NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 14 JUNE 2018

Time: 9.30am – 10.30am
Venue: NMIT Nelson Campus, Room M306

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 10 May 2018
4.	Action items
5.	Council & Audit Committee work-plan for 2018
Safety, Health & Wellbeing	
6.	Safety, Health & Wellbeing Dashboard
7.	Safety, Health & Wellbeing Policy review
Items for Approval	
8.	Treaty of Waitangi Policy
9.	Fraud Policy
10.	Delegations to the Chief Executive Policy
11.	Council Appointment Statute
Performance Reporting	
12.	Chief Executive's Report
13.	Key Educational Performance Indicators
14.	EFTS & Financial update as at 30 April 2018 & reforecast of 2018 budget
15.	Verbal report from Audit Committee meeting held 14 June 2018

For Information

16.	SANITI Report

17. Inward Correspondence

    a) Letter from Hon Chris Hipkins re NMIT 2017 Annual Report (23 May 2018)

    b) New Conflicts of Interest Model Standards for the State Services (28 May 2018)

18.	Media Monitoring Report

19.	Glossary & frequently used academic definitions

PART II: IN COMMITTEE

To consider and if thought fit, to pass the following resolution:

That members of the public and the press be excluded from the following part of the proceedings of this meeting namely:

- In Committee Minutes & Matters Arising
- Richmond campus – review of offers to purchase
- Strategic direction – progress update
- CEO Priority Projects progress report
- Chief Executive's Report (In Committee)
- NMIT Risk Register
- Complaints & Misconduct Report
- Verbal report from the In Committee Audit Committee meeting
- Group & Service Team Reports
- eCampus Board papers
- Outward Correspondence
- Inward Correspondence

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(I) of the Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject each matter to be considered	Reason for passing this resolution in relation to each matter	Grounds under section resolution (sec 48(1) of the Local Government Official Information And Meetings Act 1987)
Sector Issues *Financial Matters*		*Commercial sensitivity*

MEETING TIMETABLE

Time:	9.30am – 10.30am	Open Council meeting discussions
	10.30am – 12.00pm	In Committee Council discussions
	12.00pm – 12.30pm	Lunch with Directorate
	12.30pm – 1.00pm	Directorate to join Council for strategic direction discussion
	1pm – 2.00pm	In Committee Council discussions continue
	2.00pm	Conclusion of meeting

COUNTER MEMBER REGISTER OF INTERESTS	
Daryl Wehner	• Port Nelson Ltd: Chief Financial Officer • Chartered Accountants Australia and New Zealand: Member • Tasman Bay Stevedoring Co. Ltd: Director
Paul Steere	• Nelson Airport Ltd: Chair & Director • The NZ King Salmon Group: Director • Clean Seas Tuna Ltd: Director • Kaynemaile Ltd: Director • Alan Scott Wines: Board Member • Seafood Research Strategic Advisory Committee (advising the Board of Seafood Innovations Ltd): Member • New Zealand King Salmon Exports Limited: Director • New Zealand King Salmon USA Incorporated: Director • Aquaculture Advisory Group South Pacific Committee Suva and Nouméa: Member
Gabrielle Hervey	• Suter Art Gallery Trust Board: Deputy Chair • Chair of the Wine Nelson Marketing Group • Cecil Woods Nominees Ltd • Nelson Golf Club: Board Member • New Zealand International Affairs Institute (Nelson branch): Secretary **Possible Conflicts of Interest:** • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • Wine Nelson has some contact with NMIT hospitality students • New Zealand International Affairs Institute (Nelson branch) at times rent NMIT meeting space
Charles Newton	• Education consultant
Tracy Johnston	• TRC Tourism: Consultant • Dayvinleigh Limited: Co-owner • Wine Marlborough: Board member • Wine and Food Festival Committee: Chair • Bike Walk Marlborough Trust: Chair • Institute of Directors: Nelson/Marlborough Committee **Possible Conflict of Interest** • Personally acquainted with the current Chair of TEC
Abbey Paterson	**Possible Conflict of Interest:** • A family member on Staff at NMIT

25 May 2018

Win Greenaway	• Economic Development Manager for Ngati Rarua • Blenheim Business Association: Board Member **Possible Conflicts of Interest:** • Chairperson of Ngati Rarua works for NMIT • A Trustee of Ngāti Rarua is an employee of NMIT
Des Ashton	• Ashton Technologies Ltd (Aviation, Defence, Engineering and Business Consultant): Director • NZ Aeronautical Trusts Ltd: Director **Possible Conflicts of Interest:** • Next door neighbour and friend on Staff at NMIT • Some Ashton Technologies clients have potential training business interests with NMIT – will declare these individually if they arise

DIRECTORATE REGISTER OF INTERESTS	
Andrew Luke	• Te Runanga O Ngāti Rārua: Trustee • Sustainable Seas National Science Challenge: Kahui Māori Member
Carole Crawford	• Singer Solutions Ltd: Director
Liam Sloan	• INNOVATE Charitable Trust: Trustee
Vicki Bryson	• None
Virginia Watson	• Watson Ltd, Trading as Fire Design Services: Director and Shareholder • New Zealand Institute of Directors: Chartered Member • Top of the South Trades Academy (TOTSTA) Governance Group: Member • Education Nelson/Marlborough Governance Group: Member

25 May 2018

UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY COUNCIL MEETING HELD AT NMIT MARLBOROUGH CAMPUS ON 10 MAY 2018, COMMENCING AT 10.03AM.

PRESENT

D Wehner (Chair), P Steere, G Hervey, A Paterson, C Newton, D Ashton, W Greenaway, T Johnston

IN ATTENDANCE

A Rowe (Observer), L Sloan (Chief Executive), V Bryson (Director of Finance and Business Improvement), A Cooke (Minute Taker)

1. **APOLOGIES**

   None

   The Council Chair welcomed T Johnston to her first meeting on Council, while acknowledging P Steere's reappointment to Council for another 2-year term. The Council Chair also thanked A Rowe for this service to NMIT and his continued support and tenue on Council. The Council Chair congratulated L Sloan on his appointment as NMIT's Chief Executive.

2. **REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS**

   T Johnston to advise the Council Secretary of her conflicts of interest for inclusion on the register.

   The register will be updated to reflect P Steere as the new Deputy Chair of Council, while removing A Rowe's interests from the register.

3. **CONFIRMATION OF MINUTES OF MEETING HELD ON 22 MARCH 2018**

   Resolved: That the Minutes of the meeting held on 22 March 2018, as circulated and read by members, be confirmed.

4. **ACTION ITEMS**

   Council noted the action items.

5. **COUNCIL WORK-PLAN FOR 2018**

   Council reviewed the 2018 work-plan. No amendments were made.

6. **SAFETY, HEALTH & WELLBEING DASHBOARD**

   The Chief Executive confirmed that it's NMIT's intention to gain hazards substances certification for all campuses.

   A discussion took place in regards to the firefighting facility at the Richmond campus and the foam that's used to extinguish fires, as it has become known that this can be toxic. The Chief Executive to follow this up with the Health and Safety Team to determine if the foam used, is in fact, the toxic variety.

The Chief Executive advised that he had received the resignation of P Wilcox, NMIT's Health and Safety Manager. Council thanked P Wilcox for his health and safety expertise and wished him well for the future.

Council received the safety, health and wellbeing report provided.

7.   MINUTES FROM THE SAFETY, HEALTH & WELLBEING LEADERSHIP GROUP MEETING HELD 21 MARCH 2018

Council received the minutes from the Safety, Health & Wellbeing Leadership Group meeting held 21 March 2018.

8.   DRAFT COUNCIL CODE OF PRACTICE & STANDING ORDERS

Council were supportive of the Code of Practice, with no suggested amendments. The Code of Practice was endorsed by Council and will be included in new Council member's induction packs.

The Standing Orders are to be reviewed by the Council Chair and Council Secretary with the intentions of updating the orders to reflect current practice. A revised version will be circulated to Council.

9.   INTERIM CHIEF EXECUTIVE'S REPORT

The Chief Executive provided a verbal update against the report provided to Council.

Council received the report for their information.

10.   EDUCATIONAL PERFORMANCE UPDATE

The Chief Executive thanked C Newton for his support in the development of the Educational Performance report.

The Chief Executive provided a verbal update against the report. It was noted that learning walks are yet to take place for 2018, although these are being prioritised. It was highlighted that the achievement gap between Māori and non-Māori has decreased significantly with the introduction of the new EPI cohort measure.

A discussion took place in regards to the attendance measure as more students chose to study blended or wholly online.

11.   EFTS & FINANCIAL UPDATE AS AT 31 MARCH 2018

The Director of Finance and Business Improvement advised that NMIT is significantly above on SAC level 3+ funding, therefore, have asked TEC for additional funding, this is yet to be confirmed. Competitive level 3+ funding is still proving to be a challenge, with SAC level 1 and level 2 underperforming, which is a trend across the sector.

The current forecast is showing that NMIT is on-track to meet the 2018 EFTS budget.

Council discussed the programmes that are under performing in regards to EFTS numbers. The Chief Executive advised that action plans and learner voice initiatives are in place to help remedy the issues, with on-going conversations taking place with Heads of Departments.

Council discussed the investment into the bridge simulator, and queried how the simulator was performing in both revenue and EFTS against the original business case presented.

Year to date, NMIT is currently behind on budget; however, costs are being controlled well. The current year-end forecast is showing a worse than budget result, although, if additional funding is secured, then there is a possibility that a better than budget result could be achieved.

12.   SUMMARY OF LABOUR'S EDUCATION MANIFESTO

Council requested that a coversheet is included on information papers, where appropriate, noting any impact or consequences for NMIT, based on the information that is being tabled to Council.

13.   SCOPE AND PROCESS FOR THE VET SYSTEM REVIEW

Council noted the scope and process for the VET System review.

14.   SANITI REPORT

A Rowe left the meeting at 10.50am

A Paterson advised that she attended the Education Summit in Christchurch on 5 and 6 May, and provided Council with a verbal update from the summit, highlighting key messages and themes.

Council noted the SANTI report provided.

15.   MEDIA MONITORING REPORT

This agenda item was deferred to the next meeting on 14 June.

IN COMMITTEE

Resolved: That members of the public and press be excluded from the following part of the proceedings of this meeting, namely:

In Committee Minutes & Matters Arising
Global Campus – early exit
Aviation Engineering
Council Self-Assessment 2017
Interim CEO Priority Projects progress report
Audit Committee membership replacement
Interim Chief Executive's Report (In Committee)
NMIT Risk Register
Complaints & Misconduct Report
Group & Service Team Reports
eCampus Board papers
Inward Correspondence

The general subject of each matter to be considered while the public be excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the

Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject matter to be considered	*Reason for passing this resolution in relation to each other*	*Grounds under Section resolution (sec.48(1)) of the Local Government Official Information and Meetings Act 1987*
Financial & Sector Matters	*Commercial sensitivity*	

Resolved: That Council move out of 'In Committee'

There being no further business, the meeting closed at 11.17am

Confirmed: _____ Dated: 14 June 2018

ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 10 MAY 2018

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 10 MAY 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Follow up with the Health and Safety Team to determine if the foam used at NMIT's firefighting training facility is of the toxic variety.	L Sloan	Completed
2.	Review the draft Standing Orders to align to reflect Council's current practice.	D Wehner / A Cooke	4 August

Annual Calendar for Council and Audit Committee - 2018								
	February	March	April	May	June	August	October	November
Meetings 2018	Thurs 22 February	Thurs 22 March	Fri 20 April	Thurs 10 May	Thurs 14 June	Thurs 9 August	Thurs 4 October	Thurs 15 November
	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	Strategic Planning Workshop (Location to be confirmed)	10.00am Marlborough Campus	Audit 8.00am Council 9.30am Nelson Campus	9.30am Nelson Campus	Audit 8.00am Council 9.30am Nelson Campus	10.00am Marlborough Campus
Strategic Review/Investment Plan	Review		Review		Review		Revise & Review	
Annual Budget	Draft Yr End				Reforecast		Audit Cttee review & recommendation to Council	
CEO Performance Agreement			Complete CEO Appraisal					Review and prepare new agreement
Council Review of Appointments	Review					Review		Revise and Review
Council Performance Review (SAR)				Revise and Review (SAR)				
Performance Review of Directorate								Review
NMIT's Educational Performance Indicators (EPIs)	Review	Review	Review	Review (include a set of Performance Panel notes)	Review	Review	Review (include a set of Performance Panel notes)	Review
Annual Report	Council to review draft	Audit Cttee review & recommendation to Council		Printed copy to all members of Council				
Council Member Induction				Undertake				
Stakeholder Engagement				Mayor / CE Marlborough District Council	Chief Executive's of NRDA & NTCC	TEC Chief Executive & Investment Manager	Mayor / CE of NCC / TDC	MRC / NZWG / Employers
Health & Safety walk-abouts	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake	Undertake
Health & Safety Policy					Review			
Audit/Financials							Agree new budget	
Audit New Zealand Management Report					Audit Committee receive report and agree actions		Audit Ctte report on actions taken	
Audit New Zealand 2018 Audit Arrangement					Audit Cttee recommendation re fees and approval by Council		Audit Cttee to discuss and develop Audit Plan with Auditors	
Internal Audit Programme							Audit Committee Review 3 year programme	
Legislative Compliance		Report to Council				Report to Council		Report to Council
Academic Board Statute Approval								Council to approve
TEC					Chair & CEO meeting with NMIT Council	Investment Manager		
NB: Other key dates: Nelson Semester 1 Powhiri - Mon 26 Feb; Nelson Semester 2 Powhiri - Mon 23 July; Marlborough Semester 1 Powhiri - Thurs 1 March; Marlborough Semester 2 Powhiri - Thurs 26 July 2018 Graduation dates: Te Toki Pakohe - 8 December; Marlborough - 13 December; Nelson - 18 December								

HEALTH AND SAFETY WORKFORCE DASHBOARD

APRIL TO MAY 2018

SUMMARY OF ALL CRITICAL RISKS

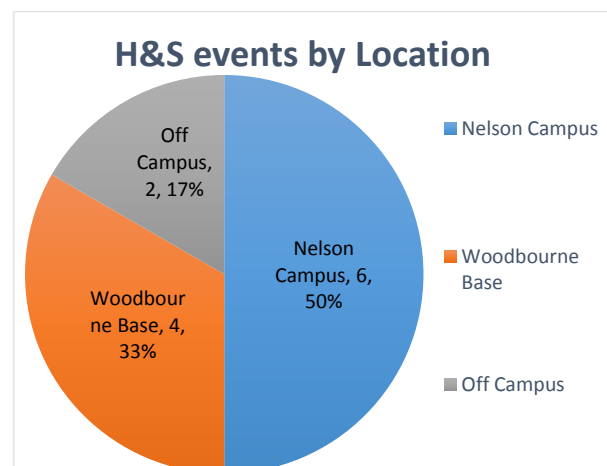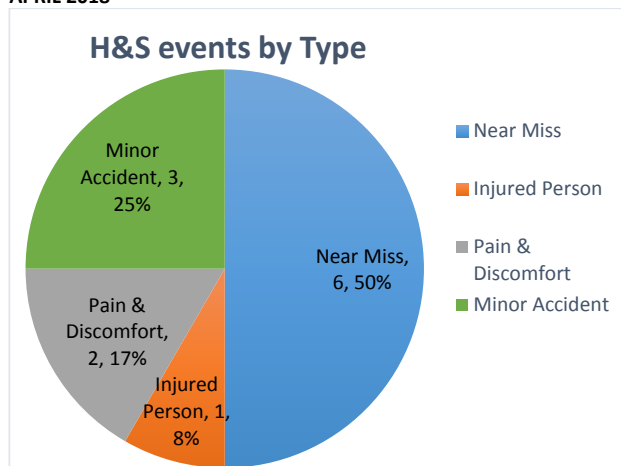| Risk	Description	Management Overview	*Level of assurance	Issues/Comments
Hazardous substance use	See this report's drill down			
Land transport	Vehicle fleet, including buses, vans, cars, trailers. Risk of vehicle / vehicle and person / vehicle collision in car parks used by students and team members	Safe Driving and Fleet Management Policy, Driver Approval form (including licence details) required to drive an NMIT vehicle (passenger licence to drive bus), car park permit system on Nelson campus, speed limit and judder bars.	🟡	11 drivers participated in driver evaluations. Reports from instructor indicated 10 drivers demonstrated good driving skills and were competent to drive NMIT vans. It was recommended that one driver would be more suited to smaller vehicles and should receive further driving training. This has been actioned with driver to receive further training and will not drive any fleet vehicles in the meantime.
Machinery use	Use of multiple machines in Automotive, Engineering, Carpentry, Aviation, Creative Industries, Facilities workshops.	Annual audit of workshops by H&S team, includes inspection of machine guarding. Hazard register maintained and reviewed annually.	🟡	Where machinery does not have interlock guarding, other control measures have been implemented, such as retrofit guarding without interlock, close supervision of students by tutors, enforced wearing of PPE. The old machinery will be progressively phased out and replaced with new machinery fitted with guards and interlocks.
Water based activities	Vessel handling and fast rescue boat training, kayaking, white water rafting, water sampling.	Maritime Transport Operator Plan approved by Maritime NZ. Basic boat handling training pre-requisite for advanced training. Supervision by approved qualified Skippers. Hazard registers maintained and reviewed. Risk assessments and Intentions forms prior to activity.	🟡	Waterproof SOPs booklets are being developed to use on the Maritime boats. Due to the work involved in summarising, reviewing, compiling and formatting the booklet, and with other work priorities, such as, NZQA consistency reviews and an external audit (Maritime New Zealand), the booklet is not expected to be completed until August 2018. In the meantime current SOPs are available for use.
Land Adventure activities	Rock climbing, off track tramping, skiing, scrub clearing.	SOPs used and externally audited for high risk activities. Risk assessments and Intentions forms completed prior to activity. Call care used for overnight activities. Smartrak GPS satellite devices are available for emergency response for remote activities.	🟡	OutdoorsMark audit report received and minor changes to documentation required. AVT documentation to be updated and resubmitted by 8 June.
Fire fighting training	Advanced fire fighting including use of Breathing Apparatus and controlled fires in specialist facility.	Medical examination required prior to training. Annual audit of Fire training facility by H&S team. Competent trainers. Regular equipment inspections.	🟢	Engineers report completed on Fire facility. Facility fit for use for at least 5 years. Confirmed in March 2018 that foam used in fire fighting training does not contain the banned PFOS substance.

* 🟢 High 🟡 Satisfactory 🔴 Low

CRITICAL RISK DRILL DOWN: HAZARDOUS SUBSTANCE USE RISK

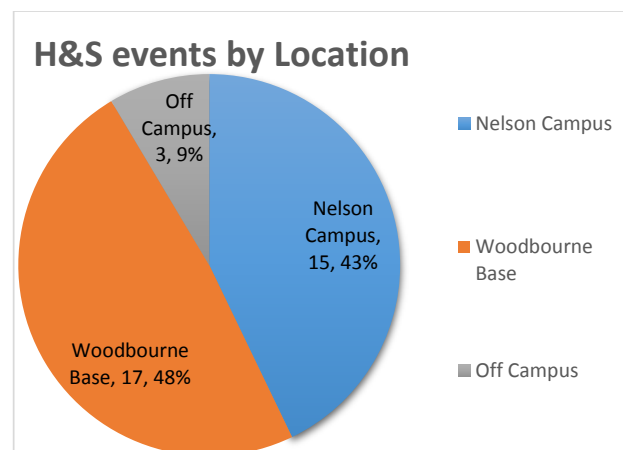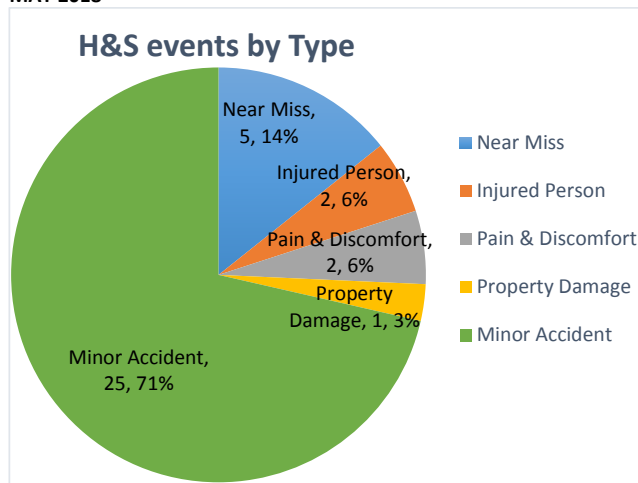| Description	Person exposed	Management Overview	Gaps/improvement/ progress	*Level of assurance	Incidents/issues/ events
Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Students, Tutors, Technicians and support staff.	Strategy to dispose of substances not required, keep quantities to minimum and substitute with less hazardous substances where practicable. Underground diesel tanks tested 3 yearly. Annual inspection of LPG cylinders located outside T Block as per HSNO COP 50. Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available. Storage and SDS checked during H&S audits. Spill kits on site. RiskAssess software tool used in Health laboratories to complete risk assessments for experiments.	Laboratory checklist reviewed and updated, and Pyrotechnic Display checklist created (for using fireworks at events) to comply with the new Hazardous Substances regulations. From 01/06/2018 training records on hazardous substances required. Work being done to collate inventories to get a better understanding of total quantities on Campuses. This will be completed by 30 June.	🟢	• Live flares left in bucket in classroom from previous demonstration instead of being returned to locked storage. • Metal tags being used at Woodbourne facility to improve durability of labels. • All inventories reviews have been completed for 2018.

SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS

Total Health and Safety Events reported by Type

APRIL 2018

H&S events by Type

H&S events by Location

MAY 2018

H&S events by Type

H&S events by Location
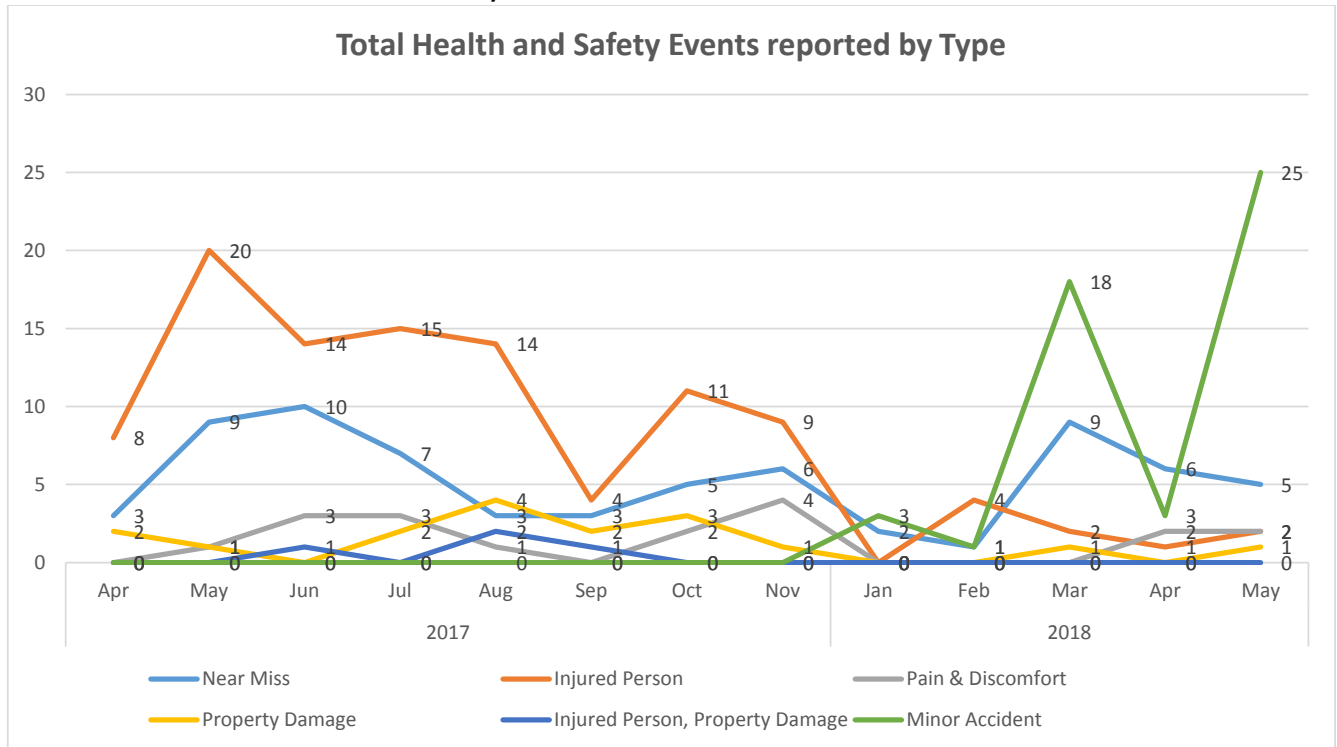
APRIL TO MAY 2018

Event Summary	Occurred This Period	YTD
Accident	32	61
Injuries	**31**	**59**
LTI (Medical)	0	1
LTI (Non Medical)	0	0
Non LTI (Medical)	2	7
Non LTI (First Aid)	15	26
Non LTI (Non Medical)	14	25
Property Damage	**1**	**2**
Environmental	**0**	**0**
Near Miss	11	23
Pain & Discomfort	4	4

EVENT LEARNING AND IMPROVEMENT

Summary	Findings
Overview	Less incidents reported in April due to Easter and semester break.
	Increased reporting coming from hospitality cookery area.
	Majority of injuries were of a minor nature, i.e. first aid provided or no treatment given.
	Two serious near miss incidents reported – refer cable bracket damage and potential brake failure of bus incidents.
Staff hurt back when pushing down chair seat	Initially reported as Minor Accident in March, however reclassified due to medical treatment sought for back and had two days off work.
Staff injured left thumb when closing car door	Was distracted when closing door on own car that was parked in Campus car park. Went to doctor to release pressure under thumb nail.
Staff strained back trying to stay on seat during high speed boat operation	Incident occurred in March. Student driving inflatable launch under instruction and supervision of tutor. Didn't slow down before making turn and tutor used muscles in legs to try and remain on seat putting strain on back.
Staff strained back lifting heavy equipment on to truck	Was working alone at the time removing heavy stuff from shed to allow contractors to start renovations to convert shed into staff kitchen.
Cable bracket bent when student in harness slipped and engaged harness while climbing down from helicopter	Near miss where student slipped on last step of ladder and ended up on tippy toes on the ground being supported by fall arrest system. Stopped using fall arrest system until brackets strengthen. Misunderstanding with installer about how fixed line fall arrest system was to be used. Alternative procedure to be used in future for practicing rescue plan to avoid students in harness hanging from fixed line.
Potential front brake failure of bus used for trip to Marahau	Tutor noticed funny noise coming from front end of bus. Stopped and checked vehicle and phoned in but couldn't identify cause of noise. On return vehicle checked by mechanic and identified CV joint damaged and bolts missing from brake caliper. Vehicle had recently been serviced and returned to NMIT in unsafe condition. Vehicle is being reserviced.

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
Safety Walkabouts	3 completed –Health and Fitness areas (Nelson A & B Blocks), Global Campus, and Woodbourne Base.
H&S Committee meeting	Flu vaccinations for team members completed in April and annual health monitoring (skin checks, hearing and lung function tests) to selected team members in May.
	Smoke-free day will be promoted in response to concern about cigarette smoke coming into NMIT buildings from people smoking on footpath.
	Discussed need to complete health and safety inductions regardless of employment situation.
	Reminder to make sure vehicle damage reported.
	Chemicals inventory review identified another dangerous goods cabinet required for Nelson Automotive area.
	Clarification being sought from management about how to get funding for urgent or big H&S purchases.
	Concern about requirement to complete area inspections in addition to individual's workload. Discussed importance of teams looking after own area.
	With A Block relocations need to make sure defibrillator still easily accessible and evacuation procedure to be discussed with relevant teams.

CONTRACTOR SAFETY MANAGEMENT

Action	Contractor monitoring findings
25 inductions (Nelson only)	Increased contractors on site for A Block and staff kitchen renovations. 7 inductions completed in April and 18 completed in May.
Monitoring	Air Force Safety Advisor stopped contractors working on the roof of Woodbourne NMIT facility without edge or fall protection. Work completed using a scissor lift. Identified need for more awareness of NMIT contractor safety procedures. Training session provided at Woodbourne on 8 May and planned for H&S Committee on 6 June and Marlborough on 7 June. Highlighted need to make sure adequate NMIT personnel on site to monitor contractor activity. This is now in place.
	Several contractors on Nelson Campus observed using ladders unsafely. Required one contractor to arrange mobile scaffold and another contractor to use a more appropriate ladder.

Audits and Inspections

Type	Created in Period	YTD
Area Inspection	2	2
Audit - External	0	0
Audit - Internal	1	3
Trial Evacuations	2	2
Safety Walkabouts	3	3
Site Inspection	1	2
Total	9	12

Safety Observations

Type	Created in Period	YTD
Safe Practice	1	2
Unsafe Practice	20	30
Unsafe Conditions	12	20
Suggestion	1	4
Total	34	56

The Unsafe Practice / Hazard category has been split into two categories; Unsafe Practice and Unsafe Conditions.

Woodbourne use the Safety Observations as a learning experience for students. If a student walks into a workshop without the correct PPE an Unsafe Practice observation is logged.

It is good to see the number of safety observations on the increase.

REPORT TO NMIT COUNCIL | 14 JUNE 2018
ITEM 7

SAFETY, HEALTH & WELLBEING POLICY REVIEW

LIAM SLOAN, CHIEF EXECUTIVE

PURPOSE

Council are to review the Safety, Health & Wellbeing policy, as presented, and advise of any amendments.

SUMMARY

As per the Council work-plan, Council agreed to review the Safety, Health & Wellbeing Policy on a yearly basis, even though the policy itself was set on a 2-yearly review cycle internally. Council acknowledged the importance of this policy, and agreed it would be prudent to review yearly to ensure it's still fit for purpose and relevant.

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team		
Deliver a personalised customer experience through the learner life cycle	Y	Health and safety for staff and students is paramount, therefore, Council remain diligent on all health and safety matters and recognise the importance of reviewing the overarching policy regularly.
Enable learning that develops and inspires capable and connected graduates		
Optimise our programme mix to meet work and world ready outcomes		
Grow partnerships that provide opportunities and solutions		

RECOMMENDATION

That Council members:

   a)   Review the Safety, Health & Wellbeing Policy, as presented

   b)   Advise of any amendments or omissions

Controlled Document – Refer to NMIT website or intranet for latest version

SAFETY, HEALTH AND WELLBEING POLICY

Section	Safety, Health and Wellbeing		
Approval Date	06.08.2015	**Approved by**	Council
Next Review	02.10.2019	**Responsibility**	Chief Executive
Last review	02.10.2017	**Key Evaluation Question**	6

OUR COMMITMENT

Protecting all our people is important to NMIT - as high a priority as any other aspect of our work.

PURPOSE

This policy outlines Safety, Health and Wellbeing responsibilities for employees, managers, students, visitors, volunteers and contractors at Nelson Marlborough Institute of Technology (NMIT) to ensure that its workplaces are safe and healthy and that all NMIT employees, contractors, students and visitors are not harmed.

In addition, WorkSafe good practice guidelines and ACC expectations for workplace safety management programmes seek a statement of commitment, such as this policy, in regard to the management of safety and health at NMIT.

SCOPE

This policy applies to all activities, conducted on and off campus, and/or using NMIT facilities

It applies to:
- NMIT Council
- NMIT employees, including:
    - Contracted tutors
    - Student interns
    - Volunteers at NMIT
- NMIT contractors
- NMIT students
- Visitors to NMIT

RESPONSIBILITY

In meeting this commitment, the NMIT Council and the Chief Executive provide governance and leadership to ensure that:
- resources are made available
- Safety, health and wellbeing objectives and performance criteria for all managers and work areas are met
- appropriate good practice policies and procedures are implemented and reviewed every two years
- our obligations under legislation, regulations, codes of practice, standards or industry guidelines are met
- responsibility is given to managers, team leaders, supervisors of staff and students, and others in positions of responsibility to manage safety, health and wellbeing in their areas

- Directorate are aware of hazards and risks within NMIT

The NMIT Council, the Chief Executive and Management of NMIT will:

- Set safety, health and wellbeing objectives and performance criteria for all managers and work areas.
- Annually review safety, health and wellbeing objectives and managers' performance.
- Commit to a programme of regular inspection and maintenance of equipment.
- Ensure accurate and timely reporting and recording of all incidents and injuries.
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- Actively encourage the early reporting of any pain or discomfort.
- Commit to carrying out health monitoring of employees who are required to wear Personal Protective Equipment (PPE)
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work.
- Identify all existing and new hazards and, as far as is reasonably practicable, eliminate or minimise the risk.
- Ensure that all employees are made aware of the hazards in their work areas and are adequately prepared so they can carry out their duties in a safe manner.
- Provide opportunities for employees and Health and Safety Representatives (HSRs) to participate in "ongoing processes" related to safety, health and wellbeing in the workplace.
- Enable employees to elect HSRs.
- Ensure that all contractors and subcontractors are actively managing safety, health and wellbeing for themselves and their workers.
- Promote a system of continuous improvement, including annual reviews of policies and procedures.
- Meet our obligations under the Health and Safety at Work Act 2015, the Health and Safety in Employment Regulations 1995 (as amended 2015), Health and Safety at Work (Asbestos) Regulations 2016, Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, Approved codes of practice and any relevant standards or guidelines.

Each NMIT employee is expected to help maintain a safe and healthy workplace.

NMIT employees will:

- Take reasonable care for their own health and safety
- Take reasonable care that what they do or do not do does not adversely affect the health and safety of other persons
- Cooperate with any reasonable safety, health and wellbeing policy or procedure that has been notified to them
- Comply with, as far as reasonably able, all safe work procedures, rules and instructions
- Stop any unsafe on-site task
- Undertake any training necessary to maintain a safe and healthy working environment
- Properly use all safety equipment and clothing provided
- Be familiar with emergency procedures
- Ensure safe escape routes are unobstructed
- Report all incidents, injuries and hazards
- Report early any pain or discomfort
- Take an active role in NMIT's treatment and rehabilitation plan, for their 'early and durable return to work'

Students and visitors will:

- Take reasonable care for their own health and safety

- Take reasonable care that others are not harmed by something they do, or do not do
- Comply with, as far as they are reasonably able, safety, health and wellbeing instructions
- Report incidents, injuries and hazards
- Be familiar with emergency procedures

With regard to contractors the Institute will consult, cooperate and coordinate activities to:
- Ensure that contractors and subcontractors work in a healthy and safe manner, and are not harmed while at work on Institute premises
- Ensure that contractors are fully familiar with those parts of the Institute's safety, health and wellbeing policies and procedures which are applicable to their roles
- Ensure that harm is not caused to any other person from contractors' or subcontractors' work which is carried out for and on behalf of the Institute
- Promote measures to prevent injury and illness by establishing and insisting upon safe methods, safe equipment, proper materials and safe practices at all times
- Protect the Institute's assets and business continuity
- Ensure project tender documents include a requirement for a project specific safety, health and wellbeing risk management plan, and the company's relevant Safety, Health and Wellbeing policies and procedures, which are reviewed by the Chief Operating Officer prior to acceptance.
- Develop a list of Approved Contractors who have evidenced that they meet or exceed Institute's safety, health and wellbeing requirements. Evidence means:
  The Contractor:
  - o Meets all documentary requirements and monitoring by NMIT during the contract indicate satisfactory health and safety performance.

  A worker (employee of a contractor):
  - o Has been fully inducted to NMIT's safety, health and wellbeing policies and procedures
  - o Has evidence of relevant safety, health and wellbeing training
  - o Has demonstrated satisfactory health and safety practices during monitoring by NMIT's Health and Safety Manager or delegate

COMPLIANCE

Health and Safety at Work Act 2015
Health and Safety at Work (Asbestos) Regulations 2016
Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016
Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
Fire Safety and Evacuation of Buildings Regulations 2006
Hazardous Substances and New Organisms Act 1996 (HSNO)
The Smoke Free Environment Act 1990
Human Rights Act 1993
Accident Compensation Act 2001

WorkSafe New Zealand, Ministry of Business Innovation and Employment (MBIE) and previous names of Department of Labour and Occupational Safety and Health, provide good practice guidelines and approved codes of practice
ACC *How to Implement Safer Workplace Practices*
AS/NZS 4801:2001

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee (HSC) includes representatives from management and union and elected health and safety representatives.   The HSC is responsible for developing and reviewing Safety, Health and Wellbeing policies and procedures for the workplace, and to enable management and employee representatives to meet regularly and work cooperatively to improve health and safety at work.   Refer: *Health & Safety Committee Terms of Reference.*

3 of 4   Safety, Health and Wellbeing Policy
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REFERENCES

INTERNAL

Health and Safety Committee Terms of Reference
Health and Safety Manual
Safety, Health and Wellbeing Leadership Group Terms of Reference
SmokeFree Policy

EXTERNAL

Health and Safety at Work Act 2015
Health and Safety at Work (Asbestos) Regulations 2016
Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016
Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
Fire Safety and Evacuation of Buildings Regulations 2006
Hazardous Substances and New Organisms Act 1996 (HSNO)
The Smoke Free Environment Act 1990
Human Rights Act 1993
Accident Compensation Act 2001

Worksafe New Zealand, Ministry of Business Innovation and Employment (MBIE) and previous names of Department of Labour and Occupational Safety and Health, provide good practice guidelines and approved codes of practice
ACC Thinksafe How to Implement Safer Workplace Practices, A Guide to Workplace Health and Safety AS/NZ 4801:2001

4 of 4   Safety, Health and Wellbeing Policy
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APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

TREATY OF WAITANGI [Institute Governance and Management]

Background:

May / June 2018

As part of the review cycle for quality assurance as detailed in the QMS policy, this document has been reviewed and updated by the Director of Māori Education, Anaru Luke, who made the following minor changes:

Throughout: The Treaty of Waitangi established a unique relationship between NMIT, as an agent of the crown and whānau, hapū and Iwi Māori.

p. 1   NMIT acknowledges the 9 8 iwi . . .

P.3   . . . develop and implement strategies and policies that ensure the protection and use of Te Reo Māori me ona tikanga across all areas of NMIT activity

Implementation Plan: Following amendment, the policy will be made available on the NMIT intranet and the NMIT website. All staff will be advised.

RECOMMENDATION: That – (Approval Body or Chief Executive) approve: (name and draft date) for implementation.	
Implementation date:	(day)/month/year
Next Review:	Month/Year
Quality Committee endorsement date	Day/month/year

☐ CHIEF EXECUTIVE	☐ DIRECTOR/MANAGER	☐ ACADEMIC BOARD	☐ COUNCIL
Approval date:	*Approval date:*	*Not required*	

Additional notes:

A + Q Office use only	*Date*		*Date*
		4. Update tracksheet	
1. Amendments complete		5. Document on NMIT intranet (old)	
		6. Document pdf'd	
2.Final version printed & sent to CE		7. -> NMIT website (-> POLLY)	
3. Signed final version returned		8. Staff advised	

To be completed by the Quality Advisor in consultation with the manager who will present the recommendations to the Approval Body

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TREATY OF WAITANGI

Section	Institute Governance and Management		
Approval Date	18.10.2012	**Approved by**	Council
Next Review	~~13.10.2017~~01.06.2019	**Responsibility**	Chief Executive
This review	~~13.10.2016~~01.06.2018	**Key Evaluation Question**	1-6

PURPOSE

In line with the Education Act 1989, Nelson Marlborough Institute of Technology is committed to its duty of acknowledging and embedding the Treaty of Waitangi[1], Te Tiriti o Waitangi and the associated principles of the Treaty within the policies and practices of the Institution.

The purpose of this policy is to provide a framework through which this can be achieved.

