

Meeting of Council, Public - Order Paper and Documents (04/12/2023)

Public papers

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MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

9.00 AM, MONDAY, 4 DECEMBER 2023
COUNCIL CHAMBER, LEVEL 2,
HUNTER BUILDING

COUNCIL

Order paper for the meeting to be held in the
Council Chamber, Level 2, Hunter Building, Kelburn Campus and/or
via Zoom videoconference
at 9.00 am on Monday, 4 December 2023

PUBLIC BUSINESS

9.00 am*	Karakia		
<i>*All timing approximate</i>	1. Welcome and Apologies		Chancellor
	2. Disclosure of Interests		Chancellor
	Procedural items		
	3. Election of Chancellor and Pro-Chancellor for 2024	VUWC 23/134	Chancellor
9.05 am	4. Council Minutes, meeting held 30 October 2023		Chancellor
	Items for Discussion		
9.10 am	5. Report from the Chancellor	VUWC 23/135	Chancellor
	6. Report from the Vice-Chancellor	VUWC 23/136	Vice-Chancellor
	7. Financial report to 31 October 2023	VUWC 23/137	CFO
	Items for Approval		
9.25 am	8. Conferment of Qualifications	VUWC 23/138	Chancellor
	9. Appointment of Council member following staff election	VUWC 23/139	Chancellor
	10. Committee Chairs and Committee members for 2024	VUWC 23/140	Chancellor
	Quarterly reports		
9.30 am	11. Pasifika report	VUWC 23/141	AVC Pasifika
9.45 am	12. VUWSA and Ngāi Taura President reports	Oral reports	Student Presidents
	Items for Noting		
	13. Committee minutes / Academic Board report <ul style="list-style-type: none"> Academic Board report, 7 November 2023 Audit & Risk Committee, 20 November 2023 Finance Committee, 20 November 2023 	VUWC 23/142	Ac Bd Chair Comm Chairs
	14. Forthcoming Events and next Council meeting	VUWC 23/143	Chancellor
10.00 am	15. Speaker: Professor Rob McKay, Director, Antarctic Research Centre	Oral report	Chancellor
	Procedural Item		
10.30 am	16. Resolution to Exclude the Public <i>Adjourn for morning tea until 10.45 am</i>	VUWC 23/144	Chancellor
Attached	Governing Documents Council Manual, Standing Orders/Code of Conduct Te Tiriti o Waitangi Statute/Committee Terms of Reference		

Karakia

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

Disclosure of Interests

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

To note: that the Disclosure of Interests register is attached.

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		
	Wellington Uni-Professional	Director	August 2020		
	Creative HQ (Holding Co Wellington Regional Economic Development Agency Limited)	Director	June 2020		
	National Music Centre Collaborative Governance Group (CGG)	Non-voting Chair	July 2022		
	Victoria University of Wellington Foundation Board of Trustees	Trustee	January 2022		
	Barnardos NZ	Chair	31 August 2023		
Richard Arnold	Tertiary Education Union	Member	2001		
Brigitte Bönisch-Brednich Nil					
Jaistone Finau	Trusthouse Foundation Porirua Regional Advisory Committee	Member	8/6/21		
	Trusthouse Foundation Porirua Regional Advisory Committee	Chair	7/11/21		
	Trusthouse Foundation	Member	7/11/21		
	Taura Pasifika	National President	1/1/21		
	Ministry of Foreign Affairs and Trade	Employee	28/11/22		
Pania Gray	Kororā Consulting	Managing Director	August 2010	Ongoing	
	New Zealand Qualifications Authority	Deputy Chair	October 2021	Oct 2024	
	New Zealand Film Commission	Board Member	Feb 2020	Oct 2024	
	Education Services Limited	Board Member	July 2014	July 2024	
	Te M āt āwai Audit & Risk Committee	Independent Member	August 2019	Ongoing	
	Ministry of Health Risk & Assurance Committee	Independent Member	Nov 2021	June 2024	
	Te W ānanga o Raukawa	Part-time student	2021	Ongoing	
	Te Herenga Waka, son is a student in 2023		2020	2023	

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
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	Trustee	15/2/21		
	Maxwell Fernie Trust	Trustee	21/3/21		
David McLean	Bibi McLean Trustee Limited	Trustee	17.9.19		
	Kiwi Group Capital Ltd	Chair/Director	23.11.22		
	KiwiRail Holdings Ltd	Chair	1.1.22		
	NACEW	Member	18.11.19		
	NZ Railways Corporation	Chair	1.1.22		
Kelly Mitchell	Youth Movement Fund, Aotearoa	Committee member	1.2.22		
	Tertiary Education Union	Member	1.2.22		
	Green Party of Aotearoa New Zealand	Member	1.3.22		
Cath Nesus	Nesus & Associates	Director	Feb 2004		
Nic Smith	Queensland University of Technology	Adjunct Professor	1.9.2022		
	University of Auckland	Visiting Professor	24.3.2020		
	Victoria University of Wellington Foundation Board	Trustee	16.1.2023		
Maryan Street	KiwiRail Holdings Ltd	Director	7.7.22		
James Te Puni	Barnados NZ	Board Chairman	Nov 2015		
	Te Ahuru Mowai*	Kaiwhakahaere Matua/CEO	Mar 2020		
	<i>*Te Ahuru Mowai is involved in a research partnership with Te Herenga Waka funded by MBIE providing solar energy technology to 20 homes in Porirua</i>		Sep 2022		
	Waikanae Christian Holiday Park	Trustee	March 2021		
	Titahi Ltd	Director and Shareholder	March 2021		
	Switched On Group	Director	Nov 2021		

Agenda Item 3

Election of 2024 Chancellor and Pro-Chancellor

To receive: a Council paper from the Secretary to Council dated 16 November 2023 regarding the election of the Chancellor and Pro-Chancellor for 2024 (document VUWC 23/134).

To note: that there was one nomination for Chancellor and one nomination for Pro-Chancellor therefore candidates for both positions are elected unopposed.

To resolve: **Recommendations:**

- 1 that Mr John Allen be declared duly elected to the office of Chancellor for the period from 1 January 2024 to 31 December 2024;
- 2 that Hon Maryan Street be declared duly elected to the office of Pro-Chancellor for the period from 1 January 2024 to 31 December 2024.



COUNCIL PAPER

TO	Members of Council
FROM	Caroline Ward, Secretary to Council
AUTHOR	Caroline Ward, Secretary to Council
DATE	16 November 2023
SUBJECT	Election of Chancellor and Pro-Chancellor for 2024
DOCUMENT #	VUWC 23/134

Executive Summary

The election of the Chancellor and Pro-Chancellor takes place at the last Council meeting each year for the upcoming year.

Election of the Chancellor

The closing date for nominations for the office of Chancellor was Thursday, 16 November 2023 at 12.00 noon. One nomination had been received by the closing date and time for Mr John Allen and he is therefore re-elected unopposed. The election was conducted in accordance with the procedures detailed in the Council Manual.

Election of the Pro-Chancellor

The closing date for nominations for the office of Pro-Chancellor was Thursday, 16 November 2023 at 12.00 noon. One nomination had been received by the closing date and time for Hon Maryan Street and she is therefore re-elected unopposed. The election was conducted in accordance with the procedures detailed in the Council Manual.

Recommendations:

1. that Mr John Allen be declared duly elected to the office of Chancellor for the period from 1 January 2024 to 31 December 2024;
2. that Hon Maryan Street be declared duly elected to the office of Pro-Chancellor for the period from 1 January 2024 to 31 December 2024.

Agenda Item 4

Council Minutes, Meeting held 30 October 2023

To receive: the public Minutes of the Meeting of Council held 30 October 2023.

To resolve: that the Minutes of the Meeting of Council held on 30 October 2023 be approved.



COUNCIL

**Minutes of the Council Meeting held on Monday, 30 October 2023
in the Council Chamber, Level 2, Hunter Building
from 9.00 am to 1.00 pm**

PRESENT:

Mr John Allen (Chancellor)
Professor Richard Arnold
Professor Brigitte Bönisch-Brednich
Mr Jaistone Finau
Ms Pania Gray
Mr David McLean *via Zoom*
Ms Kelly Mitchell
Professor Nic Smith (Vice-Chancellor)
Hon Maryan Street (Pro-Chancellor)
Mr James Te Puni
Ms Caroline Ward (Secretary to Council)

APOLOGIES:

Mr Alan Judge
Ms Cath Nesus

IN ATTENDANCE:

Ms Jackie Anderson, Acting General Counsel
Dr Logan Bannister, Deputy Vice-Chancellor, Students
Mr Will Barber, Associate Director, Commercial and Finance
Professor Stuart Brock, Deputy Vice-Chancellor, Academic
Mr Mark Daldorf, Director, People & Capability
Ms Katherine Edmond, Director, Communications
Professor Rawinia Higgins Deputy Vice-Chancellor, Māori and Engagement
Professor Bryony James, Provost
Mr Clinton Jenkins, Associate Director, Planning and Performance Management
Mr Simon Johnson, Acting Director, Campus Operations
Professor Markus Melloh, Dean of Faculty of Health
Mr Reece Moors, Director, Vice-Chancellor's Office
Ms Tina Wakefield, Chief Operating Officer

SPEAKERS:

Mr Graham Le Gros, Director/Chief Executive, Malaghan Institute
Mr Gary Evans, Director, Ferrier Institute

23.161

WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

Noted:

- 1 that Hon Maryan Street led the Karakia.
- 2 that the Chancellor warmly welcomed all to the meeting.
- 3 that Mr Allen acknowledged the new members of the Senior Leadership Team attending their first Council meeting, Ms Tina Wakefield, Professor Bryony James, and Dr Logan Bannister. A Mihi Whakatau will be held on

Wednesday to formally welcome these staff and Council members were encouraged to attend.

- 4 that the Director, Vice-Chancellor's Office, Mr Reece Moors was also acknowledged as he attended his first Council meeting since commencing at the University. Mr Moors will also be welcomed at the Mihi Whakatau.
- 5 that apologies had been received from Mr Alan Judge and Ms Cath Nesus.

Resolved: that apologies from Mr Alan Judge and Ms Cath Nesus be sustained.

Te Puni/Mitchell
Carried
230139

23.162 DECLARATIONS AND DISCLOSURE OF INTERESTS

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

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

- Noted:**
- 1 that Council members were reminded to advise the Secretary to Council of any changes to their disclosure of interests listing between meetings.
 - 2 that for item-specific disclosures, the Chancellor asked that Council members alert him at the time.

23.163 COUNCIL MINUTES, MEETING HELD ON 18 SEPTEMBER 2023

Received: the public Minutes of the meeting of Council held on 18 September 2023.

Resolved: that the public Minutes of the meeting of Council held on 18 September 2023 be approved.

Street/Nesus
Carried
230140

23.164 REPORT FROM THE CHANCELLOR

Received: a Council paper from the Chancellor, Mr John Allen, dated 24 October 2023 (document VUWC 23/115).

- Noted:**
- 1 that the report was taken as read.
 - 2 that the implementation of decisions made in the financial sustainability change process are now underway and the Chancellor acknowledged the pressure on many in the University's community. He particularly highlighted the role of and work done by the two staff representatives on Council and thanked them for their dedication and care of the University's staff throughout a very difficult time.
 - 3 that the highly valued and, in many instances, long-serving staff who are leaving Te Herenga Waka were recognised and thanked for their contribution.
 - 4 that the University's restructured senior leadership group was recently gifted a Māori name by the Deputy Vice-Chancellor Māori - Te Hiwa.
 - 5 that at the recent Distinguished Alumni Awards ceremony, it was apparent that the four recipients had found something in their time at Victoria

University of Wellington to underpin their drive, innovation and courage to succeed. The success of this event and the efforts of the team putting it together were applauded.

Resolved: that the Chancellor's report be noted.

Arnold/Finau
Carried
230141

23.165

REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor, Professor Nic Smith, dated 24 October 2023 (document VUWC 23/116).

Noted:

- 1 that the report was taken as read.
- 2 that enrolment figures for 2024 look encouraging although it is early days in the process. Intense efforts across the University to convert enrolments to admission continue. Applications for accommodation are also looking positive.
- 3 that a meeting was held with principals from key Wellington secondary schools in order to further develop relationships and gain insights into what they need from Te Herenga Waka.
- 4 that a number of professional development opportunities for secondary school teachers have been offered, in addition to making sure they are aware of all the initiatives available for their students to engage with the University.
- 5 that the recruitment of a new Deputy Vice-Chancellor (Academic) is progressing well and an appointment is expected before the end of the year.
- 6 that a programme of work is underway to refresh the University's strategy and determine priorities for the future. At upcoming staff forums (on 8 and 9 November) Te Hiwa members will discuss how priorities will be realised in their areas of responsibility.
- 7 that the list of successes and achievements in the report were acknowledged. In addition, the NZSM had held a successful week-long series of musical events attended by over 3,000 people. The week culminated in a magnificent joint concert in the Hub with the New Zealand Symphony Orchestra and the New Zealand School of Music orchestra.
- 8 that Council members commended the Vice-Chancellor for his leadership throughout the financial sustainability programme of work which had been carried out on a rapid time scale. The focus now is to generate collective momentum as the University looks to the future.

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

McLean/Arnold
Carried
230142

23.166

FINANCIAL REPORT TO 30 SEPTEMBER 2023

Received: the Financial report to 30 September 2023 from the Chief Financial Officer, Mr Les Montgomery (document VUWC 23/117).

Noted:

- 1 that the report was taken as read.
- 2 that Mr Jenkins spoke to the report in Mr Montgomery's absence explaining that revenue was unfavourable to budget by \$21.8m mainly due to fewer EFTS enrolled in 2023.

- 3 that the Foundation YTD surplus was \$4.9m which was favourable to budget by \$3.8m.
- 4 that the full year forecast for the University Group is currently predicted to be a deficit in a range from \$30m to \$34m. The financial sustainability programme of work to reduce costs and increase revenue will improve the underlying result in future years.

Resolved: that the Financial report to 30 September 2023 be noted.

Te Puni/Mitchell
Carried
230143

23.167

CONFERMENT OF QUALIFICATIONS

Received: the list of degrees, diplomas and certificates granted on 30 October 2023 (document VUWC 23/118).

Noted: that Council member, Ms Kelly Mitchell, was congratulated on the conferral of her conjoint LLB/BA degree. There was a round of applause in acknowledgement of Ms Mitchell's achievement.

- Resolved:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 23/118, and that their names be entered on the Roll of Graduates on 30 October 2023.
 - 2 that a motion of congratulations to the Graduates be recorded.

Street/Finau
Carried
230144

23.168

APPOINTMENT OF FOUNDATION TRUSTEES

Received: a Council paper from the Chancellor, Mr John Allen, dated 24 October 2023 regarding the appointment of Foundation Trustees (document VUWC 23/119).

Resolved: that Mr Tim Pankhurst and Dr Ruth Harley be appointed as Trustees of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office commencing on 1 November 2023 and concluding on 30 June 2026.

Street/McLean
Carried
230145

23.169

AUDIT & RISK COMMITTEE – TERMS OF REFERENCE AND INTERNAL AUDIT CHARTER

Received: a Council paper dated 24 October 2023 from Hon Maryan Street, Chair, Audit & Risk Committee and Ms Tina Wakefield, Chief Operating Officer, presenting an updated Terms of Reference and Internal Audit Charter for the Audit & Risk Committee (document VUWC 23/120).

Noted:

- 1 that the Terms of Reference and Internal Audit Charter have been under review via the Audit & Risk Committee's usual process for some time. The versions presented today are supported by all members of the Committee

acknowledging that further refinement will be required and for the Charter this will be captured in its annual review around the same time in 2024. Some open questions remain on the Terms of Reference, but these are for the 2024 Committee to consider.

- 2 that it was confirmed that the Terms of Reference are the 'what' and the Internal Audit Charter is the 'how' and both are good practice guiding documents to have in place.

Resolved:

that on the recommendation of the Audit & Risk Committee:

the revised Audit & Risk Committee Terms of Reference and Internal Audit Charter be approved.

Street/Gray
Carried
230146

23.170

AQA CYCLE 6 ACADEMIC AUDIT - UPDATE

Received:

a Council paper dated 18 October 2023 from Professor Stuart Brock, Deputy Vice-Chancellor (Academic), providing an update on the AQA Cycle 6 Academic Audit progress against recommendations, affirmations and the Panel's 2024 follow up visit (document VUWC 23/121).

Noted:

- 1 that the report was taken as read.
2 that Professor Brock provided an update on progress towards implementing recommendations from the AQA Cycle 6 Academic Audit. He confirmed that the University is on track to implement the most urgent recommendations before the one year review in March 2024, with remaining recommendations to be comfortably implemented within the seven-year timeframe.
3 that the Chancellor thanked Professor Brock for the report and wished him every success as he takes up his new position at the University of Otago in the New Year.

Resolved:

that the AQA Cycle 6 Academic Audit update report be noted.

Bönisch-Brednich/Mitchell
Carried
230147

23.171

COMMITTEE MINUTES / ACADEMIC BOARD REPORT

Received:

the Academic Board report covering the meetings held on 22 August, 14 September 2023 and 26 September 2023 (document VUWC 23/122).

Noted:

that there was nothing to report in public following the Te Aka Matua Committee Workshop held on 9 October 2023.

Resolved:

that the Academic Board report covering meetings held in August and September 2023 be noted.

Arnold/Finau
Carried
230148

23.172

FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received: a Council paper from the Secretary to Council, Ms Caroline Ward, dated 13 October 2023 regarding Forthcoming Events and the next Council meeting (document VUWC 23/123).

Noted:

- 1 that Council members were encouraged to attend December graduation celebrations, associated events and the parade further to the invitation circulated since the last meeting.
- 2 that the next meeting of Council will take place on Monday, 4 December 2023, at 9am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

Resolved: that the Council paper on Forthcoming Events and the date and details of the next Council meeting on Monday, 4 December be noted.

McLean/Street
Carried
230149

23.173

SPEAKERS : WELLINGTON SCIENCE CITY

Received: an oral report from Professor Gary Evans, Director, Ferrier Research Institute, and Professor Graham Le Gros, Director (Chief Executive), Malaghan Institute of Medical Research, with a particular focus on the Wellington Science City initiative.

Noted:

- 1 that the Chancellor warmly welcomed Professors' Evans and Le Gros to the meeting.
- 2 that Professor Le Gros expressed delight at being invited to address Council, particularly as the 20th anniversary of the Malaghan Institute is soon to be celebrated.
- 3 that the highly successful and productive partnership between the two Institutes, which has led to a number of ground-breaking vaccines and treatments, was highlighted.
- 4 that both Institute directors discussed the proposal to establish Wellington as a science city, pointing to the strong science capability in the region and the potential for the University to be at the heart of the new science city initiative.
- 5 that the profile and research reputation of Te Herenga Waka and the role that plays in the Institutes being able to recruit top quality staff was acknowledged.
- 6 that in response to questions about how Council can support the work of the Institutes, both directors said Council members can use their connections, the resources of Te Herenga Waka and their vision and leadership to progress science success in the Wellington region. They also extended an open invitation for Council members to visit their respective institutes.
- 7 that the Chancellor thanked Professors Le Gros and Evans and wished them every success in both their individual and collective efforts. He also extended a vote of congratulations to the Malaghan Institute on their 20th anniversary.

Resolved: that the oral report from Professor Gray Evans and Professor Graham Le Gros on the Wellington Science City initiative be noted.

Allen/Gray
Carried
230150

23.174

RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 23/124).

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 15-24.

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. Minutes of previous meeting held on 18 September 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
16. Safety, Health & Wellbeing report 1-30 September 2023	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
17. Vice-Chancellor's report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
18. Financial report to 30 September 2023	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
19. Quarterly report: National Music Centre	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
20. Honorary Doctorate Nominations	s 9(2)(a)	LGOIMA s48(1)(a)(ii)
21. Lease approval	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
22. Rescindment of PhD	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
23. Committee and Academic Board minutes	s9(2)(a), s9(2)(b)(ii), s9(2)(h), and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
24. Council only time	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

In relation to each of the above items, no public interest consideration has been identified favouring disclosure of the particular information in

public proceedings of the meeting that would override the need to withhold the information.

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

Te Puni/Arnold
Carried
230151

the meeting adjourned at 10.30 am for morning tea
the meeting reconvened at 10.50 am

Agenda Item 5

Report from the Chancellor

To receive: a Council paper from the Chancellor, Mr John Allen, dated 27 November 2023 (document VUWC 23/135).

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



COUNCIL PAPER

TO	The University Council
FROM	John Allen, Chancellor
DATE	27 November 2023
SUBJECT	Chancellor's report to 4 December 2023 Council meeting
DOCUMENT #	VUWC 23/135

Kia ora tatou

This is my final report for the year. I would like to acknowledge and thank Council members for their leadership and commitment to the University during the year and in particular their work in shaping and supporting the implementation of the financial sustainability programme of work. We have, this year, been required to confront a range of challenges which were difficult for us and the wider University community, but which could not be avoided if this institution is to have a secure future. While it has been hard for everyone to see colleagues leaving the University as a result of the decisions we made, I am pleased with the way the University engaged in the decision making and in the strong partnerships with student and Union leaders which were developed in the process. I am also pleased that despite the pressure and the different perspectives expressed around the Council table we were able to work as a team and keep our focus on the long-term best interests of the institution. It has not been easy but as our attention turns from financial sustainability to a range of exciting strategic choices for the future shape of this University and the distinctive student experience we want to foster here the Council is in excellent shape to frame and lead the discussion.

I particularly recognise our Vice-Chancellor, Professor Nic Smith, who in his first few months as our Chief Executive, had to face a situation in which the future of Te Herenga Waka was at risk and develop and implement an appropriate response. Professor Smith led a programme of work on financial sustainability which commenced soon after a restructure of the Senior Leadership Team. This meant he shouldered the strain of the financial sustainability exercise with the leadership team in flux around him. I commend him for his stamina and courage to

implement and lead this extraordinarily difficult task. The process although taxing was well executed, and we can now face the future with much greater confidence. Professor Smith has also established himself as a strong voice in the group of Vice-Chancellors and has developed excellent relationships with key Government leaders. Again, the leadership capability this demonstrates puts Te Herenga Waka in good hands as we head into the new year with the financial sustainability of the University more certain, although long term issues about the funding of Universities remain. I am sure these will be the subject of discussion with the incoming Government over the next few months

I recognise and acknowledge the enormous impact on staff who have been directly affected by the financial sustainability proposal. As many of them leave the University, their contribution to Victoria, many over long periods of time, is greatly appreciated. I wish them well in the future. To the staff who remain, I know that many are carrying heavy workloads to ensure the success of our students and they have my deep appreciation on behalf of Council for this effort.

As is usual at this time of year we farewell the VUWSA and Ngai Tauira student Presidents. This year's VUWSA President, Jessica Ye, has ably led VUWSA and demonstrated impressive leadership capability achieving much throughout the year. Harris Devon, who was the sole Ngāi Tauira Co-President for much of the year has also achieved a great deal and hands over a student body in good shape to continue to address the challenges and seize the opportunities for our Māori students. I congratulate Harris on his election to lead the New Zealand Māori student body in 2024. I have enjoyed working with both Harris and Jessica this year and am sure we will see a lot more of them in leadership positions in this country in the future.

We also farewell one of our two student representatives as Jaistone Finau reaches the end of his two-year term on Council. At the time Jaistone was elected to Council he was a student completing his degree, during his term he graduated and has since commenced his career at MFAT. As the University Council's first Pasifika member, Jaistone has strongly represented this community and the wider student body. He is another of our students who I am sure is destined to make a significant positive contribution to the future of this country. We wish Jaistone every success in his future endeavours and as with Jessica and Harris, I will be following his career with real interest.

