

30 June MIT & Unitec Board Meeting (30/06/2022)

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Karakia

Kia tūturu tātou (*let's be real*)

Kia manaaki tātou (*let's be caring*)

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

Kia tūhonohono tātou (*Let's connect*)

Whano! Whano!

Haramai te toki!

Haumi ē!

Hui ē!

Tāiki ē!

Manukau Institute of Technology Limited and Unitec New Zealand Limited

MEETING OF THE BOARD OF DIRECTORS

Date: 30 June 2022

Schedule:	CE/Pou Hautu and Board only	10am - 10.30am
	Board Meeting	10.30am - 12pm
	<i>Lunch</i>	<i>12pm - 12.30pm</i>
	MIT Rūnanga	12.30pm - 1.30pm
	<i>Break</i>	<i>1.30pm - 2pm</i>
	MIT PCK and Unitec Fono	2pm - 3pm

Venue: MIT, ND Level 3 Boardroom

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

Invited guests: MIT Rūnanga; MIT Pacific Community Komiti; Unitec Fono Faufautua

AGENDA

Open session	
1.	Karakia Welcome & Apologies Disclosure of Interests Register Meeting Schedule 2022 Committees of the Board
2.	Minutes of the Open Meeting held 26 May 2022
3.	Academic Committee Report and Minutes
4.	Chief Executive Report – open session
5.	Safety, Wellbeing and Sustainability Report
	<i>Formal Motion for Moving into Closed Session</i>
CLOSED SESSION	
6.	Minutes of the Confidential Meeting held 26 May 2022
7.	Chief Executive Report – closed session
8.	Items for Approval 8.1 Unitec Cleaning Contract 8.2 Unitec Fono Faufautua Committee – Chair and Deputy Chair
9.	Audit and Risk 9.1 Status of Audit Recommendations 9.2 Risk Summary and Registers
10.	Building 108 Upgrade Project Status Report
11.	Enrolment Updates
12.	Financial Matters 12.1 Financial Reports May 2022 12.2 Procurement Policies 12.3 Progress Update for Unitec Land Sale
13.	Correspondence
14.	Early Transition
	<i>Formal motion for moving out of closed session</i>
	Karakia and close meeting



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

Disclosure of Interest Register as at May 2022

Name	Interest	Nature of Interest	Date
Peter Winder	McGredy Winder & Co Ltd	Director / Shareholder	2010
	The Sound of Music Education Ltd	Director / Shareholder	2004
	Manukau Institute of Technology Ltd	Director and Chair	1 April 2020
	Unitec New Zealand Ltd	Director and Chair	1 April 2020
	McGredy Winder Family Trust	Trustee & Beneficiary	2012
	Council of NZ Institute of Skills and Technology	Member	1 April 2020
	Operating Theatre Trust aka Tim Bray Productions	Trustee	February 2021
Peter Parussini	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus School Foundation	Trustee	2010
	Southern Cross Campus School Board of Trustees	Chair	2008
	Australian Institute of Company Directors	Member	2017
	Radio New Zealand	Governor	2019
	Latisana Family Trust	Trustee & Beneficiary	2017
	Lignano Ltd	Shareholder & Director	2019
	Stronger Public Media Establishment Board	Director	April 2022
Monique Cairns	The New Zealand Home Loan Company Limited	Deputy Chair	May 2018
	The Northern Club	Committee Member	June 2018
	Caribou Consulting Limited	Executive Director	December 2015
	New Zealand Institute of Directors	Member	February 2013
	Australian Institute of Company Directors	Member	February 2020
	Auckland Art Gallery	Member	May 2016
	Monstar Trust	Trustee & Beneficiary	2006
	The Almo Trust	Trustee & beneficiary	February 2019
	The Kaihere Trust	Trustee	2005
	Cairns Family Trust	Beneficiary	TBC
	BoatCo R3500-5 Limited	Shareholder	October 2018
	The NZ Portrait Gallery	Trustee	2 September 2021
	DEC International NZ Ltd	Director	1 April 2022
Robert Reid	FIRST Union	President	2011
	Forest Ministerial Advisory Group	Member	Oct 2021
	Auckland Regional Skills Leadership Group	Co-Chair	Sept 2021
	UnionAid	Trustee	Sept 2020

