

## 26 August MIT & Unitec Board Meeting (26/08/2021)

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## **MIT KARAKIA**

Me īnoi 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 Limited  
and  
Unitec New Zealand Limited  
MEETING OF THE BOARD OF DIRECTORS**

**Date:** 26 August 2021

**Schedule:**

Board & CE Only Session	10.00am – 11.00am
Board Open Session	11.00am – 12.00pm
<i>Lunch break</i>	<i>12pm – 12.30pm</i>
Board Closed Session	12.30pm – 2.30pm

**Venue:** Online, Microsoft Teams

**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 29 July 2021
3.	Action List
4.	Chief Executive's Report
5.	Safety, Wellbeing and Sustainability Report
6.	Reports and minutes from Committees 6.1 MIT Pacific Community Komiti Minutes 6.2 Unitec Faufautua Fono Minutes
7.	Student Performance and Priority Group Initiatives Evaluation
8.	Items for Approval 8.1 Updated Delegated Authority Policies
	<i>Formal Motion for Moving into Closed Session</i>

CLOSED SESSION	
9.	Te Tiriti-based Co-leadership at Unitec and MIT
10.	Minutes of the Confidential Meeting held 29 April 2021
11.	Action List
12.	Chief Executive's Report
13.	Enrolment Updates
14.	July Financial Reports
15.	Status of Audit Recommendations

26 August MIT & Unitec Board Meeting - Agenda

16.	Items for Information 16.1 Unitec Building 108 Project Report
17.	Items for Approval 17.1 Sale of Unitec Land – Tranche 2 17.2 Unitec Banking Services Change to Westpac
	<i>Formal motion for moving out of closed session</i>
	<b>Karakia and close meeting</b>



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

**Disclosure of Interest Register as at July 2021**

Name	Interest	Nature of Interest	Date
<b>Peter Winder</b>	McGredy Winder & Co Ltd	Director / Shareholder	2010
	The Sound of Music Education Ltd	Director / Shareholder	2004
	Manukau Institute of Technology Ltd	Director and Chair	1 April 2020
	Unitec New Zealand Ltd	Director and Chair	1 April 2020
	State Services Commission, Risk and Audit Committee	Member	August 2015
	McGredy Winder Family Trust	Trustee & Beneficiary	2012
	Council of NZ Institute of Skills and Technology	Member	1 April 2020
	Operating Theatre Trust aka Tim Bray Productions	Trustee	February 2021
<b>Peter Parussini</b>	ANZ Bank New Zealand Limited	Employee	2011
	Southern Cross Campus School Foundation	Chair	2010
	Southern Cross Campus School Board of Trustees	Trustee	2008
	Australian Institute of Company Directors	Member	2017
	Radio New Zealand	Governor	2019
	Latisana Family Trust	Trustee & Beneficiary	2017
	Lignano Ltd	Shareholder & Director	2019
<b>Monique Cairns</b>	The New Zealand Home Loan Company Limited	Deputy Chair	May 2018
	The Northern Club	Committee Member	June 2018
	Caribou Consulting Limited	Executive Director	December 2015
	New Zealand Institute of Directors	Member	February 2013
	Australian Institute of Company Directors	Member	February 2020
	Auckland Art Gallery	Member	May 2016
	Monstar Trust	Trustee & Beneficiary	2006
	The Almo Trust	Trustee & beneficiary	February 2019
	The Kaihere Trust	Trustee	2005
	Cairns Family Trust	Beneficiary	TBC
	BoatCo R3500-5 Limited	Shareholder	October 2018
<b>Robert Reid</b>	FIRST Union	President	2011
	The Southern Initiative (Auckland Council)	Consultant	2018
	Auckland Interim Regional Skills Leadership Group	Co-Chair	June 2020
	UnionAid	Trustee	Sept 2020
<b>Ziena Jalil</b>	DNA Designed Communications Ltd	Director	February 2021
	Cancer Society Auckland Northland	Trustee	Sept 2019

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

**Interests Declaration – All Members**

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

## 2021 Meeting Schedule

Board/Committee	Date	Venue	Time
MIT/Unitec Board	25 February	Unitec	9am – 5pm
<i>Audit &amp; Compliance Committee</i>	<i>16 March</i>	<i>MIT</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	25 March	Unitec	9am – 5pm
MIT/Unitec Board	29 April	MIT	9am – 5pm
MIT/Unitec Board	27 May	MIT	9am – 5pm
MIT/Unitec Board	24 June	Unitec	9am – 5pm
<i>Audit &amp; Compliance Committee</i>	<i>29 July</i>	<i>MIT</i>	<i>9am – 10.30am</i>
MIT/Unitec Board	29 July	MIT	9am – 5pm
MIT/Unitec Board	26 August	Unitec	9am – 5pm
MIT/Unitec Board	30 September	MIT	9am – 5pm
<i>Audit &amp; Compliance Committee</i>	<i>28 October</i>	<i>Unitec</i>	<i>9.30am – 11.30am</i>
MIT/Unitec Board	28 October	Unitec	12pm – 5pm
MIT/Unitec Board	25 November	MIT	9am – 5pm



## 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)**

**29 July 2021 at 12.30pm**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 29 July 2021.

**DIRECTORS**

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

**IN ATTENDANCE**

Gus Gilmore - Chief Executive	Simon Nash – DCE Learner Experience and Success
Michelle Teirney - DCE Operations	Nick Sheppard – DCE Schools and Performance
Kirsten Sargent – Interim DCE People & Culture (MIT)	Martin Carroll – DCE Academic
Marlene Krone – Acting Board Secretary	Wiremu Manaia – DCE Māori (MIT)
Ali Ikram – Senior Communications Manager (MIT)	Jacky McManus – Interim DCE People & Culture (Unitec)
Jonaan McLeod – Co-Chair MIT Rūnanga	Matua Vince Hapi
Eruera Morgan – Co-Chair MIT Rūnanga	

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

**Welcome & Apologies**

The Chair welcomed everyone to the meeting.

The Chair acknowledged Jacky McManus's last Board meeting attendance today. He thanked her, on behalf of the Board, for her hard work during her tenure at Unitec and wished her well in her future endeavours.

**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 24 June 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 24 June 2021 as a true and correct record.

Moved: P Winder

Seconded: R Reid

**CARRIED**

3. Action List

The Board noted the action list, and in particular that the dashboard report on parity targets for priority groups will be presented at the August Board meeting.

4. Chief Executive's Report

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

Discussion was held around MIT's relationship with the Student Council, who play an important role in providing pastoral care to students. Of particular importance is providing access to online learning for students. This is a MIT initiative that is ongoing and the Board will be kept informed on progress.

**Resolved:**

The Board noted the information supplied.

Moved: P Winder

Seconded: P Parussini

**CARRIED**

5. Safety, Wellbeing and Sustainability Report

The Board requested that it would like to see the processes in place for treating and managing incidents relating to high school students, to be brought to the August Board meeting.

**Resolved:**

The Board received the Safety, Wellbeing and Sustainability report.

Moved: P Winder

Seconded: R Reid

**CARRIED**

6. Reports and minutes from Committees

6.1 MIT Academic Committee Report and Minutes

Management spoke to the report and highlighted that MIT and Unitec research schools are now fully compliant with the minimum requirement for research activity. In addition, the MIT Student Regulations annual review has started. Any changes will be kept to a minimum necessary for compliance or clarity rather than introducing substantive changes. An amendment to the effective date of the Te Pūkenga regulations was noted, to change it from 1 January 2022 to 1 January 2023.

**Resolved:**

The Board received the report from the MIT Academic Committee and the minutes of the open session of the meeting held 7 July 2021.

Moved: P Winder

Seconded: M Royal

**CARRIED**

6.2 Unitec Academic Committee Report and Minutes

Management spoke to the report.

**Resolved:**

The Board received the report from Te Komiti Mātauranga Academic Committee and the minutes of the meetings held 16 June and 30 June 2021.

Moved: P Winder

Seconded: M Royal

**CARRIED**

6.3 MIT Rūnanga Hui Minutes

The Co-chairs of Runanga J McLeod and E Morgan were invited to speak to the minutes. The Board noted that the term of the current membership had expired and needed to be renewed. It further noted that the appointment of B Green is made by Tainui, whereas the rest of the members are appointed by the MIT/Unitec Board.

**Resolved:**

The Board received

- 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 2021

**Resolved:** to re-appoint J McLeod, E Morgan, P Enari, T Arthur and W Tagi for a period until 31 December 2022.

**Resolved:** to ask the Chief Executive to engage further with Waikato Tainui regarding confirmation of the re-appointment of B Green.

Moved: P Winder

Seconded: P Parussini

**CARRIED**

7. Items for Information

7.1 Updated Contract Approval and Management Policies

**Resolved:**

The Board

a) noted the changes to the MIT Contract Approval and Management Policy (LC1); and

b) noted the adoption of the new Unitec Contract Approval and Management Policy.

Moved: P Winder

Seconded: Z Jalil

**CARRIED**

8. Items for approval

8.1 MIT Rūnanga Terms of Reference

The Board reviewed the proposed changes to the MIT Rūnanga Terms of Reference, and suggested a further change that one member is appointed by the Board on the nomination of Te Whakakitenga o Waikato, and one member appointed by the Board on the nomination of the Rūnanga from each of the remaining portfolios.

**Resolved:**

The Board approved, as amended, the proposed changes to the MIT Rūnanga Terms of Reference.

Moved: P Winder

Seconded: R Reid

**CARRIED**

8.2 MIT Rūnanga Fees

The Board received a paper from the MIT Rūnanga on their review of fees.

**Resolved:**

a) the Board noted 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) approved 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.

Moved: P Winder

Seconded: M Royal

**CARRIED**

**8.3 Appointment of Marama Royal as a director of the Company****Resolved:**

The Board resolved, as resolutions in writing, with Marama Royal abstaining, the matters set out in the resolutions attached as a schedule to these minutes.

Moved: P Winder

Seconded: P Parussini

**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:

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

		<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>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 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</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>

		organisation in the course of their duty	
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>	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	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).
15.1	NZ Maritime School Lease Extension	<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 MIT and Unitec Executive Team be permitted to remain at the meeting because of their knowledge in relation to issues



involved, 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.

