

## Capital Asset Management and Infrastructure (CAMI) Committee Meeting

Date	Tuesday 18 August 2020
Time	11.30am – 1.00pm
Venue	Zoom
Attendees	Kathy Grant (Chair), Tania Hodges, Peter Winder, Murray Strong Stephen Town, Michelle Teirney, Alex Cabrera, Gillian Hamilton

### AGENDA

Item	Subject
1.	Karakia
2.	Welcome
3.	Minutes from 23 June 2020 (open part of meeting)
4.	Committee Register of Interests
5.	Resolution to Exclude Public in accordance with the Public Excluded agenda
6.	Whakatuwhera and Close of open part of meeting

### PUBLIC EXCLUDED AGENDA

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**) and the particular interests protected by section 9 of the Official Information Act 1982 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, the reason for passing the resolution in relation to each matter and the specific grounds under section 48(1) of LGOIMA for the passing of the resolution are as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
7.	Minutes from public excluded part of meeting on 23 June 2020	Section 9(2)(b)(ii) of the Official Information Act - 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	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the CAMI Committee is empowered by the Council to perform certain matters on behalf of the Council and the Council is specified, in

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
			Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
8.	Capital Asset Management Strategy – Recommendation to Appoint Supplier	<p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>Section 9(2)(b)(ii) of the Official Information Act - 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</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the CAMI Committee is empowered by the Council to perform certain matters on behalf of the Council and the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
9.	Requests from NZIST Subsidiaries for NZIST Approval to Reserved Matter	<p>Section 9(2)(b)(ii) of the Official Information Act - 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</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the CAMI Committee is empowered by the Council to perform certain matters on behalf of the Council and the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
10.	Interim Capital Thresholds Verbal update	Section 9(2)(i) of the Official Information Act – enable the organisation holding the information to carry out, without prejudice or disadvantage, commercial activities	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the CAMI Committee is empowered by the Council to perform certain matters on behalf of the Council and the Council is specified, in Schedule 2 of LGOIMA, as a body to which LGOIMA applies).
11.	Information Systems RFP Verbal Update	<p>Section 9(2)(b)(ii) of the Official Information Act - 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</p> <p>Section 9(2)(i) of the Official Information Act – enable the organisation holding the</p>	That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 (noting the CAMI Committee is empowered by the Council to perform certain matters on behalf of the Council and the Council is specified, in

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter	Grounds under section 48(1) for the passing of the resolution
		information to carry out, without prejudice or disadvantage, commercial activities	Schedule 2 of LGOIMA, as a body to which LGOIMA applies).

# The New Zealand Institute of Skills and Technology (NZIST)

## Minutes of a meeting of the Capital Asset Management and Infrastructure Committee (the Committee)

Tuesday 23 June 2020 at 10.00am

### Minutes

These are the minutes of a meeting of the NZIST Council Capital Asset Management and Infrastructure Committee held at 10.00 am on Tuesday 23 June 2020 via Zoom videoconferencing.

### Members' Present

Kathy Grant (Chair)  
Murray Strong  
Peter Winder  
Tania Hodges

### In attendance

Chris Collins (Interim Chief Executive)  
Alex Cabrera (Interim Deputy Chief Executive - Transformation and Design)  
Michelle Teirney (Interim Chief Operating Officer/Chief Financial Officer)  
Karen Kennedy (PMO Co-ordinator) - Minutes

### Welcome/Quorum/Notices (Agenda Item 1)

The Chair noted that a quorum of members was present at this meeting and declared the meeting open.

Tania Hodges opened the meeting with a karakia.

The Chair recommended that Agenda Item 5 - Capital Asset Business Case Process - be moved to the Public Excluded part of the meeting, given the sensitive nature of the potential discussion.

### Resolution

*Moved by Kathy Grant, seconded by Peter Winder*

The Committee resolved that Agenda Item 5 - Capital Asset Business Case Process - be moved to the Public Excluded part of this meeting.

### Apologies

No apologies were received.

