

NMIT Board Meeting - Tuesday 22 February 2022



By Zoom Audio-Visual Connection Only

22 February 2022 11:30 AM - 04:30 PM

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BOARD OF DIRECTORS REGISTER OF INTERESTS

Tracy Johnston (Chair)	<ul style="list-style-type: none"> • TRC Tourism, Consultant • Dayvinleigh Limited, Executive Director • Wine Marlborough Ltd, Deputy Chair • Institute of Directors, Nelson/Marlborough Committee Member • Eastern Institute of Technology, Board Director • Marlborough Local Advisory Committee Fire and Emergency, Deputy Chair • Marlborough Regional Skills Leadership Group • President Nelson Polytechnic Educational Society(NPES)/Chair NPES Executive Committee
Judene Edgar	<ul style="list-style-type: none"> • Nelson City Council, Deputy Mayor • Nelson Regional Transport Committee, Deputy Chair • Nelson Tasman Regional Landfill Business Unit, Chair • Network Tasman Ltd, Shareholder • Network Tasman Trust, Trustee • Network Tasman Charitable Trust, Trustee • NTT Investments Ltd, Director/Shareholder • Encompass Strategic Services Ltd, Director/Shareholder • David Verhagen Consulting Ltd, Director/Shareholder • Nelson Airport Ltd, Shareholder • Nelson Port Ltd, Shareholder • Tasman Bays Heritage Trust, Shareholder • Nelmac Ltd, Shareholder • Nelson Regional Development Agency, Shareholder • Bishop Suter Trust, Shareholder • City of Nelson Civic Trust, Shareholder • Nelson Municipal Band Trust, Shareholder • Nelson Tasman Regional Hospice Trust, Trustee • Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee
Toni Grant	<ul style="list-style-type: none"> • Rata Foundation Ltd, Director • Canterbury Direct Investments Ltd, Director • Tama Asset Holding Company Ltd, Director • Kotato Ltd, Director • Tui GP Ltd, Chair • Central Districts Cricket Assn Inc, Director • Waikato 1B Ltd, Executive Director • Waikato 1C Ltd, Executive Director • Waikato 1D Ltd, Executive Director • Puramakau 2L Ltd, Executive Director • Puramakau 2M Ltd, Executive Director • Puramakau 2N Ltd, Executive Director • Puramakau 2O Ltd, Executive Director • Te Kumara 3L Ltd, Executive Director • Chatham Is Quota Holding Co Ltd, Director • Wakatu Incorporation: Tamariki Shareholding, Trustee

As at 10 February 2022



BOARD OF DIRECTORS REGISTER OF INTERESTS	
	<ul style="list-style-type: none"> Member Nelson Polytechnic Educational Society(NPES)/ <p>Iwi Affiliation</p> <ul style="list-style-type: none"> Ngāti Rarua and Ngāti Rarua Atiawa Iwi Trust, Tamariki beneficiaries
Kathy Grant	<ul style="list-style-type: none"> Whitireia Community Polytechnic Ltd, Director Wellington Institute of Technology Ltd, Director Te Pūkenga, Council Member Trustee of various private trusts (former clients) Central Lakes Trust, Trustee Director, Southern Cross CLT Limited Member Nelson Polytechnic Educational Society(NPES)/
Charles Newton	<ul style="list-style-type: none"> Charles Newton Consulting Ltd: Director Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee
Joanie Wilson	<ul style="list-style-type: none"> Ngāti Koata Trust, Chair Ministry of Education NMWC Region, Strategic Advisor, Maori Te Tau Ihu Intergenerational Strategy, Iwi Steering Group Member Chair Te Kāhui Mātauranga Te Tau Ihu Education Group Wakatū Incorporation, Shareholder Member Nelson Polytechnic Educational Society(NPES) Involvement with the Whakatū Incorporation Trustee/Director Programme <p>Possible Conflict of Interest:</p> <ul style="list-style-type: none"> A family member on Staff at NMIT
Patrick Smith	<ul style="list-style-type: none"> Patrick Smith Human Resources Ltd, Managing Director Nelson Marlborough Health's Iwi Health Board, Ngāti Apa ki te Rā Tō representative Board of Te Piki Oranga – Maori Health provider across Te Taihū, Ngāti Apa ki te Rā Tō representative Oakdale Grove Property Limited, Director Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee
Peter Cowper	<ul style="list-style-type: none"> Director, Q Design Services Ltd Director, Quorum Group Ltd Trustee of Private Trust Member Nelson Polytechnic Educational Society(NPES)/Member NPES Executive Committee
<p><i>All Directors – remuneration rates (directors fees) as set by Te Pūkenga.</i></p> <p><i>As allowed by the Company's Constitution, NMIT Ltd has arranged policies of Directors' Liability Insurance which together with a Deed of Indemnity ensure that the Directors will incur no monetary loss as a result of actions undertaken by them as Directors provided that they operate within the law.</i></p>	

As at 10 February 2022



BOARD OF DIRECTORS REGISTER OF INTERESTS

Directors & Officers Liability insurance is covered under the collective agreement placed by Te Pukenga on behalf of all ITP's with Marsh. NMIT has a separate Professional Indemnity policy in place with Vero Liability Insurance Ltd (ending 1 November 2021) covering any legal liability incurred by giving negligent advice or through breach of professional duty.

EXECUTIVE TEAM REGISTER OF INTERESTS

Wayne Jackson	<ul style="list-style-type: none"> • Director, Aquatx Ltd • Director, Aquatx USA Ltd • Director, Aquatx Holdings Ltd • Director, Aquatx Distribution Corporation Ltd • Director, ModPod Ltd • Trustee, New Jackson Trust • Trustee, Jackson Investment Trust • Director and Chairperson - ECampus
Olivia Hall	<ul style="list-style-type: none"> • Te Rūnanga o Ngāti Rārua, Chair • Tasman Bays Heritage Trust (Nelson Provincial Museum), Chair • Board Member NMDHB • Wakatu Inc, Shareholder (minor) • National iwi Chairs Forum, Member • Mātauranga Iwi Leaders Group, Chair • Nelson Marlborough Health's Iwi Health Board, NMHB representative
Brian Johnston	<ul style="list-style-type: none"> • None

As at 10 February 2022



OPEN

Nelson Marlborough Institute of Technology Limited
(the Company)

Minutes of a meeting of the Board of Directors
(Board)

22 November 2021 at 11.30 am

PRESENT

- Board:** T Johnston (Chair), T Grant, J Wilson, P Smith, C Newton, P Cowper, K Grant (from 12.20 pm)
- In Attendance:** W Jackson (Chief Executive), B Johnston (Company Secretary/Executive Director Finance & Campus Services), K Redgrove (Board Secretary)
- In Part Attendance:** O Hall (Executive Director Ōritetanga, People, Culture & Learner Services), S Smart (Executive Director Programmes and Delivery), D Hemera (Risk Manager), T Zawodny (Programme Manager), S Krammer (President of SANITI)

1. Welcome, Karakia and Apologies

The meeting opened with a karakia.

RESOLVED:

That apologies be accepted from J Edgar.

2. Declarations of Interests and Disclosures

J Wilson asked that her involvement with the Whakatū Incorporation Trustee/Director programme be noted on the Interests Register.

3. Administrative

- 3.1 Minutes of NMIT Board Meeting 11 October 2021 – Open

RESOLVED:

That the minutes of the NMIT Board Meeting 11 October 2021 – Open - be confirmed as a true and accurate record.

- 3.2 Action Items of NMIT Board Meeting – Consolidated

In response to a question raised on the status of SANITI funds, B Johnston confirmed there was a reserve in the balance sheet, recorded as a liability, of approximately \$200k representing the difference between student levies collected over a period of time. He advised SANITI had used some of the funds for the construction of a basketball court.

4. RESOLUTION TO EXCLUDE THE PUBLIC

RESOLVED:

- 1. That members of the public and press be excluded from the remainder of the meeting and that the NMIT Board move In-committee.**
- 2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Risk Manager (item 8), Programme Manager (item 9.1), and Business Intelligence Manager (items 9.4 and 9.5) be**

permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.

Resolutions 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:

Item No.	General Subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution.
5.1 & 5.2.	Minutes of NMIT Board Meeting – 11 October 2021 Action Items	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 9(2)(a) of the Official	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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

		Information Act – to protect the privacy of natural persons, including that of deceased natural persons	
6.	Board Business Plan	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
7.	Te Pūkenga Operating Model Update/Minutes of the Te Pūkenga CE Chairs Meeting – 9 November 2021	Section 9(2)(b)(ii)	
8.	Risk Management: A&R Committee Verbal Update and draft Minutes); Risk Appetite Matrix; Complaints and Misconduct Report	protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	
9.	Strategy and Performance – CE's Report incl. Strategy Projects Update; Accounts and KPIs; Capital Expenditure, T Block		
10.	Review of Policies:	Section 9(2)(i) of the Official Information Act – enable the	That the public conduct of this item would be likely to result in the disclosure of information for

	Delegations to Chief Executive; Academic Statute; Fees Policy; Fraud Policy	organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	which good reason for withholding would exist under section 9 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
11.	Board Members' Expenditure Report; Health, Safety and Wellbeing 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)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons</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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

The meeting moved into a public excluded session at 11.45 pm, resumed in a public session at 4.49 pm.

