

Te Pūkenga July 2023 Council Meeting

Schedule	Wednesday 5 July 2023, 9:30 — 14:30 NZST
Venue	MITO Boardroom, Level 3, 50 Customhouse Quay, Wellington / https://vocationaleducation.zoom.us/j/85252638555?from=addon
Organiser	Rebecca Donne

Agenda

Karakia timatanga

Presented by Kim Ngārimu

 Te Pūkenga Karakia Opening.pdf 1

Agenda

 00. July 2023 Te Pukenga Council meeting agenda.pdf 2

1. Welcome/Apologies/Notices 5
Presented by Murray Strong

9:30 2. Administration 6
Presented by Murray Strong

2.1. Council membership, calendar and schedule of committees
For Reference

 02.1A Te Pukenga Council member terms.pdf 7

 02.1B 2023 Governance calendar as at 29 June 2023.pdf 8

 02.1C Schedule of Committee membership and meeting dates.pdf 9

2.2. Register of interests
For Reference

 02.2 Register of Interests.pdf 15

2.3. Open minutes (draft) of the meeting held 7 June 2023

	(ordinary meeting)	
	For Approval	
	 02.3 Te Pukenga Council June 2023 Open Minutes cover note.pdf	18
	 02.3.1 Te Pukenga Council Minutes Open minutes June 2023.pdf	19
<hr/>		
	2.4. Open action list	
	For Reference	
	 02.4 Open action list Council.pdf	23
<hr/>		
9:35	3. Chief Executive's report	
	For Report - Presented by Peter Winder	
	 03 Chief Executive's report - OPEN.pdf	24
<hr/>		
9:40	4. Reports from Committees	29
<hr/>		
	4.1. Open minutes from Interim Kaimahi Advisory Committee held 23 June 2023	
	 04.1 Interim Kaimahi Advisory Committee - Open Minutes - 23 June 2023 (Unconfirmed).pdf	30
<hr/>		
	5. Correspondence	32
<hr/>		
	5.1. Nil	33
<hr/>		
9:45	6. Any other business (open)	34
<hr/>		
	7. Resolution to exclude the public	
	For Approval - Presented by Murray Strong	
	 07. Resolution to exclude the public.pdf	35
<hr/>		
9:50	8. Administration	39
	Presented by Murray Strong	
<hr/>		

	8.1. Confidential minutes (draft) of the meeting held 7 June 2023 (ordinary meeting) For Approval	
	 07.1 Te Pukenga Council June 2023 Confidential Minutes cover note.pdf	40
	 07.1.1 Te Pukenga Council Minutes Closed minutes June 2023.pdf	41
<hr/>		
	8.2. Confidential action list For Reference	
	 07.2 Confidential action list Council.pdf	50
	 07.2.1 Reply to Council question re corrections.pdf	52
<hr/>		
	9. Strategy / Risk and Compliance	54
<hr/>		
10:00	9.1. Learner Voice and Partnering Policy For Approval - Presented by Andrew McSweeney and Megan Gibbons	
	 10.4 LVP Policy cover paper.pdf	55
	 10.4.1 Appendix 1 - Draft Learner Voice and Partnering Policy July 2023.pdf	61
<hr/>		
10:05	9.2. Mahere Haumi Investment Plan 2024 – 2026 For Approval - Presented by Megan Gibbons	
	 12.4 Initial Draft Mahere Haumi Investment Plan 2024- 2026.pdf	67
	 12.4.1 Initial Draft Mahere Haumi Investment Plan 2024 - Council copy.pdf	73
<hr/>		
10:25	Whakatā Break (morning tea)	151
<hr/>		
	10. Monthly reports	152
<hr/>		
10:45	10.1. Chief Executive's report For Discussion - Presented by Peter Winder	
	 08.1 Chief Executive's report - CLOSED.pdf	153

	 08.1.2 TTWP Report June 2023.pdf	162
11:45	10.2. Wellbeing and Safety monthly report For Report - Presented by Keri-Anne Tane	
	 08.2 Wellbeing and Safety Council Monthly report May 2023.pdf	164
12:05	10.3. Operational risk For Report	
	 08.3 Operational Risks July 23.pdf	170
12:10	Whakatā Break (lunch)	172
	11. Financial Reports	173
12:40	11.1. Te Pūkenga Consolidated Financials May 2023 update For Approval - Presented by Michelle Teirney	
	 09.1 Finance Report May 2023.pdf	174
	 09.1.1 Group Consolidation Summary - May 23.pdf	181
12:45	12. Risk and compliance	185
	12.1. Contentious legal matters Presented by Ziena Jalil	
	 10.1 Contentious Legal Matters cover report.pdf	186
	 10.1.1 Contentious Matters Report - 30 June 2023.pdf	188
	12.2. WorkSafe NZ Prosecution – Toi Ohomai Business Division Presented by Ziena Jalil and Keri-Anne Tane	
	 10.2 Toi Ohomai WorkSafe .pdf	201
	 10.2.1 Advice on merits of charge.pdf	206
	12.3. Winding up of WelTec Enterprises Ltd Presented by Michelle Teirney	

	 10.3 Winding up of WelTec Enterprises - July 2023.pdf	213
	 10.3.1 ResolutionToCloseWelTecEnterprisesLimited.pdf	216
<hr/>		
	13. Strategy	217
<hr/>		
13:05	13.1. DPMC implementation unit stocktake of Te Pūkenga Presented by Ziena Jalil	
	 11.1 DPMC Implementation Unit stocktake of Te Pūkenga.pdf	218
	 11.1.1 Te Pukenga Stocktake_FINAL.pdf	221
<hr/>		
13:15	13.2. Financial Strategy For Approval - Presented by Michelle Teirney	
	 11.3 Te Pūkenga Finance Strategy cover report.pdf	236
	 11.3.1 Te Pūkenga Finance Strategy June 2023.pdf	237
<hr/>		
13:20	13.3. Approval of Finance Management Information System (FMIS) Partner Presented by Michelle Teirney	
	 13.3 Approval of FMIS Partner.pdf	257
	 13.3.1 Appendix 1 - Letter from Minister.pdf	263
	 13.3.2 Appendix 2 -FMIS Supplier Recommendation Report June 2023.pdf	265
	 13.3.3 Appendix 3 -How Will The Finance Programme Be Governed.pdf	279
	 13.3.4 Appendix 4 -How Will The FMIS Project Be Managed.pdf	280
	 13.3.5 Appendix 5 - Implementation Timeline.pdf	281
<hr/>		
13:35	14. Reports from and relating to Committees	282
<hr/>		
	14.1. Minutes from Interim Learner Advisory Committee held 21 June 2023 For Report - Presented by Jordan Gush	
	 14.1 DRAFT Minutes of June ILAC.pdf	283
<hr/>		