Name	Interest	Nature of Interest	Date
Ziena Jalil	DNA Designed Communications Ltd	Director	February 2021
	Cancer Society Auckland Northland	Trustee	Sep 2019
	New Zealand Asian Leaders	Advisory Board Member	Feb 2016
	Senate SHJ	Consulting Partner	Feb 2016
	Athene Collaborative Limited	Director / Shareholder	Feb 2018
	New Zealand Institute of Directors	Member	July 2016
	Global Women	Member	Aug 2019
	Cancer Society of New Zealand (National)	Board Member	Sep 2021
	Asia New Zealand Foundation	Trustee	Sep 2021
	Education New Zealand	Director	May 2022
Fale (Andrew) Lesa	Auckland Conservation Board	Board Member	2018
	Child & Youth Mortality NTA Review Committee	Board Member	2017
	Oranga Tamariki	Board Member	2019
	Philanthropy New Zealand	Board Member	2019
	Auckland Council – Rainbow Communities Advisory Panel	Member	2020
	Leukaemia and Blood Cancer NZ	Director	Mar 2021
	Bone Marrow Donor Registry	Director	Mar 2021
	Emerge Aotearoa	Director	Mar 2021
	Diabetes NZ	Director	Mar 2021
	Kidney Health NZ	Director	Mar 2021
Steven Renata	Kiwa Digital	Co-Owner/Chief Executive	2016
	INNOV8HQ	Co-Owner/Director	2016
	New Zealand Defence Industry Association	Member	2019
	Mangaiti Marae	Trustee	2018
	Unitec Rūnanga Advisory Committee	Member	2018
Marama Royal	Ngāti Whātua Ōrākei Trustee Limited	Chair	Dec 2017
	Ngāti Whātua Ōrākei Reserves Board	Chair	July 2018
	Ranginui No.12 Trust	Trustee	May 2013
	Auckland Police Taumata	Co-Chair	2008
	Sky City Community Trust	Co-Chair	Feb 2020
	Justice of the Peace Association	Member	2002
	Institute of Directors	Member	2015
	Variety Childrens Charity 2021	Trustee	Feb 2021

Interests Declaration – All Members

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

2022 Meeting Schedule

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



Manukau Institute of Technology Limited and Unitec New Zealand Limited

BOARD MEMBERS TERMS OF APPOINTMENT

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

STANDING COMMITTEES AND BOARD MEMBERSHIP

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

Sub-Committees and Board Membership

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

**Manukau Institute of Technology Limited and
Unitec New Zealand Limited**
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
(Board)
26 May 2022 at 11am

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 26 May 2022.

DIRECTORS

Peter Winder, Chair Robert Reid Peter Parussini Fale (Andrew) Lesa
Monique Cairns

IN ATTENDANCE

Gus Gilmore - Chief Executive	Michelle Teirney - DCE Operations
Simon Nash - DCE Learner Experience & Success	Martin Carroll - DCE Academic
Kirsten Sargent - Interim DCE People & Culture (MIT)	Matua Vince Hapi
Peseta Sam Lotu-liga - DCE Pacific, Partnerships & Support	Antoinette Wood - Board Secretary
Chris Hutton – Interim DCE People & Culture (Unitec)	Ali Ikram - Communications

1. **Karakia** – The meeting was opened with a karakia. Matua Vince acknowledged and paid tribute to te rangatira Joe Hawke.

Welcome & Apologies

The Chair welcomed everyone to the meeting.

Apologies were received from M Royal, S Renata and Z Jalil.

Moved: P Winder

Seconded: R Reid

CARRIED

Disclosure of Interests Register

No conflicts with the matters on the agenda were declared.

Meeting Schedule 2022

The Board noted the Meeting Schedule for 2022.

Committees of the Board

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 26 April 2022

Resolved:

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 26 April 2022 as a true and correct record.

Moved: P Winder

Seconded: P Parussini

CARRIED

3. Reports and minutes from Committees

3.1 MIT Pacific Community Komiti Minutes

Resolved:

The Board received the minutes of the Pacific Community Komiti Meeting held 8 April 2022.

Moved: P Winder

Seconded: F Lesa

CARRIED

3.2 Unitec Fono Faufautua Committee Minutes

Resolved:

The Board received the minutes of the Unitec Fono Faufautua Committee meeting held 13 April 2022.

Moved: P Winder

Seconded: F Lesa

CARRIED

3.3 Rūnanga Minutes

Resolved:

The Board received the following meeting documents:

- a) Confirmed Rūnanga Minutes 10 March 2022
- b) Confirmed Rūnanga Minutes 14 April 2022
- c) Draft Rūnanga Minutes 12 May 2022.

Moved: P Winder

Seconded: M Cairns

CARRIED

3.4 Academic Committee Report and Minutes

Management raised to the Board's attention an issue which has arisen at MIT concerning programme unification, in particular the unification of the Bachelor of Nursing Māori Programme. MIT's BN Māori external industry advisory group has a view that MIT's programme is a 'BN Tainui' and are concerned that if the BN Māori becomes unified it will lose its specific relevance to Waikato Tainui. When the three Bachelor of Nursing programmes are released for consultation on 10 June, they will be arguing that nationalising Māori programmes is not consistent with Te Tiriti partnerships. MIT management has raised this with Te Pūkenga and will ensure that Waikato Tainui have direct input into the upcoming Te Pūkenga consultation process. The BN Māori is a taonga gifted by Waikato Tainui to MIT, as such the Board advised management to ensure MIT's relationship with Waikato Tainui is protected through the

consultation process.

Resolved:

The Board:

1. Noted the following reports of academic committee meetings:
 - Unitec Te Komiti Mātauranga: 04/05/2022
 - MIT Academic Committee: 11/05/2022
2. Approved the addition of the Pou Hautu as a member *ex officio* of Unitec's Komiti Mātauranga and MIT's Academic Committee.

Moved: P Winder

Seconded: F Lesa

CARRIED

4. Chief Executive's Report

The report was taken as read. Management provided the Board with a verbal update on MIT's Open Day held 21 May. The event was highly successful, with c. 400 visitors and 60 enrolment applications received on the day. A similar event is planned to be held at Unitec later in the year.

