



## Karakia Timatanga

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

## Opening Prayer

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

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

**Date:** 30 September 2021

**Schedule:**

Board & CE Only Session	10.00am – 11.00am
Board Open Session	11.30am – 12.30pm
<i>Lunch break</i>	<i>12.30pm – 1pm</i>
Board Closed Session	1pm – 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 26 August 2021
3.	Action List
4.	Chief Executive's Report
5.	Safety, Wellbeing and Sustainability Report
6.	Reports and minutes from Committees 6.1 MIT Academic Committee Report and Minutes 6.2 Unitec Academic Committee Report and Minutes 6.3 MIT Pacific Community Komiti Minutes
7.	Correspondence Office of the Auditor-General – Addition to OAG Sector Manager Team for Education
	<i>Formal Motion for Moving into Closed Session</i>

CLOSED SESSION	
8.	Minutes of the Confidential Meeting held 26 August 2021
9.	Action List
10.	Chief Executive's Report
11.	People and Culture 11.1 Staff Diversity and Equity Reports 11.2 Speak Up Reports
12.	Enrolment Updates

# 30 September MIT & Unitec Board Meeting - Agenda

13.	Financial Reports 13.1 August Financial Reports 13.2 2022 Budget
14.	Status of Audit Recommendations
15.	Items for Information 15.1 Unitec Building 108 Project Report
16.	Items for Approval 16.1 Authority to Sign Contract for Outsourced Student Support Customer Services and IT Helpdesk Services
	<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 August 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	30 September	Online	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

## 2022 Meeting Schedule

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



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

### BOARD MEMBERS TERMS OF APPOINTMENT

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

### STANDING COMMITTEES AND BOARD MEMBERSHIP

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

### Sub-Committees and Board Membership

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

**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited**  
**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**(Board)**

**26 August 2021 at 11am**

**Open Session Minutes**

These are the minutes of the open session of a meeting of the Board of the Company held on 26 August 2021.

**DIRECTORS**

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

**IN ATTENDANCE**

Gus Gilmore - Chief Executive	Michelle Teirney - DCE Operations
Simon Nash – DCE Learner Experience & Success	Nick Sheppard – DCE Schools & Performance
Kirsten Sargent – Interim DCE People & Culture (MIT)	Martin Carroll – DCE Academic
Antoinette Wood – Board Secretary	Wiremu Manaia – DCE Māori (MIT)
Ali Ikram – Senior Communications Manager (MIT)	Matua Vince Hapi
Jenny Lee-Morgan and Toni Vaughan – Te Rōpū Mataara	

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

**Welcome & Apologies**

The Chair welcomed everyone to the meeting.

**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 29 July 2021

The Board noted an amendment should be made, recording Z Jalil's attendance online.

**Resolved:**

The Board approved the minutes of the Unitec NZ Ltd and Manukau Institute of Technology Ltd ordinary Open Board Meeting held on 29 July 2021 as a true and correct record.

Moved: P Winder

Seconded: R Reid

**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.

At the Board's request, management provided an update on the COVID lockdown and our response plan in terms of academic delivery and support of staff and students. It was also noted that the government funding provided for students in terms of HAFL and TAFL is significantly less than 2020, which will not be sufficient to meet the needs of students given the high level of demand. The Board confirmed that they would be happy to meet urgently if a decision on re-allocation of budget, in order to support student hardship requests, is required.

**Resolved:**

The Board noted the information supplied.

Moved: P Winder

Seconded: P Parussini

**CARRIED**

5. Safety, Wellbeing and Sustainability Report

**Resolved:**

The Board received the Safety, Wellbeing and Sustainability report.

Moved: P Winder

Seconded: Z Jalil

**CARRIED**

6. Reports and minutes from Committees

6.1 MIT Pacific Community Minutes

**Resolved:**

The Board received the minutes of the Pacific Community Komiti Meeting held 2 July 2021.

Moved: P Winder

Seconded: A Lesa

**CARRIED**

6.2 Unitec Faufautua Fono Minutes

**Resolved:**

The Board received the draft minutes of the Unitec Fono Faufautua Committee meeting held 16 June 2021.

Moved: P Winder

Seconded: A Lesa

**CARRIED**

## 7. Student Performance and Priority Group Initiatives Evaluation

Management spoke to the report. The Board encouraged management to think through how we can really target our efforts in order to shift the dial, targeting specific programmes and generic issues that need to be addressed organisation-wide. Management noted that the recently completed Ōritetanga report contains valuable evidence relating to this question, and will provide a basis on which to target areas which will make the biggest difference. This report will be circulated to the Board.

**Resolved:**

The Board noted the information supplied.

Moved: P Winder

Seconded: P Parussini

**CARRIED**

## 8. Items for approval

## 8.1 Updated Delegated Authority Policies

**Resolved:**

The Board:

1. Approved the proposed changes to the MIT and Unitec Delegated Authorities Policies;
2. Approved the withdrawal of the Unitec Delegations Policy, which has now been superseded by the Delegated Authorities Policy and the Contract Approval and Management Policy;
3. Authorised 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.

Moved: P Winder

Seconded: M Royal

**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.	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for

		<p>members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(iii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	<p>withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
10.	Confidential Minutes of the meeting held 29 July 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>	<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.	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>
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</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>

		<p>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>	
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 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.	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 to prejudice the commercial position of the person who supplied or who</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).

		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).

The Chair moved that certain employees from MIT and Unitec, namely Gus Gilmore, Martin Carroll, Michelle Teirney, Peseta Sam Lotu-liga, Kirsten Sargent, Simon Nash, Nick Sheppard, Wiremu Manaia, Vince Hapi, Ali Ikram, Antoinette Wood, Jenny Lee-Morgan and Toni Vaughan, be permitted to remain at the meeting after the public has been excluded, because of their knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they have assisted in the progression of such matters.

Moved: P Winder

Seconded: P Parussini

**CARRIED**

The open session concluded at 12.25pm.

The public excluded session commenced at 12.55pm and concluded at 2.37pm.

There being no further business the chairperson declared the meeting closed at 2.37pm.

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Peter Winder, Chair 26 August 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

30 September 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.

### UNITEC

#### Industry Partnerships

##### Career Fairs

Unitec is the lead partner across our ITP network in establishing a series of virtual Career Fairs. With lockdown this proved invaluable as the fairs were able to proceed. Attendances are given in the table below. We have observed, as the lockdown has progressed, that business partner withdrawals from events continue to climb.

September events include: Healthcare, Diversity and Creative virtual fairs

Other face to face Career Fairs have been rescheduled to November.