14.2. Minutes from closed session of Komiti Māori held 22 June 2023 For Report - Presented by Josie Keelan	
 12.2 Komiti Māori June 2023 Draft Minutes.pdf	287
<hr/>	
14.3. Report and minutes from Interim Kaimahi Advisory Committee held 23 June 2023 For Report - Presented by Heath Sawyer	
 14.3 report to Council on IKAC meeting 23 June 2023.pdf	292
 14.3.1 Interim Kaimahi Advisory Committee - Closed Minutes - 23 June 2023 (Unconfirmed).pdf	295
<hr/>	
14.4. Report from Health Safety and Wellbeing Committee held 26 June 2023 For Report - Presented by Sam Huggard	
 14.4 Council report from June 2023 Health Safety and Wellbeing Committee.pdf	297
<hr/>	
15. Correspondence (inwards) For Reference	300
<hr/>	
15.1. Nil	301
<hr/>	
16. Correspondence (outwards) For Reference	302
<hr/>	
16.1. Nil	303
<hr/>	
17. Any Other Business (confidential)	304
<hr/>	
Karakia whakakapi and close of meeting Presented by Sam Huggard	
 Te Pūkenga Karakia Closing.pdf	305
<hr/>	

Te Pūkenga Karakia

Whakarongo rā e Rongo
ki Te Pūkenga
te manawa nei
ki te rongo taketake
te whiwhia, te rawea
te whiwhi-ā-nuku
whiwhi-ā-rangi
i takea mai i te kāhui o ngā ariki.

kia tūturu ka whakamau ai kia tīnā,
Tīnā!
Hui e?
Tāiki e!

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy,
the gifts of the earth
and the heavens
bequests of a higher order.

and bind them firmly.
Firmly!
Do we all concur?
We concur!

Ngā take o te hui | Meeting agenda

Taipitopito | Details

Te rā Date	Wednesday 5 July 2023
Te wā Time	9.30am – 4pm
Te wāhi Location	Boardroom, MITO, Level 3, 50 Customhouse Quay, Wellington

Te hunga i tae mai | Attendance

Ngā tāngata i tae atu Attendees	Bill Moran, Heath Sawyer, Jeremy Morley, John Brockies*, Jordan Gush, Kim Ngārimu, Murray Strong, Sam Huggard, Sue McCormack, Tagaloatele Peggy Fairbairn-Dunlop, Teorongonui Josie Keelan*
Ngā tāngata i tamō Apologies	
In attendance	Peter Winder (Chief Executive), ELT, Garth Gulley (Wellbeing and Safety Director, item 10.2 and 12.2), Kara Hiron* (Director Legal, item 12), James Smith (Regional Finance Director, item 12.3 and 13.3)
Heamana Chair	Murray Strong
Ngā meneti Minutes	Rebecca Donne (Council Secretary)

Attendees marked * are attending via Zoom

Rārangi take | Open Agenda

Nama take Agenda item
Karakia timatanga
1. Welcome/apologies/notices
2. Administration
2.1. Council membership, calendar and schedule of committees
2.2. Register of interests
2.3. Minutes (draft) of the meeting held 7 June 2023 (ordinary meeting)
2.4. Ngā mahi hei Actions (open)
3. Chief Executive's report

4. Reports from Committees
4.1. Open minutes from Interim Kaimahi Advisory Committee held 23 June 2023
5. Correspondence (open)
5.1. Nil
6. He take atu anō Any other business (open)
7. Resolution to exclude the public

Rārangi take | Closed Agenda

Nama take Agenda item	
8. Administration	
8.1.	Minutes (draft) of the public excluded meeting held 7 June 2023 (ordinary meeting)
8.2.	Ngā mahi hei Actions (confidential)
9. Strategy / Risk and compliance¹	
9.1.	Learner Voice and Partnering Policy
9.2.	Initial Draft Mahere Haumi Investment Plan 2024 – 2026
Whakatā Break (morning tea)	
10. Monthly reports	
10.1.	Chief Executive's report
10.2.	Wellbeing and Safety monthly report
10.3.	Operational risk
Whakatā Break (lunch)	
11. Financial reports	
11.1.	Te Pūkenga Financial Report – May 2023

¹ These items are being held out of order on the agenda to allow Andrew McSweeney and Megan Gibbons to be able to attend before 11am when they need to present at the WITT campus on the organisational change consultation.

12. Risk and compliance
12.1. Contentious legal matters
12.2. WorkSafe NZ Prosecution – Toi Ohomai Business Division
12.3. Winding up of WellTec Enterprises Ltd
13. Strategy
13.1. DPMC Implementation Unit stocktake of Te Pūkenga
13.2. Finance strategy
13.3. Approval of Finance Management Information System (FMIS) Partner
14. Reports from Committees
14.1. Minutes from Interim Learner Advisory Committee held 21 June 2023
14.2. Minutes from Komiti Māori held 22 June 2023
14.3. Report and closed minutes from Interim Kaimahi Advisory Committee held 23 June 2023
14.4. Report from Health Safety and Wellbeing Committee held 26 June 2023
15. Inwards correspondence (confidential)
15.1. Nil
16. Outwards correspondence (confidential)
16.1. Nil
17. He take atu anō Any other business (confidential)
Karakia whakakapi
Mutu ai te hui Meeting closes

