

Western Institute of Technology at Taranaki Board Meeting

Agenda

Where	Microsoft Teams
When	Friday 02 October 2026, 11:00 am–12:00 pm
Attendees	Western Institute of Technology at Taranaki Board Patrick Landrigan (Chairperson), Jonathan Young, Arun Chaudhari
Minutes taken by	Rebecca Donne
Apologies	None

Agenda

#	Time	Item	Presenter	Page
1	11.00am	Welcome and Introductions	Chairperson	
2	11.05am	Administration Receive: - Letter from the Chief Executive of Tertiary Education Commission 29 September 2026 Disclose: - Board member interests	All	 3 6
3	11.10am	Initial confirmations Acknowledge and confirm: - Order in Council - Constitution - Chair and Deputy Chair appointments - Letter of Expectations - Transfer of assets	Chairperson	8
4	11.15am	Registers and interests Approve and adopt: - Register of Board members - Interest Register - Board interests disclosed in item 2 above	Chairperson	12

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29 September 2026

Patrick Landrigan
WITT Council

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By email: [REDACTED]

Tēnā koe Patrick

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.

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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

A handwritten signature in black ink, appearing to read 'Tim Fowler', with a stylized flourish at the end.

Tim Fowler
Chief Executive

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We ensure New Zealand's future success.

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WITT Board Register of Interests

1 October 2026

Name	Interest	Nature of Interest
Patrick Landrigan Chairperson	Western Institute of Technology at Taranaki	Cousin is a staff member
	Murphy and Landrigan Limited	Managing Director and majority shareholder Client of different director is WITT staff member Client of different director is on WITT executive team
	Patrick Landrigan Family Trust	Trustee Tenant is WITT staff member
Jonathan Young Deputy Chairperson	EnergyEQ Limited	Managing Director and 100% shareholder
	Taranaki Regional Council	Councillor Chair - Resource Management Reform & Spatial Planning Steering Group
	Herenga a Nuku (Outdoor Access commission)	Director
	Alphacrucis College NZ (AKL)	Director
	Seaview Superannuation Trust	Beneficiary
	Seaview Super Trustees Limited	Director
	Young Two Trust	Director
	Electricity Authority	Advisory Group member
Arun Chaudhari Member	Taranaki Chamber of Commerce	CEO
	Nikvin Limited	Director
	Taranaki CEO Forum	Member of Exec Committee

Name	Interest	Nature of Interest
	National Chambers of Commerce – New Zealand	Elected Board Member
	Institute of Directors	On executive of Local Branch Committee
	Māori Pacific Trades Training (Part of Taranaki Futures)	Taranaki Chamber is a member
	Western Institute of Technology at Taranaki (WITT)	WITT is a paid member of the Taranaki Chamber of Commerce and sponsors a couple of categories at the Annual Top Shop Awards
	Taranaki Indian Association	Executive Committee Member

Western Institute of Technology at Taranaki
(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 **Board**), 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 Board members, are the signatories to these resolutions.
- C.** The Board 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 Board acknowledges and confirms:
 - a. Western Institute of Technology at Taranaki 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 Western Institute of Technology at Taranaki Council Notice 2026 dated 5 August 2026 (**Constitution**);
 - c. the signatories to these resolutions are the initial members of the Board each of whom has been appointed by the Minister in accordance with section 317 of the Act, and who, in their capacity as Board members, are authorised to sign and give effect to these resolutions; and
 - d. Patrick Landrigan is appointed as chairperson of the Board and Jonathan Young is appointed as deputy chairperson of the Board, each to hold office in accordance with the Act and the Constitution, in each case pursuant to section 319 of the Act;
- 2. the Board 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 Board acknowledges that, on 1 January 2027, Western Institute of Technology at Taranaki 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 2026 pursuant to Subpart 1 of Part 7 of Schedule 1 of the Act;

