

## 26 April MIT & Unitec Board Meeting (26/04/2022)

### Table of Contents:

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Karakia	1
Agenda	2
Open Session	3
1. Welcome and apologies	3
2. Minutes of the Open Meeting held 31 March 2022	7
3. Academic Committee Report and Minutes	13
4. Chief Executive's Report	15
5. Safety, Wellbeing and Sustainability Report	16
Formal Motion for Moving into Closed Session	29
Closed Session	32
6. Minutes of the Confidential Meeting held 31 March 2022	33
7. Status of Audit Recommendations	40
8. Building 108 Upgrade Project Status Report	41
9. Chief Executive Report - closed session	47
10. Items for Approval	49
11. Enrolment Updates	69
12. Financial Reports	80
13. Correspondence	92
Karakia	96

# Karakia

Kia tūturu tātou (*let's be real*)

Kia manaaki tātou (*let's be caring*)

Kia whai hiranga tātou (*let's pursue excellence*)

Kia tūhonohono tātou (*Let's connect*)

Whano! Whano!

Haramai te toki!

Haumi ē!

Hui ē!

Tāiki ē!

**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**

**MEETING OF THE BOARD OF DIRECTORS**

**Date:** 26 April 2022

**Schedule:**

CE/Pou Hautu and Board only	9am-9.30am
Board only session	9.30am-10.15am
<i>Break</i>	
Board Meeting	10.30am – 12.30pm
<i>Lunch</i>	<i>12.30pm</i>

**Venue:** MIT, ND Level 3 Boardroom

**Directors:** Peter Winder, Andrew Lesa, Monique Cairns, Peter Parussini, Robert Reid, Steven Renata, Ziena Jalil, Marama Royal

**AGENDA**

Open session	
1.	Karakia Welcome & Apologies Disclosure of Interests Register Meeting Schedule 2022 Committees of the Board
2.	Minutes of the Open Meeting held 31 March 2022
3.	Academic Committee Report and Minutes
4.	Chief Executive Report – open session
5.	Safety, Wellbeing and Sustainability Report
	<i>Formal Motion for Moving into Closed Session</i>
CLOSED SESSION	
6.	Minutes of the Confidential Meeting held 31 March 2022
7.	Status of Audit Recommendations
8.	Building 108 Upgrade Project Status Report
9.	Chief Executive Report – closed session
10.	Items for Approval 10.1 Letters of representation 10.2 Annual Report
11.	Enrolment Updates
12.	Financial Reports March 2022
13.	Correspondence
	<i>Formal motion for moving out of closed session</i>
	<b>Karakia and close meeting</b>



**Unitec New Zealand Limited and  
Manukau Institute of Technology Limited  
Board Membership**

**Disclosure of Interest Register as at March 2022**

Name	Interest	Nature of Interest	Date
<b>Peter Winder</b>	McGredy Winder & Co Ltd	Director / Shareholder	2010
	The Sound of Music Education Ltd	Director / Shareholder	2004
	Manukau Institute of Technology Ltd	Director and Chair	1 April 2020
	Unitec New Zealand Ltd	Director and Chair	1 April 2020
	McGredy Winder Family Trust	Trustee & Beneficiary	2012
	Council of NZ Institute of Skills and Technology	Member	1 April 2020
	Operating Theatre Trust aka Tim Bray Productions	Trustee	February 2021
<b>Peter Parussini</b>	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus School Foundation	Trustee	2010
	Southern Cross Campus School Board of Trustees	Chair	2008
	Australian Institute of Company Directors	Member	2017
	Radio New Zealand	Governor	2019
	Latisana Family Trust	Trustee & Beneficiary	2017
	Lignano Ltd	Shareholder & Director	2019
<b>Monique Cairns</b>	The New Zealand Home Loan Company Limited	Deputy Chair	May 2018
	The Northern Club	Committee Member	June 2018
	Caribou Consulting Limited	Executive Director	December 2015
	New Zealand Institute of Directors	Member	February 2013
	Australian Institute of Company Directors	Member	February 2020
	Auckland Art Gallery	Member	May 2016
	Monstar Trust	Trustee & Beneficiary	2006
	The Almo Trust	Trustee & beneficiary	February 2019
	The Kaihere Trust	Trustee	2005
	Cairns Family Trust	Beneficiary	TBC
	BoatCo R3500-5 Limited	Shareholder	October 2018
	Armstrong's Group Due Diligence Committee	Member	November 2021
	The NZ Portrait Gallery	Trustee	2 September 2021
<b>Robert Reid</b>	FIRST Union	President	2011
	Forest Ministerial Advisory Group	Member	Oct 2021
	Auckland Regional Skills Leadership Group	Co-Chair	Sept 2021
	UnionAid	Trustee	Sept 2020

Name	Interest	Nature of Interest	Date
<b>Ziena Jalil</b>	DNA Designed Communications Ltd	Director	February 2021
	Cancer Society Auckland Northland	Trustee	Sep 2019
	New Zealand Asian Leaders	Advisory Board Member	Feb 2016
	Senate SHJ	Consulting Partner	Feb 2016
	Athene Collaborative Limited	Director / Shareholder	Feb 2018
	MYYODAA Ltd	Shareholder	Nov 2018
	New Zealand Institute of Directors	Member	July 2016
	Global Women	Member	Aug 2019
	Cancer Society of New Zealand (National)	Board Member	Sep 2021
	Asia New Zealand Foundation	Trustee	Sep 2021
<b>Fale (Andrew) Lesa</b>	Auckland Conservation Board	Board Member	2018
	Child & Youth Mortality NTA Review Committee	Board Member	2017
	Oranga Tamariki	Board Member	2019
	Philanthropy New Zealand	Board Member	2019
	Auckland Council – Rainbow Communities Advisory Panel	Member	2020
	Leukaemia and Blood Cancer NZ Bone Marrow Donor Registry	Director	Mar 2021
	Emerge Aotearoa	Director	Mar 2021
	Diabetes NZ	Director	Mar 2021
	Kidney Health NZ	Director	Mar 2021
<b>Steven Renata</b>	Kiwa Digital	Co-Owner/Chief Executive	2016
	INNOV8HQ	Co-Owner/Director	2016
	New Zealand Defence Industry Association	Member	2019
	Mangaiti Marae	Trustee	2018
	Unitec Rūnanga Advisory Committee	Member	2018
<b>Marama Royal</b>	Ngāti Whātua Ōrākei Trustee Limited	Chair	Dec 2017
	Ngāti Whātua Ōrākei Reserves Board	Chair	July 2018
	Ranginui No.12 Trust	Trustee	May 2013
	Auckland Police Taumata	Co-Chair	2008
	Sky City Community Trust	Co-Chair	Feb 2020
	Justice of the Peace Association	Member	2002
	Institute of Directors	Member	2015
	Variety Childrens Charity 2021	Trustee	Feb 2021

