

30 May 2025 Finance, Risk and Audit Committee



Meeting location: Kotahitanga room, MITO, Level 3, 50 Customhouse Quay, Wellington

30 May 2025 09:30 AM - 12:30 PM

Agenda Topic	Presenter	Time	Page
Karakia tīmatanga			5
Open agenda			
1. Administration	Jeremy Morley	09:30 AM-09:40 AM	6
1.1 Welcome/apologies John Brockies has provided apologies for this meeting			
1.2 Register of interests			6
1.3 Schedule of committee membership and meeting dates for 2025			8
1.4 Committee workplan 2025			9
1.5 Open minutes of 30 April 2025 Finance, Risk and Audit Committee			12
2. Any other open business		09:40 AM-09:45 AM	
3. Resolution to exclude the public	Jeremy Morley		16
Closed agenda			
4. Administration	Jeremy Morley	09:45 AM-09:55 AM	19
4.1 Closed minutes of 30 April 2025 Finance, Risk and Audit Committee			19
4.2 Action list			26
5. Report from Chief Financial Officer – May 2025	James Smith	09:55 AM-10:15 AM	27
6. Treasury			62
6.1 March 2025 treasury report	James Smith	10:15 AM-10:25 AM	62

7.	Capital asset planning			74
7.1	May 2025 property update	James Smith and Jaala Jacobs	10:25 AM-10:55 AM	74
	Morning tea		10:55 AM-11:05 AM	
8.	Quarterly risk and compliance report	Ziena Jalil	11:05 AM-11:25 AM	79
9.	Disestablishment and transition			94
9.1	VET Future State programme update	Ziena Jalil, James Smith and Johnny Tramoundanas-Can	11:25 AM-11:45 AM	94
9.2	Finance systems project May 2025	James Smith	11:45 AM-11:50 AM	117
9.3	Data Systems Refresh (DSR) update May 2025	James Smith and Sandy Shea	11:50 AM-11:55 AM	122
10.	External audit			
	Jo Smaill, Audit Director, Audit New Zealand in attendance			
10.1	2024 Annual report	James Smith	11:55 AM-12:05 PM	
	Placeholder for approval of 2024 external audit and annual report should these be ready before the meeting.			
10.2	Audit New Zealand and Committee-only session		12:05 PM-12:15 PM	
	Time for the Committee and Audit New Zealand to talk without the presence of Management, if either party feels it is necessary.			
11.	Any other closed business		12:15 PM-12:20 PM	
12.	Confirmation of meeting actions	Jeremy Morley and Rebecca Donne	12:20 PM-12:25 PM	
	Karakia whakakapi			128

Next meeting: Monday 30 June (MIT Otara)

An extract from Te Pūkenga Delegations Register is provided to show the delegations from Council to the Finance, Risk and Audit Committee, as a reference to inform decision making.



A2: Council Delegations to Finance, Risk and Audit Committee (FRAC)

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.	Yes, subject to there being clear limits on thresholds surrounding exercise of the delegated authority.
3.	Treasury limits	To approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Policy).	No
4.	Bank accounts	To approve bank authorities for the maintenance and operation of bank accounts in the name of Te Pūkenga at any registered bank.	No
5.	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
6.	Capital plan	To approve an annual capital plan which aligns with the Group budget.	No
7.	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.
8.	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.
9.	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.



Ref	Subject	Description	Power to Sub-Delegate?
10.	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.
11.	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.
12.	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
13.	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 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.	No
14.	Internal Audit Function	To approve any changes to the internal audit plan.	No
15.	Insurance	To approve the level of insurance coverage and related costs for Te Pūkenga.	No
16.	Delegated authorities	To approve changes to the parameters of delegated authority vested in the Chief Executive, and to appoint attorneys to act under power of attorney on behalf of Te Pūkenga (including the ability to amend or revoke such powers of attorney).	No
17.	Ad hoc	Such ad hoc delegations as authorised by Council from time to time.	No

Karakia tīmatanga

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
the 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 kawe 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 Committee Register of Interests

As at 1 May 2025

Name	Interest	Nature of Interest
Jeremy Morley Chair	Wellington Free Ambulance	Contractor
	Racing New Zealand	Chair and Director
	Warwick Trust	Settlor, Trustee, and Beneficiary
	Wellington Over 60s Cricket	Treasurer and Member
	Wellington Bridge Club Inc	Honorary Auditor
Sue McCormack Ex-officio member	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
Teorongonui Josie Keelan Member	University of Auckland	Journal administrator and reviewer
Bill Moran Member	WorkSafe NZ	Deputy Chair
	Chamber Music at the World's Edge Foundation USA	Chair
	Chamber Music at the World's Edge Foundation NZ	Chair
	At the World's Edge Music Foundation UK	Trustee
	Parliamentary Education Trust	Trustee
	Iti Kōpara Charitable Trust	Trustee
	Hoops and Life Awhi Trust	Trustee

