



## **MIT KARAKIA**

Me ĭnoi tātou

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!

Taiki ē!



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

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

**MEETING OF THE BOARD OF DIRECTORS**

**Date:** 25 November 2021

**Schedule:** Board & CE Only Session 9am – 10am  
 Board Meeting 10.30am – 12pm  
*Lunch break* 12pm – 12.30pm  
 Board Meeting 12.30pm – 1.30pm

**Venue:** Online, Microsoft Teams

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

**AGENDA**

<b>Open session</b>	
1.	Karakia Welcome & Apologies Disclosure of Interests Register Meeting Schedule 2022 Committees of the Board
2.	Minutes of the Open Meeting held 28 October 2021
3.	Action List
4.	Chief Executive's Report
5.	Safety, Wellbeing and Sustainability Report
6.	Reports and minutes from Committees 6.1 MIT Academic Committee Report and Minutes 6.2 Unitec Academic Committee Report and Minutes
7.	Correspondence
	<i>Formal Motion for Moving into Closed Session</i>
<b>CLOSED SESSION</b>	
8.	Minutes of the Confidential Meeting held 28 October 2021
9.	Action List
10.	Chief Executive's Report
11.	Update on MIT and Unitec COVID-19 Operating Plan
12.	People and Culture 12.1 2022 Remuneration 12.2 Speak Up Reports 12.3 Diversity & Pay Equity Reports
13.	Enrolment Updates
14.	October Financial Reports

15.	Audit and Risk 15.1 Status of Audit Recommendations 15.2 Te Pūkenga Risk Management Framework
16.	Items for Approval 16.1 Audit NZ Fees Proposal for MIT Audit
17.	Items for Information 17.1 Building 108 Upgrade Project Status Report 17.2 Unitec Land Sale Status
18.	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 October 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
	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
	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
<b>Ziena Jalil</b>	DNA Designed Communications Ltd	Director	February 2021

Name	Interest	Nature of Interest	Date
	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)</b> <b>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</b> <b>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</b> <b>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 (tbc)</i>	<i>MIT</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	31 March	MIT	10am – 3pm
MIT/Unitec Board	28 April	Unitec	10am – 3pm
MIT/Unitec Board	26 May	MIT	10am – 3pm
MIT/Unitec Board	30 June	Unitec	10am – 3pm
MIT/Unitec Board	28 July	MIT	10am – 3pm
MIT/Unitec Board	25 August	Unitec	10am – 3pm
MIT/Unitec Board	29 September	MIT	10am – 3pm
<i>Audit &amp; Compliance Committee</i>	<i>27 October</i>	<i>Unitec</i>	<i>9am – 11am</i>
MIT/Unitec Board	27 October	Unitec	11.30am – 4pm
MIT/Unitec Board	24 November	MIT	10am – 3pm



## Health and Safety Walks 2022

Meeting Date	Venue	Timing	Board Members		
31 March	MIT	8.30am-9.30am	Andrew Lesa	Ziena Jalil	Steven Renata
28 April	Unitec	8.30am-9.30am	Robert Reid	Peter Winder	Marama Royal
26 May	MIT	8.30am-9.30am	Peter Parussini	Monique Cairns	
30 June	Unitec	8.30am-9.30am	Andrew Lesa	Ziena Jalil	Steven Renata
28 July	MIT	8.30am-9.30am	Robert Reid	Peter Winder	Marama Royal
25 August	Unitec	8.30am-9.30am	Peter Parussini	Monique Cairns	
29 September	MIT	8.30am-9.30am	Andrew Lesa	Ziena Jalil	Steven Renata
27 October	Unitec	8.30am-9.30am	Robert Reid	Peter Winder	Marama Royal
24 November	MIT	8.30am-9.30am	Peter Parussini	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 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)**

**28 October 2021 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 28 October 2021.

**DIRECTORS**

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

**IN ATTENDANCE**

Gus Gilmore - Chief Executive	Michelle Teirney - DCE Operations
Simon Nash - DCE Learner Experience & Success	Nick Sheppard - DCE Schools & Performance
Kirsten Sargent - Interim DCE People & Culture (MIT)	Martin Carroll - DCE Academic
Chris Hutton - Interim DCE People & Culture (MIT)	Wiremu Manaia - DCE Māori (MIT)
Antoinette Wood - Board Secretary	Matua Vince Hapi
Ali Ikram - Senior Communications Manager (MIT)	
Stephen Town, Te Pūkenga	Angela Beaton, Te Pūkenga

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

**Welcome & Apologies**

The Chair welcomed everyone to the meeting. S Renata left the meeting at 2.20pm.

**Disclosure of Interests Register**

No conflicts with the matters on the agenda were declared.

R Reid and P Winder advised updates to their appointments on the interest register.

**Meeting Schedule 2021**

The Board noted the Meeting Schedule for 2021 and 2022.

**Committees of the Board**

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 30 September 2021

The Board noted the minutes.