Date	Virtual Fair	Number of attendees (Unitec)	Number of attendees (across ITP network)	Number of businesses (Unitec)
10 August	Engineering	161	447	16
17 August	Construction	202	421	19
24 August	Business & Consulting	164	428	13
31 August	Technology and IT	104	417	14



## **Enrolment & Academic Operations**

### **Graduation**

Graduation pushed out to 19 October, if unable to occur, then graduands will graduate in absentia and be afforded the opportunity to progress across the stage at the Autumn graduation.

### **Incident Management Team (IMT)**

- Level 3 - Focus is on having the majority of classes remain online with a small number of exceptions returning to campus where it would otherwise be highly detrimental to the tauira success.
- Level 2 – With restrictions in place as per guidelines for Tertiary institutes there will still be considerable classes remaining online – while no capacity restrictions like non-educational facilities, 1m social distancing must be enabled and this impacts heavily on delivery in lecture theatres and large classes (the model we've been striving towards).

## **MANUKAU INSTITUTE OF TECHNOLOGY**

### **Communications**

This month, the unit has offered support to the institute to keep students and staff aware of the city's COVID-19 response, as well as helping to inform the MIT audience of changes to the delivery of second doses to be received as part of the Mass Vaccination Event under Level 4.

MIT attracted positive publicity for student nurses undertaking roles at community testing centres to help health authorities deal with demand early in lockdown. Interviews with Head of Nursing Associate Professor Deborah Rowe appeared on Newstalk ZB, RNZ and TVNZ.

### **Pasifika Development Office (PDO)**

#### **We Care Campaign**

Since 17 August, PDO has been busy supporting the SEAS team to contact at risk learners during the current lockdown. One of the key recommendations from our office for future iterations of this work is to include Pasifika language capable workers to speak to Pasifika students who are second language learners. One of our team was able to conduct a full conversation with a Tongan student with pleasing results.

#### **Te Pūkenga secondment**

On 30 August, Aiono Manu Fa'aea was seconded to Te Pūkenga part time as Kaitautoko Equity - Pasifika, job sharing with Sua Tauti, Pasifika Lead from Ara Institute of Canterbury. The role involves supporting the Director of Equity and will end on 1 July 2022. We are working on an internal replacement and hope to announce that appointment shortly.

#### **Pasifika Research Action Plan**

The Pasifika Academic Subcommittee (PASC) has been working alongside the Research Subcommittee, the Research Office and the Ethics Subcommittee to create a Pasifika Research





Action Plan. This has now gone into its fifth iteration and awaiting ratification by PASC before the next Academic Committee.

## External Engagement

### EVENTS:

- **Certificate Graduation** – internal event, graduation ceremony for level 1 – level 4 certificate graduates from the year 2020.
  - Planned Date: Tuesday 24 – Thursday 26 August
  - Postponed Date: Tuesday 19 – Thursday 21 October – now to be held online as virtual events
- **Career Fest** – internal event for current students to assist and prepare them for workforce.
  - Planned Date: Monday 6 – Monday 20 September
  - Postponed Date: Monday 18 – Friday 29 October
- **Te Wiki o Te Reo Māori Hikoi** – external event partnership with Te Taura Whiri i te Reo Māori
  - Planned Date: Friday 17 September
  - Event Cancelled
- **MIT Open Day** – event for the prospective students and increase enrolments for Semester-1 2022
  - Planned Date: Saturday 18 September
  - Proposed Date: Saturday 31 October (TBC) online open day
- **Decent Work Summit** – external event partnership with E'tu Union
  - Planned Date: Friday 8 October
  - Postponed Date: Late January – early February 2022

### TITO Collaboration:

Meetings and engagement plans are progressing with the following TITOs: Competenz, MITO, BCITO, Skills Org and ServiceIQ. Purpose is to build ongoing collaborative partnerships as they transition their training functions into Te Pūkenga. Discussions focused on:

- Common messaging and collaborative promotion of industry career paths within the secondary schools
- Providing transition opportunities for Trade Academy students not wanting / able to study at MIT
- Creating stronger links to industry for input into programmes delivered at MIT
- Leverage industry connections to provide greater awareness of the career opportunities and connections to employment.

With the uncertainty in levels, we have decided to cancel our Open Day. Instead, we will be doing an online session, and for large sections of our market that prefer in-person interactions, we will be doing a week of campus tours. We will look for ways to mimic the Open Day experience, by adding value wherever possible. This will be structured in such a way that we can operate in level 1, 2, or 2.5.



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

Board Meeting  
30 September 2021

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



# Safety, Wellbeing and Sustainability Report August 2021

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

**Endorser** Gus Gilmore, Chief Executive

**Date** 16 September 2021

# COVID Update – Alert Level 4 & 3

## MIT's campuses

Alert Level 4, Campuses closed. Security on site and only those with CE & DCE P&C approval based off Ministry of Health and Ministry of Education guidelines on site.

Alert Level 3, only a few access points are open and security are managing access only for those that have approval. Strict processes are in place for access under level 3.

Security managed any people arriving for Mass Vaccination event that had been moved.

**MIT's Covid response team** – meet daily, manage onsite access, updates from each of the areas within MIT, staff wellbeing, security, plans for alert level changes, communications. Union and Student Council sit on team.

**Wellbeing update** – Students - We care program, support from lecturers and student support and councillors. Stats for HAFEL & TAFEL below plus managing communications via many mediums and with student council.

Staff – Campus and team check ins by managers, a number of communications and tools for wellbeing across a number of mediums.

**Comms** – regular - every alert level change has been followed with comms and information to all staff and students as to what a level change or government update means. Comms are being shared across the ELT

For Alert Level 3, strict processes in place for access to site and an approval process.

Promotion of vaccination through communications and options for booking and mass vaccination event

## TAFEL UPDATE Round 1 as @ 16 Sep

**Total Applications:** 126

**Total Approved:** 107

**Accepted T/Cs:** 87

**Wait List:** 8

**Number dispatched:** 80 laptops, 17 connections/internet stick

## HAFEL UPDATE Round 1 as @ 16 Sep

**Total Applications:** 275

**Total Approved:** 22

**Sent to AR:** 138 **Total Declined:** 1

**Not Eligible:** 27

## Unitec's campuses remained closed during the Covid-19 Level 4 lockdown

Campus secure - all carparks coned off; security patrolling on site.

Unitec's Incident Management Team (IMT) own the process for approving access requests for essential purposes only – letters of authority issued to approved staff.

## Alert Level 3

Academic Recovery Committee (ARC) and IMT approval required for return to campus for essential teaching delivery or service provision only. Communications to promote vaccination to staff and students and options provided. Managers asked to support staff options for attendance.

