

26 April Finance Risk and Audit Committee



26 April 2024 09:00 AM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			3
Open Agenda			
1. Administration		09:00 AM-09:15 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 Committee workplan 2024			8
1.5 Open minutes of 27 March Finance Risk and Audit Committee			
Recommendation: That Te Pūkenga Finance Risk and Audit Committee (the Committee) approve the open minutes of the 27 March Finance Risk and Audit Committee.			
1.6 Delegations from Council to Finance Risk and Audit Committee			12
An extract from the Delegations Register showing the delegations from Council to this Committee have been included as a reminder of what this Committee has authority for.			
2. Any other open business		09:15 AM-09:20 AM	
3. Resolution to exclude the public			15
Closed Agenda			
4. Administration		09:20 AM-09:25 AM	
4.1 Closed minutes of 27 March Finance Risk and Audit Committee			
Recommendation: That Te Pūkenga Finance Risk and Audit Committee (the Committee) approve the closed minutes of the 27 March Finance Risk and Audit Committee.			
4.2 Action list			
5. External audit		09:25 AM-09:55 AM	18

5.1	Audit letter of representation (verbal update)	Michelle Teirney		
5.2	External audit (verbal update)	Michelle Teirney		
5.3	Going concern assessment	Michelle Teirney		18
5.4	Interim Audit NZ report to management 31 December 2023	Michelle Teirney		28
6.	Annual report		09:55 AM-10:25 AM	30
6.1	Te Pūkenga annual report	Michelle Teirney		30
6.2	WITT Reports and Proposal Letters	Michelle Teirney		34
Break			10:25 AM-10:35 AM	
7.	BAU update	Gus Gilmore	10:35 AM-10:50 AM	
8.	Implementation/disestablishment governance		10:50 AM-11:05 AM	
8.1	Disestablishment Working Group update (verbal update)	Gus Gilmore		
9.	Capital Assets		11:05 AM-11:20 AM	104
9.1	Investment Case – Te Kahui Auaha	Michelle Teirney		104
9.2	Tai Poutini – Proposed Lease Renewal	Michelle Teirney		146
9.3	Property and lease consolidation issues (verbal update)	Michelle Teirney		
10.	Any other closed business		11:20 AM-11:30 AM	
10.1	Confirm schedule of Disestablishment Working Group meetings	Gus Gilmore		
10.2	International Campus in Auckland	Gus Gilmore		
11.	Committee and Audit New Zealand only session (if required)			
12.	Committee and Chief Executive only session	Gus Gilmore	11:30 AM-12:00 PM	
	Karakia whakakapi			151

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 Finance Risk and Audit Register of Interests

As at 9 April 2024

Name	Interest	Nature of Interest
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
	Wellington Over 60s Cricket	Treasurer
	Wellington Bridge Club Inc	Honorary Auditor
	Caritas NZ Inc	Financial and Commercial Advisor
Sue McCormack Ex-officio Member	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Teorongonui Josie Keelan Member	Te Pūkenga: Unitec	Supervisor
Bill Moran 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
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee
	Sport New Zealand	Director

2024 Schedule of Te Pūkenga Finance Risk and Audit Committee meetings

As at 15 April 2024

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Wednesday 31 January	MIT Ōtara
2. Bill Moran	Member	Wednesday 14 February	Online
3. Josie Keelan	Member	Wednesday 28 February	Online
4. John Brockies	Independent member	Wednesday 27 March	MITO, Wellington
5. Sue McCormack	Ex-officio member		
Caroline Seelig and Tony Gray	Independent advisors	Friday 26 April	Online
		Friday 24 May	TBC
		Monday 1 July	TBC
		Friday 9 August	Placeholder
		Friday 30 August	TBC
		Friday 27 September	TBC
		Friday 25 October	TBC
		Friday 29 November	TBC

Working Groups

Disestablishment Working Group

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Tuesday 12 March	Online
2. Sue McCormack	Ex-officio member	Tuesday 26 March	Online
3. Bill Moran	Member	Tuesday 8 April	Online
4. Caroline Seelig	Independent advisor	Tuesday 16 April	Online
5. Tony Gray	Independent advisor	Tuesday 23 April	Online
		Tuesday 30 April	Online
		Tuesday 7 May	Online
		Tuesday 14 May	Online

Further meeting dates to be confirmed

Specialist Advisor Group

Name	Role	Meeting dates	Venue
1. Caroline Seelig	Chair	Monday 12 February	MITO, Wellington
2. Tony Gray	Chair	Monday 26 February	MIT, Auckland
3. Tim Ward	Member	Friday 8 March	Online
4. Chris Collins	Member	Monday 11 March	MITO, Wellington
5. Jim Mather	Member	Thursday 21 March	Online
6. Sharon Shea	Member	Monday 25 March	MITO, Wellington
7. Bruce Robertson	Member		

Further meeting dates to be confirmed

Finance Risk and Audit Committee Workplan 2024

Agenda item	Wed 31 Jan	Wed 14 Feb	Wed 28 Feb	Wed 27 Mar	Fri 26 Apr	Mon 27 May	Mon 1 Jul	Fri 26 Jul	Fri 9 Aug	Fri 30 Aug	Fri 27 Sep	Fri 25 Oct	Fri 29 Nov
Financial approvals													
Five-year capital plan intentions							■						
Fee setting (including student levy)								■					
Insurance renewal											■		
Financial strategy and planning													
Financial plan update	■												
2025 budget (if required)											■		
Financial position and performance													
Monthly financial report	■		■	■		■	■	■		■	■	■	■
Enrolment update	■		■										
Financial modelling update <i>(further updates to be scheduled)</i>		■											
NorthTec financial analysis			■										
Ring-fenced funds				■									
Budget assumptions review										■			
Treasury													
Quarterly treasury report	■					■			■				■
JBWere portfolio			■										
Group treasury policy												■	
Capital asset planning													
Major property project update	■		■	■		■	■	■		■	■	■	■
High priority building programme update	■		■	■		■	■	■		■	■	■	■