**Resolved:**

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 30 September 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: Z Jalil  
**CARRIED**
5. Safety, Wellbeing and Sustainability Report  
Management confirmed that the institutions will wait for guidance from government before proceeding to conduct risk assessments in terms of requiring vaccinations for return to campus.  
**Resolved:**  
The Board received the Safety, Wellbeing and Sustainability report.  
Moved: P Winder  
Seconded: M Royal  
**CARRIED**
6. Reports and minutes from Committees  
6.1 Unitec Faufautua Fono Minutes  
**Resolved:**  
The Board received the draft minutes of the Unitec Fono Faufautua Committee meeting held 15 September 2021.  
Moved: P Winder  
Seconded: A Lesa  
**CARRIED**  
6.2 MIT Rūnanga Minutes  
**Resolved:**  
The Board received the draft minutes of the Ordinary Rūnanga hui held 16 September 2021.  
Moved: P Winder  
Seconded: A Lesa  
**CARRIED**  
6.3 Academic Committee Report and Minutes  
**Resolved:**  
The Board  
(a) noted the MIT Academic Committee Report and received the draft minutes of the open session of the MIT Academic Committee Meeting held 6 October 2021; and  
(b) approved the amended MIT Student Regulations.  
Moved: P Winder  
Seconded: P Parussini  
**CARRIED**

## 7. Ōritetanga Playbook

The Board noted their appreciation of the work that has gone into producing the detailed data and insights outlined in the Playbook.

**Resolved:**

The Board noted the information in the Ōritetanga Playbook.

Moved: P Winder

Seconded: S Renata

**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 30 September 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 members of any organisation or employees of any organisation in the course of their	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would

		<p>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>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.	September 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	2022 International Scholarships	<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>
14.	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</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</p>

		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	the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	Te Pūkenga Operating Model	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, Michelle Teirney, Simon Nash, Martin Carroll, Nick Sheppard, Peseta Sam Lotu-liga, Kirsten Sargent, Christine Hutton, Wiremu Manaia, Vince Hapi, Antoinette Wood and Ali Ikram, along with Stephen Town and Angela Beaton from Te Pūkenga, 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: Z Jalil

**CARRIED**

The open session concluded at 1.01pm.

The public excluded session commenced at 1.01pm and concluded at 3pm.

There being no further business the chairperson declared the meeting closed at 3pm.

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Peter Winder, Chair 25 November 2021

Open Action Items

Meeting Date	Agenda Item	Action	Responsible	Status
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No open items



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

Board Meeting

25 November 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.

### MIT

#### TIMETABLING

- 100% of MIT programmes/courses have been scheduled. This is the best position for timetabling MIT has been in for a number of years. We are going to market with key information to serve our enquirers, applicants, students and staff
- Integration went well and is flowing through the respective systems and platforms
- 98% of the scheduled programmes/courses are now available and accessible on the MIT external website (this excludes courses awaiting NZQA Type 2 change approvals). This enables enquirers and applicants to view their schedule or information relevant to their timetable
- The exceptions such as Maritime, Trades and offsite delivery have their own timetable process/information that can still be accessed via the external website
- Focus now is some tidy ups for the 2022 timetable including regular audit checks on the website to ensure the user experience and accuracy of information
- Planning and process documentation is now under for 2023 timetabling.



## EXTERNAL ENGAGEMENT

### **Career Fest**

The Career & Employment Solutions Team ran a three-week programme (Monday 18 October to Friday 5 November) of online workshops to support MIT students prepare and engage with employers in preparation for their next step into the job market.

The next scheduled Career Fest will be April 2022, focused on part time work opportunities to support students while studying.

### **Partnership with Tupu Aotearoa Youth Providers**

MIT have MOUs with three youth service providers, who are part of the Tupu Aotearoa network, funded by Ministry of Pacific Peoples. These are: Quality Education Services (QES), SENZ and In Work, who support our Pasifika students with additional pastoral care, hop cards, driver licences, petrol vouchers, mobile data, First Aid courses, food parcels and laptops, while studying at MIT. They then work with our Career and Employment Solutions Team to source employment opportunities. Currently 120 students registered across these organisations (107 Nursing and Health Care).

### **Graduation Events**

Virtual Certificate Graduation for 2020 graduands

- Four ceremonies were held online to celebrate the successful graduation of our 2020 certificate students.
- Registered for event: 122 / Attendees (incl MIT staff) 254.

Virtual Certificate Graduation for S1 2021 graduands

- Scheduled to run across four ceremonies (6, 7, 8 and 9 December).

Degree Graduation 2022

- Planning is underway for our Degree Graduation and Cultural celebrations in 2022.

### **Other Events**

#### **International English Language Testing Service (IELTS) - 25 Years anniversary with the British Council and MIT**

- Supporting IELTS team run and promote their online celebration of 25 years partnership between British Council and MIT – Wednesday 10 November.

Secondary School / Career Advisors Update

- Replacing on site with online event. Including Trade Academy and International team to connect with their stakeholders in the Schools – Thursday 18 November.





## COMMUNICATIONS

This month, the unit supported three online engagement hui on Te Pūkenga Operating Model delivered to both institutes. Around 750 staff logged on for the first of these presentations of the proposed model by Chief Executive Gus Gilmore and DCE – Academic Prof Martin Carroll. An estimated 1,500 staff engaged with the sessions overall.

Staff have been involved in communicating to employees and students on the plan to complete Semester 2, 2021 courses and vaccination mandates in education and health.

Content has been prepared to support the Super Saturday vaccination drive as well as highlight International learners' resident on our shores, Counselling students completing practical hours online and Tech futures for priority learners.

## PASIFIKA DEVELOPMENT OFFICE

A Youth Forum was hosted online due to lockdown. The purpose of the forum was to connect with youth leaders in South Auckland and for MIT to showcase their leadership in the Otara and Papatoetoe Pacific communities. A final forum will be online to feature MIT and Unitec Pacific staff.

MIT and Unitec Pacific Staff have collaborated organically this year with Pacific students to produce Pacific Language Week events. This has been successful and helped to foster greater collaboration with staff, before full integration with Te Pūkenga.