## Unitec Covid Incident Management team

Daily meetings covering academic delivery, security, access, logistics, wellbeing, communications, preparation for lowering of alert level – well resourced team including the Student President, led by Dan Brady

## Wellbeing

Staff from IMS and Student Success carrying out contactless deliveries of computers from campus to student's homes – ongoing.

Managers and HR undertaking wellbeing calls. Guides in place with additional tools being developed on how to maintain wellness and increase resilience.

## Communications

Regular CE and IMT communications with staff and managers reminding people to keep in touch and acknowledging this is a challenging time.

## General

Te Puna Waiora medical centre is open for online and in-person consultations, as well as Covid-19 testing for staff and learners. Lots of people exercising, biking through the campus. Security requesting people use the footpaths and keep away from the buildings.

# Significant Injuries – August 2021

## August 2021 vs 2020 - MIT

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

### Staff

Significant Injuries this month

- Nil

### Students

Significant injuries this month

- Nil

## August 2021 vs August 2020 - Unitec

Significant Injuries	August 21	August 20	
Employee	1	1	=
Student	0	0	=

### Staff

Significant Injuries this month

- A staff member tripped on the lip of the pathway outside Building 115. She struck her head on the pathway and received a bruise/cut near her left eye, hurt her left shoulder and sustained bruising and bleeding to her right knee. She was taken to hospital by her husband and stayed overnight. She was discharged the next day to recover at home.

