

Te Pūkenga Council 15 August 2024 ordinary meeting



Level 3, ND Building, MIT Otara campus, Auckland

15 August 2024 09:00 AM - 04:30 PM

Agenda Topic	Presenter	Time	Page
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Open Agenda			
1. Welcome/apologies/notices Jordan Gush and Bill Moran have provided apologies for this meeting.	Sue McCormack		
2. Administration (open)	Sue McCormack	09:00 AM-09:05 AM	5
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4.1 Letter to Minister for Tertiary Education and Skills 18 July 2024			23
Letter to Minister for Tertiary Education and Skills 18 July 2024 re Notice of Appointment of Christine Begbie to Wintec Foundation Trust			
4.2 Letter from Tertiary Education Commission 31 July 2024			24
Letter from Deputy Chief Executive Delivery Tertiary Education Commission 31 July 2024 re Consultation on proposed changes to the Vocational Education and Training (VET) system			
4.3 Letter from Minister for Tertiary Education and Skills 5 August 2024			26
Letter from Minister for Tertiary Education and Skills 5 August 2024 re Te Pūkenga Statement of Intent 2025-2028 and Statement of Performance Expectations 2025			

5.	He take atu anō Any other business (open)		09:15 AM-09:20 AM	27
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7.	Administration (closed)	Sue McCormack	09:20 AM-09:25 AM	34
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9.2	Report from closed portion of Te Poari Akoranga held 26 July 2024	Deborah Young	10:20 AM-10:30 AM	81
9.3	Report from Finance Risk and Audit Committee meeting held 26 July 2024	Jeremy Morley	10:30 AM-11:00 AM	82
9.4	Regional ITP Viability Programme	Phil O'Callaghan and Johnny Tramoundanas-Can	11:00 AM-11:10 AM	85
10.	Inwards correspondence (confidential)		11:10 AM-11:15 AM	89

10.1	Email from Office of Hon Penny Simmonds 1 August 2024			89
	Email from Private Secretary - Tertiary Education Office of Hon Penny Simmonds re Cabinet decision and intention to consult on a redesign of the Vocational Education and Training (VET) system			
11.	Outwards correspondence (confidential)		11:15 AM-11:20 AM	90
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	Letter to Audit New Zealand 19 July 2024 re Representation letter for the year ended 31 December 2023			
11.2	Letter to Gus Gilmore, Tilly McKay and Megan Pōtiki 26 July 2024			107
	Letter to Gus Gilmore, Tilly McKay and Megan Pōtiki re Letter of Support 26 July 2024			
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	Letter to Dr Bentham Ōhia, Co-Chair Interim Māori Advisory Committee 8 August 2024 re Congratulations on your doctorate			
12.	He take atu anō Any other business (confidential)			109
12.1	2025 meeting dates and workplan	Ziena Jalil and Rebecca Donne	11:20 AM-11:25 AM	109
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The meeting will be followed by a workshop on the redesign of the vocational education and training system consultation.

Next meeting date: Thursday 12 September 2024 (Christchurch)

Karakia timatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

Māku e huaki te wānanga nei.

I'll open our shared space.

Kia huakina te wānanga nei ki te karakia.

May our shared space be opened with karakia.

Kāti anō kia karakia e manawa ora ai te wānanga nei.

It's only fitting that we begin with karakia so we may strengthen our shared space together.

Karakia tīmatanga Opening incantation

**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
tina,
Tina! (everybody)
Hui e?
Tāiki e!**

Listen o Rongo
to Te Pūkenga
offering gratitude
for the peace and harmony
that allows us to enjoy
he gifts of the earth
and the heavens
bequests of a higher order.
And bind it firmly,
firmly!
Do we all concur?
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

Tēnā koe i tō karakia mai.

Thank you for delivering karakia.

Ka nui te mihi o te manawa ki a koe, i tō karakia mai.

With heartfelt gratitude, thank you for delivering karakia.

Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.



Te Pūkenga Council member terms

Member	Start date	Current term ends	Appointed by
Sue McCormack (Acting Chair)	1 April 2023	31 March 2027	Minister of Education
Jordan Gush	4 October 2021	31 December 2024	Interim Learner Committee nomination
Dr Teorongonui Josie Keelan	2 November 2021	31 December 2024	Interim Māori Advisory Committee nomination
Heath Sawyer	4 October 2021	31 December 2024	Interim Staff Committee nomination
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
Bill Moran	1 April 2023	31 March 2027	Minister of Education



2024 Schedule of Te Pūkenga Council and Committee meetings

As at 7 August 2024

Council – confirmed dates

Month	Date	Day	Meeting	Activity	Venue
February	8	Thurs	Council	Ordinary meeting	Wellington
March	14	Thurs	Council	Ordinary meeting	Auckland
April	11	Thurs	Council	Ordinary meeting	Online
May	9	Thurs	Council	Ordinary meeting Disestablishment workshop	Wellington
July	11	Thurs	Council	Ordinary meeting	Online
August	15	Thurs	Council	Ordinary meeting	Auckland
September	12	Thurs	Council	Ordinary meeting	Christchurch
October	10	Thurs	Council	Ordinary meeting	Auckland
	11	Fri	Council	Disestablishment workshop	Auckland
November	7	Thurs	Council	Ordinary meeting	Online
December	12	Thurs	Council	Ordinary meeting	Auckland



