

# Te Pūkenga -New Zealand Institute of Skills and Technology (Te Pūkenga)

## Minutes of a meeting of the Interim Kaimahi Advisory Committee of Te Pūkenga 10 February 2022

### Present

#### Kaimahi Advisory Committee Members

Heath Sawyer (Co-Chair)	Nippy Paea (Co-Chair)
Andrea Armstrong	Ang Cooper
Barry Paterson	Craig Ludlow
Ian MacDonald	Jessica Costall
Jody Takimoana	Linda Aumua
Mary-Liz Broadley	Melissa Connolly
Ramari Raureti	Rhys Thurston
Scott Casley	Warwick Shillito
Henry Ma'alo	

### Apologies

#### In attendance

Jo Massey (Governance Committee Co-Ordinator/Secretariat)

#### Quorum

The Chair noted that a quorum of members was present at the meeting and declared the meeting open.

#### Karakia

The meeting was opened with a karakia by Nippy Paea.

Bill Rogers the new Kaimahi members was welcomed officially to the meeting

#### Open Agenda

#### 1. Welcome /Apologies/Whanaungatanga

Apologies were noted from Jessica for lateness.

#### 2. Minutes of the Open meeting held 14 December 2021

##### Resolved:

The Interim Kaimahi Advisory Committee (IKAC) approved the minutes of the IKAC open meeting held on 14 December 2021 as a true and accurate record.

**Moved: Heath Sawyer**

**Seconded: Craig Ludlow**

**CARRIED**

**Action 1: Ramari to follow up with Komiti Māori around two representatives from this Komiti serving on Te Poari Akoranga.**

Ramari updated that she has followed up with Mary-Liz to seek clarification if the request was for a member from Komiti Māori or was it a Māori representative.

**ACTION 1:** Not completed – Ramari will follow up and update at the March meeting to clarify if this request from Te Poari Akoranga is for a Komiti Māori member or a Māori representative to serve on the committee.

**3. Standing Items**

**3.1 Register of Interest**

No register of interests were noted.

**3.2 Committee Updates**

**1. Co-Chair verbal Report**

Members were updated by Nippy and our main task at hand is setting up the back end of this committee. Heath will discuss later in the agenda the meeting which took place last week with key Te Pūkenga staff, the Chair and Deputy Chair of the Council with the co-chairs of the Learner and Staff committees that focused on what Council expects from the committee and from this a relationship agreement will be formed.

**2. Komiti Māori – Ramari Raureti (Kaimahi Advisory rep on the Komiti Māori)**

Ramari provided the following overview of what was discussed at the recent Komiti Māori meetings.

- A meeting was held with Te Taumata Aronui, a group that works with Ministers and officials to provide independent recommendations and advice about how tertiary education can better meet the needs of Māori students and communities. Ramari noted she was encouraged to hear Dr Wayne Ngata the Chairperson mentioned “Where there are opportunities (for Te Komiti Māori) to push harder, we’ll certainly support”. Ramari updated on her presentation around Te Pūkenga and what is happening in the Komiti Māori space with staff at Te Pūkenga attending the meeting to provide updates to the members.
- Ramari provided an update to the members on the following two matters that she presented to the Komiti Māori meeting on behalf of this committee.
  - She raised with the Komiti the Otago Polytechnic’s staff member’s letter re: proposed operating model and te Pūkenga governance. The Komiti Māori will reply to the letter writer stating action they have taken and will forward letter to Te Pūkenga senior management and request that they respond to the letter writer. The Komiti also advised for any future requests like this that the Kaimahi Advisory council rep take these to their own management first, then to Te Pūkenga senior management if required.
  - The second item raised on behalf of IKAC was to request guidance from Komiti Māori re: operating according to Te Tiriti o Waitangi. While Komiti Māori chairs are open to discuss further with Kaimahi Committee Chairs they did state that the Kaimahi

advisory committee should determine for themselves how to act, it's not for one committee to make these decisions for another committee.

- Te Pūkenga council workshop with Komiti Māori and the Equity Team for February 2022 was to be around Te Tiriti o Waitangi, this was now changed to look at Equity. The Komiti Māori have gone back with the recommendation that the first workshop focuses solely on Te Tiriti o Waitangi and not equity.
- Raised at the meeting by Ana Morrison was around the ITP Early Movers. Ramari asked members of IKAC if they have received comms around this within their subsidiaries' and if so, what advantage is there for subsidiaries to consider being part of this?

In response to Ramari's update above members noted the following

- Regarding the idea of examining Te Tiriti o Waitangi first before addressing equity, Heath stated that he agrees with the recommendation that this be discussed first, given that Te Tiriti provides the why as the first step. Heath also noted that as part of our workplan and in the equity space, we need to better understand te Tiriti, so that we are able to have more meaningful discussions about equity.
- Linda Aumua is concerned and believes Māori and Pasifika should not be included in equity. She added that this is troubling because it does not provide clarity. If they are all under one umbrella, this would not provide any group with a position to change.
- Bill Rogers noted that NorthTec will love to be considered an early mover. Bill also discuss TEU Tiriti model Framework Model. Heath asked Bill if he can share this document with members.
- Ramari was asked by Jody to elaborate on what problems or issues may be encountered by a group of early movers. She was uncertain about what issues may arise, but this was raised at Komiti Māori. She wondered if other members had heard about this in other committees. According to Heath, this is a pilot program involving groups or ITPs that are confident enough to make mistakes and provide feedback.
- Nippy noted that she had heard about the early movers in an update last week and that since it came to Komiti Māori, the Kaimahi committee should have known of it, so we are aware of it if asked by subsidiary staff. Additionally, she indicated that when reviewing the survey that went out last week, it should have been mindful of Te Tiriti first before equity. She believes that we should request the raw data from these types of surveys distributed to the ITP staff along with the feedback received.

Heath discussed that as part of the matter concerning Tiriti o Waitangi before Equity we need to draft a statement, and as a committee we need to know whether all members support the statement, or if any further information is necessary prior to making a decision. Please put any questions forward to the committee so they can provide clarity on those areas.

Linda also suggested she will need to discuss this with the Pacific community around if this shouldn't be part of equity to get their feedback.

**ACTION 2:** IKAC members are asked to indicate whether they are in agreement with IKAC preparing a statement supporting Te Tiriti o Waitangi before Equity. Te Tiriti is not an area to be included in the Equity Framework, but a separate area required to allow for informed equity for Māori.

Clarification from Ana Morrison would be good around the framing of Te Tiriti and Equity. In the workplan it lists them separately.

### **3. Te Poari Akoranga - Mary-Liz Broadley / Linda Aumua**

A brief update was provided by the committee representatives regarding the meeting held this week; they indicated that it was fast-paced and informative, and they left the meeting feeling confident about Te Pūkenga and how it is coming together. Linda mentioned that she is now on the Approvals Committee for qualifications. There are two new members of staff at Te Pūkenga in the academic and qualifications areas: Julie Thorburn is the Capability Lead-Product Development and is working on the Unification of Programmes, and Shane Wholers is the Director of Development & Insight, who is responsible for developing dashboards. It suggested that it would be beneficial if both Julie and Shane were able to attend one of our hui to share an update on these topics.

There was also a mention that a roadmap on the unification of programs will be released in the next week or two. This will include the when, what, how, and who. Further discussions around the unification of programmes will be discussed further in the closed session of this meeting.

**ACTION 3:** Te Pūkenga staff members Julie Thorburn and Shane Wholers to attend one of the Kaimahi Hui to provide an update on the Unification of Programmes and Dashboards.

#### **4. Workshop around the role of the Interim Staff Advisory Committee and a description of function.**

Tania Winslade, Simone Anderson, Becca Brooke, and Keri-Anne Tane attended meeting to take part in the relationship agreement discussions.

The purpose of the mini workshop is to review the current state of our relationship with Council and to create a relationship agreement as well as understand what their expectations are from this committee and what is and is not appropriate for it to be involved in. The notes from the co-design workshop conducted with Council and the Co-Chairs from the Kaimahi and Learner committees last Friday were shared by Heath.

Training and support will be provided in this area in order to better understand how to handle any issues that might arise and make the decision whether it is an operational issue. We need to inform our staff about our role while still providing them with the sense that they are being heard, and that there are other options available to them.

Simone and Becca discussed the outcomes of the workshop held on Friday. This information has been added to the team's page. The first draft of the Relationship Agreement, which will be reviewed by the committee when it has been completed. Tania emphasised that further work is necessary regarding what the committee will accomplish going forward that will be helpful.

Staff engagement has been the subject of some concern, particularly with respect to committee members providing kaimahi answers to their questions. Currently, they are in a position where they hear kaimahi's questions but are unable to provide feedback. This is a concern expressed on other committees as well, and Tania acknowledges that efforts are being made to ensure kaimahi's voice is heard. How can we ensure that Kaimahi is aligned with the advisory committees? Keri-Anne acknowledged the tensions that this advisory was feeling was expressed by Heath and acknowledged by Council. This committee has enabled a voice that has been missing in some subsidiaries, but we need to ensure we respect our colleagues within the subsidiaries so that they hear and have a chance to address these issues.

Many subsidiaries have Kaimahi-based committees that can assist in operational issues, and perhaps some exemplary models can be used to help those subsidiaries that are having difficulty hearing the Kaimahi voice. Heath noted that we need to ensure these subsidiary forums are aligned with Te Pūkenga goals.

In this time of change management, Mary-Liz commented that we need to find a bit of transformational joy. The concern is that employees do not see themselves as having a place or a role, and we need a good boost of hope that comes through the committee. In some cases, there is a lack of trust and relationship from the staff through the chain of command to the Council. In order to provide support to kaimahi, a supportive framework must be established around the committee.

According to Keri-Anne, these frustrations have been acknowledged and it has been determined that we cannot wait another year. A plan has been developed for a few early transitions. Keri-Anne added that in the first instance she will meet with Nippy and Heath to determine which channels can be opened to hear these issues, and then determine how best to use her network to contact CEs and HR personnel within subsidiary companies.

Some concern was raised over decisions made by ITPS at tiers lower than the executive level that directly affect the staff, and about the committee voice as in some areas in subsidiaries, the management is suppressing voices and filtering what can be heard. Should this be brought to Council to advise on the filtering of management and the treatment of staff like they are replaceable.

#### **4.1 Governance in our agenda and IKAC**

##### **Funnelling operations up to governance level over-sight ([Change Management tool](#)), (Examples)**

Heath presented the Change management Guide form and members to consider how this may work for them. Link to document [Change Management Tool](#)

This doesn't necessarily need to be completed by committee members but if they can have a look over it will help to guide staff conversations and possibly find the root cause of issues which are more likely to be within the governance domain and can be reported on.

#### **4. General Business**

A question was asked if this committee can view the results of the Kaimahi survey sent out earlier this week.

Once again, concerns were raised about the lack of backfilling for employees assigned to Te Pūkenga.

Closed open meeting at 11.45pm

#### **5. Formal Motion for Moving into Committee**

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings ACT 1987 (LGOIMA) and the particular interests protected by section 9 of the Official Information Act 1982 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, the reason for passing the resolution in relation

to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as below:

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing resolution in relation to each matter</b>	<b>Grounds under section 48(1) for the passing of the resolution</b>
<b>1</b>	Council Workplan	<p>Section 9(2)(b)(ii) of the Official Information Act – 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 subject of the information.</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding could exist under section 9.
<b>2</b>	Te Pūkenga Workplan	<p>Section 9(2)(b)(ii) of the Official Information Act – 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 subject of the information.</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding could exist under section 9.
<b>3</b>	Unified funding system (UFS)	<p>Section 9(2)(b)(ii) of the Official Information Act – 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 subject of the information.</p> <p>Section 9(2)(g)(i) of the Official Information Act – maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding could exist under section 9.

The meeting closed at 1:00pm with Karakia Whatuwhera

**Dated:** 22 March 2022

Signed as a correct record



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**Heath Sawyer**  
Co-Chair



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**Nippy Paea**  
Co-Chair