13. Items for Information:

13.1 Common Seal Reports – September and October 2021

RESOLVED:

That the Common Seal Reports September and October 2021, be received for information.

13.2 Te Pūkenga Updates – Minutes from Meetings August/September 2021

RESOLVED:

That the Te Pūkenga Updates – Minutes from Meetings August/September 2021 be received for information.

13.3 Academic Committee Updates – 17 September to 6 October 2021

RESOLVED:

That the Academic Committee Updates – 17 September to 6 October 2021 - be received for information.

13.4 Table of Commonly Used Acronyms – for Information

Noted.

13.5 Schedule of Meeting Dates (updated) and Board Workplan 2022

It was noted there would be further, minor adjustments to the dates prior to Outlook calendar appointments being sent out.

Action: Composition of committees – review in 2022.

B Johnston reported on recent instances of fraud connected with NMIT's Facebook account. Facebook were investigating and have agreed to a monthly billing pattern rather than credit card charges against the account. He confirmed the credit card in question had been cancelled.

The Board confirmed they were in agreement to the January 2022 management accounts reporting being waived.

14. Karakia Whakamutunga

The meeting closed with a karakia at 4.56 pm.

Dated:

Signed as a correct record.

Chairperson



OPEN

ACTION ITEMS FROM NMIT LIMITED BOARD MEETINGS

FROM NMIT BOARD MEETING – 12 FEBRUARY 2021 (CHAIR – D WEHNER)			
TASK	RESPONSIBLE	DEADLINE	STATUS UPDATE
Academic Statute 2021 For future revision: Section 6: Academic Committee – align to Te Pūkenga as a collaborative and forward looking enterprise; Section 3: Reference to TFFA Section 1: Note Privacy Act date.	Exec Director P&D	Dec 2021	Updated Academic Statute was approved by the Board November 2021. Completed.

Te Kaupapa: Updated COVID-19 Vaccination Policy

1. PURPOSE:

FUNCTION: For Information

NĀ: Deidre Hemera

TE RĀ: 08 February 2022

PURPOSE: The purpose of this paper is to provide the Board with an updated COVID-19 Vaccination Policy for Formal Ratification of Board Resolution

RECOMMENDATION(S): It is recommended that the NMIT Board resolve to:

- ratify the policy

2. EXECUTIVE SUMMARY

- The previous version of the COVID-19 Vaccination Policy was confirmed by the Board in December is included in the Board papers purely to ensure a formal record in the minutes of the resolution carried because this was done by e-mail only, not at a meeting.
- This new version, with the identified changes is attached, and seeks the Board's formal ratification of:
 - The resolution in December, just for the record; and
 - The newest version of the Policy published to the website
- The COVID-19 Vaccination Policy which was confirmed by the Board in December 2021 was submitted to Te Pūkenga for approval. The policy was approved by Te Pūkenga conditional on the identified changes by Te Pūkenga were included.
- The policy approved by Te Pūkenga was then formatted by NMIT to align with the standard NMIT policy template.

E-RESOLUTION OF THE BOARD

Passed by electronic means, in accordance with clause 11.7 of its constitution.

RECOMMENDATION:

1. That the Board approves the COVID-19 Vaccination Policy (revised copy circulated to Directors Thursday 16 December 2.48 pm, as attached).

Responses received by electronic means from Board Directors:

Director	Date, time and means of communication	Vote
T Johnston (Chair)	Thursday 16 December 5.15 pm - email	'I support the recommendation'
T Grant	Thursday 16 December 5.00 pm - email	'I approve the resolution'
J Edgar	Thursday 16 December 4.49 pm - email	'Happy to support the revised policy as attached'
P Cowper	Thursday 16 December 4.35 pm - email	'I am happy to agree we adopt this updated version'
P Smith	Thursday 16 December 3.32 pm - email	'I am okay with the updated version in general' – referencing the addition of the words "...notice may given as available in accordance with (Legislative Reference) and with a minimum notice period of 4 weeks"
C Newton	Thursday 16 December 3.11 pm – e-mail	'I support this motion.'
J Wilson	Thursday 16 December 6.53 pm - email	'I am happy to approve the policy, on the basis that consideration to these pātai is acknowledged' (referencing questions around practical application of the Policy).
K Grant		No definitive confirmation of approval – sought further clarification. K Grant requested to indicate approval – email sent 21 December 3.41 pm

11.7 Resolutions in writing

A resolution in writing, signed or assented to by a majority of the Directors, is as valid and effective as if it had been passed at a meeting of the Board duly convened and held. Any such resolution may consist of several documents (including PDF, facsimile or other similar means of communication) in like form, each signed or assented to by one or more Directors. A copy of any such resolution must be entered in or kept with the records of Board proceedings. The Company must within seven days after any resolution is passed in accordance with this clause, send a copy of the resolution to each Director who has not signed or assented to the resolution but failure to do so will not invalidate the resolution.



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COVID-19 VACCINATION POLICY

Section	Institute Governance and Management		
Approval Date	Approved by	Chief Executive	
Next Review	Responsibility	Risk Manager Executive Director	
Last Reviewed	Key Evaluation Question	6	

POLICY

Nelson Marlborough Institute of Technology Limited (NMIT) is committed to enabling a safe working and learning environment for kaimahi, ākonga, contractors and visitors.

This policy gives effect to, and builds on, the position statement of Te Pūkenga (as approved by its Council on 7 December 2021). The purpose of that statement was to provide NMIT with certainty on COVID-19 vaccination requirements in relation to certain kaimahi and ākonga pending the completion of risk assessments by NMIT.

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PURPOSE

To establish and communicate the position of NMIT on vaccination against COVID-19 for NMIT kaimahi, ākonga, contractors, ~~and~~ visitors ~~and tenants~~.

SCOPE

This policy applies to people in governance roles, kaimahi (including employees, contracted staff, contractors, volunteer workers, ~~and~~ people gaining work experience) and ākonga of NMIT, ~~and all~~ visitors to workplaces managed by NMIT ~~and staff of, and tenants who have workplaces on of NMIT land~~.

This policy does not apply to secondary school students who are involved in secondary-tertiary provision at a NMIT site, as per the Ministry of Education guidelines in the COVID-19 Protection Framework.

This policy will be reviewed as Government mandates and direction are released and will be updated when deemed necessary by the Board of Directors guided by the Chief Executive.

PRINCIPLES

This policy is based on principles set by Te Pūkenga namely:

- To provide certainty to kaimahi and ākonga regarding ~~our~~ NMIT's vaccination expectations.
- To take a risk-based approach that strikes the balance between inclusion and equity for ākonga and ~~our~~ health and safety obligations for all.
- We accept that a risk-based approach may lead to different positions in exceptional circumstances to meet the needs of our community, iwi aspirations and the requirements of any Covid-19 laws and regulations.
- We encourage and support proactive measures and early interventions where a high risk of transmission exists.
- We will take a partnership approach to strongly encourage everyone within the NMIT community to be fully vaccinated, subject to medical advice.
- We understand and respect that some people may decide not to receive the vaccine for their own reasons. In relation to vaccinations NMIT must, therefore, be capable of responding to this situation to the extent possible.

- g) We will collect and retain only the personal information needed to satisfy the intent of this statement (and underlying positions taken) and will do so in accordance with the Privacy Act 2020.
- h) We accept that any policy needs to be flexible enough to adapt to the rapidly changing COVID-19 environment.

h)

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PROCEDURES AND GUIDELINES

COVID-19 CONTEXT

1. Of relevance to the tertiary sector are:
 - a) the COVID-19 Public Health Response (Vaccinations) Order 2021 (Vaccination Order) made under COVID-19 Public Health Response Act 2020
 - b) the risk assessment guidance produced by WorkSafe
 - c) the vaccination assessment tool to meet regulations under the COVID-19 Public Health Response Act 2020; and
 - d) such further directives that may be issued by the Government.

2. This policy is supported by risk assessments where ~~such are~~ required.

3. All risk assessments have been premised on the need for kaimahi and ākonga to have confidence they can attend premises as safely as practicable.

The practical reality is that:

- a) kaimahi and ākonga co-exist in an environment where there are learning spaces, retail spaces and hospitality spaces; and
- b) dividing campuses and/or programme delivery into groups that are vaccinated or unvaccinated is not feasible.

COVID-19 RISK ASSESSMENT

4. Except where required by legislation introduced to support the traffic light system, this policy requiring vaccination will not be adopted by NMIT unless or until it has completed a health and safety risk assessment and engaged with stakeholders, including staff, unions and learners.

