Council

There are two points of action outlined this paper:

- 1) Please [approve the minutes](#) of the MIT Pasifika Community Advisory Board meeting held on Tuesday, 3 September 2019.
- 2) The group currently known as the MIT Pasifika Community Advisory Board ('PCAB') have amended their proposed new name to "MIT Pacific Community Komiti" and seek approval from MIT Council to initiate this change effective immediately.

Manukau Institute of Technology

PCAB (Pasifika Community Advisory Board) Meeting

9am to 11am, 3 September 2019



Present: Letoa Henry Jenkins, Frances Topa-Fariu, Amatailevi Stella Muller, Tunumafono Ava Fa'amoe MNZM, Ps Eroni Rabo, Peseta Sam Lotu-liga, Aiono Manu Fa'aea-Semeatu, Edmond Fehoko, Blake Wong-Ling (Minutes)

Apologies: George Mapakatama, Rev Salafai Mika, Sagaia Smith (FTP)

Opening Prayer: Ps Eroni Rabo

Light Refreshments

Meeting started 0858

1. PRELIMINARIES

- i) **Welcome** by Chair
- ii) **Apologies:** as noted
- iii) **Previous Minutes:** Moved: Tunumafono / Seconded: Amatailevi
- iv) **Matters Arising:**
 - Conflict of Interest Register: Email Blake if any changes
 - Pastor Eroni asked for his surname to clarified as 'Rabo' not 'Dau' in all future reference his name is "Eroni Rabo".
- v) **Action Points:**
 - Action Point (13):** Confirm the farewell of former members on 19 September
 - Conversation** to affirm new direction and to clarify key points from PCAB in the PCAB Chair's address to MIT Council.
 - a) **Action Point (14 and 15):** Accepting the nomination of **Dr Michelle Johannsson** as a nomination (by principle until she confirms). Dr Michelle Johannsson to send CV to Blake to submit to Council.

Moved by Tunumafono / Seconded by Amatailevi

2. REGULAR REPORTS (LEADERSHIP)

i) Peseta Sam Lotu-liga

- Introduction of Aiono Manu Fa'aea-Semeatu in her new role as Senior Pasifika Manager
- Clarification that PCAB Minutes will now have to go onto Council to be ratified.
- Minutes are to be high level and no longer detailed with adlib record of conversations. It should record decisions, actions and who the tasks are assigned to
- Frank and robust discussions can still be had in committee
- Update on the RoVE proposals released by Minister Hipkins
- The point to ensure public speeches acknowledge Maori before going into Pacific salutations

ii) Aiono Manu Fa'aea-Semeatu

- How can PCAB stay up-to-date with the changes

- Recommendation of PCAB members to follow Minister of Education on LinkedIn to get up-to-date information on sector changes
- **ACTION:** Weekly Gus email to be forwarded to PCAB by PDO
- **PDO Staff:** New Administrator begins on 9 September (Faith Faiai) as Audrey Samaseia finishes up her contract on 11 September 2019.
- **External Evaluation Review:** MIT is regularly preparing for the EER with 8 working groups currently working on a test run.
- **Pacific Staff:** Aiono met with Fono Tagata Pasifika (the Pacific Staff Network) to understand where they are at. Blake explained their journey up to this point and how PDO can better support their initiatives and events moving forward.

3. REGULAR REPORTS (PDO)

- i. ***Transform Pasifika Student Success (Aiono Manu for Edmond Fehoko)***
 - a) Request for a ***Regular Dashboard*** to track progress across programmes
- ii. ***Establish Powerful Connections (Blake Wong-Ling)***
 - b) **Community Forum** numbers are slowly increasing but PDO need to find the appropriate content to attract and engage community members through a time of many Government system consultations.
 - c) Conversation around how to increase numbers at external events (e.g. database, strategic engagement)
 - d) **Pasifika Fale** update given, conversation around the rationale of building the Fale and its purpose and need. Conversation around the journey of this project and its future (if there is a need and is it a priority i.e. attracting Pacific talent and future students)
 - e) Keep pushing this discussion forward / Call it the 'Legacy project' / Need consensus from PCAB on this subject
 - f) **ACTION:** PCAB Sub-Committee (Tunumafono, Amatailevi, Frances) to form a subcommittee and come up with a one pager business case with set milestones for the Fale.
 - g) **Alumni** update and having a Pacific Alumni event in the next 6 months
- iii) ***Strengthen Academic Quality (Aiono Manu & Blake for Edmond Fehoko)***
 - h) BEd Primary Teaching Pasifika is at Education Council stage for approval
- iv) ***Grow Pasifika Capability (Blake Wong-Ling)***
 - i) Pacific Cultural Intelligence on course and first iterations of delivery will be in October/November 2019.

4. GENERAL BUSINESS

- i) **ACTION:** Submitting the name of "MIT Pasifika Community Council" as the new name moving forward

Moved by Frances Topa-Fariu / Seconded by Letoa Henry Jenkins

Closing Prayer: Blake Silimaka Wong-Ling

Meeting Closed: 10:33

5. ACTION POINTS

#	Item	Responsible	Date	Progress
1	Blake to send compiled list of PCAB nominations to Chair	Blake	01 August 2019	Completed
2	Amatailevi to send out vote via email to PCAB members to confirm proposed Chair and Deputy Chair	Amatailevi	01 August 2019	Completed
3	PDO to prepare paper and nomination for Council to consider	Blake	02 August 2019	Completed
4	Submit a Council Paper with the new name PCAB is suggesting	Blake	September Council Meeting	Completed
5	Gus' weekly email to staff to be forwarded to PCAB	PDO (Faith)	Weekly	
6	PCAB to form a Sub Committee for MIT Pacific Fale (Tunumafono, Frances and Amatailevi) and action a one pager business plan with milestones	Tunumafono, Frances and Amatailevi Stella	November PCAB	

MIT Council Paper

NOTE ☒COMMENT ON ☐AGREE ☐APPROVE ☐

C10/16

MATTERS ARISING – OPEN SESSION

Author Michelle Hubble, Council Secretary**Date** 22 October 2019**Request to Council**

Please note the information below as action items taken from previous Council minutes to be reported back to Council.

Meeting Date	Reference	Matter	Who	Expected Date	Status
15/08/19	C08/25	Appointment of student and staff representation to Council	Council	24 April 2020	In progress
19/09/19	C09/15	Education (Vocational Education and Training Reform) Amendment Bill: Draft a submission for review by the Chair of Council	Chief Executive		Completed
19/09/19	C09/21	Engagement of MIT Kaumatua: Determine the most appropriate way to progress the engagement of a Kaumatua	Chief Executive	31 Oct	In progress between CE and Deputy CE Māori

MIT Council Paper

NOTE ☒COMMENT ON ☐AGREE ☐APPROVE ☐

C10/17

CORRESPONDENCE - OPEN SESSION

Author Michelle Hubble, Council Secretary
Date 22 October 2019

Request to Council

Please note the information below regarding correspondence received and sent since the last meeting.

INWARDS

- 25.09.2019 [From IST Establishment Board](#) re Data Collection for NZIST
- 30.09.2019 [From TEC re request for information](#) – student accommodation
- 15.10.2019 [From IRD re Reform of Vocational Education](#)
- 21.10.2019 [Email from Establishment Unit regarding authority to act letter](#)

OUTWARDS

- 17.10.2019 [To TEC re Response to request for information](#) – student accommodation
- 23.10.2019 [To IRD – Authority to Act](#)

MIT Council Paper

NOTE ☐

COMMENT ON ☐

AGREE ☐

APPROVE ☒



C10/18

Granting of Awards

Author Michelle Hubble, Council Secretary
Endorser Gus Gilmore, Academic Board Chair
Date 17 October 2019

Request to Council

That the Council confirm the sealed awards granted by the Chief Executive under the delegated authority of the Council since the last Council meeting held 19 September 2019

Summary

In accordance with the provisions of section 6.1 of *Manukau Institute of Technology Statute 3: The Academic Statute* and under the delegated authority of the Council, the Chief Executive has granted awards of the Institute to graduands as stated in the [signed memo](#) for:

- **2019 Degrees and Level 7s**
- **2019 Certificates and Diplomas**

[The full schedule of awards is available in the Appendices.](#)



Granting of Awards

In accordance with the provisions of section 6.1 of *Manukau Institute of Technology Statute 3: The Academic Statute*¹ and under the delegated authority of the Council², the Chief Executive hereby grants awards of the Institute to graduands as outlined in Appendix One to this document.

Summary of Graduand Numbers:

2019 Degrees and Level 7s

<u>Certificate No.</u>	<u>Award Description</u>	<u>No. of Awards</u>
2019/1128 – 2019/1129	Graduate Diploma in Supply Chain and Shipping Management	2
2019/1134 – 2019/1135	Diploma in Foreign going Chief	2

2019 Certificates and Diplomas

<u>Certificate No.</u>	<u>Award Description</u>	<u>No. of Awards</u>
2019/1131 – 2019/1132	Certificate in Tertiary Teaching	2
2019/1136	Certificate in Tertiary Teaching	1

Signed: _____

Date: _____

18/10/19

Gerard Gilmore

Chief Executive

Attachment:

Appendix 1 - Names of Graduands and their relevant awards

¹ Statute 3: The Academic Statute, clause 6.1 "Awards of the Institute shall be granted pursuant to a resolution of the Council. The Chief Executive, under the delegated authority of the Council, may also grant awards of the Institute. In such circumstances, the Chief Executive shall notify the Council of all awards so granted for ratification by the resolution of the Council at its next scheduled meeting.

² Authority to "Grant Sealed Awards of the Institute" is delegated to the Chief Executive (Council Register of Permanent Delegations and Authorisations - CE/AC4)

MIT Council Paper

NOTE ☒COMMENT ON ☐AGREE ☐APPROVE ☐

C10/19

CHIEF EXECUTIVE – OPEN SESSION

Author Gus Gilmore, Chief Executive
Contributors Direct Reports and General Managers
Date 15 October 2019

Request to Council

Please note the information below updating Council on relevant issues and opportunities.