Committees

Finance Risk and Audit Committee – confirmed dates

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Wednesday 31 January	MIT Ōtara
2. Bill Moran	Member	Wednesday 14 February	Online
3. Josie Keelan	Member	Wednesday 28 February	Online
4. John Brockies	Independent member	Wednesday 28 February	Online
5. Sue McCormack	Ex-officio member	Wednesday 27 March	MITO, Wellington
		Friday 26 April	Online
		Monday 27 May	Auckland
		Monday 1 July	Online
		Friday 26 July	MITO, Wellington
		Friday 30 August	TBC
		Friday 27 September	TBC
		Friday 25 October	TBC
		Friday 29 November	TBC

Appointment and Remuneration Committee - confirmed dates

Name	Role	Meeting dates	Venue
1. Bill Moran	Chair	Wednesday 17 January	Online
2. Sam Huggard	Member	Monday 18 March	Online
3. Sue McCormack	Ex-officio member	Monday 18 November	Online



Health, Safety and Wellbeing Committee - confirmed dates

Name	Role	Meeting dates	Venue
1. Sam Huggard	Chair	Thursday 1 February	Online
2. Peggy Fairbairn-Dunlop	Member	Monday 25 March	Online
3. Josie Keelan	Member	Friday 21 June	Online
4. Heath Sawyer	Member	Monday 2 September	Online
5. Jordan Gush	Member	Monday 2 December	Online
6. Sue McCormack	Ex-officio member		



Advisory Committees

Advisory Committee Co-Chairs hui

Name	Role	Meeting dates	Venue
Sue McCormack	Council Acting Chair	Friday 23 February	Teams
Gus Gilmore	Chief Executive	Wednesday 17 April	Teams
Jordan Gush	ILAC Co-Chair	September 2024 (date TBC)	
Dahrian Watene	ILAC Co-Chair		
Heath Sawyer	IKAC Co-Chair		
Warwick Shillito	IKAC Co-Chair		
Josie Keelan	Komiti Māori Co-Chair		
Bentham Ohia	Komiti Māori Co-Chair		

Interim Learner Advisory Committee (ILAC)

Name	Role	Meeting dates	Venue
1. Jordan Gush	Co-Chair	Monday 6 May	Online
2. Dahrian Watene	Co-Chair	Monday 24 June	Online
3. Henry Geary	Member	September 2024 (date TBC)	
4. Nina Lee Griffith	Member		
5. Ihongaro	Member		
6. Skyla Flower	Member		



Interim Kaimahi Advisory Committee (IKAC)

Name	Role	Meeting dates	Venue
1. Heath Sawyer	Co-Chair	Wednesday 20 March	Online
2. Warwick Shillito	Co-Chair	Monday 22 April	Online
3. Ali Bahmad	Member	Friday 25 May	Online
4. Andrea Armstrong	Member	Monday 17 June	Online
5. Ang Cooper	Member	September 2024 (date TBC)	
6. Barry Paterson	Member		
7. Craig Ludlow	Member		
8. Henry Ma'alo	Member		
9. Jessica Costall	Member		
10. Jody Takimoana	Member		
11. Keri Youngman	Member		
12. Linda Aumua	Member		
13. Mary-Liz Broadley	Member		
14. Ramari Raureti	Member		
15. Scott Casley	Member		

Interim Māori Advisory Committee

Name	Role	Meeting dates	Venue
1. Teorongonui Josie Keelan	Co-Chair	Friday 19 April	Tamaki Makaurau
2. Bentham Ohia	Co-Chair	Monday 6 May	Online
3. Dahrian Watene	ILAC representative	Monday 24 June	Online
4. Glenda Taitua	Member	September 2024 (date TBC)	
5. Jasmine Te Hira	Member		



Te Poari Akoranga

Name	Role	Meeting date	Venue
1. Kieran Hewitson	Co-Chair (Delegate for Chief Executive)	Friday 1 March	Teams
2. Deborah Young	Co-Chair (Ako Excellence Director)	Thursday 28 March	Teams
3. Paora Ammunson	Member (DCE Te Tiriti Outcomes)	Monday 29 April	Teams
4. Fiona Moyer	Member (Co-Chair Te Ohu Whakahaere Academic Quality)	Friday 24 May	Teams
5. Vacant	Member (Co-Chair Te Ohu Whakahaere Appeals)	Tuesday 18 June	Teams
6. Diane Lithgow	Member (Co-Chair Te Ohu Whakahaere Approvals)	Friday 26 July	Teams
7. Fiona Beals	Member (Co-Chair Te Ohu Whakahaere Rangahau, Research and Postgraduate)	Friday 30 August	Teams
8. Henry Geary	Member (Learner nominated by Interim Learner Advisory Committee)	Friday 27 September	Teams
9. Doug Pouwhare	Member (Co-opted)	Friday 25 October	Teams
10. Martin Carroll	Member (Rohe 1 business division Academic Committee Chair)	Friday 29 November	Teams
11. Te Urikore Biddle	Member (Rohe 2 business division Academic Committee Chair)		
12. Nita Hutchinson	Member (Rohe 3 business division Academic Committee Chair)		
13. Scott Klenner	Member (Rohe 4 business division Academic Committee Chair)		
14. Linda Aumua	Member (Co-opted)		



