

12 June 2025

File Ref: OIA 50412

Tēnā koe [REDACTED]

### Official Information Act request

Thank you for your information request dated 14 April 2025. On Tuesday 13 May 2025 you were notified of an extension of the timeframe for the response, to enable time for consultations, I am now in a position to respond.

Your request has been considered in accordance with the Official Information Act 1982 (the Act). Your questions and our responses are as follows:

*“...please provide us with all information, in accordance with the Official Information Act, relating to:*

*(a) The approval of the Te Puna Ora o Mataatua Whānau Resilience Funding”;*

We have interpreted your request to mean the approval of funding for Te Puna Ora o Mataatua to deliver whanau resilience initiatives. The funding was approved by Regional Director, Rangita Wilson, on 3 May 2023. This approval is recorded in Document 1.

*(b) “The approval of the Māori Girls’ Charitable Trust Whānau Resilience Funding, the amount funded, any overspend of funding and decisions around the retention or return of the overspend”;*

We have interpreted your request to mean the approval of funding for the Māori Girls’ Charitable Trust to deliver whanau resilience initiatives. The funding was approved by the Investment Sub-Committee, on 19 September 2023. This approval is recorded in Document 2.

The reports received from the kaitono in connection to this funding indicated that funding had been spent in line with the budget provided and there was no overspend of funding.

*(c) “The Investment Committee Terms of Reference operative through 2024 and 2025, the periods that the relevant terms were in effect and all information relating to the update and adoption of those terms”*

The information regarding the Investment Committee Terms of Reference for the periods requested (“*through 2024 and 2025*”) are provided as documents three to ten.

A total of ten documents have been identified in scope of your request. The documents and my decisions with regard to the release of the information are set out in the table attached as Appendix A.

Please note that certain information has been redacted as “out of scope” of your request.

I trust my response satisfies your request.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact us at [uia@tpk.govt.nz](mailto:uia@tpk.govt.nz).

Ngā mihi

A handwritten signature in black ink, appearing to read 'Grace Smit', written in a cursive style.

Grace Smit  
Hautū, Te Puni Rohe | Deputy Secretary, Regions

Appendix A – documents OIA request from [REDACTED] dated 14 April 2025

<b>Item</b>	<b>Date</b>	<b>Document description</b>	<b>Decision</b>
1.	1 May 2023	Assessment Template: Whānau Resilience Assessment and Decision	Released in full
2.	19 September 2023	Minutes- Investment Sub-committee Meeting- 2 – 3pm, 19 Māhuru 2023	Released with some information withheld as out of scope
3.	21 November 2023	Minutes, 09 Investment Sub-committee Meeting, 2:00-3:00pm, 21 Whiringa-ā-Rangi 2023	Released with some information withheld as out of scope
4.	28 November 2023	Investment Sub-Committee TOR – memo to Executive Leadership Team	Released in full
5.	28 November 2023	Minute from 28 November 2023 Executive Leadership Team hui	Released in full
6.	Undated	Investment Sub-Committee Terms of Reference to take effect from 16 Kōhitatea 2024	Released in full
7.	11 April 2024	File note. Record of Investment Committee Proposal approval via Round Robin – 11 Paengawhāwhā 2024	Released with some information withheld as out of scope

8.	25 June 2024	Updated Investment Committee Terms of Reference – memo to Executive Leadership Team	Released in full
9.	25 June 2024	ELT minute excerpt dated 25 June 2024	Excerpt released in full in accordance with section 16(1)(e)
10.	Undated	Investment Committee Terms of Reference	Released in full

## Assessment Template: Whānau Resilience Initiatives

PROJECT OVERVIEW			
<b>Kaitono Name</b>	Chris Tooley		
Kaitono Contact Name	Te Puna Ora o Mataatua		
Project Name	Te Oranga O Te Teko		
TPK Region	Te Moana ā Toi – Waikato-Waiariki		
Project Location/s	Te Teko		
Regional Assessor	Sasu Wihapi		
Investment Manager	Rangita Wilson		
National Assessor			
SmartFund Number	50946		
<b>Funding Amounts:</b>	<b>2022/23</b>	<b>2023/24</b>	<b>Total</b>
Amount originally requested (excl. GST)	\$550000	\$550000	\$ 1100000
Total Amount recommended (excl. GST)	\$550000	\$550000	\$ 1100000
<i>Pae Aronui</i> \$	\$110000	\$110000	\$220000
<i>Rangatahi Manawaroa</i> \$	\$220000	\$220000	\$440000
<i>Taiohi Ararau</i> \$	\$220000	\$220000	\$440000
<i>Wahine Leadership</i> \$	\$	\$	\$
<b>Fund outcomes this project aligns to:</b>	<p><b>All Rangatahi Programmes:</b></p> <ul style="list-style-type: none"> <li>• Rangatahi and taiohi have skills in leadership and resilience and are creating change.</li> <li>• Rangatahi and taiohi have access to support networks and services to meet their goals and stay healthy and safe</li> </ul> <p><b>Taiohi Ararau:</b></p> <ul style="list-style-type: none"> <li>• Taiohi obtain their essential documents</li> <li>• Taiohi are on their employment, education, and training pathway</li> </ul> <p><b>Pae Aronui:</b></p> <ul style="list-style-type: none"> <li>• Rangatahi achieve education employment and training outcomes in line with their aspirations.</li> </ul> <p><b>Rangatahi Manawaroa:</b></p> <ul style="list-style-type: none"> <li>• Rangatahi build resilience and wellbeing according to their own aspirations</li> </ul>		

