

MEETING NO. 260
MINUTES OF A MEETING OF THE
MUSEUM OF NEW ZEALAND TE PAPA TONGAREWA BOARD
THURSDAY 10 OCTOBER 2024, 9.00AM – 2.30PM
POUNAMU ROOM, TE PAPA, 55 CABLE STREET, WELLINGTON

PRESENT	Hon. Dame Fran Wilde	Chair
	Mr. Andy Lowe	
	Mr. David Wilks	
	Prof. Dame Juliet Gerrard	Chair, Biodiversity Research Centre Governance Group
	Ms. Jackie Lloyd	Chair of Tikanga Tāngata
	Ms. Caren Rangi	Chair Tikanga Haumaru
	Prof. Jacinta Ruru	
IN ATTENDANCE	Ms. Courtney Johnston	Tumu Whakarae Chief Executive (CE)
	Dr. Arapata Hakiwai	Kaihautū
	Ms. Anna Berwick	Head of Governance & Strategy
	Ms. Leanne Shuttleworth	Board Secretary
APOLOGIES	Mr. Tama Waipara	

The meeting started at 9.03am. There was no Board-only time.

MEETING ADMINISTRATION

1. CONFLICTS OF INTEREST

The Board reviewed the interest register and discussed member David Wilks's role as a Wellington NZ Board member and a Te Papa Board member.

The Board:

- a) **noted** that Mr Wilks's Wellington NZ Board role is an interest for his Te Papa Board member role
- b) **noted** that The WellingtonNZ board Chair had agreed that Mr Wilks does not receive information about Tākina nor take part in discussions about Tākina in his role as a Wellington NZ Board member
- c) **noted** that WgtnNZ does not make any decisions , or have any responsibility for the commercial operation of Tākina. The Wellington City Council is the decision-maker.
- d) **noted** that both Tākina and Te Papa put on exhibitions.
- e) **agreed** that Mr Wilks will not have visibility of, nor make decisions about Te Papa exhibition business cases
- f) **noted** the interest register and **confirmed** there were no conflicts for the meeting

Board members were requested to send interest updates to the Board Secretary.

2. DRAFT MINUTES

The minutes of Board 259 (8 August 2024) were reviewed.

The Board **approved** the minutes from meeting 259 subject to the addition of the time Board member Jackie Lloyd left the meeting before the Biodiversity Research Centre Governance Group update.

NGĀ WHAKAHAERETANGA ME NGĀ RIPOATA KAIĀRAHI | GOVERNANCE AND LEADERSHIP REPORTS

3. BOARD COMMITTEE REPORT

3.1 Tikanga Haumarū update

The Board discussed and **noted** the verbal report.

4. LEADERSHIP REPORT

The Leadership Report was taken as read.

The Board **discussed** and **noted** the Leadership Report.

The Board will send a condolence letter to Te Arikinui Kuīni Ngā Wai Hono i te Pō on the passing of her father Tūheitia Pōtatau Te Wherowhero VII.

5. ORGANISATION PERFORMANCE REPORT

The Leadership Report was taken as read.

The Board **discussed** and **noted** the Organisation Performance Report.

Mr Jake Downing (Director, Museum Commercial Services) joined the meeting at 10.32am.

6. ENVIRONMENTAL SCAN: COMMERCIAL ACTIVITIES

The Board **discussed** and **noted** the Environmental Scan: Commercial Activities presentation.

7. IVEC UPDATE

The Board **discussed** and **noted** the Environmental Scan: Commercial Activities presentation.

The Board meeting paused at 11.50am for members to meet Tawhiti Kunaiti (Pou Tikanga) and Hollie Smith (Pou Reo – Iwi Relationships).

8. HEALTH AND SAFETY WALKABOUT

The Board carried out an interactive observation and discussion about Tākina's health and safety protocols.

Board member Jackie Lloyd left the meeting at 1.50pm.

Lisa Tipping (Project Sponsor, Chief Operating Officer) joined the meeting at 1.52pm.

9. BIODIVERSITY RESEARCH CENTRE (BRC) GOVERNANCE GROUP UPDATE

The Board discussed and noted the verbal update.

KAUPAPA HEI WHAKATAU | ITEMS FOR DECISION

9.1 Draft BRC Governance Group minutes – meeting 12, 25 July 2024.

The minutes were **approved** as a true and accurate record.

10. BRC ENABLING WORKS the Board:

- a) **noted** the tender process undertaken, in accordance with the procurement plan
- b) **noted** the Tender Evaluation Panel's (TEP) evaluation of the tenders received
- c) **noted** that the TEP has assessed the tender from Downer as being the strongest based on the approved non-price and price weightings
- a) **noted** that the tender evaluation has been endorsed by our Probity Advisor as having been in accordance with the Government Rules of Procurement
- e) **noted** that tender negotiations have been completed with Downer
- f) **noted** that Downer's tender price, at \$1,219,768.13 is within the cost estimate of \$2.20m
- g) **noted** the letter from Buddle Findlay advising Te Papa on the contract
- h) **noted** the enabling works will be using the standard form NZS3910:2013 contract with special conditions as drafted by Buddle Findlay
- i) **noted** the final form contract provided by Buddle Findlay
- j) **noted** the approval pathway documented in the approved Procurement Plan
- k) **noted** that the TEP has endorsed this recommendation to contract with Downer
- l) **noted** that Lisa Tipping (Project Sponsor, Chief Operating Officer) has endorsed the recommendation to contract with Downer
- m) **noted** that the BRC PCG has endorsed the recommendation to contract with Downer
- n) **noted** that the BRC Governance Group has reviewed this paper and recommends the Board approves per recommendations o and p below
- o) **approved** the award of the BRC Enabling Works Contract to Downer.
- p) **delegated** authority to sign the contract to the Chief Operating Officer.

Lisa Tipping left the meeting at 2.20pm.

HE KAUPAPA ANŌ | OTHER BUSINESS

The Board meeting closed at 2.20pm with Karakia.

APPROVED



Fran Wilde
Chair, Te Papa Board