1. Welcome/Apologies/Notices

Presented by Murray Strong

2. Administration

Presented by Murray Strong

Te Pūkenga Council member terms

Member	Start date	Current term ends	Appointed by
Murray Strong (Chair)	1 April 2020	31 March 2024	Minister of Education
Heath Sawyer	4 October 2021	The earlier of either: i. the election of the Kaimahi Advisory Committee, due to take place in Q3 2023; or ii. 30 September 2023.	Interim Staff Committee nomination
Jordan Gush	4 October 2021	The earlier of either: i. the election of the Learner Advisory Committee, due to take place in Q3 2023; or ii. 30 September 2023.	Interim Learner Committee nomination
Dr Teorongonui Josie Keelan	2 November 2021	The earlier of either: i. the appointment of members of the Māori advisory committee as required by s.325(1) of the Education and Training Act 2020; or ii. 30 September 2023	Komiti Māori nomination
Kim Ngārimu	1 April 2020	31 March 2024	Minister of Education
John Brockies	18 June 2020	31 March 2024	Minister of Education
Tagaloatele Peggy Fairbairn-Dunlop	1 April 2021	31 March 2025	Minister of Education
Jeremy Morley	1 September 2022	31 August 2025	Minister of Education
Sam Huggard	1 April 2020	31 March 2026	Minister of Education
Sue McCormack (Deputy Chair)	1 April 2023	31 March 2027	Minister of Education
Bill Moran	1 April 2023	31 March 2027	Minister of Education

2.1. Council membership, calendar and schedule of committees

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
S	1 New Year's Day									1			S
M	2 Day After New Year's Day				1					2			M
T	3 New Year's Day Observed				2 ILAC / TPA - RMRPG			1 TPA - RMRPG		3 TPA - RMRPG			T
W	4	1	1 Council meeting		3 Council meeting / Te Poari Akoranga			2 Council meeting		4 Council meeting	1 Council meeting		W
T	5	2			4 Council workshop / RemCo	1		3		5 TPA - AKO	2 TPA - AKO		T
F	6	3	2		5 IKAC	2		4	1	6	3	1	F
S	7	4	3	1	6	3	1	5	2	7	4	2	S
S	8	5	4	2	7	4	2	6	3	8	5	3	S
M	9	6 Waitangi Day	5	3	8	5 King's birthday		7	4	9	6	4 Westland anniversary	M
T	10	7 TPA - RMRPG	6	4 TPA - RMRPG	9	6	4 TPA - RMRPG	8	5 TPA - RMRPG	10 TPA - QUALITY	7 TPA - RMRPG	5 TPA - RMRPG	T
W	11	8 TPA - QUALITY	7	5 Council meeting / TPA - QUALITY	10 Te Poari Akoranga	7 Council meeting	5 Council meeting / TPA QUALITY	9 TPA - QUALITY	6 Council meeting	11	8 TPA - QUALITY	6 Council meeting	W
T	12	9 Council meeting	8	6	11 Komiti Māori	8		10	7 Council workshop / TPA Ōritetanga	12	9	7	T
F	13	10	9	7 Good Friday	12	9	6	11	8	13	10	8	F
S	14	11	10	8	13	10	7	12	9	14	11	9	S
S	15	12	11	9	14	11	8	13	10	15	12	10	S
M	16	13	12 Taranaki anniversary	10 Easter Monday	15	12	9	14	11	16	13	11	M
T	17	14	13	11 Southland anniversary	16	13	10	15	12	17	14	12	T
W	18	15 TPA - APPROVALS	14		17 TPA - APPROVALS	14	12 Te Poari Akoranga	16 Te Poari Akoranga	13 TPA - QUALITY	18 TPA - APPROVALS & Ōritetanga	15 TPA - APPROVALS	13 TPA - QUALITY	W
T	19	16 TPA - AKO	15	13 TPA - AKO	18 TPA - AKO	15		17	14	19	16 TPA Ōritetanga	14	T
F	20	17	16	14	19	16 TPA - QUALITY	14 Matariki	18	15	20 Hawke's Bay anniversary	17 Canterbury anniversary	15	F
S	21	18	17	15	20	17	15	19	16	21	18	16	S
S	22	19	18	16	21	18	16	20	17	22	19	17	S
M	23 Wellington Anniversary	20	19 Otago anniversary	17	22	19	17	21 TPA Ōritetanga	18	23 Labour Day	20	18	M
T	24	21	20	18	23	20	18	22	19	24 Learner Advisory Committee	21	19	T
W	25 Q4 report out of cycle	22 RAC / FinCap / Te Poari Akoranga	21 TPA - APPROVALS	19 ILAC / TPA - APPROVALS	24	21 ILAC	19 TPA - APPROVALS	23 ILAC / TPA - APPROVALS	20 Te Poari Akoranga	25 Fincap - Q3 Report / Te Poari Akoranga	22 Te Poari Akoranga	20 TPA - APPROVALS	W
T	26 TPA - AKO	23	22	20 Komiti Māori	25	22 AC (KM) / TPA - AKO	20	24 Komiti Māori	21	26 Komiti Māori	23 HSW	21	T
F	27	24 TPA - APPEALS	23		26	23 IKAC / TPA - RMRPG	21 FinCap	25 IKAC	22 HSW	27 Kaimahi Advisory Committee	24	22	F
S	28	25	24	22	27	24	22	26	23	28	25	23	S
S	29	26	25	23	28	25	23	27	24	29	26	24	S
M	30 Auckland/Nelson Anniversary	27	26	24	29	26 HSW	24 RemCo	28	25 South Canterbury anniversary	30 Marlborough anniversary	27 Chatham Islands anniversary	25 Christmas Day	M
T	31	28	27	25 ANZAC day	30	27	25	29	26	31	28	26 Boxing Day	T
W			28	26 RAC / Fincap - Q1 & annual report	31 FinCap	28 TPA - Approval and Appeals	26	30 RAC / Fincap - Q2 report	27 Fincap / TPA - APPROVALS		29 Fincap / RAC	27	W
T			29	30 RemCo		29	27 TPA - AKO	31 TPA - AKO	28 RemCo		30 RemCo	28	T
F			30			30	28		29			29	F
S			31				29		30			30	S
S							30					31	S
M							31						M

Weekends / Public Holidays
School Holidays

Council meeting / workshop
FinCap
(Finance and Capital Investment Committee)

FinCap / Risk and Audit Committee
RemCo
(Appointment and Remuneration Committee)

Health Safety & Wellbeing
Te Poari Akoranga & Committees

ILAC / LAC
IKAC / KAC
Komiti Māori
Learner Advisory Committee
Kaimahi Advisory Committee