COVID-19 VACCINATIONS

5. Only kaimahi, ākonga and visitors who ~~are vaccinated~~ have a vaccination pass ~~(and can provide evidence of such)~~ are permitted onsite.
6. Non-disclosure of vaccination status or lack of proof of a vaccination pass will be reasonably deemed to mean not vaccinated.
7. The Chief Executive or delegate may approve a variation to policy clause 5 when an approved risk assessment identifies a low risk to all NMIT kaimahi, ākonga and visitors.
8. For kaimahi and ākonga ~~who do not need to come onsite~~, proof of vaccination is required in the following instances:

- a) if part of their role or learning requires that they attend the premises of a placement provider or other third party who requires visitors to be vaccinated;
- b) their programme of study falls within scope of the Vaccination Order (or such other legislation as requires vaccination); and
- c) a risk assessment otherwise supports this – this applies in relation to current and future kaimahi and ākonga.

~~9.~~ Records of vaccination status will be held in accordance with the Privacy Act 2020 and any applicable Government directives.

~~9.~~

10. For any kaimahi who is unvaccinated NMIT will:

- a) engage in a review process that gives all parties full understanding of the other parties' considerations and concerns
- b) support the employee to get vaccinated if vaccination is the agreed option
- c) if vaccination remains unacceptable to the employee, but necessary for NMIT, redeployment, if available, will be genuinely considered by NMIT; and
- d) if redeployment is neither viable for NMIT nor agreeable to the employee, then a paid notice may be served by NMIT. The employee will be given a reasonable opportunity to challenge the decision and present a feasible alternative.

11. The circumstances of each ākonga unable to complete their course due to this policy, or a requirement of a third-party placement provider, will differ. Accordingly, it is not possible, nor appropriate, to present a definitive procedure to cover all circumstances.

All decisions will be made by the Chief Executive or delegate having regard to:

- a) the alternative options that can realistically be offered to an ākonga in that scenario
- b) the relevant programme in which an ākonga is enrolled
- c) the stage an ākonga is at and the possibility of that ākonga being able to successfully enter the workplace if they continue to pursue that programme of study
- d) the current terms and conditions of enrolment relating to an ākonga.

12. When determining whether an exception can be made, the following criteria must be referenced:

- a) can an exemption be safely granted?
- b) will an exemption contravene or undermine any legislative mandates?
- c) can affected ākonga transfer into online learning (bearing in mind that limited resources do not enable dual modes of delivery once there is a return onsite)?
- d) is continuation in the particular course of learning practical or in the best interests of the ākonga in light of the limitations on future employment options in that field?; and
- e) what options have been discussed?

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13. Where an opportunity to transfer to another programme is feasible, NMIT will transfer the fees paid (or payable) towards that programme. Any deficit will be payable by the learner. Any excess will be held as a credit.
14. In relation to requests for refunds, the default position is that refunds will be assessed in accordance with the NMIT's [Fees, Charges and Refunds](#) Policy. Should the request be based on exceptional circumstances, the position is that a choice not to be vaccinated is not an exceptional circumstance as it is a matter within the control of the ākonga.

REFERENCES

DEFINITIONS

- [Vaccinated](#)
[COVID-19 Public Health Response Act 2020 Section 5 Interpretation](#)
[In relation to a person, means the person has received all the required doses of a COVID-19 vaccine or combination of COVID-19 vaccines that—](#)
[\(a\) the Minister or Director-General specifies in a COVID-19 order:](#)
[\(b\) the Director-General specifies in a notice made under subsection \(3\)\(b\)](#)

Internal

- NMIT COVID Risk Assessment Process

External

- Privacy Act 2020 (Section 22, Information Privacy Principle 1)
- Education and Training Act 2020
- COVID-19 Public Health Response Act 2020
- Health and Safety at Work Act 2015 (primary duties of PCBUs)
- Human Rights Act 1993 (Sections 21, 22, 29, 38, 39(2)(b) and (2A) (b), 40, 41(2) and (3), 57, 60 (2) and (3))
- New Zealand Bill of Rights Act 1990 (sections 5, 11)
- Employment Relations Act 2000
- Public Service Act 2020 (Section 95(a))
- Te Pūkenga Position Statement on Vaccinations
- [COVID-19 Protection Framework](#)
- COVID-19 Public Health Response (Vaccinations)
- [Guidance produced by the Ministry of Education](#)
- [Guidance produced by WorkSafe](#)
- [Vaccines and the workplace » Employment New Zealand](#)
- [COVID-19 Workforce Vaccinations Guidance | Te Kawa Mataaho Public Service Commission](#)

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COVID-19 VACCINATION POLICY

Section	Institute Governance and Management		
Approval Date	20.01.2022	Approved by	Te Pūkenga Executive
Approval Date	17.12.2021	Approved by	NMIT Board
Next Review	30.11.2022	Responsibility	Chief Executive
Last Reviewed	20.01.2022	Key Evaluation Question	6
Version	1		

INTRODUCTION

Nelson Marlborough Institute of Technology Ltd. (NMIT) is committed to enabling a safe working and learning environment for kaimahi (staff), ākonga (students), contractors and visitors.

This policy gives effect to, and builds on, the position statement of Te Pūkenga (as approved by its Council on 7 December 2021). The purpose of that statement was to provide NMIT with certainty on COVID-19 vaccination requirements in relation to certain kaimahi and ākonga pending the completion of risk assessments by NMIT.

NMIT as a PCBU (Person Conducting a Business or Undertaking), has a primary duty of care under the Health and Safety at Work Act 2015, and must ensure the health and safety of kaimahi, ākonga and visitors to its places of work. While risk controls, such as physical distancing, hand sanitising and the wearing of face coverings, are important to prevent transmission of the virus, the Government position, based on scientific evidence, is that vaccines are the most effective control.

PURPOSE

To establish and communicate the position of NMIT on vaccination against COVID-19 for NMIT kaimahi, ākonga, contractors, visitors and tenants.

SCOPE

This policy applies to people in governance roles, kaimahi (including employees, contracted staff, contractors, volunteer workers, people gaining work experience) and ākonga of NMIT, visitors to workplaces managed by NMIT and tenants of NMIT.

This policy does not apply to independent non-education commercial tenants who have direct street access to their NMIT leased land.

This policy does not apply to secondary school students who are involved in secondary-tertiary provision at a NMIT site, as per the Ministry of Education guidelines in the COVID-19 Protection Framework.

This policy will be reviewed as Government mandates and direction are released and will be updated when deemed necessary by the Board of Directors guided by the Chief Executive.

DEFINITIONS

Tenant	A person to whom a landlord grants temporary and exclusive use of land or a part of a building, usually in exchange for rent.
Vaccinated	COVID-19 Public Health Response Act 2020 Section 5 Interpretation In relation to a person, means the person has received all the required doses of a COVID-19 vaccine or combination of COVID-19 vaccines that— (a) the Minister or Director-General specifies in a COVID-19 order: (b) the Director-General specifies in a notice made under subsection (3)(b)
Vaccination Pass	An official record of a person's vaccination status for use in Aotearoa New Zealand.

PRINCIPLES

This policy is based on principles set by Te Pūkenga namely:

- a) To provide certainty to kaimahi and ākonga regarding NMIT's vaccination expectations.
- b) To take a risk-based approach that strikes the balance between inclusion and equity for ākonga and health and safety obligations for all.
- c) We accept that a risk-based approach may lead to different positions in exceptional circumstances to meet the needs of our community, iwi aspirations and the requirements of any Covid-19 laws and regulations.
- d) We encourage and support proactive measures and early interventions where a high risk of transmission exists.
- e) We will take a partnership approach to strongly encourage everyone within the NMIT community to be fully vaccinated, subject to medical advice.
- f) We understand and respect that some people may decide not to receive the vaccine for their own reasons. In relation to vaccinations NMIT must, therefore, be capable of responding to this situation to the extent possible.
- g) We will collect and retain only the personal information needed to satisfy the intent of this statement (and underlying positions taken) and will do so in accordance with the Privacy Act 2020.
- h) We accept that any policy needs to be flexible enough to adapt to the rapidly changing COVID-19 environment.

COVID-19 CONTEXT

1. Of relevance to the tertiary sector are:
 - a) the COVID-19 Public Health Response (Vaccinations) Order 2021 (Vaccination Order) made under COVID-19 Public Health Response Act 2020
 - b) the risk assessment guidance produced by WorkSafe
 - c) the vaccination assessment tool to meet regulations under the COVID-19 Public Health Response Act 2020; and
 - d) such further directives that may be issued by the Government.
2. This policy is supported by risk assessments where required.
3. All risk assessments have been premised on the need for kaimahi and ākonga to have confidence they can attend premises as safely as practicable.

