

NMIT CHANGE MANAGEMENT POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	People and Culture		
Approval Date	26.05.2026	Sponsor	People and Wellbeing Manager
Next Review	01.01.2029	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to all employees (kaimahi) of Nelson Marlborough Institute of Technology (NMIT), including permanent, fixed-term, casual, seconded, and temporary employees, and any other kaimahi engaged to perform work for NMIT.

This policy applies to all organisational change processes that may impact kaimahi, including but not limited to:

- restructuring;
- organisational redesign;
- disestablishment or creation of roles;
- changes to reporting lines or duties;
- reductions or increases in staffing;
- changes arising from operational, financial, strategic, educational, legislative, technological, or service-delivery requirements.

This policy must be read alongside all relevant legislation, collective agreements, individual employment agreements, and related NMIT policies and procedures.

Te Pūtaki | Purpose

The purpose of this policy is to guide decision-making and ensure adherence to NMIT's key principles for any change process that impacts NMIT kaimahi and roles.

Ngā Mātāpono | Principles

Clear, Informed Rationale for Change

The rationale and drivers for change will be clearly stated and evidenced as a basis for any proposed change.

Good Faith

NMIT will act in good faith throughout all change processes in accordance with section 4 of the Employment Relations Act 2000. This includes being active and constructive in maintaining productive employment relationships.

NMIT will:

- engage early and meaningfully with impacted kaimahi and unions;
- provide access to relevant information relied upon in developing proposals, subject to privacy and commercial sensitivity obligations;
- genuinely consider all feedback before decisions are made;
- ensure no decisions are predetermined prior to consultation being completed.

Open and Transparent Communication

We recognise that uncertainty for kaimahi is minimised by open and transparent communication and undertake to keep kaimahi informed throughout any change process. We will work closely with our union partners and kaimahi.

Confidentiality

Every change proposal is strictly confidential to kaimahi of NMIT and respective unions. We fully respect that kaimahi will share their situation with whānau, trusted colleagues and those providing them with support and guidance. We expect that, in doing so, kaimahi will uphold the right to confidentiality of all those impacted by a proposal.

Compliance

NMIT will comply with its obligations of good faith under the Employment Relations Act 2000, including early and meaningful engagement, provision of relevant information, and genuine consideration of employee and union feedback prior to decision-making. We will honour our commitments to individual and collective employment agreements.

Redeployment before Redundancy

Redeployment of impacted kaimahi is prioritised in every change process. Redundancy is a last resort.

Support for Kaimahi

We acknowledge that change can be disruptive and unsettling for people, and that kaimahi will have different responses and needs through the process. We commit to ensuring that all kaimahi have access to support, guidance, independent advice and representation, as needed and as appropriate.

Consultation and feedback

Decision-making will be informed by feedback from kaimahi and other relevant stakeholders. Consultation will occur while proposals remain at a formative stage, and no final decisions will be made until all feedback has been received, reviewed, and genuinely considered. All feedback will be carefully assessed and may result in amendments to the proposal prior to any final decision being made.

Giving Effect to Te Tiriti o Waitangi

NMIT is committed to fulfilling our responsibilities and obligations as a Te Tiriti o Waitangi partner and to being reflective and open as we work towards excellence in our ways of working to give effect to te Tiriti. We will work to embed culturally appropriate processes and responses into our change processes.

Our Values

NMIT values guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Kaimahi have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity throughout any change process.

Kaupapa Here | Policy Statements

Change proposals will clearly identify, where relevant:

- rationale and drivers for change;
- benefits and projected outcomes of the proposed change, including financial information where appropriate and not commercially sensitive;
- scope of the proposed change and specific proposals;
- proposed impact on roles, including any proposed changes to duties, reporting lines, or reallocation of work;
- any proposed disestablishment, creation, or reduction of roles;
- consultation arrangements and timeframes;
- feedback processes and how feedback can be provided;
- timelines for all stages of the process;
- recruitment and selection processes for any newly established or reduced roles, including position descriptions where applicable;
- redeployment opportunities and options for impacted kaimahi;
- support available to kaimahi throughout the process;
- decision-making following genuine consideration of feedback received.

Pūrongo me te Whakapūmau | Reporting and Assurance

Regular reports will be submitted to Council and/or a committee of Council:	
Submitted by	People and Wellbeing Manager
Submitted to	NMIT Council
What must be reported	Overview, rationale, proposal and outcomes of any change process
Reporting cadence	Monthly update
Is immediate escalation required for material events?	No

Ngā Haepapa | Responsibilities

Role	Responsibilities
People and Wellbeing Manager	Coordinate and provide guidance for all change proposals, and implement all processes, communications and outcomes

Ngā Tikanga | Definitions

Term	Definition
Change process	A structured, step-by-step approach to guiding an organisation, team or individuals from a current state to a desired future state.
Impacted kaimahi	Kaimahi are considered impacted when a proposal is made to disestablish a position or change a role in any way.

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Change Management Procedure

[TEU Kaimahi Collective Agreement](#)

[TIASA Collective Employment Agreement](#)

TURE WHAI TAKE | RELEVANT LEGISLATION

[Employment Relations Act 2000](#)