

# Te Pūkenga Finance and Capital Investment Committee

## Taipitopito | Details

<b>Te rā   Date</b>	Tuesday 29 August 2023
<b>Te wā   Time</b>	1pm - 4pm
<b>Te wāhi   Location</b>	Zoom

## Te hunga i tae mai | Attendance

<b>Ngā tāngata i tae atu   Attendees</b>	Jeremy Morley, Josie Keelan, Murray Strong, Bill Moran
<b>Ngā tāngata i tamō   Apologies</b>	John Brockies
<b>In attendance</b>	Peter Winder (Chief Executive), Michelle Teirney (Chief Financial Officer), Katherine Harbrow (Financial Reporting and Operations Director, items 5.3 and 5.4), Martyn Sinclair (Marsh, item 5.3), Teresa Pollard (Chief Digital Officer, item 5.7), James Smith (Regional Finance Director, item 5.8), Stuart Reilly (Finance Transition Specialist, item 5.8), Martin Paget (Associate Director, Deloitte, item 5.8), Jaala Jacobs (Strategic Property Director, item 6.1 and 6.2)
<b>Heamana   Chair</b>	Jeremy Morley
<b>Ngā meneti   Minutes</b>	Haley Passmore (Governance Advisor)

## Rārangi take | Open Agenda

<b>Nama take   Agenda item</b>
Karakia timatanga
<b>1. Administration</b>
1.1. Welcome/apologies
1.2. Register of interests
1.3. Schedule of committee membership and meeting dates for 2023
1.4. Minutes of the open meeting held 21 July 2023
1.5. Open action list

**Nama take | Agenda item**

- |           |   |
|-----------|---|
| 1.6.      | Committee workplan 2023                 |
| 1.7.      | Delegations                             |
| <b>2.</b> | <b>Any other open business</b>          |
| <b>3.</b> | <b>Resolution to exclude the public</b> |

**Rārangi take | Closed Agenda**
**Nama take | Agenda item**

- |                        |   |
|------------------------|---|
| <b>4.</b>              | <b>Administration</b>                                       |
| 4.1                    | Minutes of the closed meeting held 21 July 2023             |
| 4.2                    | Confidential action list                                    |
| 4.3                    | Summary of recommendations for this meeting                 |
| <b>5.</b>              | <b>Financial matters and strategy reporting</b>             |
| 5.1                    | Finance strategy and plan (verbal update)                   |
| 5.2                    | Transformation plan (verbal update)                         |
| 5.3                    | Insurance renewals  |
| 5.4                    | Quarterly treasury report                                   |
| 5.5                    | Financial report  |
| 5.6                    | Budget assumptions review (verbal update)                   |
| 5.7                    | Digital transformation plan and borrowing consents          |
| 5.8                    | Progress on single Financial Management Information System  |
| <b>Whakatā   Break</b> |   |
| <b>6.</b>              | <b>Major projects and high priority buildings programme</b> |
| 6.1                    | Major projects update                                       |
| 6.2                    | High priority buildings update                              |
| 6.3                    | Soda Inc. Limited liquidity issues                          |

**Nama take | Agenda item**

**7. Any other closed business**

Karakia whakakapi and close of meeting

# 1. Administration

Presented by Jeremy Morley

## 1.1. Welcome/apologies

## 1.2. Register of interests

For Reference

# Te Pūkenga Council Finance and Capital Investment Committee Register of Interests

**As at 23 August 2023**

Name	Interest	Nature of Interest
<b>Jeremy Morley</b> Committee Chair	Wellington Free Ambulance	Contractor
	Te Kupenga – Catholic Leadership Institute (A registered PTE)	Contractor
	Racing New Zealand	Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	YW/Petone Hockey Club Inc	Treasurer
	Wellington Over 60s Cricket	Treasurer
<b>Murray Strong</b> Ex-officio member	Centre of Digital Excellence of NZ Ltd	Chairman
	Southern Digital Transformation Programme – Te Whatu Ora	Chairman
<b>Teorongonui Josie Keelan</b> Member	Te Pūkenga: Unitec	Supervisor
<b>John Brockies</b> Member	Resolve Group Ltd	Director
	Walworth Ltd	Director
<b>Bill Moran</b> Member	High Performance Sport New Zealand	Director
	WorkSafe NZ	Deputy Chair
	Southern Generation LP	Chair
	Pioneer Energy	Director
	Chamber Music at the World's Edge Trust USA	Chair