**Interests Declaration – All Members**

Name	Interest	Nature of Interest	Date
<b>All Members</b>	Deed of Indemnity executed on behalf of the Company (in the form approved by NZIST Council on 1 April 2020) indemnifying each Director in respect of the matters stipulated in the Deed.	Indemnified Person, as defined in the Deed	1 April 2020

## 2022 Meeting Schedule

Board/Committee	Date	Venue	Time
<i>Audit &amp; Compliance Committee</i>	<i>24 March</i>	<i>MIT</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	31 March	Online	10.30am – 3pm
MIT/Unitec Board	26 April	MIT	9am – 12.30pm
MIT/Unitec Board	26 May	MIT	10am – 3pm
MIT/Unitec Board	30 June	MIT	10am – 3pm
MIT/Unitec Board	28 July	MIT	10am – 3pm
MIT/Unitec Board	25 August	MIT	10am – 3pm
MIT/Unitec Board	29 September	MIT	10am – 3pm
<i>Audit &amp; Compliance Committee</i>	<i>27 October</i>	<i>MIT</i>	<i>9am – 11am</i>
MIT/Unitec Board	27 October	MIT	11.30am – 4pm
MIT/Unitec Board	1 December	MIT	10am – 3pm



## Manukau Institute of Technology Limited and Unitec New Zealand Limited

### BOARD MEMBERS TERMS OF APPOINTMENT

	Director	Position	Term Commenced	Term Expires
1	Peter Winder	Chairman	1 April 2020	31 December 2022
2	Peter Parussini	Member	1 April 2020	31 December 2022
3	M Cairns	Member	1 April 2020	31 December 2022
4	Z Jalil	Member	1 April 2020	31 December 2022
5	A Lesa	Member	1 April 2020	31 December 2022
6	S Renata	Member	1 April 2020	31 December 2022
7	R Reid	Member	1 April 2020	31 December 2022
8	M Royal	Member	27 May 2021	31 December 2022

### STANDING COMMITTEES AND BOARD MEMBERSHIP

Audit & Compliance Committee	P Winder (Interim Chair) R Reid S Renata M Cairns A Lesa – permanent alternate
CE People and Culture Committee	P Winder- Chair Z Jalil P Parussini M Royal
Unitec Fono Faufautua	A Lesa
Unitec Rūnanga	S Renata

### Sub-Committees and Board Membership

Tāmaki Makaurau Strategy	Robert Reid Ziana Jalil Steven Renata Marama Royal	Chair Member Member Member
Student Appeals Committee	M Cairns A Lesa Z Jalil	Chair Member Member

**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
(Board)  
**31 March 2022 at 12.30pm**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 31 March 2022.

**DIRECTORS**

Peter Winder, Chair	Robert Reid	Steven Renata	Marama Royal
Peter Parussini	Z Jalil		

**IN ATTENDANCE**

Gus Gilmore - Chief Executive	Keith Ikin – Pou Hautu
Simon Nash - DCE Learner Experience & Success	Michelle Teirney - DCE Operations
Kirsten Sargent - Interim DCE People & Culture (MIT)	Martin Carroll - DCE Academic
Chris Hutton - Interim DCE People & Culture (Unitec)	Matua Vince Hapi
Antoinette Wood - Board Secretary	Ali Ikram - Senior Communications Manager (MIT)

1. **Karakia** – The meeting was opened with a karakia

**Welcome & Apologies**

The Chair welcomed everyone to the meeting.  
Apologies were received from A Lesa and M Cairns.  
Z Jalil joined the meeting at 2pm.

**Disclosure of Interests Register**

No conflicts with the matters on the agenda were declared.

**Meeting Schedule 2022**

The Board noted the Meeting Schedule for 2022.

**Committees of the Board**

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 25 November 2021

**Resolved:**

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 25 November 2021 as a true and correct record.

Moved: P Winder  
Seconded: P Parussini

**CARRIED**



3. Action List  
The Board noted the action list.
4. Chief Executive's Report  
The Board received the report from the Chief Executive which highlighted areas of activity.  
**Resolved:**  
The Board noted the information supplied.  
  
Moved: P Winder  
Seconded: P Parussini  
**CARRIED**
5. Safety, Wellbeing and Sustainability Report  
Management updated the Board on the plan to return to campus post the COVID-19 peak. Risk assessments and COVID-19 policies have been reviewed. The intention following the review of the risk assessments, is for students and staff to begin the gradual return to campus from the morning of 5 April.  
**Resolved:**  
The Board received the Safety, Wellbeing and Sustainability report.  
  
