

Meeting of Council, Public - Order Paper and Documents (06/09/2021)

Public papers

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MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

MONDAY, 6 SEPTEMBER 2021, 9.00 AM
VIA ZOOM VIDEOCONFERENCE

COUNCIL

Order paper for the meeting to be held via Zoom videoconference
on **Monday, 6 September 2021 at 9.00 am**

PUBLIC BUSINESS

9.00 am

Karakia

Pro-Chancellor

1. Welcome and Apologies

Chancellor

2. Disclosure of Interests

Chancellor

3. Council Minutes and Matters Arising from the meeting held on 26 July 2021

Chancellor

Items for Noting

4. Report from the Chancellor

Oral report

Chancellor

5. Report from the Vice-Chancellor

VUWC 21/93

Vice-Chancellor

6. Financial report to 31 July 2021

VUWC 21/94

CFO

7. Reports from Committee Chairs

- Te Aka Matua Committee, 2 August 2021
- Finance Committee, 16 August 2021
- Audit & Risk Committee, 16 August 2021
- Academic Board report, meetings held 24 August 2021 and 20 July 2021

VUWC 21/95

Committee Chairs

8. Media and Social Media report

VUWC 21/96

Vice-Chancellor

9. Forthcoming Events and Next Council meeting

VUWC 21/97

Chancellor

Items for Approval

10. Conferment of Qualifications

VUWC 21/98

Chancellor

11. Nominations Panel
appointment and re-appointment of members

VUWC 21/99

Chancellor

12. Domestic Tuition Fees – 2022

VUWC 21/100

VP (Academic)

13. Student Services Levy – 2022

VUWC 21/101

VP (Academic)

Procedural Item

14. Resolution to Exclude the Public

VUWC 21/102

Chancellor

BREAK

Governing Documents

Appendix

Council Manual
Te Tiriti o Waitangi Statute
Standing Orders/Code of Conduct
Committee Terms of Reference

Karakia

Dr Dianne McCarthy, Pro-Chancellor

Agenda Item 1

Welcome/Acknowledgements/Apologies

To:

- a) Welcome
- b) Acknowledge
- c) Note any apologies

To resolve: **that the apologies be sustained.**

Agenda Item 2

Disclosures of Interest

To receive: any declarations and disclosures of interest by members of Council.

To note:

- 1 that the Disclosures of Interest register is attached.
- 2 that the register is always available on the resource centre of board books.

To consider:

- 1 **declarations and conflicts of interest by Council Members.**
- 2 **whether a conflict of interest exists or is perceived to exist and, if so, how the matter should be managed.**

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
John Allen	Be. Accessible Charitable Trust	Chair	June 2012		
	WellingtonNZ	Chief Executive	1 June 2020		
	Koi Tu, Centre for Informed Futures at Auckland University	Board Member	2 May 2020		
	Regional Skills Committee – Ministerial appointee	Member	July 2020		
	Wellington Uni-Professional	Director	August 2020		
	Related party: son undertaking postgraduate study at the University during 2021				
Brigitte Bönisch-Brednich Nil					
Grant Guilford	Victoria University of Wellington Foundation Board of Trustees	Trustee	2014		
	NZ School of Music	Director	2014		
Kate Hunter	Related party: son undertaking first year of study at the University during 2021				
Tiana Jakicevich	Ngā Rangahautira	Academic	1/2/19		
		Officer/Faculty Representative			
	Te Ara Whatu	Collective member	1/1/19		
	Greenpeace Voting Assembly	Member	17/5/21		
Alan Judge	Aquatx Holdings Ltd	Chair/Shareholder	24/12/2008		
	Biotelliga Holdings Ltd	Shareholder	13/7/2017		
	The Dame Malvina Major Foundation	Trustee	28/3/2011		
	Habit Group Holdings Limited	Chair	31/12/18		
	Victoria University of Wellington Foundation Board of Trustees	Trustees	15/2/21		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
Dianne McCarthy	NZ Institute of Economic Research	Deputy Chair	2019		
	Malaghan Institute of Medical Research	Trustee	2015		
	Hearing Research Foundation	Trustee	1995		
	Dodd Walls centre for Photonic and Quantum Technologies	Member Gov. Group	2015		
	Bragato Research Institute	Director	2019		
	Royal Society of NZ Endowment Fund Trust	Trustee	2019		
Rhianna Morar	Te Hunga Rōia - Māori Law Society (re-elected for 2021-2022)	Tauira representative	30/8/19		
	Ngā Rangahautira - Māori Law Students' Association	300-level rep	27/9/19		
		Tumuaki Wahine (Female Co-President)	2021-2022		
Cath Nesus	Nesus & Associates	Director	Feb 2004		
Neil Paviour-Smith	Forsyth Barr Ltd (and various subsidiaries and related entities)	Managing Director	2001		
	New Zealand Regulatory Board (Chartered Accountants Australia and New Zealand)	Director Chairman	Jan 2015 Jan 2018	Dec 2017	27/2/18 27/2/18
	The New Zealand Initiative Ltd	Director	Apr 2015		
	Victoria University of Wellington	Council Member Pro-Chancellor Chancellor	June 2013 Jan 2016 Jan 2018	Dec 2015 Dec 2017	
	NZ Art Show Ltd	Director	Mar 2017		
	Victoria University of Wellington Foundation Board of Trustees	Trustee	Feb 2018		
	Related party: son undertaking study at Victoria University of Wellington in 2021				
James Te Puni	Whitireia Foundation	Board Member/ Trustee	Aug 2019		
	Barnados NZ	Board Chairman	Nov 2015		
	Te Ahuru Mowai*	Kaiwhakahaere Matua	Mar 2020		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
	<i>*Te Ahuru Mowai is partnered with Victoria University of Wellington in a submission for the Māori and Public Housing Renewable Energy fund as at March 2021</i>		March 2021		
	Waikanae Christian Holiday Park	Trustee	March 2021		
	Titahi Ltd	Director and Shareholder	March 2021		

Agenda Item 3

**Council Minutes, Meeting held on 26 July 2021
Matters Arising**

To receive: the public Minutes of the Meeting of Council held on 26 July 2021.

To resolve: that the Minutes of the Meeting of Council held on 26 July 2021 be approved.



COUNCIL

**Minutes of the Council Meeting held on Monday, 26 July 2021
from 9.00 am to 4.30 pm in the Council Chamber, Level 2, Hunter Building,
Kelburn Campus, Wellington**

- PRESENT:** Mr John Allen
Professor Brigitte Bönisch-Brednich
Professor Grant Guilford (Vice-Chancellor)
Professor Kate Hunter *until 3.45 pm*
Ms Tiana Jakicevich
Mr Alan Judge
Dr Dianne McCarthy (Pro Chancellor)
Ms Rhianna Morar
Ms Cath Nesus
Mr Neil Paviour-Smith (Chancellor)
Mr James Te Puni *from 12 noon*
Ms Caroline Ward (Secretary to Council)
- APOLOGIES:** Professor Kate Hunter *for early departure*
Mr James Te Puni *for lateness*
- IN ATTENDANCE:** Ms Katherine Edmond, Director, Communications
Mr Stuart Haselden, Director, Digital Solutions
Mr Simon Johnson, General Counsel
Professor Wendy Larner, Provost
Mr Mark Loveard, Chief Operating Officer
Mr Les Montgomery, Chief Financial Officer
Mr Phil O'Connell, Director, Safety, Risk and Assurance
- INVITED GUESTS:** Mr Peter Edwards, CEO, Wellington UniProfessional
Dame Karen Poutasi, Chair, Wellington Uni Professional

21.115 KARAKIA

Noted: that Professor Kate Hunter led the Karakia.

21.116 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

Noted: 1 that the Chancellor welcomed everyone to the meeting. He acknowledged those who might be watching remotely and requested that Council members use the microphones to ensure that sound was transmitted to the livestream.

- 2 that there was one apology from Mr James Te Puni for lateness and one apology from Professor Kate Hunter for an early departure from the meeting.

Resolved: that the apologies be sustained.

Allen/Bönisch-Brednich
Carried
210104

21.117 DECLARATIONS AND DISCLOSURES OF INTERESTS

Received: declarations and disclosure of interests by members of Council.

Noted: that there were no further declarations or disclosures of interest by members of Council since the circulation of the interests register with the meeting documentation.

21.118 COUNCIL MINUTES, MEETING HELD ON 14 JUNE 2021

Received: the public Minutes of the meeting of Council held on 14 June 2021.

Resolved: that the public Minutes of the meeting of Council held on 14 June 2021 be approved.

McCarthy/Hunter
Carried
210105

21.119 REPORT FROM THE CHANCELLOR

Received: an oral report from the Chancellor.

Noted: 1 that since the last meeting of Council held on 14 June 2021 the Chancellor:

- met / spoke with the Vice-Chancellor on several occasions
- chaired the Human Resources Committee on 23 June and 28 June 2021
- attended the NZ Institute of International Affairs Event addressed by the Governor-General
- attended the 2021 Global Enterprise Experience award ceremony via Zoom
- attended the Finance Committee meeting on 5 July 2021
- chaired the Victoria Honours Committee meeting on 5 July 2021
- attended the Foundation Board of Trustees meeting on 6 July 2021
- attended the Audit & Risk Committee workshop on 12 July 2021.

Resolved: that the Chancellor's report be noted.

Judge/Morar
Carried
210106

21.120 REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor dated 20 July 2021 (document VUWC 21/75).

Noted: 1 that the report was taken as read.

- 2 that the appointment of Provost Wendy Larnar as Co-Chair of the Performance Based Research Fund (PBRF) Sector Reference Group for the Quality Evaluation 2025 was highlighted.
- 3 that the formal approval of an extension of the accreditation of the Wellington School of Business and Government's business and accounting degree programmes by the Association to Advance Collegiate Schools of Business (AACSB) was acknowledged with congratulations extended to the all involved.
Action:
- 4 that the appointment of Danette Olsen as Director, Research Office was discussed. It was agreed that Professor Margaret Hyland, Vice-Provost (Research) and Ms Olsen be invited to an upcoming Council meeting to present on their portfolio.

Resolved: that the report from the Vice-Chancellor be noted.

McCarthy/Nesus
Carried
210107

21.121

FINANCIAL REPORT TO 30 JUNE 2021

Received: the Financial report to 30 June 2021 (document VUWC 21/76).

- 1 that the report was taken as read.
- 2 that a deep dive on the Q2 forecast will take place in the confidential session of the meeting.
- 3 that the University continues to be in an excellent position to exceed the budgeted \$5m loss for 2021, largely because of higher EFTS but also due to the sacrifices and restraint exercised by staff. Additional resourcing to support critical needs and initiatives that will deliver benefits beyond 2021 is being carefully managed.
- 4 that the key risk facing the University is the borders remaining closed throughout 2022 due to the government's response to the Covid-19 pandemic. As another third of the University's current international students graduate without being replaced this will create a significant revenue challenge. In this climate, management is focussing on the importance of investing this year to assist throughout 2022 and beyond.
- 5 that it is hoped that the borders will open in 2023. However, the Minister of Education has stated that the government's focus will be on a high-quality high-value international student sector. There is also likely to be changes to immigration policy affecting work rights for students who arrive in New Zealand. The reality is that the University will need to adapt to a future with fewer onshore international students.
- 6 that indications from recent regional open days show a 17% increase in interest on the same time as last year so this could convert to another strong domestic student enrolment result in 2022.

Resolved: that the Financial report to 30 June 2021 be noted.

Hunter/Jakicevich
Carried
210108

21.122

COMMITTEE REPORTS

Received: reports from Committee Chairs:

- Academic Board report, 22 June 2021 (document VUWC 21/77)
- Finance Committee meeting, 5 July 2021

Noted:

Academic Board

- 1 that there had been discussion on the Research and Integrity policy as part of the development of the University's Academic Integrity Framework. This is in response to changes in the national and international context affecting research.
- 2 that there have been discussions with government about how the University manages its research to avoid the issues with dual-use technology while protecting institutional autonomy and academic freedom (as enshrined in the Education and Training Act 2020).

Finance Committee

- 3 that there was nothing to report from the public session of the meeting.

Resolved:

that the minutes of the Finance Committee and the report from the Academic Board Chair be noted.

Judge/Allen
Carried
210109

21.123

MEDIA AND SOCIAL MEDIA REPORT

Received:

a Council paper from the Vice-Chancellor dated 15 July 2021 providing a Media and Social Media report (document VUWC 21/78).

Noted:

- 1 that the report was taken as read.
- 2 that the allegations of an increased frequency of cheating in the on-line exams offered by some universities would be covered in the Vice-Chancellor's confidential report.
- 3 that the fire at Rutherford House had been a topic of interest on social media. Thanks were extended to the Director of Property Services David Stevenson and his team for their thoughtful and caring work in the aftermath of the fire.

Resolved:

that the Media and Social Media report be noted.

Nesus/Bönisch-Brednich
Carried
210110

21.124

FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received:

a Council paper from the Secretary to Council dated 12 July 2021 listing Forthcoming Events (document VUWC 21/79).

Noted:

- 1 that the Council paper was taken as read.
- 2 that the inaugural lecture by Professor Kate Hunter on 24 August was highlighted and Council members were encouraged to attend.
- 3 that due to the uncertainty around large gatherings in a pandemic environment the Distinguished Alumni Awards (DAA) will be celebrated at a cocktail event (rather than a large black-tie dinner event). Each recipient will be honoured at a November graduation ceremony and all have agreed to speak. The public announcement of the DAA recipients will take place in the near future.

- 4 that the next meeting of Council will take place on Monday, 6 September 2021 at 9.00am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

Resolved: that the Council paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 6 September 2021 be noted.

Paviour-Smith/McCarthy
Carried
210111

21.125

CONFERMENT OF QUALIFICATIONS

Received: the list of degrees, diplomas and certificates granted on 26 July 2021 (document VUWC 21/81).

- Noted:**
- 1 that with the conferment of qualifications separated from graduation ceremonies the term 'Graduates in Absentia' is now retired. All qualifications will be conferred at the Council meeting closest to completion of qualification requirements. This change will allow students to receive their qualification in a timelier manner than previously waiting until the May or December graduation ceremonies.
 - 2 that students will still need to apply, due to event management logistics, to attend a graduation ceremony. Evidence from last year showed that even though qualifications had been conferred there was still an excellent attendance at graduation celebration ceremonies in December.
 - 3 that the Vice-Provost (Academic) is currently working through the requirements for advance graduation and an update will be provided to Council in due course.

- Resolved:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 21/81 and that their names be entered on the Roll of Graduates on 26 July 2021.
 - 2 that a motion of congratulations to the Graduates be recorded.

Morar/Jakicevich
Carried
210112

21.126

RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 21/82).

- Resolved:**
- 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 13-26.
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	Ground(s) under section 48(1) for the passing of this resolution
13. Minutes of the previous meeting held on 14 June 2021	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
14. Safety, Health & Wellbeing report	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
15. Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
16. Vice-Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
17. Financial report to 30 June 2021 and Q2 forecast	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA, s48(1)(a)(ii)
18. Annual Management Plan, Q2 update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
19. Naming	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
20. Honorary degree recommendations	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
21. Rescinding and Awarding of Qualification	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
22. Digital roadmap quarterly report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
23. Academic Board Statute Review	s 9(2)(h)	LGOIMA, s48(1)(a)(ii)
24. Reports from Committee Chairs	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. Speakers, Wellington UniProfessional	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
26. Council Only time	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 26, because of their

knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Paviour-Smith/McCarthy
Carried
210113

Agenda Item 4

Report from the Chancellor

To receive: an oral report from the Chancellor.

To note: that since the last meeting of Council held on 26 July 2021 the Chancellor:

- met / spoke with the Vice-Chancellor on several occasions
- met with staff from the Development Office regarding the upcoming direct mail campaign
- attended the Te Aka Matua Committee on 2 August 2021
- attended the Crown Entities Chairs' workshop hosted by Peter Hughes, Public Service Commissioner on 4 August 2021
- attended a Disciplinary Appeals Committee meeting as Council representative on 11 August 2021
- attended the Prime Minister's Forum on Reconnecting New Zealanders to the World on 12 August 2021
- attended the Audit & Risk Committee on 16 August 2021
- attended the Finance Committee on 16 August 2021
- attended the Chancellors' Group meeting via Zoom on 16 August 2021
- attended the Foundation Board of Trustees meeting on 17 August 2021
- attended the Joint Chancellors' and Vice-Chancellors' meeting on 19 August 2021 via Zoom.

To resolve: that the Chancellor's report be noted.

Agenda Item 5

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor dated 27 August 2021
(document VUWC 21/93).

To resolve: that the report from the Vice-Chancellor be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Vice-Chancellor, Professor Grant Guilford
AUTHOR	Vice-Chancellor, Professor Grant Guilford
DATE	27 August 2021
SUBJECT	Vice-Chancellor's Report - Public
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/93

Executive Summary

This report notes the priority activities of the various offices, faculties, and service units of the University during the period since the last Council Report was compiled.

Public Report

- Te Hikuwai Rangahau Hauora—Health Services Research Centre (HSRC) has been granted a \$1.2m contract to carry out a study into the impacts of COVID-19 on people in Aotearoa New Zealand. The study will be undertaken over a period of approximately 12 months. It will include those with laboratory confirmed or probable COVID-19 and will have a particular focus on key populations, including Māori, Pacific people, people with disabilities, and those who contracted COVID-19 through their employment.

- The Research Office has appointed Terence Hikawai as the new Kaiārahi Rangahau Māori. He joined the University in early July. Terence has started the early scoping of a co-designed Rangahau Māori strategy and implementation plan for the Research Office that will support researchers to best engage with Māori knowledge, resources, and people.
- Faculty Strategic Research Fund rounds are now being handled via the new Research Funding Solution module in Elements. The Research Funding Solution delivers a more efficient system for applicants and administrators of internal grants. Faculties of Humanities and Social Sciences and Education are the first to trial the new system. Feedback to date has been positive.
- At the end of June, the Pipitea Human Ethics Subcommittee was integrated into the central Human Ethics Committee (HEC); this was the last of the subcommittees to be merged and joined with the HEC. In the last quarter, the HEC processed approximately 130 applications.
- Wellington Faculty of Health Professor Bev Lawton and team received a public thank-you in parliament for their HPV self-testing work and its impact at the Health (National Cervical Screening Programme) Amendment Bill—Third Reading.
- New Zealand School of Music alumnus Emeritus Professor John Psathas ONZM, is one of 12 Absolutely Positively Wellingtonian Awardees recognised by Wellington City Council as community members who have made outstanding contributions to the capital and its people.
- Te Herenga Waka—Victoria University of Wellington PhD graduate Dr Shalini Divya, Co-Founder and Chief Technology Officer of Tasmanlon has also been nominated as a finalist in the 2021 KiwiNet Awards in the Breakthrough Innovator Award category. Dr Divya has discovered a new cathode material for aluminium-ion batteries, which outperforms most other energy storage materials in aluminium-ion battery literature and is working to create a safer, cheaper, and more sustainable battery class which can be used for various applications including electric vehicles and renewables.
- The School of Mathematics and Statistics Careers evening took place at the end of July. A number of employers attended a packed house of students for a panel discussion and networking event. The panel Discussion was MC'd by senior lecturer Dr John Haywood, with a number of ex-graduates representing a variety of employers taking part in the panel. With over 100 attendees, the event was a success.

- School of Languages and Cultures' Dr Yuri Cerqueira dos Anjos was made an official research member and member of the editorial board of the international French-United States team of the project 'Corr-Proust', a project focused on the digital edition and study of Marcel Proust's correspondence. Dr Cerqueira dos Anjos is part of a new phase of the project recently awarded a large grant of € 370,000 euros by the Agence Nationale de la Recherche (the National Research Agency in France), which will allow for important collaborations and new connections between Te Herenga Waka and French and American universities and institutions.
- Adjunct Research Fellow in the School of Social and Cultural Studies Dr Pounamu Jade Aikman has been awarded the Fulbright-Ngā Pae o te Māramatanga Scholar Award to conduct research at Harvard University.
- Bachelor of Music alumna Eilish Wilson has been awarded a Fulbright New Zealand General Graduate Award to complete a Master of Fine Arts at CalArts in Los Angeles, California.
- Bachelor of Arts and Bachelor of Music alumna Lavinnia Rae is one of three recipients of the Dame Malvina Major Foundation Arts Excellence Awards for the Wellington region. These awards support young New Zealanders of outstanding ability in the performing arts who are preparing for a professional career.
- The University's Engagement team facilitated the screening of the funeral for previous Deputy Vice-Chancellor (Engagement), Professor Frazer Allan. The event was held in the Council Chamber for staff, family, and friends after Frazer was farewelled at a service in Karori. The family were very appreciative, and staff and family had the opportunity to share their memories of Frazer at the function.
- Three fine days allowed a very successful 'Growing Our Future' tree planting programme in Ohariu Valley. Staff and alumni were transported out to Ohariu from Kelburn and Pipitea campuses and planted 2,500 trees over the three days. A large number of staff took this opportunity to use their Staff Volunteer day to participate in the planting.
- The University remained third equal in New Zealand and in the 401-500 band globally in the 2021 Academic Ranking of World Universities (ARWU).

- Reinforcing the University's role as a significant contributor to the local economy and community, the University sponsored the New Thinking Award at this year's Wellington Gold Awards celebrating excellence and enterprise of businesses in the Wellington Region. Held at the end of July, the Gold Awards dinner was attended by over 900 guests, including the Deputy Prime Minister Hon. Grant Robertson, Ambassadors, as well as senior business and government representatives. Wellington-based third generation Chinese New Zealander, Jessie Wong, founder of successful luxury leather goods brand, Yu Mei, was this year's New Thinking Award recipient.
- Based on the feedback from businesses, stakeholders and partners, a two-hour seminar/webinar series 'Let's Talk ASEAN' (Association of Southeast Asian Nations) has been created by the South East Asia Centre for Asia Pacific Excellence. The seminar/webinar involves a panel of three speakers providing an overview of the economies of the ASEAN region, insights into these markets, with a key businessperson sharing experience on conducting business with and in ASEAN.
- Staff from Te Herenga Waka played a prominent role in commentary on the latest Intergovernmental Panel on Climate Change report. Three of the University's professors contributed to the Panel's report—Professor James Renwick (Head of School of Geography, Environment and Earth Sciences), Professor Nick Golledge (Antarctic Research Centre), and Professor Dave Frame (Director of the New Zealand Climate Change Research Institute) and were available to discuss its findings with a range of media.
- Professor Joe Zuccarello gave his inaugural lecture *entitled The importance of seaweed in our natural world*; and Professor Richard Arnold had a well-attended inaugural with 200 people entitled *A distractable astronomer, learns some statistics*.
- Vice-Chancellor Professor Grant Guilford hosted approximately 100 alumni at a Wellington alumni function in Rutherford House where the Vice-Chancellor gave an update on the University's position followed by a presentation from Professor Rawinia Higgins on the Living Pā.
- The Victoria University of Wellington Foundation's 2020 Annual Report has been shared with the University's donor community. Hard copies were sent to our Victoria Benefactors Circle, Legacy Club, Council, and Foundation Board members. A digital version was sent to our wider donor community.
- Masters of International Relations student, John Beijen won the Wellington region tertiary Chinese Bridge speech competition in July John will represent New Zealand in the online international competitions in October.

- The Wellington International Leadership Programme has partnered with the Awesome Women Network and the Embassies of France and Mexico to deliver an event 'Gender Equity in Health in Aotearoa New Zealand'. This is a localised action as part of the Generation Equality Forum, a global gathering for gender equality convened by United Nations Women and co-chaired by France and Mexico.
- The Wellington Student Learning Centre at Capital Normal University (CNU) officially opened at the beginning of August, providing our students who remain in China due to COVID-19 border restrictions the option of joining classmates on campus at one of China's top universities, located in central Beijing. Thirty-five (35) of our students in China have taken up the Learning Centre opportunity and are now based at CNU for the remainder of Trimester 2.
- The Confucius Institute ran a Composer Workshop for over 30 New Zealand School of Music students on traditional Chinese musical instruments to help prepare and encourage them to enter the 2021 China Crossing Composition Competition. Previously the Confucius Institute worked with the Central Conservatory of Music in Beijing to produce educational videos on four main instruments that are in the Confucius Institute Collection held in New Zealand School of Music's (NZSM) Asia-Pacific Collection. The competition closes at the end of August and results will be announced in September.
- University News, the staff newsletter published each Wednesday, continues to be well-read with our newly introduced section profiling staff, becoming one of the most popular items. This section profiles staff from throughout the University with recent articles introducing Lionel Taito-Matamua, the Pasifika engagement adviser Office of the Assistant Vice-Chancellor (Pasifika), and his fundraising for Leukaemia and Blood Cancer New Zealand; Clare Moleta, an administrator at the University's International Institute of Modern Letters (IIML), and the publication of her debut novel Unsheltered; and Alistair Alcock, a library assistant in the Client Services team, and his community contributions.
- The Communications and Marketing Group is currently recruiting for a Poutaki, Communications Advisor—Māori to assist in producing content and communication materials with a Māori focus, support key projects led by the Office of the Deputy Vice-Chancellor (Māori), and provide advice to ensure our communications are appropriate for Māori.
- School of Linguistics and Applied Language Studies Professor John Macalister has completed the design and delivery of an online teacher training course for English language teachers in Vietnam. This course will be made available to 60,000 teachers. The project was jointly funded by the National Foreign Languages Project and New Zealand Trade and Enterprise.

- Faculty of Humanities and Social Sciences lectures Dr Shin Takahashi and Dr Grant Jun Otsuki hosted a recent North Asia Career and Study Network (formerly the Japan Career and Study Network) event with the support of the North Asia Centre for Pacific Excellence. Special guests Tony Boot of BTM Marketing and Erin Duncan of Ministry of Foreign Affairs and Trade discussed their extensive experiences in business and government in Japan and South Korea before a group of nearly 50 attendees.
- Computational Media Innovation Centre provided Real-time Extended Reality (XR) technology to live-stream the k-pop concert of the K-festival using multiple 360° cameras along with the live visual effect. K-festival is the largest Korean Kiwi community event in New Zealand. Several VIPs attended the festival, including Minister Hon Phil Twyford and seven MPs from the Labour and National parties. The Centre provided its augmented virtual teleportation platform to allow those who couldn't attend in person to feel part of the K-Festival regardless of their physical location, through their virtual teleportation technology.
- Wellington School of Business and Government Professor John Creedy has been made a Distinguished Fellow of the NZ Association of Economists.
- Wellington School of Business and Government Master of Professional Economics graduand, Gabrielle Armstrong-Scott has secured a fellowship to study at Harvard Kennedy School.
- Associate Professor Dean Knight recently gave evidence to Canada's House of Commons committee on Health, as part of its inquiry into the COVID-19 pandemic. Committee members were interested to hear about legal and democratic aspects of New Zealand's response, especially how that contributed to stamping out the virus and bolstered legitimacy of our government's action.
- Professor Petra Butler organised for a group of 20 students to attend a discussion about human rights and diplomacy in the context of Bringing Europe to the Law School. This is a series of events in partnership with the Diplomatic Corps giving our students an insight into society, politics, culture, and the legal systems of European Union nations. Students were invited to the Ambassador of the Kingdom of the Netherlands, Her Excellency Mira Woldberg's residence. The theme of the discussion, led by current students Bridgette Chisnall and Jono Sylvester, was human rights and diplomacy with an emphasis on climate change.

