Whitireia and WelTec

Council meeting 22 October 2026

Agenda

Where	Online
Minute Recorder	Rebecca Donne
Apologies	None

#	Time	Item	Presenter	Page
1	11.00 am	Karakia tīmatanga, welcome and introductions	Chair	004
2	11.05 am	ADMINISTRATION Receive: - Letter from the Chief Executive of Tertiary Education Commission 29 September 2026 - Letter from Minister for Vocational Education 2 October 2026 - Letter from the Deputy Chief Executive of Tertiary Education Commission 5 October 2026 Disclose: - Council member interests	All	 005 007 008 010
3	11.10 am	RESOLUTION TO EXCLUDE THE PUBLIC Resolve: - to exclude the public from item 4-8	Chair	012

#	Time	Item	Presenter	Page
4	11.15 am	COUNCIL-ONLY TIME	All	
5	11.20 am	STATUTES. POLICIES AND DELEGATIONS Approve and adopt: - Council appointments statute - Code of conduct for Crown Entity Board Members Delegation of authority: - HR delegation to make offers of employment and enter into employment agreements on behalf of, and in the name of, the Polytechnic (for the period between October 2026 and 31 December 2026)	Chair	 015 018 020
6	11.30 am	COMMITTEES / SUBCOMMITTEES Establish: - Mana whenua advisory committee		021
7	11.35 am	LAND DISPOSAL APPROVALS Note: - Advice from the Tertiary Education Commission		023
8	11.40 am	CHIEF EXECUTIVE RECRUITMENT Discussion	Chair	026

#	Time	Item	Presenter	Page
RETURN TO OPEN MEETING				
9	11.45 am	INITIAL CONFIRMATIONS Note: - Order in Council - Constitution - Chair and Deputy Chair appointments - Letter of Expectations - Transfer of assets	Chair	 031 033 034
10	11.50 am	REGISTERS AND INTERESTS Approve and adopt: - Register of Council members - Interest Register - Council interests disclosed in item 2 above	Chair	035
11	11.55 am	APPOINTMENTS Appoint: - Council Secretary	Chair	029
12	12.00 pm	BANK ACCOUNTS AND TAX Grant authority: - bank account signatories - registration with Inland Revenue Department for goods and services tax	Chair	029
13	12.05 pm	Any other business and forward schedule of meetings	All	036
14	12.10 pm	KARAKIA WHAKAMUTUNGA	Chair	037

Karakia tīmatanga (opening)

Kia tau te mauri, kia tau te māramatanga.

Kia tika ā tātou kōrero, kia pai ā tātou mahi.

May calm and clarity be with us.

May our discussions be right and our work be good.

Tertiary Education Commission
Te Amorangi Mātauranga Matua

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www.tec.govt.nz

29 September 2026

Ross Browne
Whitireia & WelTec Polytechnic Council

By email: [redacted]

Tēnā koe Ross

Conflicts of interest and professional conduct

The establishment of the new polytechnics is an important milestone for their learners, staff and communities, Strong and trusted governance will be central to their success. Thank you for taking on this responsibility and for the experience, judgement and commitment you will bring to the Council's work.

As you prepare to take up your council appointment on 1 October 2026, I am writing to reinforce the importance of maintaining high standards of integrity, impartiality and professional conduct from the outset.

Council members hold positions of significant public trust. The decisions made by Councils affect learners, staff, communities, employers and the wider tertiary education system. It is therefore essential that members are free from conflicts of interest and are also seen to be free from conflicts that could call the integrity of council decisions into question.

The Public Service Commission's guidance makes clear that interests must be identified, disclosed and properly managed, including actual, potential and perceived conflicts. Recent public scrutiny of governance and appointment processes across the public sector is a timely reminder that appearances can be as important as the underlying facts. TEC has also recently provided guidance to the members of the Councils of the 10 polytechnics that commenced independent operation on 1 January 2026. As you are about to begin your Council term, I thought it would be useful to pass on that same information. I ask that you ensure you are aware of the PSC and other guidance and ensure that it is followed.