Information to note

PASIFIKA DEVELOPMENT:

- **External Pasifika Cultural Intelligence**

We have external workshops that we are delivering to achieve *Goal 2: Establish Pasifika Powerful Connections* (MIT Pasifika Strategic Plan). The focus of the workshops have three overarching themes:

- Developing and implementing Pasifika strategic plans in your organisation, school or centre
- Engaging effectively with Pacific families and communities
- Understanding Pasifika research methodologies and epistemologies

Participants included Sport Waitakere, NZWarriors and Ministry of Justice and Le Va. A further workshop will be attended by people registered from Vision West (non-profit organisation), Auckland Kindergarten Association, SERCO Correctional Facility,

- **Pacific Breakfast Taster**

PDO will present a free breakfast taster this month in collaboration with the School of Arts and Education and the School of Languages to promote MIT Pasifika Cultural Intelligence offerings.

- **Internal Pacific Cultural Intelligence**

We are developing online modules for internal staff capability in line with *Goal Four: Grow Pasifika Capability*. Initially we will test online modules with Student Journey staff and Pacific staff members.

INTERNATIONAL:

- **October Intake**

- EFTS numbers below are essentially the year-end figures, (perhaps 1-3 more EFTS to be added)
- Demand for the graduate diploma programmes continues to decline
- Numbers in the Otago and City Campus are stable due to an increase in demand for NZCEL (driven by regulation changes).

- **February Intake**

Initial trends indicate:

- Visas are being applied for earlier
- We anticipate that Tech Park will have a larger intake next February compared to 2019 due to continued strong demand for credit recognition into Bachelor of Engineering of Technology
- Much will depend on visa processing times, (currently improving); and approval rates, (which continue to decline for the sector and MIT).
- Graduate diploma demand continues to decline across the board. The market is now fully aware of the advantages of studying either bachelor or post-graduate programmes to obtain a three year post-study open work visa.

SCHOOLS & COMMUNITY - Upcoming Events

- Markets attendance will run through to 8 December
- Book a Tour campaign will run from Open Day (19 October) through to March
- Yr 9/10 engagement commences week of 21 October
- School Prizegivings 28 Oct – 9 Nov
- School Career/HOLs Update session 27 Nov
- Community Expos (incl Big Boy Toys)

STUDENT EXPERIENCE AND SUCCESS (SEAS):

- Student Village Health & Safety and Pastoral Care Review is now underway in response to the TEC Student Accommodation enquiry and the new *Concerns, Complaints and Compliments* on-line form is now live and being well used by students
- The TEC funding application to support the expansion of the Hokule'a Early Intervention (HEI) programme has been submitted. Evaluation of Semester 1 Hokule'a engagements is in progress and will run for 2 more weeks
- The Library Student Satisfaction Survey has been released to students for feedback and the Student Council elections campaign is underway with one week left for our 15 candidates to promote themselves to students. Voting week runs from 26 Oct – 03 Nov.
- Planning for 2020 Feb Orientation is now in progress.

PUBLIC RELATIONS & COMMUNICATIONS

In 2019 there has been a big increase in positive media stories compared to 2018 and a similar significant increase in overall media impressions during this timeframe. Good engagement with internal communications continues and the recent Fireside Chat with Gus and Martin on Workplace had 449 views

MIT Council Paper

APPROVE ☐AGREE ☐COMMENT ON ☐NOTE ☒

C10/20

Health and Safety September 2019

Author Kirsten Sargent, Executive General Manager, People and Culture**Endorser** Gus Gilmore, Chief Executive**Date** September 2019**Request to Council**

Please note the information below, which is supplied as a status report on Health and Safety at MIT for the month of September 2019.

Information to note**Incidents**

	Sept 19	Sept 18		YTD 19	YTD 18	
Employee	1	1	=	4	9	↓
Student	0	0	=	4	4	=

Significant events in September

There was one significant event in September. A staff member in the Nursing School fractured a finger and bruised her hip when she slipped on wet yellow lines on the pathway when exiting the lift at Middlemore railway station. The staff member was travelling from Manukau Campus to Middlemore Hospital. The incident will be reported to Auckland transport by Property and Campus Services.

Chief Executive Health and Safety Site Visits

In September and October the Chief Executive visited the following areas with the EGM People and Culture and the Safety and Wellbeing Manager.

- School of Plumbing. During the visit it was observed that the school's hazard register had not been updated since 2017. The Head of School and Campus GM have been instructed to update the register to ensure it is current.
- Hospitality School. There were no corrective actions noted at the time of the visit.

Further visits are scheduled for October. The intention of the visits is to ensure our high risk areas are managing their safety actions for the upcoming audit and that we are creating the right safety culture.

ACC Claims

	Sept 19	Sept 18		YTD 19	YTD 18	
Employee	1	5	↓	22	31	↓
Costs	\$328.84	\$1,851.69	↓	\$6,253.53	\$28,209.11	↓

Progress against Health and Safety Strategy

Key Result Areas	Status	Commentary
1. MIT's Health and Safety strategy is clearly communicated to and understood by staff and students		<ul style="list-style-type: none"> Safety and Wellbeing team have updated staff and student inductions to reflect the safety and wellbeing component of the new strategy. The updated Health and Safety Policy is available to all staff on MITnet.
2. MIT out-performs comparable industry benchmarks		<ul style="list-style-type: none"> ACC claim costs have tracked significantly lower than 2018. Currently sitting at a quarter of the costs. ACC work related costs also are currently tracking lower than 2018, with month on month decline. There continues to be a delay in reported and accepted ACC claims, versus reported work related injuries in Vault.
3. Develop a reporting culture		<ul style="list-style-type: none"> 1 near miss was reported in September 2019 vs 5 in September 2018 24 near misses have been reported September YTD in 2019 vs 53 YTD in 2018. A MIT wide communication reminding staff to report near misses and incidents was done in a September.
4. Students graduating from MIT consistently demonstrate Health and Safety skills and knowledge		<ul style="list-style-type: none"> Student health, safety and wellbeing pages have been published on Canvas (our student learning system.) Student Journey will communicate the publication of this resource to students. Orientation material updated to refer to the information in Canvas.
5. Health and Safety Leadership is effectively role modelled by MIT's Council and Leadership team		<ul style="list-style-type: none"> All new leaders appointed since July 2017 have received a 1:1 induction with the Safety and Wellbeing Manager. The safety and wellbeing team audited H&S committees in July to check for their compliance with H&S system requirements. Findings and actions discussed at ELT on 30 Sept. The safety and wellbeing have conducted the annual review of the MIT health and safety management system. ELT discussed and determined actions they would take to support ongoing improvements to the H&S management system.
• MIT's high-risk areas are identified and effectively controlled		<ul style="list-style-type: none"> Staff flu vaccinations have been completed. 2019 hazard register reviews are underway. The Safety and Wellbeing team are now certified to deliver Mental Health First Aid training sessions. These will be offered to staff on an ongoing basis. H&S committees will be including wellbeing as a regular agenda item for their meetings
6. MIT has resources in place and enables staff participation to deliver a safe and healthy workplace		<ul style="list-style-type: none"> 98% of rep roles filled (57/58). 95% of H&S representatives are trained (54/57). Four reps remained untrained. One of them is booked for training in October 2019 the remainder have not selected a training date.
7. MIT achieves external benchmark standards for practice in Health and Safety		<ul style="list-style-type: none"> Annual AS/NZS4801:2001 surveillance audit took place 12-16 November 2018. There were no major non-conformances identified by the auditor. July audits conducted by the Safety and Wellbeing team show all committees are progressing their health and safety reviews and updating their documentation. These activities require completion by mid- October. ELT have communicated the need for this work to be completed.

		<ul style="list-style-type: none"> The safety and wellbeing team are supporting all areas to ensure they are prepared for the audit. The 2019 AS/NZS 4801:2001 surveillance audit for has been scheduled for 25- 29 November.
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Security Report

	Burglary and Attempts	MV theft, Theft ex.MV, Attempts	Vandalism, Graffiti	Theft (inc all Attempts)	People (ie Assaults, Robbery)	Threatening Behaviour/ Trespass	Significant Events	Apprehensions
Sept 19	0	3	2	0	0	0	1	0
Sept 18	0	0	7	4	0	2	1	2
	=	↑	↓	↓	=	↓	=	↓

Critical Risk Audit Schedule 2019

Critical Risk	Auditor	Date	Progress
Asbestos	Safety and Wellbeing Manager	October 2019	This audit due in September has been rescheduled for early October. The audit will check for implementation of the Asbestos Management Plan.
Hazardous substances (including gases)	2018 – HazTech, Registered Test certifier	February 2019	Test Location Certificates were re-issued by the Registered Certifier in February for the Garden and Parks bunker and Automotive/General Engineering areas. The Plumbing School recertification inspection was carried out on 18 March. There were no corrective actions identified. The certifier advised that no certification is required for this area. MIT will continue independent certifier inspections of this area on an annual basis.
Moving parts and equipment	360 Safety Solutions Limited	May 2019 Rescheduled to August 2019	The audit was conducted on 29 August. The audit involved checking all Technology Park plant and equipment scheduled for relocation to the new site. We are awaiting audit report.
Lifeboat training	Safety and Wellbeing Manager	March 2019 Deferred to November	An audit of lifeboat training is scheduled for 7 November. A CE Safety visit is scheduled here in November
Working from height/ scaffolding	Scaffolding Consultants Limited	July 2019	The scaffolding audit was conducted on 2 July. All three houses under construction were audited. Some minor corrective actions were identified. A plan is in place to remedy these. Further scaffolding training for staff involved with scaffolding is being considered and work in progress.
Arborist Activity	MIT Safety and Wellbeing Manager	March 2019	The Arborist audit was carried out in May. Corrective actions identified include a requirement to improve health and safety documentation and the safe operating procedures in relation to use of chippers. A corrective action plan has been implemented. Action plan has been implemented
Motor vehicles	MIT Safety and Wellbeing Manager	July 2019	The motor vehicle audit was conducted in July. There were two minor recommendations for improvement. 1. To phase out the 1 star safety rated Suzuki vehicles.

