

Your Whakaaro Action Plan

Status Report for Q4 2025

















Q4 Actions, Work in Progress & Ongoing



MANUKAU
INSTITUTE OF
TECHNOLOGY
Te Whare Tokiuro o Manukau



Unitec
Te Whare Wānanga
o Wairaka

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	Through Q4 this has included - <ul style="list-style-type: none"> Unitec Staff Excellence Awards MIT Celebrating Excellence Awards MIT Certificate Graduations Kaimahi Volunteer Days Tech Park Shared Lunch MIT Trades Academy 10th Anniversary Dinner Tāmaki Waka Hourua Hui – Māori kaimahi Karakia Whakakapi
	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"> New kaimahi pōwhiri delivered throughout 2025: MIT: 25 March, 10 June, 12 August, 14 October Unitec: 19 March, 25 June, 21 August, 21 October
	Establish a Kaimahi Volunteer Day for 2025	 By end of 2025	Complete	Working Group led by Events team & Wellbeing & Safety	<ul style="list-style-type: none"> A pilot initiative was rolled out in November 2025 offering opportunity for kaimahi to connect with colleagues while helping our communities and environments in Tāmaki Makaurau Auckland. Kaimahi participated in four volunteer days with kaupapa as follows: <ul style="list-style-type: none"> o Helping Homeless Families – 7 November o Habitat Restoration Heroes – 12 November o Science Kit Preparation – 24 November o Oakley Creek Restoration – 21 November Feedback from these events will be reviewed as we consider whether to continue with this initiative going forward.
	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"> Proactive reviews by the FM team throughout 2025 to assess work across grounds, shared spaces and administration areas. Kaimahi are advised that the channel to report issues is to log a job as kaimahi will always see issues before the small FM team. They will be then allocated based on priority.
	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"> 2025 Property Projects pages now live on Te Aka and MITNet. This is now BAU updated as needed and the current list of property projects can be found there.
 Facilities	Encourage kaimahi involvement in ongoing mahi around nurturing and protecting spaces of cultural significance	 Work in Progress	On track	Senior Leadership Team / Communications	<ul style="list-style-type: none"> Welcoming new kaimahi through pōwhiri at both Te Noho Kotahitanga Marae and Ngā Kete Wānanga Marae. Unitec <ul style="list-style-type: none"> Three Kaitiaki Working Bees (Manaaki Whenua) have taken place throughout 2025 New Tikanga Micro-credential Pilot delivered and well-received by kaimahi from across Unitec Te Noho Kotahitanga badges and Te Tipare badges continuing for kaimahi across the board MIT <ul style="list-style-type: none"> MIT offer Monthly Cultural Competency Workshops for building cultural awareness and include issues like bio-diversity, Maori ecosystems and managing places of cultural significance. MIT provide 'Support with Tikanga Maori Protocols' that staff can access through: tikanga@manukau.ac.nz, managed by our MIT Kaumatua, Matua Vince Hapi.
	Review how we recognise service milestones for kaimahi	 Q2 2025 - ongoing	Complete	People & Culture	<ul style="list-style-type: none"> Review is complete for implementation in 2026. Communication delayed – to come in Q1 2026.
 Remuneration & Recognition	Initiate review of Return to Work (Parental Leave) practices	 Q3 2025 - ongoing	Complete	People & Culture	<ul style="list-style-type: none"> Review was initiated in Q3 and is ongoing. This will be carried forward into the 2026 Action Plan.
	Ensure staff know who SLT are and what they do	 Ongoing	On track	Communications	<ul style="list-style-type: none"> SLT calendar reviewed weekly to ensure visibility and representation across key events Senior Leadership Team profiles on intranets
 Communication	Develop and review specific people policies and practices with a focus on equity and consistency, including: <ul style="list-style-type: none"> Code of Conduct Speaking Up Frameworks / Kaimahi Complaints Procedures Bullying, Discrimination & Harassment Policies and Practices Mental Health Policy/Guidelines Flexible Working Guidelines 	 By end of 2025	Largely complete – two reviews still being finalised	People & Culture/ Wellbeing & Safety	<ul style="list-style-type: none"> MIT Code of Conduct – was released for consultation to MIT kaimahi in November and will be reviewed by MIT/Unitec Council prior to implementation in Q1. Speaking Up Frameworks / Kaimahi Complaints Procedures – Consultation has taken place and the review is largely complete. Documents are being finalised for TTG approval and will then be published on MIT/Unitec intranets in Q1 2026. Bullying, Discrimination & Harassment Policy – Review complete and policy is being published on MIT/Unitec intranets. Mental Health Policy Guidelines – on review it became evident that this was not required as content is already covered in a number of existing policies and guidelines, in particular the Wellbeing & Safety Policy and MIT/Unitec Codes of Conduct. Flexible Working Guidelines – Review was initiated in 2025 and is progressing. This will be carried forward into the 2026 Action Plan.
	Include regular updates and stories from SLT members in every pānui	 Work in Progress	On track	Communications	<ul style="list-style-type: none"> Senior leadership introductions in all fortnightly pānui for MIT and Unitec.
	Review and map progress of the Action Plan every quarter, and make these results available to all kaimahi	 From Q1 2025	On track	SLT	<ul style="list-style-type: none"> This document provides an update on progress for Q4 and will be available on MITNet and Te Aka.