



Te Pūkenga

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15 August 2024

s 9(2)(a)

Tēnā koe s 9(2)(a)

Request under the Official Information Act 1982

Thank you for your email, which was transferred from the office of the Minister of Tertiary Education and Skills on 1 July 2024, requesting the following information from Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga):

I would like all consultation documents, surveys, and timeframes, sent to Te Pukenga [sic] staff regarding the disestablishment of Te Pukenga [sic]

This letter provides a formal decision on your request under the Official Information Act 1982 (OIA).

Background

The Letter of Expectations (LoE) from the Minister of Tertiary Education and Skills, Hon. Penny Simmonds issued in December of 2023 advised Te Pūkenga of the Government's intent to disestablish the organisation. Clear expectations were set that Te Pūkenga should operate in a manner consistent with the Government's plans and we were asked to consider the appropriateness of recruitment and restructuring activity which was in train at the time.

As a result, we ceased any further recruitment for the new structures under Tāraia te anamata | Creating Our Futures – the change process that was underway in 2023 to bring Te Pūkenga together. We also commenced two change processes involving kaimahi (staff). Firstly, we reversed the Tāraia te anamata | Creating Our Futures process. Secondly, a review of National Office with a view to reduce the number of positions given many functions performed by National Office roles were being devolved back to business divisions. The National Office review considered either devolving positions or responsibilities back to divisions, realigning national office positions to transition work that supports the network until our future organisations are established, or in some cases the disestablishment of positions.

Most communications regarding both processes were shared with kaimahi via broadcast communications (e.g. newsletters and one on one meetings with managers) or via direct correspondence which was customised to the individual (e.g. consultation or decision letters). We have provided copies of all template letters used as the basis for individualised communications to our kaimahi as it provides an overarching indication of messaging provided. For privacy reasons, we have not included copies of communications sent to individuals.

High level timeframes were communicated to kaimahi via broadcast communications, however individual timelines may have at times varied. This was due to differing commencement dates of consultation, ensuring that we responded to individuals needs and met our obligations under our Collective Employment Agreements where necessary and ensured that our kaimahi felt supported throughout these processes.

The decision

The information you have requested can be found in three appendices to this letter. **Appendix One** is comprised of documentation regarding reversal of Tāraia te anamata – Creating Our Futures. **Appendix Two** is comprised of documentation regarding the National Office review. And **Appendix Three** is comprised of general communications sent to kaimahi. A schedule of the documents within each Appendix is provided below.

Regarding consultation documents, we confirm that no consultation documents were produced in relation to the reversal of Tāraia te anamata | Creating Our Futures. This process was done on an individualised basis with affected kaimahi and dependent on their personal situation. We have provided consultation documentation regarding the review of the Property and Finance teams as part of the National Office review; however no consultation documents were produced for other individuals within National Office.

Schedule of documentation

Document Number	Description
Appendix One: Documentation regarding reversal of Tāraia te anamata – Creating our Futures	
1	Workstream 1 - Creating our futures offers (accepted, disestablished)
2	Workstream 1 - Creating our futures offers (accepted, not disestablished)
3	Workstream 1 - Creating our futures offers (not disestablished)
4	Workstream 2 - disestablished roles
5	Workstream 3 - change in reporting lines
6	Workstream 1 - Creating our futures offers (continuing with accepted role)
7	Workstream 1 - Creating our futures offers (not continuing with accepted role)
8	Workstream 1 - Creating our futures offers (not continuing with accepted role - alt role)

9	Workstream 2 - Disestablished roles confirming redundancy
10	Workstream 2 - Redeployment follow up letter
11	Workstream 2 – Updated version disestablished roles confirming redundancy
12	Workstream 2 - Disestablished roles confirming agreement to withdraw notice
13	Workstream 2 - Disestablished offer for redeployment
14	Workstream 2 - Disestablished offer for redeployment into an alt role
15	Workstream 2 - Disestablished roles confirming redundancy
16	Decision lift and shift not affected
17	Decision delayed - extension needed
18	Exception Panel Decision Letter Not Accepted
19	Voluntary redundancy confirmation letter
20	PowerPoint – Decisions Closing Tāraia te anamata Kaimahi
21	Decisions Leaders' Guide
Appendix Two: Documentation regarding the review of National Office	
1	Consultation Document – Property
2	Consultation Document – Finance
3	Decision Document – Property
4	Decision Document - Finance
5	PowerPoint - National Office Consultation for Senior Leaders hui
6	FAQs
7	Leaders Guide
8	Email Template - National Office Kaimahi EOI to BD
9	Letter 1 CONFIRMED Disestablished Standard
10	Letter 1 Proposed Disestablished Standard
11	Letter 2 CONFIRMED Disestablished Deferred Redeploy
12	Letter 2 Proposed Disestablished Deferred Redeploy
13	Letter 3 CONFIRMED Disestablished Deferred Redeploy
14	Letter 3 Proposed Disestablished Deferred Redeploy
15	Letter 4 CONFIRMED change in reporting line
16	Letter 4 Proposed change in reporting line
17	Request for voluntary redundancy

Appendix Three: General Communications	
1	E-Message from Peter Winder December 2023
2	Ngā Taipitopito 14 December 2023
3	Ngā Taipitopito 18 January 2024
4	All of organisation communication 1 February 2024
5	Communication notifying of Consultation regarding reversal of Tāraia te anamata – Creating our futures 2 February 2024
6	Ngā Taipitopito 2 February 2024
7	Senior Leadership Meeting - message for attendees 2 February 2024
8	Senior Leadership Team communication 12 February 2024
9	Ngā Taipitopito 14 February 2024
10	Email to Interim Kaimahi Advisory Committee 15 February 2024
11	Communication notifying of Consultation closing 26 February 2024
12	Ngā Taipitopito 29 February 2024
13	Communication notifying of Decision 11 March 2024
14	FAQs on Decision 12 March 2024
15	Ngā Taipitopito 14 March 2024
16	Ngā Taipitopito 28 March 2024
17	Ngā Taipitopito 12 April 2024
18	Ngā Taipitopito 24 April 2024
19	Ngā Taipitopito 8 May 2024
20	Ngā Taipitopito 24 May 2024
21	Ngā Taipitopito 4 July 2024

You have the right to make a complaint to the Ombudsman under section 28(3) of the OIA if you are not happy with this response. Information about how to do this is available at www.ombudsman.parliament.nz or by calling 0800 802 602.

We may publish our OIA responses and the information contained in our reply to you on our website. Before publishing we will remove any personal or identifiable information.

Ngā mihi



Gus Gilmore

Tumuaki | Chief Executive