

## 24 June MIT & Unitec Board Meeting (24/06/2021)

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## Karakia timatanga/otinga

[Video of karakia timatanga / otinga \(opening / closing prayer\)](#)

Tūtawa mai i runga	<i>I summon from above</i>
Tūtawa mai i raro	<i>I summon from below</i>
Tūtawa mai i roto	<i>I summon from within</i>
Tūtawa mai i waho	<i>And the surrounding environment</i>
Kia tau ai te mauri tū,	<i>The universal vitality and energy</i>
Te mauri ora ki te katoa	<i>To infuse and enrich all present</i>
Haumi ē, hui ē, tāiki ē!	<i>We are bound, connected and unified in this intention</i>

**Manukau Institute of Technology Limited  
and  
Unitec New Zealand Limited  
MEETING OF THE BOARD OF DIRECTORS**

**Date:** 24 June 2021

<b>Schedule:</b>	Pōhiri (Te Noho Kotahitanga Marae)	9am-11am
	Board & CE Only Session	11am – 12pm
	Board Open Session	12pm – 1pm
	<i>Lunch</i>	<i>1pm – 1.30pm</i>
	Board Closed Session	1.30pm – 3.30pm

**Venue:** Unitec, 110-2019 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 2021 Committees of the Board
2.	Minutes of the Open Meeting held 27 May 2021
3.	Action List
4.	Chief Executive's Report – Open Session
5.	Safety, Wellbeing and Sustainability Report
6.	Reports and minutes from Committees 6.1 MIT Pacific Community Komiti Minutes 6.2 MIT Academic Committee Report and Minutes – Open Session 6.3 Unitec Academic Committee Report and Minutes
7.	Items for Approval 7.1 Amendments to the Academic Committee Membership 7.2 MIT Rūnanga Terms of Reference
8.	Correspondence 8.1 Te Tiriti Partnerships – Te Pūkenga 8.2 Public Records Act 2005 Audit Notification 2021-22 – MIT 8.3 Te Pūkenga Letter of Expectations
	<i>Formal Motion for Moving into Closed Session</i>

CLOSED SESSION	
9.	Minutes of the Confidential Meeting held 27 May 2021
10.	Action List
11.	Chief Executive's Report – Closed Session
12.	Enrolment Updates
13.	Financial Reports 13.1 May Financial Reports 13.2 Fees approval 13.3 2022 Budget assumptions 13.4 MIT Borrowing Consent Letter
14.	Audit and Risk 14.1 Status of Audit Recommendations 14.2 Risk Management Framework 14.3 Risk Reports
15.	Items for Information 15.1 Unitec Building 108 Project Report 15.2 MIT Academic Committee Report and Minutes – Closed Session
16.	Items for Approval 16.1 MIT Banking Services Change to Westpac
	<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 May 2021

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
	State Services Commission, Risk and Audit Committee	Member	August 2015
	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	Chair	2010
	Southern Cross Campus School Board of Trustees	Trustee	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
<b>Robert Reid</b>	FIRST Union	President	2011
	The Southern Initiative (Auckland Council)	Consultant	2018
	Auckland Interim Regional Skills Leadership Group	Co-Chair	June 2020
	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	Sept 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
<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>			

**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

## 2021 Meeting Schedule

Board/Committee	Date	Venue	Time
MIT/Unitec Board	25 February	Unitec	9am – 5pm
<i>Audit &amp; Compliance Committee</i>	<i>16 March</i>	<i>MIT</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	25 March	Unitec	9am – 5pm
MIT/Unitec Board	29 April	MIT	9am – 5pm
MIT/Unitec Board	27 May	MIT	9am – 5pm
MIT/Unitec Board	24 June	Unitec	9am – 5pm
<i>Audit &amp; Compliance Committee</i>	<i>29 July</i>	<i>MIT</i>	<i>9am – 10.30am</i>
MIT/Unitec Board	29 July	MIT	9am – 5pm
MIT/Unitec Board	26 August	Unitec	9am – 5pm
MIT/Unitec Board	30 September	MIT	9am – 5pm
<i>Audit &amp; Compliance Committee</i>	<i>28 October</i>	<i>Unitec</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	28 October	Unitec	9am – 5pm
MIT/Unitec Board	25 November	MIT	9am – 5pm

## Health and Safety Walks 2021

Meeting Date	Venue	Timing	Board Members	
25 February	Unitec	8.00 am	Peter Winder	Peter Parussini
25 March	MIT	8.00 am	Andrew Fale	New Member
29 April	Unitec	8.00 am	Robert Reid	Monique Cairns
27 May	MIT	8.00 am		
24 June	Unitec	8.00 am	Peter Parussini	Steven Renata
29 July	MIT	8.00 am	Ziena Jalil	Monique Cairns
26 August	Unitec	8.00 am	Andrew Fale	Steven Renata
30 September	MIT	8.00 am	Robert Reid	Peter Parussini
28 October	Unitec	8.00 am	Ziena Jalil	Marama Royal
25 November	MIT	8.00 am	Andrew Fale	Monique Cairns





**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
Fono Faufautua	A Lesa
Rūnanga	S Renata

**Sub-Committee and Board Membership**

Tāmaki Makaurau Strategy	Robert Reid	Chair
	Ziena Jalil	Member
	Steven Renata	Member
	Marama Royal	Member

**Manukau Institute of Technology Limited  
and  
Unitec New Zealand Limited  
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
(Board)**

**27 May 2021 at 11.30am**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 27 May 2021.

**DIRECTORS**

Peter Winder, Chair      Robert Reid      Ziena Jalil      Monique Cairns      Steven Renata  
Marama Royal

**APOLOGIES**

Peter Parussini      Andrew Lesa      Marama Royal left the meeting at 2pm

**IN ATTENDANCE**

Gus Gilmore - Chief Executive	Simon Nash – DCE Learner Experience and Success
Michelle Teirney - DCE Operations	Nick Sheppard – DCE Schools and Performance
Peseta Sam Lotu-liga - DCE Pasifika, Partnerships & Support	Martin Carroll – DCE Academic
Kirsten Sargent – Interim DCE People & Culture (MIT)	Wiremu Manaia – DCE Māori (MIT)
Antoinette Wood – Board Secretary	Jacky McManus – Interim DCE People & Culture (Unitec)
	Ali Ikram – Senior Communications Manager (MIT)

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

The meeting was subsequently adjourned and resumed at 1pm.

**Welcome & Apologies**

The Chair welcomed everyone to the meeting and noted the apologies from Peter Parussini and Andrew Lesa.

**Disclosure of Interests Register**

No conflicts with the matters on the agenda were declared and it was noted that the register is to be updated to include the interests of Marama Royal.

**Meeting Schedule 2021**

The Board noted the Meeting Schedule for 2021.

**Committees of the Board**

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 29 April 2021

The Board noted the minutes.

**Resolved:**

The Board

Approved the minutes of the Unitec NZ Ltd ordinary Open Board Meeting held on 29 April 2021 as a true and correct record; and

Approved the minutes of the Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 29 April 2021 as a true and correct record.

Moved: P Winder

Seconded: S Renata

**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: M Cairns

**CARRIED**

5. Health and Safety Report

The Board received and discussed the Health and Safety Report. Management noted that reminders will be sent out in relation to the completion of Health and Safety Inductions by Board members. Further to the completion of his safety walk, R Reid raised concerns in relation to the height of the atrium floor barriers at Manukau Campus. Management confirmed that this issue has been raised previously within the internal health and safety log and an investigation and report has been completed.

*Action: the review of Manukau Campus atrium floor barriers is to be revisited in light of the Board's observations.*

**Resolved:**

The Board received the Health and Safety report.

Moved: P Winder

Seconded: M Cairns

**CARRIED**

## 6. Reports and minutes from Committees

## 6.1 Academic Committee Reports and Minutes

Management spoke to the report and highlighted a tension that is rising within the Academic community as a result of NZQA proposals in relation to simplifying the qualifications system, which could see potential changes to their ability to contribute to curriculum design, development and review.

**Resolved:**

The Board received the report from the MIT Academic Committee and the minutes of the meeting held 5 May 2021.