Te Pūkenga Council Register of Interests

As at 26 July 2024

Name	Interest	Nature of Interest
Sue McCormack Acting 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	Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
Tagaloatele Dr Peggy Fairbairn-Dunlop Member	UNESCO	Social Science Commissioner
	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team
Jeremy Morley Member	Wellington Free Ambulance	Contractor
	Te Kupenga – Catholic Leadership Institute (A registered PTE)	Pro-bono
	Racing New Zealand	Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	Wellington Over 60s Cricket	Treasurer and Member
	Wellington Bridge Club Inc	Honorary Auditor

Name	Interest	Nature of Interest
	Caritas NZ Inc	Financial and Commercial Advisor
Sam Huggard Member	New Zealand Educational Institute Te Riu Roa	Employee
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Pioneer Energy	Director
	Chamber Music at the World's Edge Foundation USA	Chair
	Chamber Music at the World's Edge Foundation NZ	Chair
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	New Zealand Qualifications Authority	Deputy Chair



Minutes for Te Pūkenga Council 11 July 2024 ordinary meeting

11/07/2024 | 08:00 PM - Auckland, Wellington New Zealand Standard Time

Microsoft Teams

Attendees (7)

Jeremy Morley; Tagaloatele Peggy Fairbairn-Dunlop; Teorongonui Josie Keelan; Heath Sawyer; William Moran; Sue McCormack; Sam Huggard

In attendance:

Gus Gilmore (Chief Executive), Rebecca Donne (Governance Director - minutes), Ziena Jalil (Chief of Staff), Paora Ammunsun (DCE Tiriti Outcomes), Phil O'Callaghan (Interim Chief Financial Officer), Kieran Hewitson (Co-Chair Te Poari Akoranga, item 4.1 and 14.1), Johnny Tramoundanas-Can (Government Relations Director, items 9. and 10.), Hon Penny Simmonds and support staff (Minister for Tertiary Education and Skills, item 10.), Garth Gulley (Wellbeing and Safety Director, item 11.2), Patrick Jones (Portfolio and Performance Director, item 13.1), Diana Law (Pastoral Care Code Lead, item 13.2), Katherine Harbrow (Financial Reporting and Operations Director, item 13.3), Clarke Raymond (Director Strategy and Performance, item 13.3), Jo Smail (Audit New Zealand, item 13.3), Dahrian Watene (Co-Chair Interim Learner Advisory Committee, item 14.7).

Karakia timatanga

The meeting opened with karakia delivered by Heath Sawyer at 8.02am

Open Agenda

1. Welcome/apologies/notices

The Council noted apologies from Jordan Gush.

2. Administration (open)

2.1 Council membership and schedule of committees

Council members noted the membership terms and the schedule of meetings for 2024, and that this is subject to change as required to ensure that Te Pūkenga is responding to the letter of expectations.

2.2 Register of interests

The Acting Chair reminded members to declare any agenda items where a conflict arises between their role as a Te Pūkenga Council member and any private or other external interest they may have and stand aside from decision making in respect of that item.

2.3 Minutes (draft) of the meeting held 9 May 2024 (ordinary meeting)

There were no matters arising from the open minutes.

RESOLVED (B. Moran/H. Sawyer)

That the Council approve the minutes of Te Pūkenga Council open meeting held on 9 May 2024 as a true and correct record.

CARRIED

3. Chief Executive's open report

Te Pūkenga Council receive the report titled 'Chief Executive's Report to Council – Open Session' and noted the update on current issues, key achievements and highlights arising during the reporting period, in particular:

- EFTS latest data shows enrolments are down slightly but still 5.6% ahead YTD.
- There is further softening in work-based learning enrolments which is reflective of the difficult trading conditions that employers are reporting.
- The Deputy Chief Executive Tiriti Outcomes and the Chief of Staff are leading work to increase international enrolments for 2025 back to pre-pandemic levels.
- Visa approval rates have been low for students from India for the last few months, and is much lower than the rate for universities.
- The Minister for Tertiary Education and Skills had her Cabinet paper formally approved last week and has indicated that consultation will start in two to three weeks' time.
- Te Pūkenga is actively inputting to the University Advisory Group (UAG) and Science Systems Advisory Group as we teach at level 7 and above and receive research funding.

Tagaloatele Peggy Fairbairn-Dunlop commented on how inspiring the recent WelTec and Whitireia graduation she attended on 12 June was.

The Council commended the UAG submission which asked universities to make good use of regional assets available in vocational education, but noted the inconsistency between this submission and the cost rationalisation work that will be required.