POLICY STATEMENT

This policy acknowledges that:

- The Treaty of Waitangi established a unique relationship between NMIT, as an agent of the crown and whānau, hapū and Iwi Māori.
- NMIT has a duty to acknowledge the Treaty of Waitangi, Te Tiriti o Waitangi, and the principles of the Treaty of Waitangi.
- NMIT acknowledges the ~~9~~ 8 iwi within its boundary as the Mana Whenua and, as Mana Whenua, that they have the right to determine their own educational outcomes.
- NMIT recognises that Māori have the right of equal access to education.
- NMIT has an obligation to provide an educational environment which is responsive to whānau, hapū and Iwi Māori.

NMIT also acknowledges the aspirations of whānau, hapū and Iwi Māori to:

- Live as Māori.
- Actively participate as citizens of the world, and
- Enjoy good health and a high standard of living[2].

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[1] Treaty of Waitangi refers to both the English and Māori versions of the Treaty in line with The Treaty of Waitangi Act 1975.

[2] These principles were coined by Mason Durie and are commonly referred to as the Durie principles. These principles are also at the heart of "Ka Hikitia – Māori Education Strategy"

PRINCIPLES OF THE TREATY OF WAITANGI

Partnership

NMIT is committed to working in partnership with ~~Māori/Iwi~~ it's ~~as a~~ Treaty Partner.

Protection

NMIT is committed to actively protecting whānau, hapū and Iwi Māori interests within the Institution.

Participation

NMIT is committed to providing opportunities for whānau, hapū and Iwi Māori to fully participate across all levels of the Institution both in study and work.

POLICY OBJECTIVES

The overall aim of the Institution is to be:

- A Māori relevant institution
- A place where the Māori language and culture can flourish
- A place where Māori students succeed
- A place where Māori feel welcomed and supported
- An Institution that contributes to the educational and developmental aspirations of whānau, hapū and Iwi
- An Institution that celebrates its treaty partnership and multiculturalism

To assist in achieving these objectives NMIT will:

- develop a structure that will facilitate the participation of Mana Whenua and Matawaka at the Governance level within the Institution
- develop and implement strategies that will facilitate whānau, hapū and Iwi Māori participation in the development and design of academic curriculum across the Institution
- develop and implement strategies and policies that ensure the protection and use of Te Reo Māori me ona tikanga across all areas of NMIT activity
- develop and set appropriate targets for Māori students across NMIT
- develop and implement strategies for recruitment, retention and completion of Māori students
- develop strategies to actively recruit Māori staff across all levels of the institution
- provide ongoing education and training programmes for all employees on the Treaty of Waitangi
- provide ongoing specific training and support for both academic and allied staff focusing on working with Māori

Mana Whenua	~~Self identity~~Self-identity and sense of belonging to a particular place. Mana whenua is based on the principle of ahikaa (occupation over designated territory) and refers to the customary authority exercised by the tangata whenua in an identified area[3].
Whānau	Family or group of people with a genealogical bond; also used colloquially for those who share a common interest or philosophy[4].
Hapū	Sub Tribe
Iwi	Tribe, a social group of people with shared family links, culture and language dialect[5].
Matawaka	Those Māori that are not from the local iwi
Te Reo me ōna Tikanga	The Māori language and its customs

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[3] Definition from Ka Hikitia, Managing for Success/Maori Education Strategy 2008-2012
[4] ibid
[5] ibid

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

FRAUD [Institute Governance and Management]

Background:

9 May 2018

Chief Executive (Liam Sloan) and Director of Finance and Business Improvement (Vicki Bryson) reviewed this document and made the following minor changes, prior to submitting it to Council at the meeting of 14 June 2018 for approval.

1. As per the recommendation by Audit Committee in June last year, a sentence confirming the need for this policy to be reviewed annually by Council (and "to align with the Audit Committee work-plan") has been added.

2. The words 'whistle-blowing' have also been added to the Protected Disclosure Reference p.3, as recommended by the Audit Committee.

3. References to the ~~Chief Operating Officer~~ has been replaced with the new designation: Executive Director – Finance, Compliance and Business Intelligence

Implementation Plan: Following amendment, the policy will be made available on the NMIT intranet and the NMIT website. All staff will be advised.

RECOMMENDATION: That – (Approval Body or Chief Executive) approve: (name and draft date) for implementation.			
Implementation date:	(day)/month/year		
Next Review:	Month/Year		
Quality Committee endorsement date	Day/month/year		
☐ CHIEF EXECUTIVE	☐ DIRECTOR/MANAGER	☐ ACADEMIC BOARD	☐ COUNCIL
			Approval date: *14.06.2018 (?)*

A + Q Office use only	Date		Date
		4. Update tracksheet	
1. Amendments complete		5. Document on NMIT intranet (old)	
		6. Document pdf'd	
2.Final version printed & sent to CE		7. -> NMIT website (-> POLLY)	
3. Signed final version returned		8. Staff advised	

To be completed by the Quality Advisor in consultation with the manager who will present the recommendations to the Approval Body

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FRAUD

Section	Institute, Governance and Management		
Approval Date	~~15.06.2017~~14.06.2018 ??	**Approved by**	Council
Next Review	~~15.06.2018~~	**Responsibility**	Chief Executive
Last Reviewed	~~15.06.2017~~14.06.2018	**Key Evaluation Question**	6

PURPOSE

To ensure that all instances of fraud are dealt with appropriately and in an equitable and consistent manner.

This policy seeks to facilitate the prevention and detection of fraud as well as outline the appropriate steps to be taken if fraud is detected, demonstrating that fraud is not tolerated at NMIT.

PRINCIPLES

- Any suspected fraud perpetrated against NMIT, once detected must be reported (see 'Scope' below for definition of fraud).
- All incidents of suspected fraud must be investigated.
- All misconduct relating to fraudulent activity must be managed in accordance with NMIT's policies and procedures. Referral to the Police for prosecution and/or dismissal may result.
- All proven cases of fraud, financial and other, shall be recorded in the NMIT Risk Register.
- The Risk Register is a requirement of a statement from the Auditor General "AG-206: Auditor-General's Statement of the Auditor's Responsibility to Consider fraud in an Audit of a Financial Report" which stipulates that the database must include the nature of the fraud, the name and position of the person involved and the estimated dollar value of the fraud (where finance related).
- NMIT will seek recovery of all losses arising from fraud.
- Managers shall include fraud, risk assessment and mitigation in their risk management processes.
- This policy is to be reviewed annually and the review date is to align with the Audit Committee work-plan.

SCOPE

Fraud is defined as any form of deliberate deception made for personal gain, including theft, unlawful use, falsification and false representation in respect of any resources, funds or information owned or managed by NMIT.

The policy applies to the following people at or involved with NMIT:

- Current or former employees
- Volunteers
- Council members
- Individuals seconded to NMIT
- Individuals and organisations acting as agents for, engaged with or contracted to NMIT
- Current or former students

If members of the public are involved in defrauding NMIT, the principles of this policy apply to them.

RESPONSIBILITY

- All Managers are to include fraud, risk assessment and mitigation in their risk assessment and management processes.
- Where risk mitigation takes the form of contractual obligations to enable NMIT to audit and view financial information of third parties to the contract, managers should ensure these are carried out as per the contract.
- Managers shall implement all approved recommendations made as the result of an investigation into fraud.
- The Chief Executive (CE), in writing, may delegate obligations under this Policy to one of his/her direct reports.

PROCEDURES

1. REPORTING FRAUD

Any person suspecting fraud must report it immediately to one of the following:

- o   Chief Executive
- o   A person who reports direct to the Chief Executive

The person above receiving the report on suspected fraud (if not the CE) must then ensure the CE is promptly informed.

Where a person who reports suspected fraud invokes the protections provided by the Protected Disclosures Act 2000, they must be afforded the degree of confidentiality required by section 9 of that Act (Refer *Protected Disclosures Policy*).

2. REFERRAL

- The CE shall refer all suspected fraud for investigation if it is considered to be of a serious nature.
- If an investigation is to take place, the CE will determine if the investigation will be undertaken by an employee or by a relevant external party.
- Any other person may be informed of the suspected fraud at the discretion of the CE such as the Chair of the Audit & Risk Management Committee, the Chair of Council, the Executive Director Finance, Compliance and Business Intelligence~~Chief Operating Officer,~~ and other members of the Directorate.
- Depending on the circumstances of the case and in accordance with NMIT policies and procedures, strict confidentiality will be required while researching the circumstances of the suspected fraud.
- All requests for information on any suspected fraud must be referred to the CE.
- Where the CE considers fraud to have taken place following investigation then it will be referred to the police.

3. INVESTIGATION

- If it is suspected that an employee of NMIT is involved in fraud, the investigation must comply with NMIT's *Staff Misconduct Procedure*.
- If it is suspected that an NMIT student is involved in fraud, the investigation must comply with NMIT's *Student Misconduct Procedure*.
- If an investigation is to take place, the party instructed to carry out the investigation will agree the terms of reference with the CE prior to starting the investigation.

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- If an NMIT contractor or supplier is suspected of fraud in its dealings with NMIT, NMIT shall carry out an investigation and seek all pertinent information to form an opinion on whether fraud is likely to have taken place. In carrying out such investigations contractual obligations should be executed to its full extent to enable a full collection of any evidence of fraud.

REMEDIAL ACTION

- On receiving the results of an investigation carried out under 3. (above), or after determining that a suspected fraud is not of a serious nature and therefore does not require investigation under 2. (above), the CE must determine the appropriate remedial action, if any, to be taken.

- If an investigation has concluded that fraud has taken place, the CE must consult in determining the remedial action to be taken with any person at the CE's discretion but as a minimum must consult with the Chair of the Audit & Risk Management Committee and Chair of Council or the Executive Director Finance, Compliance and Business Intelligence. or the Chief Operating Officer. (If the CE has delegated his responsibilities under this policy to the Chief Operating Officer then the delegated person must consult the other person regarding the remedial action).

- Where an investigation identifies misconduct in relation to fraudulent activity of a current employee, the offender will be managed in accordance with NMIT's *Staff Misconduct Procedure*. Action may include dismissal and referral to the Police for prosecution.

- Where an investigation identifies misconduct in relation to fraudulent activity of a current student, the offender will be managed in accordance with NMIT's *Student Misconduct Procedure*. Action may include suspension, or exclusion and may also include referral to the Police for prosecution.

- The Council Chair, the Chair of the Audit and Risk Management Committee, the Executive Director Finance, Compliance and Business Intelligence Chief Operating Officer, other members of the Directorate or any other relevant party may be informed at the discretion of the CE, prior to any matter being referred to the Police.

- Recovery of all losses will be sought if financially viable.

- All proven incidents of fraud and the remedial action taken must be recorded on the Risk Register, which must describe the nature of the fraud, include the name and position of the person involved, and for financial fraud the estimated dollar value of the fraud.

- The Audit and Risk Management Committee and the external auditors will be informed via written report in the Audit and Risk Management Committee's agenda of all proven instances of fraud and the remedial action taken in each case as recorded on the Risk Register.

- The Audit and Risk Management Committee will recommend to Council if the matter is to be referred to the NZ Government's Serious Fraud Office.

RECORDING AND SECURITY OF INFORMATION

- All documents relating to fraud reporting and investigation must be kept in a secure place.
- Depending on the outcome of the investigation a decision should be made whether to place information on the employee's HR personal file in a secured envelope.
- Investigators should be aware of potential requests under the Official Information Act.

REFERENCES

INTERNAL

Staff Misconduct Procedure
Student Misconduct Procedure
Protected Disclosures ('Whistle-blowing') Policy

EXTERNAL

Protected Disclosures Act 2000
Official Information Act 1982

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

DELEGATIONS to the CHIEF EXECUTIVE [Institute Governance and Management]

Background:

9 May 2018

Chief Executive (Liam Sloan) reviewed this document and made the following minor changes, prior to submitting it to Council at the meeting of 14 June 2018 for approval.

p. 4

PERMANENT DELEGATIONS UNDER SECTION D2 (REFER ABOVE)

The Chief Executive has made the following delegations:

- The Chief Executive delegates to the nominated ~~Chief Operating Officer~~ Executive Director the authorities and responsibilities described in this policy at such times when the Chief Executive is not available to authorise required decisions and expenditure.
- The Chief Executive delegates to the nominated ~~Chief Operating Officer~~ Executive Director the authority to negotiate and agree contracts for services on behalf of the Institute.

Implementation Plan: Following amendment, the policy will be made available on the NMIT intranet and the NMIT website. All staff will be advised.

RECOMMENDATION: That – (Approval Body or Chief Executive) approve: (name and draft date) for implementation.			
Implementation date:		(day)/month/year	
Next Review:		Month/Year	
Quality Committee endorsement date		Day/month/year	
☐ CHIEF EXECUTIVE	☐ DIRECTOR/MANAGER	☐ ACADEMIC BOARD	☐ COUNCIL
			Approval date: 14.06.2018 (?)
Additional notes:			

A + Q Office use only	Date		Date
		4. Update tracksheet	
1. Amendments complete		5. Document on NMIT intranet (old)	
		6. Document pdf'd	
2.Final version printed & sent to CE		7. -> NMIT website (-> POLLY)	
3. Signed final version returned		8. Staff advised	

To be completed by the Quality Advisor in consultation with the manager who will present the recommendations to the Approval Body

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DELEGATIONS TO THE CHIEF EXECUTIVE

Section	Institute Governance and Management		
Approval Date	~~21.10.2015~~14.06.2018	**Approved by**	Council
Next Review	~~15.06.2018~~09.05.2019	**Responsibility**	Chief Executive
Last review	~~15.06.2017~~09.05.2018	**Key Evaluation Question**	6

PURPOSE

To establish delegations from Council to the Chief Executive (CE).

SCOPE

Delegations as described in Government Acts. (Refer: References)

RESPONSIBILITY

Council shall review CE delegations annually.

When a delegation has been exercised by the CE, the CE to report this back to Audit Committee.

			DELEGATION	RELEVANT SECTION OF ACT	DATE APPROVED
A	**Course Related**	1	To approve new and existing programmes and courses which are in accordance with the Strategic Plan within approved budget limits and reflect the Institution's Investment Plan and agreed 'mix of provision'.	Education Amendment Act (EEA) 1990

Section 193(2)(a) | 28.2.91 |
| | | 2 | To admit students to approved courses. | EAA 1990

Section 193(2)(a) | 28.2.91 |
| | | 3 | To grant awards (ie Nelson Marlborough Institute of Technology qualifications). | EAA 1990

Section 193(2)(a) | 28.2.91 |
| | | 4 | To grant fellowships, scholarships, bursaries or prizes **within** budget. | EAA 1990

Section 193(2)(b) | 28.2.91 |
| **B** | **Capital Expenditure** | 1 | To commit Capital Expenditure for individual projects/contracts approved by Council and within the Capital Expenditure budget approved by Council and report to next Council meeting. | EAA 1990

Section 222(1)(3) | 28.2.91 |

		DELEGATION	RELEVANT SECTION OF ACT	DATE APPROVED
	2	Full Council approval must be sought for proposals on any individual items over $250,000.	EAA 1990 Section 222(1)	
	3	Any individual item in the Council approved annual capital expenditure budget with a budgeted value of less than $250,000 may be substituted for another item, provided that the substitution does not cause total capital expenditure to exceed the annual approved budget.		
C **Unbudgeted Capital Expenditure**	1	A maximum of $750,000 of unbudgeted capital expenditure may be incurred in any financial year in accordance with this policy. The following authority levels may be exercised for unbudgeted capital expenditure: • The Chief Executive may approve up to $250,000 unbudgeted capital expenditure in aggregate, where there is urgent need; • The Chief Executive and Chair of Council, and in his/her absence, the Deputy Chair of Council may approve a further $500,000 unbudgeted capital expenditure in aggregate, where there is urgent need. Where outside of $750,000 NMIT Council must approve unbudgeted capital expenditure on the basis of an acceptable Business Case or proposal for capital expenditure.	EAA 1990 Section 222(1)	28.2.91
D **Financial**	1	Any Operating Expenditure over $250,000 per year for individual projects/contracts (including the aggregate of the project/contract) shall be reported to Council at the next Council meeting.	EAA 1990 Section 222(1)	28.2.91
	2	To prescribe fees for courses and programmes within the policy set for fees (3N12).	EAA 1990 Section 193(2)(h)	28.2.91

		DELEGATION	RELEVANT SECTION OF ACT	DATE APPROVED
	3	To invest cash surplus to current operational requirements in accordance with Council's approved Investment Policy (IU1).	Public Finance Act Section 23	23.10.91
	4	To establish, maintain and operate bank accounts in the name of Nelson Marlborough Institute of Technology at any registered bank with signatories approved by the Council (IU2).	EAA 1990 Section 200(1)	28.2.91
	5	Subject to the Minister's determination under Sec 192(5)(a) to dispose of surplus assets at market value up to a maximum individual amount of $50,000.	EAA 1990 Section 192(4)(a) and (5)(a)	28.2.91
	6	To authorise loans or grants to students up to $1,000 per loan or grant; and loans or grants to any association of staff or students up to $2,000 per loan or grant; in each case within operational budget.	EAA 1990 Section 193(2)(c)	28.2.91
E **Brand and reputation protection**	1	To authorise the use of the Institution's name and to protect the name marked symbol, logo and any writing that is associated with the Institution.	EAA 1990 Section 193(2)(f)	28.2.91
F **Other**	1	To arrange for the provision of goods or services to staff or students using or attending the Institute, within operational budget.	EAA 1990 Section 193(2)(g)	28.2.91
	2	To sub-delegate to staff members such of the above functions and powers as he or she sees fit.	EAA 1990 Section 222	28.2.91
	3	Any commitment that involves legal liability for $250,000 and over shall be reported to Council.		

PERMANENT DELEGATIONS UNDER SECTION D2 (REFER ABOVE)

The Chief Executive has made the following delegations:

- The Chief Executive delegates to the nominated Executive Director ~~Chief Operating Officer~~ the authorities and responsibilities described in this policy at such times when the Chief Executive is not available to authorise required decisions and expenditure.
- The Chief Executive delegates to the nominated Executive Director ~~Chief Operating Officer~~ the authority to negotiate and agree contracts for services on behalf of the Institute.

REFERENCES

EXTERNAL

Education Amendment Act (EAA), 2009
Public Finance Act, 1977, 1989 and Amendment, 1993

COUNCIL APPOINTMENT STATUTE

LIAM SLOAN, CHIEF EXECUTIVE

PURPOSE

Council are to review the Council Appointment Statute, as presented, and advise of any amendments.

SUMMARY

This Statute is made under section 194(1)(j) of the Education Act 1989 to comply with the requirements of section 222AB of that Act, as amended by the Education (Polytechnics) Amendment Act 2009, which came into force on 1 March 2010.

As per the Statutes review cycle, Council are to review the Council Appointment Statute on a yearly basis to ensure it's a true reflection of Council's composition.

Please note: the Statute was not reviewed in 2017, therefore, it has not been reviewed for 2 years.

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team		The purpose of this Statute is to ensure that the Nelson Marlborough Institute of Technology:
Deliver a personalised customer experience through the learner life cycle		a) Complies with all statutory requirements of the Education Act 1989;
Enable learning that develops and inspires capable and connected graduates		b) Appoints members under section 222 who are able to add value from a governance perspective; and
Optimise our programme mix to meet work and world ready outcomes		c) Includes members who are representative of the Nelson Marlborough Institute of Technology
Grow partnerships that provide opportunities and solutions		community, and is balanced with respect to ethnicity, gender,

		experience, lifestyle, and place of residence.

RECOMMENDATION

That Council members:

a)   Review the Council Appointment Statute, as presented
b)   Advise of any amendments or omissions

COUNCIL APPOINTMENT STATUTE

Section	Institute Governance and Management		
Approval Date	22.06.2012	**Approved by**	Council
Next Review	31.03.2017	**Responsibility**	Chief Executive
This review	16.03.2016	**Key Evaluation Question**	6

PREAMBLE

This Statute is made under section 194(1)(j) of the Education Act 1989 to comply with the requirements of section 222AB of that Act, as amended by the Education (Polytechnics) Amendment Act 2009, which came into force on 1 March 2010.

