

**KARAKIA**

**MIT KARAKIA**

Me inoi tātou

Kia tūturu tātou (*Let's be real*)

Kia manaaki tātou (*Let's be caring*)

Kia whai hiranga tātou (*Let's pursue excellence*)

Kia tūhonohono tātou (*Let's connect*)

Whano! Whano!

Haramai te toki!

Haumi ē!

Hui ē!

Taiki ē!

**UNITEC KARAKIA – OPENING**

Manawa mai te mauri nuku

Manawa mai te mauri rangi

Ko te mauri kai au

he mauri tipua

Ka pakaru mai te pō

Tau mai te mauri

Haumi ē, hui ē, taiki ē!

**CLOSING**

Ka wehe atu tātou

I raro i te rangimārie,

Te harikoa, me te manawanui

Haumi ē! Hui ē! Taiki ē!

# Council of Manukau Institute of Technology and Unitec Interests Register

**Dated 3 December 2025**

This Interests Register records interests that have been disclosed and considered.

Note that any conflicts declared by Council members or Council committee members should also be recorded in the minutes of the meeting of the council/committee at which the conflict is declared (with this being a statutory requirement where the conflict relates to the conditions of service of the person as the chief executive or a member of the staff or the person has any other direct or indirect pecuniary interest in the matter).

Name	Interest	Nature of Interest
Alastair Bell	Entrust	Elected Trustee
	Vector Limited	Board member
	New Zealand Post Limited	Board member
	Kiwirail Holdings Limited	Board member
	Auckland National Centre Incorporated	Committee member
Simon Harding	Broadway Properties Limited	Director
	The Golf Lounge Newmarket Limited	Director
	Residual Aurum Limited	Director
	Droxford Farms Limited	Director
	MTT Limited	Director and Shareholder
	Tuesday Corporation Limited	Shareholder
	The Mist Trust	Settlor, Trustee and Beneficiary
	The Padiwi Trust	Settlor, Trustee and Beneficiary
	The Fianna Trust	Settlor and Trustee

Name	Interest	Nature of Interest
Sharon Brownie	Charles Sturt School of Rural Medicine, NSW, Australia	Professor Research Capacity Building
	Australasian College of Health Service Managers	Fellow
	College of Nurses Aotearoa New Zealand	Fellow
	Peter MacCallum Cancer Centre	Honorary Research Fellow
	Green Templeton Centre Oxford University	Member PRAXIS Forum Events Manager Oceania Alumni Group
	Australian Institute of Company Directors	Graduate GAICD and Member
	New Zealand Institute of Company Directors	Member
	New Zealand Nursing Council	Board Member and Registered Nurse
	Australian Health Practitioners Regulatory Authority	Registered Nurse
	Frontiers in Medicine   Health Workforce	Academic Editor
	Kōtuitui: New Zealand Journal of Social Sciences	Academic Editor
Ward Kamo		

## FUNCTIONS AND DUTIES OF A POLYTECHNIC COUNCIL

### Section 280 Functions of Councils

- (a) appoint a chief executive, and monitor and evaluate the chief executive's performance:
- (b) prepare and submit an investment plan:
- (c) ensure that the institution is (i) managed in accordance with the investment plan and (ii) determine policies to implement the investment plan:
- (d) determine the policies of the institution in relation to the management of its affairs:
- (e) undertake planning relating to the institution's long-term strategic direction

### 281 Duties of Councils

- (a) strive to ensure that the institution attains the highest standards of excellence in education, training, and research:
  - (b) acknowledge the principles of [Te Tiriti o Waitangi](#):
  - (c) encourage the greatest possible participation by the communities served by the institution:
  - (d) ensure that the institution does not discriminate unfairly against any person:
  - (e) ensure that the institution operates in a financially responsible manner:
  - (f) ensure that proper standards of integrity, conduct, and concern for the public interest and the well-being of students are maintained.
- (2) comply with [section 97](#) of the Crown Entities Act 2004 in respect of subsidiaries

### 321 Additional duties of council of polytechnic

- (a) consider the need to collaborate with other polytechnics to use resources effectively, to avoid duplicating effort, and to identify opportunities for sharing services; and
- (b) be responsive to industry and community needs, including skills shortages; and
- (c) ensure that the polytechnic operates in a way that allows the polytechnic to develop meaningful relationships and to engage with communities at a local level, including industries, Māori employers, hapū and iwi, and Pacific communities

## Office of Hon Erica Stanford

Minister of Education  
Minister of Immigration  
Lead Coordination Minister for the Government's Response  
to the Royal Commission's Report into Historical Abuse in  
State Care and in the Care of Faith-based Institutions



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11 December 2025

Alastair Bell  
Council chair  
Manukau Institute of Technology and Unitec

[alastair@alastairbell.com](mailto:alastair@alastairbell.com)

Kia ora Alastair,

I am pleased to advise you that Manukau Institute of Technology and Unitec will be recognised as a lead provider of a secondary-tertiary programme.