	Youthtown Inc	Trustee
	Youthtown Foundation	Trustee
	Sky City Casino Charitable Trust Queenstown	Trustee
	Parliamentary Education Trust	Trustee
	New Zealand Symphony Orchestra Foundation	Trustee
	Iti Kōpara Charitable Trust	Trustee

## 1.3. Schedule of committee membership and meeting dates for 2023

For Reference

## 2023 Schedule of Te Pūkenga Finance and Capital Investment Committee meetings

As at 18 August 2023

### Committees

#### Finance and Capital Investment Committee

Name and role	Meeting dates	Venue
1. Jeremy Morley, Chair 2. Bill Moran, Member 3. Josie Keelan, Member 4. John Brockies, Member 5. Murray Strong, Ex-officio member	<del>22 February 2023</del>	<del>Zoom</del>
	<del>29 March 2023</del>	<del>Zoom</del>
	<del>26 April 2023</del>	<del>Zoom</del>
	<del>31 May 2023</del>	<del>MITO, Wellington</del>
	<del>21 July 2023</del>	<del>Zoom</del>
	29 August 2023	Zoom
	27 September 2023	Wellington (specific location TBC)
	25 October 2023	Zoom
	29 November 2023	TBC (in person)

## 1.4. Draft minutes of the open meeting held 21 July 2023

For Approval

## Open minutes of a meeting of the Finance and Capital Investment Committee (the Committee) of the Council of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga Council)

**Held on Wednesday 21 July 2023 at 1pm via Zoom videoconference and e-meeting**

**Present:** Jeremy Morley (Chair), Josie Keelan, Murray Strong

**In Attendance:** Peter Winder (Chief Executive), Michelle Teirney (Chief Financial Officer)

**Apologies:** John Brockies, Bill Moran

**Minutes:** Haley Passmore (Governance Advisor)

### Open minutes

#### 1. Administration

##### 1.1. *Welcome/Apologies/Notices*

The Chair welcomed everyone to the meeting and noted apologies from John Brockies and Bill Moran.

##### 1.2. *Register of Interests*

The register of interests was noted and no conflicts with matters on the agenda were declared.

##### 1.3. *Schedule of Committee membership and meeting dates for 2023*

The Schedule of Committee membership and meeting dates for 2023 was noted.

##### 1.4 *Minutes of the open meeting held 31 May 2023*

**RESOLVED** (J. Morley/J. Keelan)

That the Committee accept the open minutes of Te Pūkenga Finance and Capital Investment Committee meeting held on 31 May 2023 as a true and correct record.

**CARRIED**

##### 1.5 *Open action list*

The action relating to the quorum for the Committee was put on hold.

#### 2. Other open business

##### 2.1 *Terms of Reference review*

The Committee discussed whether insurance items should be dealt with at the Risk and Audit Committee (RAC) and agreed that insurance should be transferred to within the Finance and Capital Investment Committee remit for decision-making, with referral to RAC for advice and expertise as needed as RAC doesn't meet frequently enough to address emerging insurance issues and it isn't an approving body.

**RESOLVED** (J. Morley/J. Keelan)

That Te Pūkenga Finance and Capital Investment Committee (the Committee):

- a. Review and provide feedback on the draft Finance and Capital Investment Committee Terms of Reference;
- b. Note that the members present discussed whether responsibility for insurance lies with the Finance and Capital Investment Committee or the Risk and Audit Committee, and, along with the Chief Executive and Council Chair agreed that responsibility should move to the Finance and Capital Investment Committee, in consultation with the Risk and Audit Committee as necessary;
- c. Recommend to Te Pūkenga Council to approve the Terms of Reference subject to the removal of the clause regarding the Chair of the Committee having the rights to communicate with external parties.