The Council of Nelson Marlborough Institute of Technology shall comprise:

a)   Four members appointed by the Minister, and
b)   Four members appointed by Council in accordance with the Statute

The Chair and Deputy Chair of Nelson Marlborough Institute of Technology Council shall be appointed by the Minister.

This Statute sets out the process by which the Nelson Marlborough Institute of Technology will appoint the four members of its Council that it is required to appoint under Section 222 of the Act. The purpose of this Statute is to ensure that the Nelson Marlborough Institute of Technology:

a)   Complies with all statutory requirements of the Education Act 1989;
b)   Appoints members under section 222 who are able to add value from a governance perspective; and
c)   Includes members who are representative of the Nelson Marlborough Institute of Technology community, and is balanced with respect to ethnicity, gender, experience, lifestyle, and place of residence.

TITLE

1.   This Statute may be cited as the Nelson Marlborough Institute of Technology Council Appointment Statute.

INTERPRETATION

2.   In this Statute, unless the context otherwise requires:
     a)   'The Act' means the Education Act 1989;
     b)   NMIT means Nelson Marlborough Institute of Technology;
     c)   'Council' means the Council of Nelson Marlborough Institute of Technology

PART A: APPOINTMENTS

3. Appointments to Council under Section 222 of the Act must be appointed in accordance with this Part.
4. Council will appoint four persons to Council.
5. Appointments made by the Council under this Part must ensure that Council includes:
   a) A person who is able to represent the best interests of Top of the South Iwi and Mata Waka, students, businesses, and communities, and who is endorsed by Council Kaumatua;
   b) A person enabling both Marlborough and Nelson regions to have at least one resident as a member of Council.
   c) A person jointly nominated by the Executive of the Student Association Nelson-Marlborough Institute of Technology Inc (SANITI), and Executive of Unions representing the interests of NMIT staff, to represent the NMIT community;
   d) A person appointed by Council or the Minister to ensure that Council has access to relevant financial management and reporting knowledge, skills and experience, or that provides skills and knowledge as outlined in the appendix.
6. Once Council has made appointments, or Members have been appointed by the Minister, that satisfy the requirements of this Part, Council may co-opt a further member(s), provided such appointments comply with Parts B and C of this Statute.
7. In the event of a casual vacancy arising, Council may co-opt a member for the balance of the term of the member who created the casual vacancy. Council will ensure that such co-option complies with the requirements of Parts A, B and C of this Statute.

PART B: PERSONS TO BE APPOINTED BY COUNCIL

8. Relevant Knowledge, Skills, and Experience

   The Council shall appoint as Members, only persons who, in the Council's opinion, formed after reasonable and prudent inquiries:

   a) Have relevant knowledge, skills, and experience as set out in the appendix; and
   b) Are likely to be able to fulfil their individual duties as members of the Council, and the functions, duties, and responsibilities of the Council, including the duties of members of polytechnic councils as specified in Section 222AH of the Education (Polytechnics) Amendment Act 2009:

PART C: OTHER MATTERS TO BE CONSIDERED BY COUNCIL

9. Council shall, when making any appointment, consider the nominee's ability:
   a) To act with honesty and integrity at all times;
   b) To act in good faith in the interests of NMIT as a whole, not to pursue his or her own interests at the expense of the Council's interests, and to act in a manner that promotes the performance of functions characteristic of a strong polytechnic institution;
   c) To exercise the care, diligence and skill that a reasonable person would exercise in the circumstances, taking into account the nature of the Council functions, the nature of action, the position of the member as a member of the NMIT Council, and the nature of the responsibilities undertaken by him or her;
   d) To retain confidential information likely to be prejudicial, if published, to the interests of the Council;
   e) To attend meetings of Council, and other NMIT functions and events such as graduation ceremonies;
   f) To undergo induction to Council, to attend professional development governance courses, and to attend Tertiary Education Commission forums and conferences where appropriate.

PART D: TERMS OF OFFICE AND RE-APPOINTMENT

10. Subject to Section 12, the term of office of any member will be four years.
11. Members shall retire from office on the fourth anniversary of their appointment.
12. Any member of the Council can be reappointed for a further term up to three terms.

PART E: CHIEF EXECUTIVE'S ATTENDANCE AT COUNCIL MEETING

13. The Chief Executive shall be entitled, on a non-voting basis, to attend all meetings of Council, except those concerning his or her performance or terms and conditions of employment, or sections of Council meetings determined by Council to be for Council Members only.

APPENDIX

SKILLS, COMPETENCE, EXPERIENCE, AND ATTRIBUTES REPRESENTATION

NMIT Council has identified the following skills, competence, experience and attributes required of an effective NMIT Council:

- **Strong, "hard" governance skills, and experience as a director/trustee/member of Council.** We require that at least some of our Council satisfy our need for people with successful governance experience. The Chair needs support in the key role of guiding, nurturing and assessing our Chief Executive, while respecting that we have empowered him/her to successfully deliver our agreed business plan outcomes within the constraints of our agreed budget.
- **"Soft" governance skills.** We require that each of the members of Council have the ability and desire to work together as a team, to be persistent in the pursuit of good outcomes and appropriate information for decision-making, and to collectively own the decisions reached by the Council after due consideration.
- **Successful business experience in governance/executive management.** NMIT is a complex, large and dynamic business. We require members who can provide governance oversight, connections, networks, support in areas such as law, human resources, technology, communications, asset management, and project management and knowledge of international vocational training and education markets, understanding of e and blended learning.
- **Financial management and reporting experience in the sector, and/or at a senior commercial level.** We recognise that we are the trustees of public funds, and that we are a major business in terms of cash flow, resources, assets, and people. We therefore take seriously our governance, audit and risk management responsibilities.
- **Strategic planning abilities.** We have recently completed our Investment Plan 2015-2016. NMIT operates in a very competitive and rapidly changing environment. We seek members who are able to guide us through the process of developing a vision, strategic plan, annual business plans and supporting budgets, and the KPIs and assessment tools; people who can focus us on the longer term strategic opportunities and challenges, rather than the short term business detail of the moment.
- **Ethnic and Socio-Economic Diversity.** Council requires membership that reflects the ethnic and socio-economic diversity of the community it serves.
- **Commitment to regional and national economic development.** We require members who can help us understand the current and likely training needs of our region and our communities, who can help us to connect with local business, Iwi business, industry and employee associations, regional development groups, and management of local government agencies. These members will be committed to regional and national economic growth, and will appreciate the crucial importance of training to this outcome.

- **Appreciation of industrial relations.** NMIT is one of the region's largest employers, with staff able to be members of several unions, and working under a variety of employment contracts.
- **Gender balance.**
- **Age and experience balance.**
- **Education Alignment**. NMIT is committed to our alignment with secondary education, and with other training providers in the university, industry training organisation, and private training sectors. Collaboration with these organisations enables NMIT to achieve its objectives, while contributing to the growth of our communities.
- **Local government expertise/connection.**
- **Understanding of the tertiary education sector.** The Council needs at least one member who has a good understanding of the processes of TEC, tertiary funding, and of the processes of government.
- **Strong personal values.** Recent NMIT Councils have been blessed by having Members who demonstrate great NMIT and personal values in their behaviour around the table, and in the way they take NMIT back to their communities; respect, integrity, transparency, commitment, sharing, recognising successes and celebrating NMIT people.

Representational Requirements

We recognise that our representational requirements might be met by Ministerial appointments, community appointments, and/or advisory boards. While there might be some reputational hang-ups around the process of representation, the key outcome is that our community needs to feel that it has an opportunity to have its say, is fairly consulted, does provide reliable timely input as to their community needs, and is recognised as being an important stakeholder.

We see our representational requirements revolving around:

- **Top of the South Iwi.** NMIT is committed to ensuring that our Māori education responsibilities recognise the unique needs of our Iwi. The way we engage with them reflects that commitment.
- **Marlborough and Nelson.** We work for our communities in Marlborough and Nelson, delivering educational services on regional campuses, and by distance training. We are committed to our engagement with the Marlborough and Nelson communities.
- **The Users of our Services.** We referred to small, medium and large businesses and their associations, regional development agencies, Iwi business. These include local employers across a wide range of sectors, and national employers who need our training expertise in areas where we are acknowledged leaders in curriculum development and delivery.
- **NMIT Community.** Students, staff, former students, and other people who make up the NMIT community.

NMIT

Information Paper

Nā:	Liam Sloan (Chief Executive)
Ki a:	NMIT Council
Te Kaupapa:	Chief Executive's Report (Open)
Te Kaituhi:	Liam Sloan
Te rā:	14 June 2018

1.   PURPOSE:

1.1   To provide Council with a high level update on NMIT Chief Executive business for the period 1 May – 7 June 2018.

2.   POINTS OF INFORMATION:

2.1   <u>eCampus</u>

Current levels of performance are better than budget. To date 513 EFTS have been enrolled against an original year-end target of 500 EFTS.

NMIT have requested an additional 40 EFTS from TEC which would enable NMIT to continue to recruit to eCampus without negatively impacting on our other activity.

2.2   <u>Café Tender Process</u>

In response to our RFP we received three expressions of interest for taking over Ake Ake from Compass Catering.

Two applications were from external catering companies and one application was received from NMITs Hospitality and Cartering department.

Two applicants were shortlisted (NMIT and Cater Plus) to present to the Panel. It is anticipated a decision will be made in the next week or so.

2.3   <u>Staff Forums</u>

Staff forums continue across our campus. Since the last reporting period two forums took place in Marlbourough – one at Woodbourne and one at Budge Street. The session at Woobrourne was well attended but the one at Budget Street only had six attendees. Questions from team members fell under the following categories:

- Executive Director Recruitment
- RIVO project at Budge Street
- Aviation Nelson proposal
- Unreliability of Video Conferencing resource.

- NMIT's strategic direction in light of VET and Roadmap Reviews.

2.4   Annual Report

Tertiary Insight produced a summary of the findings reported in our 2017 Annual Report, see below:

Nelson Marlborough Institute of Technology (NMIT) had lower EFTS and a deficit in 2017. It plans to close its Auckland Campus, but costs there and in programme development contributed to higher costs as their revenue declined.

- NMIT budgeted for a surplus but ended up with a deficit mainly because tuition fee income was $3m below budget, as international student numbers did not meet target. It also faced extra costs as it shouldered the whole burden of running the loss-making Auckland campus (to be closed in 2018) and developed new programmes. Even with those reasons for higher costs, NMIT is another ITP with declining income and rising costs in 2017, which is a bad combination.
- NMIT has traditionally used non-local sources to beef up its regional provision, originally flight training subcontractors, and most recently the Auckland Global Campus. With its Auckland campus closing, NMIT will face some tough challenges but they have a market research project underway to look at how their specialisms can be maximised.
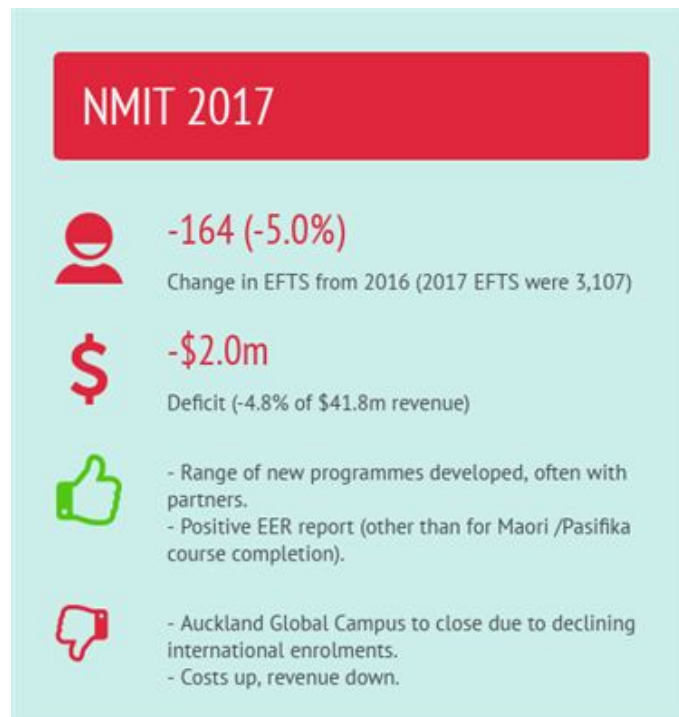
Key Facts

- This report is based on the NMIT 2017 annual report (see our review of their 2016 report).
- EFTS were down 5.0% (-164) on 2016.
  - Domestic EFTS dropped by 21 (-0.9%), while international EFTS were down 143 (-14.4%). NMIT has international EFTS both overseas and in NZ, and the main drop (-137) was in NZ-based students.

- o Due to low recruitment for the Auckland campus (Indian student numbers were down 150 EFTS), NMIT decided to close it in Sep 2018, once current students complete their studies. The Auckland campus had 140 EFTS in 2017. Skills Update Training Institute withdrew from the partnership to run the campus, leaving NMIT as the sole partner.
  - o Course completion was 83% overall (+2% on 2016), and 76% for Māori (+5%). Pasifika results were slightly lower than for Māori, and showed similar improvement.
  - o Readers might be interested in how NMIT used technology to support their enrolments and student tracking (pp.11-12). NMIT expanded Dedicated Education Units with the local DHB from the 1 piloted in 2016, to 5 in 2017.
- NMIT had a deficit of $2.0m (-4.8% of revenue)
  - o Revenue dropped by 1.4%, while expenses went up 6.8% (costs were up across all main categories). The Global Camus in Auckland had a large deficit.
  - o The number of staff FTEs increased by 55 FTEs (19%) from 2016, driven by a decline in the use of contractors, sole operation of the Global Campus, and extra staff to prepare post-MROQ programmes.
  - o A 20-year capital asset management plan was completed.
- A Masters in Applied Management was approved, as was accreditation for a Bachelor of Career Development (to be delivered online). NMIT adopted 18 programmes developed by TANZ partners, reducing development costs.
- Tony Gray resigned as CE after 11 years in the role (he then took up a role as CE of Ara). Liam Sloan was appointed as Interim CE in Aug 2017 (and was confirmed as CE this month).
- An NZQA EER report was released in Aug 2017, with a Highly Confident/Confident rating (see our review). NMIT scored well, but was marked down for Māori/Pasifika course completion.

2.5   The Future of ITPs

Newsroom featured a story titled "Can Polytechs be saved?".

While the labour market is affecting student numbers, ITP EFTS rose by 4,425 from 2008 to 2016, while PTE EFTS dropped by 180 over the same period.

TEC and the Minister have been citing a larger decline over a longer period, but total ITP EFTS haven't changed as much over the last decade, for most of which ITPs were sustainable.

Anyway, Chris Hipkins said that he wouldn't be closing down PTEs, but would require ITPs to better compete with them. The story also touched on international students and MIT's large 2017 deficit ($7m).

2.6   Government Budget 2018

In response to the Budget announcement in May 2018 NZ ITP Chief Executives have written to Minister Hipkins voicing our concerns around continued increase costs with no additional funding. See the In Committee Agenda 'Outward Correspondence'.

Liam Sloan   7 June 2018

REPORT TO NMIT COUNCIL | 14 JUNE 2018
ITEM 13

KEY EDUCATIONAL PERFORMANCE INDICATORS

CAROLE CRAWFORD, EXECUTIVE DIRECTOR – LEARNING INNOVATION AND DELIVERY

PURPOSE

To provide an update on the progress against Key Educational Performance Indicators (KEPIs) including selected Educational Performance Indicators (EPIs).

RECOMMENDATION

Council note the current performance levels and provides feedback on appropriateness and suitability of topics covered in relation to suitability for future reporting.

CONTEXT

As a standing agenda item at Council meetings, there is a commitment to review and scrutinise educational performance of NMIT. There are four Educational Performance Indicators (EPIs), course completion; qualification completion; retention and progression.

TOPIC	STATUS REPORT
Literacy and Numeracy Testing	**ALNAT Assessment - Programme Area Overview**

Testing required by TEC (Courses Levels 1-3)
Testing required by NMIT (Courses Levels 1-5)

nmit

Showing for Literacy	Learners who have done Any number of assessments in period (note that Starting Points Reading NOT included in this report)
Showing for Numeracy	Learners who have done Any number of assessments in period
Courses starting between	01/01/2018 and 01/06/2018
Attainments awarded between	01/01/2013 and 01/06/2018. NOTE: Many learners will have completed ALNAT assessments in an earlier year than their current enrolment.
Programme Area(s)	Applied Business and English Language Programmes, Arts, Media and Digital Technology, Health and Fitness, Primary Industries, Maritime and Adventure Tourism, Social Sciences and Te Toki Pakohe, Trades, Engineering and Aviation NOTE: Only courses requiring ALNAT testing are shown and Short Courses are excluded

Key for % Tested
- 91 - 100% (green)
- 80 - 90% (orange)
- 0 - 79% (red)

Key for % Not Passed
- 0 - 79% (green)
- 80 - 90% (orange)
- 91 - 100% (red)

Collapse All For ALNAT assistance please contact literacy&numeracy@nmit.ac.nz

Programme Area	Programme	Ass't req'd by	Learner	Enrolled	# Tests Total LIT	# Tests Total NUM	# Tests in Period LIT	# Tests in Period NUM	% Tested in Period LIT	% Tested in Period NUM	% NOT Passed LIT	% NOT Passed NUM	LIT high	NUM high
⊞ Applied Business and English Language Programmes				196					89% 🟠	93% 🟢	24% 🔴	21% 🔴		
⊞ Arts, Media and Digital Technology				220					97% 🟢	98% 🟢	18% 🟠	29% 🔴		
⊞ Health and Fitness				108					97% 🟢	97% 🟢	36% 🔴	31% 🔴		
⊞ Primary Industries, Maritime and Adventure Tourism				287					99% 🟢	99% 🟢	31% 🔴	23% 🔴		
⊞ Social Sciences and Te Toki Pakohe				117					87% 🟠	85% 🟠	45% 🔴	60% 🔴		
⊞ Trades, Engineering and Aviation				472					97% 🟢	98% 🟢	31% 🔴	26% 🔴		
Total				1400										

TOPIC	STATUS REPORT	COMMENTARY
	1,400 learners have been assessed for period 1 January to 1 June 2018. - ALNAT administration efficiencies has provided easier access for tutors and accountable ownership. - Applied Business and English Language showing 89% is due to English Language learners. 25% have now completed their literacy assessment, compared to 19% last month. Only 3 learners still needing to complete the numeracy assessment. - Social Sciences status similarly amber due to Level 1 Starting Points assessments taking time to complete individually. However, 70% now complete compared to 60% last report. - The data over the last few years suggests that between 25% - 30% of enrolled learners do not meet the literacy and numeracy standard at initial assessment. To improve the accuracy of this reporting, work is underway to develop a PBI (Power Business Intelligence) three year trend.	

TOPIC	STATUS REPORT	COMMENTARY
'At Risk' Learners	<table>	

'At Risk' Learners		

Department	At Risk Learners	Date of Performance Panel
Applied Business and English Language	23	11 May
Trades, Engineering and Aviation	14	23 May
Primary Industries, Maritime and Adventure Tourism	7	24 May
Arts, Media and Digital Technology	13	16 May
Health, Fitness and Social Sciences	22	10 May
Te Toki Pakohe	1	22 May
TOTAL	**80**	

'At Risk' learners are those identified as: requiring additional learning support, not meeting requirements of the course/programme including failure to progress, consecutive non-attendance, individual health situations, personal issues and behavioural concerns.

All at risk learners are being supported, monitored and managed appropriately.

Commentary:

- 80 learners identified as 'at risk' as at 25 May 2018 (54 last month).

- 23 are international plus 1 refugee.

- Same period in 2017: 115 learners, of which 35 were international.