Legend: ■ Approval ■ Endorsement to Council ■ Information

Finance Risk and Audit Committee Workplan 2024

Wellington Regent make-good	■																						
EIT Hawkes Bay remediation			■																				
2024 capital asset plan review				■																			
CAMS assessment (internal only for 2024)						■																	
Investment Case – Te Kahui Auaha						■																	
Tai Poutini – Proposed Lease Renewal						■																	
Implementation/disestablishment governance																							
Disestablishment update	■	■	■	■		■	■	■		■	■	■	■	■	■	■	■	■	■				
FMIS/EPM project	■		■	■			■	■	■		■	■	■	■	■	■	■	■	■				
Assurance on continuing obligations of ITO acquisition agreements										<i>To be scheduled</i>													
Annual report, including financial statements																							
Te Pūkenga annual report				■					■														
WITT reports and proposal letters									■														
Internal control environment																							
Status of 2024 Audit and Assurance Plan									■		■		■						■				
2023 internal audit reports									■														
Status of internal audit and assurance recommendations										■		■							■				
Internal audit function																							
2025 internal audit plan (if required)																			■				
External audit																							
30 June 2024 FSG audit fee	■																						
Status of external audit recommendations				■	■						■								■				
Final Audit New Zealand report for Wintec and NorthTec																			■				

Legend: ■ Approval ■ Endorsement to Council ■ Information

Finance Risk and Audit Committee Workplan 2024

Audit letter of representation					■								
External audit					■								
Going concern assessment					■								
Audit NZ report to management 31 December 2023					■								
Crown Financial Statements declaration									■			■	
2025 external audit and engagement letter (if required)													
Pre-year-end review of issues and assumptions												■	
Legislative and organisational compliance													
Contentious legal matters							■		■			■	
Legislative compliance							■						
Delegations policy and register							■						
Conflicts of interest policy								■					
Risk and assurance policy										■			
										(TBC)			
Risk management													
Risk report							■		■		■		■
Risk management framework									■				
											(TBC)		
Group audit, risk and compliance issues													
TBC													
Engagement with tāngata whenua													
TBC													
Other responsibilities													
Terms of Reference review					■								
Deregistration of PINZ												■	

Legend: ■ Approval ■ Endorsement to Council ■ Information

Finance Risk and Audit Committee Workplan 2024

Southern Lakes English College Limited				■										
2025 meeting dates (if required)										■				
2025 workplan (if required)												■		
Committee self-review														■
Committee-only time with Audit New Zealand														
If required				■	■	■	■	■	■	■	■	■	■	■

Legend: ■ Approval ■ Endorsement to Council ■ Information



A2: Council Delegations to Finance, Risk and Audit Committee

Ref	Subject	Description	Power to Sub-Delegate?
1.	Policies and frameworks	Ability to review policies that fall within the remit of the Finance, Risk and Audit 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, fees to assist learners suffering exceptional financial hardship and any other fees prescribed by the Finance, Risk and Audit 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.	Capital plan	To approve an annual capital plan which aligns with the Group budget	No
6.	Operating Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for operating expenditure (including insurances) 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.
7.	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.
8.	Capital Expenditure Budgeted	To authorise expenditure and sign contracts or purchase orders for capital expenditure within the Council approved budget and annual capital 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.
9.	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.
10	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.
11	Corporate Asset Planning	To provide approvals in respect of asset management policies, strategies and plans, asset condition, performance and value and programme or project business cases.	No
12	Other approvals	To approve any other requests not already addressed in the above delegations from business divisions for approval from Te Pūkenga relating to operating or capital expenditure, the disposal of property or non-property assets, the	No



		approval of an asset management and utilisation plan (or other property related requests), where the approval of such request exceeds the delegated authority of the Chief Executive or is otherwise referred to the Committee by the Council for a decision.	
13	Internal Audit Function	To approve any changes to the internal audit plan.	No
14.	Ad hoc	Such ad hoc delegations as authorised by Council from time to time.	No



Te Pūkenga Finance Risk and Audit 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)
4. Administration (closed)		
4.1	Closed minutes of 27 March 2024 Finance Risk and Audit Committee	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
4.2	Action list	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5. External audit		
5.1	Audit letter of representation	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.2	External audit	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.3	Going concern assessment	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.4	Interim Audit NZ report to management 31 December 2023	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

6. Annual report		
6.1	Te Pūkenga annual report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.2	WITT Reports and Proposal Letters	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
7. BAU update		
8. Implementation/disestablishment governance		
8.1	Disestablishment update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
9. Capital assets		
9.1	Investment Case – Te Kahui Auaha	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
9.2	Tai Poutini – Proposed Lease Renewal	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
9.3	Property and lease consolidation issues	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
10. Any other closed business		
10.1	Confirm schedule of DWG meetings	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
10.2	International Campus in Auckland	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
11. Committee and Audit New Zealand only session		
12. Committee and Chief Executive only session		

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)(h) OIA	To maintain legal professional privilege.
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 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).

And the following persons be permitted to remain at the meeting, after the public has been excluded:

1. Caroline Seelig and Tony Gray, because those persons have knowledge that will assist the Committee. This knowledge is relevant to the matters to be discussed because those persons have significant experience in the tertiary education sector and relevant financial expertise.