2023 Schedule of Te Pūkenga Council and Committee meetings

As at 29 June 2023

Council

Month	Date	Day	Meeting	Activity	Venue
February	9 Feb	Wed	Council	Ordinary Meeting	Zoom
March	1 March	Wed	Council	Ordinary Meeting	Zoom
April	5 April	Wed	Council	Ordinary Meeting	Zoom
May	3 May	Wed	Council	Ordinary Meeting	MIT, Auckland
	4 May	Thurs	Council	Workshop	MIT, Auckland
June	7 June	Wed	Council	Ordinary Meeting	Competenz, Auckland
July	5 July	Wed	Council	Ordinary Meeting	MITO, Wellington
August	2 Aug	Wed	Council	Ordinary Meeting	Zoom
September	6 Sept	Wed	Council	Ordinary Meeting	Christchurch (TBC)
	7 Sept	Thurs	Council	Workshop	Christchurch (TBC)
October	4 Oct	Wed	Council	Ordinary Meeting	In person (location TBC)
November	1 Nov	Wed	Council	Ordinary Meeting	In person (location TBC)
December	6 Dec	Wed	Council	Ordinary Meeting	TBC

Committees

Finance and Capital Investment Committee

Name and role	Meeting dates	Venue
1. Jeremy Morley, Chair 2. Bill Moran, Member 3. Josie Keelan, Member 4. John Brockies, Member 5. Murray Strong, Ex-officio member	22 February 2023	Zoom
	29 March 2023	Zoom
	26 April 2023	Zoom
	31 May 2023	MITO, Wellington
	21 July 2023	MIT, Auckland
	30 August 2023	Zoom
	27 September 2023	Auckland
	25 October 2023	Zoom
	29 November 2023	TBC (in person)

Risk and Audit Committee

Name	Role	Meeting dates
1. John Brockies	Chair	22 February 2023
2. Jeremy Morley	Member	29 March 2023
		26 April 2023
3. Sue McCormack	Member	30 August 2023
		29 November 2023
4. Murray Strong	Ex-officio member	

Appointment and Remuneration Committee

Name	Role	Meeting dates
1. Sue McCormack	Chair	30 March 2023
		4 May 2023
2. Kim Ngārimu	Member	24 July 2023
		28 September 2023
3. Murray Strong	Member	30 November 2023

Health, Safety and Wellbeing Committee

Name	Role	Meeting dates
1. Sam Huggard	Chair	29 March 2023
2. Peggy Fairbairn-Dunlop	Member	26 June 2023 22 September 2023
3. Josie Keelan	Member	23 November 2023
4. Heath Sawyer	Member	
5. Murray Strong	Ex-officio member	

Advisory Committees

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates
1. Jordan Gush	Co-Chair	19 April 2023
2. Dahrian Watene	Co-Chair	2 May 2023 21 June 2023
3. Henry Geary	Member	23 August 2023
4. Nina Lee Griffith	Member	
5. Ihongaro	Member	
6. Skyla Flower	Member	
7. Cecily Zhou	Member	

Learner Advisory Committee (LAC)

Name	Role	Meeting dates
1. TBC x 8		24 October 2023

Interim Kaimahi Advisory Committee (IKAC)

Name	Role	Meeting dates
1. Heath Sawyer	Co-Chair	5 May 2023
2. Warwick Shillito	Co-Chair	23 June 2023 25 August 2023
3. Andrea Armstrong	Member	
4. Ang Cooper	Member	
5. Barry Paterson	Member	
6. Craig Ludlow	Member	
7. Henry Ma'alo	Member	
8. Ian McDonald	Member	
9. Jessica Costall	Member	
10. Jody Takimoana	Member	
11. Linda Aumua	Member	
12. Mary-Liz Broadley	Member	
13. Ramari Raureti	Member	
14. Rhys Thurston	Member	
15. Scott Casley	Member	
16. Keri Youngman	Member	
17. Ali Bahmad	Member	

Kaimahi Advisory Committee (KAC)

Name	Role	Meeting dates
1. TBC x 8		27 October 2023

Komiti Māori | Interim Māori Advisory Committee

Name	Role	Meeting dates
1. Teorongonui Josie Keelan	Co-Chair	20 April 2023 11 May 2023
2. Bentham Ohia	Co-Chair	22 June 2023 24 August 2023
4. Glenda Taituha	Member	
5. Jasmine Te Hira	Member	
6. Dahrian Watene	Member (ILAC Rep)	

Māori Advisory Committee

Name	Role	Meeting dates
1. TBC	TBC	26 October 2023 (Tentative)

Te Poari Akoranga

Name	Role	Meeting dates
1. Megan Gibbons	Co-Chair	22 February 2023 29 March 2023
2. Kieran Hewitson	Co-Chair	10 May 2023 12 July 2023
3. Michael Alford	Member (Co-Chair Te Ohu Whakahaere Ako)	16 August 2023 20 September 2023
4. Linda Aumua	Member (IKAC Rep)	25 October 2023 22 November 2023
5. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)	
6. Te Urikore Biddle	Member (Chair Te Ohu Whakahaere Ōritetanga)	
7. Mary-Liz Broadley	Member (IKAC Rep)	
8. Glynnis Brook	Member (Co-Chair Te Ohu Whakahaere [Academic] Appeals)	

9. Te Wai Collins	Member (Co-Chair Te Ohu Whakahaere Ako)	<p>Also note Te Poari Akoranga sub-committees TPA - RMRPG, TPA - AKO, TPA - QUALITY, TPA - APPROVALS, TPA - APPEALS, TPA – ORITETANGA meet on dates noted in the Governance Calendar</p>
11. Henry Geary	Member (ILAC Rep)	
12. Annemarie Gillies	Member (Co-Chair Te Ohu Whakahaere Rangahau Māori, Research and Postgraduate)	
13. Kim Isherwood	Member (Co-Chair Te Ohu Whakahaere Quality)	
14. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	
15. Doug Pouwhare	Member (Co-Chair Te Ohu Whakahaere Approvals)	
16. Jasmine Te Hira	Member (Kōmiti Maori Rep)	
17. Deborah Young	Member (Co-Chair Te Ohu Whakahaere Quality)	
18. Peggy Fairbairn-Dunlop	Non-speaking member	
19. Patrick Hape	Member (Co-Chair Te Ohu Whakahaere Ōritetanga)	
20. Marama Rawiri	Member (Co-Chair Te Ohu Whakahaere Appeals)	