TOPIC	STATUS REPORT	COMMENTARY
Outstanding Course Results	**Last Report:** **This Report:** 	

OUTSTANDING COURSE RESULTS	Overdue Results 2017	Overdue Results 2018	Overdue Results 2017	Overdue Results 2018
	28/05/2018	28/05/2018	14/05/2018	14/05/2018
Applied Business and English Language	0	397	0	194
Trades, Engineering and Aviation	0	139	0	177
Primary Industries, Maritime and Adventure Tourism	5	591	4	135
Arts, Media and Digital Technology	0	95	0	112
Health and Fitness	0	30	0	1
Social Sciences and Te Toki Pakohe	0	76	0	20
NMIT OVERVIEW	**5**	**1328**	**4**	**639**

Commentary:

▪ Number of outstanding course results includes those still within the 15 day marking period.

TOPIC	STATUS REPORT	COMMENTARY
	<table><tr><td>**OUTSTANDING COURSE RESULTS <u>OVER 90 DAYS</u>**</td><td>**As at 28 May 2018**</td><td>**Commentary**</td></tr><tr><td>Applied Business and English Language</td><td>0</td><td></td></tr><tr><td>Trades, Engineering and Aviation</td><td>3</td><td>Food Safety Practice short course</td></tr><tr><td>Primary Industries, Maritime and Adventure Tourism</td><td>12</td><td>First Aid (accreditation issue)</td></tr><tr><td>Arts, Media and Digital Technology</td><td>1</td><td>Bachelor IT learner has resit in June</td></tr><tr><td>Health and Fitness</td><td>1</td><td>Dip Applied Fitness learner to complete last paper</td></tr><tr><td>Social Sciences and Te Toki Pakohe</td><td>0</td><td></td></tr><tr><td>**NMIT OVERVIEW**</td><td>**17**</td><td></td></tr></table>	▪ This period we have targeted reducing the over 90 day's outstanding results at performance panels. ▪ Positive impact with only 17 left to clear. ▪ Work is underway to identify results processing road blocks so we can speed up results to learners.
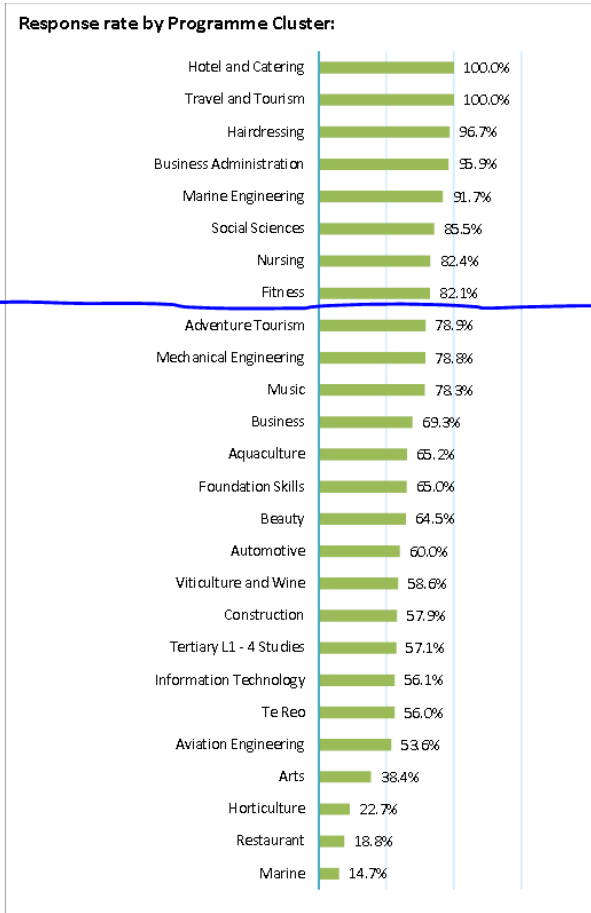
TOPIC	STATUS REPORT	COMMENTARY
Attendance and Register Marking	**Department** / **Registers Marked** / **Learner Attendance** table below: | Department	Registers Marked	Learner Attendance
Applied Business and English Language	98%	90%
Trades, Engineering and Aviation	98%	88%
Primary Industries, Maritime and Adventure Tourism	93%	90%
Arts, Media and Digital Technology	98%	86%
Health and Fitness	99%	89%
Social Sciences and Te Toki Pakohe	94%	84%
OVERALL	**97%**	**88%** | **Expectations for 2018:** 100% registers marked and 85% attendance (may vary due to level and programme design).	- Learner attendance is strong at 88%. 97% registers marked is below expectations. At performance panels tutors are identified so they can be held to account. - PIMAVT has moved up to 93% from 87% last report. - Health and Fitness chasing 100%.

TOPIC	STATUS REPORT	COMMENTARY
Programme Learning and Teaching Observations (PLATO) Update	**2018 results:** 14 completed to date. GRADE 1's (Outstanding) 8 GRADE 2's (Good) 5 GRADE 3's (Satisfactory) 1	▪ PLATO's being completed against agreed 2018 plans. ▪ Training needs are being addressed. ▪ Probation tutors engage in PLATO's as part of NZCATT. To date 6 have been completed.
EPI's and Course Retention	**2018** 	• 2018 EPIs of limited meaning at this time.

TOPIC	STATUS REPORT	COMMENTARY
Stakeholder Voice	**Question 24: Do students feel that their expectations have been met so far?** **Satisfaction Rate Target = 92%** **Term 1, Semester 1 2018** **2017** 	▪ Work is in progress to enable reporting of student feedback through Power Bi for improved transparency and to enable informed challenge at performance panels. ▪ Withdrawing Students, Semester One 2018 (23/05/2018) - **123** survey forms received. **58%** of withdrawing students suggested there was nothing NMIT could do that would have helped them to continue their study. **92%** would consider studying with NMIT in the future. ▪ Trades Academy Course Evaluations, Semester One 2018 Final (also available at Curriculum Area and Course Levels)

TOPIC	STATUS REPORT	COMMENTARY
	Response Rate Target = 80% Response rate by Programme Cluster: Hotel and Catering 100.0% Travel and Tourism 100.0% Hairdressing 96.7% Business Administration 95.9% Marine Engineering 91.7% Social Sciences 85.5% Nursing 82.4% Fitness 82.1% Adventure Tourism 78.9% Mechanical Engineering 78.8% Music 78.3% Business 69.3% Aquaculture 65.2% Foundation Skills 65.0% Beauty 64.5% Automotive 60.0% Viticulture and Wine 58.6% Construction 57.9% Tertiary L1 - 4 Studies 57.1% Information Technology 56.1% Te Reo 56.0% Aviation Engineering 53.6% Arts 38.4% Horticulture 22.7% Restaurant 18.8% Marine 14.7%	Trades Academy Curriculum Teams achieved a **78%** overall response rate (just 2% off an 80% target), and an overall favourable rating for students' course experience of **99%** ("Excellent" 66%, "Good" 33%, "Average" 1%). • New to performance panels is a challenge against targets of: 1. 80%+ response rate 2. 92%+ satisfaction rate. • Teams are drilling down to understand their results and agree actions for improvements. • Tactics to improve response rates are being discussed and shared.

TOPIC	STATUS REPORT	COMMENTARY
		•

Nelson & Marlborough Institute of Technology

EFTS Reporting 30 April 2018

EFTS Reporting

NMIT EFTS @ 01-Jun-2018 (EA & EW Status)

Value Type	SAC	Int	China	ITO	YG	Star	Other	DPP	MPTT	ACE	Total	
2018 Actual YtD	1,764.15	350.31	271.42	9.71	43.21	35.55	33.44	0.00	7.65	17.33	2,532.76	Under TEC capped EFTS
2018 Budget FY	2,031.12	474.62	300.00	16.60	108.28	43.62	73.40	0.00	0.00	27.55	3,075.19	Within TEC capped EFTS
2018 Projected FY	2,279.03	430.57	300.00	16.60	52.26	45.07	61.82	0.02	7.12	35.67	3,228.15	Exceeds TEC capped EFTS
2018 Plan FY	2,094.53	474.62	300.00	16.60	127.00	43.62	73.40	5.60	27.00	27.55	3,189.92	Within TEC capped EFTS

% EFTS Variances

	SAC	Int	China	ITO	YG	Star	Other	DPP	MPTT	ACE	Total
Actual(YtD) to Budget(FY)	(266.98)	(124.31)	(28.58)	(6.89)	(65.08)	(8.07)	(32.31)			(10.23)	(542.44)
%Actual(YtD) / Budget(FY)	87%	74%	90%	58%	40%	81%	56%			63%	82%
Actual(YtD) to Projection(FY)	(514.88)	(80.26)	(28.58)	(6.89)	(9.05)	(9.52)	(27.88)			(18.34)	(695.40)
%Actual(YtD) / Projection(FY)	77%	81%	90%	58%	83%	79%	60%			49%	78%
Actual(YtD) to Plan(FY)	(330.38)	(124.31)	(28.58)	(6.89)	(83.79)	(8.07)	(64.91)			(10.23)	(657.16)
%Actual(YtD) / Plan(FY)	84%	74%	90%	58%	34%	81%	39%			63%	79%
Projection(FY) to Plan(FY)	184.50	(44.05)	0.00	0.00	(74.74)	1.45	(11.57)			8.12	38.23
%Projection(YtD) / Plan(FY)	109%	91%	100%	100%	41%	103%	65%			129%	101%

Legend:
- exceeds by more than 5%
- within allowable limits
- less by more than 1%

Programme Area EFTS incl. of distributed JV progs.

Value Type	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Learning Innovation	Total
2018 Actual YtD	376.28	432.44	260.45	401.34	321.91	378.73	84.80	272.05	0.59	4.17	2,532.76
2018 Budget FY	408.10	588.86	375.75	364.23	310.62	635.47	89.30	302.00	0.88	0.00	3,075.19
2018 Projected FY	462.65	607.71	309.66	517.93	379.96	556.87	86.82	302.00	0.38	4.17	3,228.15
2018 Plan FY	408.10	597.29	380.65	409.23	324.12	678.35	89.30	302.00	0.88	0.00	3,189.92

% EFTS Variances

	App Bus & ELP	Trades & Eng.	Arts, Media & IT	Soc. Sci. & TTP	Health	Primary Industries	GCA	China Project	Learner Services	Learning Innovation	Total
Actual(YtD) to Budget(FY)	(31.82)	(156.42)	(115.30)	37.12	11.29	(256.74)	(4.50)	(29.95)	(0.29)		(542.44)
%Actual(YtD) / Budget(FY)	92%	73%	69%	110%	104%	60%	95%	90%	67%		82%
Actual(YtD) to Projection(FY)	(86.37)	(175.27)	(49.21)	(116.59)	(58.05)	(178.14)	(2.02)	(29.95)	0.21		(695.40)
%Actual(YtD) / Projection(FY)	81%	71%	84%	77%	85%	68%	98%	90%	156%		78%
Actual(YtD) to Plan(FY)	(31.82)	(164.85)	(120.20)	(7.88)	(2.21)	(299.63)	(4.50)	(29.95)	(0.29)		(657.16)
%Actual(YtD) / Plan(FY)	92%	72%	68%	98%	99%	56%	95%	90%	67%		79%
Projection(FY) to Plan(FY)	54.55	10.43	(71.00)	108.71	55.83	121.48	(2.48)	0.00	(0.50)		38.23
%Projection(YtD) / Plan(FY)	113%	102%	81%	127%	117%	82%	97%	100%	43%		101%

2

EFTS Analysis MOP 2018

MOP EFTS

Legend: MPTT, DPP, ACE, YG Level 3+, YG Level 1&2, Level 1&2 Competitive, Level 1&2 Tail, Level 3 Competitive, Level 3+
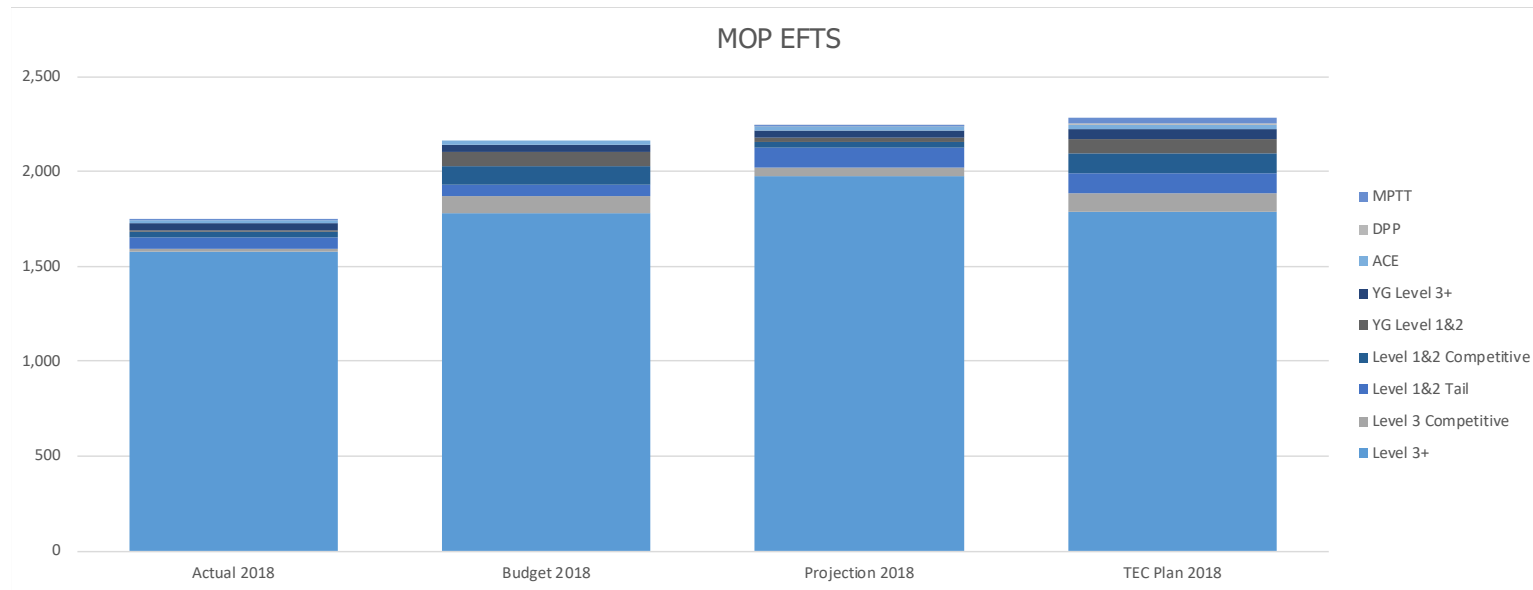
EFTS	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	DPP	MPTT	ACE	Total
Actual 2018	1,577.79	18.46	55.50	32.31	7.13	35.08	0.00	7.65	14.09	**1,748.00**
Budget 2018	1,777.49	95.00	56.63	102.00	69.91	38.37	0.00	0.00	27.55	**2,166.96**
Projection 2018	1,978.32	44.13	103.79	33.38	20.75	32.84	0.01	2.11	27.22	**2,242.55**
TEC Plan 2018	1,791.00	95.00	106.53	102.00	80.20	46.80	5.60	27.00	27.55	**2,281.68**
Actual to Budget	(199.70)	(76.54)	(1.13)	(69.69)	(62.79)	(3.29)	0.00	7.65	(13.47)	**(418.96)**
Actual % of Budget	88.8%	19.4%	98.0%	31.7%	10.2%	91.4%	0.0%	0.0%	51.1%	**80.7%**
Actual to Projection	(400.53)	(25.67)	(48.29)	(1.07)	(13.63)	2.24	(0.01)	5.54	(13.14)	**(494.55)**
Actual % of Projection	79.8%	41.8%	53.5%	96.8%	34.3%	106.8%	0.0%	362.4%	51.7%	**77.9%**
Actual to Plan	(213.21)	(76.54)	(51.03)	(69.69)	(73.08)	(11.72)	(5.60)	(19.35)	(13.47)	**(533.68)**
Actual % of Plan	88.1%	19.4%	52.1%	31.7%	8.9%	75.0%	0.0%	28.3%	51.1%	**76.6%**
Projection to Plan	187.32	(50.87)	(2.74)	(68.62)	(59.45)	(13.96)	(5.59)	(24.89)	(0.33)	**(39.13)**
Projection % of Plan	110.5%	46.5%	97.4%	32.7%	25.9%	70.2%	0.2%	7.8%	98.8%	**98.3%**

3

EFTS Analysis MOP 2018
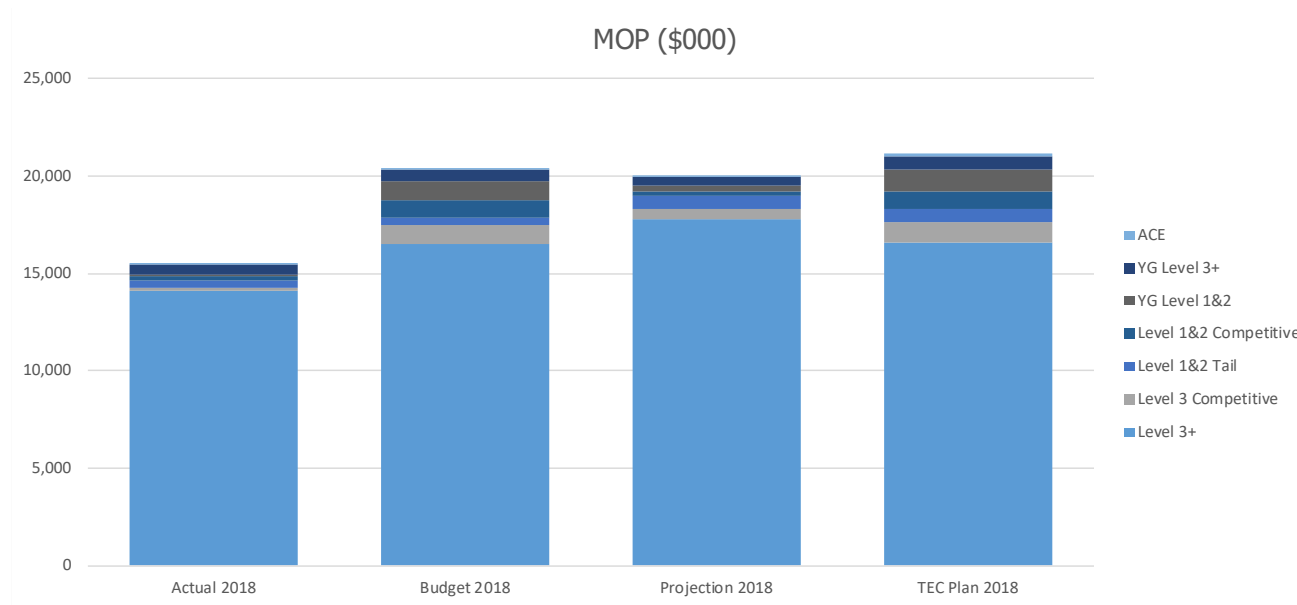
$ (000)	Level 3+	Level 3 Competitive	Level 1&2 Tail	Level 1&2 Competitive	YG Level 1&2	YG Level 3+	ACE	Total
Actual 2018	14,100	195	334	194	102	502	63	**15,489.38**
Budget 2018	16,474	1,002	420	875	1,000	549	122	**20,441.44**
Projection 2018	17,822	465	691	201	297	470	121	**20,066.36**
TEC Plan 2018	16,618	1,002	720	875	1,147	669	122	**21,153.05**
Actual to Budget	(2,373)	(807)	(86)	(681)	(898)	(47)	(60)	**(4,952)**
Actual % of Budget	85.6%	19.4%	79.5%	22.2%	10.2%	91.4%	51.1%	**75.8%**
Actual to Projection	(3,721)	(271)	(357)	(6)	(195)	32	(58)	**(4,577)**
Actual % of Projection	79.1%	41.8%	48.3%	96.8%	34.3%	106.8%	51.7%	**77.2%**
Actual to Plan	(2,517)	(807)	(386)	(681)	(1,045)	(168)	(60)	**(5,664)**
Actual % of Plan	84.9%	19.4%	46.4%	22.2%	8.9%	75.0%	51.1%	**73.2%**
Projection to Plan	1,204	(536)	(29)	(674)	(850)	(200)	(1)	**(1,087)**
Projection % of Plan	107.2%	46.5%	96.0%	22.9%	25.9%	70.2%	98.8%	**94.9%**

4

Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis
For Period Ending 30 April 2018

Vicki Bryson : Finance Director

NMIT Executive Summary

NMIT Financial Operating Statement
For the period ending 30 April 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	15,574	15,903	(330)	(2)%	19,623	18,073	17,620
Youth Guarantee	515	1,443	(928)	(64)%	1,548	1,530	1,494
ITO	5	38	(33)	(88)%	185	225	264
Star & Trades Academy	170	169	1	1%	509	460	547
Student Fees - Domestic	5,938	6,011	(73)	(1)%	7,539	7,161	7,375
Student Fees - International	4,987	5,294	(307)	(6)%	7,231	8,187	9,329
Interest	242	267	(24)	(9)%	800	743	721
Other Income	2,502	2,828	(326)	(12)%	4,433	5,353	5,009
Total Income	**29,932**	**31,952**	**(2,021)**	**(6)%**	**41,869**	**41,732**	**42,359**
Expenditure							
Class Resources	638	657	18	3%	2,206	2,341	2,224
International Commissions	978	1,234	256	21%	1,674	1,854	2,379
Curriculum Support	3	25	21	86%	82	54	66
Information Technology	405	425	20	5%	1,276	1,192	1,251
HR & Training	210	219	8	4%	669	762	642
Marketing & Promotions	127	220	93	42%	664	841	675
Admin & Support	1,341	772	(569)	(74)%	2,368	2,861	2,484
Facilities	983	1,057	74	7%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	1,451	1,408	(44)	(3)%	4,223	4,170	3,792
JV/TANZ Costs	1,292	730	(562)	(77)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**7,429**	**6,745**	**(684)**	**(10)%**	**17,205**	**19,081**	**17,773**
Academic Pay	3,894	4,790	895	19%	14,692	13,224	13,019
Support Staff Pay	3,319	3,279	(41)	(1)%	10,739	11,274	10,078
Total Staffing Costs	**7,214**	**8,068**	**854**	**11%**	**25,432**	**24,498**	**23,097**
Total Expenditure	**14,643**	**14,813**	**170**	**1%**	**42,637**	**43,579**	**40,870**
Contribution	**15,288**	**17,139**	**(1,851)**	**(11)%**	**(768)**	**(1,847)**	**1,489**
Contribution %	**51%**	**54%**			**-2%**	**-4%**	**4%**

YTD contribution unfavourable to budget due to unfavourable income and opex variances. Income is unfavourable across all categories except for Star & Trades Academy. Opex is unfavourable to budget overall, with favourable variances in all categories except admin & support (SANITI subsidy & purchases admin – budget phasing), JV/TANZ costs (higher JV EFTS), and depreciation. Pays are favourable to budget in academic with contractors under budget (timing).

