MANUKAU INSTITUTE OF TECHNOLOGY ORDINARY MONTHLY MEETING OF COUNCIL
To be held in the Manuhiri Room, NT Block
1.00 pm Thursday, 27 June 2019

OPEN SESSION AGENDA

Karakia

1 Preliminaries
   Welcome
   C06/1 Apologies
   C06/2 Administration

Move into Closed Session

CLOSED SESSION AGENDA

2 Preliminaries
   C06/3 Confirmation of Council Closed Session Minutes 16 May 2019
   C06/4 Matters Arising
   C06/5 Correspondence

3 Items for Decision
   C06/6 2020 Fees recommendation
   C06/7 International Update
   C06/8 BNZ Account Mandate
   C06/9 Revised Ricoh Print Contract
   C06/10 Minimum Wage

4 Regular Reports
   C06/11 RoVE Briefing (Verbal)
   C06/12 Chief Executive Closed Session Report
   C06/13 Sales Funnel Data
   C06/14 Financial Report detailed commentary
   C06/15 Strategic Projects Report
   C06/16 Campus Masterplan Report

5 Item for Information
   C06/17 Response to Low Student Success in Specific Programmes

6 Any Other Business

7 Move into Open Session and Confirm Resolutions from Closed Session
OPEN SESSION AGENDA

C06/18 Confirmation of Council Open Session Minutes 16 May 2019
C06/19 Matters Arising
C06/20 Correspondence

8 Items for Decision

C06/21 Granting of Awards
C06/22 PCAB recommended nominations for appointment

9 Regular Reports

C06/23 Chief Executive Open Session Report
C06/24 Health & Safety
C06/25 Academic Board
C06/26 Financial Report
C06/27 Reporting on Maori Strategic Plan

10 Any Other Business

11 Karakia and Close Meeting
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1. Meeting Schedule for 2019
2. Council Members Terms of Appointment
3. Standing Committees
4. Council Members Register of Interests
# MEETING SCHEDULE FOR 2019

## MEETINGS

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
<th>Venue</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council</td>
<td>February 21</td>
<td>Manuhiri Room, NT Block</td>
<td>11.45am – 5pm</td>
</tr>
<tr>
<td>Audit</td>
<td>March 21</td>
<td>Manuhiri Room, NT Block</td>
<td>09am – 11am</td>
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<tr>
<td>Council</td>
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<td>11.45am – 5pm</td>
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<td>Council</td>
<td>May 16</td>
<td>Manuhiri Room, NT Block</td>
<td>1pm – 5pm</td>
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<tr>
<td>Audit</td>
<td>June 27</td>
<td>Manuhiri Room, NT Block</td>
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<tr>
<td>Council</td>
<td>June 27</td>
<td>Manuhiri Room, NT Block</td>
<td>11.45am – 5pm</td>
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<tr>
<td>Council/Rūnanga</td>
<td>August 15</td>
<td>Manuhiri Room, NT Block</td>
<td>11.45am – 5pm</td>
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<tr>
<td>Audit (Risk only)</td>
<td>September 19</td>
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<td>09am – 11am</td>
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<tr>
<td>Council/PCAB</td>
<td>September 19</td>
<td>Manuhiri Room, NT Block</td>
<td>11.45am – 5pm</td>
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<td>Audit</td>
<td>October 31</td>
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<td>09am – 11am</td>
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<td>Council</td>
<td>October 31</td>
<td>Manuhiri Room, NT Block</td>
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<td>Council</td>
<td>December 12</td>
<td>Manuhiri Room, NT Block</td>
<td>11.45am – 4.30pm</td>
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<tr>
<td>Followed by Senior</td>
<td>December 12</td>
<td>Tanoa Room, NO101</td>
<td>04.30pm – 6.30pm</td>
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<tr>
<td>Leaders Function</td>
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2. COUNCIL MEMBERS TERMS OF APPOINTMENT

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Position</th>
<th>Term Commenced</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Winder</td>
<td>Chairman</td>
<td>17 December 2013</td>
<td>30 April 2021</td>
</tr>
<tr>
<td>Theresa Stratton</td>
<td>Deputy Chair</td>
<td>1 May 2018</td>
<td>30 April 2022</td>
</tr>
<tr>
<td>Uluomatootua Aiono</td>
<td></td>
<td>12 June 2017</td>
<td>30 April 2021</td>
</tr>
<tr>
<td>John Hannan</td>
<td></td>
<td>26 February 2009</td>
<td>30 April 2020</td>
</tr>
<tr>
<td>Peter Parussini</td>
<td></td>
<td>1 May 2017</td>
<td>30 April 2021</td>
</tr>
<tr>
<td>Kira Schaffler</td>
<td></td>
<td>1 May 2015</td>
<td>30 April 2020</td>
</tr>
<tr>
<td>Jill Tattersall</td>
<td></td>
<td>1 May 2015</td>
<td>30 April 2020</td>
</tr>
<tr>
<td>Rachael Tuwhangai</td>
<td></td>
<td>1 May 2015</td>
<td>30 April 2020</td>
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</table>

3. STANDING COMMITTEES AND MEMBERSHIP

<table>
<thead>
<tr>
<th>Committee</th>
<th>Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee</td>
<td>P Winder (or nominee) - Chairman</td>
</tr>
<tr>
<td></td>
<td>T Stratton</td>
</tr>
<tr>
<td></td>
<td>J Hannan</td>
</tr>
<tr>
<td></td>
<td>K Schaffler</td>
</tr>
<tr>
<td>CE Review Committee</td>
<td>P Winder (or nominee) - Chairman</td>
</tr>
<tr>
<td></td>
<td>T Stratton</td>
</tr>
<tr>
<td></td>
<td>CE Nominee</td>
</tr>
<tr>
<td>Student Appeal Committee</td>
<td>J Hannan – Chairman</td>
</tr>
<tr>
<td></td>
<td>K Schaffler</td>
</tr>
<tr>
<td></td>
<td>J Tattersall</td>
</tr>
<tr>
<td></td>
<td>R Tuwhangai</td>
</tr>
<tr>
<td>Audit &amp; Compliance Committee</td>
<td>T Stratton – Chair</td>
</tr>
<tr>
<td></td>
<td>J Hannan</td>
</tr>
<tr>
<td></td>
<td>U Aiono</td>
</tr>
<tr>
<td></td>
<td>K Schaffler</td>
</tr>
<tr>
<td></td>
<td>J Tattersall – permanent alternate</td>
</tr>
<tr>
<td>Council Membership Committee</td>
<td>P Winder – Chairman</td>
</tr>
<tr>
<td></td>
<td>P Parussini</td>
</tr>
<tr>
<td></td>
<td>T Stratton</td>
</tr>
<tr>
<td></td>
<td>U Aiono</td>
</tr>
<tr>
<td></td>
<td>R Tuwhangai</td>
</tr>
</tbody>
</table>
## COUNCIL MEMBERS REGISTER OF INTERESTS

<table>
<thead>
<tr>
<th>Councillor</th>
<th>Involvements with other entities</th>
<th>Last Updated</th>
</tr>
</thead>
</table>
| P Winder (Chairman) | Director, McGredy Winder and Co Limited  
Director, The Sound of Music Education Limited  
Crown Manager, Kaipara District Council  
Trustee, Silo Theatre Company  
Committee Member on State Services Commission’s Risk and Audit Committee  
Member of Advisory Committee supporting the Unitec Commissioner | 23 January 2019   |
| T Stratton | Owner/operator of Waiau Consulting  
Treasurer of Refugees As Survivors New Zealand                                                                                                                                                                                | 16 May 2019       |
| U Aiono | Chairman of the National Pacific Radio Trust (Ministerial Appointment)  
Chairman of Alliance Health Plus PHO  
Chairman of Alliance Community initiatives Trust  
Chairman of Finance and Audit and Risk Committee at Habitat for Humanity Greater Auckland  
Board member and Treasurer at RiseUp Partnership School in Mangere, Auckland  
Shareholder in Management Consulting Company Viago International Ltd  
Chairman of Bio Technology Company Sensor Flo Ltd  
Alumnus of AUT University Council 2002 – 2010  
Vice Chairman of Board and Chairman Property & Finance Committee Otahuhu College Board of Trustees (Retired December 2016) | 06 June 2017      |
| J Hannan | Partner, DLA Piper                                                                                                                                                                                                                | 27 April 2017     |
| P Parussini | ANZ Bank New Zealand  
Chairperson Southern Cross Campus                                                                                                                                                                                          | 29 March 2018     |
| K Schaffler |                                                                                                                                                                                                                                  | 27 April 2017     |
| J Tattersall | Chair, Kiwa Digital Limited  
Consultant, Cognition Education                                                                                                                                                                                               | 27 April 2017     |
<table>
<thead>
<tr>
<th>R Tuwhangai</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair, MIT Rūnanga</td>
</tr>
<tr>
<td>Managing Director, Maori and Pasifika Support Services</td>
</tr>
<tr>
<td>Board Trustee, Auckland Community Law Centre</td>
</tr>
<tr>
<td>New School’s Governance Facilitator, Ministry of Education</td>
</tr>
<tr>
<td>Board of Education New Zealand</td>
</tr>
</tbody>
</table>

21 February 2019

Note: Interests that should be registered are those where there may at some future time be a conflict of interest with the individual’s role as a Council Member at MIT.
C06/18 CONFIRMATION OF COUNCIL OPEN SESSION MINUTES

Author  Michelle Hubble, Council Secretary  
Endorser Peter Winder, Chairman  
Date  18 June 2019

Request to Council

Please approve the minutes of the open session of the ordinary meeting of the Council held on Thursday, 16 May 2019.

Your formal approval is required as set out in 18.3 of the Manukau Institute of Technology Council Standing Orders.
MANUKAU INSTITUTE OF TECHNOLOGY
ORDINARY MONTHLY MEETING OF THE COUNCIL

Held on Thursday, 16 May 2019
Manuhiri Room, NT Block, at 1:09pm

Open Session Minutes

Present:  
P Winder (Chairman)  
R Tuwhangai  
J Hannan  
U Aiono  
J Tattersall  
T Stratton  
P Parussini  
K Schaffler

In Attendance:  
G Gilmore  
M Carroll  
R Sullivan  
M Teirney  
S Lotu-Iiga

Preliminaries

R Sullivan opened the meeting with a karakia.

Welcome

P Winder welcomed everyone to the meeting.

C05/01 Apologies

No apologies.

C5/02 Administration

Schedule of Meetings for 2019

Standing Committees and Membership

Conflict of Interest

Members were invited to update the register, and members and management were asked to declare an interest if there was an item on the Agenda that might give rise to a conflict of interest.

The Register of interest was updated as follows:
Theresa Stratton: Change in title from Deputy Chair to Treasurer of Refugees as Survivors New Zealand.
C05/03 – C05/15 Closed Session

It was resolved that the Council exclude the public from agenda items C05/03 – C05/15:
Reason: To enable the Council to carry out, without prejudice or disadvantage, commercial activities.

It was further resolved that G Gilmore, M Teirney, M Carroll, S Lotu-Iiga and R Sullivan remain at the meeting and others (as required) because their knowledge of the issues involved may be helpful to the Council.

Proposed: P Winder
Seconded: T Stratton
Carried

Confirm Resolutions from Closed Session

It was resolved that the Council resume in Open Session and confirm the decisions made in Closed Session.

Proposed: P Winder
Seconded: J Hannan
Carried

Preliminaries

C05/16 Confirmation of Council Open Session Minutes 28 March 2019

It was resolved that the Council confirm the minutes of the Open Session of the Ordinary Meeting of the Council held on Thursday 28 March 2019.

Proposed: P Winder
Seconded: R Tuwhangai
Carried

C05/17 Confirmation of Rūnanga Minutes 2 May 2019

It was resolved that the Council receive the minutes of the Rūnanga Meeting held on Thursday 2 May 2019.

Proposed: R Tuwhangai
Seconded: P Winder
Carried
C05/18 Matters Arising

The Council noted the matters arising.

Due to the meeting schedules of the PCAB, their recommended nominations for appointment has been deferred until the June Council meeting.

Proposed: P Winder  
Seconded: T Stratton  
Carried

C05/19 Correspondence

It was resolved that the Council receive the inwards correspondence and note the outwards correspondence.

Proposed: P Winder  
Seconded: P Parussini  
Carried

Items for Decision

C05/20 Draft Constitution

Council discussed and considered the adoption of the Constitution and the two options presented in Statute 1.

It was clarified that we don’t yet have an electronic voting system however management would ensure this was put in place prior to elections taking place.

Council considered the timing on when to run the election process in the light of what changes may come about as a result of the review of vocational education currently underway. We have until 24 April 2020 to put in place the appointments. It seemed reasonable to adopt the Constitution now (which will come into effect on 24 October 2019), then run the election process in the New Year.

Council also determined that the existing wording in Statute 1 item 6.3 on the appointment of members and chairs of committees would remain unchanged and neither of the proposed options would be added.

Action: Management will come back to Council on the timing for publishing of the Constitution in the Gazette.
It was resolved that the Council approve the Constitution of the MIT Council. It was further resolved that Statute 1: Membership shall be adopted in place of the existing Statute and Statute 5: Elections will be adopted with both Statutes coming into effect on 24 October 2019.

Proposed: P Winder
Seconded: J Hannan
Carried

C05/21 Granting of Awards

The normal academic robustness around the granting of these awards has been followed and the students have met the necessary requirements for the Granting of the Awards.

It was noted that the wording in the cover page for this item requesting the Deputy Chair to confer awards in the Chair of Council’s absence was resolved at the Council meeting held on 28 March so this request was not necessary.

It was resolved that the Council confirm the Sealed Awards granted by the Chief Executive under the delegated authority of the Council since the last Council meeting held on 28 March 2019.

Proposed: P Winder
Seconded: U Aiono
Carried

Regular Reports

C05/22 CE Report

The report updated Council on relevant issues and opportunities.

Council acknowledged the outstanding work of Dr Stuart Middleton for a successful 2019 Graduation.

It was resolved that the Council receive the Report.

Proposed: P Winder
Seconded: K Schaffler
Carried
C05/23 Health and Safety

The report was taken as read.

It was resolved that the Council receive the status report on Health and Safety at MIT for the month of March 2019.

**Proposed:** P Winder  
**Seconded:** K Schaffler  
**Carried**

C05/24 Academic Board Report

The report was taken as read.

The Chair reflected on his learnings from Unitec’s EER report. We need to think about how we are approaching EER and ensuring that Academic Board is fulfilling its role to the depth that NZQA is looking for.

Having a clear line of sight that connects to targets and performance metrics will be a focus.

Council discussed the areas they would like visibility over in the lead up to EER. Discussion explored the development of a report from every school reviewing the best and worst performing programmes over the last four years, their analysis of issues/problems and the actions that have been undertaken to improve those student outcomes. The Council is deeply interested in all students’ success and this review will demonstrate to Council areas for improvement and areas of best practice.

A report summarising overall student success will also be produced to give these school reports context.

**Action:** Management to prioritise regular reporting on academic quality and come back to Council with a suggested plan for reporting school by school on performance and a reporting framework.

Council also expressed the importance of having a Māori rep and teaching expertise on the pilot EER Panel in order to give valuable critique.

**Action:** The EGM Academic to follow this up.

It was resolved that the Council receive the report from the Academic Board meeting held on Wednesday 1 May 2019 and approve the appointment of the two student representatives; namely Connor McCormick (School of Digital Technologies) and Chrissy Bell (School of Social Work) appointed annually by the Student Executive Board.

**Proposed:** P Winder  
**Seconded:** J Hannan  
**Carried**
C05/25 Financial Report for the period ended 31 March 2019

The report was taken as read.

It was resolved that the Council receive the report for the period ended 31 March 2019.

Proposed: P Winder
Seconded: T Stratton
Carried

C05/26 Reporting against the Māori Strategic Plan

The report was taken as read. The DCE Māori noted that the improvement of completion rates in the L1 & 2 programmes was a direct intervention of the Hokule’a project.

Council acknowledged the work that the DCE Māori and his team have done to get the Māori Education Strategy in place and for closing the success and retention gap.

It was resolved that the Council receive the report.

Proposed: R Tuwhangai
Seconded: J Tattersall
Carried

10 Item for Information

C05/27 Hokule’a Project

The DCE Pasifika and Student Journey noted that the results have been stellar in improving retention rates for 2018 in the programmes the pilot focused on. Some 340 students were included in the pilots with Course Completion rates over 20% higher than the control group.

Close to 600 students will be part of the programme this year spread across three campuses and 28 programmes. TEC are interested in funding the programme and are favourable of using our model as best practice to share with other Institutions.

In the context of the funding framework review, The Chair noted that it would be well worth management exploring what it would cost if the Hokule’a business model was to be adopted across the whole Institute. We should not ignore the good interventions however it was recognised that not all students would need the full suite of interventions.

Council encouraged Management to ensure that the interventions are communicated Institute wide; it was noted that staff should be picking up some of this work as part of good practice and being culturally responsive.

Action: Management to report back to Council on the likely costs if we were to adopt the business model across the Institute.
In closing, Council suggested that having the statistics represented graphically would be a helpful improvement. They expressed their delight in the positive results and improvements made to retention rates.

It was resolved that the Council receive the report.

Proposed: P Winder  
Seconded: T Stratton  
Carried

C05/28 Institute Policy framework

It was resolved that the Council receive the report.

Proposed: P Winder  
Seconded: T Stratton

11 Any Other Business

S Lotu-liga closed the meeting with a karakia.