E Morgan and J McLeod left the meeting at 1.30pm.

Moved: P Winder

Seconded: S Renata

**CARRIED**

The open session concluded at 1.30pm.

The public excluded session commenced at 1.30pm and concluded at 2.42pm.

There being no further business the chairperson declared the meeting closed at 2.42pm.

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Peter Winder, Chair 29 July 2021

Open Action Items

Meeting Date	Agenda Item	Action	Responsible	Status
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No open items



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

Board Meeting

26 August 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

#### Communications

This month, MIT Comms provided a high level of support to Auckland District Health Boards for its mass vaccination event at Vodafone Events Centre, Manukau.

The highlight was the delivery of an online talanoa-kōrero for all staff and students allowing them to ask questions about vaccination and the event. The panel for this included Pasifika and Māori health workers along with student and community leadership.

Making sure staff and students have awareness / understanding of and the chance to provide feedback on the proposed co-leadership model for vocational education in Tāmaki Makaurau has also been a major part of the unit's work this month.

#### Pasifika Development Office

##### **Pasifika Cultural Intelligence workshops - 14 July and 21 July**

We delivered two customised workshops to Haumarū Housing (20 people). This organisation wanted to know specifically how best to connect and engage with their elderly Pasifika communities in social housing. We used MIT's Pasifika Strategic Plan as an avenue to explore how they could see their work roles and responsibilities as part of their organisational big picture.

##### **Pasifika Languages Orientation - 26 July**

90 people attended the orientation event. Pasifika language lecturers addressed the prospective



students. 12 out of the 90 people were people who came with family members who wanted to enrol in language classes, and then enrolled into those same classes themselves.

#### **Tauira Success Strategy Update**

PDO is continuing to work with the Academic Centre to provide strategies and solutions to improve Māori and Pasifika learner success. New PDO team member, Mere Tupaea is the Pasifika Success Navigator responsible for the data analysis and working alongside Te Tari Mātauranga Māori and Te Komiti Tangata Whenua to ensure greater cohesion and coherence in our cultural approaches in this space.

### **UNITEC**

#### **Industry Partnerships**

Our AWS re/Start micro credential students started their internships with Insillery and Datacom as hosts. We have had great reports from both businesses at the level of training these students have following the 3-month intensive micro credential and we are looking forward to seeing these students get offers of employment given the high skill shortage in the sector. The majority of the cohort were sourced from MSD and had been unsuccessful in finding work in the post Covid economy. We are expanding the delivery to South Auckland (MIT) and Christchurch (ARA/Ngai Tahu) and have discussions underway with other ITPs.

Our connect events launch this month with strong industry support (over 26 engineering businesses are registered for the first event). The events are virtual career fairs matching learners with employers and shared across the ITP network, and face to face events hosted at Unitec. Unitec has led this innovative delivery for the virtual fairs based on our successful partnership with Prosple last year when our events were restricted to online due to Covid.



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

Board Meeting  
26 August 2021

Provided by:	Kirsten Sargent, Interim DCE People and Culture, MIT Jo Adlam, H&S Manager, People and Culture, Unitec
Title:	Safety, Wellbeing and Sustainability Report July 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 July 2021.



# Safety, Wellbeing and Sustainability Report July 2021

**Author** Kirsten Sargent, Interim DCE People and Culture, MIT  
Jo Adlam, H&S Manager, People and Culture, Unitec

**Endorser** Gus Gilmore, Chief Executive

**Date** 26 August 2021

# Significant Injuries – July 2021

## July 2021 vs 2020 - MIT

Significant Injuries	July 21	July 20	
Employee	0	0	=
Student	1	0	↑

### Staff

Significant Injuries this month.

- Nil

### Students

Significant injuries this month.

- A Trades Academy student (high school student) within the automotive school was using a drill press. The student had gone through the H&S induction and been shown how to correctly use the machine. The material being used on the drill press came into contact with their hand. This caused a laceration to the student's left hand between thumb and first finger. First aid was administered to the student and they were asked on several occasions if they were ok and if they wanted to go to the medical center. They wanted to remain in class. Upon return to school and subsequently home, the student underwent surgery due to ligament damage. An incident investigation has been conducted which included no corrective actions to the drilling process, the H&S Induction, but did include corrective actions around what to do following an accident within Trades Academy, and included:
  - Parents are notified of injuries directly by MIT rather than relying solely through the school. Current process is MIT reports to the School which occurred in this instance.
  - For minor injuries, students are to be returned to school for the school nurse to observe and administer medical attention where necessary.
  - For major injuries that require more than first aid the student is to go to the medical center or an ambulance will be called and the parents informed.

ALL drill presses and clamps were checked. One clamp (not sure if it was the one used by student) was isolated and removed from circulation.

This Event was reported to WorkSafe NZ as it was defined as a notifiable injury, WorkSafe NZ have confirmed that they will not be continuing any further actions.

## July 2021 vs July 2020 - Unitec

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

### Staff

Significant Injuries this month.

- Nil.

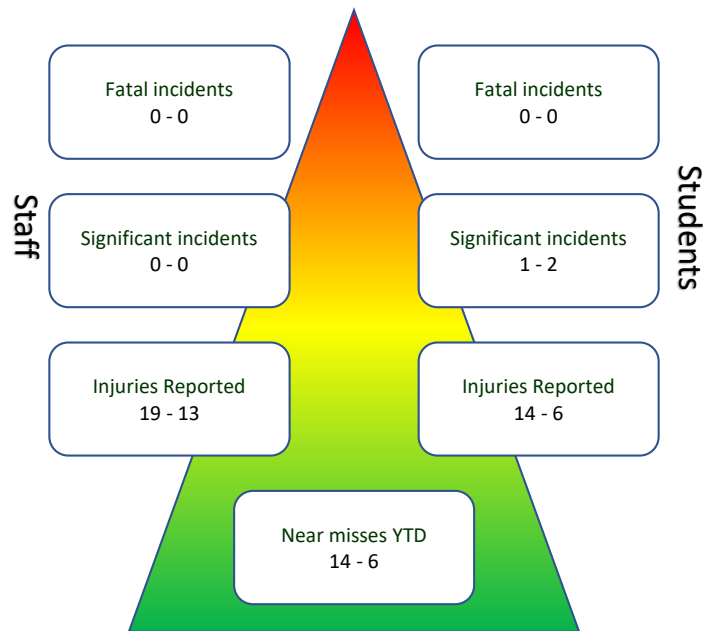
### Students

Significant injuries this month.