Each council member should disclose all relevant interests promptly and fully and keep their entry in the Council's interests register complete and up to date. Council should err on the side of caution and disclose all interests that could be perceived as creating a conflict, regardless of how remote. This responsibility is ongoing. Members should raise any new interest, or any change in circumstances, as soon as it arises rather than waiting for the next scheduled review.

I also recommend that every Council meeting begins with a standing declaration of interests item. Members should be asked to declare any actual, potential or perceived conflict relating to their role generally, and specifically to any matter on the meeting agenda. The Chair should ensure that each declared conflict is recorded, assessed and managed appropriately, including through withdrawal from discussion or decision-making where required. Minutes should note where such actions are taken. In our own case at the TEC, we have made recent changes to the process the Board goes through every meeting following Public Service Commission reporting on issues at the Teachers Council.

Council members must also maintain a high standard of professionalism at all times. This expectation applies in Council business and in public settings, including public meetings, sector events, media engagement and online activity. Members' words and conduct can affect public confidence in the Council and the new polytechnic, even where they are acting in a personal capacity. I ask that all members exercise sound judgement, treat others with respect, preserve confidentiality where required, and support the collective integrity of the council. It is advisable that members advise the Chair immediately of any emerging situation that could have the potential to damage the reputation of the council or the polytechnic.

I recognise the considerable commitment involved in establishing and governing a new polytechnic. Please pass on my appreciation to your fellow Council members for the work they have undertaken to date and the contribution they are preparing to make. I wish you and the council every success as you begin this important role.

Nāku noa, nā

Tim Fowler
Chief Executive

Hon Penny Simmonds

Minister for Tertiary Education
Minister of Science, Innovation and Technology
Associate Minister for Social Development and Employment

2 October 2026

Ross Browne PS1328
Whitireia and Wellington Institute of Technology
By email: ross.browne@triplexconsulting.co.nz

Dear Ross

2026 annual report exemption

Whitireia and Wellington Institute of Technology (Whitireia/WelTec) was established on 1 October 2026 by Order in Council pursuant to section 315 of the Education and Training Act 2020 (the Act). In accordance with the Act, Whitireia/WelTec is an institution (within the meaning of section 10 of the Act) and must provide an annual report to the responsible Minister as soon as practicable after the end of each academic year (section 306 of the Act). The responsible Minister must then present that report to Parliament (section 306(7) of the Act).

Section 45I of the Public Finance Act 1989 enables the Minister of Finance to exempt any entity that is established during the last four months of a financial year from the obligation to provide an annual report for that financial year, if the entity is required to provide an annual report that includes audited financial statements for presentation to Parliament. If an entity is granted such an exemption, it must, after the end of its first full financial year, provide an annual report that covers the period from the date on which the entity is established until the end of the entity's first full financial year.

For clarity, for institutions, "financial year" means "academic year" (section 305(6) of the Act).

Consistent with the provisions referred to above, the Minister of Finance has agreed to exempt Whitireia/WelTec from the obligation to provide an annual report for the 2026 academic year. Accordingly, Whitireia/WelTec's annual report for 2027 must also contain information in respect of the period from 1 October 2026 to 31 December 2026.

Should you have any questions regarding the above, please contact the Monitoring and Crown Ownership team at the Tertiary Education Commission, at mco@tec.govt.nz.

Yours sincerely

Hon Penny Simmonds
Minister for Tertiary Education

Cc: Tim Fowler, Chief Executive, Tertiary Education Commission
Richard McGee, Sector Manager Education, Audit Office

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5 October 2026

Ross Browne
Chairperson
Whitireia & Weltec Polytechnic

By email: ross.browne@triplexconsulting.co.nz

Tēnā koe Ross

Letter to confirm membership in the Federation of Polytechnics

I am writing to advise you that after consideration, the Minister for Tertiary Education has decided to designate Whitireia & Weltec Polytechnic as a member of the Federation of Polytechnics (the Federation). This designation will be gazetted and effective from 12 October 2026.

