



NMIT COUNCIL MEETING OPEN AGENDA

THURSDAY, 28 MARCH 2019

Time: 9.30am – 10.30am

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 21 February 2019
4.	Action items
Safety, Health & Wellbeing	
5.	Safety, Health & Wellbeing Dashboard
Items for Approval	
6.	Review of Finance Policies
Performance Reporting	
7.	Chief Executive's Report
8.	Verbal report from Audit Committee meeting held 28 March 2019
9.	EFTS and Financial update as at 28 February 2019
For Information	
10.	Key Educational Performance Indicators
11.	SANITI Report
12.	Media Monitoring Report
13.	Inward Correspondence <ul style="list-style-type: none">a) Patricia Johnson, Office of the Auditor-General re Statement of Service Performance (14 February 2019)
14.	Glossary & frequently used academic definitions

PART II: IN COMMITTEE

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

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

- In Committee Minutes & Matters Arising
- Chief Executive's Report
- Strategic Assessment Marlborough – Option 5
- NMIT strategy storyboards (Draft)
- RoVE – what next?
- 2018 Annual Report
- Drug and Alcohol Policy
- Verbal report from Audit Committee meeting held 28 March 2019
- Legislative Compliance Report
- NMIT Risk Register
- Complaints & Misconduct Report
- Group and Service Team Reports
- Financial Delegations
- Workforce Profile
- eCampus Board Papers
- Inward Correspondence

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

*General subject
each matter to be
considered*

*Reason for passing
this resolution in
relation to each
matter*

*Grounds under section
resolution (sec 48(1) of
the Local Government
Official Information
And Meetings Act
1987)*

Sector Issues

Financial Matters

Commercial sensitivity

MEETING TIMETABLE

Time:	9.30am – 10.30am	Open Council meeting discussions
	10.30am – 12.00pm	In Committee Council discussions
	12.00pm – 12.30pm	Lunch
	12.30pm – 1.45pm	In Committee Council discussions continue
	1.45pm – 2.00pm	NPES AGM
	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 21 March 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
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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"> INNOVATE Charitable Trust: Trustee
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 21 March 2019

**UNCONFIRMED MINUTES OF NELSON MARLBOROUGH INSTITUTE OF TECHNOLOGY
COUNCIL MEETING HELD AT NMIT MARLBOROUGH CAMPUS ON 21 FEBRUARY 2019,
COMMENCING AT 10.03AM.**

PRESENT

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

IN ATTENDANCE

L Sloan (Chief Executive), E. Thompson (Observer), A Cooke (Minutes)

1. APOLOGIES

None.

D. Wehner welcomed C. Prinsloo to the NMIT Council.

2. REGISTER OF INTERESTS AND CONFLICTS OF INTERESTS

W. Greenaway advised that he's resigned from Ngati Rarua and has been appointed the Chief Executive for Tauhara Middle Lands Trust.

C. Prinsloo advised that he has a possible conflict of interest as NMIT co-funds events run by SANITI.

G. Hervey advised she is an Advisor on the Regional Growth Fund.

P. Steere noted his conflict of interest in relation to Nelson Airport.

D. Wehner advised that E. Thompson has commenced in an observer role on Council. It was noted that NMIT uses E. Thompson's services on a contract for media, public and relations services.

The Register of Interests and Conflicts of Interests register will be updated to reflect the above changes.

3. CONFIRMATION OF MINUTES OF MEETING HELD ON 15 NOVEMBER 2018

Resolved: That the Minutes of the meeting held on 15 November 2018, as circulated and read by members, be confirmed.

4. ACTION ITEMS

L. Sloan advised that NMIT's Health and Safety Advisor is working with her respective colleagues in other ITPs, with the goal to standardised lead indicators across the sector. Council noted their desire to see lead indicators reported on in the next dashboard report.

The draft Drug and Alcohol Policy is to be circulated to Council for feedback, ahead of the next meeting. It was noted that the next Safety, Health and Wellbeing Leadership Group meeting is taking place after the 28 March Council meeting, hence the early circulation of the document.

Council noted action items.

5. SAFETY, HEALTH & WELLBEING DASHBOARD

Council requested timeframes be attached to all actions, to ensure there are deadlines for the completions of actions.

L. Sloan confirmed that the reference to the review of The Safe Driving and Fleet Management Policy should read March 2019, rather than March 2018.

In regards to the machinery use risk, L. Sloan to follow-up on the delay in relation to waiting on the report from consultant for Woodbourne on exposure monitoring undertaken in Nov 2018.

Council would like to see the loop closed on all actions. For example, have the steps that have been put in place, been successful?

6. COUNCIL & AUDIT COMMITTEE WORK-PLAN FOR 2019

Council discussed the stakeholder engagement sessions, noting the need to have some flexibility based on matters that are occurring at the time.

Resolved: Council approve the Council and Audit Committee work-plan for 2019, noting the need to confirm the date for a Council strategic planning workshop.

7. COUNCIL MEMBER APPOINTMENT

Resolved; That Council approve that appointment of Cornelius Prinsloo to the NMIT Council commencing 21 February 2019 and concluding 31 December 2019.

8. CHIEF EXECUTIVE'S REPORT

L. Sloan advised that NMIT had reached a settlement with TIASA, in relation to wage negotiations.

Council received the Chief Executive's report for their information.

9. KEY EDUCATIONAL PERFORMANCE INDICATORS

L. Sloan noted that significant improvements in the indicative EPI results for 2018.

P. Steere left the meeting at 10.47am.

It was noted that NMIT has significantly diversified its international recruitment markets, however, Council queried if NMIT was spreading themselves too thin. L. Sloan advised it was part of the international marketing strategy, to become less reliant on certain markets, and it is proving to be fruitful with positive student numbers.

P. Steere re-joined the meeting at 10.50am.

Council discussed the literacy and numeracy data presented, and queried whether NMIT could do more to support students' literacy and numeracy levels. L. Sloan noted that there is always more NMIT could do, however, this would come at a cost to NMIT, as there is no funding for this.

Council formally acknowledged the great indicative EPI results and international student numbers and praised all the teams' hard work. D. Wehner to draft a communication to reiterate this message.

Council received the Key Educational Performance Indicators report as presented.

10. SANITI REPORT

C. Prinsloo advised that SANITI will be working closely with NMIT during the Review of Vocational Education consultation process.

C. Prinsloo noted there are a number of initiatives SANITI are working on in relation to connectivity for students.

SANITI are starting to see an influx in students seeking support for applying for student loans. Council requested that SANITI keep NMIT apprised of any additional resource requirements.

Council received the report.

11. INWARD CORRESPONDENCE

Council received the inward correspondence for their information.

12. MEDIA MONITORING REPORT

Council noted the media monitoring report for their information.

IN COMMITTEE

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

In Committee Minutes & Matters Arising
 Draft 2018 Annual Report
 NMIT strategy on-a-page 2019-2024
 Review of Vocational Education (RoVE)
 Chief Executive's Report
 NMIT Risk Register
 Group and Service Team Reports
 Complaints & Misconduct Report
 eCampus Board Papers
 Inward Correspondence Revised

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 11.05am

Confirmed: _____ Dated: 28 March 2019



ACTION ITEMS FROM OPEN NMIT COUNCIL MEETING – 21 FEBRUARY 2019

Chair: Daryl Wehner

ACTION ITEMS

ACTION ITEMS FROM 21 FEBRUARY 2019 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Investigate why there has been a delay in receiving the report on the exposure monitoring that was undertaken in November 2018 at Base Woodbourne.	L Sloan	28 March 2019
2.	Draft a communication to circulate to Institute Leadership Team acknowledging the positive indicative EPI results for 2018.	D Wehner	28 March 2019

ACTION ITEMS FROM 15 NOVEMBER 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Update the health and safety dashboard report to include the number of newly identified risks, and include 'lead indicator' reporting.	L Sloan	28 March 2019

ACTION ITEMS FROM 9 AUGUST 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Draft Drug and Alcohol Policy for Council approval.	L Sloan	28 March 2019

ACTION ITEMS FROM 10 MAY 2018 MEETING

	TASK	RESPONSIBLE	DEADLINE
1.	Review the draft Standing Orders to align to reflect Council's current practice.	D Wehner / J Edgar	15 August 2019



REPORT TO NMIT COUNCIL | 28 MARCH 2019

ITEM 5

SAFETY, HEALTH AND WELLBEING DASHBOARD

GRANT KERR: EXECUTIVE DIRECTOR – STRATEGY, ENTERPRISE & SUSTAINABILITY

PURPOSE

To update Council on safety, health and wellbeing status and key events for the current reporting period.

SUMMARY

Events (i.e. incidents and near misses) across NMIT are always lower through January due to the significant reduced number of staff working. Although there was an increased presence in contractors on site, there was not an increase in events. We feel the level of pre-planning and appropriate safety awareness contributed to this outcome.

The beginning of the semester sees an increase in incidents being reported, as students are learning new skills and this year has been no exception. There has been a notable increase in reporting from hospitality and service sectors with most reports for first aid injuries, minor cuts and burns. A review is planned to address this trend to ensure it does not repeat.

The safety, health and wellbeing leadership group are reviewing (22 March) the terms of reference, and structure and content of the monthly report.

ALIGNMENT TO NMIT'S PRIMARY STRATEGIC OBJECTIVES

Primary Strategic Objectives	Y / N	Comments
Build a high-performing customer-focused team	Y	The election and appointment of new H&S representatives will provide an added focus on H&S across NMIT
Deliver a personalised customer experience through the learner life cycle	N/A	
Enable learning that develops and inspires capable and connected graduates	Y	The completion of the upgrade to the sports turf (1 April 2019) will bring teams together.
Optimise our programme mix to meet work and world ready outcomes	N/A	

Grow partnerships that provide opportunities and solutions	N/A	
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RECOMMENDATION

That Council members receive this report for their information.