I am very much looking forward to the upcoming graduation celebrations and Parade in early December. This is an uplifting week and Council members have been invited and are encouraged to attend graduation events. More than 1100 qualifications will be awarded to 1007 graduates with three ceremonies at the Michael Fowler Centre, and the tikanga Māori

graduation ceremony Te Hui Whakapūmau to be held in The Hub. The University will also recognise philanthropist Sir Mark Dunajtschik, Chief Judge Christina Inglis, and Professor of Mātauranga Māori Rangi Mātāmua (Tūhoe), FRSNZ, ONZM, with Honorary Doctorates.

In the past month, with the senior leadership team established, the Vice-Chancellor has provided staff with the opportunity to hear from and interact with the team at a series of staff forums. The leadership team has been gifted a Māori name by the Deputy Vice-Chancellor Māori – *Te Hiwa*. I am delighted that Professor Smith now has the support and collegiality of a highly capable team. The University Council will start 2024 with a Workshop Hui at which Te Hiwa will join us for an afternoon session to start the conversation to establish the University's new strategic plan as the 2020-2024 plan is refreshed.

I acknowledge and thank academic and professional staff who have continued to ensure the success of our students, particularly during such a difficult year when the future of the University was at stake.

After such a challenging year, I wish everyone in the University community a relaxing, safe and enjoyable holiday period.

Ngā mihi, nā

John Allen
Chancellor

Attached: Appendix 1, Chancellor engagements

Appendix 1**Chancellor engagements – 21 October 2023 to 27 November 2023**

Weekly	Meeting with the Vice-Chancellor
Weekly	Meeting with the Secretary to Council
Various	Individual meetings with Council members
28.10.23	Met informally with staff from the Law school
30.10.23	Chaired the University Council meeting
31.10.23	Attended the Foundation Board of Trustees meeting
1.11.23	Attended the Pōhiri for new Senior Leaders at Te Herenga Waka
3.11.23	Met with Neelum Patel and Leila Foster regarding the VUW Anti-Racism Initiative Hui.
4.11.23	Attended the University Diwali event in the Hub
9.11.23	Attended the Chancellors' group meeting via Zoom
14.11.23	Met with the VUWSA President and Ngāi Tauira Co-President
14.11.23	Attended an appreciation event acknowledging an Infratil gift to the NMC
15.11.23	Attended a Living Pā breakfast
20.11.23	Attended the Audit & Risk Committee meeting
20.11.23	Chaired the People & Culture Committee meeting
20.11.23	Attended the Finance Committee meeting
20.11.23	Met with the Vice-Chancellor and the Chair of Finance regarding the NMC
22.11.23	Met with Professor Robert McKay, Director Antarctic Research Centre
27.11.23	Attended the Te Aka Matua Committee meeting

Agenda Item 6

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor, Professor Nic Smith, dated 27 November 2023 (document VUWC 23/136).

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



COUNCIL PAPER

TO	Members of Council
FROM	Professor Nic Smith, Vice-Chancellor
AUTHOR	Professor Nic Smith, Vice-Chancellor
DATE	27 November 2023
SUBJECT	Vice-Chancellor's Report - Public
DOCUMENT #	VUWC 23/136

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.

Admission, Enrolment and Accommodation Update

Enrolment continues to be a strong focus with work taking place across the University to achieve the best possible student numbers for next year.

Although it is early days, the numbers are encouraging. As at 22 November 2023, we had 5,390 international fee-paying applicants in the system and 10,513 domestic applicants. There were 2,748 confirmed EFTS at that date (noting that this number includes returning students whereas applicant numbers are new to university or new to a qualification).

Other points to note from our 22 November data are:

- 445 returning students who have had a gap year have applied for admission, which is higher than last year.
- 415 school leavers who have had a gap year have applied for admission, which is also higher than last year.
- 4,887 school leaver applicants in total this year so far
- applications from other new students are also looking strong, especially in the international fee-paying group.

While we are cautiously optimistic, there are a number of key dates to come that will influence enrolments. This includes current students receiving their Trimester 2 exam results and school leavers receiving their NCEA results in mid-January. Students typically make decisions about future study once they have these results.

Few issues are being reported with the admission and enrolment system and any that do come in are being quickly resolved.

Things are also tracking positively in student accommodation. As at 20 November, our confirmed occupancy is at 91.88% —93.7% in catered halls and 85.7% in our independent living accommodation (noting that rooms are being held in independent living for international students, so we are already operating a waitlist).

In another strand of work, we are also strengthening our focus on recruiting Māori students with a group of interested staff meeting recently to start developing a Māori Recruitment Strategy. The resulting draft strategy includes 30 objectives or initiatives, with further work to be done on refining the actions relating to those objectives and developing measures for success.

Te Hiwa update

Four well-attended staff forums were held in early November to introduce Te Hiwa members and hear about their immediate priorities for the University.

Te Hiwa has agreed on three areas of focus for the next year. These are:

1. Creating time, space, and clarity for our work.
2. Growing our revenue to invest in our capability.
3. Connecting our ecosystems to create opportunities.

We sought feedback from staff on which of the 14 priorities that sit under these areas of focus are the most important for the University and had a positive level of engagement.

Interviews have been held for a new Deputy Vice-Chancellor (Academic) and an appointment announcement will be made soon.

Operating Model review

We have conducted over 60 interviews with staff and held a few forums as work continues to review our operating model.

An approach document is being drafted and will include suggested initiatives for the first phase of this programme of work.

Over 50 separate initiatives have been identified as candidates and these span a wide range of University activities. A user-centric approach will be taken as we work to improve the experience of university processes for both students and staff.

End of year

As the year draws to a close, everyone in the University community is looking forward to a break after a tiring and challenging year. We will have a University-wide Christmas Party on 11 December, where I will take the opportunity to thank staff and my Te Hiwa colleagues and also acknowledge the support and generosity people have shown to me and to each other in 2023. We end the year in a more financially stable position and there are positive signs that we are turning a corner and will soon be able to focus on the future. My thanks also to Council for your support and input this year.

Lecture Recording Policy

After several years of discussion and debate, Academic Board has approved a lecture recording policy for the University, which requires recording of lectures in all rooms that have recording facilities (unless the Dean has granted a special exemption). The policy recognises recordings as supplementary learning resources for personal study and not a replacement for in-class and/or synchronous learning experiences. It enables equitable access to lecture content for all students and additional support to students who many have missed a lecture or need the additional aid. The recordings will also be a valuable revision tool. The policy was developed in partnership with VUWSA and is the outcome of extensive consultation with academic staff and students.

Innovative ideas from Academic Board

At a recent Academic Board, close to 20 academics presented ideas on what they think we should focus on, as a university to increase our attractiveness to students. The ideas were wide-ranging and covered, among other areas, learning and teaching, research, student engagement, interdisciplinary activities, and more visibly leveraging our capital city connections. It was an excellent session that produced a number of valuable ideas to be developed by Academic Board and which will feed into the refresh of our Strategic Plan next year.

Ngā Hoe a Kupe Pathfinder Scholarships

We have secured enough philanthropic support to award eight (8) scholarships in 2024 from:

1. The alumni community of Saint Bernard's.
2. Payroll giving from staff who are donating to the programme.
3. Perpetual Guardian.

4. Ralph & Eve Seelye Charitable Trust.
5. Hoku Foundation.
6. Winton and Margaret Bear Charitable Trust.

The Hoku Foundation has been a particularly special supporter. They came on board in 2022, funding two extra scholarships for our pilot phase, and again in 2023. They have now pledged \$54k a year for the next three years.

On track with our Zero Carbon Plan

As part of our Zero Carbon Plan, we introduced annual air travel carbon targets for each faculty and Te Hiwa portfolios starting in 2023. Air travel has historically been our largest source of emissions (as well as a big financial expense). Across the University we are on track to do better than our target for 2023. From a carbon perspective, it is pleasing that with a full year of open borders, our air travel has not returned to pre-COVID levels.

Briefing for Incoming Ministers (BIM)

A briefing has been prepared for incoming Ministers in the new government focusing on challenges and opportunities in the tertiary sector and outlining Te Herenga Waka's strategy and priorities. The BIM discusses financial challenges being experienced in the university sector and the difficulties with the current funding model, the need for greater collaboration between universities in learning and teaching, areas where universities could share resources and work more cooperatively, and the significant potential and demand for work-integrated learning and ideas on how Te Herenga Waka could pilot initiatives in this area. The document will be shared with staff and published on our website.

PBRF

Planning is underway for our participation in the PBRF 2026 Quality Evaluation. We have begun running information sessions for staff, while being mindful of the financial sustainability change process that has been underway and will be ramping up our work in 2024. Over the past year, we have also been actively engaging with the TEC to help shape how the 2026 round will be rolled out. Our focus areas for the upcoming PBRF round are strengthening our research culture, enhancing our international reputation and, as far as possible, maintaining the current level of revenue we receive from PBRF results. Our PBRF work will be overseen by a steering group, and we will leverage school and faculty-based support along with expertise from the Research Office, HR, the Library and Communications.

Student Living

Earlier in 2023, as part of the NZQA accommodation verification process for all providers in the tertiary sector, we submitted to Universities New Zealand a portfolio of accommodation pastoral care system documentation to be assessed and compliance verified in accordance with Code Outcomes five, six and seven, and also hosted site visits. Our accommodation processes across Outcomes five, six, and seven were all verified as 100% compliant with no recommendations. The University accommodation onboarding and pastoral care practice and planning were highlighted in the report as exemplars for the university sector. There were no instances of non-compliance across the sector.

Alumni Engagement in Australia

The Vice-Chancellor travelled to Australia in late October to host alumni gatherings in Brisbane, Melbourne and Sydney and held alumni and donor meetings. Around 80 alumni attended across the events, which provided an opportunity for the Vice-Chancellor to speak about the University's recent highlights and challenges as well as ways alumni can get more involved with their alma mater. Positive feedback was received with alumni expressing appreciation for hearing directly from the Vice-Chancellor and having the opportunity to network with each other.

Other recent developments of note

- Members of Council, Te Hiwa, Living Pā ambassadors, and donors attended a Living Pā breakfast on 15 November to view progress with the build and see the work being done via a site tour. A second tour of the construction site for Council and Te Hiwa members was held on 20 November.
- The Deputy Vice-Chancellor Māori and Engagement has signed an Affiliation Memorandum between the University and the New Zealand Institute of International Affairs (NZIIA). This formalises existing collaborations as well as enabling new collaborations and allowing members of both organisations to access and benefit from each other's activities, events and collective knowledge.
- Our Emergency Response Team (UWERT) has achieved provisional National Emergency Management Agency (NEMA) accreditation as a certified New Zealand response team.
[Read this story to find out more](#)
- The University's new Starlink satellite service was activated at a recent emergency incident training session to confirm that we can deliver emergency communications in a major disaster within minutes.
- Our identity management team repaired 6,000 duplicate records to ensure a seamless start for students enrolled for Trimester 3. No calls were received from students experiencing a duplicate record issue.

- The Policy Hub has met to plan activity for 2024. Led by Mona Krewel and Markus Luczak-Roesch, the Policy Hub is being run as a pilot and is expected to be an important mechanism for enabling interaction between policy makers and Te Herenga Waka researchers.
- Two of our researchers were awarded Rutherford Discovery Fellowships in October:
 - [Associate Professor Lara Greaves](#) has been awarded a fellowship for her research project titled “More than the 3Ps: Enhancing participation in politics, policy, the public sphere, and political science” and [Dr Simon Barker](#) has been awarded a fellowship for his project “Magma forensics at New Zealand volcanoes: Understanding the magmatic systems and processes that drive eruptions”.
- Nineteen (19) projects led by Te Herenga Waka researchers were awarded grants this year from the Marsden Fund, totalling \$11.97m over three years. Ten (10) projects receive standard grants, which provide funding of up to \$960,000. The remaining nine projects receive fast start grants of \$360,000. Fast-start grants are designed to support early career researchers. Details of the recipients and their projects can be found [here](#)
- We continue to focus on growing our capability to bid for Horizon EU funding. Recently, staff attended an MBIE Horizon EU proposal writing workshop, information and networking event. Key messages were to take advantage of the opportunity now before other countries are invited to join e.g., Canada, and to use the MBIE appointed National Contact Points for each research cluster to help mine existing EU connections.
- Last year, the university introduced a formal recognition scheme for staff involved in teaching, called Te Arawai Ako: Pathway to Learning and Teaching Fellowship. The programme is accredited by Advance HE in the UK to award fellowships to applicants who meet internationally agreed upon standards for good teaching. Following the initial one-year review by Advance HE, Te Arawai Ako is now fully accredited through until 2026. The accreditation report noted that the programme was strategically impactful, responsive and engaging. Twenty seven (27) university staff have been awarded fellowships in the first year of the programme: two Associate Fellows, 23 Fellows, and two Senior Fellows. A version of the programme is being piloted for PhD students and tutors this trimester, and a new round of workshops (the first step towards fellowship) is open for all teaching staff in November.
- The [Te Ara Taupuhipuhi-Disability Inclusion Action Plan 2023-2025](#) was recently launched by Deputy Vice-Chancellor, Academic Stuart Brock. Eighty-five (85) students and staff members enjoyed speeches from student representative Annabelle March, alumnus, author, and disability advocate Henrietta Bollinger, and Manager, Te Amaru-Disability Services Rachel Anderson-Smith who emphasised the value of embedding disability inclusion across the University.

Agenda Item 7

Financial report to 31 October 2023

To receive: the Financial report to 31 October 2023 from the Chief Financial Officer, Mr Les Montgomery (document VUWC 23/137).

To resolve: that the Financial report to 31 October 2023 be noted.



OCTOBER 2023

SUMMARY MONTHLY PUBLIC FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	Oct 23 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	158.0	172.2	-14.2
Tuition Fees	108.5	119.4	-10.9
Research, Commercial & Other	196.6	153.9	42.7
REVENUE	463.1	445.5	17.5
People	241.9	247.5	5.6
Occupancy	36.3	36.2	-0.2
Operating	120.5	119.0	-1.5
EXPENDITURE	398.7	402.7	3.9
EBITDA	64.3	42.8	21.5
Depreciation & Amortisation	44.7	43.1	-1.6
Interest Expense	2.6	3.3	0.7
UNIVERSITY GROUP SURPLUS / (DEFICIT)	17.0	-3.5	20.6
%	4.0%	-0.8%	
CONSOLIDATED GROUP SURPLUS / (DEFICIT)	21.0	-2.2	23.2
%	4.9%	-0.5%	

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

YTD overview

- Revenue is favourable to budget by \$17.5m mainly due to one-off proceeds received in relation to the settlement of the Kaikoura insurance claim (\$40.8m) offset by fewer EFTS enrolled.
- The Consolidated Group surplus of \$21.0m includes the Foundation. The Foundation has a YTD surplus of \$4.0m, which is favourable to budget by \$2.7m, largely due to investment gains and higher donation revenue.

Other context

- The underlying result is the best indicator of financial sustainability – operational viability. It excludes large unusual and/or non-recurring items, such as the settlement of the Kaikoura insurance claim.
- The University has used a Financial Sustainability programme of work to increase revenue and reduce costs which will improve the underlying result for future years.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION	As At:	
	Oct-23 Actual	Oct-22 Actual
	\$m	
Cash & Cash Equivalents	87.2	100.6
Investments	67.5	58.4
Accounts Receivable & Accruals	36.8	17.6
Pre-Paid Expenses	7.0	4.7
Other Current Assets	10.0	17.8
TOTAL CURRENT ASSETS	208.4	199.0
Property, Plant and Equipment	1,243.0	1,070.5
Intangibles	7.6	3.9
Investments in Related Parties	7.2	5.5
TOTAL NON-CURRENT ASSETS	1,257.9	1,079.9
TOTAL ASSETS	1,466.3	1,279.0
Accounts Payable & Accruals	58.9	58.5
Revenue in Advance	109.0	105.9
Bank Borrowings Current	-	10.0
Employee Entitlements	19.2	19.3
Current Liabilities - Other	12.8	2.9
TOTAL CURRENT LIABILITIES	199.9	196.7
Non-Current Liabilities - Other	-	-
Employee Entitlements	20.4	21.8
Bank Debt	65.0	58.0
TOTAL NON-CURRENT LIABILITIES	85.4	79.8
TOTAL LIABILITIES	285.3	276.5
NET ASSETS	1,181.0	1,002.5
Accumulated Surplus	454.4	479.4
Current Year Earnings	21.0	(13.7)
Other Reserves	705.6	536.7
TOTAL COMMUNITY EQUITY	1,181.0	1,002.5
TOTAL LIABILITIES & COMMUNITY EQUITY	1,466.3	1,279.0

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

Agenda Item 8

Conferment of Qualifications

To receive: the list of degrees, diplomas and certificates granted on 4 December 2023 (document VUWC 23/138).

To resolve:

- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 23/138 and that their names be entered on the Roll of Graduates on 4 December 2023.
- 2 that a motion of congratulations be recorded.



DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 4 DECEMBER 2023

Doctor of Philosophy

Alghamdi, Noha Aedh M, *in Literary Translation Studies*
Chukwujama, Mary Chizoba, *in Commercial Law*
Dang, Thanh Binh, *in Engineering*
Jeunot, Eric Patrick, *in International Relations*
Maghool, Sayyed Amir Hossain, *in Building Science*
Mestel, Eleanor Rachel Heiser, *in Geophysics*
Morssy, Amr Bahyeldin Mohamed, *in Engineering*
Nanayakkara Halloluwage, Erandi Hasanthika, *in Statistics*
Pizer, Charlotte Olivia, *in Physical Geography*
Tankersley, Matthew Davis, *in Geophysics*

WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

Master of Architecture

Noble, Beth Catherine, *with Distinction*

Master of Architecture (Professional)

Greenslade, Belinda Elizabeth, *with Merit*
Poole, Kate Jacqueline

Postgraduate Diploma in Designed Environments

Mason, Oriwia Katy, *in Architecture*

Graduate Certificate in Designed Environments

Abbott-Cash, Alyssa Danielle, *in Architecture*

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Master of Professional Accounting

Fang, Jie, *with Merit*
Fu, Mingyue, *with Merit*
Homer, Luke David
Zhou, Yiran

Bachelor of Commerce with Honours

Hassan, Joel Patrick, *with First Class Honours in International Business*

Bachelor of Commerce

Gupwell, Holly Jane

Postgraduate Diploma in Business Administration

West, Jacob Stephen

Postgraduate Certificate in Information Studies

Bennett, Maia Kate Ruataupare

Postgraduate Certificate in Public Management

Quinn, Karen Nickola

WELLINGTON FACULTY OF EDUCATION

Graduate Diploma of Teaching (Primary)

James, Donald Alexander

Postgraduate Certificate in Education

Waller, Sacha

WELLINGTON FACULTY OF HEALTH

Master of Health

Uia, Tali Anna Rose, *in Health Promotion with Merit*

Postgraduate Diploma in Health

Overfield, Catherine Anne

Postgraduate Diploma in Nursing Science

Hill, Malinda Jayne

Wilson, Lisa-Jayne Frances

Postgraduate Certificate in Clinical Nursing

Duncan, Bridget Mary

Postgraduate Certificate in Health

Douglas, Julie Denise

Postgraduate Certificate in Nursing

Hill, Malinda Jayne

WELLINGTON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Master of Applied Linguistics

Arkensteyn, Aplonia Adriana, *with Distinction*

Vo, Minh Ngoc Khanh, *with Distinction*

Xu, Xiaoning, *with Merit*

Master of Arts

Fernander, Pasha JonAlec, *in Cultural Anthropology with Distinction*

Pimentel Hellier, Malcolm Derek, *in Applied Linguistics with Distinction*

Sewell, Robert James, *in Criminology with Distinction*

Steel, Blake Forbes, *in International Relations with Distinction*

Master of Fine Arts (Creative Practice)

Taylor, Hannah Olivia, *in Theatre*

Master of Musical Arts

Meek, Noel Alexander, *with Distinction*

Master of Teaching English to Speakers of Other Languages

Tran, Ngan Thuy Thi, *with Merit*

Tran, Thi Tue Minh, *with Merit*

Bachelor of Arts with Honours

Fernander, Pasha JonAlec, *with First Class Honours in Cultural Anthropology*

Bachelor of Arts

Chaparro Guaraca, Cristian Andres

Forrest, William Ry Pawson

Frame, David John

Gray, James Douglas

Hudson, Milligan Bruce

Kawiti, Te Kohuroa Riripeti Maarara

Noble, Amy Blyth

Sheild, Isabella Ruby Carol

Bachelor of Music

Schaverien-Kaa, Eliah Hikurangi Ki Waiapu Te Ahi Ka

Certificate of Proficiency in English

Al Ghtani, Abdullah Turkey S

Alimo, Nancy

Chaparro Guaraca, Cristian Andres

Gu, Yang

Yin, Yongmei

WELLINGTON FACULTY OF LAW

Bachelor of Laws

Sheild, Isabella Ruby Carol

WELLINGTON FACULTY OF SCIENCE

Master of Science

Finnie, Simon Lewis, *in Computer Graphics with Merit*

Giovagnoli, Agustina, *in Marine Biology with Distinction*

Gordon, Aileen Rose Reynolds, *in Geology with First Class Honours*

Jones, McKenzie Margaret, *in Marine Biology with First Class Honours*

Lewis, Robert Edward, *in Marine Biology with First Class Honours*

O'Callaghan, Samantha Lillian Rose, *in Forensic Psychology with First Class Honours*

Pireva, Diamant, *in Mathematics with Distinction*

Bachelor of Science with Honours

Newbold, Sam Gordon, *with Second Class Honours (first division) in Psychology*

Bachelor of Science

Marshall, Rowan Isaac Harland

Postgraduate Diploma in Clinical Psychology
Weir, Emma Megan Robbie

Postgraduate Diploma in Environmental Studies
Gray, Malcolm Duncan

Graduate Diploma in Science
Cole, Jacinda Helen, *in Psychology*

Agenda Item 9

Appointment of Council member following staff election

To receive: a Council paper from the Chancellor, Mr John Allen, dated 9 November 2023 regarding the appointment of a Council member following the staff election (document VUWC 23/139).

To resolve: that in accordance with clause 5.1(b) of the Council Membership Statute, Professor Bönisch-Brednich be appointed to Council for a further four year term from 1 January 2024 to 31 December 2027.



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Caroline Ward, Returning Officer and Secretary to Council
DATE	9 November 2023
SUBJECT	Appointment of Council Member resulting from the 2023 Staff Election
DOCUMENT #	VUWC 23/139

Under clause 5.1 (b) of the Council Membership statute Council must, by resolution, appoint at least 2 Staff members following an election held in accordance with the Council Elections procedure.

Since 2016 the staff election has been staggered with one staff election every two years for a four-year term to allow the elected staff representative to join Council when there is another staff member already in place with some experience. This approach has ensured continuity of knowledge and a degree of handover for the newly appointed staff member of Council. On this occasion, with the re-election of an experienced Council member who has already completed a four year term, the Council will benefit from the stability this will bring in the staff representative places at the table.

This paper recommends the appointment of one Council member as a result of the 2023 Staff election which was conducted in accordance with the Council Elections procedure as required under clause 5.1(b) of the Council membership statute.

The successful candidate's statement is attached at Appendix 1. The Council membership statute is attached as Appendix 2 and the Council elections procedure is attached as Appendix 3.

Staff Election

A call for nominations was made by email to all staff on 3 October 2023 in the election of a staff representative to a four year term from 1 January 2024 concluding on 31 December 2027.

Four completed notices of candidacy were received by the deadline of 11 October 2023. One candidate, Dr Fabian Westermann, withdrew from the election prior to voting opening. An election was held from 24 October 2023 to 1 November 2023.

Staff Election result:

Candidate	Votes Received
BÖNISCH-BREDNICH, Brigitte	533
AZEVEDO, Nando	293
SWORDER, Alsu	206
INFORMAL	0
BLANK	1

The voter return was 29.17%, being 1,033 votes cast from 3,541 eligible electors.

