



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

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John Luke

By email to: fyi-request-18674-e9be9368@requests.fyi.org.nz

Friday, 11 March 2022

Dear John

Manukau Institute of Technology Limited (MIT) - Official Information Act (OIA) request – ConCOVE Board

I refer to your OIA request of 25 February 2022 relating to the ConCOVE Board.

The requested information is set out below:

1. The term of appointment for each board member

Each Board Member's term will be until 31 December 2022, unless they cease to be a Board Member by resigning or being removed.

2. How did you recruit or call for expression of interest for the board member role?

The bid to host ConCOVE was submitted by MIT on behalf of a consortium. That consortium rigorously debated the most appropriate Board structure, and eventually settled upon a co-leadership model in order to give effect to ConCOVE's commitment to Te Tiriti o Waitangi.

Once the bid was successful and the funding agreement signed, the Lead Members of the Consortium agreed unanimously to establish an interim Board Executive comprising Graham Burke as Co-Chair (Industry), Phil Hokianga as Co-Chair (Māori) and Paul Hollings as the Host Representative. This interim Board Executive was then tasked, supported by the interim Director, with establishing the process for seeking and determining Board nominations. This included clarification of the Board's Role, and preparation of a Skills Matrix to assess nominations. The interim Board Executive engaged expert Māori Board advisor Tupara Morrison to assist.

Nominations were called for on the ConCOVE Website and through direct emailing to all registered ConCOVE Members.

Nominees were interviewed and decisions were made by the interim Board Executive, interim Director and a senior representative from the Kingitanga's office.

The Board held its inaugural meeting on 5 November 2020.

It should be noted that ConCOVE is hosted by Manukau Institute of Technology and is not an independent entity. The Board is therefore technically an advisory board. A ConCOVE Relationship Agreement is in place to acknowledge that the intention is for ConCOVE to act with as much autonomy as possible within a hosting arrangement.

3. Their pay rate?

Board Member - \$10,000 (plus GST if applicable) per annum
Board Co-Chair - \$20,000 (plus GST if applicable) per annum.

4. Job description of board member role

The role descriptions for all board member roles is attached as Appendix A.

5. Board's full meeting minutes from January 2021 to now.

These are attached as Appendices B to N. A board meeting was not scheduled or held in February 2022. Please note that we have redacted/withheld some parts of the board meeting minutes for reasons of privacy, confidentiality and/or commercial sensitivity (refer to sections 9(2)(a)(b) and (ba) of the OIA).

Under section 28(3) of the OIA you have the right, by way of complaint to the Ombudsman, to seek an investigation and review of the above decisions. Information on how to contact the Ombudsman can be found at www.ombudsman.parliament.nz or phone 0800 802 602.

Yours faithfully

MANUKAU INSTITUTE OF TECHNOLOGY LIMITED



Kara Hiron

Senior Legal Counsel, Unitec and MIT

Copy to: Professor Martin Carroll, Deputy Chief Executive Academic
Pip Schollum-Manase, Director Schools and Performance (TechPark)