Name	Interest	Nature of Interest
	New Zealand Qualifications Authority	Deputy Chair
	Pioneer Energy	Director
	Pioneer Energy Renewables GP	Director
	Pioneer Energy Group GP	Director
	TAB New Zealand	Director
	Queenstown Lakes District Council Audit, Finance and Risk Committee	Independent member
Sam Huggard Member	New Zealand Educational Institute Te Riu Roa	Employee
John Brockies Independent member	Resolve Group Ltd	Director
	Walworth Ltd	Director
	Three Waters Capital Delivery Partnering Board, Tauranga Council	Independent member
	Te Maunga Strategic Capital Investment Board, Tauranga Council	Independent member
	Waste Disposal Services Unincorporated JV between Auckland Council and Waste Management Ltd	Independent Chair

2025 Schedule of Te Pūkenga Finance, Risk and Audit Committee meetings

As at 15 May 2025

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	Friday 28 February	Online
2. Bill Moran	Member	Friday 28 March	Online
3. Josie Keelan	Member	Wednesday 30 April	Online
4. Sam Huggard	Member	Friday 30 May	MITO, Wellington
5. Sue McCormack	Ex-officio member	Monday 30 June	MIT, Otara
6. John Brockies	Independent member	Thursday 31 July	Ara, Christchurch
		Friday 29 August	MITO, Wellington
		Friday 26 September	MIT, Otara
		Friday 31 October	Wintec, Hamilton
		Friday 28 November	MIT, Otara

Finance, Risk and Audit Committee Workplan 2025 – as at 13 May 2025

	Fri 28 Feb	Fri 28 Mar	Wed 30 Apr	Fri 30 May	Mon 30 Jun	Fri 31 Jul	Fri 29 Aug	Fri 26 Sep	Fri 31 Oct	Fri 28 Nov
Approvals										
Domestic fees (including student levy)					TBC					
Five-year capital plans						■				
Insurance									■	
Financial strategy and planning										
TBC										
Financial position and performance										
Monthly financial report	■									
Enrolment update	■									
Report from Chief Financial Officer (including monthly financials and enrolments)		■	■	■	■	■	■	■	■	■
Treasury										
Treasury report	■			■			■			■
Review of JBWere performance	■									
Statement of Investment Performance and Objectives review and JBWere presentation							■			
Capital asset planning										
Property divestment	■									
Major property project update	■									
High priority building programme update	■									
Tiriti guidance on property disposals	■									
UCOL Manawatū seismic solution business case			■							
CAMS external assessment			■							

Legend: ■ Approval ■ Endorsement to Council ■ Discussion ■ Information

Finance, Risk and Audit Committee Workplan 2025 – as at 13 May 2025

	Fri 28 Feb	Fri 28 Mar	Wed 30 Apr	Fri 30 May	Mon 30 Jun	Fri 31 Jul	Fri 29 Aug	Fri 26 Sep	Fri 31 Oct	Fri 28 Nov
Quarterly property report (including divestments, major property projects and high priority building programme)				■			■			■
Disestablishment and transition										
Financial management information systems project	■			■			■			■
Data systems refresh readiness programme	■			■			■			■
Regional ITP viability project	■									
Legal guidance on Charter obligations for staff consultation	■									
VET Future State		■	■	■	■	■	■	■	■	■
Annual report										
Update on progress towards 2024 annual report	■									
Approval of annual report including financial statements				TBC						
Internal control environment										
Quarterly internal audit and assurance report	■									
External audit										
Committee-only time with Audit New Zealand	■	■	■	■	■	■	■	■	■	■
Status of external audit recommendations				■			■			■
Audit NZ report to management 31 December 2024		■								
Audit letter of representation				■						
External audit			■	■						
Going concern assessment			■							
Crown financial statements fraud questionnaire and letter of representation							■			
Pre-year-end review of issues and assumptions							TBC			

Legend: ■ Approval ■ Endorsement to Council ■ Discussion ■ Information

Finance, Risk and Audit Committee Workplan 2025 – as at 13 May 2025

	Fri 28 Feb	Fri 28 Mar	Wed 30 Apr	Fri 30 May	Mon 30 Jun	Fri 31 Jul	Fri 29 Aug	Fri 26 Sep	Fri 31 Oct	Fri 28 Nov
Legislative and organisational compliance										
Contentious legal matters (as part of quarterly risk and compliance report)	■			■			■			■
Legislative compliance	■									
Delegations register		■								
Risk management										
Risk report (as part of quarterly risk and compliance report)	■			■			■			■
Work-based learning business division leads risk discussion	■									
Cybersecurity risk	■									
Other responsibilities										
TBC										

Legend: ■ Approval ■ Endorsement to Council ■ Discussion ■ Information



Minutes for 30 April 2025 Finance, Risk and Audit Committee

30/04/2025 | 09:00 AM - Auckland, Wellington New Zealand Standard Time

Microsoft Teams

Attendees (4)

John Brockies; Jeremy Morley; Sue McCormack; Sam Huggard

Apologies:

Bill Moran and Josie Keelan.