P Winder declared the meeting closed at 4:45pm
C06/19 MATTERS ARISING – OPEN SESSION

Author Michelle Hubble, Council Secretary
Date 17 June 2019

Request to Council

Please note the information below as action items taken from previous Council minutes to be reported back to Council.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Reference</th>
<th>Matter</th>
<th>Who</th>
<th>Expected Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>28/03/19</td>
<td>C03/23</td>
<td>PCAB recommended nominations for appointment</td>
<td>S Lotu-iiga</td>
<td>27 June</td>
<td>On Agenda</td>
</tr>
<tr>
<td>16/05/19</td>
<td>C05/20</td>
<td>Notify Council on timing for publishing of the MIT Constitution in the Gazette</td>
<td>K Hiron</td>
<td>27 June</td>
<td>Refer to CE update</td>
</tr>
</tbody>
</table>
C06/20  CORRESPONDENCE - OPEN SESSION

Author: Michelle Hubble, Council Secretary
Date: 18 June 2019

Request to Council

Please note the information below regarding correspondence received and sent since the last meeting.

INWARDS

09.05.2019 From Controller and Auditor General re Insights and Reflections: Our 2017/18 Central Government Audit Work

31.05.2019 From TEC re Reform of Vocational Education

04.06.2019 From Office of the Auditor-General re MIT Audit for the year ended 31 Dec 2018

13.06.2019 From Dr Shane Reti re OIA request for Performance Indicator Results

18.06.2019 From Hon. Chris Hipkins re MIT’s 2018 annual report

OUTWARDS

17.06.2019 To Dr Shane Reti re response to OIA request for Performance Indicator Results
C06/21  Granting of Awards

Author  Michelle Hubble, Council Secretary
Endorser  Gus Gilmore, Academic Board Chair
Date  18 June 2019

Request to Council
That the Council confirm the sealed awards granted by the Chief Executive under the delegated authority of the Council since the last Council meeting held 16 May 2019

Summary
In accordance with the provisions of section 6.1 of Manukau Institute of Technology Statute 3: The Academic Statute and under the delegated authority of the Council, the Chief Executive has granted awards of the Institute to graduands as stated in the signed memo for:

- 2019 Degrees and Level 7s
- 2019 Certificates and Diplomas

The full schedule of awards is available in the Appendices.
Granting of Awards

In accordance with the provisions of section 6.1 of Manukau Institute of Technology Statute 3: The Academic Statute\(^1\) and under the delegated authority of the Council\(^2\), the Chief Executive hereby grants awards of the Institute to graduands as outlined in Appendix One to this document.

Summary of Graduand Numbers:

2019 Degrees and Level 7s

<table>
<thead>
<tr>
<th>Certificate No.</th>
<th>Award Description</th>
<th>No. of Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>10915/1090</td>
<td>Graduate Diploma in Supply Chain and Shipping Management</td>
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</table>

2019 Certificates and Diplomas

<table>
<thead>
<tr>
<th>Certificate No.</th>
<th>Award Description</th>
<th>No. of Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/1098</td>
<td>Diploma in Marine Engineering</td>
<td>1</td>
</tr>
<tr>
<td>2019/1099</td>
<td>Certificate in Tertiary Teaching</td>
<td>1</td>
</tr>
</tbody>
</table>

Signed:  

Date: 18.06.19

Gerard Gilmore

Chief Executive

Attachment:

Appendix 1 - Names of Graduands and their relevant awards

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\(^1\) Statute 3: The Academic Statute, clause 6.1 "Awards of the Institute shall be granted pursuant to a resolution of the Council. The Chief Executive, under the delegated authority of the Council, may also grant awards of the Institute. In such circumstances, the Chief Executive shall notify the Council of all awards so granted for ratification by the resolution of the Council at its next scheduled meeting.

\(^2\) Authority to "Grant Sealed Awards of the Institute" is delegated to the Chief Executive (Council Register of Permanent Delegations and Authorisations - CE/ACA4)
It was resolved at the MIT Council meeting of 28 March 2019 that the Council establish the Pasifika Community Advisory Board (PCAB) as a committee of Council and approve the Terms of Reference except that for the first appointment process, nominations that would otherwise come from a general call for nominations come from the current advisory board members.

Request to Council
To consider the following nominations for the MIT Pacific Community Advisory Board (see next section) and to seek council approval for nominations.

Summary of recommendation
In line with 2 (a) of the Terms of Reference, the following nominations are seeking reappointment to the MIT Pacific Community Advisory Board from 2019 – 2023.

Amatailevi Stella Muller
BAC

Amatailevi Stella Muller is the Chief of Enlightenment and Creative Director of Bright Sunday (4pi Ltd), she is a leading expert in marketing and communicating to diverse audiences. Her 15-year career to date has seen her shoulder tapped to work in various roles and projects with government departments, NGO’s as well as Pacific regional trade and health organisations. More recently Stella has been working in the food marketing space with a mission to support more Pacific products to launch and build a global following.

George Makapatama
BMS, PGDip, MBA & MPP

George is a proud New Zealander of Niuean descent. He migrated to New Zealand in the 1980s with his grandparents and sisters in search of education and new opportunities. Currently as the Deputy Chairman of the Board, George is committed to the success of Pacific students and communities at MIT. George is currently the TSI Health Families MMP Manager and was Manager of Strategic Brokers with Auckland Council. George currently works in the education sector and previously worked for Child Youth and Family for over 10 years.
Letoa Henry Jenkins
MBA, CA

Letoa is a game-changer with demonstrated history and success of working in multiple sectors. Letoa has held CEO, CFO and Country Marketing Manager Roles and is a skilful strategist who can innovate, design and execute plans to achieve competitive growth.

Tunumafono Ava Fa’amoe

Tunumafono Avaula Fa’amoe (Ava) is a self-employed managing director for F5 Enterprise Limited. Ava has helped establish organisations such as PIASS Trust, Taikura Trust and Vaka Tautua. Ava is currently a trustee for both the PIASS and Taikura Trusts and a board director for Vaka Tautua. He was an elected member of the Otara-Papatoetoe Local Board. Previously he served as the Chair of the Otara Community Board under Manukau City Council and is currently a board member of the Otara Law Centre. Ava was recognised for his services to the Pacific Community and Health as a Member of the New Zealand Order of Merit in the Queen’s Birthday Honours.

In line with 1 (b) of the Terms of Reference, the following nominations are seeking re-appointment to the MIT Pacific Community Advisory Board from 2019 – 2023

Rev Salafai Mika

Rev. Salafai Mika is a current Minister with the Samoan Methodist Church of New Zealand. Since the 1970s, Rev. Mika has served the Methodist Church in Samoa and in New Zealand.

Francis Fariu
PGDip, MBA

Francis Topa Fariu was the first locally qualified health educator in the Cook Islands back in the 80s. She's a huge advocate for gender equality in the Cooks and a former secretary general for Red Cross in the Cooks Islands. Frances is currently the Secretary General at Cook Islands Red Cross. Francis has worked as a Nurse and Health Educator, Department of the Prime Minister as a Communications Officer in facilitating the public sector reform programme of government, Department for Human Resources Development as a Manager for in-country training programmes.

Pr Eroni Dau

Pr Eroni Dau is a current Minister with the South Auckland Fijian Assembly of God. Since arriving to New Zealand, Pr Dau became a civil engineer and has been self-employed for nearly two decades.
Request to Council

Please note the information below updating Council on relevant issues and opportunities.

Information to note

Golden Jubilee

- Next year the Manukau Institute of Technology will have been bringing quality vocational education and training to the communities of South Auckland for 50 years. This will be marked by a Golden Jubilee celebration throughout 2020. It will have a strong focus on developing alumni links, celebrating the success of so many people, and highlighting the progress MIT has made in that half-century.
- The Golden Jubilee 2020 will be a feature of the 12 months with a period of more intensive activity starting at Graduation Week (the last week in March) through to 22 July which in 1970 was the day that MIT was officially opened. The planning intends that the whole institution will be contributing – schools through a focus on the career areas appropriate to each one, campuses giving a physical presence while the whole institution will proudly showcase its successes. A key and important part of the celebration will be the growth of a strong alumni presence which will strengthen further the links with business and industry. The 2020 graduations will be styled as the Golden Jubilee Graduations 2020 and there will be alumni participation as invited guests, as guest speakers and as enthusiastic supporters of MIT.

Ngā Kete Wānanga Marae 20th Anniversary Celebration

We celebrated the 20th anniversary of Ngā Kete Wānanga Marae on June 20th. We joined former colleagues reminiscing on the many successes for Māori at MIT represented by the establishment of the marae, its cultural and community focus. We also shared the Māori Education Strategy, our progress and targets. The Hon. Peeni Henare shared his work across his portfolios, including Whānau Ora, and his understanding of what the marae represents for our community. Georgina Kupa reflected on the beginnings of the marae as our first Manager of Te Tari Mātauranga Māori. I spoke to our mission now and in the future. It was a wonderful occasion and underlined the tapestry of understanding between peoples that the marae represents.
Timing on Publishing of the MIT Constitution in the Gazette
- Once ITP’s approve their Constitution, the TEC will lead the relevant approval and publishing processes. The TEC provide a cover paper to the Minister seeking his agreement which is currently taking approximately 3-4 weeks.
- Once he agrees to the Constitution, the TEC will arrange publication in the Gazette.

Follow up on External EER Committee Representation
At its last meeting, Council invited management to consider whether it had assembled an appropriate breadth and depth of expertise in its selection of the internal (trial) EER Panel. Management have reviewed this and are satisfied that three eminently qualified people have been contracted. Between them they offer advanced knowledge of:
- NZQA and the EER process
- practice and evaluation of tertiary learning, teaching and management
- the South Auckland community context
- equity issues within NZ tertiary education.

The Panel will be visiting from 21-25 October this year. Further information on of the visit, and Council’s engagement with it, will be provided at a future Council meeting.

Update from DCE Pasifika and Student Journey
- Samoan Language Week
  The Samoan Language Week celebrations went well as we welcomed local schools, community leaders including the Minister of Pacific Peoples Hon. Aupito William Sio and the Consulate General of Samoa Faolotoi Repuena Pogi. A key part of the week was the launch of the Samoan Students Association of MIT (SSAMIT). These associations improve the student experience on campus and also promotes cultural connection and student success.
- Alumni
  Preparations are now in full swing toward the launch of the MIT Alumni Association. We are looking to better engage with Alumni through digital platforms, campaign and events leading to re-enrolments and brand advocacy. We have completed the soft launch of the website and have sent out our first engagement in May and over 10,000 alumni interacted (opened the email, clicked through to the website, entered the competition, replied with feedback etc. Our new event manager and alumni marketing manager have started and planning is underway for the official launch event on 28 August. Our next engagement events include the 20th anniversary of the Marae, a new re-engagement campaign and new event promotion. Finally we are preparing to reintroduce our “Further your Study Campaign” that we piloted last year. This brought over 500 applications and 250 enrolments (30% more than previous years that didn’t have an alumni push).
- PR & Comms
  Media coverage this month included MIT’s sponsorship at Pasifika Music Awards (531pi), graduate success story in Indian Newslink, positive MIT mention in story about Ezra Williams (Raze) on Newshub and RNZ coverage of Creative Arts lecturer Jason Te Mete’s play that led to subsequent RNZ coverage.
- Schools & Communities
  We have been in full engagement mode with our schools. While our focus will always be on our local schools in the Manukau region we also went on the road up in Northland. It is important we expand into untapped markets to improve our enrolments where there is not adequate local provision of these programs. We visited Kerikeri High School, Kaitaia College, Okaihau College, Northland College, Bay of Islands College. The response was positive with strong conversations for Trades, Maritime, Logistics, Hospitality and Tourism.
C06/24

Health and Safety April/ May 2019

Author
Andrew Bhimy, Executive General Manager, People and Culture

Endorser
Gus Gilmore, Chief Executive

Date
June 2019

Request to Council

Please note the information below, which is supplied as a status report on Health and Safety at MIT for the months of April and May 2019.

Information to note

Incidents

<table>
<thead>
<tr>
<th></th>
<th>April 19</th>
<th>April 18</th>
<th>YTD 19</th>
<th>YTD 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
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<td>4</td>
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</tr>
<tr>
<td>Student</td>
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<td>0</td>
<td>↓ 2</td>
<td>4</td>
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<table>
<thead>
<tr>
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<th>May 19</th>
<th>May 18</th>
<th>YTD 19</th>
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<tbody>
<tr>
<td>Employee</td>
<td>0</td>
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<tr>
<td>Student</td>
<td>0</td>
<td>0</td>
<td>↓ 2</td>
<td>4</td>
</tr>
</tbody>
</table>

3 significant events occurred during April.
- A staff member had a heart attack while at work
- A staff member experienced a medical event which may have been stress-related
- A contractor came across a loose live electrical cable in a ceiling cavity which was unsafe

ACC Claims

<table>
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<tr>
<th></th>
<th>April 19</th>
<th>April 18</th>
<th>YTD 19</th>
<th>YTD 18</th>
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<tr>
<td>Employee</td>
<td>2</td>
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<tr>
<td>Costs</td>
<td>$32.02</td>
<td>$7,781.90</td>
<td>↓ $4,172.82</td>
<td>$19,807.83</td>
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<table>
<thead>
<tr>
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<th>May 19</th>
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<tr>
<td>Employee</td>
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<td>16</td>
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<tr>
<td>Costs</td>
<td>$0.00</td>
<td>$233.80</td>
<td>↓ $4,172.82</td>
<td>$20,041.69</td>
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Progress Against Health and Safety Strategy

<table>
<thead>
<tr>
<th>Key Result Areas</th>
<th>Status</th>
<th>Commentary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. MIT’s Health and Safety strategy is clearly communicated to and understood by staff and students</td>
<td></td>
<td>• Safety and Wellbeing team have updated staff and student inductions to reflect the safety and wellbeing component of the new strategy.</td>
</tr>
</tbody>
</table>
2. MIT out-performs comparable industry benchmarks

- ACC claim costs continue to stay relatively low compared to previous years.
- Historically there has been an increase in slips, trips and falls at this time of year. This year we ran staff awareness and information campaigns that appear to have helped minimise this type of injury.

3. Develop a reporting culture

- 3 near misses reported in April 2019 vs 5 in April 2018.
- 1 near misses reported in May 2019 vs 7 in May 2018.
- 12 near misses have been reported YTD in 2019 vs 26 YTD in 2018. This decline will be discussed in upcoming H&S committee meetings.

4. Students graduating from MIT consistently demonstrate Health and Safety skills and knowledge

- Student health, safety and wellbeing pages have been published on Canvas (our student learning system.)
- Student Journey will communicate the publication of this resource to students via their electronic media channels.
- Orientation material will be updated to refer to the information in Canvas.

5. Health and Safety Leadership is effectively role modelled by MIT’s Council and Leadership team

- All new leaders appointed since July 2017 have received a 1:1 induction with the Safety and Wellbeing Manager.
- People leaders are being invited to attend a health and safety refresher. The Student Journey Leadership team training took place in April.

6. MIT’s high-risk areas are identified and effectively controlled

- Staff flu vaccinations have been completed. 108 staff had vaccinations.
- 2019 hazard register reviews are underway.
- The Safety and Wellbeing team are now certified to deliver Mental Health First Aid training sessions. These will be offered to staff in July and August.

7. MIT has resources in place and enables staff participation to deliver a safe and healthy workplace

- 100% of rep roles filled (53/53).
- 93% of H&S representatives are trained (49/53). One rep has resigned. Two new reps have been appointed. They will attend training in July.

8. MIT achieves external benchmark standards for practice in Health and Safety

- Annual AS/NZS4801:2001 surveillance audit took place 12-16 November 2018. There were no major non-conformances identified by the auditor.
- The Safety and Wellbeing team will conduct 4801 compliance audits in June and July.

Significant Incidents

In April an Automotive tutor had a cardiac arrest whilst at work. Work colleagues were able to revive him by applying CPR and use of the defibrillator. The tutor was in hospital for several weeks. He has since returned to work on full duties. The tutor’s manager is continuing to monitor his wellbeing.

A staff member in the Ask Me! team experienced a medical event following a heated interaction between himself and his manager. The staff member was taken to hospital but discharged the following morning. He returned to work following a week’s leave and is continuing to receive wellbeing support from MIT. The matter is currently subject to a Safety and Wellbeing investigation.

