

29 July MIT & Unitec Board Meeting (29/07/2021)

Table of Contents:

Karakia	1
Agenda	2
Open Session	4
1. Welcome and apologies	4
Disclosure of Interests Register	4
Meeting Schedule 2021	6
Committees of the Board	8
2. Minutes of the Open Meeting held 24 June 2021	9
3. Action List	19
4. Chief Executive's Report	20
5. Health and Safety Report	22
6. Reports and Minutes from Committees	36
6.1 MIT Academic Report and Minutes	36
6.2 Unitec Academic Committee Report and Minutes	38
6.3 MIT Rūnanga Hui Minutes	40
7. Items for Information	41
7.1 Updated Contract Approval and Management Policies	41
8. Items for Approval	43
8.1 MIT Rūnanga Terms of Reference	43
8.2 MIT Rūnanga Fees	49
8.3 Appointment of Marama Royal as a director of the Company	52
Board Resolutions - MIT (Marama Royal)	53
Board Resolutions - Unitec (Marama Royal)	58
Formal Motion for Moving into Closed Session	63



MIT KARAKIA

Me ĭnoi tātou

Kia tūturu tātou (Let's be real)

Kia manaaki tātou (Let's be caring)

Kia whai hiranga tātou (Let's pursue excellence)

Kia tūhonohono tātou (Let's connect)

Whano! Whano!

Haramai te toki!

Haumi ē!

Hui ē!

Taiki ē!



MANUKAU
INSTITUTE OF
TECHNOLOGY
Te Whare Taumata o Manukau

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

Date: 29 July 2021

Schedule:

Audit & Compliance Committee Meeting	9am-10.30am
Board & CE only session	10.45am-11.30am
Meeting with MIT Student Council Representatives	11.30am-12pm
<i>Lunch</i>	<i>12pm – 12.30pm</i>
Board Meeting	12.30pm – 3.30pm

Venue: MIT, ND Block, Level 3 Boardroom ND317

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

AGENDA

Open session	
1.	Karakia Welcome & Apologies Disclosure of Interests Register Meeting Schedule 2021 Committees of the Board
2.	Minutes of the Open Meeting held 24 June 2021
3.	Action List
4.	Chief Executive's Report – Open Session
5.	Safety, Wellbeing and Sustainability Report
6.	Reports and minutes from Committees 6.1 MIT Academic Committee Report and Minutes – Open Session 6.2 Unitec Academic Committee Report and Minutes 6.3 MIT Rūnanga Hui Minutes
7.	Items for Information 7.1 Updated Contract Approval and Management Policies
8.	Items for Approval 8.1 MIT Rūnanga Terms of Reference 8.2 MIT Rūnanga Fees 8.3 Appointment of Marama Royal as a director of the Company
	<i>Formal Motion for Moving into Closed Session</i>

CLOSED SESSION	
9.	Minutes of the Confidential Meeting held 24 June 2021
10.	Action List
11.	Chief Executive's Report – Closed Session
12.	Enrolment Updates
13.	Financial Reports 13.1 June Financial Reports 13.2 2020 Performance Benchmarking Results 13.3 Unitec 2022 Budget Scenarios
14.	Unitec Building 108 Project
15.	Items for Approval 15.1 New Zealand Maritime School Lease Extension
	<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 June 2021

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
	State Services Commission, Risk and Audit Committee	Member	August 2015
	McGredy Winder Family Trust	Trustee & Beneficiary	2012
	Council of NZ Institute of Skills and Technology	Member	1 April 2020
	Operating Theatre Trust aka Tim Bray Productions	Trustee	February 2021
Peter Parussini	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus School Foundation	Chair	2010
	Southern Cross Campus School Board of Trustees	Trustee	2008
	Australian Institute of Company Directors	Member	2017
	Radio New Zealand	Governor	2019
	Latisana Family Trust	Trustee & Beneficiary	2017
	Lignano Ltd	Shareholder & Director	2019
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
Robert Reid	FIRST Union	President	2011
	The Southern Initiative (Auckland Council)	Consultant	2018
	Auckland Interim Regional Skills Leadership Group	Co-Chair	June 2020
	UnionAid	Trustee	Sept 2020

Name	Interest	Nature of Interest	Date
Ziena Jalil	DNA Designed Communications Ltd	Director	February 2021
	Cancer Society Auckland Northland	Trustee	Sept 2019
	New Zealand Asian Leaders	Advisory Board Member	Feb 2016
	Senate SHJ	Consulting Partner	Feb 2016
	Athene Collaborative Limited	Director / Shareholder	Feb 2018
	MYYODAA Ltd	Shareholder	Nov 2018
	New Zealand Institute of Directors	Member	July 2016
	Global Women	Member	Aug 2019
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 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

2021 Meeting Schedule

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

Health and Safety Walks 2021

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



Manukau Institute of Technology Limited and Unitec New Zealand Limited

BOARD MEMBERS TERMS OF APPOINTMENT

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

STANDING COMMITTEES AND BOARD MEMBERSHIP

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

24 June 2021 at 12pm

Open Session Minutes

These are the minutes of the open session of a meeting of the Board of the Company held on 24 June 2021.

DIRECTORS

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

APOLOGIES

No apologies were received.

IN ATTENDANCE

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

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

Welcome & Apologies

The Chair welcomed everyone to the meeting and noted that there were no apologies.

Disclosure of Interests Register

No conflicts with the matters on the agenda were declared.

Meeting Schedule 2021

The Board noted the Meeting Schedule for 2021.

Committees of the Board

The meeting noted the Committees of the Board.

2. Minutes of the Open Board Meeting held 27 May 2021

The Board noted the minutes.

Resolved:

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 27 May 2021 as a true and correct record.

Moved: P Winder

Seconded: S Renata

CARRIED

3. Action List

The Board noted the action list.

4. Chief Executive's Report

The Board received the report from the Chief Executive which highlighted areas of activity. In respect to the co-leadership possibilities for Unitec and MIT, the Chief Executive highlighted that the intent is not to ask the Board for a decision at this point, but more to inform the Board on the good progress that has been made in exploring what these options are. Jenny Lee-Morgan, on being given the opportunity to speak to this topic, supported the view expressed by the Chief Executive that positive progress has been made and looks forward to co-presenting a single option to the Board following appropriate consultation with stakeholders.

The Board expressed their appreciation of the significant effort that has been made to explore this new space and to take it forward in a genuine and positive way and noted that, when the options are presented, there are a number of practical issues they will want to be convinced of in terms of how we operationalize the model and that there are clear accountabilities for the co-leadership roles. It was also acknowledged that there is a short window to achieve this and recruitment for the role will be challenging.

The Chief Executive was given endorsement to continue with the work, noting that the Board are looking for a solution that works across Tāmaki Makaurau, that is co-leadership for both Unitec and MIT.

Action: Recommendations to be presented kanohi ki te kanohi at the next meeting of the Board.

Resolved:

The Board noted the information supplied.

Moved: P Winder

Seconded: Z Jalil

CARRIED

5. Safety, Wellbeing and Sustainability Report

The Board noted with sadness the suicide of the Waitakere Campus student suicide and expressed their deepest sympathy to the whānau of the student and thoughts and support to all those who have been affected.

Action: Management to check that whakawātea has been carried out around the area in question.

Resolved:

The Board received the Safety, Wellbeing and Sustainability report.

Moved: P Winder

Seconded: M Cairns

CARRIED

6. Reports and minutes from Committees

6.1 MIT Pacific Community Komiti Minutes

Resolved:

The Board received the MIT Pacific Community Komiti meeting minutes of 4 June 2021.

Moved: P Winder

Seconded: A Lesa

CARRIED

6.2 MIT Academic Committee Report and Minutes – Open Session

Management spoke to the report and highlighted that the NZQA proposals in relation to simplifying the qualifications system remain a concern for Academics.

Resolved:

The Board received the report from the MIT Academic Committee and the minutes of the open session of the meeting held 2 June 2021.

Moved: P Winder

Seconded: S Renata

CARRIED

6.3 Unitec Academic Committee Report and Minutes

Resolved:

The Board received the report from Te Komiti Mātauranga Academic Committee and the minutes of the meetings held 24 March and 5 May 2021.

Moved: P Winder

Seconded: Z Jalil

CARRIED

7. Items for Approval

7.1 Amendments to the Academic Committee Membership and Terms of Reference documents

Resolved:

The Board approved the proposed amendments to the Manukau Institute of Technology (MIT) Academic Committee Membership and Terms of Reference documents to come into effect immediately.