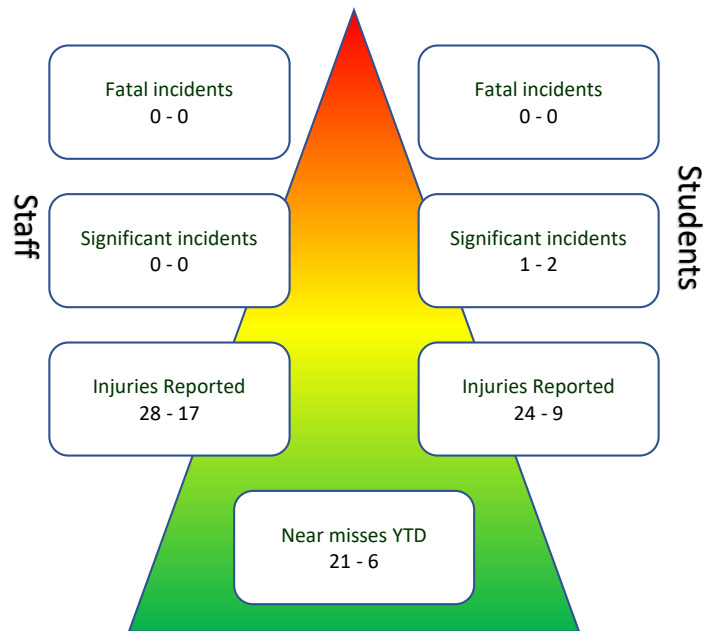
### Students

Significant injuries this month

- Nil

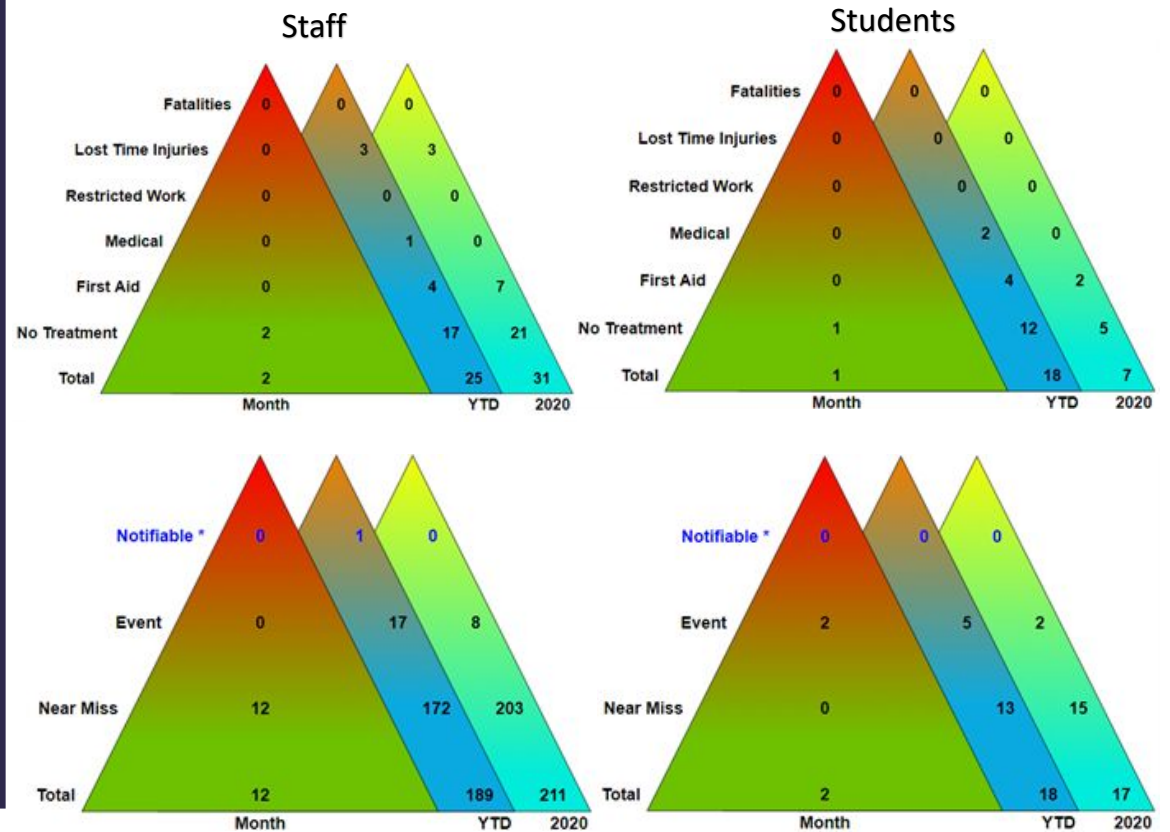
# Injuries/Incidents Staff and Students

## August 2021 vs 2020 YTD MIT



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

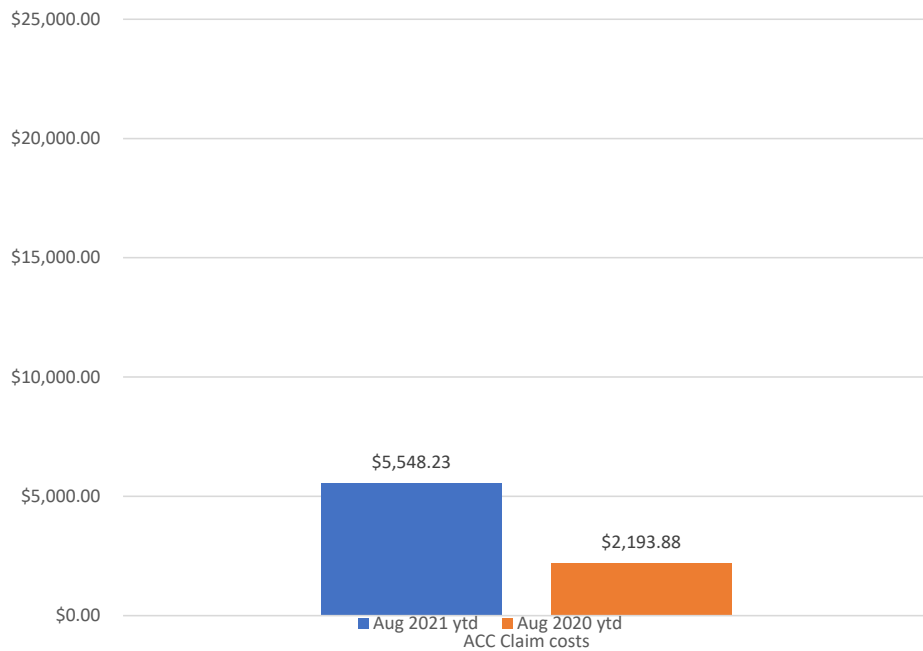
## August 2021 YTD vs 2020 YTD Unitec



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

# ACC Claims

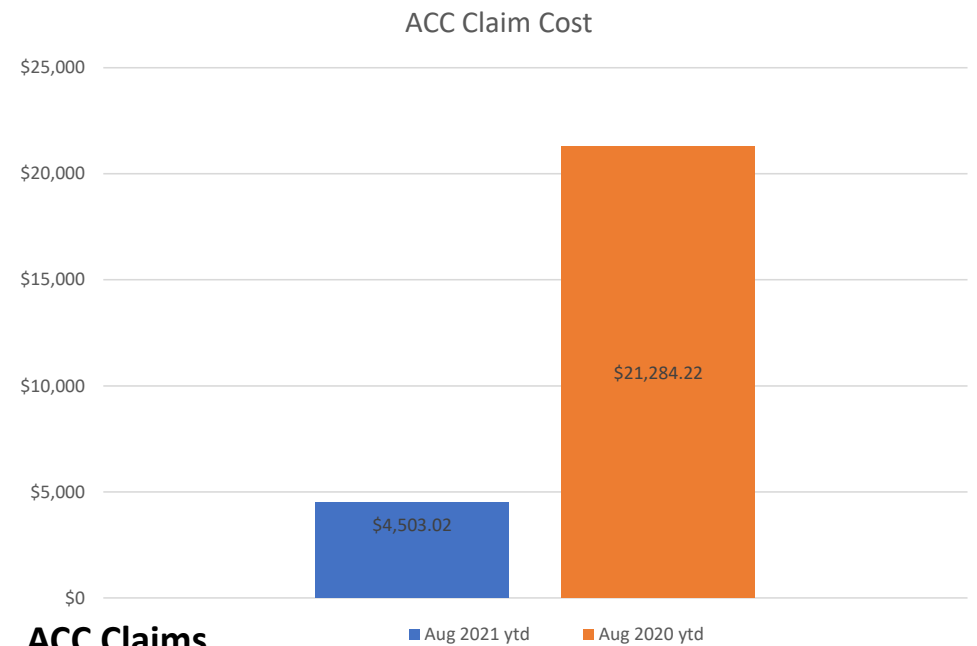
## MIT



## ACC Claims

ACC Claims	Aug YTD 21	Aug YTD 20	
Employee	9	7	↑

## UNITEC



## ACC Claims

ACC Claims	Aug YTD 21	Aug YTD 20	
Employee	14	14	↑

# Leadership Safety Walks

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

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

ELT Member	Site Visited	Observations	Corrective Actions
Michelle Teirney	MIT NT Bakery/ Grind/ Kitchens	<ul style="list-style-type: none"> <li>All areas clean and tidy.</li> <li>Hazard registers on display.</li> <li>Two issues identified for follow up to be logged.               <ol style="list-style-type: none"> <li>Fire alarm - back of house Dine. Pulled out of wall and doesn't appear to be operable.</li> <li>Grind door (previously reception) is still operable and causes distraction to students. To follow up wayfinding.</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>Fire alarm job logged, to be fixed upon return to campus</li> <li>Door and wayfinding project to address distracting door, job to be logged.</li> </ol>
Peseta Sam Lotu Iiga	MIT NA Block - Otara	<ol 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 pose 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> </ol>	<ol style="list-style-type: none"> <li>Pest control has been logged for insect infestation, vents to be reviewed by Properties upon return to campus</li> <li>Steps under review, job to put in place, a ramp is being explored</li> <li>Cabinet to be bolted down, Properties job logged.</li> <li>As part of the induction process the level 2 stairs is mentioned as a hazard, due to building design and age it will remain a managed risk.</li> </ol>
	Unitec	<ul style="list-style-type: none"> <li>Unitec Board/Executive safety walks cancelled due to Covid-19 Alert Level 4 lockdown</li> </ul>	Replaced for September with online H&S procedure reviews including: <ul style="list-style-type: none"> <li>H&amp;S Risk Assurance procedure</li> <li>Off Campus and Event risk assessment procedure</li> </ul>

## Board member Health and Safety site observations

Board Member	Site visited	Observations	Corrective Actions
Unitec	Cancelled due Level 4 closedown - Andrew Lesa and Peter Parussini		



# 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 4 Aug	<ul style="list-style-type: none"> <li>Comms sent to all staff and students about the multi level carpark and walking up stairs not ramp</li> </ul>
Manukau Campus	Fri 6 Aug	<ul style="list-style-type: none"> <li>Power boxes on floor a tripping hazard – being reviewed with properties team</li> </ul>
Otara "Quad"	Mon 26 July	<ul style="list-style-type: none"> <li>Sports field in review to be flattened for use</li> </ul>
Property/Tech Services	Wed 25 Aug	<ul style="list-style-type: none"> <li>Did not occur due to Alert Level 4</li> </ul>
Otara Service Centre (excluding ND and NB)	Tue 3 Aug	<ul style="list-style-type: none"> <li>No actions raised</li> </ul>
Tech Park	Tue 6 July	<ul style="list-style-type: none"> <li>Review underway for the plasma cutter to assess if debris from aluminum cutting is a risk</li> </ul>