- In July, the Pasifika Science, Technology, Engineering, and Maths (STEM) space was officially opened. The opening was hosted by Dame Winnie Laban and attended by the Dean of the Wellington Faculty of Engineering, Professor Dale Carnegie, Deputy Pro Vice-Chancellor of Science, Health, Engineering, Architecture and Design Innovation, Dave Harper, Provost Wendy Larner, and Dean of the Wellington Faculty of Architecture and Design Innovation, Professor Marc Aurel Schnabel.
- Five graduates from the Wellington Faculty of Architecture and Design Innovation are finalists for the 2021 Designers Institute of New Zealand Best Design Awards. The awards will take place later this year.
- Bachelor of Design Innovation student Sophia Neill has won the A' Design Awards—Wearable Technologies Design Award for her COVID-19 resilience related ring 'Czero'. 'Czero' is a wearable device that vibrates when the user's hand is near their face, reminding them not to touch it, reducing transmission of contagious infections notably.
- Professor Mark Hickford has collaborated on and contributed to the book by Robert Joseph and Richard Benton (General Editors) called *Waking the Taniwha—Māori Governance in the 21st Century*. This book is a comprehensive analysis of the manifestations, complexities, and challenges arising out of the development of Māori governance structures in a post-Treaty of Waitangi settlement period. As well as bringing together the many elements that feed into the governance of Māori corporate entities, the text highlights key principles and best practices of Māori corporate governance. Professor Catherine Iorns Magallanes also contributed two chapters, one of which was co-written by University Council member, Rhianna Morar.
- The Annual Lecretia Seales Memorial Lecture in Law Reform with guest speaker Dr Warren Young QSO was held in August and well attended. Lecretia was an alumna of the Faculty of Law and a law reform advocate who worked closely with many members of our faculty. This memorial lecture is our way of acknowledging her work in the legal environment.
- During the July, the Paihau—Robinson Research Institute ran their second Tech Bootcamp in collaboration with Taihonoa partners, Ngāi Tahu. Thirteen (13) Ngāi Tahu students in Years 12 and 13 travelled from all around Aotearoa New Zealand to Wellington for five days of science, technology, engineering, and maths activities involving the Robinson Research Institute, Callaghan Innovation, the Ferrier Institute, the School of Engineering and Computer Science, and the School of Chemical and Physical Sciences.

Agenda Item 6

Financial report to 31 July 2021

To receive: the Financial report to 31 July 2021 (document VUWC 21/94).

To resolve: that the Financial report to 31 July 2021 be noted.



JULY 2021

SUMMARY MONTHLY PUBLIC FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	July 2021 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	118.6	114.9	3.8
Tuition Fees	75.4	71.3	4.0
Research, Commercial & Other	94.5	88.8	5.8
REVENUE	288.5	274.9	13.6
People	148.0	159.5	11.6
Occupancy	22.4	23.4	1.0
Operating	70.2	67.9	-2.3
EXPENDITURE	240.6	250.8	10.2
EBITDA	47.9	24.1	23.8
Depreciation & Amortisation	27.1	30.0	2.9
Net Interest Expense	1.1	1.0	-0.1
UNIVERSITY GROUP SURPLUS¹	19.6	-6.9	26.6
%	6.8%	-2.5%	
UNIVERSITY GROUP SURPLUS including extraordinary items²	34.0	-6.9	41.0
CONSOLIDATED GROUP SURPLUS including extraordinary items²	39.3	-4.6	43.8
%	13.4%	-1.6%	

¹ University Group excludes VUW Foundation.

² Extraordinary items includes material one off items such as insurance proceeds.

Presentation of figures rounded to nearest \$100k can lead to minor rounding differences in tables

YTD Overview

- Government Grants incl. PBRF is favourable to budget by \$3.8m mainly due to higher EFTS than budget.
- Tuition fees are favourable to budget by \$4.0m due to higher EFTS than budget.
- Research, Commercial and Other revenue is favourable by \$5.8m mainly due to timing (including timing of research activity offset by higher research costs) and additional contracts entered into resulting in additional revenue earned.
- Total expenditure is \$10.2m favourable to budget mainly due to lower People costs as a result of a reduction in annual leave balances, timing of vacancies being filled and the ongoing hiring chill; lower Occupancy costs mainly due to timing and higher Operating costs mainly due to timing of research activity offset by lower than budgeted expenditure in some areas.
- Depreciation is \$2.9m favourable to budget mainly due to timing of capital expenditure.
- The Consolidated Group result includes the Foundation. The Foundation is favourable to budget by \$2.8m.

CONSOLIDATED BALANCE SHEET

STATEMENT OF FINANCIAL POSITION	As At:	
	July-21 Actual	July-20 Actual
	\$m	
Cash & Cash Equivalents	139.8	109.1
Investments	53.7	45.0
Accounts Receivable & Accruals	15.9	19.4
Pre-Paid Expenses	5.3	5.4
Other Current Assets	5.5	3.7
TOTAL CURRENT ASSETS	220.2	182.6
Property, Plant and Equipment	958.2	979.3
Intangibles	5.4	8.0
Investments in Related Parties	2.7	7.0
TOTAL NON-CURRENT ASSETS	966.3	994.2
TOTAL ASSETS	1,186.6	1,176.8
Accounts Payable & Accruals	51.8	61.8
Revenue in Advance	125.0	122.8
Bank Borrowings Current	-	36.0
Employee Entitlements	16.0	19.6
Current Liabilities - Other	2.0	7.2
TOTAL CURRENT LIABILITIES	194.8	247.3
Non-Current Liabilities - Other	(0.0)	0.2
Employee Entitlements	23.1	25.5
Bank Debt	36.0	10.0
TOTAL NON-CURRENT LIABILITIES	59.1	35.7
TOTAL LIABILITIES	253.9	283.0
NET ASSETS	932.7	893.8
Accumulated Surplus	445.8	448.0
Share Capital	39.3	(1.1)
Other Reserves	447.7	446.9
TOTAL COMMUNITY EQUITY	932.7	893.8
TOTAL LIABILITIES & COMMUNITY EQUITY	1,186.6	1,176.8

Presentation of figures rounded to nearest \$100k can lead to minor rounding differences in tables

Agenda Item 7

Reports from Committee Chairs

To receive:

Reports from Committee Chairs:

- Te Aka Matua Committee, 2 August 2021
- Finance Committee, 16 August 2021
- Audit & Risk Committee, 16 August 2021
- Academic Board report, 24 August 2021 and 20 July 2021 (document VUWC 21/95).

To resolve:

that the reports from Committee Chairs be noted.



**TE KŌMITI O TE AKA MATUA
MĀORI ADVISORY COMMITTEE**
(a committee of Council)

Minutes of the Meeting of Te Kōmiti o Te Aka Matua
held **on Monday, 2 August 2021 from 3.00 pm to 4.35 pm**
in the Victoria Room, Level 2, Hunter Building, Kelburn Campus

PRESENT:

Ms Cath Nesus (Council Member and Chair)
Professor Grant Guilford (Vice-Chancellor)
Professor Rawinia Higgins (Committee Member/DVC Māori)
Mr Safari Hynes (Ngāi Tauira Member)
Ms Tiana Jakicevich (Council Member)
Ms Kim Skelton (Committee Member)
Dr Di McCarthy (Pro-Chancellor)
Ms Rhianna Morar (Council Member)
Mr Neil Paviour-Smith (Chancellor)

APOLOGIES:

Ms Caroline Ward (Secretary to Council)
Ms Katelynne Potiki-Clune (Ngāi Tauira Member)
Sir Matiu Rei (External member)

IN ATTENDANCE:

Ms Linda Bowden, Executive Assistant to DVC Māori
Professor Mark Hickford, Pro Vice-Chancellor and Dean of Law
Associate Professor Meegan Hall (Assistant Vice-Chancellor,
Mātauranga Māori)

21.21 KARAKIA

Noted: that the Chair, Ms Nesus, led the Karakia.

21.22 WELCOME and APOLOGIES

- Noted:**
- 1 that the Chair welcomed everyone to the meeting and confirmed that Professor Mark Hickford would attend at 4 pm to speak on the NZ Legal Council's resolution to include Te Ao Māori in all core Law School papers.
 - 2 that apologies had been received from Katelynne Potiki-Clune and Sir Matiu Rei.
- Resolved:** that the apologies from Katelynne Potiki-Clune and Sir Matiu Rei be sustained.

Guilford/McCarthy
Carried

21.23 DISCLOSURES OF INTERESTS

- Received:**
- 1 the Council disclosures of interests register.
 - 2 the disclosures of interest listing for Professor Rawinia Higgins.
 - 3 the disclosures of interest listing for Ms Kim Skelton.

Noted: that there were no further disclosures of interest.

21.24 MINUTES OF THE MEETING HELD ON 17 MAY 2021

Resolved: that the public Minutes of the meeting held on 17 May 2021 be approved.

Higgins/Jakicevich
Carried

21.25 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

- To resolve:**
- 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 6-10.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	
Confidential Minutes of the meeting held on 17 May 2021	s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
Report on Māori student experience	s 9(2)(b)(ii), s 9(2)(a), s 9(2)(i)	LGOIMA S48(1)(a)(ii)
Te Tiriti o Waitangi at Te Herenga Waka – Victoria University of Wellington	s 9(2)(b)(ii)	LGOIMA S48(1)(a)(ii)
Quarterly review of business performance	s 9(2)(b)(ii), s 9(2)(i)	LGOIMA S48(1)(a)(ii)
Chair report on items arising from previous Council meetings	s 9(2)(b)(ii)	LGOIMA S48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Committee Chair and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Paviour-Smith /Morar
Carried



FINANCE COMMITTEE
(A committee of Council)

Minutes of the Finance Committee meeting
held on Monday, 16 August 2021 at 1.30 pm
in the Victoria Room, Level 2, Hunter Building, Kelburn Campus, Wellington

MINUTES

- PRESENT:** Mr Alan Judge, Chair
Professor Grant Guilford, Vice-Chancellor
Dr Dianne McCarthy, Pro-Chancellor
Ms Rhianna Morar, Council Member
Mr Neil Paviour-Smith, Chancellor
- APOLOGIES:** Professor Brigitte Bönisch-Brednich, Council Member
- IN ATTENDANCE:** Mr Mark Loveard, Chief Operating Officer
Mr Les Montgomery, Chief Financial Officer
Mr Lincoln North, Senior Project Manager
Mr David Stevenson, Director, Property Services
Ms Rhonda Thomson, Pou Hapai - Senior Adviser
Ms Caroline Ward, Secretary to Council

21.29 WELCOME AND APOLOGIES

Noted: that the Chair welcomed everyone to the meeting and advised that an apology had been received from Professor Brigitte Bönisch-Brednich who was on leave.

Resolved: that the apology from Professor Brigitte Bönisch-Brednich be sustained.
Judge/Morar
Carried

21.30 DISCLOSURE OF INTERESTS

Noted: that the Disclosure of interests' register had been circulated with the meeting documentation. There were no additional disclosures of interest by members of the Committee.

21.31 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 5 JULY 2021

Resolved: that the public Minutes of the Finance Committee meeting held on 5 July 2021 (Minutes 21.20-21.23) be confirmed.
McCarthy/Guilford
Carried

21.32 RESOLUTION CONCERNING EXCLUSION OF THE PUBLIC

- Resolved:** 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 11.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	
5. Minutes of the previous meeting held 5 July 2021	s 9(2)(b)(ii)	LGOIMA, s48(1)(a)(ii)
6. Chief Financial Officer's Report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
7. Domestic Tuition fees – 2022	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. Student Services Levy – 2022	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. Living Pā update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
10. Accommodation initiative update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
11. Fale Malae status update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Committee Chair and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Judge/Guilford
Carried



AUDIT AND RISK COMMITTEE
(A committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 10 am to 12.30 pm on Monday, 16 August 2021
in the Victoria Room, Level 2, Hunter Building, Kelburn Campus, Wellington

- PRESENT:** Mr John Allen, Council Member and Chair
Professor Grant Guilford, Vice-Chancellor
Professor Kate Hunter, Council Member
Ms Tiana Jakicevich, Council Member
Dr Dianne McCarthy, Pro-Chancellor
Mr Neil Paviour-Smith, Chancellor *absent from 11.20 am to 12.05 pm*
Mr James Te Puni, Council Member
- APOLOGIES:** Nil
- IN ATTENDANCE:** Professor Stuart Brock, Vice-Provost (Academic)
Mr Stu Haselden, Director Digital Solutions
Professor Wendy Larner, Provost
Mr Mark Loveard, Chief Operating Officer
Mr Les Montgomery, Chief Financial Officer
Mr Phil O'Connell, Director, Safety Risk Assurance
Ms Vanessa Pye, Director, Titoko Centre for Student Success
Mr Cyrus Ranchod, Student Success Programme (SSP) Programme Director
Mr Kevin Rowlatt, Associate Director, Mauri Ora (Student Health)
Ms Caroline Ward, Secretary to Council
- AUDITORS:** Mr David Borrie, EY
Mr James Rees-Thomas, PriceWaterhouseCoopers

21.34 WELCOME and APOLOGIES

- Noted:**
- 1 that the Chair welcomed everyone to the meeting.
 - 2 that Mr Paviour-Smith advised that he would be absent for part of the meeting due to a personal appointment.
 - 3 that there were no apologies.

21.35 DISCLOSURES OF INTERESTS

- Received:** the Council disclosures of interest register.

Noted: that there were no further disclosures of interests since the release of the meeting documentation.

21.36 MINUTES OF THE MEETING HELD ON 24 MAY 2021 AND MATTERS ARISING

Noted: that there were no matters arising from the public session of the meeting held on 24 May 2021.

Confirmed: the Minutes of the meeting held on 24 May 2021 (Minutes 21.17-21.20).

Hunter/Allen
Carried

21.37 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 17.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
5. Minutes of previous meeting held on 24 May 2021	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Risk discussion: Achieving the Digital roadmap	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA s48(1)(a)(ii)
7. ITS Security and Cyber Risk report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
8. Counselling Services update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
9. Academic Audit introduction	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)

10. Payroll remediation update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
11. Student Success Programme (SSP)	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
12. External Audit Plan (EY)	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
13. Property Dashboard	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
14. Te Puni Village investigations	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
15. Risk and Audit update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
16. Internal Audit plan: June-December 2021	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
17. Auditors' only session	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Committee Chair and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Paviour-Smith/Hunter
Carried



COUNCIL PAPER

TO	Members of Council
FROM	Wendy Larner, Provost
AUTHOR	Claire Williams, Executive Officer, Academic Board
DATE	27 August 2021
SUBJECT	Report of the Academic Board meeting held 24 August
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/95

Executive summary

This memorandum is to advise the Council on the substantive items discussed at the 24 August 2021 Academic Board meeting (the minutes have been provided separately).

This meeting was conducted via zoom during COVID-19 alert level 4.

Items Brought forward to Part A

No items were brought forward from Part B to Part A.

Oral report from the Vice-Chancellor

Professor Guilford provided a University COVID-19 update to the Board including the advice from the Ministry of Health that positive COVID-19 cases connected to the University posed no risk to the University and that as a result there are no locations of interest from our campus. The University communications and response to the latest alert level change have worked quickly and well.

Oral Report from the Provost

Professor Larner and Professor John Randal will be co-leading a HoS workshop on 28 August to discuss the embedding of the new Teaching Intensive Pathway. Work on the Student Success Programme is progressing with Phase two of the organizational change about to commence and due diligence underway on the technology components prior to build.

A gap analysis is currently underway in response to the requirements within the new Student Pastoral Care Code that will come into effect in 2022. The business case for a new Learning Management System has been approved by SLT and is progressing to the Requests for Proposals stage. At a national level, membership selection for the PBRF Sector Reference Group is underway.

Oral Report from the Vice Provost (Academic)

Unfortunately, COVID-19 has meant cancellation of the 2021 Open day; however, contingency planning meant we could pivot quickly to some online activities and respond to registrants. Likewise, other student services remain functioning in an online capacity. Members were updated on policies out for consultation, progress in the Undergraduate Curriculum Framework that is currently looking at the graduate profile, and changes to aegrotat processes. There was discussion regarding the 2021 Provisional Admission students including the level of support provided and their progress. Staff were asked to inform students of the availability of the Student Hardship Fund.

Oral Report from the Vice Provost (Research)

Two new staff were welcomed to the Research Office in the roles of Director and Research Development Leader Māori. The Dean FGR, in consultation with the FGR Board, is currently working on a proposal to move oversight of all thesis students to FGR. This proposal will come to the September Academic Board for discussion. The Future Pathways paper from MBIE will be released shortly and will outline proposals for the future of the research sector, including closer collaboration between Universities and Crown Research Institutes (CRIs).

Provost's Forum: a discussion on Academic Integrity

The increase in the use of online assessment has brought with it challenges for maintaining academic integrity across the whole of the international higher education sector. Prompted by a request from two Academic Board members, Professors Lerner and Brock were able to take the opportunity to provide an update on the work that is currently underway in this area. Initiatives discussed included the review of the Student Conduct Statute, plans for revising the procedures for handling misconduct cases, development of a proposed Academic Integrity Policy and procedures for Improving Academic Practice Procedure (IAP), review of the Academic Misconduct Register (AMR), looking at alternate modes of assessment, investigation of invigilation software, and implementation of the educative approach with less emphasis on punitive measures. The discussion included input from students and staff, and covered aspects such as training, culture, support, technology, and wellbeing.

The Vice-Chancellor resolved that academic integrity will be a fixed item on the agenda for the remaining 2021 Academic Board meetings.

Discussion: International rankings strategy

Dr Matthew O'Meagher, in his capacity as Principal Advisor International Reputation, and Rankings Analyst Katy Miller explained the current approach to improving our position in international rankings. These included focusing resources on selected subjects and an increased emphasis on the Times Higher Educational Impact rankings rather than the traditional university rankings. The impact rankings have better alignment with the University values and the activities we are engaging in that lead to progress in the Sustainable Development Goals - the focus of the ranking. It is believed the goals represented by the Times Higher Educational Impact rankings are also valued more by students.

Other matters

- Parts A and B of the 20 July 2021 minutes were confirmed pending an addition to item 54.21.
- 4 non-CUAP proposals summarised in the Academic Committee report were approved.
- The one proposal approved by the Committee at its 03 August meeting was noted.
- The 2022 Academic Programme Review Schedule was noted.

Attendance

105 members attended the 24 August 2021 meeting and 29 non-members were in attendance. Membership is 238 at present.



COUNCIL PAPER

TO	Members of Council
FROM	Wendy Larner, Provost
AUTHOR	Claire Williams, Executive Officer, Academic Board
DATE	23 July 2021
SUBJECT	Report of the Academic Board meeting held 20 July
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/95

Executive summary

This memorandum is to advise the Council on the substantive items discussed at the 20 July 2021 Academic Board meeting (the minutes have been provided separately).

Items Brought forward to Part A

No items were brought forward from Part B to Part A.

Oral report from the Vice-Chancellor

Professor Guilford provided an EFTS update noting that EFTS remain at 952 ahead of the same period last year. International EFTS are 494 behind this time last year; however, this is well ahead of the budget forecast. There is still considerable risk for the ability to increase international EFTS in 2022.

An education forum was held in Auckland last week in which Minister Chris Hipkins reiterated the important contributions of international education to New Zealand; however, he also noted the complexities that contributed to the decision making around border openings that make it unlikely that borders will open widely in 2022.

The Student Pastoral Care Code was released last week. Whilst the report outlines nothing we are not already doing, some shared responsibility statements present challenges. A working group will be established to assess the requirements.

Professor Larner has been appointed co-chair of the PBRF Sector Reference Group that will be established to work through implementation of PBRF 2025.

Thanks to Andrew Wilks, for organizing a successful three days of planting trees for 'Growing Graduates'. Approximately 300 staff, students and Alumni were in attendance.

Oral Report from Tumu Ahurei (Deputy Vice-Chancellor, Māori)

Māori student enrolments sit at 1,980 EFTS, or 11.9% of our domestic student population, and 177 EFTS ahead of the same period last year. A new Māori staff member, Fran Kewene has been employed as a lecturer in the School of Health. In addition, a new Associate Dean (Māori) role has been created in the Faculty of Health, and recruitment to the role is currently underway.

Ngā Pae o Te Māramatanga has provided \$126K in funding for a project called Kei rite ki te huia that explores how the principles underpinning the Living Building Challenge intersect with mātauranga Māori, te taiao and the tikanga of the Living Pā.

On 9 July, the Office of the DVC Māori hosted Taranaki Tū Mai ki Te Herenga Waka, an event which connected our Taihonoa partners from the Taranaki region with tauira Māori who are whakapapa to that area. The event provided students with an opportunity to learn about the latest iwi kaupapa, find out information about Taihonoa grants, scholarships and internships, and to connect with other tauira Māori. A similar event was held for Ngāti Maniapoto tauira.

Oral Report from the Vice Provost (Academic)

The three CUAP Round One proposals have all been approved and signed off by CUAP.

The self-review phase of the Academic Audit continues to progress with good engagement across the University. Several Guidance Statements have now been drafted and have been submitted to the Learning and Teaching Committee and to SLT for further comment.

70% of the approximately 170 Provisional Admission students successfully met the requirements to continue into Trimester 2 which is comparable to other student cohorts.

The Scope for the Curriculum Framework Project is agreed, and a project team is in place to deliver the work and a governance group has been established.

An organisational change initiative has been developed to shift student wellbeing services to respond better to pastoral care obligations and align with SSP changes.

Professor Guilford expanded on some of the detail from the Government's COVID-19 Response Urgent Management Measures Legislation Bill. Dual mode delivery is our response to the requirements, but the option for Deans to make pedagogical exemptions should provide some flexibility.

Tribute to Professor Frazer Allan

Professor Guilford acknowledged the sad passing of Professor Frazer Allan who suffered a sudden heart attack in Sydney last month. Unfortunately, funeral arrangements have been affected by COVID-19, but it is hoped the body will soon be returned to New Zealand. A funeral will be held in Wellington and memorial services will be held at the University, at Sydney University and at Massey University.

Provost's Forum: a discussion on Air Travel Minimisation post Covid-19

Professor Guilford and the Director, Sustainability Office, Andrew Wilks led a discussion on Air Travel Minimisation post Covid-19. Since the pandemic the closed borders have seen air travel volumes, and the associated carbon emissions, reduced by 40%. The discussion centered on ways to continue similar behaviour and encourage less air travel in the future.

Suggestions included developing expertise in hosting our own quality online conferences, alternative uses for conference funding that encourages research, incentivizing domestic conference travel on public transport, and bundling conference travel with other activities.

CUAP Round Two proposals

Three proposals were on the agenda and were subsequently endorsed for submission to CUAP. The Wellington Faculty of Architecture and Design Innovation introduced a new Game Design major and a minor in Photographics. The Wellington School of Business and Government introduced a minor in Business Ethics and Sustainability Management.

Other matters

- Parts A and B of the 22 June 2021 minutes were confirmed.
- 17 non-CUAP proposals summarised in the Academic Committee report were approved.
- The two proposals approved by the Committee at its 29 June meeting were noted.

Attendance

69 members attended the 20 July 2021 meeting and 12 non-members were in attendance. Membership is 235 at present.

Agenda Item 8

Media and Social media report

To receive: a Council paper from the Vice-Chancellor dated 27 August 2021 providing a Media and Social media report (document VUWC 21/96).

To resolve: that the Media and Social media report be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Vice-Chancellor, Professor Grant Guilford
AUTHOR	Vice-Chancellor, Professor Grant Guilford
DATE	27 August 2021
SUBJECT	Media and Social Media Report
DOCUMENT #	VUWC 21/96

Executive Summary

This report captures high-level issues and themes in media coverage for the period from 12 July to 22 August 2021.

Research

A newly released study by researchers at Te Herenga Waka and University of Waikato, led by Associate Professor Rebecca Priestley, highlights the need to better communicate the actual scale and rate of sea-level rise. This was covered by the New Zealand Herald, Stuff, and The Conversation.

Radio New Zealand, SciBlogs, Stuff and the Otago Daily Times reported on PhD candidate Sarah Lamar's research, which revealed that tuatara sperm are the speediest so far discovered in the reptile world.

Dr Simon McCallum spoke to NewsHub about the software used as part of New Zealand's online MIQ booking system.

Jim McAloon wrote an opinion piece for the Guardian about the 30-year anniversary of the widespread protests across New Zealand against the 1981 South Africa rugby tour.

Dr Eddie Clark spoke to TVNZ's Breakfast show about the proposed conversion therapy bill, which recently had its first reading in Parliament. Dr Clark also wrote a piece for The Conversation about the proposed criminalisation of hate speech.

Professor James Renwick provided commentary to Stuff about how heavy rainfall will become the norm as the globe continues to warm. Dr Judy Lawrence was featured in a similar article, following heavy flooding across New Zealand, saying that New Zealand needs a more proactive approach to dealing with natural disasters. Both Professor Renwick and Dr Lawrence spoke to Radio New Zealand about flooding in Buller and Marlborough.

Luamanuvao Dame Winnie Laban spoke at the Pacific hearing of the Abuse in Care inquiry, and her comments were published by Stuff.

In a piece for Interest.co.nz, Professor Arthur Grimes accused the New Zealand Government and the New Zealand Reserve Bank of using the inflation targeting approach he designed in the late 1980s to engineer a 'wellbeing disaster'.

Dr Lati spoke to Radio New Zealand and explained the strength of the Samoan traditional systems in light of their recent political crisis.

Associate Professor Maria Bargh spoke to Stuff as the Māori Electoral Option review gets underway in New Zealand.

Dr Trevor Bradley discussed, in a piece published by Stuff, the potential use of sponge bullets by police in New Zealand, stating that there needs to be more rules around their use.

In Stuff, Guy Marriage proposed that building homes on stilts could be a good solution to dealing with more frequent flooding.

Belinda Storey investigated, for Radio New Zealand, the impact of extreme weather events on decisions to invest in New Zealand infrastructure, as a result of climate change.

Dr Max Rashbrooke wrote an opinion piece for Stuff about the uncompetitive supermarket duopoly in New Zealand.

University updates

Publicity for the world's first extended reality concert at K-Festival, NZ's biggest festival of Korean culture led to Dr Taehyun Rhee being interviewed on One News about the technology used, which was developed at the University's Computational Media Innovation Centre (CMIC).

Vice-Provost (Academic) Professor Stuart Brock provided comment to multiple media outlets about the University's approach to dealing with students seeking extensions for assessments, after claims students are pretending to have mental health issues.

Student communications

During the reporting period, three issues of Whītiki—the University’s student e-newsletter—were sent to all enrolled students. The newsletters were opened by between 50 and 60 percent of students.

Students Ella Flavell and Lily Lewis spoke to Radio New Zealand’s Saturday morning programme to explain their campaign to make 16 the voting age in New Zealand.

Social media summary

Facebook

Since the last update, the University has published 28 posts, which gained over 5.1 million impressions and more than 38,000 engagements (reactions, comments, shares, or link clicks).

The most popular post of the period was the University’s first post about the vaccine rollout at Mauri Ora (Student Health and Counselling). This post reached over 18,700 people, and received more than 550 post clicks, reactions, comments, and shares.

The next most popular post encouraged future students to apply for 2022 accommodation in our halls of residence. The post reached more than 18,000 people and received more than 840 post clicks, reactions, comments, and shares.