The practical reality is that:

 - a) kaimahi and ākonga co-exist in an environment where there are learning spaces, retail spaces and hospitality spaces; and
 - b) dividing campuses and/or programme delivery into groups that are vaccinated or unvaccinated is not feasible.

COVID-19 RISK ASSESSMENT

4. Except where required by legislation introduced to support the traffic light system, this policy requiring vaccination will not be adopted by NMIT unless or until it has completed a health and safety risk assessment and engaged with stakeholders, including staff, unions, and learners. Adoption of this policy will be confirmed by resolution of the Board which will expressly state the date of effect.

POLICY

5. Only kaimahi, ākonga and visitors who are fully vaccinated against COVID-19 (and can provide evidence of such), or who hold a Government-approved exemption from COVID-19 vaccination, are permitted on NMIT sites.¹
6. Non-disclosure of vaccination status or lack of proof of a vaccination pass will be reasonably deemed to mean not vaccinated.
7. The Chief Executive or delegate may approve a variation to policy clause 5 when an approved risk assessment identifies a low risk to all NMIT kaimahi, ākonga and visitors.
8. For kaimahi and ākonga, proof of vaccination is required in the following instances:

¹ NMIT reserves the right to review the position in relation to each medical exemption if a review is warranted for health and safety reasons

- a) if part of their role or learning requires that they attend the premises of a placement provider or other third party who requires visitors to be vaccinated;
 - b) their programme of study falls within scope of the Vaccination Order (or such other legislation as requires vaccination); and
 - c) a risk assessment otherwise supports this – this applies in relation to current and future kaimahi and ākonga.
9. Records of vaccination status will be held in accordance with the Privacy Act 2020 and any applicable Government directives.
10. For any kaimahi who is unvaccinated NMIT will:
- a) engage in a review process that gives all parties full understanding of the other parties' considerations and concerns
 - b) support the employee to get vaccinated if vaccination is the agreed option
 - c) if vaccination remains unacceptable to the employee, but necessary for NMIT, redeployment, if available, will be genuinely considered by NMIT; and
 - d) if redeployment is neither viable for NMIT nor agreeable to the employee, then a paid notice may be served by NMIT. The employee will be given a reasonable opportunity to challenge the decision and present a feasible alternative.
11. The circumstances of each ākonga unable to complete their course due to this policy, or a requirement of a third-party placement provider, will differ. Accordingly, it is not possible, nor appropriate, to present a definitive procedure to cover all circumstances.
12. All decisions will be made by the Chief Executive or delegate having regard to:
- a) the alternative options that can realistically be offered to an ākonga in that scenario
 - b) the relevant programme in which an ākonga is enrolled
 - c) the stage an ākonga is at and the possibility of that ākonga being able to successfully enter the workplace if they continue to pursue that programme of study; and
 - d) the current terms and conditions of enrolment relating to an ākonga.
13. When determining whether an exception can be made, the following criteria must be referenced:
- a) can an exemption be safely granted
 - b) will an exemption contravene or undermine any legislative mandates
 - c) can affected ākonga transfer into online learning (bearing in mind that limited resources do not enable dual modes of delivery once there is a return onsite)

- d) is continuation in the particular course of learning practical or in the best interests of the ākonga in consideration of the limitations on future employment options in that field; and
 - e) what options have been discussed?
14. Where an opportunity to transfer to another programme is feasible, NMIT will transfer the fees paid (or payable) in the semester of transfer towards that programme. Only fees paid for currently enrolled and/ or future courses will be transferred. Any deficit will be payable by the learner. Any excess will be held as a credit.
15. In relation to requests for refunds, the default position is that refunds will be assessed in accordance with the NMIT Fees, Charges and Refunds Policy. Should the request be based on exceptional circumstances, the position is that a choice not to be vaccinated is not an exceptional circumstance as it is a matter within the control of the ākonga.

REFERENCES

INTERNAL

NMIT COVID Risk Assessment Process

EXTERNAL

Privacy Act 2020 (Section 22, Information Privacy Principle 1)
Education and Training Act 2020
COVID-19 Public Health Response Act 2020
Health and Safety at Work Act 2015 (primary duties of PCBU)
Human Rights Act 1993 (Sections 21, 22, 29, 38, 39(2)(b) and (2A) (b), 40, 41(2) and (3), 57, 60 (2) and (3))
New Zealand Bill of Rights Act 1990 (sections 5, 11)
Employment Relations Act 2000
Public Service Act 2020 (Section 95(a))
Te Pūkenga Position Statement on Vaccinations
[COVID-19 Protection Framework](#)
[COVID-19 Public Health Response \(Vaccinations\)](#)
[Guidance produced by the Ministry of Education](#)
[Guidance produced by WorkSafe](#)
[Vaccines and the workplace » Employment New Zealand](#)
[COVID-19 Workforce Vaccinations Guidance | Te Kawa Mataaho Public Service Commission](#)



Te Kaupapa: Fraud Questionnaire

1. PURPOSE:

Function:	For Approval
Nā:	Brian Johnston, Exec Director Finance & Operations
Te rā:	22 February 2022
Purpose:	<p>The purpose of this paper is:</p> <p>To provide an audit response from Those Charged With Governance (TCWG) on their awareness of fraud.</p>

Background

A draft response to the auditors query in relation to the Board's role in relation to fraud, particularly the exercising of it's responsibilities, is attached for consideration. The management response to a similar questionnaire is also attached for information.

Recommendation: It is recommended that the NMIT Board pass the following resolution

That the response to the audit questionnaire on fraud is approved, and that the Chair of the Audit & Risk Committee is authorised to sign it on behalf of the Board.

Fraud enquiries: Those charged with governance

Completed by:

Signature:

Position: Chair, Audit & Risk Committee

Date: 22 February 2022

Specific enquiries

Suggested questions	Response
Role in relation to fraud	
What role do those charged with governance have in monitoring management's exercise of its fraud prevention responsibilities?	Responsibility for this lies primarily with the Audit & Risk Committee. The ARC meets on a regular basis to review NMIT's financial position and discuss with management any internal control related issues, including their awareness of/opportunities for fraudulent activity
How does management communicate identified fraud risks? How do they provide assurance that anti-fraud controls are in place and operating?	Any instances of fraud would be reported to the CEO in the first instance. Anti-fraud controls are effectively the internal control processes, including segregation of duties, that operate within the businesses accounting systems, which are subject to ongoing review. Review of accounting information (eg monthly management reports) by users provides another high level checking process
If a fraud risk assessment has been completed, what input did those charged with governance have? Do you consider that the fraud risk assessment was a robust process?	There has not been a formal fraud assessment completed in the last 12 months. Whilst the Fraud Policy has been subject to review, the business is reliant on the internal control processes in place and the experience of it's staff (particularly those with accounting responsibilities) to ensure the opportunity for fraud is minimised
How are those charged with governance informed of actual, suspected or alleged frauds?	Through the CEO
Actual, suspected, or alleged frauds	
Have any frauds been identified or are there any suspected or alleged frauds?	The ARC was advised of the fraudulent use of the company's Facebook account at its November meeting
For any identified frauds, were these investigated by management and have the results of the investigation been reported to those charged with governance? How did the fraud occur? How was it identified? What happened to fraudster, how much was	Management advised that an investigation of the Facebook fraud was underway with an update of the outcome expected at the next Board meeting scheduled for 22 February 2022. The fraud appears to have resulted from the company's Facebook account being 'hacked'. The total amount

Suggested questions	Response
involved and were any monies or assets recovered?	involved was approx. \$1,500, all of which has been refunded by the BNZ

Fraud enquiries: Management

Completed by: Brian Johnston

Signature: 

Position: Exec Director Finance & Operations

Date: 3/2/22

Specific questions

Suggested questions	Response
How are fraud risks identified? What fraud risks have been identified? Have any disclosures been identified where there is a potential risk of fraud?	The internal control processes are designed to minimise the possibility of fraud. Regular review of these helps to identify the potential risk for fraud, and if this is the case, corrective action is taken.
Has a formal fraud risk assessment been completed? If so, what procedures were performed and what were the results of this process? How often is this undertaken? Who is involved in this process?	Not within the last 12 months
Areas susceptible to a risk of material misstatement due to fraud	
What is management's assessment of the risk that the financial statements could include a material misstatement due to fraud? Where could this occur?	Management would consider the risk of a material misstatement in the financial statements due to fraud is unlikely
Communication about fraud	
How are fraud risks and the responses communicated to those charged with governance? Are those charged with governance involved in the risk assessment process?	The Audit & Risk Committee would be updated on any material/serious instances of fraud and advised of the corrective actions taken to prevent a reoccurrence. This discussion would involve feedback from the ARC on the proposed actions. The Fraud Policy was updated and approved by the Board in November 2021.
How are expectations of appropriate business practice and ethical behaviour communicated to employees?	Through their terms and conditions of employment, NMIT policies (which are available to all employees on Polly) and management review with staff. Staff behaviour is subject to

