



NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 27 JUNE 2019

Time: 9.30am – 11.00am

Venue: NMIT Nelson Campus, Mahitahi Colab, Maungatapu Boardroom

ITEM	TOPIC
Administrative	
1.	Apologies
2.	Register of Interests and Conflicts of Interests
3.	Confirmation of Minutes of meeting held 16 May 2019
4.	Action Items
Safety, Health & Wellbeing	
5.	Safety, Health & Wellbeing Report
Items for Approval	
6.	Treaty of Waitangi
7.	Finance Policies
8.	Policy Reviews <ul style="list-style-type: none">a) Fraud Policyb) Investment Policyc) Common Seald) Council Remuneratione) Delegations to the Chief Executive
Performance Reporting	
9.	Verbal report from Audit Committee meeting held 27 June 2019
10.	Chief Executive's Report
11.	EFTS and Financial Reporting as at 31 May 2019

For Information

12. [SANITI Report](#)
13. Academic Board Minutes
 - a) [Main points from the e-meeting of 28 February to 1 March 2019](#)
 - b) [Main points from the meeting of 13 February 2019](#)
 - c) [Main points from the meeting of 13 March 2019](#)
14. Correspondence
 - a) [Letter from Tim Fowler, TEC re. RoVE 31 May 2019](#)
15. [Acronyms & 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 Administrative Items
- Strategy Roll-out and Implementation Plan
- 2019 Forecast – Support and Challenge
- Student Accommodation
- Education Amendment Act 2018 requirements
- Councils Elections Statute
- Key Educational Performance Indicators
- Chief Executive's Report
- Drug and Alcohol Policy and Procedure Implementation Plan
- NMIT Risk Register
- Legislative Compliance

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

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

MEETING TIMETABLE

Time:	9.30am – 11.00am	Open Council meeting discussions
	11.10am – 12.00pm	In Committee Council discussions
	12.00pm – 12.30pm	Lunch with Executive Team
	12.30pm – 1.45pm	In Committee Council discussions continue
	1.45pm – 2.00pm	NPES SGM
	2.00pm	Conclusion of meeting



COUNCIL MEMBER REGISTER OF INTERESTS	
Daryl Wehner	<ul style="list-style-type: none"> • Port Nelson Ltd: Chief Financial Officer • Chartered Accountants Australia and New Zealand: Member • Tasman Bay Stevedoring Co. Ltd: Director
Paul Steere	<ul style="list-style-type: none"> • Nelson Airport Ltd: Chair & Director • The NZ King Salmon Group: 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	<ul style="list-style-type: none"> • Suter Art Gallery Trust Board: Deputy Chair • Cecil Woods Nominees Ltd • Nelson Golf Club: Board Member • New Zealand International Affairs Institute (Nelson branch): Secretary • Regional Growth Fund: Advisor <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> • Suter Art Gallery – Some NMIT art students work on projects and exhibitions • New Zealand International Affairs Institute (Nelson branch) at times rent NMIT meeting space
Charles Newton	<ul style="list-style-type: none"> • Education consultant
Tracy Johnston	<ul style="list-style-type: none"> • 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 <p>Possible Conflict of Interest</p> <ul style="list-style-type: none"> • Personally acquainted with the current Chair of TEC
Win Greenaway	<ul style="list-style-type: none"> • Tauhara Middle Lands Trust: Chief Executive

As at 20 June 2019



Des Ashton	<ul style="list-style-type: none"> Ashton Technologies Ltd (Aviation, Defence, Engineering and Business Consultant): Director NZ Aeronautical Trusts Ltd: Director <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> 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
Cornelius Prinsloo	<ul style="list-style-type: none"> Student Association of Nelson-Marlborough Institute of Technology Incorporated (SANITI): Student President <p>Possible Conflicts of Interest</p> <ul style="list-style-type: none"> Some SANITI events are co-funded by NMIT Close relationship with previous SANITI President Rachel Boyack, Chair of Labour Party's Policy Council

COUNCIL OBSERVER REGISTER OF INTERESTS

Emma Thompson	<ul style="list-style-type: none"> Publik Ltd: Managing Director Tasman Bays Heritage Trust: Interim Chairperson Salisbury School: Chairperson <p>Possible Conflicts of Interest:</p> <ul style="list-style-type: none"> Some Publik Ltd clients such as Master Joiners Nelson Marlborough, Port Nelson and Brook Sanctuary have interests with NMIT – will declare these individually if they arise Some Salisbury School students attend NMIT
---------------	---

EXECUTIVE TEAM REGISTER OF INTERESTS

Andrew Luke	<ul style="list-style-type: none"> Te Runanga O Ngāti Rārua: Trustee Sustainable Seas National Science Challenge: Kahui Māori Member
Carole Crawford	<ul style="list-style-type: none"> Singer Solutions Ltd: Director
Grant Kerr	<ul style="list-style-type: none"> None
Liam Sloan	<ul style="list-style-type: none"> INNOVATE Charitable Trust: Trustee
Sue Smart	<ul style="list-style-type: none"> None
Vicki Bryson	<ul style="list-style-type: none"> None

As at 20 June 2019



**UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
COUNCIL MEETING HELD AT NMIT MARLBOROUGH CAMPUS ON 16 MAY 2019,
COMMENCING AT 10.00AM.**

PRESENT

D Wehner (Chair), G Hervey (until 12.45pm), C Newton, D Ashton, W Greenaway, C Prinsloo

IN ATTENDANCE

L Sloan (Chief Executive), J Edgar (Minutes)

1. APOLOGIES

T Johnston, P Steere

Resolved: *That apologies be accepted from T Johnston and P Steere for absence and G Hervey for early departure.*

2. REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

No changes advised or conflicts noted.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 28 MARCH 2019

Resolved: *That the Minutes of the meeting held on 28 March 2019, as circulated and read by members, be confirmed.*

4. ACTION ITEMS

The absence of analysis on return on investment of international marketing was noted in the 28 March 2019 minutes. L Sloan noted that from next financial year there will be a breakdown of catchment target to analyse return on international marketing investment by country.

Council noted the other action items.

5. SAFETY, HEALTH & WELLBEING DASHBOARD

Council noted that they liked the new format including the executive summary. It was noted that the executive summary needs to include a summary of any serious incidents including whether an investigation was undertaken, what actions were agreed and whether they have been done.

It was noted that in the Lead Indicators section that no inspections were undertaken in April. It was considered that audits and inspections should be increasing, not decreasing.

Council received the Safety, Health & Wellbeing Dashboard.

6. CHIEF EXECUTIVE'S REPORT

Council acknowledged the achievements and success of NMIT for the year, in particular, placing first for course completion rates for all learners in the 2018 year.

Council received the Chief Executive's Report for the period 19 March to 10 May 2019.

7. EFTS AND FINANCIAL UPDATE AS AT 31 MARCH 2019

The forecast deficit was noted. Domestic numbers are down significantly, anecdotally due to RoVE. Also down in youth guarantee numbers, including two courses in Marlborough, hair and construction, which had to be pulled due to low numbers. Currently youth are able to secure apprenticeships or employment, or now fees free, so not coming in as part of the youth guarantee programme.

The biggest domestic student number reductions are in nursing and foundation learning. No Nelson courses are required to be pulled, but in general there are lower numbers across-the-board than forecast.

L Sloan is going to China as numbers from Hunan University of Technology semester two are currently zero. The agreement was a three plus one with the final year being at NMIT. He will also be visiting Ningxia University.

The deficit could be between \$1 and \$1.5 million based on a current re-evaluation of the financial position. L Sloan is working with budget managers to look at reducing opex and capex, however, it is noted that the latter does not significantly improve the bottom line. Also noted that there is a \$172,000 variance in depreciation which isn't reflected in the projected year-end finals.

Looking at avenues to increase student numbers including opportunities around delivery of the trainee ranger programme nationally as well as clinical placements in Nelson and rolling out micro-credentials.

Achieving a balanced budget will be a significant challenge and the team recognise the gravity of the situation and are doing all that they can to close the gap. Council were mindful of the additional pressure that RoVE is putting on staff and acknowledged that RoVE will have an impact for the next 2 to 3 years. They are also mindful to not disenfranchise staff by creating a negative environment by unnecessary prudence.

Noted that this is a risk that Council will need to monitor very closely and regular updates going forwarded are requested.

Council received the EFTS and Financial Update report to 31 March 2019 and requested all efforts be made to reduce the forecast deficit, and for the Chief Executive to provide monthly updates.

8. SANITI REPORT

Now have a full executive in place so are able to focus more directly on their three strategic goals, particularly enhancing campus culture. This years' surveys are designed to tease out more specific feedback to help direct initiatives.

Financial support for students is a growing concern, particularly around housing, food and heating.

Establishing a buddy system between international and domestic students.

C Prinsloo attended a NZ Union of Students conference which included a lot of valuable information about RoVE.

Use of the court is increasing albeit there has been some minor vandalism.

Council received the SANITI report.

9. ACADEMIC BOARD MINUTES

Council noted the main points from the Academic Board meeting minutes of 28 November 2018 for their information.

10. ROVE SUBMISSIONS

Council noted the final NMIT RoVE submission and submissions from NCC, TDC, MDC, Wine Marlborough and Aviation NZ for their information.

11. INWARD CORRESPONDENCE

Council received the inward correspondence for their information.

12. NELSON CITY COUNCIL ACTIVE TRANSPORT INITIATIVE

Council discussed Nelson City Council's e-bike purchasing initiative. L Sloan noted that NMIT are currently in discussion with NCC regarding opportunities to partner with them.

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 Administrative Items
- NMIT Strategy – Progress Reporting
- Council Membership – Education Amendment Act 2018
- Key Educational Performance Indicators
- Chief Executive's Report
- NMIT Risk Register
- Audit NZ Management Report and Representation Letter
- eCampus Board Papers
- 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:

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

Resolved: *That Council move out of 'In Committee'*

There being no further business, the meeting closed at 1.52pm

Confirmed: _____ Dated: 27 June 2019



ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 16 MAY 2019

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 28 MARCH 2019 MEETING

	TASK	RESPONSIBLE	DEADLINE	STATUS UPDATE
1.	Finance Policies deferred to Council meeting of 16 May. P Steere to follow up with V Bryson on technical matters.	P Steere / V Bryson	27 June 2019	Will be tabled at 27 June meeting following feedback from Audit Committee chair.



REPORT TO NMIT COUNCIL | 27 JUNE 2019

ITEM 5

SAFETY, HEALTH AND WELLBEING REPORT

GRANT KERR: EXECUTIVE DIRECTOR – STRATEGY, ENTERPRISE & SUSTAINABILITY

PURPOSE

To update Council on safety, health and wellbeing (SHW) performance for the current reporting period.

EXECUTIVE SUMMARY

Council receives the safety, health and wellbeing report at each meeting. The reports provide a dashboard and commentary analysis on lead and lag indicators. Key points to note are:

- There were no notifiable events during this period.
- Bus accident was reported and has been investigated. No injuries resulted however there was minor damage to the bus. See Event Summary and Findings section for more details
- The following trends are comparing to the previous year:
 - There was a significant decrease in the number of minor accidents in May this year; 9 compared to 25. Last year there was an unusually high spike in May mainly from incidents reported in Aviation Engineering School. Tutors confirm less incidents are happening. The year to date minor accidents is slightly higher this year at 54 compared to 51. Trend this year is higher reported incidents earlier in the year.
 - There were no injuries requiring medical treatment for May this year. So far this year there have been 5 injuries requiring medical treatment. At the same time last year there were 9.
 - Audits and inspections lower than last year; 9 compared to 18. Targets have now been set for Safety Walks and Area Inspections and will be actively promoted to increase activity.
- Activity statistics for Key Performance Indicators (KPIs) to be completed at the end of the quarter and will be available for the next meeting. In the meantime, comments have been provided for each KPI.

RECOMMENDATION

That Council members receive this report for their information.

APPENDIX



- a) [Safety, Health and Wellbeing Dashboard](#)
- b) [Minutes from the Safety, Health & Wellbeing Leadership Group meeting, 10 May 2019](#)
- c) [Minutes from the Safety, Health & Wellbeing Leadership Group meeting, 13 June 2019](#)

SAFETY, HEALTH AND WELLBEING DASHBOARD MAY 2019

KEY PERFORMANCE INDICATORS

The next section contain key health and safety performance measures for NMIT for the second quarter (**1 April to 30 June 2019**). Trends compare to the previous quarter.

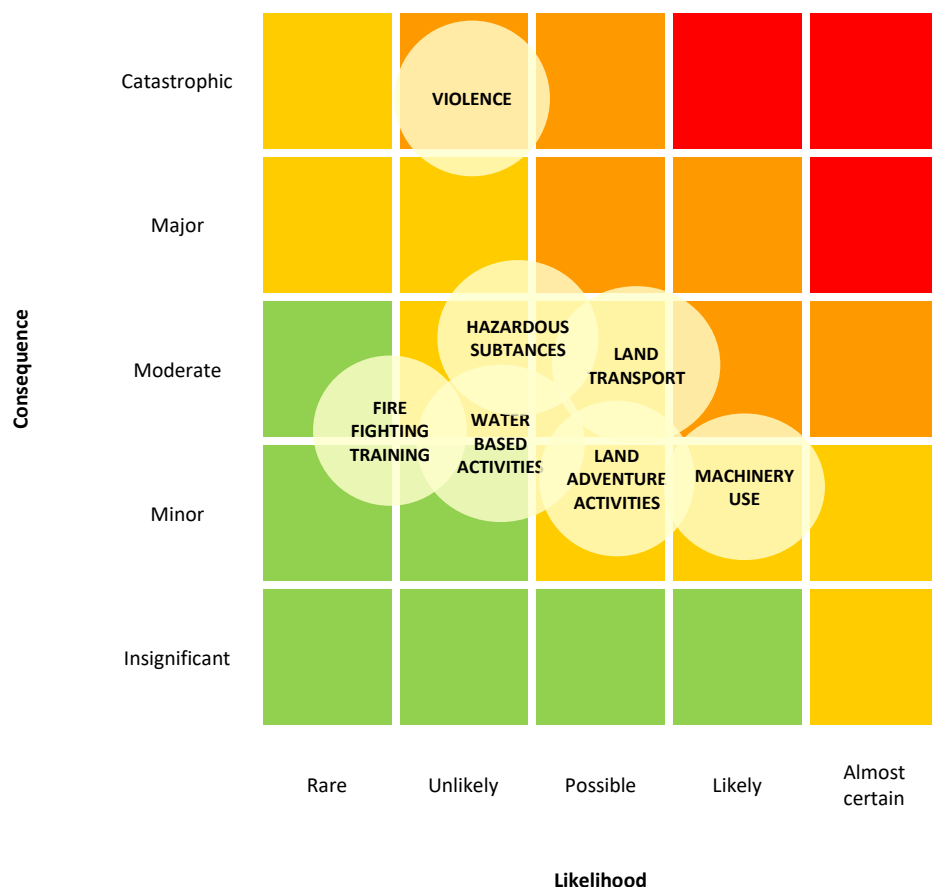
H&S FRAMEWORK	KEY PERFORMANCE INDICATOR	COMMENTS
1. Hazard & Risk management	New work risks have been eliminated or minimised by implementing control measures	Work still in progress to implement controls for a couple of hazards.
	Planned area inspections completed (from July)	Starting from July 2019, quarterly target set at 15. Last year 21 area inspections were completed.
2. H&S Event management	Notifiable events are notified to WorkSafe as soon as possible after becoming aware of the event.	No notifiable events as at 31 May 2019
	2019 H&S events are investigated within 2 weeks of being reported (near misses, accidents, pain & discomfort)	Investigations completed for events that happened prior to 2019 have been excluded from KPIs as they were distorting figures. This means that figures for the first quarter will change to 67% instead of 31%, and for the second quarter tracking over 70%.
3. Training	New NMIT team members have completed a H&S induction	Showing improvements in this area; second quarter tracking at over 40% (27% for the first quarter).
4. Emergency Management	Fire drills at Nelson, Marlborough and Woodbourne were conducted within the last six months	Fire drills held at Nelson Campus on 1 May 2019 Woodbourne facility on 19 June 2019, so all three campuses are compliant.
5. Working with other organisations	Regular maintenance type contractors working on NMIT sites are registered on SiteWise prequalification or other accredited system	Nelson Campus figures only available.
	Quarterly H&S meetings held with key Stakeholders partners on Campus	Next meeting scheduled for 25 June 2019.
6. Wellbeing initiatives and support	Wellbeing activities/initiatives available to staff to access as per wellbeing calendar on intranet.	Measures to be developed.
	Wellbeing activities/initiatives available to students as per annual SANITI calendar.	Measures to be developed.
7. Worker and Student participation	Monthly H&S committee meetings held (May to December)	Meeting held on 30 May and another scheduled for 27 June.
	H&S Representative coverage across NMIT	We did not receive any nominations from two work groups so those work groups do not have any H&S Representatives.
8. Monitoring, and Continuous Improvement	Planned internal Audits completed (one per quarter)	H&S Advisor conducted a health and safety audit at NMIT Aviation School on Woodbourne Base on 31 May 2019.
9. Governance and Leadership	Institute of Directors' 'diagnostic questions' discussed at SHW Leadership meetings	Three questions discussed at meeting held on 13 June 2019.
	Planned safety walks completed (from May – 4 for Qtrs 2 & 4, 8 for Qtr 3)	At future meetings of SHW Leadership Group, members will do Safety walks in pairs to increase coverage across the organisation.

Key:  Meets standard  Working towards standard (50-99)  Below standard (1-49)  Not started/Developing/NA (0)

ITEM 5

LEAD INDICATORS






RISK PROFILE



SUMMARY OF CRITICAL RISKS

Risk	Description	Management Overview	Level of assurance	Issues/Comments
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available.	●	Annual review if chemical inventories in progress and due for completion by 12 June.
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. Voluntary driver assessments available to staff.	●	NMIT bus involved in a collision with a stationary car – see Event summary and findings for more details.

ITEM 5

Risk	Description	Management Overview	Level of assurance	Issues/Comments
Machinery use	Use of multiple machines in Automotive, Engineering, Carpentry, Aviation, Arts & Media, Campus Services workshops.	Audit of workshops, includes inspection of machine guarding. Hazard register maintained and reviewed annually. Exposure monitoring of workshops. On completion of new extraction systems in Nelson Engineering workshop another exposure monitoring report to be commissioned to gauge effectiveness of changes made in Building Barn, Engineering, Automotive and Art & Media workshops.		Team member punctured fingernail sharpening tungsten on linisher. Investigation identified angle tungsten held contributed to injury.
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.		Student twisted knee when falling out of the raft while travelling down rapids. Didn't react quickly enough to dynamic environment.
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. Smarttrak GPS satellite devices are available for emergency response for remote activities.		Nothing new to report.
Fire fighting training	Advanced fire fighting including use of Breathing Apparatus and controlled fires in specialist facility.	Medical examination required prior to training. Regular audit of Fire training facility. Competent trainers. Regular equipment inspections.		Nothing new to report.
Violence	Potential for active shooter on or in vicinity of campus.	Lockdown procedures being developed and incorporate Active Shooter procedure into Emergency Procedures flipchart.		Draft lockdown procedures currently being reviewed by NZ Police.