Moved: P Winder  
Seconded: P Parussini  
**CARRIED**
6. Reports and minutes from Committees  
6.1 MIT Pacific Community Komiti Minutes  
**Resolved:**  
The Board received the minutes of the Pacific Community Komiti Meetings held 12 November 2021 and 4 February 2022  
  
Moved: P Winder  
Seconded: P Parussini  
**CARRIED**  
  
6.2 Unitec Fono Faufautua Committee Minutes  
**Resolved:**  
The Board:
  1. Received the minutes of the Unitec Fono Faufautua Committee meeting held 17 November 2021; and
  2. Approved the Fono Faufautua Committee Terms of Reference  
Moved: P Winder  
Seconded: P Parussini  
**CARRIED**  
  
6.3 Academic Committee Report and Minutes  
**Resolved:**  
The Board noted the report and received the minutes of the following academic committee meetings:

- Unitec Te Komiti Mātauranga: 08/12/2021, 28/01/2022 and 09/02/2022 (draft)
- MIT Academic Committee: and 28/01/2022 and 02/03/2022

Moved: P Winder

Seconded: P Parussini

**CARRIED**

***Formal Motion for Moving into Closed Session***

**Resolution to exclude public in accordance with the Closed Session Agenda.**

The Chair recommended that the public be excluded from the remainder of the meeting in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
8.	Confidential Minutes of the meeting held 25 November 2021	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between	That the public conduct of this item would be likely to result in the disclosure of information for which

		<p>members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
11.	<p>People and Culture</p> <p>11.1 Diversity &amp; Pay Equity Reports</p> <p>11.2 2022 Remuneration</p> <p>11.3 Speak Up Reports</p>	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.	Enrolment Updates	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.	Financial Reports	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

		Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
14.	Items for Information 14.1 Building 108 Upgrade Project 14.2 Unitec Land Sale Status 14.3 Annual Report 14.4 Annual Shareholder Resolution	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Audit & Risk 15.1 Legislative Compliance Declarations 15.2 Audit & Compliance Committee Papers	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Items for Approval 16.1 Going Concern for Financial Statements ending 31 Dec 2021 16.2 Delegated Authorities Policies 16.3 Delegation of Authority Change for Westpac Banking Services	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

		of the information	
17.	Correspondence 17.1 Te Pūkenga Supplemental Letter of Expectations 17.2 Confirmation of non 'claw-back' funding for MIT & Unitec 17.3 Letter to Te Pūkenga	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

And that certain employees from MIT and Unitec, namely Gus Gilmore, Keith Ikin, Michelle Teirney, Simon Nash, Martin Carroll, Peseta Sam Lotu-liga, Kirsten Sargent, Christine Hutton, Vince Hapi, Antoinette Wood and Ali Ikram, be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Moved: P Winder

Seconded: R Reid

**CARRIED**

The open session concluded at 1pm.

The public excluded session commenced at 1pm and concluded at 2pm.

There being no further business the chairperson declared the meeting closed at 2.44pm.

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Peter Winder, Chair 26 April 2022



# Manukau Institute of Technology Limited and Unitec New Zealand Limited

## Board Meeting 26 April 2022

Provided by:	Prof Martin Carroll, DCE Academic
Title:	MIT Academic Committee Report
For:	Information and approval

### Recommendation

It is recommended that

- (a) the Board note this report from the MIT Academic Committee and Minutes of 06 April 2022 ([attached](#)); and
- (b) the Board approve the rescinding of changes made to the Student Regulations requiring a learner to have an MVP in order to have their enrolment confirmed for 2022 course occurrences (to take effect for all course occurrences commencing after 6 April 2022).

### Purpose

This report is designed to keep the MIT Board apprised of the deliberations and recommendations of the MIT Academic Committee.

### Background/Introduction

The Academic Committee met on Wednesday 6<sup>th</sup> April. Key issues considered are outlined below.

#### MyKoha results

Provisional results as at 31/12/2021 show aggregated items of 85.5% for course items (target was 80%) and 89.8% for teaching items. These are impressive results considering the extent of disruption in 2021. Note that these results exclude those courses that had their end date extended into 2022, which is likely to have a significant impact on the final aggregated results.

#### MyVaccinePass

In the wake of changes to Government COVID settings and MIT's latest Risk Assessment, the Committee rescinded policy changes that made enrolment in 2022 course occurrences conditional upon a learner providing an MVP (inclusive of MoH exemptions). As these included changes to the Student Regulations, which require Board approval, the Board is now asked to approve rescinding those changes.



### **Te Mana Akoranga**

Hana Hohapata presented a draft of *Te Mana Akoranga: Māori Curriculum Development, Review and Assessment Framework*. This is a framework for ensuring Te Tiriti o Waitangi is embedded in all stages of academic policy, programme and course development, peer review and assessment. It has been developed from Mātauranga Māori research and presents a set of principles and guidelines. Academic Committee endorsed this framework for further development and pilot testing, with a view to recommending it to Te Pūkenga as a model for national adoption.

### **Ethics**

It was observed that the Ethics Committee is receiving a number of applications that are not ready for consideration. It was noted that MIT needs to strengthen its processes for peer review of research project plans and ethics applications.

### **Next Steps**

The next meeting of the Academic Committee is on Wednesday 11<sup>th</sup> May from 2.00-4.00pm at Otara ND317. As always, MIT Board Members are most welcome to attend.



## Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting  
26 April 2022

Provided by:	Gus Gilmore, Chief Executive
Title:	Chief Executive Open Session Report
For:	Information

### Recommendation

It is recommended that the Board receive the Chief Executive's verbal update for Manukau Institute of Technology Limited and Unitec New Zealand Limited.





## Manukau Institute of Technology Limited and Unitec New Zealand Limited

### Board Meeting

26 April 2022

Provided by:	Kirsten Sargent, Interim DCE People and Culture, MIT Chris Hutton, Interim DCE People and Culture, Unitec
Title:	Safety, Wellbeing and Sustainability Report April 2022
For:	Information

### Recommendation

It is recommended that the Board receive the information attached, which is supplied as a status report on Safety, Wellbeing and Sustainability for MIT and Unitec.