<p><b>Project Summary:</b> Enter a <u>summary</u> of the project touching on:</p> <ul style="list-style-type: none"> <li>• the need/opportunity</li> <li>• the activities that will be delivered (include when, where, and how)</li> <li>• how is this aligned to the relevant funding criteria including for each relevant fund</li> </ul>	<p>Te Puna Ora o Mataatua (TPOOM) have identified a need for improved access to opportunities for whānau living in Te Teko, from analysis of their own data and insights gained through their existing work with these communities.</p> <p>TPOOM propose to deliver programmes and activities in accordance with their strategy across 5 key areas to rangatahi and whānau within the Te Teko rohe between May 2023 and June 2024.</p> <p>The 5 key strategic areas are Education and Employment, Technology, Taiao, Whakapapa and Hauora.</p> <p>The programme and activities will be delivered through direct engagement and planning, wananga, workshops and events and will include:</p> <ul style="list-style-type: none"> <li>• Housing Workshops</li> <li>• Whanau Ora plans</li> <li>• Marae resilience plans</li> <li>• Employment workshops</li> <li>• Budgeting and kai workshops</li> <li>• Community events</li> <li>• Technology plan &amp; workshops</li> </ul> <p>There are existing resources with other agencies specifically for driver licencing within this rohe. TPOOM will connect Rangatahi to these resources and provide additional support through this project where gaps or issues with the existing resources are identified.</p> <p>The proposed programme and activities align with the fund outcomes the Rangatahi Manawaroa, Pae Aronui, and Taiohi Ararau.</p>
<p><b>Benefit and Impact</b> Enter a <u>summary</u> of the benefits and impacts touching on:</p> <ul style="list-style-type: none"> <li>• who and how many will be impacted including participants and wider whānau</li> <li>• the expected outcomes and benefits</li> <li>• how is this aligned with the purpose of the fund/funds</li> </ul>	<p>Approximately 440 Māori living within Te Teko and their whānau will directly and indirectly benefit from the proposed programme.</p> <p>Specifically, the programmes aims to directly support approximately:</p> <ul style="list-style-type: none"> <li>• 100 Rangatahi through 5 employment workshops</li> <li>• 40 whānau through individualised Whānau Ora plans</li> <li>• 500 participants through 10 Community events</li> <li>• 80 whānau through a range of educational workshops including budgeting, housing repair, and homeownership workshops.</li> <li>• 40 Rangatahi, kuia, kaumatua and whānau through technology workshops</li> <li>• 6 Marae through the facilitation of resilience plans</li> </ul> <p>The proposed programme and activities aim to:</p> <ul style="list-style-type: none"> <li>• Build the resilience of rangatahi through participation and acquisition of tools to navigate life and difficult situations.</li> <li>• Facilitate opportunities for rangatahi and whanau will participate in employment and education workshops to gain</li> </ul>

	<p>skills, documentation required to employable and connect them to employers.</p> <ul style="list-style-type: none"> <li>• Build the knowledge and skills of whānau to confidently use technology, in their homes and marae and increase their access to the opportunities that technology can provide within isolated communities.</li> </ul> <p>Wider benefits and whānau resilience will be achieved through connection with the whānau of programme participants, and the ongoing influence of participants within their hapori of whānau, friends, hapū and iwi.</p> <p>TPOOM will benefit through increased capacity and through the opportunity to build new relationships, develop partnerships and gain greater insights into the needs and aspirations of these communities to inform future whānau centred programmes and approaches.</p>
<p><b>Capability and Capacity to Deliver:</b>  <i>Enter a <b>summary</b> of the capability and capacity to deliver touching on:</i></p> <ul style="list-style-type: none"> <li>• <i>their previous experience with this work</i></li> <li>• <i>their management and delivery of the programme well planned</i></li> <li>• <i>any risks and how will these be mitigated</i></li> <li>• <i>is their ability to report confirmed, and if not, have they included budget to increase their capacity to deliver</i></li> <li>• <i>what are their plans for when funding is complete</i></li> </ul>	<p>TPOOM have a long history as a health and social provider. They have a strong organisational structure and sound financial position. They have proven capability to deliver programmes and their time management is reasonable.</p> <p>The programme risks identified have been well thought through and the proposed mitigation strategies are sufficient.</p> <p>Long term sustainability of the proposed programme will be supported through the establishment of a 'Working Group' and include stake holders from MOH, MOE, MSD and DHB. TPK will facilitate and broker stakeholder participation and co-investment through the working group.</p>
<p><b>Conflicts of Interest</b></p> <ul style="list-style-type: none"> <li>• <i>Enter any Conflicts of Interest raised by kaitono and/or kaimahi. If a COIMP is required note, this and confirm it completed and signed off</i></li> </ul>	<p>No conflicts of interest have been identified.</p>

