

# Te Pūkenga Council 12 September 2024 ordinary meeting



Ara Institute of Canterbury

12 September 2024 10:00 AM - 04:00 PM

Agenda Topic	Presenter	Time	Page
<a href="#">Karakia timatanga</a>			4
Open Agenda			
1. Welcome/apologies/notices	Sue McCormack		
2. Administration (open)	Sue McCormack	10:00 AM-10:05 AM	5
2.1 <a href="#">Council membership and schedule of committees</a>			5
2.2 <a href="#">Register of interests</a>			12
2.3 <a href="#">Minutes (draft) of the meeting held 15 August 2024 (ordinary meeting)</a>			14
Recommendation: That the Council approve the minutes of Te Pūkenga Council open meeting held on 15 August 2024 as a true and correct record.			
3. Regular reporting			19
3.1 <a href="#">Chief Executive's open report</a>	Gus Gilmore	10:05 AM-10:10 AM	19
Recommendation: That Te Pūkenga Council (the 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.			
4. Reports from Committees		10:10 AM-10:15 AM	24

4.1	<a href="#">Report from open portion of Te Poari Akoranga held 30 August 2024</a>	Deborah Young		24
	Recommendation: That Te Pūkenga Council:			
	a)	Receives the report titled 30 August 2024 Te Poari Akoranga hui – open’;		
	b)	Notes that Te Poari Akoranga approved the revised Te Ohu Whakahaere Approvals Terms of Reference;		
	c)	Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority:		
		<ul style="list-style-type: none"> <li>• the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority</li> <li>• the New Zealand Diploma in Information Technology (Technical Support) (Level 5);</li> <li>• the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.</li> </ul>		
	d)	Notes the approvals made by Local Academic Committees outlined in the report.		
5.	Correspondence		10:15 AM-10:20 AM	29
5.1	<a href="#">Letter to Minister for Tertiary Education and Skills 2 September 2024</a>			29
	Notice of Appointment – Section 100 Crown Entities Act 2004 (Act) – Student Residence Trust Aotearoa			
6.	He take atu anō   Any other business (open)		10:20 AM-10:25 AM	
7.	<a href="#">Resolution to exclude the public</a>			30
	Recommendation: 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.			
	Closed agenda			
8.	Administration (closed)	Sue McCormack	10:25 AM-10:30 AM	34
8.1	<a href="#">Minutes of the closed portion of the meeting held 15 August 2024</a>			34
8.2	Minutes of the closed extraordinary meeting held 6 September 2024			
8.3	Ngā mahi hei   Actions			
9.	Regular reporting			40
9.1	<a href="#">Chief Executive's closed report</a>	Gus Gilmore	10:30 AM-11:30 AM	40
9.2	<a href="#">Wellbeing and Safety report</a>	Garth Gulley	11:30 AM-11:50 AM	47
	Campus walk and lunch		11:50 AM-12:50 PM	
10.	Risk and compliance			
10.1	2025 Statement of Performance Expectations	Ziena Jalil and Clarke Raymond	12:50 PM-01:05 PM	
11.	Reports from and relating to Committees			56

11.1	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 12 August 2024	Bill Moran	01:05 PM-01:10 PM	
11.2	<a href="#">Report from Interim Kaimahi Advisory Committee meeting held 27 August 2024</a>	Heath Sawyer and Warwick Shillito	01:10 PM-01:20 PM	56
11.3	Report from Interim Maori Advisory Committee meeting held 29 August 2024	Teorongonui Keelan	01:20 PM-01:25 PM	
11.4	Report from Interim Learner Advisory Committee meeting held 29 August 2024	Jordan Gush	01:25 PM-01:30 PM	
11.5	<a href="#">Report from closed portion of Te Poari Akoranga held 30 August 2024</a>	Deborah Young	01:30 PM-01:40 PM	58
11.6	Report from Finance Risk and Audit Committee meeting held 30 August 2024	Jeremy Morley	01:40 PM-02:10 PM	
11.7	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 5 September 2024	Bill Moran	02:10 PM-02:15 PM	
11.8	<a href="#">2025 Advisory Committee membership</a>	Gus Gilmore	02:15 PM-02:20 PM	60
12.	Inwards correspondence (confidential)		02:20 PM-02:25 PM	62
12.1	<a href="#">Letter from Minister for Tertiary Education and Skills received 26 August 2024</a>			62
	Approval for reallocation of Single Stage Business Case funding to Data System Refresh programme			
13.	Outwards correspondence (confidential)		02:25 PM-02:30 PM	63
13.1	<a href="#">Letter to Audit New Zealand 19 August 2024</a>			63
	Representation letter for the year ended 30 June 2024 - financial information provided for consolidation into the Financial Statements of the Government			
14.	He take atu anō   Any other business (confidential)			
	<a href="#">Karakia whakakapi</a>			65