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Global Campus Financial Operating Statement
For the period ending 30 April 2018

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
Student Fees - International	1,405	1,418	(13)	(1)%	1,445	2,301	2,551
Interest	-	-	-	0%	-	1	14
Other Income	0	83	(83)	(99)%	250	3	6
Total Income	**1,406**	**1,501**	**(95)**	**(6)%**	**1,695**	**2,305**	**2,571**
Expenditure							
Class Resources	5	1	(4)	(368)%	4	17	25
International Commissions	19	3	(16)	(606)%	3	600	431
Curriculum Support	-	1	1	100%	3	-	-
Information Technology	6	8	1	16%	23	27	63
HR & Training	4	1	(3)	(352)%	3	27	2
Marketing & Promotions	(7)	-	7	0%	-	182	19
Admin & Support	17	9	(8)	(95)%	28	121	210
Facilities	381	382	1	0%	1,146	1,145	1,062
Depreciation, Amortisation & Impairment	45	40	(5)	(12)%	120	135	137
SUTI's Share of Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**471**	**444**	**(27)**	**(6)%**	**1,330**	**2,254**	**1,568**
Academic Pay	178	147	(31)	(21)%	446	742	803
Support Staff Pay	135	74	(61)	(83)%	224	563	580
Total Staffing Costs	**313**	**221**	**(92)**	**(42)%**	**670**	**1,305**	**1,383**
Total Expenditure	**783**	**665**	**(118)**	**(18)%**	**2,000**	**3,559**	**2,951**
Contribution	**623**	**836**	**(214)**	**(26)%**	**(305)**	**(1,254)**	**(380)**
Contribution %	**44%**	**56%**			**-18%**	**-54%**	**-15%**

Contribution $0.2m unfavourable to budget due to unfavourable variances in other income (rent from sub-lease of premises) and higher than budgeted staff costs .

8

Income : variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	15,574	15,903	(330)	(2)%	19,623	18,073	17,620
Youth Guarantee	515	1,443	(928)	(64)%	1,548	1,530	1,494
ITO	5	38	(33)	(88)%	185	225	264
Star & Trades Academy	170	169	1	1%	509	460	547
Student Fees - Domestic	5,938	6,011	(73)	(1)%	7,539	7,161	7,375
Student Fees - International	4,987	5,294	(307)	(6)%	7,231	8,187	9,329
Interest	242	267	(24)	(9)%	800	743	721
Other Income	2,502	2,828	(326)	(12)%	4,433	5,353	5,009
Total Income	**29,932**	**31,952**	**(2,021)**	**(6)%**	**41,869**	**41,732**	**42,359**

TEC funding – favourable to budget

✓ SAC Funding L3+ allocated favourable to budget due to higher EFTS, particulary eCampus, SUTI JV, SRL.

✗ SAC Funding L1&2 competitive unfavourable to budget with lower EFTS than budgeted, particularly TPI, Cert Computer Tech L2, Nat Cert Retail L2, CVS

✗ SAC Funding L3+ competitive unfavourable to budget with lower EFTS than budgeted, particularly CVP, NZ Cert in Hort Prod.

✗ SAC Funding L1&2 allocated unfavourable to budget with lower EFTS than budgeted, but expected to improve. TEC have awarded funding for 40 additional Te Reo EFTS.

✗ ILN ESOL funding unfavourable to budget due to budget phasing.

✗ YG Funding unfavourable to budget with lower EFTS than budgeted.

✓ Programmes with EFTS higher than budget include eCampus $438k, CCC NN & All ACE NN $52k, Cert Bus Admin L3+ $26k, Dip in FV Ops $61k, Skipper Restricted Limits $268k, Superyacht $37k, BV&W $113k, NZ Cert Auto Eng (Light Vehicle) L4 $40k, NZ Cert Auto Eng L3 ML $73k, NZ Cert Carpentry $68k, NZ Dip Eng (Civil) $82k, NZ Cert Construction Trade Skills ML $69k, NZ Cert Construction Trades Skills (Joinery) $95k, Dip Aqua Tech $20k, BAMC $71k, Dip Aero Cert $217k, Cert AEF $57k, NZ Cert Aero Eng $148k, Research & Hub $26k, NZ Cert Tourism $51k, NZ Dip Cookery $26k, NZ Cert in Hairdressing (Salon Support) NN $46k, NZ Dip Sport, Rec & Exercise $40k, Bach Nursing Yr 3 $46k, JV SUTI COP $574k, JV SUTI Career Guidance $391k, JV Annesbrook $40, JV SUTI Career Guidance L7 $33k, Te Rito L1&2 $97k, Te Ata Hou L3+ $59k, Te Haeata (Karanga & Whaikorero) $34k, NZ Cert in Study & Career Prep $36k, BSW $24k, Bach Counselling $36k.

ˣ Programmes with EFTS below budget include NZ Dip Bus $(51)k, BIT $(50)k, Cert IT S&S $(111)k, Cert Computer Tech L2 $(106)k, Nat Cert Retail L2 $(93)k, Nat Cert Retail L3 $(35)k, MEC 3&4 $(116)k, QDC $(126)k, MEC 5&6 $(50)k, JV STS Seafood Proc $(177)k, CVP $(137)k, NZ Cert Cellar Ops $(32)k, BV&W $(122)k, NZ Cert Auto Eng (Heavy) $(164)k, NZ Cert Mech Eng L4 $(30)k, Cert in TPI NN $(158)k, NZ Cert in Construction Trade Skills (Carpentry) NN $(74)k, NZ Cert Hort Prod NN $(129)k, NZ Cert Hort Prod ML $(180)k, NZ Cert Hort Prod (Fruit Prod) NN $(42)k, NZ Cert Hort Prod (Fruit Prod) ML $(24)k, PGDip SA $(62)k, CAME $(183)k, NZ Cert Eng L3 (Army) $(157)k, Cert AVT $(54)k, NZ Cert F&B $(31)k, NZ Cert Hairdressing L4 (ES) ML $(41)k, NZ Cert Hosp L2 $(49)k, Dip Beauty & Body Therapy ML $(63)k, Bach Nursing Yr 1 $(161)k, Bach Nursing Yr 2 $(36)k, NZ Cert Health & Wellbeing $(195)k, Te Tuara me te Tinana NN $(32)k, Te Tuara $(37)k, Te Haeata L3+ $(183)k, BAM $(113)k, Dip Interior Design $(36)k, Training Schemes Cr Ind $(38)k, Dip A&M $(27)k, ELP L2 $(45)k, ELP ILN $(175)k, BCD $(84)k, CVS $(135)k, NZCATT/DTLT $(20)k.

ITO revenue – unfavourable to budget

✗ Competenz & MITO below budget.

9

Income : variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Income							
TEC Funding	15,574	15,903	(330)	(2)%	19,623	18,073	17,620
Youth Guarantee	515	1,443	(928)	(64)%	1,548	1,530	1,494
ITO	5	38	(33)	(88)%	185	225	264
Star & Trades Academy	170	169	1	1%	509	460	547
Student Fees - Domestic	5,938	6,011	(73)	(1)%	7,539	7,161	7,375
Student Fees - International	4,987	5,294	(307)	(6)%	7,231	8,187	9,329
Interest	242	267	(24)	(9)%	800	743	721
Other Income	2,502	2,828	(326)	(12)%	4,433	5,353	5,009
Total Income	**29,932**	**31,952**	**(2,021)**	**(6)%**	**41,869**	**41,732**	**42,359**

Star & Trades Academy revenue – on track

Student Fees (Domestic) – unfavourable due to different EFTS mix

✓ Programmes with fees higher than budget include NZ Dip Bus Online $22k, eCampus $95k, Maritime S/C $92k, MPI Contract $52k, BV&W $31k, NZ Cert Auto Eng (Light Vehicle) L4 $94k, NZ Cert Auto Eng L3 ML $42k, NZ Cert Carpentry L4 $28k, NZ Cert Mech Eng L3 $37k, NZ Dip Eng (Civil) $25k, NZ Cert Construction Trade Skills (Joinery) L3 NN $53k, BAMC $35k, Dip AEM $29k, Cert AEF $30k, NZ Dip in Cookery L5 $32k, NZ Cert in Hairdressing (Salon Support) NN $26k, JV SUTI Career Guidance $26k, JV Annesbrook College $27k, ELP NZCEL $38k, BSW $100k, Bach Counselling $39k.

✕ Programmes with fees below budget include Confucious & China NZ $(137)k, NZ Dip Bus $(22)k, BIT $(35)k, Cert in IT S&S $(63)k, Dip MEC 3&4 $(48)k, QDC $(69)k, BV&W $(23)k, NZ Cert Auto Eng (Heavy Vehicle) $(27)k, NZ Cert Construction Trade Skills (Carpentry) L3 NN $(44)k, Trainee Ranger $(32)k, CAME $(145)k, NZ Cert Aero Eng $(49)k, NZ Cert Eng L3 (Army) $(83)k, Cert AVT $(30)k, NZ Cert in Cookery L4 $(23)k, NZ Cert in Hairdressing L4 (ES) ML $(21)k, Dip in Beauty & Body Therapy ML $(52)k, Bach Nursing Yr 1 $(35)k, BAM $(60)k, Cert in Study & Career Prep $(25)k, BCD $(60)k.

Student Fees (International) – unfavourable to budget

✕ International fees unfavourable to budget due to lower than budgeted EFTS (excl China).

✓ Programmes with fees higher than budget include Bcom NN $50k, BCom ML $24k, PGDip Logistics & SCM $91k, BIT $151k, Dip MEC 3&4 $176k, Dip AVT $61k, Dip A&M $23k, ELP NZCEL $37k, GC Dip in App Mgmt $111k.

✕ Programmes with fees below budget include PGDBE NN $(149)k, NZ Dip Bus $(55)k, Dip Nautical Sci L6 $(48)k, Maritime S/C $(30)k, BV&W $(46)k, NZ Dip Eng (Civil) $(102)k, Dip Aqua Tech $(42)k, CAME $(98)k, NZ Cert in Aero Eng $(50)k, NZ Cert in Cookery L4 $(32)k, NZ Dip in Cookery L5 $(51)k, Health S/C $(44)k, BAM $(99)k, GC Dip IT $(23)k, GC PGDIB $(51)k, GC PGDITSM $(54)k.

Other Income – unfavourable to budget

✓ Resalable items $26k (contra expense).

✕ Rent $(100)k (GC), SSL $(87)k (timing), In China $(32)k, Maritime S/C $(33)k, ELP NZCEL $(25)k, ELTO $(33)k (timing).

All income streams unfavourable to budget, except for Star & Trades Academy.

10

Operating Expenditure - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	638	657	18	3%	2,206	2,341	2,224
International Commissions	978	1,234	256	21%	1,674	1,854	2,379
Curriculum Support	3	25	21	86%	82	54	66
Information Technology	405	425	20	5%	1,276	1,192	1,251
HR & Training	210	219	8	4%	669	762	642
Marketing & Promotions	127	220	93	42%	664	841	675
Admin & Support	1,341	772	(569)	(74)%	2,368	2,861	2,484
Facilities	983	1,057	74	7%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	1,451	1,408	(44)	(3)%	4,223	4,170	3,792
JV/TANZ Costs	1,292	730	(562)	(77)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**7,429**	**6,745**	**(684)**	**(10)%**	**17,205**	**19,081**	**17,773**

Class Resources (Items organised by teaching staff for use in class)

✗ Small unfavourable variance to budget overall.

✗ Unfavourable variances in resalable purchases $(23)k (contra revenue), course purchases $(33)k (timing).

✓ Favourable variances in travel & accommodation – course $37k, moderation $36k.

International Commissions (Commissions paid to international agents)

✓ Favourable due to lower international revenues.

Curriculum Support (Costs to support teaching & curriculum)

✓ Favourable variance in research costs (timing).

Information Technology (Costs like telephone, wifi, network & licences)

✓ Favourable variance in licence fees $21k (NZ Dip Cookery, ITCS).

HR & Training (Costs to support, train or recruit staff)

✓ Favourable variance in professional memberships $19k (CEO Admin).

Marketing & Promotions (Costs to promote programmes & facilities excluding agents commissions)

✓ Favourable variance in advertising $55k.

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Operating Expenditure - variance explanation cont'd

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Expenditure							
Class Resources	638	657	18	3%	2,206	2,341	2,224
International Commissions	978	1,234	256	21%	1,674	1,854	2,379
Curriculum Support	3	25	21	86%	82	54	66
Information Technology	405	425	20	5%	1,276	1,192	1,251
HR & Training	210	219	8	4%	669	762	642
Marketing & Promotions	127	220	93	42%	664	841	675
Admin & Support	1,341	772	(569)	(74)%	2,368	2,861	2,484
Facilities	983	1,057	74	7%	3,171	3,203	3,341
Interest Expense	-	-	-	0%	-	4	0
Depreciation, Amortisation & Impairment	1,451	1,408	(44)	(3)%	4,223	4,170	3,792
JV/TANZ Costs	1,292	730	(562)	(77)%	873	1,798	1,300
SUTI's Share of GC Surplus/(Deficit)	-	-	-	0%	-	-	(380)
Total Opex Expenses	**7,429**	**6,745**	**(684)**	**(10)%**	**17,205**	**19,081**	**17,773**

Admin & Support (Costs for back office, printing & equipment)

✕ Unfavourable variances in SANITI subsidy $(179)k (timing), purchases admin $(402)k (eCampus costs) (timing).

Facilities (Costs for site, rent, repairs, cleaning etc)

✓ Favourable variances in energy $49k (timing), security & keys $26k, contract maintenance $45k.

✕ Unfavourable variance in R&M $(67)k.

Depreciation, Amortisation & Impairment

✕ Unfavourable to budget.

JV/TANZ Costs

x Unfavourable variance due to higher JV EFTS in SUTI COP, SUTI Career Guidance, Annesbrook Diploma & SUTI Career Guidance L7 (offset against favourable revenue variances).

Opex 10% unfavourable to budget, with a main unfavourable variances in admin & support (SANITI subsidy, purchases admin – eCampus costs) (timing), and JV/TANZ costs (offset revenue).

12

Pays - variance explanation

Category Description	Year to Date				Full Year		
($000's)	Actual	Budget	$ Variance	%+(-)Variance	Budget	2017	2016
Academic Pay	3,894	4,790	895	19%	14,692	13,224	13,019
Support Staff Pay	3,319	3,279	(41)	(1)%	10,739	11,274	10,078
Total Staffing Costs	**7,214**	**8,068**	**854**	**11%**	**25,432**	**24,498**	**23,097**

Academic pays

✓ Favourable by $895k, due to contractors (timing) and part-time staff.

✓ Main favourable variances in In China $58k, Confucious & China NZ $114k, BCom NN $39k, PGDBE NN $28k, eCampus $27k, BIT $21k, Skipper Restricted Limits $24k, BV&W $25k, NZ Cert in Carpentry L4 $29k, Cert in TPI (NN) $53k, NZ Cert Construction Trade Skills (Carpentry) NN $26k, NZ Cert in Hort Production L4 (Fruit Prod) NN $35k, Bach Nursing Yr 1 $39k, Bach Nursing Yr 2 $29k, NZ Cert in Health & Wellbeing $85k, Te Tuara $29k, BCGI $20k, Training Schemes Cr Ind $26k, CVS $39k, Bach of Counselling $34k, GC PGDip LSCM $23k, Flexi Learning $38k

x Main unfavourable variances in Maritime Prog Dev $(33)k, Maritime S/C $(64)k, DOC Field Skills $(32)k, ELTO $(22)k, GC PGDIB $(35)k.

Allied pays

✗ Unfavourable to budget by $(41)k.

✓ Favourable variances in Arts, Media & Digi Tech Admin $20k, Health & Fitness Admin $27k, Soc Sci Admin $22k, Flexi Learning $44k, Library $37k, CEO $117, Finance & Process Improvement $41k.

x Unfavourable variances in NZ Cert Construction Trades Skills $(27)k, Trades Admin $(28)k, Blue Tick $(69)k, GC Admin $(61)k, Central $(142)k.

YTD pays $0.9m favourable against budget, in academic due to timing of contractors & part-time staffing.