Moved: P Winder

Seconded: S Renata

**CARRIED**

## 6.2 MIT Pacific Community Komiti Minutes

The Board questioned the note in the minutes stating that 70% of students' withdrawals are those who don't turn up from day one. Management noted that this may not have been expressed correctly in the minutes and will confirm the statistics presented.

*Action: the accuracy of these statistics will be picked up when the Ōritetanga Report is presented to the Board.*

**Resolved:**

The Board received the MIT Pacific Community Komiti meeting minutes of 7 May 2021.

Moved: P Winder

Seconded: Ziena

**CARRIED**

## 7. Items for Approval

## 7.1 MIT Granting of Awards

**Resolved:**

The Board confirmed the sealed awards granted by the Chief Executive under the delegated authority of the Board since the last Board meeting held 29 April 2021.

Moved: P Winder

Seconded: M Cairns

**CARRIED**

## 7.2 Amendments to Statute 3: The Academic Statute; and Statute 4: The Student Statute

**Resolved:**

The Board approved the proposed amendments to Manukau Institute of Technology (MIT) Statute 3: The Academic Statute and Statute 4: The Student Statute to come into effect immediately.

Moved: P Winder

Seconded: Z Jalil

**CARRIED**

## 8. Correspondence

8.1 Letter of thanks to Rt Hon J Ardern

8.2 Letter of thanks to Hon C Hipkins

The Chief Executive noted, in reference to the third paragraph in the letter to Hon C Hipkins, that the Minister of Education, the Minister of Finance and the Minister of Housing are meeting on 31 May to determine the granting of shovel ready money to Unitec.

**Resolved:**

The Board noted the outgoing correspondence.

Moved: P Winder

Seconded: R Reid

**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
9.	Confidential Minutes of the meeting held 29 April 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).
10.	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason

		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	for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.1	MIT Diversity Update	<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).
10.2	Pay Parity	<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).
11.	Chief Executive's Report	<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).
12.	Enrolment Update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial	That the public conduct of this item would be likely to result in the disclosure of

		<p>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>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>
13.1	Financial Reports – April 2021	<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>
13.2	Debt Management	<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>

13.3	Research Funding 2021	<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).
14.1	MIT Status of Internal Audit Recommendations	<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).
14.2	MIT Status of External Audit Recommendations	<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</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).



		to prejudice the commercial position of the person who supplied or who is the subject of the information	
15.1	Strategy Update	<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).
15.2	Unitec Building 108 Project Report	<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).
15.3	Asbestos Remediation	<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</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

		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	LGOIMA, as a body to which LGOIMA applies).
15.4	Discussions with Te Roopū Mataara	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 the Chief Executive Gus Gilmore, and members of the MIT and Unitec Executive Team be permitted to remain at the meeting because of their knowledge in relation to issues involved, together with Antoinette Wood (Board Secretary) and Ali Ikram for their support of the activities of the Board. 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 preparation of such matters.

Moved: P Winder  
 Seconded: R Reid

**CARRIED**

The open session concluded at 1.22pm.

The public excluded session commenced at 12.55pm and concluded at 2.50pm.

There being no further business the chairperson declared the meeting closed at 2.50pm.

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Peter Winder, Chair 27 May 2021

24 June MIT & Unitec Board Meeting - Open Session

Open Action Items

Meeting Date	Agenda Item	Action	Responsible	Status
29-Apr	7.1	Dashboard report to be provided to the Board on parity targets for priority groups at the July meeting of the Board	Simon Nash	In progress
27-May	5	The review of MIT's Manukau Campus atrium floor barriers is to be revisited in light of the Board's observations during a health and safety walk.	Kirsten Sargent	In progress



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

Board Meeting

24 June 2021

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

### Recommendation

It is recommended that the Board note the information supplied below.

### Purpose

The purpose of this paper is to provide the Board with an update on relevant issues and opportunities.

### Co-Leadership Possibilities for Unitec and MIT

I have been working with representatives of Te Roopū Mataara exploring co-leadership options. Jenny Lee-Morgan and Toni Vaughan, and we have engaged a consultant Alan Wilcox who has been facilitating these discussions.

Establishing a co-leadership model is an important step to forming a strong partnership between Te Tiriti partners, and to actualize the principles of Te Tiriti o Waitangi.

Steady progress has been made exploring a range of co-leadership options and related issues.

Both sides are committed to working together and we are confident of bringing a paper to the Board with a joint recommendation for co-leadership across Tāmaki Makaurau. We plan to do this either in an out of session Board Meeting or at the next Board Meeting, our preference is the former.

We have narrowed the options down to two. The first is the preferred option for Te Roopū Mataara, which is co-leadership with two Chief Executives reporting direct to the Board. The second is a co-leadership option where there is one CEO and one senior Māori leader jointly reporting direct to the Board. Although Te Roopū Mataara prefers the two CEOs option, and they would like to see it implemented in 2023, they realise for several reasons that the second option can work and will meet their needs in the short term. This option looks the most practicable and workable in the time frame we have between now and the end of December next year. This is the option I am committed to,



and I understand I have the support of the representatives of Te Roopū Mataara. The group is confident we can make this work.

The next steps are to consult staff at both Unitec and MIT, in particular Kaimahi Māori. As you are aware we will seek advice from the MIT Rūnanga, Waikato Tainui and Ngāti Whātua Ōrākei. We are also working on the key functions of each of the leadership roles and how they will work effectively together.

I will keep the Board abreast of these developments and I welcome your feedback.

## **MANUKAU INSTITUTE OF TECHNOLOGY**

### **External engagement**

#### **E tu / NZ Post – “Just Transition”**

We have a partnership with E Tu and NZ Post to transition staff from their Contract Logistics business which is being closed. Local agency /provider team involved in supporting staff upskill and/or transition into other careers, including RSLG, MSD, Jobs & Manukau Skills Hub and MIT.

#### **Schools & Community team supporting Trades Academy Team**

Workplan in place to provide greater support to trade academy students to increase transition to MIT. Whanau hui planned for July 14 to inform families of students of the support that MIT / Youth Providers (Tupu Aotearoa) can provide when their rangatahi choose MIT as a pathway to employment.

#### **North Shore Project – Pasifika fono**

MIT and Unitec staff facilitated a fono organised for us by Shanan Halbert, MP for Northcote. He gathered 11 Pasifika leaders to provide their insights into what the need was on the Shore for additional vocational training provision. Key feedback:

- Live, learn and work locally – travel to current training provision is an issue
- Gap in trades training and pre-degree offerings
- Health sector needs more staff, both nursing and allied staff
- Partnership approach to delivering on the Shore is essential

#### **Career & Employment Solutions – Maori and Pasifika Virtual Career Fair**

MIT participated in our first virtual Career Fair focused on Maori and Pasifika students, connecting them to local employers. 41 employers had virtual booths, with 134 MIT students attending. Other ITPs were also involved in this event, with future events in 2021 focusing on DT and Construction companies / students.

#### **May Career Fests**



Two mini Employer Career Expos were delivered in May. These were done onsite at Tech Park with 4 employers and 150 students attending (13 students currently going through recruitment process with employers). The second was at MITM for Health & Counselling with 3 employers and 50 students attending (8 currently going through recruitment process and 5 interviewing for Ryman graduate programme). Prep workshops for students were delivered prior to each event.

### **Blues Partnership**

MIT had a stand with activations at the 1 May double header as well as 12 June game against the Western Force. While during Samoan Language week video with Blues players shared across many social media platforms.

### **ASK ME! Student Services**

- Draft pathway and re-enrolment processes have been developed by Ask Me! to improve service levels for students and to drive improvements on returning student numbers. These drafts are currently under review with the DCE Schools and Performance and his team. Trial process is also underway with the School of Languages and Community Education.
- Initial work is underway on a collaborative plan to deliver a multicultural enrolment process initially focusing on application, offer and enrolment confirmation in te reo.
- TTAF funding continues to drive workload within the Ask Me! department with continued focus on Tech Park and significant growth in enrolments for the School of Construction with enrolment results in advance of 600% year on year.

### **Communications**

The unit has been supporting the institute on a number of key issues.

These include the introduction of Yammer as the new employee social networking platform replacing Workplace, the preparation of a news release for Te Pūkenga on the appointment of Marama Royal to the boards and communications on recent changes to parking fees / enforcement across MIT campuses.