			2. That brightly coloured vehicles are purchased in future so they are highly visible (This is a NZTA recommendation for commercial fleets). MIT considering the two recommendations
Electrical	Internal audit of electrical safety procedures	March 2019 The audit took place in April /May	An internal audit of electrical safety was carried out in April/ May 2019. Improvements implemented include five-yearly testing of all MIT building electrical earthing systems, six monthly testing of all RCD's in electrical systems, extension of the MIT Permit to work system to cover most work, and a SOP has been developed for working in ceiling spaces to manage potential electrical and other hazards.
Fire training (Maritime)	360 Safety Limited	October 2019	Scheduled for 30 October 2019.
Manukau Campus Laboratory	HazTech	October 2019	Not yet scheduled.
Manukau Open balconies	MIT Legal team	March 2019	Review found low risk & identified some opportunities to consider for further risk reduction. Awaiting costing options for possible options. EGM P&C to follow up with Head of Property and Campus Service
Review of Emergency Lock Down procedures	MIT's Safety and Wellbeing Manager	Before End of 2019	A review of the emergency procedure flipchart has been completed and the revised copies are distributed to all areas. Planning for lockdown drills at Otara South & North Campuses and Manukau campus is in progress and Risk logic, is working with the Safety and Wellbeing and Campus Services Security teams to prepare for the deployment of the drills.
Psychosocial risks	Cases to be monitored by the Safety and Wellbeing team	March, June, September, & December reporting	Council reports will now include updates on the number of stress, harassment, and bullying cases and associated lost time.

MIT Council Paper

APPROVE ☐

AGREE ☐

COMMENT ON ☐

NOTE ☒



C10/21

Financial Report for the period ended 30 September 2019

Author Michelle Teirney, Executive General Manager, Strategy and Support Services
Contributor Stephen Drumm, Finance Manager and Simone Fernandes, Head of Finance and Business Services
Endorser Gus Gilmore, Chief Executive
Date 14 October 2019

Request to Council

[Please note the Financial Report for the period ended 30 September 2019 attached.](#)



MANUKAU INSTITUTE OF TECHNOLOGY

Monthly Report

SEPTEMBER 2019

CONTENTS	Page
Statement of Financial Performance	2
Equivalent Full-time Students (EFTS) Summary	3
Equivalent Full-time Students (EFTS) by School	4
Financial Performance by Campus	5-8
Financial Performance by Service Directorates	9-11
Statement of Financial Position	12
Statement of Cash Flows & Covenants	13
Capital Program & Investment Fund	14
Debtors Analysis	15



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiri • Manukau

**STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
Government funding	36,313	36,835	(522)	46,629	47,662	47,662	(1,033)	49,317
Domestic student receipts	13,381	12,129	1,252	17,377	15,564	15,564	1,813	17,795
International student receipts	11,725	12,903	(1,178)	15,067	16,728	16,728	(1,661)	17,617
Other base income	5,240	5,321	(81)	6,391	7,174	7,174	(783)	7,645
Non base income	6,110	7,176	(1,066)	8,620	9,688	9,688	(1,068)	9,356
Total Revenue	72,769	74,364	(1,595)	94,084	96,816	96,816	(2,732)	101,730
Academic Operations base staff costs	22,903	20,185	(2,718)	29,928	28,326	27,101	(2,827)	31,958
Academic Operations base other expenditure	5,410	5,319	(91)	7,344	7,481	7,187	(157)	8,242
Service Directorates base staff costs	20,346	21,114	768	28,294	26,949	28,773	479	28,035
Service Directorates base other expenditure	11,292	12,836	1,544	16,418	17,385	17,299	881	16,430
Non base staff costs	2,809	2,986	177	3,812	3,992	3,972	160	4,405
Non base other expenditure	400	593	193	534	926	926	392	442
Overhead	0	0	0	0	0	0	0	0
Total Expenditure	63,160	63,033	(127)	86,330	85,059	85,258	(1,072)	89,512
Net Operating Surplus / (Deficit) (EBITDA)	9,609	11,331	(1,722)	7,754	11,757	11,558	(3,804)	12,217
Contribution Margin %	13%	15%		8%	12.1%	11.9%	(31%)	12.0%
Depreciation expense	8,417	8,614	197	11,342	11,405	11,405	63	12,028
EBIT	1,192	2,717	(1,525)	(3,588)	352	153	(3,741)	189
Interest expense	951	1,145	194	1,385	1,526	1,526	141	1,449
Net Surplus/ (Deficit) (excl One Off Items)	241	1,572	(1,331)	(4,973)	(1,174)	(1,373)	(3,600)	(1,260)
One off expenditure	75	0	(75)	1,864	0	0	(1,864)	1,717
One off revenue	0	0	0	0	0	0	0	0
Unrealised losses	40	0	(40)	40	0	0	(40)	(461)
Net Surplus / (Deficit)	126	1,572	(1,446)	(6,877)	(1,174)	(1,373)	(5,504)	(2,516)
Permanent FTE	628	628	0	606	610	613	7	608
Fixed Term FTE	61	61	0	67	72	70	3	58
Casual FTE	16	16	0	33	43	43	10	54
Total FTE	706	706	0	707	726	726	20	720

* YTD FTE represents current Payroll FTE & Forecast FTE is the projection for Dec 2019

EQUIVALENT FULL-TIME STUDENTS (EFTS) SUMMARY FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
OTARA & CITY								
SAC L1-2	207	211	(2%)	209	218	218	(4%)	212
SAC L3+	1,320	1,400	(6%)	1,322	1,399	1,399	(6%)	1,406
Youth guarantee	24	36	(34%)	24	36	36	(33%)	49
International	181	146	23%	180	148	148	22%	216
Total EFTS	1,731	1,793	(3%)	1,735	1,801	1,801	(4%)	1,883
TECHNOLOGY PARK								
SAC L1-2	6	34	(82%)	7	34	34	(80%)	70
SAC L3+	783	718	9%	782	718	717	9%	743
Youth guarantee	146	142	3%	146	142	142	3%	177
International	333	317	5%	334	316	316	6%	349
Total EFTS	1,268	1,211	5%	1,269	1,211	1,210	5%	1,341
MANUKAU								
SAC L1-2	19	39	(52%)	19	39	39	(52%)	20
SAC L3+	1,648	1,568	5%	1,653	1,572	1,572	5%	1,568
Youth guarantee	17	44	(61%)	17	44	44	(61%)	49
International	309	440	(30%)	312	452	452	(31%)	461
Total EFTS	1,992	2,090	(5%)	2,001	2,106	2,106	(5%)	2,097
GRAND TOTAL								
SAC L1-2	232	283	(18%)	234	291	291	(20%)	302
SAC L3+	3,750	3,686	2%	3,757	3,689	3,688	2%	3,717
Youth guarantee	187	222	(16%)	187	222	222	(16%)	275
International	822	903	(9%)	826	916	916	(10%)	1,026
Total EFTS	4,991	5,094	(2%)	5,004	5,118	5,117	(2%)	5,320

*Actual EFTS may be larger than forecast EFTS due to estimated student withdrawals based on historical precedence.

EQUIVALENT FULL-TIME STUDENTS (EFTS) BY SCHOOL FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
OTARA & CITY								
Arts & Education	310	314	(1%)	308	315	315	(2%)	317
Hospitality and Tourism	209	271	(23%)	208	272	272	(23%)	270
NZ Maritime School	283	328	(14%)	281	328	328	(14%)	351
Languages and Community Education	284	261	9%	283	258	258	10%	259
Services Industries	278	276	1%	288	284	284	1%	319
Social Work and Sport	365	343	6%	367	344	344	7%	367
Total EFTS	1,731	1,793	(3%)	1,735	1,801	1,801	(4%)	1,883
TECHNOLOGY PARK								
Automotive	155	176	(12%)	155	176	176	(12%)	202
Construction and Horticulture	435	445	(2%)	436	446	446	(2%)	505
Professional Engineering	409	375	9%	409	374	374	9%	402
Specialist Trades	269	214	26%	269	214	214	26%	231
Campus GM	0	0	-	0	0	0	-	0
Total EFTS	1,268	1,210	5%	1,269	1,211	1,210	5%	1,341
MANUKAU								
Business	677	789	(14%)	682	806	806	(15%)	768
Digital Technologies	325	346	(6%)	328	346	346	(5%)	370
Health and Counselling	356	322	11%	356	322	322	11%	317
Nursing	635	633	0%	635	633	633	0%	642
Total EFTS	1,992	2,090	(5%)	2,001	2,106	2,106	(5%)	2,097
GRAND TOTAL								
Otara & City	1,731	1,793	(3%)	1,735	1,801	1,801	(4%)	1,882
Technology Park	1,268	1,210	5%	1,269	1,211	1,210	5%	1,341
Manukau	1,992	2,090	(5%)	2,001	2,106	2,106	(5%)	2,097
Total EFTS	4,991	5,093	(2%)	5,005	5,118	5,117	(2%)	5,320

*Actual EFTS may be larger than forecast EFTS due to estimated student withdrawals based on historical precedence.