RECOMMENDATION AND RATIONALE	
<p><b>Regional Assessor Comments</b></p> <ul style="list-style-type: none"> <li><i>Please provide your assessment of how the project aligns with the funding criteria for the relevant fund/s. Include your rationale for funding and how these fits within your Regional Whānau Resilience Strategy.</i></li> <li><i>Provide confirmation of due diligence requirements and how any risks and COI will be managed.</i></li> <li><i>Include any other areas that need to be captured.</i></li> </ul> <p><b>This will be copied into SF project when Investment review completed</b></p>	<p>Te Oranga ō Te Teko project aligns with the funding criteria for three of our Rangatahi funds (Pae Aronui, Taiohi Ararau, Rangatahi manawaroa). It is based in the Te Teko community to build the growth capability, opportunities, and development of the whānau, Iwi and Hapu.</p> <p>TPOOM have relationships within the Te Teko community that are beneficial to having whānau at the centre of this project. With the project focussed on the needs identified in Te Teko, this project through various workshops and training will enable Te Teko whānau to prosper.</p> <p>Seeking to increase the on-execution payment threshold from 35% To 50% to enable the kaitono to establish their systems, plans and commence recruitment and FTE onboarding.</p> <p>Due diligence has been completed and there are no risks or COI that need to be managed. TPK will discuss with TPOOM the selection of the Working group and monitor the deliverables within the first 3 months.</p> <p>Name: Sasu Wihapi</p> <p>Date: 13/04/2023</p>
<p><b>Regional Peer Review Comments</b></p> <p><i>(Name of peer reviewer)</i></p> <ul style="list-style-type: none"> <li><i>Assessment of the proposal and how it aligns with the outcomes and criteria.</i></li> <li><i>Confirmation that due diligence is complete, and risks and COI are declared and suitable mitigation plan in place.</i></li> <li><i>Include any other areas that need to be captured.</i></li> </ul> <p><b>This will be copied into SF project when Investment review completed</b></p>	<p>The intended deliverables, activities and outcomes meet the requirements of the fund guidance for Pae Aronui, Taiohi Ararau, Rangatahi Manawaroa funds.</p> <p>The total cost across 3 Rangatahi funds is \$ 1,100,000.</p> <p>Due Diligence is complete and there are no COI and risks declared that need mitigation plans assessment.</p> <p>We have funded this kaitono previously, they have met all requirements and achieved outcomes with previous contracts.</p> <p>Name: Puahaere Vaka</p> <p>Date: 13/04/2023</p>

<p><b>Decision Support Tool Risk Rating</b></p> <ul style="list-style-type: none"> <li>• Risk Level (i.e. High, Medium or Low)</li> <li>• Score</li> <li>• Overall comment</li> <li>• For RD or ISC Sign Off</li> </ul> <p>(link the content server for the decision support tool)</p>	<ul style="list-style-type: none"> <li>• Low risk</li> <li>• TPK has a long history and strong relationship with this kaitono</li> <li>• Kaitono has strong governance and operational infrastructure</li> </ul> <p><a href="https://punaha-korero/otcs/cs.exe?func=ll&amp;objaction=overview&amp;objid=19472300">https://punaha-korero/otcs/cs.exe?func=ll&amp;objaction=overview&amp;objid=19472300</a></p> <p>As a low-risk rating, the assessment can be approved by RD.</p>	
<p><b>Regional Director Comment</b></p> <p>(Name of Investment Manager/Regional Director) Comment</p> <p><b>This will be copied into SF project when Investment review completed</b></p>	<p>Te Teko is a rural community in the Eastern Bay of Plenty with 62.8% identified as being Māori. The rangatahi proportion of 18.5% highlighted key disparities amongst Māori youth and provided key indicators to develop a wider community resilience focus.</p> <p>Key NEETS statistics supported the targeted approach for this community as a place to build on the town's strong cultural identity, invest in partnerships with community initiatives and leaders that would lift community capability and capacity. This project aims to reduce adverse statistics for at-risk populations (mainly Māori) and to increase whānau outcomes elevating thriving whanau.</p> <p>The project provides an opportunity for whānau to increase economic, employment and housing opportunities, leverage local leadership to educate whānau, rangatahi, kaumatua in marae-based wananga settings and community-led initiatives. All these capability elements will increase community resilience and make Te Teko a more attractive place to live, learn and work.</p> <p>Te Puna Ora o Mataatua is an experienced health and social services provider in the Eastern Bay of Plenty Region and have partnered with Te Puni Kōkiri to achieve key focus area outcomes including Covid-19 welfare support, housing repairs, financial literacy, employment and whānau centred initiatives that increase tamariki, rangatahi, whānau and kaumatua wellbeing.</p> <p>This whānau centric prototype will have a monitoring mechanism led out by a working group that will consist of Government agencies, local Māori leadership and Te Puna Ora o Mataatua to elevate accountability and achieve the outlined transformational outcomes for whānau Māori residing in Te Teko. TPK kaimahi will be part of the working group to ensure stakeholder relationships across community and government agencies will be effective as well as influence future investment into the wider community of Te Teko.</p> <p>Approve investment funding of \$1,100,000.00 to enable Te Puna Ora o Mataatua to administer and facilitate the whānau centric initiatives in Te Teko.</p>	
<p><b>Regional Director Signature and Date</b></p>	<p>Signed &amp; dated 03/05/2023 – refer to PDF assessment in CS</p>	<p><b>Approve / Recommend for Approval</b></p>