Further discussion was held around the increasing issue of the disengagement of secondary school students with education. The Board questioned whether there might be an opportunity to partner with schools, institutions and government in securing or creating joint funding between multiple parties that would both address NEETs and the withdrawal from schools and create a pipeline for future enrolments. While we would only be part of the solution, the Board encouraged management to think about how we might help others see what solutions might be possible. Management to circulate a proposal out of session.

Resolved:

The Board noted the information supplied.

Moved: P Winder

Seconded: P Parussini

CARRIED

5. Safety, Wellbeing and Sustainability Report

Management confirmed that the MIT statistic relating to Injuries Reported (35) is the correct figure, due to increased reporting of incidents within the Early Childhood Centre.

Resolved:

The Board received the Safety, Wellbeing and Sustainability report.

Moved: P Winder

Seconded: R Reid

CARRIED

Formal Motion for Moving into Closed Session**Resolution to exclude public in accordance with the Closed Session Agenda.**

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

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

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
6.	Confidential Minutes of the meeting held 26 April 2022	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Status of Audit Recommendations	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	People and Culture 9.1 Diversity & Pay Equity Reports 9.2 Speak Up Reports	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act -	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).

		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	
9.	Chief Executive's Report	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Enrolment Updates	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Building 108 Upgrade Project Status Report	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Financial Reports	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of</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

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

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

Moved: P Winder

Seconded: M Cairns

CARRIED

The open session concluded at 11.47am.

The public excluded session commenced at 11.47am and concluded at 12.27pm.

There being no further business the chairperson declared the meeting closed at 12.30pm.

Peter Winder, Chair 30 June 2022

30 June MIT & Unitec Board Meeting - Open Session

Open Action Items

Meeting Date	Agenda Item	Action	Responsible	Status
26-May-22	4 CE Report	The Board questioned whether there might be an opportunity to partner with schools, institutions and government in securing or creating joint funding between multiple parties that would both address NEETs and the withdrawal from schools, and create a pipeline for future enrolments. While we would only be part of the solution, the Board encouraged management to think about how we might help others see what solutions might be possible. Management to circulate a proposal out of session.	S Nash	Open



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

30 June 2022

Provided by:	Prof Martin Carroll, DCE Academic
Title:	Academic Committee Reports
For:	Note

Recommendation

It is recommended that the Board note the following reports of Academic Committee meetings:

- [Unitec Te Komiti Mātauranga: 15/06/2022](#)
- [MIT Academic Committee 01/06/2022](#)

Purpose

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

Background/Introduction

MIT + Unitec: Te Pūkenga updates

At both subsidiaries, the primary concern pertains to the timelines for programme unification work. In particular, academic staff are concerned that consultation and curriculum development is too fast and too narrow to ensure alignment with industry/professional requirements, and high academic quality.

In addition, it has been noted that (ordinarily) enrolments for 2023 programmes cannot be confirmed until (a) the programmes are approved and locations accredited; (b) the fees are determined (which, for unified programmes, will be set by Te Pūkenga); and (c) the academic regulations and policies that form part of the enrolment agreement are finalised.

These concerns have been repeatedly conveyed to Te Pūkenga with a view to assisting with their understanding of the range of activities and their associated timelines.

MIT: NZ Diploma of Information Technology (Technical Support)

MIT has been asked by NZQA to cease delivering this programme (which is also the first year of the degree) on the basis of poor external moderation results and inadequate response from the School. These findings also suggest a failure of internal QA systems within the School. This is disappointing



for a School that has typically had a strong QA record and receives very positive external monitor reports for its degree and postgraduate programmes.

NZQA has also asked for a plan showing how the School will ensure that all students achieve the required learning outcomes.

Note that these are not statutory conditions and are not published.

This work stream is being led by the Director Schools and Performance, Manukau & City Campus and is currently on track. The goal is to satisfy NZQA and thereby receive permission to offer the next version of the programme from Sem 1 2023.

Next Steps

The next meetings as follows:

- Unitec Te Komiti Mātauranga – Wednesday 27th July, 8.30-11.30am (venue TBD & Teams).
- MIT Academic Committee – Wednesday 6th July, 1pm-3.00pm (Otara ND3.17 & Teams).

As always, Board Members are most welcome to attend.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

30 June 2022

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

Recommendation

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

Purpose

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

MIT

EXTERNAL ENGAGEMENT

We held our annual **Graduation** ceremonies and events from 16 to 18 June. It was our last graduation ceremonies as MIT which made it an emotional and special time for both staff, learners, and our guests. There were 6 events including Tuku Taonga, the Street Procession, Pasifika Thanksgiving Celebration and 3 formal graduation ceremonies. We welcomed over 4,200 guests (excluding the street procession) to celebrate just under 600 graduates across the stage. Overall, we had over 108 volunteers and around 150 VIPs, special guests and staff on stage. We also had great support from the Kapa Haka group and various Pacific performers to add special colour and flavour to our festivities. A big thank you to the Board for attending and making the events extra special.

An **Open Day** was held on the 21st of May. This was the first time MIT ran a mid-year all campuses Open Day. The numbers were low, however we still saw 400 people come through, generating 60 on the day applications. Another Open Day will be held on 10 September.