A contractor working in a ceiling cavity area came across a live electrical cable whilst working in NP Block. There was no injury but the matter was investigated by the Property and Campus Services team. The incident highlighted evidence of legacy electrical issues in the building. Property and Campus Services have recently reviewed and strengthened their Permit to Work system, a five-yearly programme for testing electrical earthing systems was implemented and testing of RCDs on a 6 monthly basis was implemented. The Property and Campus Services team is also monitoring contractor and MIT staff activities more closely to ensure Permit to Work compliance.
Security Report

<table>
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<tr>
<th></th>
<th>Burglary and Attempts</th>
<th>MV theft, Theft ex.MV, Attempts</th>
<th>Vandalism, Graffiti</th>
<th>Theft (inc all Attempts)</th>
<th>People (ie Assaults, Robbery)</th>
<th>Threatening Behaviour/ Trespass</th>
<th>Significant Events</th>
<th>Apprehensions</th>
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<tbody>
<tr>
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<td>1</td>
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<td>0</td>
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<td>April 18</td>
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<td>6</td>
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<tr>
<td>May 18</td>
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Critical Risk Audit Schedule 2019

<table>
<thead>
<tr>
<th>Critical Risk</th>
<th>Auditor</th>
<th>Date</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asbestos</td>
<td>Safety and Wellbeing Manager</td>
<td>September 2019</td>
<td>The September audit will check for implementation of the Asbestos Management Plan.</td>
</tr>
<tr>
<td>Hazardous substances (including gases)</td>
<td>2018 – HazTech, Registered Test certifier</td>
<td>February 2019</td>
<td>Test Location Certificates were re-issued by the Registered Certifier in February for the Garden and Parks bunker and Automotive/General Engineering areas. The Plumbing School recertification inspection was carried out on 18 March. There were no corrective actions identified during the inspection. The certifier advised that no certification is required for this area as it does not meet the threshold for certification. MIT will continue independent certifier inspections of this area on an annual basis to ensure safety standards are maintained.</td>
</tr>
<tr>
<td>Moving parts and equipment</td>
<td>360 Safety Solutions Limited</td>
<td>May 2019 Rescheduled to August 2019</td>
<td>The 2019 audit will check all Technology Park plant and equipment scheduled for relocation to the new site. Plant and equipment in Tech Park and Property and Campus Services was audited in 2017 &amp; 2018.</td>
</tr>
<tr>
<td>Lifeboat training</td>
<td>Safety and Wellbeing Manager</td>
<td>March 2019</td>
<td>Lifeboat training is not currently taking place. The next audit will take place once training resumes.</td>
</tr>
<tr>
<td>Working from height/ scaffolding</td>
<td>Scaffolding Consultants Limited</td>
<td>May 2019</td>
<td>May 2019 audit has been deferred because scaffolding is not currently being used in learning programmes. The audit will take place when scaffolding is able to be viewed.</td>
</tr>
<tr>
<td>Arborist Activity</td>
<td>MIT Safety and Wellbeing Manager</td>
<td>March 2019</td>
<td>The Arborist audit was carried out in May. Corrective actions identified include a requirement to improve health and safety documentation and the safe operating procedures in relation to use of chippers. A corrective action plan has been implemented.</td>
</tr>
<tr>
<td>Category</td>
<td>Responsible Party</td>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------------</td>
<td>------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Motor vehicles</td>
<td>MIT Safety and Wellbeing Manager</td>
<td>July 2019</td>
<td>2018 corrective actions have been completed.</td>
</tr>
<tr>
<td>Electrical</td>
<td>Internal audit of electrical safety procedures</td>
<td>March 2019</td>
<td>An internal audit of electrical safety was carried out in April/May 2019. Improvements that have been implemented as a result of the audit include five-yearly testing of all MIT building electrical earthing systems, six monthly testing of all RCD’s in electrical systems, extension of the MIT Permit to work system to cover most work, and a SOP has been developed for working in ceiling spaces to manage potential electrical and other hazards.</td>
</tr>
<tr>
<td>Fire training (Maritime)</td>
<td>360 Safety Limited</td>
<td>October 2019</td>
<td>Scheduled for 30 October 2019.</td>
</tr>
<tr>
<td>Manukau Campus Laboratory</td>
<td>HazTech</td>
<td>October 2019</td>
<td>Not yet scheduled.</td>
</tr>
<tr>
<td>Manukau Open balconies</td>
<td>MIT Legal team</td>
<td>March 2019</td>
<td>Review found low risk but identified some opportunities to consider for further risk reduction. Awaiting costing options for possible options.</td>
</tr>
<tr>
<td>Psychosocial risks</td>
<td>Cases to be monitored by the Safety and Wellbeing team</td>
<td>March, June, September, &amp; December reporting</td>
<td>Council reports will include updates on the number of stress, harassment, and bullying cases and associated lost time.</td>
</tr>
</tbody>
</table>
Request to Council

1. Please note the minutes of the monthly Academic Board meeting held on Wednesday, 12 June 2019.
MANUKAU INSTITUTE OF TECHNOLOGY

ACADEMIC BOARD MEETING

HELD ON WEDNESDAY, 12 JUNE
AT 1.00 PM IN THE MANUHIRI ROOM
NT108

DRAFT MINUTES

PRESENT
M Carroll (Chair)  C Theunissen  S Eickhoff (proxy for L Van der Sluis-Rose)
B Laycock  D Ahmed  L Van der Sluis-Rose
C Dickey  N Kusari  R Arts
C Handscomb  P Hollings  S Wilkinson
C McCormick  S Wilkinson  R Sullivan
C Park  S Ashaat

IN ATTENDANCE
Lydia Pillay (Secretary)

APOLOGIES
G Gilmore  C Belle  L Van der Sluis-Rose
L Deehan-Owen  N Pandey

WELCOME
R Sullivan opened the meeting with a karakia.

PRELIMINARIES

AB06/1  APOLOGIES
IT WAS RESOLVED THAT THE ACADEMIC BOARD ACCEPT THE APOLOGIES FROM G GILMORE, C BELLE, L VAN DER SLUIS-ROSE, L DEEHAN-OWEN, AND P LIAO.

PROPOSED: M CARROLL
SECONDED: B LAYCOCK  CARRIED

AB06/2  CONFIRMATION OF MINUTES
It was noted that the minutes of the May meeting be updated to include the following amendment noted by C Theunissen:

C Theunissen expressed his concern for the lack of staff awareness within the School of Business regarding new programme development. It was discussed that communication within the school was insufficient and information was not being satisfactorily filtered down to staff. M Carroll noted that it was important to raise concerns with the Head of School and Campus General Manager. Dr Theunissen also expressed his reservations around the existing operational capability of the School to actualise the business master’s degree programme currently under development.
IT WAS RESOLVED THAT THE ACADEMIC BOARD CONFIRM THE MINUTES OF THE MEETING OF THE ACADEMIC BOARD HELD ON WEDNESDAY 01 MAY 2019, SUBJECT TO THE AMENDMENT NOTED BY C THEUNISSEN.

PROPOSED: C THEUNISSEN
SECONDED: B LAYCOCK
CARRIED

AB06/3 MATTERS ARISING

a. Process to motivate students and acknowledge work completed
   A late paper was tabled and will be carried over to the next meeting. The Board agreed for a working group consisting of L Keneti (Chair), one representative from each Campus (preferably Academic Leads – Students, nominated by the Campus General Manager) would meet in the interim to work through the details, timeframes and draft the criteria for implementation. Academic Registry are asked to assist the working group with data analysis.

b. Review of quarters system used at MIT Manukau
   A draft report of a review of the Quarters System used by the Schools of Business and Digital Technology was verbally discussed. The report advised that while views from staff and students about the system are mixed, student success rates have improved. The review report has recommended continuing with the Quarters system for 2020, subject to various improvements being made. The Board has asked for further work to be done on the report, particularly in relation to consultation, and a detailed presentation to be made to the next meeting.

c. Annual Review of Academic Board Sub-Delegations
   It was noted that the action was completed.

d. Confirmation of Student representative
   This item was covered under agenda item AB06/21.

e. Programme Committee Membership
   This item was covered under agenda item AB06/14

f. Te Komiti Tangata Whenua Membership
   This item was covered under agenda item AB06/18

g. Programme cancellation notification process
   This item was covered under agenda item AB06/16

AB06/4 CORRESPONDENCE

The Chair discussed the statutory declaration report contained in the correspondence. It was noted that the Institute reported non-compliance in the following three areas:
- Programme Approval Criterion 8, and Accreditation Criterion 5 – Research (degree or post-graduate qualifications at levels 7 to 10)
- Programme Approval Criterion 6, and Accreditation Criterion 1 – Assessment and Moderation
- Consent and Moderation Requirements (CMR) for standards are met
- Rule 10.1(b) – credit reporting
Action Plans to address areas of non-compliance were developed and are currently being implemented. M Carroll noted the importance of raising awareness across the Institute and reminding staff of these key issues.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD RECEIVE THE INWARDS CORRESPONDENCE.

PROPOSED: M CARROLL  
SECONDED: C PARK  
CARRIED

**REGULAR REPORTS**

**AB06/5 ACADEMIC BOARD CHAIR UPDATE**  
There were no further updates to provide to the Board.

**AB06/6 EXTERNAL EVALUATION REVIEW TEMPLATE**  
M Carroll noted that the in preparation for EER, the question sets had gone to programme teams. S Vaealiki had offered to run sessions to support programmes teams, but due to her absence, all teams were encouraged to contact M Carroll with any queries.

The Board discussed the MyVoice survey. It was noted that the MyVoice survey is no longer run by the vendor, and in the absence of a new survey, the 2018 data would likely be provided to EER. The Executive Leadership Team is currently seeking alternative survey platforms with a view to running a new survey in late 2019.

**AB06/7 ACADEMIC STANDARDS SUB-COMMITTEE REPORT**  
B Laycock spoke to the report and the report was taken as read.

B Laycock noted the decrease in meetings and low number of programme changes/development. M Carroll noted that NZQA had recommended that the Property Development programme proposal be withdrawn. The programme required further work and would be submitted at a later stage. M Carroll noted that this proposal had unique features that may have warranted scrutiny additional to the ACS’s usual process.

**IT WAS RESOLVED THAT** THE ACADEMIC STANDARDS COMMITTEE WILL INTRODUCE ADDITIONAL SCRUTINY FOR PROGRAMME PROPOSALS THAT ARE NEW OR DISTINCTLY DIFFERENT FROM ACADEMIC OFFERINGS WITH WHICH MIT HAS CURRENT OR PREVIOUS EXPERIENCE.

PROPOSED: M CARROLL  
SECONDED: B LAYCOCK  
CARRIED

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD AND ACCEPT THE ACADEMIC STANDARDS SUB-COMMITTEE REPORT.

PROPOSED: B LAYCOCK  
SECONDED: C DICKEY  
CARRIED

**AB06/8 SELF-ASSESSMENT, EVALUATION AND REVIEW SUB-COMMITTEE REPORTS**  
R Sullivan as Chair of the SAER meeting noted the discussion on Priority groups, it was noted that the Committee did not contain a quorum and no resolutions were noted.

PROPOSED: R SULLIVAN
SECONDED: N KUSARI
CARRIED

AB06/9 ETHICS SUB-COMMITTEE REPORT
C Dickey advised the Board of a potential breach of one approved application. The Chair of the subcommittee undertook to address the matter. A report on this potential breach would be documented and provided to the Board next month.

IT WAS RESOLVED THAT THE ACADEMIC BOARD AND ACCEPTED THE ETHICS SUB-COMMITTEE REPORT.

PROPOSED: C DICKEY
SECONDED: C THEUNISSEN
CARRIED

AB06/10 TE KOMITI TANGATA WHENUA REPORT
R Sullivan spoke to the report and it was taken read.

It was noted that the two vacant positions on the Committee are appointed by the Academic Board. M Carroll sought recommendations from the Board, all nominations are to be sent to M Carroll by the end of the week.

R Sullivan noted the lack of seniority on the Committee and encouraged staff to take this into consideration. It was also noted that Te Komiti Tangata Whenua had no expectations for only Māori representative, all staff were welcomed to participate.

IT WAS RESOLVED THAT THE ACADEMIC BOARD AND ACCEPT THE TE KOMITI TANGATA WHENUA REPORT.

PROPOSED: R SULLIVAN
SECONDED: P LIAO
CARRIED

AB06/11 PASIFIKA ACADEMIC SUB-COMMITTEE REPORT
P Lotu-Iiga spoke to the report and it was taken as read.

IT WAS RESOLVED THAT THE ACADEMIC BOARD AND ACCEPT THE PASIFIKA ACADEMIC SUB-COMMITTEE REPORT.

PROPOSED: P LOTU-IIGA
SECONDED: P LIAO
CARRIED

AB06/12 INTERNATIONAL STUDENTS ADVISORY SUB-COMMITTEE REPORT
C Handscomb spoke to the report and it was taken as read.

The Committee raised concerns regarding non-attendance of Campus Representatives and the Chair committed to following up directly with individual committee members to encourage attendance.
The Committee also discussed the following key topics at the meeting:

- 2019 International EFTS Update
- Amendments to the Education (Pastoral Care of International Students) Code of Practice 2016 (COP)
- International Student Barometer (ISB) Update

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD AND ACCEPT THE INTERNATIONAL STUDENT’S ADVISORY SUB-COMMITTEE REPORT.

PROPOSED: C HANDSCOMB  
SECONDED: S EICKHOFF  
CARRIED

**AB06/13 RESEARCH SUB-COMMITTEE REPORT**

D Ahmed spoke to the report and the report was taken as read.

It was noted that the Committee confirmed the appointment of N Pillay as the Chair. The Annual Research Report had been provided to the SAER Committee and would be provided to the Board in July.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD ACCEPT THE RESEARCH SUB-COMMITTEE REPORT.

PROPOSED: D AHMED  
SECONDED: R ARTS  
CARRIED

**ITEMS FOR DECISION**

**AB06/14 2019 PROGRAMME COMMITTEE MEMBERSHIP**

The Chair noted the lack of library staff on Programme Committees, it was noted that P Liao would send the list of library staff for inclusion in the membership. It was also noted that Programme Committee membership for Horticulture was incomplete, P Hollings would follow up and provide the information to the Board Sectary.

C Park expressed her concern regarding the Chair of Programme Committees within Technology Park. P Hollings addressed the issue and confirmed that this was resolved.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD APPROVE THE 2019 PROGRAMME COMMITTEE MEMBERSHIP, SUBJECT TO THE FOLLOWING AMENDMENTS:

1. **INCLUSION OF LIBRARY STAFF ON PROGRAMME COMMITTEES**
2. **FULL PROGRAMME COMMITTEE MEMBERSHIP FOR HORTICULTURE TO BE PROVIDED.**
3. **ACADEMIC CHAIRS FOR TECHNOLOGY PARK PROGRAMME COMMITTEES TO BE PROVIDED.**

PROPOSED: M CARROLL  
SECONDED: P HOLLINGS  
CARRIED

**AB06/15 ANNUAL REVIEW OF THE ACADEMIC BOARD HANDBOOK**

C Park spoke to this report and it was taken as read.

The Academic Handbook had been updated to include minor editorial amendments and feedback received by members of the Board.
The Board discussed the sub-contracting of programmes and whether there was a need for an additional handbook. It was noted that F Campbell within the Academic Centre was currently looking at a set of sub-contacting protocols.

The Chair noted that sub-contacting agreements were classified as a high risk area, especially with the upcoming External Evaluation Review. It was agreed that a discussion on sub-contacting agreements would be added to the agenda for the next meeting, K Hiron would be invited to discuss and provide a progress report.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD APPROVE AND ADOPT THE REVISED ACADEMIC BOARD HANDBOOK.

PROPOSED: D AHMED  
SECONDED: C THEUNISSEN  
CARRIED

**AB06/16 CANCELLATION OF COURSES OR PROGRAMMES**

C Park spoke to the report and it was taken as read.

The Academic Board noted that cancelling courses and/or programmes had a number of risks and direct impacts on the Institute, not the least of which are the financial consequences to MIT and the reputational impact of a cancellation decision. Cancelling courses and programmes could have a profound impact on students, who may be unable to complete their planned programme of study or who may need to vary their planned study to achieve their goals.

It was noted that the following report outlined the process for cancelling courses and or programmes of study which was recommended by the Board at its meeting on 14 November 2018.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD RECEIVE THE REPORT AND APPROVE THE PROCESS OUTLINED FOR THE CANCELLATION OF COURSES OR PROGRAMMES.

PROPOSED: C PARK  
SECONDED: C HANDSCOMB  
CARRIED

**AB06/17 REQUEST TO KEEP A PROGRAMME OPEN**

C Park spoke to the report and it was taken as read.

Academic Registry identified that the programme NZ2487 New Zealand Certificate in Animal Care (Level 3) had been erroneously included in the Programmes for Closure list which was approved by Academic Board to be closed as at 31 December 2018. The programme had been removed from the Programme Closures list prior to it being sent to NZQA and TEC.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD NOTE THE ERROR AND REVERSE THE APPROVAL TO CLOSE THE NZ2487 NEW ZEALAND CERTIFICATE IN ANIMAL CARE LEVEL 3 PROGRAMME.

PROPOSED: C PARK  
SECONDED: B LAYCOCK  
CARRIED
AB06/18 AMENDMENTS TO THE ACADEMIC BOARD SUB-COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE
R Sullivan spoke to the report and the report was taken as read.

IT WAS RESOLVED THAT THE ACADEMIC BOARD:
– RECEIVE THE REPORT ON PROPOSED AMENDMENTS TO THE ACADEMIC BOARD SUB-COMMITTEE MEMBERSHIP AND TERMS OF REFERENCE.
– ENDORSE THE ATTACHED AMENDMENTS TO THE ACADEMIC BOARD SUB-COMMITTEE MEMBERSHIP AND TERMS AND REFERENCE (TO COME INTO EFFECT IMMEDIATELY).
– ADOPT THE ATTACHED AMENDMENTS TO THE ACADEMIC BOARD SUB-COMMITTEE MEMBERSHIP AND TERMS AND REFERENCE

PROPOSED: R SULLIVAN
SECONDED: C MCCORMICK
CARRIED

AB06/19 MIT FILE STORAGE PROTOCOLS
M Carroll discussed the new file storage protocols, it was noted that these protocols would ensure greater consistency and transparency of information. ICTS would create the suites of folders, and once established, the folders could not be changed or renamed, whilst additional folders could be created. When a new programme or course is added, ICTS will provide a new suite of folders for that programme or course and when a teaching period concludes, that suite will become an archive. It was noted that ICTS would soon be sending out instructions on how to migrate files from current locations to the new structure for implementation in 2020.