Key:  High  Satisfactory  Low

AUDITS AND INSPECTIONS

Type	May	YTD	YTD (last year)
Area Inspection	0	5	6
Audit - External	0	0	0
Audit - Internal	1	1	1
Emergency Drills	1	2	3
SHW Walks	0	1	6
Site Inspection	0	0	2
Total	2	9	18

SAFETY OBSERVATIONS







Type	May	YTD	YTD (last year)
Safe Practice	1	1	2
Unsafe Practice	5	29	33
Unsafe Conditions	3	8	18
Suggestion	1	10	3
Total	10	48	56

CONTRACTOR SAFETY MANAGEMENT

Type	May	YTD	Contractor monitoring findings
Inductions*	19	128	Commercial sign company identified that the length of scaffold set up for them to install Dragon sign on G Block was short by about two feet. This was communicated to scaffolding company who immediately resolved by installing cantilever extensions on the top two levels of the scaffold. This showed excellent collaboration and cooperation of contractors to make sure that the sign installation could be done safely.
Worker sign ins*	156	931	
No. of workers*	69	192	
No. of organisations*	31	64	
Permit to work issued	1	12	
Task Analysis reviewed	3	21	

* Nelson Campus only

HEALTH AND SAFETY WORK PLAN UPDATE

Objective	WorkSafe Focus*	Status	Comments
1. Enhance reporting to NMIT Council	Leadership		Work is being undertaken to develop Power BI reports for some of the graphs/data in the report. Currently all the graphs, data and trend analysis and commentary in this report is prepared by the H&S Advisor.
2. Implement Chemwatch (inventory database for managing chemicals and Safety Data Sheets)	Risk Management		Chemwatch has been purchased and departments are reviewing chemical inventories and updating spreadsheets to record current volume of chemicals held. This information will be uploaded into Chemwatch.
3. Increasing the number of H&S representatives (HSR) across NMIT to 26 and make sure they attend HSR training	Employee Engagement		Recent nomination process resulted in 12 new H&S representatives.
4. Implement health and safety self-assessment tool for managers	Leadership		No further progress.
5. Implement trial with Aviation (Woodbourne) for a student portal to log Events and Safety Observations in Assura	Employee Engagement		Planned start date for this project is September 2019.
6. Increase the number of contractors accredited under SiteWise prequalification by 50% (currently 30)	Leadership		Currently 44 NMIT contractors are registered with SiteWise.

Key:  Achieved  In progress – on track  In progress – at risk of not achieving  Not started

* Leadership, Risk Management and Employee Engagement are the three key elements WorkSafe have identified for effective health and safety in NZ. For more information see Nicole Rosie, WorkSafe Chief Executive [presentation](#) at the 2018 Safeguard National Health and Safety Conference.

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
Safety Walks	Building Barn safety walk – undertaken by SHW Leadership Group following meeting on 10/05/2019. Building Barn was found to be clean and tidy, and guarding of new machines recently purchased was complies with WorkSafe recommendations.
SHW Leadership Group	Director health and safety checklist questions to be discussed at June meeting are: <ol style="list-style-type: none"> 1. What data is the board receiving on both health and safety? Is this sufficient? 2. Does the organisation have sufficient resources (people, equipment, systems and budget) for its health and safety programme? 3. How connected are you to what happens at the organisation's work sites? What measures are in place to inform you?
H&S Committee	Meeting held on 30 May. New health and safety representatives (HSRs) welcomed. Discussed role description of HSR and training requirements. There are still two work groups without a HSR.

ACTIONS FROM PREVIOUS REPORTS

MEETING DATE	TASK	RESPONSIBLE	DUE DATE	STATUS
21/02/2019	Purchase and implement Chemwatch chemical management database	H&S Advisor	August 2019	In progress
21/02/2019	Safe Driving and Fleet Management Policy	Acting Campus Services Manager	June 2019	In progress

LAG INDICATORS

DASHBOARD

Events

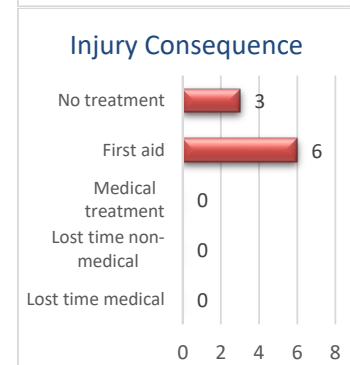
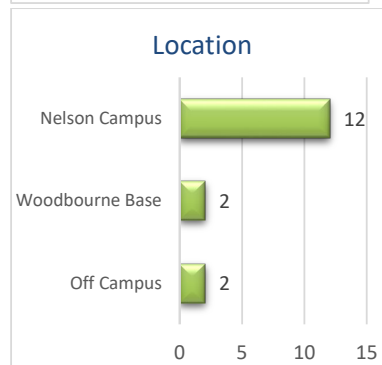
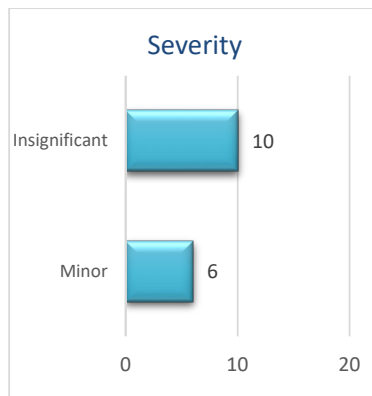
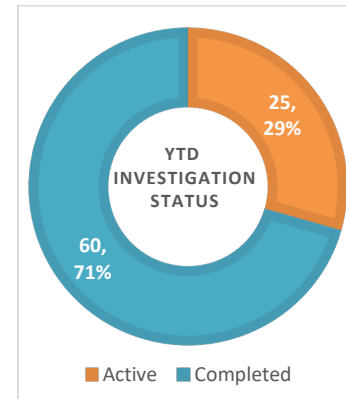
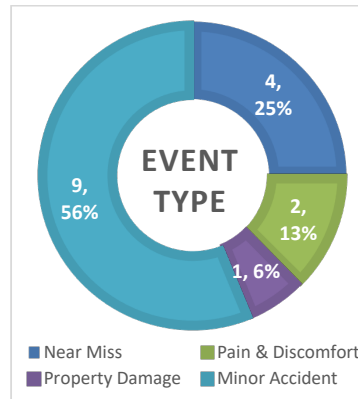
#Occurred

16 (36)

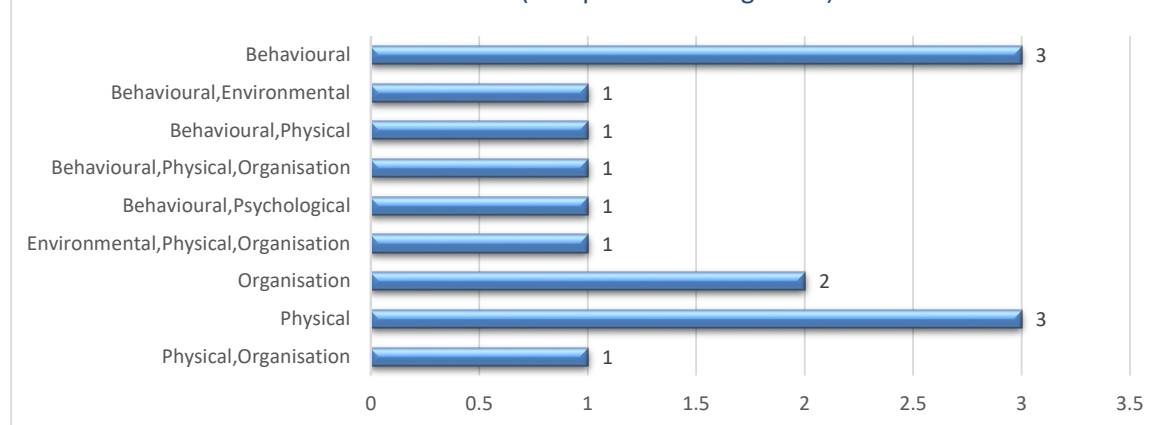
#Investigated

14 (30)

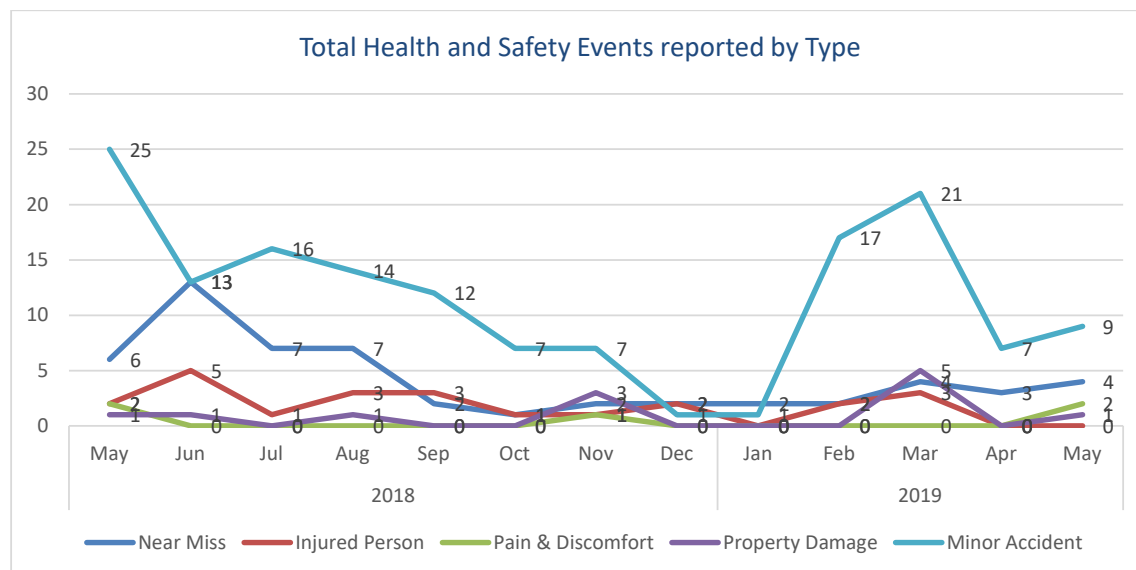
#Notifiable

0 (0)**Key:** (same period previous year)

Causal Factors (Completed Investigations)



HEALTH AND SAFETY EVENTS SUMMARY



EVENT LEARNING AND IMPROVEMENT

Summary	Findings/Action taken following investigation	Level of assurance
NMIT bus being driven by tutor hit a stationary car that was parked in the middle of the road. A vehicle following the bus was unable to stop in time and rear-ended the bus. No injuries to any of the drivers or passengers. Minor damage to bus. More serious consequences may have resulted if NMIT driver had veered off road to avoid stationary car.	<p>Main contributing factors were:</p> <ul style="list-style-type: none"> Driver of stationary car did not exhibit good practice (should have pulled over to left and turned when road clear) No indication that vehicle was stationary (no indicator light or brake light in use) NMIT driver unable to stop in time once he realised car was stationary <p>Recommendations:</p> <ul style="list-style-type: none"> Review information in NMIT vehicle folders by 28/06/2019 to make sure it includes legal requirements about contacting Police in the event of a vehicle accident. Vehicle servicer to check bus brakes. 	●

MINUTES



Meeting Purpose: Safety, Health and Wellbeing Leadership Group

Date:	10 May 2019	Location:	Maungatapu Boardroom
Chair:	Liam Sloan	Minutes:	Jude Spencer
Start Time:	2.04pm	Finish Time:	4.00pm

Attendees:	Liam Sloan, Grant Kerr, Jackie Britz, Pam Graham, Carole Crawford (by Skype), Des Ashton (by Skype), Jude Spencer
Apologies:	Justin Carter

Agenda Items	Who / When
1. Previous Meeting Minutes Safety, Health and Wellbeing Leadership Group – 22 March 2019 <ul style="list-style-type: none"> Minutes of 22 March 2019 meeting approved by group. WhosOnLocation – discussions continuing to organise set up at Marlborough including sourcing specialist hardware. Pam to update on progress at next meeting. Group reviewed the proposed new areas for health and safety walk arounds which include 16 high risk areas. Jude to coordinate Council visits one/year, Executive Team to complete walks at their own discretion after checking which areas are required to be visited. Jackie circulated the WorkWell programme for review. Group agreed to use the plan and incorporate into the health and safety workplan as a measure. 	<p>Pam 13 June</p> <p>Jude 13 June</p>
2. Safety, Health and Wellbeing Report Mar – Apr 2019 <ul style="list-style-type: none"> Group members gave good feedback on the new health and safety report format. Discussed progress against KPIs which will also be reviewed at Performance Panels. Updates to KPI section to include: <ul style="list-style-type: none"> Amend headings to Target % and Actual % in KPIs. Change KPI wording of 2 to “Health and safety events investigated within two weeks of being reported”. Only 11 out of 53 people have completed health and safety inductions. Need to reinforce with managers that they must carry out inductions, complete the form and log in Assura. Remind team through executive updates. Change wording to KPI 4 to note that fire drills to be done within the past six months. KPI 5 - working with other organisations – include eCampus and University of Canterbury staff in quarterly meetings. Also check that Marlborough briefings are being held with on-site organisations. Planned internal audits to be done at rate of one per quarter, four per year. Number of audits being undertaken is determined by the level of risk. Directors Health and Safety Checklist – will discuss three questions at each SHW Leadership meeting as a standard agenda item. 	<p>Carole and Exec Team</p>

MINUTES



<ul style="list-style-type: none"> Group reviewed the proposed health and safety workplan in the report. To add a column which shows alignment to WorkSafe priorities. Will share each report on Polly following Council meetings. 	<p>Pam 13 June</p> <p>Pam ongoing</p>
<p>3. Drug and Alcohol Policy & Procedure implementation planning</p> <ul style="list-style-type: none"> Grant noted Government proposal to legalise cannabis could have an impact on policy, however, Jackie noted that the issue was not so much what is being used but whether the individual is impaired. Will take a launch timeframe to Council for approval at its next meeting 27 June. 	<p>Jackie/Grant 27 June</p>
<p>4. Annual Agenda items</p> <ul style="list-style-type: none"> Proposal on items for Group to consider during the year. Liam suggested a strategic workshop on next year's goals to be held in November. Will review membership every second year in November as per the terms of reference. 	
<p>5. Lockdown procedure</p> <ul style="list-style-type: none"> Police have reviewed the first draft of the lockdown procedure and noted it was comprehensive. They will review it further to see how they would interact with NMIT in an emergency. Will develop a small card with precise instructions on a lockdown and will organise training. Leadership group to feedback to Jude by 16th May. Agreed to issue document rather than being too consultative. 	
<p>6. Any Other Business</p> <ul style="list-style-type: none"> <i>Recommendation</i> from Carole to appoint Susannah Roddick to take over Justin's role on the Safety Health and Wellbeing Leadership Group. Moved Carole, seconded Grant. Approved by Group Jackie noted 131 flu vaccinations had been given to staff in the past weeks. 	
<p>7. Health and safety walk around – Carpentry Barn</p> <p>3.25 – 4.00pm Liam, Jackie, Grant, Pam and Jude visited the Carpentry Barn on a health and safety walk.</p>	

Meeting finished 4.00pm.

Next meeting 13 June 2019.

MINUTES



Meeting Purpose: Safety, Health and Wellbeing Leadership Group

Date:	13 June 2019	Location:	Maungatapu Boardroom
Chair:	Liam Sloan	Minutes:	Jude Spencer
Start Time:	10.30pm	Finish Time:	12.00pm

Attendees:	Liam Sloan, Grant Kerr, Jackie Britz, Pam Graham, Carole Crawford, Des Ashton (by Skype), Jude Spencer
Apologies:	Susannah Roddick

Agenda Items	Who / When
<p>1. Previous Meeting Minutes Safety, Health and Wellbeing Leadership Group – 10 May 2019</p> <ul style="list-style-type: none"> Minutes of 10 May 2019 meeting approved by Group. Carole/Grant Matters arising No further progress on set up of WhosOnlocation at Marlborough. Waiting for costings and implementation also tied in with visitor log on at Nelson. Pam to follow up with Stephen and start on induction material with Sarah in the meantime. Action carried forward to next meeting. Communications have been sent to managers to ensure they correctly complete inductions for new staff. Changes also made to Snaphire to reinforce need to complete process. Inductions will soon be included at Performance Panels with the development of a health and safety dashboard along with the Snaphire dashboard where the number of new starters in Snaphire can be cross-referenced with the number of inductions completed. Health and Safety report has not been not added to Polly but in progress. <p>Health and Safety Committee Minutes – 30 May 2019</p> <ul style="list-style-type: none"> Minutes received by the Group. Des/Jackie The SHW Leadership Group endorsed a proposal to invest \$500 in a high impact health and safety project. The Group also asked to see unsuccessful proposals to assess if they could also have merit for extra funding. Timeline: <ul style="list-style-type: none"> June - Health and Safety Committee confirm to proceed. July – August – Committee members work on proposals. September – present proposals and select one to proceed with. October – roll out initiative Institute-wide. Health and Safety Walks: Agreed the Group will split into three teams and visit three different areas at future meetings. Next walks to include Engineering area in E Block. Significant progress made in recruiting new reps although still a couple short. Pam advised new reps could still be recruited. 	<p>Pam</p> <p>Jude</p>

MINUTES



<p>2. Safety, Health and Wellbeing Report May 2019</p> <ul style="list-style-type: none"> It was noted that the report will be fully updated for the Council Agenda. Pam reported on a recent bus accident that could have been quite serious although there were no injuries and only minor damage to the bus. Grant noted that if the Drug and Alcohol Policy had been in place the accident could have triggered a just-cause check. The Group discussed what internal notifications a traffic incident should trigger. Grant to review the post-accident reporting process to ensure appropriate people are notified. Driver documentation is also being updated to ensure correct instructions are included regarding notifications to Police. Pam to change report heading to "Findings/Action taken as a result of investigation". Enquiry about measures for student wellbeing was raised at Academic Board. Liam noted that NMIT does care about student wellbeing. Jackie will further discuss with SANITI and the WorkWell programme will provide some structure for future wellbeing reporting. KPI columns in the report to be colour-coded. 	<p>Grant</p> <p>Jackie</p> <p>Pam</p>
<p>3. Drug and Alcohol Policy & Procedure implementation plan</p> <ul style="list-style-type: none"> The Group received the proposed plan for its information and Grant noted it had been flagged to Council that the RoVE outcome could have an impact on its implementation. 	
<p>4. Directors health and safety checklist</p> <ul style="list-style-type: none"> <i>What data is the board receiving on both health and safety? Is this sufficient?</i> <i>Does the organisation have sufficient resources (people, equipment, systems and budget) for its health and safety programme?</i> <i>How connected are you to what happens at the organisation's work sites? What measures are in place to inform you?</i> Group considered the three questions above and agreed feedback would go into the report for Council. The Group agreed reporting to Council was much improved and Council had also commented on the improvement. Compiling the report needs to be easier and staff will be working on that through the development of a Power BI dashboard. Discussed using the dashboard to also measure wellbeing. Jackie to follow up with Christian. Expectation was that over time health and safety would be "business as usual" in work areas and create less work for reporting. Discussed how to balance work involved to produce the health and safety report with its output and value. Grant and Pam to report at next meeting hours involved in creating the report and ways to automate, simplify and reduce time spent on the report. In light of lack of awareness of the recent van accident, some Group members reported they were not feeling that well connected to what was happening at on Campus. It was noted, however, that the improved reporting had helped connectedness. There were some gaps which should be identified and then worked on to fill. 	<p>Jackie</p> <p>Grant/Pam</p>
<p>5. Review of health and safety policies and procedures</p> <ul style="list-style-type: none"> Grant advised a report would be prepared for the next meeting on how the responsibilities of the Health and Safety Manager could be re-distributed, given that the role no longer exists. 	<p>Grant/Pam</p>
<p>6. Any Other Business</p>	

MINUTES



<ul style="list-style-type: none">Jackie noted that the response to the Gallup survey was now at 61%.	
<p>7. Health and safety walk around – Hospitality</p> <p>11.50am Liam, Jackie, Grant, Pam and Jude visited the Hospitality area in T Block on a health and safety walk.</p>	

Meeting finished 12.15pm.
Next meeting 7 August 2019.