Suggested questions	Response
What is done if employees are not behaving appropriately?	management review, and where appropriate, disciplinary action may be taken.
Actual, suspected, or alleged frauds	
Have any frauds been identified or are there any suspected or alleged frauds?	There have been two fraudulent transactions on a NMIT credit card used to pay for Facebook advertising totalling approx. \$1,500. These appear to have been a 'hack' of our Facebook account which has subsequently been frozen. The credit card was cancelled immediately and the fraudulent transactions were reported to the BNZ
<p>What has been the result of any fraud investigations?</p> <p>How did the fraud occur? How was it identified?</p> <p>What happened to fraudster, how much was involved and were any monies or assets recovered?</p> <p>Please provide copies of any investigation reports for these.</p>	<p>As our Facebook account has been frozen pending their investigation of the hack, we are no longer using this form of social media for advertising.</p> <p>The fraud appears to have occurred through hacking of NMIT's Facebook account details.</p> <p>The fraud value was approx. \$1,500, all of which has been refunded by the BNZ</p>

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Comcol Marlborough

Function:	For Information
Nā:	Wayne Jackson, Chief Executive
Te rā:	05 February 2022
Purpose:	<p>The purpose of this paper is:</p> <p>To provide the NMIT Board with an update on the opportunity to acquire the business of Comcol Marlborough</p>
Recommendation(s):	It is recommended that the NMIT Board resolve to note the update from the NMIT Chief Executive.

1. Comcol (Community Colleges of NZ), Blenheim

- A community college based in the South Island with 5 campuses.
- Specialising in 2nd chance education to people with limited or no secondary qualifications.
- A mix of YG, NCEA 1 & 2 and other employment support services funded by the TEC, MSD and other community funders.
- 2022 Investment plan \$350,000 with mix of provision. 27 EFTS, 60 learners.
- Marlborough Comcol is closing down because of a decline in funding, (MSD is a major funder and has budget restrictions), and high costs of compliance. Comcol is considering the future of the other four campuses.

2. NMIT & Comcol

- Comcol: Fills the provision gap between secondary and tertiary.
- NMIT: Fulfills strategic object of extending reach to underserved population (majority of enrolled are Māori).
- NMIT can achieve efficiencies in compliance, build other services and pathway learners to higher level VET course.
- The new funding model will provide specialised funding for these services.
- Maybe a model for Nelson/Tasman and other Te Pūkenga subsidiaries

3. Current Status

- 5 key staff contracted for 6-month interim arrangement.
- NMIT to complete due diligence/future potential planning and business case for service expansion.

4. Next Steps

- Set up YG training at NMIT Marlborough.
- Operations commencing late February.
- Commence expanded enrolment programme.
- Continue with business case completion

- NMIT to gain approval from:
 - NMIT Board (In process)
 - Te Pūkenga (In process)
 - TEC/MoE (Verbal approval so far).
- Business case completed 31 March 2022.
- Go/no go decision by April 2022.

Te Kaupapa: SANITI Report

Function:	For Information
Nā:	Shinn Krammer, SANITI President
Te rā:	22 February 2022
Purpose:	The purpose of this paper is To provide the Board with an update on what SANITI is doing on campus and online in relation to the Service Level Agreement.
Recommendation(s):	It is recommended that the NMIT Board resolve to: <ol style="list-style-type: none"> 1. Receive the SANITI Report, for Information.

Advocacy Operations

The top three advocacy groups from the end of last year and start of this year were Studylink, Admin Support and Hardship. Hardship is still the biggest advocacy group.

The student president and SANITI manager have been discussing the terms of hardship and what it means for a learner to be in hardship in 2022.

The question being asked: "Are current students in general hardship affected by COVID?", "Is the increased cost of living a COVID related hardship?"

SANITI believes that the current hardship is still COVID related, therefore we are waiting on further information from Te Pūkenga for confirmation.

Studylink and admin support seems to be standard at this time of year, however we are back up to two social worker advocates again with the SANITI offices new employee, Jessica, therefore processing advocacy with students is more efficient.

Student Voice and Representation

Student voice has been used convey the student body feedback and opinion on the vaccine mandate policy developed at the start of the year. There has been a large amount of criticism of it. However, the Association and Executive understand that this policy is here to stay for now. The other feedback around the topic then was support for learners that are still finishing their study but cannot come to campus due to the absence or unwillingness to show their vaccine pass. The result was a special Student Executive meeting with the outcome of a motion from the Student Executive. This motion was passed to the NMIT Executive.

Further to that point, the Student Executive was keen to know the status of NMITs online learning and how this could also apply to the discussed learner group. With that, they also wished to know the status of online learning for students in isolation and for when a potential lockdown was to happen.

This is the discussion that was brought up briefly in an interview that the student president had with the Nelson Mail. The concern of the Student Executive around the development for online learning readiness for all learners that cannot come to campus.

Programme Rep set up, with SANITI class talk dates being organised. The team made it an initiative to clearly communicate the NMIT programme rep policy with CMs and Coordinators this year to get the Programme Reps right and reach all our targets. The team has also looked at the current state of the Victoria University Student Rep Programme to update how the SANITI team will operate theirs.

Events

O Week is go for SANITI. This time, due to the phase 2 Red-light level, O Week procedures will be using sealed packaging for free food, making sure to check student ID before handing it out with PPE.

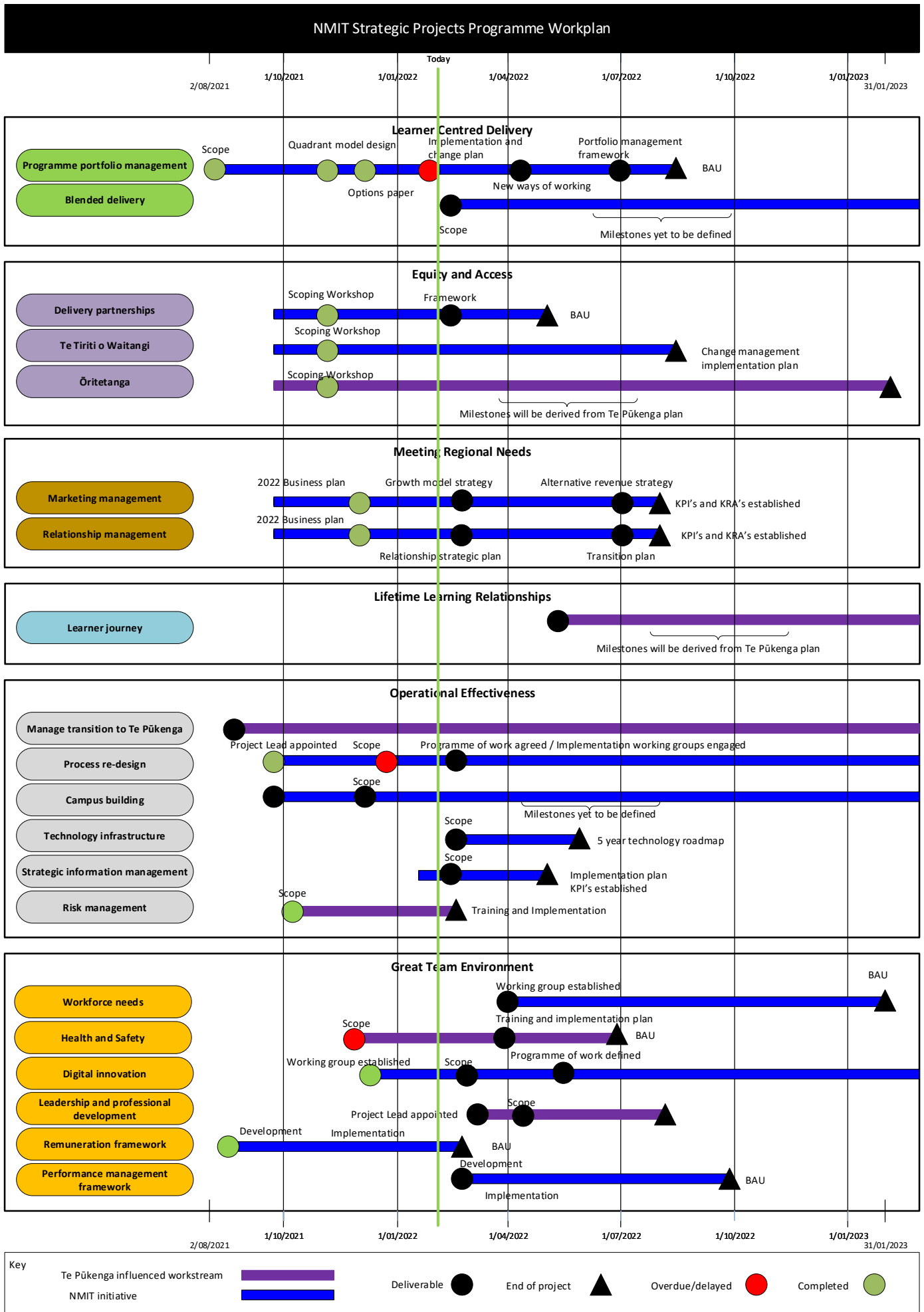


Te Kaupapa: Strategic Projects Programme Workplan

1. PURPOSE:

Function:	For Information
Nā:	Trudi Zawodny, Programme Manager
Te rā:	22 February 2022

This 'plan on a page' describes, at a very high level, the workplan over the next 18 months. Many projects should be completed in this period, however there are at least six, which will continue past this timeframe. This workplan will be adapted after the Te Pūkenga operating model and organisation structure designs have been finalised.