4. Reports from Committees

4.1 Report from open portion of Te Poari Akoranga held 24 May and 18 June 2024

Te Pūkenga Council received the reports titled '24 May 2024 Te Poari Akoranga hui open portion' and '18 June 2024 Te Poari Akoranga hui' and noted:

- Te Poari's approval to cancel the 'Manaaki Kararehe o Te Pūkenga | Code of Ethical Conduct for the Use of Animals in Research, Testing and Teaching' with Manatū Ahu Matua | Ministry for Primary Industries;
- The resignation of member Glynnis Brook and the need to review how appeals are managed;
- That Te Poari Akoranga approved the sub-delegations within Te Poari Akoranga's existing delegations outlined in the Academic Delegations Register section;
- That Te Poari Akoranga approved the Academic Integrity Policy and its immediate release to Te Pūkenga network;
- That Te Poari Akoranga approved:
 - Bachelor of Midwifery (Level 7) for submission to the New Zealand Qualifications Authority
 - Puawānanga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) for submission to the New Zealand Qualifications Authority and the Nursing Council of New Zealand for approval and accreditation, subject to the incorporation of feedback from Te Ohu Whakahaere Approvals and Te Poari Akoranga
- The intention to increase delegations to business divisions' academic committees over the next 12-24 months; and
- That Te Poari is investigating the use of AI so that it is being used appropriately.

RESOLVED (J. Morley/B. Moran)

That Te Pūkenga Council:

1. *Receive the report titled '24 May 2024 Te Poari Akoranga hui open portion';*
2. *Receive the report titled '18 June 2024 Te Poari Akoranga hui';*
3. *Approve:*
 - *the creation of a new schedule, Schedule D: Delegations from Te Poari Akoranga, in the Delegations Register which captures the sub-delegations from Te Poari Akoranga;*
 - *the addition of a row in Schedule A – A1: Council Delegations to Te Poari Akoranga for Appeals with sub-delegation limited to ohu whakahaere. Note that should Council approve this recommendation, the intention is to sub-delegate appeals to Te Ohu Whakahaere Appeals; and*
 - *the removal of "limited to ohu whakahaere" in Schedule A – A1: Council Delegations to Te Poari Akoranga, Section 2, noting that should Council approve this recommendation, the intention is to sub-delegate to Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.*

CARRIED

ACTION: Communicate policies approved by Te Poari Akoranga to all staff via Nga Taipitopito (Assignee(s): Ziena Jalil, Kieran Hewitson; Due Date: 15/08/2024)

5. Correspondence

5.1 Letter from the Minister 20 May 2024

RESOLVED (B. Moran/T.J. Keelan)

That the Council receive the letter from the Minister for Tertiary Education and Skills dated 20 May 2024 re progressing financial sustainability initiatives.

CARRIED

6. He take atu anō | Any other business (open)

No other business was raised.

7. Resolution to exclude the public

RESOLVED (T.P. Fairbairn-Dunlop/H. Sawyer)

That the public be excluded from the remainder of the meeting. This resolution is 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 per the table below:

Item	General subject of each matter to be considered	Section(s)
8.	Administration	
8.1	Minutes of the closed portion of the meeting held 9 May 2024	Section 9(2)(g)(ii) OIA
8.2	Minutes of the closed portion of the extraordinary meeting held 22-24 May 2024	Section 9(2)(g)(ii) OIA
8.3	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
9.	Future of vocational education and training in New Zealand	Section 9(2)(i) OIA
10.	Meeting with Minister for Tertiary Education and Skills	Section 9(2)(f)(iv) Section 9(2)(g)(ii)
11.	Regular reporting	
11.1	Chief Executive's closed report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
11.2	Wellbeing and safety report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
12.	Strategy	
12.1	2023 Educational Performance Indicators	Section 9(2)(b)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
13.	Risk and compliance	
13.1	2025 Investment Plan	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
13.2	2023 Pastoral Care self-review	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA
13.3	Annual report	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
14.	Reports from and relating to Committees	
14.1	Report from closed portion of Te Poari Akoranga held 24 May and 18 June 2024	Section 9(2)(g)(ii) OIA
14.2	Report from Interim Kaimahi Advisory Committee held 24 May and 17 June 2024	Section 9(2)(g)(ii) OIA
14.3	Report from Finance Risk and Audit Committee meeting held 27 May and 1 July 2024	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
14.4	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 6-11 June 2024	Section 9(2)(a) OIA Section 9(2)(g)(ii) OIA
14.5	Report from Health Safety and Wellbeing Committee meeting held 21 June 2024	Section 9(2)(g)(ii) OIA
14.6	Report from Interim Māori Advisory Committee meeting held 24 June 2024	Section 9(2)(g)(ii) OIA
14.7	Report from Interim Learner Advisory Committee meeting held 24 June 2024	Section 9(2)(g)(ii) OIA
15.	Inwards correspondence (confidential)	
15.1	Letter from Ōkahu- Inuāwai me ētēhi atu Hapū 21 May 2024	Section 9(2)(b)(ii) OIA
15.2	Letter from Tertiary Education Commission 28 May 2024	Section 9(2)(a) OIA Section 9(2)(i) OIA
15.3	Letter from Tertiary Education Union 12 June 2024	Section 9(2)(b)(ii) OIA
15.4	Letter from Tertiary Education Commission 14 June 2024	Section 9(2)(i) OIA
15.5	Letter from Tertiary Education Commission 9 July 2024	Section 9(2)(i) OIA
16.	Outwards correspondence (confidential)	
16.1	Letter to the Minister 27 May 2024	Section 9(2)(b)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
16.2	Letter to the Minister for Tertiary Education Commission 4 June 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(h) OIA
16.3	Letter to Vero Liability Insurance Limited and Marsh Limited 11 June 2024	Section 9(2)(a) OIA Section 9(2)(b)(ii) OIA
16.4	Letter to Tertiary Education Commission 26 June 2024	Section 9(2)(b)(ii) OIA
17.	He take atu anō Any 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

Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(b)(ii) OIA	To 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) OIA	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)(f)(iv)	To maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.
Section 9(2)(g)(ii) OIA	To 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) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To 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) OIA	To 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).

And the following persons be permitted to remain at the meeting, after the public has been excluded:

- Certain employees from Te Pūkenga, namely
 - Ziena Jalil

- Paora Ammunson
- Johnny Tramoundanas-Can
- Garth Gulley
- Clarke Raymond
- Patrick Jones
- Diana Law
- Katherine Harbrow
- Kieran Hewitson

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.

- Hon Penny Simmonds, Jo Smaill (Audit NZ), and Dahrrian Watene because those persons have knowledge that will assist the Council.

CARRIED

The meeting closed at 1.39pm.

Pūrongo Kaunihera a Te Pūkenga | Council Report

15 August 2024

Title	26 July 2024 Te Poari Akoranga hui – open
Provided by	Deborah Young, co-chair Te Poari Akoranga
Author	Louise Courtney, Governance Advisor
For	Information

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receives the report titled '26 July 2024 Te Poari Akoranga hui – open';
b.	Approves the appointment of Adele McLean to Te Poari Akoranga as co-chair of Te Ohu Whakahaere Appeals;
c.	Notes that Adele McLean was appointed as co-chair of Te Ohu Whakahaere Appeals following the resignation of Glynnis Brook;
d.	Notes that Te Poari Akoranga approved sub-delegations to: <ul style="list-style-type: none"> Te Ohu Whakahaere Appeals to receive unresolved learner complaints or appeals that have already been determined and support the resolution, settlement and/or withdrawal of these; and Local Academic Committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes;
e.	Notes that Te Poari Akoranga received updated Terms of Reference incorporating the updated delegations;
f.	Notes that Te Ohu Whakahaere Academic Quality approved reporting templates for Te Pūkenga unified programmes and new Level 1-6 programme approval and accreditations template; and
g.	Notes that WITT's Academic Committee approved amendment to its Academic Statute, Teaching and Learning Committee membership, and Certificate Graduands as eligible to graduate.

Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 26 July 2024 online via Microsoft Teams. Kieran Hewitson, Martin Carroll, Doug Pouwhare, Di Lithgow, and Te Urikore Biddle provided apologies. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

Te Poari Akoranga Delegations Register Delegations Register

At its meeting of 11 July 2024, Te Pūkenga Council approved changes to the delegation register that allowed Te Poari Akoranga to approve the following sub-delegations:

- Te Ohu Whakahaere Appeals to:
 - receive unresolved learner complaints or appeals that have already been determined (in line with relevant appeals policies and processes)
 - support the resolution, settlement and/or withdrawal of such unresolved complaints or appeals;
 - if necessary, make recommendations about policies, procedures, or the provision of services;
- Local academic committees to review and approve changes to existing courses and programmes and approve the withdrawal/closure or suspension of existing courses or programmes.

Te Poari Akoranga Terms of Reference July 2024

Te Poari received updates to its terms of reference which incorporated the changes to the delegations from Council as approved at its meeting of 11 July 2024.

Ngā Ohu Whakahaere o Te Poari Akoranga

Te Poari received reports from ngā ohu whakahaere and approved the appointment of Adele McLean as Co-Chair of Te Ohu Whakahaere Appeals, alongside existing Co-Chair Dell Raerino. It also noted that Te Ohu Whakahaere Academic Quality approved reporting templates for Te Pūkenga unified programmes and new Level 1-6 programme approval and accreditations template.

Local Academic Committees

Te Poari received a report from the Western Institute of Technology at Taranaki Academic Committee and noted that it approved amendment to its Academic Statute, Teaching and Learning Committee membership, and Certificate Graduands as eligible to graduate.

Ngā Tāpiritanga | Appendices

Appendix 1: [Te Poari Akoranga 26 July 2024 hui – open portion](#)



Level 2, Wintec House
Cnr Anglesea and Nisbet St.
Hamilton 3204

0800 86 22 84
info@tepukenga.ac.nz
tepukenga.ac.nz

4.1

18 July 2024

Hon. Penny Simmonds
Minister for Tertiary Education and Skills
Parliament Buildings
Wellington 6160

Tēnā koe Minister

Notice of Appointment – Section 100 Crown Entities Act 2004 (Act) – Wintec Foundation Trust

Section 100(1)(c) of the Act states that a Crown entity must not appoint a trustee of a trust other than after written notice to the responsible Ministers.