MEDIUM-HIGH RISK ONLY			
<b>Investment Directorate Comment</b>  <i>(Name of Investment Directorate reviewer) Comment</i>	n/a		
<b>Comment for ISC</b>	n/a		
<b>ISC Decision</b>	n/a		
FINANCIAL INFORMATION			
1. Breakdown of proposed funding	<b>Agency</b>	<b>Contribution amount (\$)</b>	<b>Confirmed?</b>
	TPK	\$1,100,000	
	Kaitono	In kind only	Yes
	<b>TOTAL</b>	<b>\$1,100,000</b>	
2. What the funding will be used for  <i>What specifically will the budgeted TPK money go toward/ purchase? What is the cost per person (if relevant – e.g., for a hui)?</i>  <i>TIPS (1) do not copy paste outcomes &amp; outputs from SmartFund; (2) commentary to support the actual purchase and end product.</i>	To support Te Puna Ora ō Mataatua (TPOOM) to deliver their Te Oranga ō Te Teko programme to Rangatahi and whanau living within the Te Teko rohe:		
	TPOOM will deliver programmes and activities across five key strategic areas of Education and Employment, Technology, Taiao, Whakapapa and Hauora to support rangatahi to obtain essential documents, gain access to training and employment opportunities build leadership skills and increase whānau resilience.		
	Specifically, funding will be used as follows:		
	<b>Education</b>	<b>\$ 47,000.00</b>	
	8 Practical housing repair workshops		
	8 Home ownership workshops		
	20 budgeting and kai workshops		
	<b>Employment</b>	<b>\$ 5,000.00</b>	
	10 employment workshops for rangatahi with local employers and govt. Agencies		
	Facilitate education & training opportunities.		
	<b>Technology</b>	<b>\$ 40,000.00</b>	
	Rangatahi-led training of kaumatua & kuia		
	Development of a technology plan		
	Facilitated workshops on data sovereignty, general technology and website development		
	Investigating 5G options		
<b>Whakapapa</b>	<b>\$ 74,000.00</b>		

	6 Marae Resilience Plans	
	6 Succession planning for marae	
	10 community events to encourage and promote access to services	
	<b>Hauora</b>	<b>\$ 560,000.00</b>
	80 individualised Whānau Ora plans -	
	Refer below for TPOOM services that may be included in an individual's plan.	
	<b>1 research/modelling/evaluation</b>	<b>\$ 60,000.00</b>
	<b>1 recreation/nutrition/youth plan</b>	<b>\$ 60,000.00</b>
	<b>Staffing</b>	<b>\$ 254,000.00</b>
	2FTE Kaiarahi	
	<b>Total Expenses</b>	<b>\$ 1,100,000.00</b>
	<p>3. Previous funding`  <i>List previous funding this kaitono has received from TPK (in the format set out below). If the list is long, consider attaching a list at the end instead with a quick summary here.</i></p> <ul style="list-style-type: none"> <li>• <b># last 5 digits of SmartFund number (year) \$amount to do...</b></li> </ul> <p><i>Any outstanding reports? Yes/No</i></p>	<p>TPOOM have received funding and delivered on a range of projects since 2001.</p> <p>TPOOM hold 2 current housing repairs contracts:</p> <ul style="list-style-type: none"> <li>• SF50375 Housing Repairs - Current</li> <li>• SF50553 Sorted Kainga Ora Programme – Deliverable 2 due now.</li> </ul>

**Minutes**  
**Investment Sub-committee Meeting**  
**2:00-3:00pm, 19 Māhuru 2023**  
**National Office, Level 9 main meeting room**

**Present**

Grace Smit  
Paula Rawiri

Deputy Secretary, Regional Partnerships & Operations  
Deputy Secretary, Policy Partnerships

**In Attendance**

Paul Marshall, Kahutaiki Torepe-Ormsby

**Apologise**

Richard Laverty, Karen McGuinness

**Declarations of Interest**

No declarations of Interest were identified.

**Out of Scope**

**3. Whānau Resilience**

**APPROVED (51603) Māori Girls Charitable Trust on behalf of Standfast Horse Treks Limited, \$134,229, Waikato-Wairiki**

To support Standfast Horse Treks to deliver the Cowboy Up programme to 10-20 Wāhine of Te Kaha and Whānau-a-Apanui descent, over a nine-month period.

**Out of Scope**

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

**Minutes**  
**09 Investment Sub-committee Meeting**  
**2:00-3:00pm, 21 Whiringa-ā-rangi 2023**  
**National Office, Level 9 main meeting room**

**Present**

Paula Rawiri  
Richard Laverty

Deputy Secretary, Policy Partnerships  
Chief Advisor, Economic Development

**In Attendance**

Karen McGuinness, Kahutaiki Torepe-Ormsby, Andrew Nicholls

**Apologise**

Grace Smit

Grace Smit provided her approvals and feedback via email.

