

# ANNUAL REPORT 2018



REGIONAL FOCUS – CREATING  
EMPLOYMENT PATHWAYS



**WITT**

WESTERN INSTITUTE OF  
TECHNOLOGY AT TARANAKI

Te Kura Matatini o Taranaki

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# OUR FOCUS

The Western Institute of Technology at Taranaki Te Kura Matatini o Taranaki, is the largest tertiary provider of education outcomes in Taranaki.

In these times of change (Vocational Education Reform and transitioning to a zero carbon economy), our purpose and vision is to maintain our ability to adapt to regional and national needs, as well as tertiary education outcomes, whilst providing high quality results and employment opportunities for our students.

Partnerships and closer links with local industry across the many sectors serviced by Taranaki, reconnecting with local Iwi and, strengthening secondary tertiary pathways providing choice for secondary school young people, are just a few of our focus areas.

As the local hub of learning in this region, we have positioned ourselves to ensure we can fully support Taranaki's Economic Development Strategy (Tapuae Roa), the Just Transitions Initiatives, and the 2050 Roadmap.

As part of our continuous improvement philosophy, we are concentrating on our business processes, the quality of our service delivery, and ensuring we maintain our focus on the needs and wants of the Taranaki region.

Taranaki is a relatively wealthy region boasting New Zealand's highest regional GDP per capita. Our goal is to provide students with a line of sight to employment by working closely with the community and local industry, to meet the skill shortages of the region.

# WITT AT A GLANCE

# 3,458

## Students enrolled



### Student Gender



52% Male



48% Female

21% 18 years & under

26% 19 - 24 years old

53% 25+ years old

# 1,334

Equivalent Full Time Students

# 918

Graduates

21% Māori\*

3% Pasifika\*

17% International\*

\* of all WITT students

# 94%

Overall student satisfaction

# 308

Staff

# \$20.9m

Revenue

# EQUAL EMPLOYMENT OPPORTUNITIES



WITT is committed to the principle of equal employment opportunities for everyone and fully recognises the need to give practical effect to its responsibilities as a good employer and a tertiary educational provider. We provide good and safe working conditions, do not accept unfair discrimination on any grounds, and recognise:

- The aims, aspirations and employment requirements of Māori
- The aims, aspirations and cultural differences of ethnic and minority group members, and
- The employment requirements of women and of people with disabilities.

## Staff Gender

**308** Staff

**42%** of staff are male

**58%** of staff are female

**43%** of academic staff are female

**83%** of support staff are female

**3%** of female staff are Māori

## Staff Ethnicity

**45%** European

**6%** Māori

**1%** Pasifika

**3%** Asian

**2%** Other

**43%** Unknown

# OUR FOCUS ON EXCELLENCE

## REPORT FROM THE CHAIR AND CHIEF EXECUTIVE



*John Snook Chief Executive and Robin Brockie Chair*

**The 2018 year was one of challenge for the Institute with a mixture of highlights and disappointments. As the year progressed, the performance of the institution gained momentum across many of our activities, a particularly important reflection of our focus on excellence, which translates to both providing vocational learning opportunities for our students and governing and operating a smart, sustainable, and relevant learning organisation.**

Overall, our performance improved strongly on 2017, but we were disappointed at being unable to deliver on our expectations, most notably our target for student enrolments. Many varied factors contribute to a student's decision to, and where to, study. Consequently, our ability to meet enrolment targets, whether that's teaching and learning expectations of regional or international learners, aligning our outcomes with the needs of employers, or responding to the dynamic landscape of educational policy, was not always within our control.

Our biggest achievement in 2018 was the lifting of the External Evaluation Review assessment, conducted by the New Zealand Qualification Authority, of the quality of our performance from a category three to category two. Driven by our pursuit of excellence, we have set the challenge of continuing this momentum and achieving category one in the future.

The challenges of 2018 were compounded by several major events. The commissioning by the Tertiary Education Commission of a major review, *Roadmap 2020*, of a future-looking structure of

the Tertiary Institutes, and the Ministry of Education's review of the future of Vocational Education Training in New Zealand both caused much reflection. The completion of Taranaki's economic development strategy, *Tapuae Roa*, within which the Institute is recognised as a fundamental foundation of the regional economy, and the broader lens of the *Taranaki 2050 Roadmap*, part of the region's just transitions to a low-emission economy, further challenged the status quo. The convergence of these pieces of regional and national work impacted on many of our people in different ways, and at times challenged the delivery of excellent learning opportunities to our community.

Against the environment articulated above, the Institute would not have been able to achieve what it has this year without the ongoing commitment and support of its people, both past and present. The process of change, by its very nature, is never an easy task, but the team have risen to the challenge, and must be acknowledged for the considerable role they played in achieving our performance outcomes this year.

The Institute enters 2019 in a similar position to that in which we began 2018. Both our 'business as usual' and our 'beyond' activities will require an active and considered response, with the *Reform of Vocational Education, Tapuae Roa*, and *Taranaki 2050 Roadmap* presenting both challenges and opportunities for the Institution. As 2018 demonstrated, WITT has the people and stakeholders it needs to respond strongly for the benefit of our learners and our community, as we have in the past and will continue to do so in the future.

# HIGHLIGHTS OF THE YEAR 2018

**A significant highlight of 2018 was achieving category #2 in New Zealand Qualifications Authority (NZQA) External Evaluation Review process (EER).**



*WITT staff at Owae marae, Waitara, in February*

## IWI INNOVATION

**While innovation, business and economic challenges are significant for WITT moving ahead, the diverse cultural and social dimensions of iwi in Taranaki are equally significant.**

In recognition, iwi leaders including Te Kotahitanga o Te Atiawa chair Liana Poutu, General Manager Hemi Sundgren and Project Manager Te Poihi Campbell led the delivery of WITT's new Level 4 Māori governance course. WITT also appointed a Kaiārahi, Ken Taiapa, now in his seventh year at WITT, to be responsible for Māori development. This is a key area which impacts all staff and students, through their lifelong learning journey. Staff, who want to help improve Māori success rates, gathered at Owae Marae, Waitara, in February and committed to a set of pedagogies that celebrate Māori cultural concepts, which are now embedded in programmes and campus life.

## OUR STUDENTS

**The year saw many highlights for students – for the second years in succession every third year nursing student who took the State Final Examination test passed.**

Hospitality students contributed to and excelled at community events. Among the individual success stories was that of international student Ervil Somera, who punctuated his WITT studies in New Plymouth to travel to London and work in a Michelin restaurant.

## INTERNATIONAL STAGE

In November, Education Minister Chris Hipkins announced the international education sector had contributed \$50 million to the Taranaki economy in 2017, and \$11 million was thanks to WITT. Senior WITT staff travelled to India, China and Southeast Asia during 2018, as international student numbers were maintained, and in March, the Polytechnic celebrated the arrival of a significant number of students who enrolled from Nepal.



*WITT's Nepalese community boomed in 2018*



*WITT's new carpentry blocked was officially opened in August*

## THE BUILDING CONTINUES

**Community connections were furthered through the hosting of a welding course and a Level Four New Zealand Certificate in Business (First Line Management) for Fonterra staff.**

WITT was actively involved in a major Trade Expo and provided Te Reo courses in concert with the Taranaki Chamber of Commerce and also TSB staff.

The Polytechnic also turned its focus squarely on trades training in 2018 and in August opened The Shed, a custom-built carpentry block, about the same time two baches built by students were nearing completion.

WITT's successful nursing programme, which catered for more than 140 students, was buoyed by the revamp in A-block of the Simulation Centre, which replicates a hospital environment, for students.

As part of its regional engagement focus, WITT continued to sponsor the region's major school science fair and the three day WOMAD festival in New Plymouth and awarded a range of scholarships.

The highlight of the year for any Polytechnic is its graduation ceremony and 2018 saw almost 1,000 students pass across the "stage" and 250 joined staff and tutors to march through the centre of New Plymouth towards their full graduation ceremony.



*WITT staff and students marched through New Plymouth's CB ahead of the 2018 graduation ceremony*

# GOVERNANCE



## ROBIN BROCKIE

### Chair

Robin Brockie, QSM is a Chartered Accountant Fellow and member of the Institute of Directors. Since his retirement from public practice as a chartered accountant in 2015, Robin has been engaged in a number of governance roles including with the Dame Malvina Major Foundation, Venture Taranaki Trust, Tui Ora Limited, TSB Community Trust and the Anglican Diocese of Waikato and Taranaki.



## LYLAL FRENCH-WRIGHT

### Deputy Chair (Acting Chief Executive 29 Oct 2018 – 3 Feb 2019)

Lylal French-Wright was CEO of a large regional law firm, Govett Quilliam, from 2012 to 2018 where his focus has been on strategic vision, meeting the demands of a quickly changing legal landscape, and growth and development.



## DANIEL FLEMING

Daniel Fleming is the General Manager and Co-owner of the King & Queen Hotel Suites, New Plymouth's leading luxury boutique hotel located in the thriving West End Precinct.

Daniel is the Deputy Chair of the Taranaki Chamber of Commerce, Deputy Chair of the Business and Retail Association and Chair of the West End Precinct.



## STUART TRUNDLE

Stuart Trundle is the chief executive of Venture Taranaki Trust, the regional development agency for Taranaki regarded as one of the leading models for economic development in New Zealand.

Stuart is a board member of the Bishop's Action Foundation, past chair of the Economic Development Association of New Zealand and former trustee to the Bashford and Nicholls Trust that sponsors agricultural scholarships in Taranaki.



## CASSANDRA CROWLEY

Cassandra Crowley joined the WITT Council in 2013 after returning to Taranaki after 16 years away from the region.

A Chartered Accountant and Barrister and Solicitor of the High Court of New Zealand, Cassandra holds a number of directorships, including two others in the education sector as independent director for both Student Job Search Aotearoa and the industry training organisation Skills.



## ROSS DINGLE

Ross Dingle is CEO of TenderLink a digital procurement platform provider owned by Illion. Ross is responsible for strategic direction and overall management of operations across Australia and New Zealand.

Previously, Ross has held senior finance and operations positions at Fletcher Challenge Energy, KCL Property, and Doctor Global.



## CHARLOTTE LITTLEWOOD

Charlotte Littlewood is a Taranaki Regional Councillor and a director of Port Taranaki. Charlotte has worked in a variety of project management, strategy and research roles across Powerco Ltd, the Ministry for Social Development in Wellington and the Department for Work and Pensions in London.

# EXECUTIVE TEAM

AS AT 31 DECEMBER 2018



## TUMU WHAKARAE CHIEF EXECUTIVE

**John Snook**  
(Chief Executive 4 Feb 2019 – Current)

John Snook has enjoyed a career covering extensive educational management in the public and private sector.

He has previously served as deputy chief and acting chief executive of the Waiariki Institute of Technology and was a member of the UCOL council at the time of the Whanganui Polytechnic Merger.

After leaving Waiariki he set up Action Consulting Group Ltd and the New Zealand Institute of Business and Technology (NZIBT). He is a strong supporter of planned reforms for the vocational education sector and mindful of the value of the Māori economy.

## NICOLA CONLEY

Executive Director – People, Culture and Students

## BRIAN SOUNESS

Executive Director – Business Development

## PAUL BINNEY

Chief Financial Officer

## NITA HUTCHINSON

Academic Director

## KYLE HALL

General Manager – NZIHT

## COMMITTEES

### COMMITTEES OF COUNCIL

- **Audit and Risk Committee.** Met 12 times.
- **Academic Board.** Met 6 times.

### COMMITTEES OF THE ACADEMIC BOARD

- **Academic Standards Committee.** Met 11 times
- **Research Committee.** Met 5 times
- **Teaching and Learning Committee.** Met 15 times
- **Academic, Risk, Compliance and Appeals Committee.** Met 5 times
- **Te Kāhui Matanui.** Met 7 times

### CHIEF EXECUTIVE COMMITTEES

- **Executive team** – met at least weekly
- **Health and Safety** – met 8 times



# TEACHING & LEARNING EXCELLENCE

## STATEMENT OF SERVICE PERFORMANCE

NZQA's external evaluation and review visit in May was an opportunity for WITT to demonstrate our solid improvement in self-assessment capability and educational performance resulting in confidence in the institute in both of these areas with a Category 2 award. Recommendations from the review were already underway in many areas and work towards them strengthens alignment with WITT's Academic, Teaching and Learning Strategy.

WITT continues to align its provision to industry needs with a particular focus on pathways to employment for our learners and this is reflected in our portfolio of provision along with our application of the aspirations of the WITT Academic, Teaching and Learning Strategy which gives effect to the four goals of the WITT Strategy 2017-2020.

The measures in WITT's Statement of Service Performance 2018 align with the strategic goals and are presented along with each of the goals for the purposes of this report.

## GOAL 1: GRADUATES – WHAKAKURA

### Work-ready graduates aligned to skill demand and employment

2018 Highlights	2019 Focus
<ul style="list-style-type: none"> <li>Increased engagement with learners already in employment returning to study to upskill and gain additional qualifications</li> <li>Work placements leading to offers of employment</li> <li>Increased approaches from industry requesting our graduates and for providing workplace training</li> </ul>	<ul style="list-style-type: none"> <li>Continue to seek feedback from employers regarding work-readiness of graduates against graduate profile outcomes</li> <li>Develop work experience and work placement opportunities with a wider range of industry groups</li> </ul>

### STATEMENT OF SERVICE PROVISION THAT ALIGNS TO GOAL ONE

How we measured our success	2017 ACTUAL	2018 ACTUAL	2018 TARGET	Commentary
Proportion of staff identifying as Māori	8%	6%	12%	<b>NOT ACHIEVED.</b> WITT is focused on attracting Māori staff and will continue to work on ensuring WITT provides a culturally safe environment for these staff to work in.
Number of students participating in Secondary Tertiary Pathways programmes	51+	410	60+	<b>ACHIEVED.</b> Increase in trades academy, 3 + 2 and STAR enrolments from secondary schools.
Ensure all programme areas have active Local Advisory committees	100%	100%	100%	<b>ACHIEVED.</b>
Māori participation : All levels (SAC)	27.9%	19%	21%	<b>NOT ACHIEVED.</b> WITT will continue to work on strategies to increase participation of Māori learners at all levels.
Pasifika participation All Levels (SAC)	4.3%	2%	2%	<b>ACHIEVED.</b>
Participation (all students):				
Under 25s	48%	50%	40%	<b>ACHIEVED.</b>
STEM	579	844	530	<b>ACHIEVED.</b>
Course completions (all students):				<b>NOT ACHIEVED.</b> Continue to work with individual learners to support them towards successful course completion.
Under 25s Levels 1-3	66.3%	61%*	76%	
Youth Guarantee	71%	66%*	76%	
Course completion rates (all students)	80.1%	72.9%*	80%	<b>NOT ACHIEVED.</b> Individual programme improvement plans are being implemented to improve course completions.
Māori learner completion rate	70.5%	57.9%	80%	<b>NOT ACHIEVED.</b> Increase the support provided to Māori learners to ensure success in all courses.
EFTS targets are met and graduates transition to employment	-	25%	80%	<b>NOT ACHIEVED.</b> Continue to develop a system that tracks all graduates outcomes including those graduates entering into employment or returning to study.

\*Interim results to be confirmed after the April SDR and final results are available from the Tertiary Education Commission.