Moved: P Winder

Seconded: P Parussini

CARRIED

7.2 MIT Rūnanga Terms of Reference

The Board provided feedback and requested that the document be revised and presented back to the Board for approval. It was also noted that the Board will need to come back to the position of the Rūnanga at Unitec and consider what is the most appropriate pathway forward, at a future date.

8. Correspondence

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

Resolved:

The Board noted the incoming correspondence.

Moved: P Winder

Seconded: M Cairns

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

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

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

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
9.	Confidential Minutes of the meeting held 27 May 2021	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting

		<p>organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	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>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
11.	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>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.	Enrolment 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</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in</p>

		<p>Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</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>	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.1	Financial Reports – May 2021	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	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).
13.2	Fees approval	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

		<p>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>	
13.3	2022 Budget assumptions	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
14.1	MIT Status of Internal Audit Recommendations	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

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

15.1	Unitec Building 108 Project Report	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.2	MIT Academic Committee Report and Minutes	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16	MIT Banking Services Change to Westpac	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official</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

		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	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
--	--	---	---

And that the Chief Executive Gus Gilmore, and members of the MIT and Unitec Executive Team be permitted to remain at the meeting because of their knowledge in relation to issues involved, together with Antoinette Wood (Board Secretary) and Ali Ikram for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.

Moved: P Winder

Seconded: A Lesa

CARRIED

The open session concluded at 1pm.

The public excluded session commenced at 1.30pm and concluded at 3.12pm.

There being no further business the chairperson declared the meeting closed at 3.12pm.

Peter Winder, Chair 24 June 2021

29 July MIT & Unitec Board Meeting - Open Session

Open Action Items

Meeting Date	Agenda Item	Action	Responsible	Status
29-Apr	7.1	Dashboard report to be provided to the Board on parity targets for priority groups at the July meeting of the Board	Simon Nash	To be presented at the August meeting of the Board



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

29 July 2021

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

Recommendation

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

Purpose

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

MANUKAU INSTITUTE OF TECHNOLOGY

External engagement

Graduate Ceremonies for 2020 Certificate Graduates

Dates are confirmed and planning is underway for the first centralised Certificate Graduate Ceremonies. Previously managed and delivered by each Campus, this year we will be holding evening ceremonies at Manukau Campus on Tuesday 24 August (two ceremonies), Wednesday 25 August (two ceremonies) and Thursday 26 August (one ceremony). These ceremonies will be for our 2020 graduates. Discussions are underway for 2021 Certificate Graduation ceremonies.

Partnership with Tupu Aotearoa paying off for students

In 2020 MIT signed MOUs with 4 Tupu Aotearoa Youth Service Providers, to enable MIT to offer a broader range of pastoral care and support to our Māori and Pasifika students. This support complements the support already available at MIT.

In 2021 we now have 59 students signed up with SENZ, receiving a range of support: hop cards, petrol vouchers, First Aid courses, AA Driving lessons and 19 receiving laptops. These include nursing, business, automotive and IT students.



Communications

The unit has reported its Key Performance Indicators for Media Impressions gained January - June 2021. These are compared to results from 2019, the last time the team was staffed at its present level of 1.8 FTEs. The target for 2021 was to achieve 62 mentions, a 10% increase on impressions for 2019 (56). In 2019, 38 stories were recorded as positive, 4 negative and the remainder neutral.

In the first six months of this year, MIT was mentioned a total of 105 times. Sixty-six of these stories were recorded as positive, thirty-four negative and five neutral. The result represents an 87.5% increase for overall mentions on 2019, a 73.7% increase on positive coverage and a 750% increase in negative coverage.

The majority of negative stories - 25 - came as a result of a student attending MIT while infectious with COVID-19. However, during this time, 9 positive stories also were recorded due to our voices (including CE Gus Gilmore and Student President Micah Sili) being able to clearly articulate what the institute was doing to respond to protect the health of the community and the interests of students.

Sources of positive media coverage included the on-air Graduation for Nursing student Maia Thackham, Dawn Raid movie premiere and the Race Unity Speech Awards.

UNITEC

Industry Partnerships

Industry Connect Events in automotive, carpentry and plumbing and gas fitting saw 24 employers and 86 completing students attend. Most employers had active roles they were seeking to fill. Bridgestone (a first-time attendee) interviewed 36 students and is "keen to grow our partnership with Unitec and explore further what vocational pathways we can create for students with our business" (David Piper, Bridgestone).

Our professional development courses for Hawkins construction management employees have been agreed for semester 2 delivery to value of c. \$45k. Finally, our careers team are finalising development of career planning framework informed by leading Māori research in this area with collaboration and guidance from Maia staff.

MIT/Unitec So'otaga

Pasifika Development Office co-hosted with the Pacific Centre from Unitec, the inaugural MIT Unitec So'otaga. 83 Pasifika staff from MIT and Unitec registered to attend. Pasifika staff shared their experiences about what it means to be Pasifika in tertiary settings, how they can develop leadership opportunities in their roles and where they could champion Pasifika success in their lives. The staff capability goals from both the MIT and Unitec Pasifika strategic plans were workshopped by staff and discussed in their ethnic groups. Being able to network and form a collective village of Pasifika across both institutes has allowed Pasifika staff to feel reinvigorated in playing their part to contribute to Pasifika learner success.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting
29 July 2021

Provided by:	Kirsten Sargent, Interim DCE People and Culture, MIT Jacky McManus, Interim DCE People and Culture, Unitec
Title:	Safety, Wellbeing and Sustainability Report June 2021
For:	Information

Recommendation

It is recommended that the Board receive the information attached, which is supplied as a status report on Safety, Wellbeing and Sustainability for MIT and Unitec for the month of June 2021.



Safety, Wellbeing and Sustainability Report June 2021

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

Endorser Gus Gilmore, Chief Executive

Date 29 July 2021

Significant Injuries – June 2021

June 2021 vs 2020 - MIT

Significant Injuries	June 21	June 20	
Employee	0	0	=
Student	1	2	↓

Staff

Significant Injuries this month.

- Nil

Students

Significant injuries this month.

- An arboriculture student injured his knee (dislocation) while performing a tree climbing technique during practical class. This injury occurred due to placement of the foot and putting pressure on a knee that has previously been injured. Worksafe was contacted and it was confirmed this is not a notifiable event. An incident report has been completed by the Safety and Wellbeing Team for this event.

June 2021 vs June 2020 - Unitec

Significant Injuries	June 21	June 20	
Employee	2	0	↑
Student	1	0	↑

Staff

Significant Injuries this month

- There were two Lost Time Injuries this month. A staff member sustained a lumbar sprain while moving some heavy boxes. She was off work for 4 days.
- A second staff member sprained his lower back while carrying computer screens.

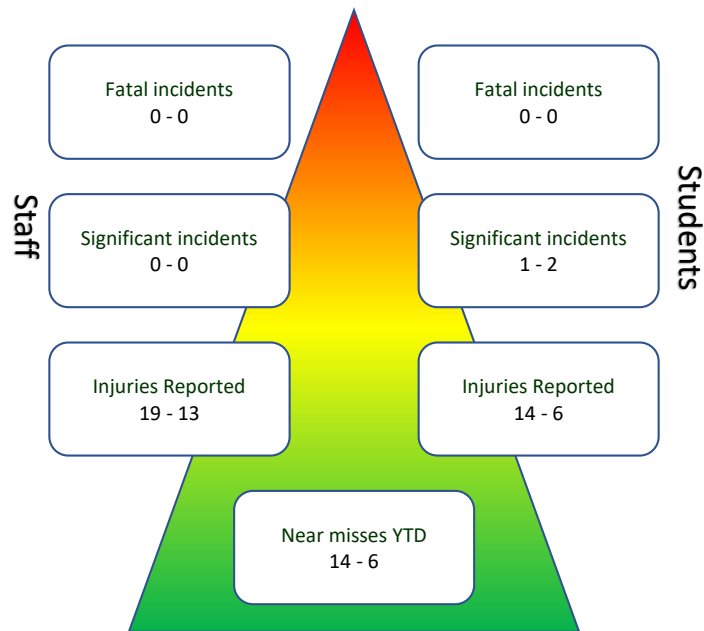
Students

Significant injuries this month

- A student suffered a mild concussion and neck strain after an ice-skating field trip. The Events & Off Campus Experience Risk Assessment refresher session is planned for Supported Learning staff.