FINANCIAL PERFORMANCE BY CAMPUS FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
OTARA & CITY								
Base revenue	18,931	19,563	(632)	24,432	25,332	25,592	(1,160)	26,931
Base staff costs	8,933	7,610	(1,323)	11,722	10,945	10,277	(1,445)	13,101
Base other expenditure	1,920	1,619	(301)	2,681	2,314	2,321	(360)	2,622
Base Surplus/(Deficit)	8,078	10,334	(2,256)	10,029	12,073	12,994	(2,965)	11,208
Base Contribution Margin %	43%	53%		41%	48%	51%		42%
Non base revenue	3,258	3,045	213	4,141	4,124	4,124	17	4,069
Non base staff costs	1,154	1,244	90	1,670	1,653	1,653	(17)	1,348
Non base other expenditure	173	113	(60)	198	302	302	104	123
Overhead	691	711	20	898	939	939	41	1,186
Non base Surplus/(Deficit)	1,240	977	263	1,375	1,230	1,230	145	1,412
Total revenue	22,189	22,608	(419)	28,573	29,456	29,716	(1,143)	31,000
Total staff costs	10,087	8,854	(1,233)	13,392	12,598	11,930	(1,462)	14,449
Total other expenditure	2,093	1,732	(361)	2,879	2,616	2,623	(256)	2,745
Total Overhead	691	711	20	898	939	939	41	1,186
Campus Surplus/(Deficit)	9,318	11,311	(1,993)	11,404	13,303	14,224	(2,820)	12,620
Total Contribution Margin %	42%	50%		40%	45%	48%		41%
Permanent FTE	128	128	0	109	129	119	11	141
Fixed Term FTE	16	16	0	19	19	18	(1)	9
Casual FTE	5	5	0	12	9	9	(3)	24
Total FTE	149	149	0	139	156	146	7	175

**FINANCIAL PERFORMANCE BY CAMPUS
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
TECHNOLOGY PARK								
Base revenue	16,435	15,610	825	21,626	20,288	20,028	1,598	22,215
Base staff costs	6,547	5,612	(935)	8,408	7,889	7,534	(874)	8,696
Base other expenditure	2,586	1,894	(692)	3,047	2,490	2,472	(575)	3,149
Base Surplus/(Deficit)	7,302	8,104	(802)	10,171	9,909	10,022	149	10,370
Base Contribution Margin %	44%	52%		47%	49%	50%		47%
Non base revenue	2,770	3,825	(1,055)	4,259	5,165	5,165	(906)	4,955
Non base staff costs	1,564	1,566	2	2,001	2,110	2,110	109	2,774
Non base other expenditure	218	470	252	281	611	611	330	273
Overhead	794	1,147	353	1,260	1,549	1,549	289	1,431
Non base Surplus/(Deficit)	194	642	(448)	717	895	895	(178)	477
Total revenue	19,205	19,435	(230)	25,885	25,453	25,193	692	27,170
Total staff costs	8,111	7,178	(933)	10,409	9,999	9,644	(765)	11,470
Total other expenditure	2,804	2,364	(440)	3,328	3,101	3,083	(245)	3,422
Total overhead	794	1,147	353	1,260	1,549	1,549	289	1,431
Campus Surplus/(Deficit)	7,496	8,746	(1,250)	10,888	10,804	10,917	(29)	10,847
Total Contribution Margin %	39%	45%		42%	42%	43%		40%
Permanent FTE	96	96	0	88	82	78	(9)	97
Fixed Term FTE	15	15	0	25	28	27	3	22
Casual FTE	4	4	0	5	12	12	7	6
Total FTE	115	115	0	118	123	118	(0)	126

**FINANCIAL PERFORMANCE BY CAMPUS
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
MANUKAU								
Base revenue	23,355	24,024	(669)	29,316	30,826	30,826	(1,510)	31,044
Base staff costs	7,424	6,963	(461)	9,798	9,492	9,229	(569)	10,161
Base other expenditure	904	1,807	903	1,616	2,677	2,395	779	2,471
Base Surplus/(Deficit)	15,027	15,254	(227)	17,902	18,657	19,202	(1,300)	18,412
Base Contribution Margin %	64%	63%		61%	61%	62%		59%
Non base revenue	55	308	(253)	220	399	399	(179)	317
Non base staff costs	91	175	84	141	229	209	68	104
Non base other expenditure	10	10	0	56	13	13	(43)	44
Overhead	9	64	55	56	82	82	26	32
Non base Surplus/(Deficit)	(55)	59	(114)	(33)	75	95	(128)	137
Total revenue	23,410	24,332	(922)	29,536	31,225	31,225	(1,689)	31,361
Total staff costs	7,515	7,138	(377)	9,939	9,721	9,438	(501)	10,265
Total other expenditure	914	1,817	903	1,672	2,690	2,408	736	2,515
Total overhead	9	64	55	56	82	82	26	32
Campus Surplus/(Deficit)	14,972	15,313	(341)	17,869	18,732	19,297	(1,428)	18,549
Total Contribution Margin %	64%	63%		60%	60%	62%		59%
Permanent FTE	102	102	0	98	103	93	(5)	104
Fixed Term FTE	13	13	0	3	4	4	1	7
Casual FTE	2	2	0	6	11	11	5	8
Total FTE	117	117	0	107	117	107	0	120

FINANCIAL PERFORMANCE BY CAMPUS FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
CAMPUS TOTAL								
Base revenue	58,721	59,197	(476)	75,374	76,446	76,446	(1,072)	80,190
Base staff costs	22,904	20,185	(2,719)	29,928	28,326	27,040	(2,888)	31,958
Base other expenditure	5,410	5,320	(90)	7,344	7,481	7,188	(156)	8,242
Base Surplus/(Deficit)	30,407	33,692	(3,285)	38,102	40,639	42,218	(4,116)	39,990
Base Contribution Margin %	52%	57%		50.6%	53.2%	55.2%		49.9%
Non base revenue	6,083	7,178	(1,095)	8,620	9,688	9,688	(1,068)	9,341
Non base staff costs	2,809	2,985	176	3,812	3,992	3,972	160	4,226
Non base other expenditure	401	593	192	535	926	926	391	440
Overhead	1,494	1,922	428	2,214	2,570	2,570	356	2,649
Non base Surplus/(Deficit)	1,379	1,678	(299)	2,059	2,200	2,220	(161)	2,026
Total revenue	64,804	66,375	(1,571)	83,994	86,134	86,134	(2,140)	89,531
Total staff costs	25,713	23,170	(2,543)	33,740	32,318	31,012	(2,728)	36,184
Total other expenditure	5,811	5,913	102	7,879	8,407	8,114	235	8,682
Total overhead	1,494	1,922	428	2,214	2,570	2,570	356	2,649
Campus Surplus/(Deficit)	31,786	35,370	(3,584)	40,161	42,839	44,438	(4,277)	42,016
Total Contribution Margin %	49%	53%		48%	49.7%	51.6%		46.9%
Permanent FTE	327	327	0	294	314	290	(4)	343
Fixed Term FTE	44	44	0	47	51	49	3	39
Casual FTE	11	11	0	23	31	31	8	38
Total FTE	381	381	0	364	396	371	7	421

FINANCIAL PERFORMANCE FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
ACADEMIC SERVICE DEPARTMENTS								
Base revenue	2,681	2,183	498	3,124	2,907	2,907	217	2,871
Base staff costs	4,837	4,969	132	6,664	4,628	6,770	106	4,703
Base other expenditure	405	637	232	1,109	782	849	(260)	620
Base Surplus/(Deficit)	(2,561)	(3,423)	862	(4,649)	(2,503)	(4,712)	63	(2,452)
Non base revenue	0	0	0	0	0	0	0	0
Non base staff costs	0	0	0	0	0	0	0	177
Non base other expenditure	0	0	0	0	0	0	0	0
Overhead	0	0	0	0	0	0	0	0
Non base Surplus/(Deficit)	0	0	0	0	0	0	0	(177)
Total revenue	2,681	2,183	498	3,124	2,907	2,907	217	2,871
Total staff costs	4,837	4,969	132	6,664	4,628	6,770	106	4,880
Total other expenditure	405	637	232	1,109	782	849	(260)	620
Total Surplus/(Deficit)	(2,561)	(3,423)	862	(4,649)	(2,503)	(4,712)	63	(2,629)
Total Contribution Margin %	(96%)	-157%		-149%	-86%	-162%		(92%)
Permanent FTE	83	83	0	86	47	83	2	47
Fixed Term FTE	5	5	0	6	6	8	(2)	2
Casual FTE	1	1	0	3	2	2	1	1
Total FTE	88	88	0	95	55	93	1	49

**FINANCIAL PERFORMANCE
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
SERVICE DEPARTMENTS								
Base revenue	5,266	5,807	(541)	6,967	7,775	7,775	(808)	9,313
Base staff costs	15,510	16,146	636	21,630	22,321	22,063	433	23,332
Base other expenditure	10,888	12,199	1,311	15,309	16,603	16,450	1,141	15,810
Overhead	(1,493)	(1,920)	(427)	(2,214)	(2,570)	(2,571)	(357)	(2,649)
Base Surplus/(Deficit)	(19,639)	(20,618)	979	(27,758)	(28,579)	(28,167)	409	(27,181)
Non base revenue	27	0	27	0	0	0	0	15
Non base staff costs	0	0	0	0	0	0	0	2
Non base other expenditure	(2)	0	2	0	0	0	0	2
Non base Surplus/(Deficit)	29	0	29	0	0	0	0	11
Total revenue	5,293	5,807	(514)	6,967	7,775	7,775	(808)	9,328
Total staff costs	15,510	16,146	636	21,630	22,321	22,063	433	23,334
Total other expenditure	10,886	12,199	1,313	15,309	16,603	16,450	1,141	15,812
Total overhead	(1,493)	(1,920)	(427)	(2,214)	(2,570)	(2,571)	(357)	(2,649)
Total Surplus/(Deficit)	(19,609)	(20,618)	1,009	(27,758)	(28,579)	(28,167)	409	(27,170)
Permanent FTE	219	219	0	227	249	239	(13)	218
Fixed Term FTE	13	13	0	15	15	13	2	17
Casual FTE	5	5	0	7	10	10	(3)	15
Total FTE	237	237	0	249	274	262	(14)	250

FINANCIAL PERFORMANCE FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT % / \$'000s	MIT \$'000s
GRAND TOTAL								
Base revenue	66,668	67,187	(519)	85,465	87,128	87,128	(1,663)	92,374
Base staff costs	43,251	41,300	(1,951)	58,222	55,275	55,873	(2,349)	59,993
Base other expenditure	16,703	18,156	1,453	23,762	24,866	24,487	725	24,672
Overhead	(1,618)	(1,920)	(302)	(2,214)	(2,570)	(2,571)	(357)	(2,649)
Base Surplus/(Deficit)	8,332	9,651	(1,319)	5,695	9,557	9,339	(3,644)	10,358
Base Contribution Margin %	12%	14%		6.7%	11.0%	10.7%		11.2%
Non base revenue	6,110	7,178	(1,068)	8,620	9,688	9,688	(1,068)	9,356
Non base staff costs	2,809	2,985	176	3,812	3,992	3,972	160	4,405
Non base other expenditure	399	593	194	535	926	926	391	442
Overhead	1,494	1,922	428	2,214	2,570	2,570	356	2,649
Non base Surplus/(Deficit)	1,408	1,678	(270)	2,059	2,200	2,220	(161)	1,860
Total revenue	72,778	74,365	(1,587)	94,085	96,816	96,816	(2,731)	101,730
Total staff costs	46,060	44,285	(1,775)	62,034	59,267	59,845	(2,189)	64,398
Total other expenditure	17,102	18,749	1,647	24,297	25,792	25,413	1,116	25,114
Total overhead	(124)	2	126	0	0	(1)	(1)	0
Total Surplus/(Deficit)	9,740	11,329	(1,589)	7,754	11,757	11,560	(3,806)	12,218
Total Contribution Margin %	13%	15%		8%	12.1%	11.9%		12.0%
Permanent FTE	628	628	0	606	610	613	(7)	608
Fixed Term FTE	61	61	0	67	72	70	(3)	58
Casual FTE	16	16	0	33	43	43	(10)	54
Total FTE	706	706	0	707	726	726	(20)	720

**STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

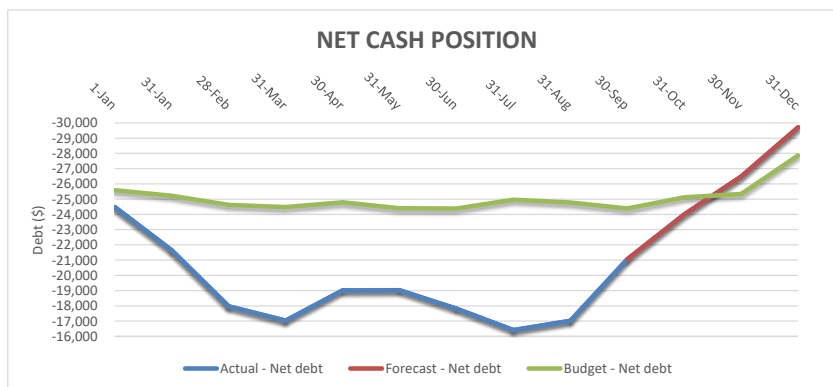
	YTD Actual	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s
ASSETS						
Current Assets						
Cash and Cash Equivalents	(1,049)	286	2,189	2,189	(1,903)	1,304
Student Fees, prepayments and Other Receivables	7,853	3,609	3,714	3,714	(105)	5,664
Inventory	1,309	1,000	762	762	238	810
Assets Held for Sale	42,989	42,989	-	42,989	-	42,989
Total Current Assets	51,103	47,885	6,665	49,655	(1,770)	50,767
Non Current Assets						
Property, Plant and Equipment	227,465	234,412	279,699	236,709	(2,297)	233,897
Intangible Assets	5,140	5,140	3,862	3,862	1,278	4,685
Total Non Current Assets	232,605	239,552	283,561	240,571	(1,019)	238,582
Total ASSETS	283,708	287,437	290,226	290,226	(2,789)	289,349
LIABILITIES						
Current Liabilities						
Trade and Other Payables	(5,362)	(12,353)	(11,152)	(11,152)	(1,201)	(9,717)
Employee Benefit Liabilities	(5,719)	(4,016)	(3,837)	(3,837)	(179)	(4,587)
Revenue Received in Advance	(13,497)	(8,939)	(9,495)	(9,495)	556	(10,325)
Borrowings	(20,000)	(30,000)	0	(30,058)	58	(25,787)
Trust Funds	(645)	(645)	(633)	(633)	(13)	(612)
Total Current Liabilities	(45,224)	(55,953)	(25,116)	(55,174)	(780)	(51,028)
Non Current Liabilities						
Employee Benefit Liabilities	(427)	(427)	(179)	(179)	(248)	(427)
Long-term Debt	0	0	(30,058)	0	0	0
Derivative Financial Instruments	(1,141)	(1,141)	(1,234)	(1,234)	93	(1,101)
Total Non Current Liabilities	(1,568)	(1,568)	(31,470)	(1,412)	(156)	(1,528)
Total LIABILITIES	(46,791)	(57,521)	(56,586)	(56,586)	(935)	(52,556)
NET ASSETS						
Working Capital	5,880	(8,068)	(18,451)	(5,519)	(2,550)	(261)
Net Non Current Assets	231,037	237,985	252,091	239,159	(1,175)	237,054
NET ASSETS	236,916	229,916	233,640	233,640	(3,725)	236,793
EQUITY						
General Equity	75,917	68,916	73,182	73,182	(4,265)	75,793
Crown Asset Reserve	29,957	29,957	29,957	29,957	0	29,957
Revaluation Reserves	131,043	131,043	130,502	130,502	541	131,043
Total EQUITY	236,917	229,916	233,640	233,640	(3,724)	236,793

CASHFLOW POSITION FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual	Full Year Forecast	Full Year Budget	Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s
Net cash inflows/(outflow) from operations	6,797	7,078	9,628	4,031
Net investment cashflows	(3,111)	(12,309)	(11,900)	(3,598)
Cashflow before borrowings	3,686	(5,231)	(2,272)	434
Increase/(decrease) in gross debt	(4,000)	4,214	3,401	(1,213)
Movement in cash and cash equivalents	(314)	(1,018)	1,129	(780)
(Net debt) / Cash on hand	(21,049)	(29,714)	(27,869)	(24,483)

COVENANTS FOR THE PERIOD ENDING 30 SEPTEMBER 2019

	YTD Actual			Full Year Forecast			Full Year Budget			Last Year Actual		
	Actual	Requirement	Headroom	Forecast	Requirement	Headroom	Budget	Requirement	Headroom	Actual	Requirement	Headroom
TEC Covenants												
Maximum Aggregate Borrowing (\$'000s)	21,049	55,000	33,951	29,714	55,000	25,286	27,869	55,000	27,131	24,483	60,000	35,517
Further Reporting triggers												
Interest Hedging target at Year End (Fixed Min. %)	90.3%	50.0%	40.3%	63.9%	50.0%	13.9%	68.2%	50.0%	18.2%	100.0%	50.0%	50.0%
Interest Hedging target at Year End (Fixed Max. %)	90.3%	100.0%	9.7%	63.9%	100.0%	36.1%	68.2%	100.0%	31.8%	100.0%	100.0%	0.0%
ANZ bank term covenants												
Maximum Debt / Debt plus equity	7.8%	25.0%	17.2%	11.6%	25.0%	13.4%	11.4%	25.0%	14.1%	9.1%	25.0%	15.9%
EBITDA to interest costs ratio	10.0	2.0	8.0	4.2	2.0	2.2	7.7	2.0	5.7	7.6	2.0	5.6
Guaranteeing group total assets	100.0%	90%	10.0%	100.0%	90.0%	10.0%	100.0%	90%	10.0%	100.0%	90%	10.0%
Average Interest Rate	5.0%			5.6%			5.6%			5.0%		



MIT net debt position is \$21 million, below the debt position at year end December 2018 by \$3.4 million.

We are forecasting to be within ANZ covenant requirements. MIT's interest hedging at year end will be \$19.0 million, therefore ratio is 63.9% which is within parameters.

**CAPITAL PROGRAMME
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s
MAJOR INVESTMENT PROJECTS								
Otara Upgrade (ND)	313	754	441	2,634	2,000	2,634	(0)	-
Quad Upgrade Phase 3	238	497	260	2,062	-	2,062	-	-
Technology Park Fit out	61	1,131	1,070	1,350	3,000	1,350	-	-
NA,NP,NB Upgrade & Contingency	120	658	539	1,053	-	1,053	(0)	-
Wayfinding	24	-	(24)	81	-	81	-	-
Other major projects	-	-	-	-	-	0	-	3,617
TOTAL	755	3,040	2,285	7,180	5,000	7,180	(0)	3,617
ANNUAL ALLOCATIONS								
Property & Campus Services	339	649	311	866	2,000	866	-	1,559
Annual Replacement	-	-	-	-	-	-	-	-
Furniture Annual Allocation	17	98	81	130	130	130	-	56
Motor Vehicles	-	90	90	120	120	120	-	-
Library	139	300	161	400	400	400	-	308
Information Technology Allocation	575	1,275	700	1,700	2,000	1,700	-	1,719
Academic Departments	160	379	219	505	750	505	-	420
Enterprise Service Management (ESM)	-	-	-	-	-	0	-	-
Bachelor of Nursing Maori	-	45	45	60	-	60	-	-
HRIS System Implementation	692	573	(119)	764	-	764	-	1,006
Timetabling optimisation	249	262	14	349	-	349	-	219
Fleximode	30	653	624	871	-	871	-	234
Contestable Capital Projects	-	-	-	0	1,500	0	-	-
TOTAL	2,199	4,324	2,125	5,766	6,900	5,766	-	5,521
TOTAL CAPITAL PLAN	2,955	7,364	4,410	12,946	11,900	12,946	(0)	9,139

**INVESTMENT FUND - OPEX PROJECTS
FOR THE PERIOD ENDING 30 SEPTEMBER 2019**

	YTD Actual	YTD Target	YTD Variance	Full Year Forecast	Full Year Budget	Full Year Target	FY Forecast vs FY Target Variance	Full Year Last Year Actual
	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s	MIT \$'000s
Alumni 2019	91	97	6	130	-	130	-	-
Hokule'a 2019	119	105	(14)	140	-	140	-	-
Bachelor of Nursing Maori	91	72	(19)	97	-	97	-	-
Pasifika Cultural Competency 2019	-	19	19	25	-	25	-	-
Ask Me! One Stop Shop enrolment model	112	80	(32)	107	-	107	-	-
HRIS System Implementation	-	2	2	2	-	2	-	-
Techpark programme feasibility	-	150	150	100	-	200	(100)	-
Investment projects	-	(0)	(0)	(0)	500	(0)	-	1,062
TOTAL OPEX	414	525	111	600	500	700	(100)	1,062

DEBTOR ANALYSIS
FOR THE PERIOD ENDING 30 SEPTEMBER 2019

Outstanding Debtors		<30 days	30-60	60-90	90+	Total			<30 days	30-60	60-90	90+	Total
September 2019	(\$000s)	1,777	1,667	816	1,630	5,889	September 2018	(\$000s)	2,404	1,182	-224	1,027	4,389
% Total		30%	28%	14%	28%		% Total		55%	27%	-5%	23%	
August 2019		3,005	757	437	1,612	5,810	August 2018		2,641	405	21	1,086	4,153
July 2019		1,335	774	595	1,621	4,324	July 2018		1,221	377	161	1,577	3,336
June 2019		1,250	570	818	1,621	4,260	June 2018		760	468	897	1,155	3,280
Bad Debts Written Off		Year to Date											
	(\$000s)	0											

Total debt has increased by \$79k from last month. Debt 90 days and over has remained the same as last month at 28% of total debt.