Video content was delivered on School of Hospitality's fundraising lunch for COVID relief in India and also for the Blues on Samoa Language Week.

The latter included specific information on how to contact MIT to engage with language programmes and delivered the following results on Facebook after a week in circulation:

- How many **views** – **"Lifetime organic video views, viewed for more than 3 secs"- 19,356**
- How many **likes** – **1,166 interactions/likes**
- How many **shares** – **75 shares**
- How wide was the **reach** – **57,568 people**
- **31 comments**



- The content was also viewed 16,367 times on the team's Instagram page.

The team delivered content on Dr Sreenivas Tirumala receiving funding from Internet NZ to develop a framework for cybersecurity in New Zealand schools and also Digital Technologies' support for developing artificial intelligence tools to assist judges in PNG through an international partnership.

## **Pasifika Development Office**

### **Pasifika research project**

PDO and Pasifika Academic Subcommittee members are supporting Dr. Melanie Wong and other researchers on a Pasifika research project. The research will focus on MIT Pasifika learners and the impact of COVID-19 on their mental health and well-being.

### **Community Organisations Forum**

Our first Community Organisations Forum is scheduled for Wednesday 16 June from 6pm. The forum will include opportunities for our local community to learn more about education, health, funding, housing and safety initiatives with community providers.

### **Pasifika Cultural Intelligence workshops**

Our next workshop is scheduled for Thursday 24 June. More MIT internal staff are expected to attend together with workers from Haumaru Housing.

## **UNITEC**

### **Industry Partnerships**

Achievements:

1. New Zealand's first dedicated Maori and Pasifika Careers Super Fair was an outstanding success with more than 750 students and 41 companies taking part in the virtual event.
2. Other Employability events: Whanau-Fanau day for Pasifika students where there was an excellent graduate panel and a Kainga Ora recruitment events.

### **Pacific Success**

- Whanau-Fanau Day held on Saturday 29<sup>th</sup> May. While just over 200 students and their families RSVP'd to attend, only around 40 turned up. The day started with breakfast and a bingo activity before students broke up into their School groups. The day finished with a graduate panel speaking to students and their families about life at Unitec. The fact that the day was raining may have affected the attendance. Regardless of the attendance number, those who attended appreciated that an event like this was put on for them.



- Samoan Language week was celebrated with three events held to celebrate the Samoan language. Two of these events were online, the first being a Tik Tok by staff and students to mark the opening of the Samoan language week. The staff and students sang the Samoan national anthem. The other was an online lecture given by Falaniko Tominiko on Samoa. The third event was a lunchtime gameshow called 'Who wants to be a Samoan' (styled off – Who wants to be a Millionaire) which was enjoyed by students.
- The fale relocation project is well under way. A fale expert has provided cultural expertise throughout the process. The fale has been fully braced and the movers are currently preparing the new site. The fale should be relocated fully by July.





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

Board Meeting  
24 June 2021

Provided by:	Kirsten Sargent, Interim DCE People and Culture, MIT Jacky McManus, Interim DCE People and Culture, Unitec
Title:	Safety, Wellbeing and Sustainability Report May 2021
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 for the month of May 2021.



# Safety, Wellbeing and Sustainability Report May 2021

**Author** Kirsten Sargent, Interim DCE People and Culture, MIT  
Jacky McManus, Interim DCE People and Culture, Unitec

**Endorser** Gus Gilmore, Chief Executive

**Date** 8 June 2021

# Significant Injuries – May 2021

## May 2021 vs May 2020 - MIT

Significant Injuries	May 21	May 20	
Employee	0	0	=
Student	0	0	=

### Staff

Significant Injuries this month.

- Nil

### Students

Significant injuries this month.

- Nil

## May 2021 vs May 2020 - Unitec

Significant Injuries	May 21	May 20	
Employee	0	0	↓
Student	1	0	=

### Staff

Significant Injuries this month

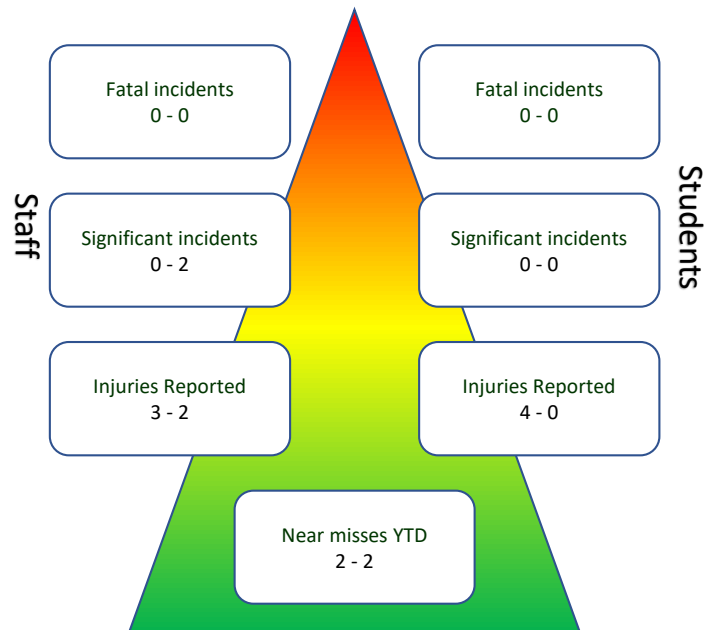
- No significant injuries this month
- Near miss reports have increased from around 20 per month to 39. This is the result of increased partnering and support provided to staff to proactively report

### Students

Significant injuries this month

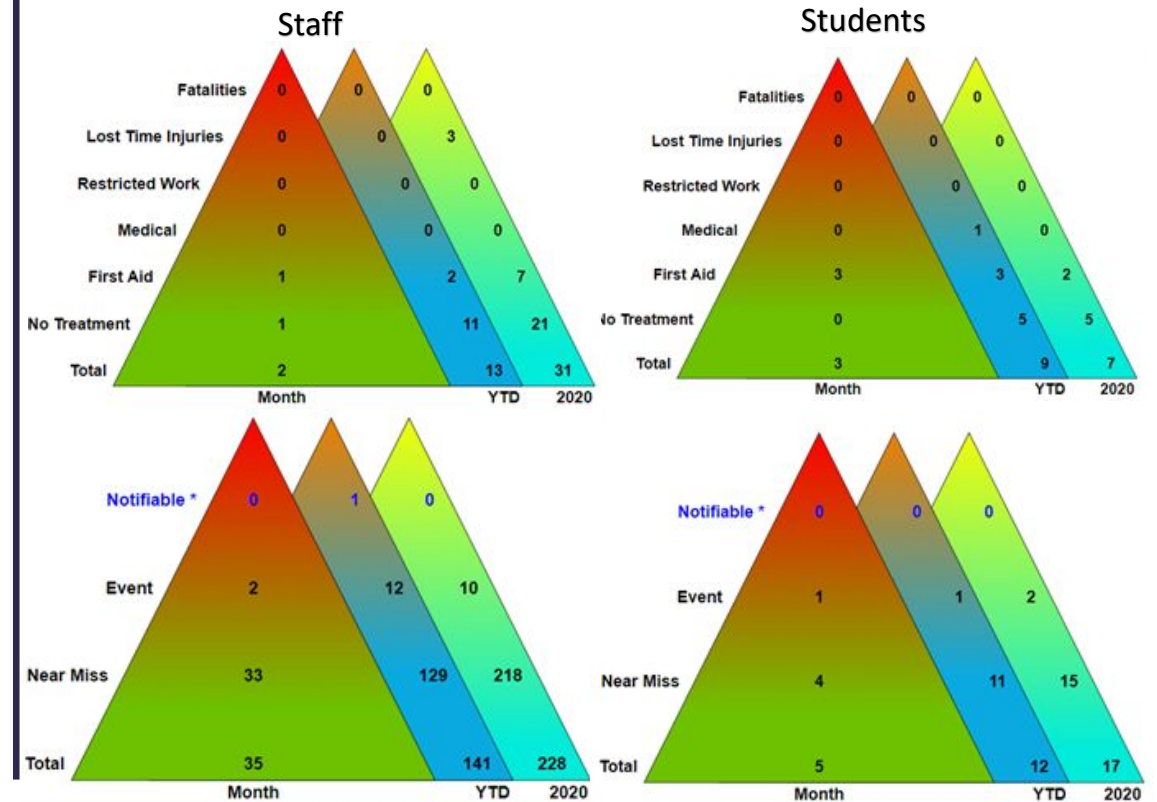
- A Waitakere Campus student from the Certificate of Health & Wellbeing course committed suicide (this occurred off site). EAP came on Campus and delivered individual and team support. Te Puna Waiora Manager and Counselling Team have been a strong presence at Waitakere Campus in the two weeks following the event providing on-going support for students and staff

# Injuries/Incidents Staff and Students



\*2021 is the left-hand number in the box.  
 \*2020 is the right-hand side number in the box.