IT WAS RESOLVED THAT THE ACADEMIC BOARD APPROVE THE DRAFT FILE STORAGE PROTOCOLS FOR IMPLEMENTATION FOR THE 2020 ACADEMIC YEAR.

PROPOSED: R SULLIVAN
SECONDED: C PARK
CARRIED

ITEMS FOR INFORMATION

AB06/20 STUDENT EXPERIENCE AND SUPPORT ANNUAL REPORT
L Keneti spoke to the report and it was taken as read.

It was noted that the report with its recommendations was approved at the SAER Committee. All requirements noted by the Board and were addressed and dealt with. The Hōkūleʻa report was also attached for the Boards Information.

IT WAS RESOLVED THAT THE ACADEMIC BOARD RECEIVE THE STUDENT EXPERIENCE AND SUPPORT ANNUAL REPORT.

PROPOSED: S WILKINSON
SECONDED: B LAYCOCK
CARRIED

AB06/21 CONFIRMATION OF STUDENT REPRESENTATIVES (MINUTES AND BIO)
M Carroll spoke to this report and it was taken as read.
The Board sought further clarification on how student representatives were appointed to the Board. The minutes of the student council meeting, which confirmed the election of the student representatives, along with a brief biography were requested by the Board at its May meeting.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD RECEIVE THE MINUTES OF THE STUDENT COUNCIL MEETING AND THE BIOGRAPHY OF STUDENT REPRESENTATIVES.

PROPOSED: M CARROLL  
SECONDED: R SULLIVAN  
CARRIED

**AB06/22 RECOGNITION OF PRIOR LEARNING REPORT (RPL)**

It was noted that the following agenda item would be deferred to the July Board meeting and all feedback regarding the report should be emailed directly to C Park.

**IT WAS RESOLVED THAT** THE ACADEMIC BOARD DEFER THE RECOGNITION OF PRIOR LEARNING REPORT (RPL) TO THE JULY BOARD MEETING.

PROPOSED: M CARROLL  
SECONDED: C PARK  
CARRIED

**AB06/23 ONBOARDING PRESENTATION (BRIDGIT WRIGHT)**

B Wright and R Hampton addressed the Board and provided a brief summary on the how the On-boarding/Kickstart process worked. It was noted that further information could be found on the MITNet page under staff information.

C Theunissen discussed the issue of existing staff who have not been on-boarded. The Chair noted that support for staff could be provided through workshops and by contacting the Academic Centre for assistance.

**ANY OTHER BUSINESS**

R Sullivan closed the meeting with a karakia. The meeting closed at 3.08pm
C06/26 Financial Report for the period ended 31 May 2019

Author
Michelle Teirney, Executive General Manager, Strategy and Support Services

Contributor
Stephen Drumm, Finance Manager and Simone Fernandes, Head of Finance and Business Services

Endorser
Gus Gilmore, Chief Executive

Date
14 June 2019

Request to Council
Please note the Financial Report for the period ended 31 May 2019 attached.
## STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
</tr>
</tbody>
</table>
| MIT Council Agenda Papers - 27 June 2019 - OPEN SESSION

### MIT Council Agenda Papers - 27 June 2019 - OPEN SESSION

#### YTD Actual

1. **Government funding**
   - Current: $18,482
   - Target: $18,669
   - Variance: $(187)

2. **Domestic student receipts**
   - Current: $6,037
   - Target: $6,060
   - Variance: $(23)

3. **International student receipts**
   - Current: $5,782
   - Target: $6,451
   - Variance: $(669)

4. **Other base income**
   - Current: $2,999
   - Target: $2,875
   - Variance: $124

5. **Non base income**
   - Current: $2,642
   - Target: $3,412
   - Variance: $770

6. **Total Revenue**
   - Current: $35,942
   - Target: $37,467
   - Variance: $(1,525)

#### MIT Council Agenda Papers - 27 June 2019 - OPEN SESSION

7. **Academic Operations base staff costs**
   - Current: $11,767
   - Target: $11,288
   - Variance: $(479)

8. **Academic Operations base other expenditure**
   - Current: $2,871
   - Target: $2,706
   - Variance: $(165)

9. **Service Directorates base staff costs**
   - Current: $10,600
   - Target: $11,564
   - Variance: $964

10. **Service Directorates base other expenditure**
    - Current: $6,543
    - Target: $7,087
    - Variance: $544

11. **Non base staff costs**
    - Current: $1,411
    - Target: $1,651
    - Variance: $240

12. **Non base other expenditure**
    - Current: $161
    - Target: $302
    - Variance: $141

13. **Overhead**
    - Current: $0
    - Target: $0
    - Variance: $0

14. **Total Expenditure**
    - Current: $33,353
    - Target: $34,598
    - Variance: $(1,245)

15. **Net Operating Surplus / (Deficit) (EBITDA)**
    - Current: $2,589
    - Target: $2,869
    - Variance: $(280)

16. **Contribution Margin %**
    - Current: 7%
    - Target: 8%
    - Variance: $(11%)

17. **Depreciation expense**
    - Current: $4,761
    - Target: $4,797
    - Variance: $(36)

18. **EBIT**
    - Current: $(2,172)
    - Target: $(2,189)
    - Variance: $(17)

19. **Interest expense**
    - Current: $644
    - Target: $636
    - Variance: $92

20. **Net Surplus / (Deficit) (excl One Off Items)**
    - Current: $(2,716)
    - Target: $(2,564)
    - Variance: $(152)

21. **One Off expenditure**
    - Current: 0
    - Target: 0
    - Variance: 0

22. **One Off revenue**
    - Current: 0
    - Target: 0
    - Variance: 0

23. **Unrealised losses**
    - Current: $(137)
    - Target: $(137)
    - Variance: $0

24. **Net Surplus / (Deficit)**
    - Current: $(2,579)
    - Target: $(2,564)
    - Variance: $(15)

25. **Permanent FTE**
    - Current: 578
    - Target: 578
    - Variance: 0

26. **Fixed Term FTE**
    - Current: 100
    - Target: 100
    - Variance: 0

27. **Casual FTE**
    - Current: 32
    - Target: 32
    - Variance: 0

28. **Total FTE**
    - Current: 710
    - Target: 710
    - Variance: 0

* YTD FTE represents current Payroll FTE & Forecast FTE is the projection for Dec 2019
### EQUIVALENT FULL-TIME STUDENTS (EFTS) SUMMARY
FOR THE PERIOD ENDING 31 MAY 2019

#### OTARA & CITY

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC L1-2</td>
<td>135</td>
<td>129</td>
<td>4%</td>
<td>223</td>
<td>218</td>
<td>218</td>
<td>2%</td>
<td>212</td>
</tr>
<tr>
<td>SAC L3+</td>
<td>1,103</td>
<td>1,140</td>
<td>(3%)</td>
<td>1,359</td>
<td>1,399</td>
<td>1,399</td>
<td>(35%)</td>
<td>1,406</td>
</tr>
<tr>
<td>Youth guarantee</td>
<td>17</td>
<td>28</td>
<td>(37%)</td>
<td>24</td>
<td>36</td>
<td>36</td>
<td>(35%)</td>
<td>49</td>
</tr>
<tr>
<td>International</td>
<td>132</td>
<td>120</td>
<td>10%</td>
<td>165</td>
<td>148</td>
<td>148</td>
<td>12%</td>
<td>216</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td><strong>1,386</strong></td>
<td><strong>1,417</strong></td>
<td><strong>(2%)</strong></td>
<td><strong>1,771</strong></td>
<td><strong>1,801</strong></td>
<td><strong>1,801</strong></td>
<td><strong>(2%)</strong></td>
<td><strong>1,883</strong></td>
</tr>
</tbody>
</table>

#### TECHNOLOGY PARK

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC L1-2</td>
<td>4</td>
<td>25</td>
<td>(84%)</td>
<td>2</td>
<td>34</td>
<td>34</td>
<td>(93%)</td>
<td>70</td>
</tr>
<tr>
<td>SAC L3+</td>
<td>698</td>
<td>552</td>
<td>26%</td>
<td>823</td>
<td>718</td>
<td>717</td>
<td>15%</td>
<td>743</td>
</tr>
<tr>
<td>Youth guarantee</td>
<td>127</td>
<td>119</td>
<td>7%</td>
<td>144</td>
<td>142</td>
<td>142</td>
<td>2%</td>
<td>177</td>
</tr>
<tr>
<td>International</td>
<td>184</td>
<td>175</td>
<td>5%</td>
<td>261</td>
<td>316</td>
<td>316</td>
<td>(18%)</td>
<td>349</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td><strong>1,013</strong></td>
<td><strong>870</strong></td>
<td><strong>16%</strong></td>
<td><strong>1,230</strong></td>
<td><strong>1,211</strong></td>
<td><strong>1,210</strong></td>
<td><strong>2%</strong></td>
<td><strong>1,341</strong></td>
</tr>
</tbody>
</table>

#### MANUKAU

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC L1-2</td>
<td>13</td>
<td>30</td>
<td>(58%)</td>
<td>18</td>
<td>39</td>
<td>39</td>
<td>(52%)</td>
<td>20</td>
</tr>
<tr>
<td>SAC L3+</td>
<td>1,542</td>
<td>1,364</td>
<td>13%</td>
<td>1,760</td>
<td>1,572</td>
<td>1,572</td>
<td>12%</td>
<td>1,568</td>
</tr>
<tr>
<td>Youth guarantee</td>
<td>10</td>
<td>31</td>
<td>(69%)</td>
<td>15</td>
<td>44</td>
<td>44</td>
<td>(67%)</td>
<td>49</td>
</tr>
<tr>
<td>International</td>
<td>256</td>
<td>328</td>
<td>(22%)</td>
<td>299</td>
<td>452</td>
<td>452</td>
<td>(34%)</td>
<td>461</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td><strong>1,620</strong></td>
<td><strong>1,753</strong></td>
<td><strong>(4%)</strong></td>
<td><strong>2,091</strong></td>
<td><strong>2,106</strong></td>
<td><strong>2,106</strong></td>
<td><strong>(1%)</strong></td>
<td><strong>2,097</strong></td>
</tr>
</tbody>
</table>

#### GRAND TOTAL

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC L1-2</td>
<td>151</td>
<td>184</td>
<td>(18%)</td>
<td>244</td>
<td>291</td>
<td>291</td>
<td>(16%)</td>
<td>302</td>
</tr>
<tr>
<td>SAC L3+</td>
<td>3,343</td>
<td>3,056</td>
<td>9%</td>
<td>3,942</td>
<td>3,689</td>
<td>3,688</td>
<td>7%</td>
<td>3,717</td>
</tr>
<tr>
<td>Youth guarantee</td>
<td>154</td>
<td>177</td>
<td>(13%)</td>
<td>182</td>
<td>222</td>
<td>222</td>
<td>(18%)</td>
<td>275</td>
</tr>
<tr>
<td>International</td>
<td>572</td>
<td>623</td>
<td>(9%)</td>
<td>725</td>
<td>916</td>
<td>916</td>
<td>(21%)</td>
<td>1,052</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td><strong>4,220</strong></td>
<td><strong>4,040</strong></td>
<td><strong>(4%)</strong></td>
<td><strong>5,093</strong></td>
<td><strong>5,116</strong></td>
<td><strong>5,117</strong></td>
<td><strong>(0%)</strong></td>
<td><strong>5,320</strong></td>
</tr>
</tbody>
</table>

*Actual EFTS may be larger than forecast EFTS due to estimated student withdrawals based on historical precedence.*
### EQUIVALENT FULL-TIME STUDENTS (EFTS) BY SCHOOL
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
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<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTARA &amp; CITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Education</td>
<td>271</td>
<td>266</td>
<td>2%</td>
<td>304</td>
<td>315</td>
<td>315</td>
<td>(3%)</td>
<td>317</td>
</tr>
<tr>
<td>Hospitality and Tourism</td>
<td>166</td>
<td>228</td>
<td>(27%)</td>
<td>216</td>
<td>272</td>
<td>272</td>
<td>(21%)</td>
<td>270</td>
</tr>
<tr>
<td>NZ Maritime School</td>
<td>255</td>
<td>283</td>
<td>(10%)</td>
<td>298</td>
<td>328</td>
<td>328</td>
<td>(9%)</td>
<td>351</td>
</tr>
<tr>
<td>Languages and Community Education</td>
<td>162</td>
<td>109</td>
<td>49%</td>
<td>266</td>
<td>258</td>
<td>258</td>
<td>3%</td>
<td>259</td>
</tr>
<tr>
<td>Services Industries</td>
<td>203</td>
<td>217</td>
<td>(7%)</td>
<td>284</td>
<td>284</td>
<td>284</td>
<td>0%</td>
<td>319</td>
</tr>
<tr>
<td>Social Work and Sport</td>
<td>330</td>
<td>314</td>
<td>5%</td>
<td>404</td>
<td>344</td>
<td>344</td>
<td>17%</td>
<td>367</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td>1,386</td>
<td>1,417</td>
<td>(2%)</td>
<td>1,771</td>
<td>1,801</td>
<td>1,801</td>
<td>(2%)</td>
<td>1,883</td>
</tr>
<tr>
<td><strong>TECHNOLOGY PARK</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive</td>
<td>157</td>
<td>159</td>
<td>(1%)</td>
<td>165</td>
<td>176</td>
<td>176</td>
<td>(7%)</td>
<td>202</td>
</tr>
<tr>
<td>Construction and Horticulture</td>
<td>380</td>
<td>345</td>
<td>10%</td>
<td>443</td>
<td>446</td>
<td>446</td>
<td>(1%)</td>
<td>505</td>
</tr>
<tr>
<td>Professional Engineering</td>
<td>237</td>
<td>219</td>
<td>8%</td>
<td>347</td>
<td>374</td>
<td>374</td>
<td>(7%)</td>
<td>402</td>
</tr>
<tr>
<td>Specialist Trades</td>
<td>239</td>
<td>135</td>
<td>78%</td>
<td>275</td>
<td>214</td>
<td>214</td>
<td>29%</td>
<td>231</td>
</tr>
<tr>
<td>Campus GM</td>
<td>0</td>
<td>11</td>
<td>(100%)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td>1,013</td>
<td>869</td>
<td>17%</td>
<td>1,230</td>
<td>1,211</td>
<td>1,210</td>
<td>2%</td>
<td>1,341</td>
</tr>
<tr>
<td><strong>MANUKAU</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td>555</td>
<td>589</td>
<td>(6%)</td>
<td>676</td>
<td>806</td>
<td>806</td>
<td>(16%)</td>
<td>768</td>
</tr>
<tr>
<td>Digital Technologies</td>
<td>296</td>
<td>311</td>
<td>(5%)</td>
<td>319</td>
<td>346</td>
<td>346</td>
<td>(8%)</td>
<td>370</td>
</tr>
<tr>
<td>Health and Counselling</td>
<td>342</td>
<td>246</td>
<td>39%</td>
<td>426</td>
<td>322</td>
<td>322</td>
<td>33%</td>
<td>317</td>
</tr>
<tr>
<td>Nursing</td>
<td>626</td>
<td>607</td>
<td>3%</td>
<td>670</td>
<td>633</td>
<td>633</td>
<td>6%</td>
<td>642</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td>1,819</td>
<td>1,754</td>
<td>4%</td>
<td>2,091</td>
<td>2,106</td>
<td>2,106</td>
<td>(1%)</td>
<td>2,097</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
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</tr>
<tr>
<td>Otara &amp; City</td>
<td>1,386</td>
<td>1,417</td>
<td>(2%)</td>
<td>1,771</td>
<td>1,801</td>
<td>1,801</td>
<td>(2%)</td>
<td>1,882</td>
</tr>
<tr>
<td>Technology Park</td>
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<td>17%</td>
<td>1,230</td>
<td>1,211</td>
<td>1,210</td>
<td>2%</td>
<td>1,341</td>
</tr>
<tr>
<td>Manukau</td>
<td>1,819</td>
<td>1,754</td>
<td>4%</td>
<td>2,091</td>
<td>2,106</td>
<td>2,106</td>
<td>(1%)</td>
<td>2,097</td>
</tr>
<tr>
<td><strong>Total EFTS</strong></td>
<td>4,219</td>
<td>4,040</td>
<td>4%</td>
<td>5,092</td>
<td>5,118</td>
<td>5,117</td>
<td>(1%)</td>
<td>5,320</td>
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</tbody>
</table>

*Actual EFTS may be larger than forecast EFTS due to estimated student withdrawals based on historical precedence.*
## OTARA & CITY