- Nil

# Injuries/Incidents Staff and Students

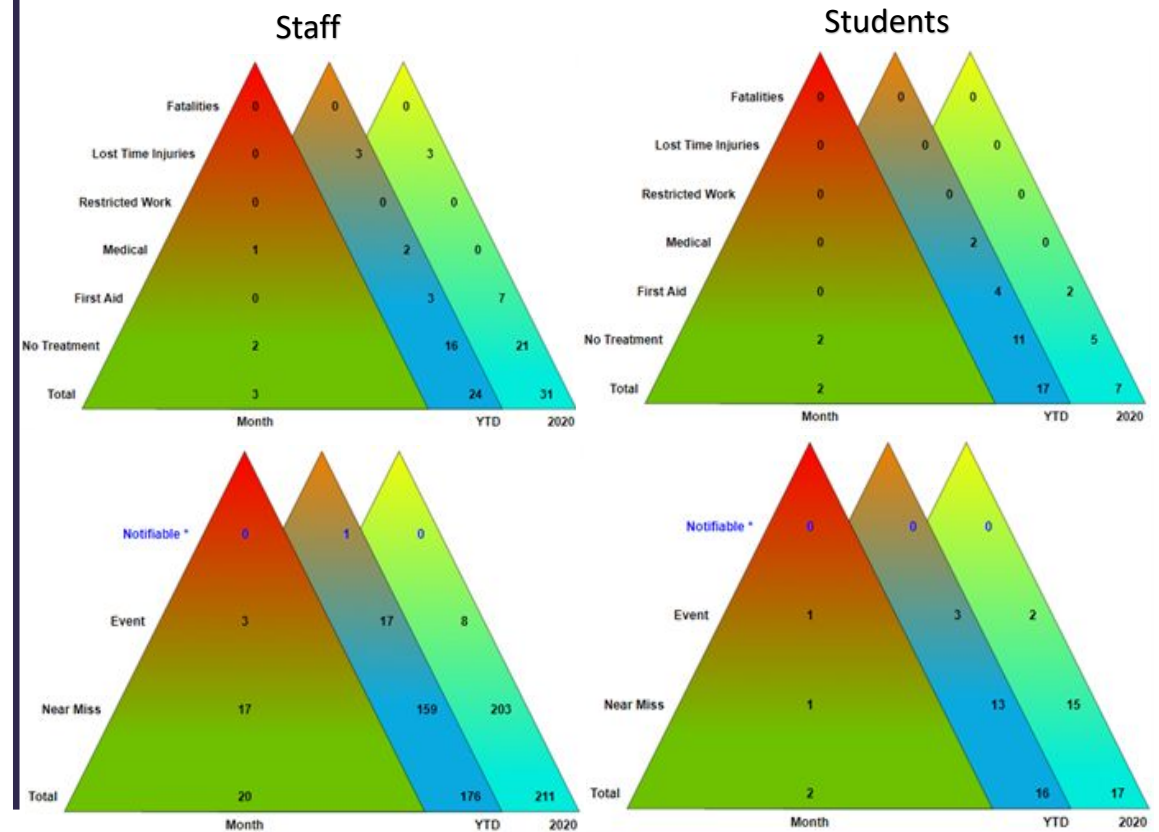
## July 2021 vs 2020 YTD MIT



\*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

## July 2021 YTD vs 2020 YTD Unitec





# ACC Claims

## MIT

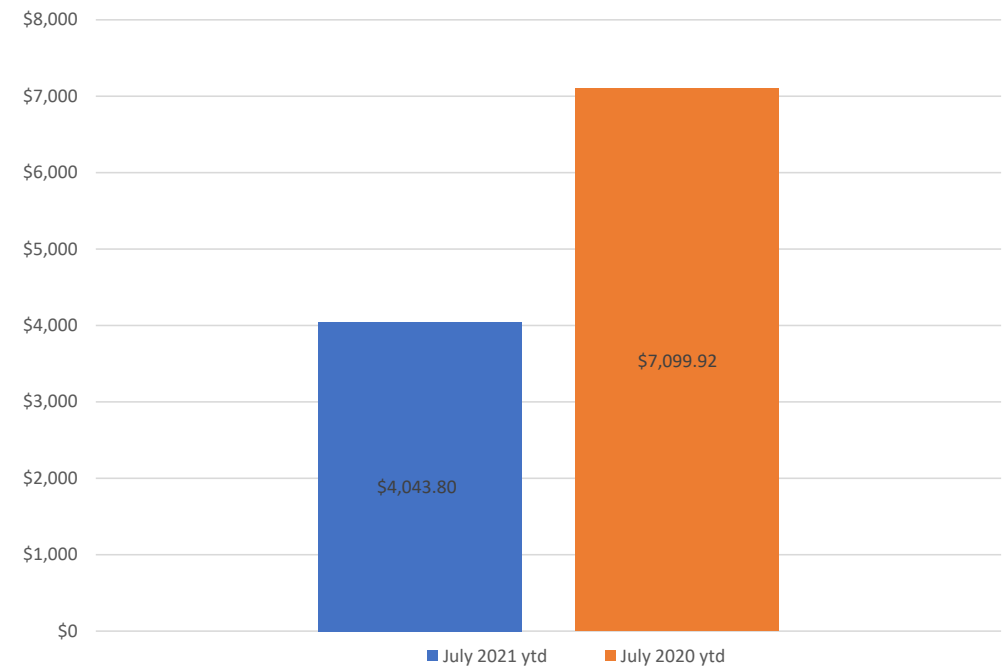


## ACC Claims

ACC Claims	July YTD 21	July YTD 20	
Employee	9	5	↑

## UNITEC

### ACC Claim Cost



## ACC Claims

ACC Claims	July YTD 21	July YTD 20	
Employee	13	11	↑

# 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 Kirsten Sargent	MIT – ND Block	<ul style="list-style-type: none"> <li>A meeting was held with PCS &amp; Safety to discuss the safety concerns raised by staff around the noise that was being generated around the install of the new lift in ND Block</li> <li>There have been a number of emails around the noise and some had reported headaches</li> <li>Decision was made by Michelle and Kirsten that updates on noisy work should be done 24hrs before the works. An email was then to go to all staff in ND with decisions by leaders to be made on WFH.</li> </ul>	<ul style="list-style-type: none"> <li>We all acknowledged that we needed to front foot this with staff and provide updates on when it would be loud so that if necessary managers could work with staff on alternatives like WFH</li> <li>Lift work now complete</li> </ul>
Peseta Sam Lotu-liga	MIT – NA Block	<ul style="list-style-type: none"> <li>There are still issues with the vents in NA101. There are insects coming in through the vents and while they had been fixed it appears as if the problem has returned. There were insects on the desk in the corner.</li> <li>There is a hazard in the AskMe! reception area. The step down poses a risk and people have fallen down the step. There is a tape up with hazard sign but this needs fixing. The solution could be a ramp.</li> <li>The cabinet in the room occupied by the Head of SEAS poses a danger. If the cabinet or its contents falls then people may be injured. It poses an earthquake risk. The cabinet needs to be attached to the wall and this must be addressed immediately.</li> <li>The stairs going to the second level poses some risk. They are steep, winding and the carpet is worn. Apparently people have fallen down them. While there are handrails and signs – there is a risk. I don't have a solution but I did go up and down the stairs. For disabled, weak or even able bodied people it poses a risk.</li> </ul>	<ul style="list-style-type: none"> <li>All hazards and issues have been raised with the Safety and Wellbeing Manager and will be followed up with Properties to implement controls to remedy the issues identified.</li> </ul>

# Leadership Safety Walks

ELT Member	Site Visited	Observations	Corrective Actions
Michelle Teirney	Unitec – after hours lighting	<ul style="list-style-type: none"> <li>Multiple lights out and the main areas of concern are pathways leading down to Te Pūkenga and the Marae side of the road opposite the B 48 carpark</li> <li>Michelle requested Maintenance look at solutions to light these areas</li> <li>Further walk around the campus with Maintenance Manager planned</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Management Team are currently working on a solution regarding the inadequate lighting.</li> </ul>
Nick Sheppard	Unitec – Te Puna	<ul style="list-style-type: none"> <li>B180 Level 3 area clean and tidy</li> <li>Pasifika centre going ok. Lack of space discussed – student are comfortable</li> <li>Disability parking around Hub entrance discussed</li> </ul>	<ul style="list-style-type: none"> <li>Positive Observation</li> </ul>
Martin Carroll	Unitec – Building 108 UPC	<ul style="list-style-type: none"> <li>A clean and tidy space</li> <li>Staff happy with their new space, still a work in progress</li> <li>Hazard tape required for trip hazard by the upstairs kitchen</li> <li>Safety Footwear signage as entry clarification required for rest of workshop</li> </ul>	<ul style="list-style-type: none"> <li>Look at putting hazard tape over the low ceiling when using the stairs up to level 2 of UPC area.</li> </ul>
Sam Lotu-liga	Unitec - Mataaho	<ul style="list-style-type: none"> <li>Signage, floor painting and barriers for segregation from machinery is clear</li> <li>Covid-19 Contact tracing in place and followed</li> <li>Suggestion for MIT and Unitec Trades lecturers and technicians to meet twice a year to share knowledge and experience</li> <li>It was noted that the chemical spill showers were on a maintenance inspection schedule</li> </ul>	<ul style="list-style-type: none"> <li>A Positive Observation</li> </ul>

## Board member Health and Safety site observations

Board Member	Site visited	Observations	Corrective Actions
Marama Royal	NT Block – Bakery, Grind coffee and Dine restaurant and cooking facilities. Supported by: <ul style="list-style-type: none"> <li>Head of School – Ryan Hollis</li> <li>DCE People and Culture – Kirsten Sargent</li> <li>Safety and Wellbeing team – Ryan Tongapuna &amp; Jasmine Roy</li> </ul>	It was noted during the sit down briefing that: <ul style="list-style-type: none"> <li>The school appeared to have all the right safety processes in place</li> <li>Had a good induction</li> <li>There are a number of sustainable initiatives for food usage in the school to limit as much as possible food wastage. Marama related this to work at Ōrākei Marae and Zero waste, Ryan and Marama will touch base with regards to potential opportunities.</li> </ul> During the walk through the areas – it was observed: <ul style="list-style-type: none"> <li>Signage and site cleanliness was noted</li> <li>Students were engaged and well supported by staff and supported with in work opportunities for experience.</li> </ul>	No corrective actions were noted.

# 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 28 July	<ul style="list-style-type: none"> <li>ND Lift work nearing completion, Risk assessment completed and displayed in ND Block.</li> </ul>
Manukau Campus	Thur 15 July	<ul style="list-style-type: none"> <li>Lighting issues at the far end of MITM carpark near Mitre 10 raised with Properties for review.</li> <li>Lone worker procedure under development of MITM staff.</li> <li>MITM to TechPark crossing issues raised with Auckland Transport.</li> <li>Balustrades on floor levels review deemed safe and code compliant</li> <li>Balustrades on inner floor stair wells deemed safe however engineer reviews deem that structural integrity may need further review.</li> </ul>
Otara "Quad"	Mon 26 July	No issues raised
Property/Tech Services	Wed 21 July	No issues raised
Otara Service Centre (excluding ND and NB)	Tue 6 July	<ul style="list-style-type: none"> <li>Several areas looking to purchase mobile panic buttons</li> </ul>
Tech Park	Tue 6 July	<ul style="list-style-type: none"> <li>Plasma cutter – fume and noise assessment being booked</li> <li>Gas lab – deflectors ordered</li> </ul>

## Unitec H&S Committee Update




Committee (area)	Last Meeting Date	Critical Risks Identified
H&S Representatives	29 July	<ul style="list-style-type: none"> <li>Injury management supporting documents presented</li> <li>Mt Albert Campus lighting progress updated</li> <li>Emergency Procedures is next months hui H&amp;S topic</li> <li>Covid19 – protocols reminder</li> <li>Near misses and corrective actions discussed</li> <li>Upcoming H&amp;S team to deliver Workshops: H&amp;S Reporting (Vault), Injury Management, Risk Identification, Manual Handling</li> </ul>
Trades and Services	26 July	<ul style="list-style-type: none"> <li>Machinery Risk assessments have commenced - on track</li> </ul>
Te Puna Kararehe	July	<ul style="list-style-type: none"> <li>Vault Check training conducted – Specific Workshop Inspection planned</li> </ul>
Infrastructure Operation Monthly Toolbox	21 July	<ul style="list-style-type: none"> <li>Fale construction underway</li> <li>Jaala Jacobs, Director Infrastructure introduced to contractors</li> <li>Reminder to all drivers to be mindful with students are back on campus, increased pedestrians and ensure speed is kept down</li> <li>B 182 the lighting timer discussion</li> <li>Remarking and increasing the number of disability carparks when the B 111 carpark comes back on line</li> <li>Covid-19 a few issues with people not wanting to wear masks on the bus – reminder to contact trace</li> </ul>

# 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	May and ongoing	Safety and Wellbeing team have begun annual review of all policies and documents in the safety system.
Review of Emergency Response Procedures	September	Contract agreed and dates for training being organised for ELT and CIMS Team. Delayed from August to September due to workload.
Motor vehicle review	April	Review of vehicle management system and maintenance completed. Update has been provided in previous safety reports.
Arboriculture	June	Storage audit completed – organised and correct storage, some issues identified with regards to power on site.
Fire training Mahurangi	July	Onsite audit completed, to write up report. Some critical risks identified, including ones still not resolved from 2020 audit have been raised with HoS.
Maritime Life boat review	July	Review of risk management on site for the life boats and a potential move to simulation for life boats. Awaiting next available class to attend site audit, this is due to the low number of classes currently doing the life boat training.
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 TechPark plant and machinery. As progress occurs the report will be updated.