## Conflicts of Interest (Agenda Item 2)

Members confirmed that all conflicts of interest were recorded in the Council interests register in the meeting papers

There were no further interests to declare.

## Committee Terms of Reference (Agenda Item 3)

The Committee noted the following points:

- The Terms of Reference document had previously been circulated and discussed, however was yet to be submitted to the Council for approval.
- The question of whether programmes and programme development was included in Intellectual Property was raised. The Interim Chief Executive replied that advice from PwC had been sought on this matter.
- Section 6 - Council Reporting Obligations: the Committee agreed that the draft minutes would be distributed and confirmed by email immediately following each meeting to enable the confirmed minutes to be included in the agenda papers for the next available Council meeting.
- No further changes or additions were recommended.

### **Resolution**

*Moved by Kathy Grant, seconded by Peter Winder*

The Committee recommends that the Terms of Reference for the Capital Asset Management and Infrastructure Committee be submitted to Council for adoption at its next meeting.

## Capital Asset Management Strategy Discussion Paper Update (Agenda Item 4)

The Committee discussed and provided feedback on the discussion paper that had been included in the agenda papers. It was noted that:

- the key activities timeline had been updated subsequent to the June Council meeting;
- it would be appropriate for the Committee to meet around 31 July to review the working group recommendation;  
**Action Point:** The Interim CFO and Council Secretary would look at a suitable date for a Committee meeting around 31<sup>st</sup> July.
- the question of whether there was any indication of likely timings around some of the outputs was raised. Ms Teirney confirmed that the RFP document notes that a progress report would be expected by 31 October; with the whole project expected to conclude around March 2021;
- while there was a need to respond to the Minister's desire to move at pace, the Committee also needed to have confidence that the other activities and workstreams were also being shaped and integrated to ensure a sensible overall strategy;
- information and clarity about how on-job, on-campus, online learning would look like was required prior to any decision on physical assets around the network; knowledge of that early in the process would be useful;
- a "deep dive" discussion on the future operating model and vision would be scheduled once the new Chief Executive takes up his role;
- it was agreed that, at the meeting to be scheduled around 31 July, the Committee would re-evaluate the required scope and outputs;

- it was further agreed that the development of the Capital Asset Management Strategy would need continuing inputs and evaluation, the stocktake was a priority, and as more inputs became available it was likely that further reshaping and refining of the scope of work would be required;
- it was highlighted that Capital assets other than bricks and mortar) e.g. life cycle management of assets, connection with brands and databases, would also need to be considered.

## IS Strategy Update (Agenda Item 7)

The DCE Transformation and Design provided a verbal update on progress with the IS Strategy. A brief discussion was held, and the main points noted were:

- the ICT leads across the subsidiary network had been approached regarding systems and requirements and the feedback from that group would provide the key elements in developing a scope. Stage 1 of the process is likely to be a complete stocktake of the capability of current systems and platforms undertaken by an external provider with support from the ICT leads group;
- including the sector in developing the scope was favoured;
- the requirement to proceed at pace and desirability of aligning timeframes with the “bricks and mortar” current state condition assessment was noted;
- the Committee concluded that a paper outlining the approach for the Strategy and RFP document should be submitted to Council for sign off at its next meeting rather than at the August meeting, notwithstanding that would result in a less inclusive process.

## Capital Planning for 2021 Budget (Agenda Item 6)

The Interim COO/CFO spoke to this agenda item. The following points were noted:

- PwC was currently working on drafting templates;
- it was agreed that subsidiaries would be asked to produce a 10-year forecast, recognising its limitations in some instances.

## Moving into Public Excluded

### *Resolution*

*Moved by Kathy Grant, seconded by Murray Strong*

That the public be excluded from the following part of this meeting to enable the following agenda item to be discussed. This resolution to move to Public Excluded is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act (LGOIMA) and the particular interested protected by Section 6 and 7 of that Act which would be prejudiced by the holding of this part of the proceedings of the meeting in public.