# Safety, Wellbeing and Sustainability Report March 2022

**Author** Kirsten Sargent, Acting DCE People and Culture, MIT  
Christine Hutton, Acting DCE People and Culture, Unitec

**Endorser** Gus Gilmore, Chief Executive

**Date** April 2022

# COVID Update

## MIT

### Working and Teaching from Home

We are starting to welcome back more staff and students from early April. For students and teaching staff we will finish off the semester under the same mode of delivery and then start back after Anzac with more presence on site. As we move back to site we will do that with caution and, for staff, under the guidance of our flexible working policy.

### COVID Policy

Following the Government's announcement to remove the vaccine requirement for tertiary, MIT's risk assessment was revised and COVID-19 Policy updated accordingly. The updated policy removes the requirement for MVP passes based off the risk assessment and our ability to put other actions (such as masks and social distancing) in place to mitigate the Hazard (COVID-19). Where applicable Public Health Orders remain.

### Rapid Antigen Tests

MIT has been rolling out Rapid Antigen Tests to the business in accordance with its processes.

### Wellbeing

Students – Student Support, lecturers & Ask Me! continue to work with students.

Staff – Campus and team check ins by managers, Lunch and Learns and wellbeing comms.

Special leave policy has been rolled out for those who are a positive case or household contact.

### Reporting of Cases

Process in place around reporting positive cases. Below are numbers as at COB 07 April.

Date	Rolling Total Number of reported positive cases (this is in total of cases regardless of if they have been on site infectious or not)	Student No	Staff No	Contractor No	Rolling Total Infectious while on site
As at COB 22/02/2022	24	21	3	0	*
As at COB 28/02/2022	97	67	29	1	15
As at COB 03/03/2022	137	89	47	1	19
As at COB 10/03/2022	186	123	62	1	21
As at COB 17/03/2022	222	145	72	5	29
As at COB 31/03/2022	293	201	91	5	41
As at COB 07/04/2022	305	207	97	5	41

## Unitec

### Working and teaching – online and campus access

Campuses have been open for essential teaching and learning and for support operations that require access. Flexible working arrangements continue with support staff being welcomed back to campus from early April and academic / teaching staff from the commencement of Semester II.

### Covid - business as usual (BAU)

Covid Business as usual operations activities continue under the leadership of Chris Hutton, Interim DCE P&C. This group have continued to meet twice weekly on operational matters including security, access, logistics, wellbeing and communications. Meetings are set to return to a weekly cadence from mid-April.

### COVID-19 Risk Assessment and Policy revisions

The Covid-19 Policy was updated following changes to the Government settings around removal of the vaccine requirement for tertiary, consulted on with staff and adopted. With this, QR Contact Tracing and MVP passes are no longer required for entry onto campus. Masks are required to be worn under CPF Red and strong encouragement under CPF Orange. Full vaccination remains required including booster for staff in: Healthcare & Social Practice, Osteopathy and Te Puna Waiora Medical Centre.

### Rapid Antigen Test (RAT) kits

Two orders have now been received and distributed for front facing staff on campus in academic and support roles.

### Covid Special Leave

Staff who contract Covid-19 are able to access special leave following confirmation of a positive test result or Household member's positive test. The leave requires the completion of a Covid Contact Tracing form and approval from the line Manager and DCE People & Culture. Managers, HR and H&S continue to undertake wellbeing calls. To 08 April, 166 equivalent days have been taken across 35 staff.

### Case reporting

Positive cases – total

Staff	97
Students	127
Contractors	1
Visitors	2

Positive cases – on campus

Staff	26
Students	28
Contractors	0
Visitors	2

# Significant Injuries

## March 2022 vs March 2021 - MIT

Significant Injuries	Mar 2022	Mar 2021	
Employee	0	0	=
Student	0	0	=

### Staff

Significant Injuries this year.

- Nil

### Students

Significant injuries this year.