Recommendation:

that in accordance with clause 5.1(b) of the Council Membership Statute, Professor Bönisch-Brednich be appointed to Council for a further four year term from 1 January 2024 to 31 December 2027.

Appendix 1 – Candidate statement

Professor Bönisch-Brednich



Having worked and spoken on behalf of staff for close to four years on Council, I am seeking the chance to continue for another term. We have been through deeply troubling and very difficult, even traumatic, times; I want to keep speaking up for us, keep working towards re-building quality, trust and hope for our university.

My fellow staff representative, Richard Arnold, and I have forged a very effective and strong working relationship; we complement each other and aim to speak for all staff, professional and academic. We are both committed to supporting Māori Council colleagues in deepening our understanding of what it means to have the Marae at our heart.

I am also a strong voice for the Humanities in their widest sense; these disciplines are one of the core strengths of Te Herenga Waka and must continue to be. We can be so proud of our achievements in the arts.

Many staff have thanked me for my courage during my first term on Council. To that I have added a strong sense of how to operate strategically and effectively in a governance body. These strengths mean that our voices can be heard; I want to make them heard.

Qualifications:

Date	Degree/Qualification	Institution
9/ 2002	Dr habil (higher doctorate)	University of Göttingen, Germany
9 1994	PhD	Marburg University, Germany
4/1987	MA	University of Göttingen

Council Membership Statute

1. Purpose

The purpose of this Statute is to ensure that the overall composition of Council reflects the knowledge, skills, experience and diversity necessary for the effective governance of the University and for that governance to adapt successfully to changes in the tertiary education environment.

2. Organisational Scope

This is a University-wide statute.

3. Definitions

For the purposes of this Statute, unless otherwise stated, the following definitions will apply:

Act	Means the Education and Training Act 2020.
Council	Means the Council of the University.
Council Constitution	Means the Constitution of the Council as published in the Gazette from time to time.
Permanent Member	As defined in section 10(1) of the Act - meaning, in relation to the teaching or general staff ¹ of the University, a member of the staff who: <ul style="list-style-type: none"> (a) is employed, on a full-time or part-time basis, for a period ending, unless sooner terminated, on the member's resignation or retirement; or (b) has been employed, on a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for at least 3 months; or (c) has been employed, on a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for less than 3 months and whose employment is, in the opinion of the chief executive of the institution, likely to continue for at least 3 months from the date of commencement of that employment.
Staff Member	Means a Permanent Member of the teaching or general staff ¹ of the University.
Student	Means a student enrolled at the University.
University	Means Victoria University of Wellington.

¹ The University uses the terms *academic staff* and *professional staff* rather than *teaching staff* or *general staff* as used in the Education and Training Act 2020.

Statute Content

4. Composition of Council

- 4.1 Under the Council Constitution, the Council comprises 12 members as follows:
- (a) 4 members appointed by the Minister, by written notice to the Council, under section 276 of the Education and Training Act 2020; and
 - (b) 8 members appointed by the Council by resolution, in accordance with this Statute, under section 276 of the Education and Training Act 2020.
- 4.2 When appointing members, the Council must comply with the requirements of section 278 of the Act.
- 4.3 Once all appointments have been made, the overall composition of Council is intended to include:
- (a) at least 2 Staff Members;
 - (b) at least 2 Students;
 - (c) at least 2 people who are Māori and have a recognised standing within the Māori community and among iwi networks;
 - (d) at least 2 people who are graduates of the University; and
 - (e) at least 5 women.
- 4.4 If, after any appointment of a Council member by the Council, the composition of Council does not reflect that intended in clause 4.3, the Council must, when the appointment is announced, publish an explanation of the reasons why it does not.

5. Appointment of members by Council

- 5.1 Council must, by resolution, appoint as a member of Council:
- (a) the Vice-Chancellor of Victoria University of Wellington;
 - (b) at least 2 Staff Members following an election held in accordance with the Council Elections Procedure;
 - (c) at least 2 Students following an election held in accordance with the Council Elections Procedure; and
 - (d) such number of other persons appointed in accordance with this Statute so as to bring the total number of members appointed by the Council to 8.
- 5.2 The Council must decide on the appointment of Council members under clause 5.1(d) in its own discretion, in accordance with the purpose of this Statute and guided by the intended composition of the Council in clause 4.3.

6. Recommendation of Candidates

- 6.1 The Nominations Panel, a Committee of Council, will be responsible for identifying, and recommending to the Council, potential candidates for Council membership to be appointed, or reappointed (in the case of existing Council members), under clause 5.1(d).
- 6.2 In carrying out its function under clause 6.1, the Nominations Panel:
- (a) must give effect to the purpose of this Statute in clause 1 and must be guided by the intended composition of the Council specified in clause 4.3.

- (b) must evaluate the desired balance of knowledge, skills, experience and diversity on Council and publish them from time to time;
- (c) must call publicly for applications from interested persons (and determine the process and timeframe in which applications must be provided) and may also identify suitable candidates of its own initiative;
- (d) must ensure that potential candidates are considered on merit and against objective criteria agreed by the Council;
- (e) must have regard to the importance of diversity of Council membership (including as provided in section 278 of the Act); and
- (f) may only recommend to Council people who, in the Panel's opinion:
 - (i) have knowledge, skills or experience relevant to University governance; and
 - (ii) are likely to be able to fulfil their individual duties to the Council; and
 - (iii) together with the other members of the Council, will be capable of undertaking its responsibilities, duties, and functions; and
 - (iv) have an understanding of, and a commitment to, the role and purpose of universities and to the values of the University.

7. Term of office

- 7.1 In accordance with cl 6(1) of Sch 11 of the Education and Training Act 2020, a member of Council may be appointed for any period of not more than 4 years, as is specified in the notice or resolution appointing that member.
- 7.2 As provided in the Constitution, no person may be appointed as a member of the Council on more than 3 occasions.
- 7.3 The Council's expectation is that Student members of Council would serve for a term of 2 years, with one Student being elected every year.
- 7.4 The Council's expectation is that no member of Council would be appointed on more than 2 occasions. If this expectation is not met with the appointment of any Council member, the Council must, when the appointment is announced, publish an explanation of the reasons why.
- 7.5 A Vice-Chancellor's appointment to the Council ends when he or she ceases to hold office as Vice-Chancellor.

Related Documents and Information

8. Related Documents

[Education and Training Act 2020](#)
[Te Tiriti o Waitangi Statute](#)
[Council Elections Procedure](#)

9. Document Management and Control

Approval Agency	Council
Approval Date	24 August 2015
Last Modified	10 August 2021
Review Date	29 July 2022
Sponsor	Vice-Chancellor
Contact Person	Secretary to Council Ext 5196

Council Elections Procedure

1 Purpose

This procedure sets out the process by which Staff Members and Students will be elected to the Council in accordance with clause 5.1(b) and (c) of the Council Membership Statute.

2 Organisational Scope

This is a University-wide procedure.

3 Definitions

For purposes of this procedure, unless otherwise stated, the following definitions shall apply:

Act	Means the Education and Training Act 2020.
Council	The Council of the University.
Eligible Elector	A Staff Member or a Student (as applicable) as at the time of the relevant election.
Notice of Candidacy	A form of application to stand as a candidate as set out in Appendix A or B.
Permanent Member	As defined in section 10(1) of the Act - meaning, in relation to the teaching or general staff ¹ of the University, a member of the staff who: <ul style="list-style-type: none"> (a) is employed, on a full-time or part-time basis, for a period ending, unless sooner terminated, on the member's resignation or retirement; or (b) has been employed, on a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for at least 3 months; or (c) has been employed, on either a full-time or part-time basis, whether under an employment agreement for a fixed term or otherwise, for less than 3 months and whose employment is, in the opinion of the chief executive of the institution, likely to continue for at least 3 months from the date of commencement of that employment.
Returning Officer	The Secretary to Council or such other person as the Council appoints.

¹ The University uses the terms *academic staff* and *professional staff* rather than *teaching staff* or *general staff* as used in the Education and Training Act 2020.

Staff Member	A Permanent Member of the teaching or general staff ¹ of the University.
Student	A student enrolled at the University.
University	Victoria University of Wellington.

Procedure Content

4 Notice of Election

- 4.1 Whenever an election is to be held in accordance with clause 5.1(b) or (c) of the Council Membership Statute (regarding the election of Staff Members and Students to Council), the Returning Officer will notify the election generally within the University.
- 4.2 A notice of election must include:
- (a) the timing for the election as determined by the Returning Officer, including:
 - (i) the day and hour by which candidacies must be received (which must be at least 7 calendar days from the date of the notice);
 - (ii) the day on which the election will begin (which must be at least 10 calendar days from the date of the notice); and
 - (iii) the day and hour on which voting will close.
 - (b) the number of positions to be filled;
 - (c) a call for potential candidates; and
 - (d) the contact details of the Returning Officer to which all correspondence relating to the election must be addressed.

5 Candidates

- 5.1 A potential candidate must complete a Notice of Candidacy and return that to the Returning Officer by the day and time specified in the notice of election.
- 5.2 The Returning Officer will acknowledge receipt of each completed Notice of Candidacy.
- 5.3 The Returning Officer may reject any Notice of Candidacy which is incomplete or not received by the day and time specified in the notice of election.

6 Withdrawal of candidacy

- 6.1 A candidate may withdraw his or her candidacy by notice in writing to the Returning Officer.
- 6.2 A candidate will be deemed to have withdrawn if he or she dies or becomes incapacitated to such an extent that he or she is unable to participate in the election.
- 6.3 Where a candidate has withdrawn in accordance with clauses 6.1 or 6.2, the Returning Officer will take reasonable steps to notify Eligible Electors and, if the voting process permits, remove the candidate's name from the election.
- 6.4 Any vote cast for a withdrawn candidate will not be counted.
- 6.5 If, by the withdrawal of a candidate the number of candidates does not exceed the number of vacancies to be filled, clause 7 of this Procedure will apply.

7 Where Number of Candidates does not exceed Vacancies

- 7.1 If the number of Candidates received does not exceed the number of vacancies to be filled, the Candidate or those Candidates will be deemed to have been elected in accordance with this Procedure. The Returning Officer will notify the Council so that the Council can appoint that Candidate or those Candidates to Council in accordance with the Council Membership Statute.

8 Where Number of Candidates Exceeds Vacancies

- 8.1 If the number of Candidates exceeds the number of vacancies to be filled, the Returning Officer will:
- (a) notify generally within the University:
 - (i) the day or days on which the election will be held;
 - (ii) the names of the Candidates; and
 - (iii) the method of secret ballot, as determined by the Council, by which the election will occur.
 - (b) send to the University email address of each Eligible Elector:
 - (i) instructions for voting; and
 - (ii) the supporting statement for each Candidate.

9 Counting of Votes

- 9.1 Votes must be counted as soon as reasonably practicable after the close of voting in the manner determined by the Returning Officer.
- 9.2 Where there is an equality of votes between Eligible Candidates, the Returning Officer will determine by lot which Eligible Candidate will be declared the highest polling candidate.

10 Result of election

- 10.1 The Returning Officer will, as soon as is reasonably practicable after the close of voting:
- (a) notify the result of the election generally within the University, giving the name or names of the highest polling Candidate and the number of votes gained by each Candidate;
 - (b) notify the Council of the highest polling Candidate (or Candidates if there is more than one vacancy) so that the Council can appoint that Candidate or those Candidates to Council in accordance with the Council Membership Statute.

11 Recount

- 11.1 Any Candidate or person who voted at an election may, by notice in writing delivered to the Returning Officer within 7 calendar days from the closing of the poll for that election, require a recount of the votes cast at the election.
- 11.2 The Returning Officer, together with another person appointed by the Council, will conduct a recount of the votes cast at the election as soon as practicable following receipt of a notice under clause 11.1
- 11.3 On the completion of a recount, the Returning Officer will notify the result of the recount in the same manner as the result was notified under clause 10.

12 Decisions of the Returning Officer

- 12.1 The decisions of the Returning Officer on all questions concerning an election governed by this procedure shall be final.

Related Documents and Information

13 Related Documents

[Education and Training Act 2020](#)
[Te Tiriti o Waitangi Statute](#)
[Council Membership Statute](#)

14 Appendices

Appendix A: Notice of Candidacy – Staff Member

Appendix B: Notice of Candidacy – Student

15 Document Management and Control

Approval Agency	Council
Approval Date	24 August 2015
Last Modified	10 August 2021
Review Date	29 July 2022
Sponsor	Vice-Chancellor
Contact Person	Secretary to Council Ext 5196

Appendix A: Notice of Candidacy – Staff Member

VICTORIA UNIVERSITY OF WELLINGTON COUNCIL

Notice of Candidacy – Staff Member

Please accept my candidacy in the election for staff representative on the University Council to be held on [date].

Name		
Contact Details	Address: Phone: Email:	
Degrees and qualifications		
Date	Degree/Qualification	Institution
Posts held		
Dates from/to	Post	
Reasons for standing for election (200 words)		

I confirm that:

1. All information on this Notice of Candidacy is true, correct and not misleading.
2. I am a Permanent Member (as defined in the Council Membership Statute) of the University's teaching or general staff.
3. I am not disqualified from appointment under section 277 of the Education and Training Act 2020.

Signed:

Candidate

Date

Please attach a head-and-shoulders photograph and return to:
 Returning Officer
 Victoria University of Wellington
 PO Box 600
 Wellington 6140
 caroline.ward@vuw.ac.nz

Appendix B: Notice of Candidacy – Student

VICTORIA UNIVERSITY OF WELLINGTON COUNCIL

Notice of Candidacy - Student

Please accept my candidacy in the election for a student representative on the University Council to be held on [date].

Name	
Student ID	
Contact Details	Address: Phone: Email:
Course of Study	
Reasons for standing for election (200 words)	

I confirm that:

1. All information on this Notice of Candidacy is true, correct and not misleading.
2. I am currently enrolled as a student at the University and, if appointed to Council, I will be enrolled as a student at the University at the time of my appointment.
3. I am not disqualified from appointment under section 277 of the Education and Training Act 2020.

Signed:

Candidate Date

Please attach a head-and-shoulders photograph and return to:
Returning Officer
Victoria University of Wellington
PO Box 600
Wellington 6140
caroline.ward@vuw.ac.nz

Agenda Item 10

Appointment of Committee Chairs and Committee Members for 2024

To receive: a Council paper dated 27 November 2023 from the Chancellor, Mr John Allen, regarding the appointment of Committee Chairs and Committee members for 2024 (document VUWC 23/140).

To resolve: **that on the recommendation of the Chancellor:**

the Committee Chairs and Committee membership as set out in document VUWC 23/140 be approved.



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	27 November 2023
SUBJECT	Appointment of Council Committee Chairs and Members for 2024
DOCUMENT #	VUWC 23/140

This paper proposes Committee Chair and membership appointments for 2024. With recent confirmation of the staff and student election results, the membership of Council is fully in place for the new year. Please note that the Pro-Chancellor and Chancellor are members of each committee as a function of these roles.

Finance Committee

Mr Alan Judge – Chair
 Mr John Allen
 Professor Richard Arnold
 Mr David McLean
 Ms Kelly Mitchell
 Professor Nic Smith
 Hon Maryan Street
 Mr James Te Puni

Audit and Risk Committee

Hon Maryan Street - Chair
 Mr John Allen
 Mr William Bell-Purchas
 Professor Bönisch-Brednich
 Ms Pania Gray

Professor Nic Smith (*the VC is not an official member but will attend ARC meetings as required*).

Victoria Honours Committee

Mr John Allen – Chair
 Ms Cath Nesus
 Professor Nic Smith
 Hon Maryan Street

Te Aka Matua Committee

Ms Cath Nesus – Chair
Mr John Allen
Professor Nic Smith
Ms Kelly Mitchell
Hon Maryan Street

People & Culture Committee

Mr John Allen – Chair
Ms Cath Nesus
Hon Maryan Street

Attached as Appendix 2 is a summary document of the proposed 2024 membership of Council Committees which includes details where Committees have staff, student and external members.

Recommendation:

that the Committee Chairs and Committee membership for 2024, as set out in this document, be approved

Appendix 2

Council Committees – 2024

Finance Committee Alan Judge – Chair John Allen Richard Arnold David McLean Kelly Mitchell Nic Smith Maryan Street James Te Puni	Audit and Risk Committee Maryan Street – Chair John Allen William Bell-Purchas Brigitte Bönisch-Brednich Pania Gray Nic Smith <i>in attendance</i>	Victoria Honours Committee John Allen - Chair Cath Nesus Nic Smith Maryan Street Phil Lester* Nicole Moreham*Kevin Dew* Dani Pickering (PGSA)** * Academic Staff members of Committee **PGSA Nominee
Te Aka Matua Committee Cath Nesus – Chair John Allen Kelly Mitchell Nic Smith Maryan Street Rawinia Higgins Meegan Hall 2 external members Matiu Rei Matthew Reweti <i>Co-presidents of Ngāi Tauira 2024:</i> Te Waikamihi Lambert Sterling Maxwell One student member not on Ngāi Tauira executive Kaea Hudson Note – this Committee has external members and two staff members	People & Culture Committee John Allen – Chair Cath Nesus Maryan Street	Nominations Panel John Allen - Chair Nic Smith (VC) Robyn Bargh (external) Brenda Pilott (external) Winnie Laban (prof staff) Marcail Parkinson (VUWSA president) Carmen Dalli (ac staff) Rawinia Higgins (Te Aka Matua) Chancellor and VC sit on this panel, only allowed 2 Council members

Agenda Item 11

Pasifika quarterly report –

To receive: a Council paper dated 27 November 2023 from Associate Professor Hon. Luamanuvao Dame Winnie Laban, Assistant Vice-Chancellor (Pasifika) providing a Pasifika update (document VUWC 23/141).

To resolve: **that the Pasifika update and presentation be noted.**



COUNCIL PAPER

TO	Members of Council
FROM	Associate Professor Hon. Luamanuvao Dame Winnie Laban Assistant Vice-Chancellor (Pasifika)
AUTHOR	Associate Professor Hon. Luamaunvao Dame Winnie Laban Assistant Vice-Chancellor (Pasifika)
DATE	22 November 2023
SUBJECT	Pasifika Te Herenga Waka – Victoria University of Wellington
DOCUMENT #	VUWC 23/141

Executive Summary:

The Council has requested a quarterly report on progress against the Pasifika Strategy and Operational Plan 2021-2025. This update covers the key strategic goal areas and data including:

- Plans to grow VUW's Pasifika Identity
- Pasifika Student Success Plan
- Pasifika Staff Success Plan
- OAVC (Pasifika) project teams including engagement with Pasifika communities domestically and the Pacific region.

Supporting information:

Refer to the following presentation.

Recommendation:

that Council note the Pasifika report.

Pasifika

at

Te Herenga Waka–Victoria University of Wellington

Associate Professor Hon. Luamanuvao Dame Winnie Laban

Assistant Vice-Chancellor (Pasifika)

Office of the Assistant Vice-Chancellor (Pasifika)

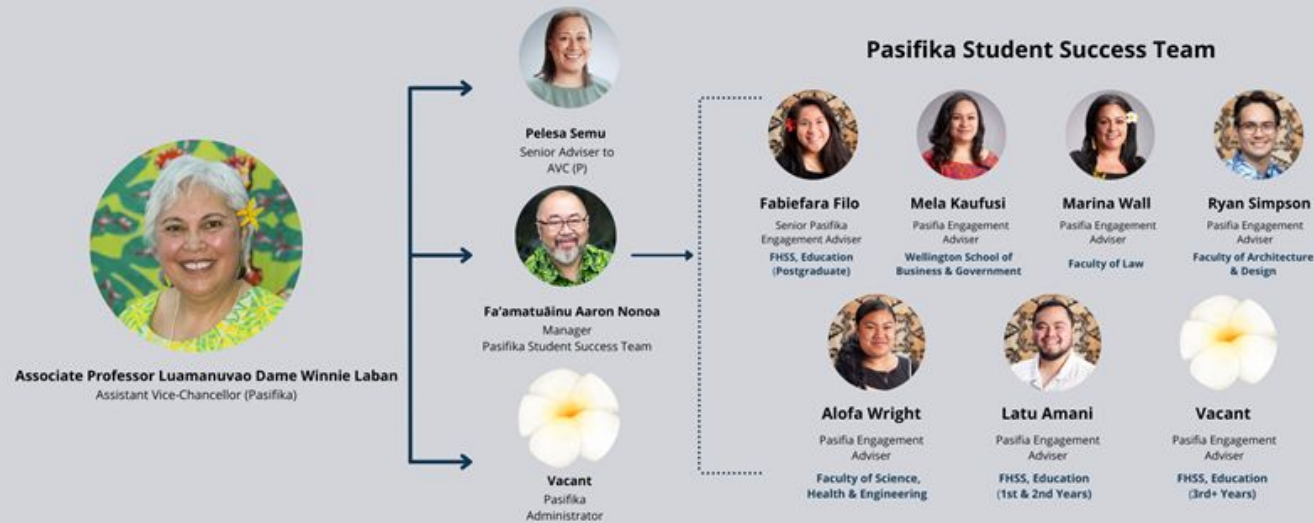
Council Update 4 December 2023

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



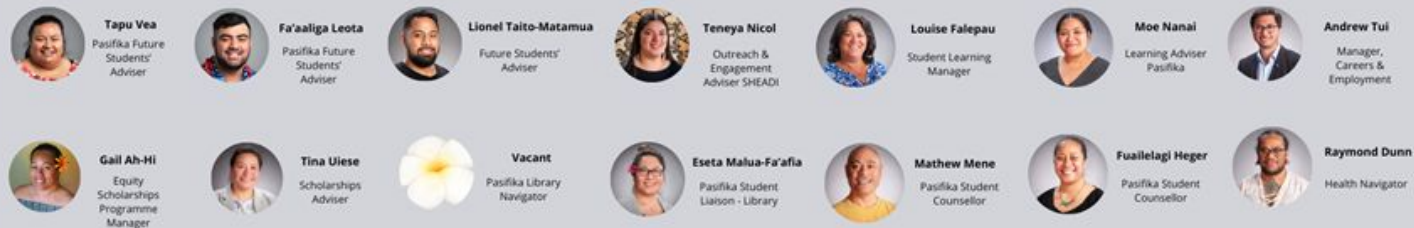
VICTORIA UNIVERSITY OF
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OFFICE OF THE ASSISTANT VICE-CHANCELLOR (PASIFIKA)