Te Pūkenga Council Register of Interests

As at 1 July 2023

Name	Interest	Nature of Interest
Murray Strong Chair	Centre of Digital Excellence of NZ Ltd	Chairman
	Southern Digital Transformation Programme – Te Whatu Ora	Chairman
Sue McCormack Deputy Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Heath Sawyer Member	Te Pūkenga staff member	Employee
Jordan Gush Member	Te Pūkenga: BCITO	Enrolled learner
	Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga	Uncle
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
Kim Ngārimu Member	Medical Council of New Zealand	Council member
	Waitangi Tribunal	Member
	Te Māngai Pāhō Māori Broadcasting Funding Agency	Board member
	NTK Limited and Tāua Ltd	Director and shareholder
	Herewini Te Koha, Previous CE of Te Rūnanganui o Ngāti Porou, signatory to regional submissions on RoVE	Ex-Husband
	Evolution Healthcare	Director

2.2. Register of interests

	Ministry of Health and Waka Kotahi (consulting contracts with Tāua Ltd)	Consultant
	Nursing Council	Governance Advisor
John Brockies Member	Resolve Group Ltd	Director
	Walworth Ltd	Director
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	UNESCO	Contractor
	Vinepa Trust	Patron, Board Member
Jeremy Morley Member	Wellington Free Ambulance	Contractor
	Te Kupenga – Catholic Leadership Institute (A registered PTE)	Contractor
	Racing New Zealand	Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	YW/Petone Hockey Club Inc	Treasurer
	Wellington Over 60s Cricket	Treasurer
Sam Huggard Member	350 Aotearoa Charitable Trust	Trustee
	Ministerial Strategic Advisory Group on Trade	Member
	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran Member	High Performance Sport New Zealand	Chair until 30 June 2023 Director from 1 July 2023
	WorkSafe NZ	Deputy Chair
	Southern Generation LP	Chair
	Pioneer Energy	Director
	Chamber Music at the World's Edge Trust USA	Chair
	Youthtown Inc	Trustee

2.2. Register of interests

Youthtown Foundation	Trustee
Sky City Casino Charitable Trust Queenstown	Trustee
Parliamentary Education Trust	Trustee
New Zealand Symphony Orchestra Foundation	Trustee
Iti Kōpara Charitable Trust	Trustee

Pūrongo Kaunihera a Te Pūkenga | Council Report

5 July 2023

Title	Minutes of the Open Council meeting held 7 June 2023
Provided by	Rebecca Donne, Council Secretary
For	Approval

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Approve the Open minutes of Te Pūkenga Council meeting held 7 June 2023 as a true and correct record.
----	---

Minutes of a meeting of the Council of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga Council)

**Held on Wednesday 7 June, 2023 at 11:00am at
Competenz Offices, Newmarket, Auckland**

Present: Murray Strong (Chair), Sue McCormack (Deputy Chair), Bill Moran, Heath Sawyer, Jeremy Morley, Jordan Gush, Kim Ngārimu, Sam Huggard, Tagaloatele Peggy Fairbairn-Dunlop.

In Attendance: Peter Winder (Chief Executive), Rebecca Donne (Council Secretary), Ziena Jalil (Chief of Staff), Paora Ammunson (Deputy Chief Executive Tiriti Outcomes items 1-6 and 13.6), Megan Gibbons (Deputy Chief Executive Academic Centre and Learning Systems, items 4.1 and 13.5) Keri-Anne Tane (Chief People Officer, item 9.2), Garth Gulley (Wellbeing and Safety Director, item 9.2), Phil O’Callaghan (Financial and Commercial Advisor, item 10.), Andrew McSweeney (DCE Learner and Employer Engagement and Experience, item 12.1), and Diana Law (Pastoral Care Code Project Lead, item 12.1)

Apologies: John Brockies, Teorongonui Josie Keelan

Open minutes

1. Welcome/Apologies/Notices

The Chair welcomed everyone to the meeting and noted apologies from John Brockies and Teorongonui Josie Keelan.

2. Administration

2.1. Council Calendar and Schedule of Committees

Noted.

2.2. Register of Interests

The register of interests was noted. The Chair noted a potential conflict of interest with the company involved in the workplace accident that occurred at Christchurch Botanic Gardens.

2.3. Minutes of previous meeting held 3 May 2023

RESOLVED (M. Strong/B. Moran)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 3 May 2023 as a true and correct record.

CARRIED

There were no matters arising from the minutes.

2.4. Action List – Open

- There was no update to provide regarding the whakataukī.

3. Chief Executive's Report

RESOLVED (M. Strong/J. Gush)

That Te Pūkenga Council (the Council) note the update on current issues, key achievements and highlights arising during the reporting period.

CARRIED

4. Reports from Committees

4.1. *Open minutes (draft) from Te Poari Akoranga held 10 May 2023.*

The Council received the draft minutes of the open meeting of Te Poari Akoranga held 10 May 2023.

5. Correspondence

5.1. *Letter of Expectations for Te Pūkenga from The Minister of Education, received 16 May 2023*

The Council received the correspondence and sought reassurance that Te Pūkenga is aligned to the updated letter. The Chair and Chief Executive are preparing a response to be sent later this month.

5.2. *Concerns on representation model for Learner Advisory Committee from the Interim Learner Advisory Committee (ILAC), received 1 June 2023*

The Council received the correspondence. The Co-Chair of the Interim Learner Advisory Committee (ILAC) highlighted that ILAC would like specific groups to have representation on the permanent committee as it is currently difficult for learners to navigate the regional system and there is a concern about a lack of learner leadership for workplace learners. The Council noted that the role of ILAC and the permanent committee will continue to be a funnel for all learner voices and feedback. The Chair thanked ILAC members for their continued work.