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Capital Expenditure as at 30 April 2018

	2018 YTD Actual	2018 Original Budget	2017 Carry Forward	2018 Additional Approvals	2018 Revised Budget	Balance To Spend	%
Land	-	-	-	570	570	570	
Buildings	35	363	-	195	558	523	
Art	-	-	-	-	-	-	
Computers	161	1,157	17	3	1,177	1,016	
Programme Development	125	1,388	-	-	1,388	1,262	
Plant & Equipment	140	1,076	-	1	1,078	938	
Vehicles	5	105	-	-	105	100	
Books	35	113	-	-	113	78	
Work in progress - to allocate	729	-	-	-	-	(729)	
Total	**1,231**	**4,202**	**17**	**770**	**4,989**	**3,758**	**25%**

- **25% of capex budget spent to date.**

- **Budget carried forward from 2017 is for the Skype configuration/rollout project.**

- **2018 additional approvals includes B Block mobility impairment alterations, staff phones, co-location project, purchase of land on Collingwood Street.**

- **Work in progress includes purchase of land on Collingwood Street for $570k.**

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Cash flow Graph
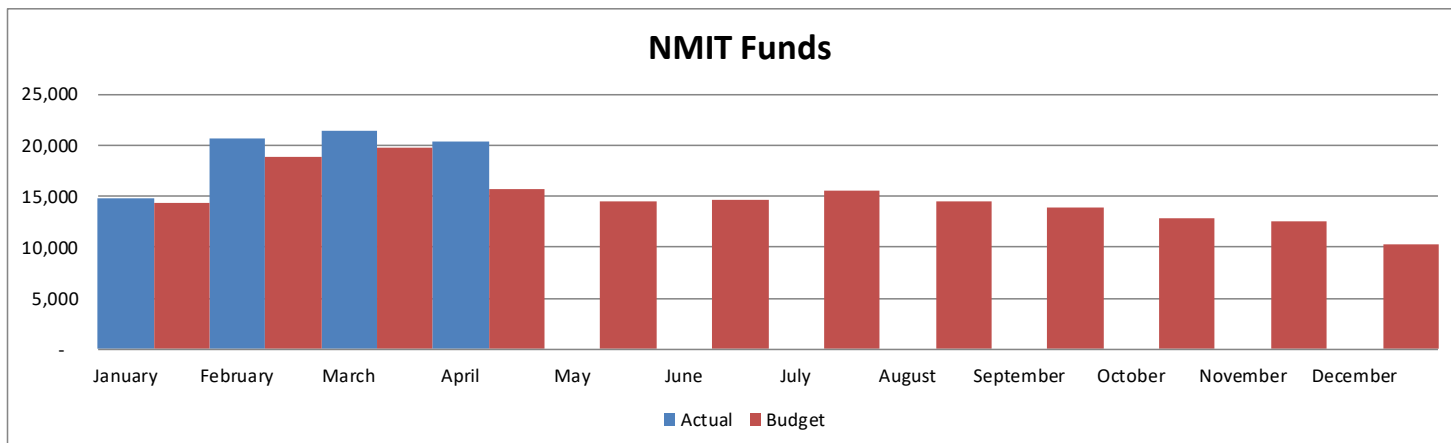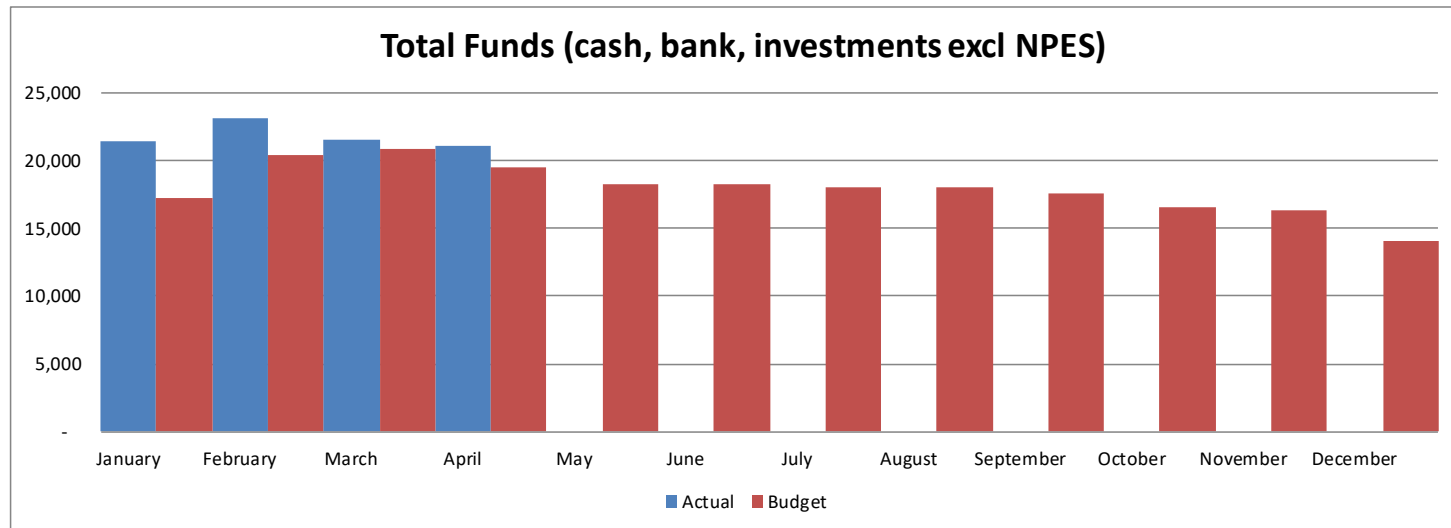
NMIT funds are $4.6m ahead of budget at 30 April 2018 due to higher bank & short term investments $1.6m, higher student debtors $0.7m and lower fees in advance $2.3m.

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NMIT Financial Statement of Position
As at 31 March 2018

	Institute Actual 30th April 2018 ($000)	Budget 30th April 2018 ($000)	Actual 23rd April 2017 ($000)
Assets			
Current assets			
Cash and cash equivalents	3,371	20,577	2,056
Debtors and other receivables	9,683	13,811	10,600
Investments	18,585	-	20,225
Prepayments	562	533	648
Total current assets	32,201	34,921	33,529
Non-current assets			
Investments	1,081	-	-
Property, plant and equipment	86,535	86,610	87,329
Intangible assets	2,424	5,218	2,736
Total non-current assets	90,041	91,828	90,065
Total assets	122,241	126,749	123,594
Liabilities			
Current liabilities			
Creditors & other payables	3,988	5,804	3,896
Revenue received in advance	1,952	4,227	2,155
Provisions	2,253	1,538	1,557
Other financial liabilities	1,402	1,509	1,631
Total current liabilities	9,595	13,078	9,239
Non-current liabilities			
Provisions	192	180	180
Total non-current liabilities	192	180	180
Total liabilities	9,787	13,258	9,419
Net assets	**112,454**	**113,491**	**114,174**
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	33,815	34,851	35,535
Revaluation reserves	46,745	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	**112,454**	**113,491**	**114,174**

Net assets are $(1.0)m unfavourable to budget. Current assets are $(2.7)m unfavourable due to lower than budgeted debtors & receivables $(4.1)m. Current liabilities are $3.5m favourable overall due to lower creditors & other payables $2.8m and revenue in advance $2.3m. Non-current assets are $1.8m favourable to budget due to the sale of IP to TANZ eCampus in late 2017 after the 2018 budget had been prepared & timing of capex spend.

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NMIT Financial Statement of Cashflows
For the period ending 31 March 2018

	Institute		
	Actual	Budget	Actual
	30th April 2018	30th April 2018	23rd April 2017
	($000)	($000)	($000)
Cash flows from operating activities			
Receipts from government grants	7,337	5,487	6,575
Receipts from tuition fees	5,655	10,704	6,108
Receipts from other income	2,867	3,475	2,195
Interest income received	273	267	220
Payments to employees	(6,756)	(8,068)	(6,773)
Payments to suppliers	(4,928)	(2,809)	(5,372)
GST (net)	(16)	23	211
Net cash flows from operating activities	4,432	9,078	3,164
Cash flows from investing activities			
Receipts from sale of property, plant and equipment			-
Realisation of investments	-	-	-
Purchase of property, plant and equipment	(1,057)	(2,070)	(1,360)
Purchase of intangible assets	(169)	(962)	(16)
Acquisition of investments	(1,481)	-	(2,950)
Net cash flows from investing activities	(2,708)	(3,033)	(4,325)
Net increase/(decrease) in cash and cash equivalents	1,724	6,045	(1,161)
Cash and cash equivalents at beginning of year	1,647	14,532	3,218
Closing cash and cash equivalents	**3,371**	**20,577**	**2,056**

Net cash flows from operating activities are $(3.2)m unfavourable to budget overall. Higher than budgeted receipts from government grants $1.9m and lower than budgeted payments to employees $1.3m are offset by lower than budgeted receipts from tuition fees $(5.0)m and other income $(0.6)m and higher than budgeted payments to suppliers $(2.1)m. Net cash flows from investing are $(0.3)m favourable to budget with the favourable variance on capex spend $1.8m offset by unfavourable variance on placement of short term investments $(1.5)m.

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2018 Forecast updated May

(000's)	NMIT					
Category Description	Year to Date			Full Year		
	Actual	Budget	% Achieved	Budget	Live Budget	PY Actual
Income						
TEC Funding	16,088	17,346		21,172	20,488	19,602
Fees	10,925	11,305		14,770	14,030	15,348
Interest	242	267		800	726	743
Other Income	2,676	3,034		5,127	5,225	6,035
Total Income	**29,932**	**31,952**		**41,869**	**40,468**	**41,729**
Operating Expenditure						
Class Resources	638	657		2,206	1,986	2,341
International Commissions	978	1,234		1,674	1,522	1,854
Curriculum Support	3	25		82	71	54
Information Technology	405	425		1,276	1,241	1,192
HR & Training	210	219		669	610	762
Marketing & Promotions	127	220		664	637	841
Admin & Support	1,341	772		2,368	2,041	2,861
Facilities (Site)	983	1,057		3,171	4,090	3,203
JV/TANZ Costs	1,292	730		873	2,011	1,798
GC Impairment	-	-		-	550	-
Depreciation	1,451	1,408		4,223	4,223	4,170
Total Opex	**7,429**	**6,745**		**17,205**	**18,981**	**19,081**
Total Staffing Costs	**7,214**	**8,068**		**25,432**	**23,597**	**24,498**
Total Expenditure	**14,643**	**14,813**		**42,637**	**42,577**	**43,579**
Contribution	**15,288**	**17,139**		**(768)**	**(2,109)**	**(1,850)**
Contribution %	**51%**	**54%**		**(2)%**	**(5)%**	**(4)%**

Year end position at this stage show $(2.1)m deficit compared to budgeted $(0.8)m. This is primarily due to the (approved in principle) GC contract buy out as approved at previous Council Meeting of circa $(1.5)m impact to 2018 financials with future savings over 2019/20 of circa $1m.

Excluding the GC contract buy out the year end forecast is $(0.9)m, improving to $(0.6)m compared to budgeted loss of $(0.8)m if TEC agree to the additional funding request of $1.2m which will be better than budget. TEC response is expected early June, when we can implement plans to deliver on the additional funding/enrolments at SAC3+ and ACE.

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Nelson & Marlborough Institute of Technology

Investments

Investments as at 30 April 2018

a) Summary		31 March 2018			31 March 2018		Change	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	5,300,000	3.578%	183.62	5,300,000	3.578%	-	0.00%
BNZ	AA-	3,585,000	3.532%	219.67	1,685,000	3.547%	1,900,000	(0.02)%
SBS	BBB	9,700,000	3.643%	176.09	12,700,000	3.687%	(3,000,000)	(0.04)%
Total		**$18,585,000**	**3.881%**	**212.55**	**$19,685,000**	**3.877%**	**($1,100,000)**	**0.004%**

b) Other Cash not on deposit	$ 3,370,840	$ 2,783,127	587,713
c) New Deposits during Month	$ 1,900,000	$ 1,900,000	-
d) Deposits broken in month	$ -	$ -	-
e) Due Repayment coming month	$ 3,000,000	$ 3,000,000	-

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REPORT FROM AUDIT COMMITTEE

Paul Steere (Chair of Audit Committee) will provide Council with a verbal update from the Open Audit Committee meeting held on Thursday 14 June 2018.

14 June 2018

SANITI REPORT FOR COUNCIL
ABBEY PATERSON, STUDENT PRESIDENT

Events and Campus Culture

What's been happening?

During the colder months SANITI's focus has been on providing warm food for students, such as a soup event in Marlborough and pancakes on Nelson campus. SANITI also provided the food for the NMIT open night and gave away cupcakes to students and staff on Pink Shirt day, promoting anti-bullying. This was a great initiative that the Student Exec also got on board with and made it a fun and interactive few hours, visiting all the departments to interact with students and staff. The international activities trip to Kaiteri/Rabbit Island went really well with the new addition of visiting the Riwaka Resurgence. The students braved the cold and enjoyed coming together for the trip.

Opportunities

The staff and Student Executive are currently revisiting discussions around campus culture and social events. In the past it has been hard to gain buy in from students to come together on campus for social evenings and events. We are looking at the possibility of an evening social event later in the year in collaboration with the hospitality school and making it open to staff as well. The container bar concept is still on the table.

Support, Advocacy & Employment

What's been happening?

Toni Baigent attended the South Island Wellbeing Forum on the 10th of May at Ara run by Tertiary Wellbeing Aotearoa New Zealand. There were some ideas bought back about how we can connect more with students. Some of the discussion is about creating an ideal culture around campus for students to support each other more, manage the stresses of being a student and coming together to connect in a meaningful way. This will link into the conversations with the Student Exec about campus culture.

The Employment Coordinator is currently working through student CVs and assisting with part time job placements, and full time placements for the Trainee Rangers Graduates.

Opportunities

Some of the trending issues that have arisen for students the past month have yet again been around mental health challenges. Students can be unaware of who to go to in regards to getting the help they need, which is an opportunity for SANITI to promote the support services more moving forward. Financial worries, isolation, loneliness and uncertainty of direction are some of the themes SANITI are noticing, which initiates conversations around what more we can be doing to support students during the harder winter months.

14 June 2018

Representation & Student Voice

Student President Representation of the student voice within NMIT:

- Interview Panel for:
    - o Executive Director of Learning, Innovation and Delivery
    - o Executive Director of Strategy, Enterprise and Sustainability
    - o Executive Director of Customer Experience and Excellence
- Programme Representative Meetings – held on Nelson, Auckland, Woodbourne and Marlborough Campuses in May.
- Regular meetings with the CEO – including learning walks.
- Regular meetings with the Interim Director of Learning, Teaching and Quality
- Regular meeting with the Quality Enhancement Manager
- Academic Board
- Learning and Teaching Committee
- Aquaculture Health and Safety Visit
- Pink Ribbon Breakfast
- Attended the TEC Oritetanga learner success briefing in Wellington
- Global Campus Visit
- Health and Safety Committee meeting
- Scholarship Ceremony
- Panel for Café presentations

Other SANITI business

SANITI Global Campus Employment and Events coordinator, Chel Hernandez, had her last day with NMIT and SANITI on May 31st. Chel was an important and vibrant part of the SANITI team and will be missed. SANITI would like to thank Chel for all the hard work she has done over the last year, and wish her all the best for her future endeavours. We would also like to welcome Ning Sarmiento to the position, and look forward to working with her for the rest of the academic year.

Office of Hon Chris Hipkins

MP for Rimutaka

Minister of Education

Minister of State Services

Leader of the House

Minister Responsible for Ministerial Services

2 3 MAY 2018

Daryl Wehner
Chair
Nelson Marlborough Institute of Technology
Private Bag 19
NELSON 7042

Dear Mr Wehner

Thank you for submitting the Nelson Marlborough Institute of Technology (NMIT) 2017 annual report. I have now presented this in the House.

It was pleasing to read of NMIT's achievements and successes in 2017, including the progress of the Blue Tick project, the strength of NMIT's partnerships with Chinese Universities, and the progress NMIT has made towards a number of key strategic goals.

Finally, I wish to congratulate NMIT on a productive year and on the solid results it has delivered in a number of areas. I look forward to seeing the staff and students of NMIT build on these achievements in 2018.

Yours sincerely

Chris Hipkins
Minister of Education

Cc: Liam Sloan – Chief Executive
Sloan

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STATE SERVICES COMMISSION
Te Komihana O Ngā Tari Kāwanatanga

28 May 2018

Mr Daryl Wehner
Chairperson
Nelson Marlborough Institute of Technology
Private Bag 19
Nelson 7402

Dear Daryl

NEW CONFLICTS OF INTEREST MODEL STANDARDS FOR THE STATE SERVICES

Attached is a copy of new model standards that outline how we, as a Public Service, can demonstrate best practice in reporting and management of conflicts of interest.

I am issuing these model standards using my powers under Section 57(4) of the State Sector Act 1988. The standards set out the key elements for identifying, disclosing and managing conflicts of interest. They also provide information about supporting people to speak up when they have concerns.

Public Service chief executives, please forward a copy of the standards to your Crown Entity Board Chairs for their information.

We have prepared the model standards in consultation with the Office of the Auditor General, the Public Service Association, a selection of Crown Entity Board chairs, and Public Service chief executives. Thank you very much to all of those who provided feedback.

Any questions about the new model standards can be directed to Catherine Williams, Deputy Commissioner (catherine.williams@ssc.govt.nz).

Kind regards

Debbie Power
Deputy State Services Commissioner

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ACTING IN THE SPIRIT OF SERVICE
Conflicts of Interest

> New Zealanders need to have confidence that public servants work to the highest standards of integrity in everything they do. Public servants need to exercise a high standard of judgement around the management of conflicts of interest.
>
> — Peter Hughes, State Services Commissioner

New Zealand is held in high regard for the standards of honesty, openness, transparency and integrity in the State services, but our reputation depends upon our ability to be impartial in our decision making, and to exercise a high standard of judgement in relation to real and perceived conflicts of interest.

In a small country like New Zealand, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong. But organisations need good policies and processes to deal with conflicts of interest appropriately and staff need to be alert to the possibility of conflicts of interest and notify any conflicts promptly.

These model standards outline the State Services Commissioner's minimum expectations for staff and organisations in the State services to support effective reporting and management of conflicts of interest. The standards should be read alongside other relevant rules and standards (for example, the Crown Entities Act 2003 and the Office of the Auditor-General's guidance).

All State services organisations should ensure that these standards are integrated into policies and processes for managing conflicts of interest within their human resource, employment relations, and operational management systems.

SCOPE OF THE STANDARDS

A conflict of interest means a conflict between a public duty and private and/or personal interests. Personal interests can be financial or relate to family, friends or associates. Conflicts of interest may be actual, potential or perceived. There are three key elements to these standards:

1. **Getting the foundations right from the start**: organisational commitment to leadership, raising awareness, and supporting staff and managers through regular communication and training.

2. **Making sure processes are robust**: ensuring systems are in place for monitoring, reporting and managing conflicts of interest.

3. **Supporting staff when issues arise**: ensuring there are channels in place for people to raise concerns about how their declared conflict(s) of interest are being managed or breaches of the conflicts of interest policy.

GETTING THE FOUNDATIONS RIGHT FROM THE START

Organisational commitment, leadership and culture

There is a range of policies and guidance which all public servants, including chief executives, need to be aware of and comply with.

Each agency will have policies to cover such situations.

Model standards:
- Organisations need regular statements from senior leadership of their expectations of people within the organisation to act honestly and ethically, and to fully and openly disclose conflicts of interest.

Appointment and engagement

Organisations need to ensure that people who are applying for a role or contract (including those applying for senior leadership roles, casual or contract staff, secondees, consultants, board members or volunteers) are alert to the possibility of conflicts of interest and disclose these prior to appointment. Organisations may need to take a potential conflict of interest into account when considering an individual's suitability for a role.

Model standards:
- Organisations ensure that candidates are alert to the possibility of conflicts of interest and its expectations that people will act honestly and ethically, and fully and openly disclose actual and potential conflicts of interest and this is formally recorded.
- Organisations have procedures to allow candidates to review and disclose potential conflicts of interest as part of the pre-selection process.
- Expectations relating to conflicts of interest are explicitly referred to and recorded in contractual agreements; individuals are required to sign that they have read and understood the expectations and accept responsibility for identifying and recording their relevant private interests.

Training and awareness

It is important that people have access to good information and training that is regularly reviewed and updated so they are clear about what to do if they think they have a conflict of interest at any stage, and fully understand their responsibility to identify and disclose it.

Policies and procedures for full disclosure are the foundation of good management. It is a continual process as interests and conflicts change over time. Active management by the organisation is also needed to ensure that people regularly review their own interests and fully disclose any conflicts as early as possible.

Model standards:
- There are processes in all organisations for ensuring that existing and potential staff understand and are alert to the possibility of conflicts of interest and the requirement to disclose them.
- Training on recognising and disclosing conflicts of interest is covered in induction for staff and contractors, as well as following any changes to policies or procedures, supported by regular reminders of individuals' responsibility to identify and disclose.
- Training for managers includes receiving and dealing with disclosures of conflicts of interest, knowing how and when to access professional advice and support, and handling complaints or breaches of the policy.
- There are designated people or teams that staff can talk to when they think they may have a conflict of interest.
- All conflicts of interest disclosed to an organisation are assessed and either avoided or actively managed in a timely way.