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
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<tbody>
<tr>
<td>Base revenue</td>
<td>9,396</td>
<td>9,794</td>
<td>(398)</td>
<td>25,342</td>
<td>25,332</td>
<td>25,582</td>
<td>(250)</td>
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<td>11,201</td>
<td>10,945</td>
<td>10,436</td>
<td>(765)</td>
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<td>(357)</td>
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<td>2,314</td>
<td>2,321</td>
<td>(519)</td>
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<td>(1,175)</td>
<td>11,301</td>
<td>12,073</td>
<td>12,835</td>
<td>(1,534)</td>
<td>11,208</td>
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<td>39%</td>
<td>49%</td>
<td>45%</td>
<td>48%</td>
<td>50%</td>
<td>42%</td>
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<tr>
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<td>4,203</td>
<td>4,124</td>
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<td>393</td>
<td>302</td>
<td>302</td>
<td>(91)</td>
<td>123</td>
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<tr>
<td>Overhead</td>
<td>334</td>
<td>391</td>
<td>57</td>
<td>899</td>
<td>939</td>
<td>939</td>
<td>40</td>
<td>1,186</td>
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<tr>
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<td>1,230</td>
<td>1,230</td>
<td>129</td>
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<td>29,456</td>
<td>29,716</td>
<td>(171)</td>
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<td>12,598</td>
<td>12,089</td>
<td>(664)</td>
<td>14,449</td>
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<td>797</td>
<td>(397)</td>
<td>3,233</td>
<td>2,616</td>
<td>2,623</td>
<td>(10)</td>
<td>2,745</td>
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<tr>
<td>Total Overhead</td>
<td>334</td>
<td>391</td>
<td>57</td>
<td>899</td>
<td>939</td>
<td>939</td>
<td>40</td>
<td>1,186</td>
</tr>
<tr>
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<td>4,310</td>
<td>5,286</td>
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<td>12,660</td>
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<td>14,065</td>
<td>(1,405)</td>
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<td>43%</td>
<td>45%</td>
<td>47%</td>
<td>41%</td>
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<td>121</td>
<td>129</td>
<td>129</td>
<td>8</td>
<td>141</td>
</tr>
<tr>
<td>Fixed Term FTE</td>
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<td>19</td>
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<td>9</td>
</tr>
<tr>
<td>Casual FTE</td>
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<td>12</td>
<td>0</td>
<td>11</td>
<td>9</td>
<td>9</td>
<td>(2)</td>
<td>24</td>
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<tr>
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<td>144</td>
<td>156</td>
<td>156</td>
<td>12</td>
<td>175</td>
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</table>
### FINANCIAL PERFORMANCE BY CAMPUS
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
</table>
|                      | MIT $'000s | MIT $'000s | MIT % / $'000s | MIT $'000s | MIT $'000s | MIT % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MIT $'000s | % / $'000s | MIT $'000s | MI  
| TECHNOLOGY PARK      |            |            |              |                    |                  |                  |                                  |                          |
| Base revenue         | 8,276      | 7,698      | 578          | 20,541             | 20,288           | 20,028           | 513                              | 22,215                    |
| Base staff costs     | 3,327      | 3,099      | (228)        | 7,939              | 7,889            | 7,564             | (375)                            | 8,696                     |
| Base other expenditure| 1,306    | 1,094      | (212)        | 2,364              | 2,490            | 2,472             | 108                              | 3,149                     |
| Base Surplus/(Deficit) | 3,643 | 3,505      | 138          | 10,238             | 9,909            | 9,992             | 246                              | 10,370                    |
| Base Contribution Margin % | 44% | 46%          | 50%         | 49%                   | 50%               | 47%                |                                  |                          |
| Non base revenue     | 949        | 1,659      | (710)        | 4,275              | 5,165            | 5,165             | (890)                            | 4,955                     |
| Non base staff costs | 832        | 866        | 34           | 2,003              | 2,110            | 2,110             | 107                              | 2,774                     |
| Non base other expenditure | 51 | 234        | 183          | 341                 | 611              | 611               | 270                              | 273                      |
| Overhead             | 281        | 497        | 216          | 1,281              | 1,549            | 1,549             | 268                              | 1,431                     |
| Non base Surplus/(Deficit) | (215) | 62        | (277)        | 650                 | 895              | 895               | (245)                            | 477                       |
| Total revenue        | 9,225      | 9,357      | (132)        | 24,816             | 25,453           | 25,193            | (377)                            | 27,170                    |
| Total staff costs    | 4,159      | 3,965      | (194)        | 9,942              | 9,999            | 9,674             | (268)                            | 11,470                    |
| Total other expenditure | 1,357 | 1,328      | (29)         | 2,705              | 3,101            | 3,083             | 378                              | 3,422                     |
| Total overhead       | 281        | 497        | 216          | 1,281              | 1,549            | 1,549             | 268                              | 1,431                     |
| Campus Surplus/(Deficit) | 3,428 | 3,567      | (139)        | 10,888             | 10,804           | 10,887            | 1                                | 10,847                    |
| Total Contribution Margin % | 37% | 38%          | 44%         | 42%                   | 43%               | 40%                |                                  |                          |
| Permanent FTE        | 72         | 72         | 0            | 88                 | 82               | 82                | (5)                              | 97                        |
| Fixed Term FTE       | 35         | 35         | 0            | 25                 | 28               | 28                | 4                                | 22                       |
| Casual FTE           | 8          | 8          | 0            | 5                  | 12               | 12                | 7                                | 6                        |
| Total FTE            | 115        | 115        | 0            | 118                | 123              | 123               | 5                                | 126                      |
## FINANCIAL PERFORMANCE BY CAMPUS
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
</tr>
<tr>
<td><strong>MANUKAU</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base revenue</td>
<td>11,318</td>
<td>12,202</td>
<td>(884)</td>
<td>30,485</td>
<td>30,826</td>
<td>30,826</td>
<td>(341)</td>
<td>31,044</td>
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<td>3,933</td>
<td>167</td>
<td>9,505</td>
<td>9,492</td>
<td>9,229</td>
<td>(276)</td>
<td>10,161</td>
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<td>2,677</td>
<td>2,395</td>
<td>369</td>
<td>2,471</td>
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<td>7,393</td>
<td>(314)</td>
<td>18,954</td>
<td>18,657</td>
<td>19,202</td>
<td>(248)</td>
<td>18,412</td>
</tr>
<tr>
<td>Base Contribution Margin %</td>
<td>63%</td>
<td>61%</td>
<td>62%</td>
<td>61%</td>
<td>62%</td>
<td>59%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non base revenue</td>
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<td>124</td>
<td>(117)</td>
<td>474</td>
<td>399</td>
<td>399</td>
<td>75</td>
<td>317</td>
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<td>90</td>
<td>56</td>
<td>190</td>
<td>229</td>
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<td>104</td>
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<tr>
<td>Non base other expenditure</td>
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<td>6</td>
<td>(3)</td>
<td>71</td>
<td>13</td>
<td>13</td>
<td>(58)</td>
<td>44</td>
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<td>Overhead</td>
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<td>26</td>
<td>22</td>
<td>106</td>
<td>82</td>
<td>82</td>
<td>(24)</td>
<td>32</td>
</tr>
<tr>
<td><strong>Non base Surplus/(Deficit)</strong></td>
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<td>2</td>
<td>(42)</td>
<td>107</td>
<td>75</td>
<td>95</td>
<td>12</td>
<td>137</td>
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<td>31,225</td>
<td>(266)</td>
<td>31,361</td>
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<td>22</td>
<td>106</td>
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<td>82</td>
<td>(24)</td>
<td>32</td>
</tr>
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<td><strong>Campus Surplus/(Deficit)</strong></td>
<td>7,039</td>
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<td>19,061</td>
<td>18,732</td>
<td>19,297</td>
<td>(236)</td>
<td>18,549</td>
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<td>62%</td>
<td>60%</td>
<td>62%</td>
<td>59%</td>
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<tr>
<td>Permanent FTE</td>
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<td>98</td>
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<td>104</td>
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<td>3</td>
<td>4</td>
<td>4</td>
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<td>7</td>
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<td>11</td>
<td>5</td>
<td>8</td>
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<td>107</td>
<td>117</td>
<td>117</td>
<td>10</td>
<td>120</td>
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## FINANCIAL PERFORMANCE BY CAMPUS
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target</th>
<th>Full Year Last Year Actual</th>
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<tbody>
<tr>
<td></td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
</tr>
<tr>
<td><strong>CAMPUS TOTAL</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Base revenue</td>
<td>28,990</td>
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<td>76,368</td>
<td>76,446</td>
<td>76,446</td>
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<td>11,288</td>
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<td>28,645</td>
<td>28,326</td>
<td>27,229</td>
<td>(1,416)</td>
<td>31,958</td>
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<td>2,705</td>
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<td>7,230</td>
<td>7,481</td>
<td>7,188</td>
<td>(42)</td>
<td>8,242</td>
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<td>15,701</td>
<td>(1,351)</td>
<td>40,493</td>
<td>40,639</td>
<td>42,029</td>
<td>(1,536)</td>
<td>39,990</td>
</tr>
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<td>Base Contribution Margin %</td>
<td>49%</td>
<td>53%</td>
<td>53.0%</td>
<td>53.2%</td>
<td>55.0%</td>
<td>49.9%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non base revenue</td>
<td>2,626</td>
<td>3,413</td>
<td>(787)</td>
<td>8,952</td>
<td>9,688</td>
<td>9,688</td>
<td>(736)</td>
<td>9,341</td>
</tr>
<tr>
<td>Non base staff costs</td>
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<td>1,650</td>
<td>232</td>
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<td>3,992</td>
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<td>4,226</td>
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<td>926</td>
<td>121</td>
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<tr>
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<td>2,570</td>
<td>284</td>
<td>2,649</td>
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<tr>
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<td>547</td>
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<td>2,200</td>
<td>(104)</td>
<td>2,026</td>
</tr>
<tr>
<td>Total revenue</td>
<td>31,616</td>
<td>33,107</td>
<td>(1,491)</td>
<td>85,320</td>
<td>86,134</td>
<td>86,134</td>
<td>(814)</td>
<td>89,531</td>
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<tr>
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<td>13,187</td>
<td>12,938</td>
<td>(249)</td>
<td>32,390</td>
<td>32,318</td>
<td>31,201</td>
<td>(1,189)</td>
<td>36,184</td>
</tr>
<tr>
<td>Total other expenditure</td>
<td>3,033</td>
<td>3,007</td>
<td>(26)</td>
<td>8,035</td>
<td>8,407</td>
<td>8,114</td>
<td>79</td>
<td>8,682</td>
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<tr>
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<td>619</td>
<td>914</td>
<td>295</td>
<td>2,286</td>
<td>2,570</td>
<td>2,570</td>
<td>284</td>
<td>2,649</td>
</tr>
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<td>42,609</td>
<td>42,839</td>
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<td>306</td>
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<td>51</td>
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### FINANCIAL PERFORMANCE BY SERVICE DIRECTORATES
FOR THE PERIOD ENDING 31 MAY 2019

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<th></th>
<th>YTD Actual $'000s</th>
<th>YTD Target $'000s</th>
<th>YTD Variance % / $'000s</th>
<th>Full Year Forecast $'000s</th>
<th>Full Year Budget $'000s</th>
<th>Full Year Target $'000s</th>
<th>FY Forecast vs FY Target Variance % / $'000s</th>
<th>Full Year Last Year Actual $'000s</th>
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<td></td>
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<td></td>
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<tr>
<td>Base revenue</td>
<td>1,372</td>
<td>1,212</td>
<td>160</td>
<td>3,100</td>
<td>2,907</td>
<td>2,907</td>
<td>193</td>
<td>2,871</td>
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<tr>
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<td>2,609</td>
<td>2,695</td>
<td>86</td>
<td>6,493</td>
<td>4,628</td>
<td>6,581</td>
<td>88</td>
<td>4,703</td>
</tr>
<tr>
<td>Base other expenditure</td>
<td>140</td>
<td>351</td>
<td>211</td>
<td>1,019</td>
<td>782</td>
<td>849</td>
<td>(170)</td>
<td>620</td>
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<td>(2,503)</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Non base staff costs</td>
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<td>8</td>
<td>10</td>
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<td>0</td>
<td>(10)</td>
<td>177</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Non base Surplus/(Deficit)</strong></td>
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<td>8</td>
<td>(10)</td>
<td>0</td>
<td>0</td>
<td>(10)</td>
<td>(177)</td>
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<tr>
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<td>1,372</td>
<td>1,212</td>
<td>160</td>
<td>3,100</td>
<td>2,907</td>
<td>2,907</td>
<td>193</td>
<td>2,871</td>
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<tr>
<td>Total staff costs</td>
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<td>6,493</td>
<td>4,628</td>
<td>6,581</td>
<td>88</td>
<td>4,703</td>
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<tr>
<td>Total other expenditure</td>
<td>140</td>
<td>351</td>
<td>211</td>
<td>1,019</td>
<td>782</td>
<td>849</td>
<td>(170)</td>
<td>620</td>
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<td><strong>Total Surplus/(Deficit)</strong></td>
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<td>465</td>
<td>(4,422)</td>
<td>(2,503)</td>
<td>(4,523)</td>
<td>101</td>
<td>(2,629)</td>
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<td>79</td>
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<td>47</td>
<td>47</td>
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<td>47</td>
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<td>6</td>
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<td>2</td>
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<td>1</td>
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<td>2</td>
<td>3</td>
<td>1</td>
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## FINANCIAL PERFORMANCE BY SERVICE DIRECTORATES
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual $'000s</th>
<th>YTD Target $'000s</th>
<th>YTD Variance % / $'000s</th>
<th>Full Year Forecast $'000s</th>
<th>Full Year Budget $'000s</th>
<th>Full Year Target $'000s</th>
<th>FY Forecast vs FY Target Variance % / $'000s</th>
<th>Full Year Last Year Actual $'000s</th>
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<tr>
<td><strong>SERVICE DEPARTMENTS</strong></td>
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<tr>
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<td>7,775</td>
<td>(644)</td>
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<td>8,869</td>
<td>878</td>
<td>21,436</td>
<td>22,321</td>
<td>21,923</td>
<td>487</td>
<td>23,332</td>
</tr>
<tr>
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<td>6,738</td>
<td>334</td>
<td>16,048</td>
<td>16,603</td>
<td>16,390</td>
<td>342</td>
<td>15,810</td>
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<tr>
<td>Overhead</td>
<td>(619)</td>
<td>(913)</td>
<td>(294)</td>
<td>(2,286)</td>
<td>(2,570)</td>
<td>(2,571)</td>
<td>(285)</td>
<td>(2,649)</td>
</tr>
<tr>
<td><strong>Base Surplus/(Deficit)</strong></td>
<td>(10,840)</td>
<td>(11,545)</td>
<td>705</td>
<td>(28,067)</td>
<td>(28,579)</td>
<td>(27,967)</td>
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<td>(27,181)</td>
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<td>0</td>
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<td>(2)</td>
<td>0</td>
<td>0</td>
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<td>2</td>
</tr>
<tr>
<td><strong>Non base Surplus/(Deficit)</strong></td>
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<td>17</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>7,775</td>
<td>(629)</td>
<td>9,328</td>
</tr>
<tr>
<td>Total staff costs</td>
<td>7,991</td>
<td>8,869</td>
<td>878</td>
<td>21,436</td>
<td>22,321</td>
<td>21,923</td>
<td>487</td>
<td>23,334</td>
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<td>(294)</td>
<td>(2,286)</td>
<td>(2,570)</td>
<td>(2,571)</td>
<td>(285)</td>
<td>(2,649)</td>
</tr>
<tr>
<td><strong>Total Surplus/(Deficit)</strong></td>
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<td>(11,545)</td>
<td>722</td>
<td>(28,050)</td>
<td>(28,579)</td>
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<td>(83)</td>
<td>(27,170)</td>
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<td>16</td>
<td>15</td>
<td>15</td>
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<td>16</td>
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<tr>
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<td>0</td>
<td>7</td>
<td>10</td>
<td>10</td>
<td>(3)</td>
<td>15</td>
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<td>274</td>
<td>274</td>
<td>(21)</td>
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Page 10
## FINANCIAL PERFORMANCE BY SERVICE DIRECTORATES
### FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
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<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT % / $'000s</td>
<td>MIT $'000s</td>
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<tr>
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<td>(913)</td>
<td>(294)</td>
<td>(2,286)</td>
<td>(2,570)</td>
<td>(2,571)</td>
<td>(285)</td>
<td>(2,649)</td>
</tr>
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<td>11.2%</td>
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<td>2,286</td>
<td>2,570</td>
<td>2,570</td>
<td>284</td>
<td>2,649</td>
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<td>Non base Surplus/(Deficit)</td>
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<td>2,570</td>
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<td>2,649</td>
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<td>12.1%</td>
<td>12.0%</td>
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<td>610</td>
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<td>43</td>
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<td>54</td>
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MIT Council Agenda Papers - 27 June 2019 - OPEN SESSION
## Statement of Financial Position

**For the period ending 31 May 2019**

### Assets

#### Current Assets

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
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<td><strong>49,655</strong></td>
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<td><strong>50,766</strong></td>
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#### Non Current Assets

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<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
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<td>279,699</td>
<td>236,709</td>
<td>1,373</td>
<td>235,657</td>
</tr>
<tr>
<td>Intangible Assets - Computer Software</td>
<td>5,040</td>
<td>5,040</td>
<td>3,862</td>
<td>3,862</td>
<td>1,177</td>
<td>4,685</td>
</tr>
<tr>
<td><strong>Total Non Current Assets</strong></td>
<td><strong>235,161</strong></td>
<td><strong>243,122</strong></td>
<td><strong>283,561</strong></td>
<td><strong>240,571</strong></td>
<td><strong>2,551</strong></td>
<td><strong>240,342</strong></td>
</tr>
</tbody>
</table>

**Total Assets**

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>286,729</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Liabilities

#### Current Liabilities

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade and Other Payables</td>
<td>(9,503)</td>
<td>(12,234)</td>
<td>(11,152)</td>
<td>(11,152)</td>
<td>(1,082)</td>
<td>(9,719)</td>
</tr>
<tr>
<td>Employee Benefit Liabilities</td>
<td>(4,926)</td>
<td>(3,906)</td>
<td>(3,837)</td>
<td>(3,837)</td>
<td>(69)</td>
<td>(4,587)</td>
</tr>
<tr>
<td>Revenue Received in Advance</td>
<td>(15,056)</td>
<td>(7,872)</td>
<td>(9,495)</td>
<td>(9,495)</td>
<td>1,623</td>
<td>(10,325)</td>
</tr>
<tr>
<td>Borrowings</td>
<td>(21,000)</td>
<td>(30,058)</td>
<td>0</td>
<td>(30,058)</td>
<td>0</td>
<td>(25,787)</td>
</tr>
<tr>
<td>Trust Funds</td>
<td>(642)</td>
<td>(642)</td>
<td>(633)</td>
<td>(633)</td>
<td>(9)</td>
<td>(612)</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Non Current Liabilities