Pasifika Academic Subcommittee (PASC) have been working closely with the Research Subcommittee to produce a Pasifika Research Action Plan. This is a milestone achievement PASC as one of their contributions to strengthen the Pacific worldviews within the academic and research functions of the institute.

## International

- New Director International (includes Institute Timetabling) started 1 November.
- International Student Study Grant will be going to market shortly.
  - Been working collaboratively with Unitec to ensure consistency and a Tāmaki Makaurau approach
  - Terms and conditions, offer letters and a range of other key process documentation are being developed.
- Border Exceptions – Cohort 3
  - Institutes of Technology and Polytechnics International put in a combined submission on the consultation of Cohort 3 for ITP's
  - Submission detailed similar criteria to be used with the previous cohort border exemptions and nomination process
  - With only 42 places out of the 300 places available for degree and above, the Peak body expressed disappointment in its allocation levels
  - MIT are working on how many of the 42 for degree and above and the 300 sub-degree it can realistically nominate for
  - MIT only received 3x places from Cohorts 1&2.



## UNITEC

### INDUSTRY PARTNERSHIPS

Face to face connect events with Environmental and Animal Science and a range of trades (carpentry, plumbing and gasfitting, electrical) have been postponed until Feb/March 2022 due to Alert level settings. Our partners have indicated that they would prefer to meet students in person rather than online.

In the School of Applied Business, the Industry Based Learning placement administration tool which supports learners and industry hosts in registering and monitoring of industry placements is now live.

AWS re/Start programme has commenced. In Auckland 27 learners including 10 Pasifika, 7 Māori began 26 October. The Christchurch cohort begins 15 November with 15 learners including 10 Māori. This is a joint initiative with Amazon Web Services, Te Pūkenga and business as all learners are supported through workplace internships that have already been committed as part of the courses.

### ENROLMENT & ACADEMIC OPERATIONS

#### **Enrolment Set up**

After opening the Enrolment cart at the earliest date recorded, there have been a number of delays in having our Enrolment cart (the ability to enrol into a 2022 programme) fully open.

There has been a combination of programme changes (including those required to deliver differently to meet budget constraints), external approvals (including replacement programmes for Top 30 programmes) and others.

However, a number have been completed this week and we now have 69 of our 94 (73%) programmes able to be enrolled into.

#### **Enrolment processing**

While there has been much discussion amongst our wider Enrolment & Re-enrolment forums on the decrease of applications compared to 12 months ago – we are in alignment with the curve from 2020 applications (i.e. those received in 2019).

There is confidence given that Targeted Trades and Apprenticeship Fund (TTAF) extends through to the end of 2022 and the fact that a sluggish start in applications compared to budget is due to COVID instability.

That is, students are so focussed on disjointed schooling, exams, delayed assessments as well (particularly for our potential taura in West Auckland) part time/full time work responsibilities they have had to pick up on top of school to support their families.

#### **Graduation**

With the cancellation of the Spring graduation ceremony, the Graduation team is now focussing on the dispersal of certificates and transcripts as all graduands graduated in absentia.



Again, the impacts of CoVID have created considerably more work for the Operations team.

#### **Student Finance**

Student Finance have been progressing the finalisation of late withdrawals, we are still awaiting the final determination from TEC on the CoVID withdrawal decision – this will impact Enrolment processing (in their peak time) and Student Finance.

#### **PACIFIC SUCCESS**

- The Pacific Centre team continue to work online providing both academic and pastoral support to students during lockdown.
- The Tuvalu, Fiji, Niue and Tokelau Language weeks were all celebrated online this year. The celebrations were collaborative efforts between Unitec and MIT with most of the activities being held for both Unitec and MIT staff at the same time.
- A meeting was held with two Te Pūkenga DCE's Ana Morrison and Tania Winslade to address questions that Pacific staff from both Unitec and MIT had about the proposed Operating Model. The collective feedback from the two institutions was then submitted to Te Pūkenga. This was a joint venture collectively led by the Unitec Pacific Centre and the MIT Pacific Development Office.
- The Pacific Centre hosted the PATLAANZ (Pacific Association of Tertiary Learning Advisors of Aotearoa New Zealand) online conference on October 15<sup>th</sup>. A number of Unitec staff and students presented during the conference. Around fifty participants joined the conference from different parts of the country.



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

### Board Meeting

25 November 2021

Provided by:	Kirsten Sargent, Interim DCE People and Culture, MIT Chris Hutton, Interim DCE People and Culture, Unitec
Title:	Safety, Wellbeing and Sustainability Report October 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 October 2021.



# Safety, Wellbeing and Sustainability Report October 2021

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

**Endorser** Gus Gilmore, Chief Executive

**Date** 12 November 2021

# COVID Update – Alert Level 3

## Campus

Campuses at MIT remain largely closed. There are a small number of classes back on site which are being managed under strict Level 3 processes. Our Child Care Centre is open but only under Alert Level 3 guidance.

## Mandatory Vaccinations

MIT consultation feedback has returned and the Order is now in play. Areas such as Schools of Nursing, Health and Counselling, Languages and Community and Education along with our ChildCare Centre and Secondary High School are working through process of putting mandatory vaccinations in place in accordance with the Order for 1 Jan 2022.

## COVID policy

MIT policy is with DCE People and Culture for review.

**Wellbeing update** – Students - We Care program has continued as well as support from lecturers and student support, councillors and communications.

Staff – There have been additional wellbeing seminars set up along with the continued team check ins.

**Comms** – regular comms at alert level changes continue.

## TAFL UPDATE as at @ 4 November

**Total Applications:** 130 **Total Approved:** 111

**Accepted T/Cs:** 109

**Wait List:** 42

**Number dispatched:** 102 laptops,  
20 connections/internet stick

funding	\$120,000.00
laptops	-\$76,000.00
wrap around service	-\$13,122.50
remaining balance	\$30,877.50

## HAFL UPDATE Round 1 & 2 as @ 08 Nov

**Total applications:** 577

**Total approved:** 753

**Not eligible:** 64

**Waiting on info from student:** 41

Funding	\$187,777.00
Top Up	+\$150,000
Additional	+\$464,014
Total	+\$801,791
Left to spend	\$27,091

## Campus

Access to campus approved under Level 3.1 for a small number of classes to be delivered in bubbles of ten (10). Inductions completed and daily checklist provided to support and reinforce expectations in line with TEC Guidelines. Covid testing requested with return to onsite (not required) in line with Government recommendations. COVID testing available at Te Puna Waioira.

## Incident Management Team

Meetings continue three times weekly covering security, access, logistics, wellbeing, communications, preparation for moving to COVID Protection Framework - Red. Attendees include academic and support operations plus the Student President with Unions updated.

## Vaccinations

In line with the Public Health Response Order 2021, areas where a vaccination mandate applies e.g. Early Childhood Education, Healthcare, Medical Imaging, Social Practice, Osteo and Te Puna Waioira, managers are working with staff re vaccination requirements.

## Communications

Communications continue regularly with updates on Level 3 changes and guidance. These include reminders for staff and students re support available and Te Puna Waioira medical centre remains open including for Covid-19 testing and medical needs.

## HAFL

Between August 10 when lockdown commenced and 31 October, more HAFL assistance was approved but is not included in this report as it hasn't been paid into accounts yet. To the end of August (paid only), \$159,646 with the average amount paid per applicant \$691.11. \$33k outlaid for HAFL laptops; 231 hardship applicants paid plus 19 HAFL laptops loaned to students to 31 October.

## TAFL

No changes to the September update where \$32,859 funds had been distributed, as no further laptops were distributed from this fund. Some laptops have been returned by students who have withdrawn or no longer require them due to purchasing their own. These were reset by IMS and loaned out again to other students on the waitlist.

# Significant Injuries – October 2021

## October 2021 vs October 2020 - MIT

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

### Staff

Significant Injuries this month

- Nil

### Students

Significant injuries this month

- Nil

## October 2021 vs October 2020 - Unitec

Significant Injuries	October 21	October 20	
Employee	0	1	↓
Student	0	1	↓

### Staff

Significant Injuries this month

- Nil

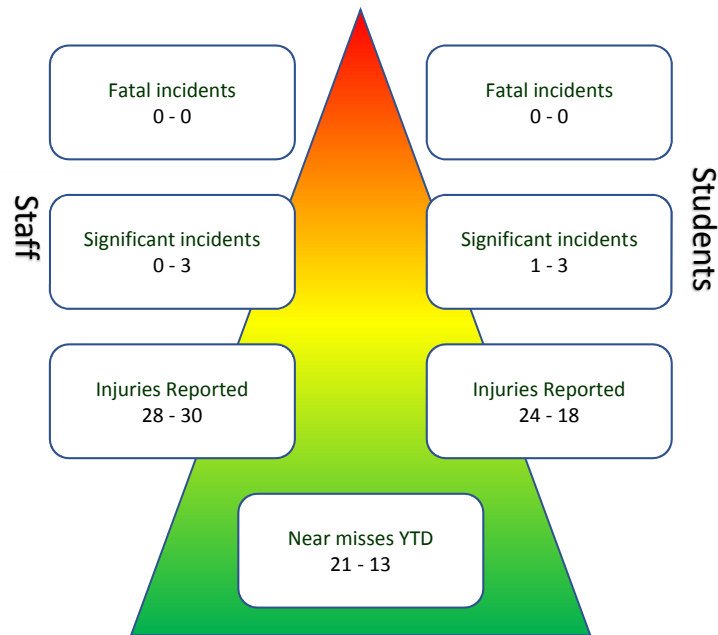
### Students

Significant injuries this month

- Nil

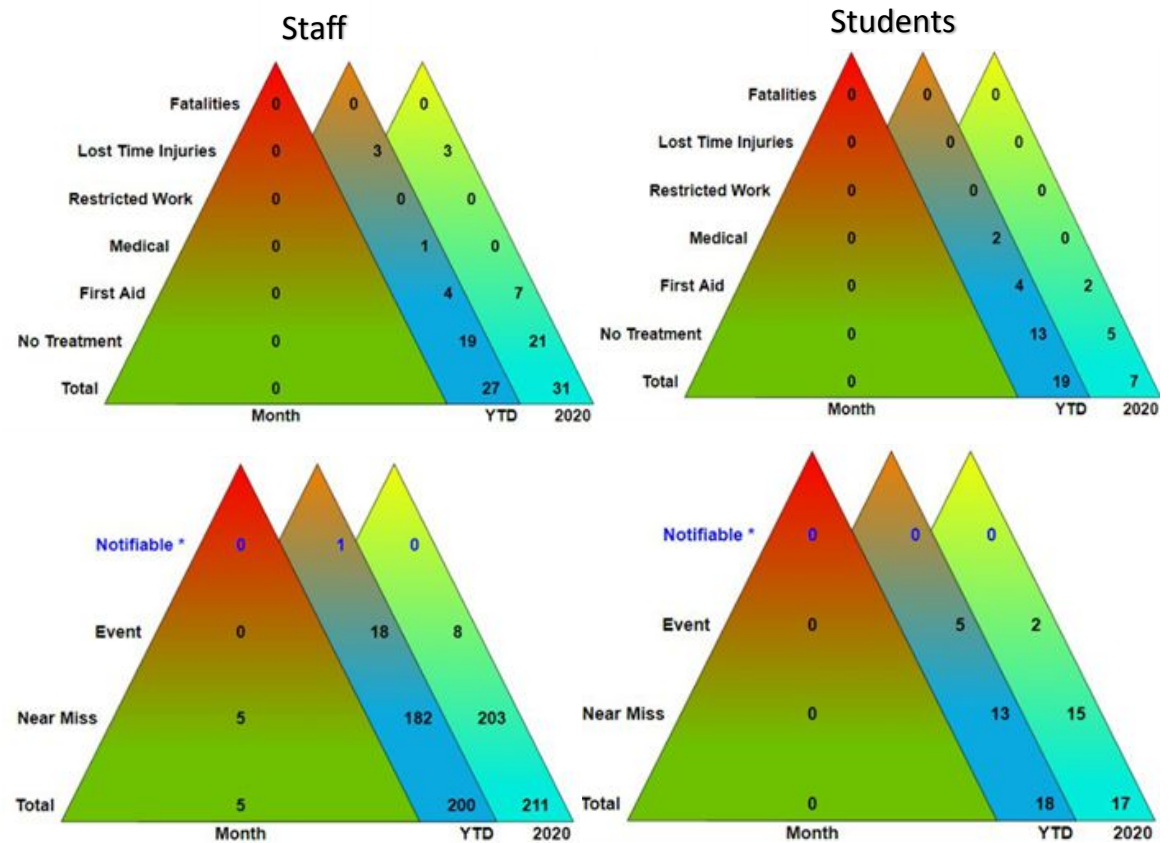
# Injuries/Incidents Staff and Students

## October 2021 vs 2020 YTD MIT



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

## October 2021 YTD vs 2020 YTD Unitec



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



# ACC Claims

## MIT

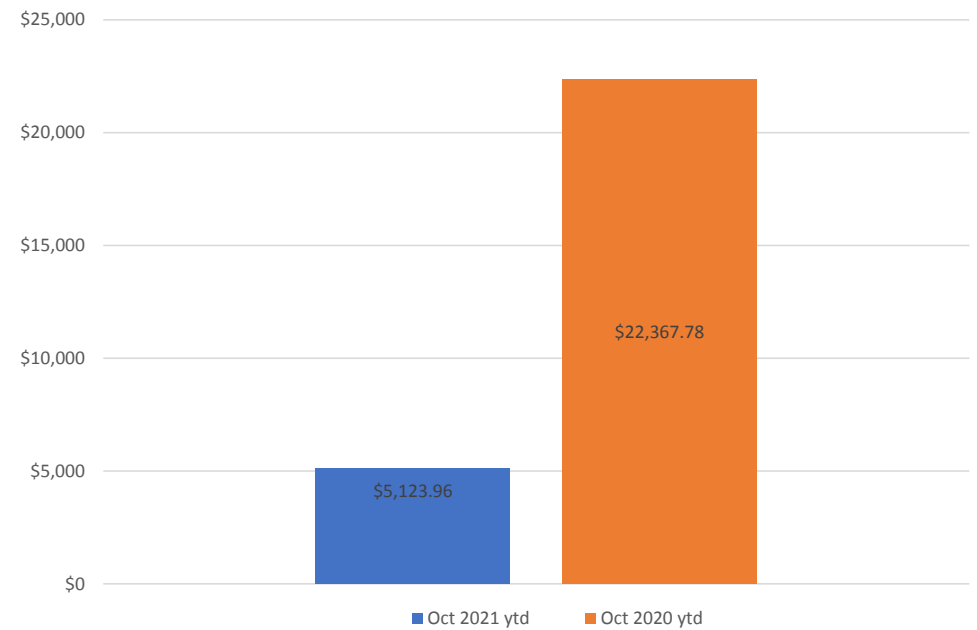


## ACC Claims

ACC Claims	Oct YTD 21	Oct YTD 20	
Employee	9	11	

## UNITEC

### ACC Claim Cost



## ACC Claims

ACC Claims	Oct YTD 21	Oct YTD 20	
Employee	14	23	↓

# Leadership Safety Walks

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

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

ELT Member	Site Visited	Observations	Corrective Actions
		Nil due this month, will resume online in November (covering COVID Risk Assessments completed)	

## Board member Health & Safety site observations

Board Member	Site visited	Observations	Corrective Actions
MIT	Cancelled due to Alert Level 3		

# 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 20 Oct	<ul style="list-style-type: none"> <li>Air conditioning issue on hold during lockdown – to be picked up again when back onsite</li> <li>Security within the car park will be enhanced upon return to campus</li> <li>Wellbeing initiatives raised</li> </ul>
Manukau Campus	Fri 8 Oct	<ul style="list-style-type: none"> <li>Nursing state exams are in the process of being planned for to assess feasibility of occurring in 2021 under level 3 restrictions</li> <li>Some maintenance on stairs on hold till easier access for Alert Levels</li> </ul>
Otara "Quad"	Mon 26 July	<ul style="list-style-type: none"> <li>Further ramp up of activities on site, feedback received confirm that bubbles are operating safely on site.</li> </ul>
Property/Tech Services	Wed 20 Oct	<ul style="list-style-type: none"> <li>Split teams to provide critical on site support</li> <li>Some contractor works and monitoring of works occurring on site</li> </ul>
Otara Service Centre (excluding ND and NB)	Tue 3 Aug	<ul style="list-style-type: none"> <li>n/a</li> </ul>
Tech Park	Tue 6 July	<ul style="list-style-type: none"> <li>Further ramp up of activities on site, feedback received confirm that bubbles are operating safely on site</li> </ul>