## Unitec

Tracking key	
ON TRACK	
OFF TRACK	
COMPLETE	

Critical Risk/Audit	Traffic Light	Update*
Safety Walk Head of School – Chris King B170	23 July	<ul style="list-style-type: none"> <li>Main Entrance to B 170 tiled path is slippery when wet</li> <li>Path from this entrance to Muslim Prayer Room (B 158) needs attention</li> <li>Outside pipe leaks onto entrance</li> <li>Remove moss from that courtyard</li> <li>Smoke control door 170-1014 frame has water damage</li> <li>170-1074 automatic door water dripping when raining</li> </ul>
Safety Walk Director – Hamish Martin & Kellie Stanfield File storeroom 114-1009	28 July	<ul style="list-style-type: none"> <li>The room is clean, dry and fit for purpose</li> <li>House keeping is good overall and shelves are not over stacked</li> <li>Manual handling requirement will be discussed with IT team overall</li> <li>Communicate with Fire Warden in area to ensure to knock at the 1009 door in case of an emergency</li> </ul>
Safety Walk Head of School – Dan Blanchon		<ul style="list-style-type: none"> <li>114-3006 tidy and clean</li> <li>114 3013 hazardous substances room - Restricted access ventilation and specific lighting, Special fixed racking with edges - there are adequate controls in place</li> <li>Wellbeing Te Reo initiatives in building 115 posters with positive words, staff are engaged in their Te Reo learning</li> <li>Install of B 115 lift not completed creating a lack of disabled access in particular in the weekends</li> <li>Looking for a replacement for Ashvin the manager for Laboratories – Safety critical role</li> </ul>

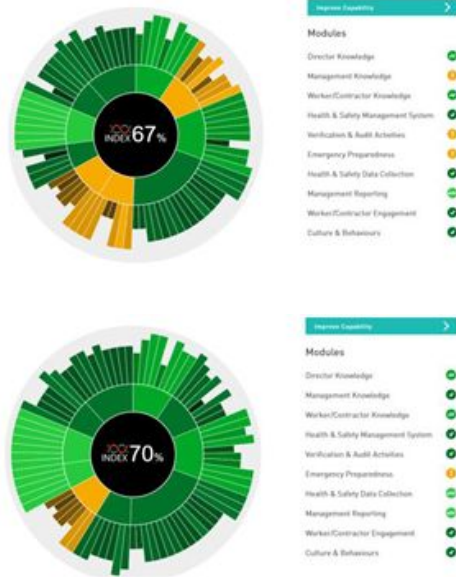
\* Assurance activities and corrective actions are recorded in Vault

# Safe365: Summary View

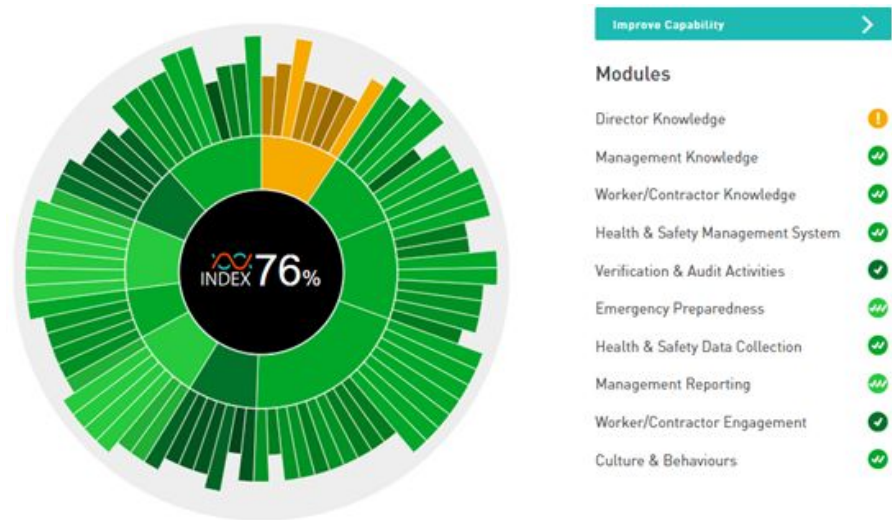
## MIT Safe365 Implementation Plan

### Underway

- ND academic H&S committee Completed – 67% score
- Tech Services/Properties H&S committee completed – 70% score
- Both scoring higher than the industry averages of 47 – 63%
- Otara Campus H&S Committee Aug – volunteers to be selected and to book meeting



## Unitec Safe365 Aggregated Starburst



- **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 - 5 of 8 completed (reminders sent)
  - ELT - 6 of 7 completed (reminders sent)
- **Verification & Audit Activities:** has changed from amber to green as work continues on regular documented Audits.

# Wellbeing Strategy Update

## MIT

### Lunch and Learn

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.

### Workplace Massage

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

### Wellbeing Expo

Manukau Campus – Wed 15 Sept

Vendors being booked and planning has commenced.

### People and Culture Calendar

Completed and on MIT Staff intranet page

### Wellbeing Committees

Planning underway to create 5 committees based on the Te Whare Tapa Wha pillars to allow for better utilisation of members, coverage for all topics, and smaller productive committees.

## Unitec

### Wellness Programme

- 8 initiatives offered in the weekly schedule of activities
- 2 Club events held this month (Book Club and Chess Club)
- Resilience boosting focus: shared second '[Well You' story](#) with staff on importance of personal values as an anchor during turbulent times of change

### Wellbeing strategy partnerships

- Received 69% score (basic level) in the access audit of B110 & 115. Putting action plan in place as part of D&I Accessibility working group and with support of [Belab team](#)

### Psychosocially safe work environment

- 9 attended Managing risks to Mental Health workshop. 3 of the attendees had a specific staff management issue that needed support and follow up
- Partnered with Communications team to process and analyse Tū Arotake (all staff event) feedback, highlighting questions that staff still have for the leadership team
- Facilitated 4 more 'Circle of control' team sessions

*"Psychological safety is measured by the extent to which individuals feel secure and confident in their ability to manage change."*





# Sustainability Strategy Update

## MIT

### OBJECTIVE 5

Develop a Sustainability Strategy



2018 BENCHMARK

NO CURRENT SUSTAINABILITY STRATEGY

2023 TARGET

SUSTAINABILITY OBJECTIVES ON TRACK

- 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		<ul style="list-style-type: none"> <li>Staff informed of new parking protocols</li> <li>Car park gates being reviewed to open during evacuation event</li> </ul>
Reduce Electricity Consumption  2023 Target – reduction of 5%	July KWH <ul style="list-style-type: none"> <li>Manukau 284,459 @ \$52,816.52</li> <li>Tech Park 79,783 @ \$19,266.92</li> <li>Otara Main 237,810 @ \$53,196.81</li> <li>Otara Small 12,198 @ \$3,518.39</li> </ul>		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"> <li>Waste to landfill costs analysis in progress</li> <li>LED lighting implementation on going</li> </ul>

## Unitec

### Zero Waste

No scheduled activity

### Low Carbon

#### Carpooling App

- [Website](#), videos, posters, and pamphlets finalised

### Sustainable Food

No scheduled activity

### Kaitiakitanga

#### Sustainability club focus:

- Held third meeting for the year. 8 project leads shared updates on their respective projects
- During Student orientation week, signed up 6 new students members

Uniwaka is a free carpooling app connecting you with your Unitec whānau. Share a ride when it suits you!

Carpooling saves time and money reducing congestion and better using our city's infrastructure.

Uniwaka carpooling is a sustainable alternative when cycling or public transport is not an option.



#### UNIWAKA BENEFITS

- save time by using T2 and T3 lanes
- access dedicated parking on campus
- reduce travel costs and enjoy better journeys
- win spot prizes and vouchers
- connect with your Unitec whānau
- reduce your carbon footprint
- be part of the solution to Auckland traffic





# Unitec Update - Mataaho Machinery Inspections & Risk Assessments

As a consequence to the Otago polytechnic incident - **Student seriously injures finger in pre-trade carpentry course**

- Mataaho Supervisor - Bruce Hilliard has undertaken Machinery Guarding course with EMA
- Machinery Inspections (now via Vault Check) - reviewed
- Maintenance process - reviewed
- Regular machinery risk assessments are under review and conducted with the Trades and Services team



**IDENTIFIED HAZARDS & RISK ASSESSMENT**  
 In this section, document the hazards, outline the risks associated with each hazard, and perform a risk assessment using the Linfox risk matrix below

Potential Hazards	What is the risk?	What harm may be caused?	Risk Assessment Score with no controls			Current control's	Current Risk Assessment Score with current controls			Comments
			likelihood	Severity	Total		likelihood	Severity	Total	
Point of Operation (where the cutting action happens i.e., cutting point of the drill bit to the surface of the metal)	Entrapment loose clothing caught in spinning blade	Amputation, Fractures, Lacerations, cuts	3	3	M (15)	Training, Supervision, SOP, Guarding, Estop	1	3	L (6)	Refreshers are not currently being achieved
Point of Operation (where the cutting action happens i.e., cutting point of the drill bit to the surface of the metal)	Cuts	Laceration, Cuts ...	3	3	M (15)	Training, Supervision, SOP, Guarding, Estop	1	1	1	Refreshers are not currently being achieved
Exposure from power transmission parts and source (energy source) Mechanical	Heat	Burn from swarf	2	2	5	Training, supervision, SOP, Guarding, estop	1	1	1	Refreshers are not currently being achieved
Electrical	Electrical shock	Heart attack	3	4	18	Building RCD training, supervision, SOP, Guarding, estop	1	2	3	Refreshers are not currently being achieved
Danger zone Trip hazard. Not enough room to operate the machinery	Entrapment	Amputation, lacerations, cuts	2	3	9	Training, supervision exceeds requirements	1	2	5	Refreshers are not currently being achieved
Ejected Material	Flying debris	Lacerations minor cuts	3	3	15	Training, supervision, SOP, Guarding, estop	1	2	3	Refreshers are not currently being achieved





## Manukau Institute of Technology Limited and Unitec New Zealand Limited Board Meeting 26 August 2021

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

### Recommendation

It is recommended that the Board receive the minutes of the Pacific Community Komiti Meeting held 2 July 2021.



