

## Te Pūkenga Finance and Capital Investment Committee

### Taipitopito | Details

Te rā   Date	Wednesday 27 September 2023
Te wā   Time	9am - 12pm
Te wāhi   Location	Zoom

### Te hunga i tae mai | Attendance

Ngā tāngata i tae atu   Attendees	Jeremy Morley, Josie Keelan, Murray Strong, Bill Moran, John Brockies
Ngā tāngata i tamō   Apologies	
In attendance	Peter Winder (Chief Executive), Michelle Teirney (Chief Financial Officer), Jaala Jacobs (Strategic Property Director, item 6.1 and 6.2)
Heamana   Chair	Jeremy Morley
Ngā meneti   Minutes	Haley Passmore (Governance Advisor)

### Rārangi take | Open Agenda

Nama take   Agenda item
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 29 August 2023
1.5. Open action list
1.6. Committee workplan 2023
1.7. Delegations

Nama take   Agenda item	
<b>2.</b>	<b>Any other open business</b>
2.1.	Committee membership (verbal discussion)
<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 29 August 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	Financial report
5.4	Crown Loan terms and conditions (verbal discussion)
5.5	FMIS update
<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
<b>7.</b>	<b>Any other closed business</b>
7.1	Initial discussion and scoping for Commercial Strategy (verbal discussion)
Karakia whakakapi and close of meeting	

# Karakia timatanga

Tēnā tātou here are some useful phrases you can use to introduce opening karakia next time you are asked to lead it.

**Māku e huaki te wānanga nei.**

I'll open our shared space.

**Kia huakina te wānanga nei ki te karakia.**

May our shared space be opened with karakia.

**Kāti anō kia karakia e manawa ora ai te wānanga nei.**

It's only fitting that we begin with karakia so we may strengthen our shared space together.

## Karakia tīmatanga Opening incantation

**Whakarongo rā e Rongo  
ki Te Pūkenga  
te manawa nei  
ki te rongo taketake,  
te whiwhia, te rawea  
te whiwhi-ā-nuku  
whiwhi-ā-rangi  
i takea mai i te kāhui o ngā ariki.  
kia tūturu ka whakamau ai kia  
tina,  
Tina! (everybody)  
Hui e?  
Tāiki e!**

Listen o Rongo  
to Te Pūkenga  
offering gratitude  
for the peace and harmony  
that allows us to enjoy  
he gifts of the earth  
and the heavens  
bequests of a higher order.  
And bind it firmly,  
firmly!  
Do we all concur?  
We concur!

When someone has led karakia to open a hui, it is seen as respectful for someone else to then thank them for carrying out that duty. Here are some mihi to the kaikarakia you can try next time.

**Tēnā koe i tō karakia mai.**

Thank you for delivering karakia.

**Ka nui te mihi o te manawa ki a koe, i tō karakia mai.**

With heartfelt gratitude, thank you for delivering karakia.

**Kia waiho mā ēnei kupu e kawē atu te whakamiha ki a koe, i tō karakia mai. Nāu oti, e manawa ora nei te wānanga.**

May these words convey my sincerest appreciation to you for delivering karakia. Because of you, our shared space is now strengthened.



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

**As at 22 September 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
	Wellington Bridge Club incorporated	Honorary Auditor
<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



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

As at 22 September 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>	Zoom
	<del>29 March 2023</del>	Zoom
	<del>26 April 2023</del>	Zoom
	<del>31 May 2023</del>	MITO, Wellington
	<del>21 July 2023</del>	Zoom
	<del>29 August 2023</del>	Zoom
	27 September 2023	Zoom
	25 October 2023	TBC (in person)
	29 November 2023	Zoom



## **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 Tuesday 29 August at 1pm via Zoom video conference and e-meeting**

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

**In Attendance:** 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)

**Apologies:** John Brockies

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

### **Open minutes**

#### **1. Administration**

##### **1.1. Welcome/apologies**

Apologies noted from John Brockies.

##### **1.2. Register of interests**

The Chair noted a new interest as honorary Auditor of Wellington Bridge Club incorporated.

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

The Committee noted that the September Committee meeting may be held in person.

##### **1.4. Minutes of previous open meeting held 21 July 2023**

**RESOLVED** (Jeremy/T. Keelan)

That the Committee approve the open minutes of the meeting held on 21 July 2023 as a true and correct record.

**CARRIED**

##### **1.5. Open action list**

##### **1.6. Committee workplan 2023**

The Committee agreed that the Finance Strategy, Finance Plan and Transformation Plan are to be standing agenda items going forward. The Committee agreed that an update on the Commercial strategy is needed at the October/November meeting.

##### **1.7. Delegations**

**2. Any other open business**

**3. Resolution to exclude the public**

**RESOLVED** (J. Morley/B. Moran)

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 21 July 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	Finance strategy and plan (verbal update)	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.2	Transformation plan (verbal update)	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.3	Insurance renewals	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.4	Quarterly Treasury Report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.5	Financial report	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.6	Budget assumptions review (verbal update)	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.7	Digital transformation plan and borrowing consents	Section 9(2)(g)(i) OIA Section 9(2)(i) OIA
5.8	Progress on single Financial Management Information System	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	Soda Inc. Limited liquidity issues	Section 9(2)(i) OIA Section 9(2)(g)(i) OIA
<b>7.</b>	<b>Any other closed business</b>	

**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 Katherine Harbrow, Teresa Pollard, James Smith, Stuart Reilly, and Jaala Jacobs 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 1.09pm and moved into closed session at 1.10pm.

The meeting closed at 3.51pm.

DRAFT

There are no open action items.

## Finance and Capital Investment Committee Workplan 2023

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 and plan		■	■	■	■	■	■
Insurance renewals			■	■			
Reporting pathway for FMIS			■				
Budget 2024 Approval						■	■
Fee setting (including student levy)			■				
Transformation plan				■	■	■	■
Quarterly treasury report	■			■			■
<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		■					

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
CAMS assessment			■				
<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			■				

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



### 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



# 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.

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 from closed meeting held 29 August 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) OIA Section 9(2)(i) OIA
5.2.	Transformation plan (verbal update)	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.3.	Financial report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.4.	Crown Loan terms and conditions	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
5.5.	FMIS update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>6.</b>	<b>Major projects and high priority buildings programme</b>	
6.1.	Monthly project update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.2.	High priority building programme updates	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>7.</b>	<b>Any other closed business</b>	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
7.1	Initial discussion and scoping for Commercial Strategy	Section 9(2)(b)(ii) OIA 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 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.