

29 November Finance and Capital Investment Committee Meeting



29 November 2023 09:00 AM - 05:00 PM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			3
1. Administration		09:00 AM-09:10 AM	4
1.1 Welcome/apologies			
1.2 Register of interests			4
1.3 Schedule of committee membership and meeting dates for 2024			6
1.4 Minutes of the open meeting held 25 October 2023			7
Recommendation: That the Finance and Capital Investment Committee approve the minutes of its open meeting held on 25 October 2023 as a true and correct record.			
1.5 Open action list			
There are no open action items			
1.6 Committee workplan 2024			10
Recommendation: That the Committee provide feedback on the draft 2024 workplan for the Finance and Capital Investment Committee.			
1.7 Delegations			12
Members to note the delegations from Council to the Finance and Capital Investment Committee when considering recommendations at this meeting.			
2. Any other open business		09:10 AM-09:15 AM	
3. Resolution to exclude the public	Jeremy Morley		13
Recommended: 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.			
4. Administration (closed)	Jeremy Morley	09:15 AM-09:25 AM	16
4.1 Minutes of the closed meeting held 25 October 2023			16
Recommendation: That the Finance and Capital Investment Committee approve the minutes of its closed meeting held on 25 October 2023 as a true and correct record.			

4.2	Confidential action list			23
	Actions to be provided next week			
5.	Financial matters and strategy reporting			24
5.1	Te Pūkenga Finance Plan progress update	Michelle Teirney	09:25 AM-09:40 AM	24
5.2	Project update – Single Stage Business Case - Finance systems	Michelle Teirney	09:40 AM-09:50 AM	37
5.2.1	Digital Workplace project update	Teresa Pollard	09:50 AM-10:00 AM	45
5.3	Financial report		10:00 AM-10:10 AM	57
5.4	2024 Capex budget and related 5-year intention capital plan	Michelle Teirney	10:10 AM-10:30 AM	73
5.5	Quarterly treasury report		10:30 AM-10:45 AM	84
5.6	Insurance – final policy		10:45 AM-10:50 AM	97
5.7	Procurement policy	Michelle Teirney	10:50 AM-10:55 AM	102
5.8	Crown loan and bank account signatories	Michelle Teirney	10:55 AM-11:00 AM	116
	Whakatā Break		11:00 AM-11:15 AM	
6.	Transformation plan	Peter Winder	11:15 AM-11:45 AM	
	Reports to be provided next week			
7.	Te Pūkenga emissions inventory and reduction plan	Michelle Teirney	11:45 AM-11:55 AM	121
8.	Major property projects and high priority buildings programme			137
8.1	Monthly projects update	Michelle Teirney	11:55 AM-12:00 PM	137
8.2	High priority building programme EIT Hawkes Bay remediation insurance settlement approach	Michelle Teirney	12:00 PM-12:10 PM	150
8.3	High priority buildings update	Michelle Teirney	12:10 PM-12:15 PM	157
8.4	Auckland City property strategy investment case	Michelle Teirney	12:15 PM-12:25 PM	163
9.	Any other closed business			
	Karakia whakakapi and close of meeting			173

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.



Finance and Capital Investment Committee Register of Interests

As at 1 November 2023

Name	Interest	Nature of Interest
Murray Strong Chair	Centre of Digital Excellence of NZ Ltd	Chairman
	Southern Digital Transformation Programme – Te Whatu Ora	Chairman
	Destination Southern Lakes	Independent Chairman
	Digital Interactive Health/MedTech iQ - Dunedin	Independent Chairman
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
John Brockies Member	Resolve Group Ltd	Director
	Walworth Ltd	Director
Jeremy Morley 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 Inc	Honorary Auditor
	Caritas NZ Inc	Financial and Commercial Advisor
Bill Moran	High Performance Sport New Zealand	Director

Member	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
	Parliamentary Education Trust	Trustee
	New Zealand Symphony Orchestra Foundation	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee

2024 Schedule of Te Pūkenga Finance and Capital Investment Committee meetings

As at 24 November 2023

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Friday 26 January (if required)	Online
2. Bill Moran	Member	Friday 1 March	TBC
3. Josie Keelan	Member	Thursday 28 March	Online
4. John Brockies	Member	(if required)	
5. Murray Strong	Ex officio member	Monday 29 April	Online
		(if required)	
		Friday 24 May	TBC
		Monday 1 July	TBC
		Friday 26 July	TBC
		Friday 30 August	TBC
		Friday 27 September	Online
		(if required)	
		Friday 25 October	TBC
		Friday 29 November	TBC