7. Formal Motion for Moving into Committee

RESOLVED (M. Strong/T.P. Fairbairn-Dunlop)

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 Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) 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)
8.	Administration	
8.1.	Minutes from public excluded meeting held 3 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

2.3. Open minutes (draft) of the meeting held 7 June 2023 (ordinary meeting)

Item	General subject of each matter to be considered	Section(s)
8.2.	Confidential action list	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.	Monthly Reports	
9.1.	Chief Executive's Report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.2.	Wellbeing and Safety monthly report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.3.	Operational risk	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.	Financial Reports	
10.1.	Te Pūkenga Financial Report – April 2023	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.2	2023 Financial Forecast	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.3	Financial Strategy	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.4	10 Udy Street, Petone – Sale and Purchase Agreement	Section 9(2)(i) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.	Strategy	
11.1	Investment plan update	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.2	Response to updated letter of expectations	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
11.3	Transformation update	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
12.	Risk and Compliance	
12.1.	Pastoral Code Self Report	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
13.	Reports from Committees	
13.1	Reappointment of Cecily Zhou to Interim Learner Advisory Committee	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.2	Changes to Advisory Committee members	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.3	Report from Appointment and Remuneration Committee held 4 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

2.3. Open minutes (draft) of the meeting held 7 June 2023 (ordinary meeting)

Item	General subject of each matter to be considered	Section(s)
13.4	Minutes from Interim Kaimahi Advisory Committee held 5 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.5	Closed minutes (draft) from Te Poari Akoranga held 10 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.6	Report and minutes from Komiti Māori held 11 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.7	Report and recommendations from Finance and Capital Investment Committee held 31 May 2023	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
16.	Any other closed business	Section 9(2)(a) OIA Section 9(2)(i) OIA Section 9(2)(g)(i) OIA

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(g)(i) OIA	To maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Ziena Jalil, Keri-Anne Tane, Garth Gulley, Phil O'Callaghan, Megan Gibbons, Andrew McSweeney, and Diana Law 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 have assisted in the progression of such matters.

CARRIED

The open session meeting closed at 11.20am and moved into closed session at 11.27 am.

The closed session meeting closed at 4.00pm and moved back into open session.

6. Any other business (open)

The Council acknowledged that Toa Faneva (Te Pūkenga Regional Co-Lead Rohe 1) has been made a Member of the New Zealand Order of Merit for services to Māori in the King's Birthday honours.

The meeting closed at 4.02pm.

Te Pūkenga Council Meeting
Action items as at 30 June 2023

Meeting Date	Agenda item	Action Type	Action No	Action	Assigned To	Status	Deadline	Update
29-Aug-22	5.1	Open	1	Management to consider an update to the whakatauki as an opportunity to update this to be inclusive of work-based learning	Paora Ammunson	Open	7 June 2023	

Pūrongo Kaunihera a Te Pūkenga | Council Report

5 July 2023

Title	Chief Executive's Report to Council – Open Session
Provided by	Peter Winder, Tumuaki Chief Executive
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report titled 'Chief Executive's Report to Council – Open Session'; and
b.	Note the update on current issues, key achievements and highlights arising during the reporting period.

Kōrero Whakapōpoto | Executive Summary

Since the last Council meeting, Te Pūkenga has advised kaimahi of the formal consultation on the next phase of the implementation of the operating structure which commenced the week of 12 June 2023. The next phase includes kaimahi in the Ako Delivery, Academic Centre, and Learning Systems (ACLS), Learner and Employer Experience and Attraction (LEEA), Te Tiriti Outcomes and Office of the Chief Executive (OCE) business groups.

It has been a challenging period for many kaimahi, and we have followed a careful process in informing kaimahi about the consultation and change proposal. We have been reiterating that this is still a proposal, and no roles are confirmed to be disestablished. We are encouraging kaimahi to continue to talk with their local People, Culture and Wellbeing (PCW) leaders or managers and ensure that they have access to the support they need.

The announcement of the change proposal attracted significant media attention as expected, including some blatant misinformation from certain parties. We have pushed back on this and sought corrections where this has been the case. I was also interviewed by AM (TV3) and Morning Report (RNZ) and these were good opportunities to provide a bit more perspective and dispel some myths – for example our restructure isn't driven by cost blowouts, rather to give life to our vision and bring together 24 entities into one more efficient and streamlined organisation.

Since my last update to you, we confirmed the final regional co-lead, and we held a hui bringing all senior leaders together in Te Whanganui-a-Tara | Wellington on 12 June 2023. This was a good opportunity to brief our leaders on the change proposal and equip them with information so they can lead discussions at local and regional levels and provide support to their teams.

Te Pūkenga received a funding boost from the Government for Level 7 (degree) qualifications and above for 2024 and 2025, along with other tertiary education institutions who deliver higher education programmes.

This week, I joined the Prime Minister's trade delegation to China, visiting Beijing and Shanghai. This is a significant opportunity to convey to our Chinese partners that we are open for business and to progress the renewal of a key partnership with a Chinese institution. It is also a useful opportunity to talk with the leaders of Aotearoa New Zealand's major businesses, who are on the delegation, about how we can best support their training and workforce development needs.

Ngā mahi matua i te wā o te pūrono | Key activity during reporting period

During the past reporting period, we commenced Tāraia te anamata | Creating our futures consultation on the change proposal. The proposed new structure has a strong focus on regional leadership and local delivery. Our change proposal outlines more than 550 new roles, available throughout the country, with several regional and local leadership positions to recognise the importance of local knowledge.

Many of the impacted positions are at management level as we aim to reduce duplication and create a more streamlined and efficient organisation. The change proposal does not impact the direct delivery of teaching and training and we are committed to ensuring that ākonga continue to receive high quality skills and qualifications and a good experience with us.

Kaimahi whose roles are potentially significantly impacted by the proposals were informed in kanohi ki te kanohi (face-to-face) meetings.

This was followed by several hui on 15 and 16 June 2023 that were open to all 10,000 kaimahi across the motu, to give them an opportunity to hear about the proposals and the consultation process. All kaimahi have online access to documents outlining the full details of the proposals, including roles impacted as well as new roles.

In addition, further face-to-face and online meetings are continuing to take place with myself and the Executive Leadership Team visiting nearly 40 campuses and offices around the country during the remaining weeks of the formal consultation.

On 12 June 2023, we brought Te Pūkenga senior leaders (Executive Leadership Team, Regional Co-Leads, National Ako Network Directors, and directors of the enabling functions) together for the first time in Pōneke. It was good to finally meet in person and get to know each other. We briefed them on the proposed changes, shared key messages and approaches for supporting them and their kaimahi during the consultation, and listened to their insights. It will be important for our leaders to be able to consult with impacted kaimahi, while championing the change, and supporting their people through the consultation process by ensuring that they understand the rationale for the change and what it means for them and their teams.

At this stage, our priority is to ensure that kaimahi are informed and understand they can provide feedback on the proposal. We are also having regular briefings with the unions who are supporting kaimahi and will also meet with ākonga associations.