The Federation has been established to enable designated polytechnics to work collaboratively in areas of shared interest while maintaining the autonomy, regional responsiveness, and distinct identity of each member institution. Through the Federation, member polytechnics can collectively strengthen the quality, sustainability, and effectiveness of vocational education and training across New Zealand.

In accordance with the Education and Training Act 2020, member polytechnics have shared responsibilities in relation to the operation of the Federation.

As a designated member of the Federation, Whitireia & Weltec Polytechnic will:

- Participate in the governance and activities of the Federation;
- Contribute to agreed collective priorities and initiatives;
- Collaborate with other member polytechnics to advance the purposes and objectives of the Federation;
- Share knowledge, expertise, and best practice for the benefit of the wider polytechnic network;
- Act in good faith and in a manner that supports the collective interests of the Federation while continuing to meet the needs of your polytechnic's own learners, communities, and stakeholders;
- Meet a share of the obligations relating to the operation of the Federation committee as set out in Schedule 11A, clause 7 of the Education and Training Act 2020, including:
    - contributing to the remuneration and reasonable expenses of the Federation Chair; and
    - contributing to the costs of providing the administrative and staff resources necessary to enable the Federation to perform its functions effectively.

The approved rate for the Chair is $825 per day, set in accordance with the Cabinet Fees Framework. Practical arrangements for administering payment are flexible and may be agreed collectively by Federation members.

We encourage all members to work collaboratively to establish arrangements that are efficient, transparent, and practical and we look forward to Whitireia & Weltec Polytechnic playing an active role in the Federation and contributing to the success of this collaborative model for New Zealand's polytechnic sector.

We will notify the anchor polytechnic and Federation Chair of the Minister's decision to designate Whitireia & Weltec Polytechnic a member of the Federation later today. I am sure the Chair will be in touch shortly to make the necessary arrangements to support your participation as a member institution.

We will be in touch again shortly to invite you and your council members to an online 'roundtable' with the councils of the other Federation polytechnics, the Federation Chair, the anchor polytechnic and TEC to discuss roles and expectations regarding the Federation.

If you have any questions or would like to discuss the arrangements further, please do not hesitate to get in touch.

Nāku iti noa, na

Gillian Dudgeon
Deputy Chief Executive, Delivery

Whitireia and WelTec

Whitireia and WelTec Institute of Technology Council Register of Interests

1 October 2026

Date	Name	Current role	Boards / organisations associated with	Relevant interests to declare
1 October 2026	**Ross Browne**	Chair	Media	Occasional commentator on defence and national security issues, search and rescue, and at-risk youth development
			Museum Street Strategies	Director and 50% shareholder Government relations and media activity associated with defence and national security issues
			Triplex Consulting Ltd	Director and 100% shareholder Consulting work includes emergency services, ambulance and EMS-sector, and defence training.
			Wellington Conservation Board	Board member Manua whenua engagement in connection with the Board's statutory functions.
1 October 2026	**Janet Lane**	Deputy Chair	MITO New Zealand Incorporated	Chief Executive (concluded December 2021)
			Inspiring Futures Foundation	Honorary scholarship (annual award)
1 October 2026	**Jens Mueller**	Member	Massey University, Albany/Auckland campus	Part-time academic staff member
			Chartered Immigration Lawyer and Adviser Institute Limited	Director and Shareholder

Whitireia and WelTec

Date	Name	Current role	Boards / organisations associated with	Relevant interests to declare
			Triaxis (2011) Limited	Director and Shareholder Contractor to Tertiary Education Commission
			Dormant entities: • Immigration Council NZ Limited • Independent Director Limited • Independent Director Council Limited • Investment Visa Limited • Optum Global Limited • NZ Universal Trading House Limited • Pro Bono Council of New Zealand Limited • Triaxis Limited • Visa Visa Immigration Law Advise Limited	Director and/or Shareholder

Whitireia and WelTec

Whitireia and WelTec Institute of Technology Council meeting

Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the meeting for items 4-8. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Whitireia and WelTec Institute of Technology is subject to Part 7 of the LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