HEALTH AND SAFETY WORKFORCE DASHBOARD

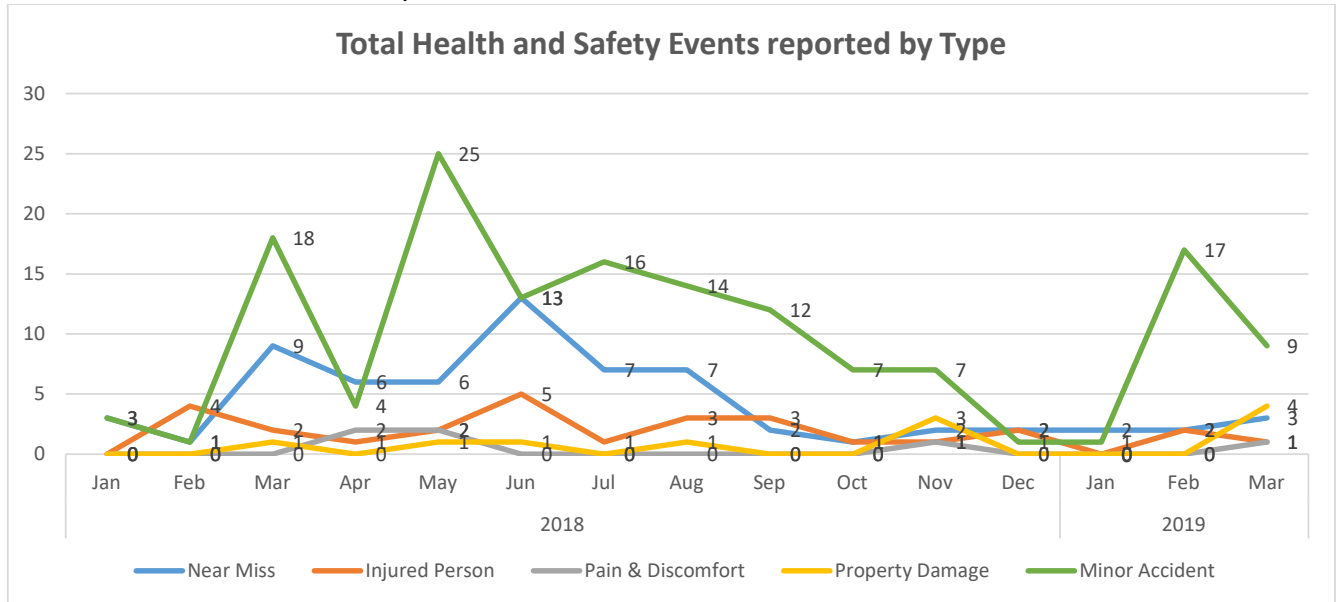
JANUARY TO FEBRUARY 2019

SUMMARY OF ALL CRITICAL RISKS

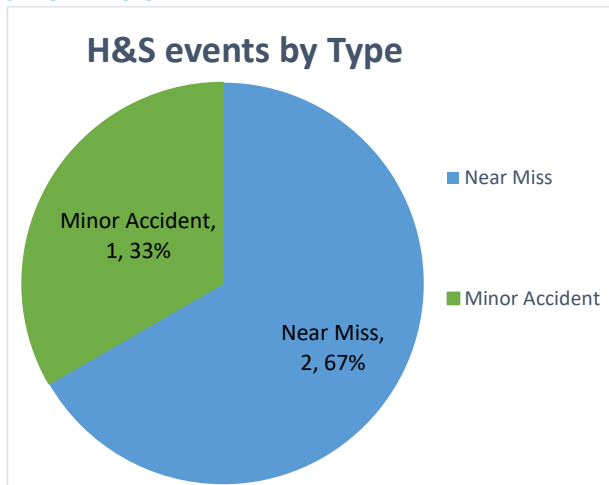
Risk	Description	Management Overview	*Level of assurance	Issues/Comments
Hazardous substance use	Use of multiple chemicals and compressed gasses for cleaning, maintenance, repair, laboratory, art, flares and contact with biohazards	Inventories reviewed annually and Safety Data Sheets (SDS) held and readily available.		Chemwatch chemical management database to be purchased and implemented by 30 June 2019.
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.		Campus Services keeping better records of damage and following up with managers of drivers if necessary. The Safe Driving and Fleet Management Policy to be reviewed by March 2019.
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.		Phase one of extraction system upgrade to Nelson Engineering workshop has been completed with the replacement of grills in the grinding bay. Workplace exposure monitoring report for Woodbourne received from consultant on 14 March 2019 is being reviewed and any recommendations to Curriculum Director in April 2019.
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.		Nelson Port notified NMIT of young people jumping into water from NMIT lifeboat secured in the enclosure at Wakefield Quay. Actions taken to make enclosure more secure include: installing flat sheetmetal on fencing over water to make it difficult to hold onto, attach sheetmetal and padlock to ladder up to lifeboat and improve warning signage. Remaining action identified to grind off lower handholds on lifeboat support structure to be completed by April 2019.
Land Adventure activities	Rock climbing, off track tramping, skiing, scrub clearing.	SOPs used and externally audited for high risk activities. Risk assessments and Intentions forms completed prior to activity. Call care used for overnight activities. Smartrak GPS satellite devices are available for emergency response for remote activities.		2019 Annual review and sign off completed for Adventure Tourism Safety Management System (SMS) and SOPs.
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.		While the Fire Ban was in place, training at the Fire Facility in Richmond was suspended until the training providers were given an exemption. During the suspension, two courses were sent to Westport to do the training.

*  High  Satisfactory  Low

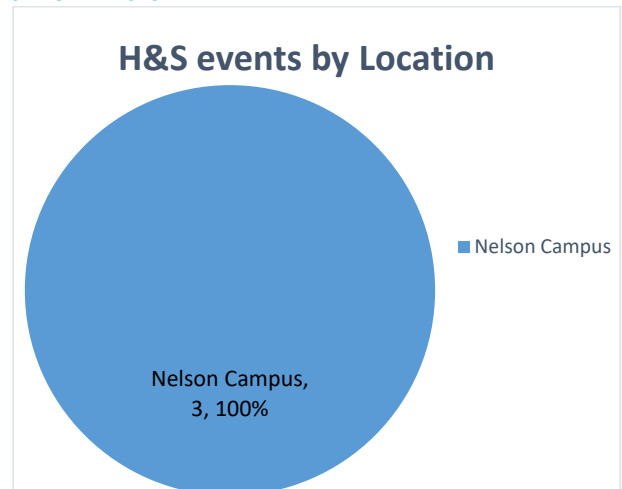
SUMMARY OF HEALTH AND SAFETY EVENTS/INCIDENTS



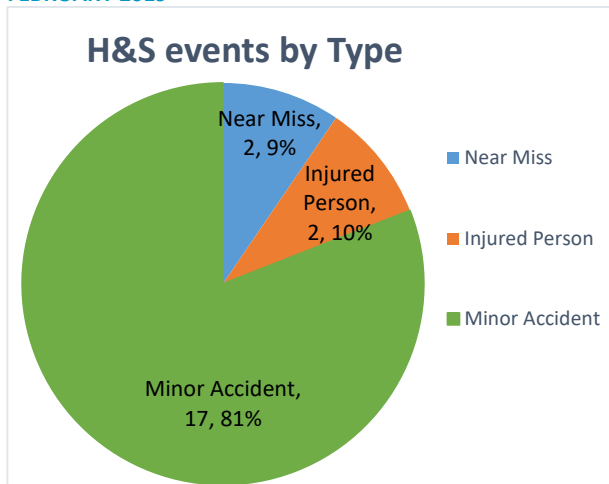
JANUARY 2019



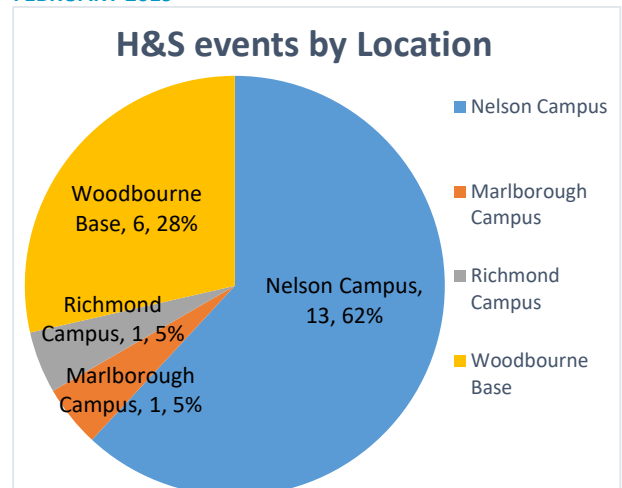
JANUARY 2019



FEBRUARY 2019






FEBRUARY 2019



Event Summary	Jan	Feb	YTD
Accident	1	19	20
Injuries	1	19	20
LTI (Medical)	0	0	0
LTI (Non Medical)	0	0	0
Non LTI (Medical)	0	2	2
Non LTI (First Aid)	1	17	18
Non LTI (Non Medical)	0	0	0
Property Damage	0	0	0
Environmental	0	0	0
Near Miss	2	2	4
Pain & Discomfort	0	0	0

Event Overview
No notifiable events reported.
No serious Near Miss events have been reported during this period.
The beginning of semester always sees an increase in incidents being reported, as students are learning new skills, and this year is no exception. There has been a noticeable increase in reporting from Hospitality and Service Sectors who have reported the most first aid injuries with minor knife cuts and minor burns.

EVENT LEARNING AND IMPROVEMENT

Summary	Findings/Action taken	Level of assurance
Team member working in Automotive workshop on Marlborough Campus, hit knee on towbar of vehicle causing bruising and swelling. Doctor prescribed pain relief and anti-inflammatories.	Main contributing factors were: <ul style="list-style-type: none"> Inattentive and rushing Recommendations: <ul style="list-style-type: none"> Take more care around vehicles 	
Team member noticed inner glass tube of tea infusion flask was cracked. When opening the lid to drain the liquid inside, the glass shattered and cut her finger quite deeply. Taken to medical centre as a precaution but stitches not required.	Main contributing factors were: <ul style="list-style-type: none"> Integrity of flask compromised by crack in inner glass tube Recommendations: <ul style="list-style-type: none"> Hazard alert on Polly to advise of dangers 	
Contractor worker sprained left wrist lifting filled bucket. Worker felt some pain at the time but continued to work. Only went to doctor as a precaution to make sure they hadn't aggravated an existing injury which she hadn't.	Main contributing factors were: <ul style="list-style-type: none"> Existing wrist injury Recommendations: <ul style="list-style-type: none"> No further action taken 	

LEADERSHIP AND ENGAGEMENT

Action	Findings/outcomes/ issues raised
H&S Committee	H&S Committee terms of reference has been updated and is currently out for consultation with existing H&S representatives and other interested people. Revised terms of reference to be approved in March and in April we will begin the recruitment process to elect new H&S representatives.
Safety Walks	Guidance notes to be developed by 31 March 2019 to provide clarification on the purpose of the Safety Walks, suggested questions to ask during the Safety Walk.

