

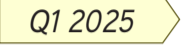

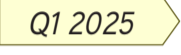






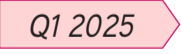








# Your Whakaaro Action Plan

Status Report for Q1 2025

Q1 Actions, Work in Progress & Ongoing



Priority Areas	Action	Timeframe	RAG	Task assigned to	Notes
 Connection	Continue with flagship events where kaimahi can socialise, connect and network, including Tū Arotake, Staff Awards, ExLT workshops etc.	 Ongoing	On track	Various	<ul style="list-style-type: none"><li>ExLT Workshops – KPIs</li><li>All-staff workshops to inform submission for VET reforms and WBL consultation</li><li>Supporting Polyfest</li><li>Ākonga Orientation &amp; Graduation</li><li>New kaimahi pōwhiri</li><li>Language week events</li></ul>
	Establish a working group to develop and implement further kaimahi/team events and initiatives	 Q1 2025	On track	Events / Wellbeing & Safety	<ul style="list-style-type: none"><li>Both the Te Aka and MITnet intranet pages have the list of Events and Upcoming Events on the home page to communicate whats on for kaimahi. This provides opportunities for kaimahi to review and connect with whats on including events on campus/webinars and workshops and is regularly promoted via our fortnightly newsletters to all kaimahi.</li><li>We believe we already have a lot of opportunities for kaimahi to connect, this central place to provide the key details has already been put in place at both.</li><li>For this year given resource and work plans already underway the sole scope of a small</li></ul>
	Host regular pōwhiri for existing and new hires – at least four per year per division	 From Q1 2025	On track	People & Culture / Marae teams	<ul style="list-style-type: none"><li>Schedule of pōwhiri for new kaimahi confirmed at both MIT and Unitec</li></ul>
	Communicate new hires and departures to all kaimahi on a regular basis	 Q1 2025	On track	People & Culture / Communications	<ul style="list-style-type: none"><li>Monthly updates on new hires and departures will be posted on Te Aka and MITNet from April 2025. Links to come in regular pānui.</li></ul>
	Ensure the use of facilities at all campuses are regularly reviewed and upgraded in line with our works schedule	 Work in Progress	On track	Property	<ul style="list-style-type: none"><li>Timetabling now aligned under single reporting line across Tāmaki Makaurau. Improvements &amp; consistency in data &amp; resulting reporting will show utilisation, frequency &amp; occupancy of teaching spaces.</li><li>For grounds, shared spaces &amp; administration areas proactive reviews by the FM team will assess work</li><li>Highlighted to all tier 3 leaders at ExLT as well at the Academic Programme Manager hui that the channel to report issues is to log a job as staff will always see issues before the small FM team. They will be then allocated based on priority.</li></ul>
 Facilities	Launch dedicated intranet pages for Property team and publish quarterly updates on campus maintenance progress and plans	 From Q1 2025	On track	Property	<ul style="list-style-type: none"><li>2025 Property Projects pages are now live on Te Aka and MITNet, and the current list of property projects can be found there.</li><li><b>Key projects include:</b></li><li><b>For Unitec</b></li><li>B112-115 toilet &amp; bathroom project completed</li><li>B115 roof replacement being progressed</li><li>B171 roof replacement</li><li><b>For MIT:</b></li><li>Security door issues at MIT Manukau addressed</li><li>Water reticulation system ongoing issues resolved</li></ul>
	Encourage kaimahi involvement in ongoing mahi around nurturing and protecting spaces of cultural significance (eg. Working Bees / Ngā Kaitiaki at Unitec)	 Work in Progress	On track	Senior Leadership Team / Communications	<b>Unitec</b> <ul style="list-style-type: none"><li>Biggest focus for Q1 has been ākonga orientation and pōwhiri. Unitec welcomed close to 2000 through the whare, with extraordinarily strong support from kaimahi across our schools and support teams. This exemplified the best of Te Noho Kotahitanga and the nurturing and protection of our new tauira and kaimahi, reconnecting us as a whānau and to Ngākau Mahaki and our whenua.</li><li>Blessing of the new Trades site at Mt Albert</li><li>Kaitiaki Working Bees planned for the year:<ul style="list-style-type: none"><li>Poutū te Rangi (March) – Friday 14th – Ōturu</li><li>Pipiri (June) – Friday 13th – Rākau Matohi</li><li>Mahuru (September) – Friday 19th – Ōtane</li><li>Hakihea (December) – Friday 5th – Ōturu</li></ul></li></ul> <b>MIT</b> <ul style="list-style-type: none"><li>Orientation saw 650 ākonga come through the marae in five pōwhiri over three days, with SLT in attendance and good numbers of kaimahi supporting the pōwhiri for their schools.</li><li>Monthly Cultural Competency Workshops available for building cultural awareness that includes issues like bio-diversity, Maori eco-systems and managing places of cultural significance.</li><li>Provision of ‘Support with Tikanga Maori Protocols’ that staff can access through: tikanga@manukau.ac.nz. This is managed by our MIT Kaumatua, Matua Vince Hapi. He guides and supports staff through Tikanga Maori processes for example blessing new buildings, opening new rooms, facilitating Hohau-te-rongo healing processes, and unveiling new taonga.</li></ul>
	Grant all kaimahi a one-off Wellbeing Day as part of their annual sick leave entitlement	 Q1 2025	On track	Wellbeing & Safety	<ul style="list-style-type: none"><li>Wellness Day communication went out to all kaimahi on 3 April 2025 introducing the Wellness Day and providing guidance on how to apply.</li></ul>
 Wellbeing	Launch priority group kaimahi scholarships	 Q1 2025	On track	People & Culture	<ul style="list-style-type: none"><li>Scholarships launched 14 February</li><li>Applications closed Friday 14 March</li><li>36 applications received across MIT and Unitec for all three scholarships – Kaimahi Māori, Pacific Kaimahi, and Disabled/Neurodivergent</li></ul>
	Ensure SLT visibility and representation at kaimahi events, team hui, etc.	 Already in place	On track	Senior Leadership Team	<ul style="list-style-type: none"><li>SLT calendar reviewed weekly to ensure visibility and representation across key events</li></ul>
 Remuneration & Recognition	Ensure staff know who SLT are and what they do	 Ongoing	On track	Communications	<ul style="list-style-type: none"><li>Continued visibility and representation as above</li><li>Updated Senior Leadership Team profiles on intranets</li></ul>
	Include regular updates and stories from SLT members in every pānui	 Work in Progress	On track	Communications	<ul style="list-style-type: none"><li>SLT introductions now begin our fortnightly panui at MIT and Unitec</li></ul>
	Review and map progress of the Action Plan every quarter, and make these results available to all kaimahi	 From Q1 2025	On track	Senior Leadership Team	<ul style="list-style-type: none"><li>This document provides an update on progress for Q1 and will be available on MITNet and Te Aka.</li></ul>
 Communication					