

## 27 March Finance Risk and Audit Committee



27 March 2024 09:15 AM - 12:15 PM

Agenda Topic	Presenter	Time	Page
Karakia timatanga			
Open Agenda			
1. Administration		09:15 AM-09:25 AM	4
1.1 Welcome/apologies			
1.2 <a href="#">Register of interests</a>			4
1.3 <a href="#">Schedule of committee membership and meeting dates for 2024</a>			6
1.4 <a href="#">Committee workplan 2024</a>			8
1.5 <a href="#">Open minutes of 28 February Finance Risk and Audit Committee</a>			10
Recommendation: That Te Pūkenga Finance Risk and Audit Committee (the Committee) approve the open minutes of the 28 February Finance Risk and Audit Committee.			
1.6 <a href="#">Delegations register</a>			15
2. Any other open business		09:25 AM-09:30 AM	
3. <a href="#">Resolution to exclude the public</a>			18
Closed Agenda			
4. Administration		09:30 AM-09:35 AM	21
4.1 <a href="#">Closed minutes of 28 February Finance Risk and Audit Committee</a>			21
Recommendation: That Te Pūkenga Finance Risk and Audit Committee (the Committee) approve the closed minutes of the 28 February Finance Risk and Audit Committee.			
4.2 <a href="#">Action list</a>			29
5. Financial position and performance		09:35 AM-09:40 AM	30

5.1	<a href="#">Monthly financial report</a>	Michelle Teirney		30
5.2	Ring-fenced funds status Report to be provided on Friday	Michelle Teirney		
6.	Capital asset planning		09:40 AM-10:00 AM	40
6.1	<a href="#">2024 Capital Asset Plan Review</a>	Michelle Teirney		40
6.2	<a href="#">High priority building programme update</a>	Jaala Jacobs		47
6.3	<a href="#">Major property project update</a>	Jaala Jacobs		55
7.	Implementation/disestablishment governance		10:00 AM-10:20 AM	60
7.1	Disestablishment update Report to be provided on Friday			
7.2	<a href="#">FMIS/EPM project</a>	Michelle Teirney		60
8.	Internal control environment *Audit NZ in attendance		10:20 AM-10:35 AM	66
8.1	<a href="#">Revised 2024 Internal Audit and Assurance Plan</a>	Jodie Banner		66
8.2	<a href="#">2023 internal audit report</a>	Jodie Banner		72
9.	External audit *Audit NZ in attendance		10:35 AM-10:50 AM	77

9.1	<a href="#">Final Audit New Zealand Report for Wintec and Northland Polytechnic</a>	Michelle Teirney	77
10.	Legislative and organisational compliance		10:50 AM-11:00 AM
	*Audit NZ in attendance		80
10.1	<a href="#">Conflict of interest policy</a>	Mark Broadbent and Keri-Anne Tane	80
11.	Risk management		11:00 AM-11:10 AM
	*Audit NZ in attendance		107
11.1	<a href="#">Risk report</a>	Jodie Banner	107
12.	Any other closed business		11:10 AM-11:20 AM
12.1	<a href="#">Southern Lakes English College Limited</a>	Daryl Haggerty	119
Karakia whakakapi			
13.	Committee and Audit New Zealand only session		11:20 AM-11:30 AM
	If required		

# 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,**

**Tīna! (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 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 1 March 2024

Name	Interest	Nature of Interest
<b>Jeremy Morley</b> 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
<b>Sue McCormack</b> Ex-officio member	Kiwirail	Deputy Chair
	Canterbury Earthquakes Insurance Tribunal	Judicial Officer
	University of Canterbury	Past Chancellor
	Dress for Success	Honorary solicitor
<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
Parliamentary Education Trust	Trustee
Iti Kōpara Charitable Trust	Trustee
Hoops and Life Awhi Trust	Trustee
Sport New Zealand	Director