Next meeting date: Thursday 10 October 2024 (online)

# 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 6 September 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	Online
November	7	Thurs	Council	Ordinary meeting	TBC
December	12	Thurs	Council	Ordinary meeting	TBC

## Committees

### Finance Risk and Audit Committee – confirmed dates

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

### Appointment and Remuneration Committee - confirmed dates

Name	Role	Meeting dates	Venue
1. Bill Moran	Chair	<del>Wednesday 17 January</del>	Online
2. Sam Huggard	Member	<del>Monday 18 March</del>	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	<del>Thursday 1 February</del>	Online
2. Peggy Fairbairn-Dunlop	Member	<del>Monday 25 March</del>	Online
3. Josie Keelan	Member	<del>Friday 21 June</del>	Online
4. Heath Sawyer	Member	Wednesday 9 October	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	Friday 23 August	Teams
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	Thursday 29 August	Online
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	Tuesday 27 August	Online
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	Thursday 29 August	Online
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. Adele McLean	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 19 August 2024

Name	Interest	Nature of Interest
<b>Sue McCormack</b> Acting Chair	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
<b>Heath Sawyer</b> Member	Te Pūkenga staff member	Employee
<b>Jordan Gush</b> Member	Peseta Sam Lotu-liga, Executive Director Ako Delivery Te Pūkenga	Uncle
	Plumbers and Gasfitters Board	Mother is a member
<b>Teorongonui Josie Keelan</b> Member	Te Pūkenga: Unitec	Supervisor
<b>Tagaloatele Dr Peggy Fairbairn-Dunlop</b> Member	UNESCO	Social Science Commissioner
	Vinepa Trust	Patron, Board Member
	Pacific Talk about Education and Learning PLD Pilot	Member of Consulting Team
<b>Jeremy Morley</b> 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
<b>Sam Huggard</b> Member	New Zealand Educational Institute Te Riu Roa	Employee
<b>Bill Moran</b> Member	WorkSafe NZ	Deputy Chair
	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
	Pioneer Energy	Director
	Pioneer Energy Renewables GP	Director
	Pioneer Energy Group GP	Director
	TAB New Zealand	Director (from 9 September 2024)



## Minutes for Te Pūkenga Council 15 August 2024 ordinary meeting

15/08/2024 | 09:00 AM - Auckland, Wellington New Zealand Standard Time

Boardroom, Level 3 ND building, MIT Otara campus

### Attendees (6)

Jeremy Morley; Tagaloatele Peggy Fairbairn-Dunlop; Teorongonui Josie Keelan; Heath Sawyer; 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 items 3.1 and 9.2), Phil O'Callaghan (Interim Chief Financial Officer), Johnny Tramoundanas-Can (Government Relations Director, item 9.4).

### Karakia timatanga

The opening karakia was delivered by Sam Huggard and the meeting opened at 9.04am.

### Open Agenda

#### 1. Welcome/apologies/notices

Teorongonui Josie Keelan, Jordan Gush and Bill Moran provided apologies for the meeting.

#### 2. Administration (open)

##### 2.1 Council membership and schedule of committees

Te Pūkenga Council noted the schedule of meetings for the remainder of 2024.

The Council noted the membership terms and that five members have end dates before December 2025. It discussed the potential need to continue until mid-2026 to finalise legislative requirements such as the 2025 annual report.