## Unitec H&S Committee Update

Committee (area)	Last Meeting Date	Critical Risks Identified
H&S Representatives	31 August (online)	<ul style="list-style-type: none"> <li>New representatives welcomed online</li> <li>Staff wellbeing action plan discussed</li> <li>COVID Level 3 H&amp;S preparation discussed</li> <li>Information regarding COVID-19 testing at Te Puna Waioa discussed</li> <li>H&amp;S Risk Assurance Refresher planned</li> </ul>
Trades and Services	August	<ul style="list-style-type: none"> <li>Postponed due to Level 4 lockdown</li> </ul>
Te Puna Kararehe	August	<ul style="list-style-type: none"> <li>Specific process for attending to animals in place for Level 4</li> <li>Essential staff approved - only one at a time</li> <li>TPK Specific Inspection under review</li> </ul>
Infrastructure Operation Monthly Toolbox	August	<ul style="list-style-type: none"> <li>Postponed due to Level 4 lockdown</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	August	Contract agreed and dates for training being organized for ELT and CIMS Team. To rebook due to Covid.
Motor vehicle review	April	Review of vehicle management system and maintenance completed. Update has been provided in previous safety reports
Arboriculture	June	Storage audit completed – organised and correct storage, some issues identified with regards to power on site.
Fire training Mahurangi	July	Onsite audit completed, to write up report. Some critical risks identified, including ones still not resolved from 2020 audit.
Maritime Life boat review	July	Review of risk management on site for the life boats and a potential move to simulation for life boats. Business case is in circulation to have the move from open water to simulation – with ELT.
Scaffolding School	August	An external auditor will be scheduled to conduct a review of the scaffolding school documentation and practice. To rebook due to Covid.
Plant and Machinery Audit - TechPark	September	Entire site review will be conducted to assess risk and control management of all Tech park plant and machinery. As progress occurs the report will be updated. To rebook due to Covid.

## Unitec

Critical Risk/Audit	Traffic Light	Update*
Safety Walk Director– Tuapapa Rangahau – Marcus Williams	11 August	<ul style="list-style-type: none"> <li>Cybersecurity Lab. Heating issue needs resolving – Corrective action in progress</li> <li>Environmental Solutions Research Centre (ESCR) - Trip hazard noted</li> </ul>
Safety Walk Head of School – Trades and Services – Lee Baglow	16 August	<ul style="list-style-type: none"> <li>Both sites very tidy</li> <li>Mataaho safety PowerPoint up and running, IT is looking into image quality</li> <li>Building site Technician doing a fine job</li> </ul>
Critical Risk Inspection COVID19 - Applied Business - Min Naqvi & Lisa Ingledew B115	17 August	<ul style="list-style-type: none"> <li>People are aware of which alert level they are under and follow protocols</li> <li>Staff understand that if there is a change in alert level or a COVID case detected on campus, they will need to follow instructions of the Incident Management team at Unitec. They have been following communications from Unitec and taking the needed equipment/ devices along with them. They know how to access technical support, support for online teaching; can advise support services available to students having access/learning issues during higher COVID alert levels</li> </ul>
Safety Walk Head of School – Computing, Electrical and Applied Technology - Susan Bennett B182-183	17 August	<ul style="list-style-type: none"> <li>Tiling issues fixed by FM</li> <li>Exits clear - No hazards</li> <li>Lighting issues investigated by FM</li> </ul>

### Tracking key

ON TRACK



OFF TRACK



COMPLETE



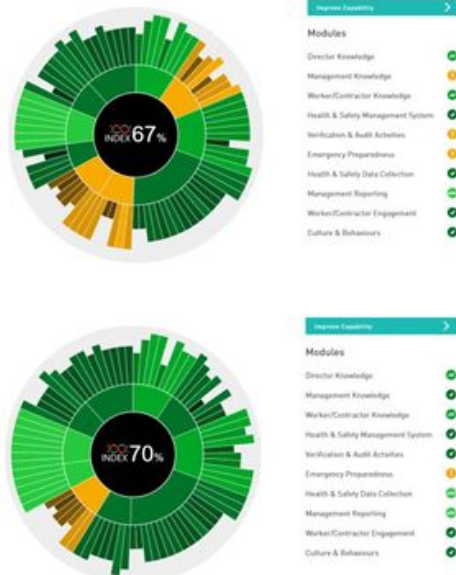
\* Assurance activities and corrective actions are recorded in Vault

# Safe365: Summary View

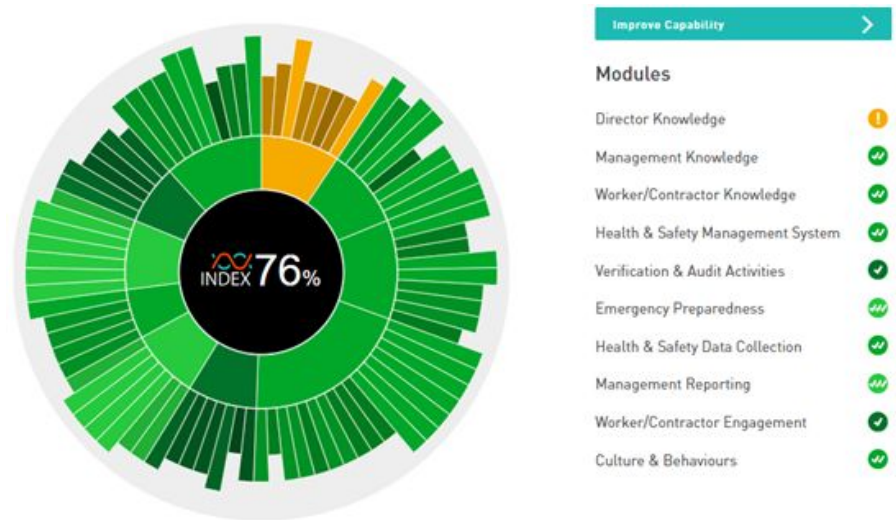
## MIT Safe365 Implementation Plan

### 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 confirmed, meeting to be rebooked due to Covid.



## Unitec Safe365 Aggregated Starburst



- **Management Reporting:** Progress has been made on the area of Worker Engagement – where formal documented evidence of engagement through H&S Reps, staff surveys and consultation with stakeholders.
- **MIT/Unitec Board and Executive H&S Induction:** Members of the Board and Executive required to complete the induction and quiz:
  - Board - 6 of 7 completed (reminder sent)
  - Executive - 7 of 7 completed (100%)

# Wellbeing Strategy Update

## MIT

### COVID

There has been an increase in communications around wellbeing due to COVID. A number of tools have been provided to staff and we are in the process of working with Benestar (EAP Provider) to roll out some more workshops in mid September. Has been strong feedback about the comms

### Lunch and learn

#### Beat stress and Boost Mental Health – Completed

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

#### DCE People and Culture updates

Comms have been sent to all staff with wellbeing information and links to useful support services such as EAP

### Workplace massage

Available fortnightly Wed., alternating between Manukau and Otara campuses, increasing awareness and uptake. On hold until return to Level 1.