## 2024 Schedule of Te Pūkenga Council and Committee meetings

As at 13 March 2024

### Committees

Finance Risk and Audit Committee – confirmed dates

Name	Role	Meeting dates	Venue
1. Jeremy Morley	Chair	<del>Wednesday 31 January</del>	MIT Ōtara
2. Bill Moran	Member	<del>Wednesday 14 February</del>	Online
3. Josie Keelan	Member	<del>Wednesday 28 February</del>	Online
4. John Brockies	Member	<del>Wednesday 28 February</del>	Online
5. Sue McCormack	Ex-officio member	Wednesday 27 March	MITO, Wellington
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	<del>Tuesday 12 March</del>	Online
2. Sue McCormack	Ex-officio member	Tuesday 26 March	Online
3. Bill Moran	Member	Tuesday 2 April (TBC)	Online
4. Caroline Seelig	Independent advisor	Tuesday 9 April	Online



5. Tony Gray	Independent advisor	Tuesday 16 April	Online
		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	<del>Monday 12 February</del>	MITO, Wellington
2. Tony Gray	Chair	<del>Monday 26 February</del>	MIT, Auckland
3. Tim Ward	Member	<del>Friday 8 March</del>	Online
4. Chris Collins	Member	<del>Monday 11 March</del>	MITO, Wellington
5. Jim Mather	Member	Thursday 21 March	Online
6. Sharon Shea	Member	Monday 25 March	MITO, Wellington
7. Bruce Robertson	Member		



## **Open minutes for 28 February Finance Risk and Audit Committee**

28/02/2024 | 09:00 AM - 10:30 AM - Auckland, Wellington New Zealand Standard Time

Online

### **Attendees (8)**

John Brockies; Jeremy Morley; Teorongonui Josie Keelan; Michelle Teirney; Gus Gilmore; Ziena Jalil; Tony Gray; Caroline Seelig

Attendees: Haley Passmore (Governance Advisor), Grant McPhail, Director Capital Assets and Property (items 6.1 and 14.1), Clarke Raymond, Director Strategy and Performance (item 7.1), Jodie Banner, Director Risk and Audit (items 8.1 and 10.1), Kara Hiron, Director Legal (items 9.1, 15.1 and 15.2), Merab Wilson, RCP Insurance Manager (item 14.3).

### **Karakia timatanga**

The Chief Executive delivered the opening karakia.

### **Administration (open)**

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

The Committee noted apologies from Bill Moran and Sue McCormack.

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

The Chair requested that any updates to the Register of Interests be sent to the Governance Advisor. No conflicts were identified with any items on the agenda for today's meeting.

#### **1.3 Schedule of committee membership and meeting dates for 2024**

The Committee noted the schedule of meeting dates.

#### **1.4 Committee workplan 2024**

The Committee noted the workplan.

#### **1.5 Open minutes of 14 February Finance Risk and Audit Committee**

**Resolved** (J. Morley/T. Keelan)

That Te Pūkenga Finance Risk and Audit Committee (the Committee) receive the open minutes of the 14 February 2024 Finance and Capital Investment Committee.

## **CARRIED**

### **2. Any other open business**

The Committee noted that Te Pūkenga has received an Official Information Act request for report(s) provided by Te Pūkenga in response to the Minister for Tertiary Education and Skills, Letter of Expectations, which must be released by Friday 1 March 2024.

#### **Resolved** (J. Morley/J. Brockies)

That Te Pūkenga Finance Risk and Audit Committee (the Committee):

1. discuss the 'Official Information Act request in response to the Minister of Tertiary Education and Skills' Letter of Expectations' as item 16.2. under 'Any other general business' on the public excluded agenda;
2. Note that the late item 'Official Information Act request in response to the Minister of Tertiary Education and Skills' Letter of Expectations' was not on the agenda because it was not prepared until 26 February 2024;
3. Note that the late item 'Official Information Act request in response to the Minister of Tertiary Education and Skills' Letter of Expectations' was not on the agenda because it was not prepared until 26 February 2024; and
4. Note that under the Local Government Official Information and Meetings Act, no resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting of the local authority for further discussion.

## **CARRIED**

### **2.1 Frequency of committee meetings**

The Committee agreed to switch to a monthly meeting schedule beginning in March 2024.