CONTRACTOR SAFETY MANAGEMENT

Type	Jan	Feb	YTD	Contractor monitoring findings
Inductions*	44	21	65	Subcontractors waiting for the main contractor to come on site were observed smoking prior to completing induction. Contractor started work on site using Elevated Work Platform (EWP) without notifying NMIT. H&S Advisor met with contractor on site and obtained copy of JSA, was satisfied with work arrangements on site and followed up with company to make sure they gave NMIT prior notice for future work.
Worker sign ins*	340	142	482	
No. of workers*	95	55	123	
No. of organisations*	30	25	39	
Permit to work issued	3	3	6	A contractor was stopped from using a ladder unsafely. Required them to use a more appropriate ladder.
Task Analysis reviewed	1	1	5	Painting contractor suggested using lighter colour in small access hallway to improve safety.

Audits and Inspections

Type	Jan	Feb	YTD
Area Inspection	0	1	1
Audit - External	0	0	0
Audit - Internal	0	0	0
Emergency Drills	0	0	0
Safety Walks	0	0	0
Total	0	0	0

Total Audits and Inspections as the same period last year (28/02/2018) was 0. The total for 2018 was 43, an increase of 14 (+48%) on the total for 2017. This increase was mainly due to efforts to get H&S Representatives to do Area Inspections.

The strategy for 2019 is to explicitly make it the responsibility of managers to ensure regular workplace inspections are done in their work area. This requirement will be included in the Manager H&S Self-Assessment tool to be implemented in April 2019.

Safety Observations

Type	Jan	Feb	YTD
Safe Practice	0	0	0
Unsafe Practice	4	3	7
Unsafe Conditions	0	0	0
Suggestion	2	1	3
Total	6	4	10



REPORT TO NMIT COUNCIL | 28 MARCH 2019
ITEM 6

REVIEW OF FINANCE POLICIES

VICKI BRYSON: EXECUTIVE DIRECTOR FINANCE, COMPLIANCE & BUSINESS INTELLIGENCE

PURPOSE

For the Council to approve the amended finance policies, with any changes, as recommended by the Audit Committee.

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 Council approves the Procurement and Purchasing Policy, and Related Parties and Conflicts of Interest Policy.

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
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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.



NMIT

Information Paper

Nā: Liam Sloan, Chief Executive
Ki a: NMIT Council
Te Kaupapa: Chief Executive's Report (Open)
Te Kaituhi: Liam Sloan
Te rā: 28 March 2019

1. PURPOSE:

- 1.1 To provide Council with a high level update on NMIT Chief Executive business for the period 16 February – 18 March 2019.

2. POINTS OF INFORMATION:

2.1 STAFF FORUMS

A range of staff forums have been held across the Nelson and Marlborough campuses in relation to RoVE, as well as the usual format of providing colleagues with an open forum to ask me anything that's front of mind. Feedback to date is that colleagues have found these sessions to be useful and informative.

2.2 DEVELOPMENT OF MASTER PLAN FOR NMIT'S MARLBOROUGH CAMPUS

A series of meetings have taken place since the last Council meeting in relation to the development of a master plan for NMIT's Marlborough campus. MDC and NZWG have been part of these conversations, as well as Jerram Tocker Barron Architects.

2.3 TEAM ENGAGEMENT DAY

On Wednesday 20 February, NMIT held their first Team Engagement Day for 2019. The focus of this day was on RoVE. I presented to the team an overview of the three proposals the Minister was undergoing consultation on, highlighted key impacts for each proposal. Colleagues were then split into a number of groups where they workshopped the following questions.

1. Overall, how are you feeling about the RoVE proposals?
2. What's your initial views (are you supportive or not) on Proposal 1, Proposal 2, Proposal 3
3. What is your feedback of the dis-establishment of ITOs and the proposals for workplace learning delivery?
4. What would you like the NZ Institute of Skills and Technology to look like?

5. What would you like the Minister to consider when determining the unified funding model e.g. what do we require funding for?
6. What support would you like to see from the Executive Team and NMIT during this time?

The collated responses for the above questions can be found on Polly.

In the afternoon, I launched NMIT's new strategy on-a-page and provided the team with an overview of each of the strategic priorities. This was well received by colleagues.

2.4 ROVE UPDATE

- ITP CEs meetings / work stream workshops taking place regularly.
- Consultation meetings – The meeting at the Nelson campus took place on 14 March and a hui in Marlborough is taking place on 25 March.
- Engagement with NCC and TDC re RoVE submissions.
- NMIT set-up a dedicated area on Polly for all things related to RoVE. Feedback from colleagues has been extremely positive, noting they feel highly informed and engaged with. To note, since the RoVE page was set-up on Polly it's had around 570 page views since the launch with the Have your say area getting nearly 800 page views (as at 13 March).

2.5 SEMESTER 1 PŌWHIRI

Two pōwhiri were held at both Nelson (25 February) and Blenheim (28 February) campus' to welcome learners to NMIT for the start of semester one 2019. Both events were supported by NMIT kaumātua, local iwi representatives, staff and SANITI to ensure an appropriate welcome to Te Whare Wānanga o Te Tau Ihu o Te Waka a Māui was provided.

Over 200 Top of the South Trades Academy students were also welcomed to the Nelson campus with a mihi whakatau on 22 February. This was part of their orientation to the respective trade groups prior to starting classes.

2.6 CHRISTCHURCH TERROR ATTACKS

In response to the attacks in Christchurch we held a morning tea for staff and students, in Nelson and Marlborough campuses, on Tuesday 19th March. Local police officers attended and Mayor Reese made a short address to the team in Nelson. Increased levels of support for learners and team members has been widely promoted across NMIT.

2.7 NELSON TASMAN FUTURE DEVELOPMENT STRATEGY

NMIT were recently invited to form part of an ongoing workshop that is looking to work with Nelson City Council in the response to increased demand for accommodation across Te Tau Ihu. The recent consultation workshop was looking for community stakeholders to identify potential plots for building purposes.

2.8 NELSON TASMAN INNOVATION NEIGHBOURHOOD

The Innovation Neighbourhood is made up of key influencers from across the City including team members from for example Datacom, Talleys, NZ King Salmon, Kono, Whakatu Inc., NMIT, NRDA, Intepeople and Pics. The purpose of the group is to work collaboratively on attracting and retaining a talented workforce across Nelson and Tasman.

Datacom kindly sponsored a workshop facilitated by Caroline Robinson of Cabal on Friday 1 March.

The workshop focused on members of the Innovation Neighbourhood articulating its sense of shared place, purpose and community.

2.9 APPLICATIONS AND ENROLMENTS TO DATE

The table below shows NMIT has seen an increase in domestic enrolments by 4%, international applications up by 75% and international enrolments are up by 62% compared to this time last year.

Domestic	Applications	Enrolments
2018	3442	2694
2019	3469 (↑0.007%)	2807 (↑4%)

International	Applications	Enrolments
2018	1741	794
2019	3044 (↑75%)	1292 (↑62%)

Liam Sloan

21 March 2019



REPORT TO NMIT COUNCIL | 28 MARCH 2019
ITEM 7

REPORT FROM AUDIT COMMITTEE

PAUL STEERE: CHAIRMAN, AUDIT COMMITTEE

PURPOSE

Paul Steere, Chair of Audit Committee, will provide Council with a verbal update from the Open Audit Committee meeting held on Thursday 28 March 2019.



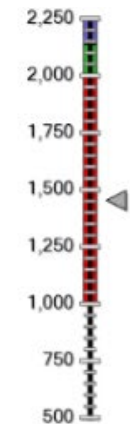
Nelson & Marlborough Institute of Technology

EFTS Reporting 28 February 2019



EFTS Reporting

NMIT EFTS @ 04-Mar-2019 (EA & EW Status)											
Valuetype	SAC	INT.	CHINA	ITO	YG	STAR	Other	DPP	MPTT	ACE	Total EFTS
2019 Actual	1,453.49	228.27	130.71	7.04	19.50	37.35	24.15	0.00	3.91	9.69	1,913.84
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	2,082.08	439.45	272.05	21.60	115.92	47.90	55.75	0.00	0.00	35.00	3,069.13
% EFTS Variances											
Actual(YtD) to Budget(FY)	(628.59)	(211.18)	(141.34)	(9.56)	(96.43)	(14.15)	(31.61)	0.00	3.91	(25.31)	(1,153.89)
% Actual(YtD) / Budget(FY)	63.8%	51.9%	48.0%	42.4%	16.8%	72.5%	43.3%	0%	0%	27.7%	62.4%
Actual(YtD) to Projection(FY)	(628.59)	(211.18)	(141.34)	(14.56)	(96.43)	(10.55)	(31.61)	0.00	3.91	(25.31)	(1,155.29)
% Actual(YtD) / Projection(FY)	63.8%	51.9%	48.0%	32.6%	16.8%	78.0%	43.3%	0%	0%	27.7%	62.4%



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 Pahohe	Learning, Innovation & Delivery	Total
▶ 2019 Actual YtD	253.04	109.26	165.32	74.01	126.24	130.71	246.09	216.34	114.57	104.17	227.44	142.87	0.79	1,910.85
2019 Budget FY	417.00	269.40	239.00	118.34	261.85	272.05	432.29	278.04	204.08	151.50	270.31	149.26	4.61	3,067.73
2019 Projected FY	417.00	269.40	239.00	118.34	263.35	272.05	432.29	278.04	200.48	151.50	270.31	149.26	4.61	3,065.63
% EFTS Variances														
Actual(YtD) to Budget(FY)	(163.96)	(160.14)	(73.68)	(44.33)	(135.61)	(141.34)	(186.20)	(61.70)	(89.52)	(47.33)	(42.87)	(6.39)	(3.82)	(1,153.89)
% Actual(YtD) / Budget(FY)	60.7%	40.6%	69.2%	62.5%	48.2%	48.0%	56.9%	77.8%	56.1%	68.8%	84.1%	95.7%	17.1%	62.4%
Actual(YtD) to Projection(FY)	(163.96)	(160.14)	(73.68)	(44.33)	(137.11)	(141.34)	(186.20)	(61.70)	(85.92)	(47.33)	(42.87)	(6.39)	(3.82)	
% Actual(YtD) / Projection(FY)	60.7%	40.6%	69.2%	62.5%	47.9%	48.0%	48.0%	77.8%	57.1%	68.8%	84.1%	95.7%	17.1%	62.4%

February data is only indicative due to the early stage in Semester One enrolments and cancellation/transfer timing of EFTS within programmes. EFTS information and forecasts are to be updated in March/April as part of live budget updates.