The general subject of each matter to be considered while the public is excluded and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
4.	Council-only time	Section 9(2)(g)(ii) OIA
5.	Statutes, policies and delegations	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
6.	Committees / subcommittees	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7.	Land disposal approvals	Section 9(2)(g)(ii) OIA
8.	Chief Executive recruitment	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA

Interests

Section(s)	Interest(s)
Section 9(2)(a)	protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(g)(ii)	maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
Section 9(2)(i)	enable a Minister of the Crown or any public service agency or organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

Whitireia and WelTec Institute of Technology

(the **Polytechnic**)

Resolutions of Council

Background

A. The Polytechnic was established on 1 October 2026 by Order in Council pursuant to section 315 of the Education and Training Act 2020 (the **Act**) (as amended by the Education and Training (Vocational Education and Training System) Amendment Act 2025).

B. The Polytechnic is governed by its council (the **Council**), the initial members of which have been appointed by the Minister in accordance with section 317 of the Act and who, in their capacity as the initial Council members, are the signatories to these resolutions.

C. The Council wishes to acknowledge, confirm and resolve certain initial matters in connection with the establishment of the Polytechnic.

It is resolved (as resolutions in writing) that:

Initial confirmations

1. the Council acknowledges and confirms:

    a. Whitireia and WelTec Institute of Technology was established on 1 October 2026 by Order in Council dated 25 May 2026 pursuant to section 315 of the Act;

    b. the constitution of the Polytechnic is as set out in the Constitution of Whitireia and WelTec Institute of Technology Council Notice 2026 dated 5 August 2026 (**Constitution**);

    c. the signatories to these resolutions are the initial members of the Council each of whom has been appointed by the Minister in accordance with section 317 of the Act, and who, in their capacity as Council members, are authorised to sign and give effect to these resolutions; and

    d. Ross Browne is appointed as chairperson of the Council and Janet Lane is appointed as deputy chairperson of the Council, each to hold office in accordance with the Act and the Constitution, in each case pursuant to section 319 of the Act;

2. the Council acknowledges the Letter of Expectations received from the Minister dated 24 June 2026 and confirms its commitment to comply and act in accordance with the expectations set out therein;

3. the Council acknowledges that, on 1 January 2027, Whitireia and WelTec Institute of Technology will take transfer of assets and liabilities from the New Zealand Institute of Skills and Technology in accordance with the provisions of a “transition plan” approved on 23 September pursuant to Subpart 1 of Part 7 of Schedule 1 of the Act;

Registers and interests

4. the Register of Council members, in the form accompanying these resolutions, be approved and adopted;

5. the Interests Register, in the form accompanying these resolutions, be approved and adopted;

6. the Council notes that each member has disclosed any "interests" the member may have in accordance with the Act and the Polytechnic's proposed Conflicts of Interest Policy (to be adopted by resolution [8] below), and resolves that the Interests Register be updated by the Council Secretary to record those interests and the agreed actions to manage those interests (if any), and any other interests disclosed by Council members or other relevant persons from time to time;

Statutes, policies and delegations

7. the functions set out in the Notice of Delegation accompanying these resolutions, are to be delegated, and the Chair and another Council member are authorised to execute the delegation in order to give effect to this resolution, which will be in place in relation to the Polytechnic until such delegations are amended or withdrawn by the Council;

8. the following policies, procedures and/or rules, each in the form accompanying these resolutions, be approved and adopted with effect from the date of these resolutions:

    a. the Conflict of Interest Policy, which sets out the scope and meaning of a 'conflict of interest' and how potential conflict of interest situations will be recorded and managed;

Further appointments

9. Rebecca Donne be appointed to the role of Council Secretary with effect 5 October 2026 on the terms set out in the secondment agreement from New Zealand Institute of Skills and Technology;

Bank accounts and tax

10. the following persons are granted authority from 1 January 2027 in respect of the bank accounts in the name of the Polytechnic be opened with Westpac (**Bank Accounts**) and are authorised to sign all necessary documents in relation to the operation of the Bank Accounts:

    a. Ross Browne; and

    b. Janet Lane;