Injuries/Incidents Staff and Students

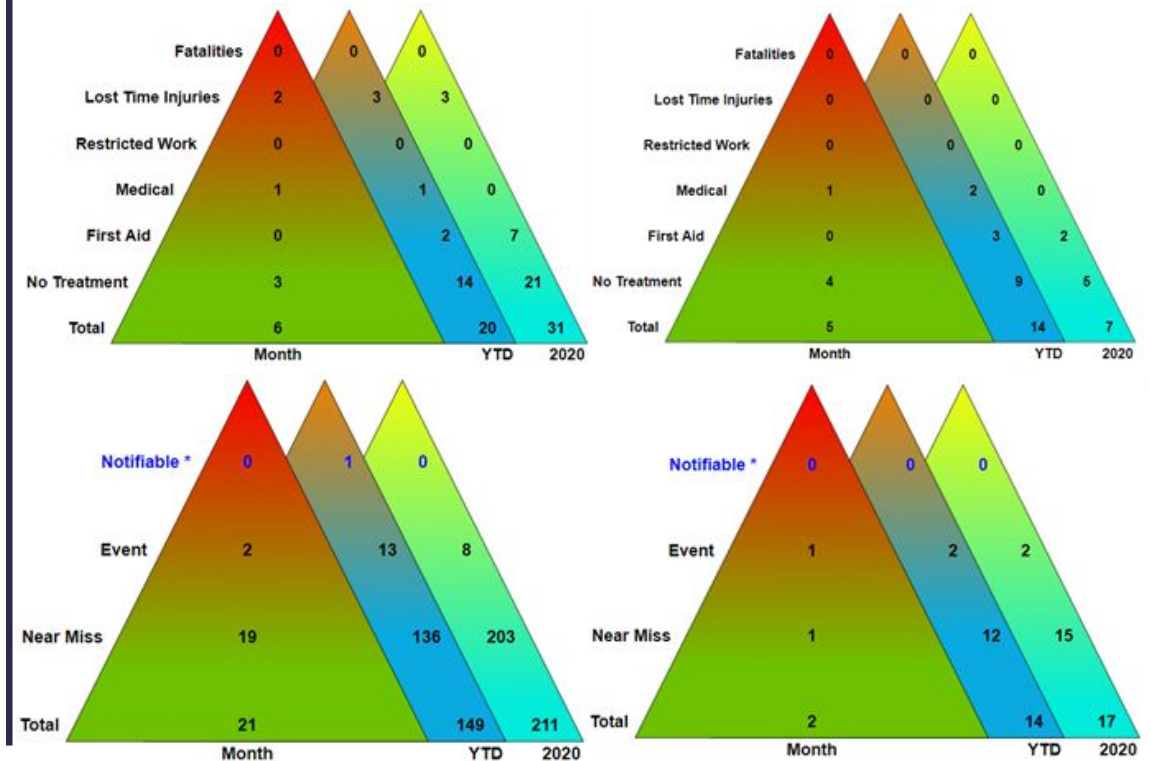
June 2021 vs 2020 YTD MIT



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

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

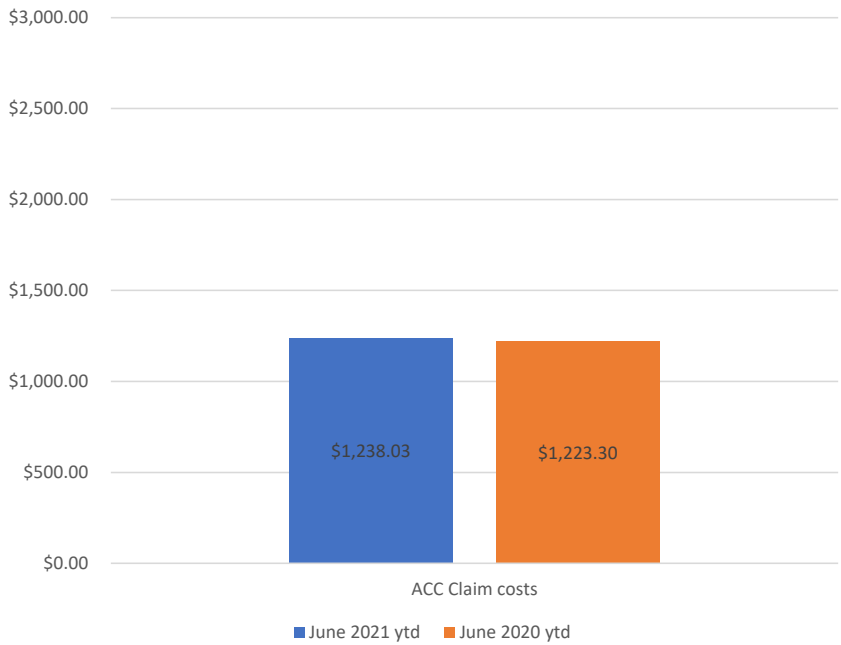
June 2021 vs YTD vs 2020 YTD Unitec



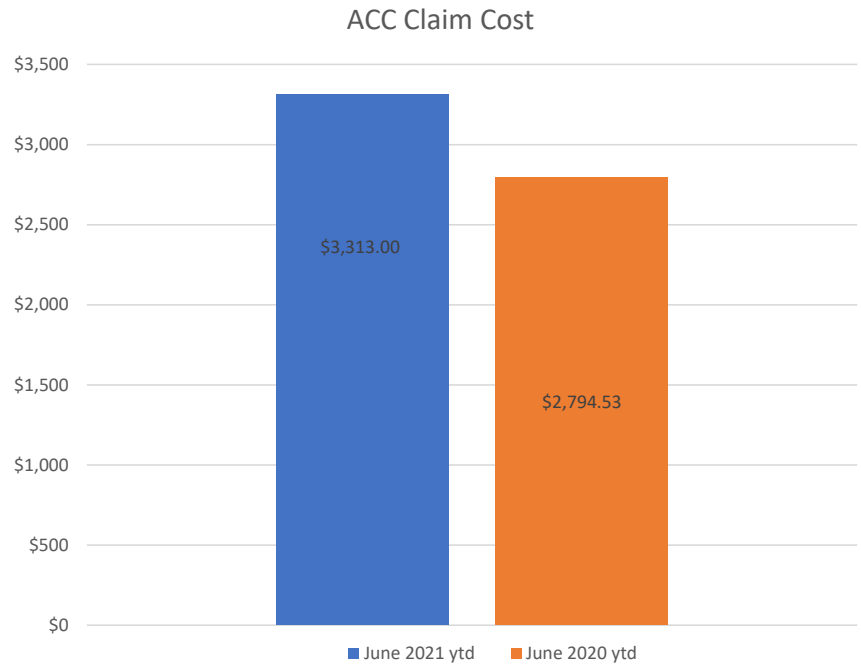
Unitec - 2 Lost Time Injuries this month.

ACC Claims

MIT



UNITEC



ACC Claims

ACC Claims	June YTD 21	June YTD 20	
Employee	4	5	↓

ACC Claims

ACC Claims	Jun YTD 21	Jun YTD 20	
Employee	11	8	↑

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
Michelle Teirney	MIT - NB Block	<ul style="list-style-type: none"> Obstructions in front of Civil Defence Cabinet. A large amount of equipment on bottom floor. Lower floor near reception fairly messy. Upper floor has clear spaces and is tidy. Large volume of power cables etc in building. However, no particular trip hazards identified. Sighted Hazard register. Evaculift in upper floor along with first aid kits. Discussion Head of Technology has reminded me that there are no windows in upper floor and only one stairwell. 	<ul style="list-style-type: none"> Asked for these to be moved which was done while on site Asked Brian to recheck fire egress standards
Gus Gilmore	Unitec	Mt Albert Campus – Mataaho	<p>Positive Observation - Gus received a good Mataaho briefing from Bruce Hilliard on arrival. The Welding bay was visited and was found to be kept tidy.</p> <p>Opportunities for Improvement - Reminding Students of PPE requirement</p>
Simon Nash	Unitec	Car Park Walk around	Walked from B48 to sports centre. B115, B110 and car park opposite House Construction Site. Some disabled car parking signage needs replacing. Data collection around parking usage at different times of day would be useful to assist ELT in making future decisions.
Jacky McManus	Unitec	Building 111-115	A walk through after the building was re-opened. Staff happy to be back in the building. Staff to reminded to keep spaces clear. There was lots of clutter.