Certificate Graduation for S2 2021 graduands is scheduled for 26, 27 and 28 June and will be held on Ngā Kete Wananga marae. The ceremonies for our S1 2022 graduands will be held November 1st, 2nd and 3rd 2022.

NEETS Support

Counties Manukau Sport, who are one of four youth organisations holding the MSD NEETS contract, are running their annual sports camp, with NEETS from Counties Manukau Area. Scheduled for mid-July, MIT will be present to run some workshops during the event.



South Auckland Re:UP

The Schools & Community team are running lunchtime expos at local South Auckland secondary schools targeting identified (by MoE) disengaged students and those at risk to leave before end of term (or sooner). The schools are: Papakura, Sir Edmund Hillary College, Tangaroa and Papatoetoe High and the organisations working with us are: YouthLine, Competenz, Auckland Chamber, QES, MSD Connected and Manukau Jobs & Skills Hub.

Te Kura

This year 300 students have registered with Te Kura to continue their secondary education via online learning and networking hubs. MIT will again work with Te Kura to run experience days for interested students, to profile MIT and the opportunities available. The first will run in July.

Marketing

The priority products, identified by the campuses, are currently in market for the July S2 intake. The campaigns have produced the following applications:

- 1) Trades 33
- 2) Maritime 18
- 3) Health 17
- 4) Education 8
- 5) Sport 6
- 6) Business 20
- 7) CBH 18
- 8) Engineering 23
- 9) Social Work 16

NZ International Education Strategy 2022-2030 Consultation

Post Covid-19 the Ministry of Education are leading consultation on an updated NZ International Education Strategy for 2022-2030 with a focus on building back strong.

Phase One of the strategy aims to help providers build back onshore offerings with Phase Two looking to build a new international education future.

Consultation will take place over June with a series of cross sector workshops. Manukau Institute of Technology is leading the Te Pukenga Peak Body response due for submission by 28 June.

Key MIT Internal stakeholders will be consulted with via email due to short turnaround timeframes.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

30 June 2022

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

Recommendation

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



Safety, Wellbeing and Sustainability Report May 2022

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

Endorser Gus Gilmore, Chief Executive

Date June 2022

Significant Injuries

2022 vs 2021 – MIT Apr to date

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

Staff

Significant Injuries this year

- Nil

Students

Significant injuries this year.

- Nil

Safety Concern

Safety and Wellbeing Manager in consultation with the Building and Construction Head of School have shut down use of the Carpentry workshop until a review of machinery has been conducted. Some concerns were raised by the lecturing team with regards to the safe use of machinery and the machine guarding compliance. In response we have closed the workshop temporarily while a machine guarding assessment is done, booked 16 June, report pending.