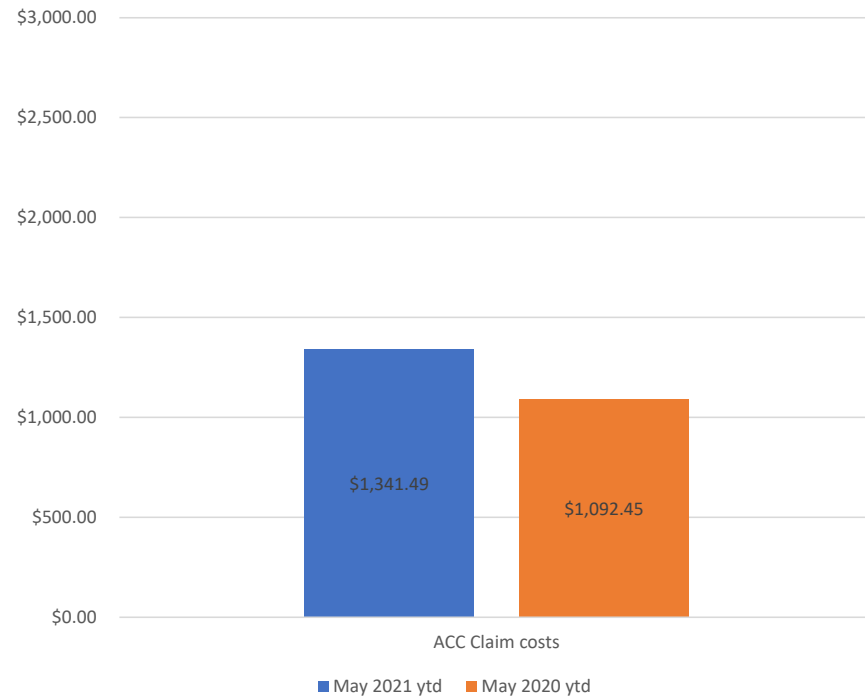
## May 2021 vs YTD vs 2020 YTD Unitec



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

# ACC Claims

## MIT



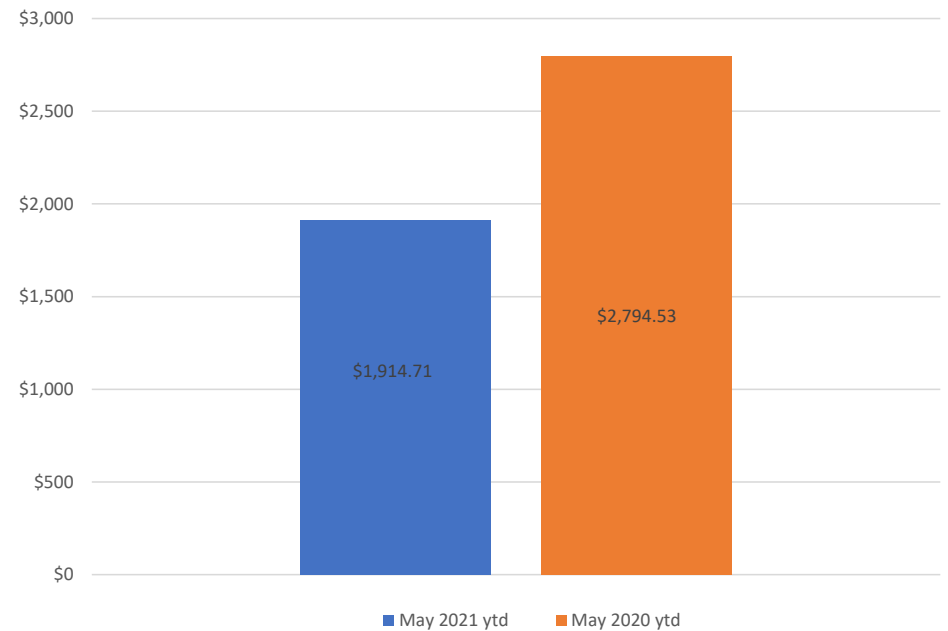
## ACC Claims

ACC Claims	May 21	May 20	
Employee	4	4	=

Note\* MIT continues to track significantly lower than years past in regards to ACC injury claims and incidents occurring. For example April 2019 ytd acc claim cost - \$4,172.82

## Unitec

### ACC Claim Cost



## ACC Claims

ACC Claims	Mar 21	Mar 20	
Employee	1	1	=

# Leadership Safety Walks

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

ELT Site Observations for MIT are captured in the ELT Observation App.

ELT Member	Site Visited	Observations	Corrective Actions
Kirsten Sargent	Wellbeing Expo	MIT held its first wellbeing expo – as such did a WALK to make sure with the Safety and Wellbeing Manager that set up was safe and managing crowd control. We had one small incident where a visitor got some flack from a staff/student (?). Personally spoke to the person and then worked with Safety and Wellbeing Manager	Conversation with security around ensuring people flow is managed

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

**May 2021** ELT Site Observations for Unitec are captured in Vault.

ELT Member	Site Visited	Observations	Corrective Actions
Nick Sheppard	Mt Albert Campus – Campus night walk	Trees need trimming by pathway alongside B115 as they are blocking light Several lights are out by carpark areas throughout the Campus.	FM Jobs have been logged for the lighting throughout the Campus.
Michelle Teirney	Building 108	Michelle was given an overview of the work being done in Building 108. Visited UPC space. Roofing is all installed but drainage system not yet connected.	FM has instructed contractors to install the spouting and drainage systems.
Jacky McManus	Building 172	Good to see staff happy in this tidy space, with stand up desks and a good kitchen area. Broken chairs and furniture need to be removed. Noisy air con unit has been adjusted and turned down.	FM Job logged for removal of furniture
Martin Carroll, Nick Sheppard, Tina Tisdall	Building 108	A walk-through of Building 108 showing the extent of the re-roofing refurbishment. UPC are now back in the building.	None, good progress is being made.

## Board member Health and Safety site observations – MIT

Board Member	Site visited	Observations	Corrective Actions
	Hospitality visit has been cancelled for May due to availability. To be rescheduled.		

## Board member Health and Safety site observations – Unitec

**May 2021**

Board Member	Site visited	Corrective Actions
	There were no Safety Observations conducted by Board members this month.	