Board Member Health and Safety Site Observations

Board Member	Site visited	Observations	Corrective Actions
Robert Reid (May)	Manukau Campus – Nursing Suites	A question was raised during a Board Safety Walk – are the Balustrades at the Manukau Campus of correct height and how do we manage safety risk	<ul style="list-style-type: none"> A report was completed and confirmed the Balustrades at Manukau Campus surrounding the atrium are safe and code compliant Balustrades on inner floor stair wells are safe however engineer reviews deem that structural integrity may need further review Planning on continued education with staff and engagement with unions
Steven Renata (June)	Unitec – Mataaho, House Building Site	Mataaho was clean & tidy and being used appropriately for learning. Slides to be projected onto Mataaho wall covering H&S and the meaning of the name Mataaho. Construction Site was also visited. Good level of H&S,PPE, tidiness.	<ul style="list-style-type: none"> Card system was in-operative on one of the machines. FM Job was logged Steven had discussions with Johan, Painting lecturer, over workload and wellbeing Languages should be considered in the H&S messaging, particularly when describing Mataaho on the slides

H&S Committees

MIT H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
ND Block (Academic, People and Culture, Legal, Marketing)	Wed 23 June	Property issues with Otara multi level carpark – <ul style="list-style-type: none"> • updates on signage • pot holes need to be fixed
Manukau Campus	Fri 11 June	General winter issues – <ul style="list-style-type: none"> • carpark lighting • lone worker process Active shooter drill to be booked late 2021
Otara "Quad"	Mon 21 June	General properties issues – <ul style="list-style-type: none"> • NL sports field to be flattened • NT holes in roof to be fixed • NR whiteboards to be mounted to walls • NT The Grind works in progress
Property/Tech Services	Wed 16 June	On track with updating documentation and completing committee action points
Otara Service Centre (excluding ND and NB)	Tue 1 June	Booked to begin implementing Safe365
Tech Park	Wed 2 June	Critical action plan items have been completed – <ul style="list-style-type: none"> • slippery floors recoated • gas lab extraction installed

Unitec H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
H&S Representatives	29 June 2021	<p>Marion Blundell presented on “Supporting Distressed Students” workshop which is being delivered by Te Puna Waiora. A flowchart was distributed with the procedure to follow. Sustainability and Wellbeing activities shared.</p> <p>Renewing H & S Committee We have put out Expressions of Interest for the role of Health & Safety Representatives across Unitec demonstrating clear responsibilities and time required for the roles</p>
Trades and Services	Cancelled for June	
Te Puna Kararehe	June 2021	A Health & Safety Walk was conducted. A thank you to the FM Team for making the walkway safe and sorting out the rotten boards so quickly.
Infrastructure Operation Monthly Toolbox	16 June 2021	The Security team have been busy dealing with parking issues caused by the closure of the top carpark. The Infrastructure team were asked to keep up with their Near Miss reporting when they come across hazards on Campus.

Risk Assurance and Critical Risk Audits

MIT

Critical Risk/Audit	Traffic Light	Update
Asbestos	February	Audit completed with Property Manager. Update has been provided in previous safety reports
Annual review of H&S team Documentation	Ongoing	Safety and Wellbeing team have begun annual review of all policies and documents in the safety system.
Review of Emergency Response Procedures	August	Contract agreed and dates for training being organised for ELT and CIMS Team.
Motor vehicle review	April	Review of vehicle management system and maintenance completed. Update has been provided in previous safety reports
Arboriculture	June	Storage audit completed – organised and correct storage, some issues identified with regards to power on site.
Fire training Mahurangi	June	Further risk assessment and audit of fire container. TBC dates closer to time of course commencing – postponed due to sickness in team, rebooking
Maritime Life boat review	TBC	Review of risk management on site for the life boats. This training is weather dependent. There is also a review around potential move of the training to a simulation as opposed to in open water.
Scaffolding School	August	An external auditor will be scheduled to conduct a review of the scaffolding school documentation and practice.
Plant and Machinery Audit - TechPark	September	Entire site review will be conducted to assess risk and control management of all Tech park plant and machinery. As progress occurs the report will be updated.

Unitec

Critical Risk/Audit	Traffic Light	Update*
Work Area Inspection–Kellie Stanfield and Dave Hicks	02/06	B117-1003 there is a mix of tables and wheelchair access tables some of which are too close to one another. Corrective action work with the FM and IT team to rearrange the room. Computers in 1003 are old, this causes supported learning students frustration - corrective action review of digital capability for this space
Work Area Inspection– Irene Lee Finance office and storeroom	03/06	Overall clean and tidy space. Reminder for the team of fire warden training
Te Puna Kararehe	08/06	All FM jobs request have been completed – thank you team. Fire warden training reminder for the team. Inform students of correct location for their bags to reduce Slips trip fall
APM Safety Walk – Brian Davis – Welding Bays	15/06	All PPE were inspected. Some welding gloves were found with holes in fingers ends and welding masks had filter lens broken – all were replaced
Head of School (HoS) Safety Walk - Julie Gill and Chris King - B170,182	25/06	Work on the walkway is underway and well segregated for students. Fire reel require to be checked. Lift installation work site barrier was insufficient - Discussed with worker on site

Tracking key

ON TRACK



OFF TRACK



COMPLETE



* Assurance activities and corrective actions are recorded in Vault

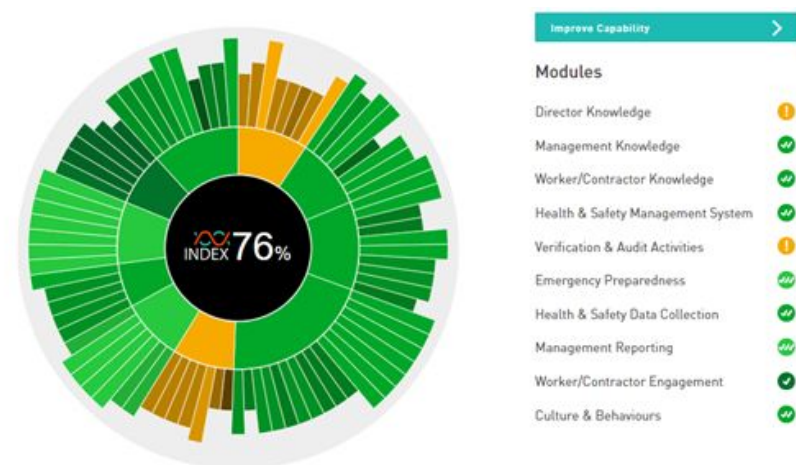
Safe365: Summary View

MIT Safe365 Implementation Plan



Underway

- **Director and Board H&S Induction:** Members of the Board and ELT required to complete the MIT/Unitec H&S Directors' induction and quiz.
 - Board - 4 of 8 completed (reminders sent)
 - ELT - 4 of 7 completed (reminders sent)
- ND Academic H&S Committee Completed – 66% score
- Tech Services/Properties H&S Committee June - postponed due to sickness
- Otara Campus H&S Committee July - planned



- **Director and Board H&S Induction:** Members of the Board and ELT required to complete the MIT/Unitec H&S Directors' induction and quiz.
 - Board - 4 of 8 completed (reminders sent)
 - ELT - 4 of 7 completed (reminders sent)
- **Health and Safety Management Systems:** Work is underway on updating the Health & Safety Policy
- **Aggregated Starburst** - No change to the Aggregated Starburst as per the Safe365 Strategy for 2021

Wellbeing Strategy Update

MIT

Lunch and Learn

Māori Cultural Competency – COMPLETE

Beat Stress and Boost Mental Health – Wed 1 Sept

Deeper dive into stress and some emotional strategies to manage stress, build resilience and boost mental health and wellbeing.

Leadership Wellbeing

Next Leadership Day planned for August. Session around Resilience for Leaders being organised

Workplace Massage

Available every Wed, alternating between Manukau and Otara campuses, increasing awareness and uptake

Wellbeing Expo

Fri 21 May, Otara – COMPLETE

Manukau Campus – TBC

Planning underway for a launch of event in September

Flexible Working Processes

Peakon Survey undertaken in regards to Flexible Work. Feedback and actions with ELT as at mid June

People and Culture Calendar

Completed and on MIT Staff intranet page

Unitec

Wellness Programme

- Resilience boosting focus: held first rounds of Whare Tapa Wha workshop, 'Circle of control' facilitated team sessions; and Healthy Thinking bites
- 9 initiatives offered in the weekly schedule of activities

Better team work

- Collecting staff feedback on Flexible Working Guidelines
- Contributed to Academic staff wellbeing action plan
- 14 attended Managing risks to Mental Health workshop

Partnerships for wellbeing

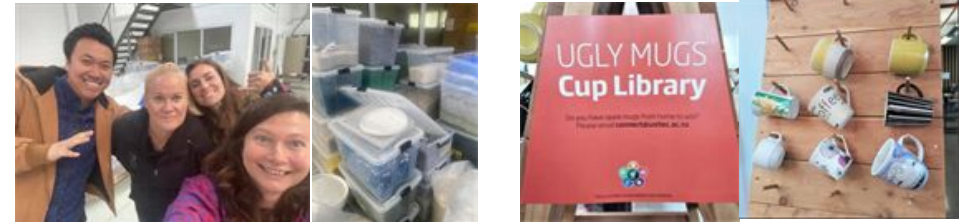
- Collaborated with the Sport Students on two team building events
- Organised volunteers to help campus navigation for 3 days after the southern carpark closure
- Matariki celebrations: helped get the word out