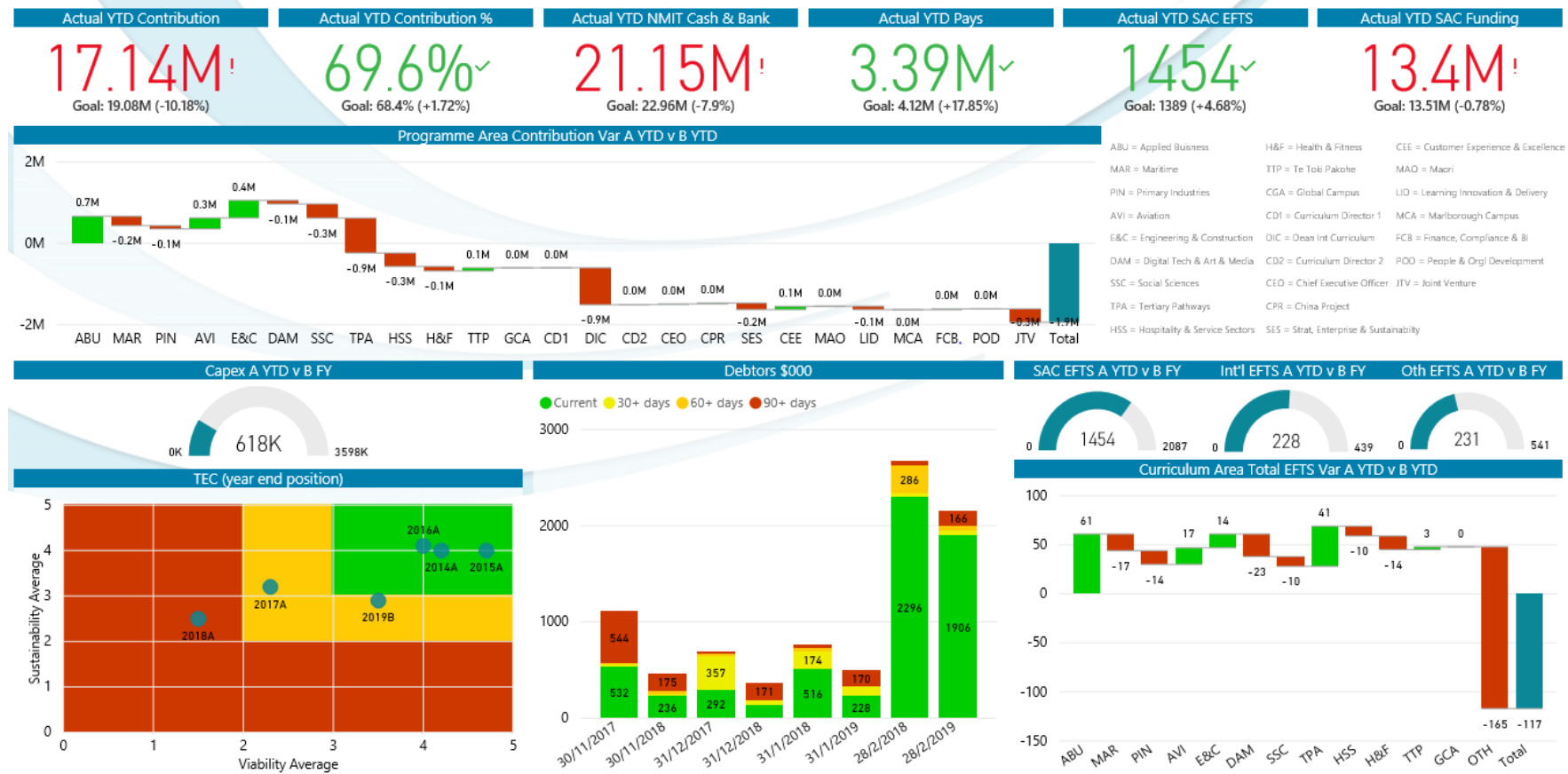


Nelson & Marlborough Institute of Technology

Financial Reporting & Analysis For Period Ending 28 February 2019

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

NMIT Executive Summary





NMIT Financial Operating Statement

For the period ending 28 February 2019

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Income							
TEC Funding	13,484	13,555	(71)	(1)%	20,010	19,437	18,073
Youth Guarantee	288	1,016	(728)	(72)%	1,524	877	1,530
ITO	-	98	(98)	(100)%	185	207	225
Star & Trades Academy	176	140	36	26%	564	467	460
Student Fees - Domestic	5,459	5,983	(524)	(9)%	8,197	7,286	7,161
Student Fees - International	3,443	3,780	(337)	(9)%	6,879	7,289	8,187
Interest	90	117	(27)	(23)%	700	661	743
Other Income	1,696	3,210	(1,513)	(47)%	4,897	5,102	5,350
Internal Catering Revenue	-	-	-	0%	-	-	-
Total Income	24,636	27,898	(3,262)	(12)%	42,956	41,326	41,729
Expenditure							
Class Resources	305	389	84	21%	2,121	2,232	2,341
International Commissions	638	1,395	757	54%	2,174	1,623	1,854
Curriculum Support	0	8	7	95%	74	58	54
Information Technology	242	243	2	1%	1,363	1,185	1,192
HR & Training	104	142	38	27%	661	606	762
Marketing & Promotions	98	86	(13)	(15)%	639	562	841
Admin & Support	418	360	(57)	(16)%	1,958	2,836	2,861
Facilities	328	478	150	31%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	763	667	(96)	(14)%	4,000	4,636	4,170
JV/TANZ Costs	1,214	927	(287)	(31)%	2,929	1,876	1,798
Internal Catering Costs	-	-	-	0%	-	-	-
Total Opex Expenses	4,111	4,695	584	12%	17,989	20,471	19,081
Academic Pay	1,663	2,234	571	26%	13,310	12,809	13,224
Support Staff Pay	1,725	1,890	165	9%	11,515	10,829	11,274
Total Staffing Costs	3,388	4,124	736	18%	24,825	23,638	24,498
Total Expenditure	7,499	8,819	1,320	15%	42,814	44,109	43,579
Contribution	17,137	19,079	(1,942)	(10)%	143	(2,783)	(1,850)
Contribution %	70%	68%			0%	-7%	-4%

YTD position is unfavourable to budget in \$, but favourable in %. Many of the income variances will be resolved during the withdrawal/transfer weeks at the start of semester, including much of the shortfall in Int'l fees and EFTS funding. Costs are in line with income at this stage, with favourable pays due to variance 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	13,484	13,555	(71)	(1)%	20,010	19,437	18,073
Youth Guarantee	288	1,016	(728)	(72)%	1,524	877	1,530
ITO	-	98	(98)	(100)%	185	207	225
Star & Trades Academy	176	140	36	26%	564	467	460
Student Fees - Domestic	5,459	5,983	(524)	(9)%	8,197	7,286	7,161
Student Fees - International	3,443	3,780	(337)	(9)%	6,879	7,289	8,187
Interest	90	117	(27)	(23)%	700	661	743
Other Income	1,696	3,210	(1,513)	(47)%	4,897	5,102	5,350
Internal Catering Revenue	-	-	-	0%	-	-	-
Total Income	24,636	27,898	(3,262)	(12)%	42,956	41,326	41,729

Income 12% unfavourable to budget, in line with opex savings over the same period.

Income is negatively impacted by some shortfalls in EFTS, particularly low YG EFTS (at all levels), and some early EFTS differences to be worked through in March, once the withdrawal /transfer period is over. The EFTS forecasts will be updated once this period is completed.

International fees are slightly unfavourable, mainly due to timing as the students enrol in specific courses which will generate fees, overall International student numbers look positive at this time.

Other income is significantly impacted by a change in China accrual timing/phasing from the 2018 year end that has resulted in a phasing difference between actual and budget. It is expected this will reverse out in future months. There is also a phasing difference between Saniti levies (which contra increased costs in opex) that will reverse over time.



Operating Expenditure - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Expenditure							
Class Resources	305	389	84	21%	2,121	2,232	2,341
International Commissions	638	1,395	757	54%	2,174	1,623	1,854
Curriculum Support	0	8	7	95%	74	58	54
Information Technology	242	243	2	1%	1,363	1,185	1,192
HR & Training	104	142	38	27%	661	606	762
Marketing & Promotions	98	86	(13)	(15)%	639	562	841
Admin & Support	418	360	(57)	(16)%	1,958	2,836	2,861
Facilities	328	478	150	31%	2,070	4,857	3,203
Interest Expense	-	-	-	0%	-	0	4
Depreciation, Amortisation & Impairment	763	667	(96)	(14)%	4,000	4,636	4,170
JV/TANZ Costs	1,214	927	(287)	(31)%	2,929	1,876	1,798
Internal Catering Costs	-	-	-	0%	-	-	-
Total Opex Expenses	4,111	4,695	584	12%	17,989	20,471	19,081

Opex 12% favourable to budget, in line with income over the same period.

Significant variances include :

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 income.

Unfavourable spend in Admin & support is due to phasing difference in Saniti levies (contra income) which will reverse through the year

Savings in Facilities costs are primarily due to lower repairs and maintenance costs, which have been delayed while the team focussed on some capex roll out (LLC, Ake Ake floor, turf) over the summer period. It is likely these costs will come back in line with budget over time.

Depreciation and impairment. This has been processed manually as year end had not been finalised so there is likely to be some change to this with March month end and disposals etc.

JV / Tanz costs – enrolments with both Annesbrook, Seafood Processing and Ecampus are higher than phased EFTS, which results in unfavourable costs at this stage. Once the EFTS forecasts have been updated it will be clearer if additional JV/EC costs are to be incurred overall for the year, or if this is timing that will reversed (depending on EFTS funding available).



Pays - variance explanation

Category Description (\$000's)	Year to Date				Full Year		
	Actual	Budget	\$ Variance	%+(-)Variance	Budget	2018	2017
Academic Pay	1,663	2,234	571	26%	13,310	12,809	13,224
Support Staff Pay	1,725	1,890	165	9%	11,515	10,829	11,274
Total Staffing Costs	3,388	4,124	736	18%	24,825	23,638	24,498

Academic pays

- ✓ Favourable by \$0.6m, due to reduced spend on contractors and part-time staff, particularly in China, Nursing due to lower EFTS. Some academic vacancies (coordination, Programme lead specialists) are still being recruited

Support staff pays

- ✓ Favourable to budget by \$0.2m, mainly in vacancies such as Business support coordinators, Totsa coordination, HR administration. Roles are being advertised.