September 2019 debt consists of the below:

	<30 days	30-60	60-90	90+	Total
Student debt	772	919	311	1,782	3,784
Other debtors and receivables	1,005	748	505	616	2,874
Provision for doubtful debts	0	0	0	-768	-768
Grand Total	1,777	1,667	816	1,630	5,889

Top 90 day non student debt

Competenz	72
The Skills Organisation	256
Ministry of Social Development	95

All organisations have been contacted to ensure payments received in October 2019.

MIT Council Paper

APPROVE ☐

AGREE ☐

COMMENT ON ☐

NOTE ☒



C10/22

Report on Te Rautaki Mātauranga Māori

Author Robert Sullivan, DCE Māori
Date 23 October 2019

Request to Council

[Please note the information, which I am supplying](#) as a status report on Te Rautaki Mātauranga Māori because of our strategic interest in Māori achievement at MIT.



DEPUTY CE MĀORI REPORT (to 31 October 2019 Council Meeting)

Tēnā koutou katoa

Bachelor of Nursing (Māori)

An accreditation panel visit by the Nursing Council of NZ and NZQA went very well at the School of Nursing and Ngā Kete Wānanga Marae on October 14-15. They assessed MIT's capability to deliver a Bachelor of Nursing (Māori) programme, Te Tohu Paetahi Tikanga Rangatira aa Taapuhi.

The degree will meet all of the Nursing Council clinical requirements, including the NCNZ set of key competencies and 1200 clinical hours learning for each student, as well as meeting our commitments in Te Rautaki Mātauranga Māori that Māori will live as Māori, actively participating as citizens of the world, enjoying good health and a high standard of living.

It was a team of teams approach with Luana Te Hira leading the writing of the programme document, and coordinating with the Campus GM, Luka Crosbie, and Rose Arts, interim Head of School with members of her team. The Marae Team were delighted to support the application and work with colleagues from Academic Centre to shepherd this exciting degree through its initial trials.

Among the requirements of the panel was the need for a Kaupapa Oranga Rangahau Rautaki. The Kaupapa Rangahau Oranga Strategy vision is: "To increase the well-being and health services to Māori through an informed rangahau methodology underpinned by participative cultural oranga rangahau to provide a pathway that leads to global Indigenous health excellence for Māori." The kaupapa is to prioritise and address Māori health disparities.

The panel noted the passionate commitment to greater Māori health outcomes from colleagues at all levels of the institute including Governance.

Te Ara Oranga: The Path to Wellbeing

Luka Crosbie, GM Manukau Campus:

As previously reported, Manukau Institute of Technology (MIT) in collaboration with Counties Manukau Health (CMH) are launching a new health career pathway, Te Ara Oranga (Te Ara).

Te Ara is a Nursing and a Health career training programme with a comprehensive range of support networks linked to employers.

By studying on the Te Ara Oranga Programme students get access to pre-study tutorials, student mentorship programmes, academic staff coaching, pastoral support, cultural support and realistic opportunities for employment when they graduate. MIT and CMH are committed to supporting 500 Maori and Pacific people into Health Careers by 2023, for delivery to the workforce by 2025. "*Kia whiria, kia tupono kia rereketia: Make a choice, for a chance, to make a change.*" (Te Ara Project Team, 2019)

The Te Ara programme will be based on the foundations of Maori and Pacific Island worldviews with indigenous concepts of health and wellbeing taught alongside the standard qualification requirements. Graduates will complete an NZQA qualification in either:

- Home Based Support Services
- Disability Support,
- Health Care Assistants,

- Enrolled Nursing,
- Bachelor of Nursing,
- Bachelor of Nursing (Pacific) or,
- Bachelor of Nursing (Maori).

Project Team

Luana Te Hira and Wiremu Manaia have been seconded to manage and lead this work until the roles of a Project Manager and Project Administrator have been appointed.

A Project Team has been formed and a work plan with timelines has been compiled. The Project Team has developed a Marketing Strategy and a Marketing Plan is currently being drafted. Tiana Nepe has been seconded as the Marketing Manager for this project. The Marketing Strategy was implemented on Saturday October 19 at the MIT Open Day held at Te Waonui o te Mātauranga (Manukau Campus) which profiled and promoted the Te Ara Programme.

A Research Strategy for the programme has been developed and the project team is planning implementation.

Work for appointing staff to the Te Ara Programme Team is being progressed.

Te Toi Tauira mō te Matariki 20th National Conference 2-4 October

The Marae hosted a very successful national conference, Te Toi Tauira mō te Matariki, for Māori staff from Wānanga, ITPs and Universities. Approximately 100 colleagues attended this three day event. There were keynote presentations from Marama Davidson, Green Party Co-Leader; Paora Ammunson, DCE Learner Success – Ōritetanga, TEC; Christine Ammunson – Te Taura Whiri i te Reo Māori; Rukumoana Schaafhausen, Chair, Te Ara Taura (Waikato-Tainui Executive Council); Dr Joe Te Rito, Kaihautū Mātauranga Māori, Ako Aotearoa; Amber Taylor, ARA Digital Journeys; Naomi Manu, Director of Pūhoro STEM Academy; Dr Michelle Johannsen, Director of Teach First NZ; Dr Ash Puriri, interim Kaiārahi Ako. Colleagues were welcomed by our Chief Executive, Gus Gilmore, and the Marae Team.

As well as excellent feedback about the presentations, a stand-out was the delegates' trip to Ihumātao to better understand a mana whenua perspective there. The conference was very capably organised by Nippy Paea with support from Priscilla Abraham, the wider MIT whānau, and staff and students from AUT.

The 20th annual conference attracted excellent financial support:

Gold Sponsors

Te Puni Kōkiri, Te Taura Whiri i te Reo Māori

Silver Sponsors

Ako Aotearoa and MIT Rūnanga

Host Partners

AUT University, Massey University, Manukau Institute of Technology and Unitec

Conference Theme – Te Whāriki

The theme for this year's conference was Te Whāriki. Its message seeks to inspire Māori students, staff and educators alike to once again bind their whenu (strands) or unique contribution through the skill of the kairaranga (leaders, motivators and innovators) to the proverbial whāriki (woven mat) which undergirds its values, thinking and expression. This is a solid foundation to stand on for the advancement of Mātauranga

Māori in the ITP sector. MIT hopes that through the metaphor of Te Whāriki we can again bind ourselves together in strength and unity to achieve the collective aspiration of our Māori students, staff and educators within vocational education and across the tertiary education sector.

Conference Objectives

To facilitate a forum for kaimahi Māori to raise and discuss issues pertaining to Māori (staff and students) in the tertiary sector; a tertiary education-focused wānanga-ā-tau and therefore all associated themes including, but not limited to, the following five kaupapa:

- te reo Māori me ōna tikanga;
- student recruitment and retention (e.g. academic support and pastoral care);
- staff recruitment and retention (e.g. professional development initiatives);
- administration, management, and governance; and
- teaching, learning, and research.

Cultural Competency

Sonny Wilcox continues to lead the cultural competency training for Competenz staff, while successfully completing the first six-week workshop for Counties Manukau DHB. We will complete two more revenue generating workshops for our DHB colleagues by the end of the year. We have also pitched for two Wellington-based workshops for Martin Jenkins, and following up with the Employers and Manufacturers Association.

Ngā manaakitanga
Nā, Robert Sullivan

Report Te Rautaki Mātauranga Māori (Sept-Oct 2019)

TARGETS

1. **That by 2022, participation of Māori in MIT will be at least equal to the Māori demographic of the community.**

Based on the pilot project's significant improvement in success and retention, the Hokule'a project has expanded across all campuses, and a revised funding application from Dr Stuart Middleton has been made to TEC working with DCE Pasifika and EGM Student Journey to increase the number of student advisors, and to work with colleagues from other TEOs in the data analytics space.

We continue to raise community awareness of MIT's offerings through participation in key Māori community events. We hosted the 20th national conference of Māori staff in the tertiary education sector, Te Toi Tauira mō te Matariki in October.

Te Waonui o te Mātauranga (Manukau Campus) was at the centre of the annual Māori Language Week Parade, Hikoia Te Kōrero, on September 13.

The Marae team are planning to host an annual Kiingitanga Exhibition celebration on November 5-7 at Ngā Kete Wānanga Marae.

2. **That by 2019, Ngā Kete Wānanga Marae will have developed a suite of courses which proactively promotes Māori language skills and cultural knowledge and competence among all students, staff and members of the community.**

The Level 2 Te Reo Māori programme continues to deliver at two sites: Serco Wiri Men's Correctional Facility, and Ngā Kete Wānanga Marae at Otara Campus for evening classes. We have increased the number of evening classes.

We are the largest education partner in the Auckland Māori and Pasifika Trades Training consortium and support its success by monitoring and contributing initiatives. We've been closely involved in its review.

As reported, the Bachelor of Nursing Māori programme development has had its successful accreditation panel visit.

Competenz continue to receive training in cultural competency, along with Counties Manukau Health. We have leads from Martin Jenkins Wellington-based team, and the EMA.

3. **That by 2022, Māori success in MIT programmes at all levels is equal to or ahead of the institution performance.**

Investment in Hokule'a Project is BAU in 2019. Māori partners are focused on improving staff-student engagement via cultural competency training and pedagogy, regular engagement with academic leadership teams, and reviewing programme data. As reported, we have applied to TEC for additional staffing funding.

4. **That by 2019, Māori student progression to employment or further education and training is equal to or ahead of the institution performance.**

In 2018 Māori student progression to employment or further education exceeded the rest of MIT.

Māori and Pacific Trades Training have a focus on apprenticeship and employment outcomes. There are also benefits associated with progression to higher education.