**Out of Scope**

RELEASED UNDER THE OFFICIAL INFORMATION ACT

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

6. General Business

APPROVED Investment Sub Committee Terms of Reference

**NOTE:** Minor changes were to be made to the Terms of Reference and then could be submitted to ELT for approval.

**Out of Scope**

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

## Investment Sub-Committee TOR

Te Rā 28/11/2023

**Whakapānga kōnae**

<b>Ki a</b>	Executive Leadership Team
<b>Nā</b>	Grace Smit, Deputy Secretary Regional Partnerships and Operations, Chair Investment Sub-Committee
<b>Meeting date</b>	28 Whiringaārangi 2023
<b>Kaupapa</b>	Investment Sub-Committee Terms of Reference
<b>Attachment/s</b>	a. Draft updated ISC Terms of Reference b. Current ISC Terms of Reference

**Purpose**

1. This memorandum seeks approval on an updated Terms of Reference (TOR) for the Investment Sub-Committee (ISC).

**Recommendations**

2. It is recommended that you:
  - Approve** the updated the ISC TOR to take effect 16 January 2024, which:
    - widens the scope of the ISC to include Housing;
    - changes the membership of the Committee to be at Deputy Secretary and Director level.

**Background**

3. The ISC is currently described as providing a governance function which has oversight of all Te Puni Kōkiri community investment programmes and grants on behalf of the Executive Leadership Team.
4. The current purpose of the ISC is to maximise the alignment of the design and operation of the various investment funds by informing their development and to improve the consistency of processes and standards across funds managed by Te Puni Kōkiri.
5. The ISC TOR were last updated in February 2020 and no longer reflect the membership of the committee or the approach that the ISC takes to decision-making.

**Proposed changes to the TOR**

6. Scope  
With the jointly administered Whai Kāinga Whai Oranga funding almost exhausted, it is timely to consider including Housing under the ISC umbrella. Te Puni Kōkiri

Māori Housing Network investment decisions are currently made with less scrutiny than the other contestable funds.

7. Consideration through the ISC will bring all our investment governance to one place and allow for better management of investment strategies and plans in alignment with the overall strategic direction of Te Puni Kōkiri.
8. In addition to the updates to reflect the inclusion of Housing, the draft updated ISC TOR, proposes changes to the purpose and scope of the ISC. The proposed changes reflect the intention that the ISC will move towards more strategic investment governance.
9. In the future this might look like ISC considering and monitoring investment plans rather than considering and approving all individual investments. The Investments Team are looking to more closely tailor the level of information required from kaitono for different types of investments. The team are also considering how we can better understand the impact of our investments towards our vision.

#### Membership

10. With the proposed changes to the scope of the ISC, and in particular the inclusion of Housing decisions, it is necessary to also review the membership of the ISC. The membership of the ISC is currently as follows:

- Deputy Secretary Regional Partnerships & Operations
- Deputy Secretary Policy Partnerships
- Chief Advisor Economic Development

In order to align with wider proposed governance changes, which is looking at sub-committee membership of five to six members made up of Deputy Secretaries and Directors, and to reflect the inclusion of Housing, the following membership is proposed:

- Deputy Secretary Regional Partnerships & Operations (Chair)
- Deputy Secretary Policy Partnerships
- Deputy Secretary Strategy, Finance and Performance
- Three Directors from across the enterprise

#### **Consultation**

---

11. The Governance Team also have work underway in relation to the wider governance operating model. The team was consulted on the draft updated TOR and we will continue to engage as this work progresses.

#### **Next Steps**

---

If ELT approve the draft TOR these will be implemented from 16 January 2024, the first hui of 2024. This will allow time to confirm the Director roles and to provide an induction to incoming members.

#### **Deputy Secretary / Acting Deputy Secretary Sign-Off**

This paper has been reviewed and approved by Deputy Secretary:

Name	Position	Date
Grace Smit	Deputy Secretary, Regional Partnerships and Operations	27/11/2023

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

## ELT minute for the 28 Nov 2023

---

**Item 7: Investment Sub-Committee Terms of Reference**

The paper 'Investment Sub-Committee Terms of Reference' and attachments were received and taken as read.

The DS-RPO sought ELT approval on the updated Terms of Reference (ToR) for the Investment Sub-Committee (ISC) noting that changes may need to be made in line with the governance uplift work being led by the Governance team.

Feedback from ELT:

- i. The reference at paragraph 9 to "two" ISC members should be removed.
- ii. The reference at paragraph 12.4 in regard to keeping ELT "informed" should be replaced with "advise" and will be formalised through monthly reporting to ELT.
- iii. Paragraph 14 should include consideration of benefits when making investment decisions.

**Action Point:**

The DS-RPO will incorporate the changes and additions agreed to by ELT into the ToR.

**Decision Point:**

ELT **approved** the updated the ISC ToR to take effect 16 Kohitatea 2024, which:

- a. widens the scope of the ISC to include Housing; and
- b. changes the membership of the Sub-Committee to be at Deputy Secretary and Director level.