- Nil

## March 2022 vs March 2021 - Unitec

Significant Injuries	March 22	March 21	
Employee	0	0	=
Student	0	0	=

### Staff

Significant Injuries this month

- Nil

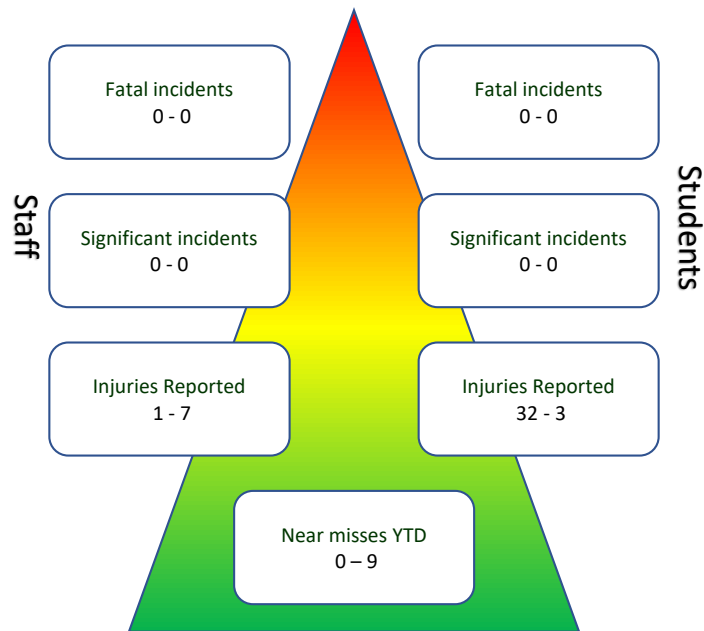
### Students

Significant injuries this month

- Nil

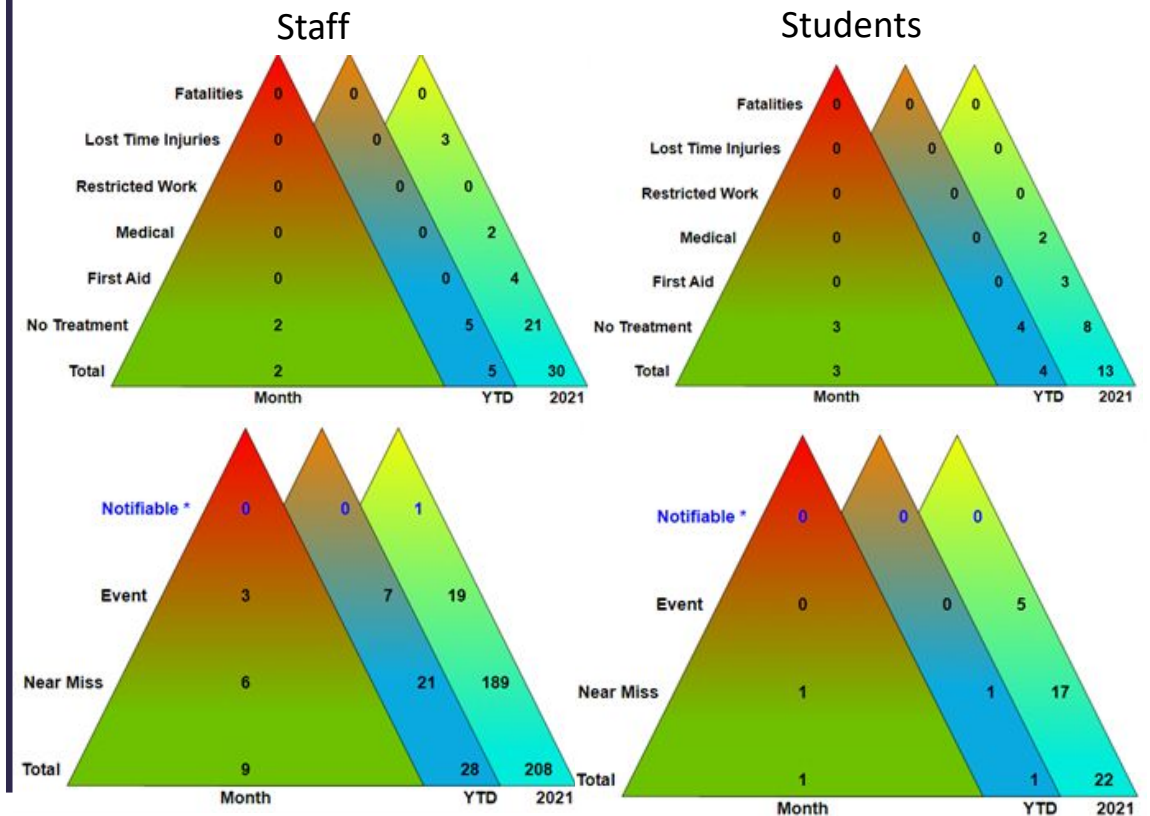
# Injuries/Incidents Staff and Students – 2022

## 2022 vs 2021 YTD MIT



\*2022 is the left-hand number in the box.  
\*2021 is the right-hand side number in the box.

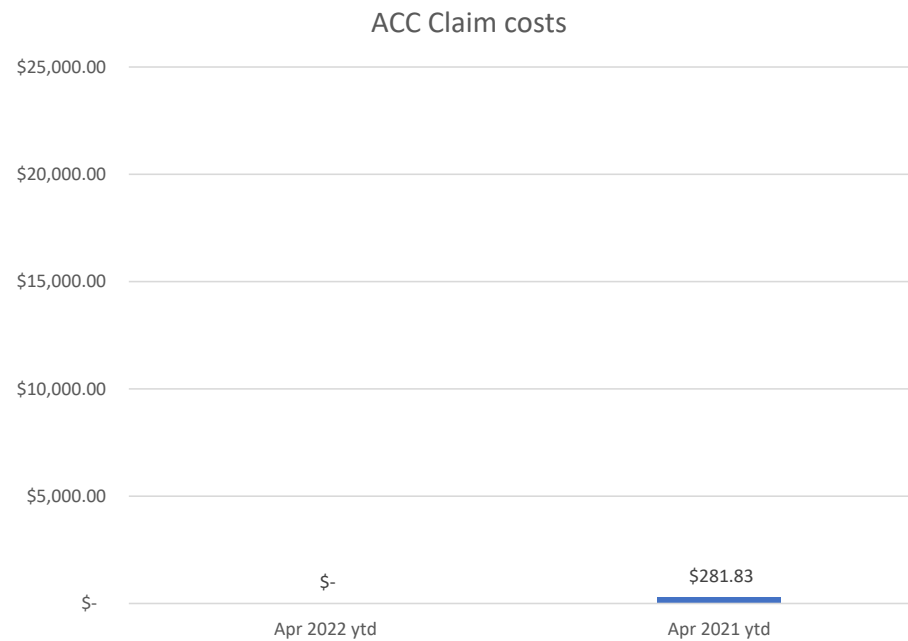
## March 2022 YTD vs 2021 YTD Unitec



CE Safety KPI = Less than 10 Staff and students incidents per annum

# ACC Claims

## MIT



## ACC Claims

ACC Claims	YTD 22	YTD 21	
Employee	0	3	↓

## Unitec



## ACC Claims

ACC Claims	Mar YTD 22	Mar YTD 21	
Employee	0	1	↓

# Leadership Safety Walks

**ON HOLD due to not being on campus – restarting April / May 2022**

## Executive Leadership Team (ELT) site observations – MIT & Unitec

KPI: 1 safety walk a month. Aim is to alternate the location e.g. one walk one month at Unitec and the following month MIT. Observations are to be recorded in the relevant app.