Te Kaupapa: Common Seal Usage

1. PURPOSE:

- Function:** For Information
- Nā:** Brian Johnston, Exec Director Finance & Campus Services
- Te rā:** 22 February 2022
- Purpose:** The purpose of this paper is:
To provide the Board with a report on the use of the NMIT Common Seal for the period 1 November 2021 to 31 January 2022.
- Recommendation(s):** It is recommended that the NMIT Board resolve to:
1. Receive this report for their information.

2. EXECUTIVE SUMMARY

Date	Document	Summary of Document	Document Signatory
10/11/21	Cooperation Agreement with Guangdong Engineering Polytechnic	Update to the agreed courses to be delivered under the agreement between NMIT and Guangdong Engineering Polytechnic for cooperative delivery of courses.	Wayne Jackson
01/12/21	Invoice to Hunan University of Technology	Invoice for tuition fees for In China delivery commencing 2021	Wayne Jackson
17/01/22	SANITI 2022 Service Level Agreement (Continuation Letter)	Confirmation of continuation of service level agreement between NMIT and SANITI for delivery of student services.	Wayne Jackson
20/01/22	Letter to Ningxia University	Letter from NMIT Chair confirming Wayne Jackson's position with NMIT	Wayne Jackson
20/01/22	Teaching plan for Ningxia University	Teaching plan for Bachelor of Viticulture & Winemaking	Wayne Jackson
20/01/22	Affidavit	Affidavit that all documents provided to Ningxia University are true and correct	Wayne Jackson
20/01/22	Agreement between NMIT and Ningxia University	Agreement for delivery of Bachelor of Viticulture & Winemaking	Wayne Jackson



Te Pūkenga - New Zealand Institute of Skills and Technology (Te Pūkenga)

Minutes of a meeting of the Council of Te Pūkenga (the Council)

Tuesday, 2 November 2021

Minutes

These are the minutes of a meeting of Te Pūkenga Council held on Tuesday 2 November 2021 at 9.00 am via Zoom.

Present

Council Members

Murray Strong (Chairperson)
Maryann Geddes
Sam Huggard
Peter Winder
John Brockies
Heath Sawyer

Kim Ngārimu (Deputy Chairperson)
Kathy Grant
Tania Hodges
Tagaloatele Peggy Fairbairn-Dunlop
Jordan Gush

In Attendance

Stephen Town - Chief Executive
Warwick Quinn - DCE Employer Journey and Experience
Angela Beaton - DCE Delivery and Academic
Phillip Jacques - Interim Director Finance (Items 9 – 12.1)
Rachel Clarke – Project Manager CAMS (Item 12.2)
Robyn Kamira, Paua Interface (Item 12.1 only)
Lynnette Brown - Council Secretariat

Vaughan Payne – DCE Operations
Ana Morrison - DCE Partnerships and Equity
Tania Winslade - DCE Learner Journey and Experience
Paki Rawiri - Strategic Lead – Te Tiriti Futures
Sinead Hart – Director – Legal and Risk (Items 11.1 – 12.1)
Marina Matthews – Chief Advisor to Chief Executive
Clarke Raymond – Director Strategy and Information (Item 12.1 only)
Gillian Hamilton - Executive Assistant

Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

Karakia

The meeting was opened with a karakia by Tagaloatele Peggy Fairbairn-Dunlop.

Open Minutes

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting, with a mihi for two new Council members, Jordan Gush and Heath Sawyer.

1.1. Council Calendar and Schedule of Committees

Noted.

2. Register of Interests

No conflicts with matters on the agenda were declared and the following update was provided by John Brockies noting that no mitigations are required:

- Civic Centre Group (Tauranga City Council) - Independent Chair

3. Minutes of the Open meeting held 5 October 2021

Resolved:

The Council approved the minutes of Te Pūkenga Council open meeting held on 5 October 2021 as a true and correct record.

Moved: M Strong

Seconded: P Winder

CARRIED

3.1. Matters Arising

There were no matters arising.

3.2. Action List – Open

The Council noted the action list.

4. CE Verbal Update

The Council received the Chief Executive's verbal update which focused on two significant areas of activity:

- Engagement on the Operating Model which has been challenging due to the Covid-19 Alert Levels. Feedback to date has included that it is dense material. The goal for the final Operating Model is to establish a more creative way to message the contents. Feedback has been constructive

and positive with some useful submissions received so far. The engagement deadline is Monday, 8 November.

- The impact of Covid-19 on learners especially those who cannot complete their studies. TEC is supportive of a pragmatic approach in relation to the funding aspect.

5. Te Pae Tawhiti Progress Report

Management spoke to the report. It was noted that there have been discussions at Unitec Institute of Technology/Manukau Institute of Technology, Tier 2 and 3 level at Toi Ohomai, and at Ara around co-leadership.

Council would like to receive information in relation to co-leadership discussions as soon as possible to ensure that expectations are aligned and to understand how those ideas may inform the organisational design as it is developed. This matter will be an agenda item on 16 November at the Council Workshop.

It is important to ensure the work that is being done around equity has visibility to the decisionmakers and funders as this will be helpful where future funding is required.

Connecting with the Māori governors across the subsidiary network is a key part of this work and a rōpū will be established to enable collaboration with them and their community connections.

Resolved:

The Council:

- a. Received the report; and
- b. Noted the next quarterly report will be provided on 14 March 2022.

Moved: S Huggard

Seconded: MA Geddes

CARRIED

6. Reports from Committees

6.1. Approval of Membership and Minutes from open Poari Akoranga meeting from 13 October 2021

The Council received the report and discussed a number of matters specifically related to the development of Te Pūkenga ethics framework including:

- Development of staff capability and professional development in terms of changing attitudes and cultural approaches
- Ethics in relation to research and teaching
- Pacific people ensuring that they are included and prioritised
- Disabled people

Resolved:

The Council:

- a. Received the academic report from Te Poari Akoranga meeting held online via Teams 13 October 2021 (minutes attached); and

- b. Approved the appointment of two staff committee members to Te Poari Akoranga o Te Pūkenga; namely Mary-Liz Broadley and Linda Aumua

Moved: M Strong

Seconded: Tagaloatele P Fairbairn-Dunlop

CARRIED

6.2. Health and Safety Committee

6.2.1. Wellbeing and Safety Policy

The Council received and discussed the policy and noted the feedback in the context of cultural wellbeing and safety. While this is not explicit in the policy, it is intended that reference to 'wellbeing' is all inclusive.

Council sought clarification around the scope of the Policy as it applies to Te Pūkenga and the wider network. It was noted that while this currently applies to Te Pūkenga it is intended to be adopted as a network-wide policy on a transitional basis and to be in place for 2023.

Resolved:

The Council:

- a. Approved the amended policy; and
- b. Noted that this matter has been considered and endorsed (with feedback incorporated) by the Health, Safety and Wellbeing Committee at their meeting held 21 September 2021

Moved: S Huggard

Seconded: MA Geddes

CARRIED

Action 1: Cultural safety and wellbeing to be considered by the Health, Safety and Wellbeing Committee.

