

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

## **Minutes of a meeting of the Council of Te Pūkenga (the Council)**

**Tuesday 4 May 2021 at 9.00am**

### **Minutes**

These are the minutes of a meeting of Te Pūkenga Council held on Tuesday 4 May 2021 at the Waikato Institute of Technology office in Hamilton.

### **Present**

**Members present:** Murray Strong (Chair), Kim Ngārimu (Deputy Chair), Kathy Grant, Maryann Geddes, Sam Huggard, Tania Hodges, Peter Winder, John Brockies and Tagaloatele Peggy Fairbairn-Dunlop.

Murray Strong Chaired the meeting.

**In attendance:** Stephen Town (Chief Executive), Angela Beaton (DCE Delivery and Academic), Warwick Quinn (DCE Employer Journey and Experience), Tania Winslade (DCE Learner Journey and Experience), Ana Morrison (DCE Partnerships and Equity), Vaughan Payne (DCE Operations), Heather Geddes (Director Transformation and Transition) Gillian Hamilton (Executive Assistant/Council Secretariat), Phillip Jacques (Interim Director Finance), Graham Bethune (Director, Communications and Marketing), Paki Rawiri (Transformation Leader, Māori), Sinead Hart (Senior Legal Counsel), Lynnette Brown (Incoming Council Secretariat), Rachel Clarke (Project Manager, Capital Asset Management 11am – 11.40am), Mair Brooks (KPMG 11am – 11.40am), Harriet Dempsey (KPMG 11am – 11.40am), Deidre Hemera (Operations Risk Advisor 11.50am – 12pm), Bridget Jolly (EY 12.30pm – 2pm), Max Adler (EY 12.30pm – 2pm), Susie Roulston (EY 12.30pm – 2pm), Nichola Bennett (EY (online) 12.30pm – 2pm), Selwyn Hayes (EY (online) 12.30pm – 2pm)

### **Quorum**

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

### **Karakia (Agenda Item 1)**

Member Peter Winder opened the meeting with Te Pūkenga karakia.

### **Welcome/Apologies/Notices (Agenda Item 2)**

The Chair welcomed Lynnette Brown, incoming Council Secretariat to her first meeting.

The Chair welcomed other attendees of the meeting, including the members of the public in attendance.

### **Minutes of the meeting held on 6 April 2021 (Agenda item 3)**

The Members noted the minutes from the open section of the 6 April 2021 Council meeting.

#### **Resolution**

*Moved by Murray Strong, seconded by Kathy Grant*

The Council resolved that the minutes from the open section of the 6 April 2021 Council meeting are approved as a true and accurate record.

### **Register of Interests (Agenda Item 4)**

Members confirmed that all interests were recorded in the Council interests register in the Council meeting papers.

### **Te Poari Akoranga Report (Agenda Item 5)**

The Members discussed the Poari Akoranga report and minutes from the meeting held on Wednesday 14 April 2021.

In particular, Members:

- Noted the update from the meeting held via zoom on Wednesday 14 April 2021;
- Noted the Terms of Reference were tabled and noted at Te Poari Akoranga and the next steps are to confirm terms of reference for the sub-committees;
- Noted one-year membership terms are due for renewal, noting the need for additional expertise from ITOs. There is also a skills-based approach underway to assist with looking at membership; and
- Noted a review of the roles of subsidiary academic committees is currently underway.

### **Policy Amendments – Delegations and Procurement (Agenda Item 6)**

The Members discussed amendments to the Delegations and Procurement policies.

In particular, Members:

- Received the report, Policy Amendments – Delegations and Procurement;
- Requested when the procurement policy is next reviewed to add in a comment regarding the government Māori business requirements; and
- Discussed carbon neutrality and noted a sustainability stocktake is currently underway throughout Te Pūkenga network.

#### **Resolution**

*Moved by Kim Ngārimu, seconded by Tania Hodges*

The Council resolved to approve the proposed amendments to the Procurement and Delegations policies.

### **CE Verbal Update (Agenda Item 7)**

The Members received a verbal update from the Chief Executive.

In particular, the Chief Executive:

- Noted the subsidiary Chairs and CEs will meet in Wellington on Friday 14 May 2021; and
- Noted an in-depth discussion would take place on Transitional ITOs at the 1 June 2021 Council meeting.

### **Resolution to Exclude Public in accordance with the Public Excluded Agenda (Agenda Item 8)**

#### **Resolution**

*Moved by Murray Strong, seconded by Kim Ngārimu*

The Council resolved that the public be excluded from the remainder of the meeting 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 follows:

<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>
11.	Minutes from public excluded meeting from 6 April 2021	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 the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
12.	Council Committee verbal updates	Section 9(2)(a) of the Official Information Act – To protect the privacy of natural persons  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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

		who supplied or who is the subject of the information	
13.	Quarterly 1 Report to March 2021	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 the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
14.	Critical Roadmap	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 the subject of the information  Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
15.	CEs/Council only verbal update	Section 9(2)(a) of the Official Information Act – To protect the privacy of natural persons	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
16.	Programme Transition Planning (May 2021)	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 the subject of the information  Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
17.	Capital Asset Management Strategy (CAMS)	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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of

		<p>who supplied or who is the subject of the information</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	LGOIMA, as a body to which LGOIMA applies).
18.	Te Pūkenga Risk Management Framework	<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 the subject of the information</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
19.	Operating Model project update	<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 the subject of the information</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
20.	Subsidiary Reserved Matters	<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 the subject of the information</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
21.	Items to be moved to Open Agenda for next Council meeting	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 the subject of the information	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the Council is specified, in Schedule 2 of

			LGOIMA, as a body to which LGOIMA applies).
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The Council resolved that Te Pūkenga employees Stephen Town, Vaughan Payne, Tania Winslade, Heather Geddes, Ana Morrison, Paki Rawiri, Warwick Quinn, Angela Beaton, Phillip Jacques, Graham Bethune, Lynnette Brown, Sinead Hart and Gillian Hamilton 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. Te Pūkenga Council also resolved that Rachel Clarke, Mair Brooks and Harriet Dempsey join for item 16, Deidre Hemera to join for item 17 and Bridget Jolly, Max Adler, Susie Roulston, Nichola Bennett, Selwyn Hayes to join for item 18. Their knowledge will be of assistance in relation to the matters above because they have assisted in the progression of such matters.

### **Close of open part of meeting (Agenda Item 9)**

The open part of Te Pūkenga Council meeting was closed at 9.25am.

The public excluded session commenced at 9.25am with a short break between 12.10pm and 12.30pm.

### **Public Excluded Agenda**

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

### **Whakatuwhera**

There being no further business the Chair declared the Council meeting closed at 2.00pm.

**Dated: 1 June 2021**

Signed as a correct record



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**Murray W. Strong**  
Chairman