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09 August 2024

Alan Riley
By email: fyi-request-27737-4352d360@requests.fyi.org.nz

Tēnā koe Alan

Request under the Official Information Act 1982

Thank you for your request of 22 July 2024 made via the fyi.org.nz website, requesting the following information from Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga):

- 1. I would like to request a copy of the Institute's guidance documents for Council papers/agenda packs. For example, any guidance about how Council board papers and templates should be presented, and the templates themselves.*

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

Our decision

Please find attached Te Pūkenga Council Report Template, which was created at the time Te Pūkenga was established. There is guidance for staff preparing Council papers contained within the template itself. There is no separate or additional guidance or templates for Council papers.

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 nui

Gus Gilmore
Tumuaki Taupua | Chief Executive

[Type here]

Pūrongo Kaunihera a Te Pūkenga | Council Report

Month 2022

Title	[insert title of item]
Provided by	[insert name, title]
Author	[insert name, title]
For	[Information, Approval, Discussion etc]
Classification	[Unclassified, Confidential, Sensitive]
Endorsement (if any)	[Embargoed for Release, Legally Privileged, Budget, ELT Only, None]

Note: italicised, grey-shaded texts are drafting directions for the author

Te Taunaki | Recommendation(s)

It is recommended that Te Pūkenga Council:

a.	Receive the report;
b.	[Insert text]
c.	[Insert text]
d.	[Insert text]

Te Tāhuhu Kōrero | Background

Briefly set out the background to this item and how it aligns to Te Pūkenga objectives, including Council priorities.

Te pūtake o tēnei pūrongo | Purpose of this report

Provide brief outline of why this report is being presented to Council and, where appropriate, what it is you want from Council e.g. this is being provided for their information as it relates to..., or seeking approval to enable xyz, or provided as a result of [an action].

Ngā Kōwhiringa me Te Tātaritanga | Options and analysis

Set out range of options considered and analysis of each option with recommended option.

Te Pae Tawhiti | Te Tiriti o Waitangi Excellence Framework

How does this decision/information progress the outcomes/goals of Te Pae Tawhiti?

[Type here]

Pānga ki Ngā Ākonga/Kaitukumahi | Learner outcomes

Describe how this progresses the outcomes in [Te Rito Outcomes Framework](#), especially in realising improved outcomes for underserved learners particularly Māori, Pacific, and disabled learners, adult and second chance learners etc.

Set out the learner outcomes that will occur as a consequence. What are the changes learners can expect as a result?

How have you engaged with learners and/or considered the impact on learner experience?

Pānga ki Ngā Ākonga/Kaitukumahi | Employer Impact

Set out how this impacts the employer? What are the changes employers will experience as a consequence

Ōritetanga | Equity Impact

What is the current inequity.

Who is over-served (advantaged)? Who is under-served (disadvantaged)? provide examples and data

What is the equity measure/metric that applies to your area/function/project?

How have you championed equity and inclusivity in this activity/project? give specific examples

Te Uiuinga Whānui | Engagement/consultation

Set out who has been engaged/consulted with? Provide the link to the Engagement Plan if you have one

Group engaged with	Level of engagement ¹	Commentary
	Choose an item.	

Ngā tino raru ka heipū mai | Key risks

Risk is an uncertainty that, if it occurs, will impact on the achievement of objectives. Identify any new/emerging risk in the table below

Risk title	Description	Potential consequences	Current mitigation	Comments

Te tirohanga taha pūtea | Financial considerations

What is the financial impact of the decision or option?

¹ Inform, Consult, Collaborate, Partner, Empower. Refer [Engagement Summary 110619](#) (tearawhiti.govt.nz) for guidance. Engagement may be required at different levels for different stakeholder groups.

[Type here]

Te Ahunga Ki Mua | Next steps

Set out the key next steps/decisions sought?

Te Hunga whai koha | Contributors

In addition to those that have been consulted with, please add in those who have contributed to the writing of this report i.e. has the paper been submitted to ELT and when or Te Pūkenga Programme Board.

Ngā Tāpiritanga | Appendices

Include any appendices that are attached to the cover memo or are included in the document library. Please also note which appendices should be put in the document library.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT 1982