

# Wellbeing & Safety Reps Meeting Minutes

Tuesday 12<sup>th</sup> August 2025 | 11am-12pm

Meeting Room: B108-2026

## PRESENT

Maree Lightfoot (Chair)	Camelia Pirika	Diane Tamati	Glenna Taulilo-Makaea
Geraldine Sidhu	Jo Adlam	Lee-Anne Turton	Mandy Leeson
Bruce Hillard	Michael Craven	Mun Naqvi	Saleshni Nand
Sandra Potier	Stephen Brebner	Sue Tulett	

## APOLOGIES

Alice Henry	Amruta Kar	Blair Sorensen	Daying Wen
Diane Lorigan	Frank Reinhold	Keyu Qu	Margi Grey
Sue Wallbank	Tasneem Rajkotwala		

## NOTETAKER

Inger Andersen

## MATTERS ARISING FROM PREVIOUS MINUTES – 14 July 2025

Discussion: No matters outstanding.

## UPDATES FROM W&S TEAM

### Jo –Regional Wellbeing and Safety Lead – Rohe One (*online*)

- *WS National Update*: a change process has been completed and the Wellbeing and Safety (WS) team and Jo have a reporting line change into Regional People and Culture Director at Unitec and MIT. Jo will continue to support NorthTec and Competenz until the end of the year.
- *Reps Development Session*: Scheduled for 25 September; may be rescheduled depending on speaker availability.
- *Fitness Passport*: Sign-up closes this Friday. Details on Te Aka. Positive feedback received; more gyms to be added soon.
- Building 048 renovation project work underway, communications are on the Te Aka intranet.

- *Webinars:* Topics include Women's Health week: Women's Health and Pelvic Health, and Work-Life Balance. The WS team will share links with Reps, please promote these with your teams. Please register so you can access the recorded sessions when you are ready to view.

#### **Maree – Wellbeing and Safety Advisor**

- *Facilities Management:* Project timeline for [FM projects 2025](#) available on Te Aka.
- *First Aid Training:* Scheduled for Friday, 15 August: 9:15 am – 4:30 pm. Manager approval is needed, and a purchase order will need to be raised to make payment. Please encourage kaimahi to [register](#).

#### **Bruce – Wellbeing and Safety Advisor**

- *Staff Wellbeing Reminder:* This is the busy period ahead as we lead up to the end of year exams. Please be mindful and supportive of staff.

#### **UDATES FROM REPS**

##### **Diane – MĀIA (online)**

- *Facilities Management:* Leaks have been fixed in the building.

##### **Mun - Applied Business (online)**

- *Facilities Management:* Dehumidifier provided by FM; issues has been resolved.

##### **Mandy - Social Practice (online)**

- *Facilities Management:*
  - No lift service to 4th and 5th floors for the next 4 weeks as lift replacement work continues.
  - Carpark Lift - Still out of service, awaiting Auckland Council repair.

##### **Geraldine – Waitākare Library (online)**

- *Facilities Management:* Ceiling tiles – no recent leaks reported.

##### **Michael – Creatives Industries**

- An alleged student stalking incident is to be reported in Vault. Issue has now been resolved. A misunderstanding between two ākonga.
- *Security Cameras:* A lack of coverage in public areas of B108; to be raised in senior leadership safety/due diligence walks. Concern reported in Vault and an FM job has been logged.

- Considering opening main entrances/lobbies 1 and 3 at B108. Office spaces will remain locked. Michael asked Reps for feedback. HOS to consult with neighbouring building HOS.
- Visitors Guide created by Michael, who will share with Reps and WS team for feedback to ensure accuracy and completeness.

#### **Sandra – Architecture**

- Team have settled into new B183 space.
- *Facilities Management:* Air conditioning issues caused by room division; FM job logged.

#### **Glenna – Architecture – Maker space**

- Furniture moved around to ensure a clear view of the space.
- *Facilities Management:* Fence issue on workshop side remains unresolved.
- WS Advisor continues regular visits.

#### **Sue - Community Studies**

- *Staff Relocation:*
  - Moving staff from B170 to B110; packing to be completed by Unitec closure at the end of the year.
  - Staff feeling positive.
  - Positive feedback on Dan Bradey's updates to the team about the moves.
  - Three students on work placement assisting with packing; old documents being destroyed.
  - Moving 2 extra classes to Waitākere; 2 staff from Languages moving to Waitākere campus.
- 2026 timetables in place.
- Friends of Whaikaha programme set up to support staff if they are unable to attend these student trips. Will be good to have opportunities for a wider group to attend and the offsite event mahi.

#### **Saleshni - Healthcare, Waitākere Campus**

- SLT safety/due diligence walks took place last week. Lots of engagement and questions on how we operate.
- *Incident Report:* Student had an allergic reaction to nitrile powder-free gloves, this was not noted on their HS Induction forms. Lecturer and technician assisted the student by rinsing hands in cool water. Positive feedback on Technician for handling the issue.

#### **Lee-Anne - Community Studies**

- Staff concerned about a students' mental health. Some staff have become concerned about meeting with certain students alone. Discussions within team for support and options.
- Staff registered for the Mental Health First Aid workshop this month and looking forward to it.
- 90min Supporting Distressed Students Workshop was helpful and well received by staff.

### **Camelia – MĀIA (online)**

- *Events:* Thanks to all for supporting with the Whaikaha event this week. Safety plan in place. WS Advisor to provide a brief safety run-down before the event.
- *Facilities Management:* Lack of lighting at front of Marae; FM have been advised.
- *Flooding Issues - ownership of land causing confusion; FM advised.*  
Māia team considering cleaning drains themselves. Concerns raised about water depth. WS team to discuss with FM at next IOPs meeting.
- *Reminder to contact Security if anyone outside of Unitec is seen picking watercress in the puna.*  
This is not okay to have people come into campus and help themselves then sell this at the local markets.

### **Daying - Environmental & Animal Sciences (Apologies)**

- *Facilities Management:* EAS Science Lab AC Installation - Good progress made. FM coordinator and external contractor's engineer inspected the labs last week and finalized details for the central air-conditioning installation plan.

### **Sue - Te Puna Waiora (Apologies)**

- Counsellors are busy at the moment.

Meeting concluded at 11.45 am followed by a tour of Creative Industries. Many thanks to Michael Craven for organising the tour.