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

TREATY OF WAITANGI [Institute, Governance and Management]

Background:

June 2019

Document reviewed by the CE (Liam Sloan) and the ED - Māori (Andrew Luke) in line with the QMS review schedule.

Minor change made:

p.2

... ensure the protection and use of ~~T~~te ~~R~~reo Māori . . .

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 **Council** approve these changes.

Implementation date: Month/Year

Next Review: Month/Year

Quality Committee endorsement date Month/Year



CHIEF EXECUTIVE



EXECUTIVE DIRECTOR



ACADEMIC
BOARD



COUNCIL

Approval date:

Approval date:

Additional notes:

A + Q Office use only	Date		Date
1. Amendments complete	10.06.2019	4. Working Docs – Published Docs	
2. Final version printed & sent to CE		5. Document pdf'd	
		6. -> DeskPro (-> POLLY)	
		7. Upload QMS SharePoint -> PBI SharePoint	
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

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

TREATY OF WAITANGI

Section	Institute Governance and Management		
Approval Date	27.06.2019	Approved by	Council
Next Review	10.06.2022	Responsibility	Chief Executive
This review	10.06.2019	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 Waitangi¹, 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 eight 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 living².

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 its 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

GLOSSARY

Mana Whenua	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

³ Definition from Ka Hikitia, Managing for Success/Maori Education Strategy 2008-2012

⁴ ibid

⁵ ibid



REPORT TO NMIT COUNCIL | 27 JUNE 2019
ITEM 7

REVIEW OF FINANCE POLICIES

VICKI BRYSON: EXECUTIVE DIRECTOR FINANCE, COMPLIANCE & BUSINESS INTELLIGENCE

PURPOSE

For the Audit Committee to review and make a recommendation to Council on the finance policies.

SUMMARY

In March 2018 it was advised that financial delegations across NMIT would be reviewed, as recommended by Audit NZ. In order to fulfil this request, several policies were reviewed, some have been renamed, whilst others have been amalgamated. Multi-stakeholder consultation was undertaken across departments.

RECOMMENDATION

That the Audit Committee receives the Procurement and Purchasing Policy, and Related Parties and Conflicts of Interest Policy, and recommends them to the Council for approval.

APPENDIX

- a) [NMIT Procurement and Purchasing Policy](#)
- b) [NMIT Related Parties and Conflicts of Interest Policy](#)
- c) [Revised Financial Delegation Framework Report: 15 November 2018](#)

NMIT PROCUREMENT AND PURCHASING POLICY

Amalgamation of the Procurement Policy, Procurement Procedure and Credit Cards Policy. Includes content on sensitive expenditure as per Office of the Auditor-General guidelines, as required by Audit NZ.

NMIT RELATED PARTIES AND CONFLICTS OF INTEREST POLICY

Previously named Purchasing and Approval of Payments.

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

PROCUREMENT AND PURCHASING POLICY

Section	Finance		
Approval Date	15.02.2019	Approved by	Executive Team
Next Review	11.02.2023	Responsibility	Executive Director - Finance, Compliance and Business Improvement
Last Reviewed	11.02.2019	Key Evaluation Question	6

PURPOSE

To ensure a standard procurement practice for Nelson Marlborough Institute of Technology (NMIT) that is professional, fair, transparent, efficient and effective.

To conserve funds through the reduction of costs and improvement in quality of goods and services purchased.

CONTENTS

- CAPEX processes (budgeted and unbudgeted)
- OPEX processes
- Sensitive expenditure
- Payment methods
- Delegation limits

POLICY

The following guiding principles must be applied when procuring materials, supplies, equipment and services of any value for the Institute:

- Public entities have a fundamental public law obligation to always act fairly and reasonably. The Institute therefore must be, and must be seen to be, impartial in its decision-making.
- All procurement estimated at being less than \$20,000 Total Cost of Ownership can be through existing Preferred Suppliers Agreements if such exist, or through obtaining a number of competitive quotes, depending on the amount. Major procurements require the approval of the Chief Executive or an Executive Director under delegated authority.
- Strategic procurements will be through a contestable tender or proposal process. A Business Case approved by an Executive, the Chief Executive and the Council Chair will be required before staff can proceed with the contestable process. Procurement planning must be included as part of each Business Case approval process for major procurement decisions. The Business Case preparation should include an appropriate level of market research to provide an informed decision on the procurement process to be used. The scale and complexity of the Business Case should be proportionate to the risk and value of the procurement.
- In line with government policy, NMIT purchases will be guided by the following principles:
 - Provide the best value for money over total cost of ownership
 - Allow for open and effective competition
 - Provide fair opportunity for all eligible suppliers
 - Improve business capability, including e-commerce capability

- Recognise New Zealand's international trade obligations and interests
- Require sustainably produced goods and services wherever possible, having regard to economic, environmental, and social impacts over their life cycle, refer to <http://www.mfe.govt.nz/issues/sustainable-industry/govt3/>
- Be either characteristic of polytechnics or be appropriate for ITP (refer to Education Act 1989, Section 192 (2) (b) (i) and (ii)).
- NMIT Procurement Procedures must be followed to ensure the procurement is conducted in a fair and transparent manner and to reduce the risk of fraud, bribery, corruption or impropriety. Staff discovering, or suspecting, instances of fraud, bribery or corruption are expected to report such matters for investigation and may utilise the Protected Disclosures Policy to do so; alternatively, they may inform their Director and/or the Police (if appropriate). Employing past employees as contractors or consultants involved in procurement can increase the risk potential of fraud and must be managed carefully by NMIT Directors.

This policy should also be seen in the wider state-sector initiatives on procurement (see <https://www.oag.govt.nz/2018/procurement/docs/summary.pdf>).



SCOPE

This is an institute-wide policy and applies to all NMIT employees, contractors and consultants who purchase goods and/or services on behalf of NMIT. This policy applies to the engagement of consultants by the Institute.

NOT IN SCOPE

The hiring/engaging of teaching and non-teaching staff on fixed-term contracts is not covered by this policy and the associated Procurement Procedures Manual; engaging such staff is governed by the Institute's Human Resource Business Case process and procedures.

DEFINITIONS

CAPEX	Capital Expenditure includes costs or expenditure incurred by NMIT usually for the acquisition or creation of a physical item (asset) that will be used over a period of time, normally more than 12 months, for a value greater than \$500 and includes all computer purchases, and project-related computer software, classroom furniture and equipment, building/facility improvements and/or additions.
Contract	A contract in this policy means a written signed agreement between NMIT and another party for the supply of goods and/or services on particular terms and conditions.
Delegated financial authority	Power to approve financial transactions within specified limits.
Entertainment and Hospitality	Provision of food or beverages to NMIT staff and/or external guests, and expenditure on recreational activities for staff and/or external guests.
Gift	An item given to someone as a token of appreciation without the expectation of receiving anything in return
Koha	An unconditional gift, present, offering, donation or contribution given where the recipient has neither stipulated that it be given, nor has any expectation of receiving it.
Major procurement decisions	Major procurement decisions are those relating to procurement of: <ul style="list-style-type: none"> • Capital Expenditure (CAPEX) with an estimated whole of life value of \$20,000 excl GST or more • Goods and Services (OPEX) that are estimated to have an annual value of \$20,000 excl GST or more during the period of one calendar year.
OPEX	Operational Expenditure includes costs or expenditure on goods and services incurred by NMIT that are utilised in the day-to-day operations and are generally consumed immediately or within a short period of time.
Procurement	Procurement comprises the business processes associated with the purchasing of required materials, supplies, equipment and services, spanning the whole cycle from the identification of needs to the end of a service contract or the end of the useful life and subsequent disposal of an asset.
Preferred Supplier Agreement	An agreement with a goods or service provider usually after a competitive bid process for the provision of repetitively purchased goods or services leveraging off NMIT's purchasing power and lowering the total cost of goods and services, including transaction-processing costs
Total Cost of Ownership	Total Cost of Ownership includes the purchase price of an asset plus the additional costs of operation, including health and safety related requirements.

RESPONSIBILITIES

NMIT Council	The Council of NMIT is responsible for approving the Institute's overall budget and capital expenditure as per Delegations below.
Chief Executive and Executive Team	The Chief Executive and Executive Team have day-to-day responsibility for ensuring that procurement on behalf of the Institute is consistent with approved Institute policies, processes and procedures.
Curriculum Director, Curriculum Manager and Business Support Managers/Team Leaders	Responsible for procurement planning and abiding by this policy and associated policies, procedures and processes.
NMIT Staff, Contractors and Consultants	Responsible for abiding by this policy and associated policies, procedures and processes.

PROCESSES

CAPEX (BUDGETED)

Capital expenditure plans are prepared annually as part of the budget setting cycle.

The Institute's overall CAPEX budget is submitted to the Institute's Council and requires Council approval. Refer to Delegations below.

Budget managers are responsible for procuring and purchasing the approved budgeted items, as per their delegated authority.

- Each approved capex item will be issued with an analysis code upon receipt capex request form and quotes obtained:
 - <\$2,000 - 1 quote;
 - \$2,000-\$20,000 - 2 quotes;
 - \$20,000-\$500,000 - 3 quotes;
 - >\$500,000 - tender process
- Any individual item in the 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.
- Same process as OPEX to be followed to purchase the items.

Strategic CAPEX procurements (for more than \$500,000) require business cases which include Net Present Value (NPV) and Discounted Cashflow modelling to inform the decision-making process. Major CAPEX procurements (for more than \$20,000) require NPV business cases where the spend is not part of an on-going replacement programme for a previously approved business case.

CAPEX (UNBUDGETED)

For any unbudgeted CAPEX the CAPEX request form should be completed and approved as per Delegated Authority table below.

When approved, the same process as for budgeted CAPEX is to be followed.

Unbudgeted capital expenditure authorised by the Chief Executive, or the Chair of Council, or Deputy Chair of Council shall be reported at the next meeting of the Council.

OPERATIONAL EXPENSES

Operational expenditure budgets are prepared annually as part of the budget setting cycle. The Institute's overall budget is submitted to the Institute's Council for Council approval. Actual performance against budgets is monitored and reviewed on a monthly basis.

PURCHASING PRINCIPLES – OPEX AND CAPEX

- Approval of the expenditure must be obtained before the expenditure is incurred.
- For internal control purposes, at least two employees must be involved in ordering, receiving and approving any transaction, i.e. No single employee will order, receive and approve a transaction(s).
- Only a staff member with appropriate delegated financial authority can approve transactions.
- A staff member with delegated financial authority may not approve his or her own expenditure, and it must be escalated to budget line manager.
- A staff member with delegated financial authority may not approve any expenditure to a person or organisation where they have direct or indirect family links, an ownership interest, or are involved in the management of that entity.
- A staff member with delegated financial authority may only approve expenditure within approved budget limits.
- Purchase orders must be raised and approved electronically through NMIT's Unimarket purchasing system.
- The expenditure must be supported by appropriate original documentation, such as tax invoices, and clearly show the business purpose of the expenditure.

The only individuals authorised to sign contracts for the procurement of goods or services by the Institute are the Chief Executive, or an Executive Director under delegated authority.

SENSITIVE EXPENDITURE

GENERAL PRINCIPLES

The following general principles must be applied when incurring any expenditure on entertainment and hospitality:

- The expenditure must be for a justified business purpose, i.e.
 - Building relationships;
 - Representing the organisation;
 - Reciprocating hospitality received where this has a clear business purpose;
 - Recognising significant business achievement;
 - Building revenue;
 - Supporting internal organisational development.

- The person authorising the expenditure must be able to demonstrate the benefits resulting from the expenditure.
- The type and amount of expenditure must be reasonable and appropriate for the occasion.
- Expenditure on entertainment and hospitality, gifts or koha should not be given in circumstances where it could be regarded as an inducement.
- Expenditure must comply with any rules stated in this policy in relation to specific types of expenditure.

STAFF FUNCTIONS

The following rules apply to expenditure on staff functions:

- Entertainment and hospitality at functions attended only by NMIT staff can only be provided if there are clear organisational benefits such as improved employee relations or staff morale, or training or professional development.
- The cost of NMIT's end-of-year Christmas function must be met from within the Staff Recreation budget. The Staff Recreation budget, which is set annually, should not exceed \$100 per staff member.
- NMIT will only pay for one end-of-year function per staff member.
- NMIT may contribute to a staff member's farewell/retirement function, to a maximum of \$500, according to the staff member's length of service and seniority within the organisation, with prior approval from the Chief Executive.
- Refer to [Alcohol at Functions on NMIT Campus policy](#) for details regarding alcohol at staff functions.

STUDENT FUNCTIONS

The following rules apply to expenditure on student functions:

- NMIT will not pay for any alcohol at student functions, except for graduation after-functions where alcohol may be available for purchase by attendees.

GIFTS OR KOHA TO THIRD PARTIES

The following rules apply to expenditure on gifts or koha to third parties:

- The value of koha should be appropriate to the nature of the occasion.
- The value of koha must not exceed \$500 without the prior approval of the Chief Executive.
- NMIT will not provide alcohol as a koha or gift to third parties.
- Cash may be given as koha only with prior approval of the Curriculum Manager. A purchase order must be raised and approved in Unimarket in order to obtain the cash koha from Finance.
- Koha must only be paid to a recognized organisation or marae, and not to individuals.
- Gifts or koha must not be given as a substitute for remuneration or payment for services provided.

GIFTS TO STAFF MEMBERS

The following rules apply to expenditure on gifts to staff members:

- Gifts must not be given in cash except for the NMIT annual staff awards.
- NMIT will not pay for gifts to staff members for personal occasions, e.g. birthdays, engagements.
- Flowers may be given to a staff member on the death of a close family member, up to a maximum cost of \$100 with prior approval from the Chief Executive.

- NMIT may, at their discretion, make a modest contribution to a staff member's farewell gift, according to the length of service of the staff member, with prior approval from the Chief Executive
- NMIT may make gifts, e.g. vouchers, to staff members under the Performance & Recognition Framework. These are funded from the People & Organisation Development budget and must be approved by the Manager, People & Organisation Development.
- NMIT will not provide alcohol as a gift for staff members.

MEETING CATERING & WORKING LUNCHES

The following rules apply to expenditure on meeting catering and working lunches:

- Where an NMIT staff member is required to work outside of normal hours, at a time that would normally be a mealtime, NMIT will provide a meal for the employee or reimburse the employee for purchase of a meal. The amount of reimbursement will be in accordance with meal allowances stated in the [Travel Bookings, Accommodation Allowances & Expenses Policy](#).
- Entertainment and hospitality for meetings held within ordinary working hours should be kept to a minimum.
- NMIT will only meet the costs of lunches for NMIT staff attending working meetings when the meeting cannot be held at an alternative time. This includes Council meetings, committee meetings, working group meetings, and in-house training sessions.
- Budget managers may fund morning or afternoon tea from their cost centre entertainment budget to celebrate significant team achievements only, e.g. on successful completion of a major project.
- Morning or afternoon tea may be provided on staff professional development days. The cost is funded from the professional development budget and must be approved by the Manager People and Organisation Development.
- Café meetings between NMIT staff only (or between staff and students) will not be paid for by NMIT.

MEALS FOR NMIT STAFF TRAVELLING ON BUSINESS

Where an NMIT staff member is travelling on NMIT business, meals may be reimbursed according to the [Travel Bookings, Accommodation Allowances & Expenses Policy](#)

HOSPITALITY PROVIDED FOR THIRD PARTIES

Examples of where hospitality may be provided to a third party are:

- Where NMIT has an interest in or specific obligation in respect of their visit;
- Where NMIT hosts representatives of government, business, industry, iwi, or recognized community organisations for a justified business purpose.

The following rules apply to expenditure on providing hospitality for third parties:

- NMIT may provide food and beverages at functions it hosts where external guests are present. The food and beverages provided must be reasonable based on the purpose and nature of the function and the expected attendees. Expenditure that may be appropriate for official functions may include tea/coffee, morning/afternoon team, breakfast, lunch or dinner.
- NMIT will pay a reasonable contribution to the cost of business meals for entertaining a third party, up to a maximum of \$20 per head for breakfast, \$40 per head for lunch and \$60 per head for dinner, depending on the nature of the entertainment. Alcohol may be purchased with the meal provided that it comes within the maximum cost above and is limited to one standard

drink per person. The alcohol purchased should be moderately priced and must not include spirits.

- As part of the supporting documentation, the NMIT staff member must provide the name of the person(s) being entertained, the organisation that they represent, and the reasons for the entertainment.
- Entertainment and hospitality may not be provided to suppliers during the course of a tender process or while assessing and awarding significant contracts, as this could raise issues regarding the fairness of the tender process.

CONTRIBUTIONS TO STAFF SOCIAL OR SPORTS CLUBS

The following rules apply to contributions to staff social or sports clubs:

- NMIT may make a small contribution to staff social or sports clubs for specific events, e.g. competition entrance fees, with prior approval from the Manager, People & Organisation Development and Chief Executive.

INAPPROPRIATE EXPENDITURE

The following are examples of inappropriate expenditure that will not be paid for by NMIT:

- Tips or gratuities within NZ. (However, when travelling overseas in countries where tipping is customary, tips will be paid for by NMIT.)
- Mini bar expenses when travelling on business.
- Entertainment and hospitality expenditure for spouses or other family members accompanying a staff member.
- Entertainment that is excessive or does not have a valid business purpose.
- Entertainment of suppliers during a tender process.

CONSULTANCY SERVICES

Procurement of Consultancy Services will be approved via budget and may be referred to the Chief Executive.

PREFERRED SUPPLIER AGREEMENTS

NMIT is party to a number of agreements through the All-of-Government State Sector Procurement initiative led by the Economic Development Group within the Ministry of Business, Innovation and Employment; these have been rigorously negotiated and represent best value and will be periodically renegotiated by the Ministry.

- Procurements of goods or services purchased with regularity, through Preferred Suppliers or pre-approved vendors, for example: OfficeMax for stationery supplies; Orbit Travel for travel, accommodation and rental cars; Mobil for fuel supplies; Contact Energy for electricity supplies etc. do not require competitive quotes, such suppliers may be used as a matter of course
- The terms and conditions of existing preferred supplier agreements must be tested against the market at least once every 3 years. The implementation of this policy will ensure NMIT achieves the best prices available for given levels of services and quality on an on-going basis. The process may range from obtaining competitive quotes to competitive tendering depending on the total cost of ownership of the products or services.

The Chief Executive, under delegated authority, may sign contracts for the procurement of goods or services on NMIT's behalf with an agreed preferred suppliers or pre-approved vendors.

TRADE-INS:

As part of the negotiations for a purchase of replacement assets, an existing asset excluding land may be offered as a trade-in subject to Section 192(4)(e) or Section 192(5) of the Education Act 1989.

OVERSEAS PURCHASES:

Overseas purchases are only to be made when price and quality are competitive and the goods or services are unavailable in New Zealand at those prices or quality. Risk factors need to be considered including foreign exchange fluctuations, legislative framework and after-sales servicing. Non Resident Contractors Withholding Tax may need to be deducted if an overseas contract provides services in New Zealand.

TRADE DISCOUNTS:

NMIT may enter into an agreement with a supplier under which it receives a trade discount or preferential pricing on Institute purchases. These agreements apply to Institute purchases only. Institute staff members are not entitled to, and must not request, the NMIT trade discount or preferential pricing when making personal purchases from the supplier.

STAFF DISCOUNTS:

A supplier may offer a separate discount or preferential prices to NMIT staff members on personal purchases. These personal purchases must be conducted directly between the supplier and the relevant staff member. They must not be made through the Institute's procurement processes. Suppliers will determine from the appropriate production of staff member's identification whether the discount or preferential pricing will apply.