- 5. That by 2018, a Māori staff recruitment, retention and progression plan has been developed and is being implemented across MIT.**

This has been developed in collaboration with DCE Pasifika, EGM People and Culture. 2019 focus on Tech Park and significant leadership roles.

- 6. By 2018 an action plan will be in place to enhance internal MIT and external community engagement in support of Māori educational outcomes.**

Teaching and student-facing teams from each of the three campuses have received cultural competency training workshops.

As reported above, the National Māori allied staff conference in October, Māori language week events, Koroneihana and Kiingitanga celebrations underline the importance of kaupapa Māori events for all MIT. This activity enhances our teaching. Members of the team have engaged academic colleagues with cultural competency training, knowledge of events sites and customs significant to mana whenua, and at times delivered this directly to students. We also anticipate that this activity will enhance rangahau (kaupapa Māori research) at MIT.

APPENDICES – OPEN SESSION

Appendix 1: Names of Graduands and their relevant awards - as of 07/09/2019 17/10/2019

Certificate No.	Person Code	Forename	Surname	Award Code	Award Description	Level	Date on Certificate
2019/1128	180001765	Shantanu	Sandhu	MN4547	Graduate Diploma in Supply Chain and Shipping Management	(Level 7)	10 September 2019
2019/1129	180002506	Arun	Albert	MN4547	Graduate Diploma in Supply Chain and Shipping Management	(Level 7)	12 September 2019
2019/1131	99102654	Nar	Tan	MN0568	Certificate in Tertiary Teaching	(Level 5)	12 September 2019
2019/1132	170008415	Shamzin	Yazdanian	MN0568	Certificate in Tertiary Teaching	(Level 5)	12 September 2019
2019/1134	180000910	Anand Subhash	Patwardhan	MN3832-01	Diploma in Foreign going Chief	(Level 7)	2 October 2019
2019/1135	180000515	Sandeep Santosh	Patil	MN3832-01	Diploma in Foreign going Chief	(Level 7)	2 October 2019
2019/1136	170005618	Wisam Jasim Hilo	Al-Fakher	MN0568	Certificate in Tertiary Teaching	(Level 5)	26 March 2019

CORRESPONDENCE – OPEN SESSION

IST Establishment

6 Hazeldean Road
Addington
Christchurch 8024

istestablishment.ac.nz

25 September

Gus Gilmore
Chief Executive
Manukau Institute of Technology
gus.gilmore@manukau.ac.nz

DATA COLLECTION FOR NZIST

I am writing to you in my capacity as Executive Director of the New Zealand Institute of Skills & Technology Establishment Unit.

As you will be aware, vocational education in New Zealand is the subject of reform. The Minister of Education has announced his intention to establish the New Zealand Institute of Skills and Technology (NZIST) on 1 April 2020. In addition, from that date each of the existing polytechnics are intended to become NZIST subsidiaries. The bill which addresses these matters is currently before the Education and Workforce Select Committee.

There is a lot to be done in advance of the 1 April 2020 date. In particular, in order to prepare for these proposed changes and ensure a smooth transition, the Establishment Unit will need to work with the senior leadership teams at existing polytechnics. In the first instance, this will primarily be for the purpose of obtaining information about the operation of each polytechnic (and any joint ventures or existing subsidiaries of an ITP).

The Establishment Unit has engaged the law firm Bell Gully to assist with the establishment of NZIST and the formation of the NZIST subsidiaries. Accordingly, I confirm that Bell Gully is authorised to contact you and to obtain information from you regarding the operation of your polytechnic. I would ask that you provide any assistance to them in a timely manner given the tight timeframe within which we are operating.

If you have questions about this letter, please contact Shelley.DesForges@istestablishment.ac.nz.

Thank you, in advance, for your assistance with this. I look forward to working with you all as we give effect to the Government's vision for vocational education in New Zealand.

Yours faithfully,

Murray Strong

Executive Director, IST Establishment Unit
murray.strong@istestablishment.ac.nz

cc Rachael Brown/Angela Harford, Partners, Bell Gully



30 September 2019

To: TEI Council Chairs

Level 9, 44 The Terrace
PO Box 27048
Wellington, New Zealand 6141
P +64 4 462 5200
www.tec.govt.nz

Dear Council Chair

You will have seen news reports last week regarding the tragic death of a student at a University of Canterbury student accommodation. Our thoughts are with the student's family and friends, and the university's staff and students at this time. We appreciate this will be a distressing time for all those involved.

I am aware that your organisation may provide student accommodation services for domestic and/or international students. It is important at times like these that we recognise our students may need additional support and care. As you will appreciate, student safety, wellbeing, and care is paramount in our tertiary education system.

On Wednesday 25 September I wrote to your Vice-Chancellors/Chief Executives to ask them to urgently undertake necessary measures to ensure every student, both domestic and international, that use your institution's accommodation services are safe, have been checked, and have the relevant support they need. Relationship Managers from the TEC then followed up to discuss your institution's actions to date. I have really appreciated the alacrity with which those responses came in.

While I acknowledge and appreciate the autonomy of your institutions, I consider it is in the public interest that all tertiary education institutions are able to provide assurances with regard to the safety of every student enrolled at your institution, particularly those using your accommodation services.

Therefore, I am requesting that you undertake a process to reassure me, your students and the public that your institution has effective systems and procedures in place to ensure the pastoral care for all of the students who use your institution's accommodation services. This request applies irrespective of whether those students are international or domestic or whether the accommodation services are delivered by you directly or via a third party arrangement.

The request has two components. First, I would appreciate that you provide a stocktake and overview of the accommodation services and current arrangements you currently have in place. I realise and appreciate that some of your institutions have provided TEC information already however I would also like the following:

- Stocktake of your accommodation facilities;
- Number of students currently using your accommodation facilities and services;
- Breakdown of which facilities are run and services are provided by third party arrangements;
- Number, role and expectations of Residential Assistants or equivalents employed at those facilities; and



We ensure New Zealand's future success.

- An overview of your standard operating procedures and/or codes of practice for your accommodation facilities and services.

I am requesting that you provide this information to me in writing by **Friday 18 October**.

Second, I would also ask that as a Council, you conduct a review process, preferably independent, that reassures your Council and me that the processes, systems and procedures utilised within your wider accommodation services can give you confidence in the safety and wellbeing of students. My expectation is that you should complete it and report back to me with findings before **29 November 2019**.

This information will be extremely useful to us as we build a picture of accommodation provision around the network and assure your students and the wider public of safety at your accommodation facilities.

If you would like to discuss this request in more detail, please contact Sandra Ramsay, Manager Relationships - Investment on 027 311 3165 or at Sandra.ramsay@tec.govt.nz.

Yours sincerely



Tim Fowler
Chief Executive

cc: TEI Chief Executives



We ensure New Zealand's future success.



**Significant Enterprises Segment
Customer and Compliance Services – Business**
PO Box 2198
Wellington 6011
New Zealand

T. 04 890 3287
E. jacqueline.dath@ird.govt.nz

15 October 2019

Mr Gus Gilmore
Chief Executive
Manukau Institute of Technology
gus.gilmore@manukau.ac.nz

Dear Mr Gilmore

Reform of Vocational Education

I refer to the current reform of the vocational education system and the implications of that reform for Manukau Institute of Technology (MIT).

Inland Revenue would like to extend assistance to MIT with any tax administration and compliance issues arising prior to, during and after the transition to the new subsidiary company structure, and for any future changes prior to the end of the reform in December 2022.

We have allocated specific staff to be your first point of contact on any issues that may arise and coordinate their resolution. Contact details for these staff members are in the information sheet included with this letter.

With MIT expected to transition to a subsidiary company with the commencement of the new Crown entity, the New Zealand Institute of Skills and Technology, MIT will ultimately cease for tax purposes. As part of the closure process for ceasing a taxpayer for tax purposes, we review MIT's tax obligations to ensure that there are no outstanding issues that need to be resolved before cessation can take place.

For that reason, we may carry out a systems and processes review of MIT's tax affairs before transition. If this is the case, the timing and extent of this review will be discussed and notified to you in due course.

If you should have any queries regarding the above or in relation to MIT's tax administration or compliance, please contact me on direct line 04 890 3287 or by email to jacqueline.dath@ird.govt.nz.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'J d'Ath'.

Jacqueline d'Ath
Customer Compliance Specialist
Significant Enterprises



Information sheet for institutes of technology and polytechnics

For most institutes of technology and polytechnics, your staff work primarily with goods and services tax, and PAYE and related taxes and social policy payments (withholding tax, student loans, KiwiSaver, child support). There may be subsidiary companies with income tax obligations. During the transition period, we can help with tax administration and compliance issues.

Tax processes for transitioning entities

There are some processes for when an entity transitions from one type of to another, including getting a new IRD number and moving staff and contractors from the current to the new entity's IRD number.

Our Interactional teams are the frontline service providers who work our customers and we have an Interactional staff member available to assist with account and filing enquiries, child support matters, to help set up new numbers for your institute of technology or polytechnic and any subsidiaries, and to help with the practicalities of the transition.

As transitioning your institute of technology or polytechnic, your staff and contractors from one IRD number to another has direct and consequential effects for taxes and social policy payments, we need a minimum of a month to complete the transition.

Please provide a key contact person in your organisation that we can liaise with on this work.

Contact: Richard Montgomery-Mansfield, Business Lifecycle Manager
Email: richard.montgomery-mansfield@ird.govt.nz

Systems and processes reviews

For some entities, our Customer Compliance staff may carry out pre-transition reviews to help us understand the nature of the institutes of technology and polytechnics businesses. If this is the case, we will contact you separately.

Contact: Denise Birdling, Team Lead
Email: denise.birdling@ird.govt.nz

Business Transformation: Release 4

Release 4 of Inland Revenue's Business Transformation programme will go live in April 2020. This will see the transition of student loans and KiwiSaver to our new system, and improved services for employers managing their obligations and Working for Families Tax Credits. While we expect the impact to be significantly less than the change you would have experienced in our third release in April 2019, your staff will need time to become familiar with the new processes.

We have a staff in our Business Transformation Group who can provide details of what will be changing and how this may affect your institute of technology or polytechnic.