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Benefit Liabilities</td>
<td>(427)</td>
<td>(427)</td>
<td>(179)</td>
<td>(179)</td>
<td>(248)</td>
<td>(427)</td>
</tr>
<tr>
<td>Long-term Debt</td>
<td>0</td>
<td>0</td>
<td>(30,058)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Derivative Financial Instruments</td>
<td>(965)</td>
<td>(964)</td>
<td>(1,234)</td>
<td>(1,234)</td>
<td>270</td>
<td>(1,101)</td>
</tr>
<tr>
<td><strong>Total Non Current Liabilities</strong></td>
<td><strong>(1,391)</strong></td>
<td><strong>(1,391)</strong></td>
<td><strong>(31,470)</strong></td>
<td><strong>(31,470)</strong></td>
<td><strong>21</strong></td>
<td><strong>(1,528)</strong></td>
</tr>
</tbody>
</table>

**Total Liabilities**

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(52,519)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Net Assets

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Capital</td>
<td>440</td>
<td>(5,679)</td>
<td>(18,451)</td>
<td>(5,519)</td>
<td>(159)</td>
<td>(264)</td>
</tr>
<tr>
<td>Net Non Current Assets</td>
<td>233,770</td>
<td>241,732</td>
<td>252,091</td>
<td>239,159</td>
<td>2,572</td>
<td>238,814</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td><strong>234,210</strong></td>
<td><strong>236,053</strong></td>
<td><strong>233,640</strong></td>
<td><strong>233,640</strong></td>
<td><strong>2,413</strong></td>
<td><strong>238,550</strong></td>
</tr>
</tbody>
</table>

### Equity

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Equity</td>
<td>73,209</td>
<td>75,305</td>
<td>73,182</td>
<td>73,182</td>
<td>2,123</td>
<td>77,801</td>
</tr>
<tr>
<td>Crown Asset Reserve</td>
<td>29,957</td>
<td>29,957</td>
<td>29,957</td>
<td>29,957</td>
<td>0</td>
<td>29,957</td>
</tr>
<tr>
<td>Revaluation Reserves</td>
<td>131,043</td>
<td>130,792</td>
<td>130,502</td>
<td>130,502</td>
<td>290</td>
<td>130,792</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td><strong>234,209</strong></td>
<td><strong>236,054</strong></td>
<td><strong>233,640</strong></td>
<td><strong>233,640</strong></td>
<td><strong>2,413</strong></td>
<td><strong>238,550</strong></td>
</tr>
</tbody>
</table>
CASHFLOW POSITION
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
<td>MIT $'000s</td>
</tr>
<tr>
<td>Net cash inflows/(outflow) from operations</td>
<td>7,038</td>
<td>10,024</td>
<td>9,628</td>
<td>4,031</td>
</tr>
<tr>
<td>Net investment cashflows</td>
<td>(268)</td>
<td>(14,121)</td>
<td>(11,900)</td>
<td>(3,598)</td>
</tr>
<tr>
<td>Cashflow before borrowings</td>
<td>6,769</td>
<td>(4,097)</td>
<td>(2,272)</td>
<td>434</td>
</tr>
<tr>
<td>Increase/(decrease) in gross debt</td>
<td>0</td>
<td>4,272</td>
<td>3,401</td>
<td>(1,213)</td>
</tr>
<tr>
<td>Movement in cash and cash equivalents</td>
<td>6,769</td>
<td>174</td>
<td>1,129</td>
<td>(780)</td>
</tr>
<tr>
<td>(Net debt) / Cash on hand</td>
<td>(19,017)</td>
<td>(28,581)</td>
<td>(27,869)</td>
<td>(24,483)</td>
</tr>
</tbody>
</table>

COVENANTS
FOR THE PERIOD ENDING 31 MAY 2019

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Requirement</td>
<td>Headroom</td>
<td>Actual</td>
</tr>
<tr>
<td>TEC Covenants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Aggregate Borrowing ($'000s)</td>
<td>19,017</td>
<td>55,000</td>
<td>35,983</td>
<td>24,483</td>
</tr>
<tr>
<td>Further Reporting triggers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Hedging target at Year End (Fixed Min. %)</td>
<td>99.9%</td>
<td>50.0%</td>
<td>49.9%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Interest Hedging target at Year End (Fixed Max. %)</td>
<td>99.9%</td>
<td>100.0%</td>
<td>0.1%</td>
<td>100.0%</td>
</tr>
<tr>
<td>ANZ bank term covenants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Debt / Debt plus equity</td>
<td>8.2%</td>
<td>25.0%</td>
<td>16.8%</td>
<td>9.1%</td>
</tr>
<tr>
<td>EBITDA to interest costs ratio</td>
<td>5.0%</td>
<td>2.0%</td>
<td>3.0%</td>
<td>7.6%</td>
</tr>
<tr>
<td>Guaranteeing group total assets</td>
<td>100.0%</td>
<td>90.0%</td>
<td>10.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Average Interest Rate</td>
<td>5.0%</td>
<td>5.6%</td>
<td></td>
<td>5.0%</td>
</tr>
</tbody>
</table>

We are forecasting to be within ANZ convenant requirements.
MIT's interest hedging at year end will be $19.0 million, therefore ratio is 67% which is within parameters.
### MAJOR INVESTMENT PROJECTS

<table>
<thead>
<tr>
<th>Project Description</th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otara Upgrade (ND)</td>
<td>88</td>
<td>127</td>
<td>39</td>
<td>4,547</td>
<td>2,000</td>
<td>4,547</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Quad Upgrade Phase 3</td>
<td>15</td>
<td>84</td>
<td>69</td>
<td>1,320</td>
<td>0</td>
<td>1,320</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Technology Park Fit out</td>
<td>70</td>
<td>191</td>
<td>121</td>
<td>1,000</td>
<td>3,000</td>
<td>3,000</td>
<td>(2,000)</td>
<td>0</td>
</tr>
<tr>
<td>Other major projects (NA, NP, NB)</td>
<td>31</td>
<td>0</td>
<td>(31)</td>
<td>1,134</td>
<td>0</td>
<td>1,134</td>
<td>0</td>
<td>3,617</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>102</strong></td>
<td><strong>402</strong></td>
<td><strong>301</strong></td>
<td><strong>8,001</strong></td>
<td><strong>5,000</strong></td>
<td><strong>10,001</strong></td>
<td><strong>(2,000)</strong></td>
<td><strong>3,617</strong></td>
</tr>
</tbody>
</table>

### ANNUAL ALLOCATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property &amp; Campus Services Annual Replacement</td>
<td>263</td>
<td>396</td>
<td>133</td>
<td>866</td>
<td>2,000</td>
<td>866</td>
<td>0</td>
<td>1,559</td>
</tr>
<tr>
<td>Furniture Annual Allocation</td>
<td>17</td>
<td>0</td>
<td>(17)</td>
<td>130</td>
<td>130</td>
<td>130</td>
<td>0</td>
<td>56</td>
</tr>
<tr>
<td>Motor Vehicles</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>120</td>
<td>120</td>
<td>120</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Library</td>
<td>65</td>
<td>60</td>
<td>(5)</td>
<td>400</td>
<td>400</td>
<td>400</td>
<td>0</td>
<td>308</td>
</tr>
<tr>
<td>Information Technology Allocation</td>
<td>148</td>
<td>237</td>
<td>89</td>
<td>1,700</td>
<td>2,000</td>
<td>1,700</td>
<td>0</td>
<td>1,719</td>
</tr>
<tr>
<td>Academic Departments</td>
<td>40</td>
<td>126</td>
<td>86</td>
<td>505</td>
<td>750</td>
<td>505</td>
<td>0</td>
<td>420</td>
</tr>
<tr>
<td>Enterprise Service Management (ESM)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bachelor of Nursing Maori</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HRIS System Implementation</td>
<td>467</td>
<td>0</td>
<td>(467)</td>
<td>764</td>
<td>0</td>
<td>764</td>
<td>0</td>
<td>1,006</td>
</tr>
<tr>
<td>Timetabling optimisation</td>
<td>189</td>
<td>0</td>
<td>(189)</td>
<td>349</td>
<td>0</td>
<td>349</td>
<td>0</td>
<td>219</td>
</tr>
<tr>
<td>Fleximode</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>871</td>
<td>0</td>
<td>871</td>
<td>0</td>
<td>234</td>
</tr>
<tr>
<td>Contestable Capital Projects</td>
<td>0</td>
<td>96</td>
<td>96</td>
<td>0</td>
<td>1,500</td>
<td>0</td>
<td>0</td>
<td>234</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,190</strong></td>
<td><strong>915</strong></td>
<td><strong>(274)</strong></td>
<td><strong>5,766</strong></td>
<td><strong>5,900</strong></td>
<td><strong>5,766</strong></td>
<td><strong>0</strong></td>
<td><strong>5,765</strong></td>
</tr>
</tbody>
</table>

### TOTAL CAPITAL PLAN

<table>
<thead>
<tr>
<th></th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1,291</strong></td>
<td><strong>1,318</strong></td>
<td><strong>26</strong></td>
<td><strong>13,767</strong></td>
<td><strong>11,900</strong></td>
<td><strong>15,767</strong></td>
<td><strong>(2,000)</strong></td>
<td><strong>9,372</strong></td>
</tr>
</tbody>
</table>

### INVESTMENT FUND - OPEX PROJECTS

<table>
<thead>
<tr>
<th>Project Description</th>
<th>YTD Actual</th>
<th>YTD Target</th>
<th>YTD Variance</th>
<th>Full Year Forecast</th>
<th>Full Year Budget</th>
<th>Full Year Target</th>
<th>FY Forecast vs FY Target Variance</th>
<th>Full Year Last Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni 2019</td>
<td>6</td>
<td>32</td>
<td>27</td>
<td>130</td>
<td>0</td>
<td>130</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hokule’a 2019</td>
<td>49</td>
<td>35</td>
<td>(14)</td>
<td>140</td>
<td>0</td>
<td>140</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bachelor of Nursing Maori</td>
<td>0</td>
<td>24</td>
<td>24</td>
<td>97</td>
<td>0</td>
<td>97</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pasifika Cultural Competency 2019</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ask Me! One Stop Shop enrolment model</td>
<td>105</td>
<td>26</td>
<td>(78)</td>
<td>106</td>
<td>0</td>
<td>106</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>HRIS System Implementation</td>
<td>2</td>
<td>1</td>
<td>(2)</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investment projects</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>500</td>
<td>1</td>
<td>0</td>
<td>1,062</td>
</tr>
<tr>
<td><strong>TOTAL OPEX</strong></td>
<td><strong>161</strong></td>
<td><strong>125</strong></td>
<td><strong>(36)</strong></td>
<td><strong>500</strong></td>
<td><strong>500</strong></td>
<td><strong>500</strong></td>
<td><strong>0</strong></td>
<td><strong>1,062</strong></td>
</tr>
</tbody>
</table>
# DEBTOR ANALYSIS

## FOR THE PERIOD ENDING 31 MAY 2019

### Outstanding Debtors

<table>
<thead>
<tr>
<th></th>
<th>&lt;30 days</th>
<th>30-60</th>
<th>60-90</th>
<th>90+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2019</td>
<td>(500s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Total</td>
<td>26%</td>
<td>29%</td>
<td>10%</td>
<td>35%</td>
<td></td>
</tr>
<tr>
<td>April 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,174</td>
<td>716</td>
<td>452</td>
<td>1,654</td>
<td>4,995</td>
</tr>
<tr>
<td></td>
<td>1,129</td>
<td>1,250</td>
<td>244</td>
<td>1,608</td>
<td>4,231</td>
</tr>
<tr>
<td>March 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,022</td>
<td>356</td>
<td>475</td>
<td>2,089</td>
<td>3,942</td>
</tr>
<tr>
<td>February 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Bad Debts Written Off

<table>
<thead>
<tr>
<th>Year to Date</th>
<th>Apr 19</th>
<th>Mar 19</th>
<th>Feb 19</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>($000s)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total debt has decreased by $0.6m from last month. Debt 90 days and over has increased to 35% of total debt from 33% but has dropped $145k from last month.

May 2019 debt consists of the below:

<table>
<thead>
<tr>
<th></th>
<th>&lt;30 days</th>
<th>30-60</th>
<th>60-90</th>
<th>90+</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student debt</td>
<td>245</td>
<td>1,066</td>
<td>433</td>
<td>2,198</td>
<td>3,882</td>
</tr>
<tr>
<td>Other debtors and receivables</td>
<td>893</td>
<td>255</td>
<td>6</td>
<td>60</td>
<td>1,214</td>
</tr>
<tr>
<td>Provision for doubtful debts</td>
<td>0</td>
<td>0</td>
<td>-19</td>
<td>-749</td>
<td>-768</td>
</tr>
<tr>
<td>Grand Total</td>
<td>1,138</td>
<td>1,261</td>
<td>421</td>
<td>1,509</td>
<td>4,328</td>
</tr>
</tbody>
</table>
MIT Council Paper

APPROVE ☐ AGREE ☐ COMMENT ON ☐ NOTE ☒

C06/27 Report on Te Rautaki Mātauranga Māori

Author Robert Sullivan, DCE Māori
Date 18 June 2019

Request to Council

Please note the information which I am supplying as a status report on Te Rautaki Mātauranga Māori because of our strategic interest in Māori achievement at MIT.

Report for MIT Council 27 June 2019 Meeting

At the next meeting of Council we will distribute a printed copy of Te Rautaki Mātauranga Māori Report for Matariki 2019. This was also distributed at Ngā Kete Wānanga Marae’s 20th anniversary celebrations on June 20th.

This is also to thank the Rūnanga, and in particular the Chairperson, for all their support over the years for the creation of this strategy. It was with the Rūnanga that the genesis for this reporting and the accompanying strategy began. Long serving members of the Team noted that there has not been a report for Māori success since 2007 to the Institute. The support of the Chief Executive, and our Council where we have also been regularly reporting against the strategy, have been crucial to the shaping and development of this rolling strategy.

Key highlights include the closing of the degree level gap to 3% in 2018 from 6% in 2014; the halving of the Foundation level gap from 11.7% in 2017 to 6% in 2018; our exceeding the demographic of our community consistently since 2014; our exceeding student progression to employment or further education by nearly 6% above all other student groups at MIT.

We have hired a new Business Development Manager and Iwi Liaison, Vanessa Wilcox, who has an extensive background at BNZ where she led a team based in Auckland and Wellington. Vanessa also has extensive community volunteering service in South Auckland.

The new poutokomanawa carved by Fred Harrison, son of the marae’s original master carver Dr Pakaariki Harrison, received an uplifting dawn blessing on the 10th of June.

At the 20th anniversary celebration we raised MIT’s flag along with the honour of raising the Kingitanga flag. Our VIPs included Minister Pēni Henare, Councillor Alf Filipaina, and representatives
of Te Whare Ariki. It was greatly appreciated that Members of Council and Rūnanga also supported this event, and that good wishes were received from those who could not.

We recently submitted a Health Workforce Development Fund application to provide targeted recruitment and wrap-around pastoral support for students in our Nursing and Health and Counselling programmes. The result of the application is expected by the end of June. Our goal is to increase by 500 the number of Māori and Pacific students who graduate into health workforce careers from MIT.

Finally, the Bachelor of Nursing Māori development continues. We are on target to get our internal approval document ready by July 12th for submission to NZQA. It has been a robust process with engagement from nursing community professionals and current students.

Ngā manaakitanga,
Nāku iti nei,
Nā, Robert
APPENDICES
– OPEN SESSION
## Appendix 1: Names of Graduands and their relevant awards - as of 01/05/2019-14/06/2019

<table>
<thead>
<tr>
<th>Certificate No.</th>
<th>Person Code</th>
<th>Forename</th>
<th>Surname</th>
<th>Award Code</th>
<th>Award Description</th>
<th>Level</th>
<th>Date on Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019/1090</td>
<td>170010469</td>
<td>Ishpreet</td>
<td>Singh</td>
<td>MN4547</td>
<td>Graduate Diploma in Supply Chain and Shipping Management</td>
<td>(Level 7)</td>
<td>30 April 2019</td>
</tr>
<tr>
<td>2019/1091</td>
<td>10833459</td>
<td>Fred</td>
<td>Ping-Him</td>
<td>MN0568</td>
<td>Certificate in Tertiary Teaching</td>
<td>(Level 5)</td>
<td>5 April 2019</td>
</tr>
<tr>
<td>2019/1092</td>
<td>120006840</td>
<td>Grant</td>
<td>Ritchie</td>
<td>MN0568</td>
<td>Certificate in Tertiary Teaching</td>
<td>(Level 5)</td>
<td>8 May 2019</td>
</tr>
<tr>
<td>2019/1093</td>
<td>170005875</td>
<td>Anthony</td>
<td>Charles</td>
<td>MN0568</td>
<td>Certificate in Tertiary Teaching</td>
<td>(Level 5)</td>
<td>8 May 2019</td>
</tr>
<tr>
<td>2019/1094</td>
<td>10528868</td>
<td>Lancelot</td>
<td>Eti</td>
<td>MN0568</td>
<td>Certificate in Tertiary Teaching</td>
<td>(Level 5)</td>
<td>8 May 2019</td>
</tr>
<tr>
<td>2019/1095</td>
<td>10018081</td>
<td>Nicholas</td>
<td>Kenneth</td>
<td>MN0568</td>
<td>Certificate in Tertiary Teaching</td>
<td>(Level 5)</td>
<td>8 May 2019</td>
</tr>
<tr>
<td>2019/1098</td>
<td>130005540</td>
<td>Benjamin</td>
<td>Karlton</td>
<td>MN4476</td>
<td>Diploma in Marine Engineering</td>
<td>(Level 6)</td>
<td>23 May 2019</td>
</tr>
<tr>
<td>2019/1099</td>
<td>170008192</td>
<td>Bruce</td>
<td>Malcolm</td>
<td>MN0569</td>
<td>Certificate in Tertiary Teaching</td>
<td>(Level 6)</td>
<td>8 May 2019</td>
</tr>
</tbody>
</table>
Brief CV for Frances Topa-Fariu
21/29 Tui Rd
Papatoetoe 2025
MANUKAU.
Email: ftopafariu@gmail.com

Professional Profile

I have held management roles in both government and NGO’s in the Cook Islands. I have good communication and people skills and have been a passionate advocate for the promotion and education of Cook Islands culture. Also passionate about getting young Cook Islands people into second chance learning whether academic or vocational.