This letter is to advise that Te Pūkenga – New Zealand Institute of Skills and Technology intends to appoint Christine Begbie as a trustee of the Wintec Foundation Trust with effect from 5 August 2024, in accordance with the terms of the trust deed of the Trust.

This appointment is to replace Michelle Teirney following cessation of her employment with Te Pūkenga.

Ngā mihi



Sue McCormack
Acting Chair of Council

cc Mr Tim Fowler, Chief Executive, Tertiary Education Commission



31 July 2024

Level 9, 44 The Terrace
PO Box 27048
Wellington, New Zealand 6141
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Gus Gilmore
Chief Executive
Te Pūkenga
gus.gilmore@tepukenga.ac.nz

cc. Sue McCormack, Acting Chair
sue.mccormack@tepukenga.ac.nz

Kia ora Gus

Consultation on proposed changes to the Vocational Education and Training (VET) system

This letter follows our briefing to you today, where we advised you that tomorrow the Government will commence consulting on proposed changes to the VET system. The consultation period will run from 1 August to 12 September 2024.

I acknowledge that this is a time of uncertainty for your organisation and I appreciate that the options that have been approved for consultation will have a significant impact should they proceed.

Redesign of the VET system

In 2023 the Government committed to disestablish Te Pūkenga and restore regional decision-making for vocational education and training. This consultation is the key opportunity for you to inform the final decisions and details on how vocational education and training is delivered in New Zealand.

There are three areas where the Government will be seeking feedback through this consultation process:

- A return to a regional ITP network that would see a combination of stand-alone ITPs and others joined in a federation model.
- Two options for an industry-led system for standards-setting and industry training.
- Proposed changes to the funding for vocational education and training to better support the reformed system.

Consultation Document and making submissions

We want to hear a wide range of views on the proposals. The detailed knowledge and different perspectives of people across New Zealand will help the Government to get the final design right. The Consultation Document *Redesign of the vocational education and training system – Proposals for public consultation* will be available on the Ministry of Education website after the formal launch tomorrow. Please encourage staff and stakeholders to make submissions via the MoE website.



We ensure New Zealand's future success.

Information sessions

During the consultation period MoE and TEC will be hosting information sessions. These will include regional face to face meetings in the first four weeks, and online events throughout the period. There will be dedicated online sessions for each region to ensure that everyone has the opportunity to attend an information session.

Face to face meetings will be held in: Whangarei, Auckland Central, South Auckland, Hamilton, Rotorua, Hawke's Bay, Palmerston North, Taranaki, Wellington, Nelson, Greymouth, Christchurch, Dunedin and Invercargill, at Te Pūkenga campuses. Thank you for assisting us by providing the use of these venues.

At each venue we'll hold a closed staff session (which you will invite staff to) and two public sessions – one with a provider focus, and one with an industry focus. The sessions will be led by either myself or Katrina Sutich from MoE.

We also want to hold a staff only session at The Open Polytechnic on Monday 5 August. Again, thank you for your support to get this underway.

Dedicated online sessions for industry stakeholders, Maōri businesses and other stakeholders are also being held throughout the consultation period.

We'll send out invitations to the public regional events but will also have information on the TEC website on how to register to attend, including dates and venues. This information will be added to the website progressively.

The meetings will provide information about the changes. Attendees can ask questions, but if they want to provide formal feedback on the proposals, they should make a formal submission via the MoE website.

Thank you again for your support which will ensure the consultation process is thorough and inclusive. If you have questions at any stage, please do not hesitate to contact me directly.

Nāku noa, nā



Gillian Dudgeon
Deputy Chief Executive, Delivery



We ensure New Zealand's future success.

Hon Penny Simmonds

Minister for the Environment
Minister for Tertiary Education and Skills
Associate Minister for Social Development and Employment



4.3

5 August 2024

Sue McCormack
Acting Chair
Te Pūkenga
By email: sue.mccormack@tepukenga.ac.nz

Ref:0371

Dear Sue

Te Pūkenga Statement of Intent 2025-2028 and Statement of Performance Expectations 2025

As you are aware, it is the Government's intention to disestablish Te Pūkenga. Therefore, under section 139B(3) of the Crown Entities Act 2004 I have granted a waiver of the requirement for Te Pūkenga to produce a Statement of Intent (SOI) for the 2025 to 2028 period.

Section 139B(4) of the Crown Entities Act 2004 requires Te Pūkenga to publish notice of the waiver online, including my reason for granting it. The waiver must also be included in Te Pūkenga's next annual report.

No such provision exists in the Crown Entities Act 2004 to waive the requirement for a Statement of Performance Expectations (SPE). As such, Te Pūkenga must publish an SPE for 2025 before the beginning of the upcoming financial year. I note that, given the proposed disestablishment, the SPE Te Pūkenga produces for the 2025 financial year is likely to be a simplified document which may have adjusted performance measures compared with previous SPEs.

I look forward to receiving your draft SPE at least two months prior to the start of the 2025 financial year.