I will shortly publish a Notice in the New Zealand Gazette formally recognising your institution as a lead provider, under clause 5, Schedule 8 of the Education and Training Act 2020. The intent of establishing your institution as a lead provider at this time is for it to continue the responsibility it held while a polytechnic division of Te Pūkenga.

I have asked the Ministry of Education and the Tertiary Education Commission to work with you on the remaining steps required to transition the legal and funding arrangements from Te Pūkenga - New Zealand Institute of Skills and Technology to your institution.

This is a first step we need to undertake to transition existing secondary-tertiary learning arrangements into the new vocational education system. As the disestablishment of Te Pūkenga progresses, I am interested to consider more broadly what role Manukau Institute of Technology and Unitec could play with schools to help build the pipeline of young New Zealanders moving into vocational careers and connecting them to the world of work.

Nāku noa, nā

A handwritten signature in blue ink, appearing to read 'E. Stanford'.

Hon Erica Stanford  
**Minister of Education**

# Manukau Institute of Technology and Unitec report

4 February 2026

<b>Report to</b>	<b>Council</b>
<b>Title</b>	Executive Director's Report
<b>Provided by</b>	Peseta Sam Lotu-liga, Executive Director
<b>Author</b>	Executive Director
<b>For</b>	Information
<b>Classification</b>	Unclassified
<b>Endorsement (if any)</b>	Nil

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## Recommended resolutions

It is recommended that Council:

1.	Receive the report titled 'Executive Director's Report'
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## Purpose of this report

1. The purpose of this report is to give the following updates:
  - a. Provide key highlights; and
  - b. Provide insights into the management team's key priorities for the next 6-12 months.

## Strategic relevance

2. The report gives Council members a sample of the successes for the organisation this year.

## Discussion / Decision

### ***Key Highlights this year***

3. The year has started well with the transition into a single entity being smooth and relatively seamless. We also announced our new CE Christina Hong and welcomed new students to campus. For example, we welcomed more than 200 TechPark learners in Manukau including future plumbers, refrigeration technicians, engineers, automotive mechanics, builders and electricians at Ngā Kete Wānanga Marae, Ōtara. These events are strong positive 'pull factors' creating bonds between MIT and Unitec and our learners, allowing them to understand they are important to us, as well as introduce them to the services and support we provide to keep them studying, even when the going gets tough. There will be many more orientation events throughout February and March.

4. We are also starting the year with a formal gathering of staff for an opening karakia on Monday 2 February. We are linking Te Noho Kotahitanga Marae and Ngā Kete Wānanga Marae via livestream. It is an important display of unity as we begin the year embracing a shared vision for the future.
5. This month we also hosted the Chinese Consul General and 3 Vice Consuls. We discussed various initiatives we were progressing in China and noted the strong partnerships we had made with various Chinese tertiary providers in China. The visit allowed us to outline the progress we have made in the past twelve months, including the data science joint programme we deliver with Hebei University of Engineering and the agreement we have signed in nursing with Changsha Social Work College.
6. An important part of our future success is applied research. To that end, we have hosted 3 co-creation workshops of over 100 people to formulate our Applied Research Strategy: Rautaki Rangahau. The goal is be known as an institute that leads applied vocational research that is practical, culturally grounded, industry-connected and deeply relevant to the communities we serve.

# Manukau Institute of Technology and Unitec report

4 February 2026

<b>Report to</b>	<b>Council</b>
<b>Title</b>	2026 policy review schedule
<b>Provided by</b>	Kara Hiron, Legal Director - Tāmaki
<b>Author</b>	Kara Hiron, Legal Director - Tāmaki
<b>For</b>	Approval
<b>Classification</b>	Unclassified
<b>Endorsement (if any)</b>	N/A

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## Recommended resolutions

It is recommended that the Council:

1.	Receive the report titled '2026 policy review schedule'
2.	Consider the proposed policy review schedule and provide any feedback
3.	Approve the proposed policy review schedule

## Purpose of this report

1. The purpose of this report is to present Council with a proposed policy review schedule for 2026.

## Strategic relevance

2. Appropriate management policies are required by law and/or for the effective operation of MIT and Unitec.

## Background

3. At the Council meeting on 8 December, a range of policies and related documents were presented to Council for approval. Council approved the documents on an interim basis, with the intention that all interim policies would come back to Council for 'final' approval throughout 2026.
4. An action item was recorded for the Executive Director to recommend to Council a priority order to review policies in 2026.

## Discussion / decision

5. A proposed policy review schedule for 2026 is set out in the below table. In preparing the schedule, the following factors have been taken into account:

- a. Significant policies (such as delegations and sensitive expenditure) are scheduled for review after April, when the new Chief Executive will be in place;
- b. A permanent People and Culture Director will likely be appointed later in the year, so People and Culture policies are generally scheduled for review in Q4.