# MINUTES

## Pasifika Community Komiti

Friday, 2 July 2021 at 9.00am

Matu'u Room

### PRESENT

Aiono Manu Fa'aea (AMF)

George Makapatama  
(CHAIR/GM)

Frances Topa-Fariu (FTF)

Rev Salafai Mika (RSM)

Dr Radilaite Cammock (RC)

Tunumafono Ava Faamoe (TAF)

Peseta Sam Lotu-iga (PSLI) - Teams

Dr. Michelle Johansson (MJ)

Josephine Victorino (JV)

### APOLOGIES

Frederick Loa-Alatini (FLA)

### IN ATTENDANCE

Gus Gilmore

#### 1. CLOSED SESSION

Closed session will always be at the start of the meeting.

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

#### 3. PRELIMINARIES

##### 3.1. Welcome/Opening Prayer

Welcome speech from Chair. Prayer done during closed session.

##### 3.2. Apologies

Loa on sick leave.

##### 3.3. Conflicts of Interest

None.

#### 4. PREVIOUS MINUTES

##### 4.1. Matters Arising

Members to send Pasifika lens feedback to Martin Carroll re targeted evaluation self-assessment 2020. No link to be provided by Martin.

TAF clarified his action point when he asked Andrew Lesa about facilitating the coming together of the two Pacific Komitis (MIT and Unitec). The goal is for the two Komitis to work together on standardising reporting and terms of reference and monitoring framework across the two organisations.

**Action:** AMF will make this happen on Andrew's behalf and also sort frequency of meetings.

#### 4.2. Actions from Previous Minutes

Action: TAF to provide key timelines to Andrew. **(clarified 4.1 above - closed)**

Action: Chair requested Melody M and Fiona S to come back to PCK at next meeting with an updated document based on feedback from ELT. **(will update and give presentation at the next meeting - closed)**

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

#### RESOLVED:

The minutes of the meeting held 4 June 2021 were confirmed as a true and correct record of the meeting.

**Moved:** TAF

**Seconded:** RSM

#### MOTION CARRIED

### 5. TE PUKENGA, MIT/UNITEC UPDATE AND TAMAKI MAKAUURAU STRATEGY

(Gus Gilmore – Verbal Update)

MIT/UNITEC – the 2 institutions are doing well both performing better than budget from financial sustainability driven by employment growth and apprenticeship funding received from the government. Next year forecast is a dip in demand as economy improves, less people will study.

Course completion rate took a hit as a result of Covid, including our Maori and Pasifika students bear the brunt.

While in the midst of 2022 budgeting, the big investment is on furthering student success initiatives by bringing extra student support and staff to provide more pastoral care.

Working on a business case to tidy up School of Sports in the new year.

At Unitec, there are substantial investments to modernise buildings. In the process of finishing another tranche of land sale to pay off debt.

Te Pukenga update – Currently developing an operating model for the disestablishment of all vocational providers by 1 January 2023. Not much detail yet about how the operating model will work. There are 8 service concepts but our people are struggling with the change because they can't see themselves in it.

Tamaki Makaurau Strategy – 6 Workforce Development Councils will represent industries across the country. Gus is working alongside Robert Reid, the co-chair of Tamaki group and also MIT/Unitec Board member.

Another change is the unified funding system which although most important is the least transparent.

MIT launching a new Bachelor of Education (Primary, Pasifika) programme in response to government tender for providers of initial teacher education.

In response to TAF's question on what appropriate role PCK should be doing, Gus encouraged the members to engage at higher level and to call it out when things are out of line.

*Gus left 10.18*

## **6. PASIFIKA DEVELOPMENT UPDATES**

### **6.1. MIT Update (PSLI)**

Oritetanga project is concluding. Melody is doing a report to be available at the next meeting.

More resources are needed on timetabling, the biggest single issue in the recent survey.

Jerome Mika was appointed to Workforce Development Council for Manufacturing and Engineering. PSLI will speak with Jerome about our aspirations with MIT and Unitec.

Aiono did a good job pulling together 14 Pasifika vocational education leaders from across the country to come together to advocate for Pasifika issues within Te Pukenga. This group now includes representatives from ITOs. PSLI met with Warwick Quinn yesterday and will also meet with ITOs in terms of their engagement model.

Peggy Fairbairn Dunlop and Colin Tuua were appointed into Te Pukenga as a council member and Equity manager respectively.

*PSLI left 10.32.*

### **6.2. Pasifika Development Office**

Document taken as read.

12 July MIT/Unitec So'otaga – Pasifika event at MIT to bring together MIT and Unitec Pasifika staff together.

### **6.3. PCK UPDATE**

FTP: Cook Island Consulate invited by Oceania Career Academy, a Pacific training centre focused on carpentry for high-risk Pacific students. Fono members encouraged to drop by their place in Ascot Rd, Mangere.

## **7. GENERAL BUSINESS**

**Key actions:** Reporting realignment of PCK and Faufaatua fonos and confirm off line about Stella's resignation.

The meeting was closed with a prayer by Rev Mika.

Meeting closed at 10.43.

UPCOMING COUNCIL MEETING:

NEXT PCK MEETING:

Friday 6 August

Komiti minutes of 2 July, 2021 declared an accurate record by Chair, George Makapatama.

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Date: 2 July 2021

DRAFT



## Manukau Institute of Technology Limited and Unitec New Zealand Limited Board Meeting 26 August 2021

Title	Unitec Fono Faufautua Committee Minutes
Provided by:	Peseta Sam Lotu-liga
For:	INFORMATION

### Recommendation

It is recommended that the Board receive the draft minutes of the Unitec Fono Faufautua Committee meeting held 16 June 2021.



# minutes

## Fono Faufautua Committee

Wednesday, 16 June 2021 at 5.30 p.m.

Executive Boardroom Building 110

### PRESENT

Tevita Funaki (Chair)

Vui Elena Fa'amoe-Timoteo  
(Deputy Chair)

Ofa Dewes

Niko Toluono

Eddie Tuiavii

Flora Apulu

### APOLOGIES

Gus Gilmore

Andrew Lesa

### IN ATTENDANCE

Peseta Sam Lotu-liga

Deputy Chief Executive - Pasifika, Partnerships and Support

Falaniko Tominiko

Director, Pacific Student and Community Engagement

Josephine Victorino

Executive Assistant

### 1. WELCOME

Ofa opened the meeting with a prayer.

### 2. APOLOGIES

Apologies were received from Gus Gilmore and Andrew Lesa.

### 3. COMMITTEE BUSINESS

#### 3.1. Membership 2020

The Committee noted the membership.

**Moved:** Ofa Dewes

**Seconded:** Vui Elena Fa'amoe-Timoteo

**MOTION CARRIED**

#### 3.2. Minutes of the Meeting held 17 March 2021

The Committee confirmed that Tevita Funaki and Ofa Dewes were absent for the 17 March 2021 meeting.



**RESOLVED:**

The minutes of the meeting held 17 March 2021 were confirmed as a true and correct record of the meeting noting that Tevita Funaki and Ofa Dewes were apologies.

**Moved:** Ofa Dewes  
**Seconded:** Vui Elena Fa'amoe-Timoteo  
**MOTION CARRIED**

**3.2.1. Matters Arising**

There were no matters arising.

**3.3. Action List**

There were no open actions on the action list.

**3.4. Work Plan 2021**

The Committee noted the Work Plan.

**4. STRATEGY**

**4.1. Pacific Students Net Promoter Score S1 2021**

Bob Stewardson spoke to his presentation. Everyone understood the meaning of Net Promoter Score. Students are generally satisfied with most aspects of Unitec.

Building construction saw a big increase in student numbers however the unintended consequence is the students' difficulty to get support.

For Maori and Pasifika students, NPS is really high. Student's connection with the teacher is what drives NPS.

Improvement suggestions from Pacific students were practical things around campus: parking, food, opening hours. Majority of Pacific students have no issues accessing support (financial and learning advisors). It's encouraging that the complaints were not about academic or programmes which would be hard to fix.

NPS often predict the likelihood of students staying at Unitec. The report is available to all staff through the Unitec internet.

**4.2. Brand Survey**

Bob mentioned that due to difficulty of getting the Pacific lens on this report he talked about overall result from the Colmar Brunton survey. This is because the sample for Pasifika and Maori is not high enough. Out of 500 surveyed, only 93 is either Pacifica or Maori.

The sample was broken into 3 parts: first time learners (under 25), life long learners (over 25), and influencers. Otago University is not included as the survey is Auckland centric.

Te Pukenga and ELT restructure didn't seem to affect the intenders. The report also highlights the importance for a brand to be flexible to appeal to different types of people.

Unitec gains have not been translated into a better competitive standing. In this regard, Bob saw an opportunity for Unitec to be seen as providing a supportive learning environment.

#### **4.3. Pacific Success and Retention Tracking**

Niko spoke to his report. The Pacific Success Strategy is progressing with actions being completed and results climbing. As a result of Covid, priority goals will be revised and some of the Operational Plan might be redundant by now.

Vui queried the discrepancy in the headcount (1167) against total of the top 5. Niko will analyse the figures which came from the dashboard.

A suggestion was raised to look at successful Pasifika alumni and how they can leverage their status to attract more Pasifika to study at Unitec.

**Action:** Niko will analyse the figures and provide an explanation on the discrepancy.

#### **4.4. Tāmaki Makaurau Strategy**

Peseta provided a verbal update on behalf of Gus.

The asbestos issue set us back into remediation costing a vast amount of money.

We are putting up to our Board the budget assumptions for next year. At the moment the focus is on enrolment driving revenues with building construction doubling up. The budget for next year is based on Treasury's assumption that the sector will contract. Unitec are looking to finalise asset sales in the coming weeks to extinguish our debts.

Vaughn Payne from Te Pukenga visited this week. A group of Pacific leaders from ITPs and ITOs met in Hamilton to work with the leadership of Te Pukenga (TP) on the Pasifika strategy. There is concern about the lack of Pasifika voices. Colin Tuua as Equity Manager is the Pasifika contact at Te Pukenga.