### Wellbeing expo

Manukau Campus – Wed 15 Sept - Postponed

Vendors being booked and planning has commenced for a new date and time, possible to move to 2022 due to Covid.

### Wellbeing committees

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

## Unitec

### Wellness programme

- Supported learning team fundraiser event 'Eat your way round the world'. Over 400 people attended.
- Was meant to be a busy month however 4 events cancelled due to lockdown; 5 initiatives paused and 6 initiatives carried over online.
- 8 week COVID staff wellness plan developed with wellbeing champions, H&S and Communications team.



### Wellbeing strategy partnerships

- Joined Communications working group with purpose to ensure:
  - the issues and challenges identified as a result of the ELT integration are addressed
  - an overarching framework is put in place so as not to repeat the same mistakes
- Initiated Resilience Working Group to develop a three layer (organisational, team, individual) holistic programme. Aim is to:
  - highlight already existing initiatives at each of the 3 layers
  - identify gaps with suggested ways to fill them

# Sustainability Strategy Update

## MIT

### OBJECTIVE 5

Develop a Sustainability Strategy



2018  
BENCHMARK

NO CURRENT  
SUSTAINABILITY  
STRATEGY

2023  
TARGET

SUSTAINABILITY  
OBJECTIVES ON  
TRACK

### □ Focus for September

- Send out consultation on Strategy
- Work with Student Union around communication on transport options for students

Goal	Measures	Traffic Light	Updates to goal – August 2021
Have a Sustainability Policy  Educate our staff and students to make sustainable choices	MIT Strategic Plan – Develop a Sustainability Strategy.  Comms to staff and students are engaging and measure will be progress to 3 targets		Draft completed and now with DCE P&C for review
Encourage sustainable transport choices, reduce parking on site  Staff and Students are aware of sustainable transport options, and MIT encourages sustainable transport options  Promote our flexibly working policy as this reduces number of staff driving to site	Reduction in car parking at all three campuses  Reduction of uses of car – also helps with ecological footprint		With lockdown in progress parking fees have been waived.
Reduce Electricity Consumption  2023 Target – reduction of 5%			August KWH • Manukau 274,150 @ \$55,257.97 • Tech Park 69,440 @ \$15,974.87 • Otara Main 219,546 @ \$46,248.75 • Otara Small 13,143 @ \$3,379.71
Reduce ecological footprint MIT facilities and vehicles utilize clean green technology  Recycling options in place to reduce waste	Sustainable and green options explored when upgrading facilities		• Waste to landfill costs analysis in progress

## Unitec

### Zero Waste

No scheduled activity

### Low Carbon

Face to face  
Uniwaka promotion  
130 users signed up  
Had to postpone the trial due to COVID lockdown

### Sustainable Food

Cancelled cooking workshop

### Kaitiakitanga

Bio-blitz event cancelled. Aim was to use the crowd to map out campus biodiversity

**Maja Zidov**  
Aug 16 • Edited • @7  
Seen by 248

**PRaise**

Praised Gerard Lovell, Guillermo Ramirez-Prado, Chris Sinclair, and 4 others

Thank you to all the lecturers that welcomed us into their classrooms to share the Uniwaka journey with our students. You were all amazing hosts and helped us get through some very intense Q&A sessions! Only got two photos to show for it - will do better next week, promise.

Like Comment Share

Julie McGregor and 6 others



# Manukau Institute of Technology Limited and Unitec New Zealand Limited

## Board Meeting

### 30 September 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 three sets of Minutes attached (the 1/09/21 Minutes are not yet ratified by the Academic Committee).

#### 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 Thursday 5<sup>th</sup> August and Wednesday 1<sup>st</sup> September 2021. Key issues considered are outlined below.

#### Ethics

Maria Humphries-Kil, independent chairperson of the Unitec Research Ethics Committee (UREC), has been appointed as independent chairperson of the MIT Ethics Committee. This is the first step in eventually integrating the MIT committee into UREC.

#### Te Pūkenga

The Academic Committee endorsed MIT's submission on the proposed Academic Regulatory Framework. Concern was expressed as to whether the approach being proposed would be sufficiently precise to guide actions.

#### Cessation of Development of Academic Products

Academic Committee noted a decision by ELT that development of new or existing academic products (programmes, courses etc.) will cease unless certain exemption criteria are met (such as the need to respond to changes in regulatory standards). This is because the window to have new developments approved by NZQA for delivery prior to the commencement of Te Pūkenga as the provider has now closed. Te Pūkenga is progressively establishing unified programme working groups and, as such, the investment in developing individual subsidiary products now may not provide a return. However, the Academic Committee voiced its frustration that Te Pūkenga was still unable to provide a timetable for developing unified programmes, and noted that the priorities it





published in its academic transitional arrangements do not appear to be guiding the unified programmes that are being set up. This is making it extremely difficult for MIT to attend to the maintenance of its current portfolio of products.

#### **Indigenous Guidelines for Academic Product Development and Approval**

The Academic Committee, through its Māori and Pasifika subcommittees, agreed to establish guidelines for ensuring that programme development and approval appropriately incorporate Māori and Pasifika considerations in a timely manner. This mahi will be based upon similar work done via Universities Australia, but tailored for Aotearoa. However, given that the window within which MIT will be approving academic developments is rapidly closing, it was further agreed that this proposal would be put to Te Pūkenga for consideration as a national approach.

#### **COVID-19 Disruption**

The Academic Committee noted that MIT still anticipates enabling students to complete their current courses in the 2021 calendar year, although some courses will need to be extended up one or two weeks.

#### **Out of Region Delivery**

MIT has 15 students enrolled in the BASW, who reside in Kaitia and the surrounding region. The students, fully informed, enrolled in a blended mode programme delivery including online learning and occasional visits to the Otara campus. No face to face delivery takes place in Kaitia. MIT neither has nor is seeking site accreditation for Kaitia.

NorthTec have lodged a complaint with Te Pūkenga that MIT are, in effect, delivering “out of region”. NorthTec does not have site accreditation for Kaitia.

The 15 students, all of whom are Māori and had undertaken NorthTec’s Level 4 social work programme, advise that they specifically chose to enrol in MIT’s degree programme because they prefer MIT’s programme design, which is based upon a pā harakeke framework.