**CARRIED via e-meeting****3. Resolution to exclude the public****RESOLVED** (J. Morley/J. Keelan)

That the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) 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 and the reason for passing the resolution in relation to each matter are as follows:

Item	General subject of each matter to be considered	Section(s)
<b>4.</b>	<b>Administration</b>	
4.1	Minutes of previous meeting held 31 May 2023	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
4.2	Confidential action list	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
4.3	Summary of recommendations for this meeting	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
<b>5.</b>	<b>Financial matters and strategy reporting</b>	
5.1	Insurance renewals	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.2	Financial plan	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.3	Transformation roadmap	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.4	Verbal update on fees	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.5	Reporting - Digital initiatives	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
	<ul style="list-style-type: none"> <li>- Progress against Financial Pan</li> <li>- Progress against roadmap</li> </ul>	
5.6	Digital governance	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
<b>6.</b>	<b>Major projects and high priority buildings programme</b>	
6.1	Major projects update	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
6.2	High priority buildings update	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
6.3	Wellington Strategy	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
<b>7.</b>	<b>Capital asset management planning and assessment</b>	
7.1	CAMS assessment	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
<b>8.</b>	<b>Land divestment strategy and disposal programme</b>	
8.1	Property disposals update	Section 9(2)(a) OIA Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
9.	Any other closed business	Section 9(2)(a) OIA Section 9(2)(i) OIA Section 9(2)(g)(i) OIA

## Interests

Section	Interest
Section 9(2)(a) OIA	To protect the privacy of natural persons, including that of deceased natural persons.
Section 9(2)(g)(i) OIA	To maintain the effective conduct of public affairs through the free and frank expression of opinion by or between members of any organisation or employees of any organisation in the course of their duty.
Section 9(2)(i) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.
Section 9(2)(j) OIA	To enable the organisation to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

And that certain employees from Te Pūkenga be permitted to remain at the meeting, namely Jaala Jacobs, Phil O'Callaghan, Caleb Kiriona, Jasvinder Singh, and Jo-Anne Brown 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.

### CARRIED

The open session meeting closed at 11.15am and moved into closed session at 11.16am.

The meeting closed at 2.45pm.

## 1.5. Open action list

For Reference

Meeting Date	Agenda item	Action type	Action No	Action	Assigned To	Status	Deadline	Update
31-May-23	Other open-business	Open	F2305.02	Discuss whether insurance should be the responsibility of this Committee or the Risk and Audit Committee.	Murray Strong, Jeremy Morley, and John Brockies	Closed-21/07/23	22-Jul-23	
31-May-23	Quorum and format of future meetings	Open	F2305.03	Discuss whether the Committee should proceed with present membership numbers.	Murray Strong and Jeremy Morley	On hold	22/07/2023 TBC	

## 1.6. Committee workplan 2023

For Reference

Presented by Michelle Teirney

Agenda item	April 26	May 31	July 21	August 29	Sept 27	October 25	Nov 29
<b>Financial Matters and Strategy Reporting</b>							
Full Forecast Review		■		■			
Budget Assumptions Review				■			
Financial Strategy		■					
Financial Plan			■				
Insurance renewals			■				
Reporting pathway for FMIS			■				
Budget 2024 Approval						■	■
Fee setting (including student levy)			■				
<b>Major Projects and High Priority Buildings</b>							
Monthly Project Updates	■	■	■	■	■	■	■
High Priority Buildings Updates		■	■	■	■	■	■
Procurement of Property Construction PMO	■						
Seismic Assessment Plan & Policy	■	■			■	■	■
UCOL Block 12 & 6 for construction	■	■			■		
WITT block A & B approval for construction		■			■	■	■
WelTec Petone B block for construction phase		■			■		
Tranche 2 Approval for 2024					■		
NorthTec Whangarei – Initial Investment Case	■						■
Wellington Footprint Strategy Business case			■		■	■	■
Auckland City Footprint Strategy & Maritime Move				■	■	■	■
<b>Capital Asset Management Planning and Assessment</b>							
Property Strategy – date TBC							
Five Year Capital Plan Intentions		■					
CAMS assessment			■				

Legend: ■ Approval ■ Endorsement to Council ■ Information ■ Not delivered to original schedule