28/11/2020

## Investment Sub-Committee Terms of Reference

### Purpose/scope

1. The Investment Subcommittee (ISC) is a subcommittee of the Executive Leadership Team (ELT). ISC has the delegated authority to make NDOE investment decisions from the Secretary of Māori Development via ELT.
2. The ISC acts on behalf of the Chief Executive to:
  - 2.1. Provide strategic governance for investment plans for the contestable funds administered by Te Puni Kōkiri.
  - 2.2. Make investment decisions for Te Puni Kōkiri contestable funds, and in doing so, to ensure that the funding approved does not exceed the allocated value of the appropriation, and that spending is within the scope of the appropriation.
3. These contestable funds include but are not limited to:
  - Cadetships
  - Māori Business Growth
  - Strengthening Wahine Leadership
  - Rangatahi Manawaroa
  - Taiohi Ararau
  - Pae Aronui
  - Whenua Māori Fund
  - Te Ringa Hāpai Whenua Fund
  - Kāinga Rua
  - Te Pūtake o te Riri
  - Māori Development Fund – General
  - Te Pu Harakeke (decisions over \$10,000)
  - Whānau Centred Family Violence Interventions
  - Te Pae Tawhiti
  - Management of Sediment and Debris on Whenua Māori
  - Removal of Woody Debris on Whenua Māori
  - Housing – Ko ngā Āheinga Whare mō te Māori

### Membership

4. ISC comprises the people appointed to the following roles:
  - 4.1. Deputy Secretary Regional Partnerships & Operations (Chair)
  - 4.2. Deputy Secretary Policy Partnerships
  - 4.3. Deputy Secretary Strategy, Finance and Performance
  - 4.4. Three Directors from across the enterprise as confirmed by ELT

### Meetings

5. All meetings will be chaired by the Deputy Secretary, Regional Partnerships & Operations. If the Deputy Secretary, Regional Partnerships & Operations is unable to attend, they will nominate an Acting Chair.
6. Deputy Secretaries may delegate participation in the meeting (provided their delegate has delegated financial authority).
7. A meeting quorum of four ISC members is required. The quorum includes ISC members attending on-line, rather than attending in-person. The quorum also includes ISC members who are providing their investment decisions by writing without attending the hui, provided that their decisions are provided prior to the ISC meeting.
8. In order to satisfy delegation requirements, any quorum must include the Deputy Secretary, Regional Partnerships & Operations (or their delegate) and if decisions relating

to housing investment are being considered, any quorum must include the Deputy Secretary Strategy, Finance and Performance.

9. All meetings will commence with the opportunity for members to notify the committee of any interests pertinent to the proposals being considered. If a member of ISC abstains from a decision due to a conflict of interest, the investment decision must be by unanimous agreement of the remaining two ISC members.
10. ISC will meet weekly to progress investment decisions and to advance the purpose of strategic stewardship of Te Puni Kōkiri investment.
11. Meetings may be held in person or on-line. Alternatively, investment decisions may be made via round-robin emails where necessary.

### **Strategic Governance responsibilities of ISC**

12. The ISC is responsible for strategic governance of the funds listed above. This includes:
  - 12.1. Considering and approving investment strategies and plans in alignment with the overall strategic direction of Te Puni Kōkiri.
  - 12.2. Oversight of the funds listed above, including monitoring and reporting of key risks and progress against the Te Puni Kōkiri investment priorities.
  - 12.3. Oversight of investment processes applying to the funds listed above.
  - 12.4. Supporting the Deputy Secretary, Regional Partnerships & Operations in keeping ELT informed of key strategic issues and progress against the investment priorities.
13. The Chair may also refer issues to ELT when this is considered appropriate.

### **Investment Decisions Responsibilities of ISC**

14. Except where ISC chooses to delegate these decisions, ISC is responsible for making investment decisions, including but not limited to:
  - 14.1. Decisions for new investment funding (consistent with the NDOE delegation policy).
  - 14.2. Decisions to vary existing investments.
  - 14.3. Decisions to terminate investments.
15. The following information will be provided to ISC to support investment decision-making at least two working days before the ISC meeting:
  - 15.1. Assessment memorandums.
  - 15.2. Risks identified, and mitigations.
  - 15.3. Known conflicts of interest.
  - 15.4. Any other information requested by the ISC.
16. Information provided for investment decisions will be appropriate to the level of investment requested.
17. ISC will provide direction to support continuous improvement in investment operations.

### **Secretariat support**

18. Secretariat support will be provided by the Investment Planning and Support team and will include provision of:
  - 18.1. Agendas, previous minutes, and other papers relating to the administration of ISC.
  - 18.2. Investment plans and expenditure reporting on NDOE funds.

18.3. Reports on investment updates for ISC and to inform ELT.

19. Minutes of the ISC meeting will be provided to the ISC members within four working days of the ISC meeting.

**Approval of Terms of Reference**

20. These Terms of Reference were approved by ELT on 28 November 2023 to take effect 16 January 2024. They will be reviewed periodically as required.

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

## File Note

KAHUTAIKI TOREPE-ORMSBY, SENIOR ADVISOR/IC SECRETARIAT - INVESTMENT PLANNING AND SUPPORT

RECORD OF INVESTMENT COMMITTEE PROPOSAL APPROVAL VIA ROUND ROBIN – 11 PAENGAWHĀWHĀ 2024.