# H&S Committees

## MIT H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
ND Block (Academic, People and Culture, Legal, Marketing)	Wed 26 May	To confirm assembly point after confusion at the fire drill To complete hazard registers and self audits in Safe 365 – see slide 8
Manukau Campus	Fri 23 April	Have confirmed that Auckland Transport are looking into the student crossing
Otara "Quad"	Thur 6 May	No issues identified
Property/Tech Services	Wed 19 May	No issues identified
Otara Service Centre (excluding ND and NB)	Fri 23 April	To complete hazard registers and self audits
Tech Park	Wed 5 May	Noise levels to be reassessed in some areas of concern

## Unitec H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
H&S Representatives	27 May 2021	H&S Training capability resources ( over 15) shared with all Representative Support for student out of hours discussed - Marion Blundell invited for the next meeting Sustainability and Wellbeing activities shared Parking situation discussed – call for volunteers to help for the first 3 days
Trades and Services	May 2021	Welding Bay Inductions - under review Several actions taken to ensure floors are kept clean. Building site managers to attend and conduct future H&S Inspections
Te Puna Kararehe	April 2021	A H&S Walk was conducted in place of this meeting
Infrastructure Operation Monthly Toolbox	21 April 2021	Parking closure brief to prepare the team for Stressed road users – Asbestos Updater discussed – Manual Handling training available via H&S team – incident and near miss reporting highlighted

# Risk Assurance and Critical Risk Audits

Tracking key	
ON TRACK	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>
OFF TRACK	<span style="background-color: red; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>
COMPLETE	<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>

## MIT

Critical Risk/Audit	Traffic Light	Update
Asbestos	February	Audit completed with Property Manager. Update has been provided in previous safety reports
Annual review of H&S team Documentation	May and ongoing	Safety and Wellbeing team have begun annual review of all policies and documents in the safety system.
Review of Emergency Response Procedures	July/August	We have received a quote from Risk Logic. Next action is to organize the training. Intention is to look at having consistent process in place for emergency response.
Motor vehicle review	April	Review of vehicle management system and maintenance completed. Update has been provided in previous safety reports
Arboriculture	June	Worksite practice still to be completed Storage audit completed – organised and correct storage, some issues identified with regards to power on site.
Fire training Mahurangi	June	Further risk assessment and audit of fire container. Planned for June 11 but tbc dates closer to time of course commencing.
Maritime Life boat review	July	Review of risk management on site for the life boats and a potential move to simulation for life boats.
Scaffolding School	August	An external auditor will be scheduled to conduct a review of the scaffolding school documentation and practice.
Plant and Machinery Audit - TechPark	September	Entire site review will be conducted to assess risk and control management of all Tech park plant and machinery. As progress occurs the report will be updated.

## Unitec

Critical Risk/Audit	Traffic Light	Update*
Heads of Schools and Directors - Annual Risk Register Review	95% Complete	Heads of Schools and Directors have conducted a review of their Risk registers.
Head of School (HoS) Safety Walk – Dan Blanchon – B115	17/05	Dan conducted a B115 H&S walk after building reopening. Observation of dust on joinery were noted. Lift installation further pedestrian segregation required-communicated and rectified.
Head of School (HoS) Safety Walk – Chris King – B170	21/05	Overall staff and students are satisfied with the learning spaces and offices.
Head of School – Lee Baglow - Mataaho	19/05	Workshop looking good clean tidy, high school visit great, BCITO block laying area left clean and tidy . House building very clean and tidy state.
B108 UPC Workshop	25/05	Staff and Students are happy to be back in the space – Several corrective actions regarding trip hazard, first aid box, cleaning schedules, PPE chart - on track
Te Puna Kararehe	10/05	Safe for animal studies drugs has been installed. Light external building damage has been noted and passed on to maintenance team
MIQ Inspection	25/05	Area is maintained as expected
B111-115 Inspections	5/05	External inspections conducted – near misses communicated to FM and Contractors

\* Assurance activities and corrective actions are recorded in Vault



# Safe365: Summary View

## MIT Safe365 Implementation Plan



### Completed

- ND Committee – 66% first assessment – May Completed

### Underway

- NB Committee – Planned for June
- Otara Committee – Planned for July
- Manukau Committee – Planned for August
- Student Journey and other committees – Planned for September
- Technology Park Committee – Planned for October
- **Director and Board H&S Induction:** Have received actions required to complete the MIT/Unitec H&S Directors' induction and quiz

## Unitec Aggregated Starburst May



### Applied Business Starburst



### Trades and Services Starburst



- **Director and Board H&S Induction:** Have received actions required to complete the MIT/Unitec H&S Directors' induction and quiz
- **Health and Safety Management Systems:** Focus will be reviewing Health & Safety Policy
- **Worker/Contractor Knowledge:** Yearly Induction Review has been conducted

# Wellbeing Strategy Update

## MIT

### Lunch and Learn

#### Māori Cultural Competency – June 16

At MIT, we have a strong commitment to uphold the integrity of Te Tiriti o Waitangi in our daily practice that endorses cultural competency and bi-cultural awareness as a vital part of our roles as staff of the institute.

### Workplace Massage

#### Next dates booked - Wed 2 and 16 June

The first date booked out with great feedback, will look to host at Manukau Campus going forward as well.

### Wellbeing Expo

#### Fri 21 May, Otara - COMPLETE

Successful day with positive feedback from staff, students and stall holders on engagement.

Day was such a success that a Expo is planned for Manukau campus in the second half of 2021.

### People and Culture Calendar

Completed – Will be placed on MITnet in June

## Unitec

### Wellness Programme

Decided to change Wellbeing expo format from one day of events to three months of activities and advice stories. Well You series helps boost mental and physical resilience and includes three new offerings:

- ❑ Whare Tapa Wha 1 hour workshop for both students and staff to learn about holistic approach to health
- ❑ Three Circles, a 20 min facilitated mapping exercise for teams to help manage change by identifying things within their control
- ❑ Healthy Thinking bites, a set of 10 min individual mind exercises to better understand personal stress responses

### Wellbeing Strategy – Partnership focus

- ❑ Health checks by our Nursing students engaged 80+ people
- ❑ Women@Unitec's Come-Connect-Kōrero (CCK) session - Breaking the Gender Barrier: Experiences of women in STEAM, featured and celebrated the success of three of our well-respected lecturers. 30+ staff attended



# Sustainability Strategy Update - Unitec

## Unitec – Project Updates and YTD Progress

### Zero Waste

Locked in the Semester 2 timeline for the **student circular economy project**, a partnership between UPC and [Critical](#).



### Low Carbon

#### Carpooling App

- Received a go ahead from the Project Governance Group. Working towards a **150 users trial in August**.
- Finalised Communication plan with the Campaign team, which includes a set of **promotional videos funded by the Auckland Transport**.



### Sustainable Food

Held first '**What's for Dinnner**' cooking and nutrition workshop. It was fully booked and we have since received requests for 4 additional ones from both students and staff.



### Kaitiakitanga

- Looking for new home for the **Bee Keeper's club hives**. Met with Unitec's CEO and Nga Kaitiaki to identify the most suitable site at Mt Albert campus.
- Issued **56 HOP cards** to staff for free 2 week public transport trial
- Developed **two maps to highlight Unitec's public transport options**



# Sustainability Strategy Update - MIT

## MIT – Strategic Plan Theme, Objectives and Plan



### THEME 6: Focus on Sustainability, Safety and Wellbeing

MIT will be recognised as a champion of living and working in a safe and sustainable world, thereby promoting wellbeing. We interpret sustainability (environmental, financial, cultural etc.) as meeting the needs of people today without compromising the ability of future generations to meet their own needs. There is no area of life or work, and therefore no academic discipline or industry, which cannot benefit from sustainability, safety and wellbeing principles and methods. As such, MIT will integrate sustainability concepts and practices into all its educational, research and operational activities. This will provide our graduates with a competitive advantage as they seek employment or progression in a range of industries.

### OBJECTIVE 5

Develop a Sustainability Strategy



**2018 BENCHMARK**

NO CURRENT SUSTAINABILITY STRATEGY

**2023 TARGET**

SUSTAINABILITY OBJECTIVES ON TRACK

### OBJECTIVE 6

Reduce electricity consumption



**2018 BENCHMARK**

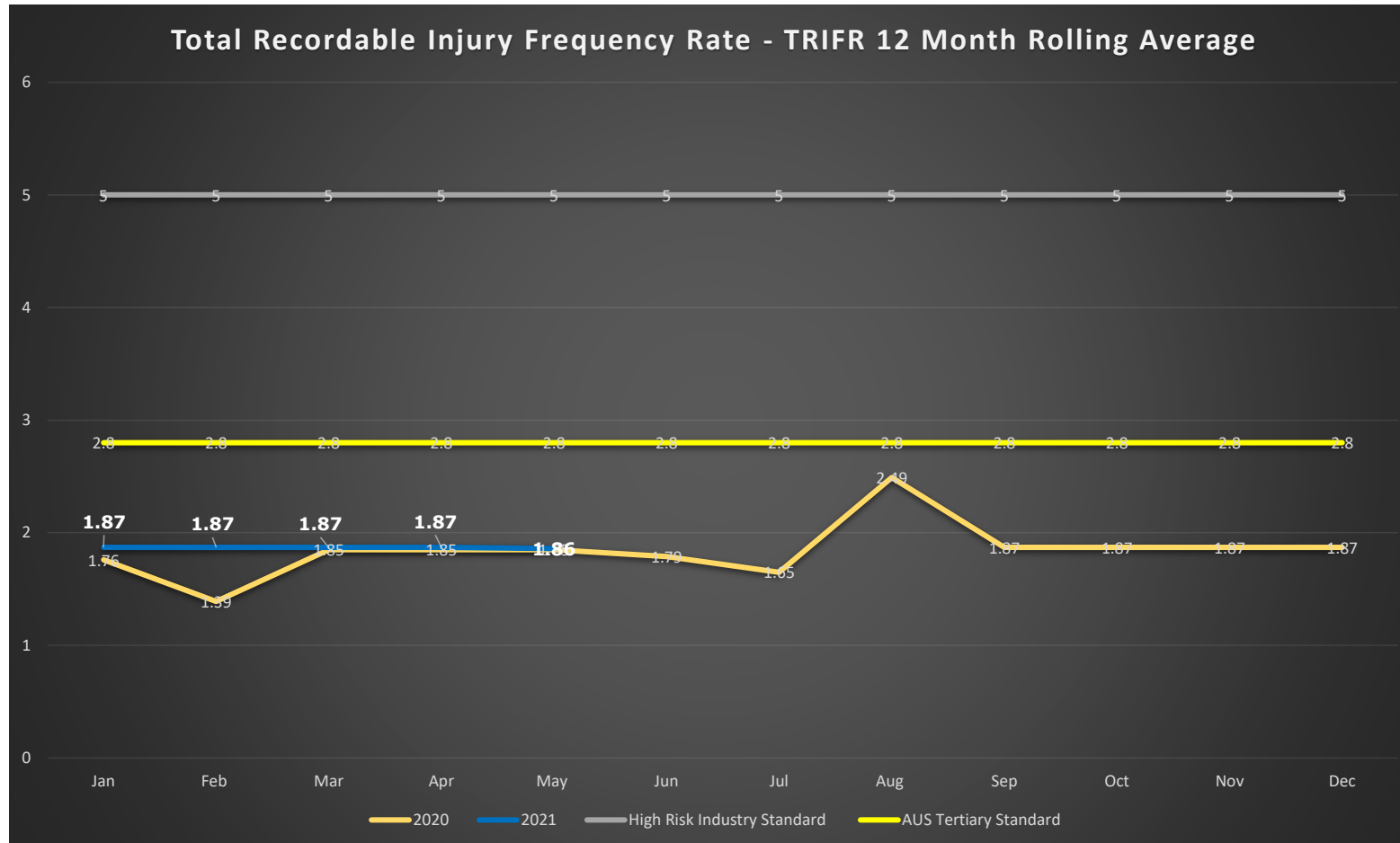
15,000KWH

**2023 TARGET**

2018 BENCHMARK REDUCED BY 5%

Goal	Measures	Current State	Future State	Traffic Light	Updates to goal – May 2021
<b>Draft and Communicate out Policy – Educate our staff and students to make sustainable choices</b>	MIT Strategic Plan – Develop a Sustainability Strategy.  Comms to staff and students are engaging and measure will be progress to 3 targets	No Policy at moment Minimal awareness on sustainability.	MIT will develop and implement a sustainability strategy aligned with relevant international standards and focused on raising staff and student consciousness about sustainability principles. The strategy will include curriculum aspects such as integrating relevant sustainability principles, theory and practices into all programmes and introducing new programmes specifically about sustainability. It will also include supporting informal/volunteer sustainability initiatives by staff and students, as well as formal organisational aspects such as reducing energy consumption and waste.		Draft in progress
<b>Encourage sustainable transport choices</b>	Reduction in car parking at all three campuses	MIT have active engaged with Auckland Transport to drive public transport options, AT onsite for events	Staff are aware of sustainable transport options, and MIT encourages sustainable transport options		<ul style="list-style-type: none"> <li>Auckland Transport raised awareness on green bikes at the Wellbeing expo</li> <li>Auckland Transport issued a number of free 2 week cards to staff and students</li> </ul>
<b>Reduce Electricity Consumption</b>	KWH	2018 – 15,000 KWH	2023 Target – reduction of 5%		Identification of how tracking to targets underway – with the decamp of South Campus and the new Tech Park this may need to be remeasured
<b>Reduce ecological footprint</b>	Sustainable and green options explored when upgrading facilities	MIT has significantly decreased our physical footprint as part of the campus master plan.	MIT facilities and vehicles utilize clean green technology Recycling options in place to reduce waste		<ul style="list-style-type: none"> <li>MIT is exploring electric vehicle fleet options</li> <li>MIT installing solar powered flood lights outside Marae</li> <li>Campus recycling</li> <li>New Tech Park Building</li> </ul>

## Total Recordable Injury Frequency Rate – Unitec



There were no lost time injuries this month. The TRIFR is at **1.86**

TRIFR rates are based on hours worked = (approx. 140,000 hours per month at Unitec currently). Any medical or lost time injury increases the TRIFR markedly compared to high-risk industry, where workforce hours could be at least 1 million hours per month.



## Unitec Update - Reopening of Buildings 111 - 115

- Staff and students have been able to return to their familiar, fit-for-purpose teaching and work spaces in Buildings 111 – 115 this month after the asbestos issues that were discovered in these buildings.
- All spaces that returned positive (asbestos containing) swab tests from our initial testing round have now been cleaned in line with our licences asbestos assessors' internal schedule of work.
- As a final reassurance measure, the results of air monitoring testings were sent to the USA for more detailed analysis. The lab in the USA found, through their stronger microscopes, that almost all of the fibres that had originally presented as “possible asbestos fibres” were in fact other fibres. This additional testing has assured us that these buildings are well within acceptable limits for asbestos fibres. This includes the result in the small room in Building 113, which was the starting point for the building closures - the additional testing in the USA showed no asbestos fibres.
- All of this confirms that there has been no unacceptable exposure to asbestos.





## Manukau Institute of Technology Limited

### Board Meeting

24 June 2021

Title	Pacific Community Komiti Minutes
Provided by:	Peseta Sam Lotu-liga
For:	INFORMATION

#### Recommendation

It is recommended that the Board receive the minutes of the Pacific Community Komiti Meeting held 4 June 2021.



# MINUTES

## Pasifika Community Komiti

Friday, 4 June 2021 at 9.00am

Matu'u Room

### PRESENT

Aiono Manu Fa'aea (AMF)

George Makapatama  
(CHAIR/GM)

Amatailevi Stella Muller (ASM)

Rev Salafai Mika (RSM)

Dr Radilaite Cammock (RC)

Tunumafono Ava Faamoe (TAF)

Frances Topa-Fariu (TPF)

Frederick Loa-Alatini (FLA)

Josephine Victorino (JV)

Peseta Sam Lotu-liga (PSLI) - Teams

### APOLOGIES

Dr. Michelle Johansson

### IN ATTENDANCE

Martin Carroll - Teams

Melody McGinley (MM) - Teams

Andrew Lesa - Teams

Fiona Sykes (FS)

### 1. CLOSED SESSION

Will always have closed session at the start of the meeting.

### 2. OPEN SESSION (started 9.33am)

### 3. PRELIMINARIES

#### 3.1. Welcome/Opening Prayer

Done during closed session.

#### 3.2. Apologies

Apology was received from MJ.

#### 3.3. Conflicts of Interest

None.

### 4. PREVIOUS MINUTES

#### 4.1. Matters Arising



None.

#### 4.2. Actions from Previous Minutes

The Committee noted the action list and that all items were closed.

#### RESOLVED:

The minutes of the meeting held 7 May 2021 were confirmed as a true and correct record of the meeting.

**Moved:** Chair

**Seconded:** TAF

**MOTION CARRIED** RC

### 5. PASIFIKA DEVELOPMENT UPDATES

#### 5.1. MIT Update (PSLI)

Thanked everyone for their involvement at Graduation ceremonies.

ELT pursuing the Tamaki Strategy and welcomed Marama Royal, the new board member.

The visit of National Pasifika ITP leaders to Kirikiriroa/Hamilton went well.

Te Pukenga will do a road show on the operating model on 21 June at Unitec and 30 June at MIT.

In terms of financial sustainability MIT at 90% for domestic EFTS. PSLI reasonably comfortable MIT will meet financial targets for the year.

We continue to be vigilant and take seriously business interruption due to cyber security threats. Ongoing work in this area by the Tech Services Team.

In response to the effects of Covid, MIT has a wellbeing strategy in place for employees.

*PSLI left at 9.58*

Andrew Lesa gave updates about the Board. New board member Marama Royal increased Maori board membership to 2 out of 8.

Te Pukenga appointed a new board member, Tagaloatele Peggy Fairburn-Dunlop.

On 14 June, Tertiary Education Commission and Ministry of Education will appoint the first ever Workforce Development Council. Andrew involved in appointment process.

Andrew thanked everyone for being invited to the MIT Pasifika graduation.

TAF asked Andrew if he is able to facilitate the coming together of 2 Pacific committees of MIT and Unitec with a view of developing a reporting framework in relation to young Pacific people. Andrew more than happy to help. Requested TAF for some key timelines or timeframes.

**Action:** TAF to provide key timelines to Andrew.

**5.2. Pasifika Development Office**

Document taken as read.

**6. ORITETANGA UPDATE (Melody on Teams and Fiona f2f)**

The Oritetanga team completed the student journey mapping process which is a consolidation of all the insights, and themes of their work. It will be presented to ELT on Tuesday 10 June to get their endorsement to proceed to the strategy development stage.

**Action:** Chair requested MM and FS to come back to PCK at next meeting with an updated document based on feedback from ELT.

*ASM left the meeting at 10.32am.*

**7. SCHOOLS AND COMMUNITY UPDATE (LORNA FA'ALAFI)**

Document taken as read.

**8. MIT TARGETED EVALUATION SELF-ASSESSMENT 2020 (MARTIN CARROLL)**

Martin C briefed PCK on the NZQA targeted level that MIT went through and sought some guidance around next steps.

NZQA visited in April. It didn't affect MIT's category rating, we remain at Category 1. The reason for that is they amended the process because of Covid and the emergence of Te Pukenga.

In terms of effectiveness of learners support, it was found that Pasifika has ongoing support in place. In terms of learners' assessment, NZQA were satisfied but we have a long way to go to truly embed Pasifika pedagogy across the organisation. In terms of the effectiveness of the trades academy as a secondary pathway, MIT lead the way. This is due to the wrap around support to our trade academy but we are only able to achieve that through additional funding we get for trade academy students.

Next is to identify opportunities for improvement and convert that into an action plan but will require Maori/Pasifika input. MC would like some guidance from PCK in this area.

In response to RC, MIT has a Pacific academic strategy in place but light on pedagogical strategies. AM is working alongside Hana Hoapata Kaiarahi Ako on a suite of strategies to embed Maori and Pasifika pedagogies. That will be the focus for the next 12 months.

**Action:** Chair requested Martin C to please send the link to members and members to respond to the link.

**9. PCK UPDATES**

These were taken as read.

**10. GENERAL BUSINESS**

Recommendations (TAF)

- That we formalise the appointment of George Makapatama as Chair of Pasifika Community Komiti  
**Moved:** TAF  
**Seconded:** All
- That we formalise the appointment of Radilaite Cammock as Deputy Chair of Pasifika Community Komiti  
**Moved:** TAF  
**Seconded:** All

The meeting was closed with a prayer by Rev Mika.

Meeting closed at 10.34am

UPCOMING COUNCIL MEETING:

NEXT PCK MEETING:

Friday 2 July

Komiti minutes of 4 June, 2021 declared an accurate record by Chair, George Makapatama.



Date: 4 June 2021



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

### Board Meeting

24 June 2021

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

### Recommendation

It is recommended that the Board:

- (a) note this report from the MIT Academic Committee.
- (b) Approve the addition of the position of Deputy Chief Executive Learner Experience and Success as an *ex officio* member of the MIT Academic Committee.

### Purpose

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

### Background/Introduction

The MIT Academic Committee met on 2 June 2021.

### Te Pūkenga Academic Regulations

Academic Committee agreed to establish a process for internal consultation in order to prepare an MIT submission on the proposals. It is recognised that these regulations will repeal and replace many MIT regulations and policies, with concomitant changes to delegated authorities and workflows.

### Proposal for Simplifying Qualifications

Academic Committee agreed to establish a process for internal consultation in order to prepare an MIT submission on the proposals. It was noted that these proposals go beyond the architecture of the qualifications framework and could have a significant impact upon the nature of academic work.

### International student surveys

It was noted that the I-Graduate International Student Barometer survey will no longer be run in Aotearoa. This will result in the loss of a significant source of benchmarked information about the performance of MIT in relation to supporting its international students. The Chair will relay this concern to Te Pūkenga.



### **Research**

Academic Committee was pleased to note that all Schools are now compliant with the requirements for research activity.

### **Academic staff professional development**

Academic Committee considered and endorsed a proposal to shift towards a badging model of professional development, effective from 2022. Final approval is pending further consultation with the TEU and Schools.

### **Next Steps**

The next meeting of the MIT Academic Committee is on Wednesday 7 July from 1-3pm in ND317, Otara Campus. As always, MIT Board Members are most welcome to attend.

### **Appendix**

2 June 2021 Draft Academic Committee Meeting Minutes – Open Session



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

### Board Meeting

### 24 June 2021

<b>Title</b>	Te Komiti Mātauranga / Academic Committee Minutes for March and May, and updates from May 2021 meeting
<b>Provided by:</b>	Simon Nash, (outgoing) Chair Academic Committee
<b>For:</b>	<b>Information</b>

#### Recommendation

That the Board notes this paper.

#### Purpose

The purpose of this paper is to provide the approved Academic Committee Minutes for March and May 2021 and the Chair's summary of the May 2021 meeting for your information.

#### Key Points from the May meeting

Te Komiti received satisfactory annual reports for 2020 from its sub-committees.

Te Komiti acknowledged the contribution of Maura Kempin as Chair of Ako Ahimura Committee. Maura departed Unitec in June after eight years of excellent service including as Manager of Te Puna Ako.

Improvements continue to be made to reporting on academic quality. Te Korowai Kahurangi presented their new, very impressive, Power BI 'uber dashboard' that provides a single combined source of information on academic quality reporting.

#### Attachments

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Final Academic Board Minutes:

[March 2021](#)

[May 2021](#)



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

### Board Meeting

24 June 2021

Provided by:	Professor Martin Carroll, Chair of the MIT Academic Committee
Title:	Amendments to the Academic Committee Membership and Terms of Reference documents
For:	Decision

### Recommendation

It is recommended that the Board approve the attached amendments to the Manukau Institute of Technology (MIT) *Academic Committee Membership* and *Terms of Reference* documents to come into effect immediately.

### Purpose

In accordance with clause 3.4 of MIT *Statute 3: The Academic Statute*, the Membership and Terms of Reference of the MIT Academic Committee are determined and approved by the Board.

The purpose of this report is to seek the Board's approval for proposed amendments to MIT *Academic Committee Membership and Terms of Reference* documents.

### Background/Introduction

The proposed amendments:

- Include the Deputy Chief Executive, Learner Experience and Success as an ex-officio member of the MIT Academic Committee;
- Clarify that the term of co-opted membership is to be for a maximum of two years;

These amendments were endorsed by the MIT Academic Committee at its 2 June 2021 meeting.

Additionally, the documents have been updated to:

1. Reflect changes resulting from the establishment of Te Pūkenga – New Zealand Institute of Skills and Technology and the enactment of the new Education and Training Act 2020, including amending references to the "Academic Board" and "Manukau Institute of Technology Council" to refer to the "Academic Committee" and "Board of Manukau Institute of Technology Limited" respectively; and
2. Update position titles.



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

Board Meeting

24 June 2021

Provided by:	MIT Rūnanga
Endorsed by:	Gus Gilmore, Chief Executive
Title:	MIT Rūnanga Terms of Reference
For:	Approval

### Recommendation

It is recommended that the Board approve the changes to the MIT Rūnanga Terms of Reference.