## Unitec H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
H&S Representatives	29 October (online)	<ul style="list-style-type: none"> <li>18 participants</li> <li>Level 3 Induction update shared</li> <li>Level 2 Risk assessment discussed</li> <li>NZ COVID-19 Protection Framework discussed (Red/Orange/Green levels)</li> <li>H&amp;S Representatives and First Aid training not able to be completed online under Alert Level 3 (deferred for 2022 delivery)</li> <li>Fire Warden online training organised for November delivery</li> <li>Wellbeing conversation on Fatigue and resources to support staff shared</li> <li>COVID-19 Vaccination update on mandated roles provided</li> <li>Shared Vax A Nation slide pack with team from Dr Helen Petousis-Harris on questions about COVID and vaccinations</li> <li>Vaccination by Job type risk assessment discussed – recommends mandatory for all</li> <li>Campus preparation for return under levels</li> </ul>
Te Puna Kararehe	October	<ul style="list-style-type: none"> <li>Postponed due to Alert Level 3</li> <li>New Senior Technician appointed for Environmental Animal Sciences (E.A.S) has undertaken the H&amp;S Risk Assurance Introduction</li> </ul>
Trades and Services	October	<ul style="list-style-type: none"> <li>Postponed due to Alert Level 3</li> </ul>
Infrastructure Operations Monthly Toolbox	October	<ul style="list-style-type: none"> <li>Under Alert Level 3 - Monday to Friday at 7:30am. All contractors report to maintenance compound for sign in / induction and toolbox meeting</li> </ul>

# Risk Assurance and Critical Risk Audits

Tracking key	
ON TRACK	ON TRACK
OFF TRACK	OFF TRACK
COMPLETE	COMPLETE

## 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	August	Contract agreed and dates for training being organized for ELT and CIMS Team. To rebook due to COVID.
Motor vehicle review	April	Review of vehicle management system and maintenance completed. Update has been provided in previous safety reports
Arboriculture	June	Storage audit completed – organised and correct storage, some issues identified with regards to power on site.
Fire training Mahurangi	July	Onsite audit completed, to write up report. Some critical risks identified, including ones still not resolved from 2020 audit.
Maritime Life boat review	July	Review of risk management on site for the life boats and a potential move to simulation for life boats. Business case is in circulation to have the move from open water to simulation – with ELT.
Scaffolding School	August	An external auditor will be scheduled to conduct a review of the scaffolding school documentation and practice. To rebook due to covid.
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. To rebook due to covid.

## Unitec

Critical Risk/Audit	Traffic Light	Update*
Safety Walks	October	<ul style="list-style-type: none"> <li>All Safety walks have been postponed until return to campus</li> <li>Security and tutors on campus are responsible for the review of safe practices</li> </ul>
Critical Risk Inspections	October	<ul style="list-style-type: none"> <li>All physical critical risk inspections have been postponed until return to campus</li> </ul>
COVID-19	October	<ul style="list-style-type: none"> <li>Job type vaccination risk assessment completed</li> <li>Recommendations provided to Incident Management Team (IMT)</li> </ul>

\* Assurance activities and corrective actions are recorded in Vault

Figure 1 is a combination bar and area chart titled "Industry Type by Overall Current Score and Industry Risk". The x-axis lists 20 industry types. The left y-axis represents the "Average Subjected Safety Index" (0 to 60), shown as teal bars. The right y-axis represents risk levels (0 to 25), shown as stacked areas for Fatalities (red), Injuries (orange), Incidents (green), and Safety Concerns (yellow). The scores generally decrease from left to right, with a notable peak for "Construction" and a low for "Transportation and Public Administration".