IN CONFIDENCE

Contact: Colleen Kautai, BT Account Manager Government
Email: colleen.kautai@ird.govt.nz

Binding rulings and indicative views

A binding ruling is Inland Revenue's interpretation of how a tax law applies to a particular arrangement, person or item of property. This can be on any agreement, contract, plan or understanding (whether enforceable or not), including any steps and transactions that carry it into effect or it can be whether a person or item of property meets the requirements of the tax law. Binding rulings can provide certainty on the tax position for a wide range of transactions, from complex financing transactions to land subdivisions.

In some circumstances, a request for an indicative view may be a more suitable option. Indicative views are non-binding on the Commissioner and are available to larger enterprises. An indicative view would generally be provided for prospective major transactions. It will not be provided for arrangements involving potential tax avoidance or hypothetical situations.

Please check for any binding rulings and indicative views that we have provided you.

If these are current (contact us if you're not sure), we will need to update these for you. We can also help with rulings or indicative views for any new issues that arise from the reform process.

Contact: Jacqueline d'Ath, Customer Compliance Specialist
Email: jacqueline.dath@ird.govt.nz

From: Karen Kennedy <Karen.Kennedy@istestablishment.ac.nz>
Date: 21 October 2019 at 14:17:44 NZDT
To: Tony Gray <Tony.Gray@ara.ac.nz>, "ccollins@eit.ac.nz" <ccollins@eit.ac.nz>, Gus Gilmore <gus.gilmore@manukau.ac.nz>, "liam.sloan@nmit.ac.nz" <liam.sloan@nmit.ac.nz>, "wjackson@northtec.ac.nz" <wjackson@northtec.ac.nz>, Caroline Seelig <Caroline.Seelig@openpolytechnic.ac.nz>, Phil Ker <Phil.Ker@op.ac.nz>, "penny.simmonds@sit.ac.nz" <penny.simmonds@sit.ac.nz>, "leon.fourie@toiohomai.ac.nz" <leon.fourie@toiohomai.ac.nz>, "a.lynn@ucol.ac.nz" <a.lynn@ucol.ac.nz>, "mdavis2@unitec.ac.nz" <mdavis2@unitec.ac.nz>, "chris.gosling@wandw.ac.nz" <chris.gosling@wandw.ac.nz>, "david.christiansen@wintec.ac.nz" <david.christiansen@wintec.ac.nz>, "j.snook@witt.ac.nz", "alexc@tpp.ac.nz" <alexc@tpp.ac.nz>
Cc: Heather Geddes <Heather.Geddes@istestablishment.ac.nz>
Subject: IRD - Authority to Act

To all ITP CEs

Tēnā koe

Please find attached an authority to act letter from Inland Revenue. This letter to act is required of ITPs to allow Inland Revenue to discuss the tax affairs of the ITPs with the Establishment Unit (EU), without giving the EU any authority to conduct the ITPs tax affairs such as filing returns.

Can you please complete the highlighted parts of the letter with your organisation's details, print it to letterhead and scan or attach it to an email and send it to Jacqueline d'Arth, Customer Compliance Specialist at the Inland Revenue Department on jacqueline.dath@ird.govt.nz and cc murray.strong@istestablishment.ac.nz

If you have any questions regarding the attached template letter please contact Jacqueline d'Arth in the first instance.

Nga mihi

Establishment Unit PMO

17 October 2019

Tim Fowler
Chief Executive
Tertiary Education Commission
PO Box 27048
Wellington 6141

By email: tim.fowler@tec.govt.nz

Dear Tim

Response to request for Information: Student Accommodation

Thanks for your letter of 30 September 2019. MIT, like all of us, was very concerned for the loss of the young University of Canterbury student in its halls of residence.

We are vigilant with regards to the welfare of our residents in our student village and remain committed to caring for their welfare.

Below is the first tranche of information you have requested:

1. Stocktake of our accommodation facilities

- MIT owns and manages one student accommodation facility; Student Village ("SV");
- There are 14 houses each with 9 single bedrooms.
- Maximum capacity = 126 residents.
- Each house has a shared lounge and dining area, a fully equipped kitchen with a panic alarm, laundry and 2 showers and 2 toilets.
- Each bedroom has a study desk and chair, a bed and bedding and a hand basin.
- Self-catered accommodation.

2. Current number of students using our accommodation facilities and services:

- 109 Residents
- 88 international students, 19 domestic students.
- These numbers fluctuate due to open entry and exit from the accommodation.

3. Breakdown of which facilities are run and services are provided by third party arrangements:

- Nil. MIT runs all elements of the Student Village.

4. Number, role and expectations of Residential Assistants or equivalents employed at those facilities:

- 2 x paid employees - 1 x Residential Manager, 1 x Administrator
- 14 x in-house volunteers - Senior Residents

1 x Residential Manager ("RM") lives onsite

The RM is available to residents and Student Village matters 24 hours per day, 7 days a week.

MIT Otara, Newbury Street, Otara | Private Bag 94006, Manukau 2241, Auckland, New Zealand

T 09 968 8000 | F 09 968 8701 | E info@manukau.ac.nz | W manukau.ac.nz





Physical office hours are Monday to Friday: 7am – 9am, and 6pm -10pm.
 Responsibilities: *To maintain a living environment that fosters both academic success and personal development. Community and diversity are key components of Student Village life. The Student Village offers the opportunity to live as part of a student community. This will help students adjust to tertiary education life, as well as establishing friendships with others who have varied interests and backgrounds.*

1 x Administrator

Onsite Student Village hours: Monday to Friday: 9am – 3pm

Responsibilities: *To maintain the management of day-to-day administration duties. To support the residential manager and students to establish a stress free and friendly community to reside in.*

14 x Senior Residents

The ratio is 1 x Senior Resident to 8 Residents per house.

Senior Residents live in-house.

All Senior Residents are volunteers and are required to sign a “Volunteer Agreement”
 (See position descriptions attached)

Senior Residents report to the Administrator or Residential Manager.

Responsibilities: *To help students make the most of the academic, cultural, social and sporting activities that MIT and Student Village offer. To be a positive leader by example and a champion for the Student Village and to encourage and help to maintain a clean house, to know and adhere to the rules of the Student Village, to encourage community activities, to have an active role in planning and attending activities, and to be the eyes and ears around the Student Village not just in their house.*

MIT’s Student Village operates under the “manaakitanga” value and encourages opportunities for Residents to participate in House and Student Village activities with each other and staff. The following tables outlines daily and weekly contact between staff and Residents, as well as Senior Residents and Residents.

DAILY Contact with Residents	Residential Manager, Student Village Administrator	<ul style="list-style-type: none"> • General administration; arrival and settlement paperwork • Financial administration • Mail distribution to Residents, including important reminders & support information for students (i.e food-bank, counselling, course advice, etc) • Transports residents from the SV to MIT Manukau from Monday to Friday • Open door policy for Resident to visit at SV office • Common areas such as smoking area and common room is provided with Sky TV, sofa areas, table tennis and pool table • Patrol of the Village, including weekends
	Senior Residents	Coordinates the “House Cleaning Roster”. <ul style="list-style-type: none"> • Each Resident ticks off when they have completed their duty. • If the duty is not ticked off, the SR contacts the Resident. • If daily duty is not done, the SR informs the SV Administrator who follows up directly with Resident.
		<ul style="list-style-type: none"> • Meal time or evening check-ins • Coordinates and hosts a group chat for their own house Residents every 1-2 days.
WEEKLY	Residential Manager	<ul style="list-style-type: none"> • Transports Residents to Sylvia Park Mall to do personal/groceries shopping every Thursday night



Contact with Residents		<ul style="list-style-type: none"> Handover and any incident reports to relevant service staff and Head of Student Experience and Success Weekly rent is paid in person via EFTPOS at the SV office.
	Student Village Administrator	<ul style="list-style-type: none"> Follows-up on any outstanding issues or agreements with residents Approaches a Resident who has breached any roster, rent or SV regulations to request a meeting
	Senior Residents	<ul style="list-style-type: none"> Coordinates a weekly house potluck (BYO) dinner with all house Residents Reminds and encourages residents to attend common room student activities or off-site events Reports any updates, concerns or issues to Residential Manager

5. An overview of your standard operating procedures and/or codes of practice for your accommodation facilities and services.

Refer to the Student Village handbook attached (NB – it is currently being updated)

Finally, as you know MIT has sold some parcels of land to the Government as part of its broader transformation project. This includes a decision made last year to sell our student village. 2020 will be the last year we will operate student accommodation.

We will be touch before the due date with the remaining information.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "P. Winder".

Peter Winder
Chairman, Manukau Institute of Technology Council.

23 October 2019



Jacqueline d'Ath
Significant Enterprises Segment
Customer and Compliance Services – Business
Inland Revenue
PO Box 2198
Wellington 6011

Dear Jacqueline

Manukau Institute of Technology
IRD number: 013-478-589

As you will be aware the Manukau Institute of Technology is working closely with the Establishment Unit for the purposes of transitioning the Manukau Institute of Technology and its associated entities into subsidiary companies of the planned New Zealand Institute of Skills and Technology, which is expected be in operation from 1 April 2020.

The Manukau Institute of Technology wishes to authorise the Establishment Unit, and, specifically, the members of a tax working group established by the Establishment Unit, to act as our agent to communicate and receive information for the purposes of planning our transition, and the transition, to the new companies and any related matter. For the avoidance of doubt, the authority granted in this letter is limited to the purpose set out above and does not extend to general tax purposes, including without limitation, tax filings. For completeness, it is noted that section 18G and clause 15 of Schedule 7 of the Tax Administration Act 1994 allow Inland Revenue to communicate and make disclosures of tax information covered by this authority to Manukau Institute of Technology and their agent.

The Manukau Institute of Technology acknowledges that this authorisation may result in our tax information held by Inland Revenue becoming available to members of the tax working group established by the Establishment Unit.

Should you require any clarification regarding the above, please contact me on 027 568 7274 or by email to michelle.teirney@manukau.ac.nz

Yours sincerely



Michelle Teirney
Executive General Manager, Strategy & Support Services
Manukau Institute of Technology