## GOAL 2: TEACHING AND LEARNING – WHAKAAKO

### Excellent teaching and learning from staff with relevant vocational experience

2018 Highlights	2019 Focus
<ul style="list-style-type: none"> <li>• Consistent use of data to enable institute-wide conversations regarding learner success</li> <li>• Student satisfaction scores continue to show high levels of satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Apply learnings from high-performing programmes across the institute</li> <li>• Continue to strengthen initiatives to improve outcomes for all learners at WITT</li> </ul>

### STATEMENT OF SERVICE PROVISION THAT ALIGNS TO GOAL TWO

How we measured our success	2017 ACTUAL	2018 ACTUAL	2018 TARGET	Commentary
The Student Voice to inform decision making	1000	1071	1000	<b>ACHIEVED.</b> Students surveyed and all responses collated to inform decision making.
Financial stability and the capacity to invest in the learning environment (surplus prior to provisions and notional interest as % of revenue)	-17.24%	-3.3%	1.50%	<b>NOT ACHIEVED.</b> The deficit for the year was \$0.9m which was below the budget deficit of \$0.2m but significantly better than the 2017 deficit of \$3.6m. The deficit was a result of lower than expected student enrolments in 2018. As a consequence, full year revenue was \$1.8m below budget which was partially offset by \$1.1m of expenditure savings. The budget for 2019 predicts a loss of \$1.2m. However, stretch revenue targets have been set to focus on growth and return the financial results to surplus. Despite the result for the year, existing reserves have ensured that investment in the learning environment has continued as planned.
Revenue from Non-TEC EFTS	\$3.8m	\$4.3m	<\$3.3m	<b>ACHIEVED.</b>



### GOAL 3: ENGAGEMENT AND DEVELOPMENT – WHAKAPAKARI

A culture that fosters engagement and development of staff and leads to excellent student outcomes

2018 Highlights	2019 Focus
<ul style="list-style-type: none"> <li>All staff marae-based professional development to unpack the Māori Pedagogies that underpin teaching and learning at WITT</li> <li>Research seminar series providing opportunity for dissemination of research by WITT staff and external participants</li> </ul>	<ul style="list-style-type: none"> <li>Increase research outputs for staff teaching in degree and graduate diploma programmes</li> <li>Professional development targeted to discipline area and results in currency of content and teaching practice</li> </ul>

### STATEMENT OF SERVICE PROVISION THAT ALIGNS TO GOAL THREE

How we measured our success	2017 ACTUAL	2018 ACTUAL	2018 TARGET	Commentary
Develop staff capability in teaching and learning (% of teaching staff engaged in Staff/Professional development and/or research)	70%	74%	70%	<b>ACHIEVED.</b>
Level of qualifications held by WITT academic (% of academic staff qualified at Masters level and above)	32%	34.8%	30%	<b>ACHIEVED.</b>
Increase number of research outputs by WITT staff	99	28	35	<b>NOT ACHIEVED.</b> Research and Innovation Manager is working closely with Programme Managers to ensure Research Plans are in place and staff are supported to conduct research.



## GOAL 4: SUSTAINABILITY – WHAKAHERENGA

A vibrant and sustainable organisation that meets the needs of its customers

2018 Highlights	2019 Focus
<ul style="list-style-type: none"> <li>Completion of fit-for-purpose construction workshop enabling increased opportunity for trades delivery on campus</li> <li>Increased use of blended models of delivery across programme levels</li> </ul>	<ul style="list-style-type: none"> <li>Investigate collaborative research and development opportunities with industry partners</li> <li>Continue to review design, delivery and assessment of programmes</li> </ul>

### STATEMENT OF SERVICE PROVISION THAT ALIGNS TO GOAL FOUR

How we measured our success	2017 ACTUAL	2018 ACTUAL	2018 TARGET	Commentary
Number of full cost recovery courses	56	66	30	<b>ACHIEVED.</b> Wide range of full cost recovery courses run from NZIHT short courses through to nursing short courses.
Progress in developing subject areas and development of pathways (establishment of centres of excellence)	-	-	5	<b>NOT ACHIEVED.</b> Development of subject areas and pathways continues to be a major focus but it was decided to move away from establishing specific centres of excellence.
Proportion of programmes using on-line learning/blended learning	20%	65%	80%	<b>NOT ACHIEVED.</b> This result is an improvement on 2017 and WITT continues to implement blended learning in programme design.
Number of international students	134	182	150	<b>ACHIEVED.</b> Increase in number of Hospitality and NZIHT international students.
Develop research and development projects in conjunction with external organisations	3	-	2	<b>NOT ACHIEVED.</b> The three projects started in 2017 continued across 2018.
Learners pathway from collaborations including Secondary Tertiary Partnerships and Taranaki Futures (MPTT)	-	34.2%	23%	<b>ACHIEVED.</b> Increased participation from all secondary schools in 2017 resulting in full time study at WITT in 2018.

In addition to the Statement of Service Provision, WITT also have a number of KPIs as per the 2018 Investment Plan that are provided in the following table.

## 2018 INVESTMENT PLAN KEY PERFORMANCE INDICATORS

### Performance Commitments

			Previous Years' Actuals Latest				Actual	Planned Commitments		
			2014	2015	2016	2017	2018	2018	2019	Commentary
			%	%	%	%	%	%	%	
<b>PERFORMANCE COMMITMENTS</b>										
<b>SAC LEVELS 1 AND 2</b>										
<b>Participation</b>										
The proportion of SAC Eligible EFTS who are:	Māori	Levels 1 and 2	6.3	5.4	7.1	6.0	6.1	7.0	7.0	<b>NOT ACHIEVED.</b> WITT will continue to work on strategies to increase participation of Māori learners.
	Pasifika	Levels 1 and 2	0.7	0.7	0.8	1.0	0.4	1.0	1.0	
<b>Educational Performance</b>										
<b>Course completion</b>										
The successful course completion rate (SAC Eligible EFTS) for:	All students	Levels 1 and 2	59	62	55	65.4	49.5*	66	66	<b>NOT ACHIEVED.</b> Individual programme improvement plans are being implemented to improve course completions.
<b>Qualification completion</b>										
The qualification completion rate (SAC Eligible EFTS) for:	All students	Levels 1 and 2	45	47	39	36.8	37*	52	53	<b>NOT ACHIEVED.</b> Participation, rather than qualification completion is often the driver for these learners.
<b>Student Retention</b>										
The student retention rate for all students (SAC Eligible student count)	All students	Levels 1 and 2	59	53	50	42.8	63.6	53	54	<b>ACHIEVED.</b>
<b>Student Progression</b>										
The student progression rate (SAC Eligible student count) from levels 1 and 2, to a higher level, for:	All students	Levels 1 and 2, to a higher level	28	34	48.4	58.5	54.8	45	46	<b>ACHIEVED.</b>

\*Interim results to be confirmed after the April SDR and final results are available from the Tertiary Education Commission.

			Previous Years' Actuals Latest				Actual	Planned Commitments		
			2014	2015	2016	2017	2018	2018	2019	Commentary
			%	%	%	%	%	%	%	

## PERFORMANCE COMMITMENTS SAC LEVELS 3 AND ABOVE

### Participation

The proportion of SAC Eligible EFTS who are:	Under 25	Level 3 and above	42.4	42.0	40.1	48.2	47.1	40.0	40.0	<b>ACHIEVED.</b>
		Level 4 and above	24.9	26.2	23.3	26.5	24.4	-	-	<b>NEW MEASURE NO TARGET SET.</b>
	Māori	Level 3 and above	26.6	22.9	26.6	21.8	21.6	25.0	25.0	<b>NOT ACHIEVED.</b>
		Level 4 and above	15.0	11.1	10.0	10.6	10.1	24.0	25.0	Participation remains consistent with 2017 levels and higher than the % of Māori living in the region. WITT will review strategies to increase the participation and success of Māori learners, particularly at Levels 4+.
	Pasifika	Level 3 and above	2.6	3.3	23.7	3.3	1.62	2.0	3.0	<b>NOT ACHIEVED.</b>
		Level 4 and above	1.6	2.1	2.2	1.7	0.7	2.0	2.5	Participation remains a challenge given the small % of Pasifika living in the region.

### Educational Performance

#### Course completion

The successful course completion rate (SAC Eligible EFTS) for:	All students	Level 3 and above	75.9	73.7	70.6	79.9	72.9*	76.0	76.0	<b>NOT ACHIEVED.</b> Identification of themes across high performing programmes occurring with plans to apply those learnings to lower performing programmes, particularly for Māori and Pasifika learners.
		Level 4 and above	79.4	78.4	75.8	86.2	80.4*	80.0	81.0	
Under 25	Level 3 and above	74.7	71.9	68.8	78.2	71.4*	76.0	76.0		
	Level 4 and above	79.5	77.2	75.3	86.3	77.1*	79.0	80.0		
Māori	Level 3 and above	64.1	63.2	63.4	71.7	61.0*	76.0	76.0		
	Level 4 and above	66.3	70.4	69.2	80.8	73.3*	76.0	76.0		
Pasifika	Level 3 and above	71.6	62.8	59.0	67.3	49.0*	76.0	76.0		
	Level 4 and above	77.5	63.6	63.5	76.7	54.7*	76.0	76.0		

\*Interim results to be confirmed after the April SDR and final results are available from the Tertiary Education Commission.

			Previous Years' Actuals Latest				Actual	Planned Commitments		
			2014	2015	2016	2017	2018	2018	2019	Commentary
			%	%	%	%	%	%	%	
<b>PERFORMANCE COMMITMENTS</b>										
<b>SAC LEVELS 3 AND ABOVE</b>										
<b>Qualification completion</b>										
The qualification completion rate (SAC Eligible EFTS) for:	All students	Level 3 and above	70.6	61.2	60.9	56.6	51.2	65.0	65.0	<b>NOT ACHIEVED.</b> The change to cohort-based qualification completion calculations, rather than EFTS-based impact on results.
		Level 4 and above	75.0	63.3	67.6	57.0	54.4	67.0	67.0	
	Under 25	Level 3 and above	62.1	61.7	55.3	54.6	54.6	64.0	65.0	
		Level 4 and above	62.8	67.0	58.2	54.5	53.1	71.0	71.0	
	Māori	Level 3 and above	56.7	51.3	51.6	41.2	46.4	62.0	62.0	
		Level 4 and above	59.9	54.5	53.9	36.1	42.5	63.0	63.0	
	Pasifika	Level 3 and above	41.4	62.1	62.1	29.8	46.3	64.0	64.0	
		Level 4 and above	32.2	67.2	72.4	26.8	54.2	66.0	66.0	
<b>Student Retention</b>			<b>Retention data is at "All Levels"</b>							
The student retention rate (SAC Eligible student count) for:	All students	Level 3 and above	82.8	73.9	66.1	62.0	65.7	75.0	76.0	<b>NOT ACHIEVED.</b> Further support to be implemented to retain learners at 3+.
	Māori		83.5	63.1	56.8	55.8	71.9	66.0	67.0	<b>ACHIEVED.</b>
	Pasifika		80.2	68.9	68.5	62.0	70.0	70.0	70.0	<b>ACHIEVED.</b>
<b>Student Progression</b>										
The student progression rate for students (SAC Eligible student count) at level 1 to 3, to a higher level	All students	Levels 1 to 3, to a higher level	37.2	34.5	45.1	35.5	37.5	34.0	35.0	<b>ACHIEVED.</b>
	Māori		39.3	29.8	39.1	36.3	46.8	31.0	32.0	<b>ACHIEVED.</b>
	Pasifika		46.7	34.6	51.9	44.0	61.5	35.0	35.0	<b>ACHIEVED.</b>
<b>Other Commitments</b>			<b>EFTS</b>							
The number of international student EFTS	All students	All levels	131.73	226.65	175.48	126	170.09	150	161	<b>ACHIEVED.</b>
<b>PBRF-Participants only</b>										
The amount of external research income earned (\$000)	All students	All levels	-	-	-	\$10,773	-	-	-	<b>NOT ACHIEVED.</b> WITT did not pursue external research income in 2018.
The number of Research Degrees completed	All students	All levels	n/a	-	-	-	3	-	-	<b>NO TARGET SET.</b>

# STUDENT SATISFACTION

## STUDENT SUPPORT SERVICES

WITT directs significant resources to this important area of the institute. The comprehensive range of services allows for the supporting of learners to fully engage in their programme of study and optimise their learning experience.

Supplementary funding for support services comes from a number of sources – from TEC targeted funding – Youth Guarantee, Disability and Māori/Pasifika; from the compulsory student services fee and from community groups including the Taranaki Tertiary Chaplaincy Trust Board and the Budget Advisory Service.

Provision for the year ended 31 December 2018 includes:

- A range of comprehensive support services including career planning and employment support, academic learning support, 24/7 online library access, health, chaplaincy and counseling.
- Targeted supports for Māori, Pasifika, Disabled, International and Youth Guarantee students.
- The tertiary bus service giving free intercity and regional travel to WITT students.
- Budget Advisory Service on campus.
- Free doctor service.
- Student hardship fund.
- Scholarships and grants.
- Campus wide events.

### Careers and Employment Services

The careers and employment service provides support and advice for prospective (1219) and enrolled (103) students; assisting with career and pathways planning, programme choice, developing skills for employment, finding work and generally assisting with their move into employment or further study. In 2018 in-class sessions were delivered on CV writing and preparing for job interview.

	2018	2017
Individual learners assisted	1322	1323
In class workshops	36	26

### Learning Support

Learning support staff teach a wide range of study skills on an individual, small group and in-class basis; as well as online support, Skype/Zoom for off campus and distance students, pre-programme workshops and the provision of print and electronic publications. The learning support staff work closely with classroom tutors to integrate study skills into programmes to introduce greater numbers to learning topics and reduce the requirement for individual support.

	2018	2017
Student appointment hours	714	826
In class hours	294	337
Study group support hours	91.5	65

## Library



**72,812**  
visits



**35,714**  
views of the Library website



**94%**  
of students rate the  
library resources as  
excellent/good



**36,213**  
e-book and e-journal  
searches

## Health and Medical Services

The Health clinic provides health and medical services to students, as well as health and safety monitoring and health education and promotion. In 2018 promotion included Melanoma awareness, Flu vaccine campaign, Men's Health Week, World Smoke free day, Healthy heart, Drug and Alcohol education, Sexual health month, Sun smart Skin screening clinic and Smoking cessation.

	2018	2017
Health Clinic appointments	2490	not available
Medical Clinic appointments	614	223

## COUNSELLING

The counsellor provides a personal counselling service to students as well as crisis intervention and support, delivering in-class workshops, running wellness promotions and staff development workshops.

	2018	2017
Personal Counselling appointments	285	379

## Chaplaincy

The WITT ecumenical chaplain providing spiritual guidance and pastoral support, a non-judgemental listening ear and support in times of illness, critical incidents, confusion and bereavement. The chaplain runs inclusive services on campus, provides food parcels and Christian literature.

## TARGETED STUDENT GROUPS

### Māori and Pasifika Students

Māori and Pasifika learners are supported through the Kopa Manaaki; a service providing targeted facilities and support services including dedicated support staff, study and meeting areas, a computer suite, social areas and a kitchen facility. The service offers students a one stop shop for pastoral, educational

and cultural support as well support with budgeting, Studylink and scholarship applications. Staff also offer a number of cultural initiatives targeting Māori learners; including whanau day (students and whanau getting together before semester start), Whanaungatanga wānanga, enabling Māori students to build relationships and make connection at programme start; whakawhanaungatanga hui, providing an opportunity for learners, tutors and support staff to come together informally and celebration of Māori national days and Māori student achievement.

### Disability Support

In 2018 the Disability Service provided support services to students including the provision of equipment and furniture, support staff (interpreters, note takers and reader/writers), exam accommodations, evacuation plans, alternative format material, information and advocacy and tracking and follow-up. The disability coordinator delivered disability awareness training to new staff and a Disability workshop run for all staff to raise awareness of disability issues.

	2018	2017
Individual students supported	124	138

### Youth Guarantee

Youth Guarantee provides fees-free tertiary education and targeted supports for students aged 16-19 years who have no or low prior qualification achievement. The aim is to increase the amount of young people achieving a level 2-3 qualification and improve the transition between school, tertiary and work. Supports for 2018 include interviews with students and whānau on application, Personal Education Planning, targeted pastoral care and transport assistance and the monitoring of attendance and achievement, as well as the running of "Transition to Tertiary" workshops at semester start to enable students, tutors and support staff to get to know each other and make connections.

	2018	2017
Individual students supported	94	94

### International support

Additional supports for international students is provided including a meet and greet service on arrival, a comprehensive orientation of the area and institute, dedicated pastoral care, accommodation support, insurance assistance and the tracking

and follow up of attendance and academic progress. Activities arranged throughout the year included guest speakers from the Police, Road Safety and banking agents, visits to local attractions and landmarks as well as participation in events with Education Taranaki International (ETI), including a Mayoral welcome and social events. Survey data gathered from the internationally and nationally benchmarked survey – International Student Barometer (ISB) i-graduate indicates 100% satisfaction of the International support services, a rating that continues to be above the international and national benchmarks.