A post sharing a myView student blog post by Lewis Clareburt, who competed in the Tokyo Olympics, was the third most popular post. This post reached more than 16,300 people and received more than 585 post clicks, reactions, comments, and shares.

Twitter

During the period, the University’s Twitter account published 81 tweets. These gained more than 181,000 impressions (the number of times our posts were displayed to our audience) and 2,899 engagements—including likes, retweets, and replies. The links shared on tweets during the period were clicked a total of 843 times.

The top tweet of this period was to an opinion piece published on Newsroom by Dr Michael Johnston and Dr James Kierstead, which explored why New Zealand’s hate speech legislation is flawed. The tweet made more than 63,700 impressions and received 1,600 engagements.

The second top-performing tweet linked to an article published by Newsroom about research Dr Matthew Castle hopes to undertake about New Zealand’s history of free trade agreements. The tweet made more than 3,990 impressions and received 39 engagements.

Another top-performing tweet linked to a piece published on Newsroom, which focuses on Dr Mike Joy’s insights about ‘dodgy’ water statistics in New Zealand. The tweet made more than 3,600 impressions and received 29 engagements.

LinkedIn

The University published 48 posts over the reporting period, making more than 259,000 impressions, gaining more than 5,400 engagements, with more than 3,940 clicks on links shared.

A post providing an update on the Living Pā was the most popular of the reporting period. This post reached over 20,000 people and received 268 reactions, three comments, and 602 post clicks.

The second top-performing post was a profile piece about alumna Kate Yesberg, who has spent much of her career in law reform, but has recently discovered a passion and talent for painting. This post reached more than 16,300 people, and received 186 post clicks, and 583 reactions.

A post about an academic staff member from Te Kura Tātai Hauora—School of Health who, alongside researchers from Otago Polytechnic, has been awarded funding to inform future policy direction for pregnant trans, non-binary and takatāpui people was the third top post on LinkedIn during this period. This post reached more than 12,000 people and received 60 post clicks and 335 reactions.

Instagram

Our audience grew by 74 followers on Instagram, with 100 pieces of content—a mix of posts and Instagram story content—uploaded to the channel during the reporting period. These posts received more than 2.6 million impressions and over 5,400 engagements (likes, comments, saving the posts).

The most popular post was a photo of a group of dogs sitting outside Old Government Buildings. This photo received more than 1,670 likes, 11 comments, and was saved by 37 users.

Another popular post was an image encouraging future students to apply for 2022 accommodation in our halls of residence. This photo received more than 1,000 likes, nine comments, and was saved by 20 users.

Agenda Item 9

Forthcoming Events and next Council meeting

To receive: a Council Paper from the Secretary to Council dated 31 August 2021 listing Forthcoming Events (document VUWC 21/97).

To note: that the next meeting of Council will take place on Monday, 18 October 2021 at 9.00 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

To resolve: **that the Council Paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 18 October 2021 be noted.**



COUNCIL PAPER

FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	31 August 2021
SUBJECT	Forthcoming Events for August/September 2021
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/97

Executive Summary

Council members are welcome to attend the following events:

2021

Event	Event Date	Timing/Venue	Description
Inaugural Lecture – Professor Joel Colón-Ríos	Tuesday 7 September	Government Buildings, (GBLT1), 6-7pm	Professor Joel Colón-Ríos from the Faculty of Law will discuss how the concept of sovereignty is crucial to understanding one of the main questions of constitutional theory: how can constitutions serve as instruments of popular self-rule?
Te Wiki o te Reo Māori - short daily webinars.	Week of the 15 September	10am for 15 minutes each day.	Get involved with Te Wiki o te Reo Māori 2021 by learning te reo Māori from our very own Te Herenga Waka—Victoria University of Wellington staff. Sign up to one or more using the link below. https://vuw.zoom.us/webinar/register/WN_bDxQGjb_Qb-JUkTXB-n-aq
A Living Pā Reception	Wednesday 15 September	Murphy Overbridge, 5.30pm – 7pm	Join Professor Grant Guilford and Professor Rawinia Higgins during Te Wiki o Te Reo Māori week to connect and share updates on the exciting Living Pā project.
Inaugural Lecture – Professor uKate Hunter	Tuesday 21 September	Hunter Council Chamber, 6-7pm	Kate Hunter is a Professor of History in the School of History, Philosophy, Political Science and International Relations. She is also a Council Member.

Event	Event Date	Timing/Venue	Description
Blues Awards	Tuesday 28 September	Hunter Council Chamber, 5.30pm – 8pm	This award ceremony celebrates and recognises the achievements of our sporting elite. Student athletes, administrators, coaches and sporting clubs will be awarded Blues Awards for their achievements over the past 12 months.
Inaugural Lecture – Professor Samantha Owens	Tuesday 5 October	6-7pm, Venue TBC	Samantha Owens is Professor of Musicology at Te Kōkī – New Zealand School of Music in the Faculty of Humanities and Social Sciences.
Victoria University of Wellington, Legacy Club Annual Reception	Wednesday 6 October	Hunter Council Chamber, 5.30pm – 7.30pm	This reception acknowledges members of the Victoria Legacy Club who have left gifts in their will to the University. Thanks will be given to new members and acknowledgement given to those who have passed during the previous year.

Upcoming November/December Graduation dates

Event	Event Date	Venue	Timing and Description
Graduation	Monday 29 November	Michael Fowler Centre	Parade – 12 noon from the Law School Ceremony 1 – 1.30pm – Wellington Faculty of Architecture and Design and Faculty of Law Ceremony 2 – 6pm – Wellington Faculties of Engineering, Health and Science
Graduation	Tuesday 30 November	Michael Fowler Centre	Ceremony 3 – 1.30pm – Wellington School of Business and Government Ceremony 4 – 6pm – Wellington Faculties of Education and Humanities and Social Sciences.
Graduation – Te Hui Whakapūmau	Wednesday 1 December	The Hub, Kelburn Campus, 9.30am	Ceremony 5 – 9.30am
<i>Distinguished Alumni Awards Celebration</i>	<i>Wednesday 1 December</i>	<i>TBC</i>	<i>More information to come.</i>

Agenda Item 10

Conferment of Qualifications

To receive: the list of degrees, diplomas and certificates granted on 6 September 2021 (document VUWC 21/98).

- To resolve:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 21/98 and that their names be entered on the Roll of Graduates on 6 September 2021.
 - 2 that a motion of congratulations be recorded.



DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 06 SEPTEMBER 2021

Doctor of Musical Arts

Eastwood, Simon David, *in Composition*

Lovell-Smith, Jasmine Chara Wycoff, *in Composition*

Doctor of Philosophy

Amankwaa, Isaac, *in Nursing*

Bachler, Birgit Maria Paula, *in Design*

Baggott, Christina Jane, *in Clinical Research*

Chan, Ming Xiao, *in Accounting*

David, Rodreck, *in Information Systems*

Dempsey, Fiona Louise, *in Forensic Psychology*

Donoghue, Daniel Hamish, *in Ecology and Biodiversity*

Eryanto, Dedy, *in Management*

Gibson, Hannah Grace, *in Cultural Anthropology*

Henderson, Gates Eleanor, *in Psychology*

Hughson, Fraser Ross, *in Chemistry*

La, Thi Van, *in Management*

Leong, Wei Ji, *in Physical Geography*

Madarbakus, Naheen, *in Applied Linguistics*

Megdadi, Omar Thaher Hasan, *in Marketing*

Morris, Lindsay Robert, *in Statistics*

Ramos Flores, Cristopher, *in Music*

Sester, Clément, *in Chemistry*

Sharma, Kanchan Mala, *in Health and Wellbeing*

Tunui, Brian Joseph, *in Māori Studies*

Yepez Placencia, Juan Pablo, *in Engineering*

WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

Master of Architecture (Professional)

Hansen, Timothy, *with Merit*

Homolja, Mitra, *with Distinction*

Sheehan, Liam Jordan, *with Merit*

Smith, Laura Jean

Master of Architectural Science (Research)

Buet, Sarah Elizabeth, *with Distinction*

Master of Design Innovation

Askey, Glen Lawrence, *with Distinction*

Urquhart, William Robert

Master of Interior Architecture

Liu, Jiaqi

Master of User Experience Design

Bahar, Bonnie, *with Merit*
Black, Alexia Marie, *with Merit*
Braddon-Parsons, Alana Marie, *with Distinction*
Brody-Popp, Andrew John
Chan, Abigail Daysh Gok Wan, *with Distinction*
Chen, Ching-Hwa, *with Distinction*
Davis, Paloma Rose Magee, *with Merit*
Falconer, Ellen Therese
Herbert, Caroline Valerie, *with Distinction*
Li, Yixiang, *with Merit*
Liu, Yisha, *with Distinction*
Ngaia, Tyler Mitikakau, *with Merit*
Ngaro, Shalom, *with Merit*
Oxenbridge, David Peter, *with Merit*
Paredes, Nadine Tionson, *with Merit*
Parker, Eleanor Jane
Petrie, Georgia Holland, *with Distinction*
Sanson, Catherine Nina, *with Distinction*
Scheid, Katherine Colvin Hecker, *with Distinction*
Toleutayeva, Bibigul, *with Distinction*
Yap, Jia Wen, *with Distinction*
Yoshinari, Rei Christian, *with Distinction*

Master of Landscape Architecture

Harrington, Jack Christopher

Bachelor of Architectural Studies

Anggady, Raydita
Bocock, Natalie Lara
Kim, Jong Eun Rosemary
Yanagihara, Rena

Bachelor of Building Science

Friel, Laura Elizabeth
Gonouya, Leeroy Taniwa
Hunt, Alexander Gordon

Bachelor of Design Innovation

Cogger, Aidan Leonard
Dhanjee, Bhaveena
Goldfinch, Benjamin Chetwin
Marshall, Taylah Jane
Walker, Laura Yvonne
Yu, Mingyuan

Postgraduate Diploma in Architecture

Wilson-Harding, Chantz Donald

Postgraduate Certificate in Designed Environments

Vaisigano, Michael David, *in Architecture*

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Executive Master of Business Administration

Barber, Mark, *with Merit*
Bristol, Amanda Jean, *with Merit*

Cooper, Helen Joy, with Merit
Uljas, Kadri, with Distinction
Wikeepa, Anita Keran

Master of Applied Finance
Gowda, Chandra Borayya

Master of Commerce
Lee, Jaegon, in Economics
Scott, Graham William, in Management with Merit
Wong, Gabriel Hai Liang, in Finance

Master of Global Business
Totorea, Daniel, with Merit

Master of Global Management
Poum, Chansocheata, with Merit

Master of Information Management
Kaur, Ramandeep

Master of Information Studies
Yuen, Krista Amber, in Library Science with Merit

Master of Professional Accounting
Dong, Jiaomeng
Du, Zhen
Gao, Yanjie
Liu, Zhihan
Mathur, Ankur
McDonald, Kimberley Tansey, with Distinction
Paine, Sophie Eleanor, with Merit
Rahul Vishwanathan
Santos, James Irwin Suico
Sharikkal, Neeraj Damodharan
Wang, Yingzhou
Wu, Sijie
Zhang, Jiayuan

Master of Professional Business Analysis
Lallu, Kittida, with Distinction

Master of Public Management
Firmansyah
Iro, Marcellina Loe, with Merit
Kaoa, Isabella Julia, with Merit
Komara, Asty Nuraini, with Merit
Oliveira, Floriana Domingas
Sadettan, Thepmala, with Merit
Saputra, Happy, with Merit
Swara, Christopher Clark Aditya
Tier, Jane Louise, with Distinction

Master of Public Policy
Dacara, Jodel Effin Cortez, with Distinction
Gear, Paige Taylor
Hampton, Beth Nancy Dorothy, with Merit

Indina, Hera Bugis
Molijn, Zara Rose, *with Merit*
Piosang, Tristan Lahoz, *with Distinction*
Prasetya, Bambang Utama, *with Merit*
Simcox, Olivia Mary, *with Distinction*
Tasnim, Mastura, *with Merit*
Veikoso-Laumanu, Emeline Fatai
Yulianti, Lina, *with Merit*

Master of Tourism Management
Ransfield, Adam Kirihimete

Bachelor of Commerce with Honours
Lissington, Thomas James, *with Second Class Honours (second division) in Public Policy*

Bachelor of Commerce
Ahmad Fadzil, Nur Ain Fadzilah Binti
Ahmad Khuzaimi, Ahmad Akmal Adli Bin
Ahmad Nazmi, Ahmad Farid Ridhwan Bin
Allan, Michael Joseph
Anggady, Raymond
Baksh, Mohammed Shiraz
Barclay, Fletcher Jack
Barrett Keating, Patrick Bryn
Baylis, Samuel Frank Ossian
Berry, Madeline Francis
Bruce, Lucy Anne
Cameron, Matilda May
Carter, Paterson Alan
Carter, William Nicholas
Casey-Solly, Annah Mary
Champion, Oliver Jack
Chapman, Hannah Grace
Chen, Ruihe
Coutts, Callum Grant
Crawford, Joshua Cain
Davies, Samuel Luke
Dhanjee, Bhaveena
Du Toit, Melissa
Durga, Keshika
Farrell, Keeley Anne
Fepuleai, Valentina Rimari
Forrest, Declan Andrew
Fuimaono, Muliauma Morandarlyn
Gill, Henry Jack McDonald
Gopal, Barath
Ha, Minh Nhat
Hagerty, Meg Valerie
Herdman, Matthew Brian
Hodgson, Taylor Elena
Kane, Harry Robert Hamilton
Kayikci, Metin Kenan
Krech-Watene, Cole Francis
Li, Jingrong
Li, Junhao
Marsh, Benjamin Jack
Mitchell, Kayliss Airiana Phyllis

Mohd Nasir, Nurul Asyikin Binti
Molloy, Hugo John
Monk, Connor Sean
Moore, Callum Michael
Mullins, Sasha Rose
Nguyen, Briana Simone Giac
Nguyen, Vu Thien Nga
Ou, Anna Huixin
Parish, Sarah Grace
Parmenter, Li Heng
Pattullo, Hannah Rosemary Acland
Peralta Delgadillo, Gabriela Andrea
Pretty, Benjamin John
Ranchhod, Vinesh
Rice, Tamar Dawn
Sacheun, Alec Nget
Schaaf, Grace Sela
Searle, Bradley Cameron
Shantilal, Minal Dipak
Shi, Wanyu
Singh, Krishant Dylan Raj
Smith Ballingall, Jack Logan
Staples, Dania Erin
Tasheem, Fariha Farhana
Wang, Ruimou
Ward, Ethan Adam George
Wedlock, Jackson Conner
Winterburn, Tyler Dean
Woodfield, Zoe Isabel
Wright, Benjamin Isaac
Wu, Qianyu
Young, Natasha Jade
Zareef, Mohammed
Zerafat, Kimiya
Zheng, Yinhao

Bachelor of Commerce and Administration
Stewart, Caroline Margaret

Bachelor of Tourism Management
Diamond-King, Jordan Lance
Faleafaga, Colleen Maria
Reid, Hayley Claire
Stefanski, Janek Adam
Xiao, Xiao

Postgraduate Diploma in Business Administration
Coetzee, Janet

Postgraduate Diploma in Financial Analysis
Jayakody, Sachira Pramuditha

Postgraduate Diploma in Human Resource Management
Williams, Marcella-Jane Otila

Postgraduate Diploma in Information Studies
Wigmore, Cheryl Margaret

Postgraduate Diploma in Public Management

Frost, Matthew Vincent

Graduate Diploma in Commerce

Gerrie, Kirsten Louise, *in Public Policy*

Stefanski, Janek Adam

Postgraduate Certificate in Business Administration

Savage, Daniel Paul

Postgraduate Certificate in Information Studies

Stock, Alyce May

Postgraduate Certificate in Professional Economics

Graeme, Claire Babington

Ritchie, George

Postgraduate Certificate in Public Management

Hogan, Sarah Catherine

King, Robyn Denise

Tipene, Joe Ngatote

Postgraduate Certificate in Public Policy

Boyle, Otis Lynch

Good, Eleanor Elizabeth

Greer, Zoë Alice

Le, Yen Thi

Pandey, Karuna

Saeed-Malik, Ahmad Tariq

Thurston, Joshua Philip

Wild, Kylie Tanya

Graduate Certificate in Commerce

Thompson, Carlin Hannah Maria

WELLINGTON FACULTY OF EDUCATION

Master of Education

Davis-Rae, Edward Francis, *with Distinction*

John, Anu Merin, *with Merit*

Sutcliffe, Trudi Marie, *with Distinction*

Volkova, Anna Aleksandrovna, *with Merit*

Master of Educational Psychology

Dulver, Clare Kathleen, *with Distinction*

French, Isabel Veronica, *with Merit*

Rowley, Thomas Hannay, *with Distinction*

Tait, Sarah Grace, *with Distinction*

Bachelor of Education (Teaching) Early Childhood

Hamlin, Bronte Juliet

Stuart, Heather Anne Taukiri

Walker, Caitlin Marie

Postgraduate Diploma in Education

Nandikotla, Sarah

Postgraduate Diploma in Educational Psychology Practice

Han, Sharon Minjee

Graduate Diploma of Teaching (Early Childhood Education)

Robinson, Hannah Forsyth

Worboys, Camilla Somsamai

Graduate Diploma of Teaching (Primary)

Ayo Von Thun, Tanya Isabelle

Benge, Katherine Frances

Bowers, Sharron Gayl

Bridgman, Isabel Lyndsay May

Evans, William Paul

Hemara, Elyse Tegan

McAlpine, Max Grant

Mehta, Aarti

Mulumba, Musonda Chimbala

Riley, Joanna Margaret

Smith, Zachary John

Spencer, Catherine Mollie

Graduate Diploma of Teaching (Secondary)

Aarons, Amanda Claire

Beck, Daniel Joseph

Neal, Emma Weir

Smith, Patrick Francis

Szabo, Rachel Louise

Whaanga, Gerard Cameron Ihaka

Postgraduate Certificate in Education

Wellwood, Robyn Maria

WELLINGTON FACULTY OF ENGINEERING

Master of Engineering

Markwitz, Martin, *with Distinction*

Master of Software Development

Banerjee, Biyas, *with Merit*

Branthwaite, Jack Mulcahy, *with Distinction*

Bunch, Matthew William Arthur, *with Merit*

Chakraborty, Rajashree, *with Merit*

Davy, Dylan Anderson, *with Distinction*

de Beer, Lindsey, *with Merit*

Denby, Oliver Jonathan Lambert, *with Distinction*

Eckrich, Madeline Marie, *with Distinction*

Fage, Alice Mary, *with Distinction*

Jose, Martin, *with Merit*

Le, Ha Van, *with Merit*

Lin, Ye, *with Merit*

Lowe, Walter Lennox, *with Merit*

Mhatre, Deepa Deepak, *with Merit*

Miranda, Mary-Ellen, *with Distinction*

Murphy, Benedict Arthur, *with Distinction*

Nam, Natalia, *with Merit*

Robson, Blair Dennis, *with Distinction*

Schrawat, Neha, *with Merit*

Serrao, Giuliano, *with Distinction*
Sherr, Lior, *with Distinction*
Siefkes, Zachary, *with Distinction*
Spijkerbosch, Max Anthony, *with Merit*
Thomson, Robert Haydn, *with Distinction*
Turner, Sarah Jane, *with Merit*
Withers, Lauren Isabelle, *with Merit*
Yau, Louisa Jayne, *with Distinction*

WELLINGTON FACULTY OF HEALTH

Master of Health

Fan, Qing, *in Health Policy, Planning and Service Delivery with Merit*
Mason, Christina Marie, *in Health Leadership and Management with Merit*

Master of Health Care

Poga, Priscilla, *with Merit*

Master of Nursing Science

Donovan, Renate Julie, *with Merit*
Graham, Krystle-Lee, *with Merit*
Wigram, Luke

Bachelor of Health

Lambers, Caitlin Lindesay

Postgraduate Diploma in Nursing

Dunn, Cathy Michelle

Postgraduate Diploma in Nursing Science

Burke, Caitlin Margaret
Cherian, Anju Susan
Langhorn, Tracy Michelle
Lundon, Natalie Clare
McAlpine, Nicole Christie
Pomana, Erin Mokai
Rogers, Anna
Saplagio, Imee Carmella Bandigan
Swan, Sarah Jane
Votyakova, Yulia
Whitaker, Grace Rose
Whitehead, Kerry Suzanne

Postgraduate Certificate in Health

Evangelista, Rogelio Jr Lobarbio
Haddock, Jessica Rose
Williams, Stacey Louiza Marie

Postgraduate Certificate in Midwifery

Spiers, Lyneve Elizabeth

Postgraduate Certificate in Nursing Science

Besic, Ana
Bherron, Arvinder Kaur
Chard, McKenzie Tyler
Cresswell, Caitlin Ruby
Davidson, Lauren Wendy

Duxfield, Belinda Sain
Gollan, Sophie Rebecca
Jay, Mahala Rose
Kaur, Balwinder
Moorthynaidu Balusamy, Logaa
O'Brien, Tess Rahera Probert
Reddin, Shannen Maria
Tyson, Agnes Jilly Broughan
Walford, Andrea Joy
Walker, Mikaela Rose

WELLINGTON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Master of Arts

Alshammari, Muteb Otaysh A, *in Applied Linguistics*
Blackburn, Maggie Rose Chamberlain, *in History with Distinction*
Bradford, Donna Maria, *in Applied Linguistics with Merit*
Butler, Callum George, *in Economics with Distinction*
Costa Akoyt, Melky Fridus Ladis, *in Teaching English to Speakers of Other Languages with Merit*
Devianty, Gilang Asri, *in Teaching English to Speakers of Other Languages*
Galloway, Meg Holly Jane, *in Classics with Distinction*
Glynn, David Alan, *in Creative Writing with Distinction*
Goulding, Audrey Stella, *in Cultural Anthropology with Distinction*
Icasiano, Lawrence, *in Teaching English to Speakers of Other Languages with Merit*
Lissington, Thomas James, *in English Literature*
Simon, Maria Evangeline Abello, *in Teaching English to Speakers of Other Languages*
Vutha, Cedy, *in Teaching English to Speakers of Other Languages with Merit*
Wakelin, Ushka Kathleen Mary, *in Applied Linguistics*

Master of Communication

Orange, Madison Emily, *with Distinction*

Master of Fine Arts (Creative Practice)

Nair, Navneeth Kartik, *in Film*

Master of International Relations

Andrews, Ivan Phillip Laugharne, *with Distinction*
Edwards, Nathalie Laura
Griffiths, Leo, *with Merit*
Haysom, Mia Sinclair, *with Merit*
Rozga, Harry James, *with Distinction*

Master of Museum and Heritage Practice

Chrystal, Rebecca Louise, *with Distinction*
Daube, Reuben George, *with Distinction*
Hinton, Alice Stephanie, *with Distinction*
Laing, Felix Jeffs, *with Distinction*
Ojala, Madison Elise, *with Distinction*
So, Stephanie, *with Distinction*

Master of Philosophy, Politics and Economics

Roberts, Michael Noel, *with Distinction*

Master of Strategic Studies

Abate, Alexander Nichols, *with Merit*
Burrows Jr, Kenneth Joseph, *with Merit*

Chambers, Samuel Jay, *with Merit*
Ellwood, James Allan Keith, *with Merit*
Elwood, Mark Alexander
Knight, Hannah Katharine, *with Merit*
Sexton, Patricia, *with Distinction*

Bachelor of Arts with Honours

Blackburn, Maggie Rose Chamberlain, *with First Class Honours in History*
Bowler, Patrick Callaghan, *with First Class Honours in Art History*
Butler, Ellen Morgan, *with First Class Honours in English*
Don, Nicholas Munro, *with Second Class Honours (first division) in Political Science*
Hannah, Bella Jane Rose Apperley, *with Second Class Honours (first division) in International Relations*
Hocking, Elizabeth Ann Louise, *with First Class Honours in English*
Hodge, Anya Bianchin, *with Second Class Honours (first division) in Cultural Anthropology*
McLaughlin, Giovanna May, *with Second Class Honours (first division) in Religious Studies*
Searrell, Jacob Arturo, *with Second Class Honours (first division) in Religious Studies*
Simpson, Michaela Emily Tungane, *with First Class Honours in Theatre*

Bachelor of Music with Honours

Eastwood, Rachelle Anne, *with First Class Honours in Jazz Performance*
Greshoff, Martin Andre, *with Second Class Honours (first division) in Jazz Performance*
Maclaurin, George Sidney, *with First Class Honours in Jazz Performance*

Bachelor of Arts

Alexander, Ben William Denvir
Alexander, Christy Ruby
Ambrosino, Remi Joseph Robert
Ammunson, Herewini Loto'olo Petrus
Armstrong, Alisdair William
Barrett, Riley Thomas
Beirne, Shandan Spring
Belcher, Simon William Smart
Berry, Madeline Francis
Birss, Rilee Amelia
Blommaart-Clements, Emily Grace
Bloor-Wilson, Georgia Eleanor
Brailsford, Feroze Duncan Gadekar
Bui, Ha Linh
Bunch, Matthew William Arthur
Butler, Kate
Campbell, Charlotte Diana Frances
Carmichael, Shir
Chapman, Hannah Grace
Clark, Caitlyn Rose
Cleary, Tadhg Seamus
Coffey, Emily Joyce
Collins, Angelique
Cribb, Jessica Paige
Dent, Mary Alice
Du Toit, Melissa
Duckworth, Jesse Rawiri Hopkins
Finlay, Alexandra Olivia Lisa
Flood, Madeleine Kerry Moloney
Frizzell, Liam John McKenna
Funari, Isabel
Gapes, Georgia Ashley
Gill, Charlotte Alicia Diane

Glass, Lucy Ishbel
Goodier, Caitlin Alexandra
Griffin, Holly Ruth Grace
Guerrero, Tomas Alejandro
Hallett, Aidan Kambell
Hampton, Elise Sinclair
Hautapu, Tawheta Inia Mete
Hendrikx, James Kaspian
Horn, Scott Douglas
Howes, Olivia Sylvia
Hughes, Joseph Samuel
Hussona, Lucy Elspeth Louise
Ingram, Kayla Racheal
Janse van Rensburg, Merisca
Joll, Sarah Emily
Jones, Gareth Michael
Kerr, Cassandra Anne-Marie
Kieu, Khanh An
Le, Chloe-Quyen
Le, Nam Hai
Leeson, James Edward
Lesperance, Nina Helen Hope
Lindstrom, Nathan Emmanuel De Amor
Lutyens, Daisy Elinor
Macalister, Scott Angus
Magness, Frances Helene Kayes
Matsuda, Amane
McKnight, Nicholas William
McLaughlin, Giovanna May
McLean, Amy Jean
Milne, Tyler Jason
Mua'au, Moapi
Mukherjee, Anahita
Mullins, Sasha Rose
Nair, Navneeth Kartik
Namana, Elleshia Rose
Newton Rencen, Millicient Bobby
Nguyen, Chi Hanh
Nguyen, Dat Tien
Nguyen, Kim Phuong
Nguyen, Ngoc Thuy
Nguyen, Nhung Cam
O'Callaghan, Ciara Martine
O'Connor, Finlay Grierson
O'Connor, Jillian Rehua
O'Donovan, James Kevin
Oosterbaan, Benson Hofman
Parkin, Monique Deni
Paul, Talia Gwendoline
Pellowe, Brittany Caitlin
Pham, Thi Minh Chau
Pireva, Diamant
Polaczuk, Liliana
Pryde, Alexander McGovern
Pugh, Olivia Kathryn
Pye, Courtney Paige Marie
Riezebos, Benjamin John Plimmer

Rozga, Harry James
Sagote, Namuali'i
Scott, Nicholas Leland Edward
Searell, Jacob Arturo
Shanks, Isla Marie
Shepherd, Missy Madeleine Marks
Siaunuua, Salio John
Singh, Tania
Sison, Erika Anne Marie Alfonso
Skene, Matthew Talor Samphier
Sowman, Adam Jonathan Tuiloma
Springer, Jennifer Victoria Theresa
Squire, Janae Billie
Taggart, Anita Jane
Taula, Jasmine Marie
Thomas, Augustine Spencer
Tikao Calman, Matahana Karoraina
Toogood, Benjamin Muir
Tran, Chi Ngan Phuong
Tregear, Josh Samuel
Turney, Tahlia Mary
Valentine, Lola Mandala
Van Der Merwe, Zastra Martenick
van der Sluis, Thomas Isaac
Walden, Rian Luke Robert
Wall, Natasha Marjorie
Wana, Olivia Kathryn
Wang, Yingqi
Whitfield-Topp, Jori Asher
Wilson, Gabrielle Stewart
Wilson, Patrick Michael
Win, William Stewart
Winwood, Emily Angela
Woodcock, Emily Helena Rose
Wright, Campbell Peter Thomson
Zhou, Xiaoqi

Bachelor of Music

Bernard, Emma Karen Spence
Deam, Andrew Jonathan
Feekes, James Gary Malcolm
Frizzell, Liam John Mckenna
Greshoff, Martin Andre
Kovacev, Nicholas
Maclaurin, George Sidney

Postgraduate Diploma in International Relations

Beckers, Matthew Johannes

Postgraduate Diploma in Museum and Heritage Practice

Galuszka, Juliet Eve

Postgraduate Diploma in Strategic Studies

Sayers, Tansy Louise

Graduate Diploma in Arts

Andrews, Nicole Marie, *in Anthropology*

Barclay, Gina Kereru, *in History*

Bunch, Matthew William Arthur, *in International Relations*
Hiroti, Nikita Te Aroha, *in Criminology*
Paihau Wharepapa, Taiarahia Vadel, *in Māori Resource Management*
Watson, Lucy Marshall, *in Pacific Studies*

Diploma in Māoritanga/Tohu Māoritanga

Taloaina, Julia Lynne Toaga

Certificate of Proficiency in English

Al Boainain, Mobarakh Nasser A
Alatni, Reham Abdullah M
Alessa, Ahmed Mohammed I
Alghamdi, Samiyah Jamaan M
Alhazmi, Mariam Dalo D
Aljohani, Ghadah Obaid D
Alshahrani, Maha Saeed M
Alshehri, Saad Mohammed A
Asiri, Nasser Mohammed F
Chen, Jianwang
Fujii, Sayaka
Gao, Ya
Gao, Yan
Gao, Yanjie
Guo, Xiangyu
Hara, Mizuki
Henriquez Gonzalez, William Ivan
Hong, Liqi
Li, Ranni
Ma, Yuchen
Ogiya, Moe
Oliveira, Floriana Domingas
Peng, Yaojian
Poga, Priscilla
Rojas Cardenas, Juan David
Toki, Moeka
Uchida, Natsumi
Wu, Sijie
Yang, Ranping
Yokokura, Kohei
Yu, Sum Chuen Maggie
Zhang, SiMei
Zhang, Xinyue
Zou, Jiawen

FACULTY OF LAW

Master of Laws

Henning, Kathleen, *with Distinction*
Hoby, Tait Samuel Devon, *with Merit*
Malik, Abdul
Salman, Hadeel, *with Distinction*

Bachelor of Laws with Honours

Alexander, Christy Ruby, *with Second Class Honours (first division)*
Carter, Paterson Alan, *with First Class Honours*
O'Donovan, James Kevin, *with First Class Honours*
Singh, Krishant Dylan Raj, *with First Class Honours*

Bachelor of Laws

Alexander, Ben William Denvir
Ammunson, Herewini Loto'olo Petrus
Armstrong, Alisdair William
Bloor-Wilson, Georgia Eleanor
Brailsford, Feroze Duncan Gadekar
Butler, Kate
Casey-Solly, Annah Mary
Clark, Caitlyn Rose
Collier, Luanne Evonne
Courtney, Sarah Rose
Cribb, Jessica Paige
Davies, Samuel Luke
Durga, Keshika
Finlay, Alexandra Olivia Lisa
Flood, Madeleine Kerry Moloney
Flynn, Eve Rose
French, Rorie Llewellyn
Hautapu, Tawheta Inia Mete
Hayes, Janice Raewyn
Hussona, Lucy Elspeth Louise
Kayikci, Metin Kenan
Lennon, Conor Patrick
Lewis, Vivien Jean
Lindstrom, Nathan Emmanuel De Amor
Magness, Frances Helene Kayes
Mukherjee, Anahita
Nair, Navneeth Kartik
Newton Rencen, Millicient Bobby
O'Callaghan, Ciara Martine
O'Connor, Finlay Grierson
Ou, Anna Huixin
Panteleeva, Elizabeth Victoria
Pretty, Benjamin John
Sacheun, Alec Nget
Seal, Jeremy Philip
Shantilal, Minal Dipak
Sik, David Jia-Wei
Smith, Eleanor Marie
Smyth, Katherine Anne
Stone, Jack Richard Souness
Sun, Kuen
Toogood, Benjamin Muir
Walden, Rian Luke Robert
Wall, Natasha Marjorie
Wang, Yingqi
Ward, Ethan Adam George
Whitfield-Topp, Jori Asher
Wilson-Leahy, Te Puawai Poukaria Reba
Woodfield, Zoe Isabel
Young, Natasha Jade
Zafar, Zara
Zerafat, Kimiya

Graduate Certificate in Law

Henning, Kathleen

WELLINGTON FACULTY OF SCIENCE

Master of Applied Statistics

Rayner, Haylem Peri, *with Merit*

Master of Biomedical Science

Bratt, Jessica Anemarie, *with First Class Honours*

Master of Computer Science

Huang, Kun, *with Distinction*

Master of Environmental Science

Frude, Robyn Anne, *with Distinction*

Unga, Cathy

Master of Science

Heesterman, Caitlin Mariana, *with First Class Honours in Forensic Psychology*

Juarez Garfias, Ilma Del Carmen, *in Geophysics with Distinction*

Kuštrin, Tjaša, *with First Class Honours in Forensic Psychology*

Lee, Joshua Adam, *with First Class Honours in Physical Geography*

Miles, Nicola Lola, *in Psychology with Distinction*

Milne, Arran James William, *with First Class Honours in Forensic Psychology*

Murray, Campbell Reece, *with First Class Honours in Marine Biology*

Nguyen, Thi Bao Tram, *with Second Class Honours (first division) in Cross-cultural Psychology*

O'Neill-Murchison, Emerald Sara, *with First Class Honours in Forensic Psychology*

Ruben, Anna-Frances Helene, *with First Class Honours in Cross-cultural Psychology*

Sieng, Vanessa, *in Psychology with Merit*

Stronach, Alistair Ian, *with First Class Honours in Geophysics*

Treweek, Sam Michael, *with First Class Honours in Geophysics*

Van Dam, Eric Wesley, *in Ecology and Biodiversity*

Bachelor of Science with Honours

Cudby, Blaire Nicole, *with First Class Honours in Psychology*

Hibbard, Taylor Reweti, *with First Class Honours in Cell and Molecular Bioscience*

Hua, Wei, *with First Class Honours in Computer Science*

Hughson, Fraser Ross, *with First Class Honours in Chemistry*

MacLachlan, Jordan Jack, *with First Class Honours in Computer Science*

Rosalinda, Diana, *with First Class Honours in Psychology*

Yang, Yunhan, *with First Class Honours in Computer Science*

Bachelor of Biomedical Science

Heskins, Tran Huyen Hong

Ireland, Bridget Rose

May, Lauren Marie

McManus, Sophie Olivia

Patel, Anjeli Katan Govan

Smith, Rachelle Merenia

Walsiyen, Justin Geo Gotoc

Bachelor of Science

Aitken, Jason William

Alcance, Al Adrian Gaerlan

Beanland-Stephens, Laura Mary Rose

Belsham, Jaime Alice

Bower, Michael Graeme

Brock, Julian Thomas Woodruffe

Burden, Ruby Ann

Burgess, Meg Hannah
Calder, Finlay Peter
Cardesse, Océane
Coad, Madeleine Helen
Coombe, Lauren Frances
Dagarin, Joseph Nicholas Moon
Dawkins, Imogen Amber
Dick, Samuel Jordan
Douglas, Isobel Kempthorne
Durrant-Bush, Ruby Kristina
Ellington, Lindsey Bryce
Escreet, Jemma Louise
Fernando, Devini Kawya
Fuehrhop, Juliette Isabel Deirdre
Gabric, Frano Gordon
Geddes, Fraser Martin
Glampe, Elaisa Jolanda
Godinet, Alshaun
Jobe, Kellie John Milton
Kong, Shuyi
Lacaden, Kerby Dale Sugot
Lai, Martin Warren
Lim, Laurence-Jarel Mathias
Lloyd, Grace Frances Anna
Lu, Qing
Lucy, Christopher Roland
Macpherson, Jamie Hazel
McAree, Sean Peter
Monk, Connor Sean
Nielsen, Faye Marie
Olifiers, Sarah Maree
Osteen, Isabel Lawson
Panteleeva, Elizabeth Victoria
Peria, Lemuel Jules
Pireva, Diamant
Reid-Tait, Mitchell Peter
Robson, Jacob Joe
Roma, Adrian Herbert
Sik, David Jia-Wei
Smith, Kyran Antony
Soper, Max Alexander
Spence, Thomas David Paul
Sprengers-Sanson, Juniper Carmen
Stedman, Sophia Rose
Strauss, Hannah Margaret
Tasheem, Fariha Farhana
Torstonson, Shannon Oliver
Underhill, Florence Hannah
Waitere, Joshua Darcy
Weir, Joshua William
Whithair, Loren Tracy
Zhang, Linghan

Postgraduate Diploma in Biomedical Science
Carruthers, Mollie Grace
Zhang, Zizhong

Postgraduate Diploma in Development Studies

de la Torre Parra, Maria Lorena

Harrison, Rachel Elizabeth

Postgraduate Diploma in Environmental Studies

Kershaw, Chelsea Lee

Postgraduate Diploma in Geographic Information Science

Barbour, Rhiannon Louise

Postgraduate Diploma in Science

Coombs, Elizabeth Jane, *in Ecology and Biodiversity*

Gurpreet Kaur *in Computer Science*

O'Malley, James Bernard, *in Ecological Restoration*

Tufui, Lopeti Nukunamo Samisoni Kefu Tauaalo, *in Geography*

Graduate Diploma in Science

Algar, Jessie Marika Joy, *in Environmental Studies*

Alloway, Gerald Eru-Era Robert, *in Psychology*

Antfalo, Boaz Levu, *in Mathematics*

Comer, Matthew James, *in Psychology*

Denofrio, Toria Darian, *in Ecology and Biodiversity*

Fan, Qing, *in Psychology*

Girton, Alice Marie, *in Geography*

Grey, Amelia Ruby, *in Psychology*

Huang, Jiang, *in Ecology and Biodiversity*

Kumar, Ashnit, *in Computer Science*

O'Connor, Clare Margaret, *in Geophysics*

Pearce, Beatrice Caroline Read, *in Environmental Studies*

Postgraduate Certificate in Geographic Information Science

Oomen, Kasey Sue

Postgraduate Certificate in Science

Alcance, Al Adrian Gaerlan, *in Computer Science*

Barr, Oliver James, *in Computer Science*

Telfar, Alexander Christo, *in Computer Science*

Agenda Item 11

Nominations Panel – appointment and re-appointment

To receive: a Council paper from the Chancellor dated 17 August 2021 regarding the appointment and re-appointment of Nominations Panel members (document VUWC 21/99).

To resolve: that on the recommendation of the Chancellor and supported by the Nominations Panel:

- 1 that Dame Winnie Laban be appointed by Council as the professional staff member on the Nominations Panel under clause 4.1(c) to a term commencing 6 September 2021 and concluding on 30 June 2025.
- 2 that Ms Brenda Pilot be re-appointed by Council to a further term as an external member of the Nominations Panel under clause 4.1(g) to a term commencing 26 September 2021 and concluding on 30 June 2025.



COUNCIL PAPER

TO	Members of Council
FROM	Neil Paviour-Smith, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	17 August 2021
SUBJECT	Council Nominations Panel – membership
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/99

Professional Staff member

The recent resignation of Ms Madeleine Setchell from the University has created a vacancy on the Council Nominations panel in the place held by the professional staff member.

Ms Setchell was a member of the panel since its inception on 1 January 2016 with her appointment made on the recommendation of the Chancellor at that time (Sir Neville Jordan), supported by the Vice-Chancellor, Professor Guilford.

I have approached Dame Winnie Laban, Assistant Vice-Chancellor (Pasifika) to invite her to consider serving as the professional staff member on the Nominations panel. Dame Winnie has confirmed that she is available and willing to be appointed. The Vice-Chancellor, Professor Guilford endorses Dame Winnie's appointment and all other members of the Nominations Panel (see appendix 1) are also in support.

External member

The term for Ms Brenda Pilott concludes as at 25 September 2021. I have spoken with Brenda and she is willing to be re-appointed to a further term. The members of the Nomination Panel also support this re-appointment.

The Nominations' Panel Terms of reference is attached as Appendix 2.

Recommendations:

- 1. that Dame Winnie Laban be appointed by Council as the professional staff member on the Nominations Panel under clause 4.1(c) to a term commencing 6 September 2021 and concluding on 30 June 2025.**
- 2. that Ms Brenda Pilot be re-appointed by Council to a further term as an external member of the Nominations Panel under clause 4.1(g) to a term commencing 26 September 2021 and concluding on 30 June 2025.**

Appendix 1

Nominations Panel Membership as at 17 August 2021

Panel Position	Name	Length of term or criteria	Number of terms*
Chancellor	Mr Neil Paviour-Smith	Place as of right for term of Chancellorship	N/A
Vice-Chancellor	Professor Grant Guilford	Place as of right for length of VC appointment (31 December 2022)	N/A
VUWSA President	Mr Michael Turnbull	Place as of right for term of VUWSA Presidency (31 December 2021)	N/A
Te Aka Matua	Professor Rawinia Higgins	6 May 2019 to 5 May 2023	One
Professional Staff	<i>Proposed: Dame Winnie Laban</i>	<i>Proposed appointment 6 September to 30 June 2025</i>	One
Academic Staff	Professor Carmen Dalli	27 July 2020 to 26 July 2024	One
External Member	Ms Brenda Pilott	26 September 2017 to 25 September 2021 <i>Proposed re-appointment 26 September to 30 June 2025</i>	One
External Member	Ms Robyn Bargh	27 July 2020 to 26 July 2024	One

*Four year terms, eligible for renewal for one further term.

Nominations Panel

Terms of reference

1 Introduction

The Nominations Panel is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to make recommendations to Council on its membership in accordance with the Council Membership Statute.
- 2.2 In particular, the Nominations Panel is responsible for:
- a) identifying and recommending to Council suitable candidates to fill Council vacancies as and when they arise;
 - b) ensuring that there is an appropriate mix of knowledge, skills, experience and diversity on Council so as to ensure the Council is capable of undertaking its responsibilities, duties and function; and
 - c) considering any other matters referred to the Panel by Council.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

- 4.1 The membership of the Committee will be as follows:
- a) The Chancellor (or the Pro-Chancellor where the person holding office as Chancellor is being considered for recommendation)
 - b) a senior member (Professor or Associate Professor) of the University's academic staff appointed by Council on the nomination of the Academic Board for a term of up to four years
 - c) a member of the University's professional staff appointed by Council for a term of up to four years
 - d) the President of the Victoria University of Wellington Students' Association (or nominee);
 - e) a person appointed by Council on the nomination of Te Aka Matua for a term of up to four years
 - f) the Vice-Chancellor;
 - g) up to 2 external members appointed by the Council for a term of up to four years
- 4.2 The Panel will be chaired by the Chancellor (or Pro-Chancellor if the person holding office as Chancellor is being considered for recommendation)

- 4.3 At least two members of the Panel must be graduates of the University.
- 4.4 None of the members of the Nominations Panel, other than the Chancellor (or Pro-Chancellor) and Vice Chancellor, may be members of Council.

5 Meetings

- 5.1 The Panel will meet when convened by the Chair or as requested by the Council.
- 5.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor (or Pro-Chancellor).
- 5.3 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.4 The Chair will appoint a Secretary of the Panel in conjunction with the Secretary to Council.
- 5.5 The Standing Orders of Council will apply to any meetings of the Panel except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Council.

7 Review

- 7.1 The Panel will undertake a periodic review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on: 29 July 2019 by Council

These terms of reference take effect from: 29 July 2019

These terms of reference were amended and
approved by Council on: 23 March 2020

These terms of reference take effect from: 23 March 2020

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Nominations Panel all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Agenda Item 12

Domestic Tuition Fees - 2022

To receive: a Council paper from the Vice Provost (Academic) dated 26 August 2021 regarding Domestic Tuition Fees for 2022 (document VUWC 21/100).

To resolve: that on the recommendation of the Finance Committee, as outlined in document VUWC 21/100, Council approve:

- 1 the 1.7% increase in domestic tuition fees, the proposed Annual Maximum Fee Movement (AMFM) for 2022;
- 2 Fees for selected new programmes;
- 3 2022 and 2023 international (Full Fee) Fees that had not been included in document VUWC 21/34 – 2022-2023 International Tuition Recommendations paper.



COUNCIL PAPER

TO	Members of Council
FROM	Professor Stuart Brock, Vice-Provost (Academic)
AUTHOR	Stephanie Hunter, Senior Manager Student Finance, Admission and Enrolment Clinton Jenkins, Associate Director Planning and Performance Management
DATE	26 August 2021
SUBJECT	2022 Domestic Tuition Fees
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/100

Executive Summary

The attached paper contains the recommendations required to update fees for 2022 together with the supporting rationale. The recommendations cover:

- Tuition fees for domestic (government funded) students for all undergraduate and postgraduate programmes.
- Full-fee international tuition fees not included in the previous full fee recommendation paper.

The recommended fee increases will be included in the 2022 Budget.

Recommendation

That Council approves:

1. The 1.7% increase in domestic tuition fees, the proposed Annual Maximum Fee Movement (AMFM) for 2022 - refer page 3.
2. Fees for selected new programmes – refer pages 8 and 9.
3. 2022 and 2023 international (Full Fee) Fees that had not been included in VUWC21-34 International – 2022-2023 Tuition Recommendations paper – refer page 10.



2022 Domestic Tuition Fees Paper

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Domestic Tuition Fees – Key Factors Supporting the Fees Recommendations

Government funding and fee regulation

The quantum of government funding for the tertiary sector is not expected to materially increase for 2022. The government's 2021 budget included an across the board 1.2% increase in Student Achievement Component (SAC) level 3 and above funding rates for 2022.

On an ongoing basis, the ministerial determination of providing up to 102% of base funding for enrolments in a given year still stands. The policy is, that subject to funding being available, institutions that exceed their dollar funding amount will be compensated up to 102% of that funding. Any enrolments in excess of the 102% cap are effectively unfunded (at risk and would be pursued via negotiation with the TEC) although tuition fees still apply.

Some additional government funding was made available during 2021. Te Herenga Waka–Victoria University of Wellington (the University) was able to access additional funding within the SAC level 3 and above fund up to 103% of base funding (rather than the usual 102% cap). This was a one-off increase in recognition of continued high performance by the University in recent times. The University is likely to exceed the 103% cap for 2021 due primarily to strong domestic enrolments.

The government regulates the maximum level by which TEOs can increase tuition fees for domestic students through the Annual Fee Maximum Movement (AMFM) for all courses at level 3 and above on the NZQF. This affects all courses delivered at the university. On 20 July 2021, the Minister of Education invited submissions on a proposed Annual Maximum Fee Movement (AMFM) rate of 1.7% for 2022. Submissions close on 9 August 2021.

University Strategy

The Te Herenga Waka–Victoria University of Wellington Strategic Plan sets out the vision of the University as:

To be a world-leading capital city university and one of the great global-civic universities.

The purpose of the University is to:

Undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.

The iho and distinctiveness of the University are:

We are a global-civic university with our marae at our heart. This iho (essence) is further defined by our heritage and by our tūrangawaewae – in particular Wellington, Aotearoa and the Asia-Pacific. Our unique attributes stem from our values and our capital city location.

The University sets an Annual Management Plan and budget which seek to deliver on the Strategy by funding the operations and initiatives necessary to deliver high quality teaching, research and engagement. Ideally, this includes building resources to generate further academic capability and reputational enhancements which will enhance the value of Wellington University qualifications for current, future and past students.

2021 Forecast and 2022 Budget

The Covid-19 pandemic and associated border closure has had a significant financial impact on the University in 2021, in particular resulting in lower tuition revenue from international students, partially offset by higher revenue from a higher number of domestic students. As at July 2021, the full year forecast for the 2021 year is for a surplus (excluding extraordinary items such as insurance recoveries) of \$11.6m at a University Group level. The \$11.6m represents a surplus to revenue ratio of 2.3%, which, although better than budget, is below the 3% surplus level considered prudent on an on-going basis. The 2022 budget is still being prepared but is expected to show a lower surplus than the 2021 forecast, primarily due to a drop in the number of international students due to the ongoing border closure.

Student fees provide an important contribution to the University's resources which fund the costs of academic and support activities. Benchmarking continues to demonstrate that the University has efficient levels of academic and support services.

Market Forces

Wellington University seeks to ensure it is positioned appropriately in fee terms with other universities. However, in a regulated environment there is little or no scope to set domestic fees independently. As a result of historic fee regulations there are some significant anomalies in the fees charged by Wellington University in comparison with other Universities, particularly in relation to Humanities, Social Sciences and Education in New Zealand. Wellington has among the leading programmes in these areas yet the University is restricted to setting fees more than \$500 per subject lower than the fees set by the Universities of Auckland and Waikato. This has an estimated opportunity cost in excess of \$2.5m per annum.

Wellington University 2022 Fees

In accordance with section 5 in the General Academic Statute, Council is requested to:

- Approve the 2022 domestic fees as outlined in this paper;
- Note the 2022 International (Full Fee) Fees were approved at the 1 April 2021 meeting of Council;
- Approve the 2022 and 2023 international (Full Fee) Fees in Appendix 3 that had not been included in VUWC21-34 International – 2022-2023 Tuition Recommendations paper.

All approved fees will be published in the 2022 Fees Schedule.

Domestic (Government-Funded) Tuition Fees 2022 Recommendation

The recommendation is to increase fees by 1.7% for 2022.

This will go towards enabling the University to maintain the high quality of teaching, research and engagement and allow some continued investment in initiatives to support the Strategic Plan. A decision to increase fees by less than 1.7% would further reduce resources for essential activities in 2022. Under the current regulated environment, it would also compound the current disparity in fees compared to other Universities.

A detailed listing of the recommended fees for 2022 and a schedule of exceptions is included in Appendices 1 and 2. Comparisons of current universities domestic fees by programme for 2022 are contained in Appendix 4.

Appendix 1 – Domestic (Government-Funded) Student Tuition Fees

Recommended Option – 1.7% increase

Fees quoted GST inclusive	2021 Fee per Point (\$)	2022 Fee per Point (\$)
Undergraduate		
Humanities & Social Sciences (ELIN 000)	47.91 (36.90)	48.72 (37.52)
Education	47.91	48.72
Communication	51.66	52.53
Music	60.62	61.65
Health (HLWB)	58.90	59.90
Midwifery	66.67	67.80
Commerce and Law (includes Law 400 level)	56.37	57.32
Chemical, Physical, Biological & Earth Sciences (BIOL 236, ESCI 241, 341, 342, 343)	60.51 (53.14)	61.53 (54.04)
Mathematics, Statistics, Operations Research	52.67	53.56
Design and other Science (DSDN 111)	59.87 (52.62)	60.88 (53.51)
Architecture	66.61	67.74
Engineering	70.13	71.32
Taught Postgraduate (incl Honours)		
Humanities & Social Sciences (THEA 502-590) (LALS 527, 528)	66.61 (95.14) 0	67.74 (96.75) 0
Education (EPSY 514, 515, 516, 532, 533, 535) (EDUC 600-689)	66.61 (76.04) (66.61)	67.74 (77.33) (67.74)
Communication	75.01	76.28
Music (includes NZSM 600-680) (NZSM 520-523, 527, NZSM 526) (NZSM 701, 702) (ARTS)	70.18 (77.99 / 43.09) (66.02) (70.18)	71.37 (79.31 / 43.82) (67.14) (71.37)
Health (HLWB)	74.67	75.93
Commerce	73.24	74.48
Law, (ITRA 500 level)	81.57	82.95
Chemical, Physical, Biological & Earth Sciences (CLNR 400-500 level)	76.51 (87.71)	77.81 (89.20)
Mathematics, Statistics, Operations Research	74.87	76.14
Nursing, Midwifery & Health (includes HLTH 600-689)	76.40	77.69
Design & Architecture and other Science	76.04	77.33
Engineering	76.04	77.33

Fees quoted GST inclusive	2021 Fee per Point (\$)	2022 Fee per Point (\$)
Research Postgraduate		
Humanities & Social Sciences	62.68	63.74
Education	62.68	63.74
Music	70.18	71.37
Health (HLWB)	71.51	72.72
Commerce (includes GOVT thesis)	69.65	70.83
Law	69.65	70.83
Chemical, Physical, Biological & Earth Sciences (CLNR 591, 690)	73.00 (84.60)	74.24 (86.03)
Mathematics, Statistics, Operations Research	70.31	71.5
Nursing, Midwifery & Health	73.00	74.24
Design & Architecture and other Science	72.52	73.75
Engineering	72.52	73.75
Professional Masters		
MMBA	174.09	177.04
PADM, EGOV, GOVT (500 level), GBUS, MMPA, MBUA, BUSI, INFM, PECO, ENTR, AFIN	135.49	137.79
INFO (500 level)	92.81	94.38
EMBA	261.13	265.56

Appendix 2 – Domestic (Government-Funded) Fee Setting Exceptions & New Programmes

Note: TEC have advised all fees below sit within the applicable 75th percentile subject category range. Fees are GST inclusive

Courses	Qualification	2021 Rate (per point)	2022 Rate (per point)	Reason
LALS 500 level	Master of TESOL	\$66.61 \$62.68 (thesis)	\$67.74 \$63.74 (thesis)	This is a new qualification commencing T3 2021. To be introduced following the closure to new students of MA coursework option in TESOL. New LALS PG courses will be charged at the same rate as the current LALS PG courses.
LALS / ALIN 500 level	Master / PGDip / PGCert of Applied Linguistics	\$66.61 \$62.68 (thesis)	\$67.74 \$63.74 (thesis)	This is a new qualification commencing T3 2021. To be introduced following the closure to new students of the Applied Linguistics by coursework option from the MA. New LALS and ALIN PG courses will be charged at the same rate as the current LALS PG courses.
LALS / LING 500 level	Master / PGDip / PGCert of Linguistics	\$66.61 \$62.68 (thesis)	\$67.74 \$63.74 (thesis)	This is a new qualification commencing T3 2021. To be introduced following the closure to new students of the Linguistics by coursework option from the MA. New LALS and LING PG courses will be charged at the same rate as the current LALS PG courses.
GAME 1-300 level	Bachelor of Design Innovation (BDI)	\$59.87	\$60.88	A new major – Game Design is to be added to the BDI. Subject to CUAP approval, the new UG GAME courses will be charged at the existing rate for other design / computer science UG courses.
EPSY 563	Master of Educational Psychology	\$76.04	\$77.33	New Education psychology course for 2022 will be charged at the Science PG fee rate in line with other EPSY 532, 533 and 535 psychology courses.