May 2022 vs May 2021 - Unitec

Significant Injuries	May 22	May 21	
Employee	0	0	=
Student	0	1	↓

Staff

Significant Injuries this month

- NIL

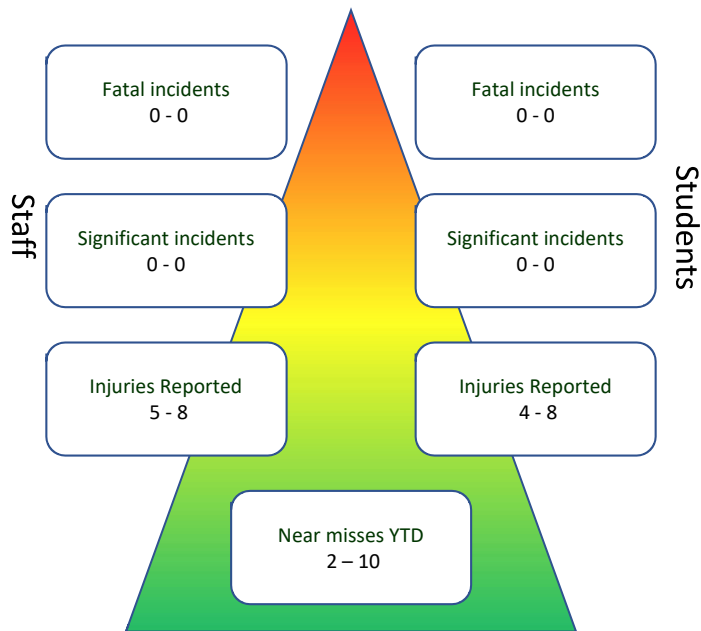
Students

Significant injuries this month

- Nil

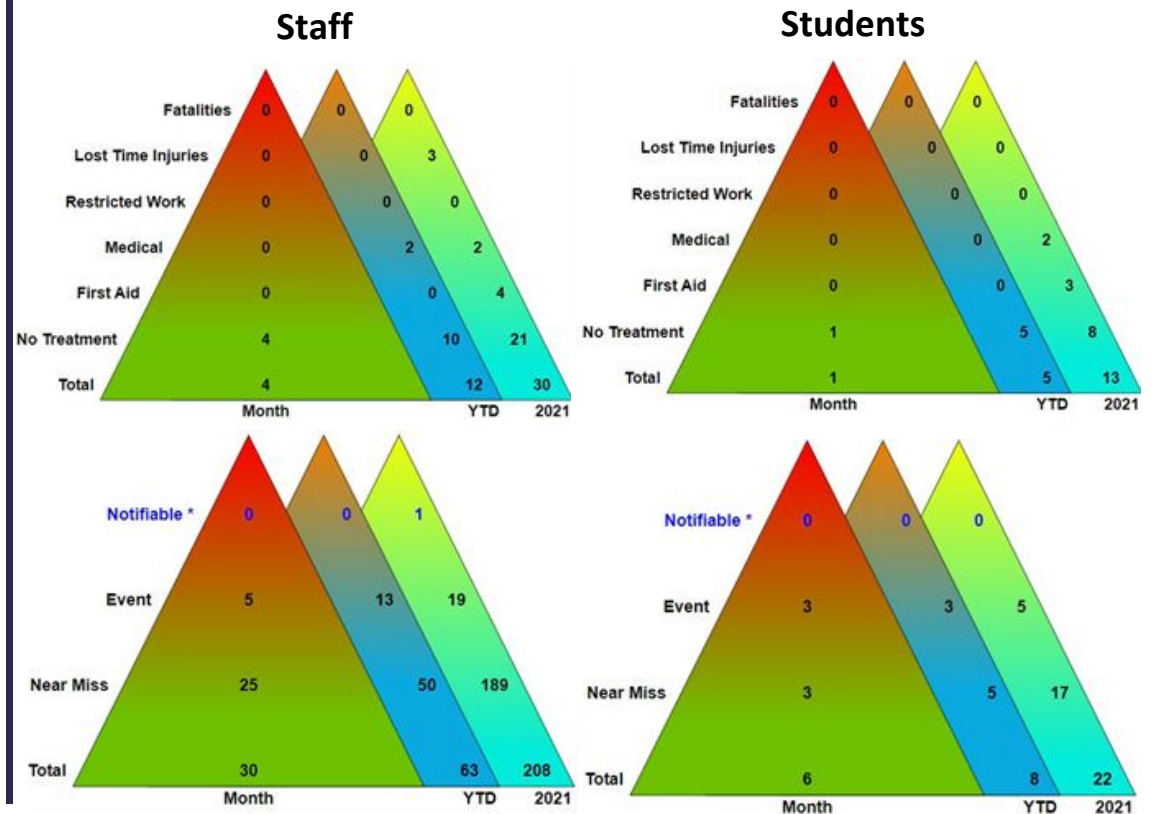
Injuries/Incidents Staff and Students – 2022

2022 vs 2021 YTD MIT



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

May 2022 YTD vs 2021 YTD Unitec

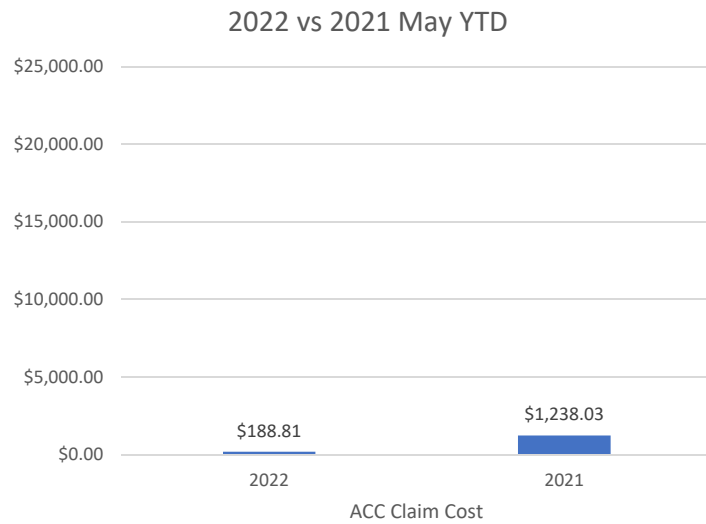


We have seen an increase in Near Miss reporting this month, despite the closure of Unitec's Gymnasium