ELT Member	Site Visited	Observations	Corrective Actions

## Board member Health and Safety site observations

Board Member	Site visited	Observations	Corrective Actions

We will start to organise these from June

# H&S Committees

## MIT H&S Committee Update

Committee (area)	Overview – Current State
ND Block (Academic, People and Culture, Legal, Marketing)	<ul style="list-style-type: none"> <li>Teams have been asked to review training matrixes as per the 2022 Workplan</li> <li>Sharepoint file storage being reviewed</li> <li>Work underway to prepare for Te Pūkenga audit.</li> </ul>
Manukau Campus	<ul style="list-style-type: none"> <li>Workplan being reviewed and actions pending</li> <li>Teams have been asked to update their training registers.</li> </ul>
Otara "Quad"	<ul style="list-style-type: none"> <li>Workplan being reviewed and actions pending</li> <li>Hazard registers updated, and pain and discomfort forms sent to teams</li> <li>Work underway to prepare for Te Pūkenga audit.</li> </ul>
Property/Tech Services	<ul style="list-style-type: none"> <li>Workplan being reviewed and actions pending</li> <li>Hazard registers updated, and pain and discomfort forms sent to teams</li> <li>Work underway to prepare for Te Pūkenga audit.</li> </ul>
Otara Service Centre (excluding ND and NB)	<ul style="list-style-type: none"> <li>Workplan being reviewed and actions pending.</li> </ul>
Tech Park	<ul style="list-style-type: none"> <li>Workplan being reviewed and actions pending</li> <li>Hazard registers updated, and pain and discomfort forms sent to teams</li> <li>All remedial work for the PIN notices have nearly been completed with remedial work on gas lab and extraction units, welding workshops. Should be completed end of April. PINs have been removed some time ago after work was agreed to. Work underway to prepare for Te Pūkenga audit.</li> </ul>

## Unitec H&S Committee Update

Committee (area)	Meeting Date	Critical Risks Identified
H&S Representative	16 March (online)	<ul style="list-style-type: none"> <li>16 participants</li> <li>Covid-19 update shared</li> <li>H&amp;S Team updating the Covid-19 Unitec Risk Assessment due to the Government updates</li> <li>Staff member with breathing difficulties when wearing mask post having Covid (applying for an exemption)</li> <li>RAT tests being distributed for staff working on campus.</li> </ul>
Infrastructure Operations/H&S Meeting	24 March (online)	<ul style="list-style-type: none"> <li>Issues with stolen cameras and trespassing on Environmental &amp; Animal Sciences animal enclosure areas. Working with police (as below), installing fencing and further lighting. Increased security patrols.</li> <li>Issues with Oaks accommodation and emergency housing adjacent to campus – meetings held between Infrastructure, Chris King, Police and owners of the accommodation (contacted) re incidents on campus. Daily patrols of the area by Police and increased Unitec security patrols.</li> <li>Discussion on a second exit door for the Welding Room in Mataaho.</li> </ul>
Trades and Services	-	<ul style="list-style-type: none"> <li>Postponed due to Covid-19</li> </ul>
Te Puna Kararehe	-	<ul style="list-style-type: none"> <li>Postponed due to Covid-19</li> </ul>
Infrastructure Operations Toolbox Meeting	-	<ul style="list-style-type: none"> <li>Postponed due to Covid-19</li> </ul>



# Risk Assurance and Critical Risk Audits

## MIT

Critical Risk/Audit	Traffic Light	Update
Asbestos	April	Asbestos Audit date booked – 18 <sup>th</sup> April.
Annual review of H&S team Documentation	May	Document control will begin in May.
Review of Emergency Response Procedures	April - June	Training being organised for 2022. But we are awaiting Te Pūkenga as this will now form part of their emergency planning process.
Motor vehicle review	May	On track to be completed in May.
Arboriculture	June	Ontrack to be completed in June.
Fire training Mahurangi	July	Date being organized for audit.
Maritime Life boat review	Jan - July	Life boat practicals have been halted while the lifeboat simulator is being installed, the practicals were halted due to the risk being too high. Project underway. We will remove this item from the Audit list next month as there will be no more lifeboat water training.
Scaffolding School	August	Date for audit will be set closer to month.
Plant and Machinery Audit - TechPark	September	Date for audit will be set closer to month.

## Unitec

Critical Risk/Audit	Traffic Light	Update*
COVID-19	March	<ul style="list-style-type: none"> <li>Unitec Health &amp; Safety Risk Assessment and Vaccination Risk Assessment by Job Type updated due to Government changes to CPF Red.</li> <li>Covid-19 Policy implemented outlining Unitec's position as it relates to the Covid-19 Protection Framework.</li> </ul>
Covid Safety Inspections	March	<ul style="list-style-type: none"> <li>Inspections completed by Health &amp; Safety Advisors of programmes operating on Campus under Covid CPF Red to ensure all guidelines were being adhered to</li> <li>Inspections completed using Vault Check App and reports sent to Directors/Managers</li> </ul>
Hazardous Substances Inventory being centralised into Vault	March - ongoing	<ul style="list-style-type: none"> <li>H&amp;S Team working with Laboratory Technicians to centralise the Hazardous Substances inventory using Damstra Vault system. This will be on-going.</li> </ul>
Fire Warden Training (on-line)	March	<ul style="list-style-type: none"> <li>Fire Warden Training session held on-line on 23 March. There were 10 attendees.</li> </ul>
Safety Walks	March	<ul style="list-style-type: none"> <li>All Safety walks have been postponed until return to campus in May</li> <li>Security and tutors on campus are responsible for the review of safe practices.</li> </ul>
Critical Risk Inspections	March	<ul style="list-style-type: none"> <li>All critical risk inspections have been postponed until return to campus in May.</li> </ul>

### Tracking key

ON TRACK	<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span>
OFF TRACK	<span style="background-color: red; border: 1px solid black; padding: 2px;"> </span>
COMPLETE	<span style="background-color: green; border: 1px solid black; padding: 2px;"> </span>