PASP 00 level	Certificate in University Studies (Pasifika Pathways)	\$47.91	\$48.72	This is a new exit qualification for 2022. Subject to notification to CUAP, the PASP courses will be charged at the existing rate for other humanities UG courses.
Science 1-300 level	Graduate Certificate in Science	\$60.51	\$61.53	This is a new qualification approved during 2021. The courses will be charged at the same rate as existing UG Science courses.
HLTH 523; 551	Health	\$69.96	\$71.15	The incorrect fee was assigned to these courses when they were setup in the student management system. The correct fee as per the Fees Statute was assigned to the CRNs (\$76.40 in 2021) and students had been charged correctly. Unfortunately the HLTH 550 contract fee (\$69.96 in 2021) had been attached at the course level. Subsequently, the lower fee had been reported against the course registry file held by MoE. This cannot be retrospectively reset, so a lower fee per point will need to be charged for 2021 and 2022.
LCOM	Bachelor of Communication	\$51.66	\$52.53	Subject to Academic Board approval, these new courses would be setup at the same rate as the existing LCCM communication course codes they will be recoding.
ECSI 344	Bachelor of Science	\$53.14	\$61.53	Historically, this course had been charged at a lower fee per point as it also had a field trip charge that is no longer applicable. This course will now be charged at the same rate as other UG Science courses.

Appendix 3 – International (Full-Fee) Tuition Fees not included in VUWC21-34 International – 2022-2023 Full Fee Tuition Recommendations

Note: Fees are GST inclusive

Courses	2022 Rate (per point)	2023 Rate (per point)	Reason
	6% increase	4% increase	
Music UG	\$293.09	\$304.81	In accordance with the approved HSS fee increase for 2022 and 2023 (course fee accidentally omitted in the finalised fee table)
Music PG	\$315.87	\$328.51	In accordance with the approved HSS fee increase for 2022 and 2023 (course fee accidentally omitted in the finalised fee table)
ELIN/EAP (English Language)	\$103.32	\$107.45	In accordance with the approved HSS fee increase for 2022 and 2023 (course fee accidentally omitted in the finalised fee table)

Appendix 4 – New Zealand Universities Comparison of University Fees 2021

Appendix 4.1 – Undergraduate Programmes¹

Humanities & S Science	Auckland 6,310	AUT 6,310	Waikato 6,308	Canterbury 6,281	Massey 6,143	Otago 6,093	Wellington 5,749
Education	Auckland 6,310	AUT 6,310	Waikato 6,308	Canterbury 6,281	Otago 6,093	Wellington 5,749	Massey 5,665
Health	Otago 8,418	Canterbury 7,281	Waikato 7,280	Massey 7,258	Wellington 7,068	AUT 6,786	Auckland 6,310
Midwifery	Wellington 8,000	AUT 6,786					
Commerce	Auckland 6,800	Waikato 6,797	AUT 6,786	Wellington 6,764	Canterbury 6,648	Massey 6,143	Otago 5,818
Law	Auckland 6,800	Otago 6,797	Waikato 6,797	AUT 6,786	Wellington 6,764	Canterbury 6,648	
Science	Canterbury 7,281	Otago 7,281	Auckland 7,280	Waikato 7,280	Wellington 7,261	Massey 6,975	AUT 6,786
IT/Computing	Otago 7,281	Auckland 7,280	Waikato 7,280	Massey 7,278	Wellington 7,184	Canterbury 7,015	AUT 6,786
Engineering	Auckland 8,416	Wellington 8,415	Canterbury 7,884	Waikato 7,818	Massey 7,586	AUT 6,786	
Design	Otago 7,281	Wellington 7,184	Massey 6,975	AUT 6,786			
Architecture	Auckland 8,416	Wellington 7,993	AUT 6,786				
Music	Waikato 7,280	Auckland 7,279	Wellington 7,274	Canterbury 7,015			

¹ Note all figures include GST

Appendix 4.2– Taught Postgraduate Programmes⁴

Humanities & S Science	Auckland 9565	Massey 8,825	AUT 8,807	Otago 8,279	Wellington 7,993	Waikato 7,988	Canterbury 7,618
Education	Massey 8,825	AUT 8,807	OTAGO 8,279	Wellington 7,993	Waikato 7,988	Auckland 7,934	Canterbury 7,618
Nursing / Midwifery	Massey 9,623	Auckland 9,565	Wellington 9,168	AUT 8,807			
Health	Otago 11,556	Auckland 9,565	Wellington 9,168	AUT 8,807	Canterbury 8,525		
Commerce	Auckland 9,628	Massey 8,825	AUT 8,807	Wellington 8,788	Otago 8,279	Waikato 7,988	Canterbury 7,938
Law	Auckland 10,420	AUT 8,807	Wellington 8,788	Waikato 7,984	Canterbury 7,938	Otago 7,924	
Science	Massey 9,623	Auckland 9,565	Otago 9,501	Wellington 9,181	AUT 8,807	Canterbury 8,525	Waikato 8,504
IT/Computing	Massey 9,622	Auckland 9,565	Otago 9,501	Wellington 9,124	AUT 8,807	Waikato 8,504	Canterbury 8,264
Engineering	Auckland 10,650	Massey 9,648	Wellington 9,168	Canterbury 8,911	AUT 8,807	Waikato 8,504	
Design	Massey 9,623	Otago 9,501	Wellington 9,124	AUT 8,807			
Architecture	Wellington 9,124	AUT 8,807	Auckland 8,741				
Music	Auckland 9,565	Waikato 8,504	Wellington 8,421	Canterbury 8,264			

Appendix 4.3 – Research Postgraduate Programmes⁴

Humanities & S Science	Auckland 8,797 (PhD 7,329)	Wellington 7,521	Canterbury 7,099	AUT 6,961	Otago 6,928	Massey 6,682	WAIKATO 6,330
Education	Auckland 7,782 (PhD 7,329)	Wellington 7,521	Canterbury 7,099	Waikato 7098	AUT 6,961	OTAGO 6,928	Massey 6,682
Nursing / Midwifery	Auckland 8,797 (PhD 7,329)	Wellington 8,760	Massey 7,409	AUT 6,961			
Health	Otago 10,262	Auckland 8,797 (PhD 7,329)	Wellington 8,760	Canterbury 8,035	AUT 6,961	Waikato 6,330	
Commerce	Auckland 8,864 (PhD 7,329)	Wellington 8,358	Canterbury 7,432	AUT 6,961	Massey 6,682	Otago 6,681	Waikato 6,460
Law	Auckland 8,865 (PhD 7,329)	Wellington 8,358	Otago 7,492	Canterbury 7,432	Waikato 7,098	AUT 6,961	
Science	Auckland 8,797 (PhD 7,329)	Wellington 8,760	Otago 8,090	Canterbury 8,035	Waikato 7,705	Massey 7,409	AUT 6,961
IT/Computing	Auckland 8,797 (PhD 7,329)	Wellington 8,702	Otago 8,090	Canterbury 7,768	Massey 7,409	AUT 6,961	Waikato 6,722
Engineering	Auckland 9,952 (PhD 7,329)	Wellington 8,702	Canterbury 8,552	Massey 7,658	AUT 6,961	Waikato 6,722	
Design	Wellington 8,702	Otago 8,090	Massey 7,409	AUT 6,961			
Architecture	Wellington 8,702	Auckland 7,917 (PhD 7,329)	AUT 6,961				
Music	Auckland 8,797	Wellington 8,421	Canterbury 7,768	Waikato 6,722			

	(PhD 7,329)						VUWC 21/100
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Agenda Item 13

Student Services Levy – 2022

To receive: a Council paper from the Vice-Provost (Academic) dated 1 September 2021 regarding the Student Services Levy for 2022 (document VUWC 21/101).

To resolve: that Council approves (subject to any material feedback from students in response to the survey closing 5 September 2021):

- 1 a change to the 2022 Student Service Levy to a per-point charging structure with a rebate for current Wellington-based students:
 - \$8.48 per-point for Wellington based students,
 - \$4.24 per-point for off campus students;
- 2 no increase to the 2021 Student Assistance Levy for 2022.



COUNCIL PAPER

TO	Members of Council
FROM	Professor Stuart Brock, Vice-Provost (Academic)
AUTHOR	Stephanie Hunter, Senior Manager Student Finance, Admission and Enrolment
DATE	1 September 2021
SUBJECT	2022 Student Services Levy
DOCUMENT #	VUWC 21/101

Executive Summary

The attached paper contains the recommendations required to update levies for 2022 together with the supporting rationale. The recommendations cover:

- Student Services Levy and Student Assistance Levy for all students.

The recommended fee increases will be included in the 2022 Budget.

Recommendation

That Council approves (subject to any material feedback from students in response to the survey closing 5 September 2021):

1. A change to the 2022 Student Service Levy to a per-point charging structure with a rebate for current Wellington-based students – refer page 10
 - \$8.48 per-point for Wellington based students;
 - \$4.24 per-point for off campus students
2. No increase to the 2021 Student Assistance Levy for 2022 – refer page 10.



2022 Student Service Levy Paper

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Student Services Levy

The Student Services Levy (SSL) and a separate Student Assistance Levy (contributes to the Hardship Fund) are paid by all students in order to contribute to the development of a learning community, in which students can participate fully. The SSL is used to fund services for students that are not covered by tuition fees, such as counselling, health services, financial advice and careers guidance, student advocacy, student publications and student representation. The levy ensures equitable access to these services for all students, supporting academic achievement and providing valuable self-development opportunities.

This paper outlines consultation that has taken place, and the financial impact of various options being considered to change the charging structure of the Student Service Levy in 2022.

All students have received a survey outlining the main elements being considered. The survey is due to close on 5 September and the results will be reported on verbally to Council at the meeting on 6 September 2021.

Appendix 1 outlines background to the Student Service Levy (SSL) and current legislative reporting, expenditure and consultation requirements as per the Ministerial Direction.

The Minister has already signalled a capping of levy increases in the same way the AMFM caps tuition fee increases. A discussion document was published in April 2021 that suggested current provisions of Section 257 of the Education and Training Act do not allow for the Minister to be sufficiently prescriptive in determining consultation requirements for setting Compulsory Student Services Fees (CSSFs) or for determining where CSSF money is directed. Additional compliance costs resulting from the Pastoral Care Code could be significant.

Current Levy Charging Structure

As per Table 1, most of the other Universities have moved to a per-point charging structure. Te Herenga-Waka Victoria University of Wellington currently charges a fixed SSL amount. In 2021, on campus students studying 24 points or more were charged \$843; and those studying under 25 points were charged \$421.50.

Discussions with student representatives on the Advisory Committee on the Student Services Levy (ACSSL), have taken place since August 2020 to consider changing the charging structure to a per point basis. As outlined in Appendix 2, significant consultation with the wider student body and student rep groups has taken place during the past few months.

Table 1: Comparison of other New Zealand Universities 2021 compulsory non-tuition fees for students studying on campus

All \$ figures are GST inclusive.

University	Per point charge	120 points	Building Levy	Recreation Centre Levy	Student Assistance Levy	Total Compulsory Student Service Fee (120 points)
Auckland	8.02	962.20	-	-	-	962.20
Otago	7.33 (Cap 126 points)	879.60	-	-	-	879.60
Canterbury	7.31 (Cap 150 points)	877.20	-	-	-	877.20
Wellington	-	843.00	-	-	28.00	871.00
AUT	6.59 (Cap 120 points)	790.40	77.52	-	-	867.92
Waikato	6.60 ¹	792.00	-	-	-	792.00
Massey ²	-	582.20	30.60	76.30	-	689.10

Levy Revenue for 2021

Cumulative carried forward Levy surpluses and deficits over the 2010 – 2020 period resulted in a carried forward accumulated surplus of \$202k coming into 2021.

Current 2021 year-end forecasts indicate that Levy revenue and associated expenses will be largely consistent with budget, resulting in a surplus for the year of \$95k and a forecast accumulated closing surplus of approximately \$297k at 31 December 2021.

¹ Note a user charge is applicable to access Student Health

² Incremental charging structure that increases every 15 points. Cap 106 points

2022 Student Service Levy Forecast expenditure and income

Initially, two options were considered by ACSSL for 2022. Both would result in a total forecast Levy revenue for 2022 of \$14.7m. After deducting forecast expenditure, this is expected to yield a small surplus for the 2022 year, which will maintain the existing accumulated surplus and allow consideration of further initiatives in future years.

Costs for 2022 are forecast to increase by 2.6%, which includes allowance for inflationary cost increases including people costs largely covered by collective agreements and increases in insurance premiums, along with \$80k of new initiatives.

This is shown below.

Table 2: Forecast Student Service Levy income and expenditure for 2022³

	2022 Forecast \$000
Income	
Student Services Levy	14,574
Commercial Income	548
Student Medical Casual Fee	459
Other Income	2,414
TOTAL	17,995
Expenditure	
People and Related Costs	15,068
Operating	2,588
Depreciation	13
Capital Project Charge ⁴	400
TOTAL	18,069
FY22 Net Surplus / (Deficit)	(74)
Carried Forward Levy Surplus / deficit)	222

³ Table 2 shows income and expenditure under option 1, which is a 2.14% increase on 2021 rates. Option 2 (per-point structure) also represents a ~2% increase. Under option 2, both the Student Services Levy revenue and the net surplus would be ~\$10k less.

⁴ Capital Project Charge is a flat charge to cover improved student spaces such as the Hub project. It has not been inflated or escalated since inception.

2022 Student Services Levy consultation

In August 2020 ACSSL acknowledged, while preparing a recommendation to the Vice Chancellor for the 2021 levy, that the current levy charging structure was posing several challenges. This included the reliance on an administrative rebate policy that was complex for students to interpret. As most of the other Universities had moved to a per-point charging structure, ACSSL requested Finance prepare a study to look at the feasibility of changing to a per-point structure for the levy. Due to resourcing constraints, this was presented to ACSSL in April 2021.

The Finance paper recommended per-point values that would achieve a similar revenue amount as 2021 budget expectations with a 2% rate increase. The memo recommended:

The proposed change to a points-based charging methodology, while increasing the average price for the typical undergraduate student, is believed to be a more equitable distribution to reflect the expected use of these services by the students. It also will reduce the amount of administration of rebates and refunds, which will have the associated benefit of causing less confusion for both staff and students. It also allows for greater alignment with the majority of other NZ Universities.

VUWSA and Ngāi Taura student representatives on ACSSL felt that further consultation with students was required before a recommendation could be supported. Feedback from the wider student body and student representative groups raised concerns that current students might experience a sizable increase in cost on 2021 rates if a per-point structure was introduced.

Following Finance Committee, a further Option 3 has been considered which reduces the impact of moving to a per-point charging structure on currently enrolled full-time students⁵, but retains the benefits for part-time students. This new option would still impose a per-point-basis charging system for all students, but allows returning full-time students to qualify for a rebate/refund to offset the increases from the proposed system. This option builds in a small increase per-point to cover the additional costs of the rebates to the University.

A survey outlining the three proposed options has been sent to all students to select their preference. The survey will run 30 August – 5 September 2021. The survey results will be reported on verbally to Council at the 6 September meeting.

A summary of consultation is below. More detail is provided in Appendix 2.

21 April – 11 May 2021	Consultation with student Execs and Service managers 21 April – 11 May to identify if there any key issues / barriers that need to be addressed before wider consultation took place – no feedback received.
1 June 2021	ACSSL Committee meeting: Consultation next steps agreed
15 June 2021	ACSSL Committee meeting: draft consultation Comms plan approved
5 – 16 July 2021	Consultation with whole student population – all students were emailed and requested to review the proposed changes and provide feedback.
23 July 2021	ACSSL Committee meeting: Collated feedback from whole student body consultation was presented. The VUWSA President, supported by the other student reps advised the Student Assembly concluded they did not have enough information to provide a decision and they could not support the proposal moving forward until more data was provided. They requested usage data on the services

⁵ Current students = studying 90 points or over in Wellington region during 2021

	and suggested the alternative charging options to be modelled by Finance. This information was provided by email later the same day.
28 July 2021	Following additional consultation with rep groups, VUWSA advised further data was required before they could make a recommendation to ACSSL.
30 August – 5 September 2021	Consultation with whole student population – all students have been asked to select their preference by completing a survey that outlines the main elements of the 3 charging options (without outlining specific price points).

Option 1: Remain with the current levy charging structure and increase the 2021 rate by 2.14%.

Student type	2022 LEVY (\$) GST INCLUSIVE
Enrolled in 25 points or more, primarily studying from within the Wellington region and able to attend most lectures and tutorials in-person if required	861.00
Enrolled in 25 points or more, primarily studying from elsewhere within New Zealand and not able to attend most lectures and tutorials in-person / Offshore	430.50
Enrolled in less than 25 points, primarily studying from within the Wellington region and able to attend most lectures and tutorials in-person if required	430.50
Enrolled in less than 25 points, primarily studying from elsewhere within New Zealand and not able to attend most lectures and tutorials in-person / Offshore	215.25

Option 1 Advantages

- Students studying over 110 points would not experience a sizable increase in the level of their levy charge. A student studying 120 points would pay \$960 under option 2 compared to the \$861 under option 1.

Option 1 Disadvantages

- Part time students will continue to be charged a higher levy rate. (If enrolled in 25 points – they will be charged the same rate as a student enrolled in 150 points).
- Less transparency; complicated charging and rebate policy.
- Associated staff time spent on the administration overhead managing the levy due to the current number of exemptions and caveats.
- Current system requires students to know about, and request a rebate.
- Does not align with how the other Universities charge their levy.

Option 2: Change to a per-point charging structure for 2022

Student type	2022 LEVY (\$) PER-POINT GST INCLUSIVE
Primarily studying from within the Wellington region and able to attend most lectures and tutorials in-person if required	8.00 (cap 150 points)
Primarily studying from elsewhere within New Zealand and not able to attend most lectures and tutorials in-person / Offshore	4.00 (cap 150 points)

Option 2 Advantages

- Part time students will be charged an amount more reflective of the amount of study they are enrolled in. (Those studying 105 points or less would be charged a lesser amount than under the current system).
- Would provide ongoing equity for future students – those enrolled in 360 points will pay a similar amount irrespective of when they commence their degree, or over the period of time it takes to complete. (Under the current system there is no rebate for starting in Trimester 2).
- Charging structure would be more transparent and simpler to understand.
- Students would not need to request rebates.
- The amount of staff time spent on the administration overhead managing the levy would be decreased.
- Students could plan their finances better – they would no longer have to request rebates and wait for refunds.
- In line with how other Universities' charge for their Levy.

Option 2 Disadvantages

- Students studying over 110 points during the first year of transition, would experience a sizable increase in the level of their levy charge.

Option 3: Change to a per-point charging structure for 2022 with a rebate for current Wellington-based students

- Under this structure, a rebate process will be applied to ensure most current students will pay no more than 5% on the 2021 charge.
- The provision of rebates would be funded by a small increase to the per-point price for all students and the 2021 carried forward surplus from the Student Service Levy
- There is a risk the University may have to offset costs further if the mix of part-time to full-time students changes during 2022.

Student type	2022 LEVY (\$) PER-POINT GST INCLUSIVE
Primarily studying from within the Wellington region and able to attend most lectures and tutorials in-person if required	8.48 (cap 150 points)
Primarily studying from elsewhere within New Zealand and not able to attend most lectures and tutorials in-person / Offshore	4.24 (cap 150 points)

Comparison of charges before and after rebate

2022 Points enrolled ⁶	2022 Charge without rebate (new students) (\$) GST INCLUSIVE	2022 Charge with rebate ⁵ (\$) GST INCLUSIVE
110 points	932.80	884.80
120 points	1,017.60	885.60
130 points	1,102.40	885.40
140 points	1,187.20	885.20
150 points	1,272.00	885.00

Option 3 Advantages

- All current Wellington-based students on this model pay less than or equal to what they would pay under Option 2.
- Part-time students will be charged an amount more reflective of the amount of study they are enrolled in. (Those studying 105 points or less would be charged a lesser amount than under the current system).
- Would provide ongoing equity for future students – those enrolled in 360 points will pay a similar amount irrespective of when they commence their degree, or over the period of time it takes to complete. (Under the current system there is no rebate for starting in Trimester 2).
- Charging structure would be more transparent and simpler to understand for future students, and students would not need to request rebates.
- The amount of staff time spent on the administration overhead managing the levy would be decreased in future years.

⁶ Studying from within the Wellington region and able to attend most lectures and tutorials in-person if required

Option 3 Disadvantages

- The provision of rebates will require any costs to be covered either by the Student Levy surplus from previous years and a higher per-point than Option 2 for Wellington based students.
- This is administratively more complex compared to Option 2 as it requires increased use of manual work-a-rounds.

Wellington University 2022 Student Levies

In accordance with section 5 in the General Academic Statute, it is recommended that Council approves:

- The 2022 Student Service Levy as recommended in this paper;
- and the 2022 Student Assistance Levy as recommended in this paper

All approved fees will be published in the 2022 Fees Schedule.

Student Service Levy 2022 Recommendation

Option 3 is recommended:

- **Charge students primarily studying from within the Wellington region and able to attend most lectures and tutorials in-person if required \$8.48 (GST inclusive) per-point (capped at 150 points)**
- **Charge students primarily studying from elsewhere within New Zealand and not able to attend most lectures and tutorials in-person / Offshore \$4.28 (GST inclusive) per-point (capped at 150 points)**
- **Provide a rebate to ensure most current Wellington-based students pay no more than 5% on the 2021 charge.**

Student Assistance Levy 2022 Recommendation

It is recommended the Student Assistance Levy for 2022 remains at \$28 (GST inclusive).

The Student Assistance Levy is paid by all students. This levy has always been charged separately to the SSL and contributes to the 'Hardship Fund' that was established in 1991. All the revenue derived from the levy is directly distributed to students experiencing financial difficulty (e.g. unforeseen flatting problems, unexpected job loss), who would otherwise be unable to continue their studies.

The Fund has received additional support from the TEC during 2021, and part of this support package will be held and carried over into 2022. Although the Fund continues to see increased demand, no increase for 2022 is recommended as forecast revenue plus the additional TEC funding should meet the forecast distribution of funds.

Appendix 1 – Student Service Levy Background and current legislative requirements

Background

The Levy is determined by a Ministerial Direction that defines categories for levy expenses. Services that fall under the categories also enable improvements to functions and services that facilitate academic success and a positive and holistic student experience. The Levy significantly contributes to the operational budgets of some services (e.g. health, counselling, careers, and recreation centre) and contributes a smaller proportion to the budgets of other services (e.g. early childhood and disability services). Most of the services that receive a contribution to income from the levy are free to students, and some are available at heavily subsidised rates. Alternative revenue (e.g. health sector contracts) also contribute to the delivery of some of these services.

Legislative provision

Legislation requires that money collected through the Levy may only be used to fund Wellington University student services that have been determined as fitting within specified categories (see Table 1). All reporting and financial analysis of the Levy reflects these categories. In addition, all income and expenditure covered by the levy sits within a defined cost centre, meaning that any surplus or shortfall at the end of each year is ‘ring fenced’ and carried forward to the next year.

Legislation also requires that the University consult with the student body in setting compulsory levies. The University works in partnership with an Advisory Committee on the Student Services Levy (ACSSL), an oversight body with student representatives from VUWSA and Ngāi Tauria, who via the Student Assembly, consult with student Faculty and equity based representatives before presenting their recommendation on changes to the levy.

The activities which may be funded from compulsory levies are very tightly defined by regulation and are set out in the table below.

Table 1: Ministerial Categories for levy funded services

Advocacy and legal advice	Advocating on behalf of individual students and groups of students, and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation.
Careers information, advice and guidance	Supporting students’ transition into post-study employment.
Counselling services and pastoral care	Providing non-academic counselling and pastoral care, such as chaplains.
Employment information	Providing information about employment opportunities for students while they are studying.
Financial support and advice	Providing hardship assistance and advice to students on financial issues. Includes the Hardship Fund.
Health services	Providing health care and related welfare services.
Media	Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media.
Childcare services	Providing affordable childcare services while parents are studying.

Clubs and societies	Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.
Sports, recreation and cultural activities	Providing sports, recreation and cultural activities for students.

Appendix 2 - 2022 Student Service Levy Consultation Timeline

18 August 2020: ACSSL requested Finance prepare levy revenue modelling based on a points based structure

20 April 2021: Finance presented memo to ACSSL

- Figures modelled on the past 3 year's enrolment history.
- Those studying over ~110 points would be charged a higher levy if we moved to a per-point model
- Per-point to address a few issues: more comparable with other Universities and easier for students to understand
- The Committee agreed with regards to the proposed policy change as outlined in the memo and were supportive of continuing to consultation.
- VUWSA President felt the per price model would be more equitable, but would require further consultation.
- Next steps agreed: To consult with student Execs and Service managers 21 April – 11 May - Are there any key issues / barriers that need to be addressed before wider consultation takes place – no feedback received.

4 May 2021: Confirmation of impact on Māori and Pasifika students

- In response to a question raised at the 20 April meeting, Finance confirmed that they had reviewed the impact of the proposed change on Māori and Pasifika students.
- Finance noted that the potential impact of the change on the Māori student cohort and the Pasifika student cohort is consistent with the impact of the change on the overall student base. Both Māori and Pasifika student cohorts are very similar to the overall student base in terms of points studied and proportion of on-campus/off-campus students

1 June 2021: ACSSL Committee meeting: Consultation next steps agreed

- The VUWSA President was concerned with the proposed timing of the consultation as the Student Assembly will not be meeting until week 3 of Trimester 2.
- It was agreed this will take place alongside consultation to the wider student body – a summary of the proposed change will be added to the levy FAQ webpage and all students will be emailed to provide feedback to Student Finance by 16 July. The results will be presented to ACSSL at the 20 July Committee meeting.
- The consultation will be promoted using an ad in Salient and DIDs
- VUWSA will also present a submission on behalf of the Student assembly at this meeting.
- A list of common issues raised by students regarding the current levy policy was to be prepared by Student Finance.

15 June 2021: ACSSL Committee meeting

- The Committee reviewed the list that outlined most issues for students under the current charging structure.
- The VUWSA President advised the next Student Assembly meeting would be held on 22 July. The Committee agreed to move the next ACSSL Committee meeting to 23 July.
- The Committee agreed they were happy with the draft Comms plan.

5 – 16 July 2021: Consultation with whole student population – all students were emailed and requested to review the proposed changes and provide feedback.

23 July 2021: ACSSL Committee meeting

- Collated feedback from whole student body consultation was presented:
 - There were 36 submissions.
 - 5 submissions clearly supported the proposed changes, 14 clearly opposed, and 17 did not clearly support or oppose.
 - Some submissions represent the shared feedback of several University staff members in the same department (e.g. Wellington University International; English Language Institute).
 - Feedback content was mostly focused on the cost of the SSL rather than issues caused by complexity or rebate processes.
 - 22 submissions thought proposed system is too expensive for students with more than 105 points.
 - 10 submissions thought the current system is too expensive.
 - 9 submissions thought part-time students should pay less than in the current system.
 - 8 submissions thought students who do not use services should pay less than in the current system.
 - 6 submissions thought other universities' student levies provided better value
- The VUWSA President, supported by the other student reps advised the Student Assembly concluded they did not have enough information to provide a decision and they could not support the proposal moving forward until more data was provided.
- They requested usage data on the services and suggested the alternative options below:
 - Reducing the amount FT students pay - \$7.50 and \$5.50
 - Reducing the cap to 105 points from 150 points
- Finance considered the scenarios and modelled them to achieve the same amount of overall revenue:
 - Max points charged was reduced from 150 points to 120 points: On campus students increased to \$8.48pp and off campus to \$4.24pp
 - Reduce on campus rate to \$7.50 pp; off-campus (out of Wellington) students would need to pay more per-point than on campus students.
 - Off-campus students pay same rate as on campus students - would result in a rate per-point of about \$7.85.
- The following services also provided service usage figures to facilitate further consultation with the student rep groups: Student Financial Advice; Disability Services; Mauri Ora; Careers Services; Recreation Services, noting that in some areas a split of service utilisation by full-time/part-time students is not available.

28 July 2021: Following additional consultation with rep groups, VUWSA provided a recommendation:

That ACSSL does not move forward with changing its charging process to the proposed per-point basis system.

That further consultation on the SSL charging structure changes, and an adequate level of information to those consulted, is provided to student reps and the general student body.

That VUWSA and VUW host another consultation period either later this year or early 2022 to bolster student engagement on the matter and ensure an adequate level of feedback before a decision is reached.

That there is a significant review into ACSSL processes, including the level of proactive transparency provided around ACSSL finances, expenditure, and service usage rates.

30 August – 5 September 2021: Consultation with whole student population - all students have been asked to select their preference by completing a survey that outlines the main elements of the 3 charging options (without outlining specific price points).

Agenda Item 14

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 21/102).

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 15-27.
The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	Ground(s) under section 48(1) for the passing of this resolution
15. Council only time	s 9(2)(a)	LGOIMA s48(1)(a)(ii)
16. Minutes of previous meeting held on 26 July 2021	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
17. Safety, Health & Wellbeing report	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
18. Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
19. Vice-Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
20. Financial report to 31 July 2021	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA, s48(1)(a)(ii)
21. Marketing Concepts presentation from Dir. Marketing	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
22. PhD qualification amendment	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
23. Foundation Quarterly report to 30 June 2021	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
24. VUWSA President report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. Research Profile and Future at Te Herenga Waka	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
26. Living Pā update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
27. Reports from Committee Chairs	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 15, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Te Herenga Waka
Victoria University of Wellington



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Council Manual

**CAPITAL THINKING.
GLOBALLY MINDED.**
MAI I TE IHO KI TE PAE

EXECUTIVE SUMMARY

Te Herenga Waka Victoria University of Wellington

Te Herenga Waka - Victoria University of Wellington (the University) was established in 1897 for the advancement of knowledge and the dissemination and maintenance of this knowledge by teaching and research. It is one of the major universities in New Zealand, and is engaged in a wide range of national and global programmes.

Strategic Plan

The 2020-2024 Strategic Plan, approved by Council on 14 October 2019, contains the University's vision, values and commitments, purpose and six key strategies:

Ambitious research for transformative impact

Education preparing students for an extraordinary life

Engagement that depends relevance, impact and reputation

Equitable outcomes for all

Belonging to the Asia-Pacific region

Transforming the way we work.

Role of Council

The role of Council is to be the governing body of the University. The functions, powers and duties of Council are set out in the Education and Training Act 2020 and can be summarised as follows:

Functions of Council (section 280)

1. Appointing a Vice-Chancellor (and monitoring and evaluating his or her performance);
2. Preparing and submitting a proposed investment plan;
3. Ensuring the University is managed in accordance with, and determining policies to implement, the investment plan;
4. Determining policies in relation to the management of the University's affairs; and
5. Undertaking planning relating to the University's long-term strategic direction.

Powers of Council (section 283)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of these powers are delegated to the Vice-Chancellor as Chief Executive.

Duties of Council (section 281)

1. Strive to ensure that the University attains the highest standards of excellence in education, training and research;
2. Acknowledge the principles of the Treaty of Waitangi;
3. Encourage the greatest possible participation by the communities served by the University so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the University's students;
4. Ensure that the University does not discriminate unfairly against any person;
5. Ensure that the University operates in a financially responsible manner that ensures the efficient use of resources and maintains the University's long-term viability; and
6. Ensure that proper standards of integrity, conduct and concern for the public interest and the wellbeing of students attending the University are maintained.

Management of the University

The Vice-Chancellor is responsible and accountable for the management of the University.

Council composition and mix

The composition of Council is determined by the Education and Training Act 2020, Council's Constitution and the Council Membership Statute.

Council consists of 12 members, each of whom may serve a maximum of three terms of up to four years each. The Vice-Chancellor is appointed *ex officio* for the term of appointment or reappointment.

The Vice-Chancellor was reappointed to a term from 1 March 2019 to 31 December 2022. The Minister of Education appoints four Council members and Council appoints eight (including the Vice-Chancellor). The Nominations Panel oversees the appointments process of the three external members. The Returning Officer and Secretary to Council conducts elections to determine two academic staff representatives and two student representatives.

Chancellor and Pro-Chancellor

Each year Council elects from among the lay members (i.e. those who are not staff or students) a Chancellor and Pro-Chancellor. The Pro-Chancellor deputises for the Chancellor in his or her absence or at his or her request.

Secretary to Council

The Secretary to Council is responsible for ensuring that Council procedures are followed, that the applicable rules and regulations for the conduct of the affairs of Council are complied with and for all matters associated with the maintenance of Council or required for its efficient operation.

All Council members have access to the advice and services of the Secretary to Council

Vice-Chancellor

The Vice-Chancellor is the link that connects the University's governance (Council) and management functions. All Council authority conferred on management is delegated through the Vice-Chancellor so that the authority and accountability of management is considered to be the authority and accountability of the Vice-Chancellor.

Between Council meetings the Chancellor maintains an informal link between Council and the Vice-Chancellor, expects to be kept informed by the Vice-Chancellor on all important matters, and is available to the Vice-Chancellor to provide counsel and advice where appropriate.

Council procedures

Council takes a disciplined approach to performing its role, with emphasis on strategic issues and policy. Council members must always act within any limitations imposed by Council on its activities.

Council and committee meetings are conducted in accordance with Council's Standing Orders. Council members are expected to perform their individual duties under Schedule 11 section 10 of the Act and comply with Council's Code of Conduct.

Council has sole authority over its agenda and exercises this through the Chancellor. Any person may, through the Chancellor, request the addition of an item to the agenda.

Council meetings are held at approximately 6-weekly intervals from approximately 9am to 5pm. The length of the meetings allows time for in-depth discussion on specific topics. Additional meetings may be scheduled as the occasion requires.

Council committees

Council committees are formed to facilitate efficient decision-making and provision of advice. Council committees operate under approved terms of reference and observe the same rules of conduct and procedure as Council unless Council determines otherwise. Council committees only speak or act for Council when authorised. The authority conferred on a Council committee does not derogate from the authority delegated to the Vice-Chancellor.

Council has four standing committees, namely the Audit and Risk, Finance, Te Aka Matua (Māori Advisory), and Human Resources committees. Two other committees, the Victoria Honours Committee and the Nominations Panel are formed and meet as required. Additional committees may be formed for specific purposes and disbanded as required.

Council and member evaluations

Each year Council critically evaluates its own performance including its processes and procedures. From time to time the performance of individual members is also evaluated by self-assessment.

Induction of new members

An induction programme is run for all new Council members, to ensure that all Council members have a good understanding of the University and the environment and markets in which it operates. As part

of the programme, members receive essential Council and University information, meet key management and visit the University's facilities.

Members' remuneration

Council members will be paid fees in accordance with Schedule 11 section 17 of the Education and Training Act 2020. Actual out of pocket expenses (such as travel costs) may also be claimed.

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1 INTRODUCTION TO THIS MANUAL

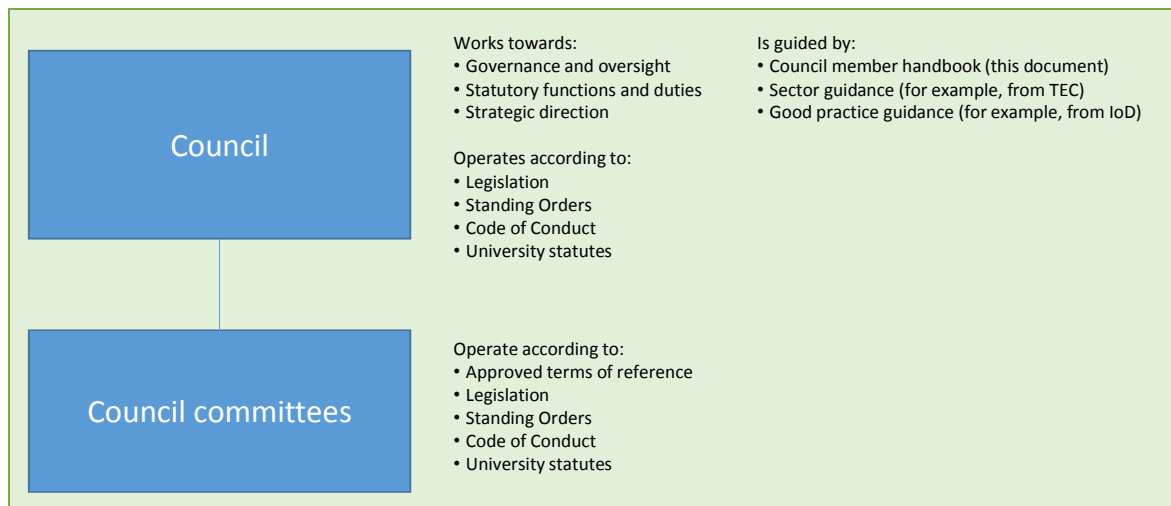
This section provides a brief introduction to this manual.

1.1 Context

It is Council's intention to be a high-performing governance team. This manual is one element in the set of governance resources provided to support Council to operate effectively and efficiently.

Other key governance resources include:

- Standing Orders;
- Code of Conduct;
- Terms of reference for Council committees;
- Tertiary Education Commission's (TEC) *"Governance Guide for Council Members of Tertiary Education Institutions"* (a generic guide applicable to all tertiary education institutions in New Zealand);
- Institute of Directors (IoD): corporate membership, *"Four Pillars"* Governance Best Practice guide (a generic guide applicable to all types of organisations) and related training; and
- The University's Strategic Plan, Investment Plan, Annual Budget and Annual Report.



1.2 Purpose of this manual

This manual is intended to be:

- A standard reference for Council members;
- High-level and explanatory in nature – with information about where to get more detail when required;
- Publicly available to other people interested in how the University's Council works; and
- Relatively static (i.e. not contain rapidly changing data such as contact details in the main document).

1.3 Manual ownership

The owner of this manual is the Secretary to Council.

1.4 Distribution

This manual is expected to be made available to:

- Council and Senior Leadership Team (SLT) members, as a Board book (and in hardcopy if required);
- Other senior leadership electronically (as a Board book for those managers who have access to Board books, and as a PDF file for those who do not) and/or on the University website; and
- Other parties, on the University website.

2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

This section sets out the context of the University's operations and the Council's scope of governance responsibilities.

History and current operations

Victoria University of Wellington was established in 1897 for the advancement of knowledge and the dissemination and maintenance of this knowledge by teaching and research.

It is one of the major universities in New Zealand. It operates across three campuses in Wellington (Kelburn, Pipitea, and Te Aro). It also has operations in Auckland, Miramar (Miramar Creative Centre), Gracefield (Ferrier and Robinson Institutes), and Island Bay (Coastal Ecology Laboratory). It is engaged in a wide range of national and global programmes.

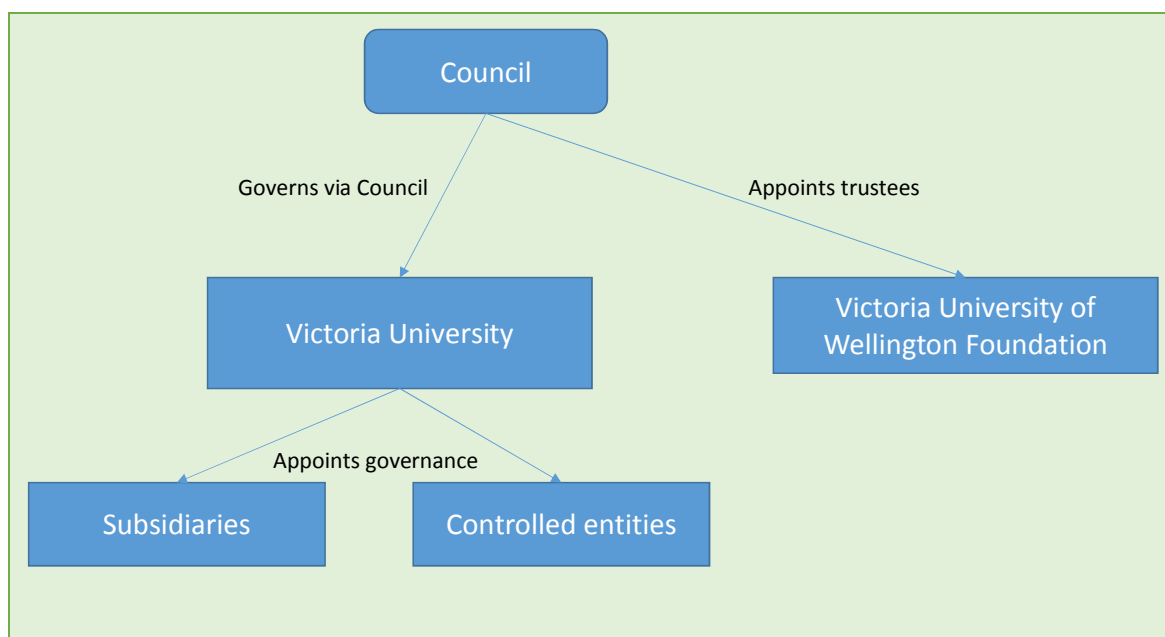
2.1 University, subsidiaries and controlled enterprises

Victoria University of Wellington is a registered charity (CC47181) with its main sector of operation recorded as education, training and research.

As well as having responsibility for the University's governance, Council members need to be aware of the governance relationship between Council, the Victoria University of Wellington Foundation (the Foundation) and subsidiaries and other entities that the University controls.

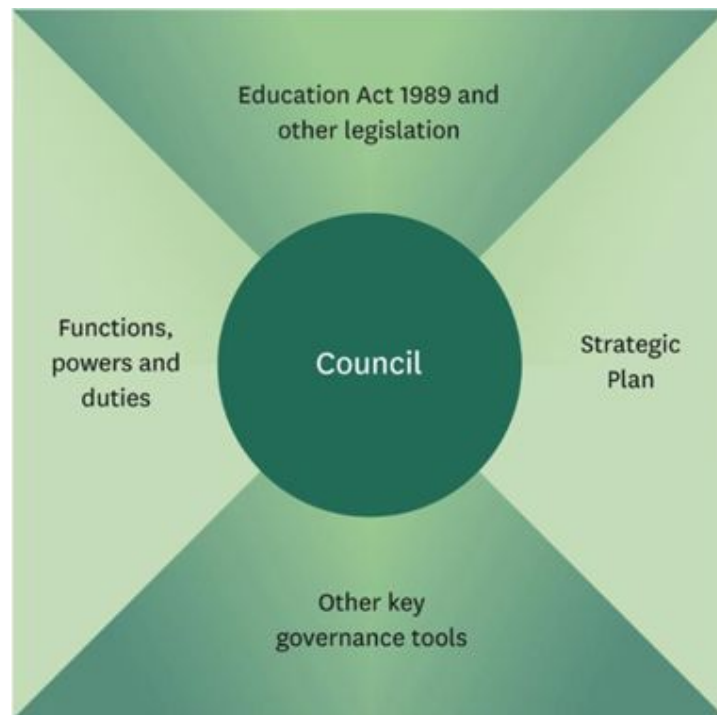
Council governs the University through the approval of the Strategic Plan, the direction it gives the Vice-Chancellor, approval of University statutes and consideration of the information it receives. It governs the Foundation indirectly through appointing the trustees.

Council does not directly govern other University subsidiaries and controlled entities. Directors and Trustees of these are appointed by the Vice-Chancellor (in consultation with the Chancellor) who is ultimately responsible to Council for their operation and performance.



3 COUNCIL OVERVIEW

This section sets out the purpose of Council and explains how it obtains its authority. It also identifies the key legislation and governance documents that are relevant to Council in directing the University towards its strategic goals.



3.1 Treaty of Waitangi commitments

The Te Tiriti o Waitangi Statute is the formal expression of the University's commitment to Māori as tangata whenua and Treaty partners.

The University values te Tiriti o Waitangi, rangatiratanga (leadership), manaakitanga (the generous fostering of knowledge), kaitiakitanga (responsibility for, and guardianship of, knowledge), whai mātauranga (intellectual curiosity), whanaungatanga (collaboration and collectiveness) and akoranga (collective responsibility for learning).

3.2 Council's role and responsibilities

Council is the governing body of Victoria University of Wellington. The functions, powers and duties of Council are defined in the Education and Training Act 2020 as set out below.

3.2.1 Functions of Council (section 280)

Council's functions are:

280 Functions of councils

The functions of an institution's council are—

- (a) to appoint a chief executive in accordance with the [\[Public Service Act 2020\]](#), and to monitor and evaluate the chief executive's performance;
- (b) to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans;
- (c) if the institution has a plan,—
 - (i) to ensure that the institution is managed in accordance with that plan; and
 - (ii) to determine policies to implement that plan:

- (d) to determine, subject to the [\[Public Service Act 2020\]](#), the policies of the institution in relation to the management of its affairs:
- (e) to undertake planning relating to the institution's long-term strategic direction.

3.2.2 Powers (283)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of the powers in section 283 have been delegated to management through the Vice-Chancellor. The Reserved Powers of Council are found in Appendix 3 to the Delegations Statute.

283 Powers of councils

- (1) *An institution's council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.*
- (2) *Except where they are exercised by delegation under this Act, the following powers of an institution may be exercised only by its council:*
 - (a) *to provide courses of study or training, admit students (including by discretion and ad eundem statum) and grant awards:*
 - (b) *to grant fellowships, scholarships, bursaries, or prizes:*
 - (c) *to authorise the making of grants or loans out of the money of the institution to the chief executive, to members of the staff or students of the institution, or to any association of staff or students, on the terms and conditions that the council thinks fit and guarantee loans made by other persons to the chief executive or members of the staff of the institution for housing purposes:*
 - (d) *to accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:*
 - (e) *to agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class:*
 - (f) *to agree to the incorporation in the institution of another institution or other institutions, whether of the same class as itself or a different class from itself:*
 - (g) *to arrange for the manufacture of, and distribution of (whether by way of sale or otherwise), any article or thing bearing a mark, symbol, or writing that is associated with the institution:*
 - (h) *to arrange for the provision of (whether by sale or otherwise) goods and services to staff or students of the institution or other persons using, or otherwise attending at, facilities of the institution:*
 - (i) *to prescribe fees payable by students of the institution or any of them:*
 - (j) *to establish bodies within the institution to give advice to the council:*
 - (k) *to do anything incidental to the exercise of any of the preceding powers.*
- (3) *Subsection (2)(e) and (f) does not apply to [Te Pūkenga—New Zealand Institute of Skills and Technology's] council.*
- (4) *An institution's council has the power to appoint committees consisting of the persons, whether or not members of the council, that the council determines to exercise the powers that are delegated to them under section 285 and the powers that are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.*

Reserved Powers of Council

Govern the University	<i>in accordance with relevant legislation and the Investment Plan and Strategic Plan</i>
Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision	
Approve the Investment Plan	
Approve the budget	<i>on the recommendation of the Finance Committee</i>
Approve the Annual Report	<i>on the recommendation of the Audit and Risk Committee</i>
Appoint, reappoint (and remove) a Vice-Chancellor	
Monitor and evaluate the Vice-Chancellor's performance	<i>on the recommendation of the HR Committee</i>
Appoint (and remove) an acting Vice-Chancellor	
Authorise other people to execute documents on behalf of the University	
Oversee and monitor the assessment and management of risk across the University and its controlled entities	
Approve the internal audit charter	<i>on the recommendation of the Audit and Risk Committee</i>
Approve statutes	
Agree to the disestablishment of the University and its incorporation in another institution of the same class or a different class	
Agree to the incorporation in the University of another institution or other institutions, whether of the same class as itself or a different class from itself	

<i>Grant honorary degrees and Hunter Fellowships</i>	<i>on the recommendation of the Victoria Honours Committee</i>
<i>Approve naming rights</i>	<i>on the recommendation of the Victoria Honours Committee</i>
<i>Determine objective criteria for consideration of Council members</i>	
<i>Appoint as a member of Council the Vice-Chancellor and up to 7 other people</i>	<i>taking into account the recommendations of the Nominations Panel</i>
<i>Elect (and remove) a Chancellor and Pro-Chancellor</i>	
<i>Determine rates of payment for members of Council (other than the Vice-Chancellor)</i>	
<i>Dismiss or suspend a member of Council or recommend to the Minister that a member be removed from office</i>	
<i>Initiate action against a member of Council for breach of any individual duty</i>	
<i>Recommend to the Minister that the Constitution of the Council be amended</i>	
<i>Determine Council's annual work plan and anything necessary to support the business of Council</i>	
<i>Determine procedures for meetings of Council and Committees of Council</i>	
<i>Manage disclosures of interest from Members of Council</i>	
<i>Assess the performance of Council</i>	
<i>Appoint, alter, discharge and reconstitute committees of Council, other committees to exercise delegated powers and boards or other bodies within the University to give advice to Council</i>	
<i>Delegate or revoke any of Council's powers to the Vice-Chancellor or to a committee (including the Academic Board)</i>	
<i>Decide how to fill casual vacancies on Council</i>	<i>Includes deciding not to fill a vacancy that occurs within 3 months of the end of Council member's term of office</i>
<i>Appoint trustees of the Victoria University of Wellington Foundation</i>	
<i>Approve any new subsidiary or controlled entity of the University or the disestablishment of any existing entity</i>	
Academic	
<i>Establish an Academic Board and consider any advice from the Academic Board</i>	
<i>Determine the composition of the Academic Board</i>	
<i>Grant (and revoke) qualifications and awards</i>	
<i>Decide on grievance about an action of the Academic Board</i>	<i>in accordance with section 4.3(c) of the Academic Board statute</i>
<i>Establish targeted admissions schemes for students from equity groups</i>	
<i>Determine minimum entry requirements</i>	
<i>Determine wording on Qualification Certificate</i>	
<i>Approve amendment of already issued Qualification Certificate</i>	
Finance and Contracts	
<i>Approve any matter requiring a "Level 0" approval in the Financial Delegated Authority Limits set out in Appendix 2</i>	
<i>Determine tuition fees and student services levies</i>	<i>taking into account the recommendations of the Finance Committee</i>
<i>Approve limits on treasury financial transactions and financial authorities (as set out in the Treasury Statute)</i>	<i>taking into account the recommendations of the Finance Committee</i>
<i>Authorise grants or loans to the Vice-Chancellor, members of staff, students, or to any association of staff or students, and guarantee loans to the Vice-Chancellor or members of staff for housing purposes</i>	
<i>Approve the level of insurance coverage</i>	
<i>Authorise the common seal to be affixed to any document</i>	<i>Common seal must be countersigned by two people (other than for qualification certificates), one of whom must be a member of Council.</i>
<i>Enter into agreements which, if made by a private person, must be by deed.</i>	<i>Requires common seal to be affixed and countersigned by two people with</i>

delegated authority (at least one of whom must be a member of Council).

3.2.3 Duties (section 281)

The duties of Council are:

281 Duties of councils

- (1) *It is the duty of an institution's council, in performing its functions and exercising its powers,—*
- (a) *to strive to ensure that the institution attains the highest standards of excellence in education, training, and research:*
 - (b) *to acknowledge the principles of Te Tiriti o Waitangi:*
 - (c) *to encourage the greatest possible participation by the communities served by the institution so as to maximise the educational potential of all members of those communities, with particular emphasis on groups in those communities that are under-represented among the students of the institution:*
 - (d) *to ensure that the institution does not discriminate unfairly against any person:*
 - (e) *to ensure that the institution operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability:*
 - (f) *to ensure that proper standards of integrity, conduct, and concern for the public interest and the well-being of students attending the institution are maintained.*
- (2) *In addition, NZIST's council must comply with section 97 of the Crown Entities Act 2004 in respect of its subsidiaries.*

Under the Health and Safety at Work Act 2015, Council members have a duty as officers of the University to exercise “due diligence” to ensure that the University complies with its duties and obligations under that Act.

Due diligence is defined (in section 44(4)) as including taking reasonable steps to:

- (a) *to acquire, and keep up to date, knowledge of work health and safety matters; and*
- (b) *to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and*
- (c) *to ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and*
- (d) *to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and*
- (e) *to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and*
- (f) *to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).*

(PCBU = a person conducting a business or undertaking (section 17(1)). In this context, the relevant PCBU is Victoria University of Wellington.

This duty essentially directs that the University's health and safety culture be controlled and managed by those in governance (and senior management) roles.

3.3 Strategy

3.3.1 Strategic Plan

Council is responsible for setting the University's strategic direction and for monitoring progress toward attaining the strategic goals. It does this by approving the Strategic Plan which sets out the University's:

- Vision;
- Context – heritage and position;
- Mission and purpose;
- 6 key strategies;
- and
- Values and commitments.

The 2020-2024 Strategic Plan, approved by Council on 14 October 2019, is available on the website: <https://www.wgtn.ac.nz/about/governance/strategic-plan> and as a downloadable file https://www.wgtn.ac.nz/_data/assets/pdf_file/0005/1791824/strategic-plan-2020-2024.pdf.

One consideration when Council determines the University's Strategic Plan is the Tertiary Education Strategy (TES) described below. While our Strategic Plan needs to align with the TES priorities, the scope of the University's Strategic Plan is broader.

3.3.2 The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy

The Statement of National Education and Learning Priorities (NELP) and the Tertiary Education Strategy (TES) are issued under the Education and Training Act 2020. The TES sets out the Government's long-term strategic direction for tertiary education, including economic, social, and environmental goals and the development aspirations of Māori and other population groups.

The full Tertiary Education Strategy (TES) can be found at this link:

<https://www.education.govt.nz/assets/Documents/NELP-TES-documents/FULL-TES-2020.pdf>

3.4 Legislation

A further consideration in governing Victoria University of Wellington is the application of relevant legislation.

The primary items of legislation directing the University are:

- Education and Training Act 2020 (parts 5 and in particular part 4 subpart 3— Administration of tertiary institutions);
- Victoria University of Wellington Act 1961. Most of the original elements of this Act have now been repealed and replaced by equivalent elements in the Education Act. The provisions that remain include:
 - Section 3 – defines what the University consists of
 - Section 20 – gives Council power to award certificates, fellowships, scholarships, bursaries, and prizes, and to make other awards.
 - Section 21 – gives Council power to provide lectures and instruction to members of the public and award certificates for this;
- Crown Entities Act 2004. The University is a Crown Entity. Only the provisions listed in Schedule 4 apply to Tertiary Education Institutions; and
- Public Finance Act 1989. Only certain provisions of the Act apply, particularly the restrictions on investment in section 65I of that Act.

Governance and management of the University must also comply with other legislation.

The General Counsel conducts an annual legislative compliance survey and the results of this are reported to the Audit and Risk Committee and then Council.

3.5 Other key governance material

Council members also need to be familiar with the following key governance material:

3.5.1 Standing Orders

Standing Orders set out Council's rules for meetings of Council and its committees. They incorporate and extend the rules set out in Schedule 11 sections 15 and 16 of the Education and Training Act 2020. They also incorporate key requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 which apply to Council and its committees.

3.5.2 Council Code of Conduct

The Council Code of Conduct sets out expected standards of behaviour for Council members. It should be read in conjunction with applicable legislative requirements.

3.5.3 Investment Plan

The Investment Plan is submitted to the TEC to seek government funding for domestic students.

To meet TEC's requirements, the Investment Plan must describe:

- How the University will achieve government priorities set out in the TES;
- The University's mission and role in the tertiary sector;
- All the tertiary education programmes and activities run or undertaken by the University; and
- The outcomes proposed by the University, including performance indicators.

3.5.4 Annual Budget

The Annual Budget identifies the projected revenue and operating and capital expenditures required to achieve the University's fiscal targets, the targets specified in the Investment Plan and agreed initiatives to support the Strategic Plan in each calendar year. Council approves the Annual Budget.

3.5.5 Annual Report

The Annual Report includes the University's audited financial statements and the Statement of Service Performance (SSP) which reports against performance measures specified in the Investment Plan. Council approves the Annual Report.

3.5.6 Council statutes

Section 284 of the Education and Training Act 2020 gives Council the authority to make statutes. University statutes are the highest level component of the University's policy framework.

Where a statute has academic implications, Council must take advice from the Academic Board. Statutes are permanent in nature although subject to periodic review. Compliance with statutes is mandatory and non-compliance is actionable through appropriate conduct policy documents.

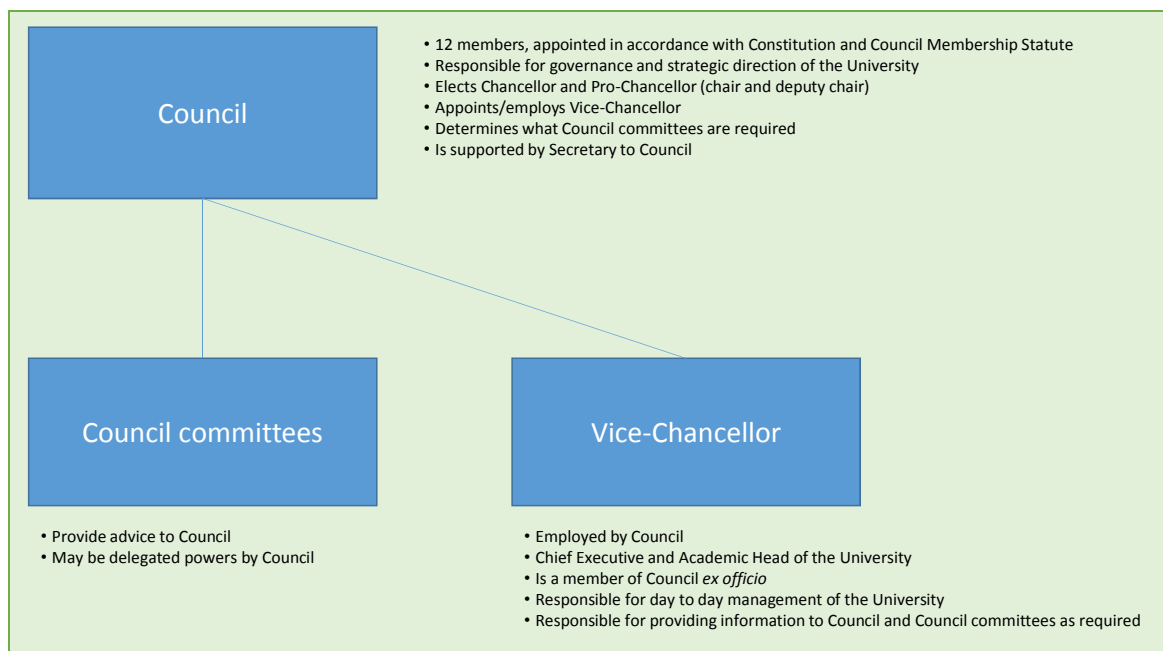
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

3.5.7 Delegations

Delegations are the formal mechanism by which Council authorises committees and the Vice-Chancellor to exercise the power of Council. The Delegations Statute sets out all the decision-making authorities across the University (including those sub-delegated by the Vice-Chancellor). More information can be found at this link - <https://www.wgtn.ac.nz/about/governance/delegations>. [The 2020 Council has asked for a review of delegations during 2021.](#)

4 COUNCIL ORGANISATION

This section sets out how Council organises itself.



4.1 Council composition

The composition of Council is determined by the Education and Training Act 2020, Council's Constitution (gazetted on 24 September 2015 <https://gazette.govt.nz/notice/id/2015-au5554>) and the Council Membership Statute <https://www.wgtn.ac.nz/documents/policy/governance/council-membership-statute.pdf>).

The Constitution is a short document that essentially states that the University's Council must comprise 12 members, of whom:

- Four are appointed by the Minister of Education; and
- Eight are appointed by Council in accordance with its statutes.

The Constitution also specifies that the maximum number of occasions on which a person may be appointed as a Council member is three, although Council's expectation is that no Council member would be appointed on more than two occasions.

The detail of the composition of Council is set out in the Council Membership Statute, which also sets out the basis on which the eight members appointed by Council are elected or selected.

4.2 The Nominations Panel oversees the appointments process for the three positions appointed directly by Council.

4.3 The Secretary to Council and Returning Officer conducts the elections for the two staff representatives and the two student representatives. The successful candidates are appointed at the next available Council meeting.

4.4 The Vice-Chancellor is appointed *ex officio* for the length of his/her employment contract.

4.5 Chancellor and Pro-Chancellor (Chair and Deputy Chair)

Council has two specific positions that are determined by election within Council each year.

4.5.1 Chancellor

The Chancellor is elected by Council as chairperson and is eligible for re-election to this office. This is traditionally for a one year term.

The Chancellor chairs Council and is responsible for providing leadership to Council in the execution and review of its governance responsibilities. The Chancellor represents Council at meetings concerned with governance issues across the sector (for example, Chancellors' meetings, meetings with representatives of government etc.) and provides advice and support to the Vice-Chancellor. The Chancellor is also typically the spokesperson for Council and the University on governance issues.

The Chancellor:

- Convenes Council meetings;
- Is a member *ex officio* of all committees of Council;
- Convenes or is a member of working parties of Council as deemed appropriate;
- Attends meetings of the NZ Chancellors;
- Is a Trustee of the Victoria University of Wellington Foundation (*ex officio*);
- Presides at the University's Graduation Ceremonies; and
- Represents the University at corporate and cultural functions.

4.5.2 Pro-Chancellor

The Pro-Chancellor is elected by Council as deputy chairperson and is eligible for re-election to this office. This is traditionally for a one year term.

The Pro-Chancellor is the Chancellor's deputy in governance and ceremonial roles and, on occasion as required, acts on the Chancellor's behalf.

If the Chancellor is not present at a meeting of Council or if there is no Chancellor, the Pro-Chancellor presides at the meeting and has all the powers and functions of the Chancellor for the purpose of the meeting.

The Pro-Chancellor:

- Deputises for the Chancellor as the leader of Council and as the Ceremonial Head of the University ;
- Is a member *ex officio* of all committees of Council except the Nominations Panel; and
- Represents the University at corporate and cultural functions.

4.5.3 Election process

Schedule 11 section 15 of the Education and Training Act 2020 sets out general guidance, including the constraint that Council members who are the Vice-Chancellor, members of staff or students are not eligible for election to be Chancellor or Pro-Chancellor.

The election process will be supervised by the Secretary to Council, who will provide formal notice of the date of the election, receive nominations and, if there are two or more nominations for one office, conduct a secret ballot.

The election process normally followed is:

1. The election will be held at the last meeting of Council in each calendar year.
2. The Secretary to Council will call for nominations two weeks before the final Council meeting of the year
3. Nominations (proposed and seconded) must be received in writing by the Secretary to Council by the Monday preceding the Council meeting.
4. Nominations will only be accepted from the floor if no written nominations have been received.
5. If there are two or more nominations for one office, a secret ballot will be conducted.
6. If the ballot results in a tie, a second ballot will be held. If the second ballot results in a tie, then the Secretary to Council will supervise the determination of the outcome by lot.

4.6 Officers of Council

The “Officers of Council” are the Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Chair of the Finance Committee.

4.7 Council committees

Council committees are formed to facilitate efficient decision-making and provision of advice. Council has the power to form committees under section 283(4) of the Education and Training Act 2020 as required. Standing Orders require committees to operate under approved terms of reference and observe the same rules of conduct and procedure as Council unless Council determines otherwise. Council committees only speak or act for Council when authorised. The authority conferred on a Council committee does not derogate from the authority delegated to the Vice-Chancellor.

The committee structure is as follows:

Permanent committees

- Finance Committee;
- Audit and Risk Committee;
- Te Aka Matua (Māori Advisory Committee); and
- Human Resources (HR) Committee.

Special purpose committees

- Victoria Honours Committee; and
- Nominations Panel.

Membership of each committee is determined by Council at the start of each year, and on other occasions as the need arises.

Each committee operates with agreed terms of reference, which set out:

- The scope, purpose, responsibilities and authority of the committee;
- Membership and attendance;
- Meetings;
- Information and reporting; and
- Review requirements.

The Secretary to Council has a template for the creation of terms of reference for new committees or advisory groups when required.

Committee	Purpose	Meeting frequency	Members
Finance	Assists Council in relation to financial planning, capital management and financial performance.	Quarterly (or as required)	Chancellor and/or Pro-Chancellor Vice-Chancellor Up to five other Council Members
Audit and Risk	Assists Council in relation to oversight of strategic, financial and operational risk management, health and safety management, internal and external audit, statutory financial reporting and legislative compliance.	Quarterly (or as required)	Chancellor and/or Pro-Chancellor Up to five other Council Members
Te Aka Matua – Māori Advisory committee	Provides Council with timely advice on the University's relations with Māori communities as they support the development and implementation of the strategic plan.	As required	Chancellor Pro-Chancellor Vice-Chancellor Deputy Vice-Chancellor Māori Up to two other Council members Up to two external members At least two Ngāi Taura student members
Human resources (HR) committee	Assists Council to meet its responsibility to monitor and evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review.	As required	Chancellor (<i>ex officio</i>) Pro-Chancellor up to two other lay members of Council
Victoria Honours committee	Makes recommendations to Council regarding the criteria, conferment or award for/of an honorary degree, Hunter Fellowship, naming rights, or any other honorary award which Council may wish to bestow.	As required	Chancellor Pro-Chancellor Vice-Chancellor two other Council members President of the PGSA Academic staff as per TOR
Nominations Panel	Ensures Council has the skills, knowledge, diversity and experience for the University to meet the challenges ahead and to achieve its strategic goals. It also oversees the appointment and election of Council members.	As required	Chancellor Vice-Chancellor Academic Board nominee member of Professional Staff VUWSA President or nominee Te Aka Matua nominee two external members

4.8 Academic Board

Schedule 11 section 18(2) of the Education and Training Act 2020 requires Council to establish an academic board to advise Council on matters relating to courses of study or training, awards, and other academic matters.

The Academic Board may exercise powers delegated to it by Council and the Vice-Chancellor under sections 285 and 295 of the Education and Training Act 2020.

The Academic Board is not a committee of Council, although for convenience it is deemed to be one for the purposes of receiving and exercising delegated authority from Council.

The Academic Board is chaired by the Vice-Chancellor (*ex officio*). The membership, functions and powers of the Board are defined in the Academic Board statute and the Delegations Statute.

4.9 Vice-Chancellor

The Vice-Chancellor is the University's Chief Executive and as such is responsible for managing the academic and administrative affairs of the University. The Vice-Chancellor is the employer of all University staff. The Vice-Chancellor is *ex officio* a member of Council and of all committees of Council except the Human Resources committees.

One of the key functions of Council is to appoint, and then monitor the performance of, the Vice-Chancellor.

The Vice-Chancellor is the link that connects the University's governance (Council) and management functions. All Council authority conferred on management is delegated through the Vice-Chancellor so that the authority and accountability of management is considered to be the authority and accountability of the Vice-Chancellor so far as Council is concerned.

Between Council meetings the Chancellor maintains an informal link between Council and the Vice-Chancellor, expects to be kept informed by the Vice-Chancellor on all important matters, and is available to the Vice-Chancellor to provide counsel and advice where appropriate. Only decisions of Council acting as a body are binding on the Vice-Chancellor. Individual Council members, officers or committees should not give decisions or instructions to the Vice-Chancellor except in those instances where specific authorisation is given by Council.

Accountability of Vice-Chancellor to Council

The Vice-Chancellor is accountable to Council for management of the University. At each of its normal monthly meetings Council expects to receive from or through the Vice-Chancellor:

- Operational and other reports and proposals; and
- Such other information and assurances as Council considers necessary.

4.10 Secretary to Council

The Secretary to Council is responsible for ensuring that Council procedures are followed, that the applicable rules and regulations for the conduct of the affairs of Council are complied with and for all matters associated with the maintenance of Council or required for its efficient operation.

All Council members have access to the advice and services of the Secretary's office.

The role of the Secretary includes:

- Working closely with the Chancellor to organise Council's work programme and related meetings;
- Preparing, publishing and distributing Council and Council committee papers including agendas and minutes;
- Maintaining Council's register of interests and conflicts of interest;
- Preparing the Council section of the Annual Report;
- Ensuring Council related information on the University's website is current;
- Administering Council fees and expenses;
- Organising continuing professional development for Council;

- Managing elections and external appointments of Council members;
- Providing executive advice and support to the Chancellor (including for graduation, key events, communication, and other logistics);
- Liaising with TEC and the Minister's office on behalf of Council;
- Managing information requests from Council members to University staff through the Vice-Chancellor; and
- Being the key contact point for all matters relating to Council.

4.11 General Counsel

General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

- Advice on interpretation and application of relevant legislation;
- Advice on appropriate procedure;
- Advice on the creation, interpretation and application of Council's own procedural documents including Standing Orders, Code of Conduct and Terms of Reference for committees, boards and advisory bodies; and
- Engaging external legal services when required.

Any request for, and provision of, legal advice should be directed through the Chancellor or, in relation to a committee, the chair of that committee.

5 COUNCIL PROCESSES AND PROCEDURES

This section sets out how Council operates.



Council takes a disciplined approach to performing its role, with emphasis on strategic issues and policy. Council members must always act within any limitations imposed by Council on its activities.

5.1 Annual work programme

Council works to a set timetable throughout the year. Council accomplishes its work through a series of Council meetings and Council committee meetings.

5.1.1 Council meetings

Council normally holds formal meetings at six-weekly intervals during standard business hours from approximately 9 am to 5.00 pm. Council may also hold additional meetings as the occasion requires.

Formal Council meetings and Council committee meetings are conducted in accordance with Council's Standing Orders. These may be amended from time to time by Council as Council sees fit, and they are also reviewed by the Secretary to Council and General Counsel on an annual basis to ensure that they remain current and relevant.

Members are expected to use their best endeavours to attend all Council meetings and to prepare thoroughly. Members are expected to participate fully, frankly and constructively in Council discussions and other activities and to bring the benefit of their particular knowledge, skills and experience to the Council table.

Council discussions are expected to be open and constructive, recognising that genuinely-held differences of opinion can, in such circumstances, bring greater clarity and lead to better decisions. The chair of the meeting will endeavour to seek a consensus in Council but may, if necessary, call for a vote.

Minutes are prepared for all formal Council and Committee meetings. These summarise the items considered and the decisions made.

5.1.2 Council committee meetings

Council committee meetings are held in accordance with the agreed timetable and the terms of reference for each specific committee. Meetings of standing committees are publicly notified on the website. Minutes of committee meetings are reported back to Council by inclusion in the agenda for the next Council meeting.

5.1.3 Council workshops

From time to time Council holds a workshop to look at particular topics in more detail. Workshops are not formal meetings of Council and are therefore not open to the public. The chair of the workshop decides the extent to which the proceedings of workshops are recorded and reported back to Council.

5.1.4 Council performance evaluation

Council will assess its performance on an annual basis. This process may include obtaining input from external parties.

5.2 Items for Council consideration

5.2.1 Agenda

Council has sole authority over its agenda, and the Chancellor is responsible, in consultation with the Vice-Chancellor and the Secretary, for determining the agenda for each Council meeting. This is generally determined based on the annual work programme, matters arising from previous Council meetings and Council committees, and on new items put forward for consideration.

Any person may, through the Chancellor, request the addition of an item to the agenda.

At each ordinary meeting the interests register is updated as necessary and Council considers:

- A report from the Chancellor;
- Reports from Council committee chairs;
- A report from the Vice-Chancellor;
- A performance report (including financials and major projects)
- A Health and Safety report; and
- Reports on activities from other areas of the University's activities as appropriate.

The sequencing and the allocation of time to items is determined based on the strategic importance of the item and the range of other items that need to be considered at each meeting.

Each Council meeting has a public session and a public-excluded session. This is a critical part of agenda planning.

5.2.2 Council papers

Council papers (including formal notice of meeting and agenda) are distributed to Council members using Diligent Board books. Council papers are usually made available at least three calendar days before meetings. Late papers are only accepted where this has been agreed in advance by the Chancellor.

Papers are expected to use the standard template for Council and Committee papers. This template is available from the Secretary to Council.

5.3 Interactions with University staff

It is expected that from time to time Council members will need to interact with members of staff. While this is generally encouraged, as it enables Council collectively to obtain a broader understanding of how the University is operating, it is also important for Council members to understand that they do not have authority to direct staff to provide information or undertake other activities unless specifically authorised to do so by the Chancellor or Vice-Chancellor.

It is expected that all interactions between Council members and University staff will be conducted in an open and transparent manner to ensure there are no surprises. The Secretary to Council can facilitate interactions between Council and the appropriate University staff, keeping the Chancellor and Vice-Chancellor informed.

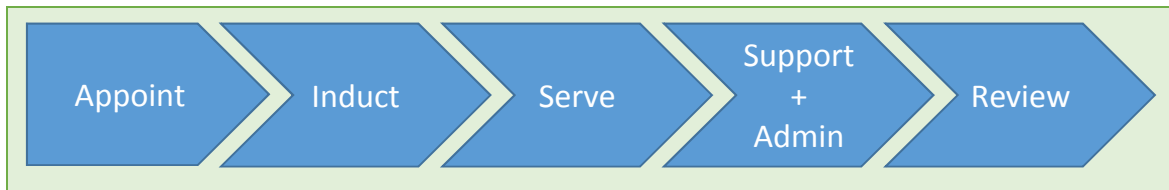
If University staff are approached directly by Council members, they are expected to advise their manager, who in turn may redirect the request to the Vice-Chancellor's Office.

5.4 Dealing with disruptions by members of the public

If a Council meeting is disrupted by members of the public during the public section of a meeting (to the extent that reasonable debate by Council is prevented, or Council members feel threatened harassed or intimidated) then Council will manage the situation in accordance with the provisions of section 50 of the Local Government Official Information and Meetings Act 1987.

6 OTHER GUIDANCE FOR COUNCIL MEMBERS

This section addresses other topics relevant to Council members.



6.1 Induction

At the start of each year, and on any occasion when a new person joins Council, an induction programme is run for all new Council members. This is intended to ensure that all Council members have a good (and consistent) understanding of the University and the environment and markets in which it operates. As part of the programme, members receive essential Council and University information and meet key members of the management team.

Having a good understanding of the context, purpose, organisation and processes of Council and the University is vital for Council to be able to operate as a high-performing team.

The induction programme ensures that:

- New Council members are brought up to speed;
- Council as a whole understands the work programme for the year ahead; and
- Council understands its current mix of knowledge, skills, experience and diversity.

6.2 Individual roles and responsibilities

As well as attending all Council meetings and workshops, Council members are also expected to serve on one or more Council committees.

Council members are expected to keep themselves abreast of changes and trends in the University's environment and markets and in the economic, political, social and legal climate generally.

Council members are welcome and encouraged to attend graduation ceremonies. There are usually seven ceremonies in May and five in December.

Council members are expected to perform their individual duties under Schedule 11 section 10 of the Act in accordance with Council's Code of Conduct and in accordance with all relevant University statutes (such as the Conflicts of Interest Statute).

Council members must not act as spokesperson for, or make any public comment on behalf of, Council or the University unless specifically authorised to do so by the Chancellor or Vice-Chancellor.

Council members, as officers of the University, must also ensure that they exercise due diligence to ensure that the University complies with its duties and obligations under the Health and Safety at Work Act 2015.

6.3 Fees, allowances and travel costs

Council members may be paid fees in accordance with Schedule 11 section 17 of the Education and Training Act 2020. Actual out of pocket expenses (such as travel costs) may also be claimed.

Where travel on Council business is required, the University will make the travel arrangements and cover the cost. Travel must be approved in advance by the Chancellor.

6.4 Insurance

The University maintains a comprehensive portfolio of insurance policies. This section provides an overview of the main insurance policies relevant to Council members.

6.4.1 Directors & Officers

This policy covers both individual Council members as well as the University itself for claims made against Council members for wrongful acts in the discharge of their University duties. The policy covers both defence costs and settlements of claims.

6.4.2 Statutory Liability

This policy covers both individual Council members as well as the University itself for claims alleging unintentional breaches of New Zealand statutes. The policy covers both defence costs and penalties awarded against an insured (although there are some exceptions; for instance, fines following breaches of Health and Safety legislation cannot be insured).

6.4.3 Trustees Liability

This policy covers claims made against trustees in the discharge of their duties on behalf of a Trust (or fund). The policy covers defence costs, damages and judgements against trustees.

6.4.4 General requirements

Council members are required to complete a very brief declaration annually for the purposes of the renewal of the University's liability policies. The declaration typically asks whether the Council member has been involved in any companies that have been in receivership or liquidation and whether there has ever been a claim against him or her in the capacity as a Council member or a director, officer or senior employee of any entity.

All policies also require prompt notification of any circumstance which could give rise to a claim. A failure to do so may void the insurance cover. Such notifications are to be made in the first instance to Secretary to Council.

6.5 Independent professional advice

Any Council member is entitled to obtain independent professional advice relating to his or her responsibilities as a member. If a member considers such advice is necessary the member is expected to first discuss it with the Chancellor.

6.6 Information access and technology

6.6.1 Information access

Council members are given digital access to all Council papers and related material via Diligent Board books which ensures timely, effective and secure provision of Council information. This is the only University provided system that Council members are required to access as a Council member. Council members may also have an xxxx@vuw.ac.nz email address if they wish.

Council members are allowed access to the University's library.

Council members do not require (and are not provided with) University identity or access cards.

Council members who do not have access to suitable technology may make arrangements to borrow the necessary equipment for the duration of their term. Free WiFi is available on all University campuses.

6.6.2 Information security

Council members are expected to keep all information relating to Council and the University secure. If Council members have reason to believe that there may have been any loss of, or inappropriate access to, University information in their care, they should advise Secretary to Council as soon as possible.

6.7 Physical security on campus

Campus security can be contacted on 0800 842 8888

6.8 Self-evaluation

As part of Council's goal to be a high-performing Council, Council members are expected to periodically self-evaluate their performance, and to take any appropriate steps in response to the outcome of this evaluation.

6.9 Training and development

Council has a "boardWide" corporate membership of the IoD which provides all Council members full IoD membership benefits (except voting rights). Council expects that all Council members will attend basic governance training.

6.10 Declarations

After becoming a member of Council, and whenever circumstances change after that, Council members are required to complete a number of formal declarations. These include:

- Details for Register of Interests. These interests will be published in the Annual Report;
- Insurance declaration; and
- A declaration to confirm that:
 - The person is not disqualified from appointment under section 277 of the Education and Training Act 2020 or section 16 of the Charities Act 2005 (for example as an undischarged bankrupt); and
 - The person agrees to comply with Council's Standing Orders and Code of Conduct.

The Secretary to Council arranges the completion of these declarations.

6.11 Where to get more information

More information may be obtained from:

- Chancellor, Pro-Chancellor and Vice-Chancellor;
- Secretary to Council
- General Counsel; and
- The University's website and other websites (such as TEC, legislation.govt.nz, Ministry of Education, etc.)

Appendices

Appendix A – Other relevant publications and information

Document name	Publisher	Link
Resources for TEI councils	TEC	https://www.tec.govt.nz/teo/working-with-teos/tei/governance/resources-for-councils/
Strategic Plan	The University	https://www.wgtn.ac.nz/data/assets/pdf_file/0005/1791824/strategic-plan-2020-2024.pdf
Investment Plan	The University	https://www.wgtn.ac.nz/about/governance/university-publications/investment-plan2/investment-plan.pdf
Annual Budget	The University	On board books resource centre
Annual Report	The University	https://www.wgtn.ac.nz/about/governance/university-publications/annual-report
Strategies, Statutes and Policies	The University	https://www.wgtn.ac.nz/about/governance/strategy
Detailed legislation	Parliamentary Counsel Office	http://www.legislation.govt.nz/

Appendix B – Additional papers provided to Council members only

The following working papers are provided (via the resource centre of board books) to Council members on a regular basis whenever they are created and or updated.

Document name	Description
Meeting schedule	Schedule setting out the timetable of Council and committee meetings
Work programme	Schedule setting out the particular topics to be considered by Council across the year
Council member contact list	Details of Council members' contact details

**CAPITAL THINKING.
GLOBALLY MINDED.**
MAI I TE IHO KI TE PAE



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Te Tiriti o Waitangi Statute

1. Purpose

- a) The purpose of this Statute is to outline the principles adopted by Council to enact the University's obligations that derive from section 281(b) of the Education and Training Act 2020.
- b) As a university, we embrace the Treaty of Waitangi as one of our distinctive qualities. The principles, as articulated in this Statute, enable Victoria University of Wellington to realise opportunities under Te Tiriti o Waitangi/Treaty of Waitangi to further advance the University and contribute to the betterment of New Zealand society.

2. Application of Statute

- a) This Statute applies to staff members, students, and Council members of the University.

Statute Content

3. Principles

- a) The following principles have been drawn from Te Tiriti o Waitangi, New Zealand case law, Waitangi Tribunal reports, Crown policy documents, the University's governance documents, and mātauranga Māori.
- b) The principle of Kāwanatanga stems from Article One of Te Tiriti o Waitangi, which used Kāwanatanga to mean governance. In the context of the University, this means that the Council has an obligation to provide good governance for the University as a whole and to act reasonably and in good faith, including with its Māori staff, students and stakeholders.
- c) The principle of Rangatiratanga recognises Māori autonomy and self-determination, as guaranteed in Article Two of Te Tiriti o Waitangi. In the context of the University, it means encouraging senior Māori leadership roles and entities, spaces and events where tikanga Māori prevails, and engagement with and rights over te reo and mātauranga Māori.
- d) The principle of Options (Kōwhiringa) acknowledges Māori rights to pursue their own personal direction, whether that be in accordance with tikanga Māori or not. In the context of the University, this means that Māori staff and students have a choice about whether or not to access Māori specific processes, services or support within the University environment.
- e) The principle of Partnership (Mahi tahi) requires Māori and the Crown to work together for mutually beneficial outcomes. In the context of the University, this Principle underpins the integrity of the relationships formed between the University and its Māori stakeholders.
- f) The principle of Kaitiakitanga (Protection) ensures Māori rights and interests are actively protected through honourable conduct, fair processes, robust consultation and good decision-making. In the context of the University, this means actively protecting Māori student, staff and stakeholder rights and interests in relation to University activities.
- g) The principle of Participation (Whai wāhi) ensures that Māori are fully involved in all parts of New Zealand society. In the context of the University, it requires the University to ensure Māori

representation in key decision-making bodies and the involvement of Māori across all parts of the University.

- h) The principle of Equality (Rite tahi) focuses on providing an environment that supports equitable Māori outcomes. In the context of the University, it means actively working towards achieving equitable outcomes for Māori students and staff.
- i) The principle of Redress (Whakaoranga) provides for the effective resolution of Māori grievances. In the context of the University, this means actively addressing any inequities for Māori across the institution.

Related Documents and Information

4. Related Documents

[Education and Training Act 2020](#)

[Treaty of Waitangi](#)

5. Document Management and Control

Approver	Council
Approval Date	11 February 2019
Effective Date	11 February 2019
Last Modified	
Review Date	
Sponsor	Deputy Vice-Chancellor (Māori)
Contact Person	Deputy Vice-Chancellor (Māori) Ext: 5303

Standing Orders of Council

Introduction

These Standing Orders set out rules for meetings of Council and its committees. They incorporate and extend the rules set out in Schedule 11 sections 15 and 16 of the Education and Training Act 2020. They also incorporate key requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 which apply to Council and its committees.

Interpretation

The Chancellor (or other member presiding) is responsible for ruling on any question about the interpretation or application of these Standing Orders and for deciding cases not otherwise covered.

Definitions

In these Standing Orders:

Chancellor means the Chairperson of Council

Council means the Council of the University

EA means the Education and Training Act 2020

LGOIMA means the Local Government Official Information and Meetings Act 1987

member presiding means the Chancellor, Pro-Chancellor or whoever is presiding at a meeting

Pro-Chancellor means the Deputy Chairperson of Council

Secretary means the Secretary to Council

University means Victoria University of Wellington

Vice-Chancellor means the Chief Executive of the University

Meetings

1. Ordinary meetings of Council will be held at such places and times as the Chancellor determines are necessary for the efficient performance of the functions of Council (EA Schedule 11 sections 15(1) and (2)).
2. The Chancellor may at any time of his/her own motion call a special meeting of Council.
3. If requested by written notice by at least three members of Council, the Chancellor must convene a special meeting (EA Schedule 11 section 16(3)).
4. If there is no Chancellor, or for any reason the Chancellor is not available, the Pro-Chancellor has the powers and duties of the Chancellor under orders 1, 2 and 3 (EA Schedule 11 section 16(4)).

Quorum

5. No business may be transacted at a Council meeting unless a majority of Council members are present (EA Schedule 11 section 16(7)). Business can be progressed by email between meetings but must be ratified at the next Council meeting.

Notice of meeting

6. Notice of every Council meeting must be sent to each member at a contact address they have provided (which may be an email address). The notice must be sent at least five or, in the case of email or other electronic format, three calendar days before the date of the meeting and must specify the business to be transacted.

7. If the Chancellor or a majority of Council believes that an urgent meeting is required, he or she or they may call a meeting on such period of notice as he or she determines (which may, in cases of emergency, be less than 24 hours). Notice of an urgent meeting may be given or sent by any form of communication (including telephone or email) to contact details held for the relevant Council member. In the absence or unavailability of the Chancellor, the Pro-Chancellor may exercise the Chancellor's powers under this clause.
8. Failure to send or receive a notice of meeting does not invalidate proceedings at that meeting.

Chancellor and Pro-Chancellor

9. The Council must elect one of its members to be the Chancellor, and another of its members to be the Pro-Chancellor (EA Schedule 11 section 15(1)). The election must be for a stated period, not exceeding the elected member's unexpired term of office as a member of Council (EA Schedule 11 section 15(3)).
10. A member of Council who is the Vice-Chancellor, a member of staff or a student enrolled at the University is not eligible for election as the Chancellor or Pro-Chancellor (EA Schedule 11 section 15(4)).
11. The Chancellor and Pro-Chancellor hold office for the period for which they are elected, but are eligible for re-election (EA Schedule 11 section 15(5)). If the term of office of the Chancellor or Pro-Chancellor expires before a successor is elected, he or she continues in office until a successor is elected (EA Schedule 11 section 15(6)).
12. The election process will be supervised by the Secretary, who will provide formal notice of the date of the election, receive nominations and, if there are two or more nominations for one office, conduct a secret ballot.
13. The Chancellor will preside at every Council meeting at which he or she is present (EA Schedule 11 section 16(8)).
14. If the Chancellor is not present at a Council meeting but the Pro-Chancellor is present, the Pro-Chancellor will preside (EA Schedule 11 section 16(9)).
15. If neither the Chancellor nor the Pro-Chancellor is present at a meeting, the members present will appoint one of their number to preside (EA Schedule 11 section 16(10)).
16. At any time during the meeting the member presiding may request any member present to take the chair temporarily as acting member presiding.

Attendance

17. A meeting of Council may be held either:
 - a) by a number of members who constitute a quorum being assembled together at the place, date, and time appointed for the meeting; or
 - b) where approved by the Chancellor (or Pro-Chancellor in the Chancellor's absence) by means of audio, or audio and visual, communication by which all members participating and constituting a quorum can simultaneously hear each other throughout the meeting.

Conflicts of interest

18. A member of Council who has an interest in a matter being considered or about to be considered, must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of Council (EA Schedule 11 section 8(1)).
19. A disclosure under order 18 must be recorded in the minutes of the meeting and the member must not, unless Council decides otherwise:
 - (a) be present during any deliberation with respect to that matter; or
 - (b) take part in any decision with respect to that matter (EA Schedule 11 section 8(2)).

20. For the purposes of orders 18 and 19, a person has an interest in a matter if, and only if, the matter relates to the conditions of service of the person as Vice-Chancellor or a member of the staff of the University or the person has any other direct or indirect pecuniary interest in the matter (EA Schedule 11 section 8(3)).
21. The University's Conflict of Interest Statute (and any associated procedures) will apply to the identification, disclosure and management of a conflict of interest of a Council member to the extent consistent with these Standing Orders.

Voting

22. Every question before Council at a meeting will be decided by a majority of the votes cast on it by the members present (EA Schedule 11 section 16(11)).
23. At any meeting of Council the member presiding has a deliberative vote on every question and, on any question where the deliberative votes for and against are equal, also has a casting vote (EA Schedule 11 section 16(12)).
24. Voting will be by voices and the member presiding will declare the result of the voting. Unless a show of hands or secret ballot is called for, his/her declaration of the result will be final.
25. At any time before the member presiding declares the result of a vote, any member may request voting to be by show of hands or secret ballot.
 - (a) If a show of hands is requested, the member presiding will call for a show of hands and will declare the result.
 - (b) If a secret ballot is requested, the Secretary will conduct a secret ballot and will declare the result.
26. When a question is decided by a show of hands, any member may request each member's vote be recorded in the minutes. Unless any three members object, the Secretary will ensure they are recorded.
27. A member who has voted against a resolution, or has abstained from voting, may request that this fact be recorded in the minutes and, if requested, the Secretary must ensure it is recorded.

Business

28. The Chancellor, in conjunction with the Vice-Chancellor and Secretary, will decide the agenda for each Council meeting.
29. Matters put forward to Council should be appropriate for Council to consider in accordance with its statutory role.
30. Members of the University community or other persons who wish to put forward items for inclusion on the agenda of a Council meeting must notify the Secretary in writing at least two weeks prior to the meeting of Council. The decision on whether or not to include such items on the agenda will be made in accordance with order 28, having regard to order 29.
31. An item of business that is not on the agenda for a meeting of Council may be discussed at the meeting if it is a minor matter relating to the general business of Council. The member presiding must explain at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed. No resolution, decision or recommendation may be made in respect of such an item except to refer it to a subsequent meeting for further discussion (LGOIMA section 46A(7A)).
32. An item of business that is not on the agenda for a meeting of Council may be dealt with at the meeting if Council so resolves. The member presiding must explain at the meeting, at a time when it is open to the public, the reason why the item is not on the agenda and why discussion of the item cannot be delayed until a subsequent meeting (LGOIMA section 46A(7)).
33. At any special meeting of Council no business may be transacted other than the business specified in the notice of the meeting and reasonably incidental matters.

Procedures

34. The member presiding will have general control over the procedure to be followed at a meeting, and power to make binding rulings on the procedure to be followed.
35. Without limiting order 34, the member presiding may in his/her discretion at any stage of the meeting:
 - (a) impose speaking time limits on each member speaking on a matter; or
 - (b) rule that no member may speak more than once on a matter.

Admission of media and public

36. Media representatives and other members of the public may be admitted to Council meetings in accordance with the provisions of the Local Government Official Information and Meetings Act 1987 and may also be excluded from Council meetings in accordance with the provisions of that Act (LGOIMA sections 48 and 50).
37. A person who is not a Council member may be invited to speak at a Council meeting at the discretion of the member presiding.

Committees and delegation of powers

38. The Council may establish boards or other bodies within the University to give advice to Council (EA section 283(2)(j)).
39. The Council may appoint committees consisting of such persons, whether or not members of Council, as Council determines to exercise delegated powers under EA section 285 and 286 and such powers as are conferred on them by statutes made by Council. The Council may alter, discharge and reconstitute committees so appointed (EA section 238(4)).
40. The quorum of a board, advisory body or committee to which Council has delegated power will be a majority of the members unless the Terms of Reference for that board, advisory body or committee state otherwise.
41. The chairs of Council committees will be appointed annually by Council, on the recommendation of the Chancellor. This does not apply to the Academic Board or where otherwise provided in University statutes or law.
42. Boards, advisory bodies and committees of Council must operate under terms of reference approved by Council and in accordance with these Standing Orders, which will apply to them with all necessary changes. In the event of conflict between any terms of reference and these Standing Orders, the terms of reference will prevail, unless the Standing Orders reflect legal requirements.

Minutes

43. Accurate minutes must be kept of the proceedings of meetings of Council, and of any board, advisory body or committee. Minutes will be reasonably promptly circulated following the meeting to all members of the Council or relevant Committee. The next appropriate meeting will formally approve the minutes when they have been accepted as a true and correct record of proceedings.

Alteration of Standing Orders

44. Except where these Standing Orders embody statutory provisions, they may be amended by ordinary resolution passed at any meeting of Council. Notice of intention to propose an alteration of Standing Orders and of the terms of the proposed alteration must be included in the relevant notice of the meeting.

Suspension of Standing Orders

45. Standing Orders may be suspended, with the unanimous consent of the meeting, in regard to any item of business. The suspension will not apply to Standing Orders which reflect legal requirements.

Review of Standing Orders

46. Standing Orders will be reviewed on an annual basis.

Code of Conduct

Council of Victoria University of Wellington

Purpose of the Code

This Code sets out expected standards of conduct for Council members. It should be read in conjunction with applicable legislative requirements.

Code of Conduct for Council Members

When acting as a Council member in any circumstance, Council members must:

1. behave in a way that reflects and upholds the values of Victoria University as contained in the Strategic Plan;
2. comply with the individual duties in Schedule 11 section 10 of the Education and Training Act 2020 (set out below);
3. accept and support all Council decisions once made. Council operates under the principle of collective responsibility;
4. accept and, together with other Council members, ensure that Council can undertake its statutory responsibilities, duties and functions;
5. uphold the principles of being a good employer;
6. avoid, to the extent possible, any conflicts of interest. Where an interest in a matter being considered or about to be considered by Council arises, promptly disclose that interest in accordance with the Standing Orders;
7. not direct the actions of or raise concerns with individual members of University staff unless authorised to do so by the Chancellor or Vice-Chancellor.
8. not act as spokesperson for, or make any public comment on behalf of, Council or the University unless specifically authorised to do so by the Chancellor (in consultation with the Vice-Chancellor, where appropriate); and
9. be familiar with the operations of the University and the environment in which it operates.

Breach of Duties or the Code

A breach of any of the individual duties in Schedule 11 section 10 of the Education and Training Act 2020, or this Code of Conduct, may result in removal from office under sections 12 and 13 of the Act.

Schedule 11

10 Individual duties of council members

(1) A council member, when acting as a council member in any circumstances,—

(a) must—

- (i) act with honesty and integrity; and
- (ii) act in the interests of the institution as a whole; and
- (iii) act in a manner that promotes the performance of the functions characteristic of an institution of the kind to which the member belongs, and the duties of the council; and
- (iv) act in good faith, and not pursue the member's own interests at the expense of the council's interests; and

(b) must exercise the care, diligence, and skill that a reasonable person would exercise in the same circumstances, taking into account—

- (i) the nature of the institution; and
- (ii) the nature of the action; and
- (iii) the position of the person as a council member, and the nature of the responsibilities undertaken by the council member; and

(c) may not disclose any information to which subclause (3) applies to any person, or make use of, or act on, that information, except—

- (i) in the performance of the council's functions; or
- (ii) as required or permitted by law; or
- (iii) if the member has earlier been authorised to do so by the council; or
- (iv) if disclosing, making use of, or acting on it does not, or is unlikely to, prejudice the council or the institution; or
- (v) in complying with requirements for members to disclose interests.

(2) The fact that a council member was appointed by the council in accordance with a statute providing for the appointment of a member (or 2 or more members) to represent the interests of a stated institution or of people or institutions of a stated description does not limit or affect the council member's duty under subclause (1)(a)(ii) to act in the interests of the institution as a whole.

(3) This subclause applies to information that—

- (a) a council member has in their capacity as a council member; and
- (b) would not otherwise be available to the member.

(4) This clause does not apply to a member of [Te Pūkenga—New Zealand Institute of Skills and Technology's] council.

Audit and Risk Committee

Terms of reference

1 Introduction

The Audit and Risk Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to oversight of strategic, financial and operational risk management, health and safety management, internal and external audit, statutory financial reporting and legislative compliance.

- 2.2 The scope of the Committee is outlined below.

2.3 Strategic and Operational Risk

- a) Risk management framework.
- b) Quarterly strategic & operational risk status reports.
- c) Disaster management and business continuity planning.
- d) Annual insurance plan.

2.4 Health and Safety

- a) Health & safety policy and management systems.
- b) Quarterly health & safety report.

2.5 External Audit

- a) Recommend appointment of external auditors, terms of reference and their remuneration.
- b) Annual external audit plan.
- c) External auditors report & opinions.
- d) Status of open audit items

2.6 Internal Audit

- a) Internal Audit Plan (to be approved by the Committee along with any subsequent changes to the Plan)
- b) Recommend appointment of internal auditors.
- c) Internal audit reports
- d) Status of open audit items

2.7 Statutory Financial Reporting

- a) Annual financial statements, accounting policies and annual report.

2.8 Legislative Compliance

- a) Legislative compliance policy.

- b) Annual legislative compliance status report.

2.9 Independence

In addition to the scope above, the Committee will assure the independence of the Audit function by:

- a) Reviewing and ratifying the appointment or dismissal of the Director, Safety Risk Assurance..
- b) Acting as an independent reporting channel for the external and internal audit functions to report any matters of concern which involve senior management and/or where senior management is conflicted.
- c) Considering any difficulties encountered in the work, and any restrictions placed on the scope of work or access to required information or personnel.

2.10 General

The Committee will maintain oversight of specific audit and risk issues and examine other matters as required by Council.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.
- 3.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference. All staff members will be directed to cooperate with any reasonable request.
- 3.3 The Committee, through the Chair, is authorised by Council to obtain outside legal or other independent professional advice and to arrange for the attendance of outside parties with relevant experience and expertise at meetings. General Counsel will be consulted before obtaining outside legal advice. These services will be funded from the Council cost centre. If the resulting expenditure will exceed the approved budget, then the Committee will need to consult with Council and obtain its approval at the next Council meeting.
- 3.4 Nothing in this terms of reference limits the responsibility and authority of the Vice-Chancellor to commission internal audits and reviews to be undertaken at any time. The Committee will be consulted or informed of any such audits as appropriate.

4 Membership

- 4.1 Unless Council decides otherwise the membership of the Committee will be as follows:
 - a) The Chancellor and/or the Pro-Chancellor;
 - b) Up to five other members of Council appointed by the Council each year on the recommendation of the Chancellor.
- 4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee. The Vice-Chancellor and any staff or student members of the Committee will not be eligible for appointment as Committee Chair.

5 Meetings

- 5.1 The Committee will meet at least four times a year as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor, Pro-Chancellor or Committee Chair.
- 5.3 Meetings will be chaired by the Chair, or in their absence by another member of the Committee as decided by the members of the Committee present at the meeting.

- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Vice-Chancellor, the Director, Safety Risk Assurance and the external auditors.
- 6.2 The Director, Safety Risk Assurance and external auditors are encouraged to meet with the Chair of the Committee independent of University management.
- 6.3 The Committee may receive advice from external parties who have relevant expertise and experience.
- 6.4 In addition to provision of scheduled information and reports, the Vice-Chancellor is responsible for drawing to the Committee's attention any material matter that appears likely to create a significant risk for the University in relation to audit and risk matters.
- 6.5 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 6.6 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on:	21 March 2016 by Council
These terms of reference take effect from:	21 March 2016
These terms of reference were amended on:	12 December 2016 by Council
	27 February 2017 by Council
	26 February 2018 by Council

9 Delegation by Council

In accordance with sections 285(1) and 286(1) of the Education and Training Act 2020, Council delegates to the Audit and Risk Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Finance Committee

Terms of reference

1 Introduction

The Finance Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

2.1 The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to financial planning, capital management and financial performance.

2.2 The Committee will review the areas listed below, provide feedback to management and to Council.

2.3 Financial planning

- a) Long term financial and capital plans to support the Strategic Plan.
- b) The business plan, budget and statutory Investment Plan.
- c) Business cases for major investments.

2.4 Capital management

- a) Treasury policy
- b) Funding strategy
- c) New funding facilities and/or transactions outside the Vice-Chancellor's delegated authority

2.5 Financial performance

- a) Periodic review of business performance¹ versus approved business plan
- b) Review of quarterly Treasury report

Note: The Audit & Risk Committee is responsible for reviewing the Annual Report and Financial Statements

3 Authority

3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

4.1 Unless Council decides otherwise the membership of the Committee will be as follows:

- a) The Chancellor and/or the Pro-Chancellor;
- b) The Vice-Chancellor; and
- c) Up to five other members of Council appointed by Council each year on the recommendation of the Chancellor.

¹ Includes performance versus budget

- 4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee. The Vice-Chancellor and any staff or student members of the Committee will not be eligible for appointment as Committee Chair.

5 Meetings

- 5.1 The Committee will meet at least four times a year as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor, Pro-Chancellor or Committee Chair.
- 5.3 Meetings will be chaired by the Chair, or in his or her absence by another member of the Committee as decided by the members of the Committee present at the meeting.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 In addition to provision of scheduled information and reports, the Vice-Chancellor is responsible for drawing to the Committee's attention any material matter that appears likely to create a significant risk for the University in relation to financial matters.
- 6.2 After each meeting of the Committee the Chair will report the Committee's findings and conclusions to Council.
- 6.3 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on:	21 March 2016 by Council
These terms of reference take effect from:	21 March 2016
These terms of reference were amended on:	12 December 2016 by Council
	27 February 2017 by Council
	26 February 2018 by Council

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Finance Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Te Aka Matua Kōmiti – Māori Advisory Committee

Terms of reference

1 Introduction

The Te Aka Matua Kōmiti – Māori Advisory Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to Māori.
- 2.2 The committee will monitor and provide feedback to management and Council on the areas listed below:
 - a) Meeting Victoria's Treaty obligations.
 - b) Long term vision and strategic planning for Māori at Victoria.
 - c) Resourcing of the university's Māori programming.
 - d) Differentiation (comparison with other universities, both domestically and internationally).
 - e) Māori and iwi stakeholder relationships of Council and of the University.
- 2.3 The Committee will also review business performance on a quarterly basis, including:
 - a) Māori student recruitment, retention and achievement;
 - b) Māori human resource issues including staff capacity; and
 - c) Non-Māori engagement with kaupapa Māori.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

- 4.1 Unless Council decides otherwise the membership of the Committee will be as follows:
 - a) The Chancellor;
 - b) The Pro-Chancellor;
 - c) The Vice-Chancellor;
 - d) The Deputy Vice-Chancellor (Māori);
 - e) Up to two other members of Council;
 - f) Up to two members not on Council who have strong relationships with Māori communities relevant to the university, appointed for up to a four year term; and
 - g) At least two Ngāi Tauira Executive student members, for a term of at least one year and up to two years. At the time of appointment student members must be members of the Ngāi Tauira Executive but can remain on the Te Aka Matua committee beyond the conclusion of their term on the Ngāi Tauira Executive.

- 4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee.

5 Meetings

- 5.1 The Committee will meet at least four times a year as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be a majority of the members of the Committee.
- 5.3 Meetings will be chaired by the Chair, or in his or her absence by another member of the Committee as decided by the members of the Committee present at the meeting.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Executive Assistant to the Deputy Vice-Chancellor (Māori) will be the Secretary of the Committee.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 6.2 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on:	7 June 2016
These terms of reference take effect from:	7 June 2016
These terms of reference were amended by Council on	26 February 2018
These terms of reference were amended by Council on	26 March 2018
These terms of reference were amended by Council on	29 October 2018

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Te Aka Matua Kōmiti – Māori Advisory Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Victoria Honours Committee

Terms of reference

1 Introduction

The Victoria Honours Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

2.1 The purpose of the Committee is to:

- a) Recommend to Council, from time to time, criteria to be considered when proposing Honorary Degrees, Hunter Fellowships and Distinguished Alumni Awards;
- b) Recommend to the Academic Board and to Council the names of persons considered to be worthy of the conferment of an honorary degree, a Hunter Fellowship or a Distinguished Alumni Award, and the reasons for such recommendations in the context of the Honorary Degrees and Hunter Fellowships Statute and the Committee's current guidelines for such honours;
- c) Recommend to Council naming in accordance with the Victoria Naming Statute;
- d) Oversee the Chancellor's Lecture and the Chancellor's Dinner; and
- e) Recommend to Council, from time to time, the establishment of, and criteria for, any other honorary awards which the Council may wish to bestow.

3 Authority

3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

4.1 Unless Council decides otherwise the membership of the Committee will be as follows:

- a) The Chancellor;
- b) The Pro-Chancellor;
- c) The Vice-Chancellor;
- d) Two members of Council who are not members of the Academic Board;
- e) Two senior members of the academic staff appointed by Council on the nomination of the Chancellor for an initial term of four years, renewable once for a further four year term;
- f) Three members of the academic staff of different faculties appointed by Council on the nomination of the Academic Board for an initial term of four years, renewable once for a further four year term;
- g) One member, being a graduate, nominated by the Post Graduate Students' Association and appointed by Council for a term of two years.

4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee.

5 Meetings

- 5.1 The Committee will meet as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be a majority of the members of the Committee.
- 5.3 Meetings will be chaired by the Chair, or in his or her absence by another member of the Committee as decided by the members of the Committee present at the meeting.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Secretary to Council will also be the Secretary of the Committee.
- 5.6 All proceedings under the Honorary Degrees and Hunter Fellowships Statute are confidential and taken in committee. A resolution of Council conferring an honorary degree or a Hunter fellowship is also taken in committee and remains confidential until the award is accepted.
- 5.7 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 6.2 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on: 25 July 2016 by Council

These terms of reference were amended by Council on: 26 February 2018

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Victoria Honours Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Council Human Resources Committee

Terms of reference

1 Introduction

The Human Resources Committee is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

The purpose of the Committee is to assist Council to meet its responsibility to monitor and evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.
- 3.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference.

4 Membership

- 4.1 The membership of the Committee will be as follows:
 - a) The Chancellor (Chair)
 - b) The Pro-Chancellor
 - c) Up to two lay members of Council
- 4.2 The Committee Chair will be the Chancellor or such other member of the Committee appointed as Chair by the Council.

5 Meetings

- 5.1 The Committee will meet as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be two Members, one of whom must be the Chancellor or Pro-Chancellor.
- 5.3 Meetings will be chaired by the Chair or in their absence by another member of the Committee.
- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Council.

7 Review

- 7.1 The Committee will undertake an annual review of its responsibilities and activities and report to Council on that review.

8 Key Dates

- 8.1 These terms of reference were approved on: 26 February 2018 by Council
These terms of reference take effect from: 26 February 2018

Council Human Resources Committee

Terms of reference

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Human Resources Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Nominations Panel

Terms of reference

1 Introduction

The Nominations Panel is a committee of Council. It operates within the relevant provisions of the Education and Training Act 2020, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to make recommendations to Council on its membership in accordance with the Council Membership Statute.
- 2.2 In particular, the Nominations Panel is responsible for:
- a) identifying and recommending to Council suitable candidates to fill Council vacancies as and when they arise;
 - b) ensuring that there is an appropriate mix of knowledge, skills, experience and diversity on Council so as to ensure the Council is capable of undertaking its responsibilities, duties and function; and
 - c) considering any other matters referred to the Panel by Council.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.

4 Membership

- 4.1 The membership of the Committee will be as follows:
- a) The Chancellor (or the Pro-Chancellor where the person holding office as Chancellor is being considered for recommendation)
 - b) a senior member (Professor or Associate Professor) of the University's academic staff appointed by Council on the nomination of the Academic Board for a term of up to four years
 - c) a member of the University's professional staff appointed by Council for a term of up to four years
 - d) the President of the Victoria University of Wellington Students' Association (or nominee);
 - e) a person appointed by Council on the nomination of Te Aka Matua for a term of up to four years
 - f) the Vice-Chancellor;
 - g) up to 2 external members appointed by the Council for a term of up to four years
- 4.2 The Panel will be chaired by the Chancellor (or Pro-Chancellor if the person holding office as Chancellor is being considered for recommendation)

- 4.3 At least two members of the Panel must be graduates of the University.
- 4.4 None of the members of the Nominations Panel, other than the Chancellor (or Pro-Chancellor) and Vice Chancellor, may be members of Council.

5 Meetings

- 5.1 The Panel will meet when convened by the Chair or as requested by the Council.
- 5.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor (or Pro-Chancellor).
- 5.3 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.4 The Chair will appoint a Secretary of the Panel in conjunction with the Secretary to Council.
- 5.5 The Standing Orders of Council will apply to any meetings of the Panel except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Council.

7 Review

- 7.1 The Panel will undertake a periodic review of its responsibilities and activities and report to Council on that review.

8 Key dates

These terms of reference were approved on: 29 July 2019 by Council

These terms of reference take effect from: 29 July 2019

These terms of reference were amended and
approved by Council on: 23 March 2020

These terms of reference take effect from: 23 March 2020

9 Delegation by Council

In accordance with section 285(1) of the Education and Training Act 2020, Council delegates to the Nominations Panel all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____