	2018	2017
Individual students supported	320	218

## STUDENT SATISFACTION

In 2018 the institute engaged in various means to capture the student voice and gather feedback from the student body. Formal opportunities for current and past students came via the First Impressions Survey, the Student Satisfaction Survey, and the Graduate Destination Survey. In total 1071 responses were received.

Feedback shows continued high levels of student satisfaction with all areas of the institute; the enrolment process, orientation, programmes, teaching, the campus facilities, support services and institute overall.

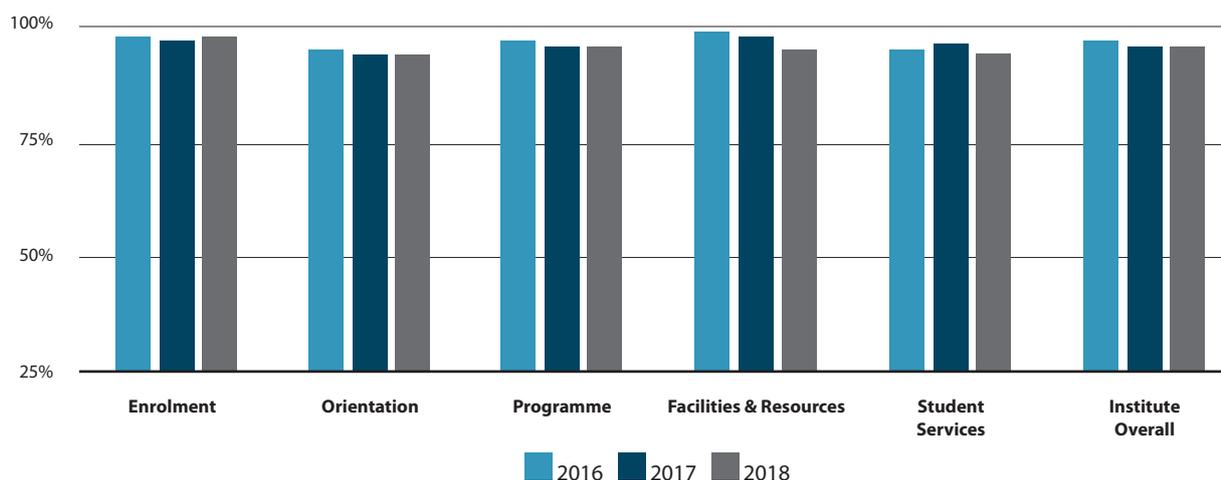
### Graduate Satisfaction

The 2018 graduate survey was designed to allow graduates an opportunity to give feedback on the overall learning experience of studying at WITT and to gain an understanding as to how successful our graduates are in finding employment or continuing with further study.

Results show:

- 94% were satisfied with their programme of study
- 91% would recommend the programme to others
- 66% were employed at the time of survey, with 17% still actively looking for work.
- 33% were doing further study.
- 93% considered their qualification a good investment of time and money.

### SATISFACTION RATING 2016-2018



# HEALTH AND SAFETY

## WITT IS COMMITTED TO:

Providing a safe and healthy workplace for workers, students and others at the Institute. This is achieved through the engagement of all groups; complying with the Health and Safety at Work Act 2015 and relevant regulations; industry best practice; and internal systems and processes. WITT has set out accountabilities and responsibilities with respect to the provision of a safe and healthy environment for staff, students, contractors and visitors to the Institute.

## WATER CRISIS

The 2018 year commenced suddenly when on 20<sup>th</sup> February ex Cyclone Gita destroyed the New Plymouth District Council's main water supply pipe resulting in water draining out of the reticulation serving many businesses and cutting off supply to the eastern part of New Plymouth. The Council followed quickly with a "boil water" notice covering the entire city and affected towns.

High water consumers such as WITT were urged to shut down all non-essential services to reduce water usage; there were concerns about the risk of backflow from premises accessing the water reticulation system and the safety of water consumers. On 21<sup>st</sup> February WITT issued a full shutdown notice to workers, students, contractors and tenants and the WITT site in the New Plymouth district was shutdown.

A Crisis Response Team was initiated by Executive with the Health and Safety team playing an integral part by co-ordinating the business continuity process to enable WITT to be ready for the first day of student attendance the following week. The Health and Safety team monitored alerts and updates from Civil Defence Emergency Management; maintained communications with the Crisis Response Team, Executive and Ministry of Education key contacts; liaised with the Council on pipe repair progress; placed notices campus wide; reviewed options for safe drinking water and arranged sufficient safe drinking water via a water supply truck.

On 26<sup>th</sup> February WITT re-opened as programmed for student attendance. Students quickly adapted to the new safe drinking water supply process and observed the boil water restrictions and the campus activity continued as if no interruptions were evident.

## COMMITTEE ACTIVITIES

WITT's Health and Safety Committee worked with management and staff to raise awareness on responding to a difficult situation or event. This has resulted in the development of new guidelines for managing difficult situations and violence in the workplace; the installation of monitored access doors; counter alarms; and the provision of break-away lanyards for workers are some of the new initiatives.

The annual emergency lockdown drill focus areas in 2018 were student support and resource centres and this year the drill went 'mobile' with the introduction of new mobile device lockdown alert technology.

The Committee reviewed and developed policies for; Children in the Workplace; Animals on Campus; First-aid Provision; and attended training for disability evacuation procedures and suicide health. An Asbestos management plan was developed with established annual monitoring now in place.

On the 18<sup>th</sup> October WITT participated in the NZ ShakeOut Drill with all staff, students, contractors and visitors contributing to the success of this nationwide event.

## REPORTED EVENTS

There were 96 reported events in 2018 compared to 84 reported in 2017, indicating an increase in reported events which is contributed to improved incident reporting and processes.

	Number of Harm-related Incidents		Percentage of Total	
	2018	2017	2018	2017
First-aid Injury	35	22	36%	25%
Medical treatment	8	8	8%	12%
Lost time injury	0	1	0%	1%
Notifiable Event	0	0	0%	0%

\*Statistics include staff, students and contractors

## HEALTH AND WELLBEING

The committee's wellbeing strategy for 2018 focused on the "health" in health and safety. An overwhelming response was received when free membership to the campus gymnasium was offered to staff in the latter part of the year. This initiative served a dual purpose with WITT's fitness students providing personal training support to meet achievement standards and an increase in physical activity ultimately improving staff 'health'.



# INDEPENDENT AUDITOR'S REPORT

## To the readers of the Western Institute of Technology at Taranaki and group's financial statements and statement of service performance for the year ended 31 December 2018

The AuditorGeneral is the auditor of Western Institute of Technology At Taranaki (the Institute) and group. The AuditorGeneral has appointed me, Debbie Perera, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and statement of service performance of the Institute and group on his behalf.

### OPINION

We have audited:

- the financial statements of the Institute and group on pages 23 to 34 and 36 to 51, that comprise the statement of financial position as at 31 December 2018, the statement of comprehensive revenue and expense, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the statement of service performance of the Institute and group on pages 8 to 15.

In our opinion:

- the financial statements of the Institute and group on pages 23 to 34 and 36 to 51:
  - present fairly, in all material respects:
    - the financial position as at 31 December 2018; and
    - the financial performance and cash flows for the year then ended; and
  - comply with generally accepted accounting practice in New Zealand in accordance with with the Public Benefit Entity Standards Reduced Disclosure Regime; and
- the statement of service performance of the Institute and group on pages 8 to 15 presents fairly, in all material respects, the Institute and group's service performance achievements measured against the proposed outcomes described in the investment plan for the year ended 31 December 2018.

Our audit was completed on 18 April 2019. This is the date at which our opinion is expressed.

The basis for our opinion is explained below and we draw your attention to uncertainties about the proposed merger of all polytechnics and institutes of technology. In addition, we outline the responsibilities of the Council and our responsibilities relating to the financial statements and the statement of service performance, we comment on other information, and we explain our independence.

### UNCERTAINTIES ABOUT THE PROPOSED MERGER OF ALL POLYTECHNICS AND INSTITUTES OF TECHNOLOGY

Without modifying our opinion, we considered the adequacy of the disclosures made in note 19 on page 50 that outline the

Government's proposal to merge the activities of all polytechnics and institutes of technology. Should the merger proceed, it could have a significant impact on the future of the Institute and group. However, a final decision on the proposal is yet to be made. We consider these disclosures to be adequate.

### BASIS FOR OUR OPINION

We carried out our audit in accordance with the AuditorGeneral's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the AuditorGeneral's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### RESPONSIBILITIES OF THE COUNCIL FOR THE FINANCIAL STATEMENTS AND THE STATEMENT OF SERVICE PERFORMANCE

The Council is responsible on behalf of the Institute and group for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Council is also responsible on behalf of the Institute and group for preparing a statement of service performance that is fairly presented.

The Council is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and a statement of service performance that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the statement of service performance, the Council is responsible on behalf of the Institute and group for assessing the Institute and group's ability to continue as a going concern. The Council is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Council intends to liquidate the Institute and group or to cease operations, or has no realistic alternative but to do so.

The Council's responsibilities arise from the Crown Entities Act 2004 and the Education Act 1989.

### RESPONSIBILITIES OF THE AUDITOR FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND THE STATEMENT OF SERVICE PERFORMANCE

Our objectives are to obtain reasonable assurance about whether the financial statements and the statement of service performance, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the

AuditorGeneral's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements and statement of service performance.

For the budget information reported in the financial statements and the statement of service performance, our procedures were limited to checking that the information agreed to the Institute and group's Investment plan.

We did not evaluate the security and controls over the electronic publication of the financial statements and the statement of service performance.

As part of an audit in accordance with the AuditorGeneral's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the statement of service performance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute and group's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Council and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute and group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the statement of service performance or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Institute and group to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the statement of service performance, including the disclosures, and whether the financial statements and the statement of service performance represent the underlying transactions and events in a manner that achieves fair presentation.

- We obtain sufficient appropriate audit evidence regarding the financial statements and the statement of service performance of the entities or business activities within the group to express an opinion on the consolidated financial statements and the consolidated statement of service performance. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

## OTHER INFORMATION

The Council is responsible for the other information. The other information comprises the information included on pages 1 to 7, 16 to 19, 22, 35 and 52 to 57 but does not include the financial statements and the statement of service performance, and our auditor's report thereon.

Our opinion on the financial statements and the statement of service performance does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the statement of service performance, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the statement of service performance or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## INDEPENDENCE

We are independent of the Institute and group in accordance with the independence requirements of the AuditorGeneral's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with or interests in the Institute or any of its subsidiaries.



Debbie Perera  
Audit New Zealand  
On behalf of the AuditorGeneral  
Palmerston North, New Zealand



# STATEMENT OF RESPONSIBILITY

FOR THE YEAR ENDED 31 DECEMBER 2018

For the financial year ended 31 December 2018 the Council of the Western Institute of Technology at Taranaki were responsible for:

1. The preparation of the Group financial statements and statement of service performance, and the judgements made in them; and
2. Establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In the opinion of Council of Western Institute and Technology at Taranaki, these financial statements and statement of service performance fairly reflect the financial position and operations of Western Institute of Technology at Taranaki for the year ended 31 December 2018.

**Robin Brockie**  
Chair of WITT Council  
17 April 2019

**John Snook**  
Chief Executive  
Tumu Whakarae  
17 April 2019

# STATEMENT OF ACCOUNTING POLICIES

FOR THE YEAR ENDED 31 DECEMBER 2018

## 1. Reporting Entity

The financial statements of Western Institute of Technology at Taranaki ("WITT") and its subsidiary ("the Group") for the year ended 31 December 2018 were authorised for issue by the Chair of Council and the Chief Executive in accordance with the Education Act 1989 Section 220.2AA on 17 April 2019.

WITT is a Crown Entity domiciled in New Zealand and is established under the New Zealand Education Act 1989 as a Public Institution. WITT offers a range of programmes from foundation to Degree level, most of the programmes may be studied on a part-time or full-time basis. Accordingly, WITT has designated itself and the Group as public benefit entities ("PBEs") for the purposes of financial reporting.

The consolidated financial statements of the Group are presented for WITT ("the Parent") and New Zealand Institute of Highway Technology Limited ("NZIHT") which is a wholly owned subsidiary of WITT, domiciled in New Zealand.

## 2. Summary of Significant Accounting Policies

### Basis of preparation

#### Statement of compliance

The financial statements have been prepared in accordance with the requirements of the Crown Entities Act 2004 and the Education Act 1989, which include the requirement to comply with New Zealand Generally Accepted Accounting Practice ("NZ GAAP").

The financial statements have been prepared in accordance with the NZ GAAP Tier 2 PBE Reduced Disclosure Regime as WITT is not publicly accountable with expenses of less than \$30m. They comply with PBE accounting standards.

### Changes in Accounting Policies

There have been no changes in accounting policies during the financial year.

### Standards Issued and Not Yet Effective that Have Been Early Adopted

#### Service Performance Reporting

In November 2017, the XRB issued PBE FRS 48 Service Performance Reporting which replaces the service performance reporting requirements of PBE IPSAS 1. The Council and group has early adopted this standard in preparing its 31 December 2018 financial statements.

### Standards Issued and Not Yet Effective and Not Early Adopted

#### Interests in other entities

In January 2017, the XRB issued new standards for interests in other entities (PBE IPSAS 34 - 38). These new standards replace the existing standards for interests in other entities (PBE IPSAS 6 - 8). The new standards are effective for annual periods beginning on or after 1 January 2019, with early application permitted. The Council and group has not yet assessed the effects of these new standards.

#### Financial instruments

In January 2017, the XRB issued PBE IFRS 9 Financial Instruments. PBE IFRS 9 replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement. PBE IFRS 9 is effective for annual periods beginning on or after 1 January 2021, with early application permitted. The Council and group has not yet assessed the effects of this new standard.

#### Amendments to Statement of Cash Flows

In November 2018, the XRB issued an amendment to PBE IPSAS 2 Statement of Cash Flows, which is effective for annual periods beginning on or after 1 January 2021, with early application permitted. The Council and group has not yet assessed the effects of this amendment.

#### Amendment to Impairment of Revalued Assets

In April 2017, the XRB issued Impairment of Revalued Assets (Amendments to PBE IPSASs 21 and 26), which now scopes in revalued property, plant, and equipment into the impairment accounting standards. Previously, only property, plant, and equipment assets measured at cost were scoped into the impairment accounting standards. The Council and group has not yet assessed the effects of this amendment.

#### Measurement system

The financial statements are presented in New Zealand Dollars (NZD) and all values are rounded to the nearest thousand dollars (\$'000). As a result, some rounding errors may occur in the financial statements and notes. The functional currency of WITT and its subsidiary is NZD.

The financial statements are prepared on the historical cost basis except;

- land and buildings have been measured at fair value
- financial instruments at fair value through other comprehensive Revenue and expense.

## 3. Basis of Consolidation

The consolidated financial statements comprise the financial statements of WITT and its subsidiary, NZIHT as at 31 December each year ("the Group"). The financial statements of the subsidiary are prepared for the same reporting period as the Parent company. All have been prepared using consistent accounting policies.

The subsidiary is an entity that is controlled, either directly or indirectly, by the parent. NZIHT is consolidated using the purchase method to prepare the Group financial statements, which involves aggregating like items of assets, liabilities, revenues, expenses and cashflows on a line-by-line basis. All interentity balances and transactions, including unrealised profits arising from intra-group transactions, have been eliminated in full.

The operational results of NZIHT are consolidated into the Group's financial statements for the years ended December 2018 and 2017.

Investments in subsidiaries are carried at cost in the WITT parent entity financial statements.

## 4. Revenue

Revenue is recognised at fair value:

### Student Achievement Component (SAC) funding

Student achievement component (SAC) funding is the Institute's main source of operational funding from the Tertiary Education Commission (TEC). The Institute considers SAC funding to be non-exchange and recognises SAC funding as revenue when the course withdrawal date has passed, based on the number of eligible students enrolled in the course at that date and the value of the course.