Yours sincerely

Hon Penny Simmonds
Minister for Tertiary Education and Skills

- cc Gus Gilmore, Chief Executive, Te Pūkenga
Tim Fowler, Chief Executive, Tertiary Education Commission

2024 Government Workforce Policy Statement

EMPLOYMENT RELATIONS IN THE PUBLIC SECTOR



Te Kawa Mataaho
Public Service Commission

5.1

Purpose

This Government Workforce Policy Statement outlines expectations for an effective employment relations environment in the public sector that will support the delivery of high performing, trusted, and efficient public services.

This Statement covers a range of workforce matters including remuneration, negotiation of employment agreements, capacity and composition of the workforce, pay equity, diversity, data and information. It does not predetermine the outcome of bargaining with unions but should influence employers' bargaining strategies and proposed settlements.

This Statement should be read in conjunction with any other guidance which the Public Service Commissioner (the Commissioner) may issue on workforce matters and on the operation of this Statement.

Expectations

The Government is committed to improve the effectiveness, efficiency and responsiveness of public services. To this end, the Government's four priority areas of focus, and the associated expectations, for public sector employment relations are:

- 1. Employment outcomes are fiscally sustainable and respond to the current fiscal context and any current budget advice**
 - Ensure that all workforce costs, including the outcomes of remuneration reviews and collective bargaining are affordable within an agency's baseline, and sustainable in the long term (see section on roles and responsibilities below for further detail). Any increases or changes in terms and conditions should not lead labour market movements and trends.
 - Ensure that the costing of bargaining and remuneration strategies and settlements takes into account the cost of all adjustments to pay and conditions, including built-in progression through pay scales, and performance-based pay increases, as well as any changes to other conditions.
 - Identify and take into account the flow-on implications of settlements, both within and beyond the agency and sector, and have plans in place to manage these. This includes targeting pay increases, where informed by evidence, to particular workforces or occupations (as opposed to across-the-board increases).
- 2. Employment conditions and remuneration settings support a high performing public sector and delivery of effective, efficient, and responsive services**
 - Ensure that employment conditions, and remuneration settings, support the achievement of agency and public sector performance objectives and priorities. This includes having remuneration strategies that provide for the pay of public sector chief executives and deputies to be linked to outcomes to encourage high performance and ensure accountability.

2024 Government Workforce Policy Statement

EMPLOYMENT RELATIONS IN THE PUBLIC SECTOR



Te Kawa Mataaho
Public Service Commission

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- Have an employment relations and remuneration strategy that supports the delivery of high quality, trusted and accessible services and supports the attraction, retention and development of key skills.
 - Foster a culture within the public sector based on continuous improvement and enhancing productivity in pursuit of the delivery of better services to New Zealanders and achievement of Government priorities. This includes the expectation that agencies work together to take a future focused approach to building capability in the public sector.
 - Adequately plan for and recognise specific skills required for the employee to perform their role within the base salary for that specific role. The payment of allowances in addition to base salary may be acceptable in limited circumstances, for example, to recognise skills or duties which are occasional, rather than core to the role. The payment of allowances can be justified where the agency can demonstrate that payment of that allowance will be an effective way for the Crown to uphold its obligations including under Te Ture mō Te Reo Māori 2016/the Māori Language Act 2016 or any other Act or obligations.
 - Ensure employment conditions enable the mobility of public servants to support the system to deliver efficiently on Government priorities, including in emergency situations.
 - Have employment settings and reward practices that are fair, and standards that ensure there continues to be trust and confidence in the public sector.
 - Ensure that there is active management of workforce productivity regardless of work location(s) contributing to a broader ongoing focus on productivity improvement within the public sector.
 - Avoid backdating any components of adjustments to pay and conditions (either through effective dates or compensatory lump sum payments). To support this, bargaining teams are expected to plan for bargaining and be prepared to engage well ahead of a collective agreement's expiry. Agencies should undertake and resource activity efficiently to avoid unnecessary delay.
- 3. Have a workforce that is responsive to the needs of all New Zealanders**
- Build a diverse and inclusive workforce that can develop policies and deliver services that are effective and responsive to all who need and use them.
 - Establish equitable employment and remuneration practices and take steps to close unjustified pay gaps.
 - Agencies can provide workplace development, where it is needed to deliver on this priority, including to enhance the Public Service's ability to support the Crown in its relationships with Māori and to uphold Te Ture mō Te Reo Māori 2016/the Māori Language Act 2016.
- 4. Agencies manage their workforce size and composition, including to reduce expenditure on consultants and contractors**
- Be active in managing workforce composition to meet expectations on the size of the Public Service or sector (including anticipating and managing peaks in demand) and to reduce the use of, and expenditure on, contractors and consultants.

2024 Government Workforce Policy Statement EMPLOYMENT RELATIONS IN THE PUBLIC SECTOR



Te Kawa Mataaho
Public Service Commission

5.1

Roles and Responsibilities

Under the Public Service Act 2020, the Commissioner may:

- provide advice and guidance on workforce matters to agencies
- advise affected agencies on the operation of this Statement; and
- facilitate the operation of this Statement in conjunction with affected agencies.

Under this Statement, the Commissioner may request information relating to the matters listed in s 97(2) of the Public Service Act 2020. A request for information may specify requirements about how that information must be collected, classified, and reported to the Commissioner, and may be made to all agencies to which this Statement applies. A Public Service agency and a Crown agent must give effect to any request for information made under it. All other entities covered by this Statement must consider any request for information made under it.