6.2.2. Health, Safety and Wellbeing Committee Terms of Reference

The Council:

- a. Approved the Terms of Reference (Appendix A); and
- b. Noted that this matter has been considered and endorsed (with feedback incorporated) by the Health, Safety and Wellbeing Committee at their meeting held 21 September 2021

Moved: S Huggard

Seconded: K Grant

CARRIED

7. Formal Motion for Moving into Committee

It was moved by the Chair 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:

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.	Minutes from public excluded meeting from 5 October 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)(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>	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.1.	Matters Arising	<p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p> <p>Section 9(2)(b)(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>	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.2.	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	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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.	CE Report (Verbal Update)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	TEC	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Financials		
11.1.	Te Pūkenga Parent & Group Financial Results 30 September 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>	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.2.	Budget 2022	<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>	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
11.3.	Capital Request – IT Assets	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.4.	Financial Policy Changes	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.5.	TEC Q3 Report for the period ended September 2021	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Strategy		
12.1.	Digital Strategy (Draft)	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.2.	Seismic Strategy and Policy	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without	That the public conduct of this item would be likely to result in the disclosure of information for which good

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>prejudice or disadvantage, commercial activities</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>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>reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
13.	Subsidiaries		
13.1.	UCOL – The Backhouse Charitable Trust	<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>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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>
14.	Subsidiary Board Appointments		
14.1.	Te Pūkenga Work Based Learning Limited – MITO Appointment	<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</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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).</p>

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
		organisation in the course of their duty	
15.	Risk Management		
15.1.	Risk Framework – 6 month review	<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>	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.2.	Interim Legislative Compliance Framework	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Reports from Committees		
16.1.	Minutes from public excluded Poari Akoranga meeting from 13 October 2021	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.2.	Risk and Audit Committee Draft	Section 9(2)(i) of the Official Information Act – enable the	That the public conduct of this item would be likely to

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
	Minutes of the meeting held 19 October 2021 and Recommendations	<p>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>	result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.3.	<p>Minutes from the meeting held 27 October 2021 and Recommendations</p> <p>Approval: Advisory Committees Remuneration</p> <p>Approval: Komiti Maori Appointment to Council</p>	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.4.	Reform of Vocational Education (RoVE) – October 2021 Update	Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.	Inwards Correspondence		
17.1.	Letter from Minister Hipkins 20 October 2021	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

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
18.	Any Other Business	<p>9(2)(a) To protect the privacy of natural persons, including that of deceased natural persons</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 Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

The Chair moved that certain employees from Te Pūkenga, namely Stephen Town, Vaughan Payne, Marina Matthews, Gillian Hamilton, and Lynnette Brown; be permitted to remain at the meeting, after the public has been excluded, because of their specific 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.

And Warwick Quinn, Angela Beaton, Phillip Jacques, Ana Morrison, Tania Winslade, Paki Rawiri, Clarke Raymond, Robyn Kamira, and Sinead Hart will join the meeting during the public excluded session as required to speak to specific items.

The open session closed at 9.40 am and the public excluded session opened at 9.50 am and closed at 1.30 pm.

Dated: 7 December 2021

Signed as a correct record



Murray W. Strong
Chairman

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE SKYPE MEETING HELD ON 03 NOVEMBER 2021

PRESENT: Sue Smart (Chair), Kim Davies, Sarah Fraser, Silvia Gassebner, Dan Hall, Bradley Hannigan (arrived 3.55pm), Shinn Krammer, Darcy Liddell, Rae Perkins (proxy for Susannah Roddick), Pam Wood (proxy for Carole Crawford), Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Olivia Hall, Bradley Hannigan (for lateness), Chanelle Taylor (due to last minute technical issues), Susannah Roddick

Committee Members

- Student Vice-President Dan Hall welcomed onto committee

Self-Assessment/Degree Monitoring

- Preparation underway for 2021 Self-Assessment reporting
- 2021 SAR due dates:
 - Draft SARs to managers by Friday 17 December 2021
 - Final SARs to Academic & Quality by Tuesday 1 March 2022
- All scheduled Degree Monitoring has been completed for 2021
- Preparation underway for the Telarc Accreditation visit on 08 to 10 November 2021
- NMIT Response to Nursing Council of New Zealand Accreditation Findings and Letter presented for information.

Meeting closed 04.25PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE E-MEETING HELD ON 11 NOVEMBER 2021

PARTICIPANTS: Sue Smart (Chair), Carole Crawford, Kim Davies, Olivia Hall, Rae Perkins (proxy for Shinn Krammer) Bradley Hannigan, Susannah Roddick, Chanelle Taylor, Darcy Liddell, Mary Woodward (secretary, non-voting)

This meeting was conducted via e-mail and commenced at 12.30pm Thursday 11 November 2021 and closed at 04.56pm Thursday 11 November 2021.

Endorsed

Nelson Marlborough Institute of Technology (NMIT) Academic Statute 2022

- a. Section 1 – Introductions
- b. Section 2 – Definitions
- c. Section 3 – Academic Regulations
- d. Section 4 – Awards
- e. Section 5 – Special Honour and Recognition Awards
- f. Section 6 – Academic Committee Terms of Reference
- g. Section 7 – Course Result Grade Keys

MEETING CLOSURE – 04.56PM Thursday 11 November 2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS FROM THE E-MEETING HELD ON 22 to 23 NOVEMBER 2021

PARTICIPANTS: Sue Smart (Chair), Carole Crawford, Kim Davies, Silvia Gassebner, Bradley Hannigan, Marja Kneepkens, Shinn Krammer, Darcy Liddell, Chanelle Taylor, Mary Woodward (secretary, non-voting)

This meeting was conducted via e-mail and commenced at 1.35pm Monday 22 November 2021 and closed at 02.00pm Tuesday 23 September 2021.

Approved

- Application for Consent to Assess Unit Standards – Unit Standards 31727 and 31708 Outdoor Recreation Sub-field – CMR0099

MEETING CLOSURE – 02.00PM Tuesday 23 November 2021

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC COMMITTEE

MAIN POINTS THE MEETING HELD ON 01 DECEMBER 2021

PRESENT: Sue Smart (Chair), Kim Davies, Sarah Fraser, Silvia Gassebner, Olivia Hall (left 4.05pm), Marja Kneepkens, Shinn Krammer (arrived 3.28pm), Darcy Liddell, Chanelle Taylor, Mary Woodward (minutes non-voting)

APOLOGIES: Carole Crawford, Dan Hall, Bradley Hannigan, Rae Perkins

Approved

- Adoption of the Nga Komiti Akoranga-ā-Rohe / Academic Committee Tikanga Whakahaere / Operating Procedures

Academic Development

- The majority of 2021 development is at green status
- Te Pūkenga have approved all development/changes submitted to them so far

Self-Assessment

- Telarc Accreditation Visit 08 to 10 November 2021
- NMIT successfully received Telarc reaccreditation

Resignations

- Acknowledgement and thank you to Susannah Roddick and Sue Smart for their work on the Committee

Meeting closed 04.18PM

NMIT Acronyms *[May 2020]*

ACE	Adult and Community Education
ADP	Academic Development Proposal
AMFM	Annual Maximum Fee Movement
ASM	Academic Staff Member
ATEM	Association of Tertiary Education Management Inc.
AUT	Auckland University of Technology
BAM	Bachelor of Arts and Media
BAppSocSci	Bachelor of Applied Social Science
BCOM	Bachelor of Commerce
BIT	Bachelor of Information Technology
BMETS	Basic Mechanical Engineering Training Skills
BN	Bachelor of Nursing
BUA	Beijing University of Agriculture
CA and ACA	Chartered Accountant and Associate Chartered Accountant
CAA	Civil Aviation Authority
CAANZ	Chartered Accountants Association of New Zealand
CAM	Capital Asset Management
CAP	Competence Assessment (Nursing)
CC	Cross Credit
CD	Curriculum Director
CEA	Collective Employment Agreement
CM	Curriculum Manager
CoVE	Centre of Vocational Excellence
CT	Credit Transfer
CTLT	Certificate in Tertiary Learning and Teaching
CTS	Core Transferable Skills
CVP	Certificate in Vineyard Practice
DAS	Directory of Assessment Standards (NZQA)
DTLT	Diploma in Tertiary Learning and Teaching
EAP	Employee Assistance Programme
ED: P & D	Executive Director: Programmes and Delivery
ED: DM	Executive Director: Demand Management

ED: F and CS	Executive Director: Finance and Campus Services
ED: P & C, O, LS	Executive Director: People and Culture; Oritetanga; and Learner Services
EEdO	Equal Education Opportunities
EEO	Equal Employment Opportunities
EER	External Evaluation and Review
EFTS	Equivalent Full-Time Student
ELP	English Language Programme
Eol	Expression of Interest
EPI	Education Performance Indicator
ESOL	English for Speakers of Other Languages
ESP	Employment Scholarship Programme
FTE	Full Time Equivalent
GSE	Group Study Exchange
GTW	Ground Training Wing (at Woodbourne Air Force Base)
HITO	Hairdressing Industry Training Organisation
HR	Human Resources
IEA	Individual Employment Agreement
ITO	Industry Training Organisation
ITPNZ	Institutes of Technology and Polytechnics of New Zealand
ITPQ	Institutes of Technology and Polytechnics Quality
ITPs	Institutes of Technology and Polytechnics
KEQ	Key Evaluation Question
KPI	Key Performance Indicator
LIIT	Learning Innovation and Insights Team
LLC	Library Learning Centre
LLN	Literacy, Language and Numeracy
LNAAT	Literacy and Numeracy Adult Assessment Training
MDC	Marlborough District Council
ML	Marlborough
MoA	Memorandum of Agreement