***ACTION: Raise with Chief Executive of Tertiary Education Commission the current membership term end dates during 2025 for Tagaloatele Peggy Fairbairn-Dunlop and Jeremy Morley and whether extensions will be made for these. (Assignee(s): Sue McCormack; Due Date: None)***

**ACTION: Add an item to the workplan before the end of 2024 to consider extension of terms for advisory committees (including Council members) to end of 2025. (Assignee(s): Rebecca Donne; Due Date: 10/10/2024)**

**ACTION: Investigate whether there is a way to formalise or acknowledge Tagaloatele Peggy Fairbairn-Dunlop's membership on Te Poari Akoranga. (Assignee(s): Rebecca Donne; Due Date: 12/09/2024)**

## **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 11 July 2024 (ordinary meeting)**

There were no matters arising from the open minutes.

**RESOLVED (S. McCormack/J. Morley)**

*That the Council approve the minutes of Te Pūkenga Council open meeting held on 11 July 2024 as a true and correct record, subject to removing attendance of Phil O'Callaghan.*

**CARRIED**

## **3. Reports from Committees**

### **3.1 Report from open portion of Te Poari Akoranga held 26 July 2024**

The Deputy Chief Executive Tiriti Outcomes advised the Council that work is underway to streamline the appeals process in preparation for disestablishment. He also highlighted that attendance may become a challenge in future as we move closer to disestablishment.

**RESOLVED (T.P. Fairbairn-Dunlop)**

*That Te Pūkenga Council:*

1. *Receives the report titled '26 July 2024 Te Poari Akoranga hui – open';*
2. *Approves the appointment of Adele McLean to Te Poari Akoranga as co-chair of Te Ohu Whakahaere Appeals;*
3. *Notes that Adele McLean was appointed as co-chair of Te Ohu Whakahaere Appeals following the resignation of Glynnis Brook;*
4. *Notes that Te Poari Akoranga approved sub-delegations to:*
  - *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;*

5. Notes that Te Poari Akoranga received updated Terms of Reference incorporating the updated delegations;
6. 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
7. Notes that WITT's Academic Committee approved amendment to its Academic Statute, Teaching and Learning Committee membership, and Certificate Graduands as eligible to graduate.

**CARRIED**

#### **4. Correspondence**

**RESOLVED (S. McCormack/J. Morley)**

That the Council:

1. Note the letter to the Minister for Tertiary Education and Skills dated 18 July 2024 re notice of Appointment of Christine Begbie to Wintec Foundation Trust;
2. Receive the letter from the Deputy Chief Executive Delivery Tertiary Education Commission 31 July 2024 re Consultation on proposed changes to the Vocational Education and Training (VET) system; and
3. Receive the 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.

**CARRIED**

#### **5. He take atu anō | Any other business (open)**

No other business was raised.

##### **5.1 Government Workforce Policy Statement**

The Chief Executive advised the Council that an assessment has been undertaken on the Workforce Policy Statement, which shows that we are largely compliant and following guidelines and recommendations. There are no immediate actions required.

**RESOLVED (S. McCormack/T.P. Fairbairn-Dunlop)**

That the Council note the 2024 Government Workforce Policy Statement: Employment Relations in the Public Sector.

**CARRIED**

#### **6. Resolution to exclude the public**

**RESOLVED (S. McCormack/J. Morley)**

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 per the table below.*

Item	General subject of each matter to be considered	Section(s)
<b>7.</b>	<b>Administration</b>	
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
<b>8.</b>	<b>Risk and compliance</b>	
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
<b>9.</b>	<b>Reports from and relating to Committees</b>	
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
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
<b>10.</b>	<b>Inwards correspondence (confidential)</b>	
10.1	Email from Office of Hon Penny Simmonds 1 August 2024	Section 9(2)(g)(ii) OIA
<b>11.</b>	<b>Outwards correspondence (confidential)</b>	
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
<b>12.</b>	<b>He take atu anō   Any other business (confidential)</b>	

Item	General subject of each matter to be considered	Section(s)
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 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.

*And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely*

- *Ziena Jalil*
- *Paora Ammunson*
- *Phil O'Callaghan*
- *Johnny Tramoundanas-Can*

*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 meeting closed at 11.15am.

# Pūrongo Kaunihera a Te Pūkenga | Council Report

12 September 2024

<b>Title</b>	<b>Chief Executive's Report to Council – Open Session</b>
<b>Provided by</b>	Gus Gilmore, Tumuaki   Chief Executive
<b>For</b>	Information

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council (the 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

A key focus for the period has been on publishing Te Pūkenga 2023 Annual Report and preparing for our Annual Review Appearance and the Education and Workforce Committee.

During the period the Minister for Tertiary Education and Skills released the Government's consultation on proposed reforms of the vocational education and training system. We have provided regional campus facilities across the motu for the Tertiary Education Commission (TEC) and Minister of Education (MoE) to undertake consultation on the Minister's behalf.

On instruction from the TEC, we engaged specialist consultants to understand the current financial viability of ITP business divisions and consider opportunities to improve their financial viability.

I am pleased to report that we continue to see increasing enrolments (domestic and international) at regional business divisions, however decreasing enrolments in work-based learning.

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

### Stakeholder engagement

#### *Media, communications and OIAs*

Media interest has been consistent in the last month. The majority of media has been focused on Te Pūkenga finances following publication of our Annual Report and our appearance at the Education and Workforce Committee on 28 August. This media interest provided an opportunity to explain our financial position in 2023 and our year to date and forecast financial position for 2024.

We also continue to see a steady number of Official Information Act requests (OIAs) focus on disestablishment and our engagement with specialist consultants looking at the financial viability of our ITP divisions. We continue to regularly publish OIAs we receive on our website.



**Te Pūkenga in the news**

- [More job losses to come as Te Pūkenga unwinds - minister | RNZ News](#)
- [Polytech's face loses under plan to dissolve Te Pūkenga](#)
- [Polytech overhaul could result in bigger losses](#)
- [Te Pūkenga overhaul poses risk to Otago Polytech](#)
- [Can SIT prove it is sustainable?](#)
- [It's Southland's future](#)
- [Passports stolen in Competenz hack - who pays for replacements?](#)
- [Changes spark SIT independence push](#)
- [NMIT status hinges on consultation](#)
- [Otago not meeting financial viability](#)
- [Employers concerned about changes to Te Pūkenga](#)
- [Call to stop damaging Otago Polytech](#)
- [TEU meet Minister](#)
- [Staff pissed off by constant change](#)
- [Is Te Pūkenga drowning in debt?](#)
- [Otago Polytech in perilous financial situation](#)
- [SIT should be standalone - Mayor](#)

**Kīngitanga**

Last week I, along with a delegation from MIT, Unitec and the Māori Nursing Council, travelled to Tūrangawaewae Marae in Ngāruawāhia to acknowledge the passing of the Māori King, Tūheitia Pootatau Te Wherowhero VII. MIT has been working closely with Waikato-Tainui and the Kīngitanga for many years now in acknowledgement of their mana-whenua status and our shared vision for education.

**Financial performance**

***We continue to experience increased enrolments at ITP divisions***

As at 16 August 2024, domestic enrolments increased 5.2% in ITP divisions compared to the same time in 2023. Three ITP divisions continue to show decreases in 2024 – SIT (-6.8%), Otago (-1%) and WITT (-7.1%).

As at 16 August 2024 our international enrolments increased 32.6% compared to the same time in 2023. Two ITP divisions continued to show decreases – WITT (-23.7%) and NorthTec (-16%).

**Table 1: ITP division equivalent full-time learners (EFTS) 16 August 2023-2024**

ITP learners	2024 Budget year-end	2024 year-to-date	2023 year-to-date
Domestic	50,622	52,040	50,579
International	5,351	5,679	4,281
<b>Total</b>	<b>55,973</b>	<b>57,719</b>	<b>54,859</b>

Work-based divisions do not report “enrolled” data but provide data on “Active Learners”. This data is as of 31 July 2024 and shows a decrease of 11% compared with the same time in 2023. Seven of the nine work-based divisions are showing decreases with BCITO, Careerforce and ServiceIQ experiencing decreases of more than 1,000 learners. MITO and EarnLearn are experiencing increases in active learners compared to July 2023.

**Table 2: Work-based division active learners 31 July 2023-2024**



WBL learners	2024 year-to-date	2023 year-to-date	Variance
Active Learners	58,995	66,561	-7,566

We continue to see increased demand for our foundation programmes (Youth Guarantee, SAC Level 1-2 and Trades Academy). We have also seen an increase in our Delivery at Levels 3-7 (non-degree) of 7.1% as at 16 August 2024 compared to 2023.

***TEC has approved increased funding of \$5 million to meet increased demand***

On 30 August 2024, we received approval from the TEC for an additional \$5 million to support increased demand in our Level 1 and 2 programmes for the remainder of 2024. TEC also ringfenced a further \$2 million in 2024 should we continue to experience demand in these programmes.

***Annual report publication and select committee attendance***

During this reporting period, we published Te Pūkenga 2023 Annual Report (on 6 August 2024). This followed the tabling of the report in the House which enabled Te Pūkenga to appear before the Education and Workforce Committee on 28 August. I attended the two-hour committee hearing with Council Chair Sue McCormack, Council member Jeremy Morley, and our Interim Chief Financial Officer Phil O’Callaghan.

I consider that we were able to engage positively and proactively with all members of the committee, speaking to the successes we have achieved as an organisation throughout 2023 and into 2024. The session covered a range of topics including ākongā achievement and the tracking of our financial position to date. We had an open and transparent discussion around the process – including challenges and opportunities – to disestablishment. I’d like to acknowledge the hard work of many of our staff who contributed to the success of this year’s annual report, annual review and select committee process.

You can watch the hearing here: [2024/08/28 - EW on Vimeo](#)

***Regional ITP Viability Programme***

Te Pūkenga was directed by the Tertiary Education Commission (TEC) to engage external specialist advice to review and improve the viability of regional ITPs. To achieve this, Calibre Partners, Volte, PwC, and Deloitte have been engaged to undertake this work.

The consultants have completed an information gathering and discovery phase working closely with the ITP division leadership. They are now moving into the next phase of work. This will involve considering the current financial position of each ITP division and the opportunities to improve the financial viability for each ITP division.

It is expected that the majority of the work will be completed by the end of 2024.

**Progressing disestablishment and transition**

***National Office review process***

Our National Office Review process is well advanced. From 241 staff at National Office in January 2024, approximately 106 kaimahi remained as at August. 48 further kaimahi are proposed to end their roles as their fixed term contracts come to an end or their roles are confirmed as disestablished in November and December. Through this process many staff have returned to business divisions as we have devolved activities and functions back to the divisions. We are therefore projecting 57



kaimahi will remain in the National Office as at the end of 2024 (approximately 23% of the total National Office that existed at January 2024).

I have recently also asked the Transition Leadership Team to review their 2025 staffing requirements in the context of our 2025 budgeting process and likely level of activity at National Office in 2025.

**Government consultation – 2024 Vocational education and training reforms**

Te Pūkenga regional business divisions provided the TEC and Ministry of Education campus facilities to enable them to undertake public consultation on behalf of the Minister. As part of these face-to-face sessions there was a separate kaimahi only session which was well attended by local kaimahi.

Some of themes from these sessions included:

- Queries about the federation model and operational elements of the federation
- Open Polytechnic’s role in the federation
- Approach and possibility of mergers of ITP divisions in the new system
- Structure of the work-based learning divisions in the new system
- Concerns about further restructuring and job losses
- Concerns for Māori, Pacific and disabled learners
- The financial state of the vocational education system.

As I noted at Select Committee there remains anxiety and concern from kaimahi given the uncertainty of the future system. We continue to regularly communicate regularly and openly with kaimahi.

The consultation will close on 12 September 2024.

**2024 Council meetings**

Management proposes the following meeting schedule for the remainder of 2024:

Date	Time	Location
Thursday 10 October	8.30am – 12.30pm	Online
Wednesday 6 November	9am – 2pm	Online
Thursday 12 December	12pm – 4pm	Online

**Other network successes**

***New Zealand Science and Technology Scholarships for students from India***

Te Pūkenga is delivering a soft launch of its New Zealand Science and Technology Scholarship programme in India this week. The programme offers 23 scholarships valued at \$10,000 each to international students from India enrolling in full-time science and technology programmes in 2025.

The programme will be announced at a Te Pūkenga training event for education agents in New Delhi on Wednesday 11 September 2024 (India time). There is an opportunity for the Prime Minister to formally announce the scholarship programme if he travels to India next month.



The scholarship programme will promote Te Pūkenga business divisions and their delivery of globally recognised vocational education in important skills areas. It will also help our education agents attract talented international students to New Zealand. Te Pūkenga business divisions will select scholarship winners from eligible students who apply for study on or before 25 October 2024.

### Ngā whakatau me ngā pōtaetanga | Welcomes and Graduations

The following graduations will take place in the next quarter.

Date	Business division	Location
Thursday, 28 November 2024	Telford Campus Graduation - SIT	Telford Campus. Balclutha
Tuesday, 3 December 2024	Southern Institute of Technology	Civic Theatre, Invercargill
Tuesday, 10 December 2024	Marlborough Graduation - NMIT	
Tuesday, 10 December 2024	Christchurch Campus Graduation - SIT	Riccarton Park - The Showgate Room, Broomfield
Friday, 13 December 2024	SIT - Certificate/Diploma/Degree Graduations	Civic Theatre, Invercargill
Friday, 13 December 2024	Nelson Graduation - NMIT	

# Pūrongo Kaunihera a Te Pūkenga | Council Report

## 12 September 2024

<b>Title</b>	30 August 2024 Te Poari Akoranga hui – open
<b>Provided by</b>	Deborah Young, and Kieran Hewitson, co-chairs Te Poari Akoranga
<b>Author</b>	Louise Courtney, Governance Advisor
<b>For</b>	Information

## Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a)	Receives the report titled 30 August 2024 Te Poari Akoranga hui – open’;
b)	Notes that Te Poari Akoranga approved the revised Te Ohu Whakahaere Approvals Terms of Reference;
c)	Notes that Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority: <ul style="list-style-type: none"> <li>the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority</li> <li>the New Zealand Diploma in Information Technology (Technical Support) (Level 5);</li> <li>the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.</li> </ul>
d)	Notes that Wintec’s Academic Committee approved Type 1 changes to the following legacy programmes: <ul style="list-style-type: none"> <li>Process Control and Automation – change in version for US22744</li> <li>Te Awa Koiora – change in assessment structure to include portfolio</li> <li>Short Course in Cervical Screening – change in version for US29566;</li> </ul>
e)	Notes that Connexis Academic Committee approved 4922 Temporary Traffic Management Plan Design (Level 4) to the New Zealand Qualifications Authority for submission to the New Zealand Qualifications Authority;
f)	Notes that the Southern Institute of Technology’s Academic Committee approved Type 1 changes to MC4384 Kia Tu - Pathway Planning;
g)	Notes that the Otago Polytechnic Academic Committee approved the following Type 2 changes: <ul style="list-style-type: none"> <li>Bachelor of Occupational Therapy to enable delivery at NorthTec</li> <li>Entry Requirements for OT 4688 Bachelor of Midwifery;</li> </ul>
h)	Notes that the Otago Polytechnic Academic Committee approved Type 1 changes to the following programmes:



	<ul style="list-style-type: none"> <li>• Bachelor of Design (Communication)</li> <li>• Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology</li> <li>• New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)</li> <li>• Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf</li> <li>• STAR programme (BCATS);</li> </ul>
i)	<p>Notes that the NorthTec Academic Committee approved:</p> <ul style="list-style-type: none"> <li>• New Teaching Sites at: <ul style="list-style-type: none"> <li>- Johnson Contractors Limited, 4 Park Road, Kaikohe 0405</li> <li>- Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483</li> </ul> </li> <li>• Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4)</li> <li>• Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024)</li> <li>• Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements</li> <li>• Sub-contracted Delivery agreement for submission to NZQA</li> <li>• Changes to local policies</li> <li>• Deregistration of permanent sites subject to final review by Pathway Managers</li> <li>• Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report;</li> </ul>
j)	<p>Notes that Toi Ohomai Academic Committee approved:</p> <ul style="list-style-type: none"> <li>• Toi Ohomai Graduands</li> <li>• Non-Formal Award Process; and</li> </ul>
k)	<p>Note that Ara Institute of Canterbury Komiti Akoranga approved variation to Award for one learner in Diploma in Computer Aided Design.</p>

## Te Tāhuhu Kōrero | Background

Te Poari Akoranga | The Academic Board (Te Poari) met on 30 August 2024 online via Microsoft Teams. Nita Hutchinson provided an apology. The summary below provides an overview of some key discussions and decisions by Te Poari during the open portion.

### Te Ohu Whakahaere Approvals

- The Ohu has trouble making quorum at some meetings. Regional representatives on Te Poari will provide nominations of additional members to the co-chair for consideration.

- Te Poari approved the revised Te Ohu Whakahaere Approvals Terms of Reference subject to specifying the approval process for Type 1 and Type 2 changes for unified programmes.
- Te Ohu Whakahaere Approvals approved for submission to the New Zealand Qualification Authority (NZQA):
  - the New Zealand Certificate in Electrical Equipment in Explosive Atmospheres (Level 4) for submission to the New Zealand Qualifications Authority
  - the New Zealand Diploma in Information Technology (Technical Support) (Level 5); and
  - the new delivery site application of Te Pūkenga (unified) New Zealand Diploma in Remedial Massage 2741 (Level 6), at Toi Ohomai Institute of Technology.

### **Local Academic Committee reports (open)**

Te Poari acknowledged the increased reporting from Local Academic Committees and looked forward to seeing reporting from all academic committee in future. Te Poari also acknowledged the Work Based Learning business divisions setting up their own academic committees which was not something they had prior to the establishment of Te Pūkenga.

Te Poari noted the following in respect of reports from Local Academic Committees:

- Wintec approved the following Type 1 changes to legacy programmes:
  - Process Control and Automation – change in version for US22744
  - Te Awa Koiora – change in assessment structure to include portfolio
  - Short Course in Cervical Screening – change in version for US29566
- Wintec approved the following Quality Assurance reports:
  - Centre Action Plan Sessions – April Insight reports
  - Level 7-9 APER Summary Report
  - Programmes for Closure with NZQA
  - Course Review: Reactivation of Inactive Courses.
- Connexis approved 4922 Temporary Traffic Management Plan Design (Level 4) for submission to NZQA.
- Southern Institute of Technology approved a Type 1 change to the unified programme MC4384 Kia Tu - Pathway Planning.
- Otago Polytechnic approved various Certificate of Proficiency enrolments and the following Type 2 changes:
  - Adding work-augmented delivery to Bachelor of Occupational Therapy to enable delivery at Northtec
  - Type 2 change to Entry Requirements for OT 4688 Bachelor of Midwifery - change to the entry criteria for registered nurses undertaking the degree to become registered midwives, shortened pre-registration as per Midwifery Council of New Zealand requirements received June 24;
- Otago Polytechnic approved the following Type 1 changes:
  - Bachelor of Design (Communication) – change to course title

- Bachelor of Information Technology, Graduate Certificate and Graduate Diploma in Information Technology - changes to course titles and SMS course codes
- New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
- Otago Secondary Tertiary College/ Trade Academy – Trades: Sportsturf - addition of unit standards.
- STAR programme (BCATS) – adding unit standards.
- Otago Polytechnic approved:
  - Change to programme of study for RECPD Real Estate Continuing Professional Development (Level 4) – fully self-funded programme
  - 2023 Annual Programme Evaluation Reports for Certificate of Achievement in Fundamentals of Mathematics, Communication for Learning (Level 3), New Zealand Certificate in Information Technology (Level 5) and New Zealand Diploma in Web Development and Design (Level 5)
  - Introduction of Interactive Oral Assessments as an assessment option
  - Appointment of members to ECE Stakeholder Advisory Group and Ethics Committee
  - Updates to the Credit Recognition schedule.
- Competenz Academic Committee Terms of Reference and membership are still being finalised and reporting of future meetings would be forthcoming.
- NorthTec approved:
  - New Teaching Sites at:
    - Johnson Contractors Limited, 4 Park Road, Kaikohe 0405
    - Heasley Fencing 2000 Limited, 100 Darnley Road, Waipara 7483
  - Type 1 changes to NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4)
  - Submission of Puawananga Tapuhi Māori (Bachelor of Nursing Māori) (Level 7) to NZQA and the New Zealand Nursing Council for approval (by virtual meeting on 1 July 2024)
  - Clinical/Fieldwork Access Agreements, Licence to use Premises Agreement and other agreements
  - Sub-contracted Delivery agreement for submission to NZQA
  - Changes to local policies
  - Deregistration of permanent sites subject to final review by Pathway Managers
  - Granting of awards outlined in the Qualification Award Summary Report and the Supplementary Report.
- Toi Ohomai approved:
  - Toi Ohomai Graduands
  - Committee Membership and Induction Process
  - Need Analysis Guidelines and Template

- Non-Formal Award Process
- 2026 Semester Dates
- Ara Institute of Canterbury's Komiti Akoranga approved:
  - Variation to Award for one learner in Diploma in Computer Aided Design
  - Extension to Programme Review/Reapproval Dates
    - Bachelor of Social Work
    - Postgraduate Certificate in Professional Supervision
  - Portfolio and Assurance Programme Change Report.

### **Unified Programmes**

Te Poari discussed transitional ownership of unified programmes, specifically whether business divisions that continue to deliver a unified programme could be allowed to work from their own iteration of the programme. It noted advice from the Ako Excellence Director that once more detail about the structure of vocational education has been announced, then further discussions and decisions can be made in respect of this. Until such time all business divisions which deliver a unified programme must comply with the current legislation.

### **Ngā Tāpiritanga | Appendices**

[Appendix 1: Te Poari Akoranga 30 August 2024 hui – open portion.](#)



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

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

2 September 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) - Student Residence Trust Aotearoa ("SRTA")**

By way of background, the SRTA is a trust established to provide student accommodation in the Waikato to Wintec students.

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.

The Trust Deed provides that Te Pūkenga – New Zealand Institute of Skills and Technology ("Te Pūkenga") has the power to appoint up to two trustees who reside in the Waikato region.

This letter is to advise that Te Pūkenga intends to appoint Warwick Pitts, Executive Director Learner Success and Ōritetanga, Wintec Te Pūkenga, who resides in the Waikato, as a trustee of the SRTA with effect from 16 September 2024.

Ngā mihi



Sue McCormack  
**Acting Chair - Te Pūkenga Council**

cc Mr Tim Fowler, CE Tertiary Education Commission



# Te Pūkenga Council Meeting

## 7. 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)
<b>8.</b>	<b>Administration</b>	
8.1.	Minutes of the closed portion of the meeting held 15 August 2024	Section 9(2)(g)(ii) OIA
8.2.	Minutes of the extraordinary meeting held 6 September 2024	Section 9(2)(g)(ii) OIA
8.3.	Ngā mahi hei   Actions	Section 9(2)(g)(ii) OIA
<b>9.</b>	<b>Regular reporting</b>	
9.1.	Chief Executive's closed report	Section 9(2)(g)(ii) OIA
9.2.	Wellbeing and safety report	Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA
<b>10.</b>	<b>Risk and compliance</b>	
10.1.	2025 Statement of Performance Expectations	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
<b>11.</b>	<b>Reports from and relating to Committees</b>	
11.1.	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 12 August 2024	Section 9(2)(j) OIA

Item	General subject of each matter to be considered	Section(s)
11.2.	Report from Interim Kaimahi Advisory Committee held 27 August 2024	Section 9(2)(g)(ii) OIA
11.3.	Report from Interim Māori Advisory Committee held 29 August 2024	Section 9(2)(g)(ii) OIA
11.4.	Report from Interim Learner Advisory Committee held 29 August 2024	Section 9(2)(g)(ii) OIA
11.5.	Report from closed portion of Te Poari Akoranga held 30 August 2024	Section 9(a) OIA Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
11.6.	Report from Finance Risk and Audit Committee meeting held 30 August 2024	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
11.7.	Minutes from extraordinary e-meeting of Appointment and Remuneration Committee held 5 September 2024	Section 9(2)(j) OIA
11.8.	2025 Advisory Committee membership	Section 9(2)(g)(ii) OIA
<b>12.</b>	<b>Inwards correspondence (confidential)</b>	
12.1.	Letter from Minister for Tertiary Education and Skills received 26 August 2024 re approval for reallocation of Single Stage Business Case funding to Data System Refresh programme	Section 9(2)(i) OIA
<b>13.</b>	<b>Outwards correspondence (confidential)</b>	
13.1.	Letter to Audit New Zealand 19 August 2024 re representation letter for the year ended 30 June 2024 – financial information provided for consolidation into the Financial Statements of the Government	Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
14.	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).



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

- Paora Ammunson
- Phil O’Callaghan
- Garth Gulley
- Clarke Raymond
- Warwick Shillito
- Deborah Young

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.