PAYMENT METHODS

There are four acceptable methods of payment:

- Accounts Payable – staff member raises a purchase order in Unimarket, and when goods are received/services have been rendered, receives the purchase order. The invoice is sent to the Finance Team who includes it in the next payment run.
- Credit Card – procurements may be paid for using Institute credit cards, in accordance with this policy.
- Reimbursements – staff may from time to time spend their own money to pay for expenses on behalf of the Institute. This may be claimed back through the Unimarket purchase order system.
- Petty Cash – staff member raises purchase order in Unimarket to collect petty cash, and returns the invoices as proof of expense

CREDIT CARDS

- BNZ is NMIT's exclusive provider. No other provider's credit card will be approved for issue to staff members.
- Issue of new credit cards must be approved by the Chief Executive and Executive Director - Finance, Compliance and Business Intelligence.

USE OF CARDS

- Cards may only be used to pay for goods and services and for drawing cash where the expenditure is incurred on behalf of the Institute.
- Drawing cash within New Zealand is not permitted unless the cardholder is away from their 'home campus' at the time cash is required.
- Institute credit cards may not be used for personal expenditure. Persons breaching this policy may expect withdrawal of the card, disciplinary action, including dismissal, and for wilful misuse, police action. In all cases of misuse, the Institute reserves the right to recover any monies from the cardholder by appropriate legal means.
- NMIT has preferred supplier arrangements and these purchases should not be charged to an Institute credit card.
- Cardholder who leave the employment of the Institute will have their cards cancelled and must account for all outstanding expenditure incurred prior to their leaving date.

CREDIT LIMIT

- A credit limit will be set to reflect the needs of the cardholder. However, this will not exceed \$10,000 without specific approval from the Chief Executive.

DELEGATION LIMITS

The tables below outline the financial delegation limits that apply to different types of transactions. These limits do not apply to financial sub-delegations. The delegations to the Chief Executive are specified in the Delegations to the Chief Executive policy.

Delegation limits are stated in New Zealand dollars and are exclusive of GST.

Delegation limits apply to a single transaction. Expenditure must not be split into two or more purchase orders to reduce the financial delegation limit that applies.

Delegation limits apply only to the cost centres within the delegation holder's academic or business support area.

Purchase Order Approvals, Fixed Asset Disposals, and Contracts (excluding Employment Contracts & Preferred Supplier Agreements)

Limit*	Delegation Holder - Academic	Delegation Holder - Business Support
\$2,000	Curriculum Manager	Manager/Team Leader
\$5,000	Curriculum Director	Campus Manager (if applicable)
\$10,000	Executive Director	
\$20,000	Executive Director - Strategy, Enterprise & Sustainability/Executive Director - Finance, Compliance and Business Intelligence	
\$250,000 ¹	Chief Executive	
>\$250,000	Council Chair	

* Based on Lifetime financial value /market value of asset.

¹ Also applicable to monthly recurring purchase orders of up to this limit

Refer to Budgets and Forecasts Policy for monitoring of Budget vs Live Budget.

Capex Purchases

Budgeted	Chief Executive	Council
Overall Budget Approved	✓	✓
<\$250,000	✓	
>\$250,000	✓	✓
Unbudgeted	Chief Executive	Council
<\$250,000 aggregate	✓	
\$250,000 - \$500,000 aggregate	✓	Chair
>\$500,000	✓	✓

* Delegation holders may approve purchase orders for capital expenditure only if the capital expenditure has been approved during the annual budget process or approved by the relevant party outside the annual budget process.

After approval has been obtained the Purchase Order Approvals delegations above will apply.

SUB-DELEGATION LIMITS

A delegation holder may sub-delegate their authority within the following limits:

- Authority can only be given to a peer or staff member at a higher level in the organisational structure. It cannot be given to the delegation holder's direct reports or a staff member at a lower level of the organisation chart. The only exception is the Chief Executive's sub-delegations, as there is no one at the same level or above to sub-delegate to.
- Sub-delegates cannot further delegate that authority.
- All delegations and sub-delegations must be given and accepted in writing before becoming effective.

RELEVANT LEGISLATION

Procurement must comply with all relevant legislation including, but not limited to:

- Building Act 2004
- Commerce Act 1986
- Consumer Guarantees Act 1993
- Crown Entities Act 2004
- Fair Trading Act 1986
- Health and Safety in Employment Act 1992 and Association Regulations
- Local Governments Act 2002
- Official Information Act 1982
- Public Finance Act 1989
- Public Records Act 2005
- Sale of Goods Act 1908

Refer to Appendix 1 for further details

REFERENCES (INTERNAL)

- [Annual Capital Expenditure \(CAPEX\) Plan](#)
- Budgets and Forecasts Policy
- [Delegations to the Chief Executive](#)

- [Fraud Policy](#)
- [Protected Disclosures Policy](#)
- Related Parties and Conflicts of Interest
- [Sustainability Policy](#)
- [Travel Bookings, Accommodation, Allowances and Expenses Policy](#)
- [Alcohol at Functions on NMIT Campus](#)

REFERENCES (EXTERNAL)

- Controller and Auditor-General. (June 2008). *Good practice guide: Procurement guidance for public entities*.
- Controller and Auditor-General. (February 2007). *Controlling sensitive expenditure: Guidelines for public Entities*.
- Ministry of Economic Development. (August 2007). *Government procurement in New Zealand: Policy guide for purchasers*.
- Ministry of Economic Development. (March 2011). *Mastering procurement: A structured approach to strategic procurement*.

APPENDIX 1 – LEGAL ASPECTS

All NMIT staff involved in purchasing goods and services must be aware of and comply with the relevant legislative framework. This Appendix provides some brief guidance on areas of law which may affect the purchasing function. Any situation which raises doubt should result in more specialised advice being sought. There are numerous other Acts of Parliament which apply to specific goods and/or services.

Building Act 2004

The Act is designed to improve building controls and building practices in the New Zealand building industry. It is about ensuring that buildings are designed and built right the first time. The maximum penalties are \$200,000 in addition \$20,000 per day for using an unsafe building or failing to comply with any notices issued under the Act.

Commerce Act 1986

Prohibits the restriction of competition and price fixing arrangements. This Act deals with abuse of a dominant position in a market, price fixing, and refusal to supply goods, with the Act's overall objective of ensuring an open and competitive market. Breaches can result in criminal penalties of up to \$500,000 for individuals and \$5,000,000 for corporate bodies.

Consumer Guarantees Act 1993

This Act sets up a set of rules relating to the quality of goods and services for those who meet the definition of a consumer. This will depend upon the nature of the goods or services being acquired. Suppliers cannot bypass the provisions of the Act when dealing with consumers unless the goods are being supplied to a business, then a clause must be written into the contract which excludes the Act. Attempting to unlawfully bypass the Act can lead to civil claims for damages. Also a false claim that the Act does not apply is a breach of the Fair Trading Act, with resulting criminal penalties under that Act.

Fair Trading Act 1986

Prohibits misleading or deceptive conduct and the making of false claims in respect to goods or services. Breaches can result in civil claims of unlimited amounts, and criminal penalties of up to \$200,000 for individuals or \$600,000 per offence for corporate bodies (this includes the Institute).

Health and Safety in Employment Act 1992 and associated Regulations

These set out the health and safety requirements for services, designers, manufacturers and suppliers. It imposes requirements on both the supplier and consumer.

Official Information Act 1982

The objectives of the Official Information Act 1982 are:

- To increase public access to official information to enable more effective participation in the making of laws and policies, and to promote the accountability of Ministers and officials

- To give persons access to official information about them; and
- At the same time to protect the public interest and safeguard personal privacy
- The impact on the Nelson Marlborough Institute of Technology is as follows:
 - An awareness of what information (if any) has to be made available on request
 - The charges that should be levied cost per page etc. for providing the requested information
 - There is a need to keep adequate records of all orders and negotiations in a form that can be produced as required. Verbal discussions can be vital and accordingly notes should be made straight after the discussion
 - If this is further challenged the matter should be referred to the Chief Operating Officer
 - Note: All unsuccessful tenderers should be advised promptly, but beyond advising who the successful tenderer was no other information should be given out.

Privacy Act 1993

This Act requires most personal information to be kept confidential, but also requires that on request, disclosure to a person of all information about that person must be made. Breaches can lead to civil and criminal claims for which the Complaints Review Tribunal can award relief in the form of: a declaration that the privacy has been interfered with; a restraining order; or damages to a limit of \$200,000. It should also be noted that it is no defence that the breach was unintentional or was without negligence.

Every organisation is required to have a Privacy Officer to ensure compliance with the Act and any queries of this nature or requests for personal information should be referred to the Chief Executive in the first instance. The Chief Executive is the Privacy Officer for the Nelson Marlborough Institute of Technology.

Public Finance Act 1989

This Act provides the core legislative framework within which the Government can borrow money or spend public money. This framework provides for both the rights of Parliament to give informed authority for, and scrutiny of, government borrowing and activity, and the need for the Executive to have sufficient ability to effectively and responsively manage the affairs of Government.

Resource Management Act 1991

The legislation sets out how we should manage our environment. It is based on the idea of the sustainable management of our resources, and it encourages us (as communities and as individuals) to plan for the future of our environment. For more detailed information refer to:

<http://www.mfe.govt.nz/publications/rma/everyday/overview/index.html>

Breaches of the RMA can result in a maximum of two years in prison or a fine of \$300,000 plus a fine of \$10,000 per day for every day or part of day for which the offence continues.

Sale of Goods Act 1908

Applies to all sales of goods (except certain sections which do not apply where the Consumer Guarantees Act applies). The Sale of Goods Act may be contracted out of. This sets up a system of rules relating to goods, (for example, when ownership is transferred, who is responsible for the damage to goods) and generally deals with the contract for the sale of goods. It does not provide criminal penalties, but breaches can lead to the right to reject goods or civil claims for damages. Most organisations however write their own contracts to vary or exclude the Act.

There are numerous other statutes that may apply relevant to the goods or services purchased.

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

RELATED PARTIES AND CONFLICTS OF INTEREST

Section	Finance		
Approval Date	15.02.2019	Approved by	Executive Team
Next Review	11.02.2023	Responsibility	Executive Director - Finance, Compliance and Business Intelligence
Last reviewed	11.02.2019	Key Evaluation Question	6

PURPOSE

NMIT is a publicly funded organization. The purpose of this policy is to ensure that:

- NMIT staff members do not engage in activities that may result in the actual or perceived use of public funds for the private benefit of NMIT staff.
- Staff members making decisions on behalf of the Institute disclose and manage any conflict of interest they may have, and act in a manner consistent with their responsibilities to the Institute and the public.

SCOPE

This policy applies to transactions by any NMIT staff member or contractor in the course of their employment to any other NMIT staff member or related party as a private individual.

It does not apply to enrolment by NMIT staff members or related parties in educational courses offered to the public.

DEFINITIONS

Related Party	Any member of the staff member's family, or their spouse or de facto partner and their family.
Conflict of Interest	Where someone is compromised when their personal interests or obligations conflict with the responsibilities of their job or position.

POLICY

- An NMIT staff member may not, in the course of their employment, undertake work for, or supply goods or services to, another NMIT staff member (or any related party) for their private benefit, without the prior written approval of the Chief Executive.
- Any NMIT staff member who receives a request to undertake work for, or supply goods or services to, another NMIT staff member (or any related party) for their private benefit must advise the Chief Executive.

- The Chief Executive may, in exceptional circumstances and at their discretion, approve the request, provided that:
 - The work undertaken, or goods or service supplied, are provided on an arm's length basis, on terms and conditions that are no more favourable than would be offered to a member of the public; and
 - A written contract is entered into; and
 - All applicable legislative requirements are met, including health and safety requirements, and local authority regulations.
- No staff member, contractor or consultant working on behalf of NMIT is permitted to derive, directly or indirectly, any indirect or direct pecuniary interest or benefit from NMIT's purchases except for usual NMIT salary and/or payments by NMIT for services. The highest ethical standards must be observed at all times and staff should not put themselves in situations whereby it could be construed that their impartiality has been or may be compromised.
- Staff must act fairly and in the best interests of the Institute in conducting business with suppliers.
- No staff member, contractor or consultant working on behalf of NMIT is permitted to be biased or to appear to be biased because of some relationship with the entity submitting quotes, the Proposer or Tenderer.
- Staff involved in purchasing decisions that have outside interests which are in actual or apparent conflict with the interests of the Institute, or who have close family members with such interests, must withdraw from participation in purchasing decisions so affected and must declare their interests to the Chief Executive Officer.
- Business gifts, other than items of very small intrinsic value, such as business diaries or calendars, should not be accepted. Modest hospitality is an accepted part of business relationships; however, care should be taken to ensure that the acceptance of hospitality couldn't be deemed by others to have influenced a business decision. As a rule, the frequency and scale of hospitality accepted should not be significantly greater than the Institute would provide in return.
- Any attempt by a supplier to gain an unethical advantage, such as the offer of a bribe or inducement in any form should be reported to the Chief Executive.

CONFLICTS OF INTEREST

- It is important to understand that the existence of a conflict of interest does not necessarily imply wrong-doing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed.
- Staff members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognised and handled appropriately
- Conflicts of interest must be dealt with quickly and transparently, that is they must be:
 - acknowledged
 - disclosed

- put on record, where appropriate, and
 - effectively managed or avoided
- If a staff member has any doubt as to whether a conflict of interest exists, they must disclose the matter to their manager
- Disclosure of conflicts of interest may involve disclosing personal information. This information must be handled with due regard to the privacy of the individual concerned
- If a person has a conflict of interest in the matter being considered, they must not take part in any discussion or decision on the matter giving rise to the conflict unless the chair / relevant manager decides otherwise
- However, a person who has a direct or indirect financial interest in the matter being considered must not take part in any decision about the matter

IDENTIFICATION AND EFFECTIVE MANAGEMENT OF CONFLICTS OF INTEREST

- Staff members must identify and disclose any actual or potential conflict of interest that may affect, or may be seen to affect, their impartiality when acting on behalf of NMIT
- Each conflict of interest situation must be dealt with as soon as reasonably practicable after it is identified
- Conflicts of interest must be disclosed to the appropriate person in the circumstances. The appropriate person in most circumstances will be the staff member's immediate manager or team leader
- The situation must then be reviewed, managed and recorded by the relevant manager in a manner that is appropriate to the circumstances
- Managers across NMIT must help to build awareness of conflict of interest situations, and support those who report to them to comply with their obligations under this policy

REGISTER OF INTERESTS

- All conflicts of interest and relevant manager responses are to be submitted for inclusion in the relevant conflicts of interest register maintained for the Institute.
- Transactions with Key Management Personnel will be disclosed in the Institute's Annual Report.

REFERENCES

INTERNAL

[Delegations to the Chief Executive](#)

Procurement and Purchasing Policy

Budgets and Forecasts Procedure

[Employee Involvement in Consulting and Outside Business Activities](#)

[Staff Misconduct Procedure](#)



NMIT

Information Paper

Nā: Vicki Bryson, Executive Director – Finance, Compliance & Business Intelligence

Ki a: NMIT Council

Te Kaupapa: Revised financial delegation framework

Te Kaituhi: Vicki Bryson

Te rā: 15 November 2018

1. PURPOSE:

- 1.1 To provide Council with a response to the following action item from the 22 March 2018 Audit Committee meeting.

Present to full Council a framework for all delegations across the Institute.

2. BACKGROUND/INTRODUCTION:

- 2.1 In March, it was advised that financial delegations across NMIT will be reviewed, as recommended by Audit NZ. At this time, the Delegations to the Chief Executive Policy will be reviewed, with the intention of including unbudgeted opex in the policy.

3. POINTS OF INFORMATION:

- 3.1 Below is a list of policies where delegations are referred to.

Policy	Ref	Renewal date
1. Management of Debtors	A	27/05/2020
2. Budgeting and Forecasting	B	27/05/2020
3. Procurement policy	C	15/09/2020
4. <i>(Procurement procedure)</i>	C	28/01/2020
5. Purchasing and approval of payments	E	27/05/2020
6. Credit cards	C	02/09/2019
7. Responsibilities and accountabilities of the budget manager	B	27/05/2020
8. Delegations to the Chief Executive (Council Approval)	D	15/06/2018
9. Sensitive Expenditure Policy	C	As requested by auditors –still in draft

- 3.2 These policies have been reviewed and consolidated, and a framework of delegation relating to each has been included.

4. POINTS FOR DISCUSSION

- 4.1 The number of policies has been reduced as follows (reference included to show which policies have been consolidated) which are now required to go through an internal approval process in November 2018.

Policy	Ref	Renewal date
Management of Commercial Debtors	A	15/11/2020
Budgeting and Forecasts	B	15/11/2020
Procurement and purchasing policy	C	15/11/2020
Delegations to the Chief Executive (Council Approval)	D	15/11/2020
Related Parties and Conflicts of Interest	E	15/11/2020

- 4.2 The following delegation authorities have been included in the consolidated policies above

4.2.1 Bad debt write off procedures (A)

Limit	Delegation Holder
\$2,000	Finance Team Leader
\$20,000	Executive Director Finance, Compliance & Business Intelligence
Over \$20,000	Executive Director Finance, Compliance & Business Intelligence AND Chief Executive

4.2.2 Credit notes (A)

Delegation Limit	Organisational Debtors	
	Delegation Holder – Academic	Delegation Holder - Business Support
Original invoice amount	Curriculum Manager OR Finance Team Leader OR	Manager/Team Leader OR Finance Team Leader OR

	Executive Director Finance, Compliance & Business Intelligence	Executive Director Finance, Compliance & Business Intelligence
--	--	--

4.2.3 Purchase Order Approvals, Fixed Asset Disposals, and Contracts (excluding Employment Contracts & Preferred Supplier Agreements) (C)

Limit*	Delegation Holder - Academic	Delegation Holder - Business Support
\$2,000	Curriculum Manager	Manager/Team Leader
\$5,000	Curriculum Director	Campus Manager (if applicable)
\$10,000	Executive Director	
\$20,000	Executive Director Strategy, Enterprise & Sustainability/Executive Director of Finance, Compliance and Business Intelligence	
\$2,000,000	Chief Executive	

* Based on Lifetime financial value /market value of asset.

4.2.4 Capex Purchases (C)

Budgeted	Chief Executive	Council
Overall Budget Approved	✓	✓
<\$250,000	✓	
>\$250,000	✓	✓
Unbudgeted	Chief Executive	Council
<\$250,000 aggregate	✓	
\$250,000 - \$500,000 aggregate	✓	Chair
>\$750,000	✓	✓

5. RESPONSE TO MANAGEMENT REPORT

Recommendation	Current status	Priority	Management's proposed action
Delegated Authorities The Institute to consider the adoption of a delegation policy covering the general responsibilities of the authorised users and the delegation limits for staff who are given the delegated authority to approve purchaser orders, contracts, credit notes etc.	Progress is being made. The Directorate restructuring will likely result in some changes in responsibility for some policies. Management will look to incorporate OAG guidelines at that time.	Necessary	This has been incorporated into the policies above.
Review of policies and procedures (ISS.7) Policies are reviewed and updated where necessary, in a timely manner. This includes the implementation of a policy for expenditure incurred for entertainment and the provision of gifts. The policy should comply with OAG guidelines.	Progress is being made. Performance Panels started in March 2018 with policies and procedures as regular review item. The Directorate restructuring will likely result in some changes in responsibility for some policies. Management will look to incorporate OAG guidelines at that time.	Beneficial	This has been included in the Procurement and Purchasing policy.

6. FURTHER WORK PLANNED:

- 6.1 The revised policies mentioned above will go through an internal approval process, and will then be published and communicated to teams.
- 6.2 Once the above has taken place, subject of opex unbudgeted expenditure will be added to the Delegations to the Chief Executive Policy, as requested by the Audit Committee.

7. RECOMMENDATIONS:

That Council members:

- a) Receive this report for their information.



REPORT TO NMIT COUNCIL | 27 JUNE 2019

ITEM 8

POLICY REVIEWS

VICKI BRYSON: EXECUTIVE DIRECTOR FINANCE, COMPLIANCE & BUSINESS INTELLIGENCE

PURPOSE

For Council to provide input on governance policies that are up for regular review.

SUMMARY

All policies are on a regular review schedule. The policies have all been to the Audit Committee for review prior to recommendation to Council for approval.

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Identify the primary strategic objective/s that this paper relates to. Use final column to explain how this paper supports the achievement of said objective/s.

Strategic Priorities	Y / N	Comments
Standing out educationally	N	
Exceptional vocational opportunities	N	
Motivated and clever teams	N	
Active collaboration	N	
Financial fitness	Y	Robust and regularly reviewed policies are critical for a financially fit organisation.
Gearing up for the future	N	

RECOMMENDATION

That Council approves the following policies, as recommended by the Audit Committee:

- *Fraud Policy*
- *Investment Policy*
- *Common Seal*
- *Council Remuneration*
- *Delegations to the Chief Executive*

APPENDIX

- a) [Fraud Policy](#)
- b) [Investment Policy](#)
- c) [Common Seal](#)
- d) [Council Remuneration](#)
- e) [Delegations to the Chief Executive](#)

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

FRAUD [Institute, Governance and Management]

Background:

June 2019

Document reviewed by the Management Accountant (Sue Orton) and ED – Finance, Compliance and Business Improvement (Vicki Bryson) in line with the QMS review schedule.

Minor change made:

p.1

PRINCIPLES

- ~~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).~~

Deleted: AG-2016 replaced. AG ISA (NZ) 240 does not include such a prescriptive requirement.

- ~~Managers shall include fraud, risk assessment and mitigation in their risk management processes.~~

Deleted, as already in responsibilities

p.2. RESPONSIBILITIES

- **NMIT Council and management are responsible for the prevention and detection of fraud through the implementation and continued operation of adequate internal control systems.**
All Managers **must** ~~are to~~ include fraud risk assessment and mitigation in their management processes.
- **All managers must, in their areas of responsibility, undertake regular reviews and spot checks of transactions, activities or locations that are susceptible to fraud to ensure that internal controls are operating effectively.**
- 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 Audit and Risk Management Committee will identify risk areas for review in its annual workplan.**
- The Chief Executive (CE) may, in writing, delegate ~~their powers obligations~~ under this Policy to one of ~~their~~ direct reports.

REFERRAL

The CE shall refer all suspected fraud for investigation ~~if it is considered to be of a serious nature.~~

Comment: Principles section states that all cases of suspected fraud must be investigated.

~~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 Compliance and Business Intelligence and other members of the Directorate.~~

Comment: Examples not necessary, as states “any other person”.

- ~~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.

Comment: Confidentiality always required

p.2

INVESTIGATION

If it is suspected that an employee of NMIT is involved in fraud, the investigation ~~must comply with~~ **be conducted in accordance with** NMIT's *Staff Misconduct Procedure*.

p.3

REMEDIAL ACTION

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

Comment: Not required as covered by Staff Misconduct Procedure.

- ~~The Council Chair, the Chair of the Audit and Risk Management Committee, the Executive Director – Finance, Compliance and Business Intelligence, 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.~~

Comment: deleted, as covered already above

- All proven incidents of fraud ~~and the remedial action taken~~ must be recorded on the Risk Register. **Details must include** the nature of the fraud and **how it occurred**, the name and position of the person involved, ~~and for financial fraud the estimated dollar value of the fraud~~ **where financial in nature, and the remedial action taken.**

(reworded)

p. 3

RECORDING AND SECURITY OF INFORMATION

- In the case of fraud by an employee** ~~Depending on the outcome of the investigation a decision should be made whether to place information~~ **regarding the outcome of the investigation and remedial action will be placed** on the employee's HR personal file in a secured envelope.

p.4

INTERNAL

Staff Misconduct Procedure
Student Misconduct Procedure
Protected Disclosures ('Whistleblowing') Policy

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 the Council approve these changes.

Implementation date: Month/Year

Next Review: Month/Year

Quality Committee endorsement date Month/Year

<input type="checkbox"/> CHIEF EXECUTIVE	<input type="checkbox"/> EXECUTIVE DIRECTOR	<input type="checkbox"/> ACADEMIC BOARD	<input type="checkbox"/> COUNCIL
--	---	---	----------------------------------

Approval date:

Approval date:

Additional notes:

A + Q Office use only	Date		Date
		4. Working Docs – Published Docs	
1. Amendments complete	12.06.2019		

		5. Document pdf'd	
2. Final version printed & sent to CE		6. -> DeskPro (-> POLLY)	
		7. Upload QMS SharePoint -> PBI SharePoint	
3. Signed final version returned		8. Staff advised	

COVER SHEET

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

FRAUD

Section	Institute, Governance and Management		
Approval Date	27.06.2019	Approved by	Council
Next Review	12.06.2020	Responsibility	Chief Executive
Last Reviewed	12.06.2019	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.
- NMIT will seek recovery of all losses arising from fraud.
- 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, bribery, 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 also.

RESPONSIBILITY

- NMIT Council and management are responsible for the prevention and detection of fraud through the implementation and continued operation of adequate internal control systems.

- All Managers must include fraud risk assessment and mitigation in their management processes.
- All managers must, in their areas of responsibility, undertake regular reviews and spot checks of transactions, activities or locations that are susceptible to fraud to ensure that internal controls are operating effectively. 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 Audit and Risk Management Committee will identify risk areas for review in its annual workplan. The Chief Executive (CE) may, in writing, delegate their powers under this Policy to one of their direct reports.

PROCEDURES

1. REPORTING FRAUD

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

- Chief Executive
- A person who reports directly 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.
- 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.
- 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 may be referred to the police.

3. INVESTIGATION

- If it is suspected that an employee of NMIT is involved in fraud, the investigation must be conducted in accordance with NMIT's *Staff Misconduct Procedure*.
- If it is suspected that an NMIT student is involved in fraud, the investigation must be conducted in accordance with NMIT's *Student Misconduct Procedure*.
- The party instructed to carry out the investigation will agree the terms of reference with the CE prior to starting the investigation.
- 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), 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, in determining the remedial action to be taken, consult with the Chair of the Audit & Risk Management Committee and Chair of Council or the Executive Director - Finance, Compliance and Business Intelligence. The CE may also consult with any person at their discretion.
- Where an investigation identifies misconduct in relation to fraudulent activity of a current employee, NMIT's *Staff Misconduct Procedure* will be followed.
- Where an investigation identifies misconduct in relation to fraudulent activity of a current student, NMIT's *Student Misconduct Procedure* will be followed.
- The Council Chair, the Chair of the Audit and Risk Management Committee, the Executive Director - Finance, Compliance and Business Intelligence, 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 must be recorded on the Risk Register. Details must include the nature of the fraud and how it occurred, the name and position of the person involved, the estimated dollar value of the fraud where financial in nature, and the remedial action taken.
- 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.
- In the case of fraud by an employee information regarding the outcome of the investigation and remedial action will be placed 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 Policy](#)

EXTERNAL

[Protected Disclosures Act 2000](#)
[Official Information Act 1982](#)

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

INVESTMENT [Institute, Governance and Management]

Background:

June 2019

Document reviewed by the ED – Finance, Compliance and Business Improvement (Vicki Bryson) in line with the QMS review schedule.

Minor change made:

p.1

RESPONSIBILITIES

The CE is responsible for:

- i. Approving Category A investments. Approval may be sub-delegated to the Executive Director Finance, Compliance and Business Intelligence. (moved from p.2)
- ii. Recommending any Category B investments to Council.
- iii. Reporting all investments as part of the CE's report.

p. 2

POLICY

- i Up to 100% of funds may be invested in Category A. Where total invested funds exceed \$1.0m, a maximum of 60% may be invested in any one institution/associate for periods greater than 2 working days.
- ii Investments with the best possible interest rate must be chosen to maximise interest revenue, subject to the requirements of (i) above being met.

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 the Council approve these changes.

Implementation date: Month/Year

Next Review: Month/Year

Quality Committee endorsement date Month/Year

<input type="checkbox"/> CHIEF EXECUTIVE	<input type="checkbox"/> EXECUTIVE DIRECTOR	<input type="checkbox"/> ACADEMIC BOARD	<input type="checkbox"/> COUNCIL
Approval date:	Approval date:		

Additional notes:

A + Q Office use only	Date		Date
		4. Working Docs – Published Docs	
1. Amendments complete	10.06.2019		
		5. Document pdf'd	
2. Final version printed & sent to CE		6. -> DeskPro (-> POLLY)	
		7. Upload QMS SharePoint -> PBI SharePoint	
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

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

INVESTMENT

Section	Institute Governance and Management		
Approval Date	27.06.2019	Approved by	Council
Next Review	10.06.2021	Responsibility	Executive Director - Finance, Compliance and Business Improvement
Last Reviewed	10.06.2019	Key Evaluation Question	6

SCOPE

All investments of cash surplus to current operational requirements.

APPROVED FINANCIAL INSTITUTIONS

CATEGORY A

At banking institutions registered as a bank as defined by Section 2 of the Reserve Bank of New Zealand Act 1989, and their guaranteed subsidiaries or associates, and the Public Trust Office. The bank must have a credit rating of BBB or higher per the Standard and Poors rating scale.

- (i) On call
- (ii) Term deposits
- (iii) Bank bills

CATEGORY B

Government stock.

RESPONSIBILITY

The Chief Executive (CE) is responsible for:

- i. Approving Category A investments. Approval may be sub-delegated to the Executive Director Finance, Compliance and Business Intelligence.
- ii. Recommending any Category B investments to Council.
- iii. Reporting all investments as part of the CE's report.

Council is responsible for approving any Category B investments.

POLICY

The overriding criterion for investment of Institute funds shall be the security of the funds.

CATEGORY A

- i. Up to 100% of funds may be invested in Category A. Where total invested funds exceed \$1.0m, a maximum of 60% may be invested in any one institution/associate for periods greater than 2 working days.
- ii. Investments with the best possible interest rate must be chosen to maximise interest revenue, subject to the requirements of (i) above being met.

CATEGORY B

Up to 30% of funds may be invested in Category B.

REFERENCES

EXTERNAL

Reserve Bank of New Zealand Act 1989

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

COMMON SEAL [Institute, Governance and Management]

Background:

June 2019

Document reviewed by the CE (Liam Sloan) in line with the QMS review schedule.

Minor change made:

p. 1 . . . are authorised to execute and countersign . . .

Executive Director

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 the **Council** approve these changes.

Implementation date: Month/Year

Next Review: Month/Year

Quality Committee endorsement date: Month/Year

☐ CHIEF EXECUTIVE
 ☐ EXECUTIVE DIRECTOR
 ☐ ACADEMIC BOARD
 ☐ COUNCIL

Approval date: Approval date:

Additional notes:

A + Q Office use only	Date		Date
1. Amendments complete	10.06.2019	4. Working Docs – Published Docs	
2. Final version printed & sent to CE		5. Document pdf'd	
		6. -> DeskPro (-> POLLY)	
		7. Upload QMS SharePoint -> PBI SharePoint	
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

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

COMMON SEAL

Section	Institute Governance and Management		
Approval Date	27.06.2019	Approved by	Council
Next Review	10.06.2022	Responsibility	Chief Executive
Last Reviewed	10.06.2019	Key Evaluation Question	6

PURPOSE

To establish authority for use of the NMIT Common Seal.

SCOPE

The Common Seal shall be used on documents at the discretion of NMIT.

AUTHORITY

The following are authorised to execute and countersign the Common Seal:

- The Chief Executive (CE); *or*
- An Executive Director identified by the CE and lawfully acting on their behalf; *or*
- Council Chair (or Deputy in his/her absence).

The affixing of the common seal must be signed by at least two people from the list above.

The Common Seal Register must be updated each time the seal is affixed to a document. The register is held in the safe located in the NMIT Finance office.

REFERENCES

EXTERNAL

Education Act 1989 (NZ)

LEGAL

Legal Opinion:	Pitt and Moore	16 September 2016
----------------	----------------	-------------------

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

COUNCIL REMUNERATION [Institute, Governance and Management]

Background:

June 2019

Document reviewed by the CE (Liam Sloan) and Council Secretary (Judene Edgar) in line with the QMS review schedule.

Minor change made:

p. 1 Reviewed by Council ~~bi-annually~~ **biennially**, or as required.

(Meta-data checked to align with biennial review cycle)

For information:

The Minister of Education sets the maximum fee that can be paid under the Fees Framework. The maximum rates are published on the Tertiary Education Commission website: <https://www.tec.govt.nz/teo/working-with-teos/tei/governance/councils/members-payment/>

While the actual fee payable is determined by NMIT, in accordance with the Fees Framework: <https://www.tec.govt.nz/teo/working-with-teos/tei/governance/councils/members-payment/> NMIT Council is already paying at the maximum for an education institution under \$60 million revenue.

The maximum fee has not been adjusted for several years, however no further review is anticipated until the future structure of the ITP sector is known.

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 the Council approve these changes.

Implementation date: Month/Year

Next Review: Month/Year

Quality Committee endorsement date n/a

☐ CHIEF EXECUTIVE ☐ EXECUTIVE DIRECTOR ☐ ACADEMIC BOARD ☐ COUNCIL

Approval date:

Approval date:

Additional notes:

A + Q Office use only	Date		Date
		4. Working Docs – Published Docs	
1. Amendments complete	10.06.2019		
		5. Document pdf'd	
2. Final version printed & sent to CE		6. -> DeskPro (-> POLLY)	
		7. Upload QMS SharePoint -> PBI	
		SharePoint	
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

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

COUNCIL REMUNERATION

Section	Institute Governance and Management		
Approval Date	16.11.2017	Approved by	Council
Next review	16.06.2019	Responsibility	Chief Executive
This review	16.11.2017 27.06.19	Key Evaluation Question	6

RESPONSIBILITY

Reviewed by Council ~~bi-annually~~ biennially, or as required.

Administered by the People and Organisation Development office.

COUNCIL FEES

ITP Councils are subject to the Fees Framework agreed by Cabinet for statutory bodies appointed by the Crown. Under section 179 of the Education Act 1989, the Minister for Tertiary Education is able to determine the maximum fees payable to Council members. Councils are then able to determine the fees payable up to this maximum.

The payment of these fees is met within NMIT's budget.

The fees are paid on a fee basis rather than a per meeting basis.

Council members may opt out of receiving fees, or to decide to receive lower fees if they so wish.

Where Members of Council are appointed during the Council year, fees will be paid on a pro-rata basis.

NMIT Council has the discretion to determine by formal resolution appropriate fee levels up to the established maximum annual fee payable as follows:

Chair	\$29,960 honorarium annually
Deputy Chair	\$19,260 honorarium annually
Council Members	\$15,408 honorarium annually

COUNCIL FEES AS SET OUT ABOVE ARE SUBJECT TO WITHHOLDING TAX.

APPROVAL OF MINOR CHANGES TO POLICY OR PROCEDURE

DELEGATIONS TO THE CHIEF EXECUTIVE [Institute, Governance and Management]

Background:

June 2019

Document reviewed by the CE (Liam Sloan) in line with the QMS review schedule.

No changes required.

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 the Council approve these changes.

Implementation date: Month/Year

Next Review: Month/Year

Quality Committee endorsement date: Month/Year

☐

CHIEF EXECUTIVE

☐

EXECUTIVE DIRECTOR

☐

ACADEMIC
BOARD

☐

COUNCIL

Approval date:

Approval date:

Additional notes:

A + Q Office use only	Date		Date
1. Amendments complete	10.06.2019	4. Working Docs – Published Docs	
		5. Document pdf'd	
2. Final version printed & sent to CE		6. -> DeskPro (-> POLLY)	
		7. Upload QMS SharePoint -> PBI SharePoint	
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

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

DELEGATIONS TO THE CHIEF EXECUTIVE

Section	Institute Governance and Management		
Approval Date	27.06.2019	Approved by	Council
Next Review	10.06.2021	Responsibility	Chief Executive
Last review	10.06.2019	Key Evaluation Question	6

PURPOSE

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

SCOPE

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

RESPONSIBILITIES

Council shall review CE delegations annually.

CE to report to Council Chair whenever a delegation has been exercised by the CE.

The Executive Director - Finance, Compliance and Business Intelligence will provide a list detailing any expenditure over \$250,000 to the Audit Committee at each meeting.

		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 <u>approved by Council</u> 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	<p>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:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	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 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 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



NMIT

Information Paper: Item 10

Nā: Liam Sloan, Chief Executive
Ki a: NMIT Council
Te Kaupapa: Chief Executive's Report (Open)
Te Kaituhi: Liam Sloan
Te rā: 27 June 2019

1. PURPOSE:

- 1.1 To provide Council with a high level update on NMIT Chief Executive business for the period 11 May – 21 June 2019.

2. POINTS OF INFORMATION:

2.1 2019 Budget

Tertiary Insight produced an [analysis](#) of the impact the Government's 2019 budget announcements will have on tertiary education.

With no real big wins for the sector there are some opportunities with a 1.8% subsidy increase for SAC, Youth Guarantee, ACE and Gateway.

The income generated from sector clawback activity has been redistributed to fund RoVE (\$197m).

2.2 Micro-Credentials

NMIT has applied to NZQA for approval and accreditation for a micro-credential in Artificial Intelligence. This is the first application made by NMIT and the development of the course has been supported by Datacom.

2.3 Ghost-writing

The tertiary sector, predominantly Universities, have had some negative press in relation to the issue of learners paying ghost writers to write assessment submissions. This has been discussed at Academic Board and other committees including Learning and Teaching. NMIT is confident that we have checks and balances in place to support identification of offenders and have dealt with instances of academic misconduct in the past, and will continue to do so in order to protect our academic integrity.

2.4 **Team NMIT Engagement Activities**

2.4.1 **Gallup Employee Engagement Survey**

NMIT is currently conducting the Gallup Employee Engagement Survey. Gallup, an independent, research-based consulting company known for its understanding of people and their opinions, to administer an engagement survey of all Team NMIT. Gallup brings a seasoned capability to assist us in our efforts to gather and understand all of the opinions throughout our organisation. After we've received the results from Gallup, we will use them at all levels of the organisation to engage in further dialogue about our workplace and how we can take it to a higher level, for our Learners and for ourselves.

It is one of our revised KPIs to increase team engagement to a score of 3.9% over the term of the 5-year strategy.

2.4.2 **New Team Member Afternoon Tea**

On Wednesday 15 May, as part of induction and orientation, we had a new team member afternoon tea. This is an opportunity for Directors and Institute Leadership Team (ILT) members to meet our most recent arrivals, learn a little about them and their role, and welcome them to Team NMIT.

2.4.3 **Team NMIT Staff Forums**

On Thursday 6 June we had another round of staff forums where colleagues were given the opportunity to raise any questions or concerns directly with the CE. Attendance was moderate but engagement was good and all questions and responses were recorded and published on Polly for all team members to see. Forums with teams are scheduled to take place twice a semester as well forums taking place with our Marlborough based teams.

2.4.4 **Te Taihū Intergenerational Growth Strategy Workshop**

In the absence of the CE, the Executive Director – Strategy, Enterprise and Sustainability attended the Te Taihū Intergenerational Growth Strategy Workshop on 29 May and presented NMIT's new strategy and discussed what NMIT's key challenges are in relation to education in the region. There was a great response from the approx. 40 stakeholders in attendance who voiced that they are very keen to continue working with NMIT, as it was acknowledged we are a key part of the success of Te Taihū.

2.4.5 **Ningxia delegation visit**

In collaboration with MRC and MDC, NMIT hosted a Ningxia delegation at our Marlborough campus on 10 May to primarily further sister city collaborations. This occasion enabled delegates to engage in a very positive discussion regarding Viticulture and Wine education collaborations, enhancing supporting NMIT work already underway with Ningxia, followed by a tour of facilities.

2.4.6 **NZ based Chinese Agents**

A group of 6 NZ based Chinese Agents visited NMIT (both the Nelson and Marlborough campuses) to strengthen relationships and appreciation of our applied vocational education.

2.4.7 Degree Information Evening

NMIT held a degree information evening on 29 May, which was a great success with around 45-50 potential learners plus family and friends in attendance. This event provided the opportunity for parents and support people to talk to tutors to gain a better understanding about what's involved in the degree. The event was held in the Mahitahi Colab which showcased the space brilliantly.

2.4.8 China trip (20 – 23 May)

A short unplanned trip to visit HUT was very fruitful in its discussions circulating the lack of planned enrolments for Semester 2 2019. At worst we expect to recruit 8 students annually from the joint programme yet it appeared none were coming. After a meeting with the senior team to express our dissatisfaction we appear to have five interested students. I also visited Ningxia (sister City of Marlborough) to sign a formal agreement that with Ningxia University in relation to a 3+1+MAM agreement (3 year Bachelor in China, 1 year English in Nelson followed by 1 year Master in Nelson).

2.5 Wellbeing

2.5.1 The introduction of the free WorkWell Wellbeing Programme will assist NMIT to highlight and strengthen our commitment to improving, promoting and protecting the health and wellbeing of NMIT employees. The WorkWell framework will help NMIT build on existing Wellbeing activities and ensure they are economical, relevant and effective and part of a comprehensive workplace wellbeing program.

To facilitate this staff will be invited to participate in the WorkWell Staff Survey to identify staff perceptions and behaviours relating to current wellbeing at work, and to determine priority wellbeing areas where improvements can be made. This survey will commence once the Gallup Employee Engagement Survey has been finalised.

2.5.2 In response to growing concerns over learner safety and wellbeing the team are working with Learner Services to further develop the online tutor toolkit in order to increase the resource base for Mental Health and Wellbeing. This is in addition to a potential initiative similar to that of the Winter Wellness event organised by Otago University to support learners deal with winter conditions. Saniti and NMIT are looking to explore opportunities for implementing an appropriate event.

2.6 Applications and Enrolments statistics as at 10 June 2019

Domestic	Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate
2018	6,624		4,084	62%
2019	6,188	-7%	4,120	67%
International	Applications Received	Volume Percentage	Enrolment Accepted/Ready	Conversion Rate
2018	3,003		584	19%
2019	4,919	64%	596	12%

Recent press coverage has highlighted the delays in processing Visas which could potentially cost the sector circa \$33m. The biggest delay is in relation to the processing of Visas from India especially from 'high risk' areas such as Punjab. Delays to date has had little impact on NMIT and we continue to have high visa success rates in the mid 90's.

2.7 2018 SDR

Following the final release of SDR figures for 2018, it would appear that Fees Free has performed under expectations. From NMIT's point of view we over delivered in SAC Level 3 EFTS but were not funded for all of this over delivery, yet funding was clawed back for under-delivery in other areas including SAC Level 1&2, Youth Guarantee.

In 2019 we are still struggling to hit enrolment targets in relation to Youth Guarantee, MPTT and some SAC Level 3 programmes.

2.8 Media Monitoring

This report shows the overall graph with the number of stories that included NMIT, published during the period of 2 May to 9 June 2019.

<https://app.trendkite.com/report?id=8369a5b6-bf13-4bdd-a7bf-9971bb5bf56e>

3. RECOMMENDATION

That the Council receives the Chief Executive's report for their information.

Liam Sloan

21 June 2019



REPORT TO NMIT COUNCIL | 27 JUNE 2019
ITEM 11

EFTS AND FINANCIAL REPORTING AS AT 31 MAY 2019

VICKI BRYSON, DIRECTOR: FINANCE & BUSINESS IMPROVEMENT

PURPOSE

To provide Council with an EFTS and Financial update as at 31 May 2019.

CONTEXT

Council receives financial and EFTS reports at each meeting. The reports provide a dashboard and commentary analysis on budget and Mix of Provision status at NMIT.

RECOMMENDATION

That the Council receives the EFTS and Financial Updates as at 31 May 2019.

APPENDIX

- a) [EFTS Reporting 31 May 2019](#)
- b) [Financial Reporting and Analysis for Period Ending 31 May 2019](#)



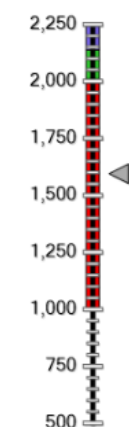
Nelson & Marlborough Institute of Technology

EFTS Reporting 31 May 2019



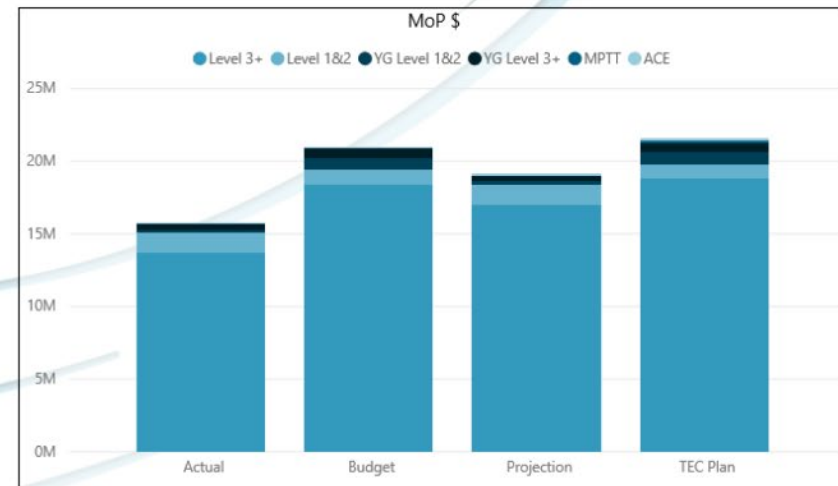
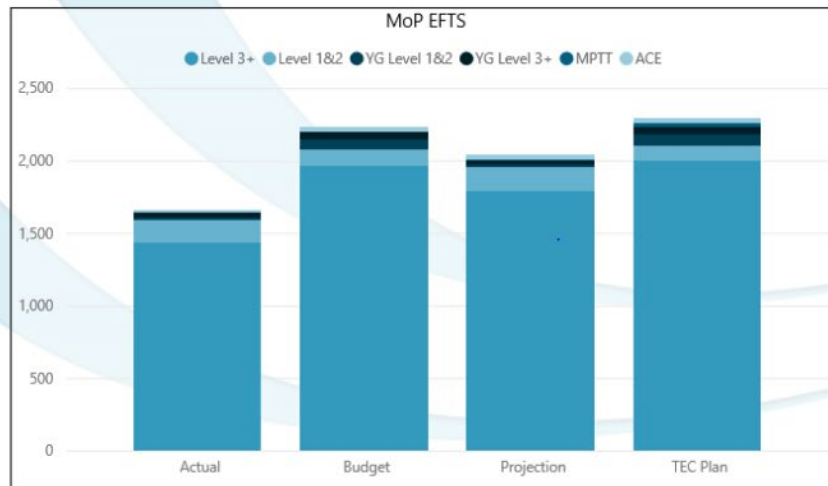
EFTS Reporting

NMIT EFTS @ 04-Jun-2019 (EA & EW Status)											
Valuetype	SAC	INT.	CHINA	ITO	YG	STAR	Other	DPP	MPTT	ACE	Total EFTS
► 2019 Actual	1,594.86	326.10	263.81	12.83	44.75	40.76	54.87	0.00	4.95	20.22	2,362.69
2019 Budget	2,082.08	439.45	272.05	16.60	115.92	51.50	55.75	0.00	0.00	35.00	3,067.73
2019 Projected	1,955.05	414.32	272.05	23.76	43.00	42.97	82.59	0.00	4.95	34.68	2,872.74
2019 Plan	2,109.16	439.45	272.05	16.60	125.51	51.50	55.75	0.00	28.90	35.00	3,133.30
% EFTS Variances											
Actual(YtD) to Budget(FY)	(487.22)	(113.35)	(8.24)	(3.77)	(71.18)	(10.74)	(0.88)	0.00	4.95	(14.78)	(705.05)
% Actual(YtD) / Budget(FY)	76.6%	74.2%	97.0%	77.3%	38.6%	79.1%	98.4%	0%	0%	57.8%	77.0%
Actual(YtD) to Projection(FY)	(360.19)	(88.22)	(8.24)	(10.93)	1.75	(2.21)	(27.72)	0.00	0.00	(14.46)	(510.05)
% Actual(YtD) / Projection(FY)	81.6%	78.7%	97.0%	54.0%	104.1%	94.9%	66.4%	0%	100.1%	58.3%	82.2%



Programme Area EFTS incl. of distributed JV progs.														
Value Type	Applied Business	Maritime	Primary Industries	Aviation	Engineering & Construction	International Curriculum Dean	Arts, Media & Digital Technologies	Social Sciences	Tertiary Pathways	Hospitality & Service Sectors	Health & Fitness	Te Toki Pakohe	Learning, Innovation & Delivery	Total
► 2019 Actual YtD	310.39	126.54	234.28	84.54	167.06	263.81	284.43	254.88	125.30	108.55	236.10	161.00	3.90	2,360.89
2019 Budget FY	417.00	209.40	299.00	118.34	261.85	272.05	432.29	311.04	171.08	151.50	270.31	149.26	4.61	3,067.73
2019 Projected FY	402.86	173.69	318.91	116.73	242.88	272.05	379.41	261.21	171.33	123.74	240.71	162.55	4.87	2,870.94
2019 Plan FY	417.00	209.40	327.90	118.34	261.85	272.05	432.29	351.42	160.73	151.50	270.31	155.90	4.61	3,133.30
% EFTS Variances														
Actual(YtD) to Budget(FY)	(106.61)	(82.76)	(64.72)	(33.80)	(94.79)	(8.24)	(147.86)	(56.17)	(45.78)	(42.95)	(34.20)	11.74	(0.71)	(705.05)
% Actual(YtD) / Budget(FY)	74.4%	60.5%	78.4%	71.4%	63.8%	97.0%	65.8%	81.9%	73.2%	71.7%	87.3%	107.9%	84.5%	77.0%
Actual(YtD) to Projection(FY)	(92.47)	(47.05)	(84.63)	(32.19)	(75.82)	(8.24)	(94.98)	(6.33)	(46.03)	(15.19)	(4.60)	(1.55)	(0.97)	
% Actual(YtD) / Projection(FY)	77.0%	72.9%	73.5%	72.4%	68.8%	97.0%	97.0%	97.6%	73.1%	87.7%	98.1%	99.0%	80.0%	82.2%

EFTS Reporting – Mix of Provision



EFTS	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Actual	1,436.52	158.34	15.15	32.12	4.95	20.22	1,667.31
Budget	1,968.15	113.93	67.67	48.25	0.00	35.00	2,233.01
Projection	1,791.84	163.22	21.00	25.50	4.95	34.68	2,041.18
TEC Plan	2,003.61	105.55	77.26	48.25	28.90	35.00	2,298.57

\$	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Actual	13,684,704	1,374,190	171,495	459,363	19,813	89,864	15,799,429
Budget	18,400,528	1,039,168	730,876	689,975	0	155,540	21,016,087
Projection	16,967,258	1,420,546	226,800	364,650	19,800	154,103	19,153,157
TEC Plan	18,805,685	954,635	834,436	689,975	115,600	155,540	21,555,871

	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Act vs. Bud	-531.63	44.41	-52.52	-16.13	4.95	-14.78	-565.70
Act vs. Bud %	73.0%	139.0%	22.4%	66.6%	Infinity	57.8%	74.7%
Act vs. Proj	-355.32	-4.87	-5.85	6.62	0.00	-14.46	-373.87
Act vs. Proj %	80.2%	97.0%	72.1%	126.0%	100.1%	58.3%	81.7%
Act vs. Pln	-567.09	52.80	-62.11	-16.13	-23.95	-14.78	-631.26
Act vs. Pln %	71.7%	150.0%	19.6%	66.6%	17.1%	57.8%	72.5%
Proj vs. Pln	-211.78	57.67	-56.26	-22.75	-23.95	-0.32	-257.39
Proj vs. Pln %	89.4%	154.6%	27.2%	52.8%	17.1%	99.1%	88.8%

	Level 3+	Level 1&2	YG Level 1&2	YG Level 3+	MPTT	ACE	Total
Act vs. Bud \$	-4,715,824	335,022	-559,381	-230,612	19,813	-65,676	-5,216,658
Act vs. Bud \$ %	74.4%	132.2%	23.5%	66.6%	Infinity	57.8%	75.2%
Act vs. Proj \$	-3,282,554	-46,356	-55,305	94,713	13	-64,239	-3,353,728
Act vs. Proj \$ %	80.7%	96.7%	75.6%	126.0%	100.1%	58.3%	82.5%
Act vs. Pln \$	-5,120,981	419,555	-662,941	-230,612	-95,787	-65,676	-5,756,442
Act vs. Pln \$ %	72.8%	143.9%	20.6%	66.6%	17.1%	57.8%	73.3%
Proj vs. Pln \$	-1,838,427	465,911	-607,636	-325,325	-95,800	-1,437	-2,402,714
Proj vs. Pln \$ %	90.2%	148.8%	27.2%	52.8%	17.1%	99.1%	88.9%

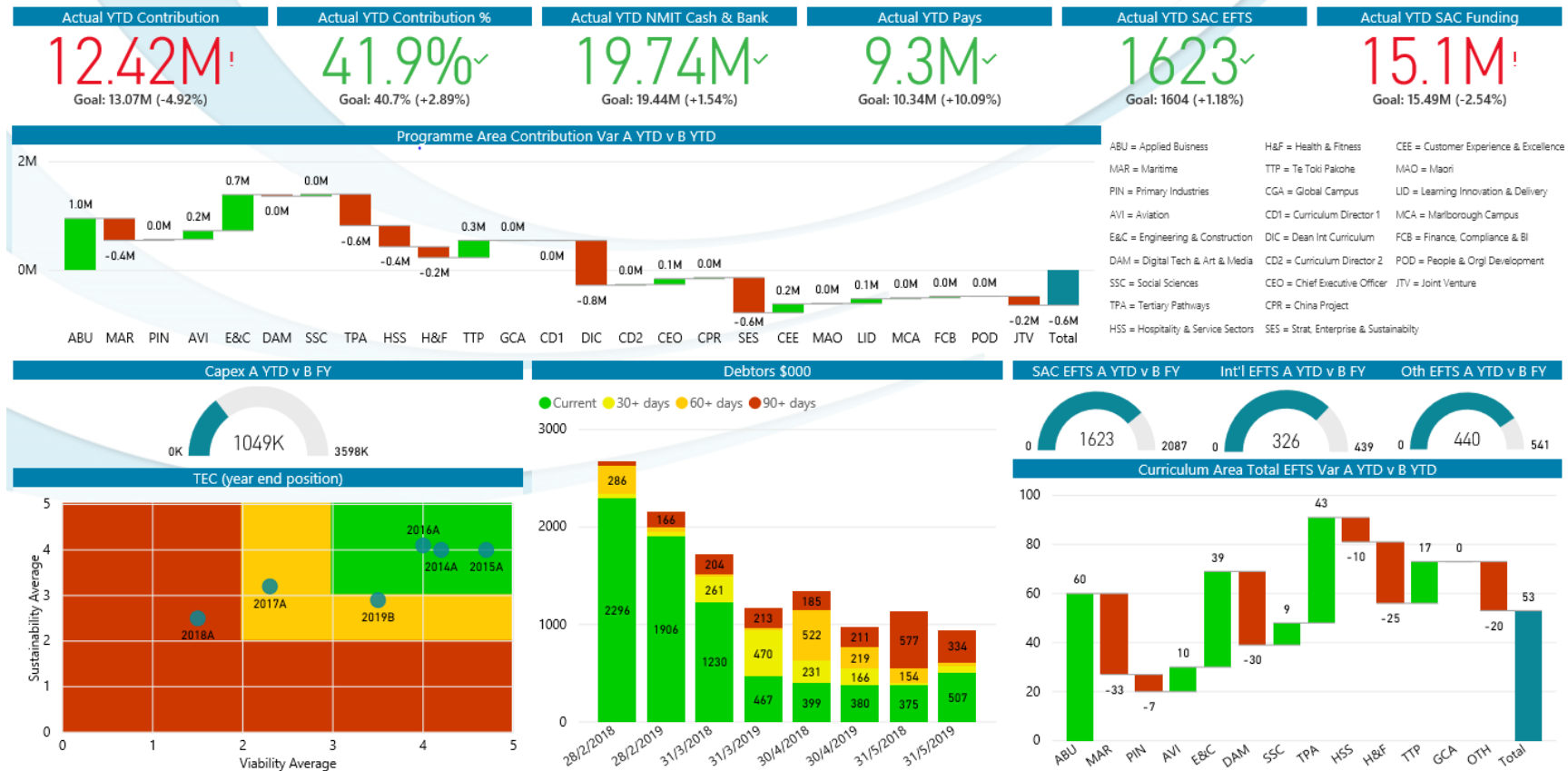


Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis For Period Ending 31 May 2019

Vicki Bryson: Executive Director of Finance, Business Intelligence and Compliance

NMIT Executive Summary





NMIT Financial Operating Statement

For the period ending 31 May 2019

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Income							
TEC Funding	15,237	15,608	(371)	(2)%	20,010	19,423	18,073
Youth Guarantee	627	1,118	(491)	(44)%	1,524	819	1,530
ITO	66	133	(67)	(50)%	185	207	225
Star & Trades Academy	355	281	74	26%	564	467	460
Student Fees - Domestic	5,805	6,703	(898)	(13)%	8,197	7,286	7,161
Student Fees - International	5,126	4,358	767	18%	6,879	7,289	8,187
Interest	251	292	(41)	(14)%	700	661	743
Other Income	2,196	3,609	(1,413)	(39)%	4,897	5,117	5,350
Total Income	29,663	32,100	(2,437)	(8)%	42,956	41,269	41,729
Expenditure							
Class Resources	840	966	126	13%	2,121	2,232	2,341
International Commissions	1,070	1,522	452	30%	2,174	1,623	1,854
Curriculum Support	11	30	19	64%	74	58	54
Information Technology	629	579	(50)	(9)%	1,363	1,185	1,192
HR & Training	233	306	73	24%	661	606	762
Marketing & Promotions	203	259	57	22%	639	562	841
Admin & Support	751	855	104	12%	1,958	2,836	2,861
Facilities	861	956	95	10%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	1,842	1,667	(175)	(11)%	4,000	4,636	4,170
JV/TANZ Costs	1,499	1,549	50	3%	2,929	1,876	1,798
Total Opex Expenses	7,939	8,689	750	9%	17,989	20,471	19,081
Academic Pay	4,855	5,554	699	13%	13,310	12,809	13,224
Support Staff Pay	4,445	4,790	345	7%	11,515	10,829	11,274
Total Staffing Costs	9,299	10,343	1,044	10%	24,825	23,638	24,498
Total Expenditure	17,238	19,032	1,794	9%	42,814	44,109	43,579
Contribution	12,425	13,068	(643)	(5)%	143	(2,841)	(1,850)
Contribution %	42%	41%			0%	(7)%	(4)%

YTD contribution \$ is unfavourable to budget, but contribution % remains on track. All income streams, except for international fees and STAR/Trades Academy, remain unfavourable to budget. While EFTS are favourable to budget overall, the mix of EFTS (and therefore fees and funding) is different from budget. YTD Opex is currently favourable to budget across all categories except for depreciation and information technology. YTD pays are favourable due to vacancies and programme changes.



Income : variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Income							
TEC Funding	15,237	15,608	(371)	(2)%	20,010	19,423	18,073
Youth Guarantee	627	1,118	(491)	(44)%	1,524	819	1,530
ITO	66	133	(67)	(50)%	185	207	225
Star & Trades Academy	355	281	74	26%	564	467	460
Student Fees - Domestic	5,805	6,703	(898)	(13)%	8,197	7,286	7,161
Student Fees - International	5,126	4,358	767	18%	6,879	7,289	8,187
Interest	251	292	(41)	(14)%	700	661	743
Other Income	2,196	3,609	(1,413)	(39)%	4,897	5,117	5,350
Total Income	29,663	32,100	(2,437)	(8)%	42,956	41,269	41,729

Income variance has improved slightly to 8% unfavourable to budget overall.

- TEC funding and domestic student fees are unfavourable to budget. TEC funded EFTS are higher than budget overall but the different mix of EFTS has resulted in lower than budgeted funding and fees.
- Youth Guarantee EFTS remain significantly lower than budget, although slightly improved compared to April YTD. The full year forecast is still only 37% of the full year budget.
- ITO fees are unfavourable to budget with timing differences in budget phasing relative to course delivery.
- Star & Trades Academy revenue is favourable to budget due to higher EFTS in trades academy courses at this stage of the year. However, this favourable variance is forecast to reduce over the year.
- International fees are favourable to budget, with YTD EFTS (excluding In China delivery) 47 ahead of budget. This is timing only and international EFTS are forecast to be below budget for the full year.
- Interest income is unfavourable to budget due to lower (and declining) interest rates.
- Other income is significantly below YTD budget. \$(0.8)m is due to a change in the allocation of revenues for In China delivery in late 2018 that has resulted in a difference in the timing of revenues between actual and budget. It is expected that this will reverse out in late 2019 when the new intakes occur. \$(0.4)m relates to the budget phasing of revenues from the Victoria Link ELTO contract which is currently under negotiation. \$(0.1)m relates to the budget phasing of revenues from the Rata Room training restaurant. This is also a timing variance that will reduce over the year.



Operating Expenditure - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Expenditure							
Class Resources	840	966	126	13%	2,121	2,232	2,341
International Commissions	1,070	1,522	452	30%	2,174	1,623	1,854
Curriculum Support	11	30	19	64%	74	58	54
Information Technology	629	579	(50)	(9)%	1,363	1,185	1,192
HR & Training	233	306	73	24%	661	606	762
Marketing & Promotions	203	259	57	22%	639	562	841
Admin & Support	751	855	104	12%	1,958	2,836	2,861
Facilities	861	956	95	10%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	1,842	1,667	(175)	(11)%	4,000	4,636	4,170
JV/TANZ Costs	1,499	1,549	50	3%	2,929	1,876	1,798
Total Opex Expenses	7,939	8,689	750	9%	17,989	20,471	19,081

Opex remains favourable to budget (9% overall), in line with unfavourable revenue variance percentage.

Significant variances include:

- ✓ Savings in Class Resources, particularly lower Course travel & accommodation costs due to lower YG EFTS (i.e. reduced travel allowance payments). Moderation costs are lower than budget but this is timing and is expected to reduce over the rest of the year.
- ✓ Savings in International Commissions, which at this stage are lower than budgeted due to higher summer school fees, and the change in China income timing as previously referred to in the income section. This variance is expected to reduce over the rest of the year.
- ✓ Curriculum Support costs are favourable to budget due to timing of research costs, but are expected to be in line with budget for the full year.
- x Unfavourable spend in Information Technology due to unbudgeted licence fees for Bachelor of Computer Generated Imagery & Diploma in Nautical Science.
- ✓ HR & Training is favourable to budget, due to savings in professional memberships and timing of staff professional development expenditure.
- ✓ Timing of Marketing & Promotions expenditure, particularly other promotional activities for international marketing and In China delivery. Full year costs are forecast to be in line with budget.



Operating Expenditure - variance explanation cont'd

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Expenditure							
Class Resources	840	966	126	13%	2,121	2,232	2,341
International Commissions	1,070	1,522	452	30%	2,174	1,623	1,854
Curriculum Support	11	30	19	64%	74	58	54
Information Technology	629	579	(50)	(9)%	1,363	1,185	1,192
HR & Training	233	306	73	24%	661	606	762
Marketing & Promotions	203	259	57	22%	639	562	841
Admin & Support	751	855	104	12%	1,958	2,836	2,861
Facilities	861	956	95	10%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	1,842	1,667	(175)	(11)%	4,000	4,636	4,170
JV/TANZ Costs	1,499	1,549	50	3%	2,929	1,876	1,798
Total Opex Expenses	7,939	8,689	750	9%	17,989	20,471	19,081

- ✓ Favourable variance in Admin & Support costs due to lower expenditure across most expenses categories (in particular consultants, photocopying/printing, bad debts, travel & accommodation – admin, and purchases admin). These are partly offset by unfavourable expenditure on SANITI SLA (contra Other revenue). Full year savings are expected in travel, legal fees and consultants.
- ✓ Savings in Facilities costs are primarily due to lower repairs and maintenance costs, which were delayed over the summer period. This variance is expected to reduce over the rest of the year, with only a small saving forecast for the full year.
- x Depreciation expense is higher than budget due to higher depreciation charges from 2018 buildings revaluation. Depreciation is forecast to be \$400k overspent for the year. The 2019 capex budget has been reduced by \$728k to help minimise the overspend.
- ✓ JV / Tanz costs are now back in line with year to date budget. Additional EFTS have been allocated to Seafood Training Services. Skills Update Training Limited are withdrawing from the joint venture contract and delivery is being transitioned back in-house.



Pays - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Academic Pay	4,855	5,554	699	13%	13,310	12,809	13,224
Support Staff Pay	4,445	4,790	345	7%	11,515	10,829	11,274
Total Staffing Costs	9,299	10,343	1,044	10%	24,825	23,638	24,498

Academic pays

- ✓ Favourable by \$0.7m, due to reduced spend on contractors and part-time staff, particularly in China, mentors for China project students, and Bachelor of Nursing (due to lower EFTS). Some academic vacancies (coordination, Programme lead specialists) are still being recruited.
- The TEU collective agreement expired on 1 March 2019.

Support staff pays

- ✓ Favourable to budget by \$0.3m, mainly in vacancies such as Business support coordinators, Totsa coordination, HR administration due to delays in recruitment.
- The TIASA collective agreement expired on 1 May 2019.

YTD pays \$1.0m favourable against budget, due to a combination of savings, and delays in recruitment.



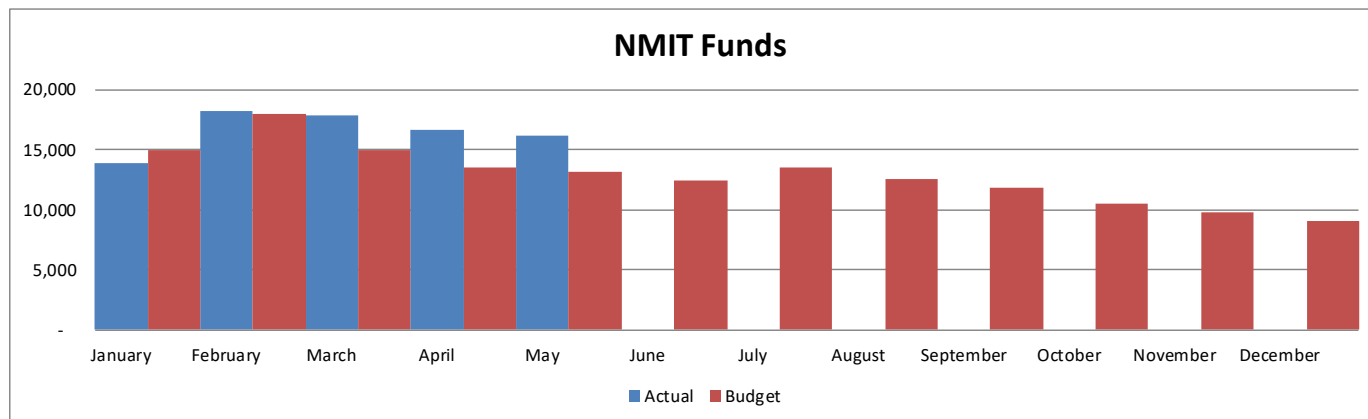
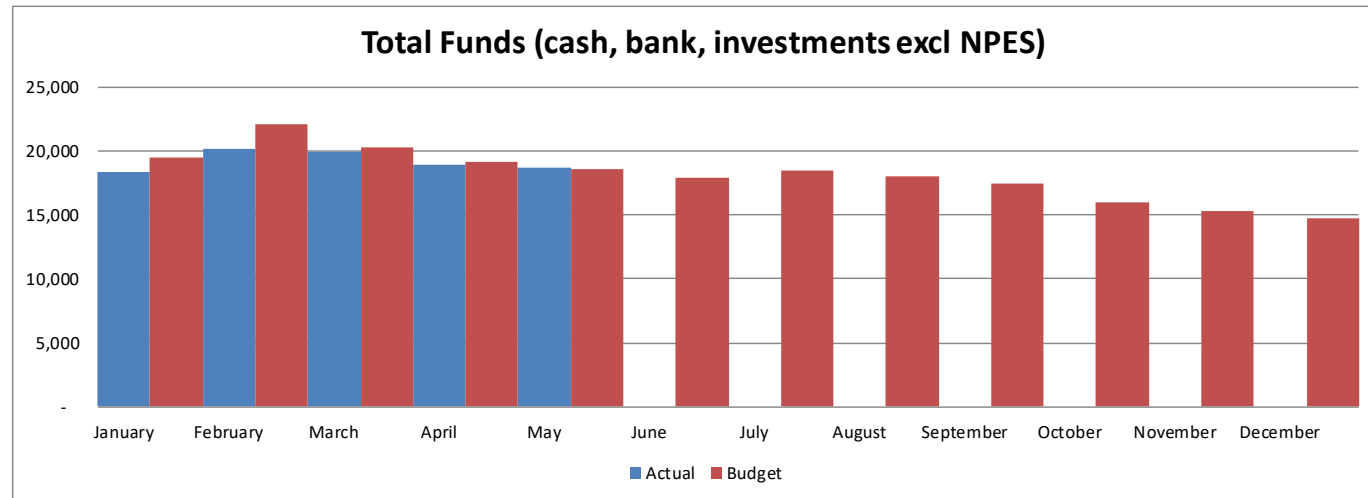
Capital Expenditure as at 31 May 2019

	2019 YTD Actual	2019 Original Budget	2018 Carry Forward	2019 Agreed Savings	2019 Revised Budget	Balance To Spend	%
Land	-	-	-	-	-	-	0%
Buildings	354	240	313	(195)	358	4	99%
Art	-	-	-	-	-	-	0%
Computers	262	1,335	164	(320)	1,178	916	22%
Programme Development	28	857	-	-	857	829	3%
Plant & Equipment	293	948	-	(199)	749	457	39%
Vehicles	100	97	-	-	97	(3)	103%
Books	26	121	-	(15)	106	81	24%
Work in progress movement	(14)	-	-	-	-	14	0%
Total	1,049	3,598	477	(729)	3,346	2,298	31%

- 31% of revised capex budget spent to date.
- Budget carried forward from 2018 is for the Trades barn upgrade \$43k, Sports Turf remediation \$270k, and storage for Bachelor of Computer Generated Imagery \$164k.
- \$729k savings are to be made from the original 2019 capex budget.
- No additional capex approvals are being granted for 2019. All capex requirements must be met from existing approved budget via substitution if required.



Cash flow Graph



NMIT funds have declined by a further \$0.5m during the month to \$16.1m, but remain well ahead of budget at \$13.2m. The higher than budgeted level of NMIT funds is due to lower than budgeted student fees in advance (which is deducted from bank & investments in arriving at the NMIT funds balance).



NMIT Financial Statement of Position

As at 31 May 2019

	Institute Actual 31st May 2019 (\$000)	Budget 31st May 2019 (\$000)	Actual 31st May 2018 (\$000)
Assets			
Current assets			
Cash and cash equivalents	1,743	19,444	2,543
Debtors and other receivables	8,636	9,890	8,863
Investments	18,000	-	17,585
Prepayments	623	463	704
Total current assets	29,002	29,797	29,695
Non-current assets			
Investments	1,160	1,081	1,081
Property, plant and equipment	91,112	85,191	86,426
Intangible assets	2,347	3,770	2,419
Total non-current assets	94,619	90,042	89,926
Total assets	123,622	119,839	119,622
Liabilities			
Current liabilities			
Creditors & other payables	3,227	3,174	3,948
Revenue received in advance	3,492	6,139	2,257
Provisions	1,614	1,564	1,396
Other financial liabilities	1,612	1,419	1,337
Total current liabilities	9,945	12,296	8,937
Non-current liabilities			
Provisions	222	192	192
Total non-current liabilities	222	192	192
Total liabilities	10,167	12,488	9,129
Net assets	113,455	107,351	110,493
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	28,110	28,711	31,853
Revaluation reserves	53,450	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	113,455	107,351	110,493

- NMIT's net assets / total equity are \$6.1m favourable to budget, largely due to the increase in value of land and buildings from the 2018 revaluation which was not included in the 2019 budget.
- Working capital remains in a strong position with a ratio of 2.9:1 versus budget of 2.4:1.



NMIT Financial Statement of Cashflows

For the period ending 31 May 2019

Institute			
Actual	Budget	Actual	
31st May 2019	31st May 2019	31st May 2018	
(\$000)	(\$000)	(\$000)	
Cash flows from operating activities			
Receipts from government grants	8,819	7,810	8,788
Receipts from tuition fees	7,650	9,929	6,404
Receipts from other income	2,598	4,990	3,371
Interest income received	244	292	323
Payments to employees	(9,462)	(10,530)	(9,759)
Payments to suppliers	(5,437)	(6,652)	(6,173)
GST (net)	164	92	(83)
Net cash flows from operating activities	4,577	5,930	2,871
Cash flows from investing activities			
Purchase of property, plant and equipment	(1,001)	(1,260)	(1,525)
Purchase of intangible assets	(46)	(265)	31
Acquisition of investments	(4,900)	-	(481)
Net cash flows from investing activities	(5,947)	(1,526)	(1,974)
Net increase/(decrease) in cash and cash equivalents	(1,370)	4,405	896
Cash and cash equivalents at beginning of year	3,113	15,040	1,647
Closing cash and cash equivalents	1,743	19,444	2,543

- Net cash flows from operating activities are \$(1.4)m unfavourable to budget overall.
- Payments to employees and suppliers are lower than budget, but this is more than offset by lower revenues received from tuition fees and other income.
- Net cash flows from investing are \$(4.4)m unfavourable. Purchase of PPE & intangibles is \$0.5m favourable due to the timing of capital expenditure purchases, but this is offset by the \$(4.9)m unfavourable variance from investment of funds in short-term deposits (unbudgeted).
- While cash and cash equivalents are \$(17.7)m unfavourable to budget, this is offset by higher than budgeted short term investments of \$18.0m.



2019 Live Budget

Category Description	Year to Date			Full Year				
	Actual	Budget	% Achieved	Actual	Budget	% Achieved	Live Budget	% Achieved
Income								
TEC Funding	15,864	16,726	<div><div></div></div>	15,864	21,535	<div><div></div></div>	19,474	<div><div></div></div>
Fees	10,930	11,061	<div><div></div></div>	10,930	15,076	<div><div></div></div>	14,069	<div><div></div></div>
Interest	251	292	<div><div></div></div>	251	700	<div><div></div></div>	600	<div><div></div></div>
Other Income	2,617	4,022	<div><div></div></div>	2,617	5,646	<div><div></div></div>	5,627	<div><div></div></div>
Total Income	29,663	32,100		29,663	42,956		39,770	
Operating Expenditure								
Class Resources	840	966	<div><div></div></div>	840	2,121	<div><div></div></div>	1,791	<div><div></div></div>
International Commissions	1,070	1,522	<div><div></div></div>	1,070	2,174	<div><div></div></div>	2,104	<div><div></div></div>
Curriculum Support	11	30	<div><div></div></div>	11	74	<div><div></div></div>	74	<div><div></div></div>
Information Technology	629	579	<div><div></div></div>	629	1,363	<div><div></div></div>	1,290	<div><div></div></div>
HR & Training	233	306	<div><div></div></div>	233	661	<div><div></div></div>	575	<div><div></div></div>
Marketing & Promotions	203	259	<div><div></div></div>	203	639	<div><div></div></div>	644	<div><div></div></div>
Admin & Support	751	855	<div><div></div></div>	751	1,958	<div><div></div></div>	1,786	<div><div></div></div>
Facilities (Site)	861	956	<div><div></div></div>	861	2,070	<div><div></div></div>	2,071	<div><div></div></div>
JV/TANZ Costs	1,499	1,549	<div><div></div></div>	1,499	2,929	<div><div></div></div>	2,561	<div><div></div></div>
Depreciation, Amortisation & Impairment	1,842	1,667	<div><div></div></div>	1,842	4,000	<div><div></div></div>	4,440	<div><div></div></div>
Total Opex	7,939	8,689		7,939	17,989		17,335	
Academic Staff Costs	4,855	5,542	<div><div></div></div>	4,855	13,310	<div><div></div></div>	12,842	<div><div></div></div>
Support Staff Costs	4,445	4,790	<div><div></div></div>	4,445	11,515	<div><div></div></div>	10,623	<div><div></div></div>
Total Staffing Costs	9,299	10,332		9,299	24,825		23,465	
Total Expenditure	17,238	19,021		17,238	42,814		40,800	
Contribution	12,425	13,079		12,425	143		(1,030)	
Contribution %	42%	41%		42%	0%		(3)%	

Year end forecast is now a \$(1.0)m deficit compared to Budget surplus of \$0.1m. This is primarily due to a reduction in TEC funding of \$(2.1)m due to lower EFTS in eCampus, Youth Guarantee and programmes such as Bachelor of Nursing. Fee income is also forecast to be below budget by \$(1.0)m, primarily in domestic SAC funded courses. The unfavourable revenue variance is partly offset by a reduction in Total Expenditure of \$2.0m (Operating Expenses down \$0.6m and Staffing Costs down \$1.4m). We are reviewing all options to increase income and EFTS such as mid year intakes, Int'l cohorts, as well as reviewing programmes with low numbers for additional savings.



Nelson & Marlborough Institute of Technology

Investments



Investments as at 31 May 2019

a) Summary		31 May 2019			30 April 2019		Change	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	6,200,000	3.269%	174.27	4,350,000	3.300%	1,850,000	(0.03)%
BNZ	AA-	200,000	3.300%	236.00	200,000	3.300%	-	0.00%
Rabobank	A	-			-		-	0.00%
SBS	BBB	11,400,000	3.385%	167.35	12,850,000	3.367%	(1,450,000)	0.02%
Westpac	AA-	200,000	3.160%	140.00	-		200,000	3.16%
Total		\$18,000,000	3.341%	172.29	\$17,400,000	3.358%	\$600,000	(0.02)%
b) Other Cash not on deposit								
		\$ 1,742,901			\$ 2,561,190		(818,289)	
c) New Deposits during Month								
		\$ 3,600,000			\$ 1,900,000		1,700,000	
d) Deposits broken in month								
		\$ -			\$ -		-	
e) Due Repayment coming month								
		\$ 3,000,000			\$ 3,000,000		-	

June 2019

SANITI REPORT FOR COUNCIL

CORNELIUS PRINSLOO, STUDENT PRESIDENT

PRESIDENTIAL BLURB

Very little from me this month except that I have just recently come back from a Neuroscience course which was incredibly useful in my day to day processes and comprehension of behavior. The course devoted a lot of time to personal growth and identifying areas needing improvement. Best Part was learning about subconscious bias in our behavior, whilst the worst part was dissection of a sheep's brains. NOT A NICE SMELL!

STRATEGIC GOAL ONE: EVENTS AND CAMPUS CULTURE

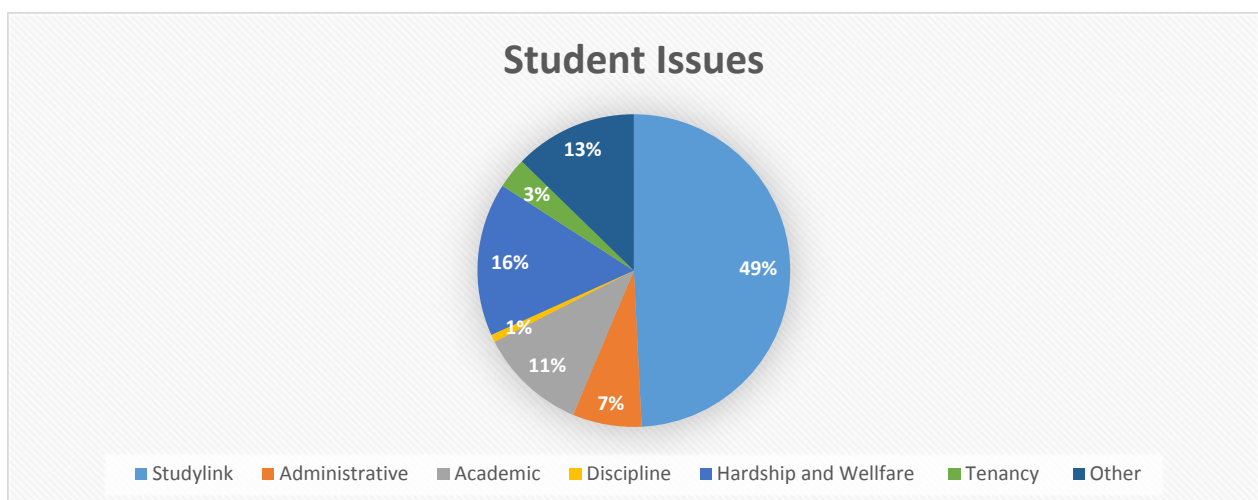
During the first term SANITI held or helped with over 30 events. In addition to some mentioned in my previous reports, we were involved with Pink Shirt Day this year for the anti-bullying campaign, which we saw a lot of engagement in. This will be a continuous endeavor as we start to focus more on mental health awareness and the events that go alongside it. We also assisted Chinese students running a dragon boat festival evening by providing their food and some support. Currently we are full steam ahead to roll out our exam study support events which run for the entire two weeks of exams and provide students hot chocolates, fruit, and snacks.

The soccer team is now underway with an expectation that Council will receive an invitation should they make it to finals!

STRATEGIC GOAL TWO: SUPPORT, ADVOCACY, EMPLOYMENT

SANITI has now employed a business student as casual engagement officer, in order to manage our obligations with regard to Program Reps. The engagement officer is handling correspondence between team NMIT and SANITI as well as recruitment of new reps. This position is being covered out of SANITI savings, and is on a trial basis to see if we can make the structure work better. NMIT has been rewriting the reps policy and SANITI has been quite active in working alongside the policy team to ensure optimum collaboration.

As far as Advocacy, term one numbers have been collated and between Jan-April 126 individual student issues were managed, a number of which have taken over 25 hours to work through. The team is doing an amazing job at getting students seen as soon as possible, with successful outcomes overall. Below is a basic breakdown of the spread of the issues.



Our employment maternity position has now been filled with the new member starting this week. During the last term 227 CV's and 117 Cover letters were worked on with students, and 12 program specific employment sessions were held servicing an additional 202 students.

STRATEGIC GOAL THREE: REPRESENTATION AND COLLABORATION

SANITI's Vice President role has now been filled by the wonderful Nik Moke who represents Maori and Queer students in her other areas of engagement. Nik joins us from the social work stream, and should prove a good balance to the difficult President.

Boards have been getting regular attendance by myself and the exec team are eager to get more involved to enable student representation NMIT wide. The curriculum directors have been a great help in making this happen and are actively working with us to ensure a wider student voice is heard.

In addition, I have been assisting the business school in some of the areas of concern raised by students, both in finding more effective means of communication and around how we can structure feedback to be more solution focused.

OTHER SANITI BUSINESS

SANITI will be focusing on its representation over the next few months to ensure incorporation of Te Reo into our everyday dealings more.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MAIN POINTS FROM THE E-MAIL MEETING HELD ON 28 FEBRUARY TO 1 MARCH 2019

PARTICIPANTS: Liam Sloan (Chair), Mark Burdass, Justin Carter, Carole Crawford, Adrienne Dawson, Karen Graham, Silvia Gassebner, Darcy Liddell, Andrew Luke, Cornelius Prinsloo, Susannah Roddick, Sue Smart

This meeting was conducted via e-mail and commenced at 9.48am 28 February 2019 and closed at 12.00pm 1 March 2019.

1. General Business

1.1 Exchange Recommendation – Champlain College

1.1.1 The Academic Board received a recommendation dated February 2019 from Will Tregidga, Head of International Development, to establish an exchange agreement with Champlain College in Vermont, United States of America.

08/19 **Resolved** that the recommendation to establish an exchange partnership with Champlain College in Vermont United States of America be approved.

CARRIED

MEETING CLOSURE – 12.00pm 1 March 2019.

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MAIN POINTS FROM THE MEETING HELD ON 13 FEBRUARY 2019 AT 3.15PM

PRESENT: Carole Crawford (Acting Chair), Mark Burdass, Adrienne Dawson, Kim Davies ((Proxy for Justin Carter) left 4.40pm), Silvia Gassebner, Darcy Liddell, Andrew Luke Susannah Roddick, Carmen Cayuelas (non-voting), Suzie Peacock (non-voting), Mary Woodward (non-voting)

APOLOGIES: Liam Sloan, Sue Smart, Justin Carter, Karen Graham, Cornelius Prinsloo

Consistency Reviews and Self-Assessment

Four Consistency Review Interim Reports had been received.

Academic Committees

Approval was received for an Academic Committee consisting of 11 Curriculum Representatives or designated delegate, two Academic Advisors, one Chair and one Secretary to be trialled from Monday 18 February 2019 until the end of 2019 when, if the trial is deemed successful, recommendation will be made to the NMIT Council to change the Academic Committee membership in the Academic Statute be approved.

2019 Schedule Performance Panels

Performance Panels have been scheduled for Tuesday afternoons. From this year SUTi, Annesbrook Leadership College and the China Project taking part in the meetings.

Review of Vocational Education (RoVE) Updates

Liam Sloan hosting a number of team member forums on Friday 15 February for Nelson staff and Monday 18 February for Marlborough staff.

Research and Ethics Committee

Review of Research and Ethics Committee in regard to function and scope

Academic Committees

After a number of late Recognition of Academic Credit (RAC) applications received for students who were scheduled to graduate at the end of 2018 proposed deadlines for RAC applications to be received by be established as part of procedure review.

Meeting closed 04.50PM

NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY ACADEMIC BOARD

MAIN POINTS FROM THE MEETING HELD ON 13 MARCH 2019 AT 3.15PM

PRESENT: Liam Sloan (Chair), Mark Burdass, Justin Carter, Adrienne Dawson, Silvia Gassebner, Karen Graham, Darcy Liddell, Andrew Luke, Cornelius Prinsloo, Susannah Roddick, Kim Davies (non-voting), Suzie Peacock (non-voting), Mary Woodward (non-voting)

APOLOGIES: Carole Crawford, Sue Smart

Self-Assessment and Consistency Reviews

85% of total due Self-Assessment Reports had been received

Four Degree SARs to still be submitted

Jackie Rees would be representing NMIT at Consistency Review meetings with TANZ eCampus graduates.

Reiteration of the importance of the Self-Assessment process as a corner stone of quality assurance to;

- Give confidence that the strategic aims of NMIT are being met
- Ensure that the established high standards are being maintained

Safety, Health and Wellbeing

Impact RoVE on Health and Safety

- Executive Team will hold staff drop-in sessions although sessions are not limited in scope to just RoVE discussion.
- Staff are encouraged to forward any feedback to the NMIT internal RoVE site and reminder that Staff are able to access the Employee Assistance Programme.

Board Members discussed the impact of RoVE on Staff and noted;

- Academic Staff are so busy teaching that they possibly have not had time to think about RoVE implications.
- The business as usual has been a strong message.
- The concern of Business Support Staff.

Sector Updates

Proposed Changes to the New Zealand Qualifications Framework presented

Cut-off dates for submitting programme approval and accreditation applications for 2020 being;

- 12 August 2019 for new degree approval and accreditation or for Type 2 changes to existing degree level programmes
- 11 October 2019 for sub-degree level programme approval and/or accreditation applications and Type 2 changes to approved programmes (Levels 1 to 6 and Level 7 Diplomas)

A rationale for the proposed programme/course changes and sign off by the particular Curriculum

Managers is now required on the 3V6 Approval Process form

Review of Vocation Education Reform – NMIT Site

Board Members encouraged to view the NMIT RoVE intranet site and noted that staff had until 20 March 2019 to take part in the online survey.

Quality Committee

Verbal Report Meeting 21 February 2019

- After discussion on the Degree Monitoring procedure a number of changes were agreed on to clarify responsibility and timeliness of procedure tasks

Academic Committees

New Recognition of Academic Credit (RAC) process working well although some initial teething problems

Implementation of a tighter timeline for receiving RAC applications for students intending to graduate at

the end of the year. noted that no guarantee will be given that late RAC applications will be completed in time for graduation.

Discussion on RAC process, especially in regard to receiving student academic information from partner institutions in a timely fashion.

Academic Committee and Quality Committee Chair

Due to resignation of HoD for Academic and Quality recommendation to be made to Board on the role of Chair for both Academic and Quality Committees as per Academic Statute the role of Chair cannot be delegated

Meeting closed 04.56PM



Level 9, 44 The Terrace
PO Box 27048
Wellington, New Zealand 6141
P +64 4 462 5200
www.tec.govt.nz

31 May 2019

Liam Sloan
Chief Executive
Nelson Marlborough Institute of Technology

By email: liam.sloan@nmit.ac.nz

Tēnā koe Liam

Reform of Vocational Education

Firstly, a huge thanks to you and your teams for meeting with and supporting our Reform of Vocational Education (RoVE) teams during the official consultation period. The opportunity for us to share the Government's Reform of Vocational Education proposals with you, your staff and students in further detail, and most importantly to hear valuable feedback, is helping us form the next steps in this programme.

The significant amount of quality feedback given to us as a result of our engagement shows how important this matter is to so many.

With nearly 3000 submissions received, we are now in the process of preparing the recommendations for the Minister of Education to take to Cabinet. During this period we are required to operate under complete confidentiality so we are unable to share any more details with the sector at this time. We are still waiting for specific dates but the recommendations are expected to be discussed with Cabinet towards the end of June and for an announcement to follow as soon afterwards as practical.

When speaking with your teams and key stakeholders you may like to reference back to the key objectives of the RoVE programme which are about repositioning the vocational education sector as an integrated system which is more attractive for learners and able to support additional investment by operating in a more efficient and effective way.

Looking forward any changes will take time to put in place and it is unlikely that any significant changes will occur before mid 2020. The current proposals are based on ensuring a greater focus can be placed on teaching and learning and new modes of delivery to better support learners. There will need to be some really great rewarding roles within the sector to achieve this.

During this challenging time a continued focus on managing your respective institutions and teams to position them to be in the best possible shape for future change should be a priority.

We want to keep you as informed as we can during this critical time so you have an understanding of the progress we are making, and any other decisions that may impact on the programme.

If you have any further questions, please don't hesitate to contact me.

Ngā mihi

A handwritten signature in dark ink, appearing to read 'Tim Fowler', with a stylized flourish at the end.

Tim Fowler
Chief Executive and RoVE Programme Sponsor

NMIT Acronyms *[Feb 2019]*

ACE	Adult and Community Education
ADP	Academic Development Proposal
AMFM	Annual Maximum Fee Movement
ALNAT	Adult Literacy and Numeracy Assessment Tool
ASM	Academic Staff Member
ATEM	Association of Tertiary Education Management Inc.
AUT	Auckland University of Technology
BAM	Bachelor of Arts and Media
BAppSocSci	Bachelor of Applied Social Science
BCOM	Bachelor of Commerce
BCT	Business & Computer Studies
BIT	Bachelor of Information Technology
BMETS	Basic Mechanical Engineering Training Skills
BN	Bachelor of Nursing
BUA	Beijing University of Agriculture
BVA	Bachelor of Visual Arts
CA and ACA	Chartered Accountant and Associate Chartered Accountant
CAA	Civil Aviation Authority
CAANZ	Chartered Accountants Association of New Zealand
CAM	Capital Asset Management
CAP	Competence Assessment (Nursing)
CAU	China Agricultural University
CC	Cross Credit
CD	Curriculum Director
CEA	Collective Employment Agreement
CM	Curriculum Manager
CoVE	Centre of Vocational Excellence
CT	Credit Transfer
CTLT	Certificate in Tertiary Learning and Teaching
CTS	Core Transferable Skills
CVP	Certificate in Vineyard Practice
DAS	Directory of Assessment Standards (NZQA)
DTLT	Diploma in Tertiary Learning and Teaching

EAP	Employee Assistance Programme
ED CEE	Executive Director – Customer Experience and Excellence
ED FCB	Executive Director – Finance, Compliance and Business Intelligence
ED LID	Executive Director – Learning Innovation and Delivery
ED M	Executive Director – Māori
ED SES	Executive Director – Strategy, Enterprise and Sustainability
EEdO	Equal Education Opportunities
EEO	Equal Employment Opportunities
EER	External Evaluation and Review
EFTS	Equivalent Full-Time Student
ELP	English Language Programme
EoI	Expression of Interest
EPI	Education Performance Indicator
ESOL	English for Speakers of Other Languages
ESP	Employment Scholarship Programme
FLIT	Flexible Learning Team
FTE	Full Time Equivalent
GC	Global Campus
GSE	Group Study Exchange
GTW	Ground Training Wing (at Woodbourne Air Force Base)
HITO	Hairdressing Industry Training Organisation
HR	Human Resources
IEA	Individual Employment Agreement
ITO	Industry Training Organisation
ITPNZ	Institutes of Technology and Polytechnics of New Zealand
ITPQ	Institutes of Technology and Polytechnics Quality
ITPs	Institutes of Technology and Polytechnics
KEQ	Key Evaluation Question
KPI	Key Performance Indicator

LLC	Library Learning Centre
LLN	Literacy, Language and Numeracy
MDC	Marlborough District Council
ML	Marlborough
MoA	Memorandum of Agreement
MoE	Ministry of Education
MoP	Mix of Provision
MoU	Memorandum of Understanding
MROQ	Mandatory Review of Qualifications
NAMS	New Zealand Asset Management Support
NCC	Nelson City Council
NCEA	National Certificate of Educational Achievement
NEET	Not in Employment, Education or Training (Youth)
NMIT	Nelson Marlborough Institute of Technology
NQF	National Qualifications Framework
NRDA	Nelson Regional Development Agency
NZDB	NZ Diploma in Business 120 credits L5 (new qualification 2017)
NZCALNE	New Zealand Certificate in Adult Literacy and Numeracy Education
NZCATT	New Zealand Certificate in Adult Tertiary Teaching
NZDip Bus	NZ Diploma in Business 240 Credits L6 (old qualification)
NZIM	New Zealand Institute of Management (Part of old NZDipBus)
NZQA	New Zealand Qualification Authority
NZQF	New Zealand Qualifications Framework
NZTE	New Zealand Trade and Enterprise
OAG	Office of the Auditor General
OCP	Organisational Counselling Programmes (Student Counselling Service)
OTEPs	Other Tertiary Education Providers
PAC	Programme Approval Committee
PASM	Principal Academic Staff Member

G:\AcadTeam\House Style\Acronyms (3 columns).docx

PEAP	Post EER Action Plan
PBRF	Performance-Based Research Fund
PLATO	Programme of Learning and Teaching Observations
POD	People and Organisation Development
PoS	Programme of Study
PTE	Private Training Establishment
QMS	Quality Management System
RAC	Recognition of Academic Credit
REANNZ	Research and Education Advanced Network New Zealand Ltd.
RFP	Request for Proposal
RNZAF	Royal New Zealand Air Force
RoVE	Review of Vocational Education
RPL	Recognition of Prior Learning
RSG	Refugee Study Grant
SAC	Student Achievement Component
SANITI	Students Association of Nelson Marlborough Institute of Technology Inc
SAR	Self-Assessment Report
SASM	Senior Academic Staff Member
SDL	Staff Digital Literacy
SDR	Single Data Return
SHW	Safety, Health and Wellbeing
SIG	Special Interest Group

SME	Subject Matter Expert
SMS	Student Management System
SSB	Standard Setting Body
SSC	State Services Commission
SSG	Special Supplementary Grants
SSP	Sub-sector Provider
STAR	Secondary Tertiary Alignment Resource
STCW	Standards of Training and Certification of Watchkeepers
STEM	Science, Technology, Engineering and Mathematics
SUTI	Skills Update Training Institute
TAMU	Tertiary Advisory Monitoring Unit
TANZ	Tertiary Accord of New Zealand
TDC	Tasman District Council
TEC	Tertiary Education Commission
TEC/Skill NZ	Training Opportunities Programmes Funded by TEC/Skill NZ
TEI	Tertiary Education Institution
TEO	Tertiary Education Organisation
TEOC	Tertiary Education Organisation Component fund
TES	Tertiary Education Strategy
TEU	Tertiary Education Union
TIASA	Tertiary Institutes Allied Staff Association

[illegible]

Frequently used

Academic Definitions

Word or phrase	Meaning	Definition
Academic Committees		<p>A standing committee of the Academic Board responsible for maintaining academic standards for designated programmes and courses.</p> <p>There are three Academic Committees:</p> <ul style="list-style-type: none"> • 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 • RECOGNITION OF ACADEMIC CREDIT
CMR (previously AMAP)	Consent and Moderation Requirements (previously Accreditation and Moderation Action Plan)	<p>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).</p> <p>Before assessing learners against unit standards NMIT has to be granted consent to assess against those standards.</p> <p>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.</p>
Credit		<p>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 ECTS.</p>
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: <ul style="list-style-type: none"> • 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	<p>New Zealand Qualifications Authority.</p> <p>Key aspects of the NZQA role are to:</p> <ul style="list-style-type: none"> • 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		<p>The Programme Regulations describe the formal rules 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.</p> <p>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.</p> <p><i>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.</i></p>
PLATO	Programme of Learning and	The Programme is an important and integral part of NMIT's Quality Assurance System.

	Teaching Observations	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.

		<p>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.</p> <p>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.</p> <p>Submitted three times a year (April, August and December).</p>
SMS	Student Management System	How NMIT manages all its student data. Currently using ebs
Student Feedback <ul style="list-style-type: none"> • First Impressions • Course / Tutor • Learner Experience • Graduate Destination 		<p>Student surveys are 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.</p> <p>It also provides evidence that improvements are actually occurring.</p> <p>First Impressions – within first 4 – 8 weeks of the programme</p> <p>Course / Tutor – scheduled, at suitable time, by Programme Area</p> <p>Learner Experience – within last 2-4 weeks of the programme</p> <p>Graduate Destination – conducted 6 months following Graduation</p>
TANZ	Tertiary Accord of New Zealand	<p>A network of ITPs - comprising:</p> <ul style="list-style-type: none"> • NorthTec • Toi Ohomai • 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