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

ACC Claims

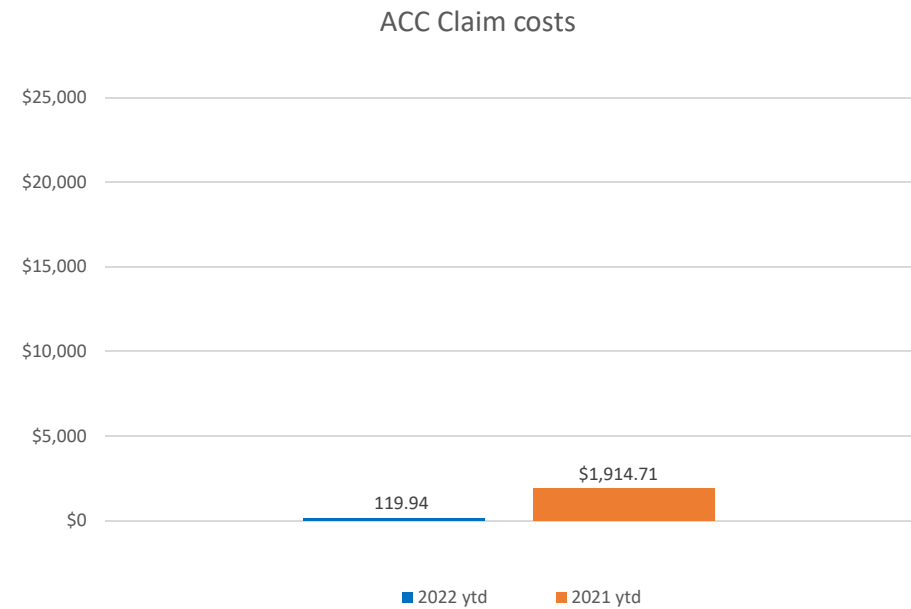
MIT



ACC Claims

ACC Claims	YTD 22	YTD 21	
Employee	2	3	↓

Unitec



ACC Claims

ACC Claims	YTD 22	YTD 21	
Employee	2	1	↑

Leadership Safety Walks

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

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

ELT Member	Site Visited	Observations	Corrective Actions
Christine Hutton	UPC and Security – 19 May	<ul style="list-style-type: none"> UPC - Well organised, thoughtful spaces for our ākonga to learn & create in. Some students needed gentle reminders about wearing their face masks when they returned from breaks Security – The attention to detail, care and concern for staff/students/visitors was clearly displayed. 	
Gus Gilmore	Mataaho and Building site – 27 May	<ul style="list-style-type: none"> Mataaho - Great to see new machinery is compliant with guarding requirements and all regulations. SOP's have recently been reviewed Building Site – good systems in place. 	<ul style="list-style-type: none"> Trades & Services staff to attend refresher training on machinery safety & compliance Ensure that building site is clear of trip hazards.

Board member Health and Safety site observations – June and July

Month	Board Member	Site to be visited	Observations (to be updated month following walk)	Corrective Actions
June	Andrew Lesa, Steven Renata	Unitec Safety Walks scheduled		
July	Robert Reid, Peter Winder, Marama Royal	MIT's Child Care Centre		

H&S Committees




MIT H&S Committee Update

Committee (area)	Overview – Current State
ND Block (Academic, People and Culture, Legal, Marketing)	<ul style="list-style-type: none"> Teams have completed hazard register reviews as per the 2022 work plan Workplace audits are underway as an action for this month Action raised for properties team to install signage on ramps to deter pedestrians walking down car park ramps – completed Discussion on COVID policy and wearing masks indoors in an admin building Committee training in H&S discussed and to be actioned for new members.
Manukau Campus	<ul style="list-style-type: none"> Work plan being reviewed and actions assigned for committee members to catch up on previous workplan items Boom gate review completed Safe 365 assessment started, and meeting booked to complete in June.
Otara "Quad"	<ul style="list-style-type: none"> Teams have completed hazard register reviews as per the 2022 work plan Workplace audits are underway as an action for this month. Safe 365 assessment completed.
Property/Tech Services	<ul style="list-style-type: none"> Teams have completed hazard register reviews as per the 2022 work plan Workplace audits are underway as an action for this month Safe 365 assessment completed.
Otara Service Centre (excluding ND and NB)	<ul style="list-style-type: none"> Committee disbanded and membership split among the other committees
Tech Park	<ul style="list-style-type: none"> Workplace audits have begun to assess workplaces Boom gate review completed. PINs have been after work was agreed to and now completed. Please see safety walks for walk completed by Gus and Kirsten Safe 365 assessment completed.

Unitec H&S Committee Update

Committee (area)	Meeting Date	Critical Risks Identified
H&S Representative (18 participants)	12 May (online)	<ul style="list-style-type: none"> H&S Representative Level 1 training scheduled for 27 & 28 June, at Site Safe premises Discussed change regarding face mask wearing at Unitec Campus Return to campus – Children on Campus procedure and Managers approval is required. No sick children should be brought to Campus Additional staff resources added to Staff Support – Family violence, retirement planning and menopause and the workplace RAT test kits continue to be distributed. Flu vaccinations being promoted H&S team advised that the annual Risk Register reviews are about to commence Te Pukenga Safe 365 audit pending on 20 & 21 June.
Infrastructure Operations/H&S Meeting	19 May	<ul style="list-style-type: none"> Discussion on requests for gender neutral toilets-B115 Lighting review to be undertaken in Mataaho H&S team to communicate with Student Success for assistance with furniture blocking fire exits in Te Puna.
Trades and Services	18 May	<ul style="list-style-type: none"> Issue with rain coming into roofing area under canopy Solution of cutting drainage channels discussed Mataaho cleaning - various issues discussed and cleaning schedule to be reviewed with Facilities Maintenance.
Te Puna Kararehe	-	<ul style="list-style-type: none"> Awaiting confirmation on date for next meeting
IOPs Toolbox Meetings	-	<ul style="list-style-type: none"> Awaiting confirmation on date for next meeting

Risk Assurance and Critical Risk Audits

Tracking key	
ON TRACK	
OFF TRACK	
COMPLETE	

MIT

Critical Risk/Audit	Traffic Light	Update
Asbestos	April Pushed to May	Completed. Actions: Update staff asbestos training, update asbestos management plan. No critical risks identified.
Annual review of H&S team Documentation	May through June	Document control underway, with added action to review and update intranet site as per committee feedback received.
Review of Emergency Response Procedures	April - June	Training to be booked for August.
Motor vehicle review	May	Complete. No actions noted.
Arboriculture	June	Arboriculture school no longer in action, equipment in dry storage.
Fire training Mahurangi	July	Date for audit will be set closer to month.
Scaffolding School	August	Date for audit will be set closer to month.
Plant and Machinery Audit - TechPark	September	Date for audit will be set closer to month.
Project – Lifeboat Simulation	June Testing	In 2019 and 2020 we had two incidents that involved live lifeboat accidents. All lifeboat exercises have been paused until the Simulator is installed in the City campus. Simulator is being created overseas currently and will be air freighted to New Zealand. Next key date is completion of Simulator Build & Testing programmed for 13/6/22