MAKING SURE PROCESSES ARE ROBUST

Roles, responsibilities and accountability

Organisations need to have in place effective conflict of interest policies and processes that support robust and timely decision-making and foster public confidence in their integrity, the integrity of officials and public decision-making.

Everyone working in the State services has a duty to put the public interest above their personal or private interests when carrying out their official duties.

Appointment and Engagement

- Do you require individuals to sign an acknowledgement accepting responsibility for disclosing interests?
- Are candidates required to disclose potential conflicts as part of pre-selection?

Ongoing Disclosure

- Do your managers encourage teams to be alert to conflicts of interest?
- Do you have designated people or teams that staff can talk to when they think they may have a conflict of interest?

Managing Conflicts

- Is there a central mechanism in place for recording conflicts of interest?
- Is there support in place to assist managers receiving and managing conflict of interest situations?

Raising Concerns

- Do you have processes in place where people can raise concerns about the management of their disclosure?
- Can people find information on how to raise a concern, such as the 'Speaking Up' standards?

Senior leaders

Those in senior roles (such as Board members or senior managers) are expected to set an example in identifying and disclosing any interests relevant to their work, given their level of influence on decisions about matters of public significance or value and their higher public profile.

Partnerships with other stakeholders

When working with other stakeholders, including contractors, consultants and service providers, organisations need to take care to communicate expectations, identify potential conflict of interest areas before the contract starts, and develop and document appropriate responses to manage risks to all parties in a potential conflict situation.

Model standards:

- Internal policies and processes designate clear roles and responsibilities and are readily available for people to access.
- Internal policies provide clear rules that define inappropriate conflicts, such as involvement in the appointment of a family member.
- There is a mechanism for recording private interests that may give rise to a conflict of interest, which is frequently updated and monitored while appropriately protecting privacy.
- The policy makes it clear that the disclosure of a private interest does not in itself resolve a conflict and measures to resolve or manage the conflict must be considered.
- When a conflict of interest is suspected to involve criminal activity, organisations will report the matter to the Police or the Serious Fraud Office.

POLICIES, PROCESSES AND CHANNELS

The main goal of identifying and managing conflicts of interest is to ensure that all operational decisions are made — and are seen to be made — legitimately, justifiably, independently and fairly.

Integrated management processes and internal controls will support timely and appropriate identification and management of any risk.

Managing conflicts

Processes for managing conflicts of interest need to be robust, understood by people in the organisation, actively managed and fit together as a whole within the organisation's framework of management policies and internal controls. Conflicts of interest need to be well managed so that public trust and confidence in the individual or the organisation is not undermined.

Assessing a situation to identify whether a conflict of interest exists and must be avoided or is able to be managed, involves weighing up the interests of the organisation, the public interest, and the legitimate interests of the individual concerned, as well as other factors such as the position the individual holds and the nature and seriousness of the conflict.

Disclosure of conflicts of interest is a continuous process as interests change and new conflicts may emerge in the course of day to day business. An example of this is where it becomes apparent before or at a meeting that an attendee has a conflict of interest with regard to an item on the agenda.

Model standards:
- There are policies and processes in place for disclosing, recording and responding to conflicts of interest. Policies and processes reflect the organisation's particular functions, context and statutory requirements.
- There is a process for managing conflicts of interest which includes what constitutes a conflict, options for managing it (including considering whether or not an individual should continue to be involved with work in the potential area of conflict), who makes decisions, and potential consequences of non-compliance.
- There are clear and documented responsibilities and actions for managers receiving, assessing, managing and monitoring disclosed conflicts of interest.
- There are support mechanisms for assisting managers in reviewing and improving their skills in identifying and avoiding or managing conflicts.
- The arrangements for dealing with conflicts are clearly recorded in formal documents to enable the organisation concerned to demonstrate, if necessary, that a specific conflict has been appropriately identified and managed.
- Decision-making processes at all stages can be audited and justified.

Monitoring and evaluating

Organisations' ability to understand the nature of conflicts of interest in their operational environments relies on their ability to identify particular at-risk areas for potential conflict of interest situations, track and monitor any risks, and learn from them.

Centralised tracking and monitoring requires that managers, supervisors and other designated people to whom conflicts of interest are made are able to log and provide auditable details.

Model standards:
- All conflicts of interest are centrally recorded and organisations have designated people responsible for tracking, monitoring and reporting to senior leadership.
- Conflicts of interest are included in organisation's risk management programmes and reporting, including any internal or external risk and assurance committees.
- There are training and systems in place to enable centralised tracking, monitoring, auditing practices and continuous improvement of policies and processes.
- The conflict of interest register is regularly reviewed, updated and included as part of the organisation's audit programme.
- Monitoring agencies regularly review Crown entities' conflict of interest policies, procedures and registers.

New Zealand Government   4

SUPPORTING STAFF WHEN ISSUES ARISE

Raising concerns

It is important that people have a channel to make a complaint about how the organisation is managing their declared conflict(s) of interest.

People must also be able to raise concerns about wrongdoing, including suspected impropriety in relation to disclosure/non-disclosure of interests or the management of declared interests.

The State Service Commissioner's model standards for organisations to support staff on speaking up in relation to concerns about wrongdoing can be found here.

Model standards:
- Internal policies and processes include mechanisms to allow individuals to raise concerns about how the organisation is managing their declared interest.
- All concerns raised about management of declared interests are assessed, recorded and acted on in a timely way.
- There is appropriate separation of duties and well defined roles that underpin organisations' processes in relation to concerns raised by individuals.

USEFUL LINKS

- Office of the Auditor-General's guidance
- Crown Entities Act 2004 (sections 31 and 62)
- SSC's Board Appointment and Induction Guidelines

nmit
Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Māui

REPORT TO NMIT COUNCIL | 14 JUNE 2018
ITEM 18

MEDIA MONITORING REPORTING

Fiona Summerfield, Marketing Services Manager

PURPOSE

To provide media monitoring information since the last council meeting in May. This report mirrors the one from the last council meeting, which is a showing just one of the metrics we are monitoring for stories involving NMIT.

SUMMARY

TrendKite media monitoring looks at stories published online because most media have a presence online these days.

The report is provided as an online link. Currently the report is for the New Zealand media monitoring dashboard. It is an interactive report.

This report shows the overall graph with the number of stories that included NMIT, published during the period of 2 May to 1 June.

Readers can click on the data points to see the stories involved in the analysis during the stated period. The stories are also linked so can be read if required.

Further metrics can included in this report as required.

This is the link to the report:

https://app.trendkite.com/report?id=dd154a31-3773-42eb-b614-fc6ad66a73e6

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	The analysis provided by the new supplier means media monitoring is a far more useful service and helps the marketing services team to continue to improve their performance across all promotional channels.
Deliver a personalised customer experience through the learner life cycle	N	

Enable learning that develops and inspires capable and connected graduates	N	
Optimise our programme mix to meet work and world ready outcomes	N	
Grow partnerships that provide opportunities and solutions	Y	Partnering with TrendKite as a supplier is providing greater opportunities to use our PR wisely and providing greater insight into what is happening to stories that mention NMIT.

NMIT Acronyms *[February 2018]*

AB and EL	Applied Business and English Language		EAP	Employee Assistance Programme		NAMS	New Zealand Asset Management Support
ACE	Adult and Community Education		EEdO	Equal Education Opportunities		NCC	Nelson City Council
ADP	Academic Development Proposal		EEO	Equal Employment Opportunities		NCEA	National Certificate of Educational Achievement
AMFM	Annual Maximum Fee Movement		EER	External Evaluation and Review			
ALNAT	Adult Literacy and Numeracy Assessment Tool		EFTS	Equivalent Full-Time Student		NEET	Not in Employment, Education or Training (Youth)
AM and DT	Arts, Media and Digital Technology		ELP	English Language Programme			
ASM	Academic Staff Member					NMIT	Nelson Marlborough Institute of Technology
ATEM	Association of Tertiary Education Management Inc.		EoI	Expression of Interest		NQF	National Qualifications Framework
			EPI	Education Performance Indicator		NRDA	Nelson Regional Development Agency
AUT	Auckland University of Technology		ESOL	English for Speakers of Other Languages		NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
BAM	Bachelor of Arts and Media		FLiT	Flexible Learning Team			
BAppSocSci	Bachelor of Applied Social Science		FTE	Full Time Equivalent		NZDip Bus	NZ Diploma in Business 240 Credits L6 (old qualification)
BCOM	Bachelor of Commerce		GC	Global Campus			
BCT	Business & Computer Studies		GSE	Group Study Exchange		NZIM	New Zealand Institute of Management (Part of old NZDipBus)
BIT	Bachelor of Information Technology		GTW	Ground Training Wing (at Woodbourne Air Force Base)			
BMETS	Basic Mechanical Engineering Training Skills					NZQA	New Zealand Qualification Authority
BN	Bachelor of Nursing		HITO	Hairdressing Industry Training Organisation		NZQF	New Zealand Qualifications Framework
BUA	Beijing University of Agriculture		HOD	Head of Department		NZTE	New Zealand Trade and Enterprise
BVA	Bachelor of Visual Arts		HR	Human Resources		OAG	Office of the Auditor General
CA and ACA	Chartered Accountant and Associate Chartered Accountant		IEA	Individual Employment Agreement		OCP	Organisational Counselling Programmes (Student Counselling Service)
			ITO	Industry Training Organisation			
CAA	Civil Aviation Authority		ITPNZ	Institutes of Technology and Polytechnics of New Zealand		OTEPs	Other Tertiary Education Providers
CAANZ	Chartered Accountants Association of New Zealand					PAC	Programme Approval Committee
			ITPQ	Institutes of Technology and Polytechnics Quality		PASM	Principal Academic Staff Member
CAM	Capital Asset Management					PBRF	Performance-Based Research Fund
CAP	Competence Assessment (Nursing)		ITPs	Institutes of Technology and Polytechnics		PLATO	Programme of Learning and Teaching Observations
CAU	China Agricultural University		KPI	Key Performance Indicator			
CC	Cross Credit		LLC	Library Learning Centre		POD	People and Organisation Development
CEA	Collective Employment Agreement		LLN	Literacy, Language and Numeracy		PoS	Programme of Study
CT	Credit Transfer		MDC	Marlborough District Council		PTE	Private Training Establishment
CTLT	Certificate in Tertiary Learning and Teaching		ML	Marlborough		QMS	Quality Management System
CTS	Core Transferable Skills		MoA	Memorandum of Agreement		RAC	Recognition of Academic Credit
CVP	Certificate in Vineyard Practice		MoE	Ministry of Education		REANNZ	Research and Education Advanced Network New Zealand Ltd.
DAS	Directory of Assessment Standards (NZQA)		MoP	Mix of Provision			
DHOD	Deputy Head of Department		MoU	Memorandum of Understanding		RFP	Request for Proposal
DTLT	Diploma in Tertiary Learning and Teaching		MRoQ	Mandatory Review of Qualifications		RNZAF	Royal New Zealand Air Force
						RPL	Recognition of Prior Learning

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RSG	Refugee Study Grant	**STEM**	Science, Technology, Engineering and Mathematics	**TTMU**	Te Tiriti o Waitangi Monitoring Unit
SAC	Student Achievement Component	**SUTI**	Skills Update Training Institute	**TTP**	Te Toki Pakohe
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc	**TAMU**	Tertiary Advisory Monitoring Unit	**YG**	Youth Guarantee
SAR	Self-Assessment Report	**TANZ**	Tertiary Accord of New Zealand		
SASM	Senior Academic Staff Member	**TDC**	Tasman District Council		
SDL	Staff Digital Literacy	**TEC**	Tertiary Education Commission		
SDR	Single Data Return	**TEC/Skill NZ**	Training Opportunities Programmes Funded by TEC/Skill NZ		
SHW	Safety, Health and Wellbeing				
SIG	Special Interest Group	**TEI**	Tertiary Education Institution		
SME	Subject Matter Expert	**TEO**	Tertiary Education Organisation		
SMS	Student Management System	**TEOC**	Tertiary Education Organisation Component fund		
SSC	State Services Commission				
SSG	Special Supplementary Grants	**TES**	Tertiary Education Strategy		
SSP	Sub-sector Provider	**TEU**	Tertiary Education Union		
STAR	Secondary Tertiary Alignment Resource	**TIASA**	Tertiary Institutes Allied Staff Association		
STCW	Standards of Training and Certification of Watchkeepers	**TOTSTA**	Top of the South Trades Academy		
		TRoQ	Targeted Review of Qualifications		

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Frequently used Academic Definitions

	Meaning	Definition

Academic Committees		A standing committee of the **Academic Board** responsible for maintaining academic standards for designated programmes and courses. There are three Academic Committees:
		• BLUE
		    Applied Business and English Language;
		    Arts, Media and Digital Technology;
		    Health and Fitness
		• RED
		    Primary Industries, Maritime and Adventure Tourism;
		    Trades, Engineering and Aviation;
		    Social Sciences and Te Toki Pakohe
		• Central

ActionPlan+		Software used for Self-Assessment reporting. Captures judgements, strengths, areas for improvement, evidence and quality improvement plans.
A & Q Team	Academic & Quality Team	Located in A111 All information about the team can be found via the staff intranet. http://intranet.nmit.ac.nz/NMIT/CQ/default.aspx
CMR (previously AMAP)	Consent and Moderation Requirements (previously Accreditation and Moderation Action Plan)	This is an NZQA document that outlines the requirements for achieving 'consent to assess against standards' and the ongoing moderation expectations. CMRs are developed by standard-setting bodies (SSBs). Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards. NMIT already has consent to assess against a large number of unit standards. If however a new / revised programme requires unit standards that we do not have consent to assess against, we would have to prepare and submit an application to NZQA.
Credit		A numerical value assigned to unit standards, courses and programmes of study that reflects the estimated student time/effort required to meet the assessment requirements. In most cases, one credit represents approximately ten hours of student learning time (inclusive of scheduled class contact, assessment time,

		work experience or internships, other directed time and independent/self-directed study). A credit value of 120 is generally equivalent to one year of full time study and 1.0 EFTS.
CT	Credit Transfer	Internal Credit Transfer: Credit for the same course already earned in another qualification **from NMIT** External Credit Transfer: Credit for the same course already earned in another qualification **from another institution**
CC	Cross Credit	The granting of academic credit towards a qualification delivered by NMIT, from a **similar** course already completed as part of another approved qualification.
DAS	Directory of Assessment Standards	The Directory of Assessment Standards (DAS) lists all quality assured unit and achievement standards, known collectively as 'assessment standards'.
ebs	Unit Instances (UIs)	The Student Management System used at NMIT to establish student study contracts, report to TEC and to generate academic records. The specifications of all NMIT's approved programmes of study. Holds all the general information about a programme of study, but not the details that will change with each year or Semester the course is offered
	Unit Instance Occurrences (UIOs)	The details that will change with each year or Semester the course is offered (e.g. dates, fees, venues, etc).
EFTS	Equivalent Full Time Student	One EFTS is 1.0 Equivalent Fulltime Student.
EER	External Evaluation and Review	A periodic evaluation of NMIT, by NZQA, to provide a statement of confidence (judgement) about the organisation's educational performance and capability in self-assessment.
EPIs	Educational Performance Indicators	The TEC has published information on the educational performance of tertiary education organisations based on agreed educational performance indicators: • successful course completion • student retention • qualification completion, and • student progression.
ILP	Individual Learning Plan	An Individual Learning Plan essentially belongs to the student.

		It identifies a student's learning goals, personal goals, timescales, resources and any support required to meet those goals.
ITP	Institute of Technology and Polytechnic	
MoE	Ministry of Education	
NZQA	New Zealand Qualifications Authority	New Zealand Qualifications Authority. Key aspects of the NZQA role are to: • develop, register and support the New Zealand Qualifications Framework • manage the external assessment of secondary school students and moderate secondary schools' internal assessment activities and processes • quality assure non-university tertiary education organisations and their courses, and moderate assessment activities and processes for national qualifications for NZQA-owned unit standards • maintain effective liaison with overseas certifying and validating bodies in order to recognise overseas educational and vocational qualifications in New Zealand, and to achieve recognition of New Zealand educational and vocational qualifications overseas • act as a standard-setting body
NZQF	New Zealand Qualifications Framework	A list of all quality assured qualifications in New Zealand. The framework is the definitive source for accurate and current information on each qualification.
PAC	Programme Approval Committee	A standing committee of the NMIT Academic Board responsible for evaluating and recommending approval of academic developments.
Programme Regulations - including Course Descriptors		The Programme Regulations describe the formal rules for the completion of the Programme and its constituent courses. Programme Regulations are the legally binding contractual obligations of staff and enrolled students. They are used by academic staff to guide delivery of the Programme and its courses. Course Descriptors indicate teaching hours, hours of total student learning, course aims, learning outcomes, unit standards (if included), assessment methods, learning and teaching approaches, requirements for successful completion of the course.

		Approved Programme Regulations and Course Descriptors are not altered, and are used by academic and administrative staff to guide delivery of the programme and its courses.
PLATO	Programme of Learning and Teaching Observations	The Programme is an important and integral part of NMIT's Quality Assurance System. It is designed to ensure maximum effectiveness of curriculum delivery by encouraging the sharing of good practice within NMIT. The Programme encourages discussion within programme teams and across NMIT on improving teaching and learning.
QMS	Quality Management System	A system of clearly defined institutional structures, processes, responsibilities and resources used to manage quality improvement. Accordingly, the QMS includes all aspects of NMIT operations, all work areas and all geographic locations.
RAC	Recognition of Academic Credit	The process for formally recognising relevant experience and/or study that has been achieved prior to completion of a qualification offered by NMIT, as academic credit for a course or courses at NMIT. Includes: Cross Credits, Credit Transfers and RPLs
RPL	Recognition of Prior Learning	A process that makes use of evaluation of evidence of academic achievement and/or work/life experience to assess relevant learning.
Records Management		The effective and efficient operation of NMIT's record keeping systems, including implementing the use of the electronic document management system across the institute.
SA	Self-assessment	The ongoing processes NMIT uses to gain evidence of its own effectiveness in providing quality education.
SAC Funding	Student Achievement Component (SAC) funding	The Government's contribution to the direct costs of teaching, learning, and other costs driven by learner numbers. SAC funding comprises two elements: 1. The programme element, which relates to the types of programmes or courses approved for funding in NMIT's Investment Plan, is based on the SAC funding categories (A, B C etc) 2. The volume element, which relates to the number of valid enrolments in those programmes or courses.

SAR	Self-assessment Report	Self-assessment should be continuous, culminating in formal annual review of the previous year, recorded in a Self-assessment Report (SAR).
SDR	Single Data Return	Data items that are specifically required by the Ministry of Education (MOE) and the Tertiary Education Commission (TEC) for funding, monitoring performance against Investment Plans, publishing performance information, as well as statistical reporting purposes. All students for which a valid enrolment has been made in ebs are required to be reported, regardless of the level of study or the funding source. Information is required on student characteristics, course enrolment details, course and qualification completions, course details, and actual EFTS on a monthly basis. Further information on EFTS forecasts is required as part of the validation process. Submitted three times a year (April, August and December).
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback • **First Impressions** • **Course / Tutor** • **Learner Experience** • **Graduate Destination**		Student feedback is a vital tool for conducting systematic, evidence based, inquiries that are an integral part of NMIT's Self-Assessment process - not just for specific programmes but also for business support areas. It also provides evidence that improvements are actually occurring. **First Impressions** – within first 4 – 8 weeks of the programme **Course / Tutor** – scheduled, at suitable time, by Programme Area **Learner Experience** – within last 2-4 weeks of the programme **Graduate Destination** – conducted 6 months following Graduation
TANZ	Tertiary Accord of New Zealand	A network of ITPs - comprising: • NorthTec • Bay of Plenty Polytechnic • Universal College of Learning (UCOL) • EIT • NMIT • Ara Institute of Canterbury • Otago Polytechnic

TEC	Tertiary Education Commission	Responsible for funding tertiary education in New Zealand
3v6		New course or programme change approval form