TP ELT visiting Unitec on 21 June to engage staff on the operating model. 170 staff already registered.

Tamaki Strategy is currently recruiting for a Director to map out a pathway toward the end of 2022.

Gus met with Te Roopu Mataara to discuss what co-leadership looks like and to work towards driving a model.

### **5. REPORTS/DISCUSSION**

#### **5.1. Pacific Success Report**

The Fono received the verbal update.

#### **5.2. Pacific Student Report**

Report was taken as read. Lupe Kautoke gave an update on the activities of the Pasifika Student Representative. The big goal was to organise a Pacific Students' Association to have voices and points of contact in each school. Another focus is to be able to mentor leadership through position planning. There used to be a student association but it depends on having a passionate student to drive this. Niko will connect Lupe with the Unitec Pathways College.

### **6. GENERAL BUSINESS**

The Fono wanted to continue the conversation for the Fono at MIT. What is the specific voice in terms of the Fono for Tamaki Makaurau?

The next meeting is on 15 September. The Pacific voice research and differentiation by programme should be on that agenda.

**Action:** The Pacific Voice Research and differentiation by programme scheduled to be provided at the next Fono meeting.

The meeting was closed with a prayer by Niko Toluono.

Meeting closed at 8.05pm



# Manukau Institute of Technology Limited and Unitec New Zealand Limited

## Board Meeting

### 26 August 2021

Provided by:	Simon Nash, DCE Learner Experience and Success
Title:	Student Performance and Priority Group Initiatives Evaluation
For:	Information

### Recommendation

It is recommended that the Board note the information in the report attached.



# Unitec and MIT Student Performance and Priority Group Initiatives Evaluation

August 2021





## Summary MIT & Unitec

- Review of 2020 results shows COVID impact on course completions, but overall positive results for Māori and Pasifika despite COVID show benefits of our initiatives.
- Parity targets still well off for 2022/3 – needs review
- Evaluation of Unitec's *I See Me*, MIT's *Hōkūle'a* and *Ōritetanga* findings, and of related research and similar initiatives in Aotearoa confirms our direction is correct
- Four main approaches/areas of focus:
  1. Learner study-preparedness based on a holistic view of whole learner (whānau, culture, specific needs, etc)
  2. Teacher capability to support the whole learner
  3. Targeted initiatives = efficient, effective
  4. Institutional commitment to ensure a culturally-familiar and welcoming learning environment



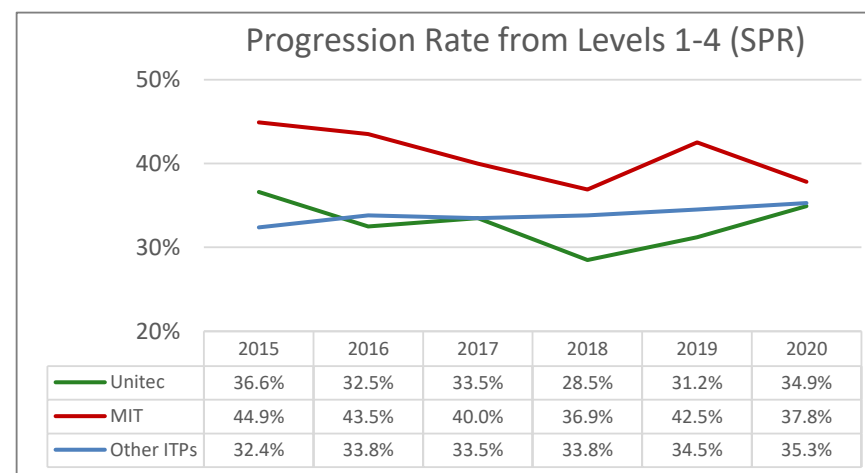
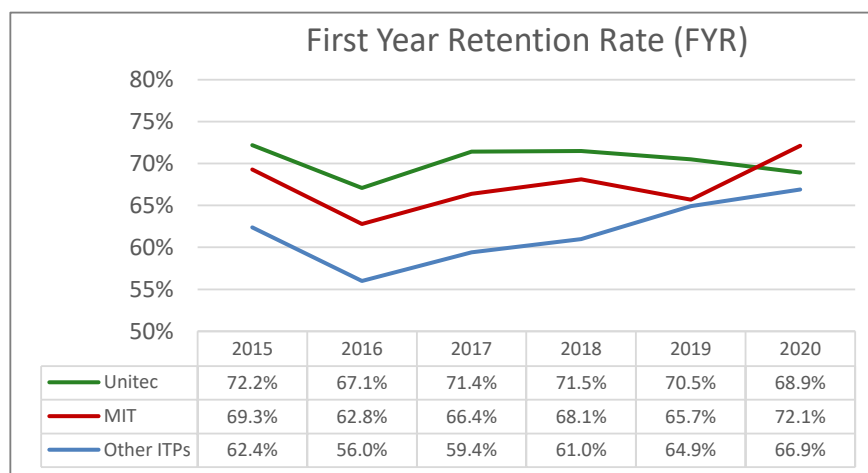
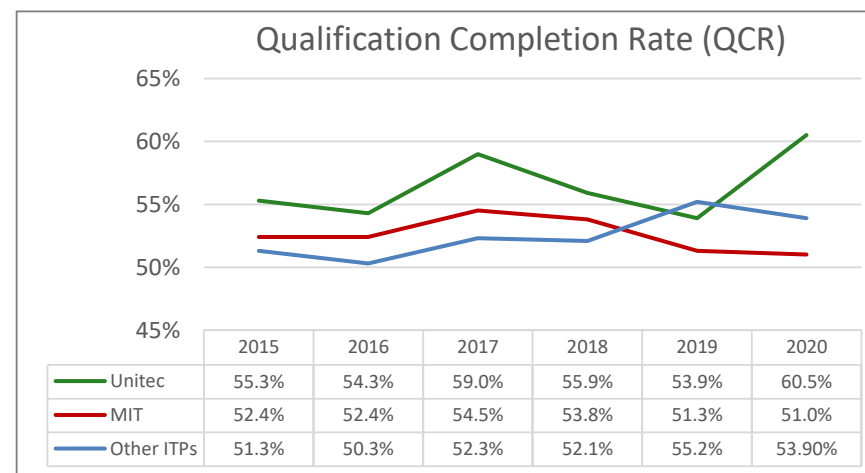
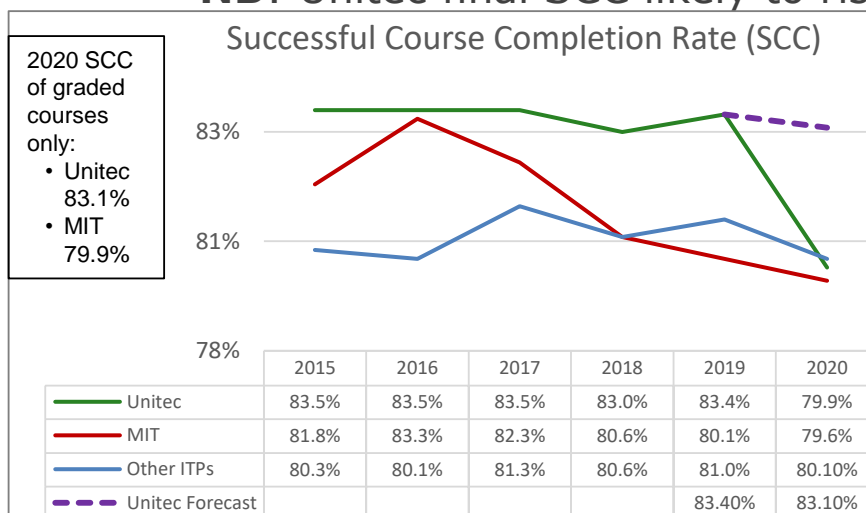
## All Learners