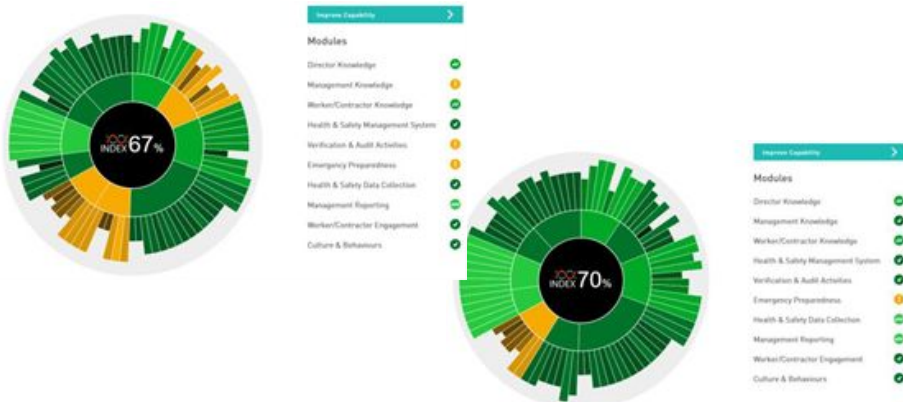
\* Assurance activities and corrective actions are recorded in Vault

# Safe365: Summary View

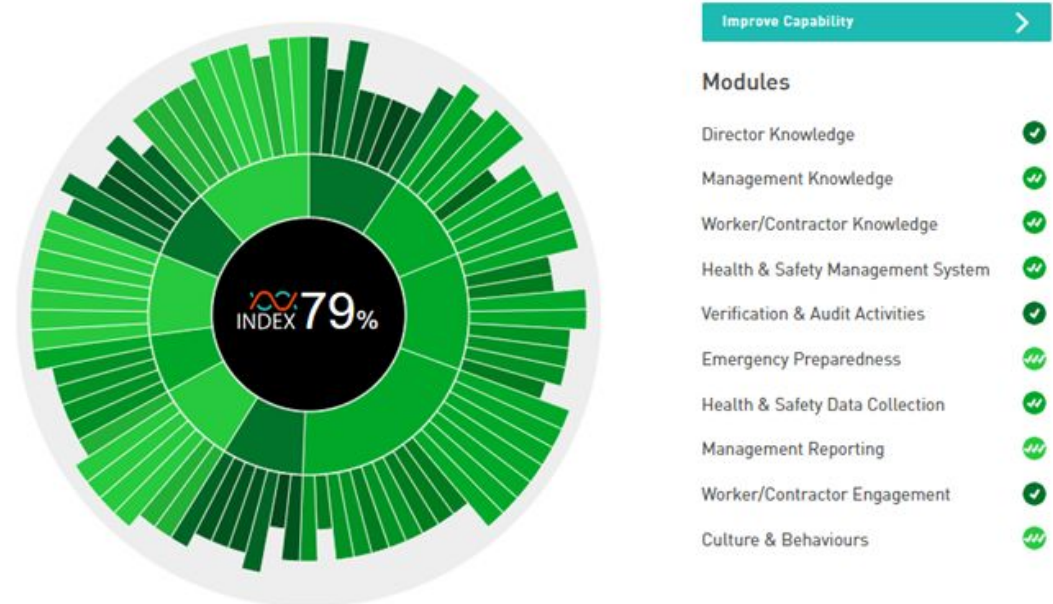
## MIT Safe365 Implementation Plan

### Underway

- Committees are being booked in for their 2022 assessments.
  - Manukau Campus
    - GM and Rep will attend audit
  - Otara Campus
    - Committee Chair and Rep to attend audit
  - Otara Quad
    - GM, HoS and Rep to attend audit
  - Otara Service Centre (excluding ND and NB)
    - Committee Chair and Rep to attend audit
  - ND Committee
    - Committee Chair and Rep to attend audit
  - Technology and Properties
    - Committee Chair and Rep to attend audit
- The Safety and Wellbeing Advisor when we finalise recruitment will pick these audits up for 2022



## Unitec Safe365 Aggregated Starburst



- The Aggregated Starburst has increased by 1% to now score **79%**
- Increase achieved for **Culture and Behaviours Module** regarding staff willingness to report H&S concerns. Feedback validated via Staff Engagement Survey results and the number of H&S incidents and concerns logged into Vault reporting tool
- The increase in the index score has been slower than planned due to Covid-19

# Te Pūkenga Safe365 Audit Preparation

Work plan – subsidiary WSMS assessments 2022	Version 1
Assessment focus	Wellbeing and safety performance of frontline work activities – teaching and learning
Key health and safety risks to be examined during assessments	Existing wellbeing and safety management system – documents, digital platform, structures and processes 1. Mental ill-health due to work-related stress 2. Violence and aggression
Assessment objectives	- To assess the current state of each subsidiary's wellbeing and safety management system - To provide reports to decision-makers on strengths and opportunities for improvement for each subsidiary and network - To provide advice and guidance, if warranted, on areas of wellbeing and safety practice.
Assessment methodology	- Safe365 question set - Ethnographic aspects – observations, interviews and conversations - Document review – examination of records and data provided.

## MIT

Work is underway to prepare for the upcoming Te Pūkenga Safe365 assessment – initial indicators are that the audit will take place during the week of 20<sup>th</sup> June.  
Initial focus group sessions are being set, dates and calendar invites to be sent.

24 June*	0900		Mihi – introductions then set the scene, answer any questions and work through any last-minute changes or issues	WS team Kirsten Sargent
	0930	Meeting room – AVL capability for Zoom or Teams call	Session 1 – module on directors and governance (around 45-50 mins)	Board member 1x  A quick chat with the auditors may be required as part of the Safe 365 assessment, they will want to ask some questions regarding PCBU duties and obligations.
	1100	Large meeting room	Session 2 – modules on emergency preparedness, worker/contractor knowledge, management system, worker/contractor engagement and culture and behaviours (two hours)	Renee Spicer, Mel Sua, Maryanne O'Neill, Waseem Soomro, Chris Mayhew, Theresa Moa, Agnes Wilson, Loloe Alaitini, Paula Adamson, Nancy Jones
	1400	Large meeting room	Session 3 – modules on management knowledge, management system, verification, reporting and culture and behaviours (two hours)	Brian Austin, Pip Schollum Manase, Mike Frankle, Chris Parks. Ryan Hollis, Liz Keneti, Nuddy Pillay, Fiona Ronga

## Unitec

Prepare for the upcoming assessment – scheduled to take place on campus at Unitec Monday 20 and Tuesday 21 June 2022.

Meeting with MIT/Unitec Executive on Tuesday 21 June (morning).

Meetings with People and Culture H&S team, line managers and staff over the two days including H&S Representatives.

Initial sessions are being set and dates and calendar invites to be sent.

Assessment team:

1. Nick Engelmann, Safe365 – lead assessor (first three assessments only)
2. Garth Gulley, Te Pūkenga – lead assessor
3. TBA, Te Pūkenga – assistant and coordinator

# Wellbeing Strategy Update

## MIT

### My Voice Change Support Survey

Rolled out for three weeks in April. At time of writing we had just under 60% participation. Two key themes coming through:

- Te Pūkenga change management
- Increased anxiety.

Presentation to Board will be in May, along with actions to manage key topics.

### Lunch and Learn

A full 12 months of Lunch and Learns have been communicated out for 2022 to staff. Most of these are centred around change and wellbeing initiatives such as resilience, stress, healthy eating and communication. All will be done on line for 2022.

- Unconscious Bias, Diversity & Inclusion – rolled out
- Resilience 101 – 12 April
- Tips for performance management – 12 May.

### Extended Leadership and Leadership Change Management

Change management workshops have been set up for the extended leadership group and leadership days have been planned for 2022.

- Change Leadership workshop – part one rolled out
- Wider leaders – mid year in the Leadership day.

### Wellbeing Strategy

A project is underway around how to re-engage MIT's wellbeing strategy, with monthly initiatives.

### Wellbeing Expo

Work is underway to plan for the 2022 wellbeing expo, feedback received noted that the expo should be first held at Manukau then later in the year moved to Otara.

## Unitec

### Wellness activities during Omicron

#### Seven events held online

- Social Club Games night
- 3 x Connect Roulette sessions
- Know your breath seminar (shared with MIT)
- International woman's day korero on Yammer
- Chinese New Year photo competition.



### Managing the impact of the Sports Centre closure

- Arrangement with the Sports Centre provided us with 6 weekly wellness activities: tai chi, yoga, pilates, cycle pursuit, futsal and badminton
- Working with internal stakeholders to locate alternative space for staff and student recreation needs.



### Wellbeing strategy partnerships

- Supported H&S team by coordinating packing of 1000 RAT test packs
- Worked with HR team to finalise an Outplacement guide (for staff who's roles are disestablished).



# Sustainability Strategy Update

MIT

OBJECTIVE 5  
Develop a Sustainability Strategy



- Focus for April
  - Send out consultation on Strategy
  - Work with Student Union around communication on transport options for students

Goal	Measures	Traffic Light	Updates to goal – Mar 2022
Have a Sustainability Policy  Educate our staff and students to make sustainable choices	MIT Strategic Plan – Develop a Sustainability Strategy.  Comms to staff and students are engaging and measure will be progress to 3 targets		Draft completed and now with DCE P&C for review – this has been delayed due to COVID
Encourage sustainable transport choices, reduce parking on site  Staff and Students are aware of sustainable transport options, and MIT encourages sustainable transport options  Promote our flexible working policy as this reduces number of staff driving to site	Reduction in car parking at all three campuses  Reduction of uses of car – also helps with ecological footprint		Car park entry arms are being reviewed to assess strength under high wind and other stressors
Reduce Electricity Consumption  2023 Target – reduction of 5%			Feb KWH <ul style="list-style-type: none"> <li>Manukau 251,900 @ \$42,878.51</li> <li>Tech Park 51,103 @ \$9846.58</li> <li>Otara Main 238,944 @ \$41,280.50</li> <li>Otara Small 5,162 @ \$1344.74</li> </ul>
Reduce ecological footprint MIT facilities and vehicles utilize clean green technology  Recycling options in place to reduce waste	Sustainable and green options explored when upgrading facilities		<ul style="list-style-type: none"> <li>Waste to landfill costs analysis in progress</li> </ul>

## Unitec

### Student projects and internships

Set up collaboration with Applied Business, Engineering and Community Studies schools and signed learning agreements with 8 interns and 4 student groups.

- Intern project #1 – quad garden refresh and maintenance
- Intern project #2 – research ways to reduce Unitec's waste going to landfill
- Student project #1 – work out a shuttle route from south Auckland to Mt Albert campus that complements existing bus and train routes
- Student project #2 – using 2020 travel survey data to calculate carbon footprint of Unitec staff commuting to campus
- Student project #3 – Updating Unitec's travel plan – how to encourage staff to give sustainable travel modes a try?



### Travel plan focus

- With news of staggered return to campus, we were able to recommence testing of the Uniwaka app. To date, 50 people have downloaded and used this carpooling app as part of virtual trial phase.
- Click above embedded video to view.

**Manukau Institute of Technology Limited and Unitec New Zealand Limited**  
**PUBLIC EXCLUDED AGENDA**  
**Board Meeting 26 April 2022**

As Chair, I move that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (**LGOIMA**) and the particular interests protected by section 9 of the Official Information Act 1982 which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

<b>Agenda Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of the resolution</b>
6.	Confidential Minutes of the meeting held 31 March 2022	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Status of Audit Recommendations	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Building 108 Upgrade Project Status Report	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities  Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any	That the public conduct of this item would be likely to result in the disclosure of information for which



26 April MIT & Unitec Board Meeting - Open Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	<p>Items for Approval</p> <p>10.1 Letters of representation</p> <p>10.2 Annual Report</p>	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
11.	Enrolment Updates	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.	Financial Reports	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.	Correspondence	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		position of the person who supplied or who is the subject of the information	

And that certain employees from MIT and Unitec be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.