Industry Type	Average Subjected Safety Index (Left Axis)	Fatalities (Right Axis)	Injuries (Right Axis)	Incidents (Right Axis)	Safety Concerns (Right Axis)
Electricity, Gas, Water	57	0.5	0.5	0.5	0.5
Food, Beverage, and Lodging	56	0.5	0.5	0.5	0.5
Art, Entertainment, and Recreation	55	0.5	0.5	0.5	0.5
Other Services	54	0.5	0.5	0.5	0.5
Professional, Scientific, and Technical Services	53	0.5	0.5	0.5	0.5
Construction	52	0.5	0.5	0.5	0.5
Accommodation and Food Services	51	0.5	0.5	0.5	0.5
Health Care and Social Assistance	50	0.5	0.5	0.5	0.5
Manufacturing	49	0.5	0.5	0.5	0.5
Information and Communications	48	0.5	0.5	0.5	0.5
Transportation and Public Administration	47	0.5	0.5	0.5	0.5
Wholesale Trade	46	0.5	0.5	0.5	0.5
Retail Trade	45	0.5	0.5	0.5	0.5
Other Trade	44	0.5	0.5	0.5	0.5
Finance and Insurance	43	0.5	0.5	0.5	0.5
Real Estate and Rental Leasing	42	0.5	0.5	0.5	0.5
Management of Companies and Enterprises	41	0.5	0.5	0.5	0.5
Administrative and Support and Waste Management and Remediation Services	40	0.5	0.5	0.5	0.5
Education and Health Care	39	0.5	0.5	0.5	0.5
Arts, Entertainment, and Recreation	38	0.5	0.5	0.5	0.5
Other Services (except Public Administration)	37	0.5	0.5	0.5	0.5
Transportation and Warehousing	36	0.5	0.5	0.5	0.5
Information and Communications	35	0.5	0.5	0.5	0.5
Health Care and Social Assistance	34	0.5	0.5	0.5	0.5
Manufacturing	33	0.5	0.5	0.5	0.5
Transportation and Public Administration	32	0.5	0.5	0.5	0.5
Wholesale Trade	31	0.5	0.5	0.5	0.5
Retail Trade	30	0.5	0.5	0.5	0.5
Other Trade	29	0.5	0.5	0.5	0.5
Finance and Insurance	28	0.5	0.5	0.5	0.5
Real Estate and Rental Leasing	27	0.5	0.5	0.5	0.5
Management of Companies and Enterprises	26	0.5	0.5	0.5	0.5
Administrative and Support and Waste Management and Remediation Services	25	0.5	0.5	0.5	0.5
Education and Health Care	24	0.5	0.5	0.5	0.5
Arts, Entertainment, and Recreation	23	0.5	0.5	0.5	0.5
Other Services (except Public Administration)	22	0.5	0.5	0.5	0.5
Transportation and Warehousing	21	0.5	0.5	0.5	0.5
Information and Communications	20	0.5	0.5	0.5	0.5
Health Care and Social Assistance	19	0.5	0.5	0.5	0.5
Manufacturing	18	0.5	0.5	0.5	0.5
Transportation and Public Administration	17	0.5	0.5	0.5	0.5
Wholesale Trade	16	0.5	0.5	0.5	0.5
Retail Trade	15	0.5	0.5	0.5	0.5
Other Trade	14	0.5	0.5	0.5	0.5
Finance and Insurance	13	0.5	0.5	0.5	0.5
Real Estate and Rental Leasing	12	0.5	0.5	0.5	0.5
Management of Companies and Enterprises	11	0.5	0.5	0.5	0.5
Administrative and Support and Waste Management and Remediation Services	10	0.5	0.5	0.5	0.5
Education and Health Care	9	0.5	0.5	0.5	0.5
Arts, Entertainment, and Recreation	8	0.5	0.5	0.5	0.5
Other Services (except Public Administration)	7	0.5	0.5	0.5	0.5
Transportation and Warehousing	6	0.5	0.5	0.5	0.5
Information and Communications	5	0.5	0.5	0.5	0.5
Health Care and Social Assistance	4	0.5	0.5	0.5	0.5
Manufacturing	3	0.5	0.5	0.5	0.5
Transportation and Public Administration	2	0.5	0.5	0.5	0.5
Wholesale Trade	1	0.5	0.5	0.5	0.5
Retail Trade	0	0.5	0.5	0.5	0.5
Other Trade	0	0.5	0.5	0.5	0.5
Finance and Insurance	0	0.5	0.5	0.5	0.5
Real Estate and Rental Leasing	0	0.5	0.5	0.5	0.5
Management of Companies and Enterprises	0	0.5	0.5	0.5	0.5
Administrative and Support and Waste Management and Remediation Services	0	0.5	0.5	0.5	0.5
Education and Health Care	0	0.5	0.5	0.5	0.5
Arts, Entertainment, and Recreation	0	0.5	0.5	0.5	0.5
Other Services (except Public Administration)	0	0.5	0.5	0.5	0.5
Transportation and Warehousing	0	0.5	0.5	0.5	0.5
Information and Communications	0	0.5	0.5	0.5	0.5
Health Care and Social Assistance	0	0.5	0.5	0.5	0.5
Manufacturing	0	0.5	0.5	0.5	0.5
Transportation and Public Administration	0	0.5	0.5	0.5	0.5

# Wellbeing Strategy Update

## MIT

### COVID

Communications around wellbeing due to COVID continue.

### Lunch and Learn

Benestar (EAP Provider) conducted a lunch and learn online with great uptake, 'From Languishing to Flourishing', more in the pipeline for delivery. Now looking at additional lunch and learns on preparing for the holidays and how to shut off and combat fatigue. Along with the Christmas sessions on healthy cooking.

### DCE People and Culture updates

We have continued to communicate to staff wellbeing oriented emails which have received good feedback.

### Institute Quiz

Safety and Wellbeing team looking to conduct more fun online activities to ease the monotony of the work day, currently being scoped.

### Wellbeing Committees

Have 5 committees based on the Te Whare Tapa Wha pillars to allow for better utilisation of members, coverage for all topics, and smaller productive committees, meetings have paused until we reach level 1.

### Activities on hold

Wellbeing day for Manukau and Tech Park

Massages

## Unitec

### COVID staff wellbeing initiatives

Managers and HR continued to undertake wellbeing calls. Staff mental wellness initiatives continued to be supported and facilitated by H&S Representatives and Wellbeing Manager, e.g.

- Internal Nest and Yammer conversation: "Is fatigue our new normal? Exploring the meaning of languishing" (487 views)
- Promotion of MIT's webinar 'From Languishing to Flourishing'
- 3 x 45min Sensemaking sessions introducing disaster management model to help develop COVID situational awareness and think big picture
- Around the world event: Unitec story-telling bringing people's experiences from around the world together in a voluntary setting - attended by 16 participants (up from 8 last month).

### Partnerships

- Staff awards – liaised across teams to encourage nominations, brainstorm and submit nominations
- Diwali celebrations - helped with preparations for one of the most popular Unitec events, led by Indian Staff and Students Club
- Unitec Social Club (by staff for staff) – members all sent 'Smile boxes' – surprise gifts at home

# Sustainability Strategy Update

## MIT

**OBJECTIVE 5**  
Develop a Sustainability Strategy



### □ Focus for November

- Send out consultation on Strategy
- Review the Year's worth of Electricity consumption – noting it will be less due to lockdowns

Goal	Measures	Traffic Light	Updates to goal – October 2021
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
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 flexibly 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		With lockdown in progress parking fees have been waived.  Road surfaces and markings in the Otara Multistorey carpark have been reviewed and updated, surfaces have been smoothed and more paintings to support way finding done.
Reduce Electricity Consumption  2023 Target – reduction of 5%			Sept/Oct KWH • Manukau 274,150 @ \$55,257.97 • Tech Park 69,440 @ \$15,974.87 • Otara Main 219,546 @ \$46,248.75 • Otara Small 10,290 @ \$862.57
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		• Waste to landfill costs analysis in progress, will complete assessment when back to site.

## Unitec

### Zero Waste

Encouraged staff to head outside with their bubbles and participate in the Keep New Zealand Beautiful clean up week

### Low Carbon – key projects paused

### Sustainable Food – no scheduled activity

### Kaitiakitanga - Auckland Climate festival

- Curated the programme, promoted via internal channels
- Highlighted most relevant events for each of the schools
- 5 Sustainability club members participated in 'the Climate collage'



During October, Unitec promoted the Auckland Climate Festival. Because of COVID, it wasn't a big engagement drive as we usually might do but instead sent targeted emails to lecturers and schools we thought would find a particular event valuable. It was a soft nudge to help continue to raise awareness.



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

### Board Meeting 25 November 2021

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

#### Recommendation

It is recommended that the Board note this report from the MIT Academic Committee and the set of [Minutes attached](#).

#### 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 3<sup>rd</sup> November 2021. The only item worth drawing to the Board's attention pertains to amendments to the MIT Student Regulations.

#### COVID

Much of the Academic Committee's attention has been on reviewing the academic guidance being provided to staff and students under Scenario Endgame.

#### Plumbing

The Academic Committee was concerned to learn that Te Pūkenga has introduced a national Level 3 certificate programme. MIT supports the new programme, but was concerned about the timing, lack of consultation, and impact on students and staff (which include changing enrolments, double handling of student records, disenfranchisement of staff from the development of curriculum and teaching materials, induction for staff into the new programme). MIT has expressed these concerns in detail to Te Pūkenga.

#### Unit Standards

A report has shown that there is a number of programmes that are reportedly delivering out of date unit standards. A new process is being put in place to address this.

#### Next Steps

The next meeting of the Academic Committee is on Wednesday 1<sup>st</sup> December from 1.00-3.00pm. As always, MIT Board Members are most welcome to attend.





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

### Board Meeting

25 November 2021

Provided by:	Prof Martin Carroll, DCE Academic
Title:	Unitec Te Komiti Mātauranga (Academic Committee) Report
For:	Information

#### Recommendation

It is recommended that the Board note this report from the Unitec Te Komiti Mātauranga (Academic Committee) and the [Minutes attached](#).

#### Purpose

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

#### Background/Introduction

Te Komiti Mātauranga met on 20<sup>th</sup> October 2021. As has been the case for all of 2021, much of the Committee's attention was focused on the ongoing RoVE developments and COVID disruptions (which now appears to be leading to an increase in student complaints).

One different key issue to draw to the Board's attention is outlined below.

#### No-Shows

In the course of Project Manawatina it became clear that the Admission & Enrolment Procedure was not compliant with TEC Funding Conditions, specifically:

- (a) No Shows should be processed on a course by course basis (whereas the Procedure was based on a student's total enrolment)
- (b) No Shows should take effect after the first 10% of a course occurrence or 30 days – whichever occurs sooner (whereas the Procedure only referred to the 30 days).

The Procedure was corrected at Academic Committee (and subsequently TEC). A review is underway to determine how many student course enrolments may have been incorrectly processed, and what remediation may be required.

#### Next Steps

The next meeting of the Te Komiti Mātauranga is on Wednesday 8<sup>th</sup> December from 8.30-11.30am. As always, Unitec Board Members are most welcome to attend.



## Manukau Institute of Technology Limited and Unitec New Zealand Limited Board Meeting 25 November 2021

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

### Recommendation

It is recommended that the Board note the following correspondence:

1. [Letter to G Gilmore; Election of TEU Branch President](#)
2. [Letter to Unitec Board; Unitec Memorial Grove – SOAR](#)
3. [Letter to SOAR; Response from Unitec Board](#)



**Manukau Institute of Technology Limited and Unitec New Zealand Limited**  
**PUBLIC EXCLUDED AGENDA**  
**Board Meeting 25 November 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:

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 28 October 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 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.	Update on MIT and Unitec COVID-19 Operating Plan	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 for withholding would exist under

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
		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	section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	People and Culture 12.1 2022 Remuneration  12.2 Speak Up Reports  12.3 Diversity & Pay Equity Reports	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).
13.	Enrolment Updates	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)(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  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 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.	October Financial Reports	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).
15.	Audit and Risk 15.1 Status of Audit Recommendations  15.2 Te Pūkenga Risk Management Framework	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	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
		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	
16.	Audit NZ Fees Proposal for MIT Audit	<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).
17.	<p>17.1 Unitec Building 108 Project Report</p> <p>17.2 Unitec Land Sale Status</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>	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).
18.	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 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).

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.