Sustainability Strategy Update - Unitec

Zero Waste

- Agreed on shared approach for external funding during site visit to [Critical](#)
- Project aims to divert all of all Unitec's plastic waste
- Refreshed the look of the Cup Library with the call for mug donations



Low Carbon

Travel Plan > Carpooling App project

- Recruited staff and students for the promo video to celebrate our diversity
- In partnership with the Marketing department, created draft promo materials.
- Ran 7 focus groups with staff from both support and academic departments to gather feedback on marketing drafts



Travel Plan > Sustainable transport modes

- Beyond the car – Unitec commuter stories series. First story featured Trades & Services leadership team giving public transport a go.
- Secure e-bike and e-scooter locking and charging stations installed in partnership with Big Street Bikers

Sustainable Food

Due to stressful exam period for students, postponed the second “What’s for dinner” workshop in Waitakere to the second semester.

Kaitiakitanga

- Facilitated 2 sustainability strategy sessions with Ingram Micro leadership team. This strategy will inform projects our applied business students intern for over the next two to three years.



Sustainability Strategy Update - MIT

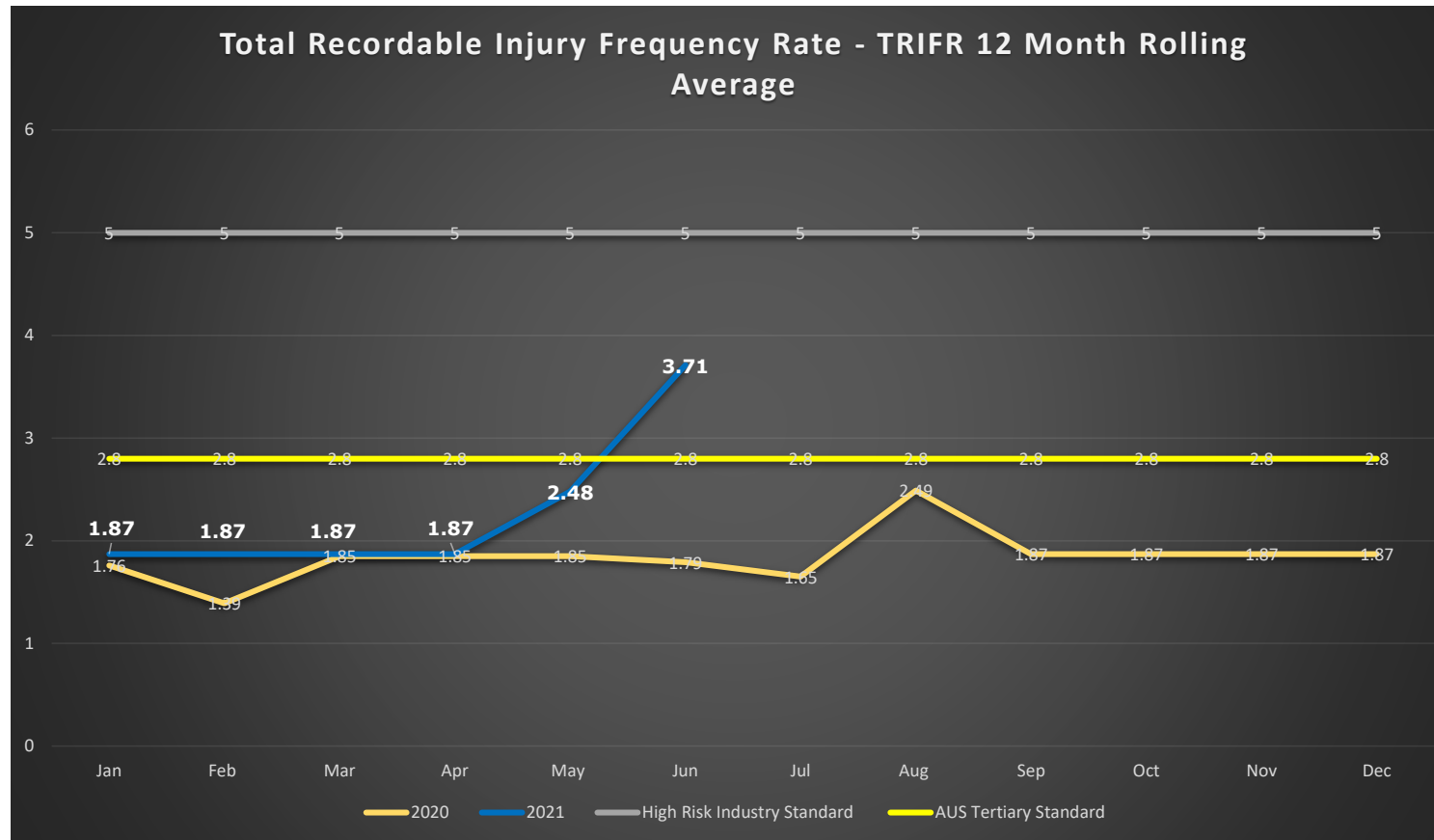
OBJECTIVE 5
Develop a Sustainability Strategy



□ Focus for July – October – Complete strategy and send to staff for consultation

Goal	Measures	Traffic Light	Updates to goal – June 2021
Draft and communicate out policy – educate our staff and students to make sustainable choices	Comms to staff and students are engaging and measure will be progress to 3 targets		Draft in progress Please see below – this is the focus for July - October
Encourage sustainable transport choices Staff are aware of sustainable transport options, and MIT encourages sustainable transport options	Reduction in car parking at all three campuses		Staff informed of new parking protocols
Reduce Electricity Consumption 2023 Target – reduction of 5%	May KWH <ul style="list-style-type: none"> • Manukau 251,757 @ \$49,260.91 • Tech Park 13,598.37 @ \$59,286 • Otara Main 234,737 @ \$47,306.76 • Otara Small 10,976 @ \$2,803.01 		Working through goals now that we have the current state
Reduce ecological footprint MIT facilities and vehicles utilize clean green technology Recycling options in place to reduce waste	Sustainable and green options explored when upgrading facilities		<ul style="list-style-type: none"> • MIT installed solar powered flood lights outside Marae • Installed flood lights in the NA building reception • Waste to landfill costs analysis in progress

Total Recordable Injury Frequency Rate – Unitec



There were **2** lost time injury this month. The TRIFR has increased to **3.71**

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

Unitec Update

- Health & Safety Reps: Expressions of Interest

- We have asked for Expressions of Interest for the role of Health and Safety Representative across Unitec
- We currently have 20 Active Health & Safety Representatives. We have asked that these current reps confirm that they are happy to continue in their role
- This is to ensure that we comply with our obligations under the Health and Safety at Work Act 2015 and the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- We have completed a Gap Analysis to ensure that we have appropriate coverage across all areas of Unitec, particularly in our high risk areas
- Once we have received all expressions of interest and ensured that we have sufficient coverage across all areas, we will be providing Health & Safety Representative Training for the relevant Unit Standards.





Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

29 July 2021

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

Recommendation

It is recommended that the Board note this report from the MIT Academic Committee and the Minutes attached.

Purpose

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

Background/Introduction

The Academic Committee met on 07 July 2021.

Memberships

Several changes to Subcommittee memberships were approved. Of particular note is the end of Bob Laycock's term as Chair of the Academic Standards Subcommittee, having served in that capacity for several years. Bob received the thanks of the Academic Committee. He is replaced by Principal Lecturer Sandi Eickhoff.

Research

The Academic Committee was pleased to note that the Research Subcommittee now deems all degree-teaching schools to be compliant with the minimum standard for research activity. However, the standard itself was deemed to be lower than desirable. The Research Subcommittee was tasked with reviewing this matter and reporting back on a revised standard.

MiTech

The Committee approved a proposal initiated by the Student Council to establish a joint staff & student working group to develop resources that are a) designed to assist students in using online technologies and b) entirely consistent with the staff training, policies and procedures on technology-enabled learning.



File Storage Protocols

The Committee approved amendments to the protocols for file naming and storage in SharePoint. This is a high-risk area for MIT as it is the method by which compliance with a range of regulatory requirements, and our internal records retention policy, is achieved.