Unitec

Critical Risk/Audit	Traffic Light	Update
Machinery Maintenance Schedule	May - ongoing	<ul style="list-style-type: none"> H&S Team doing on-going work with multiple areas to create a centralised database in Damstra/Vault.
Hazardous Substances Inventory being centralised into Damstra/Vault	May - ongoing	<ul style="list-style-type: none"> H&S Team working with Laboratory Technicians to centralise the Hazardous Substances inventory using Damstra/Vault system. This will be on-going.
Fire Warden Training (on-line)	June	<ul style="list-style-type: none"> Fire Warden Training sessions – next date scheduled for 14 June.
First Aid Training Scheduled for 15 June	June	<ul style="list-style-type: none"> First Aid Training scheduled on-site for 15 June. Class is already fully booked.
Safety Walks	May	<ul style="list-style-type: none"> Safety walks have resumed Gus Gilmore completed safety walk of Trades building – Mataaho Chris Hutton completed safety walk of both Security and Unitec Pathway College (UPC).
Risk Register Reviews	May	<ul style="list-style-type: none"> Risk Register reviews and underway for all areas across Unitec Some areas have already completed H&S Team reviewing risk ratings for generic risks across Unitec.
Risk Assessment of Welding Bay underway	May -ongoing	<ul style="list-style-type: none"> New risk assessment being carried out by Bruce Hilliard on Welding Bay in Mataaho H&S Team visited MIT and completed a walk through of Tech Park including Welding Bay. Joint discussion on risks associated with these areas.
Fire Drills completed	May	<ul style="list-style-type: none"> Fire drills completed for all buildings on Campus Good results for all areas particularly Waitakere Campus.

Safe365: Summary View

MIT Safe365 Implementation Plan

Underway

- Committees are being booked in for their 2022 assessments in May.
 - Manukau Campus
 - GM and Rep will attend audit
 - ND Committee
 - Committee Chair and Rep to attend audit

Completed

- Committees have completed their Safe365 self assessment, reports to be sent with recommendations on improving scores.
 - Otara Campus
 - Committee Chair and 2x Reps attended
 - Tech Park
 - GM and Rep attended
 - Technology and Properties
 - Committee Chair and Rep to attended

Tech Park



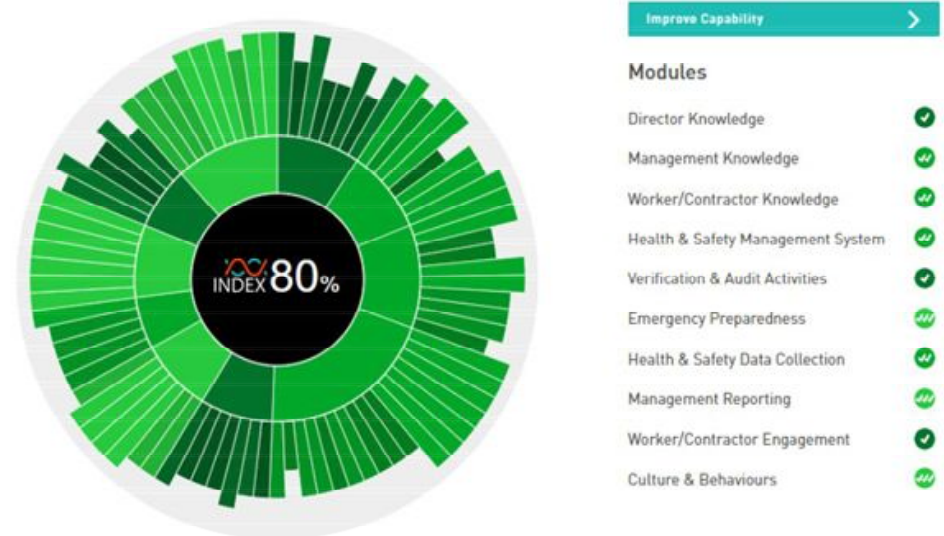
Technology and Properties



Otara Campus



Unitec Safe365 Aggregated Starburst



- The Aggregated Starburst remains at **80%**
- The H&S Team are focussing on Risk Register annual reviews for 2022, and centralising of the Hazardous Substances Inventory into Damstra/Vault

Wellbeing Strategy Update

MIT

Lunch and Learn

A full 12 months of lunch and learns have been communicated out for 2022 to staff. Most of these are centred around change and wellbeing initiatives such as resilience, stress, healthy eating and communication.

- Tips for performance management – 12 May Rolled out
- Eating facts and Fiction – 26 May Rolled out
- Mindfulness at work – 14 June Rolled out
- Emotional distress – 28 June.