Public sector chief executives are expected to deliver on the expectations in this Statement. They are also expected to take a constructive approach with their employees and any representatives (including unions) to managing and resolving issues and have protocols in place to support parties to employment agreements to work together respectfully, effectively, and in good faith and to ensure that the public sector continues to be held in high regard. This includes being aware of, and proactive in meeting, their obligations arising from the Public Service Act 2020 and employment legislation, including the Employment Relations Act 2000, Human Rights Act 1993, Equal Pay Act 1972 and the Holidays Act 2003. Chief executives should also promote the collective responsibilities of employers, employees and their unions for health and safety.

Where employment relations outcomes are unable to be met from within baselines, chief executives should initially seek to fund proposed changes through productivity improvements or workforce re-organisation; or

- make any proposals for extra funding through the normal annual budget initiatives process
- follow current advice on funding for pay equity settlements (where applicable); and
- liaise with Treasury and the Commission about those workforce pressures well prior to the date that budget bids are to be lodged.

Any chief executive seeking additional Crown funding to cover workforce costs through the annual Budget process must comply with any stipulations included in the guidance issued by Treasury.

Chief executives conducting bargaining under delegation from the Commissioner must have a bargaining strategy consistent with this Statement approved by the Commissioner before starting bargaining. They must not commit to an outcome (including final Terms of Settlement) without further approval from the Commissioner.

Other agencies with a statutory requirement to consult with either the Commissioner or a monitoring department, should have bargaining and remuneration strategies consistent with this Statement as the basis for that consultation.

If the Commissioner or monitoring department considers any agency's proposed approach could be inconsistent with this Statement or have adverse system-wide implications, the Commissioner

2024 Government Workforce Policy Statement

EMPLOYMENT RELATIONS IN THE PUBLIC SECTOR



Te Kawa Mataaho
Public Service Commission

5.1

may request that the agency consult with its responsible Minister and some or all of the Ministers that sit on the Ministerial Employment Relations Forum.

Application

This Government Workforce Policy Statement is issued under Part 4 of the Public Service Act 2020, and in accordance with s97. It applies to:

- (a) All Public Service agencies
- (b) All Crown agents; autonomous Crown entities; independent Crown entities, school boards of trustees, Crown entity companies
- (c) the New Zealand Police, the New Zealand Defence Force, and the Parliamentary Counsel Office; and
- (d) tertiary education institutes.

As set out in s101 of the Public Service Act 2020, Public Service agencies and Crown agents must give effect to this Statement. All other forms of agencies listed above must have regard to this Statement. From time to time, the Commission will issue an updated list of the agencies that this applies to on its website.

This Statement replaces the Government Workforce Policy Statement on the Government's Expectations on Employment Relations in the Public Sector, which Cabinet agreed in 2021. It applies from 7 August 2024.

Te Pūkenga Council Meeting

6. Resolution to exclude the public

It will be moved by the Acting 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)
7.	Administration	
7.1	Minutes of the closed portion of the meeting held 11 July 2024	Section 9(2)(g)(ii) OIA
7.2	Ngā mahi hei Actions	Section 9(2)(g)(ii) OIA
8.	Risk and compliance	
8.1.	Q2 Quarterly Report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
8.2.	Risk deep dive: Tiriti o Waitangi related risks in the disestablishment of Te Pūkenga	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
8.3.	Crown Financial Statements	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
8.4.	Director Deeds of Indemnity – Subsidiary Companies	Section 9(2)(a) OIA Section 9(2)(i) OIA
9.	Reports from and relating to Committees	
9.1	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 19 July 2024	Section 9(2)(g)(ii) OIA
9.2	Report from closed portion of Te Poari Akoranga held 26 July 2024	Section 9(2)(g)(ii) OIA

Item	General subject of each matter to be considered	Section(s)
9.3	Report from Finance Risk and Audit Committee meeting held 26 July 2024	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
9.4	Regional ITP Viability Programme	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
10.	Inwards correspondence (confidential)	
10.1	Email from Office of Hon Penny Simmonds 1 August 2024	Section 9(2)(g)(ii) OIA
11.	Outwards correspondence (confidential)	
11.1.	Letter to Audit New Zealand 19 July 2024	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
11.2.	Letter to Gus Gilmore, Tilly McKay and Megan Pōtiki 26 July 2024	Section 9(2)(a) OIA Section 9(2)(i) OIA
11.3.	Letter to Dr Bentham Ōhia 8 August 2024	Section 9(2)(a) OIA
12.	He take atu anō Any other business (confidential)	
12.1	2025 meeting dates and workplan	Section 9(2)(g)(ii) 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)(b)(ii) OIA	To 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	Interest
Section 9(2)(g)(ii) OIA	To 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) OIA	To maintain legal professional privilege.
Section 9(2)(i) OIA	To 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.

The Chair will also move that certain employees from Te Pūkenga, namely:

- Ziena Jalil
- Paora Ammunson
- Phil O’Callaghan
- Deborah Young
- Johnny Tramoundanas-Can

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.