In attendance:

Heath Sawyer, Gus Gilmore (Chief Executive), James Smith (Chief Financial Officer), Ziena Jalil (Deputy Chief Executive), Rebecca Donne (Governance Director - Minutes), Antoinette Wood (Principal Advisor), Jaala Jacobs (Strategic Property Director, item 5), Jo Smaill (Audit Director at Audit New Zealand, item 9)

Karakia tīmatanga

The Chief Executive delivered the opening karakia and the meeting commenced at 9.03am.

Open agenda

1. Administration

1.1 Welcome/apologies

- The Committee noted that Bill Moran and Josie Keelan have provided apologies for this meeting.
- The Committee noted that Heath Sawyer would be in attendance.

1.2 Register of interests

The Chair reminded members to declare any agenda items where a conflict arises between their role as a member of the Committee and any private or other external interest they may have and stand aside from decision making in respect of that item.

The Committee noted that John Brockies has declared a new interest as Independent Chair of Waste Disposal Services, for which there are no conflicts with items in this meeting.

Sam Huggard declared a potential conflict with item 5.1 as NZEI has members employed at the childcare centre on site, although they are not directly employed by UCOL.

1.3 Schedule of committee membership and meeting dates for 2025

Members noted the schedule of meetings for 2025 and that this is subject to change as required. John Brockies provided apologies for the meeting on 30 May.

1.4 Committee workplan 2025

Members noted the workplan for 2025 and that this is subject to change as required.

1.5 Open minutes of 28 March 2025 Finance, Risk and Audit Committee

No matters were arising from the open minutes.

RESOLVED (J. Morley/J. Brockies)

That Te Pūkenga Finance, Risk and Audit Committee approve the open minutes of the 28 March 2025 Finance, Risk and Audit Committee.

CARRIED

2. Any other open business

No other business was raised.

3. Resolution to exclude the public

RESOLVED (J. Morley/J. Brockies)

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 per the agenda.

Item	General subject of each matter to be considered	Section(s)
4. Administration (closed)		

Item	General subject of each matter to be considered	Section(s)
4.1	Closed minutes of 28 March 2025 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. Report from Interim Chief Financial Officer		Section 9(2)(b)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
6. Capital Asset Planning		
6.1	UCOL Manawātū seismic solution business case	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
6.2	Capital Asset Management capability independent assessment	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
7. Transition and Disestablishment		
7.1	Vocational Education and Training Future State	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
8. Risk and Compliance		
8.1	SODA Inc. Limited	Section 9(2)(b)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
9. External Audit		
9.1	2024 Annual Report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
9.2	Audit New Zealand and Committee-only session	Section 9(2)(g)(ii) OIA
Other responsibilities		
10.	Any other closed business	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
11.	Confirmation of meeting actions	Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Interests

Section	Interest
Section 9(2)(b)(iii) 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) OIA	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)(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 that certain employees from Te Pūkenga, namely Antoinette Wood, Jaala Jacobs, and Johnny Tramoundanas-Can; and employees of Audit New Zealand, namely Jo Smaill, 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.

CARRIED

The Committee moved into a public excluded session at 9.07am.

The meeting closed at 11.21am.



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 30 April 2025 Finance, Risk and Audit Committee	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
4.2	Action list	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.	Report from Chief Financial Officer – May 2025	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6. Treasury		
6.1	March 2025 treasury report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
7. Capital asset planning		
7.1	May 2025 property update	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA

Item	General subject of each matter to be considered	Section(s)
		Section 9(2)(j) OIA
8.	Quarterly risk and compliance report	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA
9. Disestablishment and transition		
9.1	VET Future State programme update	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.2	Finance systems project May 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
9.3	Data Systems Refresh (DSR) update May 2025	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(i) OIA
10. External audit		
10.1	2024 Annual report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
10.2	Audit New Zealand and Committee-only session	Section 9(2)(g)(ii) OIA
Other responsibilities		
11.	Any other closed business	Section 9(2)(b)(ii) OIA Section 9(2)(g)(ii) OIA Section 9(2)(h) OIA Section 9(2)(i) OIA Section 9(2)(j) OIA
12.	Confirmation of meeting actions	Section 9(2)(g)(ii) OIA Section 9(2)(i) 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) OIA	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)(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 that certain employees from Te Pūkenga, namely:

- Sandy Shea
- Johnny Tramoundanas-Can
- Jaala Jacobs; and
- employees of Audit New Zealand, namely Jo Smaill

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.