# Finance and Capital Investment Committee Workplan 2023

Agenda item	April 26	May 31	July 21	August 29	Sept 27	October 25	Nov 29
<b>Land Divestment Strategy and Disposal Programme</b>							
Wintec - Hamilton Part A & B Value for sale	■	■					
Property disposals update			■				
<b>Other</b>							
Terms of Reference review			■				

## 1.7. Delegations

For Reference



### A3: Council Delegations to Finance and Capital Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Policies and frameworks	Ability to review policies that fall within the remit of the Finance and Capital Investment Committee, whether as part of the policy development process (as set out in the Document Development Framework) or otherwise, and approve amendments which are compliance based and do not impact on the strategic direction of Council.	No
2.	Learner fees	To approve standing annual setting of learner fees for existing programmes under legislation, fees for the provision of learner services (known as the Student Services Levy), fees to assist learners suffering exceptional financial hardship and any other fees prescribed by the Finance and Capital Committee.	No
3.	Treasury limits	To approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Policy).	No
4.	Grants or loans	To approve grants or loans to the Chief Executive, any kaimahi, ākonga or any association of kaimahi or ākonga or guarantee any loans to any kaimahi members.	No
5.	Operating Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure within the Council approved budget and where the expenditure aligns with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
6.	Operating Expenditure Unbudgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure in excess of the Council approved budget, where the expenditure aligns with the investment plan	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
7.	Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and where there is a robust business plan that supports the expenditure which is aligned with the investment plan.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
8.	Capital Expenditure Unbudgeted	To authorise individual unbudgeted capital expenditure proposals.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
9.	Tenders for Capital or Operational Expenditure	To accept a tender for an approved capital or operational expenditure project.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
10.	Ad hoc	Such ad hoc delegations as authorised by Council from time to time	No

2. Any other open business

### 3. Resolution to exclude the public

Presented by Jeremy Morley

# Te Pūkenga Council Finance and Capital Investment Committee Meeting

## 3. Resolution to exclude the public

It will be moved by the Chair that the public be excluded from the remainder of the meeting. This resolution will be made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 (LGOIMA) (noting Te Pūkenga Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies) and the particular interests protected by section 9 of the Official Information Act 1982 (OIA) which would be prejudiced by the holding of the relevant parts of the proceedings of the meeting in public.

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Item	General subject of each matter to be considered	Section(s)
<b>4.</b>	<b>Administration</b>	
4.1.	Minutes from closed meeting held 21 July 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
4.2.	Confidential action list	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>5.</b>	<b>Financial matters and strategy reporting</b>	
5.1.	Finance strategy and plan (verbal update)	Section 9(2)(b)(ii) Section 9(2)(i) OIA
5.2.	Transformation plan (verbal update)	Section 9(2)(b)(ii) Section 9(2)(i) OIA
5.3.	Insurance renewals	Section 9(2)(j)
5.4.	Quarterly treasury report	Section 9(2)(b)(ii) Section 9(2)(i) OIA
5.5.	Financial report	Section 9(2)(b)(ii)

Item	General subject of each matter to be considered	Section(s)
		Section 9(2)(i) OIA
5.6.	Budget assumptions review (verbal update)	Section 9(2)(b)(ii) Section 9(2)(i) OIA
5.7.	Digital transformation plan and borrowing consents	Section 9(2)(b)(ii) Section 9(2)(i) OIA
5.8.	Progress on single Financial Management Information System	Section 9(2)(j)
<b>6.</b>	<b>Major projects and high priority buildings programme</b>	
6.1.	Monthly project update	Section 9(2)(b)(ii) Section 9(2)(i) OIA
6.2.	High priority building programme updates	Section 9(2)(b)(ii) Section 9(2)(i) OIA
6.3.	Soda Inc. Limited liquidity issues	Section 9(2)(j)
7.	Any other closed business	Section 9(2)(b)(ii) Section 9(2)(i) OIA Section 9(2)(j)

### Interests

Section	Interest
Section 9(2)(b)(ii) OIA	To 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) OIA	To enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities.

Section	Interest
Section 9(2)(j)	To enable a Minister of the Crown or any public service agency or organisation holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

The Chair will also move that certain employees from Te Pūkenga 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.