MoE	Ministry of Education
MoP	Mix of Provision
MoU	Memorandum of Understanding
MROQ	Mandatory Review of Qualifications
NAMS	New Zealand Asset Management Support
NCC	Nelson City Council
NCEA	National Certificate of Educational Achievement
NEET	Not in Employment, Education or Training (Youth)
NMIT	Nelson Marlborough Institute of Technology
NQF	National Qualifications Framework
NRDA	Nelson Regional Development Agency
NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
NZCALNE	New Zealand Certificate in Adult Literacy and Numeracy Education
NZCATT	New Zealand Certificate in Adult Tertiary Teaching
NZIST	NZ Institute of Skills and Technology
NZQA	New Zealand Qualification Authority
NZQF	New Zealand Qualifications Framework
NZTE	New Zealand Trade and Enterprise
OAG	Office of the Auditor General
OCP	Organisational Counselling Programmes (Counselling Service)
OTEPs	Other Tertiary Education Providers
PAC	Programme Approval Committee
PASM	Principal Academic Staff Member
PEAP	Post EER Action Plan
PBRF	Performance-Based Research Fund
PLATO	Programme of Learning and Teaching Observations
POD	People and Organisation Development
PoS	Programme of Study
PTE	Private Training Establishment

QMS	Quality Management System	TANZ	Tertiary Accord of New Zealand		
RAC	Recognition of Academic Credit	TCWG	Those Charged With Governance		
REANNZ	Research and Education Advanced Network New Zealand Ltd.	TDC	Tasman District Council		
RNZAF	Royal New Zealand Air Force	TE	Targeted Evaluation		
RoVE	Review of Vocational Education	TEC	Tertiary Education Commission		
RPL	Recognition of Prior Learning	TEC/Skill NZ	Training Opportunities Programmes Funded by TEC/Skill NZ		
RSG	Refugee Study Grant	TEI	Tertiary Education Institution		
SAC	Student Achievement Component	TEO	Tertiary Education Organisation		
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc	TEOC	Tertiary Education Organisation Component fund		
SAR	Self-Assessment Report	TES	Tertiary Education Strategy		
SASM	Senior Academic Staff Member	TEU	Tertiary Education Union		
SDR	Single Data Return	TIASA	Tertiary Institutes Allied Staff Association		
SHW	Safety, Health and Wellbeing	TOTSTA	Top of the South Trades Academy		
SME	Subject Matter Expert	TRoQ	Targeted Review of Qualifications		
SMS	Student Management System	TTMU	Te Tiriti o Waitangi Monitoring Unit		
SSB	Standard Setting Body	TTP	Te Toki Pakohe		
SSC	State Services Commission	YG	Youth Guarantee		
SSG	Special Supplementary Grants				
STAR	Secondary Tertiary Alignment Resource				
STCW	Standards of Training and Certification of Watchkeepers				
STEM	Science, Technology, Engineering and Mathematics				
SUTI	Skills Update Training Institute				

SCHEDULE OF 2022 BOARD AND COMMITTEE MEETING DATES

	NMIT Board Meeting Dates for 2022	Venues
Board	Tuesday 22 February 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 25 March 12.30 – 3.30 pm	Room A122, NMIT Nelson Campus
Board	Tuesday 12 April 11.30 am – 4.30 pm	Marlborough Campus
Audit & Risk	Friday 6 May 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 23 May 11.30am – 4.00 pm	NMIT CoLab Boardroom, Nelson Campus
NPES AGM	Monday 23 May 4.00 – 5.00 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 17 June 12.30 - 3.30pm	Room A122, NMIT Nelson Campus
Board	Monday 4 July 11.30am – 4.30pm	NMIT CoLab Boardroom, Nelson Campus
Board	Monday 22 August 11.30am – 4.00pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 7 October 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 17 October 11.30 am – 4.30 pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk	Friday 11 November 12.30 - 3.30 pm	Room A122, NMIT Nelson Campus
Board	Monday 28 November 11.30am – 4.30pm	NMIT CoLab Boardroom, Nelson Campus
Audit & Risk Committee Kathy Grant (Chair) Tracy Johnston Toni Grant Charles Newton		Remuneration & Appointments Committee Patrick Smith (Chair) Joanie Wilson Judene Edgar Tracy Johnston Meeting dates set as required: May/September

GRADUATION (Postponed from December 2021): Thursday 3 February (Marlborough); Thursday 10 February (Nelson)

SEMESTER 1: Starts **21 February** and there will be two pōwhiri in Nelson campus this day.
A welcome pōwhiri will be held at Marlborough on **24 February**.
Semester 1 ends **1 July**.

SEMESTER 2: Starts **18 July** and there will be two pōwhiri in Nelson campus this day.
A welcome pōwhiri will be held at Marlborough on **21 July**.
Semester 2 ends **25 November**.

GRADUATION: Saturday 10 December 2021 (Nelson); Thursday 15 December 2021 (Marlborough)

NMIT Board Meeting - Tuesday 22 February 2022 - Items for Information

NMIT Board Work Plan 2022

	22 February 11.30 - 4.30pm	12 April 11.30 - 4.30pm	23 May 11.30 - 4.30pm	4 July 11.30 - 4.30pm	22 August 11.30 - 4.30pm	17 October 11.30 - 4.30pm	28 November 11.30 - 4.30pm
1. Annual Budget						X	
Forecast Review	X	X	X	X	X	X	X
2. Strategic and Operational Risk Review							
Performance review	X	X	X	X	X	X	X
Investment Plan			X				
Strategy Workshop		X			X		
Site Visits (locations to be advised)	X	X	X	X			
3. Risk and Compliance							
Review of risk management systems			X			X	
Review of major risks	X	X	X	X	X	X	X
Insurance report							X
4. Policy framework – approval of updated policies (from A&R Committee):							
Policy – Common Seal (CEO)			X				
Policy – Treaty of Waitangi (ED Oritetanga, People Culture and Learner Services)				X			
Policy – Student Charter (ED Programmes & Delivery))				X			
Policy – Business Continuity (CEO)						X	
5. Board review							
Evaluation of performance					X		
Remuneration: - Review; - Shareholder recommendation					X		
6. External audit		X					
7. Regulatory Compliance							
Half year report					X		
Annual report to shareholders		X					
Statement of Corporate Intent (?)					X		
8. Financial and Operational							
Financial performance	X	X	X	X	X	X	X
Operations reporting	X	X	X	X	X	X	X
Significant business development report	X	X	X	X	X	X	X
Significant project report	X	X	X	X	X	X	X
9. Health & Safety							
Health, Safety & Wellbeing reporting	X	X	X	X	X	X	X
Health, Safety & Wellbeing review						X	
10. HR							
Remuneration & Appointments Committee Report			X			X	
HR report				X			
11. Te Toke Pakohe							
NMIT Board with Iwi Chairs meeting		X					
Ōritetanga Plan					X		
12. Administrative & Other							
Review of Remuneration and Appointments Committee Terms of Reference	X						
Meetings Schedule 2023						X	

NMIT BOARD MEETING – 22 February 2022
RESOLUTION TO EXCLUDE THE PUBLIC

1. 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 the Local Government Official Information and Meetings Act 1987 (LGOIMA)/Official Information Act 1982 (OIA) for the passing of the resolution are as follows:

Item No.	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.
9.1 & 9.2	Minutes of NMIT Board Meeting – 22 November 2021 Action Items	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities Section 9(2)(b)(ii) of the Official Information Act - protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information Section 9(2)(a) of the Official Information Act – to protect the privacy of natural persons, including that of deceased natural persons	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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
10 11	MRCT/NMIT Venture Chief Executive's Report	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice 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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of

NMIT BOARD MEETING – 22 February 2022

		<p>disadvantage, commercial activities</p> <p>Section 9(2)(j) of the Official Information Act - enable any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations);</p> <p>Section 9(2)(b)(ii) 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, as a body to which Part 7 LGOIMA applies)
12 & 13	Risk Management/Policies	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)
14	Te Pūkenga Updates	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	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 of the OIA noting Te Pūkenga (and its subsidiaries) is specified, in Schedule 2 of LGOIMA, as a body to which Part 7 LGOIMA applies)

NMIT BOARD MEETING – 22 February 2022

		Section 9(2)(b)(ii) 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.	
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2. Furthermore, NMIT resolves that the Chief Executive, Board Secretary (full attendance), Executive Directors (part attendance), Risk Manager (item 12), Programme Manager (item 11.2), Business Intelligence Manager (items 11.6 and 11.7) and Health and Safety Manager (item 14.5) be permitted to remain at the meeting, after the public have been excluded because of their specific knowledge in relation their respective subject matter expertise. This knowledge will be of assistance in relation to the matters above to be discussed.



RECOMMENDATION:

THAT THE NMIT BOARD RESOLVE TO MOVE BACK INTO A PUBLIC SESSION.

Optional:

- THAT THE NMIT BOARD AGREES TO RELEASE THE FOLLOWING RESOLUTIONS INTO THE PUBLIC SESSION:
- THAT THE NMIT BOARD AGREES TO RELEASE THE FOLLOWING REPORTS INTO THE PUBLIC SESSION: