

Unitec & MIT Board Meeting 29 October 2020 - Agenda



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

**Date:** 29 October 2020

**Schedule:**

Audit & Compliance Committee Meeting	9am - 10.15am
CE People & Culture Committee Meeting	10.15am – 10.30am
Board only session	10.30am – 11.15am
Board and CE session	11.30am – 12pm
Board meeting begins	12pm – 1pm
<i>Lunch</i>	<i>1pm – 2pm (Unitec Rūnanga)</i>
Board meeting continues	2pm – 3.30pm
<i>Afternoon tea</i>	<i>3.30pm – 4.30pm (Unitec Fono)</i>

**Venue:** Unitec Boardroom, 139 Carrington Road, Mt Albert

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

**AGENDA**

OPEN SESSION	
1.	Karakia Welcome & Apologies
1.1.	Disclosure of Interests Register
1.2.	Meeting Schedule 2020
1.3.	Committees of the Board
2.	Minutes of the meeting held 24 September 2020
2.1.	Matters arising
3.	Action List
4.	<a href="#">Chief Executive's report</a>
4.1.	<a href="#">MIT Student Complaints Report</a>
5.	<a href="#">Health and Safety Reports</a>
6.	<a href="#">Unitec Academic Board Minutes for September and Updates from October meeting</a>
7.	<a href="#">MIT Academic Committee Minutes</a>
8.	<a href="#">MIT Pacific Community Komiti Minutes</a>
9.	Items for Approval
9.1.	<a href="#">Unitec / MIT Delegated Financial Authority</a>
9.2.	<a href="#">MIT Emeritus Professorship Policy</a>
9.3.	<a href="#">MIT Granting of Awards</a>
10.	Correspondence <a href="#">Outgoing: Letter to Iona Holsted</a>

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	<i>Formal Motion for Moving into Closed Session</i>
<b>CLOSED SESSION</b>	
11.	<a href="#">Minutes of the Confidential Meeting held 24 September 2020</a>
12.	<a href="#">Minutes of the Confidential Extraordinary Meeting held 8 October 2020</a>
13.	Matters Arising
13.1.	<a href="#">Resolution: B108 Procurement Contract</a>
14.	<a href="#">Chief Executive's Report - Confidential Session</a>
15.	<a href="#">September Financial Reports</a>
16.	Capital Projects
16.1.	Unitec Property Update (Verbal)
16.2.	<a href="#">MIT Campus Masterplan</a>
17.	Enrolment Updates
17.1.	<a href="#">MIT Update</a>
17.2.	<a href="#">Unitec Update</a>
18.	<a href="#">MIT Academic Committee Minutes</a>
19.	Items for approval
19.1.	<a href="#">MIT Financial model and banking facilities</a>
19.2.	<a href="#">MIT Emeritus Professorship Nomination</a>
20.	<a href="#">Correspondence - Te Pukenga Proposed Funding Decision Letter to TEC</a>
21.	<a href="#">2pm Auckland Strategy – Martin Jenkins</a>
	<i>Formal motion for moving out of closed session</i>
<b>Karakia and close meeting</b>	



## Karakia Timatanga

Manawa mai te mauri nuku  
Manawa mai te mauri rangi  
Ko te mauri kai au  
He mauri tipua  
Ka pakaru mai te pō  
Tau mai te mauri  
Haumi e, Hui e, Taiki e!

## Opening Prayer

Embrace the power of the earth  
Embrace the power of the sky  
The power I have  
Is mystical  
And shatters all darkness  
Cometh the light  
We are united, progressing forward!

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

**Disclosure of Interest Register as at October 2020**

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
<b>Peter Parussini</b>	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus	Chair	2010
	Southern Cross Campus	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
	SPCA Auckland	Independent Director	March 2016
	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
<b>Ziena Jalil</b>	Auckland Tourism, Events and Economic Development (ATEED)	Director	Nov 2019
	Cancer Society Auckland Northland	Trustee	Sept 2019
	New Zealand Asian Leaders	Advisory Board Member	Feb 2016

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Name	Interest	Nature of Interest	Date
	Athene Collaborative Limited	Director / Shareholder	Feb 2018
	New Zealand Institute of Directors	Member	July 2016
	Global Women	Member	Aug 2019
<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
<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

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

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## 2020 Meeting Schedule

Board/Committee	Date	Venue	Time
MIT/Unitec Board	May 28	MIT	9am – 5pm
MIT Audit & Compliance	June 18	MIT	9.30am – 11.30am
MIT/Unitec Board	June 25	Unitec	9am – 5pm
MIT/Unitec Board	July 30	MIT	9am – 5pm
MIT/Unitec Board	August 27	Unitec	9am – 5pm
MIT/Unitec Board	September 24	MIT	9am – 5pm
MIT/Unitec Board	October 29	Unitec	9am – 5pm
MIT Audit & Compliance	TBC	MIT	9.30am – 11.30am
MIT/Unitec Board	November 26	MIT	9am – 5pm

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**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

**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

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**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**  
Board Meeting  
29 October 2020

Provided by:	Lynnette Brown, Unitec Board Secretary Antoinette Wood, MIT Board Secretary
Title:	Minutes approval
For:	Approval

**Recommendation**

It is recommended that:

1. The Board approves the minutes of the Unitec NZ Ltd ordinary Open Board Meeting held on 24 September as a true and correct record.
2. The Board approves the minutes of the Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 24 September as a true and correct record.



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## Unitec New Zealand Limited Open Board Meeting

Thursday, 24 September 2020, 11.15 am  
MIT Otara Campus - Tanoa Room, NO101, Pasifika  
Community Centre (NO Block)

### DIRECTORS

Peter Winder, Chair  
Peter Parussini  
Robert Reid

Monique Cairns  
Andrew Lesa  
Steven Renata

### APOLOGIES

Ziena Jalil

### IN ATTENDANCE

Gus Gilmore  
Chief Executive – Manukau Institute of Technology (MIT)  
and Unitec New Zealand Limited

Michelle Tierney  
Executive General Manager Strategy & Support Services

Martin Carroll  
Executive General Manager Academic and Provost

Antoinette Wood  
Board Secretary – Manukau Institute of Technology (MIT)

Ali Sarginson  
Interim Executive Director - Finance

Simon Nash  
Executive Director - Ako

Lynnette Brown  
Board Secretary – Unitec

### Karakia

### Administration

1. **Apologies**  
Ziena Jalil

2. **Disclosure of Interests Register**  
Robert Reid advised an update to his interests as a Director of UnionAID.  
There were no other changes to the interests register.

3. **Board Business**

- 3.1. **Approval of the minutes of the Unitec Board Meeting held 27 August 2020**

#### Resolved:

The Board approved the minutes of the Open Board meeting held 27 August 2020 as a true and accurate record of the meeting.

**Moved:** Peter Winder

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**Seconded:** Peter Parussini  
**MOTION CARRIED**

3.1.1. **Matters Arising**

There were no matters arising.

3.1.2. **Action List**

The Board noted the action list.

3.2. **Schedule of Board Membership of Committees 2020**

The Board noted the schedule.

4. **Chief Executive's Report**

4.1. **Update from Chief Executive**

The Board received the report.

**Resolved:**  
The Board noted the information supplied.

**Moved:** Peter Winder  
**Seconded:** Steven Renata  
**MOTION CARRIED**

5. **Items for Information**

5.1. **Health and Safety Report June 2020**

The Board received the report and noted the priorities and action plans which provided visibility to the work that continues to be done in this area.

The Board discussed staff well-being and the increase in leave liability, particularly for academic staff. It was acknowledged that staff are tired after a challenging year having had to manage workload through two Covid-19 lockdowns. Management were encouraged to maintain a high level of engagement in this area to ensure staff feel supported.

**Resolved:**

The Board received the Health and Safety report and noted the workforce engagement in Health and Safety activities.

**Moved:** Peter Winder  
**Seconded:** Peter Parussini  
**MOTION CARRIED**

5.2. **Educational Performance Indicators Semester One**

The Board received the report. It was noted that there were both similarities and differences in areas of the data report.

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This report is to be discussed at the Academic Committee of both Manukau Institute of Technology and Unitec in order to provide an opportunity for discussion and evaluation on understanding the differences and sharing of initiatives that are producing good outcomes for students.

Consideration is to be given as to ways to provide regular updates on progress, noting that the EPI data is only reported twice a year. The Board also recommended the inclusion of a separate chart on attrition, including data on the top five key drivers for both Māori and Pasifika and non-Māori and Pasifika.

**Resolved:**

The Board noted the information supplied in the Unitec NZ Ltd and Manukau Institute of Technology Ltd Student EPI Summary.

**Moved:** Peter Winder

**Seconded:** Robert Reid

**MOTION CARRIED**

**6. Reports and Minutes from Committees**

**6.1. Academic Board Minutes for August and updates from September meeting**

**Resolved:**

The Board received the approved Academic Board Minutes for August 2020 and the Chair's summary of the September 2020 meeting.

**Moved:** Peter Winder

**Seconded:** Monique Cairns

**MOTION CARRIED**

**6.2. EER update (verbal)**

The Board received the verbal update and noted Management's comment that they were on track for EER with the only area of concern being potential external influences which cannot be controlled that may affect staff morale between now and 20 October.

**Resolved:**

The Board received the verbal EER update.

**Moved:** Peter Winder

**Seconded:** Steven Renata

**MOTION CARRIED**

**6.3. Academic Board Report - Academic Quality Action Plan**

**Resolved:**

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The Board received the update on progress with Unitec's Academic Quality Action Plan and EER response.

**Moved:** Peter Winder  
**Seconded:** Steven Renata  
**MOTION CARRIED**

6.4. **Fono Faufautua Committee Draft Minutes Meeting held 9 September 2020**

**Resolved:**  
The Board received the draft minutes of the Fono Faufautua Meeting of 9 September 2020.

**Moved:** Andrew Lesa  
**Seconded:** Peter Winder  
**MOTION CARRIED**

6.5. **Incoming Correspondence**

- Office of the Auditor General Letter re Audit Arrangements to Unitec NZ Ltd

**Resolved:**  
The Board noted the correspondence.

**Moved:** Peter Winder  
**Seconded:** Robert Reid  
**MOTION CARRIED**

- Letter from Unitec Rūnanga

**Resolved:**  
The Board:  
1) Noted the request from the Rūnanga relating to consideration of a co-leadership model and the possible appointment of a Deputy Chief Executive Māori to act across both Manukau Institute of Technology (MIT) and Unitec,  
2) Authorised the Chief Executive to write to the Rūnanga to  
a) Confirm the Board's view that a co-leadership Deputy Chief Executive model is not considered workable given the current context of both MIT and Unitec, and  
b) Confirm the Board's support for a move toward leadership roles that work across both institutions including a strong focus on Māori and Pasifika learners.

**Moved:** Peter Winder  
**Seconded:** Robert Reid  
**MOTION CARRIED**

**ACTION:** Invite the Unitec Rūnanga to provide regular updates to the Board.

7. **Formal motion for moving into Confidential Session**

## Unitec &amp; MIT Board Meeting 29 October 2020 - Open Session

**It was resolved** 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 outlined.

And that the Chief Executive, Gus Gilmore be permitted to remain at the meeting. after the public has been excluded, because of his knowledge in relation to the above items, together with Lynnette Brown and Antoinette Wood for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

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
3.1	Confidential Minutes of the meeting held 27 August 2020	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).
3.1.1	Matters Arising	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).

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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
3.1.2	Action List	<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).
4.1	2021 Budget	<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).
4.2	August Financial 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).
4.3	31 March 2020 Financial Statements	<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</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).

## Unitec &amp; MIT Board Meeting 29 October 2020 - Open Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		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	
4.4	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>	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).
5.1	Capital Projects	<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>	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).
5.2	Building 108 Procurement	<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</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).

## Unitec &amp; MIT Board Meeting 29 October 2020 - Open Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>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>	
6.1	Power of Attorney	<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>	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).

**Moved:** Peter Winder  
**Seconded:** Steven Renata  
**MOTION CARRIED**

**The Meeting Closed at 3.15 pm with a Karakia**

**Next Meeting:** 29 October 2020



Unitec & MIT Board Meeting 29 October 2020 - Open Session

25.9.2020

**Manukau Institute of Technology Limited**  
(the Company)  
**Minutes of a meeting of the Board of Directors**  
(Board)

**24 September 2020 at 11.15am**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 24 September 2020.

**Present**

**Directors present:** Andrew Lesa, Monique Cairns, Peter Parussini, Robert Reid, Steven Renata.  
Peter Winder chaired the meeting.

**Other attendees present:** MIT Executive Leadership Team - Michelle Teirney, Martin Carroll, Antoinette Wood (Board Secretary).

Unitec Executive Leadership Team - Alison Sarginson, Simon Nash, Lynnette Brown (Board Secretary).

**Apologies**

Ziena Jalil

**1. Administration**

Robert Reid advised an update to his interests as Director of UnionAID. There were no other changes to the interests register.

**2. Minutes of the Board Meeting Open Session held 27 August 2020**

**It was resolved** that the Board approve the minutes of the Board Meeting Open Session held on 27 August 2020 as a true and correct record.

Proposed: P Winder  
Seconded: P Parussini  
Carried

**3. Matters arising**

There were no matters arising.

**4. Action list**

The Board noted the action list.

## Unitec &amp; MIT Board Meeting 29 October 2020 - Open Session

25.9.2020

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

**It was resolved** that 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:

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
5	Minutes of Board Meeting Closed Session held 27 August 2020	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
6	Matters arising	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
7	Action list	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
8	2021 Budget	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
9	August Financial Reports	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

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25.9.2020

10	Capital projects	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
11	Status of Audit recommendations	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
12	Enrolment updates	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
13	Minutes of Academic Committee Meeting Closed Session held 2 September 2020	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
14	Maritime Business Case	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies
15	Power of Attorney for Chief Executive	Section 9(2)(i) of the Official Information Act – enable a Minister of the Crown or any department or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	The Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies

**It was further resolved** that the Chief Executive Gus Gilmore, and members of the MIT and Unitec Executive Teams be permitted to remain at the meeting because of their knowledge in relation to the above items, together with Antoinette Wood and Lynnette Brown for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

Proposed: P Winder

Seconded: S Renata

Carried

Unitec & MIT Board Meeting 29 October 2020 - Open Session

25.9.2020

**15. Chief Executive's Report**

The Board received the report from the Chief Executive which highlighted areas of activity across both institutions.

**It was resolved** that the Board note the information supplied.

Proposed: P Winder

Seconded: S Renata

Carried

**16. Health and Safety Report**

The report was taken as read. The Board discussed staff well-being and the increase in leave liability, particularly for academic staff. It was acknowledged that staff are tired after a challenging year having had to manage workload through two COVID-19 lockdowns. Management were encouraged to maintain a high level of engagement in this area to ensure staff feel supported.

**It was resolved** that the Board receive the Health and Safety Report.

Proposed: P Winder

Seconded: P Parussini

Carried

**17. Results of MyVoice Employee Engagement Survey**

The Chief Executive spoke to the report and noted the three key areas that are being focused on in order to improve the results. The Board noted that the comments around workload could indicate health and safety issues. It was confirmed that changes are already being implemented and management will remain focused on alleviating the areas where workload pressure has been identified to ensure any immediate health and safety issues are being addressed.

**It was resolved** that the Board note the information supplied as a status report on staff engagement.

Proposed: P Winder

Seconded: R Reid

Carried

**18. Educational Performance Indicators Semester One**

This report is to be discussed at the Academic Committee of both MIT and Unitec in order to provide an opportunity for discussion and evaluation on understanding the differences and sharing of initiatives that are producing good outcomes for students.

Consideration is to be given as to ways to provide regular updates on progress, noting that the EPI data is only reported twice a year. The Board also recommended the inclusion of a separate chart on attrition, including data on the top five key drivers for both Māori and Pasifika and non-Māori and Pasifika.

**It was resolved** that the Board note the information supplied in the Student EPI Summary.

Proposed: P Winder

Seconded: R Reid

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25.9.2020

Carried

**19. Minutes of Academic Committee Meeting Open Session**

**It was resolved** that the Board note the open session minutes of the Academic Committee meeting of 2 September 2020.

Proposed: P Winder

Seconded: M Cairns

Carried

**19.1 Update on Construction CoVE**

The report was taken as read.

**It was resolved** that the Board note the report on ConCOVE.

Proposed: P Winder

Seconded: A Lesa

Carried

**19.2 Pacific Community Komiti Draft Minutes Meeting held 4 September 2020**

**It was resolved** that the Board receive the draft minutes of the Pacific Community Komiti meeting of 4 September 2020.

Proposed: P Winder

Seconded: P Parussini

Carried

**19.3 MIT Rūnanga Draft Minutes Meetings held 6 August and 2 September 2020**

It was noted that, unlike the MIT Rūnanga, the Unitec Rūnanga is not established as a Committee of the Board and as such does not currently submit a report to the Board. An action was taken to invite the Unitec Rūnanga to provide regular updates to the Board.

**It was resolved** that the Board receive the draft minutes of the Rūnanga Meetings of 6 August and 2 September 2020.

Proposed: P Winder

Seconded: R Reid

Carried

**20. Granting of Awards**

**It was resolved** that the Board confirm the sealed award granted by the Chief Executive under the delegated authority of the Board since the last Board meeting held 27 August 2020.

Proposed: P Winder

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25.9.2020

Seconded: M Cairns  
Carried

**20.1 Annual Review of Student Regulations**

**It was resolved** that the Board approve the amended Student Regulations for 2021 to come into effect on 1 January 2021.

Proposed: P Winder  
Seconded: M Cairns  
Carried

**21. Incoming correspondence**

*Office of the Auditor General Letter re Audit Arrangements*

**It was resolved** that the Board note the correspondence:

Proposed: P Winder  
Seconded: R Reid  
Carried

**Closure**

There being no further business the chairperson declared the meeting closed at 3.15pm.

Dated: 24 September 2020

Signed as a correct record:

\_\_\_\_\_

Chairperson



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

### Board Meeting 29 October 2020

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.

#### NZIST OPERATIONAL AND FINANCIAL PARAMETERS (OFP) DIRECTION

Following feedback from senior management at some NZIST Subsidiaries, NZIST updated the OFP Direction effective 24 September 2020. The key updates relate to clarification in respect of:

1. Finance leases (see paragraph 1(b))
2. Lease and licence renewals (see paragraph 1(g))
3. Mix of provision and programme delivery (see paragraph 2(h)). In relation to this point, please note that Schedule 2, paragraph (h) of each NZIST Subsidiary's Constitution is yet to apply in practice given NZIST has not agreed any annual academic programme with NZIST Subsidiaries. Accordingly, new paragraph 2(h) of the updated OFP Direction will (in practice) apply instead.
4. Proposed restructurings (see paragraph 3(g))
5. New employment policies (see deleted paragraph 3(i) and new paragraph 4)

The full OFP Direction documents for MIT and Unitec are available for your reference in the [Diligent Resource Centre](#).

#### TE PŪKENGĀ TE TIRITI O WAITANGI EXCELLENCE STANDARDS: TE PAE TAWHITI

Following the correspondence received from Te Pūkenga on 23 September, we are in the process of setting up workshops to engage senior leadership, and are working closely with Te Pūkenga on how we roll it out across both institutes.

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### MIT HARDSHIP FUND FOR LEARNERS UPDATE

The purpose of this fund is to support domestic students in genuine financial hardship as a result of COVID-19. To date, MIT has distributed \$697,000 in funds to MIT students experiencing hardship as a result of COVID-19. As a result, MIT has applied to Te Pūkenga for additional funds, and has been awarded an additional \$100,000 which is forecast to be distributed in the next fortnight.

### MIT STUDENT EXPERIENCE AND SUCCESS

Student Experience and Success partnered with the NZ Electoral Commission to deliver the DeVOTEd event series created to encourage communities in Counties-Manukau to participate in the voting process. The on-line poll engagements and practice voting booths generated a good amount of interest and involvement from students and staff. The event series also drew some media attention on the day of the main event and prior radio interviews, including RadioNZ, Waatea News, NZ Herald and Pacific Media Network. The DeVOTEd series coincided well with our Student Council election programme. Campaigning kicks off this week after receiving 45 nominations endorsing a total of 32 individual student candidates. This is the highest number of nominations ever received. Voting will run from 26 October to 1 November using our new election app launched in 2019.

### MIT PASIFIKA DEVELOPMENT OFFICE (PDO)

- We are advancing our offering of Pacific Language programmes. The Introduction to Vagahau Niue is now part of the Level 3 suite of programmes. We are awaiting NZQA confirmation. Lea Faka Tonga and te reo Kuki Airani are undergoing development at Level 4.
- As part of the decamp from Otara South Campus, two container loads of classroom equipment were donated and shipped to a school in Tonga. MIT worked closely with various Tongan groups to facilitate the donation of this equipment to their homeland. This initiative helps to foster strong connections with these communities, increasing their awareness of MIT and encouraging them to engage in future study opportunities.
- MIT again sponsored the Lifetime Achievement Award as part of the Pacific Music Awards 2020. The award was presented posthumously to Daniel Rae Costello at the Pacific Music Awards at an online presentation on Saturday 3 October. He was an accomplished songwriter, composer and vocalist across the Pacific.

### MIT LEADERSHIP DAY AND STAFF WELLBEING

Following both the COVID Surveys and feedback from the My Voice Survey, MIT has planned a leadership day on 21 October to provide our leaders some tools to cascade to their teams around the themes that came from the surveys. The three topics we will be looking at covering are Wellbeing, Strategy and Workload.

During the day we have a session on MIT's new Wellbeing Policy and how best we implement this, along with workshopping ideas for our employees' wellbeing. We have a guest speaker to work with our leaders around strategy, resilience and personal wellbeing. In the afternoon is a session on



Unitec & MIT Board Meeting 29 October 2020 - Open Session



Strategy, both an introduction to the Auckland Strategy and a re-cap of the MIT one, again along with a workshop. The leadership day is intended to enable our leaders come together, look at and work through the hot topics within MIT and take many of these back to their staff.

#### **UNITEC INDUSTRY PARTNERSHIP**

Unitec and Amazon Web Services have signed a Master Service Agreement to deliver the Re/Start programme providing access for learners into the IT sector. Internships with industry partners are a feature of delivery and the programme specifically targets priority groups for the IT sector (Māori, Pacific, women and career changers).

Unitec and NMIT have signed an agreement to deliver the Diploma in Cybersecurity in Nelson region (with the support of Datacom) with internships for these students being hosted by local businesses.

#### **UNITEC RESEARCH**

Unitec has won a \$2.2m Endeavour grant as part of a project led by The University of Auckland to investigate the risk posed by erionite, a carcinogenic mineral that may be in the dust produced during earthworks. Principle Investigator Unitec Associate Professor Terri-Ann Berry will lead Research Aim 3, which will develop industry procedures to safely manage erionite and protect workers and the public.

The annual Unitec Research Symposium achieved 108 attendees in person plus those online. There was participation from four ITPs and 130 authors were involved in disseminating the research through 15 three-minute theses, 22 posters and 61 presentations.



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

### Board Meeting 29 October 2020

Provided by:	Gus Gilmore, Chief Executive
Title:	MIT Student Complaints 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 a summary of student complaints received and supported by Student Experience and Success from January – September 2020.

#### 1. Introduction

Following the launch of a new online feedback form in August 2019, the Student Experience and Success team continues to work on improving the efficiency, tracking, and accountability of the complaints process. The overarching goals are to reduce labour-intensive manual touch points, promote quicker turnaround times for the student and make it easier for staff to handle each step of the process. Staff training workshops were offered in 2020 following the pilot test and these will continue to help staff become more familiar with using the system.

#### 2. Concerns and Complaints

Since the last report there have been an additional 35 concerns and complaints in the last quarter. These included 8 concerns and 27 complaints. The year to date total, received between January and September 2020 is currently 118.

Complaints made up 70.3% (n=83) of the total, followed by 29.7% (n=35) concerns. This is slightly higher than the annual total recorded for the whole of 2019. The shift to an automated process in August 2019 which centralized concerns and complaints means it is difficult to make meaningful comparisons.

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Table 1 Complaints and Concerns: Monthly breakdown and 2019/2020 comparison

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			
2020	Concerns	5	0	2	2	16	2	4	2	2				
	Complaints	10	6	17	2	17	4	13	5	9				
	TOTALS	15	6	19	4	33	6	17	7	11				
	ROLLING	15	21	40	44	77	83	100	107	118				118 YTD
2019	Concerns	0	3	3	2	5	8	16	7	15	2	1	4	
	Complaints	0	1	0	3	2	1	3	1	4	11	7	6	
	TOTALS	0	4	3	5	7	9	19	8	19	13	8	10	
	ROLLING	0	4	7	12	19	28	47	55	74	87	95	105	105



Ongoing process developments will improve our tracking and analysis capabilities to ensure that 2020 will reflect a full year of recording of online complaints which will support accurate benchmarking of future years.

### 3. Concern and Complaint Themes

Common themes across concerns and complaints related to teaching and learning, staff behaviour and enrolment.

Table 2: Themes by Campus Area

Campus Areas	Concerns	Complaints	Top themes related to
City or MIT Mahurangi	0	4	Teaching and learning, enrolment and support
MIT Manukau	15	46	Staff behaviour, enrolment and timetabling
MIT Otara	1	11	Staff behaviour, teaching and learning, and enrolment
MIT TechPark	19	22	Online learning/systems, teaching and learning, staff behaviour
<b>TOTAL 118</b>	<b>35 (29.7%)</b>	<b>83 (70.3%)</b>	



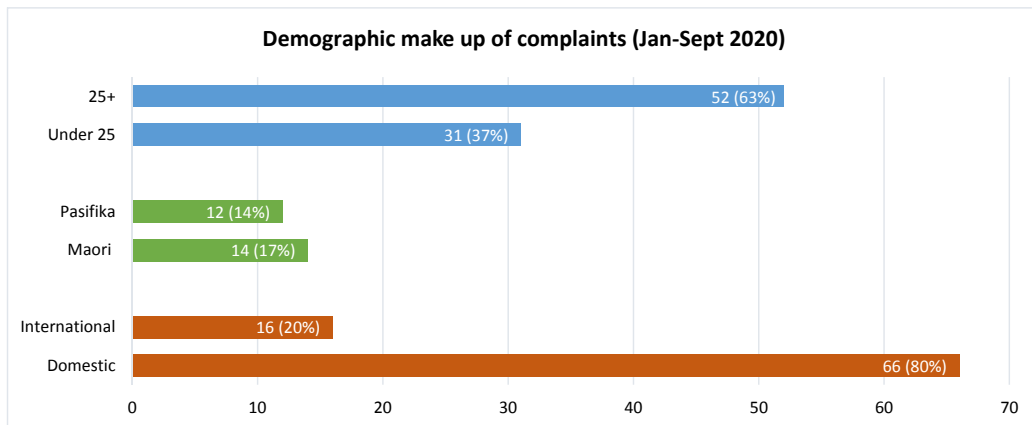
#### 4. Compliments and Comments

There are also opportunities for students to give general feedback and comments. In total, 11 comments and 9 compliments were received via the online feedback form. Compliments received related to good teaching practice, and hardship fund support to meet student needs.

#### 5. Demographic information

A substantial majority of complaints were submitted by domestic students making up 66 (80%). 16 (20%) came from international students. The number of Māori complainants is relatively proportionate to their enrolment numbers whereas Pasifika complainants are proportionally under-represented. This indicates that as a group, Pasifika learners are less likely to formally complain. Those under the age of 25 are also less likely to make a complaint in comparison to those who are 25 years or older. Further analysis of this data will help to provide deeper insights.

Graph 1: Demographic breakdown of total complaints



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## 6. Student Appeals

In this quarter there was one appeal from the School of Health and Counselling. The appeal related to teaching and learning support. The outcome of the complaint was upheld and the appeal was closed in September.

No formal appeals have been submitted to the MIT Council/Board in 2020.

Table 3: Appeals to CE & Council/Board - Yearly Comparison

Submission Type	2020	2019	2018
Appeals to CE	1	3	10
Appeals to Board	0	0	3
	<b>1*</b>	<b>3</b>	<b>13</b>

*\*One complaint out of 83 escalated to an appeal this year.*

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

### Board Meeting 29 October 2020

Provided by:	Kirsten Sargent, EGM People and Culture
Title:	Health and Safety Report
For:	Review

#### Recommendation

The information below is supplied as a status report on Health and Safety at MIT for the month of September 2020.

#### Purpose

The Health and Safety Report provides the Board with an update on Health and Safety statistics & activities.

#### Background / Introduction

The report includes in detail any significant incidents, actions against the KPI's, MIT's schedule of audits and the safety observations from ELT, the Board and Safety Committees.

#### Summary

- ACC tracking down on previous months and years.
- Two significant events in September (one student and one staff).
- Overall incidents staff and students are down year to date.
- Reporting is up which is a good sign that MIT's new reporting register is having a positive impact on the safety culture.
- MIT's Audit schedule is back on track for 2020.



# Safety and Wellbeing September 2020

## MIT Board Paper

**Author** Kirsten Sargent, Executive General Manager, People and Culture

**Endorser** Gus Gilmore, Chief Executive

**Date** October 2020



**Request to Board** - Please note the information below, which is supplied as a status report on Safety and Wellbeing at MIT for the month of September 2020.

## Leadership September

### Executive Leadership Team (ELT) site observations – Sept 2020

ELT Site Visits will be captured in the new ELT Observation App.

Additional training and Schedule will be rolled out early 2021 along with a schedule of observations for 2021.

Observations down in September due to Alert Levels

ELT Member	Visit	Observations
Martin Carroll	September	Tech Park – Upon testing the eye wash and emergency shower it was noted that the drain does not work, this has been raised to the Project manager to rectify.
Kirsten Sargent Gus Gilmore Jenna Wooley Stuart Middleton	September	ND Block – Walk through of ND pre moving in. Areas look good. Still some safety hazards in way of cords for the boardroom & discussion was had in set up of board room. Lift is rattling so not sure if this can be looked at. Stairways were clear and well lit. Very nice open spaces



### Chief Executive Health and Safety Site Visits

Site to be visited	Date	Observations
Technology Park	14 October	No identified safety issues.
Maritime Life Boat Training	TBC	

### Board member MIT site visits for 2020

Board Member	Site to be visited (changes due to COVID L3)
Peter Parussini & Robert Reid	24 <sup>th</sup> September (prior to board meeting) – Otara North Properties Team - COMPLETED
Monique Cairns & Steven Renata	27 <sup>th</sup> November (prior to board meeting) - TBC

### Board Member Site Visit – September 2020:

[Peter and Robert met with the Properties leadership team and visited the Security Control Room.](#)

The visit was to provide an overview around the Properties Team's planning and response to COVID during 2020. This team was instrumental in putting in place early security measures so that MIT was able to meet its obligations under Alert Level 4 and then additional measures around cleaning and security when NZ entered Alert Levels 3 and 2 and staff and students started returning to campus.

The members were then taken to the security control room for a tour of how the control room operates to protect the safety of our staff and students both during business hours and after hours. A brief overview was provided on the emergency response systems in place.



## H&S Committees

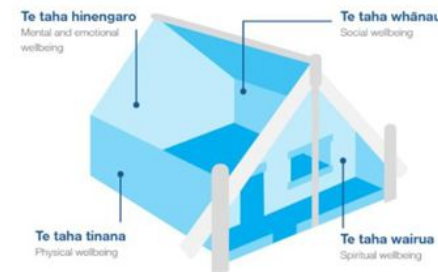
Committee (area)	Last Meeting Date	Critical Risks Identified
Academic/People and Culture	Mon 28th Sept	New processes, hazards, wardens being identified for new staff buildings Discussion around the set up of the safety committees with the Campus moves Next meeting NA Block to do Hazard review and walk around
Manukau Campus	Tue 21st July	n/a
Otara and City Campus	Thur 27th Aug	Fire wardens to be identified in the quad with all the new moves of staff
Property/IT/Legal	Mon 28th Sept	Walk around and new hazard registers identified for ND building This group forms part of the review of the committees for the new buildings
Student Journey/Pasifika & Marae	Thur 6th Aug	Meeting being delayed due to review of members and structure
Tech Park	Mon 21st Sept	Workshop open access, slippery floor PPE, emergency exit accessways all being discussed to set standard procedures in the new building

## Wellbeing Strategy

### Strategy Roll Out

The Wellbeing Strategy has been approved and is now active.

There is a session planned for the Leadership Day 21 October. The session is intended to more formally roll out the strategy and provide leaders with an update on the intent of the strategy and education around Te Whare Tapa Whā.



In addition there is a planning session for the wellbeing events for 2021.

There are also two wellbeing days currently being planned for MIT in early 2021.

### Champions (recruiting in progress)

Wellbeing champions form a key part of driving the Wellbeing strategy and framework. The Safety and Wellbeing Team will launch this initiative to recruit champions in preparation for 2021 strategy roll out.

## Significant Incidents & ACC Details - Sept 2020

### Sept 2020 vs Sept 2019

Significant Injuries	Sept 20	Sept 19	
Employee	1	1	=
Student	1	0	↑

### ACC Claims

ACC Claims	Sept 20	Sept 19	
Employee	1	1	↑

#### Staff

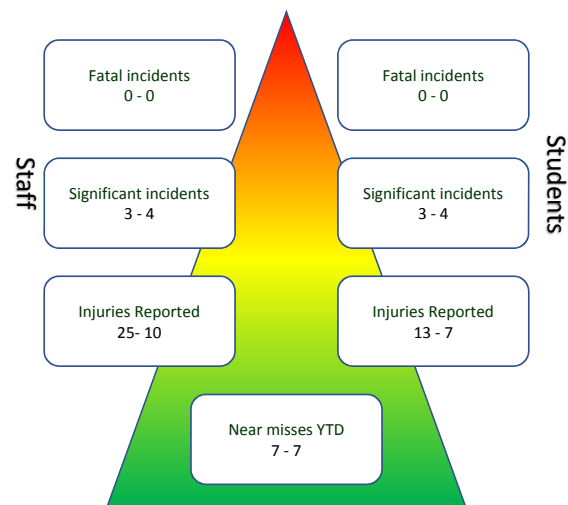
- Serco – A lecturer working at Serco was left unguarded with a class of inmates (who are students). One of the inmates was physically intimidating and verbally threatening. It took a few minutes before a guard arrived to remove the inmate.
  - MIT is undertaking a through investigation into the incident alongside Serco. Report is due to be concluded end of October and will outline corrective actions. Early cause of incident identified with some early corrective actions and includes:
    - Personal panic alarm for the lecturer was not loud enough and her desk was not set up to be able to access the prison alarm. Review underway on the personal panic alarm and classroom set up has changed.
    - Charges being laid against the inmate by Serco. Lecturer not involved in charges or need to appear.
    - That the muster sheet was not updated in time for the class so the inmate was still on the muster sheet and able to attend class. Serco are reviewing this process.
    - Identification that MIT staff have not been trained on Serco processes for a few years. Serco arranging for MIT staff to have regular security and safety inductions.
    - Lack of communication between MIT and Serco – if either party had concerns there was no forum to raise these. MIT staff will be invited to participate in Serco Safety Committees and a notification process will be implemented.

#### Students

- Construction – Update to the incident reported in last month's report.
  - No further follow up from WorkSafe.
  - MIT conducted an internal investigation into the incident and the root cause analysis. It was found:
    - That this was an unfortunate accident – all the correct safety practices were followed including scaffolding, tool box talk, supervision of students and hazard identification.
    - Correct actions were undertaken by those at the scene of the accident.
    - That there were no contributing factors identified and as such no corrective actions.
  - Student Advisors have been in contact with the student's family throughout his stay in hospital and during recovery. Full recovery is expected by specialists and the student indicated that he wishes to return to MIT next year.

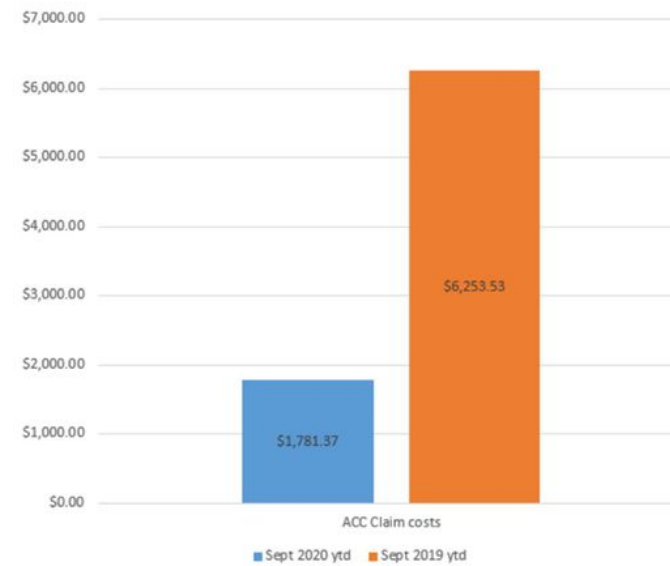
## Significant Incidents and ACC Stats – Year to Date

Sept 2020 YTD vs Sept 2019 YTD



\*2020 is the left-hand number in the box.  
\*2019 is the right-hand side number in the box.

ACC Claims



# Key Result Areas (KRA)

Form an integral part of tracking MIT's strategic health and safety direction. Bold outlines the KRA, the text is the monthly update and colour is how we are tracking.

Tracking key	
ON TRACK	Yellow
OFF TRACK	Red
COMPLETE	Green



## MIT's Safety & Wellbeing strategy is clearly communicated and understood by staff

Strategy for 2020 is centered around:

- Automation of safety forms & online induction programmes – **COMPLETE**
- Updated MIT's reporting system – **COMPLETE**
- Reduction of ACC claims and costs – **ONTRACK**
- Reduction of Incidents – **ONTRACK**
- Review of Audit procedures/accreditation – **COMPLETE** & Safe 365 for 2021 will be implemented
- Roll out of Wellbeing Strategy – **COMPLETE & Underway**

In addition we have added the following due to COVID:

- Safety and Wellbeing whilst working at home – **COMPLETE**
- Flexible Working Policy and information released – **COMPLETE**

## Develop a reporting culture

We continue to communicate on a regular basis via the EGM's on H&S reminders to all staff.

Safety Committees with the move to ND, NA and NB is underway.

Statistics on the previous slide show increase in reporting due to internal comms and new reporting system.

Safe 365 looking to be implemented in 2021 – planning underway

## MIT's high-risk areas are identified and effectively controlled

High Risk Areas are identified & areas for auditing this year have been confirmed. With the second wave of Covid L3 some of these were delayed again and have been rescheduled to complete by the end of the year. Mental Health First Aid course - waiting to rebook when classes become available.

## Health and Safety Leadership is effectively role modelled by MIT's Board and Leadership team

People leader training module developed.

NEW MIT App released for the ELT to use for Safety Visits Board Safety visits set up for the rest of this year. Some changes due to Covid L3

Safety induction for board of roles and responsibilities under the Act - **COMPLETE**

## MIT achieves external benchmark standards for practice in Health & Safety

Decision has been made to not undertake 4801 accreditation. Company we used no longer delivers the audit and we don't feel it meets the needs for MIT. It is very admin driven as opposed to practical.

Safe 365 will be implemented in 2021. Current scoping underway – **ONTRACK**.

## Students graduating from MIT consistently demonstrate Health and Safety skills and knowledge

Safety and Wellbeing team work with both Student Journey and high risk Campus areas to ensure that where possible they assist with providing information to students. In addition internal audits are undertaken whilst students are on campus so that students can see presence. ELT observations, CE visits and H&S committees include where applicable student safety conversations.

## MIT has resources in place to enable staff participation in delivering a safe and healthy workplace

Safety Committees review underway to reflect change in locations – **ONTRACK**

Wellbeing champions will be recruited to create the Wellbeing Committee for 2021 roll out – **ONTRACK**

Student Journey committee review – **COMPLETE**

Fire and Building Wardens, and First Aider identified for each building and will be communicated to all staff – **COMPLETE**

## MIT out-performs comparable industry benchmarks

Summary for year to date on ACC, 2019 vs 2020

- ACC work related costs continue tracking much lower than 2019, with continual month on month decline.

## Critical Risk Audits

MIT have identified the high risk areas of the institute and have developed a critical risk audit schedule to regularly review and audit business practise

Tracking key	
ON TRACK	Yellow
OFF TRACK	Red
COMPLETE	Green

Critical Risk	Auditor	Date	Progress
ASNZS 4801 H&S Management Standard	International Certifications Limited	CANCELLED	The company we used to use no longer delivers audit – MIT has been reviewing the merits of 4801 and have decided to move Safe 365 in 2021 – this is what a number of the other ITP's use including UNITEC
Asbestos	Safety and Wellbeing Manager	Feb 2020 - COMPLETED	Completed for 2020.
Hazardous substances (including gases)	2018 – HazTech, Registered Test certifier.	March 2020 - COMPLETED	Completed for 2020.
Arborist Activity	MIT Safety and Wellbeing team	July 2020 & Oct 2020 - UNDERWAY	Documents have been received and reviewed. Part1: Onsite visit conducted Fri 31st July. Part2: site audit delayed due to Covid, checking class timetables ideally for Oct
Lifeboat training	MIT Safety and Wellbeing team	Nov 2020 - UNDERWAY	Documents have been received and reviewed. Onsite review postponed due Covid L3 alert Date TBC will be 2020
Moving parts and equipment	MIT Safety and Wellbeing team	Nov 2020 - UNDERWAY	CONSTRUCTION – Most docs received, have met with the team Oct, still waiting some additional documentation and actions, onsite audit delayed due to Covid will be November
		December 2020 - UNDERWAY	Campus Building and Maintenance – Documents have been received and reviewed. Onsite review will be conducted in Dec due to Covid delay and site moves
		July 2020 - COMPLETED	PLUMBING - Completed for 2020.
Working from height/ scaffolding	MIT Safety and Wellbeing team	December 2020 - UNDERWAY	Safety and Wellbeing team have completed training to conduct in house auditing which was delayed due to Covid, planned for B&M team onsite review Dec
Motor vehicles	MIT Safety and Wellbeing team	July 2020 - COMPLETED	Completed for 2020.
Electrical	MIT Safety and Wellbeing team	Nov 2020	Still on track for November – waiting for the full team to move in and settle into Tech Park Campus
Fire training (Maritime)	MIT Safety and Wellbeing team	Oct 2020 - UNDERWAY	Will be end of October
Review of Emergency Lock Down procedures	MIT's Safety and Wellbeing Manager Risk Logic	July 2020 - Completed	Feasibility review of conducting lockdown drills onsite done. Due to lack of central notification via speaker system this will not be feasible going forward. Current review is underway with Risk Logic on options for short refresher courses – will be ready for 2021
Manukau Campus Laboratory	HazTech	December 2020 - COMPLETED	Completed for 2020.
Psychosocial risks	Safety and Wellbeing team	June Data/ July Report December Data/ Jan Report	EAP report supplied in June Board Report. Next report Jan 2021

Unitec & MIT Board Meeting 29 October 2020 - Open Session



## Unitec New Zealand Limited

Board Meeting  
29 October 2020

Provided by:	Mary Johnston, Executive Director – People and Infrastructure
Title:	Health, Safety and Wellbeing Report
For:	Information

### Recommendation

That the Board

1. Receives the Unitec Health, Safety and Wellbeing Report for the month of September 2020.

### Purpose

To provide the Board with an update on Health, Safety, Wellbeing and Sustainability data and activities.

### Background / Introduction

The report includes in detail key updates and any significant incidents, reporting statistics for staff and students, actions against the various action plans, Safe 365 progress, Assurance Programme update and Q3 reporting on Environmental KPIs.

### Summary

- High potential Near Miss by sub-contractor completing maintenance work on a lift
- Decrease in TRIFR rate and a pleasing increase in Near Miss reporting
- Increase to 65% on Safe 365 reporting
- Focus on Director's Knowledge and Worker/Contractor Knowledge as part of the Risk Assurance programme
- Positive progress in Wellbeing and Sustainability programmes
- Q3 reporting for Environmental footprint which shows we are tracking well



# Health, Safety and Wellbeing Monthly Report

September 2020

>>UNITEC INSTITUTE OF TECHNOLOGY

## Key Updates



### Kowheori-19 Update

The Incident Management Team have managed the move through the Alert levels back to level 1. Students returned to campus over this time as confidence returned and staff have been operating onsite with all controls implemented and monitored. Preparation for an Alert Level escalation continues, which is to ensure that any critical activities are identified and plans are in place to mitigate risk.

### High Potential Near Miss

A sub-contractor lift technician was completing regular maintenance work on a lift located in Building 115. The technician failed to isolate one of the electrical boxes in the plant room. When he used his metal pliers on the box, he shorted it out across the terminals, causing a flash over. The technician was wearing protective gloves and did not receive an electrical shock.

The sub-contractor management arrived onsite to complete an investigation. There was a failure in the procedure and due to this, the technician has been stood down pending the results of the investigation.

All lift technicians for the sub-contractor have reviewed the procedure for electrical isolation and this has been recorded as the corrective action.



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## Reporting Statistics

The Total Recordable Injury Frequency Rate has decreased due to no new injuries this month.

The ACC Injury Claim amount has increased due to the Lost Time Injury of an employee requiring surgery and time off work. A return to work and rehabilitation plan is being completed with ACC to ensure that the employee can start duties in October once the medical clearance has been given.

	Month September	Previous Month	Target 2020
<b>Notifiable Incidents/Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Lost Time / Medical Treatment Injuries (Employees)</b>	<b>1</b>	<b>0</b>	<b>&lt;30</b>
<b>TRIFR (Employees)</b> <i>(12 month rolling average)</i>	<b>1.87</b>	<b>2.49</b>	<b>&lt;5</b>
<b>TRI (Contractors)</b>		<b>0</b>	

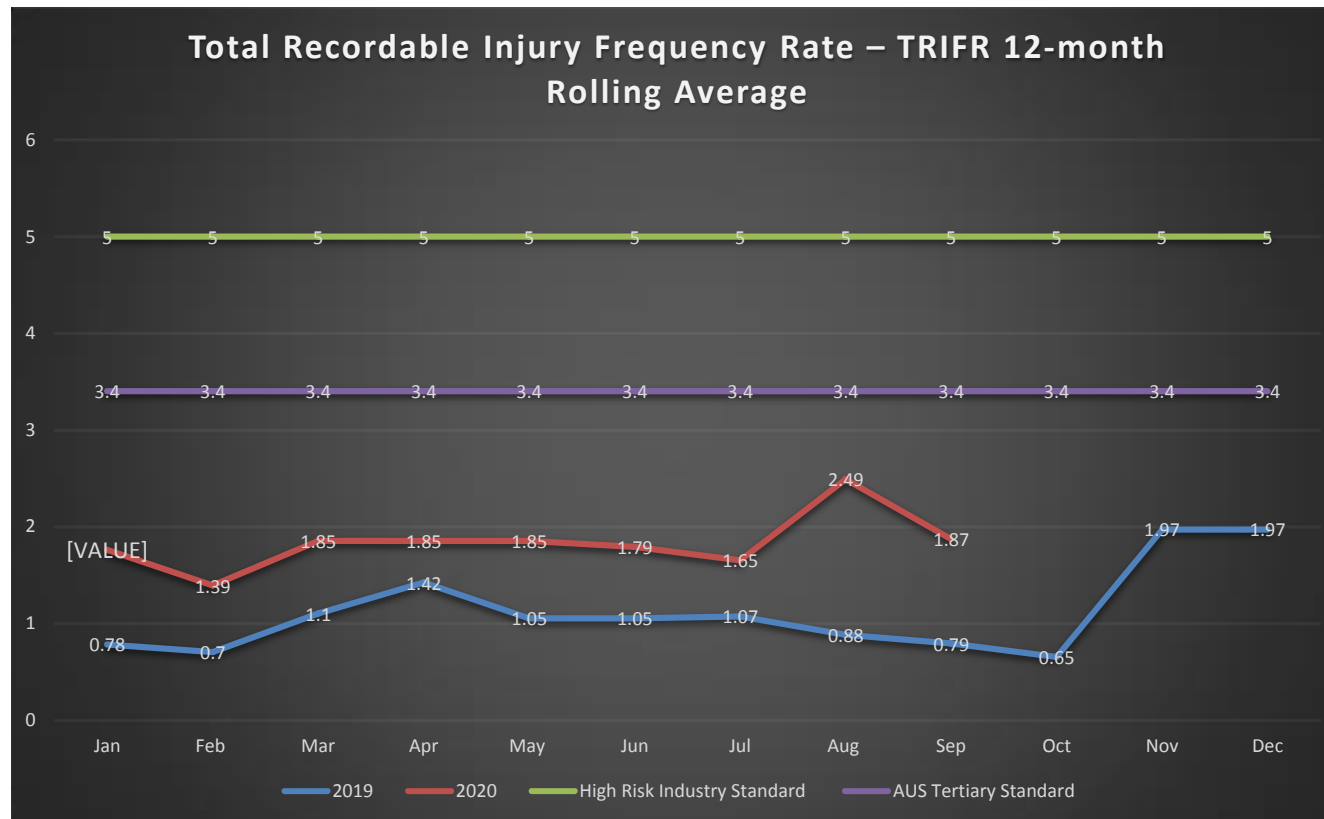
TRIFR rates are based on hours worked = (approx. 140,000 hours per month at Unitec currently). Any medical or lost time injury increases the TRIFR markedly compared to high-risk industry, where workforce hours could be at least 1 million hours per month.

### **ACC Injury Claims:**

2018 Total	2019 Total	2020 YTD	Status
\$55,732	\$29,939	\$9,239	LTI Injury Claim 

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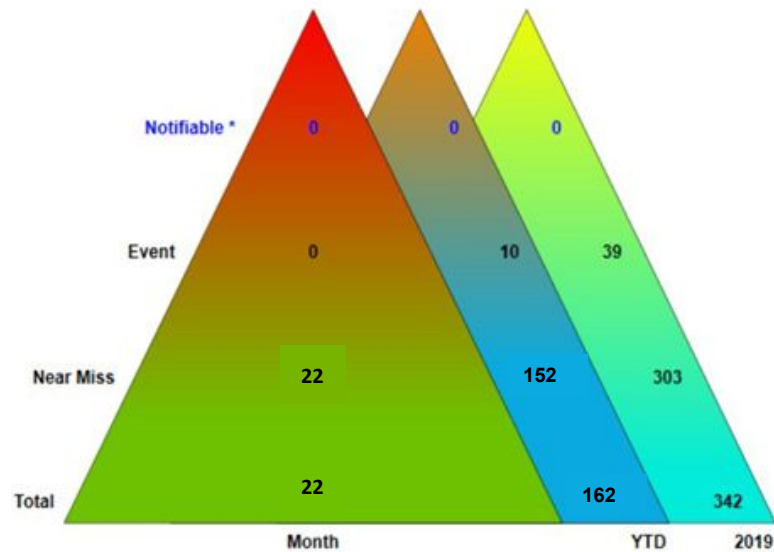
## Total Recordable Injury Frequency Rate (TRIFR) 12-month Rolling Average



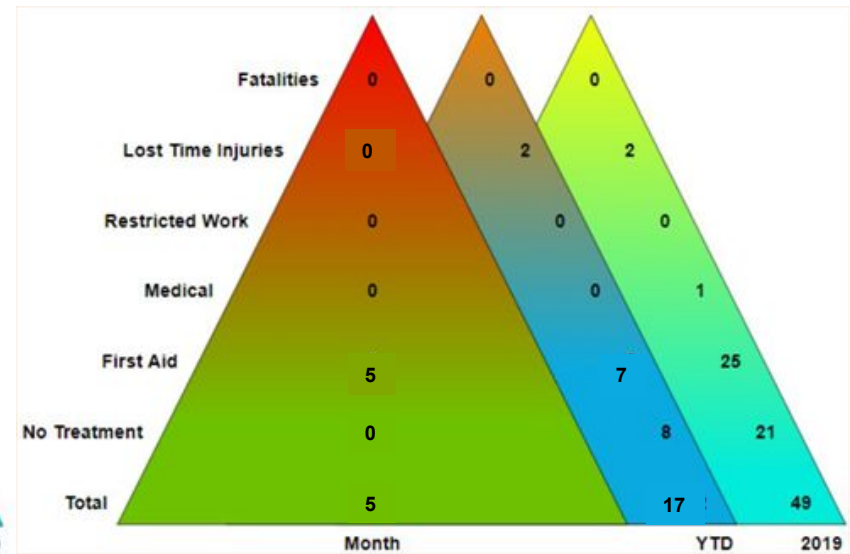
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## Reporting Statistics: Staff

### Near Misses/Incidents



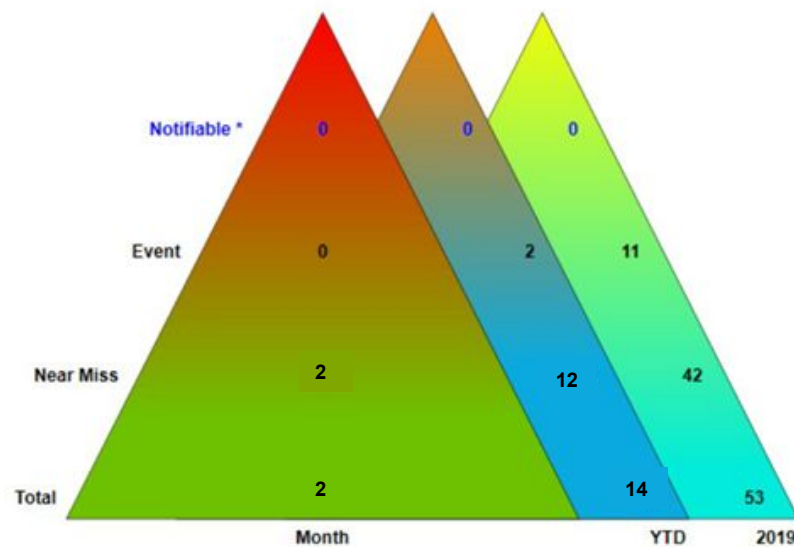
### Injuries



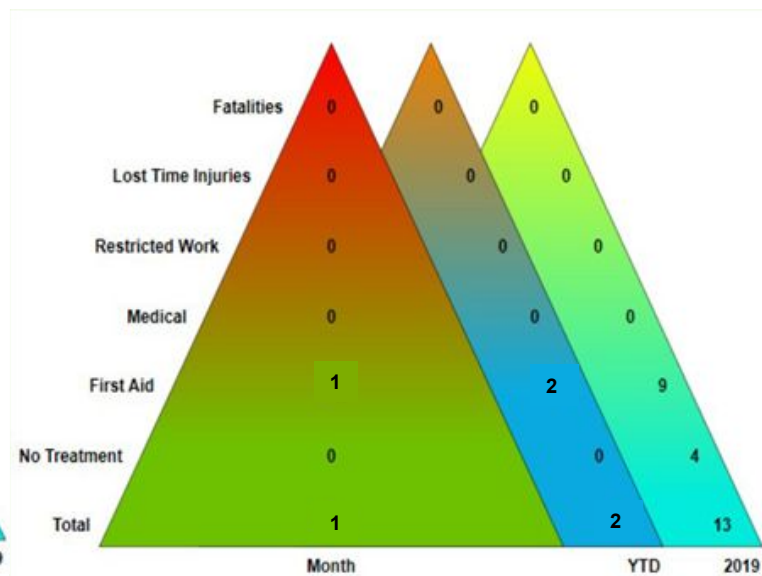
Near miss reporting is getting back on track as students and staff have progressively returned to campus.