11. the Polytechnic be registered with the Inland Revenue Department for goods and services tax;

Other matters and giving effect to these resolutions

12. these resolutions may be signed by:

    a. the application of an individual signatory's electronic signature, where the individual has expressly authorised such use of his or her electronic signature; and/or

    b. two or more counterparts (including by email exchange of PDFs), each of which when so signed will be deemed to be an original and such counterparts together will constitute one and the same instrument;

13. the Chairperson is authorised to do all things necessary or desirable to give effect to these resolutions, including finalising and signing any documents and submitting documents and/or information to third parties and government agencies; and

14. to the extent any of the foregoing has been entered into or performed (either in whole or in part) prior to the date of these resolutions, the entry into and performance of those matters is approved and ratified.

Dated 22 October 2026

Signed by all of the members of the Council of Whitireia and WelTec Institute of Technology

_____

Ross Browne

Chairperson

_____

Janet Lane

Deputy Chairperson

_____

Jens Mueller

Member

Education and Training (Whitireia and WelTec Institute of Technology) Order 2026

Cindy Kiro, Governor-General

Order in Council

At Wellington this 25th day of May 2026

Present:
Her Excellency the Governor-General in Council

This order is made under section 315 of the Education and Training Act 2020—

(a) on the advice and with the consent of the Executive Council; and

(b) on the recommendation of the Minister for Tertiary Education made after complying with section 315(2) of that Act.

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Order

1 Title

This order is the Education and Training (Whitireia and WelTec Institute of Technology) Order 2026.

2 Commencement

This order comes into force on 1 October 2026.

3 Whitireia and WelTec Institute of Technology established

Whitireia and WelTec Institute of Technology is established as a polytechnic.

Rachel Hayward,
Clerk of the Executive Council.

Explanatory note

This note is not part of the order but is intended to indicate its general effect.

This order, which comes into force on 1 October 2026, establishes Whitireia and WelTec Institute of Technology as a polytechnic under section 315 of the Education and Training Act 2020.

Issued under the authority of the Legislation Act 2019.
Date of notification in *Gazette*: 28 May 2026.
This order is administered by the Ministry of Education.

Wellington, New Zealand:
Published under the authority of the New Zealand Government—2026

Constitution of Whitireia and WelTec Institute of Technology Council Notice 2026

Pursuant to clause 1 of Schedule 11 of the Education and Training Act 2020 (“Act”), the Minister for Tertiary Education, gives the following notice:

Notice

1. This notice may be cited as the Constitution of Whitireia and WelTec Institute of Technology Council Notice 2026.

2. This notice comes into force on 1 October 2026.

3. In this notice, “Minister” means the Minister of the Crown who, under any warrant or with the authority of the Prime Minister, is for the time being responsible for the administration of Part 4 of the Act.

4. From 1 October 2026, the Council of Whitireia and WelTec Institute of Technology (“Council”) comprises seven members.

5. The Council is constituted as follows:

a. Four members appointed by the Minister; and
b. Three members appointed by the Council.

6. For the purpose of clause 3(1) of Schedule 11 of the Act, the number of occasions on which a person may be appointed as a member of the Council is the number that, for that person, ensures that the total period for which they are a member of the Council does not exceed 12 years.

Dated at Wellington this 5th day of August 2026.

Hon PENNY SIMMONDS, Minister for Tertiary Education.

2026-au4447 10-08-2026 11:14

The Minister for Tertiary Education has expectations of all members of TEI governing councils

All members of a tertiary education institution council will, to the best of their ability:

1. Understand and comply with their statutory responsibilities as council members and fulfil their individual duties and the functions and duties of TEI councils as set out in the Education and Training Act 2020 (the Act).
2. Work collectively with other council members to contribute to an education system that reflects the aims set out in section 4 of the Act.
3. Act with honesty and integrity, in good faith, always in the interests of the institution as a whole and in a way that promotes high standards of tertiary education in New Zealand.
4. Respect the confidentiality of information and use information gained as a council member only to support the work of the council and always in the best interests of the institution as a whole.
5. Ensure the institution undertakes sound strategic and business planning that aligns with the Government's Tertiary Education Strategy.
6. Ensure the council appropriately directs its Chief Executive and holds them accountable for their performance using clear and measurable performance criteria.
7. Ensure the institution provides the Minister and officials with the information necessary to monitor the performance of the institution.
8. Ensure the institution adopts sound organisational and financial management practices to protect and enhance New Zealand's investment in the institution and optimise the institution's expenditure in line with its investment and business plans.
9. Encourage the institution to actively explore ways to better cooperate and collaborate across the tertiary education sector to the mutual benefit of all.
10. Ensure the institution encourages and supports all learners to succeed and works with Māori and Pacific communities to achieve patterns of participation and achievement in tertiary education that are the same as for other learners and deliver comparable post-study outcomes.
11. Ensure the institution adopts a sound risk management strategy for all its activities.
12. Ensure the institution undertakes an internal audit that includes unrestricted reporting of results to the council.
13. Ensure the institution and council implement appropriate ways for communicating and working with key stakeholder groups and encouraging their participation; stakeholders include the student body, staff, Iwi and the wider community, the central education agencies, and other tertiary institutions and schools.
14. Keep their governance knowledge and skills up-to-date and keep up with changes and developments in the operating environment and how their institution is responding.
15. Participate in an annual performance appraisal of the council and its members led by the council chair.
16. Advise the council chair immediately of any circumstances, conflicts of interest, or perceived conflicts of interest, which may prevent them from performing their role in a fair and impartial way or in the best interests of the institution.

Whitireia and WelTec

Whitireia and WelTec Institute of Technology Council member terms

Member	Start date	Current term ends	Appointed by
Ross Browne (Chairperson)	1 October 2026	30 June 2029	Minister for Tertiary Education
Janet Lane (Deputy Chairperson)	1 October 2026	30 September 2028	Minister for Tertiary Education
Jens Mueller	1 October 2026	30 September 2028	Minister for Tertiary Education

Whitireia and WelTec Institute of Technology

2026 Governance Work Plan - Draft

		Financial Year 2026		
		Mtg 1	Mtg 2	Mtg 3
	Frequency	22/10/2026	TBC - propose 4 November	TBC - propose week of 30 November
Acknowledgements		**x**		
Order in Council	One-off	x		
Constitution	One-off	x		
Appointments to Council	One-off	x		
Transfer of Assets via Transition Plan	One-off	x		
Policies		**x**	**x**	**x**
Council code of conduct	One-off	x		
Conflicts of interest	TBC		x	
Delegations framework	TBC		x	
Protected disclosures	TBC		x	
Privacy	TBC		x	
Health, safety and wellbeing	TBC		x	
Child protection	TBC		x	
Payroll systems	TBC		x	
Accounting	TBC		x	
Sensitive expenditure	TBC			x
Academic	TBC			x
Delegations		**x**		**TBC**
Employment offer letters	One-off	x		
To Chief Executive (HR and financial)	One-off			TBC
Appointments		**x**	**x**	**x**
Board Secretary	One-off	x		
Chief Executive	One-off		TBC	
Privacy Officer	One-off		x	
Chief Information Security Officer	One-off		x	
Further Council members	One-off		TBC	
Academic Committee members	One-off			x
Budget			**x**	
Approve 2027 budget	Annually		x	
Committees		**x**		**x**
Mana whenua advisory committee	One-off	x		x
Academic committee TORs	Annually			x
Establish other committees	One-off			x
Other		**x**	**x**	
Authorise bank account signatories	One-off	x		
Land disposal approvals	One-off	x		
Determine Council fees	One-off		x	
Council statutes	One-off	x		

Karakia whakamutunga (closing)

Kua mutu ā tātou mahi mō tēnei wā.

Kia tau te rangimārie ki a tātou katoa.

Our work for this time is complete.

May peace rest upon us all.