### Student tuition fees

Domestic student tuition fees are subsidised by government funding and are considered non-exchange. Revenue is recognised when the course withdrawal date has passed, which is when a student is no longer entitled to a refund for withdrawing from the course.

International student tuition fees are accounted for as exchange transactions and recognised as revenue on a course percentage of completion basis. The percentage of completion is measured by reference to the days of the course completed as a proportion of the total course days.

### Fees Free

The Institute considers fees-free revenue is non-exchange revenue and recognises revenue when the course withdrawal date for an eligible student has passed. The Institute has presented funding received for fees-free as part of student fees. This is on the basis that receipts from TEC are for payment on behalf of the student as specified in the relevant funding mechanism.

### Other government grants

Other government grants are received as revenue when they become receivable unless there is an obligation in substance to retain the funds if conditions of the grant is not met, in which case the grants are initially recorded as revenue in advance and then recognised as revenue when the conditions of the grant are met.

### Sale of materials

Revenue is recognised when the significant risk and rewards of ownership have passed to the buyer and can be measured reliably.

### Sale of goods

Revenue from sale of goods is recognised when the product is sold to the customer.

## 5. Interest and dividends

Revenue is recognised as the interest accrues to the net carrying amount of the financial asset (using the effective interest method which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial instrument).

Dividends are recognised when the right to receive them has been established.

## 6. Cash and Cash Equivalents

Cash and short-term deposits in the Statement of Financial Position comprise cash and cash equivalents and short-term deposits with an original maturity of three months or less.

For the purposes of the cashflow statement, cash and cash equivalents consist of cash and cash equivalents as defined above.

### Operating Activities:

Transactions and other movements that are not investing or financing activities.

### Investing Activities:

Activities relating to acquisition, holding and disposal of fixed assets and of investments, not falling within the definition of cash.

### Financing Activities:

Activities that change the equity and debt capital structure of WITT.

## 7. Receivables

### Student fees and other receivables

Student fees and other receivables are initially measured at fair value and subsequently measured at amortised cost using the effective interest method, less any provision for impairment.

A provision for impairment of receivables is established when there is objective evidence that WITT will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the effective interest method.

## 8. Inventories

Inventories held for distribution or consumption in the provision of services that are not supplied on a commercial basis is measured at cost, adjusted where applicable, for any loss of service potential. Where inventories are acquired at no cost or for nominal consideration, the cost is the current replacement cost at the date of acquisition.

Inventories held for use in the production of goods and services on a commercial basis are valued at the lower of cost and net realisable value.

Costs incurred in bringing each product to its present location and condition is accounted for as follows:

- Inventories held for resale – purchase cost on a first-in, first-out basis
- Materials and consumables to be utilised for rendering of services – purchase cost on a first-in, first-out basis.

Net realisable value is the estimated selling price in the ordinary course of activities, less the estimated costs necessary to make the sale.

## 9. Other Financial Assets

Financial assets are initially recognised at fair value plus transaction costs unless they are carried at fair value through surplus or deficit in which case the transaction costs are recognised in the Statement of Comprehensive Revenue and expense.

Purchases and sales of financial assets are recognised on trade-date, the date on which WITT and the Group commits to purchase or sell the asset. Financial assets are recognised when the rights to receive cash flows from the financial assets have expired or have been transferred and WITT and the Group has transferred substantially all the risks and rewards of ownership.

Financial assets are classified into the following categories for the purposes of measurement: fair value through surplus or deficit; loans and receivables; and fair value through other comprehensive Revenue and Expense.

Classification of the financial asset depends on the purpose for which the instruments were acquired.

### *Fair value through surplus or deficit*

Financial assets at fair value through the Statement of Comprehensive Revenue and expense include financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short-term or is part of a portfolio that are managed together and for which there is evidence of short-term profit-taking.

Financial assets acquired principally for the purpose of selling in the short-term or part of a portfolio classified as held for trading are classified as a current asset.

After initial recognition, financial assets in this category are measured at their fair values with gains for losses on remeasurement recognised in the Statement of Comprehensive Revenue and expense.

### *Loans and receivables (including cash and cash equivalents, term deposits, student fees and other receivables)*

After initial recognition, investments loans and receivables are measured at amortised cost using the effective interest method less any provision for impairment.

For Bank deposits, impairment is established when there is objective evidence that WITT will not be able to collect amounts due according to the original terms of the deposit. Significant financial difficulties of the Bank, probability that the Bank will enter into bankruptcy and default in payments are considered indicators that the deposit is impaired.

Impairment of a loan or a receivable is established when there is objective evidence that WITT and the Group will not be able to collect amounts due according to the original terms of the debt. Significant financial difficulties of the debtor, probability that the debtor will enter into bankruptcy and default in payments, are considered significant indicators that the asset is impaired. The amount of the impairment is the difference between the assets carrying amount and the net present value of the estimated future cashflows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an

allowance account and the loss is recognised in the surplus or deficit. When the receivable is uncollectible, it is written off against the allowance account. For other financial assets, impairment losses are recognised directly against the instruments carrying amount.

Gains and losses when an asset is impaired or derecognised are recognised in the Statement of Comprehensive Revenue and expense.

### *Financial assets at fair value through other comprehensive Revenue and expense.*

WITT designates equity investments at fair value through other comprehensive revenue and expense. After initial recognition these investments are measured at their fair value with gains and losses recognised directly in other comprehensive, except for impairment losses which are recognised in the Statement of Comprehensive Revenue and expense.

On derecognition the cumulative gain or loss previously recognised in other comprehensive revenue and expense is reclassified from equity to the Statement of Comprehensive Revenue and expense.

At each Statement of Financial Position date, WITT assesses whether there is any objective evidence that an investment is impaired.

Equity investments where there is a significant prolonged decline in the fair value of the investment below its cost, is considered objective evidence of impairment.

If impairment evidence exists for investments at fair value through other comprehensive revenue and expense, the cumulative loss recognised in other comprehensive revenue and expense, is reclassified from equity to the Statement of Comprehensive Revenue and expense.

Equity instrument impairment losses are recognised in the Statement of Comprehensive Revenue and expense, are not reversed through the Statement of Comprehensive Revenue and expense.

## 10. Property, Plant and Equipment

Property, plant and equipment consist of the following asset classes: land and buildings, plant and equipment, motor vehicles and computer hardware.

The measurement bases used for determining the gross carrying amount for each class of assets are as follows:

- Land is measured at fair value and buildings are measured at fair value, less subsequent accumulated depreciation and impairment losses. Land and Buildings were last revalued as at 31 December 2017. The valuation was completed by an independent Registered Valuer.
- Plant and equipment, motor vehicles and computer hardware are stated at cost, less accumulated depreciation and any accumulated impairment in value.

Where material parts of an item of property, plant and equipment have different useful lives, they are accounted for as separate items of property, plant and equipment.

Fair value as at 31 December 2005 has been used as the deemed cost on transition as at 1 January 2006 for the

valuation of library books, plant and equipment, office equipment, furniture and fittings, motor vehicles and computer hardware. Library books, plant and equipment, office equipment, furniture and fittings, motor vehicles and computer hardware are stated at cost, less accumulated depreciation and accumulated impairment value.

Library books, plant and equipment, office equipment, furniture and fittings and motor vehicles are classified under plant and equipment in the financial statements.

### Additions

The cost of an item of property, plant and equipment is recognised as an asset if and only if, it is probable that future economic benefits or service potential associated with the item will flow to WITT and the Group and the cost of the item can be measured reliably.

Work in progress is recognised at cost, less impairment and is not depreciated.

In most instances, an item of property, plant and equipment is initially recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

### Depreciation

Depreciation is calculated on a straight-line basis on all property, plant and equipment, other than land, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over the estimated useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated for WITT and the Group as follows:

Asset Class	Useful Life	Depreciation Method
Buildings	10-100 years	SL
Computer Hardware	3-5 years	SL
Plant and Equipment	5-10 years	SL
Motor Vehicles	3-10 years	SL

### Assets under construction

Capital work in progress is valued on the basis of expenditure incurred. Work in progress is not depreciated. The total cost of the asset of the project is transferred to the relevant asset class on its completion and then depreciated.

### Impairment

The carrying values of plant and equipment, other than those whose future economic benefits are not directly related to their ability to generate net cash, are reviewed for impairment when changes in circumstances indicate that the carrying value may not be recoverable.

If any such indication exists and where the carrying values exceed their estimated carrying amount, the assets are written down to their recoverable amount. The recoverable amount is the higher of the asset's fair value less costs to sell and value in use.

All assets are primarily held for the purpose of providing education and related activities and related activities are assessed for impairment by reviewing the assets

for obsolescence, changes in useful life assessments, optimisation and other related matters.

Value in use is depreciated replacement cost for an asset where the future economic benefits or service potential of the asset are not primarily dependent on the asset's ability to generate net cash inflows and where WITT and the Group would, if deprived of the asset, replace its remaining future economic benefits or service potential.

The value in use for cash-generating assets is the present value of expected future cashflows.

If an asset's carrying amount exceeds its recoverable amount, the asset is impaired and the carrying amount is written-down to the recoverable amount. For revalued assets the impairment loss is recognised in other comprehensive revenue and expense to the extent the impairment loss does not exceed the amount in the revaluation reserve in equity for that same class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit.

For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset, however to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of the impairment loss is also recognised in the surplus or deficit.

For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

### Revaluations

Land and buildings are revalued with sufficient regularity to ensure that their carrying amount does not differ significantly from fair value at least every five years.

The carrying values of revalued assets are assessed annually by Management to ensure they do not differ materially from fair value. If there is evidence supporting material differences, the off-cycle asset classes are revalued.

Revaluation of property is carried out on a "class of asset" basis.

Fair value is determined by a depreciated replacement cost valuation method for buildings and market based evidence for land.

Any net revaluation increase/decrease is recognised in the surplus or deficit, unless it directly offsets a previous net revaluation reserve increase in the same revaluation reserve.

Any subsequent increase in the revaluation that reverses previous decrease in value recognised in the surplus or deficit will be recognised in the surplus or deficit up to the amount previously expensed and then recognised in other comprehensive revenue and expense.

Any accumulated depreciation as at revaluation date is eliminated against the gross carrying amount of the asset and the net carrying amount is reinstated to the revalued amount of that asset.

Upon disposal, any revaluation reserve relating to that particular class of asset being sold is transferred to retained earnings.

### Disposals

Any gain or loss arising from the derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the item) or when no future benefits are expected to arise, is included in the surplus or deficit in the year it is derecognised.

### Assets held for resale

Property, plant and equipment is re-classified as an asset held for resale, when its carrying amount will be recovered principally through a sale transaction rather than continuing use. The re-classification takes place when the asset is considered to be available for immediate sale in its present condition, subject only to the usual and customary terms of sale of such assets and the sale is highly probable.

Assets held for resale are measured at the lower of their carrying value and fair value less costs to sell.

Any impairment losses for write-downs of assets held for resale are recognised in the Statement of comprehensive revenue and expense.

Any increases in fair value (less costs to sell) are recognised up to the level of any impairment losses that have been previously recognised.

Current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as assets held for resale.

## 11. Leased Assets

Operating leases are recognised as an expense in the surplus or deficit on a straight-line basis over the lease term.

## 12. Intangible Assets

### Computer software and Radio Licence

Computer software and Radio Licence are separately acquired and capitalised at its cost as at date of acquisition. After initial recognition, separately acquired assets are carried at cost less accumulated amortisation and accumulated impairment costs.

Costs associated with maintaining computer software are recognised as an expense when incurred.

### Course development costs

Course development costs relate to the development of educational courses and are capitalised when it is probable that future economic benefit arising from the use of the intangible asset will flow to WITT and the Group.

Staff training costs are recognised as an expense when incurred.

Following the initial recognition of the course development expenditure, the cost model is applied and the asset is carried at cost, less accumulated amortisation and accumulated impairment losses.

### Website development costs

Website development cost are separately acquired and capitalised at its cost as at date of acquisition. The capitalised cost of the website development include only external consultancy costs relating to the website application and infrastructure development phase all other costs associated with the development of the website was been recognised as an expense when incurred. After initial recognition, separately acquired assets are carried at cost less accumulated amortisation and accumulated impairment costs.

Costs associated with maintaining the website content are recognised as an expense when incurred.

### Amortisation

A summary of the policies applied to WITT and the Group is as follows:

	Useful Life	Method used	Internally Generated or Acquired
Course Development Costs	5-15 years	SL	Internally Generated
Computer Software and Radio Licence	3-15 years	SL	Acquired
Website Development	3 years	SL	Acquired

The amortisation period and amortisation method for each class of intangible asset having a finite life is reviewed at each financial year-end. If the expected useful life or expected pattern of consumption is different from the previous assessment, changes are made accordingly. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each period is recognised in the surplus or deficit.

The carrying value of each class of intangible asset is reviewed for indicators of impairment annually. Intangible assets are tested for impairment where an indicator of impairment exists. When there is an indicator of impairment, the asset's recoverable amount is estimated. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an assets fair value less cost to sell and its value in use.

Gains or losses arising from derecognition of an intangible asset are measured as difference between the net disposal proceeds and the carrying amount of the asset and are recognised in the surplus or deficit when the asset is derecognised.

Expenditure on research activities is recognised in the Statement of Comprehensive Revenue and expense when incurred.

### 13. Employee Entitlements

Provision is made in respect of WITT liability for annual leave, sick leave, long service leave and retirement gratuities.

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service, are measured at nominal values based on accrued entitlements at current year rates of pay.

Sick leave, annual leave, vested long leave and non-vesting long service leave and retirement gratuities expected to be settled within 12 month of balance date, are classified as current liabilities. All other employee entitlements are classified as non-current liability.

Annual leave has been calculated on an actual entitlement basis for current rates of pay.

Long service leave and retirement gratuities are calculated based on the present value of estimated future cashflows determined on an actuarial basis.

Sick leave liability has been calculated based on the expected usage in excess of accruing annual entitlements.

Obligations for contributions to defined contribution pension plans are recognised as an expense in the surplus or deficit as they are incurred.

### 14. Superannuation Schemes

#### Defined contribution schemes

Obligations for contributions to the Government Superannuation Fund and Kiwisaver are accounted for as defined contribution schemes and are recognised as an expense in the surplus or deficit as incurred.

### 15. Trade and Other Payables

Trade and other payables are initially measured at face value and subsequently measured at amortised cost using the effective interest method.

### 16. Borrowing Costs

All borrowing costs are recognised as an expense when incurred.

### 17. Borrowings

Borrowings are initially recognised at their fair value. After initial recognition, all borrowings are measured at amortised cost using the effective interest method.

Borrowings are classified as current liabilities unless WITT or the Group has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

#### Floating rate debt

After initial recognition, debt instruments that are the subject of floating rate interest obligations are valued at "fair value through profit and loss". The face value of the loan obligation is likely to be a close approximation to this value and no additional accounting transactions will be necessary.

#### Fixed rate debt

After initial recognition, debt instruments that are the

subject of fixed rate interest obligations are valued at "amortised cost", which uses the effective interest rate of allocating the interest expense over the life of the instrument. In normal commercial circumstances, the face value of the loan obligation is likely to be a close approximation to this value and no additional accounting transactions will be necessary. Where Crown loans are provided at a concessional or zero rate of interest, the difference between the fair value and the face value of the loan has been recognised as Equity at inception and interest costs are charged to the Statement of Comprehensive Revenue and expense over the life of the instrument as though the interest rate was the prevailing market rate at the time the liability was entered into.

### 18. Provisions

Provisions are recognised when the WITT and the Group has a present obligation (legal or constructive) as a result of a past event and when it is probable that an outflow of resources, embodying economic benefits, will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

If the effect of the time value of money is material, provisions are determined by discounting the expected future cashflows at a pre-tax rate that reflects current market assessments of the time value of money and where appropriate, the risks specific to the liability.

Provisions are reviewed at each Statement of Financial Position date and adjusted to reflect the current best estimate. Where it is no longer probable that an outflow of resources embodying economic benefits will be required to settle the obligation, the provision is reversed.

Where discounting is used, the increase in the provision due to the passage of time is recognised as a finance cost.