YTD pays \$0.7m favourable against budget, due to some savings, and some gaps in recruitment



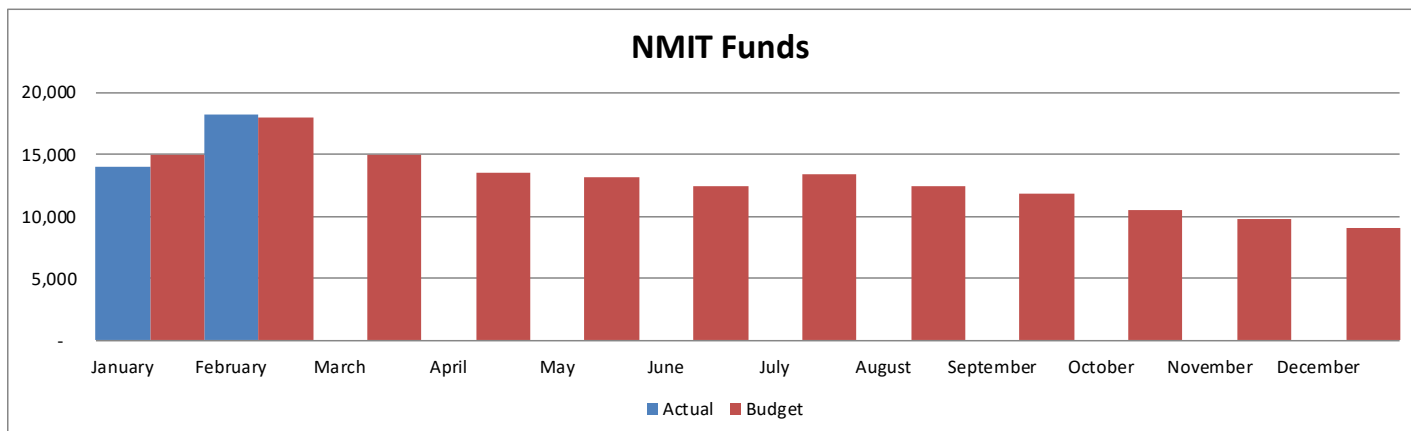
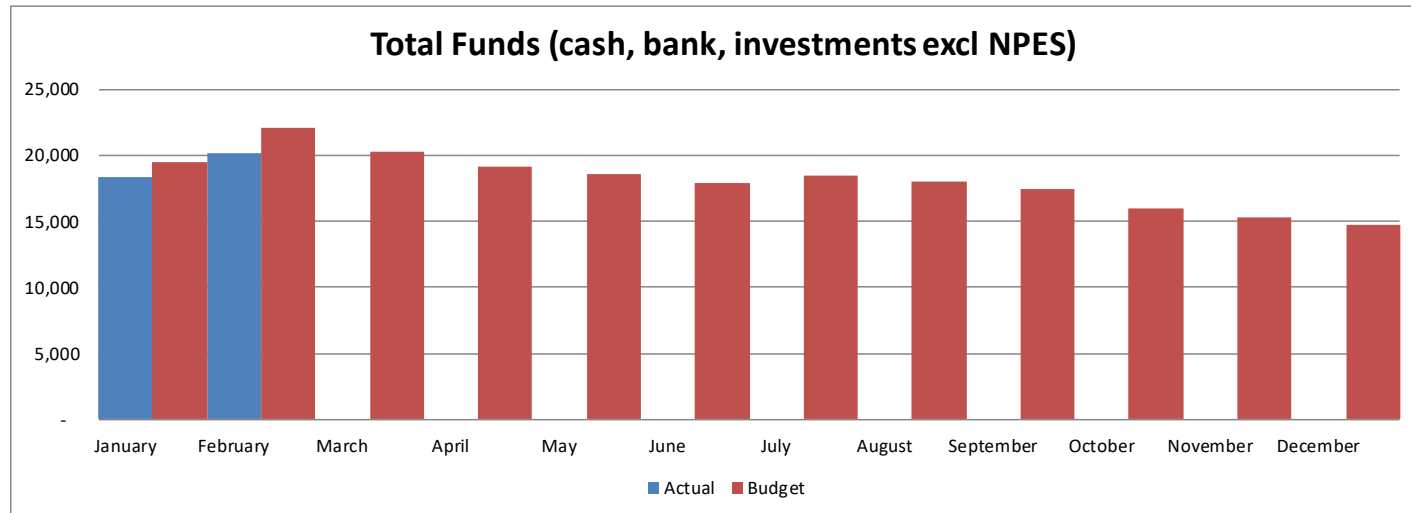
Capital Expenditure as at 28 February 2019

	2019 YTD Actual	2019 Original Budget	2018 Carry Forward	2019 Additional Approvals	2019 Revised Budget	Balance To Spend	%
Land	-	-	-	-	-	-	
Buildings	-	240	-	-	240	240	
Art	-	-	-	-	-	-	
Computers	-	1,335	-	-	1,335	1,335	
Programme Development	-	857	-	-	857	857	
Plant & Equipment	-	948	-	-	948	948	
Vehicles	-	97	-	-	97	97	
Books	6	121	-	-	121	116	
Work in progress - to allocate	612	-	-	-	-	(612)	
Total	618	3,598	-	-	3,598	2,980	17%

- 17% of total capex budget spent to date.
- 2019 Assets have not been classified yet due to 2018 year end finalisation. Manual tracking of individual asset approvals is in place. Reporting will be updated as soon as 2018 is signed off.



Cash flow Graph



NMIT funds have increased during the month and are \$0.3m ahead of budget at 28 February 2019. Lower than budgeted cash & investments are offset by lower than budgeted income in advance.



NMIT Financial Statement of Position As at 28 February 2019

	Institute Actual 28th February 2019 (\$000)	Budget 28th February 2019 (\$000)	Actual 28th February 2018 (\$000)
Assets			
Current assets			
Cash and cash equivalents	3,351	10,365	2,990
Debtors and other receivables	13,198	14,865	13,557
Investments	17,800	12,600	21,185
Prepayments	721	463	632
Total current assets	35,070	38,293	38,363
Non-current assets			
Investments	1,145	1,081	1,081
Property, plant and equipment	91,682	85,429	86,350
Intangible assets	2,457	3,648	2,370
Total non-current assets	95,283	90,158	89,801
Total assets	130,353	128,451	128,164
Liabilities			
Current liabilities			
Creditors & other payables	3,718	3,337	3,471
Revenue received in advance	4,040	6,139	5,079
Provisions	1,981	1,982	1,989
Other financial liabilities	2,168	3,451	2,100
Total current liabilities	11,908	14,909	12,639
Non-current liabilities			
Provisions	222	192	192
Total non-current liabilities	222	192	192
Total liabilities	12,129	15,101	12,831
Net assets	118,224	113,351	115,333
Equity			
Capital introduced	29,039	29,039	29,039
Accumulated funds	32,879	34,711	36,694
Revaluation reserves	53,450	46,745	46,745
Capital reserves	2,855	2,855	2,855
Total equity	118,224	113,351	115,333

- Current assets are \$(3.2)m unfavourable due to combination of lower than budgeted debtors & receivables and lower than budgeted cash & investments (lower receipts from other income).
- Current liabilities are \$3.0m favourable overall with lower than budgeted revenue in advance \$2.1m and other financial liabilities (GST payable) \$1.3m.
- Non-current assets are \$5.1m favourable to budget due the unbudgeted revaluation of land & buildings.



NMIT Financial Statement of Cashflows

For the period ending 28 February 2019

	Institute Actual 28th February 2019 (\$000)	Budget 28th February 2019 (\$000)	Actual 28th February 2018 (\$000)
Cash flows from operating activities			
Receipts from government grants	4,206	1,942	4,706
Receipts from tuition fees	4,469	7,582	4,240
Receipts from other income	1,609	4,256	2,035
Interest income received	114	117	142
Payments to employees	(3,183)	(3,905)	(3,114)
Payments to suppliers	(2,339)	(3,541)	(2,891)
GST (net)	680	2,124	550
Net cash flows from operating activities	5,556	8,574	5,668
Cash flows from investing activities			
Purchase of property, plant and equipment	(618)	(436)	(231)
Purchase of intangible assets	-	(212)	(13)
Acquisition of investments	(3,700)	-	(4,081)
Net cash flows from investing activities	(4,318)	(648)	(4,325)
Net increase/(decrease) in cash and cash equivalents	1,238	7,925	1,343
Cash and cash equivalents at beginning of year	2,113	2,440	1,647
Closing cash and cash equivalents	3,351	10,365	2,990

- Net cash flows from operating activities are \$(3.0)m unfavourable to budget overall.
- Higher than budgeted receipts from government grants \$2.3m, and lower than budgeted payments to supplier & employees \$1.9m are more than offset by lower than budgeted receipts from tuition fees \$(3.1)m and other income \$(2.6)m and net GST \$(1.4)m.
- Net cash flows from investing are \$(3.7)m unfavourable to budget due to investment of funds in short-term deposits.



Live budget update will be added after March month end, once the enrolment/withdrawal window has ended and the live budgets have been reviewed with the budget managers.



Nelson & Marlborough Institute of Technology

Investments



Investments as at 28 February 2019

a) Summary		<u>28 February 2019</u>			<u>31 January 2019</u>		<u>Change</u>	
Bank	Rating	Amount	Average Rate	Average Term	Amount	Average Rate	Value	Average Rate
ANZ	AA-	6,550,000	3.362%	149.14	6,750,000	3.405%	(200,000)	(0.04)%
BNZ	AA-	-	0.000%	0.00	1,800,000	1.960%	(1,800,000)	(1.96)%
SBS	BBB	11,250,000	3.351%	150.81	8,750,000	3.426%	2,500,000	(0.07)%
Total		\$17,800,000	3.355%	150.23	\$17,300,000	3.265%	\$500,000	0.09%
b) Other Cash not on deposit								
		\$ 3,350,758			\$ 4,205,090		(854,332)	
c) New Deposits during Month								
		\$ 5,400,000			\$ 7,350,000		(1,950,000)	
d) Deposits broken in month								
		\$ -			\$ -		-	
e) Due Repayment coming month								
		\$ 3,100,000			\$ 4,900,000		(1,800,000)	



REPORT TO NMIT COUNCIL | 28 MARCH 2019
ITEM 10

KEY EDUCATIONAL PERFORMANCE INDICATORS

CAROLE CRAWFORD: EXECUTIVE DIRECTOR – LEARNING INNOVATION AND DELIVERY

PURPOSE

To provide an update on the progress against Key Educational Performance Indicators (KEPIs) including other Educational Performance Indicators (EPIs) and for Council to provide feedback on appropriateness and suitability of topics covered in relation to suitability for future reporting.

SUMMARY

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

TOP LEVEL COMMENTARY

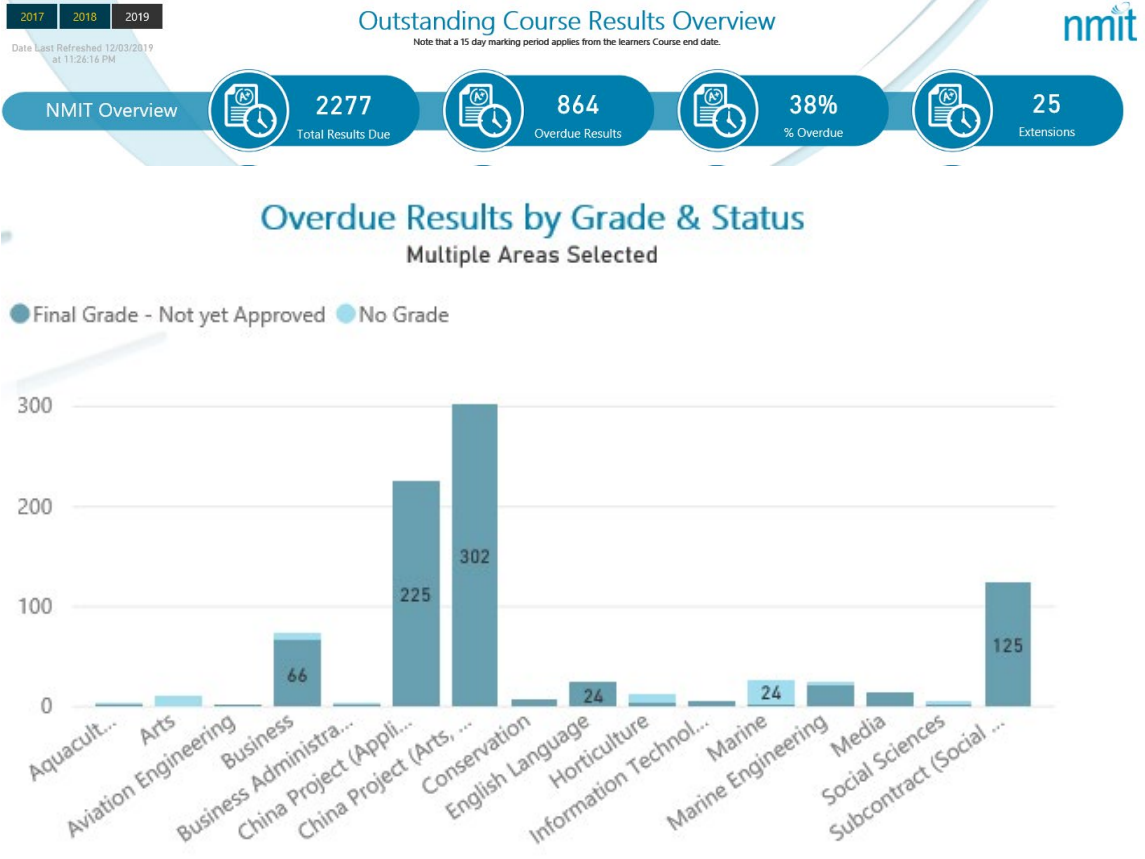
- Eight engaging Performance Panels have occurred so far this year, of which three were Business Support Teams.
- Performance Panels are alerting the need for assurances in respect of international RPL and RAC transfers are accurate and timely.
- 2019 application and enrolment trends show we are currently trending well and slightly above 2018 as at 13 March 2019.
- 2019 EPIs of limited meaning at this time.


RECOMMENDATION

That Council receives the Key Educational Performance Indicators report.

TOPIC	STATUS REPORT	COMMENTARY
Literacy and Numeracy Assessments	<div><div>2019 – this report</div><div><div><div>Show Slicers</div><div>Details Page</div></div><div><div><div>Literacy and Numeracy Assessment Overview - 2019</div><div>Percentage of Learners tested and Percentage of Learners who have achieved threshold ?</div><div><div><div>All Learners</div><div>92%</div><div>Tested Reading</div><div>39%</div><div>Achieved Reading</div><div>88%</div><div>Tested Numeracy</div><div>30%</div><div>Achieved Numeracy</div></div><div><div>Levels 1 - 2 Required</div><div>82%</div><div>Tested Reading</div><div>12%</div><div>Achieved Reading</div><div>88%</div><div>Tested Numeracy</div><div>18%</div><div>Achieved Numeracy</div></div><div><div>Level 3 Recommended</div><div>98%</div><div>Tested Reading</div><div>59%</div><div>Achieved Reading</div><div>94%</div><div>Tested Numeracy</div><div>47%</div><div>Achieved Numeracy</div></div><div><div>Levels 4 - 5 Optional</div><div>93%</div><div>Tested Reading</div><div>39%</div><div>Achieved Reading</div><div>81%</div><div>Tested Numeracy</div><div>22%</div><div>Achieved Numeracy</div></div></div></div></div><div><div>Previous report</div><div><div><div>Show Slicers</div><div>Details Page</div></div><div><div><div>Literacy and Numeracy Assessment Overview - 2019</div><div>Percentage of Learners tested and Percentage of Learners who have achieved threshold ?</div><div><div><div>All Learners</div><div>81%</div><div>Tested Reading</div><div>19%</div><div>Achieved Reading</div><div>80%</div><div>Tested Numeracy</div><div>12%</div><div>Achieved Numeracy</div></div></div></div></div></div></div></div></div>	<ul style="list-style-type: none">Strong uptake on required assessments.Pleasing to see that curriculum teams delivering above the <i>required</i> tertiary Levels 1 and 2 see the value of these assessments.High level of assessment so far and this is early days.Improvement from last report:92% tested for literacy compared to 81%.Levels 3, 4 and 5 higher assessment and achievement rates confirming value of doing at these levels.

<u>TOPIC</u>	<u>STATUS REPORT</u>	<u>COMMENTARY</u>
<p>'At Risk' Learners</p>	<p>At risk learners will again be monitored by delivery teams and at Performance Panels.</p> <p>'At Risk' learners are those identified as: requiring additional learning support, not meeting requirements of the course/programme including failure to progress, consecutive non-attendance, individual health situations, personal issues and behavioural concerns.</p> <p>All at risk learners are supported, monitored and managed appropriately.</p>	<ul style="list-style-type: none"> ▪ Some 30 learners are identified as at risk, all are being supported and monitored. ▪ Eight Performance Panels have occurred in 2019 to date. ▪ There has been noticeable improved engagement from wider team members in the preparation for the performance panels. ▪ Growth in the confidence of Curriculum Directors and Curriculum Managers taking ownership is positive. ▪ The recently launched new Pastoral Care Module in EBS On-track has been well received with initial feedback extremely positive. Support and training is available for teams.

TOPIC	STATUS REPORT	COMMENTARY																																																			
Outstanding Course Results	<p>2019</p>  <p>Outstanding Course Results Overview Note that a 15 day marking period applies from the learners Course end date.</p> <p>2017 2018 2019 Date Last Refreshed 12/03/2019 at 11:26:16 PM</p> <p>NMIT Overview</p> <p>2277 Total Results Due</p> <p>864 Overdue Results</p> <p>38% % Overdue</p> <p>25 Extensions</p> <p>Overdue Results by Grade & Status Multiple Areas Selected</p> <p>● Final Grade - Not yet Approved ● No Grade</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Final Grade - Not yet Approved</th> <th>No Grade</th> </tr> </thead> <tbody> <tr> <td>Aquacult...</td> <td>0</td> <td>0</td> </tr> <tr> <td>Arts</td> <td>0</td> <td>0</td> </tr> <tr> <td>Aviation Engineering</td> <td>0</td> <td>0</td> </tr> <tr> <td>Business</td> <td>66</td> <td>0</td> </tr> <tr> <td>Business Administra...</td> <td>0</td> <td>0</td> </tr> <tr> <td>China Project (Appli...</td> <td>225</td> <td>0</td> </tr> <tr> <td>China Project (Arts, ...</td> <td>302</td> <td>0</td> </tr> <tr> <td>Conservation</td> <td>0</td> <td>0</td> </tr> <tr> <td>English Language</td> <td>24</td> <td>0</td> </tr> <tr> <td>Horticulture</td> <td>0</td> <td>0</td> </tr> <tr> <td>Information Technol...</td> <td>0</td> <td>0</td> </tr> <tr> <td>Marine</td> <td>0</td> <td>24</td> </tr> <tr> <td>Marine Engineering</td> <td>0</td> <td>0</td> </tr> <tr> <td>Media</td> <td>0</td> <td>0</td> </tr> <tr> <td>Social Sciences</td> <td>0</td> <td>0</td> </tr> <tr> <td>Subcontract (Social ...</td> <td>125</td> <td>0</td> </tr> </tbody> </table>	Course	Final Grade - Not yet Approved	No Grade	Aquacult...	0	0	Arts	0	0	Aviation Engineering	0	0	Business	66	0	Business Administra...	0	0	China Project (Appli...	225	0	China Project (Arts, ...	302	0	Conservation	0	0	English Language	24	0	Horticulture	0	0	Information Technol...	0	0	Marine	0	24	Marine Engineering	0	0	Media	0	0	Social Sciences	0	0	Subcontract (Social ...	125	0	<ul style="list-style-type: none"> 2019 shows consistently low numbers except for results in relation to our China partners. Subcontract is being addressed. Overdue outstanding results dropped to 38% from 49% last report. The Dean of International Curriculum is overseeing China academic processes and addressing this and will be visiting our partners later this month. Performance Panels are highlighting the need for assurances in respect of China RPL and RAC transfers, that they are accurate and timely. Performance Panels will continue to challenge and monitor to ensure timely results processing. Results committees are operating well.
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Attendance and Register Marking	<p>2019</p>  <p>The infographic features a blue horizontal bar with a light blue arrow pointing right. On the left, it says 'NMIT Overview'. In the center, there is a circular icon of a document with a checkmark, followed by '85%' and 'Registers Marked'. To the right, there is a circular icon of three people, followed by '92%' and 'Learner Attendance'.</p>	<ul style="list-style-type: none"> This report shows improvement in both registers marked. 85% from 75% last report. Expect further improvements by next report. Performance Panels will challenge and monitor as the semester kicks in. 2019 expectations remain the same as last year. 															