MIT Student Regulations

As per usual process, Academic Committee approved the initiation of the annual review of the MIT Student Regulations. However, it was noted that as the Te Pūkenga regulations will take effect from 1 January 2022, any changes to the MIT regulations should be kept to the minimum necessary for compliance or clarity rather than introducing substantive changes.

Next Steps

The next meeting of the Academic Committee is on Wednesday 4 August from 1.00-3.00pm at ND317, Otara Campus. As always, MIT Board Members are most welcome to attend.

Appendix

Academic Committee Meeting Minutes 7 July 2021



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

29 July 2021

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

Recommendation

It is recommended that the Board note this report from the Unitec Te Komiti Mātauranga (Academic Committee) and the two sets of Minutes attached.

Purpose

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

Background/Introduction

Te Komiti Mātauranga met on 16 June 2021.

Proposal to Simplify Qualifications

Significant attention was given to the NZQA proposal to simplify qualifications. Numerous concerns were explored. Te Komiti endorsed a submission that makes, *inter alia*, the following points:

- Whereas Unitec is cautiously supportive of the concept of national “master programmes”, which would have the benefits of significantly reducing duplication of curriculum development effort and optimising portability of credits earned, it was deeply concerned about the proposal to remove programmes altogether and replace with national curriculum approved by the WDCs. This could eliminate the possibility for dedicated programmes designed to achieve distinctly different scaffolded pathways designed to attend to particular student cohorts or geographical contexts.
- It was not clear how academic staff would be able to contribute their research and scholarship, L&T expertise and student and industry engagement towards curriculum design, review and improvement.



- The distinction between designing learning for adults and designing learning for children appears to be ignored in the proposals, specifically in relation to learner-teacher co-design opportunities, which may be lost in under a national curriculum model.

EER Action Plan

A first draft of an Action Plan in response to the EER Report was tabled. Notwithstanding that the requirement to report to NZQA on progress against the findings in the EER Report is not yet known, Te Komiti will monitor progress against this plan through to completion.

Student President resignation

The resignation of the Student President, Aroha Dykes, was noted and Te Komiti acknowledged with appreciation her strong advocacy of learners.

Priority Learners

Te Komiti Mātauranga held a special session on 30 June 2021 (Draft Minutes attached) to review the 2020 EPI from the perspective of Priority Learner groups. Reports from the Māori and Pasifika Priority Group Directors were considered in detail. This was the first time Unitec has held such a meeting. While the meeting captured many useful insights, it was agreed that a more collaborative approach to achieving better analysis was required in order to establish cause and effect relationships between various interventions or phenomenon and EPI results, with a view to establishing clear plans for immediate and 2022 action. A follow-up hui will be held in the coming weeks.

Next Steps

The next meeting of the Te Komiti Mātauranga is on Wednesday 7 July from 8.30-11.30am. As always, Unitec Board Members are most welcome to attend.

Appendices

[Te Komiti Mātauranga Meeting Minutes 30 June 2021](#)

[Te Komiti Mātauranga Meeting Minutes 16 June 2021](#)



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

29 July 2021

Provided by:	J. McLeod and E. Morgan – Rūnanga Co-Chairs
Title:	MIT Rūnanga Meeting Minutes
For:	Note

Recommendation

It is recommended that the Board receive:

- a) [the final Minutes of the Ordinary Rūnanga hui held on 27 May 2021](#); and
- b) [the final Minutes of the Online Rūnanga hui held on 24 June](#)



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting 29 July 2021

Provided by:	Author: Kara Hiron, Senior Legal Counsel, Unitec (Acting) and MIT Endorser: Michelle Teirney, DCE Operations, Unitec and MIT
Title:	Updated Contract Approval and Management Policies for Special Board Interest
For:	Note

Recommendation

Please note the following changes to the [MIT Contract Approval and Management Policy \(LC1\)](#). The MIT Institute Policy Framework requires that the Board be informed of proposed changes to and given the opportunity to provide informal comment on any changes to certain policies selected for special Board interest.

Please also note the adoption of the new [Unitec Contract Approval and Management Policy](#).

Purpose

The purpose of this paper is to provide the Board with the enclosed policies for review and informal comment.

Background / Introduction

Unitec does not currently have a policy relating to contract approval and/or contract management policy. The DCE Operations is seeking to introduce a new Contract Approval and Management Policy at Unitec and revise the equivalent MIT policy to update references and ensure alignment.

The new Unitec policy was sent to key staff members for consultation on 19 March 2021. Both policies were consulted with the ELT and approved by the ELT on 13 July 2021.

Summary

The revised MIT policy includes the following new provisions:

- updated position titles, references to Te Pūkenga and legislative references;



- independent contractor agreements are subject to prior approval by the Director People and Culture and must be signed by the relevant DCE;
- finance leases, hire purchase agreements or any other financial arrangements that are subject to the Education and Training Act are subject to prior approval by the DCE Operations;
- MIT's values must be observed when contracting with external parties; and
- staff members may not be a signatory, approver or contract owner where they or a member of their immediate family are the owners of, or have a financial interest in, another party to an agreement.

All proposed amendments to the MIT policy are marked up in the document.

The Unitec policy is a new policy and is identical to the MIT policy (except where context requires, for example, reference to Unitec's values or different position titles).

Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting 29 July 2021

Provided by:	Dr Wiremu Manaia, DCE Māori
Title:	MIT Rūnanga Terms of Reference
For:	Approval

Recommendation

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

Purpose

Further to feedback received at the June meeting of the Board, the purpose of this paper is to present the updated MIT Rūnanga Terms of Reference drafted by the Rūnanga for Board ratification and approval.

The MIT Rūnanga: Terms of Reference

1. Purpose

- a) To give advice to the Board of Directors of Manukau Institute of Technology Limited (MIT), on all matters that impact Māori staff, students and communities at MIT as tangata whenua.
- b) To actively provide key strategic direction and wise counsel on matters that impact Māori across Tāmaki Makaurau, with a focus on MIT strategy, students, staff, community, whānau/hapū and iwi. In delivering this purpose, the Rūnanga will be underpinned by a strong Tiriti o Waitangi foundation, and advocates for authentic participation, cultural protection, and genuine Tiriti o Waitangi partnership across the organisation.
- c) To actively participate in the design and development of co-leadership and partnership models underpinned by Te Tiriti o Waitangi, leading in to the full integrated model of Te Pūkenga in 2023.
- d) To ensure Māori student success and achievement will be enhanced through accessible Kaupapa Māori academic support and resources. To ensure the wellbeing, cultural pride and identity of all kaimahi and taura Māori are genuinely nurtured and developed in a culturally safe environment.
- e) To advocate for cultural development and Te Tiriti o Waitangi Professional development by all MIT staff with an emphasis on Kaupapa Māori, Reo and Tikanga Māori focus areas.

2. Membership of the Rūnanga

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

- a) one member appointed by the Board where nominations are drawn from a general call for applications;
- b) one member appointed by the Board upon the nomination from the Rūnanga, from each of the following portfolios:
 - i. Te Whakakitenga o Waikato
 - ii. Mātāwaka and Taura Here - Urban Māori community
 - iii. Local secondary schools and/or wharekura
 - iv. Enterprise and/or industry leader
 - v. Local Māori organisation;
- c) three ex-officio members from MIT:
 - i. Kaumātua
 - ii. the Chief Executive (or delegated appointee)
 - iii. the Deputy Chief Executive Māori;

- d) an elected Kaimahi representative appointed by the Rūnanga where nominations are drawn from a general call for applications, and one Taura representative nominated by the Student Council;
- e) the term of appointment shall be for three [3] years, except where otherwise indicated for the purpose of continuity;
- f) the chairperson or co-chairpersons of the Rūnanga will be appointed by the Board, and shall be members of the Rūnanga at time of appointment;
- g) initial term of appointment shall be up to three [3] years, with reappointment up to a maximum of six [6] years, except under exceptional circumstances.

3. Role of the Rūnanga

a) Te Tiriti o Waitangi

The role of the Rūnanga is underpinned by the principles of Te Tiriti o Waitangi; Mana Ōritetanga, Kāwanatanga, and rangatiratanga.

b) Strategic leadership

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

c) Stakeholder Relationships

- i) to engage and strengthen Māori stakeholder relationships, internal and external, pertaining to Māori at MIT, and actively provide advice to the Board regarding existing and future stakeholders;
- ii) to give due consideration of the strategic direction of Te Pūkenga and the collaboration of Workforce Development Councils and Regional Skills Leadership Groups;
- iii) the Rūnanga will sustain networks with other Rūnanga, Tira or Roopu within Polytechnics where possible.