Sector-wide drop in SCC in 2020 – COVID and Fees-Free impacts

Sector-wide FY Retention is high from 2019 to 2020 – pre-COVID

Unitec QCR very encouraging

**NB:** Unitec final SCC likely to rise by 3%



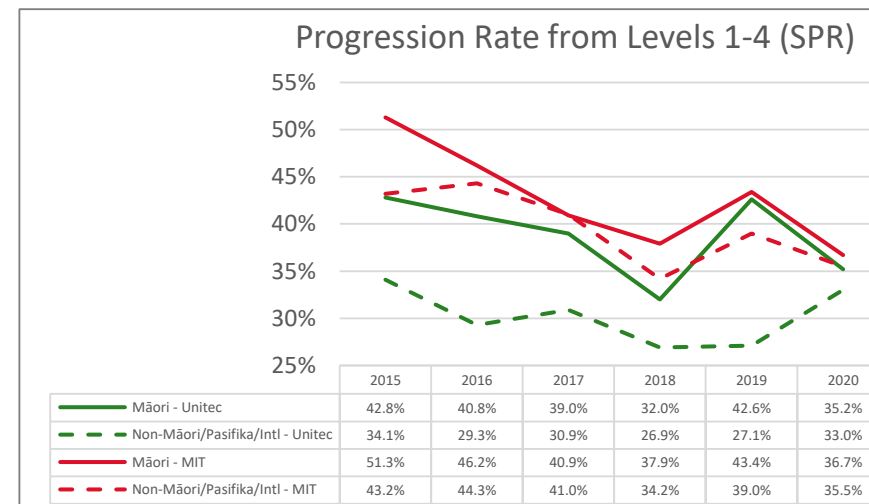
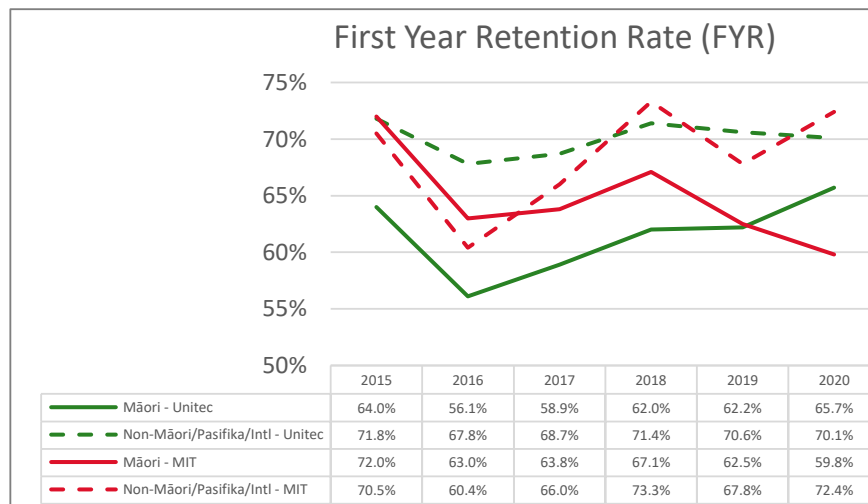
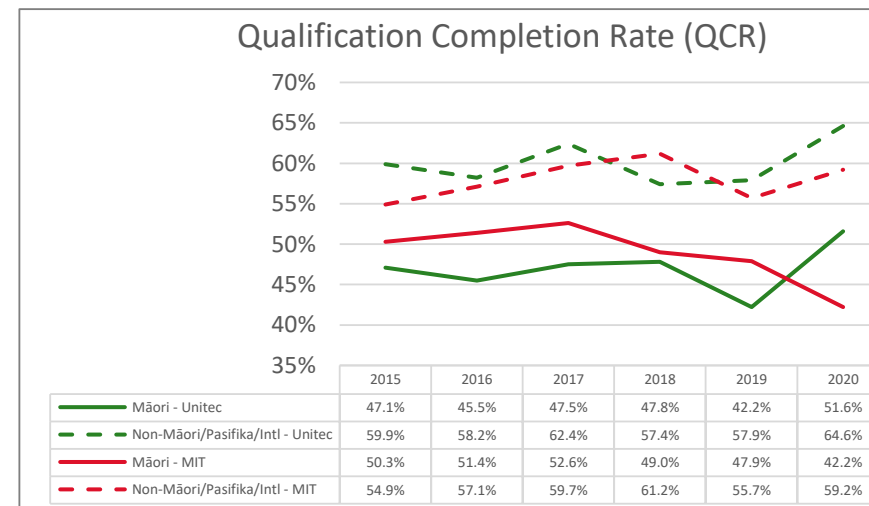
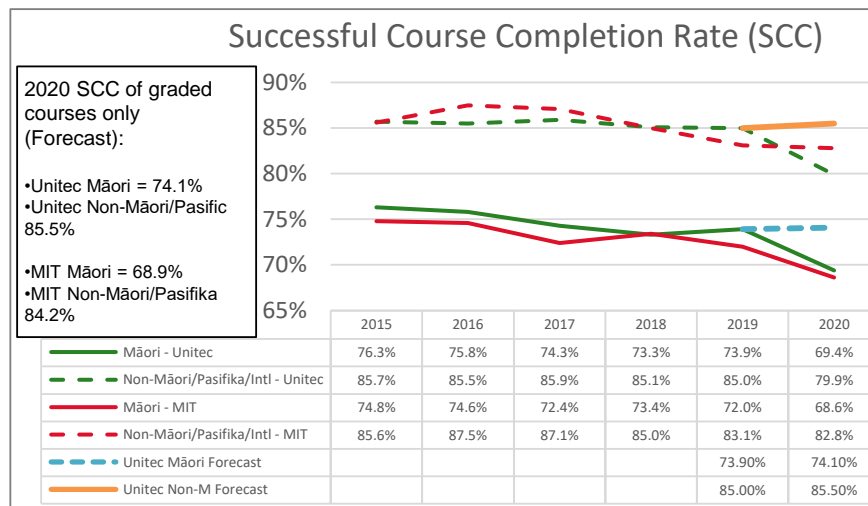


## Māori

Heavily impacted by COVID – poverty, jobs, non-study demands

Unitec QCR very encouraging – above 2020 targets

Unitec 2020 SCC forecast is near target – very positive given COVID

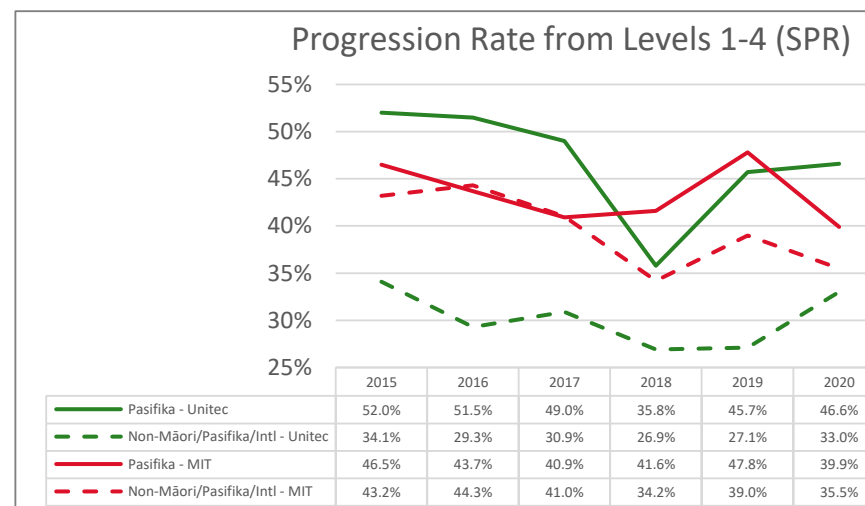
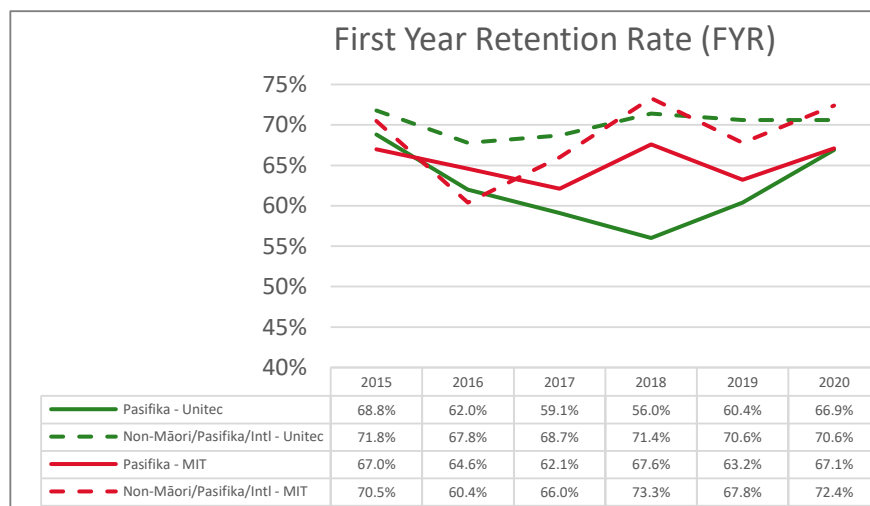
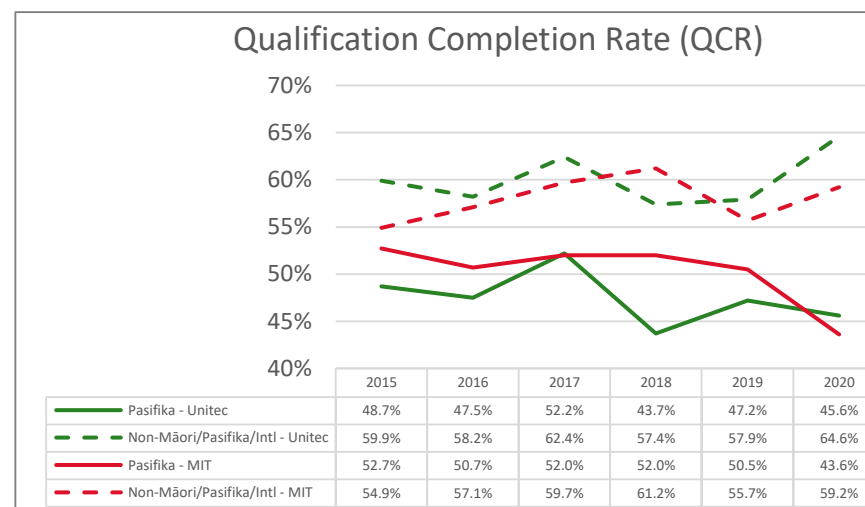
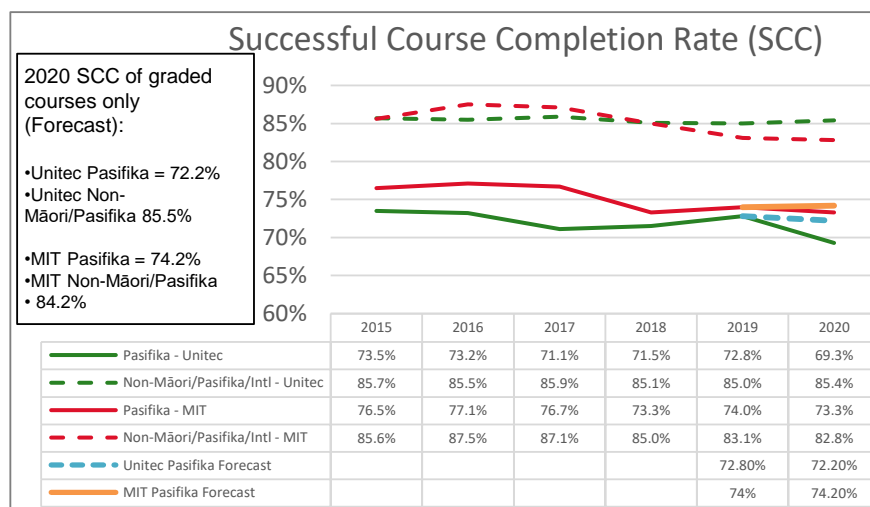






## Pasifika

Heavily impacted by COVID – poverty, jobs, non-study demands  
 Low QCR for both Unitec and MIT, but NB is cohort-based  
 MIT and Unitec 2020 SCC forecasts positive results given COVID