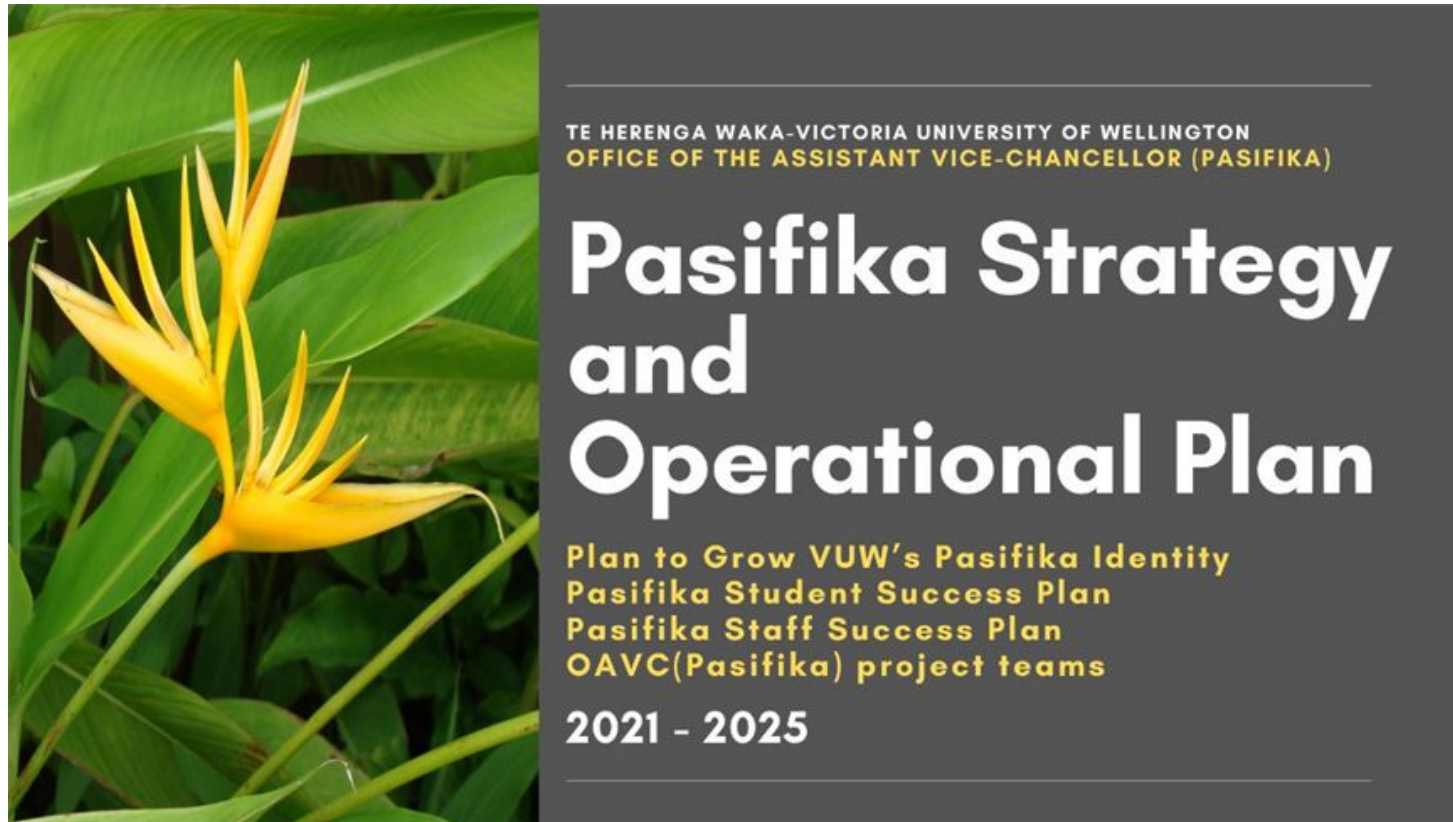


PILLARS

Pasifika staff supporting Pasifika students outside Office of the Assistant Vice-Chancellor (Pasifika)



Pasifika Strategy and Operational Plan (PSOP)

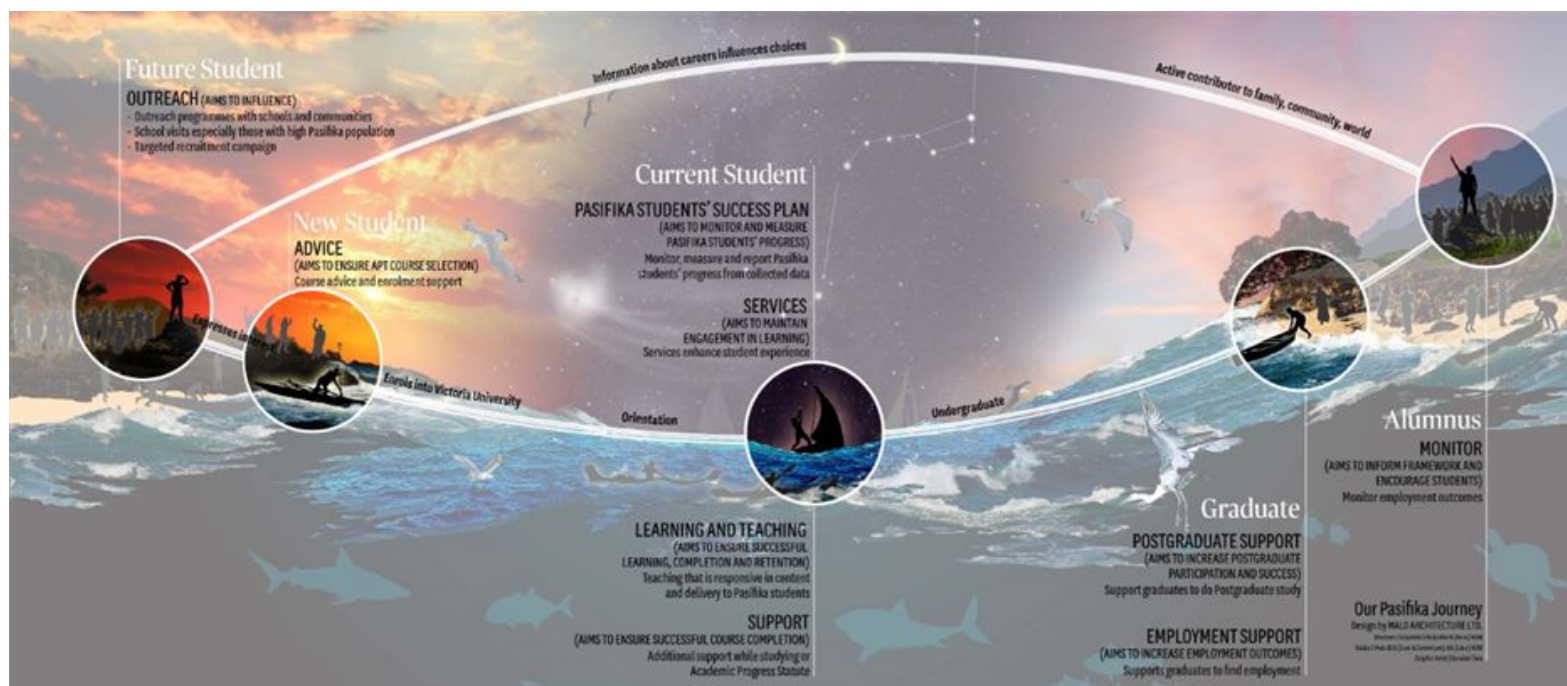


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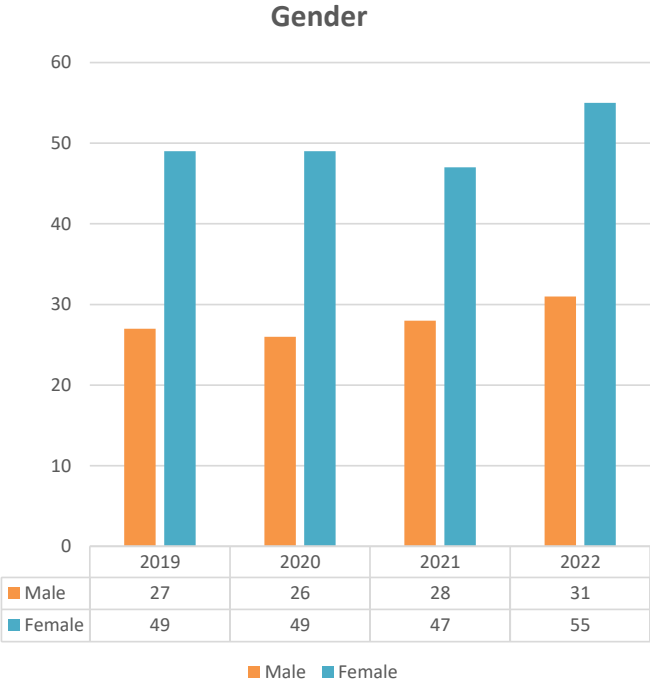
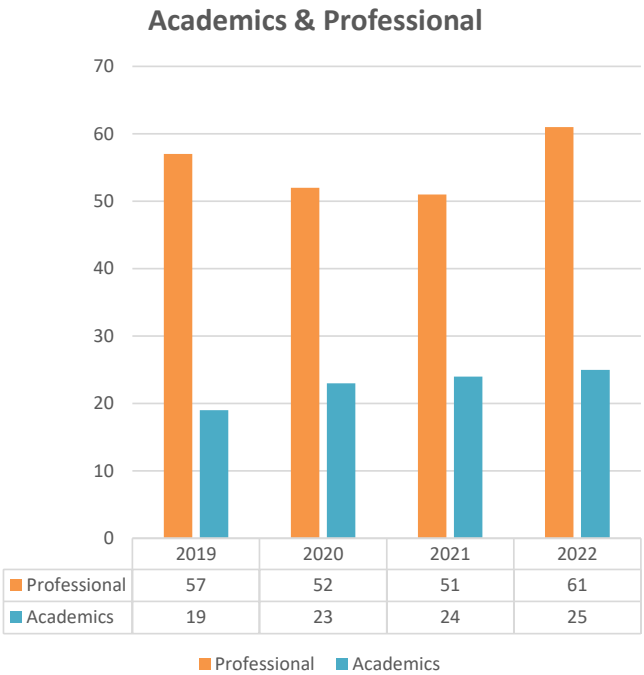
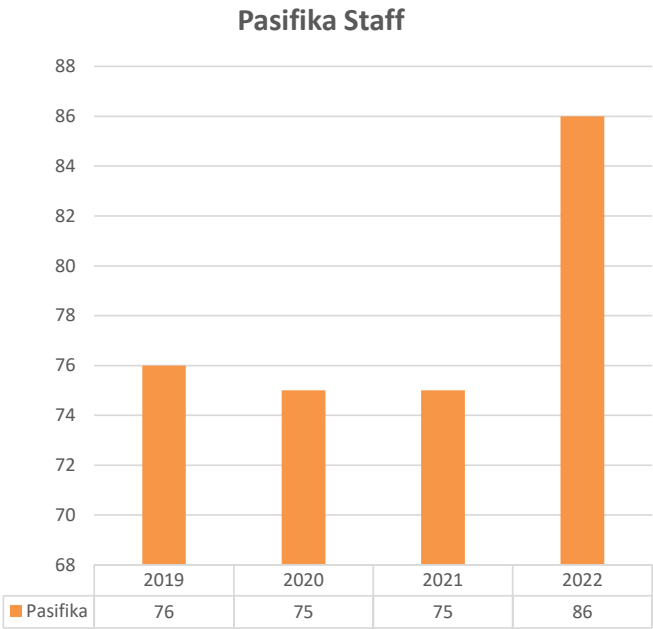
Le Malaga a le Pasifika: Pasifika Students' Success Plan



3 broad goals

1. Increase the percentage of Pasifika students in all Faculties at Victoria
2. Reduce the number of Pasifika students leaving Victoria without successfully completing their courses
3. Increase the percentage of Pasifika students completing undergraduate and postgraduate degrees

Pasifika Staff FTE: 2019-2022

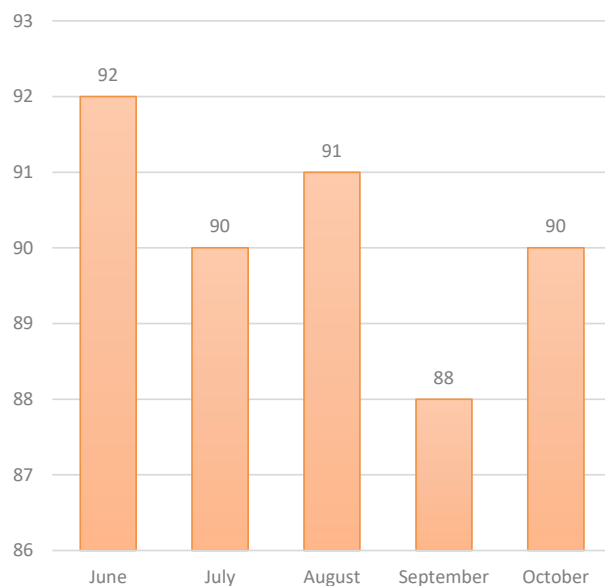


Source: SHRS004 Employee FTE 20/11/2023
Note: FTEs (Full-Time Equivalent)
*This data is provisional, this is not final

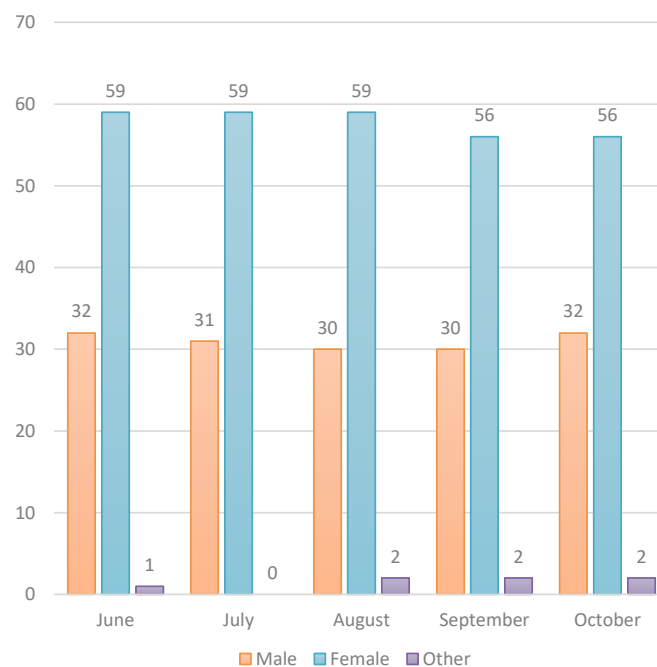
Pasifika Staff FTE at THW-VUW

June – October 2023
(FTE)

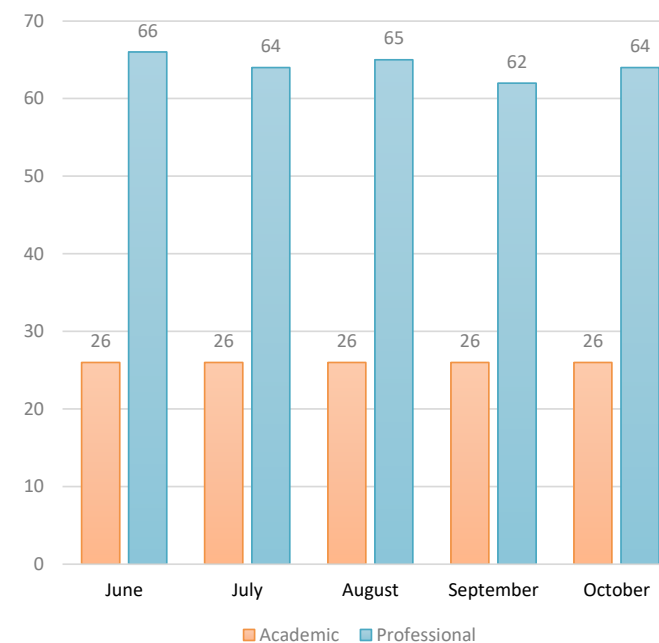
Pasifika Staff



Pasifika Staff - Gender



Pasifika Staff -
Academic & Professional



Source: Data provided by HR | 31/10/2023

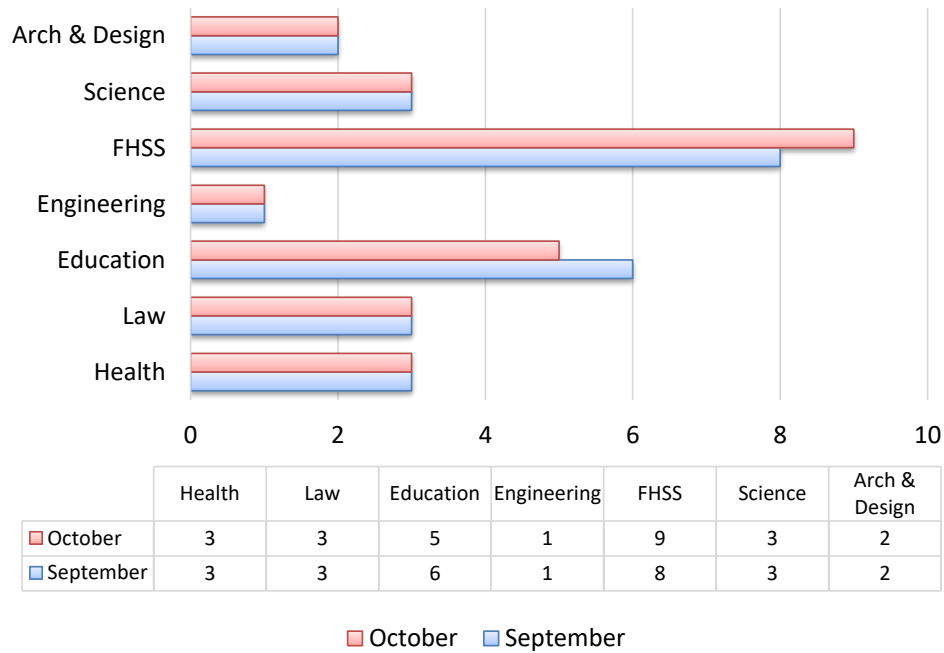
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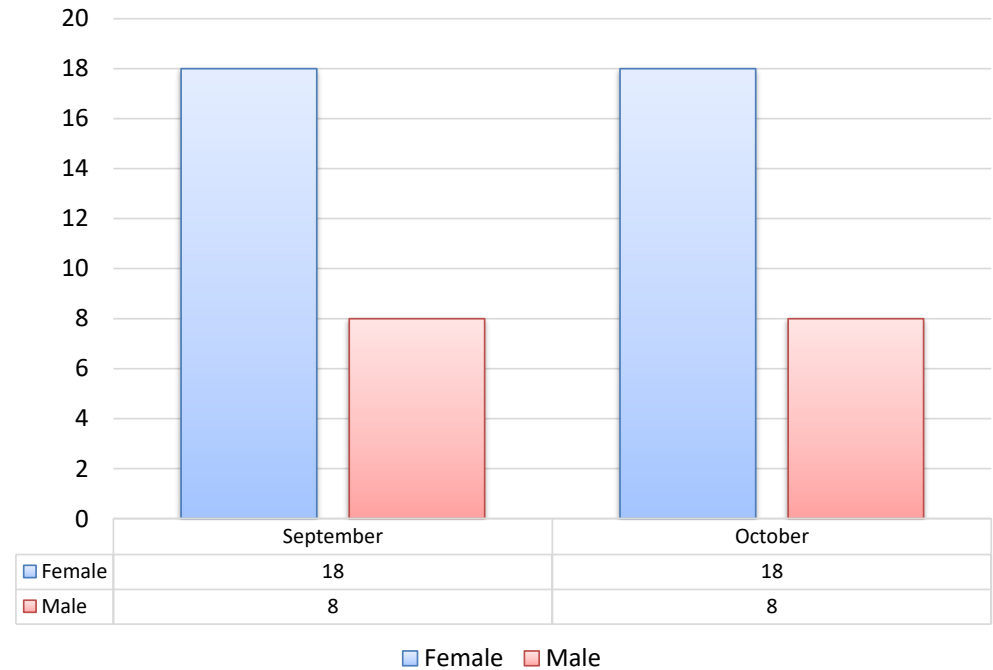
VICTORIA UNIVERSITY OF
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Academic Pasifika Staff at THW-VUW

Across Faculties



Gender Breakdown



Source: Data provided by HR | 31/10/2023

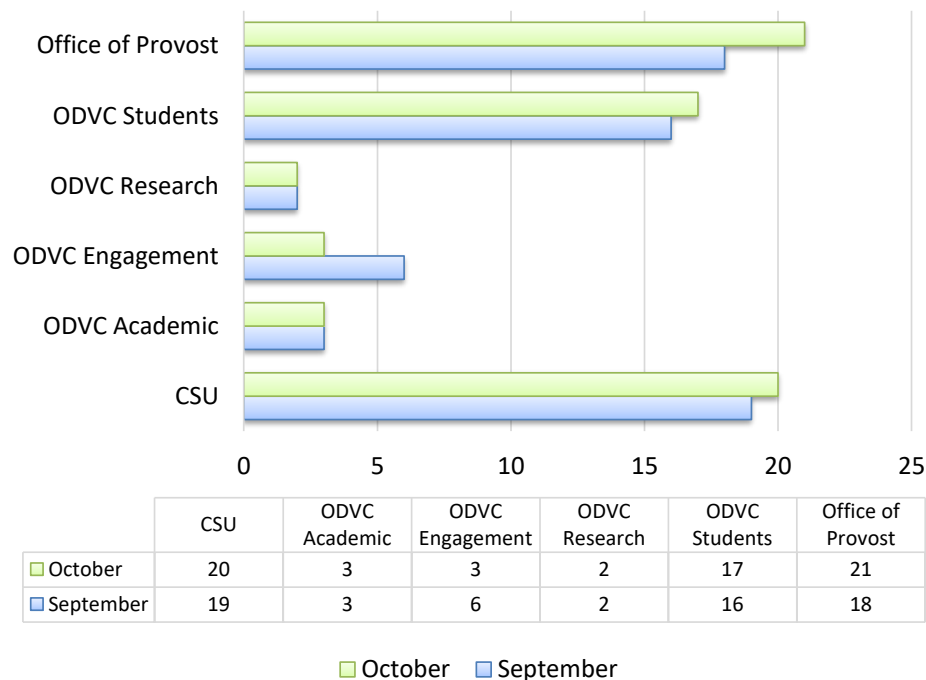
**CAPITAL THINKING.
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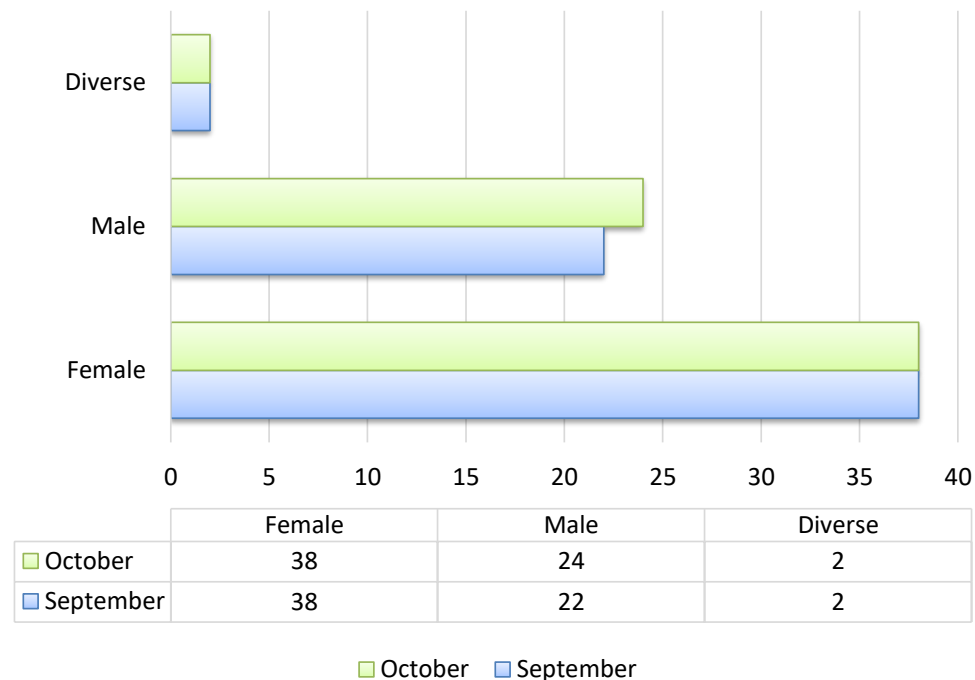
VICTORIA UNIVERSITY OF
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Professional Pasifika Staff at THW-VUW