Have worked for the government of the Cook Islands for 32 years in the Ministry of Health as a Nurse and Health Educator, Department of the Prime Minister as a Communications Officer in facilitating the public sector reform programme of government, Department for Human Resources Development as a Manager for in-country training programmes before acquiring the role of Director for the Department until I retired.

Community Participation

On retirement from the public service, I was employed by the Cook Islands Red Cross as the Secretary General until I got medically referred to New Zealand for kidney failure 2012. Was also the president for the Cook Islands National Council for women for 6 years and a long time volunteer for Cook Islands Red Cross and the Family Welfare Association.

Currently a committee member of the Cook Islands Tertiary Advisory group here in Auckland where my role is to support new and potential Cook Islands learners into education and training and acknowledging the achievement of Cook Islands graduates through participation and support for the Cook Islands maori tertiary graduates annual graduation dinner.
**Education History**

1983, Cook Islands Nursing Certificate, Ministry of Health, Cook Islands
1987 – Post Graduate Diploma in Health Education, Victoria College, Australia
1998 – Graduate Diploma in Public Administration, Massey University
2002 – Certificate in Adult Teaching Upskill New Zealand.
2011 – Incomplete – Masters in Business Administration, University of the South Pacific.
GEORGE MAKAPATAMA

MY EDUCATION:

DOCTOR OF BUSINESS ADMINISTRATION (current student)
Otago University – 2017 to present

MASTER OF PUBLIC POLICY
Auckland University

MASTER OF BUSINESS ADMINISTRATION
POSTGRADUATE DIPLOMA ARTS – MAORI DEVELOPMENT
BACHELOR OF MAORI STUDIES – SOCIAL WORK MAJOR
AUT University

MY ADAPTIVE SKILLS:

Servantship
- Matutakiaga – Connectedness
- Mahuiga – Values-based
- Fakamokoi – Reciprocity
- Fakalofa – Empathy

Leadership
- Emotional Intelligence
- Change Leadership
- Personal Mastery

Management
- Change Management
- Risk Management
- Project Management
- Strategic Management

MY AUTHENTIC SELF

Born in a village, I see the world through many eyes. My worldview starts and end with “we”. My family is my inspiration, my source of happiness. My God is my light. My servanthship is my privilege, my honor. This is the essence of who I am.

MY BACKGROUND

2015 – Present
Manager Strategic Brokers, Auckland Council
- Political acumen – role modelling high level political judgement and sensitivity to inspire the confidence of elected members, communities and that of my team.
- Leading change and developing a new team, in a newly established Community Empowerment Unit, to implement a new paradigm that aims to ‘empower communities and enable council’.

2011-2015
Service Manager, Ministry of Education
- Creating a culture of trust and inclusiveness to raise expectations and achievements of our Maori and Pasifika learners.
- Building strategic relationships across the education community to achieve results for learners with special educational needs.

1999-2011
Acting Site Manager, Practice Leader, Practice Manager, Supervisor, Senior Practitioner, Social Worker, Child Youth and Family & Ministry of Social Development
- Driving results – leading and managing staff in a highly demanding and stressful environment where children’s lives are constantly at risk.

VOLUNTEER/ADVISORY AND GOVERNANCE EXPERIENCE:
- Child Poverty Action Group NZ – chair
- MIT Pasifika Community Advisory Board – deputy chair
- Niue Leadership Network– co-founder
- AUT MBA Executive Committee – member
- Strengthening Families Regional Governance Group – chair
- Moana Pasifika Staff Network (Auckland Council) – mentor
- Auckland Pacific Island Network - chair

George Makapatama
Mobile: 021 805543
Email: makapatamag@gmail.com
or george.makapatama@aucklandcouncil.govt.nz
LinkedIn: https://www.linkedin.com/in/george-makapatama-mba-mpp-14733828/
PERSONAL STATEMENT

I am a highly motivated and passionate individual continuously seeking innovative and exciting new opportunities to lead and assist meaningful transformational change that tangibly improves the lives of the people in my diverse communities.

MEMBERSHIPS

- Elected member and Chair of Manukau City Council Otara Community Board from 2007 to 2009
- Volunteer organiser of the Otara Clean-up from 2007 to 2013
- Volunteer of the South Auckland Tree planting group since 2007
- Member of the Otara Lake Clean up Committee from 2006 to 2014
- Volunteer organiser of Neighborhood Support from 2007 to 2012
- Member of the Otara Business Association from 2007 to 2009
- Member of the Dawson Road Business Association from 2009 to 2013
- Member of the Greater East Tamaki Business Association from 2009 to 2013
- Volunteer organiser of Neighborhood Support from 2007 to 2012
- Member of Watercare Consumer Advisory Board during 2010
- Elected member of Auckland Council Otara Papatoetoe Local Board from 2010 to 2013
- Member of Otara Health Charitable Trust Board from 2010 to 2015
- Member of Auckland Council Pacific Peoples Advisory Panel from 2014 to 2016
- Member of Workbridge National Council during 2016
- Member of Auckland Council Southern Initiative Joint Steering Group from 2014 to 2016
- Founding Trustee and Board Chair of PIASS Trust since 2000
- Managing Director of F 5 Enterprise Limited since 2003
- Founding Trustee and board member of Taikura Trust since 2003
- Member of the Community Legal Services South Trust since 2007
- Founding member, Director and Chair of Vaka Tautua Limited since 2007
- Member of Manukau Institute of Technology Pacifika Community Advisory Board since 2017
- Founding member and key supporter of Tofa Mamao Auckland Pacific Disability Collective since 2018
- Managing Director of Dauntless Blue Limited since 2019
EDUCATION

- Unitech, Auckland - Bachelor of Social Practice
- AIT, Auckland - Diploma of Business

REFERENCES

Dr Siale Alo Foliaki
Phone: 0212214181
Email: sfoliaki@middlemore.co.nz

Mark Goshe
Phone: 0212709054
Email: mark.g@vakautautua.co.nz
GOVERNANCE STATEMENT

I am a versatile C-suite executive with 25 years of multi-sector experience and proven achievements. I began my governance journey 16 years ago and 2019 onward, I intend on securing challenging governance roles with growth focused organisations. I bring accounting, sales and marketing knowledge accumulated from multiple organisations and sectors, which will help inspired and motivated organisations to grow.

GOVERNANCE EXPERIENCE

Adviser
MIT Pacific Community Advisory Board
2017 - Ongoing
Community representative on the Board, providing influential advice to the MIT Executive Council on Pacific student success, wellbeing and academic achievement.

Trustee
NZ Sexual Health Society
2017 - Ongoing
An inclusive multidisciplinary professional body dedicated to advocating and promoting Sexual Health for all in New Zealand.

Trustee
Family Life Education Pasefika Services Trust
2012 - 2018
Non-for-Profit Pasifika community provider specialising in social change.

Trustee
Pacific Education Centre
2014 - 2016
Government appointed role to oversee the stewardship of a Pacific community language and cultural competency training organisation.

Executive Member
New Zealand, Samoa Trade & Investment Commission
2013 - 2014
A Commission set up to facilitate and foster flow of trade between New Zealand & Samoa.

BOARD STRENGTHS

Industry / Sectors
25 years of commercial experience in Accounting & Finance, Broadcast media, FMCG, ICT, Not-for-Profit.

Functional Skills
Deep knowledge of strategic planning and integrating accounting, sales & marketing and financial information as a basis of achieving business growth.
BOARD STRENGTHS

- Governance Capability
  Can assume chair duties seamlessly with an affinity for commercial and not-for-profit organisations.

- Cultural Expertise
  Deep knowledge of Pacific Island cultural protocols, traditions and the contribution of Polynesian communities and culture to New Zealand's economic prosperity.

CAREER SUMMARY

General Manager
- 07/2018 - Ongoing
- Auckland
  Village Collective
  A non-for-profit Community provider delivering social change programmes to circa 3,300 Pasifika youth in primary, intermediate and secondary schools in South Auckland.

Business Advisor
- 2017 - 06/2018
- Auckland
  RightWay Chartered Accounting & Business Advisory
  Growing a portfolio consisting of 120 Small, Medium Size (SME) businesses in areas of strategy, sales & marketing and governance.

Business & Talent Development Specialist
- 2017 - 2017
- Auckland
  BlackHawk Ltd
  I advise Non-for-Profit organisations in areas of strategy, governance, marketing, financial management and operational efficiency.
  Provide cultural competency knowledge to organisations about Pacific culture and protocols, which lead to developing stronger working relationships, productivity and success.

Chief Executive Officer
- 2014 - 2016
- Auckland
  National Pacific Radio Trust operating as Pacific Media Network
  Leading a crown entity (National Pacific Radio Trust).
  Reporting lines include the Trust Board, New Zealand On Air & Minister of Broadcasting, Minister of Culture & Heritage.
  Negotiated a partnership with Radio New Zealand (RNZ) and other influential regional media organisations.
  Worked with government agencies to deliver social change programmes in Pacific communities across Aotearoa.
  Pacific media consist of 9 Pacific Island language programmes, youth-centric content, newsroom, two radio brands, social media platforms and events.

Business Growth Strategist
- 2010 - 2014
- Auckland
  Consultant working with World Bank, Asian Development Bank, and NZ Aid projects in the Pacific region.
  Delivered capacity building workshops in the Pacific region.
  Developed Samoa's country brand and marketing strategy for labour mobility - Recognised Seasonal Employment.
  Designed the Samoa Institute of Accountants membership pathway to Australia's CPA profession.
CAREER SUMMARY

Country Marketing Manager
2007 - 2009  Samoa
British American Tobacco
- Increased sales revenue by 52%.
- Lead negotiator and advisor to government select committee on the tobacco legislation.
- Redesigned retail distribution network resulting in $1.2m increase to profitability.
- Negotiated wholesale distributor agreement and rebates.
- Managed a team of 12 sales & marketing personnel.

Sales & Marketing Manager
2006 - 2007  Samoa
Computer Services Ltd
- Reconfigured retail operations and negotiated favourable supplier terms resulting in 20% increase in sales.
- Increased internet service provider (ISP) and fast moving consumer electronics retail performance by 30%.
- Managed a team of 10 sales & marketing personnel.

Chief Financial Officer
1998 - 2005  Samoa
Fire & general insurance joint venture between Government of Samoa and Tower Insurance NZ.

Group Accountant
1995 - 1998  Auckland
Blue Star Group Consumer Retail Division. Contributed $345m revenue towards overall group turnover of NZD$3bn.

REFERENCES
Referees willingly supplied on request.

PROFESSIONAL MEMBERSHIPS & QUALIFICATIONS

Institute of Directors - Auckland Branch
Membership No: 104648

New Zealand & Australia Institute of Chartered Accountants
Membership No: 88183

Executive MBA
University of Auckland
CORRESPONDENCE
– OPEN SESSION
Tēnā koe

INSIGHTS AND REFLECTIONS: OUR 2017/18 CENTRAL GOVERNMENT AUDIT WORK

I am writing to set out some reflections and insights from our central government audit work over the last year. I hope you find this useful when preparing your financial statements and related information and for your ongoing work on improving systems, processes, and accountability in your organisation.

I want to start by acknowledging the good work that you and your teams do to ensure that the processes for making decisions and accounting for the use of public resources are generally very sound. My auditors have also reported improvements in a number of areas that had been highlighted as requiring attention in previous years. Among all the other pressures that you work under, I greatly appreciate this solid foundation and commitment to ongoing improvement.

The attachment to this letter records more detailed areas that you may wish to focus on when considering the robustness of your current systems and processes. These general observations are not targeted at any one agency but you may nevertheless find them useful.

From my point of view, there are three key matters I would like to bring to your attention.

The first is that we have seen instances where it appears that organisations have taken the view that the ends justify the means. Poor decision-making and poor procurement practice have led, in one instance, to an inability to show money was well spent. In another, the organisation is unable to justify the spending that has occurred and has not met the standard required when dealing with public funds. Although these kinds of issues rarely arise, I ask that you take care, particularly when under pressure to deliver, to also ensure that the principles and practices appropriate for dealing with public money continue to be followed.

Secondly, I want to reinforce something that you already know well. The tone from the top is critical to ensuring that we continue to build on the high integrity, high performance reputation of the public sector. Active interest by leaders in ensuring that the organisation has strong governance and accountability mechanisms, well-functioning systems and processes, and a culture that supports integrity are all critical to reinforcing an expectation that staff should always do what is right.

Finally, I encourage you to consider how to enhance the value of your performance reporting. It is worth remembering the basics of good reporting, such as the importance of maintaining alignment of your performance measures and reporting with your strategy and to ensure that external reporting measures are linked to internal management processes. To maintain trust and confidence in the public sector, it is important that you can show what outcomes have been achieved and what difference your organisation is making to New Zealanders. As the complexity and the demand for meaningful reporting are increasing, I expect my Office to put a stronger focus on performance reporting in the future.

Thank you again for the support you have shown to my auditors and the work of the Office over the last year.

Nāku noa, nā

John Ryan
Controller and Auditor-General
Observations from our 2017/18 central government audit work

Review your integrity settings

Although there are no immediate concerns about integrity arising from the 2017/18 audits, the risk is always there. Organisations need to “keep their house in order” by, for example, preparing a suitable assessment of the risk of fraud and other wrongdoing, ensuring that all relevant policies for sensitive expenditure are reviewed and updated, and making expectations clear at all levels of the organisation.

For example, sensitive expenditure needs to:

- have a justifiable business purpose;
- preserve impartiality;
- be done with integrity;
- be moderate and conservative, having regard to the circumstances;
- be made transparently; and
- be appropriate in all respects.

These principles apply as much to Crown entities as to the core state sector. If in doubt about whether an item of sensitive expenditure is appropriate, consider how the spending could be perceived by the public – will the spending withstand public scrutiny?

Also, we keep encountering issues with the use of work credit or purchase cards. We understand that businesses need to use them and most agencies manage them well. However, there are inherent risks associated with the use of credit or purchase cards. Please make sure that your management team is vigilant, clear about the risks, and you have strong systems in place to manage them.

Getting the basics right

Our auditors noted that some organisations have gaps in some “basic accounting housekeeping” aspects of financial management. Reflecting on the recurring issues we have found, we suggest that organisations should:

- have in place separate functions for journal entry and approval, and a formal process for reviewing journal entries;
- have independent reviews and validation of creditor and staff masterfile changes and of monthly reconciliations; and
- ensure the segregation of duties - that is, sharing the tasks and associated privileges for a specific process among multiple users - to provide increased protection against fraud or errors.

Another significant matter to be mindful of is the recognition and disclosure of liabilities. The annual report should be as clear as possible about uncertainties and possible costs arising.

Compliance with the Holidays Act

It is time to put to rest any residual issues regarding Holidays Act 2003 obligations. Most organisations have now assessed and reported on their liabilities under the Act and have paid their employees what they were owed. This is a long-standing issue which needs to be addressed by the public sector as a whole. Employees should be paid what is owed to them.
Appropriation management

It is important that you continue to closely monitor and manage appropriations. The underlying authority to spend public money is given by Parliament, mainly through an appropriation. Breaches in appropriations have continued a generally positive downwards trend in recent years but they do still occur – in many cases for very avoidable reasons. I have recently increased the profile of our Controller work, with a separate report on it. Through this and other means I will continue to highlight appropriation management issues where they occur.

Fees and levies

Memorandum accounts play an important role in ensuring that agencies are appropriately and transparently managing fees and levies collected from regulated sectors, users of services, or the wider public.

Some central government agencies have significant memorandum account balances that appear to have been accumulating for several years. When significant deficits or surpluses accrue in memorandum accounts, more significant adjustments to fees or levies will be required to correct them. This can be challenging for fee and levy payers and, in some cases, means that service users will bear a disproportionate burden of costs compared with other users over time.

Memorandum accounts need to be monitored regularly, in line with internal policies set for the operator of each memorandum account, and agencies should be taking steps to adjust fees or levies whenever there is a significant change in revenue or expenditure assumptions. This should ensure that memorandum account balances move towards zero in a reasonable time frame. Please refer to our publication Charging fees for public sector goods and services for guiding principles and good practice for setting and reviewing fees, levies, and other charges.