### 19. Budget Figures

The budget figures are those approved by the Council at the end of the year prior to the start of the financial year. WITT's wholly owned subsidiary budget figures are approved by their Board of Directors at the end of the year prior to the start of the financial year.

The budget figures have been prepared in accordance with NZ GAAP and are consistent with the accounting policies adopted by the Council for the preparation of financial statements.

### 20. Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST except:

- where the GST incurred on a purchase of goods and services is not recoverable from the taxation authority, in which case the GST is recognised as part of the cost of acquisition of the asset or as part of the expense item as applicable; and
- receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to the Inland Revenue Department ("IRD"), is included as part of receivables or payables in the Statement of Financial Position.

Cashflows are included in the cashflow statement on a gross basis and the GST component of cashflows arising from investing and financing activities, which is recoverable from, or payable to the IRD, is classified as an operating cashflow.

Commitments and contingencies are disclosed net of the amount of GST recoverable from, or payable to the IRD.

## 21. Taxation

Tertiary Institutions are exempt from the payment of income tax as they are treated by IRD as charitable organisations. Accordingly, no charge for income tax has been provided for within WITT, or NZIHT.

## 22. Equity

Equity is measured as the difference between total asset and total liabilities. Equity is disaggregated and classified into a number of components. The components of equity are:

- Public equity
- Retained earnings
- Asset revaluation reserve.

### *Asset revaluation reserve*

This reserve relates to the revaluation of land and buildings to fair value.

## 23. Critical Accounting Estimates and Assumptions

In preparing these financial statements, WITT has made estimates and assumptions concerning the future.

These estimates and assumptions may differ from the subsequent actual results. Estimates and assumptions are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are discussed below:

### **Crown owned land and buildings**

Property in the legal name of the Crown occupied by WITT is recognised as an asset in the Statement of Financial Position. WITT consider that it has assumed all the normal risks and rewards of ownership of the property despite legal ownership not being transferred and accordingly misleading to exclude these assets from the financial statements.

### **Distinction between revenue and capital contributions**

Most Crown revenue is operational in nature and is provided by the Crown under the authority of an expense appropriation and is recognised as revenue. Where funding is received from the Crown under the authority of a capital appropriation, WITT and the Group accounts for the funding

as a capital contribution directly in Equity.

### **Research leave**

Teaching staff are entitled to research leave in certain circumstances. The substance of this leave is that it is leave from teaching duties to undertake research activity with staff continuing to earn their salary and other employee entitlements. WITT and the Group is of the view that research leave is not the type of leave contemplated in PBE IPSAS 25 *Employee Benefits*. Accordingly, a liability has not been recognised for such leave.

### **Estimating the fair value of land, buildings and infrastructure**

The most recent valuations of land, buildings, and infrastructure were performed by an independent Registered valuer, I Baker FNZIV FPINZ of Telfer Young Valuers Property Advisors for WITT and NZIHT Land and Building valuations and Kees Beentjes of SPM Assets Limited for WITT Infrastructure Assets. The valuations are effective as at 31 December 2017.

#### *Land*

Fair value, using market-based evidence, is based on the highest and best use of the land, with reference to comparable land values. Adjustments have been made for the zoning and other statutory declarations as well as leases. Restrictions on the Institute's ability to sell land would normally not impair the value of the land because the Institute has operational use of the land for the foreseeable future and will substantially receive the full benefits of outright ownership.

#### *Buildings*

Specialised buildings are buildings specifically designed for educational purposes. They are valued using depreciated replacement cost because no reliable market data is available for such buildings. Depreciated replacement cost is determined using a number of significant assumptions. Significant assumptions used in the 31 December 2017 valuation include:

1. The replacement costs of the specific assets are adjusted where appropriate for optimisation due to over-design or surplus capacity. There has been no optimisation adjustments for the most recent valuations.
2. The replacement cost is derived from recent construction contracts of actual contracts carried out recently and reference materials supplied by QV (previously Rawlinsons).
3. The remaining useful life of assets is estimated after considering factors such as the condition of the asset, future maintenance and replacement plans, and experience with similar buildings.
4. Straight-line depreciation has been applied in determining the depreciated replacement costvalue of the asset.

Non-specialised buildings are valued at fair value using market-based evidence. Significant assumptions in the 31 December 2017 valuation include market rents and capitalisation rates. Market rents range from \$123 to \$195 per square metre. An increase (decrease) in market rents

would increase (decrease) the fair value of non-specialised buildings. Capitalisation rates are market-based rates of return and range from 8% to 8.25%. An increase (decrease) in the capitalisation rate would decrease (increase) the fair value of non-specialised buildings.

#### **Infrastructure**

Infrastructure assets water utilities reticulation have been independently valued using depreciated replacement cost. The valuations have been performed in accordance with the New Zealand Infrastructure Asset Valuation and Depreciation Guidelines issued by the NAMS Group. The significant assumptions applied in determining the depreciated replacement cost of infrastructure assets are similar to those described above for specialised buildings.

## **24. Critical Judgements in Applying WITT and Group Accounting Policies**

Management has exercised the following critical judgements in applying WITT accounting policies for the year ended 31 December 2018:

#### **Leases classification**

Determining whether a lease agreement is a finance or operating lease requires judgement as to whether the agreement transfers substantially all the risks and rewards of ownership to WITT or the Group. Judgement is required on various aspects that include but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term and determining an appropriate discount rate to calculate the present value of the minimum lease payments.

#### **Non-Government Grants**

WITT and the Group must exercise judgement when recognising grant income to determine if conditions of the grant contract have been satisfied. This judgement will be based on the facts and circumstances that are evident for each grant contract.

#### **Rounding**

The financial statements include rounding of numbers as the model used for the financial statements calculates to the dollar but the Annual Report is rounded to the nearest thousand.

# STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

FOR THE YEAR ENDED 31 DECEMBER 2018

	Notes	GROUP			PARENT		
		Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000	Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000
<b>Revenue</b>							
Government grants	1(a)	11,330	12,542	11,071	11,330	12,542	11,071
Tuition fees	1(b)	8,250	8,890	7,421	4,812	5,482	4,209
Other revenue	1(c)	1,361	1,270	1,466	2,108	1,907	6,268
<b>Total Revenue</b>		<b>20,941</b>	<b>22,702</b>	<b>19,957</b>	<b>18,250</b>	<b>19,931</b>	<b>21,548</b>
<b>Expenditure</b>							
Personnel costs	1(e)	11,339	11,276	11,776	11,311	11,262	11,763
Other expenses	1(f)	8,387	9,473	9,080	6,812	7,885	7,393
Depreciation expense	6	1,699	1,730	1,832	1,654	1,668	1,779
Amortisation expense	7	208	230	197	162	165	146
Finance costs	1(d)	228	231	220	221	223	213
<b>Total Operating Expenditure</b>		<b>21,861</b>	<b>22,940</b>	<b>23,105</b>	<b>20,160</b>	<b>21,203</b>	<b>21,293</b>
Restructuring expenses	1(g)	-	-	493	-	-	493
<b>Total Expenditure</b>		<b>21,861</b>	<b>22,940</b>	<b>23,598</b>	<b>20,160</b>	<b>21,203</b>	<b>21,786</b>
<b>Surplus / (Deficit)</b>		<b>(920)</b>	<b>(238)</b>	<b>(3,641)</b>	<b>(1,910)</b>	<b>(1,272)</b>	<b>(239)</b>
<b>Other Comprehensive Revenue and Expense</b>							
Property revaluations		-	-	8,017	-	-	7,850
<b>Total Comprehensive Revenue and Expense</b>		<b>(920)</b>	<b>(238)</b>	<b>4,376</b>	<b>(1,910)</b>	<b>(1,272)</b>	<b>7,611</b>

Explanations of major variances against budget are provided in note 18.

The accounting policies on pages 23 to 30 and the notes on pages 36 to 52 form part of and should be read in conjunction with these statements.

# STATEMENT OF FINANCIAL POSITION

AS AT 31 DECEMBER 2018

	Notes	GROUP			PARENT		
		Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000	Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000
<b>ASSETS</b>							
<b>Current Assets</b>							
Cash and cash equivalents	2	1,345	1,151	1,722	1,091	901	1,642
Other financial assets	5	3,560	2,560	4,560	3,560	2,560	4,560
Student fees and other receivables	3	1,671	3,724	3,314	1,863	3,388	3,069
Inventories	4	97	-	-	97	-	-
Prepayments		279	550	473	113	525	447
Accrued revenue		478	50	655	478	50	655
<b>Total Current Assets</b>		<b>7,430</b>	<b>8,035</b>	<b>10,724</b>	<b>7,202</b>	<b>7,424</b>	<b>10,374</b>
<b>Non-current Assets</b>							
Other financial assets	5	-	-	7	397	397	404
Property, plant and equipment	6	30,605	30,933	31,011	29,323	29,695	29,784
Intangible assets	7	1,046	1,250	1,279	957	1,089	1,051
<b>Total Non-current Assets</b>		<b>31,651</b>	<b>32,183</b>	<b>32,297</b>	<b>30,677</b>	<b>31,181</b>	<b>31,239</b>
<b>TOTAL ASSETS</b>		<b>39,081</b>	<b>40,218</b>	<b>43,021</b>	<b>37,879</b>	<b>38,605</b>	<b>41,613</b>
<b>LIABILITIES</b>							
<b>Current Liabilities</b>							
Trade and other payables	8	2,431	1,000	3,916	4,015	2,340	4,772
Employee entitlements	11	637	1,150	1,184	637	1,150	1,184
Revenue received in advance	10	2,323	3,748	3,557	2,323	3,623	3,089
<b>Total Current Liabilities</b>		<b>5,391</b>	<b>5,898</b>	<b>8,657</b>	<b>6,975</b>	<b>7,113</b>	<b>9,045</b>
<b>Non-current liabilities</b>							
Borrowings	9	4,247	4,247	4,036	4,247	4,247	4,036
Employee entitlements	11	201	150	167	201	150	167
<b>Total Non-current Liabilities</b>		<b>4,448</b>	<b>4,397</b>	<b>4,203</b>	<b>4,448</b>	<b>4,397</b>	<b>4,203</b>
<b>TOTAL LIABILITIES</b>		<b>9,839</b>	<b>10,295</b>	<b>12,859</b>	<b>11,423</b>	<b>11,510</b>	<b>13,248</b>
<b>NET ASSETS</b>		<b>29,242</b>	<b>29,923</b>	<b>30,162</b>	<b>26,456</b>	<b>27,095</b>	<b>28,366</b>
<b>EQUITY</b>							
Equity	16	29,590	29,590	29,590	29,590	29,590	29,590
Retained earnings	16	(16,456)	(15,775)	(15,537)	(18,666)	(18,027)	(16,756)
Asset revaluation reserve	12	16,108	16,108	16,108	15,532	15,532	15,532
<b>TOTAL EQUITY</b>		<b>29,242</b>	<b>29,923</b>	<b>30,162</b>	<b>26,456</b>	<b>27,095</b>	<b>28,366</b>



**John Snook**  
Chief Executive



**Robin Brockie**  
Chairman Council

**Date: 17 April 2019**

Explanations of major variances against budget are provided in note 18.

The accounting policies on pages 23 to 30 and the notes on pages 36 to 52 form part of and should be read in conjunction with these statements.

# STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2018

Notes	GROUP			PARENT		
	Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000	Actual 2018 \$000	Budget 2018 \$000	Actual 2017 \$000
<b>Cash flows from operating activities</b>						
Receipt of government grants	9,699	10,792	13,437	9,698	10,793	13,126
Receipt of tuition fees	8,659	8,587	7,161	5,318	5,612	4,968
Receipt of other ancilliary income	969	940	1,229	678	1,577	2,031
Interest revenue received	169	152	238	168	152	238
Payments to suppliers	(7,648)	(8,443)	(8,159)	(4,350)	(7,654)	(6,004)
Payments to employees	(11,852)	(12,752)	(11,891)	(11,823)	(11,371)	(11,891)
Goods and Services Tax (net)	116	-	60	133	-	(333)
<b>Net cash flows from operating activities</b>	<b>112</b>	<b>(724)</b>	<b>2,075</b>	<b>(178)</b>	<b>(891)</b>	<b>2,135</b>
<b>Cash flows from investing activities</b>						
Receipts from sale of investments	12	7	-	12	7	-
Receipts from maturity of investments	4,560	4,060	4,060	4,560	4,060	4,060
Purchase of property, plant and equipment	(1,398)	(1,854)	(730)	(1,298)	(1,857)	(696)
Purchase of intangible assets	(103)	-	(215)	(87)	-	(201)
Acquisition/roll over of investments	(3,560)	(2,060)	(4,560)	(3,560)	(2,060)	(4,560)
<b>Net cash flows used in investing activities</b>	<b>(489)</b>	<b>153</b>	<b>(1,445)</b>	<b>(373)</b>	<b>150</b>	<b>(1,397)</b>
Net increase / (decrease) in cash and cash equivalents	(377)	(571)	630	(551)	(741)	738
Cash and cash equivalents at the beginning of the period	1,722	1,722	1,092	1,642	1,642	904
<b>Cash and cash equivalents at the end of the period</b>	<b>2</b>	<b>1,345</b>	<b>1,722</b>	<b>1,091</b>	<b>901</b>	<b>1,642</b>

The GST (net) component of operating activities reflects the net GST paid to and received from the Inland Revenue Department. The GST (net) component has been presented on a net basis, as the gross amounts do not provide meaningful information for financial statement purposes and to be consistent with the presentation basis of the other primary financial statements.

Explanations of major variances against budget are provided in note 18.

The accounting policies on pages 23 to 30 and the notes on pages 36 to 52 form part of and should be read in conjunction with these statements.

# STATEMENT OF CHANGES IN EQUITY

FOR THE YEAR ENDED 31 DECEMBER 2018

	Public Equity \$000	Retained Earnings \$000	Revaluation Reserve \$000	Total \$000	Budget \$000
<b>GROUP</b>					
<b>At 1 January 2017</b>	<b>29,590</b>	<b>(11,895)</b>	<b>8,092</b>	<b>25,787</b>	<b>29,334</b>
Comprehensive revenue and expense					
Surplus / (Deficit)	-	(3,641)	8,017	4,376	826
Total Comprehensive Revenue and expense	-	(3,641)	8,017	4,376	826
<b>At 31 December 2017</b>	<b>29,590</b>	<b>(15,537)</b>	<b>16,108</b>	<b>30,162</b>	<b>30,161</b>
Comprehensive revenue and expense					
Surplus / (Deficit)	-	(920)	-	(920)	(238)
Total Comprehensive Revenue and expense	-	(920)	-	(920)	(238)
<b>At 31 December 2018</b>	<b>29,590</b>	<b>(16,456)</b>	<b>16,108</b>	<b>29,242</b>	<b>29,923</b>
<b>PARENT</b>					
<b>At 1 January 2017</b>	<b>29,590</b>	<b>(16,518)</b>	<b>7,683</b>	<b>20,755</b>	<b>28,308</b>
Comprehensive revenue and expense					
Surplus / (Deficit)	-	(238)	7,850	7,611	58
Total Comprehensive Revenue and expense	-	(238)	7,850	7,611	58
<b>At 31 December 2017</b>	<b>29,590</b>	<b>(16,756)</b>	<b>15,532</b>	<b>28,366</b>	<b>28,366</b>
Comprehensive revenue and expense					
Surplus / (Deficit)	-	(1,910)	-	(1,910)	(1,272)
Total Comprehensive Revenue and expense	-	(1,910)	-	(1,910)	(1,272)
<b>At 31 December 2018</b>	<b>29,590</b>	<b>(18,666)</b>	<b>15,532</b>	<b>26,456</b>	<b>27,095</b>

Explanations of major variances against budget are provided in note 18.

The accounting policies on pages 23 to 30 and the notes on pages 36 to 52 form part of and should be read in conjunction with these statements.