# Reporting Statistics: Students

## Near Misses/Incidents (STUDENTS)



## Injuries (STUDENTS)



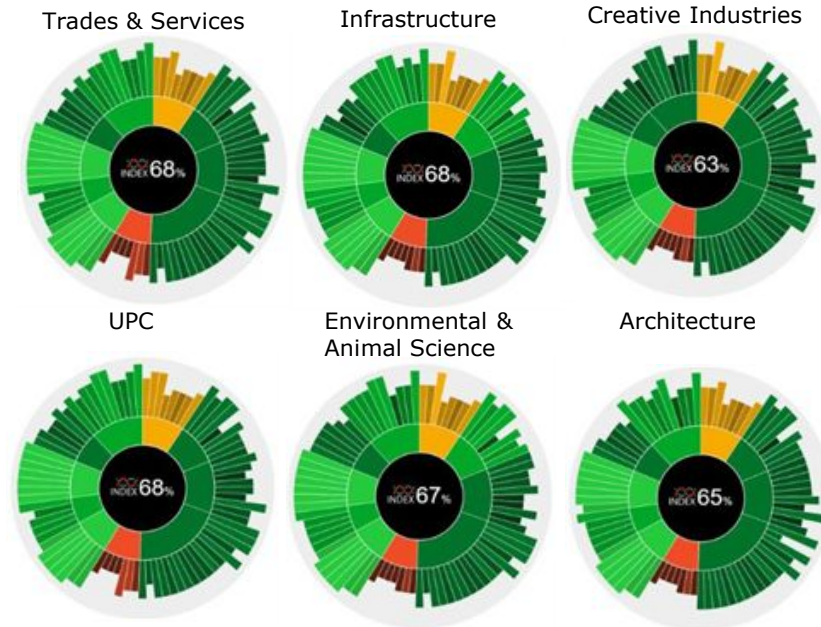
1 Student Injury – a mouse bite in the Small Animals Unit, which was related to the Vet Nursing course. All corrective actions have been taken.

# Safe365 – Summary View

## Unitec Aggregated Starburst at End of Q3



## High Risk School Starbursts at End of Q3



### Strategy

- The target for the aggregated starburst is to reach 70% by the end of 2020
- The strategy focuses on the detailed actions and will follow the timeline shown below

Month	Oct		Nov	Dec	
% Gained	3%	5%	1%	1%	1%
Module Name	Worker/Contractor Engagement	Verification/Audit (outcome will show in Q4 report)	Directors' Knowledge	Worker/Contractor Engagement	Management Knowledge

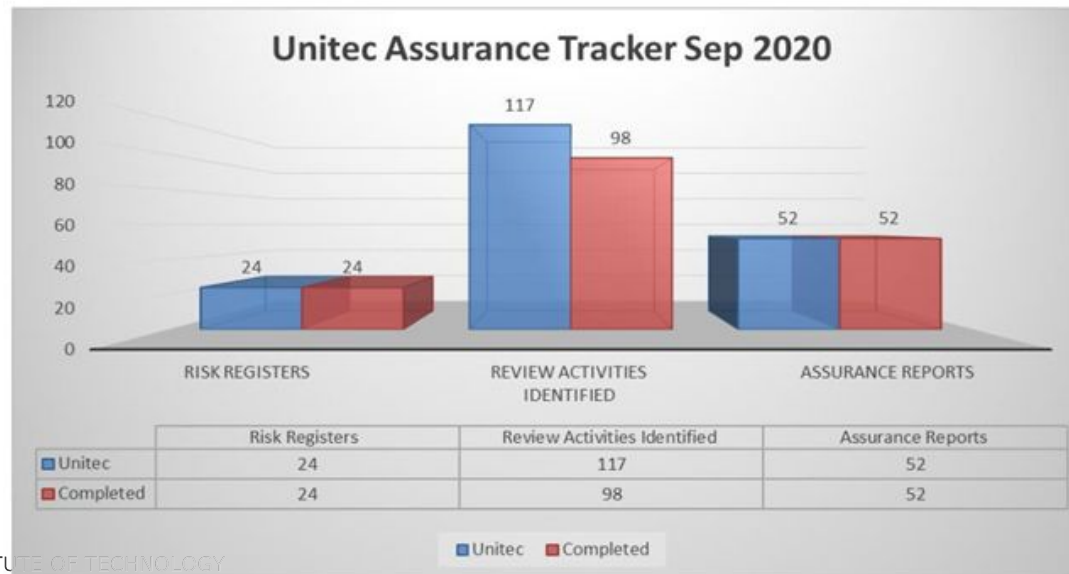
# Assurance Programme

## Key Activities

- Mataaho Machinery Safe Operating Procedures reviews are underway

## Lead (Proactive) Indicators

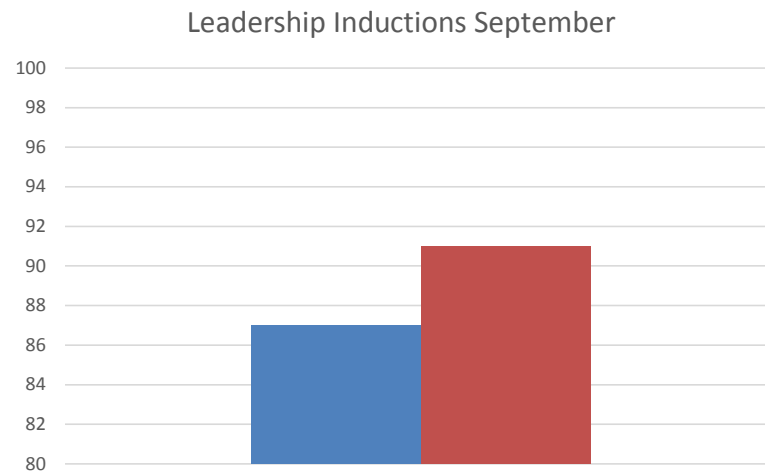
- Safe365 strategy continues to focus on Directors' Knowledge and Worker/Contractor Knowledge
- Heads of Schools and Directors are completing their monthly safety walks. These are being recorded in Vault
- Academic Programme Managers have commenced critical risk review activities. This will continue post EER
- Health and Safety Representatives have been introduced to Risk Registers and are championing assurance activities within their areas



# Executive Leadership Team (ELT)

## Health and Safety Walks

**H&S Leadership Inductions:** 86% of Health & Safety Leadership Inductions have been completed. These are to be fully completed by the end of October 2020.



86% complete

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ELT Member / Senior Leader	Area	Findings
Mary Johnston	<ul style="list-style-type: none"> <li>B108</li> <li>B182</li> <li>B117</li> </ul>	<ul style="list-style-type: none"> <li>Good physical distancing and COVID-19 controls are followed</li> <li>Print Studio – now well ordered with plenty of clear space for students. SOPs still required for big printing machine.</li> </ul>
Glenn McKay	Waitakere Campus	<ul style="list-style-type: none"> <li>Trip hazard eliminated at the main entry</li> <li>Perspex in place at the cashier</li> <li>Lighting in stairwell improved</li> </ul>
Simon Nash	Waitakere Campus	<ul style="list-style-type: none"> <li>Card access in use stops vagrants from wandering in the building</li> <li>Students using new spaces for quiet learning on the ground floor</li> </ul>
David Glover	<ul style="list-style-type: none"> <li>B182 (new Trades staff space)</li> <li>Mataaho</li> </ul>	<ul style="list-style-type: none"> <li>The team is still settling into their new space</li> <li>Mataaho continues to be well maintained (good housekeeping)</li> </ul>
Ali Sarginson	<ul style="list-style-type: none"> <li>B108 (Printing area)</li> </ul>	<ul style="list-style-type: none"> <li>SOP for machinery</li> <li>Changing lock</li> <li>General tidy up required</li> </ul>
Chris King	<ul style="list-style-type: none"> <li>Te Puna (Foyer)</li> <li>B117</li> </ul>	<ul style="list-style-type: none"> <li>Trip hazard identified on the balcony</li> <li>Disabled wheelchair access requires review in B117</li> </ul>
Katie Bruffy	<ul style="list-style-type: none"> <li>B111</li> </ul>	<ul style="list-style-type: none"> <li>Stress due to preparation for EER discussed with staff</li> <li>H&amp;S Risk Assurance APM activities discussed</li> </ul>



## Wellbeing and Sustainability Monthly Update

### Wellness Programme and Partnerships

- Nine initiatives offered in the weekly schedule of activities. Focused on promoting the new programme with posters, 10min presentations to individual teams, and a day-long Wellness Expo in Te Puna.
- Two new initiatives introduced: (1) TED talks for staff to wind down after work, watch a video together and have a rich dialogue afterwards (2) Women@Unitec programme held its first Come – Connect – Kōrero event.
- 22 staff from seven different departments attended Unitec Social Club meet-ups this month

### Workshop Updates

- Change Resilience programme is half way through completion. 116 staff have been strategically selected to participate.
- The first round of the 'Take a Breather' five-week workshop is complete. In total, there were 26 attendees.
- One Mental Distress workshop held. 12 more staff will be receiving their certificate of completion.

### Mental Health Awareness Week Initiatives

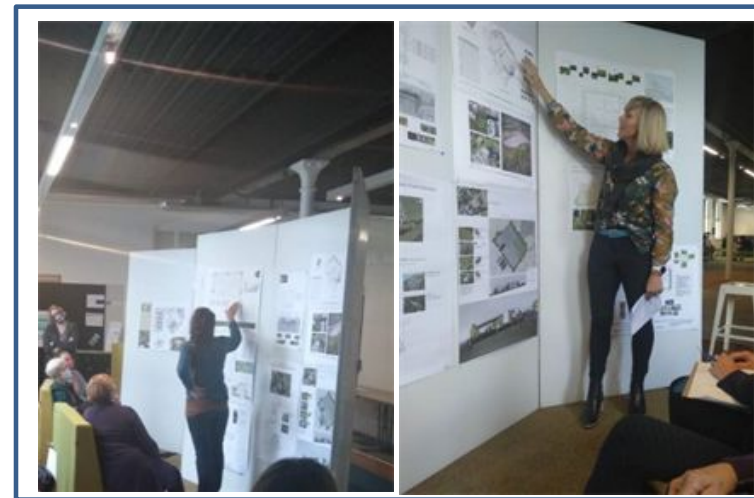
- Set up a month-long pop-up wellness space at each campus to promote wellbeing services and support available to both students and staff
- In keeping with Unitec tradition, organised a treasure hunt to encourage students and staff to explore and connect with our whenua. Postponed due to lack of registrations.
- Published three Nest article with health tips from our expert staff





# Sustainability Projects Monthly Update

Zero Waste	Low Carbon	Sustainable Food	Kaitiakitanga
<b>UPC and Critical Partnership</b> A new Project Coordinator from the Sustainability Club volunteered for this and is currently re-engaging the key stakeholders.	<b>E-mobility Focus</b> Signed an agreement with Big Street Bikers for Locky Docks – a safe outdoor storage and charging station for e-bikes and e-scooters. It will be installed across the veggie garden and a bike stand by B111.	<b>Composting Workshop</b> September event took place at Mt Albert campus  <b>B111 Garden</b> As planned, reviewed the effectiveness of the garden and decided it should be continued given the engagement is growing slowly but steadily.	<b>The Nursery Project</b> Landscape students presented their designs for the proposed nursery for the Friends of Oakley Creek team – Unitec's long-standing Nga Kaitiaki partner.



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## Wellbeing Lead Indicators 2020 Q3 Report



221  
members



223  
attendees

1,967  
Views\*

Support: 159  
Academic: 64

*\* During COVID-19, the majority of the offerings remained online. However only 6 were live while the rest came in form of articles and videos to engage with in staff's own time. We were unable to monitor attendance but instead have recorded the number of views.*



24.2% staff  
trained in mental health

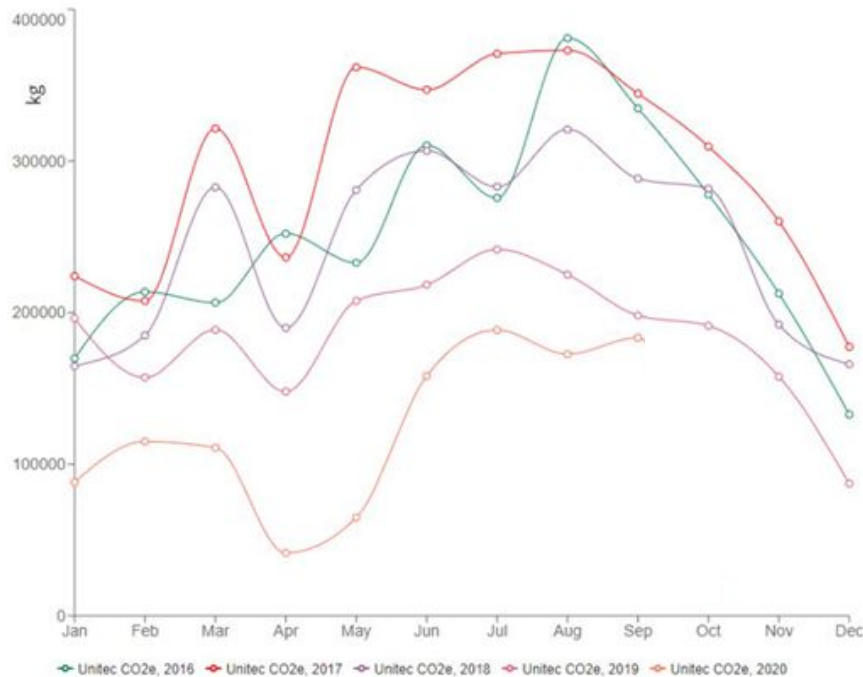


322 staff with  
Living Te Noho Kotahitanga badge



220 of formal and  
informal staff events

## Environmental Footprint: Carbon 2020 Q3 Report



### Trend insights

In Q3, our carbon footprint quickly caught up with last year's trend. This is due to:

- Waste totals which surpass 2019 Q3. Main reason for this was the final clear-out for the Architecture and Creative Industry moves (from B1 to B76 and B48) and preparation of B307 and B108 for construction.
- Higher natural gas use than this time last year due to B108 being back online, including Workshops and UPC requiring heating.
- One big paper order in July to make up for lack of orders throughout Q2

Electricity, fuel and shuttle peaks and troughs are as expected, and correlate with the COVID lockdown timeline and our staggered return to campus approach

Data for each individual carbon sources can be viewed on [One Planet website](#). Please use alternative browsers to Chrome.

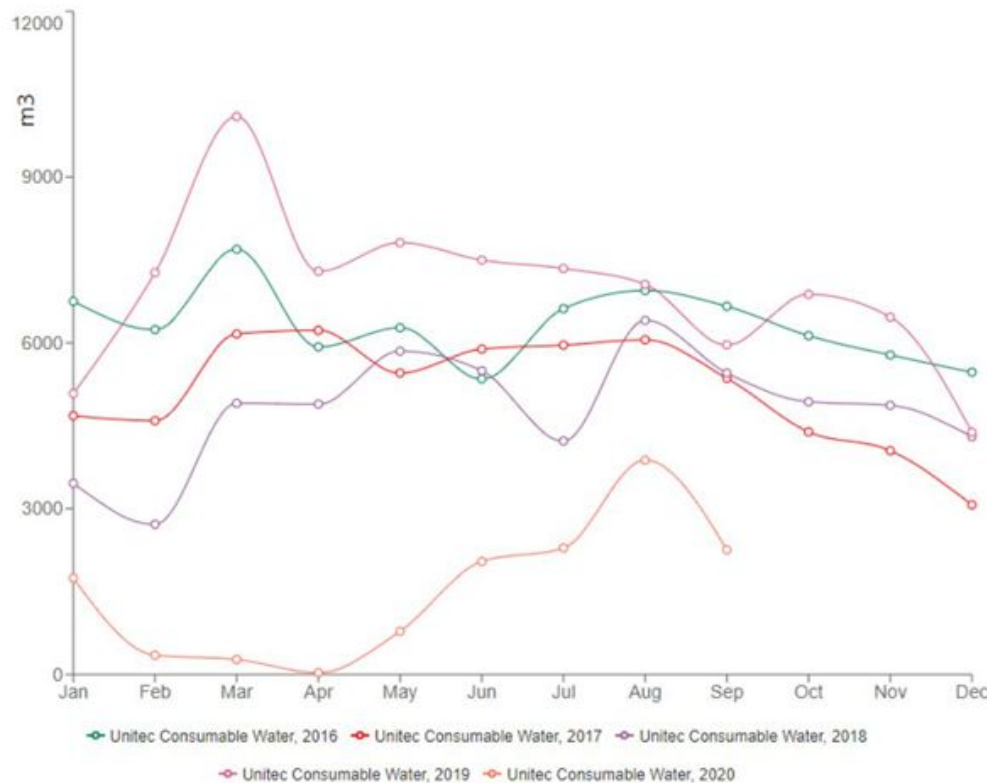


# Environmental Footprint: Water

## 2020 Q3 Report

### Trend Insights

- Our water use in 2020 continues to be lower when compared to all of the previous years. This is due to systemic improvements made and mentioned in Q1 report.
- The July spike is due to additional people on site post lockdown and a leak repair on Crown land.



*What are we doing to reduce water use and to develop more sustainable options long term?*

1. **Installed water tanks:** one for B111 garden, and one for Trades Plumbing Services so that during teaching, the water used gets recycled back into the system, instead of heading into the wastewater drain.
2. **Installing aerators on taps** as we upgrade kitchen and bathroom facilities and make our final moves to centralise our Mt Albert campus.
3. **Replacing urinals** in the teaching blocks with newer water-saving models, rather than the old style constant flushing facilities.



## Unitec New Zealand Limited

### Unitec Board Meeting

29 October 2020

<b>Title</b>	Te Komiti Mātauranga / Academic Committee Minutes for September and updates from October meeting
<b>Provided by:</b>	Simon Nash, Chair, Academic Committee
<b>For:</b>	<b>Information</b>

#### Recommendation

That the Board receives the Te Komiti Mātauranga / Academic Committee September Minutes and updates from the October Meeting.

#### Purpose

The purpose of this paper is to provide the approved Academic Board Minutes for September 2020 and the Chair's summary of the October 2020 meeting for your information.

#### Key Points from the October meeting

Academic Board has formally changed its name to *Te Komiti Mātauranga / Academic Committee* to bring it into line as a sub-committee of the Academic Board of Te Pūkenga.

The Executive Director Ako reported on the final pre-EER update of our Academic Quality Action Plan. The AQAP is 81% complete, which means that all actions scheduled for completion prior to EER have been completed and the remainder are longer-term actions. We are very well prepared for EER and confident of a strong outcome.

A new framework *Te Tīpare* has been approved for the embedding of Mātauranga Māori and associated learning and teaching practices into courses and programmes.

Following Unitec's adoption of a Code of Practice for the Pastoral Care of Domestic Students, the Committee received specific Māori and Pacific Codes of Practice. The Committee commended our Priority Group Directors and teams for developing these specific codes for our priority learners.

The Chair Ako Ahimura reported that 93.4% of teaching staff had completed all Teacher Capability Development ('Badging') requirements for 2019, and we are also on track for a high level of completion. This is key evidence of the level of competency of our teachers.

#### Attachments

[Final Academic Board Minutes September 2020 \(Resource Centre\)](#)

Unitec & MIT Board Meeting 29 October 2020 - Open Session



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**  
Board Meeting  
29 October 2020

Provided by:	Author: Polly Chan, Academic Committee Secretary Endorser: Martin Carroll, Academic Committee Chair
Title:	MIT Academic Committee Report (Open Session)
For:	Note

**Recommendation**

It is recommended that the Open Session minutes of the meeting of the MIT Academic Committee held on 7 October 2020 be noted.

**Purpose**


The purpose of this paper is to provide the Board of Directors with an update on the Academic Committee.

**Background / Introduction**

The last meeting of the Academic Committee was held on 7 October 2020 to receive regular reports of Sub-Committees.

Unitec & MIT Board Meeting 29 October 2020 - Open Session

Academic Committee Minutes (Open) October 2020



**MANUKAU INSTITUTE OF TECHNOLOGY**  
**ACADEMIC COMMITTEE MEETING**  
**HELD ON WEDNESDAY, 7 OCTOBER 2020**  
**AT 1.00 PM BY MEANS OF ELECTRONIC COMMUNICATION**  
**OPEN SESSION MINUTES**

**PRESENT**

Martin Carroll (Chair)	Gaurav Jay Kumar	Nuddy Pillay (also acting as proxy for Paul Hollings)
Bob Laycock	Gus Gilmore (left at 2pm)	
Chris Park	Margaret Sili	Peseta Sam Lotu-liga (joined at 2pm)
Christopher Handscomb	Naomi Henry-Taripo	Ricky Versteeg
Craig Lucas	Neel Pandey	Wiremu Manaia (left at 2pm)
Daud Ahmed	Nick Kusari	
Fiona Rongo		

**IN ATTENDANCE**

Jocelyn Williams	Polly Chan	Stacey Ramchand
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**APOLOGIES**

Gus Gilmore (for early leave)	Louise Deehan-Owen	Paul Hollings
Maia Topp	Luana Te Hira	Rose Arts

**ABSENT**

-----*Agenda in minutes followed the actual sequence of discussion*-----

**PRELIMINARIES**

Martin Carroll opened the meeting with a karakia and welcomed everyone to the Meeting.

**AB10/1 APOLOGIES**

**IT WAS RESOLVED THAT** THE ACADEMIC COMMITTEE ACCEPT THE APOLOGIES FROM GUS GILMORE (FOR EARLY LEAVE), MAIA TOPP, LOUISE DEEHAN-OWEN, LUANA TE HIRA, PAUL HOLLINGS AND ROSE ARTS.

PROPOSED: MARTIN CARROLL

SECONDED: CHRISTOPHER HANDSCOMB

**CARRIED**



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**AB10/15 AM11 EMERITUS PROFESSORSHIP POLICY**

Martin Carroll spoke to the report on the proposal for MIT to establish the honorific title of Emeritus Professor in the 50<sup>th</sup> anniversary of MIT, which is a good time to attend to the cultural artefacts that may support the legacy of this institution.

This title is appointed upon the retirement of someone who has been with the Institute for a substantial period of time, who has performed at a meritorious level over that period of time, and whose mana the Institute wants to become part of its legacy.

Martin Carroll further advised that the Institute is working to progress a policy that would enable MIT to have professors and associate professors.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE APPROVE, AND RECOMMEND TO THE CHIEF EXECUTIVE FOR FINAL APPROVAL, THE EMERTIUS PROFESSORSHIP POLICY.**

PROPOSED: GUS GILMORE

SECONDED: NEEL PANDEY

**CARRIED**

**AB10/12 ETHICS SUB-COMMITTEE (OPEN SESSION)**

Martin Carroll advised that Cath Dickey has tendered her resignation as Chair and member of the Ethics Sub-Committee, and that Martin as Chair of the Academic Committee has accepted her resignation on behalf of the Academic Committee.

It is proposed that Jo Perry, an existing member of Ethics Sub-Committee, be appointed as an interim chair of Ethics Sub-Committee for the rest of the year (in view of the decision to be made by Academic Committee in response to the report from Professor Field regarding the Independent Review of Ethics Approval Process).

It is also advised that Kylie Smith, the Head of School of Education had also been consulted as Jo's line manager and Kylie agreed to this proposed appointment.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE APPOINT JO PERRY, SENIOR LECTURER IN THE SCHOOL OF EDUCATION, AS CHAIR OF THE ETHICS SUB-COMMITTEE UNTIL THE END OF 2020.**

PROPOSED: MARTIN CARROLL

SECONDED: DAUD AHMED

**CARRIED**

Martin Carroll drew members' attention on EC09/4 of the minutes of Ethics Sub-Committee dated 25 September 2020, that 'by the beginning of next year that MIT will have representatives in the combined Ethics Committee of Unitec and MIT', as described in the minutes was factually inaccurate. MIT will be exploring such a possibility but no decision has been made. The Ethics Sub-Committee will be requested to correct the minutes.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE RECEIVE THE OPEN SESSION MINUTES OF THE MEETINGS OF THE ETHICS SUB-COMMITTEE HELD ON 28 AUGUST 2020 AND 25 SEPTEMBER 2020.**

PROPOSED: MARTIN CARROLL

SECONDED: WIREMU MANAIA

**CARRIED**



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Academic Committee Minutes (Open) October 2020

**AB10/13 RESEARCH SUB-COMMITTEE AND RESEARCH COMPLIANCE (OPEN SESSION)**

Nuddy Pillay spoke to the report.

Members' attention was drawn on the new requirement for all Schools to provide the Research Office with a monthly research compliance update. Each School which has delivered a degree must provide that report on a monthly basis to the Research Office which ensure that it be tabled in the Research Sub-Committee meeting.

Daud Ahmed reported that he has been working on developing MIT publishing guidelines, with MIT as publisher. Anyone who wants to publish a MIT publication will have to follow the guidelines. The guidelines have been approved by the Research Committee and will come to the next meeting of the Academic Committee. The research policy will also need to be updated.

In relation to research compliance, the School of Nursing is following the targeted plan and implementing it, whereas the School of Business adopted the plan but has not found it easy to implement. It was planned that the publication of the edited ebook would ensure compliance of the School of Business, but when it came out somebody had dropped off that list, and the School will therefore be reporting non-compliance.

Martin Carroll encouraged members to promote the MIT monograph series which will serve not only as a solution for non-compliance, but also as a stepping stone mechanism for people who are new to publishing.

**IT WAS RESOLVED THAT** THE ACADEMIC COMMITTEE RECEIVE THE OPEN SESSION MINUTES OF THE MEETINGS OF THE RESEARCH SUB-COMMITTEE HELD ON 13 AUGUST 2020 AND 17 SEPTEMBER 2020.

PROPOSED: NUDDY PILLAY

SECONDED: DAUD AHMED

**CARRIED**

**AB10/2 CONFIRMATION OF MINUTES**

**IT WAS RESOLVED THAT** THE ACADEMIC COMMITTEE CONFIRM THE OPEN SESSION MINUTES OF THE MEETING OF THE ACADEMIC COMMITTEE HELD ON WEDNESDAY, 2 SEPTEMBER 2020.

PROPOSED: NEEL PANDEY

SECONDED: BOB LAYCOCK

**CARRIED**

**AB10/3 MATTERS ARISING**

**a. Process to motivate students and acknowledge work completed**

A proposed recognition process/ framework for Student Excellence Awards 2020

- Martin Carroll and Peseta Sam Lotu-liga to submit a progress report for next meeting.

**b. Independent expert review of the report of review of quarterly intake system**

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The independent review to be conducted by the professor from Victoria University by early next year, once the border re-opens, but it will be done online through Teams if the border remains closed by late March 2021.

Nuddy Pillay to coordinate an internal self-assessment.

- This is work in progress: a report of internal review to be submitted by January 2021.

**c. Hosting/ Co-hosting the Construction Cove**

Completed.

To be removed from action list.

**d. SAER - Priority Learner Report**

Jonathan Cooke has produced a new report which is in the Power BI tool and we can run a report at Institute, campus, school or programme levels that will show, from the largest gap to the lowest gap, the differences in course completions for priority groups against the entity as a whole.

No progress was made in respect of the use of Unitec's template as the one used by Unitec is predicated on a different planning structure from what we have. The new tool can help us to interrogate our performance data at any time and we will run this instead.

Completed. To be removed from action list.

**ACTION:** demonstration of the Power BI tool in next meeting.

**ACTION:** trend gap analysis and first year gap analysis.

**e. Strategy to utilise the 10 days of professional development leave for boosting academic quality**

- Agenda AB10/17

**f. Student Representative and Engagement**

Working group (Naomi Taripo-Henry, Aiono Manu, Chris Park and Paul Hollings) to submit a proposal on the best way for students to engage with their Schools and associated support services. To set out some bullet points on issues to be addressed in the way that students engage with Schools and programme committees. A meeting will be convened with Academic Leads (Students) and Programme Committee Chairs.

- This is work in progress: student representatives met the School of Nursing and School of Business which was successful in terms of getting in touch with the teaching staff and certain student issues were addressed.

In relation to the issues of timetabling of the School of Business and late enrolments, student representatives are encouraged to contact Nuddy Pillay for timetabling and Chris Park for late enrolments.

A message will be communicated to all staff in the Academic Committee Update for its strong support for Schools to meet student representatives regularly.

**ACTION:** Chris Park to follow up with Ricky Versteeg on failure to login by international students at welcome session.

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**g. Review Terms of Reference of Sub-Committees to align the roles of sub-committees**

Further meeting was held with an initial proposal for Te Komiti Tangata Whenua ("TKTW") and Pasifika Academic Sub-Committee ("PAC") to create decision-making protocols for each of: Academic Standards Sub-Committee ("ASC"), Research Sub-Committee ("RC"), Self-Assessment, Evaluation and Review Sub-Committee ("SAER") and Ethics Sub-Committee ("EC"), so that such sub-committees can refer to these when deliberating new programmes/ research grants/ ethics applications and when applications reach certain threshold such proposals would be referred to TKTW/PAC as appropriate for deeper analysis and advice prior to the final deliberation. TKTW/PAC will also provide training to other sub-committees to ensure they have sufficient skills and knowledge in exercising the protocols.

- This is work in progress: ASC, RC, EC, ISAC and SAER to provide a summary of the scope of works to TKTW/PAC as reference for preparing the protocols.

**h. Submission in response to TEC's consultation on new fee capping limits for micro-credentials**

- Martin Carroll, Nuddy Pillay to make the submission.

Completed. To be removed from action list.

**i. Member of Research Sub-Committee**

Nomination from Te Komiti Tangata Whenua of a research active Māori academic staff representative as a member of Research Sub-Committee.

- Wiremu Manaia to follow up.

**j. Independent Review of Ethics Approval Process**

To arrange for consultation and responses on the report from Professor Roger Field and submit the consolidated document for next meeting.

Agenda AB10/18

**k. Domestic Student Misconduct during Assessment 2015-2019**

To prepare a set of guidelines and strategies to manage misconduct during assessment for approval of Academic Committee in the last meeting of 2020, and that this report be circulated to Heads of School for discussion in Academic Forum.

- Chris Park to prepare the guidelines by December 2020

**l. Institutional Responses to Student Evaluations 2019**

To work on the in-depth analysis at School level and hold discussion with each School.

- This is work in progress: the report is almost completed.

**AB10/4 CORRESPONDENCE**

Martin Carroll drew members' attention on the memorandum sent from him in his capacity as EGM, Academic & Provost regarding the temporary change of process

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concerning insufficient academic progress. In the wake of the COVID-19 pandemic, students are able to re-enrol unless the Head of School determines that there is a particular reason why their re-enrolment should be denied.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE RECEIVE THE INWARDS CORRESPONDENCE.**

PROPOSED: FIONA RONGO

SECONDED: PESETA SAM LOTU-IIGA

**CARRIED**

**REGULAR REPORTS**

**AB10/5 ACADEMIC COMMITTEE CHAIR UPDATE**

Te Pūkenga is in the process of drafting the new *Student Regulations* and Fiona Campbell is representing MIT on the working group. When the new *Student Regulations* are put in place they will supersede and rescind our *Student Regulations* with possible exception of some areas where the *MIT Student Regulations* cover additional things.

A small group combining Unitec and MIT has been formed to support Fiona to work through our respective Student Regulations with a view to consider which clauses should/should not be kept and/or amended in a national version.

**AB10/6 EXTERNAL EVALUATION REVIEW/ INTERIM TARGETED EVALUATIONS UPDATE**

A meeting was held with the chair of our panel. They are looking for a submission of no more than 40 pages on three focal areas which include learner support and secondary-tertiary pathways. The third focal area used to be “how does MIT learn from its assessment of students in order to improve its teaching design”, this is now changed to “how can we be assured that our assessment of learners is effective”.

The sampling programmes has now gone, but when they come in March they can interview anyone anywhere in the Institute with no or little heads up given. Therefore, we are going to focus on the self-assessment between now and Christmas and then focus on training for staff about what to expect in an ITE interview.

**AB10/7 ACADEMIC STANDARDS SUB-COMMITTEE**

Bob Laycock spoke to the report.

The Academic Committee wished to express its thanks to the Academic Standards Sub-Committee for the short notice on taking with BAM.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE:**

1. NOTE THAT THE FOLLOWING APPLICATIONS FOR TYPE 2 CHANGES WAS APPROVED:
  - NEW ZEALAND CERTIFICATE IN COOKERY (LEVEL 3) [NZ2100] LEADING TO THE NEW ZEALAND CERTIFICATE IN COOKERY (LEVEL 3) [NZ2100].

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- NEW ZEALAND CERTIFICATE IN COOKERY (LEVEL 4) [NZ2101] LEADING TO THE NEW ZEALAND CERTIFICATE IN COOKERY (LEVEL 4) [2101].
- NEW ZEALAND DIPLOMA IN COOKERY (LEVEL 5) [NZ2102] LEADING TO THE NEW ZEALAND DIPLOMA IN COOKERY (LEVEL 5) [NZ2102].
- INTERNATIONAL DIPLOMA IN COOKERY (LEVEL 5) [MN4551] LEADING TO THE NEW ZEALAND CERTIFICATE IN COOKERY (LEVEL 4) [2101] AND NEW ZEALAND DIPLOMA IN COOKERY (LEVEL 5) [NZ2101].
- NEW ZEALAND CERTIFICATE IN PACIFIC LANGUAGE (LEVEL 3) LEADING TO THE NEW ZEALAND CERTIFICATE IN PACIFIC LANGUAGE (LEVEL 3) NZ3770.

SUBJECT TO MINOR AMENDMENTS NOTED IN THE MINUTES.

2. THAT THE ACADEMIC COMMITTEE RECEIVE THE ACADEMIC STANDARDS SUB-COMMITTEE REPORT.

PROPOSED: BOB LAYCOCK

SECONDED: RICKY VERSTEEG

**CARRIED**

**AB10/8 SELF-ASSESSMENT, EVALUATION AND REVIEW SUB-COMMITTEE**

Martin Carroll drew members' attention that the number of unit standards that we are asked to submit to external regulators is ramping up. While we will push back the request, we are going to see some unusual behaviour over the next 12 to 18 months as Workforce Development Councils are being set up. The WDC will set the standards to assess the capstone activities for courses.

Martin Carroll also provided a verbal update that an incorrect version of a set of standards was submitted which was then fixed. Despite this is a legacy issue back to 2018, a salient reminder was given that we are going to do a version control twice at pre-moderation and post-moderation.

**IT WAS RESOLVED THAT** ACADEMIC COMMITTEE RECEIVE THE REPORT FROM THE SELF-ASSESSMENT, EVALUATION AND REVIEW SUB-COMMITTEE.

PROPOSED: CHRIS PARK

SECONDED: CRAIG LUCAS

**CARRIED**

**AB10/9 TE KOMITI TANGATA WHENUA (*no meeting*)**

**AB10/10 PASIFIKA ACADEMIC SUB-COMMITTEE**

Neel Pandey spoke to the report.

Members would like to take this opportunity to congratulate the School of Professional Engineering on getting external funded scholarships of \$280k over 7 years for Māori and Pasifika students.

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**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE RECEIVE THE MINUTES OF THE MEETING OF PASIFIKA ACADEMIC SUB-COMMITTEE HELD ON 22 SEPTEMBER 2020.**

PROPOSED: NEEL PANDEY

SECONDED: PESETA SAM LOTU-IIGA

**CARRIED**

**AB10/11 INTERNATIONAL STUDENTS ADVISORY SUB-COMMITTEE**

Christopher Handscomb spoke to the report and advised that the International Office is well on track to complete the Code of Practice 2020 self-review and attestation.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE RECEIVE THE MINUTES OF THE MEETING OF INTERNATIONAL STUDENTS ADVISORY SUB-COMMITTEE HELD ON 3 SEPTEMBER 2020.**

PROPOSED: CHRISTOPHER HANDSCOMB

SECONDED: NEEL PANDEY

**CARRIED**

**ITEM FOR DECISION**

**AB10/14 PROCESS FOR AWARDING RESTRICTED, CONCEDED AND AEGROTAT PASSES AND FOR SCALING MARKS**

Stacey Ramchand spoke to the report briefed on the major changes.

**IT WAS RESOLVED THAT THE ACADEMIC COMMITTEE APPROVE CHANGES MADE TO THE AC4/1 ASSESSMENT PROCEDURES AND APPROVE THE PROCESS FOR AWARDING RESTRICTED, CONCEDED AND AEGROTAT PASSES AND FOR SCALING MARKS.**

PROPOSED: BOB LAYCOCK

SECONDED: CRAIG LUCAS

**CARRIED**

**ITEM FOR INFORMATION**

**AB10/16 STUDENT EPI SUMMARY**

Martin Carroll spoke to the report which was tabled in the last meeting of the MIT Board. Both MIT and Unitec are above the national average. This report will be produced twice a year for the MIT Board which will also be shared to the Academic Committee. It was also noted that Pasifika students did better during lockdown than the Māori students did.

**AB10/17 PROGRESS REPORT ON UTILISATION OF PROFESSIONAL DEVELOPMENT LEAVE**

Jocelyn Williams spoke to the report that discussions were in place with Academic Partners, Heads of Schools and the TEU on the utilisation of five of the ten days of Professional Development ("PD") leave with a view to formalise MIT Teaching Capability Development Framework.

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Concern were raised by TEU on the status of PD leave, Heads of Schools showed some support for the concept but recognised that workload is an issue for staff.

Jocelyn further suggested that the Academic Committee may consider to adopt the model Teacher Capability Development Framework with “badging” of Unitec but there will be a substantial amount of works to be completed before we could reach a framework and process that works for MIT. It is therefore proposed that further work be done to develop a MIT Teacher Capability Development Framework to be submitted in March 2021.

Members noted that a longer time is needed to develop and consult this framework with more details and agreed that a progress report to be submitted in May 2021.

It is suggested that staff may take ownership of their PD, but MIT may direct to take up five days towards areas that MIT has identified as priority.

It is reminded that PD leave is not ‘leave’ and that Heads of School can reject a PD plan if they think it is inappropriate. Reference was made to Section 6.3 of the collective employment agreement that says the employer has the discretion to direct how the ten days are used. This is not something that we would take lightly.

The Chair of the Academic Committee will remind Heads of Schools / the Union of that clause in the preparation of 2021 plan.

Members then discussed the PD leave arrangement and noted that it is a common practice that staff members do not take PD leave if they do not submit a PD plan. PD plans should also consider staff who need to take PD leave to meet their professional accreditation.

**AB10/18 INDEPENDENT REVIEW OF ETHICS APPROVAL PROCESS**

It was agreed that this agenda item be deferred to the next meeting.

**AB10/19 PROGRAMME COMMITTEE INFORMATION**

The Programme Committee information received by the Academic Committee in September 2020 has been updated to include a number of previously omitted programmes and training schemes, and open but inactive programmes under the coverage of Programme Committees. The updated information also addressed a small number of identified anomalies including correcting programme codes and removing closed programmes.

**IT WAS RESOLVED THAT** THE ACADEMIC COMMITTEE APPROVE THE UPDATED PROGRAMME COMMITTEE INFORMATION FOR 2020 SUBJECT TO AMENDMENT OF THE NAME OF CAMPUS FROM “OTARA/CITY” TO “OTARA” AND FROM “MANUKAU” TO “MANUKAU/CITY”.

PROPOSED: NUDDY PILLAY

SECONDED: FIONA RONGO

**CARRIED**

**ANY OTHER BUSINESS**

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Nil

**AB10/20 – AB10/22 CLOSED SESSION**

**IT WAS RESOLVED THAT** THE ACADEMIC COMMITTEE EXCLUDE THE PUBLIC FROM AGENDA ITEMS AB10/20 TO AB10/22.

GENERAL SUBJECT:

AB10/20 CONFIRMATION OF MINUTES (CLOSED SESSION)

AB10/21 ETHICS SUB-COMMITTEE (CLOSED SESSION)

AB10/22 RESEARCH SUB-COMMITTEE (CLOSED SESSION)

REASON: TO PROTECT THE PRIVACY OF THE PERSONS REFERRED TO IN THE DISCUSSIONS.

**IT WAS FURTHER RESOLVED THAT** THE OBSERVERS PRESENT REMAIN AT THE MEETING BECAUSE THEIR KNOWLEDGE OF THE ISSUES INVOLVED MAY BE HELPFUL IN RELATION TO THE MATTERS TO BE DISCUSSED.

PROPOSED: MARTIN CARROLL

SECONDED: PESETA SAM LOTU-IIGA

**CARRIED**

**CONFIRMATION OF RESOLUTIONS FROM CLOSED SESSION**

**IT WAS RESOLVED THAT** THE ACADEMIC COMMITTEE RESUME IN OPEN SESSION AND CONFIRM THE DECISIONS MADE IN THE CLOSED SESSION.

PROPOSED: MARTIN CARROLL

SECONDED: NAOMI HENRY-TARIPO

**CARRIED**

**CLOSE OF MEETING**

Margaret Sili closed the meeting with a karakia. The meeting closed at 3.05 pm.

CONFIRMED: \_\_\_\_\_ DATE: \_\_\_\_\_



Unitec & MIT Board Meeting 29 October 2020 - Open Session



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**  
Board Meeting  
29 October 2020

Provided by:	Peseta Sam Lotu-liga Endorser: Letoa Henry Jenkins, Chairperson
Title:	Pacific Community Komiti Meeting Minutes
For:	Information

**Recommendation**

It is recommended that:

1. The Board receive the MIT Pacific Community Komiti meeting minutes of 2 October 2020.

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## MINUTES

### PACIFIC COMMUNITY KOMITI (PCK)

Friday, 2 October, 2020

TEAMS Meeting | 9.00am

**PRESENT:** Letoa Henry Jenkins (Chair), Dr Radilaite Cammock (RC), Dr Michelle Johansson (MJ), George Makapatama (GM), Tunumafono Ava Fa'amoe (TAF), Frances Topa-Fariu (FTF).

**IN ATTENDANCE:** Aiono Manu (AM), Loa Alaitini (LA).

**APOLOGIES:** Rev. Salafai Mika (SM), Amatailevi Stella Muller (ASM), Edmond Fehoko, Peseta Sam Lotu-liga (PSLI).

CONVENED 9:06AM

#### 1. Komiti (Open Session)

##### 2. Preliminaries

- A. Welcome / Opening Prayer.  
Tunumafono Ava Fa'amoe led the opening prayer.  
The Chair welcomed the Komiti and progressed the meeting.
- B. **Apologies:** No additions to above.
- C. **Conflicts of Interest:** Chair will send through via email to PDO for update.

##### 3. Previous Minutes

Correction to change.com – change.org.

**MOVED** Tunumafono      **SECONDED** Michelle      **CARRIED**

##### Actions from Previous Minutes

Item	Action	Whom	Status
0930/6	Connect with the Creative Sector's Council member to get an idea of what exists and future plans. – Follow up required.	ASM	WIP
0950/8	Micro credentials / Oceanic Trades Sub-Committee quoree created. Members: LJ, ASM & GM Sub-committee to meet offline and report back to PCK.	LJ, ASM, GM	OPEN

##### 4. Terms of Reference

Members discussed the possibility of co-opting members to ensure that we have quorum for meetings. PCK attendance is encouraged rather than co-opting members at this stage due to budget constraints.



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**5. PCK Attendance**

Members discussed membership requirements. Three absences in a row, and three intermittent absences. We need to renew our commitment to make sure we are in attendance. Blended opportunity to attend would be the best option to ensure we have quorum to give advice and make decisions.

**ACTION:** That future meetings moving forward will have a blended opportunity of in person and face to face (including online).

**6. PCK Updates**

FTF: Relief packages for needy families, the unemployed and the opportunities for work. There are a few connections with fruit picking.

TAF: Thanks to those who have supported our petition on change.org. I want to acknowledge Dr. Williams and his service to our community.

Chair: Worked with the team from Radio Samoa. There is no obvious talanoa about these two referendums. Suggested for them to create a panel leading up to the election on air. The Village Collective is partnering with Peleti Oli from Hastings to showcase his story and will be filmed at 275 Barbers as collateral to support his work

RC: The referendums coming up are generating conversation. People are searching for a Pacific take on it. Is there an opportunity for internships for outside organisations and projects could mentor?

GM: Working with local boards for food security post-COVID. Further dependency into foodbanks is unsustainable. How do we shift to food sovereignty? Mangere-Otahuhu Local board, CIDANZ and local churches, marae have been mobilised.

There was a consensus that MIT should be involved with initiatives that help to reach young people – especially young men.

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**5. Pasifika Development Updates**

A. MIT Update – next meeting

B. Pasifika Development Office – Aiono Manu / Edmond Fehoko / Loa' Alatini  
Per PDO Summary paper.

NZIST Pasifika Working Group

PCK members would like to offer any further support or work alongside this group where appropriate.

Congratulations to Edmond for his appointment on the Pacific Peoples Advisory Board.

**ACTIONS:**

- Request data from We Care campaign to find out how Pasifika students coped during the first lockdown.
  - Find course completion rates for the quarter/semester during lockdown. Academic progress - were courses completed?
-

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**6. MIT Unitec board member attendance – Ziena Jalil**

Ziena Jalil joined from 10:00am-10:30am to meet PCK members for the first time. She shared her background and experience. Ziena sits on ATEED and the NZ Cancer Society boards. The disproportionate outcomes for Māori and Pasifika are what draws her to address economic development and education sectors, communications and stakeholder engagement. Day job is a consulting partner in a public affairs firm and her own consultancy around strategy and communications crisis management training. Spent 10 years in Asia working with the NZ government. What gets measured gets done. KPIs for the CEO moving forward are related to outcomes for priority learners and is then cascaded down through the organisation. Collaboration within the institution is critical. What jobs are we preparing our learners for? We are working with microcredentials for Pasifika employers. PCK Chair suggested that the MIT Pasifika Strategic Plan 2018-2023 needed to be revised or reviewed in light of COVID-19 and the economic landscape.

**7. General Business**

Honorarium Payments

We have not received payments for the last meetings.

**ACTION:** AM to follow up and organise payments

Unitec Pasifika Advisory Group

PCK members want to meet with Unitec counterparts before the next PCK meeting.

**ACTION:** AM to set up an informal talanoa evening with the Unitec Pasifika Komiti in person and discuss our Pasifika strategies more organically.

MIT Pasifika Strategic Plan (MITPSP)

The Chair suggested that a revision of the MIT Pasifika Strategic Plan be put into play due to COVID-19 impacts. AM expressed reluctance to revise at this stage as there is already progress being made regarding the strategy. The Chair reiterated PCK's commitment to supporting PDO and its staff to carrying out the goals, targets and strategies from the MITPSP by creating a scorecard. AM suggested members work on Goal 2: Establishing powerful Pasifika connections - the specific goal connected to Pasifika community engagement.

**ACTION:** PCK will present a scorecard based on Goal 2 of MITPSP at Nov 6 meeting.

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**8. Closing remarks and prayer**

Loa closed the meeting with prayer.

CONCLUDED 10:41AM

UPCOMING COUNCIL MEETING: Thursday 24 September 2020  
NEXT PCK MEETING: Friday 6 November 2020

Komiti minutes of 2 Oct, 2020 declared an accurate record by Chairman Letoa Henry Jenkins.

*Letoa Henry Jenkins*

Date: 7 Oct 2020

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**Manukau Institute of Technology Limited**  
**Unitec New Zealand Limited**  
Board Meeting  
29 October 2020

Provided by:	Michelle Teirney, EGM Strategy and Support Services (MIT) Kara Hiron, Legal and Contracts Manager (MIT) Alison Sarginson, Executive Director Finance (Unitec) Sinead Hart, Legal Counsel (Unitec)
Title:	Alignment of MIT and Unitec Delegated Financial Authority
For:	<b>Approval</b>

**Recommendation**

That the Board:

1. Approves MIT and Unitec adopting the attached Delegated Financial Authority (**DFA**) Policies, and
2. Notes that due to operational and systems differences between Unitec and MIT, separate policies are being adopted, and
3. Notes that Unitec and MIT have worked closely on the content of the policies and confirm that they are materially aligned.

**Purpose**

The purpose of this paper is to seek the Board's approval for each company to adopt an amended DFA Policy so as to have the same DFA levels across both institutions, particularly at ELT level.

**Background / Introduction**

Unitec and MIT currently have substantially different DFAs.

As Unitec and MIT now share the same Board of Directors and Chief Executive, and will in the future have a single Executive Leadership Team, it is in the best interests of each company for the DFAs to be aligned.

**Next steps**

Upon receiving Board approval, each Company will adopt the DFA as the applicable DFA from the date of approval.

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## Delegated Authorities Policy

**Unitec New Zealand Limited, trading as Unitec Institute of Technology**

### Purpose

The purpose of this policy is to set out the delegations and sub-delegations (referred to in this policy as delegated authorities) from the Board to the Chief Executive, and the Chief Executive to other managers and employees. The purpose of having delegated authorities is to ensure that Unitec's contractual commitments are approved through the correct approval channels.

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### Audience and Scope

This policy is relevant to all employees. It includes delegated authorities for:

- Operating Expenditure (the purchase of supplies and services);
- Revenue Contracts;
- Capital Expenditure (the purchase of capital items); and
- Various other actions having a financial or legal impact (e.g. signing legally binding documents).

The delegated authorities set out in this policy apply only to the functional area of the position stated in the tables, unless specified otherwise in the authority.

This policy must be read in conjunction with related policies.

This policy does not include delegated authorities relating to Academic or Human Resources matters except to the extent that those matters are referred to in the NZIST governance summary attached as Appendix 1.

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### Policy Statements

#### 1. Policy Principles

The following principles apply:

- 1.1. Any employee committing Unitec to any expenditure must have the appropriate delegated authority from the Chief Executive.
- 1.2. All delegated authorities must be created in accordance with the Education and Training Act 2020 as amended from time to time (or any replacement legislation).
- 1.3. All delegated authorities as set out in this policy are exercised on the Chief Executive's behalf.
- 1.4. Subject to any legislative restrictions, or restrictions imposed by Unitec's Company Constitution, the Chief Executive may approve, amend or withdraw delegated authorities of employees.
- 1.5. Each delegated authority approved by the Chief Executive is specific to the role. The manager with responsibility for a particular cost centre must approve expenditure to be charged to their cost centre, unless specified otherwise in the authority.
- 1.6. Employees cannot further sub-delegate delegated authorities.
- 1.7. Transactions must not be structured to attempt to avoid the financial limits set out in this policy (e.g. by splitting purchases over more than one purchase order, or multiple invoices for a purchase).

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- 1.8. Financial leases, hire purchase agreements or any other financial arrangements that are subject to the provisions of the Education and Training Act 2020 – Restrictions on Borrowing. Refer all financial contracts to the Executive Director Finance.
- 1.9. Employees must not exercise any delegated authority or approve any transaction in which they have a conflict of interest or a potential conflict of interest.
- 1.10. Employees must not approve their own expense claims. Any such proposed expenditure is subject to the prior approval of the person's line manager with delegated authority.

## 2. Breaches of this Policy

Employees who breach this policy will be subject to disciplinary action. Any intentional breach may also lead to criminal charges.

## Procedures

### 3. Conflict of Interest

- 3.1. All employees with delegated authority must sign an *Interest Declaration Form* annually, disclosing any known interest they have in external suppliers/entities that provide goods and services. Employees must immediately notify the Executive Director Finance if there are any changes to this status during the year.
- 3.2. If a person has, or believes they may have, a conflict of interest, they must disclose this together with the circumstances to the Executive Director responsible for their department or one-up manager (Chief Executive or Board Chairperson as appropriate) for a ruling on whether they may exercise their delegation in relation to the transaction(s) in question, or whether the transaction(s) should be approved by another person.

### 4. NZIST Approval

- 4.1. With effect from 1 April 2020, Unitec is a 100% subsidiary of the New Zealand Institute of Technology (**NZIST**). Under Unitec's Company Constitution, Unitec must obtain the prior written consent of NZIST for certain Reserved Matters as set out Schedule 2 to the Constitution. This includes reference to the Operational Financial Parameters (**OFP**).
- 4.2. Attached to these delegations are:
  - a) A copy of the Reserved Matters (Appendix 1)
  - b) A summary of the governance framework (Appendix 2) (as updated from time to time)
  - c) A copy of the OFP (Appendix 3) as updated from time to time.
  - d) A Capex approvals flowchart for 1 April to 31 December 2020.
- 4.3. These appendices will be reviewed regularly by the policy owner and updated to reflect any amendments directed by NZIST to the Reserved Matters or the OFP. Appendix 4 will also be updated to reflect reference to the Board of Unitec for FY2021 and any changes to the threshold amount set by the Secretary.
- 4.4. Before a matter is submitted to NZIST for approval, the request must first be reviewed and endorsed by the Chief Executive and, where the Chief Executive considers necessary, by the Board.
- 4.5. Any submission for approval to NZIST must be made via the appropriate form and email address notified by NZIST from time to time.

### 5. When Board Approval is Needed

- 5.1. The Chief Executive is delegated by the Board to manage Unitec's financial expenditure within agreed limits. Board approval is required for any action or transaction exceeding the limits delegated to the Chief Executive of Unitec or where the matter is a Reserved Matter within the meaning of Unitec's Company Constitution.

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**6. Approving Temporary Delegated Authorities**

- 6.1. The Chief Executive may approve temporary delegated authorities for leave or other purposes. Temporary delegated authorities will be subject to the following restrictions:
- The authority may only be exercised for the purpose for which it is made
  - All temporary delegated authorities will be made for a fixed period and unless renewed will automatically expire on the conclusion of that date.

**7. When no Delegated Authority is Defined**

When no delegated authority is defined in the tables below for a particular item or transaction, the matter must be referred to Executive Director Finance (or their nominee) for advice.

**8. Financial Transactions**

- 8.1. Best practice is that a financial request/purchase order is approved/authorised by the manager of the submitter subject to the financial delegation associated to their role.
- 8.2. If the manager's delegation is below the requested value, it should be escalated to the line manager with the appropriate delegate authority level. This is to ensure a review/sighting trail across the transaction.

**9. Notes on the Following Tables**

- 9.1. The tables below set out the delegated authorities from the Chief Executive to employees.
- 9.2. These delegated authorities replace all previous delegated authorities covered by this policy or its predecessors and supersede any financial delegations quoted in other policies or delegations schedules, in employment agreements or in current practice.
- 9.3. All delegated authority limits stated in this policy are exclusive of GST.

**10. Delegated Authorities for Operating Expenditure**

- 10.1. The table below sets out delegated authorities from the Chief Executive to employees for operating expenditure.
- 10.2. When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority.

General Operating Expenditure		
Delegated Authority	Delegated To	Other Requirements
Negotiate contracts, sign purchase orders or requisitions, enter into verbal commitments within budget, and approve invoices for payment		
• Up to \$500 (DFA 1)	Executive/Personal Assistants to the members of the Executive Leadership Team	For purchases of office consumables, catering, minor supplies or services and associated costs
• Up to \$5,000 (DFA 2)	Team Leader Copy Centre; Procurement Officer; Tier 4 Managers including all Academic Programme Managers;  The following Tier 5 managers: Maintenance Manager FM Manager Security FM	



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• Up to \$10,000 (DFA 3)	Asset and Logistics Manager Research Operations Manager Direct Reports to the Chief Executive not otherwise listed	
• Up to \$20,000 (DFA 4)	Heads of School; Tier 3 Managers and Directors unless otherwise specified; Manager Resources Library and Learning Commons; Infrastructure Operations Manager: Executive Assistant to the Chief Executive	
• Up to \$50,000 (DFA 5)	Director Infrastructure Operations Director Information Technology	
• Up to \$100,000 (DFA 6)	All Executive Directors unless otherwise specified; Director Business Performance;	
• Up to \$250,000 (DFA 7)	Executive Director Finance;	
• Over \$250,000 (DFA 8)	Retained by Chief Executive	Within the limits of the Board approved operating budget
The above covers all general operating expenditure but excludes GST, tax payments, employee payroll, utilities, occupancy leases, other operating leases, legal and insurance costs. Delegated authority for this expenditure is listed below.		
Delegated Authority	Delegated To	Other Requirements
GST and Tax Payments	All Executive Directors; and Director Business Performance	Must be in the context of what is fair and reasonable for Unitec
Fortnightly employee payroll	All Executive Directors; and Director Business Performance	No financial limit
<b>Operating leases and Insurance:</b>		
• Up to \$20,000	Director Business Performance	
• Up to \$250,000	Executive Director Finance	
• Over \$250,000	Retained by Chief Executive	

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**11. Delegated Authorities for Revenue Contracts**

- 11.1. The table below sets out delegated authorities from the Chief Executive to employees for revenue contracts.
- 11.2. When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority.

Revenue Contracts		
Delegated Authority	Delegated To	Other Requirements
Negotiate and authorise revenue contracts		
<ul style="list-style-type: none"><li>Up to \$20,000</li></ul>	Relevant Head of School or Tier 3 Manager	<p>Subject to:</p> <ul style="list-style-type: none"><li>Finance costing approval</li><li>Commercial viability assessment</li><li>HOS or relevant Director confirmation as to capacity to deliver</li><li>Legal verification as to terms and conditions</li></ul> <p>The contract owner must ensure that Unitec delivers in accordance with the agreement and invoices are issued in a timely manner.</p>
<ul style="list-style-type: none"><li>Up to \$250,000</li></ul>	All Executive Director roles	
<ul style="list-style-type: none"><li>Up to \$1,000,000</li></ul>	Executive Director Finance	
<ul style="list-style-type: none"><li>Over \$1,000,000</li></ul>	Chief Executive	
Negotiate and commit Unitec to subleases, licenses to occupy or other arrangements relating to Unitec owned / controlled land or property (this does not include short term room booking in accordance with policy).		
<ul style="list-style-type: none"><li>Up to \$1,000,000</li></ul>	Chief Executive or Executive Director People and Infrastructure	Note that the Chief Executive has power of attorney to execute Deeds on behalf of the Company by delegated authority from the Board.

**12. Delegated Authorities for Capital Expenditure – refer also to the Capex flowchart**

- 12.1. The table below sets out delegated authorities from the Chief Executive to employees for capital expenditure.
- 12.2. When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority. Refer to the *Procurement Policy* for policy and procedure on the justification and approval process.
- 12.3. Capital Expenditure may also require the approval of the Unitec board, NZIST or the secretary of education, refer to the appendices and the constitution of Unitec for detail.

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Delegated Authority	Delegated To	Other Requirements
<b>Approval of Capital Expenditure Applications</b>		
Approve capital expenditure application forms for items costing up to \$500	No capital expenditure approval required	Treated as operating expenditure.
Annual capital allocations expenditure within budget up to \$100,000	Relevant Executive Director responsible for allocation	After review by Finance and Procurement and using Unitec's CAPEX approval process
Annual capital allocations expenditure within budget up to \$250,000	Executive Director Finance	After review by Finance and Procurement and using Unitec's CAPEX approval process
Approve all other capital expenditure applications excluding those requiring special approval by the Board, NZIST or the Secretary of Education	Retained by Chief Executive	Refer to Appendix 4.
<b>Sign purchase orders/ requisitions for approved Capital Expenditure Applications:</b>		
Where the Capital Expenditure Application has been approved as per the above section up to \$100,000	Director Business Performance or the Executive Director who is responsible for the Project	Within financial delegation as noted above
Where the Capital Expenditure Application has been approved as per the above section up to \$250,000	Executive Director Finance	Within financial delegation as noted above
Where the Capital Expenditure Application has been approved as per the above section and exceeds \$250,000	Chief Executive	Within financial delegation as noted above
<b>All motor vehicles:</b>	<b>Delegated To</b>	
Up to \$50,000	Director Infrastructure Operations	Acquisition, Replacement and Disposal of Motor Vehicles Policy
Over \$50,000	Executive Director Finance	
<b>Other:</b>		
Land and Buildings	No delegated authorities specified. All such proposals must be approved by the Board and with regard to Appendix 4.	
Exceeding the amount of a capital expenditure approval by the lesser of \$5,000 or 10% of the amount approved	The capital expenditure applications must be re-submitted for approval of the increased amount in accordance with the above delegated authorities.	

## Unitec &amp; MIT Board Meeting 29 October 2020 - Open Session

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**13. Disposal, Sale or Write-off of Capital Equipment**

- 13.1. The table below sets out delegated authorities for disposal, sale and write-off of capital equipment.
- 13.2. The sale, disposal or write-off of capital equipment must be undertaken in compliance with the Education and Training Act 2020 sections 282 (4) and 328.

Delegated Authority	Delegated To	Other Requirements
Sale or disposal of assets or interests in land	Board	Requires NZIST seek the approval of the Secretary of Education where the value of the asset is below an amount determined by the Minister. Where applicable, Unitec to make a request to NZIST to submit the application for approval.
Approve the sale, write-off or disposal of capital equipment:		Disposals over \$20,000 must be reported to the Executive Director Finance
• Up to \$20,000 book or market value	All Executive Directors	
• Up to \$100,000 book or market value	Chief Executive	

**14. Other Delegated Authorities**

- 14.1. The table below sets out various other delegated authorities from the Chief Executive to employees.
- 14.2. When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority.

Delegated Authority	Delegated To	Other Requirements
Open and close bank accounts	Must be authorised by Board	
Appoint a signatory to a bank account	Must be authorised by Board	Two signatories are required for each transaction
Sign deeds	Any two members of Board or the Chief Executive under power of attorney where the amount is within his/her DFA	
Authorisation of internet banking transactions/batches	In accordance with the Board approved signatory list.	Two signatories are required for each
<b>Sign formal contracts</b>		
A contract for a term over 1 year, the full value over the term of the contract is the delegated authority amount. Contracts exceeding a three year term must be endorsed by.		Subject to the procedures in the <i>Contract Approval and Management Policy</i> being fulfilled.
Up to \$100,000	The relevant Executive Director	Subject to internal sign off by: • all internal stakeholders involved in delivery or receipt of services under the
Up to \$250,000	Executive Director Finance	
Over \$250,000	Chief Executive	

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		contract; • relevant Executive Director; • Finance sign off  Legal sign off as to terms and conditions
<b>Obtain legal advice from outside Unitec</b>		
• Up to \$10,000	Legal Counsel	
• Up to \$20,000	Executive Director Finance and Executive Director People & Infrastructure	
• Over \$20,000	Chief Executive	
<b>Bad debts write off</b>		
• Up to \$20,000	All Executive Directors	Only for debts incurred in their functional area
• Up to \$100,000	Executive Director Finance	
• Over \$100,000	Chief Executive	
<b>Sign supplier credit applications:</b>		
		Opening accounts with suppliers on normal trading terms only
• Up to \$100,000	Executive Director Finance	Opening accounts with suppliers on normal trading terms only
• Over \$100,000	Chief Executive	

**15. Other Delegations**

Further restrictions may apply for particular types of expenditure under other policies such as, for example, the Sensitive Expenditure Policy, the Travel Policy, the policies and procedures pertaining to scholarships and awards, and the HR Policy.

**Evaluation/Outcomes****1. Audit**

Unitec's performance against this policy will be included as part of procedures completed during:

- the annual financial audit completed by our external auditor; and
- the annual financial reporting completed by NZIST's external auditor,

(in both cases, the external auditor is Audit New Zealand). Ad-hoc audits may be completed from time to time.

Where applicable, the Risk & Assurance Manager may audit performance of delegated authority as part of the annual internal audit work program. Where a Risk & Assurance Manager has not been formally appointed, the Executive Director Finance may delegate the task as he/she sees fit.

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Delegated Authorities Policy

15/10/2020

**2. Compliance**

The above delegated financial policies will be loaded into the Financial Management System (currently PeopleSoft FMS) as a system control to enforce compliance with authorities.

The Finance Team will monitor compliance.

**Definitions**

Term	Definition
Capital Expenditure	The purchase of assets of a capital nature (i.e. not consumed in a twelve month period and which will be used on a continuing basis) over \$500 based on the GST-exclusive invoice value. This includes all plant and equipment, furniture, computers, computer hardware and software, land, buildings, motor vehicles etc. with a purchase price greater than \$500.
Delegations	Delegations for the purposes of this policy are from the Board to the Chief Executive as defined in the Education and Training Act 2020.
Delegated Authorities	Authorities from the Chief Executive to managers and employees of Unitec, and the limitations and conditions on such delegated authorities.
ELT	The Executive Leadership Team of Unitec comprising of the Chief Executive and those Executive Directors who report directly into the Chief Executive.
Executive Director (ED)	All Executive Directors who are part of the ELT of Unitec
Immediate Family Member	Includes parents, step-parents, spouses (whether by virtue of marriage, civil union, or de facto relationship), in-laws, siblings, siblings-in-law, grandparents, great grandparents, uncles, aunts, nephews, nieces, children, children of spouses, foster, step and whanau adopted children.
Operating Expenditure	Includes expenditure which is shown in the annual operating budget, and which in general represents items with a consumption period of less than a year.
Tier 3 Managers and Directors	Those Directors and Managers who directly report into a member of the Unitec ELT
Tier 4 Managers	Those staff with the title Manager in their position title who report directly into a Tier 3 Manager or Director or Head of School

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**Reference Documents**

- Education and Training Act 2020
- Unitec Company Constitution

**Approval Details**

<b>Version number (this version)</b>	Version 1 Draft 1	<b>Issue Date (this version)</b>	15/10/2020
<b>Version History (Amendments made to this version)</b>	Date of amendment/s: <ul style="list-style-type: none"> <li>• N/A</li> </ul>	<b>Amendment/s:</b>	N/A
<b>Consultation Scope (if appropriate)</b>	Not applicable		
<b>Approval authority</b>	Board	<b>Date of Approval</b>	15/10/2020
<b>Policy Sponsor (Has authority to approve minor amendments)</b>	Chief Executive	<b>Policy Owner</b>	Procurement Manager
<b>Contact Person</b>	Lynnette Brown	<b>Date of Next Review</b>	25 January 2021



## Delegated Authorities Policy

### Audience and scope:

This policy is relevant to all employees of Manukau Institute of Technology Limited (MIT). It includes delegated authorities for:

- Operating Expenditure (the purchase of supplies and services);
- Revenue Contracts
- Capital Expenditure (the purchase of capital items); and
- Various other actions having a financial or legal impact (e.g. signing legally binding documents).

The delegated authorities set out in this policy apply only to the functional area of the position stated in the tables, unless specified otherwise in the authority.

This policy must be read in conjunction with related policies.

This policy does not include delegated authorities relating to Academic or Human Resources matters except to the extent that those matters are referred to in the NZIST governance summary attached as Appendix 1.

### Document management and control

Policy Number	FIN2	Consultation Scope	
Category	Finance	Approval Bodies	EGM Strategy & Support Services
Policy Owner	EGM Strategy & Support Services	Review Dates	<u>April 2020</u> <u>April 2022</u>
Policy Contact Person	Head of Finance & Business Services		

### Amendment history

Version	Effective Date	Created/Reviewed by	Reason for review/Comment
1	23/9/2012	Reviewed Mark Davidson	Annual
1.1	01/01/2014	Michelle Teirney	Update
1.2	13/01/2014	Michelle Teirney	Update
1.3	12/04/2017	Michelle Teirney	Update
1.4	21/08/2017	Michelle Teirney	Update
1.5	18/09/2017	Michelle Teirney	Update
1.6	13/09/2018	Michelle Teirney	Update
<u>2</u>	<u>[TBC]</u>	<u>Michelle Teirney</u>	<u>Update</u>



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## Delegated Authorities Policy

### Purpose

The purpose of this policy is to set out the delegations and sub-delegations (referred to in this policy as delegated authorities) from the [Board to the Chief Executive, and the](#) Chief Executive to other managers and employees. The purpose of having delegated authorities is to ensure that MIT's expenditure and related actions are properly approved.

### Policy

#### Policy Principles

The following principles apply:

- [All](#) ~~Any~~ employee committing MIT to any expenditure must have the appropriate delegated authority from the Chief Executive.
- All delegated authorities must be created in accordance with the Education [and Training Act 1989/2020 as amended from time to time \(or any replacement legislation\)](#).
- All delegated authorities as set out in this policy are exercised on the Chief Executive's behalf.
- Subject to any [legislative](#) restrictions, [or restrictions imposed specified by Council \(as detailed in Statute 5 – Delegations\)](#) MIT's [Company Constitution](#), the Chief Executive may approve, amend or withdraw delegated authorities to employees.
- Each delegated authority approved by the Chief Executive is specific to the role. The manager with responsibility for a particular cost centre must approve expenditure to be charged to their cost centre, unless specified otherwise in the authority.
- Employees cannot further sub-delegate delegated authorities.
- Transactions must not be structured to attempt to avoid the financial limits set out in this policy (e.g. by splitting purchases over more than one purchase order, or multiple invoices for a purchase).
- Financial leases, hire purchase agreements or any other financial arrangements are subject to the provisions of the Education [and Training Act 1989/2020 – S67-Section 155](#) Restrictions on Borrowing. Refer all financial contracts to the EGM Strategy & Support Services.
- Employees must not exercise any delegated authority or approve any transaction in which they have a conflict of interest or a potential conflict of interest.
- Employees must not approve their own expense claims. Any such proposed expenditure is subject to the prior approval of the person's line manager with delegated authority.

#### Breaches of this Policy

Employees who breach this policy will be subject to disciplinary action. Any intentional breach may also lead to criminal charges.



## Procedures

### Conflict of Interest

All employees with delegated authority must sign an *Interest Declaration Form* annually, disclosing any known interest they have in external suppliers/entities that provide goods and services. Employees must immediately notify the EGM Strategy & Support Services if there are any changes to this status during the year.

If a person has, or believes they may have, a conflict of interest, they must disclose this together with the circumstances to the EGM responsible for their department or one-up manager (Chief Executive or ~~Council Board~~ Chairperson as appropriate) for a ruling on whether they may exercise their delegation in relation to the transaction(s) in question, or whether the transaction(s) should be approved by another person.

### NZIST Approval

With effect from 1 April 2020, MIT is a 100% subsidiary of the New Zealand Institute of Technology (NZIST). Under MIT's Company Constitution, MIT must obtain the prior written consent of NZIST for certain Reserved Matters as set out Schedule 2 to the Constitution. This includes reference to the Operational Financial Parameters (OFP).

Attached to these delegations are:

- a) A copy of the Reserved Matters (Appendix 1)
- b) A summary of the governance framework (Appendix 2) (as updated from time to time)
- c) A copy of the OFP (Appendix 3) as updated from time to time.
- d) A Capex approvals flowchart for 1 April to 31 December 2020.

These appendices will be reviewed regularly by the policy owner and updated to reflect any amendments directed by NZIST to the Reserved Matters or the OFP. Appendix 4 will also be updated to reflect reference to the Board of MIT for FY2021 and any changes to the threshold amount set by the Secretary.

Before a matter is submitted to NZIST for approval, the request must first be reviewed and endorsed by the Chief Executive and, where the Chief Executive considers necessary, by the Board.

Any submission for approval to NZIST must be made via the appropriate form and email address notified by NZIST from time to time.

### **When ~~Council Board~~ Approval is Needed**

The Chief Executive is delegated by ~~Council the Board~~ to manage MIT's financial expenditure within agreed limits. ~~Council Board~~ approval is required for any action or transaction exceeding the limits delegated to the Chief Executive or where the matter is a Reserved Matter within the meaning of MIT's Company Constitution.

### **Approving Temporary Delegated Authorities**

The Chief Executive may approve temporary delegated authorities for leave or other purposes. Temporary delegated authorities will be subject to the following restrictions:

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- The authority may only be exercised for the purpose for which it is made
- All temporary delegated authorities will be made for a fixed period and unless renewed will automatically expire on the conclusion of that date.

#### When no Delegated Authority is Defined

When no delegated authority is defined in the tables below for a particular item or transaction, the matter must be referred to EGM Strategy & Support Services (or their nominee) for advice.

#### Financial Transactions

Best practice is that a financial request/purchase order is approved/authorised by the manager of the submitter subject to the financial delegation associated to their role. If the manager's delegation is below the requested value, it should ~~be then~~ be escalated to the line manager with the appropriate delegate authority level. This is to ensure a review/sighting trail across the transaction.

#### Notes on the Following Tables

The tables below set out the delegated authorities from the Chief Executive to employees.

- These delegated authorities replace all previous delegated authorities covered by this policy or its predecessors and supersede any financial delegations quoted in other policies or delegations schedules, in employment agreements or in current practice.
- All delegated authority limits stated in this policy are exclusive of GST.

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**Delegated Authorities for Operating Expenditure**

The table below sets out delegated authorities from the Chief Executive to employees for operating expenditure.

When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority.

General Operating Expenditure		
Delegated Authority	Delegated To	Other Requirements
Negotiate contracts, sign purchase orders or requisitions, enter into verbal commitments within budget, and approve invoices for payment:		
• Up to \$500	Executive/Personal Assistants to the members of the Executive Leadership Team and Tier 3 Managers	For purchases of office consumables, catering, minor supplies or services and associated costs
• Up to \$5,000	Administration Team Leaders	
• Up to \$10,000	Managers not otherwise specified	
• Up to \$20,000	Director of School or Head of School, Tier 3 Managers, Institute Librarian and Executive Assistant to the Chief Executive	
• Up to \$50,000	GM roles and other Direct reports of the Chief Executive not otherwise listed Head of Property & Campus Services	
• Up to \$100,000	All EGM and DCE roles (unless otherwise stated) Head of Finance & Business Services	
• Up to \$250,000	EGM Strategy & Support Services	
• Over \$250,000	Retained by Chief Executive	Within the limits of the <a href="#">Council Board</a> approved operating budget
The above covers all general operating expenditure but excludes GST, tax payments, employees payroll, utilities, occupancy leases, other operating leases, legal and insurance costs. Delegated authority for this expenditure is listed below.		
Delegated Authority	Delegated To	Other Requirements
GST and Tax Payments	All EGM / DCE roles and Head of Finance & Business Services	Must be in the context of what is fair and reasonable for MIT
Fortnightly employees payroll	All EGM / DCE roles and Head of Finance & Business Services	No financial limit
<b>Operating leases and Insurance:</b>		
• Up to \$20,000	Manager Legal and Contracts	
• Up to \$250,000	EGM Strategy & Support Services	
• Over \$250,000	Retained by Chief Executive	

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**Delegated Authorities for Revenue Contracts**

The table below sets out delegated authorities from the Chief Executive to employees for revenue contracts.

When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority.

Revenue Contracts		
Delegated Authority	Delegated To	Other Requirements
Negotiate and authorise revenue contracts		
• Up to \$20,000	Relevant Director of School or Head of School or Tier 3 Manager	<p>Subject to:</p> <ul style="list-style-type: none"><li>• <u>-Commercial Manager viability review;</u></li><li>• <u>Relevant GM/EGM/DCE confirmation as to capacity to deliver; and</u></li><li>• <u>-and-Legal &amp; Contracts verification as to terms and conditions.</u></li></ul> <p><u>The contract owner must ensure that MIT delivers in accordance with the agreement and invoices are issued in a timely manner.</u></p>
• Up to \$250,000	All GM, EGM or DCE roles	
• Up to \$1,000,000	EGM Strategy & Support Services	
• Over \$1,000,000	Chief Executive	
Negotiate and commit MIT to subleases, licenses to occupy or other arrangements relating to MIT owned / controlled land or property (this does not include short term room booking in accordance with policy).		
• Up to \$1,000,000	Chief Executive or EGM Strategy & Support Services	<p><u>Note that the Chief Executive has power of attorney to execute Deeds on behalf of the Company by delegated authority from the Board</u></p>

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**Delegated Authorities for Capital Expenditure – refer also to the Capex flowchart**

The table below sets out delegated authorities from the Chief Executive to employees for capital expenditure.

When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority. Refer to the *Procurement Policy* for policy and procedure on the justification and approval process.

Capital Expenditure may also require the approval of the Board, NZIST or the Secretary of Education, refer to the appendices and the MIT Company Constitution for detail.

Delegated Authority	Delegated To	Other Requirements
<b>Approval of Capital Expenditure Applications</b>		
Approve capital expenditure application forms for items costing up to \$1,250	No capital expenditure approval required	Treated as operating expenditure as per Asset Capitalisation Policy.
Annual capital allocations expenditure within budget up to \$20,000	Relevant <u>Director or Head of School or</u> Tier 3 Manager	Within financial delegation
Annual capital allocations expenditure within budget up to \$100,000	Relevant EGM or DCE responsible for allocation	
Annual capital allocations expenditure within budget up to \$250,000	EGM Strategy & Support Services	
Approve <u>all other</u> capital expenditure applications excluding <u>those requiring special approval by the Board, NZIST or the Secretary of Education</u> annual capital allocations expenditure.	Retained by Chief Executive	<u>Refer to Appendix 4</u>
<b>Sign purchase orders/ requisitions and invoices for approved Capital Expenditure Applications:</b>		
For annual allocations approved by the <u>Council Board</u>	<u>EGM or DCE or Tier-3 Manager</u> of the functional area, <u>who is responsible for</u>	<u>Within financial delegation as noted above</u>
For other approved capital expenditure applications	Project Owner	<u>Within financial delegation as noted above</u>
All Information Technology (Computer hardware, network, audio visual and communication equipment)	EGM Technology	<u>Within financial delegation as noted above</u>
<b>All motor vehicles:</b>		
Up to \$50,000	Head of Property & Campus Services	<u>Refer to Acquisition, Replacement and Disposal of Motor Vehicles Policy</u>
Over \$50,000	EGM Strategy & Support Services	<u>Refer to Acquisition, Replacement and Disposal of Motor Vehicles Policy</u>

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Other:		
Land and Buildings	No delegated authorities specified. All such proposals must be approved by <del>Council</del> <u>the Board and with regard to Appendix 4.</u>	
Exceeding the amount of a capital expenditure approval by the lesser of \$5,000 or 10% of the amount approved	The capital expenditure applications must be re-submitted for approval of the increased amount in accordance with the above delegated authorities.	

**Disposal, Sale or Write-off of Capital Equipment**

The table below sets out delegated authorities for disposal, sale and write-off of capital equipment.

The sale, disposal or write-off of capital equipment must be undertaken in compliance with the Education and Training Act ~~1989-2020~~ Sections 192-282 (4) and ~~328(5)~~.

Delegated Authority	Delegated To	Other Requirements
Sale or disposal of assets or interests in land	No delegated authority	Requires <del>NZIST seek</del> the approval of the Secretary of Education <u>where the value of the asset exceeds an amount determined by the Minister.</u> <u>Where applicable, MIT to make a request to NZIST to submit the application for approval.</u>
Approve the sale, write-off or disposal of capital equipment:		Disposals over \$20,000 must be reported to the EGM Strategy & Support Services
• Up to \$20,000 book or market value	All EGM and DCE roles	
• Up to \$100,000 book or market value	Chief Executive	
• Over \$100,000 book or market value	No delegated authority	Requires the approval of the Secretary of Education



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**Other Delegated Authorities**

The table below sets out various other delegated authorities from the Chief Executive to employees. When a person holding a delegated authority is absent (for example on leave or on a business trip), their authority can only be exercised by their line manager unless approval has been granted for a temporary delegated authority.

Delegated Authority	Delegated To	Other Requirements
Open and close bank accounts	Must be authorised by <del>Council</del> <u>Board</u>	
Appoint a signatory to a bank account	Must be authorised by <del>Council</del> <u>Board</u>	Two signatories are required for each transaction
Sign deeds and documents under the common seal of MIT	<del>Council</del> <u>Any two members of Board or the Chief Executive under power of attorney where the amount is within his/her DFA</u> <u>Any member of Council</u>	<u>Requires countersignature of Chief Executive or Secretary of Council</u>
Authorisation of internet banking transactions/batches	In accordance with the <del>Council</del> <u>Board</u> approved signatory list.	Two signatories are required for each
<b>Sign formal contracts:</b> A contract for a term over 1 year, the full value over the term of the contract is the delegated authority amount. Contracts exceeding a three year term must be endorsed by.		
• Up to \$20,000	Head of Property & Campus Services, or Head of Finance & Business Services, or Manager Legal and Contracts, or EGM Technology	Business and Industry short course proposals only
	Directors of School, Heads of School and Business Development Manager	
• Up to \$100,000	All EGM and DCE roles	
• Up to \$250,000	EGM Strategy & Support Services	
• Over \$250,000	Chief Executive	
<b>Sign International Agent Agreements</b>		
• Within standard commission rates and terms	International Director	
• Any change in standard commissions or terms	EGM Student Journey	Subject to Head of Finance & Business Services validation of commercial viability.
<b>Obtain legal advice from outside MIT</b>		
• Up to \$10,000	Manager Legal and Contracts	
• Up to \$20,000	EGM Strategy & Support Services and EGM People & Culture	
• Over \$20,000	Chief Executive	
<b>Bad debts</b>		
• Up to \$20,000	All EGM and DCE roles	Only for debts incurred in their functional area
• Up to \$100,000	EGM Strategy & Support Services	
• Over \$100,000	Chief Executive	

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Sign supplier credit applications:		Opening accounts with suppliers on normal trading terms only
• Up to \$100,000	Head of Finance & Business Services or EGM Strategy & Support Services	<u>Opening accounts with suppliers on normal trading terms only</u>
• Over \$100,000	Chief Executive	

Further restrictions may apply for particular types of expenditure under other policies such as, for example, the Sensitive Expenditure Policy, the Staff Travel Policy, the policies and procedures pertaining to scholarships and awards, and People and Culture policies.

## Evaluation/Outcomes

### Audit

MIT's performance against this policy will be included as part of procedures completed during:

- the annual financial audit, completed by our external auditor, and
- the annual financial reporting completed by NZIST's external auditor,

(currently in both cases, the external auditor is Audit New Zealand).

Ad-hoc audits may be completed from time to time.

The Risk & Assurance Manager may audit performance of delegated authority as part of the annual internal audit work programme.

### Compliance

The above delegated financial policies will be loaded into the Financial Management Information System (cCurrently Tech1) as a system control to enforce compliance with authorities.

The Finance Team will monitor compliance.

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## Additional Information

## Glossary

Term	Definition
Capital Expenditure	The purchase of assets of a capital nature (i.e. not consumed in a twelve month period and which will be used on a continuing basis) over \$1,250 based on the GST-exclusive invoice value. This includes all plant and equipment, furniture, computers, computer hardware and software, land, buildings, motor vehicles etc. with a purchase price greater than \$1,250.
Delegations	Delegations for the purposes of this policy are from the <del>Council Board</del> to the Chief Executive as defined in the Education <del>and Training Act 1989</del> 2020.
Delegated Authorities	Authorities from the Chief Executive to managers and employees of MIT, and the limitations and conditions on such delegated authorities.
<del>DCE</del>	<del>Deputy Chief Executive</del>
<del>EGM</del>	<del>Executive General Manager</del>
<del>GM</del>	<del>General Manager Otago &amp; City, General Manager Technology Park and/or General Manager Manukau &amp; City (as applicable)</del>
Immediate Family Member	Includes parents, step-parents, spouses (whether by virtue of marriage, civil union, or de facto relationship), in-laws, siblings, siblings-in-law, grandparents, great grandparents, uncles, aunts, nephews, nieces, children, children of spouses, foster, step and whanau adopted children.
Operating Expenditure	Includes expenditure which is shown in the annual operating budget, and which in general represents items with a consumption period of less than a year.
<del>Tier 3 Manager</del>	<del>Manager</del> Those managers who directly report to a DCE or EGM.
<del>EGM</del>	<del>Executive General Manager</del>
<del>DCE</del>	<del>Deputy Chief Executive</del>
<del>GM</del>	<del>General Manager Otago &amp; City, General Manager Technology Park and/or General Manager Manukau (as applicable)</del>

## Exemptions and dispensations

The Chief Executive must approve in writing any dispensations from the requirements of this policy for one-off circumstances.

## Delegations

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As per: —

• Statute 5 Delegations; and  
This policy. As outlined this policy.

#### Relevant Legislation

- Education and Training Act 19892020
- Public Finance Act 1989
- Crown Entities Act 2004.

#### Legal Compliance

This policy complies with the relevant legislation.

#### Associated documents

##### Policy documents

- Statute 2: The Delegations and Authorisations Statute
- Procurement Policy
- Fraud Response and Corruption Policy
- Asset Capitalisation and Disposal Policy.
- Contract Approval and Management Policy

##### Other documents

- Purchasing Authority Form (incorporates temporary authority)
- Interest Declaration Form.



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

### Board Meeting 29 October 2020

Provided by:	Author: Prof. Martin Carroll, Chair, Academic Committee Endorser: Gus Gilmore, Chief Executive
Title:	Emeritus Professorship Policy
For:	Approval

#### Recommendation

Please approve the proposed [Emeritus Professorship Policy](#).

#### Purpose

The purpose of this Policy is to establish the principle, criteria and procedure for conferring the honorific Professor Emeritus.

The Academic Committee approved this policy at its meeting of Wednesday 7 October, and it is now recommended to the Board for final approval.

The Academic Committee has delegated authority to approve Academic Policies and therefore formal approval from the Board is not generally required. However, it is proposed that this Policy be an exception. Conferral of the honorific Professor Emeritus is rare and the highest academic accolade that can be awarded by a tertiary institution. Throughout the world, the authority to confer the title is usually (although not always) reserved to the governing body of a tertiary institution on the recommendation of the chief executive.

#### Background / Introduction

In this, the 50<sup>th</sup> anniversary year of MIT it is appropriate to attend to those cultural and organisational artefacts that will protect and respect the legacy of this institution. In some cases these artefacts exist and are to be preserved as much as possible, such as our logo, our official party academic regalia and our alumni. In other cases, there is an opportunity to create them.

Tertiary academic institutions have a tradition of bestowing honorifics upon those who have performed meritorious service, typically over an extended period of time. These might include Companion of the Institute, Honorary Fellowships and honorary degrees. Whereas these are found in every university, they are also possible (albeit less commonly used) in tertiary vocational education. Such honorifics not only recognise worthy recipients, but thereby also contribute significantly to the mana and whakapapa of an institution.

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This proposal is for MIT Limited to establish the honorific title of Professor Emeritus. This lifetime title, with its accompanying rights and responsibilities, is appointed upon the retirement of academic staff who have reached the highest level of achievement, contribution and recognition. It is not an entitlement, but rather an honour bestowed sparingly where it is particularly warranted.

While the title Professor Emeritus is ordinarily conferred upon a person who has already held the title and rank of Professor, this is not necessary provided that the nominee is generally regarded as having made meritorious academic contributions at an equivalent level.

There are people within MIT's community who could be worthy recipients of an Emeritus Professorship. As such, this policy has a real and tangible ability to play a significant role in assuring the legacy of this great institution.

Please note that two amendments have been made to the version approved by the Academic Committee:

- The honorific Professor Emeritus has replaced Emeritus Professor. While both are in common usage in New Zealand and globally, and used interchangeably in many places, Professor Emeritus has the more accurate grammar and etymology.
- Clause 1(e) has been added.

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

### Board Meeting 29 October 2020

Provided by:	Antoinette Wood, Board Secretary
Title:	Granting of Awards
For:	Approval

#### Recommendation

It is recommended that:

1. The Board confirm the sealed award granted by the Chief Executive under the delegated authority of the Board since the last Board meeting held 24 September 2020.

#### Summary

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

- **2020 Degrees and Level 7s**
- **2020 Certificates and Diplomas**

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

Unitec & MIT Board Meeting 29 October 2020 - Open Session




## Granting of Awards

In accordance with the provisions of section 6.1 of *Manukau Institute of Technology Statute 3: The Academic Statute*<sup>1</sup> and under the delegated authority of the Council<sup>2</sup>, the Chief Executive hereby grants awards of the Institute to graduands as outlined in Appendix One to this document.

### Summary of Graduand Numbers:

#### 2020 Degrees and Level 7s

<u>Certificate No.</u>	<u>Award Description</u>	<u>No. of Awards</u>
2020/0885	Bachelor of Applied Management	1

Signed: 

Date: 19 October 2020

**Gerard Gilmore**

**Chief Executive**

### Attachment:

Appendix 1 - Names of Graduands and their relevant awards

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

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



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**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**  
Board Meeting  
29 October 2020

Provided by:	Antoinette Wood, Board Secretary
Title:	Correspondence – open session
For:	Information

**Recommendation**

It is recommended that:

1. The Board note the following pieces of correspondence.

1. Outgoing - [Letter to Iona Holsted](#)

Unitec & MIT Board Meeting 29 October 2020 - Formal motion for moving into Confidential Session



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited  
PUBLIC EXCLUDED AGENDA  
Board Meeting 29 October 2020**

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
11.	Confidential Minutes of the meeting held 24 September 2020	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).
12.	Confidential Minutes of the Extraordinary meeting held 8 October 2020	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	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).

## Unitec &amp; MIT Board Meeting 29 October 2020 - Formal motion for moving into Confidential Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	
13.	Matters Arising	<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).
13.1	B108 Procurement Contract Ratification	<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.	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	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

Unitec &amp; MIT Board Meeting 29 October 2020 - Formal motion for moving into Confidential Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		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	specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	September Financial Reports	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).
16.  16.1  16.2	Capital Projects  - Unitec Property Update  - MIT Campus Masterplan	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	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).

Unitec &amp; MIT Board Meeting 29 October 2020 - Formal motion for moving into Confidential Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		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	
17. 17.1 17.2	Enrolment Updates  MIT Update  Unitec Update	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).
18.	MIT Academic Committee Minutes	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	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).

## Unitec &amp; MIT Board Meeting 29 October 2020 - Formal motion for moving into Confidential Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		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	
19.1	MIT Financial Model and Banking Facilities	<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>	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).
19.2	MIT Emeritus Professorship Nomination	<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</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).

Unitec & MIT Board Meeting 29 October 2020 - Formal motion for moving into Confidential Session

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		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	
20.	Auckland Strategy	<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>	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 Chief Executive Gus Gilmore and members of the Executive Leadership Team, Michelle Tierney, Alison Sarginson, Martin Carroll, and Simon Nash 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 Lynnette Brown and Antoinette Wood 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.