Registers and interests

4. the Register of Board 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 Board 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 7 below), and resolves that the Interests Register be updated by the Board Secretary to record those interests and the agreed actions to manage those interests (if any), and any other interests disclosed by Board members or other relevant persons from time to time;

Statutes, policies and delegations

7. 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

8. Rebecca Donne be appointed to the role of Board Secretary with effect from 2 October 2026 on the terms set out in the secondment agreement from New Zealand Institute of Skills and Technology;

Bank accounts and tax

9. the following persons are granted authority from 1 January 2027 in respect of the bank accounts in the name of the Polytechnic with Westpac (**Bank Accounts**) and are authorised to sign all necessary documents in relation to the operation of the Bank Accounts:
 - a. Patrick Landrigan; and
 - b. Jonathan Young;
10. the Bank Accounts must be two to sign, and all payments must have two separate people sign as authority to authorise any payment out of the Bank Account.
11. the Polytechnic be registered with the Inland Revenue Department for goods and services tax and as an Employer for the EMP/DED Tax type;

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 2 October 2026

Signed by all of the members of the Council of Western Institute of Technology at Taranaki

Patrick Landrigan

Chairperson

Jonathan Young

Deputy Chairperson

Arun Chaudhari

Member

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.

Western Institute of Technology at Taranaki Board member terms

Member	Start date	Current term ends	Appointed by
Patrick Landrigan (Chairperson)	1 October 2026	30 June 2029	Minister for Tertiary Education
Jonathan Young (Deputy Chairperson)	1 October 2026	30 September 2028	Minister for Tertiary Education
Arun Chaudhari	1 October 2026	30 September 2028	Minister for Tertiary Education

Conflict of Interest

Document control

Category	People, Culture and Wellbeing	Sub-category	Supporting Staff at Work
Version number	02	Responsibility	Director responsible for People, Culture and Wellbeing
Approval date		Next review	
Approved by		Resolution number	

1. Purpose

- 1.1. To recognise and manage actual, potential or perceived conflicts of interest to ensure that decisions are made – and are seen to be made – on proper grounds, for legitimate reasons and without bias in order to protect kaimahi and to preserve public trust in WITT.

2. Application

- 2.1. This policy applies to anyone engaged to deliver WITT programmes and services, whether they are full-time, part-time or temporary kaimahi, casual or contract kaimahi, secondees, consultants, Council or board members or volunteers.

3. Definitions

[Abbreviations and Definitions](#)

Term	Definition
Conflict of Interest	A situation when a person has a financial, personal or business interest sufficient to influence, or appear to influence, the impartial exercise of their official duties or professional judgements.
Financial Interest	Anything of monetary value, including but not limited to: – Salary or payments for service (for example; consulting fees and honoraria) – Equity interests (for example; stocks, stock options and other ownership interests) – Gifts – An invitation to lunch, dinner or a sporting event – Free or subsidised travel or accommodation – Allowances, forgiveness of debts, interest in real or personal property, dividends, rents, capital gains; and – Intellectual property rights (for example; patents, copyrights, royalties from these rights) The term financial interest does not include salary, royalties or other remuneration received from, or approved by WITT.
Personal Interest	A kaimahi has a personal interest in a matter if his or her spouse, partner, relative, close personal friend or other person in his or her family with whom there is a close friendship

	could be advantaged, or disadvantaged, by any decision that the kaimahi either can make, or does make, or is in a position to influence in carrying out their work duties.
Business Interest	A kaimahi will have a business interest in an enterprise seeking to do business with WITT if they: – are a director of the enterprise; – are an owner or, or partner in the enterprise; – have a significant shareholding (equal to, or greater than 20% shareholding) in the enterprise; or – have a close personal or familial relationship with a person who is an owner or partner or significant shareholder in the enterprise.
Kaimahi	Full-time, part-time or temporary staff members, casual or contract staff, secondees, consultants, Council or board members or volunteers.