### Purpose

The purpose of this report is to seek the Board's approval for proposed changes to the MIT Rūnanga Terms of Reference.

Attached for reference is a copy of the existing [MIT Rūnanga Terms of Reference](#), effective from 13 December 2017.



## The MIT RŪNANGA: Terms of Reference

### 1. Purpose

- a) To give advice to the Board of Directors of Manukau Institute of Technology Limited, on all matters that impact Māori staff, students and communities at MIT as tangata whenua.
- b) To actively provide key strategic direction and wise counsel on matters that impact Māori across Tāmaki Makaurau, with a focus on MIT strategy, students, staff, community, whānau/hapu and iwi. In delivering this purpose, the Runanga will be underpinned by a strong Tiriti o Waitangi foundation, and advocates for authentic participation, cultural protection, and genuine Tiriti o Waitangi partnership across the organisation.
- c) To ensure Māori student success and achievement will be enhanced through accessible Kaupapa Māori academic support and resources. To ensure the wellbeing, cultural pride and identify of all kaimahi and taura Māori are genuinely nurtured and developed in a culturally safe environment.
- d) To advocate for cultural development and Te Tiriti o Waitangi Professional development by all MIT staff with an emphasis of Kaupapa Māori, Reo and Tikanga Māori focus areas.

### 1. Membership of the Rūnanga

The Rūnanga will comprise of up to eleven members. Membership on the Rūnanga will include:

- a) One member appointed by the Board where nominations are drawn from a general call for applications from the Maori community;
- b) five members, with one appointed by the Board from each of the following:
  - i. Te Whakakitenga o Waikato,
  - ii. Matawaka and Taura Here - Urban Maori community
  - iii. Local secondary schools and/or wharekura;
  - iv. Enterprise and/or
  - v. Local Maori organization or industry leader
- c) five ex officio members from MIT, Kaumatua, Kaimahi representative, the Chief Executive (or delegated appointee), the Deputy Chief Executive, Māori, and one Taura representative;
- d) the term of appointment shall be for three years, except where otherwise indicated for the purpose of continuity;
- e) the chairperson or co-chairpersons of the Rūnanga will be appointed by the Rūnanga, whom are appointed members of the Rūnanga at time of appointment;
- f) members are able to be reappointed for up to three (3) additional three year terms, except where otherwise indicated for the purpose of continuity.

## **2. Role of the Rūnanga**

### **a) Te Tiriti o Waitangi**

The role of the Runanga is underpinned by the principles of Te Tiriti o Waitangi; Mana ōritetanga[equity], kāwanatanga[governance], and rangatiratanga[self-determination/autonomy].

### **b) Strategic leadership**

To provide strategic leadership to the Board and the MIT Senior leadership team around Maori outcomes at MIT, and the principles of Te Tiriti o Waitangi.

### **c) Stakeholder Relationships**

- i) To engage and strengthen Maori stakeholder relationships, internal and external, pertaining to Maori at MIT, and actively provide advice to the Board regarding existing and future stakeholders.
- ii) To give due consideration for the formation of Te Pukenga and the give regard to the formation of Workforce Development Councils and Regional Skills Leadership Groups.
- iii) The Runanga will sustain network with other Runanga, Tira or Roopu within Polytechnics where possible.

## **3. Responsibilities of the Rūnanga**

Members of the Rūnanga are expected to:

- a) Contribute the time needed to give effect to the role and prepare well for Rūnanga meetings and engagements;
- b) Apply good analytical skills, objectivity and informed judgment;
- c) Express opinions frankly and honestly while our values, in a constructive and;
- d) Give effect Te Tiriti o Waitangi principles as aforementioned in clause 3(a) above.

## **4. Reporting**

- a) The minutes of meetings of the Rūnanga will be circulated to all members within one week of meeting date
- b) Reporting to the Board and the Board reporting to us
- c) Rūnanga Reports to the Board shall include any updates on membership and terms of reference of any committees or sub-committees established.
- d) The Chief Executive, and the Deputy Chief Executive Māori will report at each meeting on matters pertaining to MIT
- e) Other ex-officio members may table a report by requesting to be on agenda of an ordinary meeting
- f) Rūnanga Portfolio holders will report three times per year to the Rūnanga.

## **5. Administrative arrangements**

### **6.1 Meetings**

- a) The Rūnanga shall meet at least six times per year, and at any other time as necessary in the case of special or emergency meeting.
- b) The Rūnanga Workplan, including the scheduled meeting times and dates for the balance of the year, will be established at the first meeting of each year.
- c) Rūnanga meetings are to be held at least two weeks prior to Board meetings to allow for timely communications.
- d) The Chair of the Rūnanga shall meet bi-monthly with the Chief Executive of MIT. Meeting dates to be established in January of each year.

### **6.2 Attendance at meetings and quorum**

- a) A quorum will consist of a majority of Rūnanga members
- b) The Chief Executive and the Deputy Chief Executive Māori will attend each meeting
- c) The Committee may also ask other employees to attend Committee meetings or participate for certain agenda items

### **6.3 Secretariat**

MIT will provide administrative and secretarial support to the Rūnanga.

### **6.4 Conflicts of interest**

- a) Once a year, Rūnanga members will provide written declarations to the Chair stating they do not have any conflicts of interest that would preclude them from being members.
- b) Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic.
- c) Details of any conflicts of interest should be appropriately recorded in the minutes.
- d) Where any member is deemed to have a real, or perceived, conflict of interest at a Rūnanga meeting, it may be appropriate that they are excused from deliberations on the issue where the conflict of interest exists.

### **6.5 Induction**

New members will receive relevant information and briefings on their appointment to assist them in meeting their Committee responsibilities

### **6.6 Assessment arrangements**

The Chairperson of the Committee, in consultation with the Chair of the Board, will initiate a self-assessment review of the performance of the Committee at least once every two years

## 6.7 Review of terms of reference

- a) At least once a year, the Committee will review these terms of reference
- b) Any substantive changes to the terms of reference will be recommended by the Committee and formally approved by the Board.

## 6.8 Fees

- a) Appointed Committee members will be paid for meeting attendances at a daily rate approved by the Board.
- b) Hours may be amended to reflect increased engagement to support MIT and Rūnanga over the transition period to Te Pūkenga, and as to be mutually agreed between MIT/Unitec Chief Executive and Rūnanga Chair.
- c) Ex-officio Committee members will not be paid for meeting attendances.
- d) All payment requests shall be approved by the DCE Māori and will be processed through MIT's Payroll.

## DOCUMENT MANAGEMENT AND CONTROL

<b>Category</b>	Terms of Reference
<b>Rūnanga Minutes</b>	12 May 2021 [TBC]
<b>Effective Date</b>	To be passed by the Board
<b>Next Review Date</b>	[TBC] (2-years from <b>effective date</b> unless otherwise requested)



## Manukau Institute of Technology Limited and Unitec New Zealand Limited Board Meeting 24 June 2021

Title	Correspondence
Provided by:	Antoinette Wood, Board Secretary
For:	INFORMATION

### Recommendation

It is recommended that the Board note the following incoming correspondence:

1. [Te Tiriti Partnerships – Te Pūkenga](#)
2. [Public Records Act 2005 Audit Notification 2021-22 – MIT](#)
3. [Te Pūkenga Letter of Expectations](#)



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited  
PUBLIC EXCLUDED AGENDA  
Board Meeting 24 June 2021**

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>
9.	Confidential Minutes of the meeting held 29 April 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).
10.	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).
11.	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

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>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>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 Update	<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>
13.1	Financial Reports – May 2021	<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>

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
13.2	Fees approval	<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).
13.3	2022 Budget assumptions	<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).
14.1	MIT Status of Internal Audit Recommendations	<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</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).



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>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>	
14.2	Risk Management Framework	<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).
14.3	Risk 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>	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).

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
15.1	Unitec Building 108 Project Report	<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).
15.2	MIT Academic Committee Report and Minutes	<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	MIT Banking Services Change to Westpac	<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</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).

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
		the person who supplied or who is the subject of the information	

And that the Chief Executive, Gus Gilmore, and members of the Executive Leadership Team be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items, together with Antoinette Wood (Board Secretary), and Ali Ikram for their support of the activities of the Board. 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 preparation of such matters.