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CAPITAL ASSET MANAGEMENT PLANNING

Section	Finance		
Approval Date	16.08.2010	Approved by	Directorate
Next Review	21.10.2018	Responsibility	Chief Operating Officer
This review	21.10.2016	Key Evaluation Question	6

PURPOSE

To ensure that present and future facilities enable quality learning to be achieved by providing:

- Flexible class sizes
- A range of learning opportunities
- A pleasant/attractive environment

while responding to:

- Changing market needs
- Legislative requirements.

SCOPE

All assets, whether owned, leased, or administered by Nelson Marlborough Institute of Technology (NMIT).

RESPONSIBILITY

Chief Operating Officer	<ul style="list-style-type: none"> ▪ Develop the 20-year Capital Asset Management Plan in consultation with staff and stakeholders. ▪ Update the 20-year Capital Asset Management Plan on an annual basis
Directorate	<ul style="list-style-type: none"> ▪ Approve the 20-year Capital Asset Management Plan
Chief Executive	<ul style="list-style-type: none"> ▪ Approve the 20-year Capital Asset Management Plan on an annual basis
NMIT Council	<ul style="list-style-type: none"> ▪ Approve the 20-year Capital Asset Management Plan on an annual basis ▪ Approve expenditure of each project implemented ▪ Monitor the 20-year Capital Asset Management Plan on an ongoing basis.

PROCESS

Follow Capital Asset Modelling best practice, utilising the International Infrastructure Management Manual methodology where appropriate and TEC guidance

Identify future resource needs from:

- Market research
- Self-Assessment Reports
- Community/industry and international demands for education and training
- Student consultation through SANITI and student representatives
- Local and regional consultation where appropriate
- District Council scheme plans
- Developing technology
- NMIT Investment Plan
- NMIT Strategic Objectives and Operating Objectives
- TEC guidelines

Identify the life span of existing assets.

Identify and plan the programme maintenance life cycle of these assets.

Prioritise resource needs according to identified learning needs.

Cost individual projects.

Cost programmed maintenance of assets.

Develop Capital Asset Management Plan according to the Institute's priorities and budget constraints.

Obtain Directorate input and Chief Executive approval of Capital Asset Management Plan. Obtain Council approval of Capital Asset Management Plan.

Obtain Council approval for individual project spend through the budget approval process.

Implement and manage projects.

Review and update 20-year plan annually.

REFERENCES

INTERNAL

NMIT Investment Plan
Site Development Plan

EXTERNAL

Health and Safety at Work Act 2015 and associated Regulations
Building Act 2004
Resource Management Act 1991
Local Authority, District Scheme Plans