MIT, while maintaining that it has behaved entirely in accordance with its programme approval and accreditation, is cooperating fully with Te Pūkenga, the NZ Social Work Registration Board, NZQA and NorthTec to achieve a resolution. Of note, however, is Te Pūkenga’s view that this is a short-term problem, as from 1/1/23 all social work degrees will be merged into a single unified programme. This gives rise to the possibility that a unified programme may disadvantage students such as these by removing rendering all social work degree programmes homogeneous, removing programme options that they clearly value.

#### **Principal Lectureships and Professorial Track**

MIT operates a three-tier system for academic staff: Lecturers, Senior Lecturers (SL) and Principal Lecturers (PL). The PL scale is designed to provide a prestigious designation for top quality academic staff, and is sometimes considered to be MIT’s version of Associate Professorships and Professorships (although the criteria are quite different and the term Principal Lecturer does not have general currency outside MIT).



Whereas a person can progress from the bottom of the Lecturer scale to the top of the SL scale, admission to the PL scale is only by way of appointment and there is no provision for progressing up the PL scale. As a result of Academic Staff Collective Agreement negotiations, this will be addressed in time for the 2022 academic Career Path (i.e. progression) process.

MIT does not provide for staff to apply for Assoc/Prof or Professor (the only staff with these titles earned them prior to joining MIT). Occasionally, excellent academic staff leave MIT for this reason, and therefore it is, *inter alia*, a retention issue. MIT is engaged in discussions with Te Pūkenga regarding whether it will include a professoriate and, if so, the detail of the applicable criteria, application processes and roles.

#### **Next Steps**

The next meeting of the Academic Committee is on Wednesday 6<sup>th</sup> October from 1.00-3.00pm. As always, MIT Board Members are most welcome to attend.

#### **Appendices**

- [1. Academic Committee Meeting Minutes Open Session 5 August 2021](#)
- [2. Academic Committee Meeting Minutes Open Session 1 September 2021](#)
- [3. Academic Committee Meeting Minutes Closed Session 1 September 2021](#)





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

### Board Meeting

30 September 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 (the 8/09/21 Minutes are not yet ratified by Te Komiti).

### 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 28<sup>th</sup> July and the 8<sup>th</sup> September 2021. Key issues considered are outlined below.

### Research

Te Komiti noted that for the first time Unitec is now “green-lit”, i.e. all Schools now meet the required research activity threshold. This is an extremely positive accomplishment. Also, the Annual Research Report for 2020 was received (attached).

### New Teacher Induction (NTI)

Te Komiti considered a proposal to revamp the NTI. It was supportive of the direction, but has sought further development prior to approval.

### Te Pūkenga Programmes

Te Komiti has expressed concern that there is insufficient transparency regarding the timing or prioritisation of programmes being transitioned into unified national programmes. This is making planning for, and maintenance of, Unitec’s current portfolio very difficult. The secondment of Steve Marshall from TKK into Te Pūkenga to work on this project may assist, although the timing of that secondment suggests that a full timetable of unified programme development is unlikely before the end of the year.



### **Cessation of Development of Academic Products**

Related to the work of Te Pūkenga in transitioning the network's suite of academic products to unified national programmes, Te Komiti noted a decision by ELT that development of new or existing academic products (programmes, courses etc.) will cease unless certain exemption criteria are met (such as the need to respond to changes in regulatory standards). It was noted, however, that this order would likely only reduce a small number of proposals currently in the pipeline based upon a preliminary assessment undertaken by the Portfolio Leadership Group.

### **Quality Assurance**

All key measures (Monitoring, Consistency Reviews, Programme Reviews etc.) show that the institute is generally on track and that disruption brought about through earlier closures (due to COVID and asbestos) are getting resolved. However, concerns remain in relation to the programmes within the School of Computing, Electrical and Applied Technology, which are becoming dated but which will need to be considered in conjunction with Te Pūkenga's unified programmes.

It was also noted that as a consequence of budget reductions, Te Korowai Kahurangi | Academic Service Centre would need to pare back its support for the range of quality assurance activities. Work is being undertaken to determine the most value-adding activities that must be retained.

### **Next Steps**

The next meeting of the Te Komiti Mātauranga is on Wednesday 20<sup>th</sup> October from 8.30-11.30am. As always, Unitec Board Members are most welcome to attend.

### **Appendices**

1. [Te Komiti Mātauranga Meeting Minutes 28 July 2021](#)
2. [Te Komiti Mātauranga Meeting Minutes 8 September 2021](#)



## Manukau Institute of Technology Limited and Unitec New Zealand Limited Board Meeting 30 September 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 3 September 2021.



# MINUTES

## Pasifika Community Komiti

Friday, 3 September 2021 at 9.00am

MS Teams

### PRESENT

Aiono Manu Fa'aea (AMF)

George Makapatama  
(CHAIR/GM)

Dr. Michelle Johansson (MJ)

Peseta Sam Lotu-liga (PSLI)

Dr Radilaite Cammock (RC)

Tunumafono Ava Faamoe (TAF)

John Faitala (JF)

Frederick Loa-Alatini (FLA)

Josephine Victorino (JV)

### APOLOGIES

Rev Salafai Mika (RSM)

Frances Topa-Fariu (TPF)

Andrew Lesa (AL)

### IN ATTENDANCE

Melody McGinley (MM)

### 1. CLOSED SESSION

### 2. OPEN SESSION (started 9.32am)

### 3. PRELIMINARIES

#### 3.1. Welcome/Opening Prayer

Prayer done during closed session. Chair welcomed John Faitala to the meeting.

#### 3.2. Apologies

Apologies were received from Rev Mika, Frances TF and Andrew Lesa.

#### 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. - CLOSED

Chair decided to close and for any feedback to send directly to Martin Carroll. Per Michelle, the links don't work for her.

#### 4.2. Actions from Previous Minutes

**Action 1:** Reporting alignment between MIT's PCK Fono and Unitec's Faufautua Fono. Will also sort frequency of meetings for PCK Fono. – **Open**, still a work in progress.

**Action 2:** Confirm offline about Stella's resignation – **Open**, Chair to follow up with Stella and will set up a proper farewell.

The Committee noted the action list and that all items are **STILL ONGOING**.

#### **RESOLVED:**

The minutes of the meeting held 2 July 2021 were confirmed as a true and correct record of the meeting.

**Moved: Chair**

**Seconded: TAF**

**MOTION CARRIED**

#### 5. PASIFIKA DEVELOPMENT UPDATES

##### 5.1. MIT Update (PSLI)

##### 5.1.1 Tamaki Makaurau Strategy

At Board meeting last week, the Board considered the co-leadership proposal. Gus will be sending out comms relating to the Board's decision which will be forwarded to Komiti. Peseta acknowledged the PCK members who attended the consultation.

Action 1: Comms on co-leadership proposal will be forwarded to PCK members.

Although we reached over 100% of the domestic EFTs budget, the levels of withdrawals has brought this below 100%. The level of withdrawals is high and includes many Pasifika learners. Some anecdotal evidence suggests Covid has had an impact.

In response to the level 4 lockdown, "We Care" programme teams are reaching out to high needs students with offers of support. MIT received substantial amount from the government (over \$300k) in hardship funds and the demand has been high for these. We are lobbying government for more funding as lockdown looks to continue in Auckland. We are now quicker and adept in moving to lockdown procedures with online teaching practices quickly embedded.

In terms of Te Pukenga, the operating model development is gathering some momentum. Aiono, Peseta and other Pasifika reps have been working with Te Pukenga to ensure that a Pasifika voice is heard.

The Pasifika Research Colloquium was a real success. There were some outstanding presentations from academics in the areas of sport, health and counselling and social work.

Next year's budget still not finalised. The three priority areas for additional funding include timetabling, strategy (appointing a Director of Strategy later this month) and the Oritetanga Project.

To the question from the Chair about reporting process to further enhance the talanoa, Aiono and the team are putting together a scorecard and narrative to better demonstrate the success of Pasifika students and staff and to provide this in a timely manner.

To the question from Dep Chair about MIT's position on vaccination of student before they come back to class, no policy has been formulated. Our legal and HR teams are working on whether vaccination mandates are possible.

## **5.2. Pasifika Development Office**

Document screen shared and presented by Aiono.

Scorecard is based on the 4 goals of the strategic plan from 2018. An updated scorecard will be provided at final meeting in November. A big improvement was the introduction of Pasifika research action plan for Pasifika researchers and researchers of Pasifika topics to understand protocols to contextualise for MIT. One of the goals was to increase academic staff and leadership opportunities.

Action 2: Aiono to provide Scorecard update at November meeting.

## **5.3. PCK UPDATE**

N/A.

## **6. Oritetanga Update (Melody McGinley)**

Aiono and Melody jointly presented the report. There was a robust discussion and Q&A during and after the presentation.

### **Key insights and findings:**

The necessity of having a holistic view of students to know what impacts their study and prepare them to study at MIT. The top 3 key motivations to study at MIT are: I want a career, improve life for family and for myself. Having consistent family support is essential. The #1 reason for leaving class is missing class at 68%, and family commitment continues to impact their study.

MIT experience – there are things that MIT can influence. A critical one is fixing the timetabling. Changing timetables when students are managing external factors only add more complexity to student lives and experience. We also need to understand the barriers leading to student withdrawal.

The #1 relationship is between students and teacher. More flexibility required to work around student lives rather than the other way around. We have to be better at communication from application right through the journey. 1 in 5 Pasifika students have thoughts of leaving which is the highest in terms of student population. The majority of students that leave don't make it to day 1.

Melody still working through with ELT about priorities for 2022.

There was a comment and observation that we do support our students well but what about challenging the students' views and thinking. To answer this, it was pointed out that there are more mental health issues compounding students' lives at the current time.

Also raised was the value of mentors as an important resource through students' academic journey. Melody agreed with this and will be looked into during the onboarding. Will also look at another suggestion re having a conversation with MSD to provide connection and mentoring.

John admitted that there is nothing new about the findings. He asked, what is the value to student when they walk into MIT on day 1? That value changes over time and pastoral care is seen as a value to keep turning up in class.

Melody pointed out that the one success is all teams are now working together in a seamless way across MIT rather than silos.

## 7. General Business

N/A

The meeting was closed with a prayer by John Faitala.

Meeting closed at 10.52am.

UPCOMING COUNCIL MEETING:

NEXT PCK MEETING:

Friday 5 November 2021

Komiti minutes of 3 September 2021 declared an accurate record by Chair, George Makapatama.



Date: 3 September 2021



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited  
Board Meeting  
30 September 2021**

<b>Title</b>	<b>Correspondence</b>
<b>Provided by:</b>	<b>Antoinette Wood, Board Secretary</b>
<b>For:</b>	<b>INFORMATION</b>

**Recommendation**

It is recommended that the Board note the following incoming correspondence:

1. Office of the Auditor-General – Addition to OAG Sector Manager Team for Education





OFFICE OF THE AUDITOR-GENERAL  
Te Mana Arotake

100 Molesworth Street, Thorndon 6011  
PO Box 3928, Wellington 6140, New Zealand

Telephone: +64 4 917 1500  
Email: [info@oag.parliament.nz](mailto:info@oag.parliament.nz)  
Website: [www.oag.parliament.nz](http://www.oag.parliament.nz)

31 August 2021

Gus Gilmore  
Chief Executive  
Unitec Institute of Technology Limited & Manukau Institute of Technology Limited

Tēnā koe Gus

**ADDITION TO OAG SECTOR MANAGER TEAM FOR EDUCATION**

The Parliamentary Group is in the process of implementing a portfolio reshuffle, and as a result there will be an addition to the Sector Manager team for Education. Joana Johnston joins Colleen Pilgrim (Sector Manager, Education) and Jane Rogers (Sector Manager, Schools), as Sector Manager (Tertiary Education) with effect from 1 September 2021.

Joana has held a range of senior roles across the public service, most recently at Te Arawhiti – the Office for Māori Crown Relations, and including at the Ministry of Education. She has also been seconded to Ministerial Offices in the past, during her time in the science sector.

The OAG values the open and positive relationship we have had with you, and we trust that the addition of Joana to our team, dedicated to the tertiary sector, will enable us to build on this relationship.

Joana will be in contact shortly to arrange an introductory meeting with you. We will continue the close working relationship with your Appointed Auditor, including having joint meetings with you and your staff when practical.

Joana can be contacted at [joana.johnston@oag.parliament.nz](mailto:joana.johnston@oag.parliament.nz) or via telephone on 021 222 5759.

Nāku noa, nā

Gareth Ellis  
Assistant Auditor-General, Parliamentary Group



**Manukau Institute of Technology Limited and  
Unitec New Zealand Limited  
PUBLIC EXCLUDED AGENDA  
Board Meeting 30 September 2021**

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

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

Agenda Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
8.	Confidential Minutes of the meeting held 26 August 2021	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Action List	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Chief Executive's Report	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty  Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is	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
		the subject of the information	
11.	<p>People and Culture</p> <p>11.1 Staff Diversity and Equity Reports</p> <p>11.2 Speak Up Reports</p>	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Enrolment Updates	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
13.	<p>Financial Reports</p> <p>13.1 August Financial Reports</p> <p>13.2 2022 Budget</p>	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Board is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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
14.	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).
15.	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).
16.1	Authority to Sign Contract for Outsourced Student Support Customer Services and IT Helpdesk Services	<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 progression of such matters.