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	<table><tr><th>Department</th><th>Registers Marked</th><th>Learner Attendance</th><th>Registers Marked</th><th>Learner Attendance</th></tr><tr><td></td><td colspan="2">31/01/2019</td><td colspan="2">12/03/19</td></tr><tr><td>Applied Business</td><td>67%</td><td>91%</td><td>80%</td><td>90%</td></tr><tr><td>Aviation</td><td>100%</td><td>100%</td><td>96%</td><td>95%</td></tr><tr><td>Arts, Media and Digital Technologies</td><td>100%</td><td>94%</td><td>96%</td><td>89%</td></tr><tr><td>Engineering and Construction</td><td>no data</td><td>no data</td><td>72%</td><td>86%</td></tr><tr><td>Health and Fitness</td><td>100%</td><td>90%</td><td>95%</td><td>90%</td></tr><tr><td>Hospitality and Service Sectors</td><td>54%</td><td>100%</td><td>94%</td><td>88%</td></tr><tr><td>Maritime</td><td>71%</td><td>100%</td><td>84%</td><td>96%</td></tr><tr><td>Primary Industries</td><td>no data</td><td>no data</td><td>63%</td><td>93%</td></tr><tr><td>Social Sciences</td><td>no data</td><td>no data</td><td>80%</td><td>92%</td></tr><tr><td>Te Toki Pakohe</td><td>no data</td><td>no data</td><td>64%</td><td>73%</td></tr><tr><td>Tertiary Pathways</td><td>87%</td><td>94%</td><td>95%</td><td>95%</td></tr><tr><td>OVERALL</td><td>75%</td><td>94%</td><td>84%</td><td>90%</td></tr></table> <p>Expectations for 2019: 100% registers marked and 85% attendance (may vary due to level and programme design).</p>	Department	Registers Marked	Learner Attendance	Registers Marked	Learner Attendance		31/01/2019		12/03/19		Applied Business	67%	91%	80%	90%	Aviation	100%	100%	96%	95%	Arts, Media and Digital Technologies	100%	94%	96%	89%	Engineering and Construction	no data	no data	72%	86%	Health and Fitness	100%	90%	95%	90%	Hospitality and Service Sectors	54%	100%	94%	88%	Maritime	71%	100%	84%	96%	Primary Industries	no data	no data	63%	93%	Social Sciences	no data	no data	80%	92%	Te Toki Pakohe	no data	no data	64%	73%	Tertiary Pathways	87%	94%	95%	95%	OVERALL	75%	94%	84%	90%	<ul style="list-style-type: none">▪ No issues for concern here.▪ Expectations around registers and attendance are clear and known by teams▪ Clear messages being given via Performance Panels.
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Programme Learning and Teaching Observations (PLATO) Update	<div> <div>GRADE 1's (Outstanding)</div> <div>n/a</div> </div> <div> <div>GRADE 2's (Good)</div> <div>n/a</div> </div> <div> <div>GRADE 3's (Satisfactory)</div> <div>n/a</div> </div> <p><u>Standard:</u></p> <ul style="list-style-type: none"> A 'micro-teach' is now a requirement of our recruitment process. This ensures adequate capability to deliver from the onset. 2019 target is 80+ PLATO's. 	<ul style="list-style-type: none"> Learning Walks have commenced with Executive Directors through to Tutors proactively participating. Monitoring carried out through Performance Panels. A few PLATO's have occurred so far this year with all teams required to talk to their plan at Performance Panels. Accurate numbers next report. New tutors are being directly supported by the Learning Facilitation Coach.

TOPIC	STATUS REPORT	COMMENTARY
EPI's and Course Retention	<div>2018</div> <div><div><div>TEC</div><div>NON-SAC</div><div>SAC</div></div><div><div>Targets off</div><div>Targets on</div></div></div> <div><div><div>Educational Performance Indicators</div><div>Qualifications: multiple</div><div><div>2011</div><div>2012</div><div>2013</div><div>2014</div><div>2015</div><div>2016</div><div>2017</div><div>2018</div><div>2019</div><div>2020</div></div><div><div>EFTS</div><div>Cohort</div><div>Date Last Refreshed 20/03/2019 at 01:45:08 AM</div></div><div>nmit</div></div><div><div><div>All Learners</div><div><div>86%</div><div>(82%)</div></div><div><div>84%</div><div>(75%)</div></div><div><div>73%</div><div>(71%)</div></div><div><div>16%</div><div>(28%)</div></div></div><div><div><div>Under 25</div><div><div>85%</div><div>(83%)</div></div><div><div>79%</div><div>(75%)</div></div><div><div>77%</div><div>(71%)</div></div><div><div>22%</div><div>(28%)</div></div></div><div><div><div>Māori</div><div><div>81%</div><div>(75%)</div></div><div><div>79%</div><div>(74%)</div></div><div><div>64%</div><div>(71%)</div></div><div><div>18%</div><div>(28%)</div></div></div><div><div><div>Pasifika</div><div><div>87%</div><div>(75%)</div></div><div><div>84%</div><div>(74%)</div></div><div><div>68%</div><div>(71%)</div></div><div><div>6%</div><div>(28%)</div></div></div><div><div>Applied Business</div><div>Aviation</div><div>Digital Technologies an...</div><div>Engineering and Construction</div><div>Health and Fitness</div><div>Hospitality and Service Sectors</div><div>Learner Journey</div><div>Maritime</div><div>Primary Industries</div><div>Social Sciences</div><div>Te Toki Pakohu</div><div>Tertiary Pathways</div></div></div></div></div></div></div>	<div>As provided last report:</div> <div><div><div>2018 KEPIs are very positive, mostly above target and up on 2017:</div><div><div>Course completions increased from 84% to 86%.</div><div>Qualification completions increased from 78% to 84%.</div><div>Retention rates increased from 68% to 73%.</div></div></div><div><div>Māori achievement was also up with:</div><div><div>Course completions increased from 70% to 81%.</div><div>Qualification completions increased from 70% to 79%.</div></div></div><div><div>Pasifika and Youth showing improvements too.</div></div></div>

TOPIC	STATUS REPORT	COMMENTARY
	<div><div>2016 – 2018 Trends</div><div><div><div>TEC</div><div>NON-SAC</div><div>SAC</div></div><div><div>Educational Performance Indicators</div><div>Qualifications: multiple</div><div><div>2011</div><div>2012</div><div>2013</div><div>2014</div><div>2015</div><div>2016</div><div>2017</div><div>2018</div><div>2019</div><div>2020</div></div><div><div>EFTS</div><div>Cohort</div><div>nmit</div></div></div><div><div><div>NMIT Overview</div><div><div>Course EPI</div><div>Qualification EPI</div><div>Retention EPI</div><div>Progression EPI</div></div></div><div><div><div>Under 25</div><div><div>Course U25</div><div>Qual U25</div><div>Retention U25</div><div>Prog U25</div></div></div><div><div><div>Māori</div><div><div>Course Māori</div><div>Qual Māori</div><div>Retention Māori</div><div>Prog Māori</div></div></div><div><div><div>Pasifika</div><div><div>Course Pasifika</div><div>Qual Pasifika</div><div>Retention Pasifika</div><div>Prog Pasifika</div></div></div></div><div><div>Applied Business</div><div>Aviation</div><div>Digital Technologies an...</div><div>Engineering and Construction</div><div>Health and Fitness</div><div>Hospitality and Service Sectors</div><div>Learner Journey</div><div>Maritime</div><div>Primary Industries</div><div>Social Sciences</div><div>Te Tōki Pākohe</div><div>Tertiary Pathways</div></div></div></div></div></div></div>	<div><div>Trend data suggests improvements also in retention across the board whilst progression remains of concern.</div></div>

TOPIC	STATUS REPORT	COMMENTARY										
	<div><h3>Application & Enrolment Trends</h3><p>Applications & Enrolments Weekly Snapshot</p><p>Application & Enrolment Trends Selected Offset Snapshot Week is 9</p><table><thead><tr><th>Programme Start Year</th><th>Enrolment Accepted</th></tr></thead><tbody><tr><td>2016</td><td>3185</td></tr><tr><td>2017</td><td>2925</td></tr><tr><td>2018</td><td>3102</td></tr><tr><td>2019</td><td>3182</td></tr></tbody></table></div>	Programme Start Year	Enrolment Accepted	2016	3185	2017	2925	2018	3102	2019	3182	<ul style="list-style-type: none">2019 application and enrolment trends show we are currently trending well and slightly above 2018 as at 13 March 2019.
Programme Start Year	Enrolment Accepted											
2016	3185											
2017	2925											
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2019	3182											

13 March 2019

SANITI REPORT FOR COUNCIL

CORNELIUS PRINSLOO, STUDENT PRESIDENT

Item 11: 28 MARCH 2019

PRESIDENTIAL BLURB

What a start to 2019! From the new role to all this ROVE, COVE, and other acronymic disasters! Exciting times indeed. Again thank you to council for allowing me to be a part of it all. I'm learning heaps and am enjoying it so far. Hearing all of you speak and seeing the different personalities and experiences come through has already been such a help to me in the role as I learn from your different expertise. It's also challenging me a lot in the way I view things and that is so invaluable to me. Now on to what SANITI is up to ☺

STRATEGIC GOAL ONE: EVENTS AND CAMPUS CULTURE

Our two weeks of orientation has been a huge success, with the team really pulling it all together. It has been amazing seeing the turnout to our burger lunch, and we were blown away by having over 30 students turn up to our speed-friending night. We are already working on our next few events and working collaboratively with community groups to try and expand on the culture on campus. Operations Manager Jaycob Brown has been working hard to try and get some sport groups involved and we are looking at having a clubs day on campus for people to come promote their different groups.

https://www.facebook.com/pg/SANITINZ/photos/?tab=album&album_id=2728268687213098

Here are some photos from the events!