Across Business Units



Gender Breakdown



Source: Data provided by HR | 31/10/2023

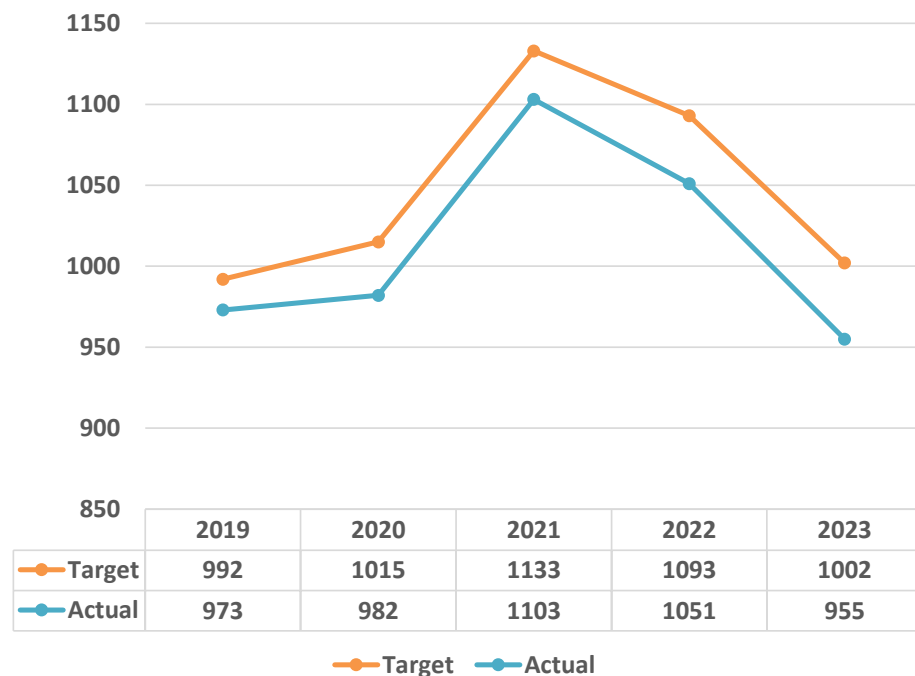
**CAPITAL THINKING.
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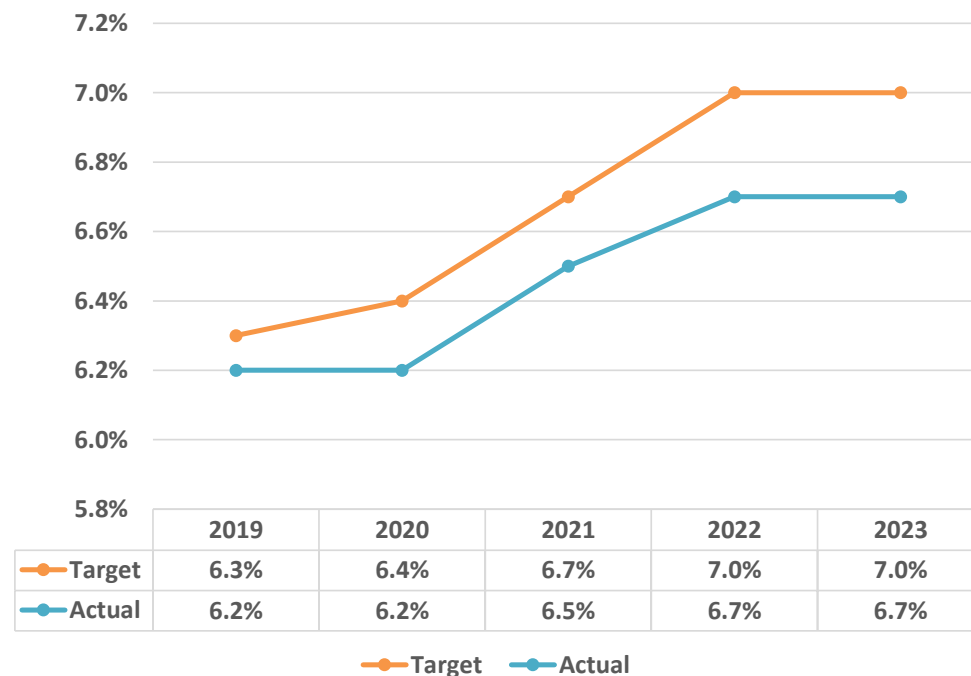
VICTORIA UNIVERSITY OF
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Pasifika Student EFTS 2019-2023

EFTS



EFTS %



Source: SMS003 Ethnicity Participation 16/11/2023

Note: EFTS (Equivalent Full-Time Student, domestic student only)

*This data is provisional, this is not final

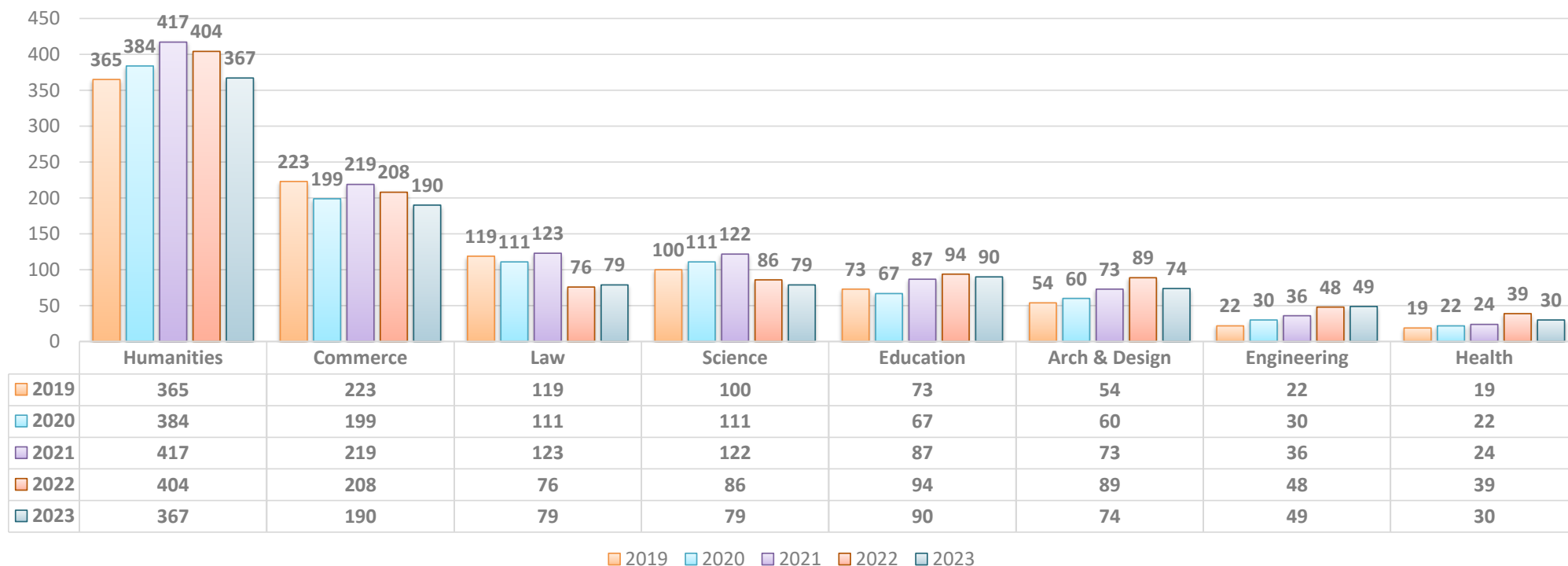
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Pasifika Student EFTS by Faculty: 2019-2023

Pasifika Students across Faculties



Source: SMS003 Ethnicity Participation 16/11/2023

Note: EFTS (Equivalent Full-Time Student, domestic student only)

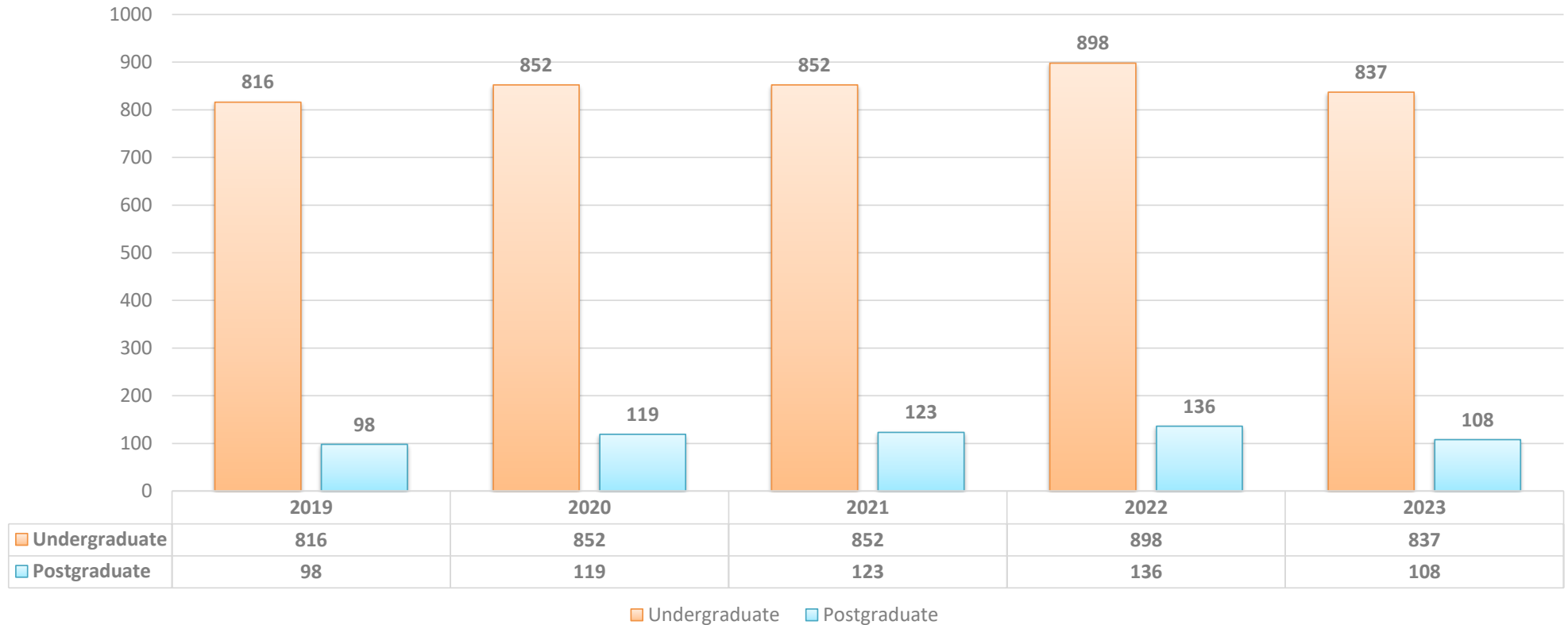
*This data is provisional, this is not final

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Pasifika Student EFTS by Funding Level: 2019-2023



Source: SMS003 Ethnicity Participation / 16/11/2023

Note: EFTS (Equivalent Full-Time Student, domestic student only)

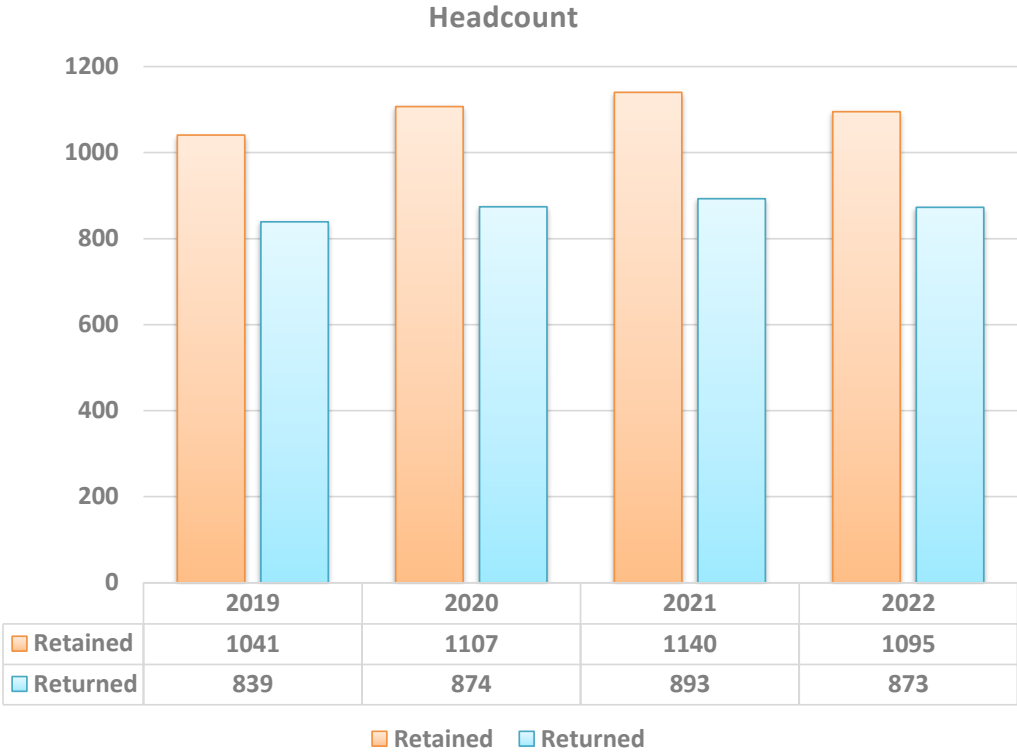
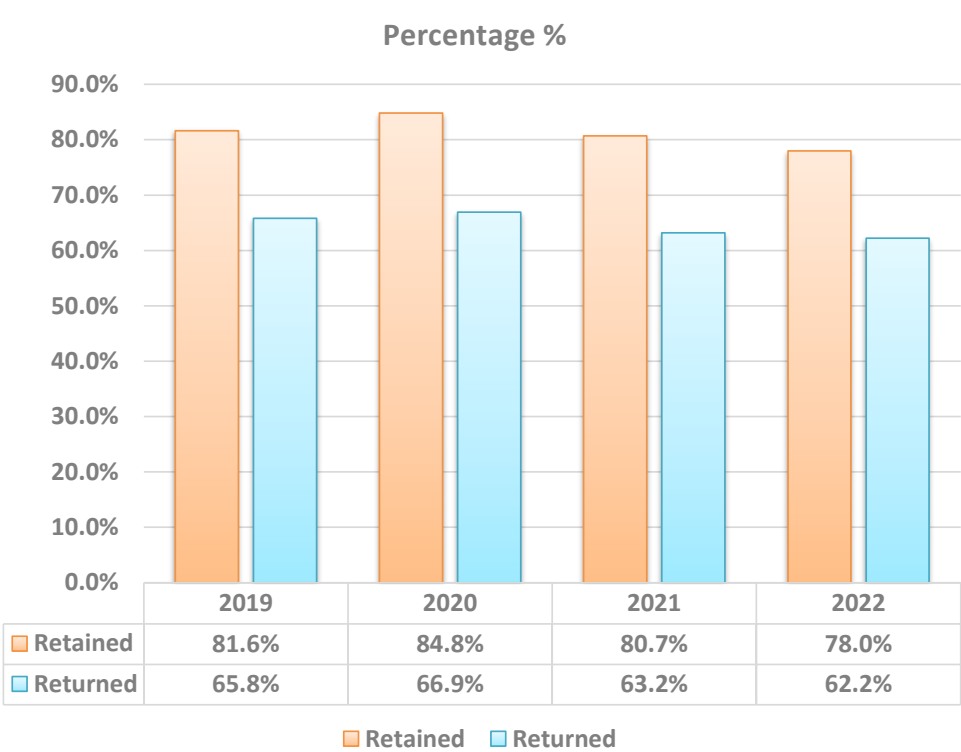
*This data is provisional, this is not final

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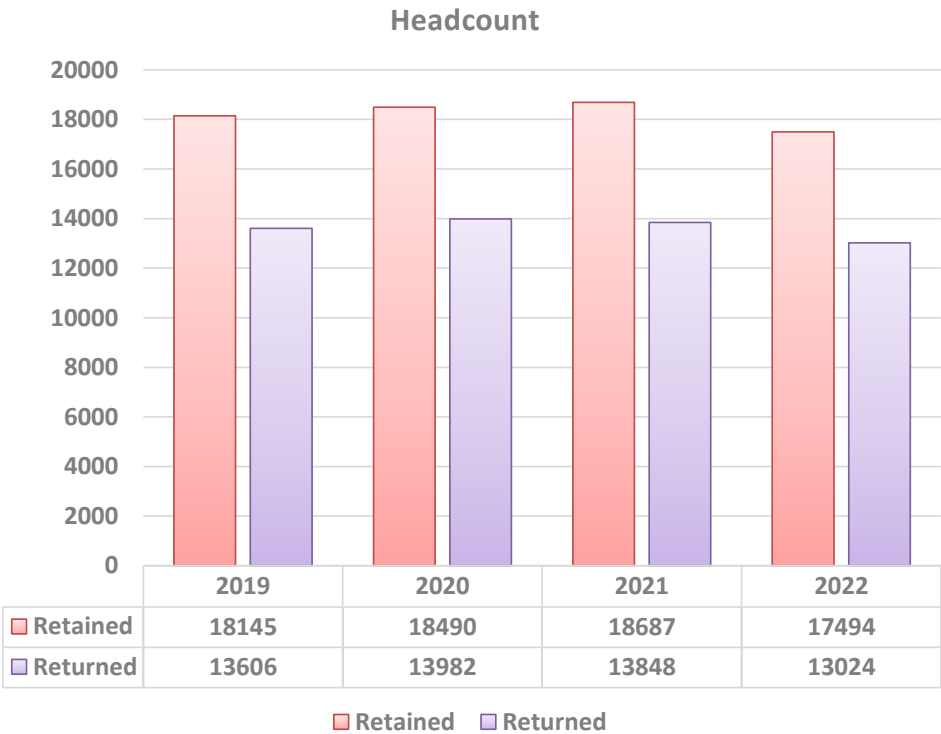
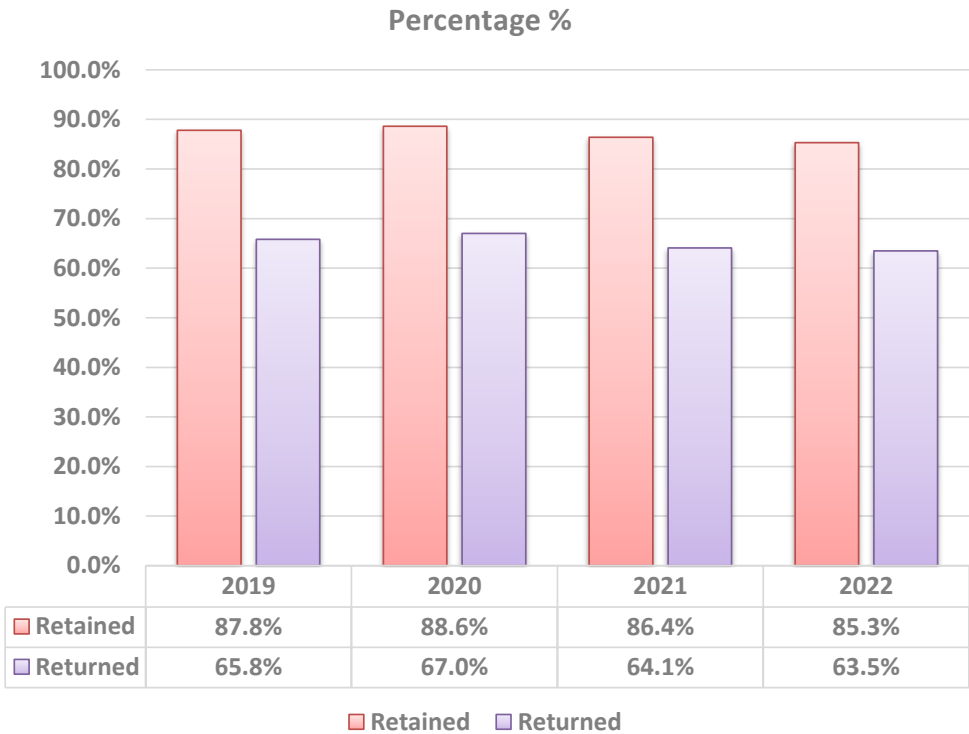
VICTORIA UNIVERSITY OF
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Pasifika Student Retention



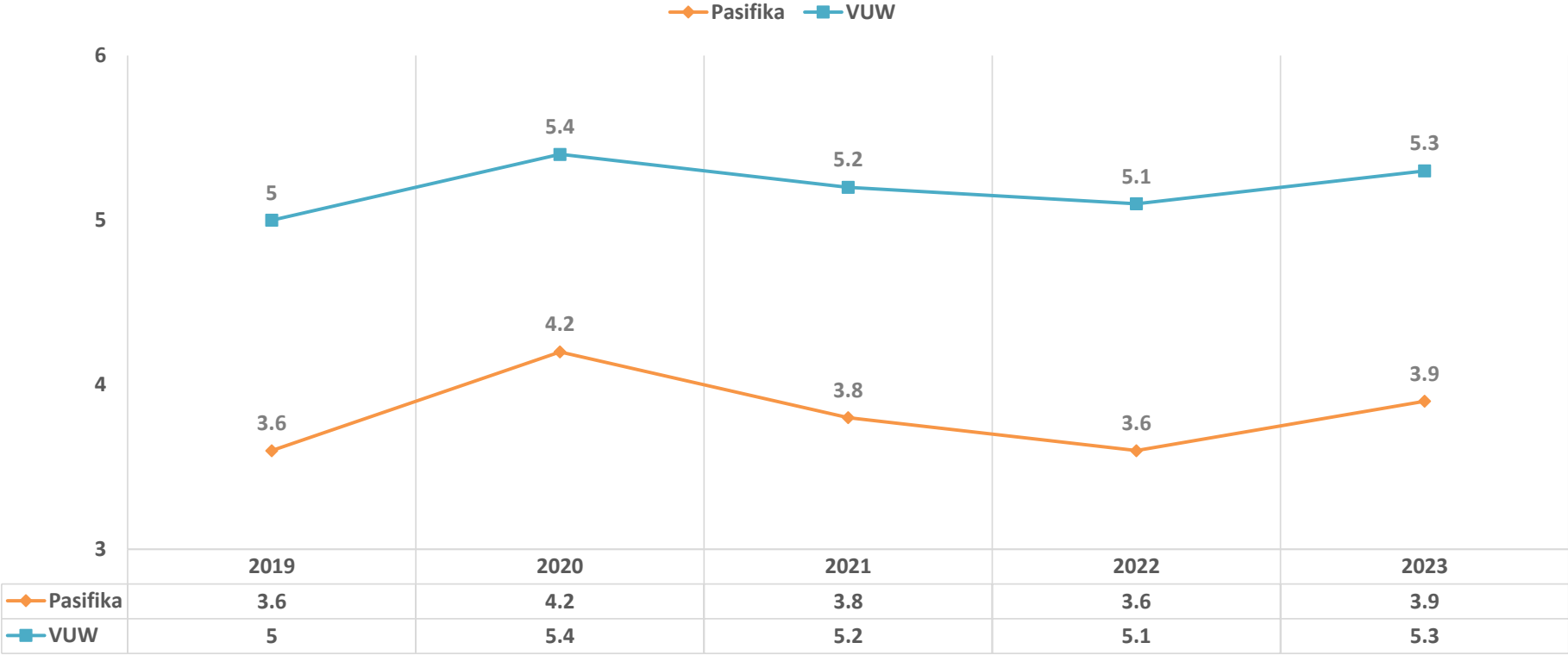
Source: SMS017 Student Next Year Retention [16/11/2023]

University Student Retention



Source: SMS017 Student Next Year Retention [16/11/2023]

GPA – Pasifika



Source: SMS010 Qualification Review | 16/11/2023

UPDATE BY OAVC PASIFIKA PASIFIKA STUDENT SUCCESS TEAM

**CAPITAL THINKING.
GLOBALLY MINDED.**
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¹⁶Pasifika Student Success Team

Pasifika Engagement Advisers

- Pasifika Orientation - took place in T1 and T2 engaging around 40-60 new Pasifika students through a combination of drop-in sessions and online meetings.
- Actively participated in organisation and hosting various events such as Careers Expo, Pasifika Night Market and actively supported Pasifika Student Associations' initiatives.
- Planning and delivering sessions during the 2023 Miharo Student Support Symposium.
- The OAVC Pasifika team met with Vice-Chancellor Professor Nic Smith and Provost Professor Bryony James met to provide a comprehensive briefing on their work.



**CAPITAL THINKING.
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TE HERENGA WAKA

¹⁷Pasifika Student Success team, OAVC (P)

Pasifika Engagement Advisers 2023 to date since last report May 2023


- 6 Pasifika Engagement Advisers undertook 1407 engagements with Pasifika students this year. This is expected to rise with more student data.
- The Kurawai system records cases, excluding additional adviser activities such as the Roadshows and Career expos.
- Study wananga sessions during assessment week attracted approximately 70 Pasifika students.
- Weekly “Loto Aho” study sessions through trimester 2 had an average attendance of 50 Pasifika students.
- Pasifika Engagement Advisers provide ongoing updates to their faculties and contribute to Faculty Board discussions regularly.



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PASIFIKA ROADSHOW


INFORMATION EVENING



AUGUST | 29, 30, 31 SEPTEMBER | 5, 6, 7, 13

Visit our website for more information: <https://tinyurl.com/ydr4f9jm>

The Pasifika Roadshow provides our university an opportunity to engage with our Pasifika communities and potential students interested in studying at Te Herenga Waka-Victoria University of Wellington. We aim to inform you about various study options, student support services and a chance to hear from our Pasifika Alumni, current students and staff. It is also a chance to encourage Alumni to consider post-graduate studies and second chance pathways. We value hearing the views of our Pasifika communities!



SCAN FOR MORE INFO

YOU CAN FIND US HERE:

HOROWHENUA
Tuesday 29 August
Horowhenua District Council | 6pm - 8pm
126/148 Oxford Street, Levin

LOWER HUTT
Wednesday 30 August
Walter Nash Centre | 6pm - 8pm
22/26 Taine Street, Taitā

UPPER HUTT
Thursday 31 August
NZCIS Conference Centre | 6pm - 8pm
Gate 3, 48 Sommie Road, Trentham, Upper Hutt

PORIRUA
Tuesday 5 September
Te Rauparaha Arena | 6pm - 8pm
17 Parumoana Street, Porirua City Centre

KAPITI
Wednesday 6 September
Southward Car Museum | 6pm - 8pm
250 Otaihangā Road, Paraparaumu

WAIRARAPA
Thursday 7 September
Pasifika o Wairarapa Trust | 6pm - 8pm
23 Intermediate Street, Solway, Masterton

WELLINGTON
Wednesday 13 September
Mezzanine Foyer, Rutherford House | 6pm - 8pm
33 Bunny Street, Wellington

OFFICE OF THE ASSISTANT VICE-CHANCELLOR (PASIFIKA), TE HERENGA WAKA-VICTORIA UNIVERSITY OF WELLINGTON

**CAPITAL THINKING.
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VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Key events

- Pasifika Orientation (February & July)
- Pasifika Week (August)
- Pasifika Roadshow (August-September)
- Pasifika Graduation Celebration (May & December)



Pasifika Ongoing work

- Fale Malae
- Climate Change Conference:
 - “Our Ocean, Our Home”: Climate Resilience for a Blue Pacific, 4th Pacific Climate Change Conference
 - 20-24 May 2024, Samoa
 - Organising committee: Assistant Vice-Chancellor Pasifika Luamanuvao Dame Winnie Laban, Professor Alberto Costi, Professor James Renwick, National University of Samoa: Vice-Chancellor and Dean of Science and SPREP
- SPREP and National University of Samoa visit to Te Herenga Waka-Victoria University of Wellington: week of 26th of February 2024
- Komiti Pasifika Fono
- Engagement work in the Pacific
 - Organising and refreshing Memorandum of Understanding between the VUW (FGR) and National Universities in the Pacific, research institutions, e.g. recent Pacific Regional meeting consultation about a Pasifika academy, etc.
 - Organising Alumni meetings in the Pacific
 - Establish and create research opportunities for VUW in the Pacific region
 - Ongoing connections for VUW in the Pacific
- December 2023 Graduation – Pasifika Graduation Celebration
- VUW projects: Pasifika Pathways, Scholarship Framework, Pastoral Care Code, EDI (Equity, Diversity and Inclusion), Anti-Racism, Faculty Board Management meetings, Pasifika Academic research network, Academic Reviews and Hardship Fund and Equity Grant meetings, Mauri Ora Pasifika Counsellors partnership, updating Pasifika Hub website
- Pasifika Staff Success Plan to be advanced early 2024

Fale Malae

Victoria University, Wellington City Council, Fale Malae Trust, Central Government and Pasifika Community
(Town, Crown, Gown and Community)



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VICTORIA UNIVERSITY OF
WELLINGTON
 TE HERENGA WAKA

Agenda Item 12

VUWSA and Ngāi Tauira Student President reports

To receive:

- 1 an oral report from the VUWSA President, Ms Jessica Ye.
- 2 an oral report from the Ngāi Tauira Co-Presidents, Te Waikamihī Lambert and Sterling Maxwell.

To resolve: **that the oral reports from Student Presidents be noted.**

Agenda Item 13

Committee minutes / Academic Board report

- To receive:** the Academic Board report and Committee minutes:
- Academic Board report, meeting held 7 November 2023 (document VUWC 23/142);
 - Audit & Risk Committee, 20 November 2023
 - Finance Committee, 20 November 2023
- To resolve:** that the Academic Board report and Committee minutes be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Stuart Brock, Deputy Vice-Chancellor (Academic)
AUTHOR	Dr Sue Walbran Director, Academic Office
DATE	14 November 2023
SUBJECT	Report of the Academic Board meeting held 7 November 2023
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 23/142

Executive Summary

This memorandum is to advise the Council on the substantive items discussed at the 7 November 2023 Academic Board meeting (the minutes have been provided separately).

The Convenor was Professor Nic Smith.

A moment of silence was held to acknowledge the death of Academic Board member, Dr Fabian Westermann

Vice-Chancellor Oral Report

Briefings have been prepared for the incoming ministers of the new Government.

A new name for the Senior Leadership Team – Te Hiwa, gifted by the Deputy Vice-Chancellor Māori and Engagement, has been adopted.

Written Reports

Academic Board received reports at the meeting from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement) and Deputy Vice-Chancellor (Research).

CUAP Proposals

Two proposals were approved for forwarding to CUAP in 2024 Round 1.

Recordings of Lectures Policy

A new Recordings of Lectures Policy was approved. This is to be reviewed in eighteen months.

Student perspective on consistent points

Student representatives provided a short update on students' current views on this matter.

Creative and Innovative ideas presentations

The Board heard 19 three-minute presentations from members on ideas as to how we can best dedicate our time and bandwidth to make the University's degrees more appealing to students. Results of a Mentimeter poll ranking these will be used to inform a strategic conversation currently underway.

Other matters

The following items, not having been brought forward —

1. The minutes of the 26 September 2023 meeting were confirmed.
2. Four non-CUAP proposals were approved, and the other items discussed and/or approved by the Academic Programmes Committee at its 17 October 2023 meeting were noted.
3. Amendments to the General Programme of Study Regulations were approved.
4. Changes to the membership of the Academic Programmes Committee and Learning and Teaching Committee for 2024 were approved.

Attendance

66 members attended the meeting, and 21 non-members were in attendance.

Membership is 239 at present.



AUDIT AND RISK COMMITTEE
(a Committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 10.00 am to 12.40 pm on Monday, 20 November 2023
in the Victoria Room Level 2, Hunter Building and via Zoom

- PRESENT:** Hon Maryan Street, Chair
Mr John Allen, Chancellor
Mr Jaistone Finau, Council Member *via Zoom from 10.15 am*
Ms Pania Gray, Council Member
- IN ATTENDANCE** Professor Nic Smith, Vice-Chancellor
COUNCIL MEMBER
- APOLOGIES:** Professor Brigitte Bönisch-Brednich, Council Member
Mr Jaistone Finau, Council Member, *for lateness*
- IN ATTENDANCE:** Ms Jackie Anderson, Acting General Counsel
Ms Leanne Gibson, Chief Information Officer
Professor Rawinia Higgins, Deputy Vice-Chancellor Māori and Engagement
Ms Susan Hockley, Group Financial Controller
Mr Patrick Homan, Associate Director, Asset Management
Mr Simon Johnson, Acting Campus Services Director
Dr Gill Mark, Clinical Lead Medical, Mauri Ora
Ms Kirsty McClure, Director, Student Experience and Wellbeing
Mr Les Montgomery, Chief Financial Officer
Ms Marianna Nicolaou, Associate Director, Financial Operations
Mrs Rachel Scott, Risk & Assurance Adviser
Ms Nic Vibert, Health & Safety Adviser
Ms Caroline Ward, Secretary to Council
- AUDITORS:** Ms Megha Raghu, PwC
Mr James Rees-Thomas, PwC *via Zoom*
Mr Casey Webster, EY

23.65 WELCOME and APOLOGIES

- Noted:**
- 1 that the Chair led a Karakia and warmly welcomed everyone to the meeting.
 - 2 that an apology was received from Professor Brigitte Bönisch-Brednich and an apology for lateness from Mr Jaistone Finau.

Resolved: that the apologies from Professor Brigitte Bönisch-Brednich, and Mr Jaistone Finau for lateness be sustained.
Street/Gray
Carried

23.66 DISCLOSURE OF INTERESTS

Received: the Council disclosure of interests register.

Noted:

- 1 that Mr Allen asked that the interests register be updated to include his recent appointment as Chair of Barnados.
- 2 that there were no further disclosures of interests since the release of the meeting documentation and Committee members were reminded to inform the Secretary to Council of any updates between meetings.

23.67 MINUTES OF THE MEETING HELD ON 4 SEPTEMBER 2023

Received: the public Minutes of the meeting held on 4 September 2023.

Resolved: that the public Minutes of the meeting held on 4 September 2023 (Minutes 23.48-23.51) be approved.
Allen/Gray
Carried

23.68 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 15.

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 4 September 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)

6. Mauri Ora/Counselling Services update	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
7. Pastoral Care Code update	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
8. Insurance Renewal mandate	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
9. Annual report and External audit update	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
10. ITS Security and Cyber Risk - standing report	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA s48(1)(a)(ii)
11. Update on Admissions and Enrolments	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
12. Property Dashboard/Everton Hall Seismic	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
13. Health, Safety and Wellbeing – standing report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
14. Risk and Internal Audit report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
15. Auditor only session	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(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.

Gray/Allen
Carried



FINANCE COMMITTEE
(A committee of Council)

Minutes of the Finance Committee meeting
held on Monday, 20 November 2023 from 1.30 pm to 3.15 pm
in the Victoria Room, Level 2, Hunter Building, and via Zoom

MINUTES

PRESENT:

Mr Alan Judge, Chair
Mr John Allen, Chancellor
Professor Richard Arnold, Council Member
Mr David McLean, Council Member *via Zoom*
Ms Kelly Mitchell, Council Member
Professor Nic Smith, Vice-Chancellor
Hon Maryan Street, Pro-Chancellor
Mr James Te Puni, Council Member *via Zoom*

APOLOGIES: Nil

IN ATTENDANCE:

Dr Leon Bakker, Director, Planning and Information Management
Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori and Engagement
Ms Susan Hockley, Group Financial Controller
Mr Simon Johnson, Acting Director Campus Operations
Mr Clinton Jenkins, A/Dir, Planning and Performance Management
Mr Les Montgomery, Chief Financial Officer
Mr Reece Moors, Director, Vice-Chancellor's Office
Mr Lincoln North, Project Manager, Living Pā
Ms Rhonda Thomson, Co-project Manager, Living Pā
Ms Caroline Ward, Secretary to Council

23.41 WELCOME AND APOLOGIES

- Noted:**
- 1 that the Chair welcomed everyone to the meeting back in the Victoria Room following 3.5 years in the Council Chamber. He also acknowledged Messrs McLean and Te Puni attending via Zoom.
 - 2 that there were no apologies.

23.42 DISCLOSURE OF INTERESTS

Noted: that the Disclosure of Interests register had been circulated with the meeting documentation and there were no additional disclosures of interest by members of the Committee since the documentation had been circulated.

23.43 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 4 SEPTEMBER 2023

Received: the public Minutes of the Finance Committee meeting held on 4 September 2023 (Minutes 23.32-23.35).

Resolved: that the public Minutes of the Finance Committee meeting held on 4 September 2023 be approved.

Arnold/Mitchell
Carried

23.44 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 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.	
5. Minutes of the previous meeting held 4 September 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	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. 2023 Q3 Forecast update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. 2024 Budget and Annual Management Plan	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. Living Pā budget increase request and value proposition	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

10. Treasury report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
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In relation to each of the above items, no public interest consideration has been identified favouring disclosure of the particular information in public proceedings of the meeting that would override the need to withhold the information.

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.

Smith/Allen

Carried

Agenda Item 14

Forthcoming Events and next Council meeting

- To receive:** a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 27 November 2023 regarding Forthcoming Events (document VUWC 23/143).
- To note:** that the next meeting of Council will take place on Monday, 12 February 2024 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, 12 February 2024 be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	16 November 2023
SUBJECT	Forthcoming Events for December 2023
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 23/143

Executive Summary

Council members are welcome to attend the following events.

December 2023

Pasifika Graduation Celebration	Monday 4 December, 5.30pm	The Hub	Celebrate our Pasifika graduates. Invitations to be sent.
PhD Graduation Celebration morning tea	Tuesday 5 December, 11am	The Hunter Lounge	Celebrate our December PhD graduates. Invitations to be sent.
Graduation Ceremony 1	Wednesday 6 December, 2.30pm	Michael Fowler Centre	Ceremony for the faculties of Architecture and Design Innovation, Engineering, Health and Science.
Graduation Ceremony 2	Thursday 7 December, 9.30am	Michael Fowler Centre	Ceremony for the Faculty of Law and Wellington School of Business and Government.
Graduation Parade	Thursday 7 December, 1pm	Departing Law School	Parade for all faculties.
Graduation Ceremony 3	Thursday 7 December, 2.30pm	Michael Fowler Centre	Ceremony for the faculties of Education and Humanities and Social Sciences.

Graduation Ceremony 4 Te Hui Whakapūmau	Friday 8 December, 9.30am	The Hub, Kelburn Campus	Graduation based on tikanga Māori.
Robin Cooke Lecture 2023	Wednesday 13 December, 5.30pm	Old Government Buildings, Lecture Theatre 1 (GBLT1)	<p>Professor Jason Varuhas from the Melbourne Law School gives this lecture in honour of the late Lorde Cooke of Thorndon.</p> <p>His lecture is entitled 'The Future of Public Law in Aotearoa New Zealand'.</p> <p>Register here.</p>

Agenda Item 15

Speaker: Professor Rob McKay, Director, Antarctic Research Centre

To receive: an oral report from Professor Rob McKay, Director, Antarctic Research Centre.

To resolve: that the oral report from Professor Rob McKay, Director, Antarctic Research Centre be noted.

Agenda Item 16

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 23/144).

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 15-29.

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
17. Minutes of previous meeting held 30 October 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
18. Safety, Health & Wellbeing report 1-31 October 2023	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
19. Vice-Chancellor's report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
20. Financial report to 31 October 2023 and 2023 forecast	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
21. National Music Centre update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
22. 2024 Budget 2024 Management Plan	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
23. Insurance Renewal mandate	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
24. Living Pā funding increase	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. Rescindment of Qualification	s9(2)(a)	LGOIMA, s48(1)(a)(ii)
26. Foundation report to 30 September 2023	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
27. Digital Roadmap quarterly report		LGOIMA, s48(1)(a)(ii)
28. Committee and Academic Board minutes	s 9(2)(a), s 9(2)(b)(ii), s 9(2)(h), and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
29. Council only time	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

In relation to each of the above items, no public interest consideration has been identified favouring disclosure of the particular information in public proceedings of the meeting that would override the need to withhold the information.

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 29, 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

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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.

Updated on 1 November 2023

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 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 that Council is efficiently managed.

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 communication 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 stewardship. 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 People and Culture committees. Two other committees, the Victoria Honours Committee and the Nominations Panel meet as and when 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 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 C 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

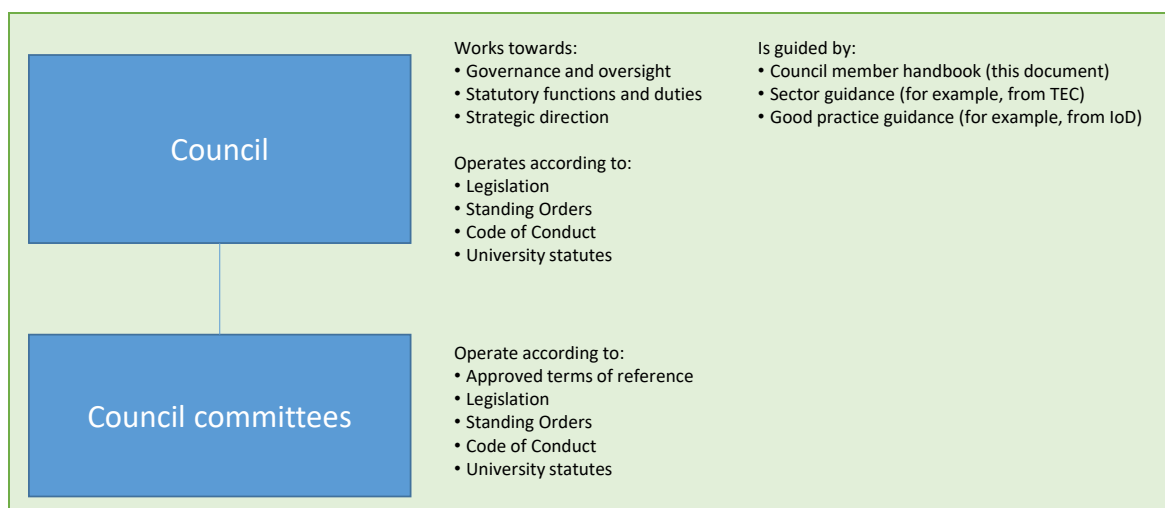
This section provides a brief introduction to this manual.

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.

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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.

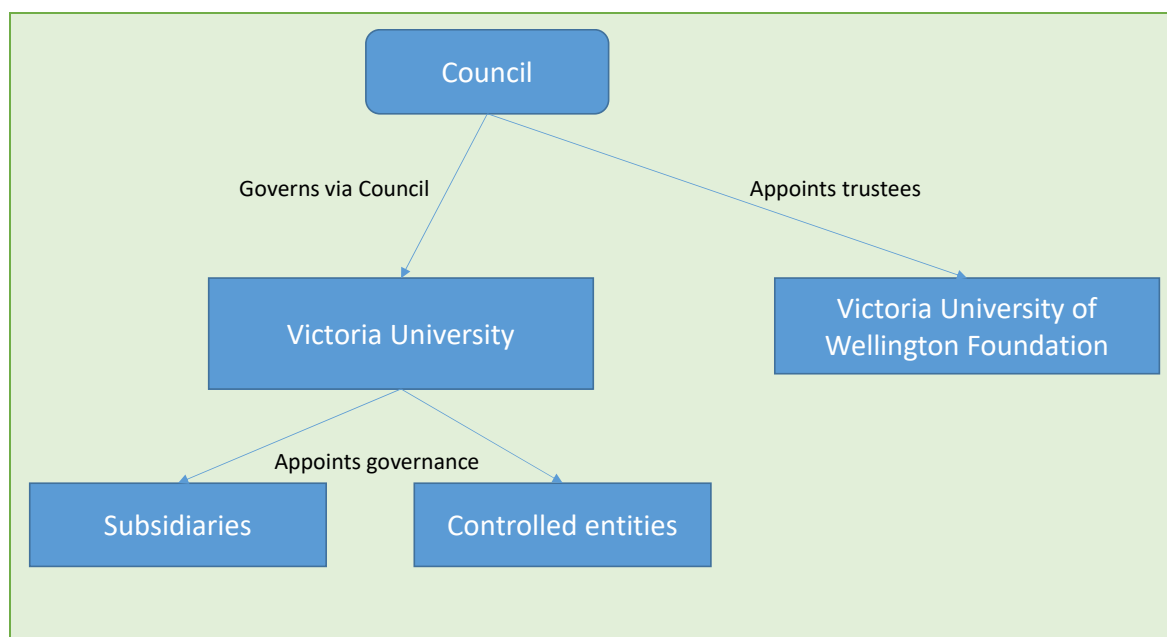
2.1 University, subsidiaries and controlled enterprises

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.



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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	in accordance with relevant legislation and the Investment Plan and Strategic Plan
Approve the University's long-term strategic direction, Strategic Plan, Mission, Values and Vision	
Approve the budget	on the recommendation of the Finance Committee
Approve the Annual Report	on the recommendation of the Audit and Risk Committee
Appoint, reappoint (and remove) a Vice-Chancellor	
Monitor and evaluate the Vice-Chancellor's performance	on the recommendation of the HR Committee
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	on the recommendation of the Audit and Risk Committee
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	
Grant honorary degrees and Hunter Fellowships	on the recommendation of the Victoria Honours Committee

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

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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.

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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.

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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.

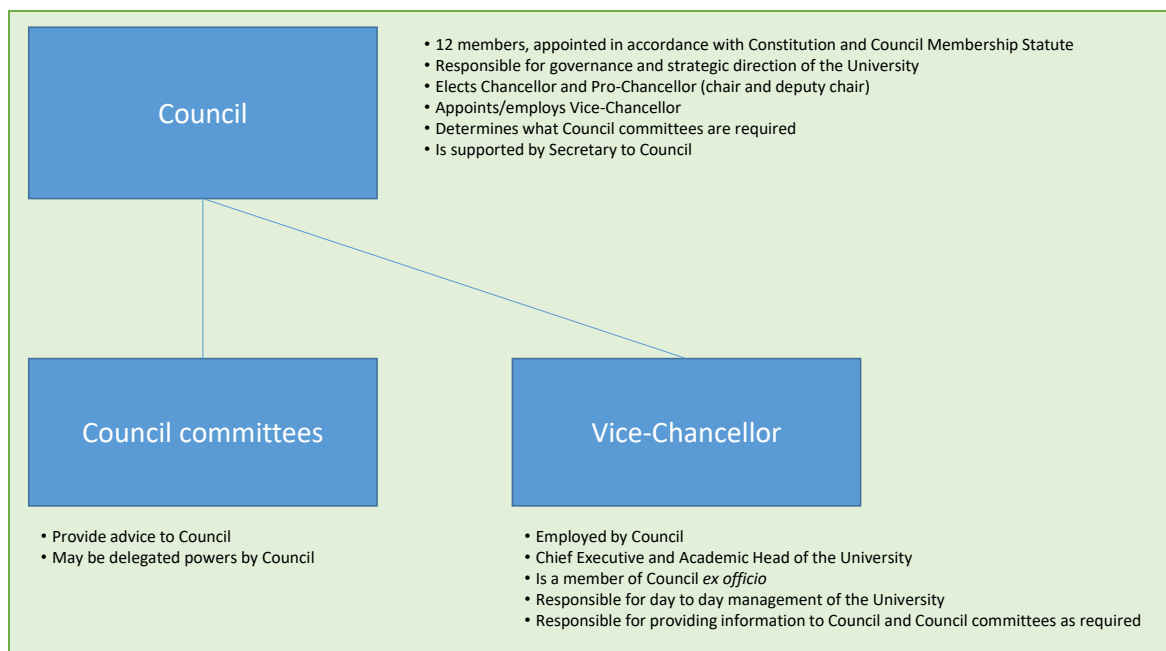
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

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>.

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.

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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 at least 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 date specified in the call for nominations.
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
- People and Culture 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	The purpose of Te Aka Matua is to assist Council discharge its governance responsibilities in relation to Māori and Te Tiriti o Waitangi	Six times per year	Chancellor Pro-Chancellor Vice-Chancellor Deputy Vice-Chancellor Māori Assistant Vice-Chancellor (Mātauranga Māori); Up to two other Council members Two external members from mana whenua iwi, Ngāti Toa and Taranaki Whānui At least two Ngāi Tahu student members One student representative who is not a member of the Ngāi Tahu executive
People and Culture 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. Develop a culture at the University which supports the delivery of its strategic priorities as they relate to people and culture;	As required	Chancellor 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	As required	Chancellor Vice-Chancellor

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	goals. It also oversees the selection and recommendation process of three Council members.		Academic Board nominee member of Professional Staff VUWSA President or nominee Te Aka Matua nominee two external members
VC Appointment Committee	To assist Council in appointing a Vice-Chancellor as defined by the Terms of Reference	As and when required	Chancellor Pro Chancellor Chair of Te Aka Matua Committee Student Member of Council Staff Member of Council

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 communication 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 manage 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;

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- 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

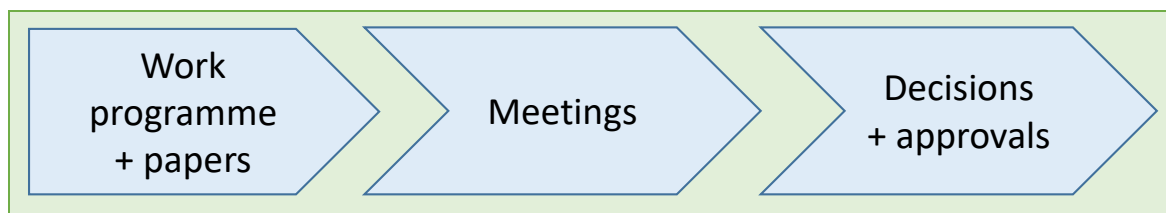
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

- 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.

Meetings open and close with Karakia. See appendix C for more information.

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.

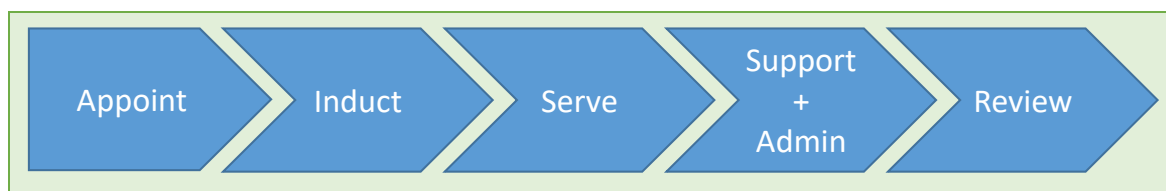
5.4 Dealing with disruptions by members of the public

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.

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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 celebrations usually held in May and 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.

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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 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

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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/

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Appendix B – Additional papers provided to Council members only

The following information is available:

Document name	Description	
Meeting schedule	Schedule setting out the timetable of Council and committee meetings	Website
Work programme	Schedule setting out the particular topics to be considered by Council across the year	Each confidential board book
Council member contact list		Board books resource centre

Updated on 1 November 2023

Appendix C – Karakia

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



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Updated on 1 November 2023

TIKANGA MĀORI AT VICTORIA

NGĀ TIKANGA MĀORI KI TE WHARE
WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
**MĀORI CUSTOMARY CONCEPTS AT
VICTORIA UNIVERSITY OF WELLINGTON**



INTRODUCTION

Kei ngā hoa mahi o Te Whare Wānanga o Te Ūpoko o te Ika a Māui, tēnā koutou katoa. Tēnā tātou e whai whakaaro ana ki ngā tikanga Māori i roto i ētahi āhuatanga o ā tātou mahi. Ahakoa he tīmatanga noa, he iti noa, he pounamu kē hai whakatairanga i ngā tikanga a kui mā, a koro mā.

Welcome to the *Tikanga Māori at Victoria* booklet. This text was compiled to help staff and other members of Victoria University of Wellington's community incorporate more tikanga Māori (Māori customs and protocols) into our university environment and culture.

While we have taken care to be as accurate as possible with the information contained in this booklet, it is only a starting point. There may be finer details or different protocols necessary for a range of Māori events and contexts not covered here. However, by engaging with the material in this booklet, you can be confident that you will be more prepared and informed to support Māori students, staff, events and activities on campus.

ACKNOWLEDGEMENTS

A number of people have contributed to the compilation of this booklet. In particular, we would like to thank Meremoana Potiki for her initial research, Te Ripowai Higgins for her insights and the team in Victoria's Communications and Marketing group for their work in editing, formatting and printing the booklets. Ngā mihi nunui ki a koutou.

WHY YOU SHOULD KNOW ABOUT TIKANGA MĀORI AT VICTORIA

There are many reasons for a booklet like this, from the cultural, to the political to the practical. Overall, however, the University's Vision Statement has affirmed that "Victoria will be imbued with distinctive qualities through its values and through the Treaty of Waitangi, mātauranga Māori and te reo Māori" (*Victoria University of Wellington Strategic Plan*, page 7).

The values referred to in that statement are *akoranga*, *whanaungatanga*, *whai mātauranga*, *kaitiakitanga*, *manaakitanga* and *rangatiratanga*. Each of these concepts requires an understanding and commitment to *tikanga* Māori.

Akoranga means teaching and place of learning. It is derived from the root word *ako*, which means both to teach and to learn, and recognises the reciprocal relationship of both processes.

Whanaungatanga is based on the root word *whānau* (extended family). It acknowledges the familial and close relationships and bonds that are formed through collective experiences that provide a sense of belonging.

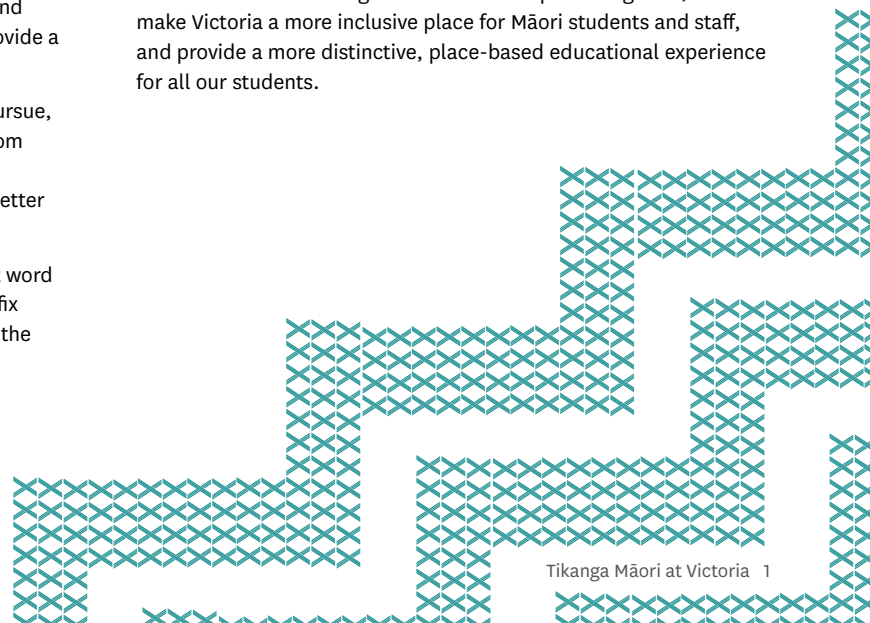
Whai mātauranga comprises two words—*whai*, meaning to pursue, search or aim at, and *mātauranga*, meaning knowledge, wisdom and understanding. Together, they express a commitment to investigating and exploring ideas in order to create new and better understandings of old knowledge.

Kaitiakitanga is commonly translated as guardianship. Its root word is *tiaki*, which means to guard, care for and conserve. The prefix *kai* indicates 'the person who does the action' and, therefore, the meaning of *kaitiaki* becomes guardian or trustee.

Manaakitanga conveys notions of hospitality, based on the compound word *manaaki*, which means to support and respect. It also encapsulates the root word *mana*, which translates as reputation, influence and authority. Thus, in Māori tradition, a person could enhance her or his *mana* by being generous and sharing with others.

Rangatiratanga is based on the root word *rangatira*, which means to be noble or chiefly. With the added 'tanga' suffix, it alludes to such English language concepts as sovereignty, autonomy and leadership.

By incorporating *tikanga* Māori into your academic practices, not only will you be helping to invoke each of these university values, but you will also be giving effect to Victoria's Treaty of Waitangi Statute (www.victoria.ac.nz/policy) along with many of our institution's other strategic documents and plans. Together, we can make Victoria a more inclusive place for Māori students and staff, and provide a more distinctive, place-based educational experience for all our students.



Tikanga Māori at Victoria 1



TE HERENGA WAKA MARAE

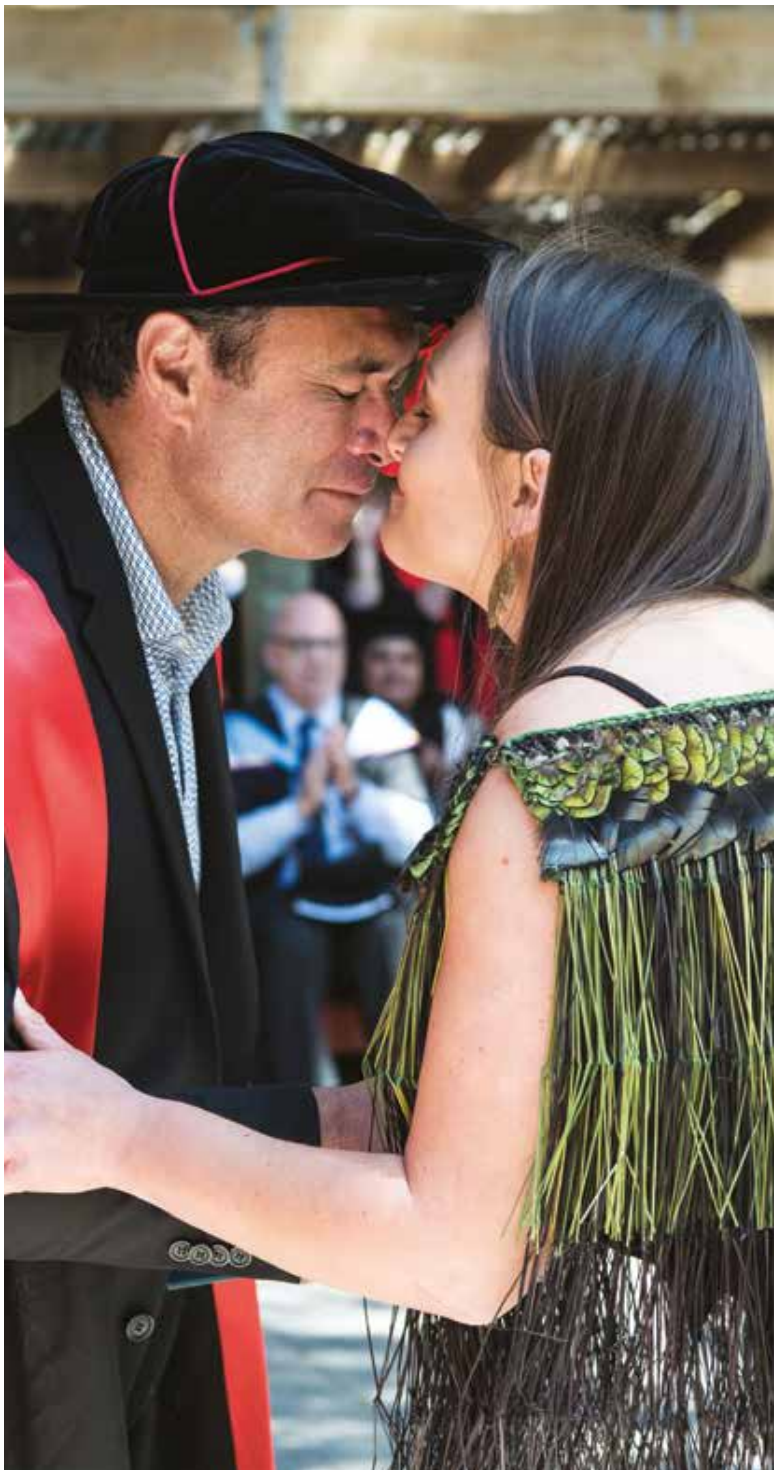
In 1980, Victoria established the first marae (Māori meeting house/place) at a university. Te Herenga Waka marae was in a refurbished building on Kelburn Parade. A few years later, Professor Hirini Moko Mead, along with Dr Wiremu Parker and tohunga (cultural expert), Te Rangiāhuta Ruka Broughton, were instrumental in the construction of a newly carved meeting house, Te Tumu Herenga Waka, which was opened on 6 December 1986. Located next to the meeting house at 46 Kelburn Parade is the wharekai (dining room and kitchen) called Ngā Mokopuna.

Since that time, the marae complex has been well utilised for a range of Māori activities and events. Its primary purpose is to serve the learning and teaching needs of Victoria's students and staff. It is used for lectures, tutorials, noho marae (marae stay overs), assessments, orientations, meetings, wānanga (seminars and forums), conferences and debates. It is also used for a range of social and cultural gatherings such as kapa haka practices, student association gatherings, weddings, christenings and tangihanga (funerals). Highlights of the marae calendar are the hosting of Te Hui Whakapūmau, a Māori graduation celebration held in May, and a graduation ceremony held in December.

For more information about Te Herenga Waka marae or to contact marae staff, go to www.victoria.ac.nz/marae

FURTHER READING

Department of Māori Studies, 1986. *A Short History of Te Herenga Waka Marae: Te whakatuwheratanga o Te Tumu Herenga Waka*. Wellington: Victoria University of Wellington.



PŌHIRI

MĀORI RITUAL OF WELCOME

In traditional (pre-European) times, Māori developed a process to receive visitors that was designed to protect the hosts from attack and set an appropriate tone for the gathering. In contemporary times, the risk of confrontation has waned but Māori still take time to welcome guests formally and establish the purpose of their visit. This ritual, known as a pōhiri (or pōwhiri in some dialects), is routinely performed at the beginning of Māori events, meetings and celebrations. At Victoria, pōhiri are often held to welcome students and staff at the start of the academic year, to welcome new staff into senior leadership roles, to welcome international visitors, at the start of conferences held on campus and as part of graduation celebrations.

In the pōhiri, men and women have different, but complementary, roles. The pōhiri is performed outside, in front of the wharenui (meeting house) in the realm of the Māori atua (god) called Tūmataunga. The stages of the welcome are prescribed to ensure the physical and spiritual safety of the participants. Despite a number of tribal and regional variations, the basic flow of the pōhiri is as on the following pages.



PREPARATION FOR THE PŌHIRI

As the manuhiri (visitors) assemble at the entrance of the marae (Māori community space), they should gather their thoughts for the pōhiri ahead. The speaker and/or leader of the group may recite a waerea (incantation) to prepare and protect the group. The group should arrange themselves to walk on the marae together, with their female elders towards the front, the remaining women and children gathered behind them and the men flanking the group and bringing up the rear.

At Te Herenga Waka marae, all formal pōhiri procedures are conducted entirely in te reo Māori (the Māori language). After the Māori cultural formalities are over, however, visitors may be invited to give speeches in other languages.

KARANGA

The first voices heard as part of the pōhiri are usually those of Māori women. First, a woman from the tangata whenua (host group) will call words of welcome (karanga), in the Māori language, to the visiting group. In reply, a woman from the manuhiri will reply. They will continue in their exchange of calls as the visiting group, led by the kaikaranga (female caller), enters the grounds of the marae and makes their way to the paepae (visitor seating area).

Generally, the karanga will include an exchange of greetings between the groups, the paying of respects to people, connected to either group, who have recently passed away and an acknowledgement of the purpose of the gathering. The karanga exchange will continue until the manuhiri have arrived at their seating area.

At Te Herenga Waka marae, the front row of the paepae is reserved for the male speakers and other male leaders within the group. For their protection, women and children in the group must sit behind the front row.

WHAIKŌRERO

The next phase of the pōhiri is an exchange of whaikōrero (speeches), delivered by men in each group. Traditionally, these speeches greet the other group, emphasise their shared relationships and acknowledge the purpose of the gathering. The order in which these speeches are delivered depends on the kawa (sacred protocols) observed by the marae. The two different types of speech-making kawa are pāeke and tāuutuutu. Pāeke refers to an exchange where the tangata whenua speakers deliver their speeches first and then the manuhiri deliver theirs. In contrast, tāuutuutu refers to a speaking order where the two sides alternate their speakers, starting and ending with a speaker from the tangata whenua.

The kawa of Te Herenga Waka is pāeke. In pāeke, all speakers from the tangata whenua speak before the manuhiri during whaikōrero. The first speaker is seated closest to the house, and the speaking order continues away from the house until all speakers have finished. The order then crosses to the manuhiri side. Here, the order is reversed, with the first speaker seated furthestmost from the house, and the last speaker situated closest to the marae. Done in this way, the mauri (life force) of the ceremony begins with, and is restored, to the wharenui at completion (Mead, 2003, page 16).

Whatever the kawa, holding the pōhiri outside means that it is in the realm of Tūmatauenga (the Māori god of war), speakers are welcome to use traditional Māori weapons and other adornments (such as tokotoko (walking sticks) and patu (clubs)) to enhance their oratory.

WAIATA

After each speaker, their group performs a waiata (song). This indicates the support of the group for the speaker and his speech. Different iwi (tribes) will often sing particular songs from their area. Groups should stand near their speaker to sing their waiata and then return to their seats as soon as it finishes.

KOHA

When the final speech from the manuhiri has finished, the speaker may place on the ground in front of him a koha (gift) for the hosts. In pre-European times, the koha would have been produce or treasures specific to the manuhiri. Today, the koha is more likely to be in the form of cash. Koha is a practical response to sharing the cost of coming together, so people should consider what they bring as their contribution. Usually, the costs of events at Te Herenga Waka marae that involve Victoria University staff and/or students are covered by the University but it would be appropriate to give koha on some occasions, such as tangihanga (funerals).

HONGI

The next stage is for the two groups to come together for the hongi. This involves the manuhiri lining up and, one-by-one, pressing their noses together with the tangata whenua to symbolise the unity of the group. Today, this usually includes a handshake and often a kiss on the cheek too.

It is usually appropriate for everyone in the visiting group to be involved in the hongi. However, there are a number of situations when this might not be appropriate:

- If a visiting group is really large and it would take too long to hongi everyone, the people nearest the speakers may be called forward to hongi on behalf of their group.
- If any of the visitors are sick, it is best for them to stay seated rather than pass on any illness.
- If it is against the cultural or religious beliefs of any of the visitors to be in such close proximity with another person, it is best for the specific members of the visiting group to remain in their seats during the hongi. No offence will be taken.

KAI

A shared kai (food) marks the final formal stage of the pōhiri. Māori believe that the participants in a pōhiri move into a heightened state of tapu (sacredness) and that this sacred state is removed by eating food. Food is not eaten inside the wharenuī. Instead, the people move into the wharekai (dining room) next to the wharenuī for the meal.

VARIATIONS AND ADDITIONAL ELEMENTS

There are other stages or variations that may occur as part of the pōhiri:

- For particularly auspicious pōhiri, a wero (challenge) may be performed. This involves one or more Māori males approaching the manuhiri at the beginning of the pōhiri with a taki (dart) or something similar. The idea is to test the visiting group to see if they come in peace, or not.
- Some iwi (tribes) conduct their pōhiri in a different order. For example, the Te Atiawa and Taranaki people will hongī with their visitors before the speeches begin. This links to the passive resistance movement that evolved in Parihaka, a Taranaki settlement, in the late 1800s, and acknowledges the philosophy of their charismatic leaders, Te Whiti o Rongomai and Tohu Kākahi.
- Some tribes have a tradition of women delivering whaikōrero as part of the pōhiri. However, when Te Herenga Waka marae's protocols were established, it was decided to emulate the more common practice of women performing the karanga and men performing the whaikōrero.

MIHI WHAKATAU

Sometimes, the manuhiri may be welcomed inside the wharenuī. This is generally called a mihi whakatau.

The rules of a mihi whakatau are slightly different from an outdoor pōhiri. For example, it begins with a karakia (prayer) to set the tone. Also, speakers are not allowed to use ceremonial weapons inside the house as it is considered to be the realm of Rongomātāne (the Māori god of peace). In addition, the places for the manuhiri and tangata whenua to sit are reversed from their outside locations.

Mihi whakatau can also be conducted in places other than a marae. For example, government departments, schools and community groups may decide it is more appropriate to host a mihi whakatau to welcome visitors.

At Te Herenga Waka marae, a mihi whakatau is sometimes held instead of a pōhiri. This means that the manuhiri sit inside, on the right-hand side of the wharenuī. The kawa of the marae is still followed though, and the formalities are still conducted in te reo Māori.

FURTHER READING

Higgins, R., & Moorfield, J., 2003. 'Ngā Tikanga o te Marae'. In Ka'ai, T., Reilly, M., Moorfield, J., & Moseley, S., *Ki te Whaiao: Introduction to Māori society and culture*. Auckland: Pearson Longman, pp. 73–84.

Mead, H.M., 2003. *Tikanga Māori: Living by Māori values*. Wellington: Huia Publishers.

Roa, T., & Tuaupiki, J.T., 2005. Tikanga Tainui: Tikanga whare wananga. *He Puna Kōrero: Journal of Māori and Pacific Development*, 6(2), p. 3.

Salmond, A., 2009. *Hui: A story of Māori ceremonial gatherings*. 3rd edition. North Shore: Raupo.

Tauroa, H., & Tauroa, P., 1986. *Te Marae: A guide to customs and protocol*. Auckland: Reed Methuen.



KARAKIA AND WAIATA

FURTHER READING

For lyrics and sound files of popular Māori songs, go to www.folksong.org.nz/waiata.html

For more about Māori spiritual beliefs, go to www.nzetc.victoria.ac.nz/tm/scholarly/tei-corpus-ElsdonBest.html

KARAKIA

There are many situations at Victoria where it may be appropriate to conduct a short karakia (prayer). A karakia can be said at the beginning or end of a meeting or gathering.

The karakia listed on the following pages are short, quite simple and suitable for most occasions.

This karakia was composed by Professor Rawinia Higgins and Dr Mike Ross. It can be used to start or close a meeting or event. It has no religious connotations so is suitable for any gathering.

Mauri oho
Mauri tū
Mauri ora ki a tātou
Haumi e, hui e, tāiki e!

*Awaken the spirit
Engage the spirit
The spirit of life amongst us
Be united in purpose!*

This is a more traditional karakia that calls on the elements to focus the people and ensure a successful gathering. It can be said at the beginning of an event or meeting.

Whakataka te hau ki te uru
Whakataka te hau ki te tonga
Kia mākinakina ki uta
Kia mātaratara ki tai
Kia hī ake ana te atakura
He tio, he huka, he hau hū
Tīhei mauri ora!

*Cease the winds from the west
Cease the winds from the south
Let the breeze blow over the land
Let the breeze blow over the ocean
Let the red-tipped dawn come with a sharpened air
A touch of frost, a promise of a glorious day
Let there be life!*

This is another traditional Māori karakia but it is said at the end of an event to draw the gathering to a close.

Unuhia, unuhia,
Unuhia ki te uru tapu nui
Kia wātea, kia māmā te ngākau,
te tinana, te wairua i te ara takatā
Koia rā e Rongo, whakairia ake ki runga
Kia tina! Tina! Hui e! Tāiki e!

*Draw on, draw on,
Draw on the supreme sacredness
To clear, to free the heart,
the body and the spirit of mankind
Rongo, high above us
Draw together! Affirm!*

It is common Māori practice to say karakia before eating meals. The following is a karakia for kai that draws on Christian tradition.

E te Atua
Whakapainga ēnei kai
Hei oranga mō ō mātou tinana
Whāngaia hoki ō mātou wairua
ki te taro o te ora
Ko Ihu Karaiti tō mātou Ariki
Ake, ake, ake
Amine

*Lord God
Bless this food
For the goodness of our bodies
Feeding our spiritual needs
also with the bread of life
Jesus Christ, our Lord
Forever and ever
Amen*

This karakia is another that can be used to bless food before eating. It is more traditional in style and has no Christian connotations.

Nau mai e ngā hua

o te wao

o te ngākina

o te wai tai

o te wai Māori

Nā Tāne

Nā Rongo

Nā Tangaroa

Nā Maru

Ko Ranginui e tū iho nei

Ko Papatūānuku e takoto nei

Tūturu whakamaua

Kia tina! Tina! Hui e! Tāiki e!

Welcome the gifts of food

from the sacred forests

from the cultivated gardens

from the sea

from the fresh waters

The food of Tāne

of Rongo

of Tangaroa

of Maru

I acknowledge Ranginui who is above me

Papatuanuku who lies beneath me

Let this be my commitment to all!

Draw together! Affirm!

WAIATA

There are many situations where it may be appropriate to perform a waiata (song). A waiata may be sung in support of a speaker or to create a sense of group unity.

These three waiata are short, simple and suitable for most occasions. Sound recordings of all three are available online.

Māku rā pea

Māku rā pea

I will perhaps

Māku rā pea

I will perhaps

Māku koe e awhi e

I will help you

Ki te ara, ara tupu

Upon the pathway, of progress

Māku koe e awhi e

I will indeed help you

E tū kahikatea—Nā Hirini Melbourne

E tū kahikatea

Stand like the kahikatea [tree]

Hei whakapae ururoa

To brave the storms

Awhi mai, awhi atu

Embrace and receive

Tātou, tātou e

We are one together

Mā wai ra—Nā Henare Te Owai

Mā wai ra

Who will stand

e taurima

to deliver

te marae i waho nei?

on the marae now?

Mā te tika

Let it be justice

Mā te pono

Let it be truth

me te aroha e

and let it be love

This waiata was composed by Te Rangiāhuta Ruka Broughton shortly before his passing in 1986, just a few months before Te Tumu Herenga Waka was opened. The waiata is about his ill health, which is said to have been the utu (sacrifice) for the building of the wharenui. The waiata urges students and staff members who enter the wharenui to uplift each other, to think critically and to engage in higher learning. This waiata is performed by the tangata whenua during most pōhiri at Te Herenga Waka marae. It is important to note that this waiata is sung only by the tangata whenua of the marae, and is not appropriate for anyone coming on to Te Herenga Waka as manuhiri.

A recording of this waiata is available from the Language Learning Centre at Victoria. Victoria staff, students or alumni who would like an electronic copy of the sound recording can email ako@vuw.ac.nz and it will be emailed.

Kāore taku raru—Nā Te Rangiāhuta Ruka Broughton

Kāore taku raru te āta mōhiotia
i ngā rau rangi nei.
Ko ngā ngaru kai waka
i te au a Tāne.
Pākia mai rā
e ngā pōtiki a Rakamamao
e hūhū rā he hiku taniwha pea ngē
kei te aukume,
kei te auna,
kei te aukaha
te tau a Whiro.
E tū e hine mā, e tama mā,
whakaarahia ake ngā poupou
o tō whare
o Te Herenga Waka
me tōna tāhuhu.
Ko te pātaka kai iringa hoki
o te kupu o te kōrero
a te kāhui kāhika
o ngā rā ki tua.
Kia toka ia nei
te paepae tapu
kei ngā waha kākā nui a Tāne,
kei ngā manu tioriori
pari karangaranga o Rongomaraeroa.
Pūkana whakarunga
Pūkana whakararo
Ko Poutūterangi tonu
kei ngā huihuinga a Matariki
hei rāhiri mai i te ngahue tangata
Ka huri au ki te whare
mōwai rokiroki hai!

*My sickness is unresolved
these many days past.
It afflicts me like the canoe-eating waves
raging against Tāne.
Slapped
by the winds of Rakamamao,
that swishes like the tail of the taniwha
and creates a whirlpool,
an ever-deepening whirlpool,
that gathers strength
and causes Whiro to sing.
Arise young men and women,
raise the posts
of your house
Te Herenga Waka
and its ridgepole.
The storehouse from which suspends the world and history
of the towering assemblage
of past times.
Make strong
the sacred benches
of the speakers of Tāne,
of the singing birds
that reverberate
on the marae.
Stare fiercely above,
stare fiercely downwards.
'Tis Poutūterangi
of the gathering of Matariki
that welcomes the multitudes.
Thus I turn to the house
of infinite calm!*



GENERAL TIKANGA TIPS

Generally speaking, tikanga are Māori customary practices or behaviour. The concept is derived from the Māori word tika, which means 'right' or 'correct', so, in Māori terms, to act in accordance with tikanga is to behave in a way that is culturally proper or appropriate. The relationship Māori have with the different atua (gods) is reflected in the customs and rituals that make up tikanga Māori (Ka'ai et. al., 2004, page 13).

The basic principles underpinning the tikanga noted below are common throughout New Zealand. However, different iwi, hapū (sub-tribes) and marae often have their own variations. These guidelines relate to practices endorsed by Te Kawa a Māui / School of Māori Studies and are modelled at the University's Te Herenga Waka marae. They can be reflected and upheld on any Victoria University premises and in other situations.

HEAD (MĀHUNGA)

Māori regard the head as the most tapu (sacred) part of a person (Mead, 2003) and you should avoid touching someone's head unless invited.

FOOD (KAI)

There are many Māori rituals and practices relating to food. In a teaching and learning context, it is common for Māori to share food as a means of welcoming people, removing tapu, celebrating and further building rapport. However, when dealing with food, ensure it is not passed over anyone's head and that it is kept well away from hats and pillows. Food is not to be brought into classes held in the whareniui.

TABLES (TĒPU)

Avoid sitting on tables, particularly any with food on them or tables that are likely to have food on them at some point.

BAGS (PĒKE)

Avoid placing bags on tables. Instead, place them on a chair or on the floor.

PILLOWS (PERA)

Linked with the idea that heads are tapu, anything that relates to heads, like pillows, should be treated carefully. Do not sit on pillows or cushions.

HATS (PŌTAE)

Similarly, hats need to be handled carefully. Do not place hats on tables and, if possible, avoid wearing a hat during karakia.

SPEAKING (KŌRERO)

In a Māori context, it is considered rude for a person to enter and cross a room, or speak, while someone is addressing an audience. To avoid offence, either wait quietly by the door until a break in the dialogue or, when that is not appropriate, enter as discreetly as possible. Try to avoid walking directly in front of the speaker and, if you cannot avoid this, crouch down as you pass as a sign of respect.

FURTHER READING

Barlow, C., 1991. *Tikanga Whakaaro: Key concepts in Māori culture*. Auckland: Oxford University Press.

Mead, H.M., 2003. *Tikanga Māori: Living by Māori values*. Wellington: Huia Publishers.



TIKANGA AND RESEARCH

Increasingly in New Zealand, research activities and funding applications are expected to include a Māori dimension. If you are engaging in research, in whatever field or topic, it may help you to be aware of the following tikanga.

ETHICS

Any research conducted by Victoria's staff and students that involves human participants or human tissue or affects people's privacy, rights and freedoms, is subject to the Human Ethics Policy. The Human Ethics application process requires applicants to consider the following question: How does your research conform to the University's Treaty of Waitangi Statute? This question requires a full and thoughtful response. The Human Ethics Committee is not usually swayed by statements that the Treaty of Waitangi is 'not applicable' or 'not relevant' to the research project. In fact, the provision of such a response is likely to slow down the approval process of an application.

The Human Ethics application form also asks if you are specifically recruiting from particular groups. If you select 'Māori' from the list of options, you will need to explain the consultation you have undertaken with Māori. This can be challenging for researchers who have not formed research relationships with Māori groups before submitting their application. Researchers are strongly encouraged to engage with Māori groups as early as possible to establish relationships (and achieve the required ethical approval).

For further help in developing relationships with Māori people and groups, or for conducting Māori-related research, contact the Office of the Deputy Vice-Chancellor (Māori).

For more information about the Human Ethics application process, go to www.victoria.ac.nz/human-ethics

VISION MĀTAURANGA

Vision Mātauranga is a government policy designed to encourage research that draws on Māori knowledge, resources and people.

Since 2010, the goals of Vision Mātauranga have been integrated across all of the Ministry of Business, Innovation and Employment (MBIE) investment-priority areas. This means that in order to, for example, apply to the Endeavour Fund, you will need to demonstrate how your research will give effect to Vision Mātauranga. The Vision Mātauranga framework is even applied beyond MBIE. For example, the Marsden Fund, which is administered by the Royal Society of New Zealand, also requires applicants to consider the Vision Mātauranga policy in the development of their proposals.

For more information about Māori research at Victoria, go to www.victoria.ac.nz/maori-research

FURTHER READING

Health Research Council of New Zealand, 2010. *Guidelines for Researchers on Health Research Involving Māori*. Available at www.hrc.govt.nz

Ministry of Research Science and Technology, 2007. *Vision Mātauranga*. Available at www.mbie.govt.nz/info-services/science-innovation/pdf-library/vm-booklet.pdf

Pihama, L., Cram, F., & Walker, S., 2002. Creating methodological space: A literature review of kaupapa Māori research. *Canadian Journal of Native Education*, 26(1), p. 30.

TIKANGA AND TEACHING

There are many ways to incorporate tikanga Māori into the classroom. The key to the effective use of Māori content is the way that the content is delivered. We know from ample research that the demeanour and enthusiasm of the lecturer affects the way students engage with a course. Similarly, it stands to reason that the way lecturers and tutors approach the delivery of Māori course content will impact on how positively the students receive it.

If you are new to teaching with, or about, Māori cultural practices, you could start by inviting a Māori guest lecturer into your course, or co-teaching with them. Another useful way to introduce Māori ideas is by engaging in comparative analysis, either in a lecture, tutorial or an assignment.

Another example is to model the concept of manaakitanga (hospitality). You could do this not just as a topic of study but as a means to acknowledge the contribution of others; for example, in the way that guest lecturers are greeted and thanked by the class or how you demonstrate your gratitude for student contributions.

Other tikanga Māori that you could model or advocate in your courses include such things as sharing kai, not sitting on tables, having mihihi (introductions) at the beginning of the course and ending the course with a poroporoaki (an opportunity for students to farewell and thank each other).



MĀORI REPRESENTATION AND SUPPORT

There are a number of Māori entities at Victoria as well as support for people interested in developing their Māori cultural competence.

OFFICE OF THE DEPUTY VICE-CHANCELLOR (MĀORI)

The Office of the Deputy Vice-Chancellor (Māori) is responsible for leadership and oversight of all things Māori at Victoria. It is led by Professor Rawinia Higgins (Ngāi Tūhoe), who was appointed to the role of Te Tumu Ahurei / Deputy Vice-Chancellor (Māori) in July 2016. Professor Higgins is ably backed by an administrative team that provides her with policy, strategy, liaison and operational support.

A key priority of the Office is the realisation of its strategic outcomes framework, *Mai i te Iho ki te Pae* (go to www.victoria.ac.nz/outcomes-framework). This document aims to more effectively link Victoria's Māori-related activities with our Māori-related outcomes. Every staff member at Victoria is encouraged to engage with this document and contribute to the fulfilment of its goals.

TOIHUAREWA

Toihuarewa is a subcommittee of the Academic Board and a vehicle for Māori academic issues at Victoria. Toihuarewa is also a tangible form of the University's commitment to the Treaty of Waitangi. The Deputy Vice-Chancellor (Māori) is the convener of Toihuarewa.

Toihuarewa members provide Māori representation on a number of university committees, including the:

- Academic Board
- Academic Committee
- Equity and Diversity Committee
- Faculty of Graduate Research
- Human Ethics Committee
- Learning and Teaching Committee / Te Maruako
- Research Evaluation Committee
- Student Experience Committee
- University Research Committee.

In addition, Toihuarewa members are regular participants in university reviews, academic audits, faculty committees, school committees and programme committees.

Toihuarewa meets monthly. To be part of a Toihuarewa meeting, for example, to discuss a Māori-related project or issue, contact the Office of the Deputy Vice-Chancellor (Māori).

To talk to a Toihuarewa representative about learning and teaching or research matters, contact the Assistant Vice-Chancellor (Mātauranga Māori) via ako@vuw.ac.nz or the Office of the Deputy Vice-Chancellor (Māori) at tumu.ahurei@vuw.ac.nz

TE HAUHIKU

Te Hauhiku is the representative body for Māori professional staff at Victoria. The group has evolved somewhat organically; however, its purpose is to support Māori professional staff and engage with issues that relate to Māori professional staff activities.

Te Hauhiku meets monthly. To be part of a Te Hauhiku meeting, for example, to discuss a Māori professional staff-related project or issue, contact the Office of the Deputy Vice-Chancellor (Māori).

TE HĀPAI PROGRAMME

Te Hāpai is a staff development programme designed to increase the understanding, and use of, Māori culture, language and the Treaty of Waitangi within the University.

The courses are coordinated by Victoria's Human Resources team, with the support of the Office of the Deputy Vice-Chancellor (Māori). Courses include an introduction to te reo Māori, an introduction to tikanga Māori and an introduction to the Treaty of Waitangi. All three courses are designed specifically for the Victoria context and include discussion and experiential learning.

To find out more about the programme and to enrol, go to www.victoria.ac.nz/te-hapai

FEEDBACK ON COURSE OR QUALIFICATION PROPOSALS

At Victoria, most proposals for new or amended courses or qualifications require a statement about how they will demonstrate the University's commitment to the principles of the Treaty of Waitangi. It is an opportunity to reflect on how well the course or qualification can create meaningful outcomes for Māori students. Proposers should refer to the *Māori Strategic Outcomes Framework / Mai i te Iho ki te Pae* (www.victoria.ac.nz/outcomes-framework) and indicate how the proposal will align with the Framework. For example, how will Māori concepts and examples be taught? Are Māori staff likely to be involved in an advisory, teaching or research capacity, and if so, who will they be? What opportunities are there for Māori research associated with the proposal?

For advice on incorporating Māori research, tikanga, perspectives and examples into courses and programmes and to find out about the *Māori Strategic Outcomes Framework / Mai i te Iho ki te Pae*, contact the Office of the Deputy Vice-Chancellor (Māori) or email ako@vuw.ac.nz or tumu.ahurei@vuw.ac.nz

FREQUENTLY ASKED QUESTIONS

This booklet is a basic introduction to tikanga Māori at Victoria, so will not address every question readers may have. Below are a few common and/or important questions that are often asked and have not been addressed earlier in this booklet.

Q When can I come to a marae?

A The first time you visit a marae you should be welcomed at a pōhiri. When this is over, you are considered part of the marae community and you can generally return to the marae at your leisure.

At Victoria University of Wellington, we host a mass pōhiri at the start of each year to welcome new students and staff. This means that, even if you did not attend the pōhiri in person, you were symbolically welcomed and so you are able to attend classes and other events at the marae without the need for another pōhiri.

Q Why are the women seated behind the men at the pōhiri?

A When a man conducts his whaikōrero on the marae ātea (the outside area in front of the marae) he is entering into the spiritual realm of Tūmataunga. As women are revered in Māori society for their ability to give life, Māori are conscious not to expose women to threats that might be made on the marae and may affect subsequent generations (Ka'ai et al., 2004).

Q I am not cisgendered, so where should I sit during the pōhiri?

A The overall point of the pōhiri at Te Herenga Waka marae is to welcome people so that they can become part of the community and have a positive and successful learning experience. The practice at Te Herenga Waka marae is for people to participate in the pōhiri in a way that is appropriate for their personal identity, without overtly transgressing the kawa of the marae. So, for example, a person who was born a biological male but who identifies as female can sit with the women during the pōhiri. Similarly, a person who was born a biological female but who identifies as male can sit with the men.

Q Why do we take off our shoes before entering the wharenuī?

A The wharenuī is considered to symbolically represent a Māori ancestor. It is a mark of respect for people to remove their shoes before entering the metaphorical body of the tipuna (ancestor). Others believe that dust and dirt from the marae ātea being the realm of Tūmataunga, should not be brought inside the wharenuī. Whatever the case, you should assume that you will need to remove your shoes when visiting a marae.

Q Can I eat food in the wharenuī?

A Generally speaking, food cannot be consumed inside the wharenuī at Te Herenga Waka marae. The only exceptions are water, which can be drunk to avoid dehydration, and medicine, which can be taken as required.

Q What is said in the whaikōrero?

A The structure of a whaikōrero is determined by the speaker but generally follows a set format:

- Whakaaraara
Tauparapara/tau
Mihi ki te marae and whare tipuna
Mihi mate
Mihi ora
Take
- Mōteatea, waiata and /or haka
- Forms of karakia
- Acknowledging the marae
Acknowledging ancestors
Acknowledging the living
Acknowledging the purpose of the meeting/pōhiri
Singing a traditional chant or waiata

REFERENCES

Ka'ai, T.M., Moorfield, J. C., Reilly, M.P.J., & Mosley, S. (Eds.), 2004. *Ki te Whaiao: An introduction to Māori culture and society*. Auckland: Pearson Education New Zealand Limited.

Mead, H.M., 2003. *Tikanga Māori, Living by Māori values*. Wellington: Huia Publishers.

Victoria University of Wellington, 2015. *Victoria University of Wellington Strategic Plan*. Available at www.victoria.ac.nz/strategic-plan



Capital thinking. Globally minded.

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

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

3 Membership

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

4 Meetings

- 4.1 The Committee will meet at least four times a year as determined by the Chair or as otherwise requested by Council.
- 4.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor, Pro-Chancellor or Committee Chair.
- 4.3 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.
- 4.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 4.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council to ensure minutes of all meetings are kept.
- 4.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

5 Information and reporting

- 5.1 The Committee will maintain direct lines of communication with the Vice-Chancellor, the General Counsel, the internal auditors and external auditors.
- 5.2 The General Counsel, internal auditors and external auditors are encouraged to meet with the Chair of the Committee independent of University management.
- 5.3 The Committee may receive advice from external parties who have relevant expertise and experience.
- 5.4 In addition to provision of scheduled information and reports, the Vice-Chancellor, COO and CFO are 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.
- 5.5 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 5.6 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor, CFO, COO, General Counsel, the external auditors and to any other people as Council and the Vice-Chancellor direct after notifying the Committee Chair.

6 Responsibilities

The responsibilities of the Committee are as follows:

- a) liaise with the internal and external auditors and act as an independent reporting channel for any matters of concern
- b) review the annual external audit plan with the external auditors
- c) assess the performance of financial management
- d) review the annual report, including financial statements, and related audit findings
- e) clear the public release of the Annual Report
- f) review accounting policies as necessary
- g) oversee compliance of statutory responsibilities relating to financial and other requirements
- h) review the appointment of external auditors and their fees, including any non-audit services and fees, and make appropriate recommendation to Council recognising the OAG determine the auditor and influence the level of fees
- i) review frequency and significance of transactions between the University and related parties
- j) review the independence of the external auditors and the appropriateness of any non-audit services they perform recognising the OAG determine the auditor
- k) review the internal auditors and their activities
- l) Approve the annual internal audit plan
- m) Ensure recommendations highlighted in internal audit reports are actioned by management or otherwise justified and explained (a conscious management decision not to implement is management action)
- n) Monitor strategic risk assessments and ensure a process exists for management overseeing operational risks and related internal controls
- o) Recommend the Council approve the risk appetite statement agreed between the Committee and management

- p) monitoring the adequacy of the University's insurance programme and making appropriate recommendations to Council
- q) Oversee the annual legislative compliance programme and recommend as appropriate to Council
- r) Oversee the adequacy of health, safety and wellbeing policy and management processes and systems
- s) Supervise special investigations as requested by the Council
- t) Any other duties and responsibilities which have been assigned to the committee from time to time by the Council

7 Authority

- 7.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference. The Committee will make recommendations to the Council on all matters requiring a decision. The Committee does not have the authority or power to make a decision in the Council's name or on its behalf.
- 7.2 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.
- 7.3 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, generally at the next Council meeting.
- 7.4 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.

8 Review

- 8.1 The Committee will undertake an annual self-review of its responsibilities and objectives, and of its charter and report to Council on that review.

9 Key dates

These terms of reference were approved on: 30 October 2023 by Council
 These terms of reference take effect from: 30 October 2023

10 These terms of reference were amended on : 24 October 2023

11 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: Nic Smith

Date: 30/10/23

Signed: 
Council member

Full name: John Allen

Date: 30/10/23

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 Te Aka Matua is to assist Council discharge its governance responsibilities in relation to Māori and Te Tiriti o Waitangi.

2.3 In fulfilling this purpose, Te Aka Matua will provide **advice** to Council on:

- a. Understanding and applying Te Tiriti o Waitangi to support Council decisions, business and processes;
- b. The strategic direction of the University and its implications, opportunities and connections with Māori, including mana whenua;
- c. How the Council and its committees can reflect Council's commitment to Te Tiriti o Waitangi;
- d. Building Council's Māori capability so that all Council members are confident in their understanding of Te Tiriti o Waitangi, mātauranga Māori, te reo Māori and tikanga Māori and are aware of their relevance for Council business;
- e. Building and maintaining positive external relationships with iwi, and other Māori organisations and entities; and
- f. Any other matters consistent with the above responsibilities as requested from time to time by Council.

2.4 Te Aka Matua will also:

- g. Receive reports on a quarterly basis, from Māori student representatives on the Māori student experience;
- h. Receive reports on a quarterly basis, on topics including:
 - i. Māori student recruitment, retention and achievement;
 - ii. Māori human resource issues including staffing levels; and
 - iii. Engagement with kaupapa Māori.
- j. Undertake mātautanga (deep probes) on specific Te Tiriti o Waitangi and Māori aspects of university activity, as identified by Te Aka Matua through its planning process, and approved 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 Unless Council decides otherwise the core 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. The Assistant Vice-Chancellor (Mātauranga Māori);
 - f. Up to two other members of Council;
 - g. Two members - one member each from mana whenua iwi, Ngāti Toa and Taranaki Whānui, appointed by Council on the nomination of the relevant mana whenua iwi. Neither member shall be Council members and can be appointed for up to a four-year term;
 - h. Appointed by Council on the nomination of Ngāi Tauira:
 - i. 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;
 - ii. One student representative who is not a member of 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. The Vice Chancellor and any staff or student members of the Committee will not be eligible for appointment as the Committee Chair.

5 Meetings

- 5.1 The Committee will meet at least six 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 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, explanations and who bring diverse perspectives and insights to inform its views and advice.
- 5.5 The Committee Chair will appoint a secretary to 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 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
These terms of reference were amended by Council on:	10 October 2022

9. Delegation by Council

- 9.1 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 People and Culture Committee

Terms of reference

1 Introduction

The People and Culture 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 Committee shall assist Council to meet its responsibilities to:

- establish key performance objectives for the Vice-Chancellor, evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review;
- review and support personal development priorities and programs for the Vice-Chancellor;
- develop a culture at the University which supports the delivery of its strategic priorities as they relate to people and culture;
- ensure the wellbeing, health and safety of staff and students;
- ensure the Vice-Chancellor, as the employer of staff, is discharging their responsibilities effectively and is building organisational performance and culture;
- provide advice and guidance in relation to key staff-related strategies, policies and priorities;
- review the approach to and feedback from formal staff engagement exercises;
- provide an environment in which staff and students can achieve to their full potential;
- ensure that equity, diversity and inclusion practices and priorities are being achieved;
- ensure there are effective succession plans in place for key personnel; and
- such other matters as may be referred to it by Council from time to time.

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: 14 February 2022 by Council
- These terms of reference take effect from: 14 February 2022

Council People and Culture 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 People and Culture 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: ____/____/____