## Unitec *I See Me* initiatives



Initiatives began mid-2019 or start of 2020, led by Māori and Pasifika Teams partnering with Unitec Teaching teams

1. Learner Outreach Project – Student-facing team, co-located with teaching teams to provide outreach to at-risk learners
2. First Six Weeks – orientation and study-preparedness, establishing a culturally familiar and safe learning environment
3. Embedding Māori and Pasifika content in curriculum
4. Building teacher capability for teaching Māori and Pasifika learners



## Unitec *I See Me* outcomes

### Outcomes for Māori and Pasifika learners:

- COVID and Fees-Free negative impacts, but positive outcomes, esp for Māori, shows efficacy of *I See Me*
- 2019 – 2020 SCC strong; 2020 FY Retention strong
- Withdrawals and DNCs in 2020 dropping; majority are not related to study (mostly pastoral, family, financial issues)
- Enrolments and re-enrolments are up in 2021 – M/P are staying at Unitec and completing
- Extremely high satisfaction ratings – well-above non-M/P
- Very high Staff Engagement and positive PEPs on *I See Me*
- At or near parity in Social Practice, Early Childhood, Creative – common thread of intensive, culturally-appropriate pastoral and academic supports



## MIT – Hōkūleʻa Pilot 2018



- \$220k spent on student advisors and related supports
- Lecturer referrals for support reduced by 20%
- Absentism reduced by 25%
- Improved retention & completion compared w 'control' group
- Pilot not extended after 2018; learnings going into Ōritetanga initiatives

Group	# of Students	Retention Rates	Completion Rates
Hokuleʻa	<b>370</b>	<b>74%</b>	<b>73%</b>
Non-Hokuleʻa	<b>318</b>	<b>48%</b>	<b>50%</b>
<b>Differential (+/-)</b>		<b>+26%</b>	<b>+23%</b>



## MIT Te Ara Oranga (TAO): Maori & Pasifika Health Workforce Development Programme.



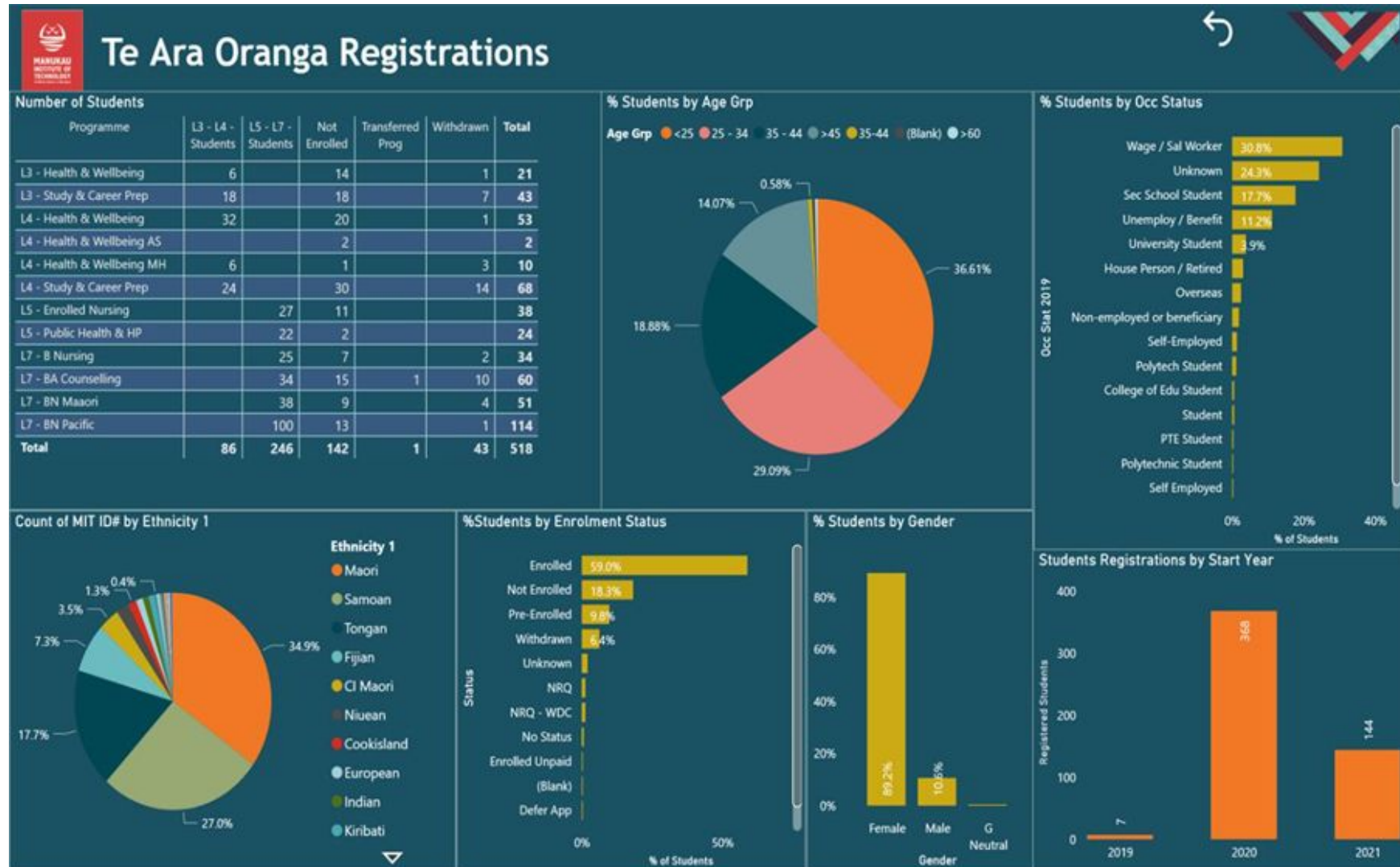
Implemented in Jan 2020, led by MIT in collaboration with the MoH & CMDHB:

1. Goal to produce 500 M&P graduates in an MIT health qualification by 2025. Enrolments are on track to meet this.
2. Wrap around career pathway service for recruitment, application, enrolment, study & pastoral support, graduation & employment.
3. Multi disciplinary TAO team comprised of M&P staff in a range of roles including Success Coaches & Retention Advisors.
4. The TAO team works across all MIT health programmes & in the community.

<https://www.manukau.ac.nz/partnerships/te-ara-oranga#section463392>



# Te Ara Oranga (TAO): M&P Health Workforce Development Programme (July 2021)





## MIT Ōritetanga



### Main findings

- 73% of leavers go before day 1 (the 'summer melt'; another 16% in first weeks of study; 58% of leavers are Māori or Pasifika; 60% are returning students
- Most students have significant competing demands (family, work, church) and barriers to learning (ESL, disabilities, first in family, etc)
- Early, intensive, targeted, timely supports are critical
- Importance of accurate predictive data
- Learners need high quality comms and pre-study support for study-preparedness, orientation
- Culturally-familiar environments, welcoming whānau, etc

A copy of the *MIT Student Journey Playbook* will be provided



## MIT Ōritetanga



Key initiatives proposed for 2022:

1. Targeted 'Learner Outreach' team (as per Unitec)
2. 'Onboarding' of new learners prior to day 1 – targeted comms and support for study preparedness, ensuring MIT is culturally-safe and familiar
3. Technology support for at-risk learners
4. CRM for workflow, tracking interventions and outcomes
5. Staff capability for culturally-appropriate curriculum and teaching practices
6. Workshopping other initiatives over 2021-2022





## Going forward... MIT & Unitec

Evaluation of *I See Me*, Ōritetanga provide same direction:

- Consistent evidence that we are doing the right things (Priority learner EPIs, Te Rito, EER outcome, Te Pae Tawhiti, staff NPS, Unitec Research, Ōritetanga, similar initiatives at TWoA, etc)
- Continue to evaluate and refine initiatives
- Early interventions are top priority – pre-start ‘onboarding’, study preparedness and first 6 weeks
- Support must be holistic – pastoral and academic
- Welcome the whole learner, culture, family into our spaces
- Targeted support to learners using more predictive data
- Whole-of-organisation kaupapa – esp. teachers
- Build Ōritetanga initiatives for 2022
- Review Parity Targets for Unitec (2022) and MIT (2023)
- Look at Tamaki-wide solutions and for Te Pūkenga support



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

Board Meeting  
26 August 2021

Provided by:	Author: Kara Hiron, Senior Legal Counsel, Unitec (Acting) and MIT Endorser: Michelle Teirney, DCE Operations, Unitec and MIT
Title:	Updated Delegated Authority Policies
For:	Approval

### Recommendation

Please approve the following changes to the [MIT](#) and [Unitec Delegated Authorities Policies](#).

Please also approve the withdrawal of the [Unitec Delegations Policy](#), which has now been superseded by the Delegated Authorities Policy and the Contract Approval and Management Policy.

Please authorise the Chief Executive to approve a minor amendment to the MIT Delegated Authorities Policy by replacing the current GM delegations with the new Director, Schools and Performance role(s) once the current academic restructure is completed.

### Purpose

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

### Background / Introduction

In October 2020, Unitec adopted a new Delegated Authorities Policy that was intended to align with MIT's Delegated Authorities Policy. However, there are still minor areas of difference between the policies. In addition, the restructuring of the Executive Leadership Team in February 2021 and re-organisation of the reporting lines at both institutes has meant that some further policy changes are required.

### Summary

The policy revisions include the following:

- updated position titles and references to Te Pūkenga;
- prescribing certain requirements for temporary delegated authorities;
- limiting the approvers for capex applications;
- expanding the list of signatories of formal contracts to include tier 3 managers and directors;
- including a specific delegation for independent contractor agreements;
- updated capex threshold to \$2,000 to align with Te Pūkenga financial policies.



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



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited  
PUBLIC EXCLUDED AGENDA  
Board Meeting 26 August 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.	Te Tiriti-based Co-leadership at Unitec and MIT	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.	Confidential Minutes of the meeting held 29 July 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).
11.	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	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

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

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		to prejudice the commercial position of the person who supplied or who is the subject of the information	
17.1	Sale of Unitec Land – Tranche 2	<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>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.2	Unitec Banking Services Change to Westpac	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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