Description	Owner	Review Date	Comments
Agreement Approval and Management Policy and Procedure	Legal Director	4 February 2026	
Official Information Policy	Legal Director	4 February 2026	
MIT Code of Conduct	People and Culture Director	4 February 2026	Unitec has a separate Code of Conduct
Common Seal Statute	DCE Academic / Legal Director	4 February 2026	
Media Policy	Senior Communications Manager	11 March 2026	
Standing Orders	Chair of Council / Legal Director	26/27 November 2026	
Institute Policy Framework	Legal Director	11 March 2026	New framework
Fraud and Corruption Policy	Legal Director	15 April 2026	
Risk and Assurance Policy	Legal Director	15 April 2026	
Privacy Policy and Procedures	Legal Director	15 April 2026	Privacy Act amendment coming into force on 1 May
Engaging Independent Contractor and Consultants Policy	Director of Finance	20 May 2026	
Procurement Policy	Director of Finance	20 May 2026	
Sensitive Expenditure Policy	Director of Finance	20 May 2026	
Treasury Policy	Director of Finance	20 May 2026	
Delegations Policy	Director of Finance	24 June 2026	
Delegations Register	Director of Finance	24 June 2026	
Student Statute	DCE Learner Experience and Success	24 June 2026	

Description	Owner	Review Date	Comments
Business Continuity Plan	GM Operations	13/14 August 2026	
Incident Management Plan	GM Operations	13/14 August 2026	
Guidelines on Drug Testing	People and Culture Director	13/14 August 2026	
Code of Conduct	Chief Executive	13/14 August 2026	Combined for both MIT and Unitec
Wellbeing and Safety Policy	Chief Executive	13/14 August 2026	
Common Seal Statute	DCE Academic / Legal Director	7/8 October 2026	
Child Protection Policy	People and Culture Director	7/8 October 2026	
Conflict of Interest and Outside Work Policy and Procedures	People and Culture Director	7/8 October 2026	
Protected Disclosures (Whistleblowing) Policy and Procedures	People and Culture Director	7/8 October 2026	
Recruitment Policy	People and Culture Director	7/8 October 2026	
Remuneration Policy	People and Culture Director	7/8 October 2026	
Information Security Policy	GM Operations	26/27 November 2026	
Diversity Equity and Inclusion Policy	People and Culture Director	26/27 November 2026	
Flexible Working Policy	People and Culture Director	26/27 November 2026	

### Key risks

Risk title	Description	Potential consequences	Current mitigation	Comments
Adhoc policy reviews	Policies require prioritisation and without a review	Policies may not be reviewed in a timely manner	Proposed policy review schedule, as outlined above	

Risk title	Description	Potential consequences	Current mitigation	Comments
	schedule this will be uncoordinated			

# Manukau Institute of Technology and Unitec Council meeting

## Resolution to exclude the public

It will be moved by the Chair 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 that Manukau Institute of Technology and Unitec 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	Council members' induction programme	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11	Administration	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
12	Correspondence	Section 9(2)(i) OIA
13	Safety report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
14	Executive Director's report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
15	Transition / integration report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
16	Minutes of Academic Committee meeting on 3 December 2025	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
18	Approval of policies	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA
19	Financial dashboard and report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
20	Status of external audit recommendations	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
21	International and domestic students report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
22	People and Culture report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
23	Digital and cyber report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
24	Stakeholder (business and community) engagement report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
25	Legal matters	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
26	Other business	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

And that certain employees of MIT and Unitec, namely

- Peseta Sam Lotu-liga
- Simon Bilton
- Kristine Brothers
- Martin Carroll
- Christine Hutton
- Kara Hiron

and that:

- Bhav Dhillon
- Peter Parussini

be permitted to remain at the meeting, after the public has been excluded, because of their specific knowledge in relation to the above items. This knowledge, which will be of assistance in relation to the matters above to be discussed, is relevant to those matters because they may have assisted or will assist in the progression of such matters.

### Interests

Section(s)	Interest(s)
Section 9(2)(a)	protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(i)	protect information where the making available of the information would disclose a trade secret.
Section 9(2)(b)(ii)	protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.
Section 9(2)(ba)(i)	protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.
Section 9(2)(ba)(ii)	protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely otherwise to damage the public interest.
Section 9(2)(c)	avoid prejudice to measures protecting the health or safety of members of the public.
Section 9(2)(d)	avoid prejudice to the substantial economic interests of New Zealand.
Section 9(2)(e)	avoid prejudice to measures that prevent or mitigate material loss to members of the public.
Section 9(2)(f)(i)	maintain the constitutional conventions for the time being which protect the confidentiality of communications by or with the Sovereign or [his] representative.
Section 9(2)(f)(ii)	maintain the constitutional conventions for the time being which protect the collective and individual ministerial responsibility.
Section 9(2)(f)(iii)	maintain the constitutional conventions for the time being which protect the political neutrality of officials.
Section 9(2)(f)(iv)	maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.

Section(s)	Interest(s)
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)(h)	maintain legal professional privilege.
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).
Section 9(2)(k)	prevent the disclosure or use of official information for improper gain or improper advantage.