### **3. Resolution to exclude the public**

#### **Resolved** (J. Morley/T. Keelan)

That the public be excluded from the remainder of the meeting. This resolution is 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:

<b>Item</b>	<b>General subject of each matter to be considered</b>	<b>Section(s)</b>
<b>4. Administration (closed)</b>		
4.1	Closed minutes of 14 February 2024 Finance Risk and Audit Committee	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
4.2	Closed minutes of 15 February e-meeting	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
4.3	Action list	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>For noting</b>		
<b>5. Financial position and performance</b>		
5.1	December financial report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.2	January financial report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.3	Enrolment update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.4	Northtec financial analysis	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>6. Capital asset planning</b>		
6.1	Major property report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>7. Annual report</b>		
7.1	Te Pūkenga annual report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>8. Risk management</b>		
8.1	Risk report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>9. Legislative and organisational compliance</b>		
9.1	Contentious legal matters	Section 9(2)(b)(ii) OIA Section 9(2)(h)

		Section 9(2)(i) OIA
<b>10. External audit</b>		
10.1	Status of external audit recommendations	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>11. Implementation/disestablishment governance</b>		
11.1	FMIS update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>For discussion</b>		
<b>12. Group Treasury Policy</b>		
12.1	Annual Review of JB Were portfolio	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>13. Implementation/disestablishment governance</b>		
13.1	Update on disestablishment working group and specialist advisor group	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
13.2	PMO role and work on disestablishment	Section 9(2)(i) OIA
13.3	Report to Minister for 31 March	Section 9(2)(i) OIA
<b>For approval</b>		
<b>14. Capital asset planning</b>		
14.1	High priority building programme	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
14.2	Junction on Fenton	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j)
14.3	EIT business case	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA Section 9(2)(j)
<b>15. Legislative and organisational compliance</b>		
15.1	2023 Legislative Compliance	Section 9(2)(b)(ii) OIA Section 9(2)(h) Section 9(2)(i) OIA

15.2	Delegations policy and register	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>16. Any other closed business</b>		
16.1	De-registration of PINZ	Section 9(2)(b)(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)(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:

Certain employees from Te Pūkenga, namely Kara Hiron, Clarke Raymond, Simon Casford, Jodie Banner, Grant McPhail, and Johnny Tramoundanas-Can 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.

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.

**CARRIED**

**Close of meeting**

# 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)
<b>4. Administration (closed)</b>		
4.1	Closed minutes of 28 February 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
<b>For noting</b>		
<b>5. Financial position and performance</b>		
5.1	December financial report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
5.2	Ring-fenced funds status	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>6. Capital asset planning</b>		
6.1	2024 Capital Asset Plan Report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

6.2	High priority building programme	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
6.3	Major property project update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>7. Implementation/disestablishment governance</b>		
7.1	Disestablishment working group and specialist advisor group update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
7.2	FMIS/EPM project	Section 9(2)(b)(ii) OIA Section 9(2)(i)
<b>8. Internal control environment</b>		
8.1	Revised 2024 internal audit and assurance plan	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
8.2	2023 internal audit report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>9. External audit</b>		
9.1	Final Audit New Zealand Report for Wintec and Northland Polytechnic	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>10. Legislative and organisational compliance</b>		
10.1	Conflicts of interest policy	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>11. Risk management</b>		
11.1	Risk report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

<b>12. Any other closed business</b>		
12.1	Southern Lakes English College Limited	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

### Interests

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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.
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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. Certain employees from Te Pūkenga, namely Jodie Banner, Jaala Jacobs, Mark Broadbent, Keri-Anne Tane, and Stuart Reilly 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.
2. 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.



## 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

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<b>For noting</b>		
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<b>6. Capital asset planning</b>		
6.1	2024 Capital Asset Plan Report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

6.2	High priority building programme	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
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<b>7. Implementation/disestablishment governance</b>		
7.1	Disestablishment working group and specialist advisor group update	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
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<b>9. External audit</b>		
9.1	Final Audit New Zealand Report for Wintec and Northland Polytechnic	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>10. Legislative and organisational compliance</b>		
10.1	Conflicts of interest policy	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA
<b>11. Risk management</b>		
11.1	Risk report	Section 9(2)(b)(ii) OIA Section 9(2)(i) OIA

<b>12. Any other closed business</b>		
12.1	Southern Lakes English College Limited	Section 9(2)(b)(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.
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