# STATEMENT OF RESOURCES

AS AT 31 DECEMBER 2018

Summary of Institute staff (average levels)	2018	2017
<b>Teaching departments</b>		
Academic	74.80	82.44
General	20.17	19.78
<b>Library</b>	3.19	3.94
<b>Central Administration</b>		
Executive	5.61	5.15
General	38.61	35.46
<b>Student Services</b>		
Academic	2.48	2.24
General	5.93	6.63
<b>Total</b>	<b>150.79</b>	<b>155.60</b>

Land and premises	Land	Buildings	Value as at
			31/12/2018
			\$000
Bell and Cracroft Streets (Main Campus)	68,119m <sup>2</sup>	13,653m <sup>2</sup>	26,783
5 Young Street – NZIHT	697m <sup>2</sup>	750m <sup>2</sup>	1,195

Print and Media	2018	2017	2016	2015
Non fiction	18,537	19,468	18,185	18,055
Reference	35	41	367	575
Fiction	573	508	483	433
Serials	40	36	36	53
<b>Total print and media titles</b>	<b>19,185</b>	<b>20,053</b>	<b>19,071</b>	<b>19,116</b>
New titles	230	308	353	460
Titles withdrawn	1,362	323	806	1,362
Gate Count (visits)	72,812	84,923	82,322	76,189
Loans (issues)	6,025	6,664	8,789	8,455
Interloan requests	43	70	56	37

# NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2018

## 1. REVENUES AND EXPENSES

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>(a) Government Grants</b>				
Operational Bulk Grant	11,188	11,020	11,188	11,020
Māori and Pacific Island Grant	20	20	20	20
Disabilities Special Supplementary Grant	30	37	30	37
Under 25 Grant	-	(97)	-	(97)
Special Education Special Supplementary Grant	92	92	92	92
<b>Total Government Grants</b>	<b>11,330</b>	<b>11,071</b>	<b>11,330</b>	<b>11,071</b>
<b>(b) Tuition fees</b>				
Fees from domestic students	4,703	5,365	2,526	3,172
Fees-free receipts on behalf of domestic students	962	-	936	-
Fees from international students	2,585	2,056	1,350	1,037
<b>Total tuition fees</b>	<b>8,250</b>	<b>7,421</b>	<b>4,812</b>	<b>4,209</b>
<b>(c) Other revenue</b>				
Restaurant operations	49	71	49	71
Gain on disposal of property, plant and equipment	10	9	10	9
Gain on sale of investments	5	-	5	-
Bad Debts recovered	2	3	2	3
Interest earned on bank deposits	158	224	158	224
Other Government revenue	253	244	253	244
Other dividend revenue	-	-	-	4,000
Other operating activities	884	915	1,631	1,718
<b>Total other revenue</b>	<b>1,361</b>	<b>1,466</b>	<b>2,108</b>	<b>6,268</b>
<b>(d) Finance costs</b>				
Bank fees and overdrafts	17	19	10	12
Crown loans fair value	211	201	211	201
<b>Total finance costs</b>	<b>228</b>	<b>220</b>	<b>221</b>	<b>213</b>
<b>(e) Personnel costs</b>				
Wages and salaries	11,575	11,128	11,547	11,115
Employer contributions to defined contribution plans	277	285	277	285
Increase / (decrease) in employee entitlements	(513)	363	(513)	363
<b>Total Personnel costs</b>	<b>11,339</b>	<b>11,776</b>	<b>11,311</b>	<b>11,763</b>

Employer contributions to defined contribution schemes include contributions to Kiwisaver and the Government Superannuation Fund (GSF).

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>(f) Other Expenses</b>				
Fees paid to principal auditor				
– audit fee related for financial statement audit	166	160	122	118
Repairs and maintenance	640	672	623	663
Advertising and public relations	453	517	382	424
Consultants and legal fees	245	565	217	530
Travel and accommodation	340	389	112	153
Research and development	2	2	2	2
Minimum lease payments – operating lease	4	4	4	4
Loss on disposal of property, plant and equipment	233	19	125	19
Doubtful debt provision	157	100	157	100
Bad debts written off	1	22	-	16
Software Licenses	390	386	386	385
Third party supplier payments	385	789	385	789
NZIHT payments	-	-	1,598	1,573
Other operating expenses	5,371	5,453	2,699	2,617
<b>Total other expenses</b>	<b>8,387</b>	<b>9,080</b>	<b>6,812</b>	<b>7,393</b>
<b>(g) Restructuring Expenses</b>				
Restructuring Expenses	-	493	-	493
<b>Total restructuring expenses</b>	<b>-</b>	<b>493</b>	<b>-</b>	<b>493</b>

## 2. CASH AND CASH EQUIVALENTS

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Cash at bank and in hand	1,345	1,722	1,091	1,642
<b>Total cash and cash equivalents</b>	<b>1,345</b>	<b>1,722</b>	<b>1,091</b>	<b>1,642</b>

Cash at bank and in hand earns interest at floating rates based on daily bank deposit rates.

Other financial assets include term deposits with maturities that range from 4 to 12 months.

### Reconciliation of cash for the purpose of the cash flow statement

For the purpose of the cashflow statement, cash and cash equivalents comprise the following as at 31 December:

Cash at bank and in hand	1,345	1,722	1,091	1,642
<b>Total cash and cash equivalents</b>	<b>1,345</b>	<b>1,722</b>	<b>1,091</b>	<b>1,642</b>

## 3. STUDENT FEES AND OTHER RECEIVABLES

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Student fees receivables</b>				
Student fees receivables	2,126	3,530	1,974	3,285
Provision for doubtful debts	(457)	(300)	(457)	(300)
Net student fees receivables	1,669	3,230	1,517	2,985
<b>Other receivables</b>				
Other receivables	2	84	346	84
<b>Total student fees and other receivables</b>	<b>1,671</b>	<b>3,314</b>	<b>1,863</b>	<b>3,069</b>

### Fair Value

Student fees are due before a course begins or are due upon enrolment if the course has already begun. Student fee receivables are non interest-bearing and are generally paid in full by the course start date. Therefore, their carrying value approximates their fair value.

The provision for impairment has been calculated based on expected losses for WITT and the Group's pool of receivables. Expected losses have been determined based on an analysis of WITT and the Group's losses in previous periods and review of specific receivables.

All receivables greater than 30 days in age are considered to be past due.

There are no provisions for impairment on other receivables.

Movements in the provision for impairment of student fee receivable are as follows:

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
At 1 January	300	200	300	200
Additional provisions made during the year	157	113	157	113
Receivables written off during the year	-	(13)	-	(13)
<b>Total impairment as at 31 December</b>	<b>457</b>	<b>300</b>	<b>457</b>	<b>300</b>

Receivables classified as exchange or non-exchange transactions are as follows:

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Receivables under exchange transactions</b>				
Other receivables	2	84	346	84
Total receivables under exchange transactions	2	84	346	84
<b>Receivables under non-exchange transactions</b>				
Net Student fees receivables	2,126	3,530	1,974	3,285
Provision for doubtful debts	( 457)	( 300)	( 457)	( 300)
Total receivables under non-exchange transactions	1,669	3,230	1,517	2,985
<b>Total student fees and other receivables</b>	<b>1,671</b>	<b>3,314</b>	<b>1,863</b>	<b>3,069</b>

#### 4. INVENTORIES

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Materials and consumables	97	-	97	-
<b>Total inventories</b>	<b>97</b>	<b>-</b>	<b>97</b>	<b>-</b>

There has been no write down of inventory during the year. Inventory has not been pledged as security.

#### 5. FINANCIAL ASSETS IN THE NATURE OF INVESTMENTS

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>CURRENT</b>				
Other financial assets – term deposits	3,560	4,560	3,560	4,560
<b>NON CURRENT</b>				
Shares wholly owned subsidiary	-	-	397	397
Shares in non-listed companies	-	7	-	7
<b>Total financial assets in the nature of investments</b>	<b>3,560</b>	<b>4,567</b>	<b>3,957</b>	<b>4,964</b>

Shares in non-listed companies are held for a strategic purpose and have been measured at cost and not fair value. A reliable open market value can not be reliability obtained using a standardised valuation technique or due to cost not being materially different to fair value. The shares held in non-listed companies were sold during 2018.

New Zealand Institute Highway Technology is a wholly owned subsidiary of WITT. All financial assets in the nature of investments are recorded at historical cost.

## 6. PROPERTY, PLANT AND EQUIPMENT

	Cost / Valuation 1/1/2018		Carrying Amount 1/1/2018	Current Year Additions	Current Year Disposals	Elimination on Disposal	Current Year Depreciation	Reclassifications	Impairment	Revaluation Surplus	Cost/Valuation 31/12/2018		Carrying Amount 31/12/2018
	Accumulated Depreciation and Impairment charges 1/1/2018										Accumulated Depreciation and Impairment charges 31/12/2018		
<b>GROUP 2018</b>													
Land and buildings	28,622	-	28,622	619	-	-	(1,197)	(64)	-	-	29,177	(1,197)	27,981
Plant and equipment	5,031	(3,129)	1,901	327	(144)	60	(311)	58	-	-	5,272	(3,381)	1,891
Motor vehicles	274	(165)	109	27	(30)	30	(26)	-	-	-	271	(161)	110
Computer hardware	2,195	(1,824)	371	263	(148)	140	(165)	-	-	-	2,310	(1,849)	461
Work in progress	7	-	7	161	(7)	-	-	-	-	-	161	-	161
	36,129	(5,119)	31,011	1,398	(329)	230	(1,699)	(6)	-	-	37,192	(6,588)	30,605
<b>PARENT 2018</b>													
Land and buildings	27,447	-	27,447	616	-	-	(1,173)	(64)	-	-	27,999	(1,173)	26,827
Plant and equipment	4,876	(3,012)	1,864	317	(144)	54	(299)	58	-	-	5,108	(3,257)	1,851
Motor vehicles	181	(81)	100	-	-	-	(18)	-	-	-	181	(99)	82
Computer hardware	2,000	(1,633)	367	251	(143)	140	(165)	-	-	-	2,108	(1,658)	450
Work in progress	7	-	7	113	(7)	-	-	-	-	-	113	-	113
	34,509	(4,725)	29,784	1,298	(293)	194	(1,654)	(6)	-	-	35,509	(6,187)	29,323
<b>GROUP 2017</b>													
	Cost / Valuation 1/1/2017		Carrying Amount 1/1/2017	Current Year Additions	Current Year Disposals	Elimination on Disposal	Current Year Depreciation	Reclassifications	Impairment	Revaluation Surplus	Cost/Valuation 31/12/2017		Carrying Amount 31/12/2017
	Accumulated Depreciation and Impairment charges 1/1/2017										Accumulated Depreciation and Impairment charges 31/12/2017		
Land and buildings	26,231	(4,438)	21,793	266	-	-	(1,213)	(201)	(38)	8,015	28,622	-	28,622
Plant and equipment	4,655	(2,812)	1,843	284	(111)	90	(413)	201	-	-	5,031	(3,129)	1,901
Motor vehicles	349	(232)	117	18	(3)	3	(26)	-	-	-	274	(165)	109
Computer hardware	2,075	(1,683)	392	162	(44)	39	(180)	-	-	-	2,195	(1,824)	371
Work in progress	-	-	-	7	-	-	-	-	-	-	7	-	7
	33,310	(9,165)	24,146	738	(158)	131	(1,832)	-	(38)	8,015	36,129	(5,119)	31,011
<b>PARENT 2017</b>													
Land and buildings	25,106	(4,346)	20,760	265	-	-	(1,188)	(201)	(38)	7,850	27,447	-	27,447
Plant and equipment	4,528	(2,697)	1,831	253	(106)	90	(406)	201	-	-	4,876	(3,012)	1,864
Motor vehicles	165	(65)	100	18	(3)	3	(19)	-	-	-	181	(81)	100
Computer hardware	1,881	(1,505)	376	160	(42)	39	(166)	-	-	-	2,000	(1,633)	367
Work in progress	-	-	-	7	-	-	-	-	-	-	7	-	7
	31,680	(8,614)	23,068	703	(151)	131	(1,779)	-	(38)	7,850	34,509	(4,725)	29,784

## **Revaluations**

### **Land**

Land has been valued at fair value using market-based evidence on its highest and best use with reference to comparable land sales.

Restrictions on WITT and the Group's ability to sell land would normally not impair the value of the land because the group has operational use of the land for the foreseeable future and will substantially receive full benefits of outright ownership.

A sub-lease over 1.0580ha of the main campus has been granted to Annik Investments Limited until 2045, with an automatic renewal for a further 33 years if not withdrawn 6 months before expiry on 14 June 2045.

The most recent valuation of land was performed on 31 January 2018 by a registered valuer Ian Baker, independent Registered Valuer, of the firm Telfer Young, and the valuation is effective as at 31 December 2017.

### **Buildings**

Buildings have been designed specifically for educational purposes.

Buildings are valued at depreciated optimised replacement cost because no reliable market data is available for buildings designated for educational delivery purposes.

Depreciated replacement cost is determined using a number of significant assumptions. Significant assumptions include:

- The replacement asset is based on the replacement cost of the specific assets with adjustments where necessary for obsolescence due to over design or surplus capacity.
- The replacement cost is derived from recent construction contracts to similar assets and Property Institute of New Zealand cost information.
- The remaining useful life of assets is estimated.
- straight line depreciation has been applied in determining the depreciated replacement cost value of the asset.

The most recent valuation of buildings was performed on 31 January 2018 by a registered valuer Ian Baker, independent Registered Valuer, of the firm Telfer Young, and the valuation is effective as at 31 December 2017.

The most recent valuation of water utilities reticulation was performed on 14 March 2018 by a registered valuer Kees Beenjes, independent Registered Valuer, of the firm SPM Assets Ltd, and the valuation is effective as at 31 December 2017.

There was no plant and equipment held under finance leases and hire purchase contracts at 31 December 2018.

There are no restrictions over the title of WITT and the Group's property, plant and equipment assets, nor are any property, plant and equipment assets pledged as security for liabilities.

### **Restrictions on title**

Under the Education Act 1989 WITT is required to obtain consent from the Ministry of Education to dispose or sell any property, where the value of the property exceeds \$50,000.

## 7. INTANGIBLE ASSETS

	Cost / Valuation 1/1/2018	Accumulated Amortisation and Impairment charges 1/1/2016	Carrying Amount 1/1/2018	Current Year Additions	Current Year Disposals	Reclassification	Current Year Amortisation	Elimination on Disposal	Cost / Valuation 31/12/2018	Accumulated Amortisation and Impairment charges 31/12/2016	Carrying Amount 31/12/2018
<b>GROUP 2018</b>											
Course Development	1,165	(714)	451	71	(308)	-	(87)	190	928	(611)	317
Computer Software	1,529	(850)	679	32	(78)	6	(109)	71	1,488	(888)	601
Broadcasting Licences	248	(106)	142	-	-	-	(12)	-	248	(120)	128
Work in progress	7	-	7	-	(7)	-	-	-	-	-	-
	2,949	(1,669)	1,279	103	(393)	6	(208)	261	2,665	(1,617)	1,047
<b>PARENT 2018</b>											
Course Development	282	(63)	220	55	(32)	-	(42)	22	305	(83)	223
Computer Software	1,400	(717)	683	32	(78)	6	(107)	71	1,359	(754)	606
Broadcasting Licences	248	(106)	142	-	-	-	(12)	-	248	(120)	128
Work in progress	7	-	7	-	(7)	-	-	-	-	-	-
	1,937	(886)	1,051	87	(117)	6	(162)	93	1,913	(957)	957
	Cost / Valuation 1/1/2017	Accumulated Amortisation and Impairment charges 1/1/2017	Carrying Amount 1/1/2017	Current Year Additions	Current Year Disposals	Reclassification	Current Year Amortisation	Elimination on Disposal	Cost / Valuation 31/12/2017	Accumulated Amortisation and Impairment charges 31/12/2017	Carrying Amount 31/12/2017
<b>GROUP 2017</b>											
Course Development	1,033	(649)	384	132	-	-	(65)	-	1,165	(714)	451
Computer Software	1,446	(730)	716	83	-	-	(120)	-	1,529	(850)	679
Broadcasting Licences	248	(94)	154	-	-	-	(12)	-	248	(106)	142
Work in progress	35	-	35	7	(35)	-	-	-	7	-	7
	2,762	(1,472)	1,290	222	(35)	-	(197)	-	2,949	(1,669)	1,279
<b>PARENT 2017</b>											
Course Development	164	(46)	117	118	-	-	(16)	-	282	(63)	220
Computer Software	1,317	(599)	717	83	-	-	(117)	-	1,400	(717)	683
Broadcasting Licences	248	(94)	154	-	-	-	(12)	-	248	(106)	142
Work in progress	35	-	35	7	(35)	-	-	-	7	-	7
	1,764	(740)	1,024	208	(35)	-	(146)	-	1,937	(886)	1,051

For the year ended 31 December 2018, course development costs and computer software are capitalised at cost. These intangible assets have been assessed as having finite lives and are amortised using the straight line method over a period between 3 and 15 years.