STRATEGIC GOAL TWO: SUPPORT, ADVOCACY, EMPLOYMENT

Our Advocacy team has not stopped seeing students for a number of different support services ranging from StudyLink assistance, to hardships. The numbers are on the increase daily and we are noticing an impact as result of StudyLink reducing their availability hours. Mental health, and wellbeing, is still at the forefront of our plan, and I am planning to attend some seminars surrounding how we can better assist those around us, who may not be comfortable speaking up.

As mentioned last time, we planned to have two chill out zones. The one in Nelson was a huge success, however getting buy-in at the Marlborough campus was a bit of a challenge. We are looking at whether this is a successful approach there, and how we can better assist the students there, who are experiencing different challenges to Nelson. It is still my hope that these chill out zones become a normal part of NMIT life, and hope the Kowhai lounge will play a bigger role especially as winter approaches.

Employment has run a number of workshops around CV and interview prep, and is continuing to meet with students daily.

STRATEGIC GOAL THREE: REPRESENTATION AND COLLABORATION

The Programme Representatives system is underway with a structure designed to get more engagement this year. We have already received applications and signed up 32 reps, but with an aim of 110 reps for the year we have quite a challenge ahead of us. I have met with some key members of NMIT staff who have been assisting and providing their own feedback on how we can make this more successful. I hope to create a culture of feedback rather than complaining.

OTHER SANITI BUSINESS

SANITI is having our AGM on the 2nd of April and anticipate 7 new Executive members will be voted in.

Our constitution will also be undergoing its annual review over the next few months and I will report back on any changes to ensure we have a successful 2019.



REPORT TO COUNCIL | 28 MARCH 2019

ITEM 12

MEDIA MONITORING REPORTING

Fiona Summerfield, Marketing Services Manager

PURPOSE

To provide media monitoring information since the last council meeting in February 2019.

SUMMARY

- TrendKite media monitoring looks at stories published online because most media have a presence online these days.
- The report is provided as an online link. Currently the report is for the New Zealand media monitoring dashboard. It is an interactive report.
- This report shows the overall graph with the number of stories that included NMIT, published during the period of 1 February to 10 March 2019.
- Readers can click on the data points to see the stories involved in the analysis during the stated period. The stories are also linked so can be read if required.
- This report includes a graph of the sentiment of articles towards NMIT. This done automatically but also can be changed manually.
- Note these are articles are those that mention NMIT.
- Today, PR is not only about stories in the media. It is frequently more efficient and stories gain more traction through NMIT's own channels, either on the website through the new/blogs section or through social media including LinkedIn and Facebook. This report includes two list slides of the stories on the NMIT website in news and blogs, that gain readership and also the stories promoted through one social media channel, Facebook. Marketing Services prioritise these channels over traditional media PR with our focus on getting EFTS to help the sustainability of NMIT. Through driving the stories via social media or the website, potential new learners are reached directly and they end up on the NMIT website and are therefore more likely to sign up for a programme, short course or make an enquiry.
- Social media can be a risky space as small comments can become big issues. The NMIT Social Media Policy is actively used to mitigate this risk.
- Further metrics can be included in this report if required.

This is the link to the report:

<https://app.trendkite.com/report?id=6869c295-193f-4fa3-b705-0808768e328d>



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14 February 2019

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

Tēna Koe Mr Wehner

As public organisations, Tertiary Education Institutions (TEIs) are accountable to New Zealanders for their performance and the money they spend. Because of this, you are required to prepare a statement of service performance (SSP) for your annual report.

Recent changes to the Education Act 1989 require your SSPs for 2019 to comply with generally accepted accounting practice (GAAP). GAAP is a set of objective principles and requirements for improving the consistency and transparency of performance reporting.

In this letter we:

- describe why you are required to prepare an SSP;
- discuss the upcoming changes to SSP requirements for your annual report;
- provide some guidance on performance reporting that we expect to see in your SSP; and
- recommend next steps and where you can get further information and support.

We will publish an electronic version of this letter on our website, which will contain hyperlinks through to the reference material.

1. Statement of service performance

A TEI that prepares an Investment Plan is required to include an SSP in its annual report.¹

Your SSP should describe your strategic goals and objectives and provide an easily understood picture of your organisation's performance during the year, showing the relationship between your core services, associated costs, and how you achieved your objectives. Your SSP should give a sense of your progress, noting where you have made improvements and where you need to make further improvements.

Your SSP should set out what you expected to achieve and your actual performance, measuring performance against the proposed outcomes and performance indicators, including those described in your Investment Plan.²

In previous years, the information in your SSP was reviewed as part of our annual audit work. However, because there was no requirement for SSPs to comply with GAAP, our audit opinion did not report on this part of the annual report. Instead, we made recommendations in our management letter to you, identifying any deficiencies.

¹ See section 220(2A)(f) of the Education Act 1989.

² See section 159P of the Education Act 1989 sets out statutory requirements for investment plans.

2. Upcoming changes

The Education (Tertiary Education and Other Matters) Amendment Act 2018 introduced a new subsection (section 220(2C)) to the Education Act 1989. The new subsection requires your SSP to comply with GAAP. This will apply to SSPs for financial years beginning on or after 1 January 2019.³

For any financial year beginning on or after 1 January 2019, our audit opinion will report on whether your SSP complies with GAAP. If your SSP does not comply with GAAP, you risk receiving a modified audit opinion.

For an SSP to comply with GAAP, it must meet the requirements of the relevant financial accounting standard. Currently, the relevant accounting standard is PBE IPSAS 1 *Presentation of financial statements* (PBE IPSAS 1), particularly paragraphs 150.1 to 150.10.⁴

You need to ensure that your staff who prepare SSPs are familiar with the PBE IPSAS 1 reporting requirements for SSPs, including the requirement to describe and disclose the cost of each output (paragraph 150.4).⁵ Few TEIs currently disclose their output costs.

For reporting periods beginning on or after 1 January 2021, a new standard, PBE FRS 48 Service performance reporting, will apply. This will replace the paragraphs in PBE IPSAS 1.

When applying PBE FRS 48, you should consider how you will meet the requirement to link the service performance information and financial statements in order to convey a coherent picture about your TEI's performance. If you have more than one output class and do not plan to do this through output cost disclosures, you should discuss with your auditor how you will meet this requirement.

Early adoption of PBE FRS 48 is permitted. If you are considering early adoption, discuss this with your auditor.

3. Performance measures we expect to see

We expect that your SSP will include a range of performance measures, covering strategic goals and objectives, as well as measures directly relating to your outputs.

Your performance measures in your SSP should identify both the **quantity** (how much was provided) and **quality** (how well it was provided) of your service delivery.

In general, performance measures in your SSP should include targets. Targets are the specific levels or results that you intend to achieve. You might align targets to:

- an external benchmark or required tertiary sector standard;
- a level that represents a meaningful improvement on past performance; or
- an aspirational level, if you anticipate a significant change in the relevant service's performance.

³ Clause 11E of Part 5A of Schedule 1 of the Education Act 1989.

⁴ For the accounting standards, see www.xrb.govt.nz.

⁵ Where a TEI has only one output (teaching/learning), a breakdown of costs does not necessarily need to be provided. This might apply to some wānanga and institutes of technology and polytechnics. There might, however, be value in reporting costs in a different way, such as by faculty. In our view, all universities have more than one output (teaching/learning and research as a minimum).

If a performance measure does not have a target or it has not been reported on, you should explain why in the SSP's commentary. Your reporting should be transparent when results do not meet targets and explain any variance from what you expected.

Performance measures and associated commentary should be: **understandable, relevant, reliable, comparable, and complete**. Comparing performance with other TEIs in the sector would be good practice, but this is not a requirement.

Figure 1: Principles of performance reporting

- Understandable** The SSP, its measures, and associated commentary are presented in a clear and concise format in a way that engages its users. Measures and commentary are easy to read and use minimal jargon and technical terms. Users can readily identify and understand the key performance issues.
- Relevant** There is a clear link between the measure and its particular outcome, impact, or output. The measure and associated commentary provides meaningful information about the TEI's performance and progress towards its outcomes, meets the information needs of its users, and is useful for decision-making.
- Reliable** The measure and its commentary are free of errors, omissions, and bias and fairly represents the TEI's performance in a balanced way. The measure represents what it purports to, and informed users would reach the same, or similar, conclusions to those made in the associated commentary.
- Comparable** A measure should include some comparison to required standards, forecasted or target values, previous year/s, and/or other TEIs. The commentary can then identify whether suitable targets were set, if there has been a decline or improvement in performance, and the TEI's performance relative to standards and other TEIs in the sector.
- Complete** The performance information should cover the significant activities and all important aspects (including identifying the important dimensions of performance), and give them suitable emphasis, to present fairly, in all material respects, their significance to the TEI's performance.

Your SSP must include the Educational Performance Indicators that you report to the Tertiary Education Commission (TEC). The TEC website provides further details.⁶

You should also include performance measures for your wider strategic goals and objectives that go beyond the Educational Performance Indicators, which focus on student achievement. A more complete picture of a TEI's performance might also include, but is not limited to, measures of:

- research products for research-active TEIs (such as post-graduate research, external research income, publications, research recognitions);
- users' views (often through student and/or graduate satisfaction measures);
- post-study/employment status (often through graduate destination surveys and the TEC post-study information products⁷), recognising that there can be a lag in this data being available;
- employers' views (typically through employer satisfaction measures);
- contributions to broader economic, social, and cultural outcomes (including community engagement, community support, and knowledge-sharing activities); and
- results of independent external evaluations and reviews (such as those done by the New Zealand Qualifications Authority and the Academic Quality Agency for New Zealand Universities).

⁶ See www.tec.govt.nz.

⁷ See Tertiary Education Commission (2018) *Infosheet: Post-Study Outcomes apps* at www.tec.govt.nz.

4. Recommended next steps

Changes in performance reporting requirements can take time to settle in and need the commitment of senior management. We recommend that you consider asking your Chief Executive Officer to report on the TEI's state of readiness for the SSP in your annual report to comply with GAAP.

Our auditors will review your SSP's compliance with GAAP in your 2018 annual report on a "dry-run" basis to help identify any improvements you need to make. We encourage you to start your own improvement plan now, so you are better placed to meet the new requirements in 2019.

5. Further information and support

The Auditor General's Auditing Standard AG-4 The audit of performance reports⁸ provides insight into what our auditors are looking for in a public organisation's performance reporting.

If you require further information or have any questions, please speak to your appointed auditor in the first instance.

Yours sincerely



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⁸ See *The Auditor-General's Auditing Standards* at www.oag.govt.nz

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

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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