4. Responsibilities of the Rūnanga

Members of the Rūnanga are expected to:

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

5. Reporting

- a) Rūnanga meeting minutes will be circulated to all members within one week of meeting date;
- b) Rūnanga reports to the Board shall include minutes of the most recent Rūnanga meeting;
- c) The Chief Executive and the Deputy Chief Executive Māori will report at each meeting on matters pertaining to MIT, and any matters arising from the Board;
- d) Other ex-officio members may table a report by requesting to be on the agenda of an ordinary meeting;
- e) Rūnanga Portfolio holders, as aforementioned in clause 2(b) above, will report three times per year to the Rūnanga.

6. Administrative arrangements

6.1 Meetings

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

6.2 Attendance at meetings and quorum

- a) A quorum will consist of at least 50% of Rūnanga members.
- b) The Committee may also ask other employees to attend Committee meetings or participate for certain agenda items.

6.3 Secretariat

MIT will provide administrative and secretarial support to the Rūnanga.

6.4 Register of interest

- a) Once a year, Rūnanga members will provide written declarations to the Chair stating they do not have any conflicts of interest that would preclude them from being members;

- b) Members must register any interests at the start of each meeting or before discussion of the relevant agenda item or topic;
- c) Details of any conflicts of interest should be appropriately recorded in the minutes;
- d) Where any member is deemed to have a real, or perceived, conflict of interest at a Rūnanga meeting, it may be appropriate that they are excused from deliberations on the issue where the conflict of interest exists.

6.5 Induction

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

6.6 Assessment arrangements

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

6.7 Review of terms of reference

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

6.8 Fees

- a) Appointed Rūnanga members will be paid for meeting attendance in accordance with the fee structure approved by the MIT Board.
- b) Any exceptions to the approved structure, or any amendment to the fee structure shall be approved by the MIT Board.
- c) Any fees payable to Rūnanga members shall be calculated in accordance with the Fees Framework for members appointed to bodies in which the Crown has an interest.
- d) Hours may be amended to reflect increased engagement to support MIT and Rūnanga over the transition period to Te Pūkenga, and shall be mutually agreed between MIT/Unitec Chief Executive and Rūnanga Chairperson/s. Fees payable for additional hours shall be in accordance with the fee structure approved by the MIT Board.
- e) Ex-officio Committee members and MIT staff will not be paid for meeting attendances.
- f) All payment requests shall be approved by MIT and will be processed through MIT's Payroll.

DOCUMENT MANAGEMENT AND CONTROL

Category	Terms of Reference
Rūnanga Minutes	15 July 2021
Effective Date	To be passed by the Board
Next Review Date	[TBC] (2-years from effective date unless otherwise requested)



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

29 July 2021

Provided by:	Wiremu Manaia – DCE Māori
Title:	MIT Rūnanga Remuneration
For:	Approval

Recommendation

It is recommended that:

- a) the Board note that the Rūnanga has requested a review and adjustment in the remuneration rates paid to Rūnanga members, which is currently \$200 per scheduled Rūnanga meeting; and
- b) approve the recommended increase in Rūnanga remuneration rates as follows:
 - \$400 per meeting for bi-monthly scheduled Rūnanga meetings
 - \$200 per meeting for bi-monthly online meetings
 - \$500 per all day meeting
 - An additional 10% in total payable to the Chair. Where there is more than one Chair nominated, the additional 10% shall be split equally between the co-Chairs
 - The total amount payable to any member or the Chair is limited to a maximum of \$9,962.50 in each financial year.

Purpose

The purpose of this paper is to outline the requested remuneration rates increase for the MIT Rūnanga, to present the guidelines for setting the rates outlined in the Cabinet Office Circular (19) 1 and to request approval to increase the Rūnanga remuneration rates as recommended.



Background/Introduction

1. CURRENT FEES

The process for establishing the MIT sub-committee fees is required to follow guidelines set out in the Cabinet Office Circular (19) 1 (COC (19) 1): *Fees Framework for Members Appointed to bodies in which the Crown has an Interest*. <https://dpmc.govt.nz/publications/co-19-1-fees-framework-members-appointed-bodies-which-crown-has-interest>.

According to the guidelines the Rūnanga fees are set by the appointing authority, which in this case is the MIT Board. MIT sub-committees are considered within Group 3 A: “General Governance Boards (including TEIs and DHBs)”. The Board sets the rates in line with the requirements outlined in COC (19) 1 Group 3 A.

2. REVIEW

There is no evidence that the Rūnanga remuneration fees have been reviewed, re-assessed or increased over the last eight years. Rules 151-157 relate to reviewing fees and are particularly relevant here:

- **151** Fee-setting authorities should review fees at regular, reasonable intervals, such as after a review of the Framework or when an appointment or reappointment is pending, and **not more frequently than once a year**. There is no obligation to automatically increase the fee as a result of the review.
- **152** Changes to existing fee levels should be made by the fee-setting authority if it is necessary to address recruitment and retention problems, where the current fee levels do not adequately reflect levels of responsibility, or where fees have not been reviewed for a number of years. Changes also need to reflect the government’s expectation that increases in State sector remuneration will be modest.

3. CATEGORY

The MIT Board falls into *Group 3a: General Governance Boards (including TEIs and DHBs)*. The Rūnanga is a sub-committee of the MIT board and the rules for paying independent members of sub-committees are set out in rules 60-63.

The sections of COC (19) 1 that apply to the Rūnanga are Rules 57 – 63 and specifically:

- **‘Independent members of sub-committees may be paid up to a maximum of the daily equivalent of the board member fee.’** We have calculated the daily equivalent rate for MIT’s board members as \$666 per day or \$83.65 per hour (based on a working day of 8 hours per day and for 30 days annually). Accordingly, Rūnanga members can also be paid a maximum of \$666 per day or \$83.65 per hour.
- **‘The annual fee for independent members should not be more than 50% of the annual fee paid to board members.’** MIT’s board members are paid \$19,925 per annum therefore Rūnanga members can be paid a total amount of up to \$9,962.50 annually.



4. REMUNERATION RATES

The current Rūnanga remuneration rates are:

- \$200 per meeting for bi-monthly scheduled Rūnanga meetings
- \$200 per meeting for bi-monthly online meetings.

The Rūnanga have requested the following rates:

- \$550 per meeting for bi-monthly scheduled Rūnanga meetings
- \$200 per meeting for bi-monthly online meetings
- \$500 per all day meeting.

5. RECOMMENDATION

In accordance with Rules 151 – 157 of COC (19) 1, this review of the Rūnanga remuneration rates is past due.

Given the length of time since a review has been conducted, and the importance of the relationship of the Rūnanga to MIT, the recommendation is to increase the remuneration rates as follows, and back date payments to the beginning of 2021.

- \$400 per meeting for bi-monthly scheduled Rūnanga meetings
- \$200 per meeting for bi-monthly online meetings
- \$500 per all day meeting
- An additional 10% in total payable to the Chair. Where there is more than one Chair nominated, the additional 10% shall be split equally between the co-Chairs
- The total amount payable to any member or the Chair is limited to a maximum of \$9,962.50 in each financial year.

These rates are within the current statutory regulations outlined within COC (19) 1.

We have consulted with Te Pūkenga on the recommended amounts.



Manukau Institute of Technology Limited and Unitec New Zealand Limited

Board Meeting

29 July 2021

Provided by:	Antoinette Wood, Board Secretary
Title:	Appointment of Marama Royal as a director of the Company
For:	Note and Approval

Recommendation

That, in relation to the appointment of Marama Royal as a director of Manukau Institute of Technology Limited and of Unitec New Zealand Limited, the Board note and approve the attached resolutions.

1. Board Resolution – MIT
2. Board Resolution – Unitec

Appendices

1. [Shareholder resolution appointing Marama Royal as a director of Manukau Institute of Technology Limited](#)
2. [Shareholder resolution appointing Marama Royal as a director of Unitec New Zealand Limited](#)

Manukau Institute of Technology Limited (the Company)

Board Resolutions

Passed as written resolutions of the board of directors pursuant to the Companies Act 1993
(the **Companies Act**)

NOTED

Background

- A. Manukau Institute of Technology Limited (**MIT**) and the Company are wholly owned subsidiaries of Te Pūkenga. The directors of the board of Unitec are identical to the directors of the board of the Company.
- B. Clause 9.3 of the Company's constitution (**Constitution**) provides that Te Pūkenga (as sole shareholder of the Company) may, from time to time by notice in writing to the Company, appoint, remove and replace any director.