The additions to computer software represent intangible assets acquired separately.

There are no restrictions over the title of WITT and the Group's intangible assets, nor are any intangible assets pledged as security for liabilities.

## 8. TRADE AND OTHER PAYABLES

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Payables under exchange transactions</b>				
Trade payables	1,082	561	940	439
GST payable	342	446	261	333
Other payables	999	2,895	956	2,758
Total payables under exchange transactions	2,423	3,902	2,157	3,530
<b>Payables under non-exchange transactions</b>				
Payables to subsidiary	-	-	1,858	1,242
Other taxes payable	8	14	-	-
Total payables under non-exchange transactions	8	14	1,858	1,242
<b>Total Trade and other payables</b>	<b>2,431</b>	<b>3,916</b>	<b>4,015</b>	<b>4,772</b>

Trade and other payables are initially measured at fair value and subsequently measured at amortised cost using the effective interest rate method.

Trade payables are non-interest bearing and are normally settled on 30-day terms.

Other payables are non-interest bearing and have an average term of 30 days. The carrying value of Trade and other payables approximate fair value.

For terms and conditions relating to related parties refer to note 17.

## 9. BORROWINGS

	Effective interest rate (%)	Maturity	GROUP		PARENT	
			2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Non-Current</b>						
Crown Loan	0.00%	Dec-20	4,247	4,036	4,247	4,036
<b>Non-current borrowings</b>			<b>4,247</b>	<b>4,036</b>	<b>4,247</b>	<b>4,036</b>

WITT's non-current borrowings is a Crown loan of \$5.196m which is repayable in equal instalments over a five year period between 2020 and 2024.

The Crown loan is interest free and as such has a fair value as at 31 December 2018 of \$4.247m. The initial discounted amount of \$1.16m is being written back to the interest free Crown loan over the ten year period from 2015 to 2024 through the Statement of Comprehensive Revenue and Expense. In determining the fair value at the inception of the interest free Crown loan, a present value calculation was completed using a commercial loan discount rate of 5.24%.

## 10. REVENUE RECEIVED IN ADVANCE

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Student tuition fees	2,160	3,501	2,160	3,037
Clinical skills facility funding	41	43	41	43
Other revenue in advance	122	14	122	9
<b>Total revenue received in advance</b>	<b>2,323</b>	<b>3,557</b>	<b>2,323</b>	<b>3,089</b>

Revenue received in advance from student tuition fees includes liabilities recognised from both domestic and international student fees, which is based on the percentage completion of the course.

## 11. EMPLOYEE ENTITLEMENTS

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Current portion</b>				
Accrued pay	25	207	25	207
Restructuring provision	-	259	-	259
Annual Leave	493	585	493	585
Long service leave	7	14	7	14
Retiring leave	112	119	112	119
<b>Total current portion</b>	<b>637</b>	<b>1,184</b>	<b>637</b>	<b>1,184</b>
<b>Non-current portion</b>				
Long service leave	26	36	26	36
Sick leave	13	18	13	18
Retiring leave	162	112	162	112
<b>Total non-current portion</b>	<b>201</b>	<b>167</b>	<b>201</b>	<b>167</b>
<b>Total employee entitlements</b>	<b>838</b>	<b>1,350</b>	<b>838</b>	<b>1,350</b>

## 12. ASSET REVALUATION RESERVE

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
At 1 January	16,108	8,092	15,532	7,683
Revaluation of land and buildings	-	8,017	-	7,850
<b>Total asset revaluation reserve as at 31 December</b>	<b>16,108</b>	<b>16,108</b>	<b>15,532</b>	<b>15,532</b>
Property revaluation reserves consist of;				
Land	3,285	3,285	2,895	2,895
Buildings	12,823	12,823	12,637	12,637
<b>Total property revaluation reserves</b>	<b>16,108</b>	<b>16,108</b>	<b>15,532</b>	<b>15,532</b>

### 13. FINANCIAL RISK MANAGEMENT OBJECTIVES AND POLICIES

WITT and the Group's activities expose it to a variety of financial instrument risks, including market risk, credit risk and liquidity risk. WITT and the Group has a series of Policies to manage the risks associated with financial instruments and seeks to minimise exposure from financial instruments. These Policies do not allow any transactions that are speculative in nature to be entered into.

WITT and the Group's principal financial instruments comprise Crown loans, bank deposits, cash and short-term deposits.

The main purpose of these financial instruments is to raise finance for WITT and the Group's operations.

WITT and the Group has various other financial instruments such as trade debtors and trade creditors, which arise directly from its operations.

It is and has been throughout the period under review, WITT and the Group's policy that no trading in financial instruments shall be undertaken.

The main risks arising from WITT and the Group's financial instruments are market risk, liquidity risk and credit risk. The Council reviews and agrees Policies for managing each of these risks and they are summarised below.

#### Market risk

##### Fair value interest rate risk

Fair value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. WITT and the Group's exposure to fair value interest rate risk is limited to its bank deposits which are held at fixed rates of interest.

##### Cashflow interest rate risk

Cashflow interest rate risk is the risk that the cashflows from a financial instrument will fluctuate because of changes in market interest rates. Investments and borrowings issued at variable interest rates expose WITT and the Group to cashflow interest rate risk.

WITT and the Group's Investment Policy requires a spread of investment maturity dates to limit exposure to short term interest rate movements.

##### Currency risk

Currency risk is the risk that the fair value or future cashflows of a financial instrument will fluctuate due to changes in foreign exchange rates.

WITT and the Group purchases goods and services overseas which require it to enter into transactions denominated in foreign currencies. WITT and the Group's exposure to foreign currency risk is minimal.

##### Price risk

Price risk is the risk that the value of a financial instrument will fluctuate as a result of changes in market prices. WITT and the Group's exposure to equity securities price risk is minimal as the equity securities held are not in listed companies.

##### Liquidity risk

Liquidity risk is the risk that WITT and the Group will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash reserves. WITT's \$5.196m Crown loan is due for repayment from 2020 to 2024. The annual amount of repayment is \$1.0392m. Council is actively managing the liquidity risk posed by the future Crown loan repayments.

##### Credit risk

A credit risk is the risk that a third party will default on its obligation to WITT and the Group, causing WITT and the Group to incur a loss. With the exception of student fees, WITT and the Group trades only with recognised, creditworthy third parties.

Due to the timing of its cash inflows and outflows, WITT and the Group invests surplus cash with registered banks. WITT and the Group's Investment Policy limits the amount of credit exposure to any one institution. WITT and the Group has processes in place to review the credit quality of customers prior to the granting of credit.

WITT and the Group's maximum credit exposure for each class of financial instrument is represented by the total carrying amount of cash and cash equivalents (note 2), net debtors (note 3) and term deposits (note 5a). There is no collateral held as security against these financial instruments, including those instruments that are overdue or impaired.

WITT and the Group has no significant concentrations of credit risk, as it has a small number of credit customers and only invests funds with registered banks.

## 14. FINANCIAL INSTRUMENTS

Set out below is a comparison by category of carrying amounts and fair values of all the Group's financial instruments that are carried in the financial statements at other than fair values.

	CARRYING AMOUNT		FAIR VALUE	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>GROUP</b>				
<b>Financial assets</b>				
<i>Loans and receivables</i>				
Student Fees and other receivables	1,671	3,230	1,671	3,230
Cash and cash equivalents	1,344	1,722	1,344	1,722
Other financial assets – term deposits	3,560	4,560	3,560	4,560
<b>Total loans and receivables</b>	<b>6,575</b>	<b>9,512</b>	<b>6,575</b>	<b>9,512</b>
<b>Fair value through other comprehensive revenue and expense</b>				
Investments in non-listed companies	-	7	-	7
<b>Total fair value through comprehensive revenue and expense</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>7</b>
<b>Financial liabilities</b>				
<i>Financial Liabilities measured at amortised cost</i>				
Trade payables	2,431	3,916	2,431	3,916
Borrowings:				
Crown loans	4,247	4,036	4,247	4,036
<b>Total financial liabilities measured at amortised cost</b>	<b>6,678</b>	<b>7,952</b>	<b>6,678</b>	<b>7,952</b>
<b>PARENT</b>				
<b>Financial assets</b>				
<i>Loans and receivables</i>				
Student Fees and other receivables	1,863	2,985	1,863	3,069
Cash and cash equivalents	1,091	1,642	1,091	1,642
Other financial assets – term deposits	3,560	4,560	3,560	4,560
<b>Total loans and receivables</b>	<b>6,514</b>	<b>9,187</b>	<b>6,514</b>	<b>9,271</b>
<b>Fair value through other comprehensive revenue and expense</b>				
Investments in non-listed companies	397	404	397	404
<b>Total fair value through comprehensive revenue and expense</b>	<b>397</b>	<b>404</b>	<b>397</b>	<b>404</b>
<b>Financial Liabilities</b>				
<i>Financial Liabilities measured at amortised cost</i>				
Trade payables	4,014	4,772	4,014	4,772
Borrowings:				
Crown loans	4,247	4,036	4,247	4,036
<b>Total financial liabilities measured at amortised cost</b>	<b>8,261</b>	<b>8,808</b>	<b>8,261</b>	<b>8,808</b>

## 15. COMMITMENTS AND CONTINGENCIES

### Capital commitments and operating lease commitments

CAPITAL COMMITMENTS	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Land and Buildings	2	302	2	302
Plant and equipment	95	-	95	-
Computer Hardware	-	95	-	95
Intangible assets	-	3	-	3
<b>Total capital commitments</b>	<b>97</b>	<b>400</b>	<b>97</b>	<b>400</b>

Capital commitments represent capital expenditure contracted for and not incurred at balance date.

#### Operating lease commitments – Group as lessee

The WITT and the Group has entered into property leases where it is not in the best interest of WITT and the Group to purchase these assets.

These leases have an average life of 1 year with renewal terms included in the contracts. Renewals are at the option of WITT and NZIHT who holds the lease.

There are no restrictions placed upon the Lessee by entering into these leases.

Future minimum rentals payable under non-cancellable operating leases as at 31 December are as follows:

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
Within one year	53	104	53	104
After one year but not more than five years	129	248	129	248
More than five years	-	9	-	9
<b>Total operating lease commitments</b>	<b>182</b>	<b>360</b>	<b>182</b>	<b>360</b>

#### Finance lease and hire purchase commitments

WITT and the Group has no finance leases or hire purchase contract commitments. (2017: Nil)

#### Contingent assets

At balance date WITT and the Group is not aware of any material contingent assets. (2017: Nil)

#### Contingent liabilities

At balance date WITT and the Group have no outstanding contingent liabilities. (2017: Nil).

## 16. EQUITY

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>General funds</b>				
Balance at 1 January	13,960	17,601	12,739	12,977
Deficit for the year	(920)	(3,641)	(1,910)	(239)
<b>Balance 31 December</b>	<b>13,039</b>	<b>13,960</b>	<b>10,829</b>	<b>12,739</b>
<b>Asset revaluation reserves</b>				
Balance 1 January	16,108	8,092	15,533	7,683
Land and buildings revaluation	-	8,017	-	7,850
<b>Balance 31 December</b>	<b>16,108</b>	<b>16,108</b>	<b>15,532</b>	<b>15,533</b>
<b>Restricted reserves</b>				
Balance 1 January	95	94	95	94
Interest received	2	2	2	2
Application of trusts and bequests	(2)	(1)	(2)	(1)
<b>Balance 31 December</b>	<b>95</b>	<b>95</b>	<b>95</b>	<b>95</b>
<b>Total equity</b>	<b>29,242</b>	<b>30,162</b>	<b>26,456</b>	<b>28,366</b>

## 17. RELATED PARTY DISCLOSURE

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and conditions no more or less favourable than those that are reasonable to expect that WITT would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with Government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements with TEIs and undertaken on the normal terms and conditions for such transactions.

### Related party transactions required to be disclosed

WITT provide administrative services to its subsidiary NZIHT for which these services have not been charged. The value of these services are minor in value and not quantifiable.

### Receipt of Services

From 30th March 2015 all NZIHT employees were transferred to be employees of WITT. WITT processes the payroll for the staff working at NZIHT and on charges the actual cost to NZIHT on a monthly basis. WITT does not charge a mark-up for their services. Payroll expenses charged to NZIHT from WITT totalled \$1,014,455 (2017: \$976,990).

### Advances made

NZIHT has provided a short term advance facility to WITT for \$1,857,929 (2017: \$1,242,055). There are currently no repayment terms and the advance is non-interest bearing.

	GROUP		PARENT	
	2018 \$'000	2017 \$'000	2018 \$'000	2017 \$'000
<b>Key management personnel compensation</b>				
Full-time equivalent members made up of CE and Executive Management	5.47	5.15	5.47	5.15
Remuneration	962	798	962	798

### Councillor payments

Councillor remuneration paid or payable during the year was:			PARENT	
Present Council			2018 \$'000	2017 \$'000
Brockie, R	Chairperson	Minister appointed	30	30
French-Wright, L	Deputy Chairperson	Minister appointed	16	19
Trundle, S		Minister appointed	15	10
Crowley, C		Council statute appointed	15	15
Dingle, R		Council statute appointed	15	15
Fleming, D		Advisor – Council statute appointed	14	8
Littlewood, C		Council statute appointed	15	8
Ekanayake, E		Minister appointed (ended 8 May 2018)	5	15
Braggins, M		Council statute appointed (ended 8 May 2018)	5	8
Hendry, R		Council statute appointed (ended 30 June 2017)	-	8
Hemara-Wahanui, A		Council statute appointed (ended 30 June 2017)	-	8
Hond, R		Council statute appointed (ended 30 April 2017)	-	5
<b>Total Councillor payments</b>			<b>130</b>	<b>149</b>

2018 Total headcount for the Council at 31 December is 7 members.

## 18. EXPLANATION OF SIGNIFICANT VARIANCES AGAINST BUDGET

Explanation for significant variations from group budgeted figures are as follows:

### Statement of Comprehensive Revenue and Expense

#### Government Grants

There was a negative budget variance of \$1,212k for Government Grants due to a shortfall in domestic students. This occurred due to lower initial enrolments than expected, higher withdrawals than anticipated, budgeted subcontracted courses not being delivered and a lower uptake of additional semester two courses than expected.

#### Tuition fees

There was a negative budget variance of \$640k for tuition fees due to a shortfall in domestic and full cost recovery students. This occurred due to lower initial enrolments than expected, higher withdrawals than anticipated, budgeted subcontracted courses not being delivered and a lower uptake of additional semester two courses than expected.

#### Other expenses

Other expenses were \$1,087k favourable to budget mainly due to a focus by management to reduce costs where possible to align with lower revenue earned. The main areas where cost savings were achieved were in third party delivery, consulting expenses, legal expenses and marketing.

### Statement of Financial Position

#### Cash and cash equivalents/ Other financial assets

Cash and other financial asset balances were \$1,194k favourable to budget due to an increase in payables versus prior year and an overpayment of TEC bulk funding of \$644k which will be repaid in 2019.

#### Revenue received in advance

Revenue received in advance was \$1,425k lower than budget due to lower than expected domestic enrolments for 2019 prior to 31 December 2018.

### Statement of Cash flow

#### Receipt of Government Grants

Receipt of Government Grants was \$1,093k lower than budget primarily due to the recovery of unutilised 2017 funding from 2018 TEC funding during the year.

## 19. EVENTS AFTER THE BALANCE SHEET DATE

### Uncertainties about the Government's proposal to merge polytechnics and technology institutes into a single entity

In February 2019, the Government released a proposal which 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.