Asset management

Our 2017/18 audits show that organisations are actively working to improve their asset management. There are some specific areas where ongoing attention may be required:

- Organisations should prepare and implement an asset management plan that identifies important service assets and assesses their condition. This matters because it provides the foundation for robust planning (including financing) for maintaining or replacing these assets. It involves a shift from reactive responses, driven by asset failure or a risk of failure, to proactive long-term planning and investment to maintain and improve service delivery.

- At an operational level, we noted that some large organisations still manage assets outside their core systems and processes. This is not desirable. Whether it is the use of manual spreadsheets or failure to process transactions through the fixed-asset register, this impedes record-keeping, impairment calculations, and sound planning.

Information Communications Technology controls

Surprisingly, basic information communications technology (ICT) controls still need attention. In several organisations, issues persist despite our auditors making recommendations about them for some time.

Weak ICT policies and procedures for user access increase the risk of unauthorised access to data. In our article on data security, which covered the 2016/17 audits, we found that data security issues continued to be common.
We continue to see:

- staff and/or third-party contractors with inappropriate access to information systems, including administrative and "superuser" accounts;
- staff who have left the organisation retaining access to information systems;
- formal reviews of user-access not being performed or documented; and
- password policies that are weak or not enforced.

We suggest that you conduct periodic reviews of access rights. We also recommend regular audits of information technology system risks, with any serious concerns addressed as a matter of urgency.

Some organisations are constrained by legacy systems but, regardless of the systems you have, you need to take action if you cannot answer "yes" to the following questions:

- Do you manage the changes made to information systems, including masterfile data, to ensure that all changes are authorised and understood?
- Do you implement timely security patches and service packs?
- Do you regularly review information system policies to ensure that they reflect the changing technology environment and strengthen the governance of the organisation?

Also, following the 2016 Kaikōura earthquake, every organisation should have prepared and tested information technology disaster recovery processes to ensure that critical operations can be recovered quickly.

Governance

We are pleased that organisations are taking seriously many of the issues we discussed in a recent governance and accountability report (Reflections from our audits: Governance and accountability). Many organisations have established an external Audit and Risk Committee and an internal audit function - both strengthen an organisation's control environment.

On the whole, good governance and reporting mechanisms are in place for major projects and programmes. However, risk management still deserves more attention. Although risk registers are used, they are at differing levels of maturity and follow-up of actions proposed to mitigate risks varies. It is important to continually assess risks at both the strategic and operational level and update the register when risks and issues arise. Some good risk management approaches we have seen include:

- organisations clarifying their risk appetite and considering how risks can be moderated;
- differentiating between organisational and project risk;
- clear responsibility for assessing and managing risks;
- using external expertise to calibrate risk identification and mitigation strategies; and
- senior leadership teams and, where relevant, the Board regularly discussing risks and progress on risk management.

One potential weakness is a lack of alignment between risk assessments at “head office” and other offices. More effort needs to go into communication and training to help staff to manage organisational risks. They also need appropriate tools and systems to record, monitor, escalate, and address issues arising.
Performance reporting

In our view, despite some improvements to underlying data capture, there is considerable scope to further improve performance reporting. Issues that we noted include:

- the need to have strong links between strategy and performance measures;
- weak or non-existent links between outcomes and outputs or no clear description of attribution between impacts and outcomes;
- a lack of alignment between performance monitoring and reporting for external accountability purposes and internal management reporting;
- unclear or undocumented reporting methodology and data definitions for each performance measure;
- when agencies use client satisfaction measures, they need to make sure they are based on robust methodologies and use appropriate data;
- a lack of robust systems to report actual results;
- insufficient quality, quantity, and efficiency measures for each group of outputs; and
- insufficient assurance that third-party data is correct and verifiable.

Managing data and information well

Some of our recent work focused on how well the public sector uses and manages information to support good decision-making. That work reinforced the need for organisations to use the information they hold as a strategic asset. That involves recognising its value and having in place a deliberate strategy to manage it well, in much the same way as physical assets are managed.

Our 2018 report *Reflecting on our work about information* poses a number of questions that organisations should consider when thinking about how well they manage information to support decision-making.
31 May 2019

Gus Gilmore
Chief Executive
Manukau Institute of Technology

By email: gus.gilmore@manukau.ac.nz

Tēnā koe Gus

Reform of Vocational Education

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

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

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

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

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

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

We want to keep you as informed as we can during this critical time so you have an understanding of the progress we are making, and any other decisions that may impact on the programme.
If you have any further questions, please don’t hesitate to contact me.

Ngā mihi

Tim Fowler
Chief Executive and RoVE Programme Sponsor
[date] 

Hon Chris Hipkins  
Minister of Education  
Parliament Buildings  
WELLINGTON

Dear Minister

MANUKAU INSTITUTE OF TECHNOLOGY: AUDIT FOR THE YEAR ENDED 31 DECEMBER 2018

1  Introduction

1.1. We have completed our audit of Manukau Institute of Technology (MIT) for the year ended 31 December 2018. This letter provides a summary of:
   • our audit opinion;
   • the significant matters considered during the audit; and
   • our assessment of MIT’s compliance with legislative requirements.

1.2. We have already drawn all matters mentioned in this letter to the attention of the Council and the Chief Executive. We will also advise the Tertiary Education Commission (TEC), the Ministry of Education, and the Treasury.

2  Audit opinion

2.1. We issued a standard audit opinion on MIT, which means that we were satisfied the information we audited fairly reflected MIT’s activities for the year and its financial position at the end of the year. Without modifying our opinion, we included an “emphasis of matter” paragraph in our audit report to draw attention to MIT’s disclosure relating to the uncertainties that arise from the Government’s proposal to merge the activities of all 16 polytechics and institutes of technology into a single entity responsible for the delivery of tertiary vocational education in New Zealand.
3 Summary of financial results

3.1. The table below provides a brief comparative analysis of MIT’s financial performance and equivalent full-time student (EFTS) numbers for the last five years:

<table>
<thead>
<tr>
<th></th>
<th>2018 $000</th>
<th>2017 $000</th>
<th>2016 $000</th>
<th>2015 $000</th>
<th>2014 $000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual revenue</td>
<td>102,218</td>
<td>104,349</td>
<td>113,933</td>
<td>111,492</td>
<td>104,689</td>
</tr>
<tr>
<td>Actual expenditure</td>
<td>106,742</td>
<td>111,379</td>
<td>114,066</td>
<td>108,455</td>
<td>108,132</td>
</tr>
<tr>
<td>Net surplus/(deficit)</td>
<td>(4,524)</td>
<td>(7,030)</td>
<td>(133)</td>
<td>3,037</td>
<td>(3,443)</td>
</tr>
<tr>
<td>Net cash flows from</td>
<td>4,906</td>
<td>6,065</td>
<td>8,171</td>
<td>13,277</td>
<td>16,887</td>
</tr>
<tr>
<td>operating activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current ratio(^5)</td>
<td>0.99(^6)</td>
<td>0.41</td>
<td>0.39</td>
<td>0.21</td>
<td>0.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic EFTS</td>
<td>5277</td>
<td>5501</td>
<td>6219</td>
<td>6627</td>
<td>6561</td>
</tr>
<tr>
<td>International EFTS</td>
<td>1025</td>
<td>1032</td>
<td>1059</td>
<td>961</td>
<td>617</td>
</tr>
<tr>
<td>Total EFTS</td>
<td>6302</td>
<td>6533</td>
<td>7278</td>
<td>7588</td>
<td>7178</td>
</tr>
</tbody>
</table>

3.2. MIT’s enrolments continued to decline in 2018, consistent with the pattern seen in most of the ITP sector.

3.3. MIT managed to reduce some expenditure to reflect the decline in revenue – for example, other expenses were $1.9 million below budget. Personnel costs were slightly below budget (by $0.2 million). However, these cost savings were offset by redundancy and severance payments of $0.8 million and losses on the sale of property, plant, and equipment of $2.7 million.

3.4. Depreciation was $2.2 million below budget, as the budget did not take into account the assets that were held for sale. Finance costs were $0.4 million below budget due to MIT repaying a portion of its long-term borrowings.

3.5. The reduction in EFTS, and the costs associated with MIT’s strategic property review (see paragraphs 4.6-4.8) contributed to the deficit result and reduced net cash flows. MIT is forecasting a deficit of $1.2 million for 2019.

4 Significant matters for your information

4.1. In carrying out our audit, we identified the following matters that we wish to bring to your attention:

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1 Parent results only. EnterpriseMIT Limited ceased trading in December 2016.
2 Group results (MIT & EnterpriseMIT Limited).
3 Group results (MIT & EnterpriseMIT Limited).
4 Group results (MIT & EnterpriseMIT Limited).
5 Current ratio = current assets / current liabilities. The TEC “low risk” ratio is 1.5.
6 See comments at paragraph 4.15.
Proposed merger of all polytechnics and institutes of technology

4.2. In February 2019, the Government released a proposal that, if implemented, would merge the activities of all 16 polytechnics and institutes of technology into a single entity responsible for the delivery of tertiary vocational education in New Zealand.

4.3. The proposal is subject to public consultation, which was expected to be completed on 5 April 2019. The Government’s decision on the proposed merger is now pending.

4.4. Should the merger proceed, it could have a significant effect on the future of MIT. However, because the Government is yet to announce a decision on the merger, it is not clear what that effect, if any, would be on MIT. As a result, MIT’s financial statements continued to be prepared using the going-concern basis of accounting.

4.5. Without modifying our opinion, we included an “emphasis of matter” paragraph in the audit report referring to the uncertainties that arise from the Government’s proposal.

Transformational projects

4.6. In 2017, the Council of MIT approved the transformation project called “Strategic Property: Campus Masterplan”. The Master plan was subsequently updated in a new document called “Strategic Property: Campus Masterplan Update”.

4.7. MIT has established three strategic goals, which are:
   • reducing the MIT property footprint;
   • improving overall property utilisation; and
   • realising campus asset value for reinvestment.

4.8. MIT plans to sell surplus land and buildings at its Otara campus to achieve these goals.

Technology Park

4.9. MIT entered into a development agreement with Haydn & Rollett Developments No. 1 Limited (developer) on 15 November 2018. The agreement was subsequently amended on 21 February 2019.

4.10. The nature of the agreement involves the developer constructing a technology park educational campus (TechPark) on land situated at 52-54 Manukau Station Road, Manukau. MIT has agreed to lease the building for a period of 30 years, with two rights of renewal of 10 years each.

4.11. We have reviewed:
   • the costs incurred to date and assessed whether they have been accounted for in accordance with generally accepted accounting practice; and
   • the capital commitments associated with the development agreement and considered the disclosure in the financial statements.

4.12. We noted in the agreement that the commencement date of the lease will effectively be when TechPark is completed, including when all compliance certificates have been issued. Because the lease of TechPark has not yet started, there was little effect on MIT’s 2018 financial statements.
Sale of surplus land and buildings

4.13. As part of the transformational projects, MIT is looking at how best to deliver its core services and the building and infrastructure requirements to do so.

4.14. A Memorandum of Understanding (MOU) for the sale of land (and associated buildings) was signed by MIT and the Ministry of Business, Innovation and Employment before balance date. The MOU does not create a legally binding sale and purchase agreement and stipulates no purchase price. The purchase price is to be agreed by both parties in good faith after each party carries out their own site valuations. MIT has obtained approval from the Ministry of Education to sell the land and buildings.

4.15. The land and buildings were reclassified as Assets Held For Sale and were therefore included in current assets in the financial statements for the year ended 31 December 2018 on the basis of the applicable accounting standards. This accounted for the improvement in the 2018 current ratio as shown in the table at paragraph 3.1. We concurred with this reclassification and were also satisfied that the value of the assets held for sale had been appropriately measured.

Carrying value of property, plant, and equipment

4.16. MIT revalued its ongoing land and buildings to fair value as at 31 December 2018.

4.17. The fair value of land and buildings had increased by $41.9 million since the last valuation in December 2015.

4.18. We concluded that the revaluations of MIT’s land and buildings had been performed in accordance with the applicable accounting standards, and that MIT had correctly accounted for the revaluations in its financial statements.

Borrowing arrangements

4.19. MIT has combined borrowing facilities of $45 million with ANZ Bank. These facilities consists of a revolving cash facility of $35 million (2017: $35 million) and a working capital overdraft facility of $10 million (2017: $10 million). These facilities are used to fund MIT’s capital projects and its liquidity.

4.20. As at 31 December 2018, MIT had $20.5 million available.

4.21. From 1 January 2019, these facilities were reduced to $35 million comprising a revolving cash facility of $30 million and an overdraft facility of $5 million. While MIT has these facilities currently available to it, they will expire on 31 December 2019. MIT has therefore classified the borrowings under these facilities as current liabilities in its balance sheet.

4.22. MIT has not negotiated any new or extended facilities. However, the bankers have indicated their willingness to extend or renegotiate these facilities.

Covenants

4.23. We found that MIT had complied with all covenants imposed under its existing Consent to Borrow issued by the Secretary for Education on 18 June 2014.
5 Legislative compliance

5.1. We reviewed the systems and procedures that MIT used to identify and comply with legislative requirements. Our work focused on areas that could pose a risk to the statements on which we express an opinion – the financial statements and the performance statements.

5.2. No issues arose that we need to draw to your attention.

I would be pleased to meet with you if you require further information about the matters mentioned in this letter or, more generally, about our audit of MIT.

Yours faithfully

Patricia Johnson
Sector Manager
13 June 2019

Gus Gilmore
Chief Executive
Manukau Institute of Technology
Private Bag 94006
Manukau 2241

Dear Chief Executive

Under the Official Information Act I request a full copy of the performance indicator results for 2018 as per attached news article.

I ask that you acknowledge receipt of this request and request that your acknowledgement and final response be emailed to shane.reti@parliament.govt.nz and to national.lobis@parliament.govt.nz.

Yours sincerely

Dr Shane Reti MP
MP for Whangarei
The Tertiary Education Commission (TEC) performance indicator results for 2018 are out and NMIT placed first above all other New Zealand Institutes of Technology / Polytechnics for course completions by all learners.

Nelson Marlborough Institute of Technology (NMIT) CEO, Liam Sloan says the course completion rate is important because it clearly demonstrates that learners are receiving the support they need to obtain knowledge and skills and to contribute towards completion of a qualification.

"Obviously I am delighted with this first place ranking because it highlights the commitment, improvement, drive and passion that the team at NMIT has for working with each and every one of our learners to help them achieve results. This result clearly demonstrates that the team does a great job at providing the levels of support required for our learners to succeed," said Sloan.

In 2017 NMIT was ranked 4th for learner course completion rates, meaning the 2018 result is a significant improvement in ranking.

"These results combined with our unique course offerings and specialisations, including aquaculture, viticulture and wine, maritime, aviation engineering and conservation, demonstrate the important role of NMIT in the sector," said Sloan.

The Institute was also placed first for completion rates for both Māori and Pasifika learners during 2018. These rankings are produced following assessment against performance of all sixteen Institutes of Technology and Polytechnics (ITPs).

https://www.nmit.ac.nz/news-article/show/nmit-top-of-the-table 13/06/2019
NMIT top of the table | NMIT

Education Performance Indicators or EPIs are produced annually by TEC providing a ranking on how well tertiary providers are helping their learners achieve. The course completion indicator shows the proportion of courses that were successfully completed in a given year. It indicates how successful a provider is in helping their students to complete courses.

View our latest study programmes on offer.

Tags

- Programme area
- About NMIT

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Win-win for future in accounting

"We always employ NMIT students," says Sari Hodgson, Owner and Director of Savage and Savage Chartered Accountants.
18 JUN 2019

Mr Peter Winder
Chair
Manukau Institute of Technology
Private Bag 94006
Manukau
AUCKLAND 2241

Dear Mr Winder

Thank you for submitting the Manukau Institute of Technology (MIT) 2018 annual report. I have now presented this to the House.

It was pleasing to read of MIT’s achievements and successes in 2018, including the improvement in qualification completion rates for Māori across a broad range of subjects, and the growth of Pasifika student participation, with main growth reported in health and construction programmes. These figures reflect the work MIT is doing to engage and connect with your local community.

I note the 4 percent decline in 2018 of domestic enrolled EFTS, and it is pleasing to see international enrolments are 12 percent above target, despite changes to immigration policy.

I acknowledge that 2018 has represented a period of uncertainty for the ITP sector, and I encourage you to continue your positive engagement with the Tertiary Education Commissioner and Ministry of Education going forward.

Finally, I wish to congratulate MIT on a productive year and on the solid results it has delivered in a number of areas.

Yours sincerely

Chris Hipkins
Minister of Education

Cc. Gus Gilmore, Chief Executive
Kia ora Dr Reti,

We acknowledge receipt of your Official Information Act request dated 13 June for a full copy of MIT’s performance indicator results for 2018.

In accordance with section 18(d) of the Official Information Act, please be advised that these results are publicly available on the Tertiary Education Commission website https://www.tec.govt.nz/funding/funding-and-performance/performance/teo/

Furthermore, I attach for your information a copy of MIT’s 2018 Annual Report which is also publicly available on our website https://www.manukau.ac.nz/__data/assets/pdf_file/0011/427295/MIT-2018-Annual-Report.pdf

Under section 28(3) of the Official Information Act you have the right, by way of complaint to the Ombudsman, to seek an investigation and review of the above decision.

We trust this satisfies your request for this information.

Gus Gilmore | Chief Executive
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Private Bag 94006 | Manukau, Auckland, 2241
EA DDI: 09 968 7691 | m: 021 737 637 e: gus.gilmore@manukau.ac.nz | w: manukau.ac.nz