We are also keeping key stakeholders informed about the change proposal including the Minister of Education (Minister), Tertiary Education Commission, Ministry of Education, New Zealand Qualifications Authority, Workforce Development Councils, Regional Skills Leadership Groups, iwi, hapū, employers and others.

The consultation will go for five weeks and close on 21 July 2023. We will then review and consider the feedback and announce decisions on whether to proceed with some or all the proposed changes in August 2023.

During this period, we welcomed Huia Haeata (Te Rarawa, Rangitane, Ngāti Kahungunu ki Wairarapa, Ngāi Tahu) as Tumu Whenua ā-Rohe 2 | Executive Director, Region 2. She was previously the Executive Director - Partnerships, Māori Success and Academic Excellence at Toi Ohomai | Te Pūkenga and before that worked at Te Whare Wānanga o Awanuiārangi where she was the Executive Officer – Strategy and Organisation Success.

She is our final regional co-lead appointment and I'm delighted to confirm we now have our full complement of regional Executive Directors in place.

I'd like to thank Toby Beaglehole and Jason Hungerford who are leaving us. Following his time as Chief Executive of BCITO, Toby played a critical role in leading Te Pūkenga Work Based Learning from the first days of the transition of our industry training organisations through to today. BCITO was kept in safe hands throughout this period with Jason stepping into the role of Director for the division.

The three key strategies and plans that the Minister referred to in her Letter of Expectations will be discussed and/or considered at this Council meeting, namely the Financial Strategy and Plan, and the Strategic Roadmap (or Transformation Roadmap as we are proposing to call it). These are fundamental documents that Council needs to guide them as we make critical decisions to deliver on our vision.

On 21 June 2023, a bomb threat was found written on a whiteboard at the Ara | Te Pūkenga Timaru campus. Police were called around 9:30am and all buildings were evacuated. The campus was closed for approximately 250 kaimahi and ākonga. It was reopened by 2:30pm, after police declared the site safe. Several media outlets ran the story.

Following announcements of proposed redundancies at Auckland University of Technology, the University of Otago, Massey University, and Victoria University of Wellington this year, the Government has announced a funding boost for higher education (Level 7 degree and above) for 2024 and 2025. Te Pūkenga delivered degree and post-degree programmes to over 27,000 ākonga in 2022 and therefore this increase is welcome as we continue to feel pressures in enrolments. This is discussed further in reports to Council including the Financial Strategy and Mahere Haumi Investment Plan 2024 – 2026.

On 16 June 2023, Te Whatu Ora announced that the building of a Interprofessional Learning Centre (ILC) near Dunedin Hospital was no longer going ahead. Otago Polytechnic | Te Pūkenga in partnership with University of Otago and Te Whatu Ora have agreed that building the new ILC is no longer financially feasible nor a priority, due to budget constraints and cost pressures being experienced by all three parties. However, interprofessional learning remains a priority.

Following Council's decision last month regarding Eastern Institute of Technology (EIT) | Te Pūkenga Hawke's Bay campus in Taradale, we reaffirmed our commitment to ākonga, kaimahi, employers and the community with the partial reopening of the campus for semester 2 in 2023. Some select, remediated buildings for programmes requiring specialist facilities for training are being opened in July 2023. These include veterinarian nursing, nursing, viticulture, wine science, some creative disciplines, plumbing, automotive and mechanical engineering.

A local state of emergency was declared for Tairāwhiti this past weekend, however there were no reports of harm to Te Pūkenga kaimahi or ākongā in that region with the expected severity of the weather system not eventuating.

In June 2023, Executive Leadership Team members celebrated ākongā and their whānau at graduation ceremonies in Lower Hutt for WelTec and Whitireia Polytechnic | Te Pūkenga and in Hamilton for Wintec | Te Pūkenga.

On 24 June, South Waikato Investment Fund Trust and Toi Ohomai | Te Pūkenga held a dawn ceremony to bless the new South Waikato Trades Training Centre in Tokoroa. The centre will be the new home for the 182 ākongā (63.5 EFTS) currently studying across the Tokoroa Campus and Braeside Campus, with capacity to cater for up to 500 ākongā a year.

The South Waikato Trades Training Centre and an adjacent office building have been funded through SWIFT, a community-owned economic development fund dedicated to South Waikato's prosperity, with grants from the Provincial Growth Fund, Trust Waikato, and SWIFT.

On 14 June 2023, I was also pleased to attend a pōwhiri to celebrate our new partnership with Apple Inc, which sees the launch of the Professional Development training programme for kaiako (educators) and our first intake of 30 ākongā for a 15-credit training programme closely aligned to Hangarau Matihiko | Digital Technology curriculum. The Minister will attend an event with Apple Inc and kaiako in July 2023.

Other Te Pūkenga events attended by Ministers in June 2023 included:

- Hon Nanaia Mahuta, Minister for Foreign Affairs and Associate Minister for Māori Affairs attended Connexis | Te Pūkenga event, Girls with Hi-vis®, in partnership with Wel Networks in Waikato on 14 June. Connexis is running a number of industry events (approximately 30) across the motu in June 2023. Girls with Hi-Vis® events aim to attract young women to the industry and will see close to 800 students from 80 schools – including 35 schools involved for the first time – experiencing what the infrastructure industry has to offer as a career.

Each event provides female school students with a wider understanding of possible careers in infrastructure, gives them hands-on experience and introduces them to other women already working in the industry. Along with our infrastructure employers in Civil, Energy, Telecommunications and Water industries, this year we are working with other work-based divisions to roll the initiative out to other industries. Collab events are happening with BCITO | Te Pūkenga, the construction training provider and EarnLearn | Te Pūkenga who cover specialist trades such as scaffolding, plumbing, gasfitting and drainlaying, and electrical.

- Hon Kelvin Davies, Associate Minister of Education, and Hon Kiri Allan, Minister for Regional Development attended the opening of Ngāwha Enterprise and Innovation Park on 13 June. The new NorthTec | Te Pūkenga campus at Ngāwhā, near Kaikohe, was among the buildings toured at the formal opening of the park. Around 300 people attended the dawn ceremony to open stage one of the \$48 million, 240-acre park on a former dairy farm. The NorthTec campus features state-of-the-art facilities for training in construction, automotive engineering, commercial transport, apiculture, fencing, horticulture, and Te Reo Māori. Other programmes offered at NorthTec Ngāwhā include Whānau Ora, tikanga and exercise.