The proposal is subject to public consultation, which is expected to be completed on 5 April 2019. It is expected that the Government will make its decision on the merger of all polytechnics and institutes of technology after this date.

Should the merger proceed, it could have a significant impact on the future of WITT and the Group. However, because the Government is yet to make a decision on the merger, it is not clear what that impact, if any, would be on WITT and the Group. As a result, the financial statements continue to be prepared using the going concern basis of accounting.

### Victoria Street Lease

NZIHT entered into a lease agreement post balance date to lease a premises at 500 Victoria Street, Hamilton. The lease is for a total of \$1,524,000 over six years and the annual lease amount is \$254,000.

## 20. LEGISLATIVE COMPLIANCE

WITT and the Group is not aware of any material legislative breaches.

## 21. APPLICATION OF THE GOING CONCERN ASSUMPTION

WITT's financial performance improved significantly in 2018. Following the \$3.6m deficit in 2017 a number of actions have been taken to reduce expenditure, stabilise the revenue base and improve the accuracy of financial forecasting. The operating deficit for 2018 has reduced to \$0.9m and the net cash outflow during 2018 was \$1.4m.

Cash and bank balances at the beginning of 2019 are \$4.9m. The cash flow budget for 2019, based on a budget operating deficit for 2019 of \$1.2m, has cash and bank balances at 31 December 2019 of \$3.1m. This level of liquid funds is more than enough to accommodate a significantly worse than budget operating result in 2019. Given the inflow of funds that occurs in the early part of the year, as students enrol in programmes, there are also sufficient funds for WITT's operations throughout 2020.

The first Crown loan repayment is due in December 2020. Council and Management are working closely to ensure adequate cash reserves are accumulated to meet future Crown loan repayments. Strategies to achieve this include investment in increasing international student numbers and investment in campus improvements to attract more domestic students.

Since 2014, WITT's main funding provider, the Tertiary Education Commission (TEC), have awarded funding on an annual basis in line with WITT's investment plans. As a result, continued TEC funding has been approved to 31 December 2019, with all of the \$13.4m of government funding included in the 2019 budget confirmed. WITT fully expects to receive funding at a similar level for the year to 31 December 2020. However, it is unclear exactly how this funding will be provided, given the likelihood of significant changes to the ITP and ITO sector in early 2020 as a consequence of the Reform of Vocational Education (refer to note 19).

WITT has prepared its financial statements on a going concern basis on the assumption that TEC support will continue, and that WITT has sufficient cash and bank balances to enable its operations to continue for the next 18-24 months.

## 22. COMPULSORY STUDENT SERVICES FEES

WITT is committed to ensuring students and their representatives are consulted in regards to the CSSF amount and the support services it is spent on. WITT works closely with Student Leaders (a group of nominated representatives from programmes and classes) in this process. The consultation process starts in August each year, with CSSF spending reports and TEC documentation being presented to the student leader meeting. Student Leaders are charged with consulting with the wider student body. They do this either through their own class/department networks and/or via a student survey.

Student Leaders, after consultation with their department/class networks, recommended that the CSSF for 2018 remain at \$150 per equivalent full time student, with pro-rata rates for part-time students, and that the levy be spent on health and counselling services. Additionally, Student Leaders recommended that the CSSF for 2019 remain at \$150 per equivalent full time student and that health and counselling services continue to be funded from the levy.

Details of the CSSF income received and services provided for the year are set out below:

2018	Counselling Service \$'000	Health Services \$'000	Total \$'000
<b>Income</b>			
Compulsory Student Services Fees	30	60	90
Other Income	1	3	4
<b>Total Income</b>	<b>31</b>	<b>63</b>	<b>94</b>
<b>Expenditure</b>			
Salary and Wages	57	72	129
Service payments	14	6	20
Other costs	1	15	16
<b>Total costs</b>	<b>72</b>	<b>93</b>	<b>165</b>
<b>Net result</b>	<b>(41)</b>	<b>(30)</b>	<b>(71)</b>

### Counsellor

This service provides students access to free confidential counseling sessions to empower students to fully engage in study. The counsellor is involved in crisis intervention and support, delivering in-class workshops, running wellness promotions and follow up of students with mental illness. Students have access to an ecumenical chaplain providing pastoral and hardship support, a non-judgmental listening ear and support in times of illness, confusion and bereavement.

### Health Services

The health services provided includes a fully staffed health clinic giving students access as needed to a range of free health services in the area of injury, family planning, mental health, immunization, sexual health and health monitoring; the availability of a doctor on campus one day a week free of charge; health promotion events and services that encourage proactive wellbeing.

# RESEARCH OUTPUTS

## RESEARCH RELATED ACTIVITIES

### 1. Publications

#### i. Refereed / peer-reviewed

##### Book Chapter

George, L. (2018). The Incredible Complexities and Tensions of Researching with Māori: A Mixed Methods Autoethnography. In Tolich, M. & Davidson, C. (Eds) (2018). *Social Science Research in New Zealand*. Auckland, New Zealand, Auckland University Press.

#### ii. Non-refereed/Not peer-reviewed

##### Newspaper and Magazine Articles, Reviews, Features & Commentaries

Annane, S. (2018, November). *Some options for asparagus*. Taranaki Daily News, In Season.

Cawsey, G. (2018, Sept). *The lanky child of broccoli and gai-lan*. Taranaki Daily News, In Season.

Cawsey, G. (2018, Aug). *Four ways with two kinds of limes*. Taranaki Daily News, In Season.

Dickie, A. (2018, May). *The salty hit of the autumn olives*. Taranaki Daily News, In Season.

Ludlow, C. (2018, Jan). *Flavours of Mexico are fast and easy – except pulled pork*. Taranaki Daily News, In Season.

Ludlow, C. (2018, April). *Chef students have a go at molecular gastronomy*. Taranaki Daily News, In Season.

Ludlow, C. (2018, July). *An international degustation*. Taranaki Daily News, In Season.

Michelson, E. (2018, Jun). *Three ways with brassicas this winter*. Taranaki Daily News, In Season.

Sutherland, M. (2018, Aug). *Vegetables for all courses*. Taranaki Daily News, In Season.

Trowern, R. (2018, Jan). *Squeezing all you can out of blackberries*. Taranaki Daily News, In Season.

### 2. Presentations

#### i. Refereed/peer-reviewed

Clothier, I. (2018). *Data and algorithms in creative projects*. Creative Mathematical Computer Science 4 conference, 21-23 July. The Learning Connexion, Wellington.

Morris, B. (2018). *Reflection on practice provides the pathway to the future: The only constant is change!* Association of Tertiary Learning Advisors of Aotearoa New Zealand (ATLAANZ) Conference *Beyond 2020: Visioning learning advising in the future*, December 16, 2018 at Victoria University, Wellington, New Zealand.

Taiapa, K. (2018). *Māra kai ki Kātere – Kaitiakitanga in Action* – International Indigenous Research Conference. Nga Pae o te Maramatana. Auckland University, Auckland, New Zealand.

#### ii. Non-refereed/Not peer-reviewed

Sharpe, G. and Hughson, H. (2018). *Using LNAAT data to improve the teaching, resources and achievement in numeracy education*. Ako Aotearoa Central Hub Projects Alive Colloquium, 8 Nov. Caccia Birch House, Palmerston North, New Zealand.

Sharpe, G. (2018). *The pudding is in the proof: Adult numeracy analysis*. New Zealand Mathematical Society Colloquium, 4-6 Dec. University of Otago, Dunedin, New Zealand.

Sharpe, G. (2018). *177,000 people can't all be wrong, or can they?* Public Lecture New Zealand Mathematical Society Colloquium, 4-6 Dec. University of Otago, Dunedin, New Zealand.

##### Seminar Presentations:

Clothier, I. (2018). Creativity, STEAM, Collaboration: having fun across all departments. *Ngā ara rangahau – WITT Research Seminar Series*: New Plymouth, New Zealand.

Lelean, H. (2018). The Flipped Classroom. *Ngā ara rangahau – WITT Research Seminar Series*: New Plymouth, New Zealand.

Mei, Y. (2018). Corporate Governance. *Ngā ara rangahau – WITT Research Seminar Series*: New Plymouth, New Zealand.

Taiapa, K. (2018). *Māra kai ki Kātere – Kaitiakitanga in Action* – WITT Research Seminar Series: New Plymouth, New Zealand.

### 3. Creative works

#### i. Refereed / peer-reviewed

##### Curator:

Clothier, I. (2018). *Unrealism*. New Plymouth, New Zealand.

Clothier, I. (2018). *Vital transformations*. New Plymouth, New Zealand.

Clothier, I. (2018). *Art-science+environment*. New Plymouth, New Zealand.

Clothier, I. (2018). *Hui – art-science+environment*. New Plymouth, New Zealand.

Clothier, I. (2018). *Youth affirmation project*. New Plymouth, New Zealand.

##### Group Exhibitions:

Clothier, I. (2018). *SCANZ 2018: He Punawai Hohourongo Peace Water Power Selection*. New Plymouth, New Zealand.

#### ii. New products or services

Clothier, I. (2018). *Innovation programmable computer board*. New Plymouth, New Zealand.

## RESEARCH-RELATED CONTRIBUTIONS

### 1. Study/qualifications

#### Significant research component

Alberto, G. (2018). *Master of Nursing*. University of Auckland, Auckland, New Zealand.

Khan, Y. (2018). *Master of Philosophy (MPhil-Engineering pathway)*. Auckland University of Technology, Auckland, New Zealand.

#### Research informed

Lelean, H. (2018). *Master of Education*. Waikato University, Hamilton, New Zealand.

#### Teaching and learning qualification

#### Other

Bingham, H. (2018). *Certificate of Achievement. Lived Experience of Coexisting Problems*. Te Pou o Te Whakaaro Nui, New Zealand.

Ellmoos, A. (2018). *New Zealand Certificate in Youth Work*. Careerforce, New Zealand.

Ryan, K. (2018). *Certificate of Proficiency – Commerce*. Western Institute of Technology at Taranaki, New Zealand.

### 2. Peer esteem

#### Reviews

Taiapa, K. (2018). *Bio-solids Regional Strategy*. Document review for Environmental Science Research (CRI).

#### Other

Khan, Y. (2018). *Examination Development*. The New Zealand Board of Engineering Diplomas.

Taiapa, K. & Moewaka Barnes, H. (2018-2019). *Maramataka and Puanga in a maara kai community garden context Nga Pae o te maramatanga* Summer internship project (research advisor). Developed successful funding application for this pre-doctoral research project and will provide ongoing support to the student researcher.

Taiapa, K. (2018). *Taranaki Tou Kai Māra Kai Project*. Developed successful funding application for Ngāti Tāwhirikura hapū and Parihaka to the Te Mataawai Māori Language Fund.

Taiapa, K. (2018). *Ngāti Tāwhirikura Nixtamilsation Project*. Developed successful funding application for Ngāti Tāwhirikura to the National Science Challenge.

#### Conference organisation:

NZ Transport Agency & New Zealand Institute of Highways Technology. (2018). *Annual Conference: Customers First Conference* [Conference organisers] 5-7 November. Marlborough Convention Centre: Blenheim, New Zealand.

New Zealand Institute of Highways Technology. (2018). *International Erosion Control Association Conference* [Conference organisers] 28-31 August. Chateau on the Park: Christchurch, New Zealand.

New Zealand Institute of Highways Technology. (2018). *New Zealand Utilities Advisory Group (NZUAG) Seminar: Transport Corridors and Utility Access – A NZUAG Seminar on the Code and its Review* [Conference organisers] 19 June Auckland, 20 June Rotorua, 27 June Christchurch, 28 June Dunedin, New Zealand.

### 3. Community Contributions

#### External

#### Appointment to National Bodies:

Curruthers, L. (2018). National Beauty Association of Registered Therapists – Representative for the Taranaki region.

Curtin, C. (2018). HRINZ (Human Resource Institute of New Zealand).

Ferguson, A. (2018). National Vice President of the NZ Chefs Association (from October)

Fergusson, D. (2018). New Zealand Ethics Committee – Member (from August)

George, L. (2018). ASAANZ (Association of Social Anthropology of Aotearoa New Zealand) – Executive Member.

George, L. (2018). New Zealand Ethics Committee – Member.

George, L. (2018). Social Justice Portfolio Groups: Crime & Punishment, and Youth/ Rangatahi panels – Member.

George, L. (2018). SOMAA (Society of Medical Anthropology of Aotearoa) – Representative Member.

Knuckey, B. (2018). ATLAANZ (Association of Tertiary Learning Advisors of Aotearoa New Zealand)

Knuckey, B. (2018). LIANZA (Library and Information Association of New Zealand **Aotearoa**)

McDonald, P. (2018). CAANZ (Chartered Accountants Australia and New Zealand).

Morris, B. (2017). ATLAANZ (Association of Tertiary Learning Advisors of Aotearoa New Zealand).

Mundell, C. (2018). LIANZA (Library and Information Association of New Zealand **Aotearoa**).

Phillips, J. (2018). Korowai Tupu – Professional Association of Youth Development Aotearoa – Accredited member and Committee member

Ryan, K. (2018). ITP Hair & Beauty Educators Forum Executive Team – Member

Ryan, K. (2018). New Zealand Association of Registered Hairdressing – Member

Sharpe, G. (2018). ATLAANZ (Association of Tertiary Learning Advisors of Aotearoa New Zealand).

Smith, B. (2018). National Nurse Educators in the Tertiary Sector.

Smith, M. (2018). New Zealand Association of Counsellors; International Association of Clinical Neuropsychotherapy.

Vink, J. (2018). New Zealand Occupational Health Nurses Association

### **Appointment to Regional Bodies:**

- Dickie, A. (2018). President of the Taranaki Branch of the New Zealand Chefs Association (from May)
- Elmoos, A. (2018). Taranaki Women's Refuge – Champion/ Ambassador.
- Ferguson, A. (2018). President/Executive of the Taranaki Branch of the New Zealand Chefs Association (until May)
- Fergusson, D. (2018). ITPNZ Research Directors Group – member (from August)
- Fergusson, D. (2018). Central Hub Advisory Group, Ako Aotearoa – Member (from August)
- Fraser, C. (2018). Taranaki Association of Registered Hairdressers – Committee Member
- George, L. (2018). ITPNZ Research Directors Group – member (until July)
- George, L. (2018). Central Hub Advisory Group, Ako Aotearoa – Member (until July)
- Hinton, Z. (2018). Taranaki Tertiary Chaplaincy Trust Board – Chair.
- Kay, M. (2018). Careers and Transition Education Association NZ Inc. (CATE) Taranaki Branch – President

### **Lloyd, D. (2018). Achieve National Disability Network; Taranaki Resource Centre.**

- Manning, K. (2018). Taranaki Tertiary Chaplaincy Trust Board – Member.
- Phillips, J. (2018). Suicide Prevention Taranaki – Member
- Prestney, A. (2018). Te Roopu Kaitakawaenga Māori.
- Truman, N. (2018). L. A. Alexander Trust Board – Member (WITT representative)

### **Internal**

#### **Membership of Institutional Research Committee**

- Rod Bentham (ED Academic) – Chair (until May)
- Nita Hutchinson (ED Academic) – Chair (from May)
- Dr Lily George (Research & Innovation Manager) – Vice Chair (until July)
- Diana Fergusson (Research & Innovation Manager) – Vice Chair (From August)
- Helen Bingham (SASM, Bachelor of Nursing) – Member
- Ian Clothier (Creative Technologies) – Member
- Diana Ferguson (Nurse Academic/Researcher, School of Nursing) – Member (until June)
- Bridget Knuckey (Leader Library & Learning Advisor) – Member
- Barbara Morris (Senior Tutor – Learning Skills, Student Support Team) – Member
- Karen Sorensen (Academic Advisor, NZIHT) – Member
- Ken Taiapa (Māori Development Manager) – Member
- Paul Wilkinson (Tutor, Bachelor of Applied Management) – Member (until May)
- Steve Wilson (Tutor, Bachelor of Management) – Member (until June)
- Tasha Black (external Representative) – Member
- Rawinia Leatherby (from July) (external Representative) – Member
- BJ Hetet (Tutor – Māori) Member – (from September)
- Yusuf Khan (Tutor, Engineering) – Member (from September)







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