The reason for passing this resolution in relation to this matter and the specific grounds under Section 48(1) of the LGOIMA for the passing of the resolution is as follows:

Item	General subject of each matter to be considered	Reason for passing resolution in relation to each matter
5.	Capital Asset Business Case Process	Section 7(2)(j) - prevent the disclosure or use of official information for improper gain or improper advantage Sections 7(2)(a) and (h) - protect the privacy of natural persons; enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities.

## **Resolution**

*Moved by Kathy Grant, seconded by Murray Strong*

That NZIST staff members Alex Cabrera, Chris Collins, Michelle Teirney and Karen Kennedy, be permitted to remain at the meeting after the public has been excluded because of their specific knowledge in relation to the above item. This knowledge will be of assistance in relation to the matter above to be discussed, and is relevant to those matters because they have assisted in the progression of such matter.

## **Whakamutunga and close of open part of meeting (Agenda Item 10)**

The open part of the NZIST Council meeting was closed at 11.00am. The public excluded session commenced at 11.00am and concluded at 11.35am.

## **Public Excluded Agenda**

The minutes relating to the Public Excluded Agenda are set out in Schedule 1 to these minutes.

## **Karakia Whakatuwhera**

Tania Hodges closed the meeting with a karakia.

# New Zealand Institute of Skills and Technology Council

## Capital, Asset Management & Infrastructure Committee - Register of Interests

	Member	Chairperson/ Deputy Chairperson / Member
1.	<b>Kathleen (Kathy) Grant</b>	<b>Chairperson</b>
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p><b>Deputy Chair and member</b> Dunedin City Holdings Limited</p> <p><b>Deputy Chair and member</b> Dunedin City Treasury Limited</p> <p><b>Deputy Chair and member</b> Dunedin Stadium Property Limited</p> <p>Person closely related <b>Director</b> South Link Health Services Limited</p> <p>Person closely related <b>Board member</b> Leslie Groves Home &amp; Hospital</p> <p>Person closely related <b>Chair</b> Dunedin Diocesan Trust Board</p> <p>Person closely related <b>Past president</b> Otago Racing Club</p> <p><b>Director</b> Nelson Marlborough Institute of Technology Limited (NMIT)</p> <p><b>Director</b> Wellington Institute of Technology Limited and Whitireia Community Polytechnic Limited</p> <p><b>Trustee</b> of various private trusts (former legal clients)</p> <p><b>Director</b> Dunedin Railways Limited</p>	
2.	<b>Peter David McGredy Winder</b>	<b>Member</b>
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p><b>Director</b> McGredy Winder &amp; Co</p> <p><b>Committee member</b> Member, State Services Commission Risk and Audit Committee</p> <p><b>Trustee</b> McGredy Winder Family Trust</p> <p><b>Director</b> Sound of Music Education Ltd</p> <p><b>Director</b> Unitec New Zealand Limited (Unitec)</p> <p><b>Director</b> Manukau Institute of Technology Limited (MIT)</p>	
3.	<b>Tania Lee Hodges</b>	<b>Member</b>
	<p><u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u></p> <p><b>Board member</b> Whanau Ora Independent Reference Group to Minister of Whanau Ora</p> <p><b>Managing Director and Shareholder</b> Digital Indigenous Ltd</p>	



	Member	Chairperson/ Deputy Chairperson / Member
	<b>Trustee</b> Whanau.com Trust <b>Director</b> Waikato Institute of Technology Limited (Wintec) <b>Director</b> Toi Ohomai Institute of Technology Limited <b>Independent Member</b> Waikato Tainui Koiora Strategy Panel	
4.	<b>Murray Warren Strong</b>	<b>Member</b>
	<u>Disclosure of Member's Interests (if any) in relation to matters being considered by the Council under these resolutions</u> <b>Chairperson</b> Centre of Digital Excellence <b>Trustee</b> GRŌW Ō Tautahi, Christchurch <b>Director</b> National Infrastructure Service, Wellington <b>Chairman</b> Christchurch Multi Use Arena <b>Director</b> Tai Poutini Polytechnic Limited (TPP) <b>Director</b> The Open Polytechnic of New Zealand Limited	