During the past month:

- MITO | Te Pūkenga was proud to support Collision Repair Association's annual conference where the two Apprentices of the Year were awarded. Samuel Broadbent of Ngatea Panelbeating was awarded the 2022 Golden Gun and Bailey Jackson of Hamilton Panel Works was awarded the 2022 Golden Hammer.
- Ara Institute of Canterbury | Te Pūkenga apprentice, Alex Erickson, won the New Zealand Certified Builders National Apprentice Challenge.
- A Te Pūkenga learner who is a survivor of domestic violence and abuse has conquered her literacy concerns, founded a charitable trust, and published a book. She is now completing her first qualification – New Zealand Certificate in Health and Wellbeing (Level 3) Support Work with Careerforce | Te Pūkenga. The ākonga now encourages and supports other wāhine to heal and grow while embracing her own new passion for learning.
- A group of SIT | Te Pūkenga ākonga will gain a first-hand taste of the realities of life on the road as musicians when they take on their own tour to some out-of-the-way places in the South Island including Twizel, Kimball, Oamaru and Te Anau. The ākonga will receive grades for the organisational process of putting the tour together as well as their live performances. The annual tour provides the ākonga with real-life education for those students who are serious about committing to music as a career.

4. Reports from Committees

Minutes of a meeting of the Interim Kaimahi Advisory Committee (IKAC) of Te Pūkenga – New Zealand Institute of Skills and Technology

Held on Friday 23 June 2023 at 9:00am via Microsoft teams

Present: Heath Sawyer (Co-Chair), Warwick Shillito (Co-Chair), Angela Cooper, Andrea Armstrong, Jessica Costall, Jody Takimoana, Keri Youngman, Mary-Liz Broadley, Ramari Raureti, Henry Ma’alo, Rhys Thurston, Craig Ludlow, Barry Paterson, Scott Casley

In Attendance: Keri-Anne Tane (Pourangi Tangata | Chief People Officer), Rebecca Donne (Council Secretary), Mark Broadbent (Pounuku Rautaki Tangata | People and Culture Strategic Director), Patrick Jones (Kaikōkiri Director Portfolio & Performance ADI) Jo Massey (OPS Co-Ordinator)

John Verry (member of the public)

Apologies: Ian MacDonald, Ali Bahmad, Linda Aumua

Open minutes

Karakia

The meeting opened with karakia.

The Co-Chair welcomed member of the public John Verry to the meeting all the way from Malaysia.

1. Welcome/Apologies

Apologies were noted from Ian McDonald, Ali Bahmad, Linda Aumua

Amendments to the agenda were noted with the TOR section now being carried over to the next meeting.

2. Administration

2.1 *Advisory committee membership, calendar, and schedule of meetings*

Noted.

2.2 *Register of Interest*

The register of interests was noted and no conflicts with matters on the agenda were declared.

2.3 *Minutes of the previous meeting held 5 May 2023*

RESOLVED (W Shillito/H Sawyer)

That the IKAC approve the minutes of Te Pūkenga Interim Kaimahi Advisory Committee open meeting held on 5 May 2023 as a true and correct record.

CARRIED

2.4 *Actions – Open*

No actions were noted.

3. Key themes of good governance (Heath Sawyer)

The Co-Chair acknowledged the consultation and the Kaimahi who are going through this difficult period. As a committee, we are looking at how we should respond to the Council. We need to remind ourselves of the role that IKAC play within a governance structure, and that the feedback provided by Kaimahi will be different from other comments that are more specific to particular areas of the consultation. Briefly, the Co-chair outlined the government essentials with the document he presented around the "Key themes of good governance," and these can be used as a reference for analysing initiatives and asking governance-related questions.

In order to facilitate a discussion with the DCEs at a later date, the chair discussed the template he has developed based on the above government essentials where members can put in their questions. The template will be sent around to the members for completion.

There was a brief discussion regarding support mechanisms for our Kaimahi who are going through this difficult time. To increase engagement, IKAC member Mary-Liz Broadley mentioned she is looking for ways to lift OP staff and put a positive spin on what is happening by engaging them in conversation in inventive ways.

4. Resolution to exclude the public

Moved into public excluded meeting at 10:00am

Dated:

Signed as a correct record.

Heath Sawyer
Co-Chair

Warwick Shillito
Co-Chair

5. Correspondence

5.1. Nil

6. Any other business (open)

Te Pūkenga Council Meeting

7. 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 Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) 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)
8.	Administration	
8.1.	Minutes (draft) from public excluded meeting held 7 June 2023 (ordinary meeting)	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
8.2.	Confidential action list	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.	Strategy / Risk and compliance	
9.1.	Learner Voice and Partnering policy	Section 9(2)(g)(i) OIA
9.2.	Initial Draft Mahere Haumi Investment Plan 2024 – 2026	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.	Monthly reports	
10.1.	Chief Executive's report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
10.2.	Wellbeing and Safety monthly report	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA

7. Resolution to exclude the public

Item	General subject of each matter to be considered	Section(s)
10.3.	Operational risk	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
11.	Financial reports	
11.1.	Te Pūkenga Financial Report – May 2023	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
12.	Risk and compliance	
12.2.	Contentious legal matters	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(h) OIA Section 9(2)(j) OIA
12.2.	WorkSafe NZ Prosecution – Toi Ohomai Business Division	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(h) OIA Section 9(2)(j) OIA
12.3.	Winding up of WelTec Enterprises Ltd	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.	Strategy	
13.1.	DPMC Implementation Unit stocktake of Te Pūkenga	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.2.	Financial Strategy	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
13.3.	Approval of Finance Management Information System (FMIS) Partner	Section 9(2)(g)(i) OIA Section 9(2)(j) OIA

7. Resolution to exclude the public

Item	General subject of each matter to be considered	Section(s)
14.	Reports from Committees	
14.1.	Minutes from Interim Learner Advisory Committee held 21 June 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA
14.2.	Minutes from Komiti Māori held 22 June 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA
14.3.	Report and closed minutes from Interim Kaimahi Advisory Committee held 23 June 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA
14.4.	Report from Health Safety and Wellbeing Committee held 26 June 2023	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
16.	Any other closed business	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

7. Resolution to exclude the public

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(g)(i) OIA	To maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.
Section 9(2)(h) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The Chair will also move that certain employees from Te Pūkenga 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 have assisted in the progression of such matters.