4. Policy

- 4.1. All kaimahi are required to disclose annually in writing, any significant interests they may have in other organisations. The act of disclosure will provide a transparency and protect kaimahi from allegations of duplicity. It will also ensure that kaimahi are not unwittingly put into situations what may lead to a conflict of interest. A record of such disclosures will be recorded on the Declaration of Conflict of Interest form, which will be held by People, Culture and Wellbeing.
- 4.2. WITT kaimahi will not allow self-interest or personal factors to influence their decision making.
- 4.3. WITT kaimahi will take every precaution to avoid a situation where a conflict of interest or any perception of a conflict of interest could arise in the carrying out of their duties.
- 4.4. Kaimahi will take care that their financial, whanau, personal or business relationships or interests do not unfairly disadvantage or advantage other members of kaimahi, ākonga or other individuals and organisations. This will be achieved by:
 - Informing their direct line manager as soon as reasonably possible if an actual, perceived or potential conflict of interest arises.
 - If a conflict of interest arises between kaimahi working in the same area, or who are in a supervisory relationship with each other, and the conflict cannot be resolved, it may be necessary for one or more parties to the conflict to be placed in another reporting context within WITT.
 - Kaimahi will not be involved in the appointment process of people with whom they have a close personal or familial relationship
 - Failure to disclose conflicts of interest may result in disciplinary action.
- 4.5. WITT kaimahi will ensure the highest standards of behaviour in the accepting of gifts or rewards. Any gift valued in excess of \$100 will be reported to their line manager and entered on the Gift Register held in the Finance Department (refer WITT Staff Code of Conduct 'Gifted Property').
 If a kaimahi is in any doubt they should declare the gift to their direct line manager regardless of the value.
- 4.6. Kaimahi must not, without the prior written approval of their line manager, use for private or personal purposes, WITT's:
 - Resources

Policy: Conflict of Interest

- Name
- Time
- Information

5. Procedure

- 5.1. Refer to guidelines attached to policy, section 6

6. Related forms and guidance documents

Forms and templates

- [Declaration of Secondary Employment](#)
- [Declaration of Conflict of Interest](#)

Guidelines

- Guidelines for Identifying and Managing Conflict of Interest
- The Audit Office: [Managing conflicts of interest: Guidance for the public sector](#)

Relevant Legislation

- [Education and Training Act 2020](#)
- [Privacy Act 2020](#)

Related Policies

- [Staff Code of Conduct](#)
- Privacy Policy (*in development*)
- [Protected Disclosures \(Whistleblowing\) Policy](#)

7. Record management

Record	Responsibility	Filed	Retention time	Disposal action
Declaration of Conflict of Interest	People, Culture and Wellbeing	People, Culture and Wellbeing	7 years from last information entry date	Destroy
Declaration of Secondary Employment	People, Culture and Wellbeing	People, Culture and Wellbeing	7 years from last information entry date	Destroy
Conflict of Interests Register	People, Culture and Wellbeing	People, Culture and Wellbeing	10 Years from date of last action	Destroy
Gift Register – Valuable and/or Nationally Important Gifts Presented or Received by WITT – Low value and insignificant Gifts Presented or received by WITT	Finance Department	Finance	10 Years from last information entry date When administratively no longer required	Transfer to Archives New Zealand Destroy

8. Revision history

Version	Description of change	Effective date
00	New Policy	21/09/09
01	Update policy and guidelines Add 'Declaration of Conflict of Interest' form	13/06/16
01a	Amended review cycle to 3 years as per Academic Board approval on 11 April 2018 – Res no. 18/AB02/10.	11/04/18
02	Light-touch review to update language and titles.	

Guidelines for Identifying and Managing Conflict of Interest

Document control

Policy associated to	Conflict of Interest	Approval date	
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The following FAQs will assist you in identifying and managing conflict of interest.

1. Who do these guidelines apply to?

The 'public interest' is the collective interest of the entire community. All WITT kaimahi have a public duty to put the public interest above their personal or private interests when carrying out their official duties.

This principle applies to anyone engaged to deliver WITT programmes and services, whether they are full-time, part-time or temporary employees, casual or contract kaimahi, secondees, consultants, board members or volunteers.

2. What is a conflict of interest?

A conflict of interest is where a person is compromised when their personal interests or obligations conflict with the responsibilities of their job or position. It means that their independence, objectivity or impartiality can be called into question.

Conflicts of interest can be:

- **Actual:** where the conflict already exists
- **Potential:** where a conflict of interest does not currently exist but may arise in the future because of a person's private, personal or other interests or a change in circumstances.
- **Perceived:** where a person could perceive that a person's private, personal or other interests may influence, or could appear to influence, their ability to act objectively in their WITT role. A poorly managed 'perceived' conflict of interest can be just as damaging as a poorly managed 'actual' conflict of interest.

A conflict of interest can also be positive or negative. You could be seen to favour or benefit someone, or be against them and disadvantage them.

3. Is it wrong to have a conflict of interest?

No, a conflict in itself is not necessarily wrong or unethical. However, it is wrong not to disclose and deal with a conflict of interest.

While conflicts of interest should be avoided wherever possible, they often happen innocently. It is not WITT's intent to regulate or eliminate all situations of conflict of interest but rather enable a person to recognise situations that may be subject to question and to ensure that such situations be properly managed.

4. When can a conflict of interest happen?

A conflict of interest can arise in a number of ways: through a relationship, an activity, or strong personal views. For example, a kaimahi could be compromised if, in carrying out their work duties, they are required to deal with:

- a relative or close personal friend

Guidelines: Guidelines for Identifying and Managing Conflict of Interest

- an organisation, club, society or association of which they are a member
- a person who is their community or church leader.
- a person or organisation:
 - to which they have a professional or legal obligation
 - with which they have a business interest or own property
 - to whom they owe money
 - for whom they've previously worked, or currently work (secondary employment)

5. Where is it most likely to find potential conflict of interest situations?

A person could be compromised if they are given something from a person who stands to benefit from their decision. They could, for example accept:

- a gift
- an invitation to lunch, dinner or a sporting event
- free or subsidised travel or accommodation
- any other sort of benefit, including money.

Some areas where a potential conflict of interest could be likely, but is not limited to the following:

- tenders and contracts
- procurement
- allocation of grants, scholarships, awards including honorary awards.
- sponsorships
- recruitment, selection and appointment
- secondary employment

In addition, a conflict can arise if a person holds strong personal views on an issue that WITT is considering, for example political views or religious or cultural beliefs.

6. What questions should I ask to help me to identify and determine conflict of interest?

Considering the types of conflict of interest and areas of potential conflict of interest, answer the following questions:

- **Public versus private interest**
Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
- **Potentialities**
Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?
- **Perception**
Remember, perception is important. How will my involvement in the decision/action be viewed by others?
Are there risks associated for WITT?
- **Proportionality**

Does my involvement in the decision appear fair and reasonable in all the circumstances?

- **Presence of mind**

What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?

- **Promises**

Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

7. Who is responsible for identifying a conflict of interest?

You are. Prevention is better than cure. You should therefore take every precaution to avoid a situation where a conflict of interest or any perception of a conflict of interest could arise in carrying out their duties.

8. What do I have to do if I think I have a conflict of interest?

Disclose and discuss with your Manager and complete the 'Declaration of Conflict of Interest' form. Please remember when a conflict of interest has been ignored, improperly acted on or influenced actions or decision-making, the conduct (not the conflict itself) can be seen as misconduct, abuse of office or even corruption.

9. Is the management of conflict of interest really necessary?

Yes, it is necessary because a conflict of interest could constitute a potential risk to WITT and will have to be managed.

The risk is not confined to financial matters but more importantly could erode WITT's reputation, integrity of decision-making processes and eventually erodes public trust.

10. Managing an identified conflict of interest?

Depending on the circumstances a combination of the following strategies will provide options and guidance to deal with most conflict of interest situations. They – and the process for managing them – must be recoded in writing.

11. Managing conflicts of interest – Procurement Declaration

It is essential that all WITT kaimahi involved in a procurement activity complete and sign a Declaration of Conflict of Interest form. This includes:

- all members of the procurement team (kaimahi, contractors and consultants)
- all members of the evaluation panel
- any consultant asked to advise the team
- anyone involved in making a recommendation
- anyone involved in approving a recommendation or making an important decision
- anyone making a financial approval for the procurement.

The Declaration requires the person to identify any actual, perceived or potential conflicts of interest. If they have none, they can take part in the project.

The Declaration also needs to be revisited regularly and checked once the supplier has been chosen. Everyone who has signed one needs to check whether they have a conflict of interest in relation to the supplier or any of the named personnel in the supplier's tender.

12. Declaration of Conflict of Interest form

Recording the disclosure of a conflict of interest by completing the “Declaration of Conflict of Interest” form is an important first step; however, this does not necessarily resolve the conflict. It may be necessary to assess the situation and determine whether one or more of the following strategies is also required:

- Restrict

It may be appropriate to restrict your involvement in the matter, for example, refrain from taking part in debate about a specific issue; abstain from voting on decisions, and/or restrict access to information relating to the conflict of interest. If this situation occurs frequently, and an ongoing conflict of interest is likely, you may need to consider other options.

- Recruit

If it is not practical for you to restrict your involvement, an independent third party may need to be engaged to participate in, oversee or review the integrity of the decision-making process.

- Remove

Removal from involvement in the matter altogether is the best option when ad hoc or recruitment strategies are not feasible, or appropriate.

- Relinquish

Relinquishing the personal or private interests may be a valid strategy for ensuring there is no conflict with your public duty. This may be the relinquishment of shares, or membership of a club or association.

- Resign

Resignation may be an option if the conflict of interest cannot be resolved in any other way, particularly where conflicting private interests cannot be relinquished.

13. Secondary employment – what does it have to do with conflict of interest?

As a kaimahi you have an obligation to serve in the best interest of WITT. A second job could potentially lead to conflict of duties. It is better to disclose and get approval.

All kaimahi are required to complete a ‘Declaration of Secondary Employment’ form on an annual basis.

DECLARATION OF CONFLICT OF INTEREST

To be completed by any person engaged to deliver WITT programmes and services, whether they are full-time, part-time or temporary employees, casual or contract staff, secondees, consultants, board members or volunteers (paid or unpaid)

Name:	
Department:	

I, the above named, declare a personal interest or obligation that may actually, potentially or be perceived as a conflict of interest and which could compromise my responsibilities in carrying out my duties for WITT in the following way(s):

☐ **A Financial Interest:**

- In receipt of a gift (complete gift register)
- An invitation to lunch, dinner or a sporting event
- Free or subsidised travel or accommodation
- Any other sort of benefit, including money

☐ **A Personal Interest:**

- A relative or close personal friend
- An organisation, club society or association of which I am a member
- A person who is my community or church leader
- A person or organisation:
 - to which I have a professional or legal obligation
 - with which I have a business interest or own property
 - to whom I owe money
 - for whom I previously worked, or currently work (complete Declaration of Secondary Employment form)

☐ **A Business Interest e.g. member of WITT procurement team who has:**

- A financial interest (e.g. major shareholdings, financial arrangements, etc) in the supply of goods or services for WITT
- A relative or friend with a financial interest in the supply of goods or services for WITT
- A personal bias, inclination, personal obligation, allegiance or loyalty that would affect my ability to remain impartial when carrying out my role as a member of the procurement team
- Involved in works or services carried out in the recent past for any of the potential tenderers
- A managerial or governance relationship with any potential tenderer, such as a seat on the Board

☐ **I hold strong personal views on an issue that WITT is considering, for example, political, religious or cultural views.**

Details of Conflict of Interest:-

I hereby declare that the information above is correct:

Signature:	Date:
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Staff Member

MANAGEMENT REVIEW

I have discussed this Conflict of Interest with the staff member and have assessed the impact of the potential conflict and recommend the following mitigating action:

Director/ Manager:		Chief Executive:	
Signature:		Signature:	
Date:		Date:	

NOTE: THIS FORM WILL BE FORWARDED TO HR AND HELD IN THE PERSONNEL FILE

ANNUAL DECLARATION OF SECONDARY EMPLOYMENT

Note: **Secondary Employment** includes, but is not limited to: Company Directorships, Board of Trustees Membership, any other employment outside WITT (paid or unpaid).

Name:			
Faculty:			
I, the above named, advise in accordance with Clauses 4.41, 4.42 and 4.43 of the Staff Code of Conduct (see excerpt below), that: ☐ WITT is my primary employer and I am not currently employed in any secondary employment. I will however advise WITT and seek the Chief Executive's approval, should I elect to commence secondary employment during my period of employment with WITT. (Please sign below and forward to Human Resources); or ☐ I wish to advise that I am currently involved in employment in addition to my obligations to WITT in the following way and wish to seek the CE approval to continue this extra work:			
Employer	Position Held	General Duties	Hours Involved (per week)
I am of the opinion that this extra employment will not place me in a situation where a conflict of interest would arise. I acknowledge that should a conflict of interest arise, or that my extra employment affects my performance of my duties at WITT, then my employment at WITT would be subject to review. I hereby declare that the information above is correct:			
Employee Signature:		Date:	

DECLARATION BY DIRECTOR / MANAGER:

I have discussed the above issues with the employee and am satisfied that no conflict of interest exists, nor is any employment affecting or likely to affect the employee's performance at WITT.

Name:			
Director/ Manager Signature:		Date:	

CHIEF EXECUTIVE APPROVAL:

Name:		☐ Approved ☐ Declined
Chief Executive Signature:		Date:

Excerpt from Staff Code of Conduct:

During employment at WITT, all staff are required to discharge the following responsibilities:

Personal/Private

- 4.41 To ensure that personal interests or activities do not conflict with the aims and objectives of WITT.
- 4.42 To ensure that private activities do not bring WITT into disrepute.
- 4.43 Not to undertake any outside employment (paid or unpaid) of a substantial nature, without the express approval of the CE.

Western Institute of Technology at Taranaki

2026 Governance Work Plan - Draft

	Frequency	Financial Year 2026		
		Mtg 1 2/10/2026	Mtg 2 21/10/2026	Mtg 3 18/11/2026
Acknowledgements		x		
Order in Council	One-off			
Constitution	One-off	x	x	x
Appointments to Council	One-off	x		
Transfer of Assets via Transition Plan	One-off	x		
Policies		x	x	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	
Credit cards	TBC		x	
Sensitive expenditure	TBC			x
Academic	TBC			x
Delegations		x		TBC
To Ops Lead to sign 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		x	
Privacy Officer	One-off		x	
Chief Information Security Officer	One-off		x	
Academic Committee members	One-off			x
Further Council members	One-off			TBC
Budget			x	
Approve 2027 budget	Annually		x	
Regular reporting			x	x
Operations Lead monthly report	Monthly		x	x
Committees				x
Academic committee TORs	Annually			x
Establish other committees	One-off			x
Other		x	x	TBC
Authorise bank account signatories	One-off	x		
Determine Council fees	TBC		x	
Council statutes	One-off			TBC

Western Institute of Technology at Taranaki Board meeting

Resolution to exclude the public

It will be moved by the Chairperson that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Western Institute of Technology at Taranaki 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)
10.	Chief Executive recruitment	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.	Delegations	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) 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.
Section 9(2)(j)	enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).