Minutes for Open Portion of 25 October Finance and Capital Investment Committee Meeting

25/10/2023 | 09:00 AM - 12:00 PM | MITO Wellington

Attendees (6)

John Brockies; Jeremy Morley; Teorongonui Josie Keelan; William Moran

Apologies: Murray Strong

In attendance: Peter Winder (Chief Executive), Michelle Teirney (Chief Financial Officer), Jaala Jacobs (Strategic Property Director, item 7.1 and 7.2), Grant McPhail (Capital Assets and Property Director, item 7.3), Martyn Sinclair (Marsh, item 6.7), Ben Harland (RCP, item 7.2), Katherine Harbrow (Financial Reporting and Operations Director, item 6.7)

Karakia timatanga

B. Moran delivered the karakia.

1. Administration

1.1 Welcome/apologies

M. Strong was an apology for the meeting.

1.4 Minutes of the open meeting held 27 September 2023

RESOLVED (B. Moran/J. Morley)

That Te Pūkenga Finance and Capital Investment Committee (the Committee) approve the open minutes of the meeting held on 27 September 2023 as a true and correct record.

CARRIED

1.6 Committee workplan 2023

The Committee agreed that a more detailed discussion on the Capital Plan will be held at the November meeting.

1.8 2024 proposed meeting dates

Committee members are to advise H. Passmore if there are any issues with the proposed 2024 meeting dates.

2. Any other open business

3. Resolution to exclude the public

RESOLVED (J. Brockies/J. Morley)

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)
4.	Administration	
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
5.	Financial matters and strategy reporting	
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
5.5.	FMIS update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.	Major projects and high priority buildings programme	
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
7.	Any other closed business	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.

The Committee moved into closed session at 9.15am.

The meeting closed at 12.28pm

DRAFT Finance and Capital Investment Committee Workplan 2024

Agenda item	Jan 26*	Mar 1	Mar 28*	Apr 29*	May 24	Jul 1	Jul 26	Aug 30	Sep 27*	Oct 25	Nov 29
Financial approvals											
Five-year capital plan intentions						■					
Fee setting (including student levy)							■				
Insurance renewal										■	
Financial strategy and planning											
Financial plan update	■	■	■	■	■	■	■	■	■	■	■
Budget 2025										■	
Financial position and performance											
Monthly financial report	■	■	■	■	■	■	■	■	■	■	■
Budget assumptions review								■			
Group treasury policy											
Treasury report		■			■			■			■
Group treasury policy										■	
Corporate planning											
CAMS Assessment - internal only for 2024					■						
Asset information management											
Major property project update	■	■	■	■	■	■	■	■	■	■	■
High priority building update	■	■	■	■	■	■	■	■	■	■	■
Levels of service											
TBC											
Lifecycle management and prioritisation strategy (including risk management)											
TBC											
Financial forecasts											
TBC											
Business cases											

Legend: ■ Approval ■ Endorsement to Council ■ Information

DRAFT Finance and Capital Investment Committee Workplan 2024

Agenda item	Jan 26*	Mar 1	Mar 28*	Apr 29*	May 24	Jul 1	Jul 26	Aug 30	Sep 27*	Oct 25	Nov 29
TBC											
Implementation governance											
Digital transformation update	■	■	■	■	■	■	■	■	■	■	■
Engagement with tāngata whenua											
TBC											
Other responsibilities											
Self-review								■			
Terms of Reference review								■			
2025 meeting dates and workplan								■		■	

Legend: ■ Approval ■ Endorsement to Council ■ Information



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

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4.1.	Minutes from closed meeting held 25 October 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
5.	Financial matters and strategy reporting	
5.1	Finance strategy and plan update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.2	FMIS 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	2024 capex budget and related capital plan	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
5.5	Quarterly treasury report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.6	Insurance – final policy	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.7	Procurement policy	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.8	Crown loan and bank account signatories	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.	Transformation Plan	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA Section 9(2)(k) OIA
7.	Emissions Inventory and Reduction Plan	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
8.	Major property projects and high priority buildings programme	
8.1.	Monthly project update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
8.2.	EIT insurance	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
8.3.	High priority building programme update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
		Section 9(2)(j) OIA
8.4	Auckland city footprint strategy and maritime move	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
9.	Any other closed business	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA

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)(g)(ii)	To maintain the effective conduct of public affairs through the protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment.
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).
Section 9(2)(k)	To prevent the disclosure or use of official information for improper gain or improper advantage.

And certain employees from Te Pūkenga be permitted to remain at the meeting, after the public has been excluded, namely Jaala Jacobs and Ehsan Jacobi 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.