Wellbeing Strategy – Synergy Pilot

MIT alongside Unitec are taking part in the Te Pūkenga Pilot of the Synergy health wellbeing tool. The intention of the tool is to provide tips for Wellbeing. MIT continues to push awareness campaigns and present Synergy health to the business, with a target of 35% engagement set by Te Pūkenga. MIT currently sits middle of the road among other ITPs for sign up and content usage.

Wellbeing Expo

Work is underway to plan for the 2022 wellbeing expo. Expo is intended to showcase both MIT vendors and external wellbeing vendors. Otara Campus was a great success in 2021. Expo date set for August 10.

Leading through Change

Have run workshops for extended leadership team on leading through change. Now looking to do the same at the Leadership Day in July.

Flexible Work Policy

MIT continues to encourage staff to work within its flexible working policy to help manage wellbeing during both COVID and the flu season. There is a strong push for looking after self and whānau.

Unitec

Wellness events

2 x Around the world@Unitec (staff and students)

"I would never have heard this story anywhere else"
"Beautiful short oasis break on a wet day at work!"

Social Club Taste Test (staff only)

First event onsite in two years

The Big Clothing swap (staff and students)

"wow – Unitec gives away free clothes!"
"How cool to be able to go 'shopping' while at work!"

Circles of control

Facilitated 30min session for Student Support team

Sports Centre closure pivot

- Badminton and Futsal is back.
- Held once a week at Mt Albert YMCA courts

Wellbeing strategy partnerships

Facilitated two People Development workshops:

- Managing Risks to Mental Health: Structured framework for psychosocial safety
- Understanding stress and anxiety in ourselves and others

Synergy Health Pilot

- 43 staff signed up
- Paused promotion until three onboarding issues are resolved



Sustainability Strategy Update

MIT



A number of the actions for the sustainability strategy have been on hold due to COVID comms and also Te Pūkenga. Focus for May is to send out consultation on Strategy

Goal	Measures	Traffic Light	Updates to goal – May 2022
Have a Sustainability Policy	MIT Strategic Plan – Develop a Sustainability Strategy		The policy is now on hold due to Te Pūkenga transition
Educate our staff and students to make sustainable choices	Comms to staff and students are engaging and measure will be progress to 3 targets		We continue to work with parties around sustainable choices
Encourage sustainable transport choices, reduce parking on site	Reduction in car parking at all three campuses		Flexible working continues to be pushed, especially as we head into the winter months where sickness is more common.
Staff and Students are aware of sustainable transport options, and MIT encourages sustainable transport options	Reduction of uses of car – also helps with ecological footprint		Articles around wellbeing and health continue to be pushed in Synergy health.
Promote our flexible working policy as this reduces number of staff driving to site			
Reduce Electricity Consumption			April KWH <ul style="list-style-type: none"> Manukau 231,278 @ \$39,551.82 Tech Park 49,546 @ \$9,875.62 Otara Main 209,329 @ \$37,712.60 Otara Small 5,679 @ \$1,499.54
2023 Target – reduction of 5%			
Reduce ecological footprint MIT facilities and vehicles utilize clean green technology	Sustainable and green options explored when upgrading facilities		<ul style="list-style-type: none"> Waste to landfill costs analysis still in progress
Recycling options in place to reduce waste			

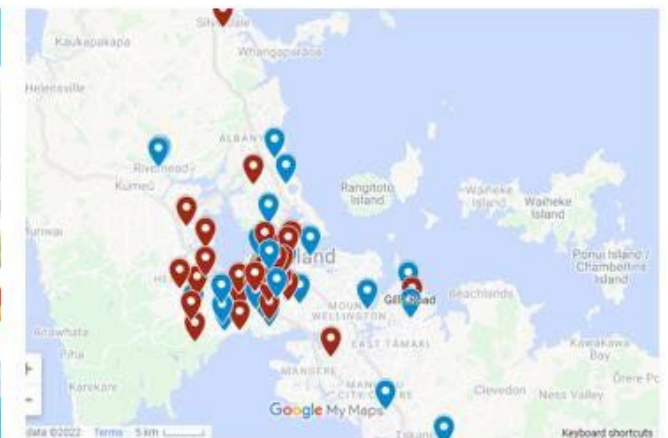
Unitec

Student projects and internships

- Two out of five internships are complete.
- The remaining three projects will directly contribute to update of the Travel Plan planned for June.
- Supported learning department will keep looking after the B111 garden.

Carpooling app Beta test

- During May, focus was on promoting and signing users up for the trial
- In partnership with Marketing department provided incentives for the users
- Held 20 roadshows, to promote the app to different teams and classes across Unitec
- Currently 67 staff and students are testing the app. New users are getting added daily.
- Beta-test will end mid June.



Manukau Institute of Technology Limited and Unitec New Zealand Limited
PUBLIC EXCLUDED AGENDA
Board Meeting 30 June 2022

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

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

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
6.	Confidential Minutes of the meeting held 26 May 2022	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
7.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Items for approval 8.1 Emeritus Professorship 8.2 Unitec Cleaning Contract	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Audit and Risk 9.1 Status of Audit Recommendations	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or	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

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
	9.2 Risk Summary and Registers	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	of LGOIMA, as a body to which LGOIMA applies).
10.	Building 108 Upgrade Project Status Report	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Enrolment Updates	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Financial Matters 12.1 Financial Reports May 2022 12.2 Procurement Policies	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	Correspondence	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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

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