Appointment of director

- C. Te Pūkenga, as the sole shareholder of the Company, has resolved by written resolutions dated 4 May 2021 (**Shareholder's Resolutions**) to appoint Marama Royal as a director of the Company for a fixed term period:

- commencing on 27 May 2021; and
- ending on 31 December 2022,

(the **Appointment Period**).

Approval of remuneration

- D. The Constitution of the Company provides:
- (i) at clause 7.1 that each Reserved Matter set out in Schedule 2 of the Constitution requires the prior written approval of Te Pūkenga;
 - (ii) for the purposes of the Proposed Appointment, paragraph (o) of Schedule 2 of the Constitution provides that the Company's approval of director remuneration is a Reserved Matter; and
 - (iii) at clause 13.1, that the board of directors of the Company may, with prior written approval of Te Pūkenga, authorise the payment of remuneration by the Company to a director for services as a director.
- E. The Shareholder's Resolution also approves Marama Royal's director fees of \$19,925 per annum in aggregate (pro-rated for any period that is less than 12 months) to reflect her appointment as director of the Company for the Appointment Period (**Remuneration**).
- F. It is proposed that the Board approves the payment of the Remuneration to Marama Royal and authorises the directors to sign the required certificate with respect to the provision of benefits to directors for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix A.

Execution of written resolutions and approved documents by counterpart and electronic signature

G. It is proposed that these Board Resolutions and any other documents approved in such Board Resolutions which require signature by one or more directors (**Approved Documents**) may be signed:

- (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
- (ii) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

RESOLVED (as a resolution in writing) that:

Directors' matters

- 1. Pursuant to section 161(1)(a) of the Companies Act, the payment of the Remuneration to Marama Royal to reflect her appointment as director of the Company is approved and the particulars of such Remuneration are to be entered into the interests register of the Company.
- 2. In accordance with section 161(1) of the Companies Act, the Board is satisfied that the payment by the Company of the Remuneration is fair to the Company.
- 3. The directors are authorised to sign a certificate for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix A.

Execution of written resolutions and Approved Documents by counterpart and electronic signature

- 4. These resolutions and the Approved Documents may be signed:
 - (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
 - (ii) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

DATED

2021

Signed by

Chairperson

Director

Director

Director

Director

Director

Director

Appendix A – Certificate

Manukau Institute of Technology Limited

(the Company)

Directors' certificate relating to payment of remuneration or benefits to directors

(Section 161(4) Companies Act 1993)

Payment of remuneration or benefits to directors

The persons named below, being all of the directors of the Company who voted in favour of resolutions dated on or about the date of this certificate (the **Board Resolutions**) authorise, amongst other things, the Company to pay director's fees to the specified director, as follows:

	Name of Director	Remuneration
1.	Marama Royal	\$19,925 per annum in aggregate (pro-rated for any period that is less than 12 months)

certify that, in their opinion the provision of such remuneration is fair to the Company, upon the following grounds:

- (a) the remuneration has been determined by the Shareholder in accordance with the Fees Framework (as defined in the Crown Entities Act 2004) and has been approved by the Shareholder;
- (b) the remuneration is reasonable and fair to the Company and is appropriate;
- (c) the fees appropriately reflect the time and effort devoted to the Company by the director, taking into account their role on the board;
- (d) the director has extensive expertise and experience in the industry in which the Company operates, or otherwise relevant to the industry in which the Company operates; and
- (e) it is beneficial to the Company and its shareholders to remunerate and incentivise directors to encourage and motivate performance by the directors, and align individual director goals with Company goals.

Execution of certificate by counterpart and electronic signature

This certificate may be signed:

- (a) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
- (b) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

DATED **2021**

Signed

Chairperson

Director

Director

Director

Director

Director

Director

(being all the directors of the Company)

Unitec New Zealand Limited (the Company)

Board Resolutions

Passed as written resolutions of the board of directors pursuant to the Companies Act 1993
(the **Companies Act**)

NOTED

Background

- A. Unitec New Zealand Limited (**Unitec**) and the Company are wholly owned subsidiaries of Te Pūkenga. The directors of the board of MIT are identical to the directors of the board of the Company.
- B. Clause 9.3 of the Company's constitution (**Constitution**) provides that Te Pūkenga (as sole shareholder of the Company) may, from time to time by notice in writing to the Company, appoint, remove and replace any director.

Appointment of director

- C. Te Pūkenga, as the sole shareholder of the Company, has resolved by written resolutions dated 4 May 2021 (**Shareholder's Resolutions**) to appoint Marama Royal as a director of the Company for a fixed term period:

- commencing on 27 May 2021; and
- ending on 31 December 2022,

(the **Appointment Period**).

Approval of remuneration

- D. The Constitution of the Company provides:
- (i) at clause 7.1 that each Reserved Matter set out in Schedule 2 of the Constitution requires the prior written approval of Te Pūkenga;
 - (ii) for the purposes of the Proposed Appointment, paragraph (o) of Schedule 2 of the Constitution provides that the Company's approval of director remuneration is a Reserved Matter; and
 - (iii) at clause 13.1, that the board of directors of the Company may, with prior written approval of Te Pūkenga, authorise the payment of remuneration by the Company to a director for services as a director.
- E. The Shareholder's Resolution also approves Marama Royal's director fees of \$19,925 per annum in aggregate (pro-rated for any period that is less than 12 months) to reflect her appointment as director of the Company for the Appointment Period (**Remuneration**).
- F. It is proposed that the Board approves the payment of the Remuneration to Marama Royal and authorises the directors to sign the required certificate with respect to the provision of benefits to directors for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix A.

Execution of written resolutions and approved documents by counterpart and electronic signature

G. It is proposed that these Board Resolutions and any other documents approved in such Board Resolutions which require signature by one or more directors (**Approved Documents**) may be signed:

- (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
- (ii) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

RESOLVED (as a resolution in writing) that:

Directors' matters

- 1. Pursuant to section 161(1)(a) of the Companies Act, the payment of the Remuneration to Marama Royal to reflect her appointment as director of the Company is approved and the particulars of such Remuneration are to be entered into the interests register of the Company.
- 2. In accordance with section 161(1) of the Companies Act, the Board is satisfied that the payment by the Company of the Remuneration is fair to the Company.
- 3. The directors are authorised to sign a certificate for the purposes of section 161(4) of the Companies Act, in the form attached as Appendix A.

Execution of written resolutions and Approved Documents by counterpart and electronic signature

- 4. These resolutions and the Approved Documents may be signed:
 - (i) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
 - (ii) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

DATED

2021

Signed by

Chairperson

Director

Director

Director

Director

Director

Director

Appendix A – Certificate

Unitec New Zealand Limited

(the Company)

Directors' certificate relating to payment of remuneration or benefits to directors

(Section 161(4) Companies Act 1993)

Payment of remuneration or benefits to directors

The persons named below, being all of the directors of the Company who voted in favour of resolutions dated on or about the date of this certificate (the **Board Resolutions**) authorise, amongst other things, the Company to pay director's fees to the specified director, as follows:

	Name of Director	Remuneration
1.	Marama Royal	\$19,925 per annum in aggregate (pro-rated for any period that is less than 12 months)

certify that, in their opinion the provision of such remuneration is fair to the Company, upon the following grounds:

- (a) the remuneration has been determined by the Shareholder in accordance with the Fees Framework (as defined in the Crown Entities Act 2004) and has been approved by the Shareholder;
- (b) the remuneration is reasonable and fair to the Company and is appropriate;
- (c) the fees appropriately reflect the time and effort devoted to the Company by the director, taking into account their role on the board;
- (d) the director has extensive expertise and experience in the industry in which the Company operates, or otherwise relevant to the industry in which the Company operates; and
- (e) it is beneficial to the Company and its shareholders to remunerate and incentivise directors to encourage and motivate performance by the directors, and align individual director goals with Company goals.

Execution of certificate by counterpart and electronic signature

This certificate may be signed:

- (a) through the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or
- (b) in any number of counterparts, including by PDF copy, each of which is be deemed to be an original and, when taken together, constitutes the same document.

DATED **2021**

Signed

Chairperson

Director

Director

Director

Director

Director

Director

(being all the directors of the Company)



**Manukau Institute of Technology Limited and
Unitec New Zealand Limited
PUBLIC EXCLUDED AGENDA
Board Meeting 29 July 2021**

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

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

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
9.	Confidential Minutes of the meeting held 24 June 2021	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		<p>between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
12.	Enrolment Update	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.1	Financial Reports – June 2021	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

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

And that the Chief Executive, Gus Gilmore, and members of the Executive Leadership Team be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items, together with Marlene Krone (Acting Board Secretary), and Ali Ikram for their support of the activities of the Board. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the preparation of such matters.