# Out of Scope

### Decisions and feedback received from:

Grace Smit  
Paula Rawiri  
Terina Cowan  
Te Rōpu Poa  
George Mackey

Deputy Secretary, Regional Partnerships & Operations  
Deputy Secretary, Policy Partnerships  
Deputy Secretary, Strategy, Finance & Performance  
Regional Director, Te Tai Tokerau  
Regional Director, Ikaroa-Rāwhiti

# Out of Scope

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

Out of Scope

6. General Business

Investment Committee Terms of Reference Updates

Grace Smit	NOTED
Paula Rawiri	NOTED
Terina Cowan	NOTED
Te Rōpu Poa	NOTED
George Mackey	NOTED

Out of Scope

RELEASED UNDER THE OFFICIAL INFORMATION ACT

**ACTION ITEMS:**

#	Lead	Action	IC meeting raised	Update Provided to IC
1.	<i>Investment Planning &amp; Support</i>	<p>Update the Terms of Reference to excuse Investment Managers from having a conflict of interest to their proposals whilst being a member of the Committee.</p> <p>Add a note that declarations of interest will be noted in the minutes and pass it through Risk &amp; Assurance before resubmitting to the Committee.</p>	<p>09 Paengawhāwhā 2024 – Hui 23</p> <p>23 Kohitātea 2024 – Hui 14</p> <p>20 Huitanguru – Hui 17</p>	<p><b>COMPLETED</b></p> <p><b>09 Paengawhāwhā 2024:</b> Updated TORs was tabled and noted by the committee via Round Robin.</p> <p><b>27 Huitanguru 2024:</b> Submitted to IC for review. Investments to raised again with Risk &amp; Assurance to look at the impacts of the changes across the entire document.</p> <p><b>20 Huitanguru 2024:</b> Submitted to IC for review, minor change to be made before resubmitting to the committee.</p> <p><b>30 Kohitātea 2024:</b> Changes were sent to Chief Advisor RPO to support the update of the IC Terms of Reference.</p> <p><b>25 Kohitātea 2024:</b></p>

**Out of Scope**

# Out of Scope

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

## Updated Investment Committee Terms of Reference

Te Rā 25/06/2024

### Whakapānga kōnae

**Ki a** Executive Leadership Team

**Nā** Grace Smit – Deputy Secretary – Regional Partnerships and Operations

**Meeting date** 25 Pipiri 2024

**Kaupapa** Updated Investment Committee Terms of Reference

**Attachment/s** a. Investment Committee Terms of Reference

### Purpose

1. To provide ELT with updated Investment Committee Terms of Reference for approval, following the approval from the Investment Committee on 9 April 2024.

### Recommendations

2. It is recommended that you **approve** the updated Terms of Reference for the Investment Committee.

### Background / Context

3. On 28 November 2023 the current Terms of Reference for the Investment Committee were approved by ELT.
4. At their 9 April 2024 hui, the Investment Committee (IC) has approved amendments to Terms of Reference to provide clarification on delegating participation, Conflicts of Interest and Impartiality as noted in the following table:

Focus	Current	New
Meeting arrangements Para 14	"Deputy Secretaries may delegate participation in the meeting (provided their delegate has financial authority)".	"IC Members may delegate participation in the meeting (provided their delegate has financial authority)"
Conflicts of Interest Paras 19 - 22	"All meetings will commence with the opportunity for members to notify the committee of any interests pertinent to the	This section has been expanded to clearly articulate guidelines for declaring interests and how they will be managed and recorded in the minutes.

	<p>proposals being considered.</p> <p>If a member of IC abstains from a decision due to conflict of interest, the investment decision must be made by unanimous agreement of the remaining IC members”</p>	
<p>Impartiality Paras 23 -25</p>	n/a	<p>This is a new section to clearly articulate the guidelines for impartiality of committee members in making decisions.</p>

5. The updated terms of reference were tabled and approved at the Investment Committee decisions considered via Round Robin on 09 April 2024. Following this approval it was to be submitted to the ELT for approval.

**Consultation**

6. Consultation on the recommended changes and wording were made with the Risk and Assurance tīma.

**Deputy Secretary / Acting Deputy Secretary Sign-Off**

This paper has been reviewed and approved by Deputy Secretary:

Name	Position	Date
Grace Smit	Deputy Secretary, Regional Partnerships and Operations	20/06/2024

RELEASED UNDER THE OFFICIAL INFORMATION ACT

**Item 12: Investment Committee - Updated Terms of Reference**

The paper 'Updated Investment Committee Terms of Reference' and attachment were received and taken as read.

Approval was sought for the updated Terms of Reference for the Investment Committee.

**Decision Point:**

ELT **approved** the updated Terms of Reference for the Investment Committee.

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT



25/6/24.

## Investment Committee

### Terms of Reference

#### Purpose

1. The Investment Committee (IC) is a Committee of the Executive Leadership Team (ELT). IC has the delegated authority to make Non-Departmental Operating Expenditure (NDOE) investment decisions from the Secretary for Māori Development.
2. The IC acts on behalf of the Secretary to:
  - a. Provide strategic governance for investment plans for the contestable funds administered by Te Puni Kōkiri.
  - b. Make investment decisions for Te Puni Kōkiri contestable funds, and in doing so, to ensure that the funding approved does not exceed the allocated value of the appropriation, and that spending is within the scope of the appropriation.
3. These contestable funds include but are not limited to:

Cadetships	Māori Development Fund – General
Māori Business Growth	Te Pu Harakeke (decisions over \$10,000)
Strengthening Wahine Leadership	Whānau Centred Family Violence Interventions
Rangatahi Manawaroa	Te Pae Tawhiti
Taiohi Ararau	Management of Sediment and Debris on Whenua Māori
Pae Aronui	Removal of Woody Debris on Whenua Māori
Whenua Māori Fund	Housing – Ko ngā Āheinga Whare mō te Māori
Te Ringa Hāpai Whenua Fund	Kāinga Rua
Te Pūtake o te Riri	

#### Strategic Governance responsibilities of IC

4. The IC is responsible for strategic governance of the funds listed above. This includes:
  - a. Considering and approving investment strategies and plans in alignment with the overall strategic direction of Te Puni Kōkiri.
  - b. Oversight of the funds listed above, including monitoring and reporting of key risks and progress against the Te Puni Kōkiri investment priorities.
  - c. Oversight of investment processes applying to the funds listed above.



- d. Supporting the Deputy Secretary, Regional Partnerships & Operations in keeping ELT advised of key strategic issues and progress against the investment priorities via monthly reporting.

5. The Chair may also refer issues to ELT when this is considered appropriate.

### **Investment Decisions Responsibilities of IC**

6. Except where IC chooses to delegate these decisions, IC is responsible for making investment decisions, including but not limited to:
  - a. Decisions for new investment funding (consistent with the NDOE delegation policy).
  - b. Decisions to vary existing investments.
  - c. Decisions to terminate investments.
7. IC will include consideration of benefits when making investment decisions.
8. The following information will be provided to IC to support investment decision-making at least two working days before the IC meeting:
  - a. Assessment memorandums
  - b. Risks identified, and mitigations.
  - c. Known conflicts of interest
  - d. Any other information requested by IC
9. Information provided for investment decisions will be appropriate to the level of investment requested.
10. IC will provide direction to support continuous improvement in investment operations.

### **Membership**

11. IC comprises of people appointed to the following roles:
  - a. Deputy Secretary, Regional Partnerships & Operations (Chair)
  - b. Deputy Secretary, Policy Partnerships
  - c. Deputy Secretary, Strategy, Finance and Performance
  - d. Four Directors/General Managers from across Te Puni Kokiri (as confirmed by ELT)



### Meeting arrangements

12. All meetings will be chaired by the Deputy Secretary, Regional Partnerships & Operations. If the Deputy Secretary, Regional Partnerships & Operations is unable to attend, they will nominate an Acting Chair.
13. IC Members may delegate participation in the meeting (provided their delegate has delegated financial authority).
14. A meeting quorum of four IC members is required. The quorum includes IC members attending online, rather than attending in person. The quorum also includes IC members who are providing their investment decisions by writing without attending the hui.
15. In order to satisfy delegation requirements, any quorum must include the Deputy Secretary, Regional Partnerships & Operations (or their delegate) and if decisions relating to housing investment are being considered, any quorum must include the Deputy Secretary Strategy, Finance and Performance.
16. In order for investments to be approved they must be supported by four or more members.
17. IC will meet weekly to progress investment decisions and to advance the purpose of strategic stewardship of Te Puni Kōkiri investment.
18. Meetings may be held in person or online. Alternatively, investment decisions may be made via round-robin emails where necessary as agreed by the Chair.

### Conflicts of Interest

19. All meetings will commence with the opportunity for members to notify the committee of any interests (actual, potential, or perceived) pertinent to the proposals being considered. The Chair will rule on whether the members, having disclosed any actual or potential interest:
  - a. May participate in the discussion,
  - b. May remain in the meeting room, but not participate in the discussion, or
  - c. Should leave the room and be excluded from any consideration of the related matter.
20. Should the Chair raise a conflict, the actions will be agreed by the remaining members including assuming the role of Chair if needed.
21. If a member of IC abstains from a decision due to a conflict of interest, the investment decision must be by unanimous agreement of the remaining IC members.
22. Any and all declarations of interest and subsequent management plans will be documented in the minutes.

### Impartiality

23. Impartiality relates to the absence of bias, prejudice or predetermination.



24. Members must show independence and impartiality in decision making ensuring they remain neutral on items regarding their own workstreams or interests.
25. Decisions must be made using a fair and transparent process and in the best interests of Te Puni Kōkiri.

### Secretariat support

26. Secretariat support will be provided by the Investment Planning and Support team and will include provision of:
- a. Agendas, previous minutes, and other papers relating to the administration of IC.
  - b. Investment plans and expenditure reporting on NDOE funds.
  - c. Monthly reports on investment updates for IC and to inform ELT.
27. Minutes of the IC meeting will be provided to the IC members within four working days of the IC meeting.

### Approval of Terms of Reference

28. These Terms of Reference were approved by ELT on 28 November 2023 to take effect 23 January 2024. They will be reviewed periodically as required.

Approval and review	
Approved by the Executive Leadership Team	25 June 2024
Next Review due	



## APPENDIX – MEMBERSHIP

### Chair

Position	Incumbent
Deputy Secretary, Regional Partnerships & Operations	Grace Smit

### Members

Position	Incumbent
Deputy Secretary, Policy Partnerships	Paula Rawiri
Deputy Secretary Strategy, Finance and Performance	Terina Cowan
Regional Director Ikaroa-Rawhiti	George Mackey
Regional Director, Te Tai Tokerau	Te Rōpu Poa

RELEASED UNDER THE OFFICIAL INFORMATION ACT

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT