

Meeting of Council, Public - Order Paper and Documents (01/04/2021)

Public papers

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MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

THURSDAY, 1 APRIL 2021, 9.00 AM
COUNCIL CHAMBER, LEVEL 2,
HUNTER BUILDING
KELBURN CAMPUS

COUNCIL

Order paper for the meeting to be held in the
Council Chamber, Level 2, Hunter Building, Kelburn Campus
on Thursday, 1 April 2021 at 9.00 am

PUBLIC BUSINESS

9.00 am	Karakia		
	1. Welcome and Apologies		<i>Chancellor</i>
	2. Disclosure of Interests		<i>Chancellor</i>
	3. Council Minutes and Matters Arising from the meeting held on 15 February 2021		<i>Chancellor</i>
	Items for Noting		
	4. Report from the Chancellor	Oral report	<i>Chancellor</i>
	5. Report from the Vice-Chancellor	VUWC 21/17	<i>Vice-Chancellor</i>
	6. Financial report to 28 February 2021	VUWC 21/18	<i>CFO</i>
	7. Reports from Committee Chairs		
	<ul style="list-style-type: none"> • Te Aka Matua Committee, 1 March 2021 • Finance Committee, 15 March 2021 • Audit & Risk Committee, 15 March 2021 • Academic Board report, 16 March 2021 	VUWC 21/19	<i>Committee Chairs</i>
	8. Media and Social Media report	VUWC 21/20	<i>Vice-Chancellor</i>
	9. Forthcoming Events and Next Council meeting	VUWC 21/21	<i>Chancellor</i>
	Items for Approval		
	10. 2020 Annual report	VUWC 21/22	<i>CFO</i>
	11. Graduates in Absentia	VUWC 21/23	<i>Chancellor</i>
	12. Changes to Academic Board statute	VUWC 21/24	<i>Provost</i>
	Procedural Item		
	13. Resolution to Exclude the Public	VUWC 21/25	<i>Chancellor</i>
Appendix	Governing Documents Council Manual Te Tiriti o Waitangi Statute Standing Orders/Code of Conduct 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

Disclosures of Interest

- To receive:** declarations and disclosures of interests by members of Council, by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.
- To note:**
- 1 that the Disclosures of Interest register is attached.
 - 2 that the register is always available on the resource centre of board books.
- To consider:**
- 1 **declarations and conflicts of interest by Council Members.**
 - 2 **whether a conflict of interest exists or is perceived to exist and, if so, how the matter should be managed.**

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
John Allen	Be. Accessible Charitable Trust	Chair	June 2012		
	New Zealand Police: Audit & Risk Committee	Chair	Sept 2015		
	New Zealand Stroke Foundation WellingtonNZ	Board Member	Oct 2018		
	Koi Tu, Centre for Informed Futures at Auckland University	Chief Executive	1 June 2020		
	Regional Skills Committee – Ministerial appointee	Board Member	2 May 2020		
	Wellington Uni-Professional	Member	July 2020		
	Related party: son undertaking postgraduate study at the University during 2021	Director	August 2020		
Brigitte Bönisch-Brednich	Nil				
Grant Guilford	Victoria University of Wellington Foundation Board of Trustees	Trustee	2014		
	NZ School of Music	Director	2014		
Kate Hunter	Related party: son undertaking first year of study at the University during 2021				
Tiana Jakicevich	Ngā Rangahautira	Academic Officer/Faculty Representative	1/2/19		
	Te Ara Whatu	Collective member	1/1/19		
Alan Judge	Aquatx Holdings Ltd	Chair/Shareholder	24/12/2008		
	Biotelliga Holdings Ltd	Shareholder	13/7/2017		
	The Dame Malvina Major Foundation	Trustee	28/3/2011		
	Habit Group Holdings Limited	Chair	31/12/18		
	Victoria University of Wellington Foundation Board of Trustees	Trustees	15/2/21		

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

Agenda Item 3

Council Minutes, Meeting held on 15 February 2021 Matters Arising

To receive: the public Minutes of the Meeting of Council held on 15 February 2021.

To resolve: that the Minutes of the Meeting of Council held on 15 February 2021 be approved.



COUNCIL

**Minutes of the Council Meeting held on Monday, 15 February 2021
from 9.00 am to 4.45 pm in the Wharenuī, Te Herenga Waka Marae,
46 Kelburn Parade, Kelburn, Wellington**

PRESENT:

Mr John Allen
Professor Brigitte Bönisch-Brednich
Professor Grant Guilford (Vice-Chancellor)
Professor Kate Hunter
Ms Tiana Jakicevich
Mr Alan Judge
Dr Dianne McCarthy
Ms Rhianna Morar
Ms Cath Nesus
Mr Neil Paviour-Smith (Chancellor)
Ms Caroline Ward (Secretary to Council)

APOLOGIES:

Mr James Te Puni
Dame Therese Walsh (Pro-Chancellor)

IN ATTENDANCE:

Mr Suri Bartlett, Chief Executive, Tenzing Limited
Ms Natasha Caldwell, Senior Legal Counsel
Associate Professor Meegan Hall, Assistant Vice-Chancellor (Mātauranga Māori)
Professor Wendy Larner, Provost
Mr Mark Loveard, Chief Operating Officer
Mr Les Montgomery, Chief Financial Officer
Ms Madeleine Setchell, Director, Communications, Marketing & Engagement
Mr Tu Temara, Mata Awhinuke (Marae Operational Manager)
Ms Laura Wiltshire, Stuff (Media)

21.01 WHAKATAU AND KARAKIA

Noted: that Mr Tu Temara led the Whakatau and Karakia to formally welcome new Council member, Ms Tiana Jakicevich to the Marae.

21.02 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

Noted: 1 that the Chancellor thanked Mr Temara for the Whakatau and Karakia. He welcomed all Council members to the first formal meeting of 2021 in the Wharenuī of Te Herenga Waka marae and acknowledged new Council member Ms Tiana Jakicevich attending her first meeting.

- 2 that the Chancellor acknowledged the urgent and immediate actions by the
Marae staff and the Audio Visual team to set up the meeting under the
requirements of alert level 2 which came into effect at 11.59 pm last night.
- 3 that the Vice-Chancellor confirmed that the Crisis Management Team had
met late last night and would meet again this morning. The timing was
particularly challenging as students from across the nation had travelled to
Wellington to move into Halls of Residence over the weekend. There
would be no complacency in the University's response and all public health
directives would be stringently followed.
- 4 that the recent resignation of Dame Therese Walsh as Pro-Chancellor due
to increasing and significant responsibilities in other governance roles was
acknowledged. See also minute 21.15(2) for the formal vote of thanks
recorded by Council.
- 5 that the Chancellor thanked Council members for their participation in and
contribution to last Thursday's informal Workshop.

Resolved: that the apologies from Dame Therese Walsh and Mr James Te Puni be
sustained.

Paviour-Smith/Allen
Carried
210001

Received: notice of an additional agenda item from the Chancellor.

- Noted:**
- 1 that due to the resignation of Dame Therese Walsh from Council effective
28 February 2021 an election for a replacement Pro-Chancellor was
required. The resignation from Dame Therese was received after the notice
of meeting for this meeting had gone out and delaying until the 1 April 2021
Council meeting would result in an undesirable vacancy in the office of Pro-
Chancellor.
- 2 that as a result an additional item 'Election of the Pro-Chancellor for
remainder of 2021' needed to be added to the agenda for this meeting in
order to ensure there was no vacancy from 1 March 2021 to 31 December
2021 in the office of Pro-Chancellor (see Minute 21.15).

Resolved: that in accordance with section 46A(7) of the Local Government Official
Information and Meetings Act, agenda item 14b 'Election of the Pro-
Chancellor for remainder of 2021' be added to the agenda and dealt with
at this meeting of Council.

Paviour-Smith/Hunter
Carried
210002

21.03 DECLARATIONS AND DISCLOSURES OF INTERESTS

Received: declarations and disclosure of interests by members of Council by way of a
general notice under the Education Act 1989 Section 175 and the Local
Authorities (Members Interests) Act 1968

- Noted:**
- 1 that the Disclosures of Interests register had been updated to include
disclosures from new Council members Ms Tiana Jakicevich and Mr James
Te Puni.
- 2 that Professor Hunter had disclosed a related party interest in that her son
was to commence study at the University in 2021.
- 3 that the Disclosures of Interest register was attached to the Council
documentation and was also available at all times on the Resource Centre
of board books.

- 4 that there were no further declarations and disclosures of interest by members of Council, by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

21.04 COUNCIL MINUTES, MEETING HELD ON 20 NOVEMBER 2020

Received: the public Minutes of the meeting of Council held on 20 November 2020.

Resolved: that the public Minutes of the meeting of Council held on 20 November 2020 be approved.

**Judge/Morar
Carried
210003**

21.05 REPORT FROM THE CHANCELLOR

Received: an oral report from the Chancellor.

Noted: that since the last meeting of Council held on 20 November 2020 the Chancellor:

- met/spoke with the Vice-Chancellor on several occasions
- attended a Chancellors' group meeting via Zoom
- hosted an honorary doctorate dinner for recipients Chris Finlayson, Elizabeth Knox and Lyn Provost
- presided over seven graduation ceremonies at the Michael Fowler Centre and two on Te Herenga Waka Marae
- led two graduation parades with the Vice-Chancellor, the Pro-Chancellor and members of Council
- attended the Pasifika Graduation celebration in the Hub
- attended the State Services Commissioner's end of year function
- met / spoke individually with Council members.

Resolved: that the Chancellor's report be noted.

**Guilford/Hunter
Carried
210004**

21.06 REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor dated 9 February 2021 (document VUWC 21/01).

- Noted:**
- 1 that the report was taken as read.
 - 2 that Associate Professor Maria Bargh (Te Arawa, Ngāti Awa) was acknowledged for her success in receiving the Te Puāwaitanga Research Excellence Award from the Royal Society Te Apārangi. She also led research that received \$2.95 million from the Government's Biological Heritage National Science Challenge.
 - 3 that the appointment of Professor Markus Melloh as the new Dean of Health was recently announced. Professor Melloh was previously Associate Dean Research & Development at Zurich University of Applied Sciences' School of Health Professions and Foundation Director of the university's Institute of Health Sciences.
 - 4 that Associate Professor Christian Schott received the Gold Award in the highly competitive Sustainability Category at the 2020 QS-Wharton

Reimagine Education Conference for a virtual reality experiential education project that uses gaming software and virtual reality technology to foster contextualised experiential learning about sustainability challenges and solutions.

Action:

- 5 that it was suggested that Associate Professor Bargh and Associate Professor Schott be invited to speak at upcoming Council meetings on their recent successes and particular fields.
- 6 that the programme of seismic assessments across the University's buildings, including halls of residences was discussed. This programme led to the recent closure of one wing of Weir House after the University was informed late last week of concerns about some structural aspects of the wing. The Council commended the efforts of Student and Campus Living to relocate students in a short period of time.

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

Nesus/McCarthy
Carried
210005

21.07 FINANCIAL REPORT TO 31 DECEMBER 2020

Received: the Full Year Financial report to 31 December 2020 (document VUWC 21/02).

- Noted:**
- 1 that the report was taken as read.
 - 2 that the University's deficit for 2020 had been reduced to an unaudited loss of approximately \$9.6 million due to the efforts of staff across the University to reduce costs. This was approximately \$12 million better than had been forecast in mid-2020 when the initial pre-intervention re-forecasting post-Covid was undertaken.
 - 3 that as a result of the generous support of the University Foundation by alumni, staff, and friends, the University group loss will be approximately \$3 million.
 - 4 that Council acknowledged the sacrifices and efforts made by staff to achieve this better than forecast result.

Resolved: that the Financial Report to 31 December 2020 be noted.

Judge/Allen
Carried
210006

21.08 SEXUAL HARASSMENT RESPONSE POLICY – FOLLOWING FIRST FULL YEAR OF IMPLEMENTATION

Received: a Council paper from the Provost dated 9 February 2021 regarding the Sexual Harassment Response Policy following the first full year of implementation (document VUWC 21/03).

- Noted:**
- 1 that the report was taken as read.
 - 2 that the genesis of this policy, at Council's instigation, was to encourage people to come forward and to create an environment in which disclosures would be more likely.
 - 3 that Council discussed the policy following its first full year of implementation. As expected, the policy has led to more disclosures and

complaints of sexually harmful behaviour and while the reported numbers are a concern, Council members were encouraged that more staff and students were willing to come forward enabling the University to better respond to the problem.

4 that consultation on the policy was underway and feedback will be reviewed by Council during the year.

Resolved: that the Council paper on the Sexual Harassment Response Policy following the first full year of implementation be noted.

Morar/Jakicevich
Carried
210007

21.09 COMMITTEE REPORTS

Received: reports from Committee Chairs and minutes as follows:

- Report of the Academic Board, meeting held on 10 November 2020 (document VUWC 21/04)
- Finance Committee, 11 November 2020
- Audit & Risk Committee, 16 November 2020

Noted: 1 that the minutes of the 11 November 2020 Finance Committee and the 16 November 2020 Audit & Risk Committee meeting were included with the Council documentation for this meeting as they were not available at the time of the 20 November 2020 Council meeting. Committee Chairs had provided oral reports at the November 2020 Council meeting.

2 that the Academic Board report from the meeting held on 10 November 2020 was taken as read and there were no further comments or questions.

Resolved: that the Academic Board report and Committee minutes be noted.

Bönisch-Brednich/Nesus
Carried
210008

21.10 MEDIA AND SOCIAL MEDIA REPORT

Received: a Council paper from the Vice-Chancellor dated 8 February 2021 providing a Media and Social Media report (document VUWC 21/05).

Noted: 1 that the report was taken as read.
2 that there were no additional comments or questions.

Resolved: that the Media and Social Media report be noted.

Paviour-Smith/Hunter
Carried
210009

21.11 NEW YEAR HONOURS

Received: a Council paper from the Secretary to Council dated 9 February 2021 regarding the 2021 New Year Honours (document VUWC 21/06).

Noted: that Council acknowledged the recognition received by former Council member and current member of the Council's Nominations Panel, Brenda

Pilott, who was awarded an ONZM for services to the social and public service sectors.

Resolved: that Council conveys its congratulations to all Victoria University of Wellington graduates, friends and stakeholders honoured in the 2021 New Year Honours.

Paviour-Smith/Hunter
Carried
210010

21.12 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received: a Council paper from the Secretary to Council dated 9 February 2021 listing Forthcoming Events (document VUWC 21/07).

Noted:

- 1 that due to the recent detection of COVID-19 in the community the launch of Wellington Uni-Professional will be toned down to an internal low-key event prior to a more public launch when circumstances allow.
- 2 that all events will be reviewed to ensure changing alert level public health requirements are met. Orientation events involving more than 100 people planned for students this week have been cancelled up until the government's update on Wednesday when more information about the extent of the community transmission will be known.
- 3 that the next meeting of Council will take place on Thursday, 1 April 2021 at 9.00 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

Resolved: that the Council paper on Forthcoming Events and the date and details for the next Council meeting on Thursday, 1 April 2021 be noted.

Judge/McCarthy
Carried
210011

21.13 GRADUATES IN ABSENTIA

Received: the list of degrees, diplomas and certificates granted on 15 February 2021 (document VUWC 21/08).

Noted: *Action:*
that the Vice-Chancellor will provide a paper to an upcoming Council meeting to formalise changes to procedure regarding Graduates in Absentia.

Resolved:

- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 21/08 and that their names be entered on the Roll of Graduates on 15 February 2021.
- 2 that Council invites all those entered on the Roll of Graduates on 15 February 2021 to attend a graduation ceremony this year.
- 3 that a motion of congratulations to the Graduates in Absentia be recorded.

Morar/Jakicevich
Carried
210012

21.14 APPOINTMENT OF FOUNDATION TRUSTEES

Received: a Council paper from the Chancellor dated 9 February 2021 regarding the Appointment of Foundation Trustees (document VUWC 21/09).

Resolved: 1 that Mr Alan Judge be appointed as a Trustee of the Victoria University of Wellington Foundation under rule 2.2 of the First Schedule to the Trust Deed for a term of office on one year from 1 January 2021 to 31 December 2021.

Paviour-Smith/McCarthy
Carried
210013

2 that Mr Michael Turnbull, having been nominated by the Victoria University of Wellington Students' Association, be appointed as a Trustee of the Victoria University of Wellington Foundation under rule 2.3 of the First Schedule to the Trust Deed for a term of office of one year from 1 January 2021 to 31 December 2021.

Jakicevich/Morar
Carried
210014

21.15 ELECTION OF THE 2021 PRO-CHANCELLOR FOLLOWING THE RESIGNATION OF DAME THERESE WALSH FROM COUNCIL

Noted: 1 that Minute 21.02(2) refers to the authority to add this agenda item subsequent to the Order paper and documentation for this meeting being released.
2 that the Secretary to Council conducted an election for Pro-Chancellor calling for nominations by email on Friday, 12 February 2021. By the due date and time of 8.00 am on Monday, 15 February 2021 there was one nomination for Dr Dianne McCarthy as Pro-Chancellor.
3 that as there was only one nomination Dr McCarthy can be declared elected unopposed. The Council was unanimously supportive of this nomination.

Resolved: 1 that Dr Dianne McCarthy be declared duly elected unopposed to the office of Pro-Chancellor for the period from 1 March 2021 to 31 December 2021.
2 that a vote of thanks and appreciation was recorded to Dame Therese Walsh for her outstanding service as a member of Council from 1 January 2016 to 28 February 2021 and to acknowledge her time as Pro-Chancellor from 1 January 2018 to 28 February 2021.

Resolved: Paviour-Smith/Hunter
Carried
210015

21.16 APPOINTMENT OF COUNCIL COMMITTEE CHAIRS AND MEMBERS FOR 2021

Received: a Council paper from the Chancellor dated 9 February 2021 regarding 2021 Committee Chairs and membership (document VUWC 21/10).

- Noted:**
- 1 that due to the resignation of Dame Therese Walsh as at 28 February 2021 and the subsequent election of Dr Dianne McCarthy to Pro-Chancellor with effect from 1 March 2021, Dr McCarthy was added to all Committees in her new capacity.
 - 2 that it was noted a replacement new Council member would be able to be appointed to Committees in due course.
 - 3 that Council agreed that Committee Chairs and membership for 2021 be as follows:

Finance Committee

Mr Alan Judge – Chair
Professor Bönisch-Brednich
Professor Grant Guilford
Dr Dianne McCarthy
Ms Rhianna Morar
Mr Neil Paviour-Smith

Audit and Risk Committee

Mr John Allen - Chair
Professor Kate Hunter
Ms Tiana Jakicevich
Dr Dianne McCarthy
Mr Neil Paviour-Smith
Mr James Te Puni

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

Victoria Honours Committee

Mr Neil Paviour-Smith – Chair
Professor Grant Guilford
Dr Dianne McCarthy
Ms Cath Nesus

Te Aka Matua Committee

Ms Cath Nesus – Chair
Professor Grant Guilford
Ms Rhianna Morar
Ms Tiana Jakicevich
Dr Dianne McCarthy
Mr Neil Paviour-Smith

Human Resources Committee

Mr Neil Paviour-Smith – Chair
Mr John Allen
Dr Dianne McCarthy

- Resolved:**
- that the recommendations regarding Council Committee membership and Chairs for 2021 as detailed in noting point 3 above be approved.

Paviour-Smith/Hunter
Carried
210016

21.17

RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 21/11).

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 16-25.
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
16. Minutes of the previous meeting held on 20 November 2020	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
17. Safety, Health & Wellbeing report	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
18. Speaker, Mr Suri Bartlett, regarding the Student Success Programme	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
19. Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
20. Vice-Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
21. Financial report to 31 December 2020	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA, s48(1)(a)(ii)
22. Covid-19 Deficit Reduction Programme	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
23. Report on Appeal Committee Hearings	s 9(2)(a)	LGOIMA s48(1)(a)(ii)
24. Reports from Committee Chairs	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. Council Only time	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the

Official Information Act 1982, as the case may require, which would be prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 25, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.**

**Allen/Jakicevich
Carried
210017**

Agenda Item 4

Report from the Chancellor

To receive: an oral report from the Chancellor.

To note:

that since the last meeting of Council held on 15 February 2021 the Chancellor:

- met / spoke with the Vice-Chancellor on several occasions
- attended the Chancellors' group meeting *via Zoom*
- attended the Chancellors'/Vice-Chancellors' joint meeting *via Zoom*
- attended a tribute and farewell for Professor Harlene Hayne, Vice-Chancellor of Otago University *Via Zoom*
- hosted a meeting with the Iranian Ambassador HE Mohammad Reza Mofatteh
- met with the General Counsel and Secretary to Council
- met with Dr Kate Mirfin of Cerno
- met with Craig Stevens, Chair of the VUW Foundation
- attended the Te Aka Matua Committee meeting on 1.3.21 *via Zoom*
- attended the Audit & Risk Committee meeting on 15.3.21
- attended the Finance Committee meeting on 15.3.21
- chaired the Council self-review reporting back meeting on 15.3.21
- chaired the Human Resources Committee meetings on 15.3.21 and 25.3.21
- attended VUW Foundation meeting on 30.3.21
- attended farewell function for Pam Thorburn on 30.3.21.

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

Agenda Item 5

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor dated 19 March 2021 (document VUWC 21/17).

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



COUNCIL PAPER

TO	Members of Council
FROM	Vice-Chancellor, Professor Grant Guilford
AUTHOR	Vice-Chancellor, Professor Grant Guilford
DATE	19 March 2021
SUBJECT	Vice-Chancellor's Report - Public
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/17

Executive Summary

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

Public Report

- Vanessa Pye (Ngāpuhi, Ngāti Rangī, Ngāti Hine) has been appointed as the inaugural Director of Titoko—Centre for Student Success, which is being established as part of the Student Success Programme. Titoko's key focus is to provide a centralised holistic student advice service for all domestic and international undergraduate students, based on the establishment of a centralised multi-channel student service centre, including a self-service portal, developed to resolve many student enquiries at the first point of contact. Vanessa brings extensive experience in leading large-scale change across both commercial and tertiary sectors, most recently at the University of Auckland and the Tertiary Education Commission.

- The results from the latest QS World University Rankings by Subject put Te Herenga Waka—Victoria University of Wellington in the top one percent of the world’s universities for 20 individual subjects and in the top two percent for 30 individual subjects. The University is now New Zealand’s top-ranking university for the Arts and Humanities broad subject area, and in two individual subjects: Library and Information Management (25th internationally) and Politics and International Studies. The University is also ranked in the top 100 for nine other subjects: Law; English Language and Literature; Psychology; Linguistics; Performing Arts; Hospitality and Leisure Management; Development Studies; Geology; and Earth and Marine Sciences.
- Commemorations of the 175th anniversary of the Ruapekapeka battle were attended by Centre for Academic Development staff member Dr Meeghan Hall and Te Kawa a Māui—School of Māori Studies’ Associate Professor Peter Ads. The second day was attended by Prime Minister Jacinda Ardern and her cabinet ministers, the Governor General Rt Hon Dame Patsy Reddy and British High Commissioner to New Zealand her Excellency Ms Laura Clarke. The School of Engineering and Computer Science’s assistant lecturer Kevin Shedlock was also in attendance. Kevin Shedlock’s research with Te Ruapekapeka Trust involves assisting with story-telling technology for the commemoration events and establishing new research areas.
- Over the summer, Wellington International Leadership Programme grants have supported 20 Wellington International Leadership Programme students to undertake online international internship programmes. Students have been interning remotely with organisations based around the world, as well as completing supplementary mentoring and employability focused e-learning modules.
- In 2020, 76 students completed the full Wellington International Leadership Programme (a higher total than 2019), and seven completed the tailored programme (for exchange students and other international students studying here for two trimesters or less). The University is continuing to deliver a significant proportion of Wellington International Leadership Programme events online to cater for remote students.
- In 2019, the University launched its Zero Carbon Plan, which aims to achieve net zero carbon emissions by 2030. One of the initiatives is a partnership with Wellington City Council to plant an indigenous forest on an 11-hectare block of land recently added to the Outer Green Belt behind Churton Park. The Council will provide the University the land for a 33-year peppercorn lease and the University will manage the reforestation of the site and evenly share the carbon credits generated.
- The Ohariu Valley Road Reforestation project the University is involved with provides an opportunity our staff, students, and alumni to engage with nature and form meaningful connections to the city as we will be co-ordinating annual volunteer planting events, the first of which are planned for July this year. Monitoring the carbon and biodiversity success of the project will also provide a fantastic opportunity for applied research which is being co-ordinator with the Centre for Biodiversity and Restoration Ecology.

- There have been a number of recent additions to the weekly staff newsletter, University News, including several new community-focused sections. One is Pūmanawa—Our Community, which features profiles of staff members, another is Arotoi—Our Art in Focus, which highlights works in the University's art collection, and the third is Pānui Hokohoko—Classifieds. These sections have been well-received by staff and frequently receive high engagement.
- The Communications, Marketing, and Engagement group has launched a new checklist on the website to help future students manage their journey to University. At the same time, it allows the University to see future students' progress and communicate with them in a more meaningful way.
- Acting Pro-Vice-Chancellor and Dean of the Wellington School of Business and Government, Professor Jane Bryson hosted a Dean's Series event in collaboration with the Pasifika Business Network: Challenges and opportunities for Pasifika businesses in the COVID-19 era. The panel session was moderated by Dr Alan Bollard.
- The Confucius Institute continued its annual sponsorship of the popular Wellington Chinese New Year Festival. This year the Confucius Institute supported the Zodiac Art Trail which attracted 5,500 people in February.
- Confucius Institute staff have provided a short congratulatory video and will join an international Chinese language education zoom forum which will be held as part of the 100th anniversary celebrations of Xiamen University in early April.
- Nominated by Wellington UniVentures, Sociology PhD student, Aida Amoozegar-Montero, and her sister, Design PhD student Xuxu Amoozegar Montero have been accepted into the Kiwinet Emerging Innovator programme to develop a product that uses unique body measurements to digitally manufacture a custom 3D knitted bra.
- The Miramar Creative Centre hosted an industry screening of the 2020/21 final project films from students in both the Master of Fine Arts (Creative Practice) and the Master of Design Technology. The event was well-attended by people from Wellington's creative industries who were very complimentary about the students' work.
- School of Languages and Cultures Dr Sadat Muaiava is teaching a series of 10 Samoan language and culture classes to the Hurricanes rugby team. The programme is part of their professional development outside of rugby where they will use learning the gagana and culture to become leaders on and off the field.
- School of Social and Cultural Studies Professor John Pratt has accepted an invitation to be an External Assessor of the Masters in Criminal Justice programme offered by the Faculty of Law at the University of Malaysia.

- The first cohort of 12 Ngā Hoe a Kupe Pathfinder Scholarship recipients completed their on campus preparatory programme in February. The Ngā Hoe a Kupe Pathfinder Scholarship (previously known as Wellington Te Herenga Waka Scholarship) provides a holistic scholarship package comprising \$50,000 of financial support and a wraparound student support/mentoring programme to students from low decile schools in the Wellington region.
- Additional funding has been allocated to doctoral students nearing completion through the Wellington Doctoral Hardship Scholarship and the Wellington Submission Scholarship due to the delays COVID-19 has had on research activity.
- In late 2020, the Senior Leadership Team approved a business case from the Research Office to purchase new grants management software to support for the lifecycle of internal and external grant administration, from proposal to acquittal. This new software will allow greater visibility of funding opportunities for researchers, will collate all proposals in a single database, will aid better management of funded projects and will enable the Research Office to provide strategic reporting on all facets of the funding lifecycle. The Research Office will lead a project to implement the new software, commencing April 2021 for a period of 12 months.
- The Computational Media Innovation Centre's research collaboration with SQUARE ENIX was covered as a special feature "Manual for industry-academia collaboration" in *CG World*, Japan's largest monthly paper magazine for the Computer Graphic industry.
- Faculty of Law academics Dr Bjørn-Oliver Magsig and Dr Ruby Moynihan have been brought on as international experts to China's new Wuhan University Institute of Boundary and Ocean Studies, International Water Law Academy. Central to the Academy is the development of scholars with expertise to facilitate enhanced trans-boundary water cooperation. As part of this role, Dr Moynihan has been invited as a panel speaker to the Global Water Partnership (GWP) Massive Open Online Course (MOOC) on Governance for Transboundary Freshwater Security. This MOOC is co-convened by the Global Environmental Facility, UNESCO, United Nations University, and the UN Economic Commission for Europe.
- In February, the New Zealand Centre for Public Law hosted the 2021 Government Law Year in Review half-day seminar. The event was attended by approximately 200 guests including Faculty academics, students, and members of the public. Though the event took place during an alert level change, the Faculty was able to adapt successfully.

Agenda Item 6

Financial report to 28 February 2021

To receive: the Financial report to 28 February 2021 (document VUWC 21/18).

To resolve: that the Financial report to 28 February 2021 be noted.



FEBRUARY 2021
SUMMARY MONTHLY FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	February 2021 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	32.3	32.7	-0.4
Tuition Fees	20.5	20.5	0.0
Research, Commercial & Other	16.5	19.6	-3.1
REVENUE	69.2	72.8	-3.5
People	36.9	39.9	3.0
Occupancy	5.4	6.1	0.8
Operating	19.6	19.6	0.0
EXPENDITURE	61.9	65.7	3.8
EBITDA	7.3	7.1	0.2
Depreciation & Amortisation	7.7	8.6	0.8
Net Interest Expense	0.3	0.3	0.0
UNIVERSITY GROUP SURPLUS¹	-0.8	-1.8	1.0
%	-1.1%	-2.4%	
CONSOLIDATED GROUP SURPLUS / (DEFICIT)	-0.8	-1.4	0.7
%	-1.1%	-2.0%	

¹University Group excludes VUW Foundation.

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

YTD Overview

- Government Grants incl. PBRF is unfavourable to budget by \$0.4m mainly due to timing.
- Research, Commercial & Other revenue is \$3.1m unfavourable to budget mainly due to timing of research activity.
- Total expenditure is \$3.8m favourable to budget mainly due to lower People costs as a result of budget phasing, the timing of vacancies being filled and higher annual leave taken.
- The YTD Consolidated Group deficit of \$0.8m is favourable to budget by \$0.7m.
- The Consolidated Group result includes the Foundation. The Foundation is unfavourable to budget by \$0.3m.

CONSOLIDATED BALANCE SHEET

STATEMENT OF FINANCIAL POSITION	As At:	
	Feb-21 Actual	Feb-20 Actual
	\$m	
Cash & Cash Equivalents	154.1	132.5
Investments	48.7	44.9
Accounts Receivable & Accruals	62.9	58.0
Pre-Paid Expenses	8.6	8.5
Other Current Assets	4.6	4.1
TOTAL CURRENT ASSETS	279.0	248.0
Property, Plant and Equipment	960.6	977.1
Intangibles	5.7	9.8
Investments in Related Parties	3.3	6.3
TOTAL NON-CURRENT ASSETS	969.6	993.3
TOTAL ASSETS	1,248.6	1,241.3
Accounts Payable & Accruals	72.1	86.6
Revenue in Advance	194.2	166.2
Bank Borrowings Current	-	46.0
Employee Entitlements	13.0	16.9
Current Liabilities - Other	1.9	5.3
TOTAL CURRENT LIABILITIES	281.2	321.0
Non-Current Liabilities - Other	0.1	0.2
Employee Entitlements	24.5	25.2
Bank Debt	51.0	-
TOTAL NON-CURRENT LIABILITIES	75.5	25.4
TOTAL LIABILITIES	356.7	346.3
NET ASSETS	891.9	894.9
Accumulated Surplus	445.8	446.0
Share Capital	(0.8)	(1.9)
Other Reserves	446.9	450.8
TOTAL COMMUNITY EQUITY	891.9	894.9
TOTAL LIABILITIES & COMMUNITY EQUITY	1,248.6	1,241.3

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

Agenda Item 7

Reports from Committee Chairs

To receive:

Reports from Committee Chairs:

- Te Aka Matua Committee, 1 March 2021
- Finance Committee, 15 March 2021
- Audit & Risk Committee, 15 March 2021
- Academic Board report, 16 March 2021

To resolve:

that the reports from Committee Chairs be noted.



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

Minutes of the Meeting of Te Kōmiti o Te Aka Matua
held **on Monday, 1 March 2021 from 3.00 pm to 4.00 pm**
in the Victoria Room, Level 2, Hunter Building, Kelburn Campus
and via Zoom video conference

PRESENT: Ms Cath Nesus (Council Member and Chair)
Professor Grant Guilford (Vice-Chancellor)
Professor Rawinia Higgins (Committee Member/DVC Māori)
Ms Tiana Jakicevich (Council Member)
Dr Di McCarthy (Pro-Chancellor) *via Zoom*
Mr Neil Paviour-Smith (Chancellor) *via Zoom*
Ms Kim Skelton (Committee Member) *via Zoom*

APOLOGIES: Sir Matiu Rei (External member)
Ms Rhianna Morar (Council Member)

IN ATTENDANCE: Associate Professor Meegan Hall (Assistant Vice-Chancellor,
Mātauranga Māori)
Ms Caroline Ward (Secretary to Council)

21.01 KARAKIA

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

21.02 WELCOME and APOLOGIES

Noted:

- 1 that the Chair welcomed everyone to the meeting particularly acknowledging Ms Tiana Jakicevich who was attending her first meeting as an official member of the Committee.
- 2 that due to further community transmission of COVID-19 in Auckland the meeting took place in alert level 2 following an announcement by the government at 9 pm on Saturday night.
- 3 that apologies had been received from Sir Matiu Rei and Ms Rhianna Morar.

Resolved: that the apologies from Sir Matiu Rei and Ms Rhianna Morar be sustained.

Nesus/Jakicevich
Carried

21.03 DISCLOSURES OF INTERESTS

- Received:**
- 1 the Council disclosures of interests register.
 - 2 the disclosures of interest listing for Professor Rawinia Higgins.
 - 3 the disclosures of interest listing for Ms Kim Skelton.
- Noted:**
- 1 that Dr McCarthy had provided updates to her disclosures subsequent to the release of the meeting documentation confirming that her terms on the National Science Challenge – Aging Well and the National Science Challenge – Healthier Lives had concluded.
 - 3 that there were no disclosures of interests for other members of the Committee by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

21.04 MINUTES OF THE MEETING HELD ON 2 NOVEMBER 2020

Resolved: that the public Minutes of the meeting held on 2 November 2020 be approved.

Paviour-Smith/Guilford
Carried

21.05 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	
Confidential Minutes of the meeting held on 2 November 2020	s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
Report on Māori student experience	s 9(2)(b)(ii), s 9(2)(a), s 9(2)(i)	LGOIMA S48(1)(a)(ii)
Te Tiriti o Waitangi at Te Herenga Waka – Victoria University of Wellington	s 9(2)(b)(ii)	LGOIMA S48(1)(a)(ii)

Quarterly review of business performance	s 9(2)(b)(ii), s 9(2)(i)	LGOIMA S48(1)(a)(ii)
Chair report on items arising from previous Council meetings	s 9(2)(b)(ii)	LGOIMA S48(1)(a)(ii)

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

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

Nesus/Higgins
Carried



AUDIT AND RISK COMMITTEE
(A committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 9.00 am to 12.00 noon on Monday, 15 March 2021
in the Victoria Room, Level 2, Hunter Building, Kelburn Campus, Wellington

PRESENT: Mr John Allen, Council Member and Chair
Professor Grant Guilford, Vice-Chancellor
Professor Kate Hunter, Council Member
Ms Tiana Jakicevich, Council Member
Dr Dianne McCarthy, Pro-Chancellor
Mr Neil Paviour-Smith, Chancellor

APOLOGY: Mr James Te Puni

IN ATTENDANCE: Ms Annemarie de Castro, Director, Human Resources
Ms Angela Geertz, Associate Director, Organisational Development
Mr Stu Haselden, Director Digital Solutions
Ms Rebecca Hislop, Deputy Director, Human Resources
Ms Janet Fletcher, University Lead, Student Success Programme/University Librarian
Professor Wendy Larner, Provost
Mr Mark Loveard, Chief Operating Officer
Ms Jenny Miller, Changer Manager, Human Resources
Mr Les Montgomery, Chief Financial Officer
Mr Phil O'Connell, Director, Safety Risk Assurance
Ms Nicola O'Keefe, HR Programme Lead - Manager, HR Technology
Ms Ann Sceats, Group Financial Controller
Mr Steve Wragg, Mgr Employment Law & Employment Relations
Ms Caroline Ward, Secretary to Council
Mr Grant Taylor, Ernst Young
Ms Jessie du Preez, PriceWaterhouseCoopers
Mr James Rees-Thomas, PriceWaterhouseCoopers
Ms Rachel Scott (KPMG)
Mr Greg Davies (KPMG)

21.01 WELCOME and APOLOGIES

- Noted:**
- 1 that the Chair welcomed everyone to the meeting in particular Ms Jakicevich who was attending her first Audit & Risk Committee meeting.
 - 2 that an apology had been received from Mr James Te Puni.

Resolved: that the apology from Mr James Te Puni be sustained.
Allen/McCarthy
Carried

21.02 DISCLOSURES OF INTERESTS

Received: the Council disclosures of interest register which had been updated to include new Committee members Ms Jakicevich and Mr Te Puni.

Noted: that there were no further disclosures of interests by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

21.03 MINUTES OF THE MEETING AND MATTERS ARISING FROM THE MEETING HELD ON

Noted: that there were no matters arising from the public session of the meeting held on 16 November 2020.

Confirmed: the Minutes of the meeting held on 16 November 2020 (Minutes 20.53-20.56).

Paviour-Smith/Allen
Carried

21.04 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter 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
5. Minutes of previous meeting held on 16 November 2020	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)

6. Risk Management discussion: Change Management capability	s 9(2)(b)(ii) and s 9(2)(i)	
7. Internal payroll processes review	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. Risk & Internal Audit report Individual audit reports	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. Internal Audit Plan 2021 (first six months)	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
10. 2020 Annual Report and Audit Clearance	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
11. Ernst Young Management Representation Letter	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
12. Student Success Programme update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
13. ITS Security & Cyber Risk report	s9(2)(b)(ii), s9(2)(i) and s9(2)(k)	LGOIMA, s48(1)(a)(ii)
14. Health, Safety and Wellbeing: 2020 Annual report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
15. 2021 Health, Safety and Wellbeing Plan	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
16. For noting: Property Dashboard report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
17. Auditors' only session	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

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

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

Allen/Jakicevich
Carried



FINANCE COMMITTEE
(A committee of Council)

Minutes of the Finance Committee meeting
held on Wednesday, 15 March 2021 at 1.30 pm
in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington

MINUTES

PRESENT:

Mr Alan Judge, Chair
Professor Brigitte Bönisch-Brednich, Council Member
Professor Grant Guilford, Vice-Chancellor
Dr Dianne McCarthy, Pro-Chancellor
Ms Rhianna Morar, Council Member
Mr Neil Paviour-Smith, Chancellor

IN ATTENDANCE:

Council Members

Mr John Allen, Council Member, Chair of Audit & Risk
Professor Kate Hunter, Council Member
Ms Tiana Jakicevich, Council Member

Senior Leadership Team

Professor Stuart Brock, Vice-Provost, Academic
Professor Jane Bryson, Pro Vice-Chancellor, Commerce
Professor Mark Hickford, Pro Vice-Chancellor and Dean of Law
Professor Margaret Hyland, Vice-Provost, Research
Professor Wendy Larner, Provost
Mr Mark Loveard, Chief Operating Officer
Mr Blair McRae, Deputy Vice-Chancellor, Engagement
Professor Ehsan Mesbahi, Pro Vice-Chancellor, SEADI
Mr Les Montgomery, Chief Financial Officer
Professor Jennifer Windsor, Pro Vice-Chancellor, Humanities and Education

Other Staff

Mr Clinton Jenkins, Associate Director, Planning & Performance Mgmt
Ms Caroline Ward, Secretary to Council

APOLOGIES:

Ms Cath Nesus, Council Member, Chair of Te Aka Matua Committee
Mr James Te Puni, Council Member
Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori
Ms Annemarie de Castro, Director, Human Resources

21.01 WELCOME AND APOLOGIES

- Noted:**
- 1 that the Chair welcomed everyone to the meeting and acknowledged the Council members in attendance as well as the attendance of the majority of the Senior Leadership Team.
 - 2 that there were no apologies from Finance Committee members.
 - 3 that apologies had been received from Council Members Cath Nesus and James Te Puni.
 - 4 that apologies had been received from SLT staff Professor Rawinia Higgins and Ms Annemarie de Castro.

21.02 DISCLOSURES OF INTERESTS

- Noted:**
- 1 that the Disclosures of interests’ register had been updated to include new Council members Tiana Jakicevich and James Te Puni.
 - 2 that there were no disclosures of interest by members of the Committee, by way of a general notice under the Education Act 1989 Section 175 and the Local Authorities (Members Interests) Act 1968.

21.03 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11 NOVEMBER 2020

- Resolved:** that the public Minutes of the Finance Committee meeting held on 11 November 2020 (Minutes 20.51-20.54) be confirmed.
- McCarthy/Paviour-Smith
Carried

21.04 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 11.11.20	s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
6. Chief Financial Officer's Report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
7. Financial Context update report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. COVID-19 Deficit Reduction Programme	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. 2022 and 20203 International (Full Fee) Tuition fee recommendations	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)

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

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

Paviour-Smith/ Bönisch-Brednich
Carried



COUNCIL PAPER

TO	Members of Council
FROM	Wendy Larner, Provost
AUTHOR	Claire Williams, Executive Officer, Academic Board
DATE	18 March 2021
SUBJECT	Report of the Academic Board meeting held 16 March 2021
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/19

Executive summary

This memorandum is to advise the Council on the substantive items discussed at the 16 March 2021 Academic Board meeting (the minutes have been provided separately).

Oral report from the Vice-Chancellor

Professor Guilford provided a financial update outlining the efforts made within the COVID Deficit Reduction Framework that have resulted in the reduction of the forecast core operational loss of \$19 million to \$9.9m for the year. This loss was further reduced to \$3.3m due to strong results from the University Foundation and good investment returns. Efforts from staff throughout the University have resulted in record research revenues, high course completion rates, positive student satisfaction feedback, and a marked increase in domestic EFTS. Overall the University is 1350 EFTS ahead of the same period last year with strong increases in Māori and Pasifika enrolments, approximately 225 (13 percent) EFTS and 160 (18 percent) EFTS, respectively. The University is launching a pilot study centre in Guangdong to provide pastoral care and study support to international students in that region. We are also working on support initiatives for domestic students identified as at risk. We should soon be receiving results from the audit of academic workload management practices which will provide suggestions for future changes and staff have been asked to streamline work and reduce non-essential work where possible. Improvements in budget frameworks will enable Deans to have more budgetary span enabling a redistribution of support where required.

Oral Report from the Provost

The new Teaching intensive pathway is in the process of implementation. There are three routes to the pathway, one of which includes expressions of interest which closes at the end of March. The next phase will be working on promotion criteria.

Vanessa Pye (Ngāpuhi, Ngāti Rangī, Ngāti Hine) has been appointed as the inaugural Director of Tītoko – Centre for Student Success, which is being established as part of the Student Success Programme. The SSP team are currently working on a description of the functions that will sit in the Centre.

The University will be resuming the Academic Mentoring Programme that was put on hold during COVID-19.

Professor Guilford noted that Professor Higgins was unavailable to present an oral report; however, he acknowledged her appointment as a Fellow of the Royal Society Te Apārangi.

Oral Report from the Vice Provost (Academic)

Professor Brock will be attending a CUAP meeting this week to discuss updates to CUAP regulations and analyse Masters' degree data. The University will be revisiting the Curriculum Framework project and changing the Conferment of Degree process. The Academic Audit has begun in earnest with staff beginning to seek evidence to address guideline statements. The self-review will be undertaken throughout 2021 and the external audit panel will visit the University in August 2022. Work is underway on the revision of the Student Conduct Statute.

Oral Report from the Vice Provost (Research)

A fees only co-funded doctoral scholarship has been established to help grow the scope of, and the number of, relationships with new external partners. We are currently evaluating the effect of introducing the Scholero – the online GPA calculator in the doctoral admissions process. At this stage it has reduced the number of applications from students with a low GPA by 200, saving a large amount of administrative workload. The Research Project Management System will also reduce workloads. This is due to commence implementation in April and will manage grant administration from proposal to acquittal. The Research Office is currently busy with Marsden and MBIE grant applications. There are 10 more Marsden applications this year and submissions for the MBIE Endeavour Fund have grown from 9 in 2020, to 13 this year. A sub-committee has been established to consider the revision of the IP Policy and how to address the concerns raised from feedback.

Provost's Forum: a discussion on Aegrotat processes

Professor Stuart Brock presented a paper outlining suggested improvements for the Aegrotat process. The discussion highlighted the success of Associate Dean extensions and other methods of replacement assessment if possible. Some suggestions were made regarding applying different criteria relative to the critical nature of the course.

CUAP Round 1 proposals

There were four proposals approved for submission to CUAP which involved the removal of Linguistics, Applied Linguistics and TESOL from the MA thereby creating individual named degrees. These were the only coursework degrees in the MA and the proposal brings the MA into alignment with CUAP regulations.

Academic Board Statute amendment

Proposed amendments to the Academic Board Statute to include an international student representative from VISA were endorsed for submission to Council. The proposal includes other minor amendments and updates to the statute.

Academic Programme Reviews: Clinical Research and Mathematics and Statistics

The programme reviews and implementation reports for the Clinical Research programme and the Mathematics and Statistics programme were received. The 10 recommendations in the Clinical Research programme review and the 13 recommendations in the Mathematics and Statistics programme review have all been accepted. Recommendations regarding Māori and Pasifika support initiatives would be dealt with at a Faculty level. It was noted that COVID-19 has affected the implementation timeframe of these reviews.

Whiria Analysis Report

The analysis was presented by Professors Keller and Arnold. Feedback was categorized to draw out the most prevalent themes. Professor Guilford thanked the authors for their detailed and helpful analysis and noted the rich resource available in the Whiria feedback.

Other matters

- Parts A and B of the 10 November 2020 minutes were confirmed;
- 6 non-CUAP proposals summarised in the Academic Committee report were approved;
- Other matters and proposals approved and discussed by the Committee at its 24 November 2020 and 16 February 2021 meetings were noted;
- Programme review updates for Va'aomanū Pasifika (completion), Creative Writing, Linguistics and Applied Language Studies, History, and the Programmes in the School of Information Management were received; and
- 2022 Academic Year Date updates to include Matariki were noted.

Attendance

68 members attended the 16 March 2021 meeting and 18 non-members were in attendance. Membership is 247 at present.

Agenda Item 8

Media and Social media report

To receive: a Council paper from the Vice-Chancellor dated 19 March 2021 providing a Media and Social media report (document VUWC 21/20).

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



COUNCIL PAPER

TO	Members of Council
FROM	Vice-Chancellor, Professor Grant Guilford
AUTHOR	Vice-Chancellor, Professor Grant Guilford
DATE	19 March 2021
SUBJECT	Media and Social Media Report
REF TO STRAT PLAN	All
DOCUMENT #	VUWC21/20

Executive Summary

This report captures high level issues and themes in media coverage for the period from 1 February to 15 March 2021.

Research

A study about wetland restoration in the Wairarapa providing significant benefits to people and ecosystems was covered in the Wairarapa Times Age (in its midweek editorial and news section), and by NewsHub.

Research conducted by Adjunct Professor Azra Moeed and an external independent researcher shows that New Zealand's smartest young science students aren't always identified in the school system. This was covered by Stuff, the New Zealand Herald, and EducationHQ.

Professor Stephen Hartley's study about the impact of 1080 on birdsong was widely covered, with articles appearing in the New Zealand Herald, Stuff, Otago Daily Times, Northland Age, Westport News, and Cosmos magazine.

Six books published by Victoria University Press made the shortlist for the 2021 Ockham New Zealand Book Awards. This announcement was covered by Stuff, and also by The Guardian.

Groundbreaking research by Dr Jamie Howarth and other research collaborators could help with forecasting big earthquakes. This story was covered by RNZ on the day of the Kermadec Islands earthquake.

The University's seismologists responded quickly and extensively to media requests for analysis around Friday 5 March's earthquake and tsunami threat, with Professor John Townend appearing on RNZ and NewsHub and Professor Timothy Stern writing an article for The Conversation that attracted its biggest audience of the week, being read more than 300, 000 times and republished by more than 11 other media outlets, including Stuff, New Zealand Herald, Flipboard (US) and Australasian Science.

Professor Alberto Costi spoke to Stuff about New Zealand's Nuclear Free Law after an open letter was sent to the Prime Minister raising concerns about Rocket Lab's activities—in particular, an upcoming satellite launch for the United States Army's Space and Missile Defence Command.

Professor Robert Ayson spoke to Australian Associated Press about trans-Tasman relations, after the Prime Minister criticised the decision made by the Australian Prime Minister to strip citizenship from a dual Australian-New Zealand national currently detained in Turkey.

University updates

A media release and accompanying direct pitches resulted in widespread coverage of the Adam Art Gallery's Kate Newby exhibition, including on Saturday Morning with Kim Hill on RNZ, in The Dominion Post, and in Home, Here, Kia Ora, and Architecture NZ magazines.

Stuff, NewsHub, and RNZ all sought comment, and published articles, about the University's enrolment numbers for 2021. This included comments and statistics from most New Zealand universities.

Stuff published an article about the announcement by the Vice-Chancellor that large-scale compulsory redundancies have been avoided this year.

Stuff, Newstalk ZB, and TVNZ covered the decision by Heritage New Zealand to give category one heritage status to 320 The Terrace.

Plans to update the signage at Rutherford House, and then subsequent resource consent for the sign, was covered by NZME and Stuff.

University news feed

Traffic to the University's news feed (on the University website) has increased now that the academic year is well underway, and more research-based communications are being published there, alongside alumni and staff profiles. This month the most read news item was an article from 2015, which profiled alumnus Jason Knauf when he was the Communications secretary to the Duke and Duchess of Cambridge and Prince Harry. Other popular stories include an item about the Pathfinder scholarships recipients, and a profile of Emeritus Professor Peter Barrett.

COVID-19: tertiary sector issues

Most New Zealand media outlets sought comment and information from the University as the Government made announcements regarding changes to COVID-19 alert levels. Comment was sought about the impact of this on the start of the new Trimester for new and returning students.

Student communications

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

Four issues of Salient have been published this year, which have included 11 stories for which Salient sought University comment. This included items about the voluntary redundancy programme, use of ProctorU exam invigilation software, tutoring issues, and COVID alert level changes.

Social Media Summary**Facebook**

Since the last update, the University has published 38 posts, which gained nearly 1.3 million impressions, and over 23,000 engagements (reactions, comments, shares, or link clicks) - this includes our paid advertising on the main University Facebook page.

Our most popular posts of the period were about the COVID alert levels changing across New Zealand at multiple times in February. On average these seven posts reached over 11,300 people, and received a good level of engagement through reactions, comments, and shares.

Another popular post was sharing a post from University Recreation Wellington about its start of the academic year membership sale. This post reached over 9,600 people, and received 400 post clicks, reactions, comments, and shares.

Twitter

During the period, the University’s Twitter account published 68 tweets. These gained over 184,000 impressions (the number of times our posts were displayed to our audience), 4,012 engagements—including likes, retweets, and replies. The links shared on tweets during the period were clicked a total of 478 times.

The top tweet of this period linked to a news story about a group of students who are premiering their play at the New Zealand Fringe festival. The tweet made over 37,000 impressions and received 932 engagements. A number of people replied to this tweet with negative comments on the University’s updated Twitter handle.

The second top performing tweet linked to an opinion piece published on Stuff by Professor Anne Goulding about the Wellington City Council’s proposal to partly privatise its central library. The tweet made over 9,400 impressions and received 200 engagements.

Another top-performing tweet linked to a news story on the BBC website about Professor Colin Simpson from the Wellington Faculty of Health, who co-authored a study led by Edinburgh University about the COVID-19 vaccine. The tweet made over 5,100 impressions and received 374 engagements.

LinkedIn

The University published 30 posts over the reporting period, making over 197,000 impressions, gaining over 6,200 engagements, with over 4,700 clicks on links shared.

A post about the Ngā Hoe a Kupe Pathfinder Scholarship recipients was the top LinkedIn post for the reporting period. This post reached over 38,300 people, received 572 reactions, 19 comments, and 2,342 post clicks.

The second top-performing post was a news item published on the University's website about an alumna who is working as a breaking news reporter for Canada's main news broadcast company. This post reached over 18,400 people, received 627 post clicks, 162 reactions, and 14 comments.

A post linking to an opinion piece published by Stuff was the third top post on LinkedIn during this period. The piece, written by Dr Becky Kiddle from the School of Architecture, called for a greater balance between heritage and equality as part of the Wellington City Council draft special plan. This post reached over 8,100 people, and received 199 post clicks, 44 reactions, and one comment.

Instagram

Our audience grew by 1,366 followers on Instagram, with 134 pieces of content—a mix of posts and Instagram story content—uploaded to this channel during this reporting period. These posts received over 1.5 million impressions, and 6,500 engagements (likes, comments, saving the posts).

The top post from this period was an album of photos from the University's Welcome Festival. This album of photos received 1,000 likes, 3 comments and was saved by 12 users.

An image of the Tim Beaglehole Courtyard on a sunny Wellington day was also popular. This received 772 likes and was saved by 12 users.

Agenda Item 9

Forthcoming Events and next Council meeting

To receive: a Council Paper from the Secretary to Council dated 15 March 2021 listing Forthcoming Events (document VUWC 21/21).

To note: that the next meeting of Council will take place on Monday, 10 May 2021 at 9.00 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

To resolve: **that the Council Paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 10 May 2021 be noted.**



COUNCIL PAPER

FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	15 March 2021
SUBJECT	Forthcoming Events for April/May 2021
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/21

Executive Summary

Council members are welcome to attend the following events:

2021

Event	Event Date	Timing/Venue	Description
Staff Excellence Awards	Monday 12 April	5pm in the Hub	This award ceremony incorporates: <ul style="list-style-type: none"> • Tutor Excellence • Equity and Diversity Excellence • Early Careers Teaching Excellence • Early Careers Research Excellence • Health and Safety Excellence • Professional Staff Excellence • Engagement Excellence • Teaching Excellence • Research Excellence • Impact Excellence • Sustainability Excellence • 3Rs Excellence Award
Inaugural Lecture – Professor Yvette Tinsley	Tuesday 4 May 2021	6-7pm Pipitea Campus	Professor Yvette Tinsley is from the Faculty of Law.

Event	Event Date	Timing/Venue	Description
25 th Anniversary of Law at Old Government Buildings	Thursday 13 May 2021	Afternoon, Evening Law School	<p>This year marks 25 years since the Law School moved to the Old Government Buildings.</p> <p>To celebrate this special occasion, we are looking to host a commemorative event which will celebrate the numerous and diverse successes of our Law School, Faculty, staff and students.</p> <p>This is an opportunity to reconnect with Law alumni and engage current students, donors and the broader legal community.</p>
Pasifika Graduation Celebration	Monday 17 May	6pm	Held in the Hub
Graduation at Michael Fowler Centre	Tuesday 18 May	12 noon 1.30pm 6pm	<p>Parade leaves Law School</p> <p>Ceremony 1 – Wellington School of Business and Government</p> <p>Ceremony 2 – Wellington School of Business and Government and Faculty of Law</p>
Graduation at Michael Fowler Centre	Wednesday 19 May	1.30pm 6pm	<p>Ceremony 3 – Wellington Faculty of Architecture and Design Innovation and Wellington Faculty of Engineering</p> <p>Ceremony 4 – Wellington Faculty of Health and Wellington Faculty of Science</p>
Graduation at Michael Fowler Centre	Thursday 20 May	12 noon 1.30pm 6pm	<p>Parade leaves Law School</p> <p>Ceremony 5 – Wellington Faculty of Humanities and Social Sciences</p> <p>Ceremony 6 – Wellington Faculty of Education and Wellington Faculty of Humanities and Social Sciences</p>
Te Hui Whakapumau (Marae Graduation)	Friday 21 May	9.30am	Marae graduation in 2021 will be in the Hub due to building works for the Living Pā.
Inaugural Lecture – Professor James Bell	NEW DATE – Tuesday 1 June 2021	6-7pm Hunter Council Chamber	Professor James Bell is from the School of Biological Sciences and is a Professor of Marine Biology.

Agenda Item 10

2020 Annual report

To receive: a Council Paper from the Chief Operating Officer dated 25 March 2021 regarding the 2020 Annual report (document VUWC 21/22).

To note: that the Audit & Risk Committee considered the Annual report in detail at its meeting held on Monday, 15 March 2021.

To resolve: **that on the recommendation of the Audit & Risk Committee, Council:**

1. **approve the 2020 Annual Report;**
2. **approve and sign the Representation Letter to EY;**
3. **authorise the 2020 Annual Report for issue;**
4. **approve the online publication of the 2020 Annual Report as soon as practical.**



COUNCIL PAPER

TO	Members of Council
FROM	Les Montgomery, Chief Financial Officer
AUTHOR	Les Montgomery, Chief Financial Officer Ann Sceats, Group Financial Controller
DATE	25 March 2021
SUBJECT	2020 Annual Report
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/22

Executive Summary

This paper provides Council with the final 2020 Annual Report, including audited financial statements and the accompanying Representation Letters for signing (hard copies to be provided at the meeting).

Recommendation

that on the recommendation of the Audit & Risk Committee, Council:

- approve the 2020 Annual Report;
- approve and sign the Representation Letter to EY;
- authorise the 2020 Annual Report for issue;
- approve the online publication of the 2020 Annual Report as soon as practical.

Supporting information

1. Audit and Risk Committee Review

The draft 2020 Annual Report was presented to the Audit and Risk Committee meeting on 15 March 2021. At this meeting the key accounting judgements were overviewed.

EY were also present to address any questions from the Audit and Risk Committee, and to present a summary of their audit findings. No material concerns were identified or raised by EY.

2. Financial Overview

The operating deficit for the consolidated University Group was \$3.3m, - 0.7% of revenue. This is made up of a \$9.9m deficit from the University Group and \$6.6m surplus from the Foundation.

The Foundation result relates to earnings from donations received and investment returns.

The 2020 Annual Report is attached as **Appendix 1**.

3. Representation Letters

Were reviewed in draft by the Audit and Risk Committee. Signed copies of the following representation letters will be provided in hard copy at the Council meeting:

- Representation letter from management to Council
- Representation letter from Council to EY

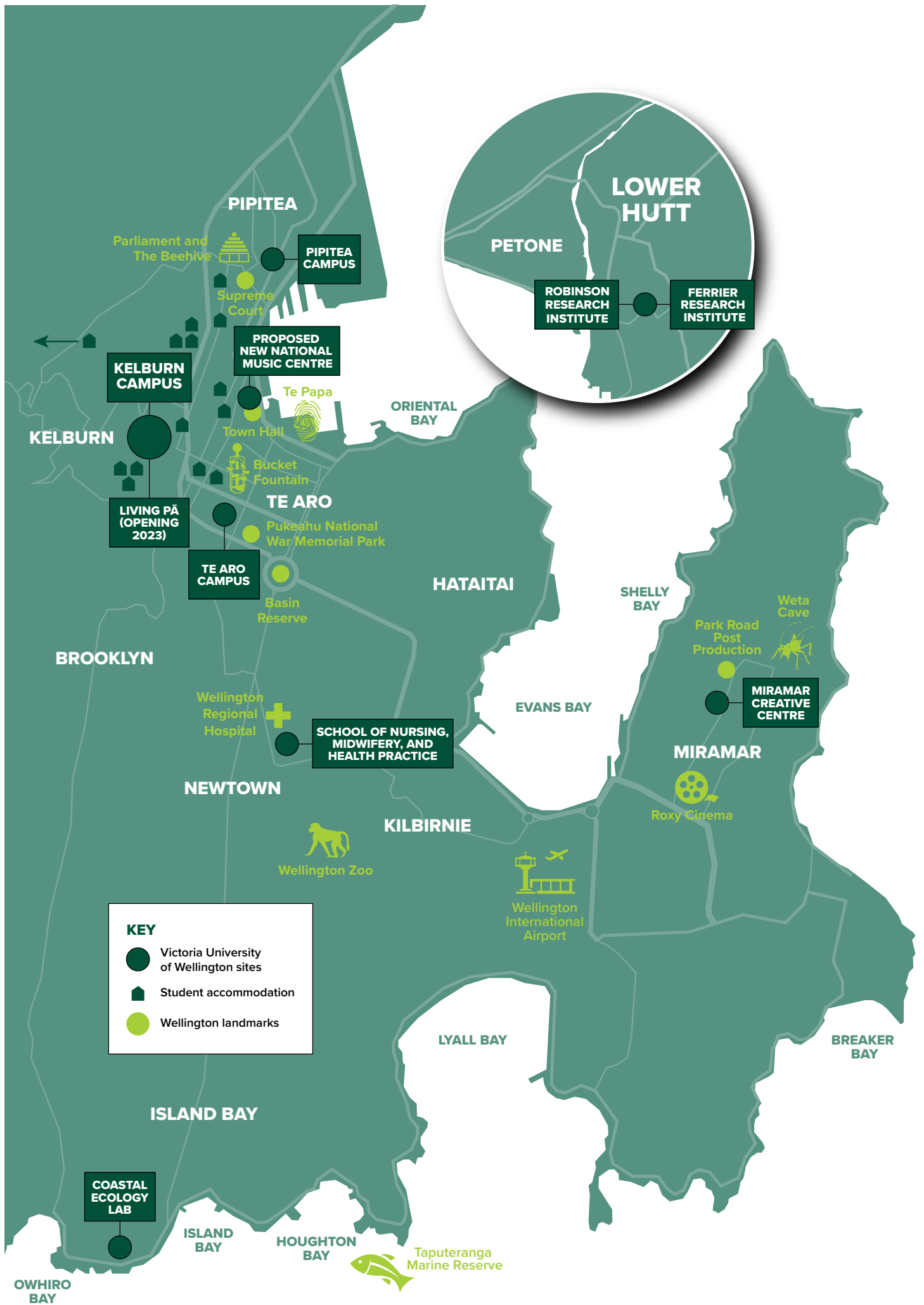


VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

TE HERENGA WAKA—
VICTORIA UNIVERSITY OF WELLINGTON

ANNUAL REPORT 2020





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April 2021



INTERVIEW WITH THE CHANCELLOR



What have been the Council's top priorities?

2020 was a year like no other. When the COVID-19 pandemic took hold, Council's immediate concern was the safety and wellbeing of our staff and students, and on how to minimise disruption to teaching and research. This required many urgent actions. The response from everyone involved under real pressure was outstanding. Not everything was perfect and that is what happens in a crisis. But the University was able to function despite the challenges of lockdowns, travel restrictions and new protocols. Council's other top priority was the need to rapidly assess the financial position of the University, given the immediate significant reduction in revenues caused by international students unable to come to New Zealand. Council, along with the Vice-Chancellor and Senior Leadership Team, strived to protect the University's public good mission by taking a careful and measured approach, with direction that decisions to address financial considerations were to be proportionate to the risks and not 'at all costs'. In a practical sense, the guiding principles communicated by Council included that decisions must be fair and reasonable, with a priority on revenue growth, efficiencies, and non-people cost savings. It inherently acknowledges that decisions made today will have intergenerational impacts on future students, staff, and governance.

How is the University doing?

Outstanding efforts by staff—ranging from reducing annual leave balances, to salary sacrifices, to accepting voluntary redundancy—along with generous support from the University Foundation, cost reductions and successes by our commercial arm, Wellington UniVentures, have helped ensure the University ended the year with a loss of \$9.9 million rather than the \$19 million forecast if actions were not taken. 2021 is going to be another challenging year. The Council has approved a loss for the University of \$5 million as part of a pathway back to surplus in the period ahead. To achieve this, there is a challenge to reduce a significant budget gap caused by further reduction in international student revenues and cost increases in areas like insurance. However the early signs are encouraging aided by much of the hard work and sacrifice to date. In terms of teaching and learning, the University is well placed. Staff have a year of experience of dual in-person and online delivery and are better positioned to understand its opportunities and constraints. This will be of benefit well beyond the time of the pandemic.

And aside from COVID-19?

We reinforced our position as New Zealand's number one university for intensity of high-quality research in

the Performance-Based Research Fund, the country's main measure of research activity. Even in the midst of COVID-19, our academics had their best year ever for grants from the Government's Marsden Fund for 'blue skies' research. Of the 134 grants awarded, teams led by our researchers received a fifth of these. The 27 grants were the highest number for the University in the fund's 26-year history and their total value of more than \$16 million the most we have received in a single round. Our total external research income for 2020 was \$87 million, well above target and over double the level in 2014 (the first year of our current strategic direction). Wellington UniVentures successfully met its goal of 61 invention disclosures for 2020, well up on the 26 recorded in 2014 and a good indication of the strong pipeline of research commercialisation that has been developed in partnership with faculties.

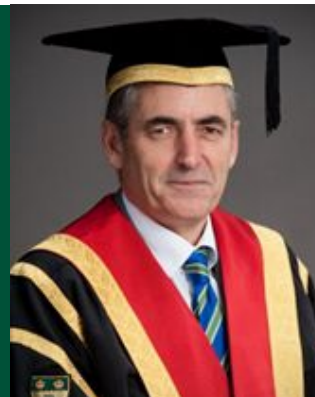
What other achievements stand out?

This report details numerous achievements of the university across research, teaching and learning, and engagement. They are testament to the hard work and talent of our academic and professional staff, and to the strength of direction the University community has committed to with its Strategic Plan. Notable achievements include improved scores in student evaluation of courses and teachers (despite the challenges of COVID-19); continued expansion of the Trimester 3 offering to cater for current and new students; establishing Wellington Uni-Professional to ensure growth in non-degree teaching; ranking among the top 40 universities in the world for Sustainable Development Goals social impact and commitment; and the many honours, awards, fellowships and other forms of recognition our academics have received. Council was delighted to approve support for the commencement of the Living Pā project.

Who would you like to thank?

Our staff and students, for their resilience in the face of COVID-19. Academic and professional staff, in every role and at every level, went above and beyond the call of duty to ensure the University continued to operate and students continued to receive the high-quality education for which the University is renowned. I would also like to thank my Council colleagues, Vice-Chancellor Professor Grant Guilford, his Senior Leadership Team, and management for their hard work and leadership throughout the year. COVID-19 is among the most challenging things that could happen to the University. The response displayed examples of the University community at its very best and exemplifying our core values of respect, responsibility, fairness, integrity, and empathy. Thank you to all of you.

INTERVIEW WITH THE VICE-CHANCELLOR



How was it ending such a year with the biggest graduation week in the University's history?

Seeing nearly 3,000 students celebrate the milestone of graduation was a wonderful reminder of why we do what we do, especially in a year in which maintaining the academic progress of our students required Herculean efforts by our academic and professional staff. Staff across the University have responded with speed, resourcefulness, and utter professionalism to each stage of the pandemic, while simultaneously dealing with the impacts on their personal lives. I can't thank them enough.

How have you supported students during the pandemic and in other aspects of the year?

The University has worked in partnership with students to ensure their welfare and continued academic success. We provided comprehensive communications so our students had up-to-the-minute information to navigate changes. In Trimester 1, students joined academic and professional staff to help design and develop course resilience. Against a backdrop of COVID-19 and the pivot to dual-mode delivery, student satisfaction with teaching remained very high, with 86 percent of courses and 96 percent of teachers assessed as good, very good, or excellent. Support for students has included a Hardship Fund, a loan laptop scheme, and a Tutor Relief Fund. We also launched Ngā Hoe a Kupe Pathfinder Scholarships for students from low-decile Wellington secondary schools. As well as financial support, scholarship recipients receive one-on-one academic mentoring, are supported by a student adviser from a similar background, and participate in a leadership development programme called Wellington Plus. I am pleased to say that, despite employment opportunities being impacted by COVID-19, our graduates remain in demand, with 95 percent in a job, further study, or not seeking work in their first year after graduating.

Were there any upsides from the pandemic?

Yes, there were. The pandemic required a collective societal pause—a chance to think and to reconsider what we value. One outcome of this reset has been a renewed sense of collective responsibility. Another has been to highlight the value of speaking truth to power—something our academic staff excelled at during this year. A third has been a very clear demonstration of the importance of sustainability. All of these outcomes create a stronger alignment between our society and the University. Responsibility is one of the shared values underpinning our iho as a global–civic university with our marae at our heart. So much so, we chose the niho taniwha pattern found in the kōwhaiwhai and tukutuku panels of our marae to take centre stage in our new visual identity. Institutional autonomy, the repository of expertise in universities, and a

commitment to societal engagement are three of the key ingredients of the critic and conscience role we so highly value. And of course, sustainability is one of our key areas of distinctiveness, whether it be our world-class research and teaching in this area or our efforts to reduce our own environmental footprint through initiatives such as the partnership with the city to plant trees in the city's Outer Green Belt.

What about the University's role in tackling the COVID-19 virus itself?

We have played a lead role in the country's vaccine research and evaluation, working alongside the Malaghan Institute of Medical Research and the University of Otago as part of the Vaccine Alliance Aotearoa New Zealand. Our researchers have provided analysis of such important issues as the legal implications of the New Zealand lockdown and the economic impacts of COVID-19. They have also been regular presences in the media, where they have explained the science behind COVID-19 and potential vaccines, and given mental health and other wellbeing advice.

What were some of the University's other initiatives to help New Zealanders during the pandemic?

More than 420 people took up our Trimester 2 fees scholarship, which covered 100 percent of tuition fees and was available to people whose work and life were disrupted by the pandemic. We also established a Provisional Admission category for 2021, whereby secondary school students who did not achieve University Entrance because of the disruptions, but met certain academic requirements, could start a Bachelor's degree in a restricted programme of study.

How is the University prepared for 2021?

It is going to be another challenging year, in some ways even more so than 2020, as we face the further financial consequences of COVID-19. But, inspired by the huge resilience and innovation shown in 2020, I am confident we will surmount the challenges and continue to build our contribution to society. I wish to thank everyone who is part of our community—staff, students, Council members, partners, stakeholders, alumni, and donors—for all they have done and will do in support of our shared purpose of research, teaching, and engagement that transforms lives.

RESEARCH IS THRIVING

- Continued successes underline our No.1 ranking for intensity of high-quality research (Performance-Based Research Fund)
- Best year ever for Marsden Fund grants in terms of both number—27—and value—more than \$16m—and over \$26m from the Ministry of Business, Innovation and Employment to our Robinson Research Institute for its ground-breaking research
- Total external research income of \$86.8m
- Strong resilience in the face of COVID-19 and its impacts and a leading role in New Zealand's COVID-19 vaccine research and evaluation
- Resounding vote of confidence for the MacDiarmid Institute for Advanced Materials and Nanotechnology, hosted by the University, with its fourth consecutive designation as a Centre of Research Excellence
- Awards for Professor Rawinia Higgins and Associate Professor Maria Bargh from the Royal Society Te Aparangi acknowledging their respective contributions to te reo Māori revitalisation and te ao Māori and the Prime Minister's Science Prize for our Antarctic Research Centre's Melting Ice and Rising Seas team
- Open access research repository launched to make it easier for government, businesses, and other organisations to benefit from our expertise



YEAR IN

TEACHING AND LEARNING

- Most university courses offered online as well as face-to-face to mitigate impact of COVID-19
- Comprehensive support for current students impacted by COVID-19 through technology and hardship grants, accommodation discounts, flexibility in managing workload and assessments, and extension of course withdrawal dates
- Fees scholarships provided to more than 420 people whose work and life had been disrupted by COVID-19 for study in Trimester 2
- Improved scores in student evaluation of courses and teachers, despite the challenges presented by COVID-19
- Continued expansion of our Trimester 3 offering to cater for current and new students
- Established Wellington Uni-Professional to ensure growth in non-degree teaching, including short courses, micro-credentials, and professional development
- Dr Awanui Te Huia from Te Kawa a Māui won a 2020 Tertiary Teaching Excellence Award, one of just nine awarded nationally





ENGAGEMENT

- Continued to rank among the top 2 percent of the world's 18,000 universities overall and in the top 100 universities in the world for 12 subjects
- Sustainability leadership reflected in ranking among the top 40 universities in the world for Sustainable Development Goals social impact and commitment
- Partnerships continued to flourish despite the challenges of COVID-19. Examples include an agreement signed for a joint programme with Communications University of Zhejiang in Hangzhou, China, and a Memorandum of Understanding with California State University, Stanislaus
- Assistant Vice-Chancellor (Pasifika) Luamanuvao Dame Winnie Laban received the 2020 Women of Influence Lifetime Achievement award for service to the Pacific community, both in politics (she was the first Pacific Island woman to be elected to the New Zealand Parliament) and at a grassroots level
- Wellington University International honoured in the Internationalisation Award—Workplace category of the Wellington International Student Excellence Awards for its support for international students and graduates

REVIEW



ENSURING A SUSTAINABLE FUTURE

- Comprehensive university-wide response to the financial challenges delivered by COVID-19 including wide-ranging efforts by staff, ranging from reducing annual leave balances to salary sacrifices to accepting voluntary redundancy
- Te Herenga Waka Resilience Programme, consisting of seven workstreams to improve organisational resilience
- Years of planning came to fruition with a resource consent granted for the Living Pā marae complex redevelopment and approval from the University Council to begin construction in 2021
- Continued to deliver on our commitment to sustainability through teaching, research, and emissions reductions and a partnership with Wellington City Council to plant carbon-removing new native forest on the Outer Green Belt
- Confirmation of establishment of a Fale Male meeting house, New Zealand's first national Pasifika place of belonging
- Campus Master Plan setting a vision for the University until 2030
- Developed a Māori Language Plan for the University for the next five years to increase the visibility and use of te reo Māori across the University

AT A GLANCE

Globally ranked in 2020*

=223rd of the world's **18,000** universities

TOP 1% of the world's universities for 19 subjects and in the top 2% of universities overall

In the world's top 100 for 12 subjects

Earth and Marine Sciences, English Language and Literature, Geography, Geology, Hospitality and Leisure Management, Law, Library and Information Management, Linguistics, Performing Arts, Philosophy, Politics and International Studies, Psychology

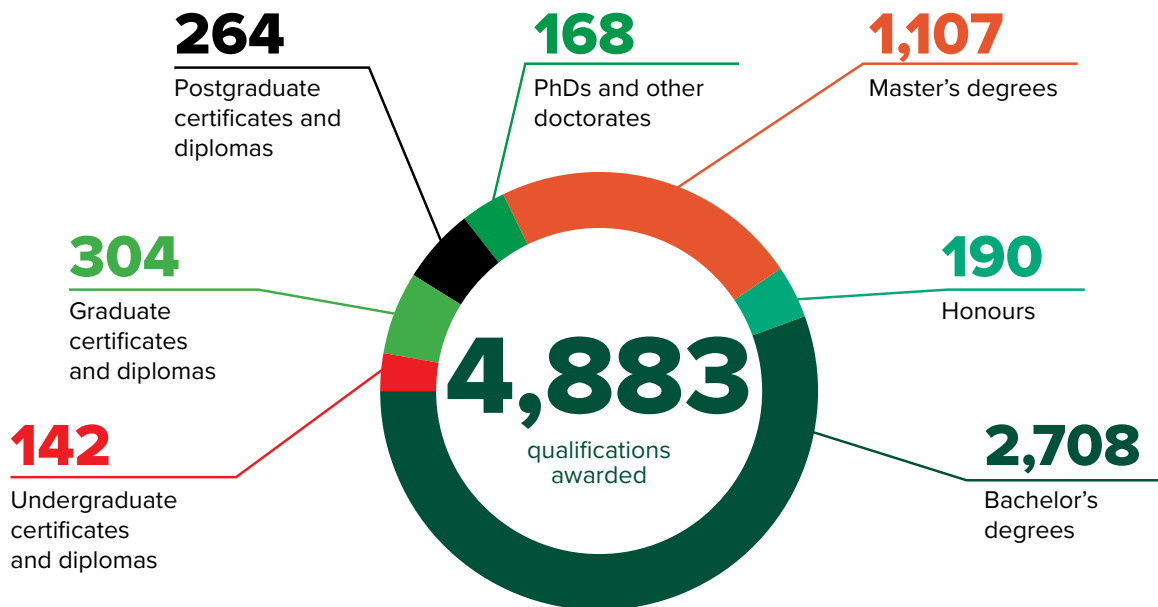
TOP 40 of the world's universities for social impact and commitment to the United Nations Sustainability Development Goals

319 EFTS**
The increase to the number of **Māori** students since 2013, an increase of **21%**

187 EFTS**
The increase to the number of **Pasifika** students since 2013, an increase of **24%**

*QS World University Rankings 2020

**Domestic Equivalent Full-Time Students



\$24.2M

invested in scholarships
by the University

Total revenue
\$490M

Total expenditure
\$500M



96%

of teachers were assessed
by students as 'good',
'very good', or 'excellent'

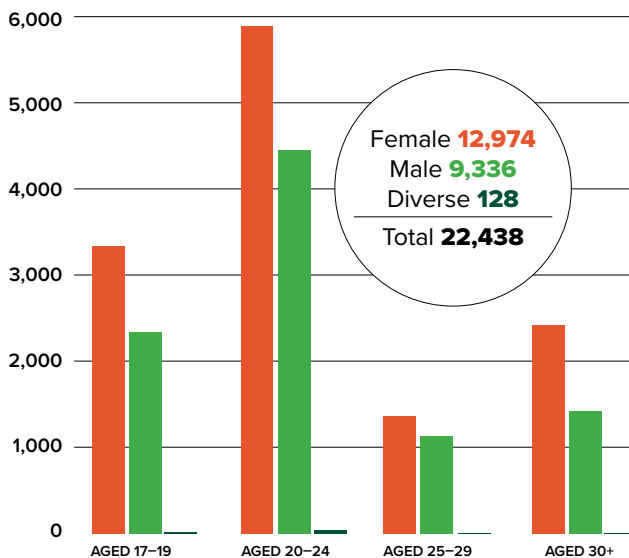
External research income
\$86.8M

Equivalent full-time students

15,950 government
funded

1,817 full fee

Student distribution¹



2,336

staff (full-time equivalent)

1,150

teaching and research staff

¹ Student distribution by headcount



STATEMENT OF SERVICE PERFORMANCE 2020

FOR THE YEAR ENDED 31 DECEMBER 2020

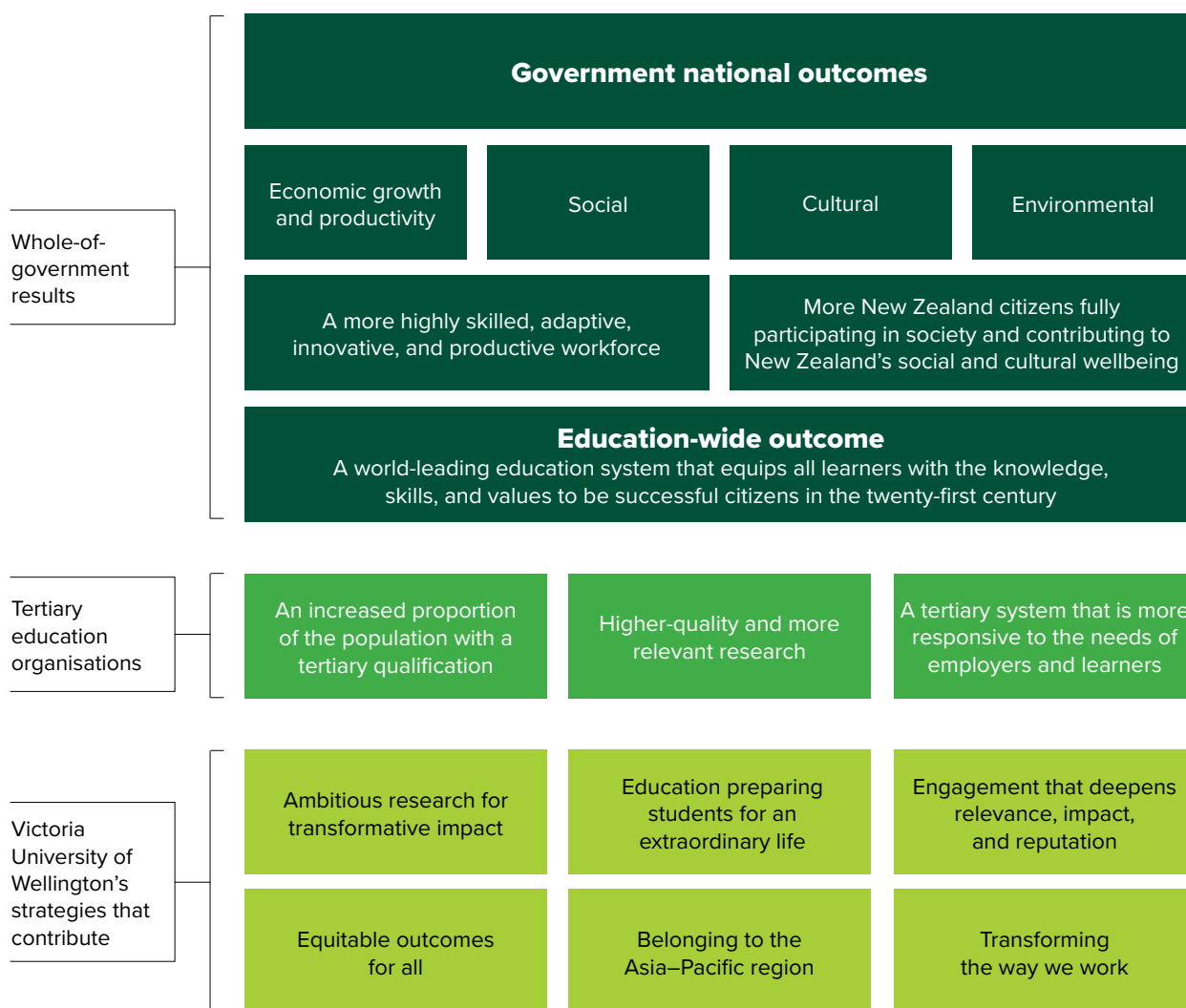
The Statement of Service Performance illustrates the progress made during 2020 towards achieving our vision.

As New Zealand’s globally ranked capital city university, Te Herenga Waka—Victoria University of Wellington’s vision is to be a world-leading capital city university and one of the great global–civic universities. A civic university is one that values close involvement with the social, cultural, and economic life of its city and region. This is the mandate upon which the University was founded approximately 120 years ago, and it remains as important today.

The vision the University has adopted will ensure the University can make a significant contribution to achieving the desired outcomes of the Tertiary Education Strategy (TES) and New Zealand’s education vision. The TES sets out the Government’s long-term strategic direction and current and medium-term priorities for tertiary education.

The University’s Strategic Plan is designed to guide the University towards achieving this vision. The Strategic Plan drives all decision making and resource allocation across the University and focuses our activities and development of capability.

Outcomes and Performance Framework



Our Outcomes and Performance Framework shows how strategic objectives align with, and respond to, what is expected of tertiary education organisations and the education-wide outcomes of a world-leading education system that equips learners with knowledge, skills, and values to be successful citizens in the twenty-first century.

The 2020 Statement of Service Performance has been prepared with reference to the University's refreshed Strategic Plan, as approved by Council during 2019.

The University's Strategic Plan can be found on our website: www.wgtn.ac.nz/about/governance/strategic-plan

The 2020–2024 Strategic Plan identifies six inter-related strategies that will support the University to achieve its vision of being a world-leading capital city university and one of the great global–civic universities. The distinctive qualities of the University are leveraged in each of the six strategies:

- S1:** Ambitious research for transformative impact
- S2:** Education preparing students for an extraordinary life
- S3:** Engagement that deepens relevance, impact, and reputation
- S4:** Equitable outcomes for all
- S5:** Belonging to the Asia–Pacific region
- S6:** Transforming the way we work.

These strategies draw on our heritage, position, iho (essence), and strategic context. They assist us to make the right choices in a resource-constrained world while committing to our shared purpose of research, teaching, and engagement that transforms lives.

Our key outcomes

The Statement of Service Performance is organised around our three key outcomes—**Research, Teaching and Learning**, and **Engagement**. These outcomes broadly align with the six strategies in our Strategic Plan and with the characteristics of a university as defined in the Education and Training Act 2020¹, namely “a university is characterised by a wide diversity of teaching and research, especially at a higher level, ... and promotes community learning” (s1624(b)(iii)).

Excellence in research, learning, and teaching lie at the heart of our vision. Over the medium term, Te Herenga Waka—Victoria University of Wellington has an ambitious Learning and Teaching Strategy that signals the University's commitment to working in partnership with students to create and maintain an effective and inclusive learning and teaching environment, and a commitment to quality in design, delivery, and outcomes. Victoria University of Wellington invests significantly to make its student experience the best possible, from the initial contact in school and prior to university entry to the learning experience and after graduation.

Alongside this, the University's Research Strategy 2020–2024 builds on the existing culture of research excellence across Te Herenga Waka—Victoria University of Wellington as the first-ranked university for Performance-Based Research Funding (PBRF). The Strategy guides the University's efforts to increase the international recognition of our research, to build on our distinctive location in Aotearoa New Zealand's political and cultural capital, and to leverage the significant value that we gain from bringing mātauranga Māori to bear on both basic and applied research activity across the disciplines.

The Strategic Plan also signals our long-term commitment to working with the communities we serve, including our commitment to Māori as tangata whenua and Treaty partners; effective engagement with Māori and Pasifika learners, whānau, and communities; working with industry and innovation partners to increase the volume and effectiveness of commercial innovation; and growing the University's international linkages.

A complete list of all performance indicators can be found on pages 19–20.

Service performance reporting

From 2019, the University has adopted PBE FRS 48, a standard that establishes requirements for improved reporting of service performance information in order to meet the needs of users of general-purpose financial reports. This standard aligns with the University's planned progress towards more integrated reporting designed to improve the visibility and relevance of information about the University's activities for students, staff, alumni, government, funders, benefactors, the community, and other stakeholders.

COVID-19

The COVID-19 pandemic and resulting border closures and alert level restrictions had a significant impact on our teaching, learning, research, and engagement activities during 2020. The effect of the pandemic on the University's performance is noted, where relevant, in the following pages of the Statement of Service Performance (SSP). Performance indicators particularly impacted by this global pandemic include international student numbers, the composition of the student body, student satisfaction, fundraising, operating revenue, and surplus.

In response to COVID-19 and subsequent government restrictions, a set of academic provisions for 2020 and 2021 were developed that currently overrule a number of our standard academic regulations. These provisions will remain operative so long as (i) borders remain closed, or heavily restricted and (ii) alert level changes remain a significant risk. These provisions were developed in consultation with a broad spectrum of stakeholders.

In response to the financial pressures brought about by COVID-19, the University initiated a COVID Deficit Reduction Programme to identify and implement mitigations so that we will meet University Council guidance for cost reduction and surplus targets. This work commenced in mid-2020 and will continue into 2021.

¹ The Education and Training Act 2020 (1 August 2020) incorporates and replaces the Education Act 1989.

Disclosure of judgements

In determining key service performance information for each outcome, management has used judgement based on indicators that align with the mission and annual activities of the University. While the University does have discretion over these, the University seeks to maintain consistency across years where appropriate and to determine service performance information that is relevant, reliable, neutral, understandable, and complete. The University's desire to be a world-leading institution also guides the selection of measures that are based on externally validated information and likely to be comparable with national and international universities. In addition to the University-selected measures, the Tertiary Education Commission (TEC) requires inclusion of TEC-defined Educational Performance Indicators (EPIs). These are provided on page 20 and commented on within.

Linkages between financial and non-financial information

A key concept introduced by PBE FRS 48 is that financial statements and service performance information are both important components of a public benefit entity's general purpose financial report. The two documents convey a coherent picture about the performance of the entity, and they are linked through the resources that have been applied to each of the three outcomes.

For example, to achieve high-quality research outcomes, the University relies on PBRF funding and external research income, as well as income gained from other sources. All of these sources of funding are relevant to the University's ability to deliver key outcomes.

A University's performance objectives are long term and not meaningfully captured within singular output categories. University research and teaching are closely interdependent (as required by the Education and Training Act 2020) and the outcomes of university activities are not fully known within one year (e.g., research results, graduate outcomes).

While noting these interdependencies, the University, using high-level assumptions, is able to estimate that in 2020, 41.9 percent of total operating expenses was attributable to research, 50.7 percent to teaching and learning, and 7.4 percent to engagement/community service. This result reflects the distinctive nature of a research-led university

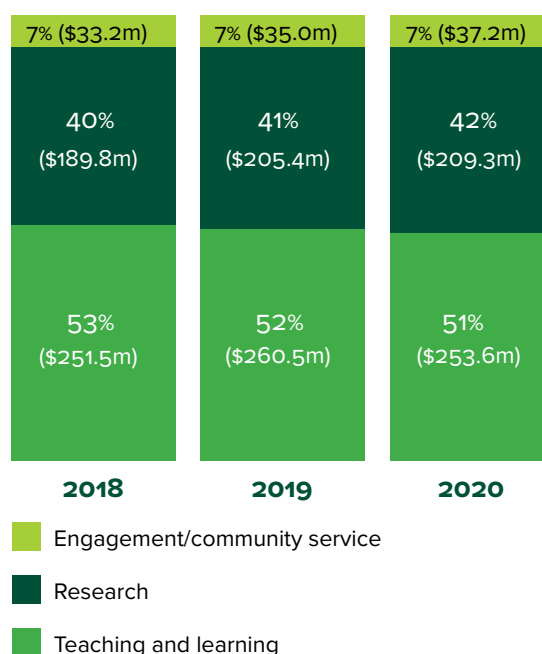
committed to the student experience, high-quality research, and serving its communities.

In determining this estimate of allocation of expenditure, the University has reviewed major operating expenses as reported in the financial statements. Where there is a clear allocation of cost to a particular output, these have been adopted. Where there is ambiguity (e.g., related to the interdependencies described above) the University has exercised judgement based on an underlying workload principle for academic staff involved in both teaching and research of 40–40–20 (i.e., 40 percent research, 40 percent teaching, and 20 percent administration, with administration then allocated proportionally to teaching, research and engagement/community service).

Costs not directly or solely attributable to teaching and learning or research, such as general administrative support or facilities management, have been apportioned on the same basis as academic salaries.

The following pages explore these outputs in greater detail, focusing on successes and challenges during 2020.

Estimated expenditure by output category



RESEARCH

S1

S3

S6

Service Performance Information indicator

Approximately 54 percent of total revenue is sourced from either government funding, the PBRF, or research-specific contracts. Of this, the University allocates \$112m to Research activities. The remainder of revenue has a non-government source (i.e., direct tuition or commercial revenue).

See full list of Performance Indicators (including TEC Educational Performance Indicators) on pages 19–20.

Progress made during 2020

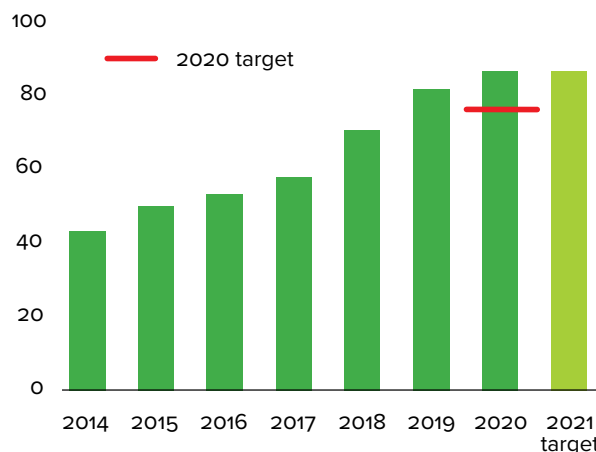
Te Herenga Waka—Victoria University of Wellington reinforced its position as New Zealand’s number one university for intensity of high-quality research². In the midst of COVID-19, we had our best year ever for grants from the Government’s Marsden Fund for ‘blue skies’ research addressing some of the biggest issues of our time. The 27 grants were the highest number for the University in the fund’s 26-year history and their total value of more than \$16m the most we have received in a single round. The projects represent an impressive breadth of our research capability, with more than half led by women and many incorporating mātauranga Māori and co-designing with Māori to tackle issues of shared concern.

External Research Income (ERI), as part of PBRF reporting requirements, was \$77.5m, a 7 percent increase from 2019 (\$72.2m). Continued strong success with contestable funds contributed to a \$7.8m increase to \$57.9m in contracted research revenue (\$50.1m in 2019) in the University Research Trust. Other research revenue streams within the University were \$19.6m (\$22.1m in 2019), including Wellington UniVentures (\$5.9m) and the University Foundation (\$4.6m). Sub-contracted research, which is excluded from the figures above, increased to \$9.3m in 2020 (\$9.1m in 2019). This brings total ERI to \$86.8m (\$81.3m in 2019) against a target of \$75m.

The MacDiarmid Institute for Advanced Materials and Nanotechnology received a resounding vote of confidence with its fourth consecutive designation as a national Centre of Research Excellence, and the \$48m that goes with it for the period 2021–2028, which will support the Institute as it partners with business and government to address global challenges such as climate change, renewable energy, and clean water.

Te Kawa a Māui (School of Māori Studies) received \$2.95m from New Zealand’s Biological Heritage National Science

External Research Income (\$m)



Challenge to research a new governance structure based on devolving power, decision making, and responsibility, which is to be delivered in partnership with mana whenua.

The University’s Robinson Research Institute received nearly \$15m from the Ministry of Business, Innovation and Employment’s Science Investment Fund to lead work on high-power electric motors for more environmentally friendly aircraft, ships, and trains, and more than \$11.5m from the Ministry’s Endeavour Fund to develop superconducting magnets for a lightweight and energy-efficient propulsion system for satellites.

Despite the challenges presented by COVID-19, our commercialisation arm, Wellington UniVentures, had another strong year, exceeding its target with 61 new invention disclosures, which continues the growth witnessed in recent years. In addition, Wellington UniVentures concluded a number of commercial transactions, four of these resulting in new spin out companies, one significant exit, and a number of licences.

Wellington UniVentures was also instrumental in the University’s engagement around COVID-19 vaccines research and antiviral research. The University is playing a lead role in the country’s COVID-19 vaccine research and evaluation, collaborating in 2020 with the Malaghan Institute and the University of Otago as part of the Vaccine Alliance Aotearoa New Zealand, which received \$10m in government funding.

Commencing research postgraduate EFTS³ were flat in 2020 (100 EFTS, compared with 99 in 2019) with growth plans impacted negatively by COVID-19. The total number

² Performance-Based Research Fund, the country’s main measure of research activity.

³ Commencing students are defined as those new to Victoria University of Wellington and are only a subset of new PhD students (many of whom had undertaken previous study at the University).

of research degree completions grew from 538 to 552. The University remains committed to growing postgraduate research numbers and worked hard with students and various government agencies to support current and prospective PhD students commence and continue their studies offshore wherever possible. From 1 October 2020, the value of Wellington Doctoral Scholarships was raised to \$27,500 per annum plus fees. The increase signals our commitment to supporting and developing the careers of our next-generation academics, who will be critical to realise the aspirations of the University and our country.

Overall, the proportion of research postgraduate students is now 6.1 percent, down from 6.5 percent in 2019. Conversely, the proportion of taught postgraduate students increased from 12.3 percent to 12.9 percent, reflecting the increased demand seen in 2020 for the University's expanding suite of taught Master's degrees.

A team led by Professor Bev Lawton (Ngāti Porou) from our Wellington Faculty of Health, partnering with iwi, received more than \$1m from the Health Research Council of New Zealand to explore how empowering rural communities to screen and provide on-site rapid test results could reduce barriers to cervical cancer screening and treatment. Professor Lawton also received the RANZCOG (Royal Australian and New Zealand College of Obstetricians and Gynaecologists) Māori Women's Health Award and was shortlisted in the Innovation, Science & Health category of New Zealand's Women of Influence Awards.

Professor Rawinia Higgins was awarded the Royal Society Pou Aronui Award for distinguished service to humanities—aronui for Māori language revitalisation.

Associate Professor Maria Bargh was awarded the Royal Society Puāwaitanga Award for her self-determination for Māori through political economy and environmental research.

Our Antarctic Research Centre's Melting Ice and Rising Seas team, a partnership with GNS Science and NIWA, won the Prime Minister's Science Prize (the second time this award has gone to the University). The team's Associate Professor Robert McKay was also awarded the 2020 Asahiko Taira Scientific Ocean Drilling Research Prize by the American Geophysical Union.

Many other university staff received prestigious medals, awards, and other recognition during 2020, including: Dr Carolyn Boulton, Dr Kyle Clem, and Professor John Townend, School of Geography, Environmental and Earth Sciences; Dr Nathaniel Davis and Professor Jim Johnston, School of Chemical and Physical Sciences; Professor Claudia Geiringer, Faculty of Law; Dr Martino Lupini, School of Mathematics and Statistics; Associate Professor Michael Norris and David Long, New Zealand School of Music—Te Kōkī; Dr Robin Skinner, Wellington School of Architecture; Raqi Syed and Areito Echevarria, School of Design Innovation; and Professor Damien Wilkins, International Institute of Modern Letters.

TEACHING AND LEARNING

S2

S4

S5

S6

Service Performance Information indicator

Approximately 54 percent of total revenue is sourced from either government funding, the PBRF, or research-specific contracts. Of this, the University allocates \$152m to Teaching and Learning activities. The remainder of revenue has a non-government source (i.e., direct tuition or commercial revenue). Of this, \$136m can be attributed to Teaching and Learning activities.

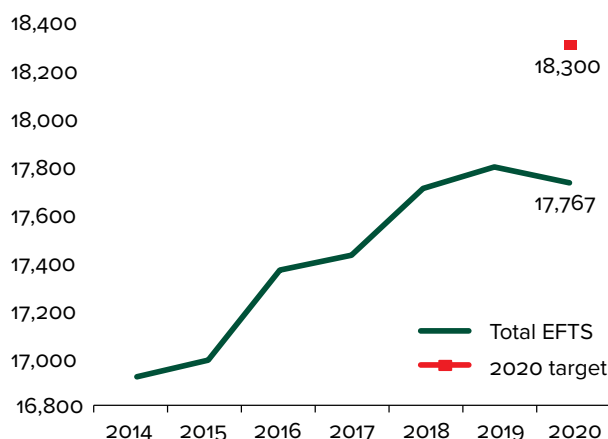
See full list of Performance Indicators (including TEC Educational Performance Indicators) on pages 19–20.

Progress made during 2020

The University ended 2020 with 17,767 EFTS, 94 fewer than 2019 (-0.5 percent), with full-fee EFTS down by 230 EFTS (-11.2 percent) primarily as a result of COVID-19 and the accompanying travel and border restrictions. This was offset partially, in terms of student numbers (but

not revenue), by an increase in government-funded EFTS which grew from 15,814 EFTS in 2019 to 15,950 EFTS in 2020, with growth in architecture and design, engineering, health, law, and the humanities and social sciences.

Total EFTS 2014–2020



This increase in domestic EFTS (+136 EFTS, or +0.9 percent) was largely driven by an increase in new and returning mature students in the second half of the year and aided by a fee scholarship offered by the University for Trimester 2 (T2) to support New Zealand citizens and permanent residents whose work or life had been disrupted by COVID-19. The University received 786 T2 Scholarship applications; 562 applications were awarded and 424 of the successful applications undertook Trimester 2 study. Trimester 3 (summer) enrolments continue to grow, rising to 1,183 in the 2020 calendar year—an increase of 16.8 percent from 2019.

Our operational year was dominated by major logistical challenges to ensure that our students and staff were supported at each stage in the pandemic crises, sometimes with as little as 48 hours' notice of a major change. During Trimester 1, a team of 58 professional staff from within the Centre for Academic Development and in the faculties were trained to work alongside academic staff to design, develop, and support course resilience. Fourteen students, through the Ako in Action programme, also contributed. A series of course design and development workshops were developed to support staff to embed resilience standards into courses and to enable dual mode delivery. In preparation for Trimester 2, 508 of 746 taught courses (excluding self-directed study and research project courses) had staff who attend one of the three resilience design workshops, or had applied resilient templates, structure, or assessment practice to their courses. This translates to 68 percent of Trimester 2 courses. The purpose of this first round of course transformation was to ensure a continuity of course delivery and a minimum standard of student experience was achieved under dual-mode delivery.

The University expanded its academic offerings during the year with the launch of the Bachelor of Communication and Master of Communication degrees. Communication is a new subject for Te Herenga Waka—Victoria University of Wellington and both programmes exceeded their enrolment targets this year. We also gained approval for several new programmes to start in 2021 including the Master of Artificial Intelligence, Master of Data Science, Master of Health Psychology, and Master of Nursing Practice.

A new Minor in Innovation and Entrepreneurship was introduced in the Wellington School of Business and Government in 2020. The first cohort of students for a new Master of Business (Professional) will begin studying in 2021, and the Master of Actuarial Science received approval and is anticipated to commence in 2022.

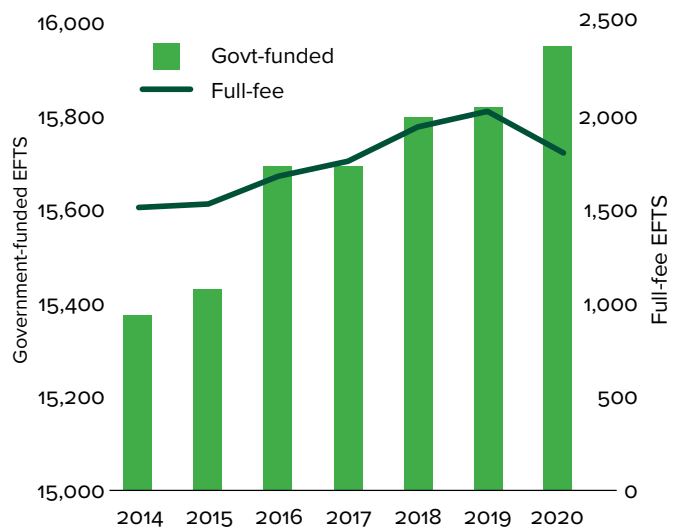
The Wellington Faculty of Education received Teaching Council of New Zealand reaccreditation for six Initial Teacher Education programmes that will be delivered in 2021. There has been extensive programme redesign to remain competitive in the market through meeting new national standards of outcomes-based assessment, authentic community partnerships, increased proficiency in te reo me ngā tikanga Māori, and responsiveness to national education policy settings focused on addressing systemic inequity.

Senior lecturer Dr Awanui Te Huia from Te Kawa a Māui (School of Māori Studies) won a 2020 Tertiary Teaching Excellence Award, one of just nine awarded nationally.

The University approved the introduction of two new academic career option pathways. The Teaching-intensive academic pathway will better support and recognise academic colleagues already in permanent teaching-only roles and provide a career pathway that enables those choosing this route to make a significant contribution to enhancing the University's profile for innovative teaching and providing a high-quality student experience. The Research-intensive pathway is being piloted with Ferrier and Robinson research institutes in preparation for the development of a whole-of-university pathway.

Due to COVID-19, international full-fee paying EFTS declined from 2,047 EFTS in 2019 to 1,817 EFTS. International full-fee paying students represented 10.2 percent of total EFTS in 2020, down from 11.5 percent in 2019. The University met 86 percent of its international full-fee paying student target which it regards as an exceptional result given the pandemic and accompanying challenges.

EFTS by funding source 2014–2020



The number of international students (including government-funded international PhD candidates) decreased from 3,697 in 2019 to 3,215 in 2020, with enrolments from 101 countries. International students (including government-funded international PhD candidates) constituted 14.3 percent of the total student body (headcount), down from 16.5 percent in 2019.

The number of commencing EFTS fell from 5,638 in 2019 to 5,333 in 2020 including 648 international full-fee EFTS. Māori commencing EFTS were slightly below 2019 (561, compared with 567), and below the University's ambitious target of 711 EFTS. Overall, the number of Māori EFTS grew to 11.5 percent of the domestic student population, slightly above 2019 (11.4 percent).

Pasifika commencing EFTS fell to 310, compared with 348 in 2019, in part as a result of fewer international Pasifika students. Overall, the number of Pasifika EFTS remained stable at 6.1 percent of the domestic student population. There was, however, a slight decrease in level 7 (undergraduate degree) participation rates for both Māori and Pasifika students.

We secured philanthropic funding and launched the Ngā Hoe a Kupe Pathfinder Scholarships aimed at growing the participation and success of Māori and Pasifika students, and those from refugee backgrounds and from low socio-economic backgrounds in decile 1–3 Wellington schools. The scholarships provide approximately \$50,000 in support over three years. Ten scholarships were awarded in the inaugural round and the University also increased the distribution of Taihonoa Scholarships to Māori students.

First-year retention rates at undergraduate degree level again rose and exceeded targets for Māori, Pasifika, and non-Māori and non-Pasifika students⁴. This was a pleasing result given the uncertainties and challenges faced by students in 2020. However, Pasifika first-year undergraduate retention rates dropped from 77.4 percent in 2019 to 74.9 percent, just above 2018 levels (74.3 percent) and improving retention remains a necessary focus for the University. The University continues to enrol only small numbers of students in pre-degree-level study, but saw increases in Pasifika participation between 2019 and 2020, boosted by the new level 5 Diploma in University Studies (Pasifika Pathways). This new pre-degree qualification had pleasing retention and completion rates despite the challenges experienced by the first cohort in 2020.

The Student Success Programme was repositioned during 2020 and is moving to a new phase following the approval of a two-year business case. Workstreams include online admissions and enrolment processes, a new approach to student advising, and the establishment of Titoko: Centre for Student Success. These workstreams are underpinned by new ways of working and new technologies. This work will improve both the student experience and our efficiency in delivering it.

The quality of the student experience is measured through regular surveys. This year, as a result of COVID-19, the student evaluation cycle was altered. A one-off internationally benchmarked COVID-19 Student Experience

survey of all students was conducted in May and June 2020, designed to evaluate our COVID-19 response and identify areas for improvement as well as positive experiences. The results found that 62.0 percent of students rated services and facilities as 'good' or 'very good' during this extraordinary time when regular on-campus activities and amenities were curtailed. A second survey of all students was undertaken in August and September 2020 to understand how the student experience changed during the year. In this survey, 77.8 percent of students rated the performance of services and facilities at the University as 'good' or 'very good'—an increase of 16 percentage points from Trimester 1, but below the 2019 result (88.2 percent) and the pre-COVID set target of >90 percent. Given the immense challenges of 2020, the University is pleased that nearly 4 out of 5 students rated the university services and facilities so highly; however, exceeding pre-2020 levels remains a strategic objective.

A total of 1,157 courses and 611 teachers were evaluated in 2020. Against a backdrop of COVID-19 and a pivot to dual-mode delivery from Trimester 2, student satisfaction improved, with 86 percent of courses and 96 percent of teachers assessed as 'good', 'very good' or 'excellent'.

The University's graduates remain in demand, with 95 percent in employment, further study, and not seeking work in their first-year post-graduation (just slightly below the 96 percent target in a year in which graduate employment opportunities were impacted by COVID-19).

An Internships, Placements and Practicums: Good Practice Guide was developed to support academic and professional staff on all aspects involved in coordinating courses that include a placement, practicum, or internship component, including continuity of learning in response to disruptions such as COVID-19. This Guide and accompanying procedures will be integrated into course delivery regulations from 2021.

The University established Wellington Uni-Professional, a new subsidiary that will allow us to scale our non-degree teaching. Wellington Uni-Professional draws together activity that previously occurred within the Centre for Lifelong Learning and Wellington UniVentures and will better position the University to respond to new demands for short-courses, micro-credentials, and professional development.

4 Refer TEC-defined Educational Performance Indicators (EPs) on page 20.

ENGAGEMENT

S3

S5

S6

See full list of Performance Indicators (including TEC Educational Performance Indicators) on pages 19–20.

Progress made during 2020

The University released *He moana pukepuke e ekengia e te waka: Navigating choppy waters: Te Herenga Waka to 2025* which considers how the University can continue to be a great global–civic university in the future. Prompted by the COVID-19 pandemic, the report looks broadly towards other drivers of change—such as the climate crisis, geopolitical tensions, and social change—and the potential impact of these on the University over the next five years. More than 1,000 staff and students were involved in focus groups, surveys, forums, and workshops. The key recommendation in the report is the adoption of Ngā Herenga, a set of 10 design principles to help develop specific responses to the future. These are that the University is place-based, integrated, inclusive, and agile; and that it fosters creativity, wellbeing, whanaungatanga (connection), kaitiakitanga (stewardship), rangatiratanga (self-determination), in a flexible and fit-for-purpose environment.

Our academics have been prominent conducting COVID-19-related research and providing analysis and commentary to keep the public informed throughout the pandemic, including about mental health issues and economic and legal implications.

With elections in both New Zealand and the United States, our academics also lent their expertise to enhance public understanding. This included pioneering real-time processing of politicians' social media accounts by Professor Jack Vowles and Dr Mona Krewel from our Political Science and International Relations programme.

Mobilising our research within and beyond the academy is a strategic priority which was supported by the launch of the University's Open Access Repository. The repository provides free public access to digital research outputs while respecting the copyright of publishers. By December, there were 970 outputs deposited in the repository with 150,000 views and 79,000 downloads.

In December 2020, more than 1,300 qualifications were awarded to 1,204 students over nine ceremonies in Wellington City. A further 1,644 graduates who received their degrees in absentia due to COVID-19-related postponements earlier in 2020 also took part in the ceremonies.

The University and the Wellington City Council announced a new partnership that will see the University lease 11 hectares of land in Ohariu Valley for 33 years and undertake an annual native tree planting programme to progressively revegetate the site with the aim of removing carbon dioxide from the atmosphere by establishing a new native forest. The initiative is integral to the University's

commitment to becoming carbon neutral by 2030 and also offers significant teaching and research opportunities.

The University's sustainability leadership was reflected in our Times Higher Education ranking among the top 40 universities in the world for social impact and commitment.

During 2020—the first full year since the public launch of the What if ...? philanthropic campaign—we raised \$10.8m. Staff payroll giving was widely promoted, and we streamlined and improved the payroll-giving process. Staff giving increased more than 700 percent over 2019. The University also launched fundraising for the Centre for Women's Health Research with an event followed by a fundraising appeal sent to over 45,000 alumni. Overall, the University's fundraising campaign total grew to \$122.1m in 2020.

Victoria University Press (VUP) continued to grow in scale and profile, producing a substantial list of 28 new books in 2020, which achieved wide media coverage and strong sales. In addition, a number of new editions and reprints were produced. VUP books were recognised in a number of book awards, most significantly the Ockham NZ Book Award for Non-Fiction for *Dead People I Have Known* by Shayne Carter.

Christina Barton, director of the Adam Art Gallery, was made a Member of the New Zealand Order of Merit.

The Adam Art Gallery successfully staged a major exhibition *Frances Hodgkins: European Journeys*, to critical acclaim, with excellent visitor numbers and attendance at public programmes and events. Ane Tonga's catalogue essay in *Edith Amituanai: Double Take*, the Adam Art Gallery publication accompanying the Edith Amituanai exhibition (2019) won the Art Association of Australia and Aotearoa NZ (AAANZ) Arts Writing and Publishing Awards 2020: Best essay by Māori or Pacific art writer.

The Mai i te Iho ki te Pae—Māori Strategic Outcomes Framework was refreshed to align with the refreshed University Strategic Plan. A Māori Language Plan was developed to increase the visibility and use of te reo Māori across the University over the next five years.

The Living Pā project continues to make good progress, with Council support reconfirmed, implementation and planning initiated, the engagement processes commenced, and the preliminary design confirmed. Site clearing is due to commence shortly. The Living Pā will transform 42–50 Kelburn Parade, drawing together mātauranga Māori, innovation, and sustainability.

The University celebrated the formal launch of the Atom—Te Kahu o Te Ao Innovation space on the ground floor of Rutherford House. The Atom is a hub for innovation and entrepreneurship; it is a creative space, a learning space,

a community space for events and other activities, and a research and leadership space.

The University continued to progress delivery of the Digital Roadmap, successfully deploying the new finance planning system and a number of infrastructure projects, alongside supporting the delivery of dual-mode teaching, new network solutions to enhance our offshore online experience, and a major ramp up of our remote working experience and toolset.

Our support for the establishment of a nationally significant Fale Malae meeting house in Wellington continues, with \$10m in central government funding secured in the 2020 Budget. The Fale Malae will celebrate and promote the critical role of Pacific culture in Aotearoa, and be a place to gather, learn, and celebrate culture, the arts, and education.

In September, the Borrin Foundation awarded the University \$230,000 for a ground-breaking study on improving Pasifika legal education in Aotearoa, New Zealand. Led by Pro-Vice-Chancellor and Dean of Law Professor Mark Hickford and Assistant Vice-Chancellor (Pasifika) Honourable Luamanuvao Dame Winnie Laban, the collaborative project seeks to bring together academics, students, graduates, legal practitioners, and policymakers from across the country to take coordinated action to identify the barriers to Pasifika in law schools and recommend interventions or change. The Law Faculty Board also approved a proposal to introduce a Pasifika Admissions Process for entry into 200-level Law, joining the existing similar Māori Admissions Process.

The University signed an agreement to establish a Chinese Ministry of Education-approved undergraduate degree joint programme between the Wellington Faculty of Humanities and Social Sciences and the Communications University of Zhejiang (CUZ) in Hangzhou, China. CUZ is ranked in the top 10 of China's media/communication universities. This will be the University's first joint teaching programme since 2014, and marks a pivot to transnational projects,

which offer particular advantages in the post-COVID environment through proximity to market and local delivery.

The University's Sexual Harassment Response Policy was formally launched in early 2020, together with a new online reporting tool for staff and students. A new Employee Advisory and Resolution Service (EARS)—Te Rauawa was developed by Human Resources in conjunction with staff from the Diana Unwin Chair in Restorative Justice. The service provides staff with the opportunity to seek free and confidential independent advice about workplace concerns or issues and options to address these.

The University successfully remediated a backlog of weathertightness and functionality matters, and, where appropriate, continued to invest in improving the earthquake resilience of our building stock. Major projects delivered during the year included the new Hunter atrium, and the renewal of roofs or windows or facades at Murphy, Laby, Cotton, Robert Stout, and Rankine Brown buildings.

The University successfully moved a large number of international recruitment, student orientation, student collaboration, and student internship programmes into the virtual world. We launched our first interactive digital prospectus for international students, with fully trackable, customisable content for target audiences. The University launched its first market-specific international brand campaign in the US to promote full-degree study, with more than 10,000 new US visitors to our international website.

The University also delivered a host of degree-enhancing and interdisciplinary opportunities for students for global-civic engagement, including 49 seminars with participating academics from around the University, plus globally focused experts from the community (including MFAT, Asia NZ Foundation, VSA, Transparency International, New Zealand Alternative, and the Wellington City Council amongst others, as well as two Diplomatic Dialogues with the Ambassadors of the Netherlands and Viet Nam).

All performance indicators

STRATEGY	INDICATOR	2020 ACTUAL	2020 TARGET	2019 ACTUAL	2018 ACTUAL
Research (pages 13–14)					
S1	External Research Income (\$m)	86.8	75.0	81.3	69.7
S1	Number of new invention disclosures	61	>50	53	46
S1	Publications (Scopus-indexed) in top 25% of journals (%)	>2019⁵	53	53	52
S1, S2	Research postgraduate/Total EFTS	6.1	6.9	6.5	6.4
S1, S2	Commencing research postgraduate EFTS	100	150	99	111
Teaching and Learning (pages 14–16)					
S2	Taught postgraduate/Total EFTS	12.9	13.0	12.3	12.1
S2	Teachers assessed as ≥ good by students (%)	96	>90	95	94
S2, S3	Graduates in employment, further study, and not seeking work first year post-graduation (%)	95	96	96	96
S2, S6	Proportion of students rating services and facilities as 'good' or 'very good' (%)	77.8	>90	88.2	89.9
S2, S4	Commencing Māori student EFTS	561	711	567	555
S2, S4, S5	Commencing Pasifika student EFTS ⁶	310	376	348	337
S4	Proportion of professors who are female (%)	27.8	27.5	24.4	24.0
S4	Proportion of academic staff who are Māori (%)	5.9	5.6	5.9	4.5
S4, S5	Proportion of academic staff who are Pasifika (%)	1.9	3.0	1.9	1.8
Engagement (pages 17–18)					
S3, S5	Commencing full-fee EFTS	648	880	856	895
S3	Fundraising campaign (\$m)—as per accounting policy includes all bequests, pledges, as well as cash donations	122.1	125.0	111.3	97.4
All (pages 13–18)					
S6	Revenue retained as surplus for reinvestment (%)	-0.7	3.0	3.3	3.0
S6	Staff satisfaction— <i>Your Voice</i> (%)	N/A⁷	68	N/A	74

⁵ Provisional based on 2019 journal rankings data.

⁶ Includes international Pasifika students.

⁷ The *Your Voice* survey was not run in 2020.

TEC-defined Educational Performance Indicators (EPIs)

EPI TYPE	DESCRIPTION	2020 PROVISIONAL	2020 TARGET	2019 ACTUAL	2018 ACTUAL
Participation	The proportion of total SAC ⁸ eligible EFTS enrolled at the TEO who are non-Māori, non-Pasifika at level 4–7 (non-degree) (%) ⁹	46.2	59.4	68.7	70.8
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are Māori at level 4–7 (non-degree) (%)	29.3	30.5	23.4	21.7
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are Pasifika at level 4–7 (non-degree) (%)	26.1	20.0	14.2	8.8
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are non-Māori, non-Pasifika at level 7 degree (%)	82.2	81.4	81.9	82.4
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are Māori at level 7 degree (%)	12.4	12.8	12.5	12.2
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are Pasifika at level 7 degree (%)	6.4	6.8	6.7	6.4
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are non-Māori, non-Pasifika at level 8–10 (%)	88.3	88.1	88.8	89.1
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are Māori at level 8–10 (%)	8.0	8.0	7.7	7.4
Participation	The proportion of total SAC eligible EFTS enrolled at the TEO who are Pasifika at level 8–10 (%)	4.2	4.6	3.9	3.9
First-year retention	The first-year retention rate for non-Māori, non-Pasifika students at level 7 degree (%)	82.6	80.5	80.3	79.6
First-year retention	The first-year retention rate for Māori students at level 7 degree (%) ¹⁰	72.6	72.0	72.3	77.3
First-year retention	The first-year retention rate for Pasifika students at level 7 degree (%)	74.9	72.0	77.4	74.3
Course completion	The course completion rate for non-Māori, non-Pasifika students (SAC eligible EFTS) at level 1–10 (%) ¹⁰	87.1	89.0	88.8	88.8
Course completion	The course completion rate for Māori students (SAC eligible EFTS) at level 1–10 (%) ¹⁰	80.1	82.1	80.4	80.6
Course completion	The course completion rate for Pasifika students (SAC eligible EFTS) at level 1–10 (%) ¹⁰	72.1	76.0	72.0	71.6
Research	The amount of External Research Income earned (\$m) ¹¹	77.5	72.5	72.2	63.0
International	The number of international student EFTS ¹²	1,817	2,123	2,047	1,964
Research	The number of research degrees completed	552	>2019 result	538	524

8 Student Achievement Component funding.

9 Participation rates for non-degree EFTS are subject to high variability due to small numbers.

10 Course completion rates remain provisional until after all final 2020 academic year (including Trimester 3) results are submitted in the following April Single Data Return (SDR). The provisional results tend to underestimate final completion rates as a result.

11 PBRF definition, excluding sub-contracts to other New Zealand universities.

12 International full-fee paying students plus NZAID and Commonwealth Scholarship students.



STUDENT LEVIES

The Student Services Levy and a separate Student Assistance Levy are paid by all students to contribute to the development of a healthy and inclusive learning community. The Student Services Levy also improves services that can facilitate academic success and a positive student experience. A few services are fully funded by the Levy so they can be provided without individual user charge. Services that are partially funded by the Levy are provided to students at a heavily subsidised rate. Others are funded entirely from other sources.

Victoria University of Wellington staff work in partnership with the Advisory Committee on the Student Services Levy (ACSSL), an oversight body with student representatives from the Victoria University of Wellington Students' Association (VUWSA) and Ngāi Tauria executives who consult with other representation groups including PGSA, Pasifika Student's Council, and other representative student bodies. They run a consultation process before a recommendation on the Levy is made to ACSSL. It should be noted that the Student Assembly, whose administration is supported by the Levy, met for the first time this year. This is a forum led by students for students and includes representation from a diverse range of student communities. The University works in partnership with students to ensure they have a strong voice in how the Student Services Levy is spent. In 2020, VUWSA consulted on a proposed increase to the Levy with the VUWSA and Ngāi Tauria Executives, several VUWSA committees, and with other student representative groups.

As a result of Hardship Fund for Learners unbudgeted contributions from TEC, in total, student levies made a net surplus of \$324,940. This surplus will be ring fenced and used to offset any future deficits, and will be actively managed during the 2022 levy budgeting and planning process.

In 2020, an internal student studying 25 points or more was charged \$822 for the Student Services Levy. A Student Assistance Levy of \$27.60 was paid by all students. The total Compulsory Student Service Fee per student in 2020 was \$849.60, which translates to \$911 per equivalent full-time student.

The revenue from the levies can be used only for those services that fall within the following government-specified categories:

Advocacy and legal advice

Advocacy services delivered by the University manage a range of resolution activities in relation to student complaints, disputes, appeals, pastoral (including accommodation) issues, and academic disputes. VUWSA is also contracted to deliver an independent advocacy

service and train and support class representatives and faculty delegates to ensure that students have a meaningful and independent voice at Victoria University of Wellington.

Careers information, advice, and guidance

Careers and Employment aims to increase the employability of the University's students by providing career and course advice and assessments, and helping students prepare job applications, CVs, and develop interview skills.

Counselling services and pastoral care

Support services include Student Counselling, Āwhina and Pasifika Student for Māori and Pasifika students, peer mentoring, and student support coordinators based in halls of residence. A range of welfare services, such as food bank delivery, are delivered by VUWSA.

Employment information

The University provides information on jobs through publications, career expos, employer and industry presentations, and through an online service, CareerHub, which features study-related job vacancies.

Financial support and advice

The University's student finance advisers provide financial advice to students, administer the Hardship Fund, and teach financial literacy. The Student Assistance Levy contributes to the Hardship Fund (which has had a separate bank account since it was set up in 1991) and is available to assist students if they experience a short-term emergency or one-off immediate need.

Health services

The University's Student Health and Wellbeing services operate from the Kelburn and Pipitea campuses and include Student Health and Student Counselling. Counselling services are also available at Te Aro. Disability Services works alongside students with temporary and ongoing impairments to ensure they are able to engage

fully and achieve in their studies. Wellbeing services operate from the Student Union building on Kelburn campus along with Rainbow and Refugee student advisory services.

Media

VUWSA publishes the weekly magazine *Salient* and operates its website and podcasts. *Salient* provides paid work opportunities and skills development for its contributors, who are all students.

Childcare services

Victoria Kids provides childcare facilities for children of Victoria University of Wellington students.

Clubs and societies

The University has more than 150 clubs across political, cultural, sports, faith-based, and academic interests. Assistance is provided to clubs and societies through the provision of meeting rooms, activity spaces and resources, training programmes, and advice on club financial management.

Sports, recreation, and cultural activities

Victoria Recreation provides space and equipment for students to keep active. Sports leagues, tailored fitness and other programmes, recreational facilities, and venues for student events and activities are offered.

SERVICE CATEGORY	2020 STUDENT SERVICES LEVY (SSL) REVENUE \$'000	2020 STUDENT ASSISTANCE LEVY (SAL) REVENUE \$'000	2020 REVENUE FROM OTHER SOURCES \$'000	TOTAL REVENUE \$'000	TOTAL COST (SSL RELATED AND SAL GRANTS) \$'000	NET SURPLUS/ (COST) \$'000
Advocacy and legal advice	934	–	40	974	941	33
Careers information, advice, and guidance	1,218	–	18	1,236	1,048	188
Counselling services and pastoral care	2,651	–	505	3,156	3,026	130
Employment information	1,074	–	7	1,081	1,072	9
Financial support and advice	552	499	1,105 ¹³	2,156	1,903	253
Health services	3,871	–	2,477	6,348	6,042	306
Media	249	–	–	249	249	–
Childcare services	208	–	–	208	208	–
Clubs and societies	1,218	–	–	1,218	1,108	110
Sports, recreation, and cultural activities	1,655	–	401	2,056	2,760	(704)
Total	13,630	499	4,553	18,682	18,357	325

¹³ Includes \$912,173 received via the Hardship Fund for Learners (HAFL) which was established by TEC to help tertiary education organisations (TEOs) in 2020 provide temporary financial assistance for currently enrolled tertiary learners who were facing hardship due to the COVID-19 pandemic.



FINANCIAL OVERVIEW

The operating deficit for the consolidated Group (excluding the University Foundation) was \$9.9m, which is -2.0 percent of revenue. The consolidated Group operating deficit (including all entities) was \$3.3m, equating to -0.7 percent of revenue.

The decrease in revenue compared to 2019, and the resulting deficit, was primarily due to the impacts of the COVID-19 pandemic, particularly on revenue from international students and from student accommodation. The closure of New Zealand borders early in 2020 prevented a number of international students from being able to enter the country.

This resulted in the number of international full-fee equivalent full-time students (EFTS) reducing by 11 percent on 2019 with a corresponding reduction in revenue. Student accommodation revenue was reduced due to the nationwide lockdowns as the majority of domestic students living in halls of residence returned home for this period, and their accommodation fees were waived.

	2020 \$'000	2019 \$'000	2018 \$'000	2017 \$'000	2016 \$'000
Financial performance					
Total operating revenue ¹⁴	490,209	506,655	490,381	448,094	415,214
University surplus/(deficit) for the year	(9,872)	5,608	15,869	6,447	9,897
EBITDA	49,241	60,908	68,046	66,414	51,417
Surplus/(deficit) (including the Foundation)	(3,267)	16,939	14,985	13,450	14,098
Financial position					
Total current assets	165,338	168,859	148,396	146,103	102,239
Total non-current assets	968,369	989,068	912,449	904,731	829,788
Total assets	1,133,707	1,157,927	1,060,845	1,050,834	932,027
Total current liabilities	156,376	209,996	137,867	191,616	107,117
Total non-current liabilities	85,193	51,133	115,112	64,715	123,333
Total liabilities	241,569	261,129	252,979	256,331	230,450
Total community equity	892,138	896,798	807,866	794,503	701,577
Statistics					
University surplus/(deficit) to total revenue	(2.0%)	1.1%	3.2%	1.4%	2.4%
University surplus/(deficit) to total assets	(0.9%)	0.5%	1.5%	0.6%	1.1%
Current assets to current liabilities	106%	80%	109%	76%	98%
Assets to equity	127%	129%	131%	132%	133%

The Victoria University of Wellington Foundation (the fundraising arm of the University) earned \$13.5m from donations and investment returns. Funds raised through the generous engagement of alumni and civic supporters of the University are critical to help us invest in key initiatives and scholarships that support the realisation of the Strategic Plan. Total Foundation funds increased to \$80.6m at year end.

Net cash flow from operations at \$59.9m decreased by \$21.4m from 2019 mainly due the impact of the pandemic on full-fee tuition and accommodation revenue. The COVID-19 pandemic also had an impact

on the University's ability to complete its planned capital programme of works for 2020 resulting in capital expenditure for the year of \$46.7m, which is \$13.6m lower than 2019. Key projects that were progressed during 2020 include the ongoing refurbishment of Rutherford House and the completion of the Hunter building atrium replacement.

With the border restrictions continuing into 2021, the University will face ongoing financial challenges from a further reduction in international tuition revenue as current students complete their studies and are not replaced by as many new students.

¹⁴ These numbers are University Group (excluding the Foundation).



FINANCIAL STATEMENTS

For the year ended 31 December 2020

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STATEMENT OF RESPONSIBILITY

We are responsible for:

- the preparation of the annual financial statements and statement of service performance and the judgements used in them
- establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In our opinion, the financial statements and statement of service performance for the financial year ended 31 December 2020 fairly reflect the financial position and operations of Victoria University of Wellington and the Group.

Neil Paviour-Smith

Chancellor
1 April 2021

Professor Grant Guilford

Vice-Chancellor
1 April 2021

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

For the year ended 31 December 2020

	NOTE	CONSOLIDATED			UNIVERSITY		
		ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000
Revenue							
Government funding		158,346	160,800	155,092	158,346	160,800	155,092
Performance-Based Research Fund (PBRF) funding		35,236	35,300	35,472	35,236	35,300	35,472
Domestic tuition		95,466	98,100	94,304	95,466	98,100	94,304
Full-fee tuition		40,661	48,000	45,576	40,661	48,000	45,576
Research		76,719	72,100	64,546	42,346	32,400	31,393
Commercial		12,312	14,400	14,696	12,521	13,100	13,002
Other revenue	2	71,469	84,500	96,969	53,354	65,500	77,098
Total operating revenue	2	490,209	513,200	506,655	437,930	453,200	451,937
Expenses							
People	3	270,353	265,600	266,437	253,396	248,600	251,353
Operating	4	125,553	136,400	139,014	104,521	94,100	103,211
Occupancy	4	45,062	40,700	40,296	43,690	39,400	38,662
Finance costs	5	2,265	2,100	3,637	2,794	3,100	4,258
Depreciation & amortisation		56,848	55,700	51,663	56,236	55,600	50,794
Total operating expenses		500,081	500,500	501,047	460,637	440,800	448,278
University surplus/(deficit)		(9,872)	12,700	5,608	(22,707)	12,400	3,659
Victoria University of Wellington Foundation							
Movement of net assets	6	6,605	2,700	11,331	–	–	–
Surplus/(deficit) (including the Foundation)		(3,267)	15,400	16,939	(22,707)	12,400	3,659
Other comprehensive revenue and expense							
Movements in revaluation reserve	11	(982)	–	72,224	(982)	–	68,499
Movements in cash flow hedge reserve		(411)	–	(231)	(411)	–	(231)
Total other comprehensive income		(1,393)	–	71,993	(1,393)	–	68,268
Total comprehensive income		(4,660)	15,400	88,932	(24,100)	12,400	71,927

The accompanying notes form part of these financial statements.

STATEMENT OF FINANCIAL POSITION

As at 31 December 2020

	NOTE	CONSOLIDATED			UNIVERSITY		
		ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000
Current assets							
Cash & cash equivalents	8	64,116	64,200	75,790	21,009	30,000	27,809
Investments & other financial assets	9	70,180	45,400	45,671	7,714	–	(1,875)
Accounts receivable & accruals	10	10,676	23,100	23,637	15,118	20,400	32,834
Pre-paid expenses		15,930	13,000	16,952	13,998	10,000	14,078
Other current assets		4,436	4,200	4,421	96	100	110
Loans to related parties		–	–	–	4,510	4,300	6,310
Non-current assets held for sale	12	–	–	2,388	–	–	2,388
Total current assets		165,338	149,900	168,859	62,445	64,800	81,654
Non-current assets							
Property, plant, & equipment	11	959,019	1,024,100	974,782	936,458	1,018,400	952,235
Intangibles	13	6,210	14,400	7,476	6,210	14,400	7,476
Investments in related parties	9,14	3,140	6,300	6,810	5,261	3,500	5,261
Total non-current assets		968,369	1,044,800	989,068	947,929	1,036,300	964,972
Total assets		1,133,707	1,194,700	1,157,927	1,010,374	1,101,100	1,046,626
Current liabilities							
Accounts payable & accruals	15	74,780	64,800	80,500	67,433	58,700	73,498
Revenue in advance	16	63,444	57,900	59,967	24,274	30,000	31,059
Related party borrowings	20	–	–	–	54,000	36,000	36,000
Employee entitlements	17	18,042	19,200	19,475	17,731	18,800	19,149
Deferred revenue—contractual obligation	18	–	–	3,944	–	–	3,944
Bank borrowings	19	–	–	46,000	–	–	46,000
Other current liabilities		110	2,000	110	110	100	110
Total current liabilities		156,376	143,900	209,996	163,548	143,600	209,760
Non-current liabilities							
Employee entitlements	17	24,110	22,200	24,940	24,110	22,200	24,940
Bank borrowings	19	61,000	100,000	26,000	61,000	100,000	26,000
Other non-current liabilities		83	400	193	83	400	193
Total non-current liabilities		85,193	122,600	51,133	85,193	122,600	51,133
Total liabilities		241,569	266,500	261,129	248,741	266,200	260,893
Net assets		892,138	928,200	896,798	761,633	834,900	785,733
Community equity							
Accumulated surplus		445,815	447,400	446,082	318,979	354,100	338,686
Other reserves		446,379	480,800	450,772	442,654	480,800	447,047
Non-controlling interest		(56)	–	(56)	–	–	–
Total community equity		892,138	928,200	896,798	761,633	834,900	785,733

The accompanying notes form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY

For the year ended 31 December 2020

	NOTE	CONSOLIDATED			UNIVERSITY		
		ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000
Community equity at 1 January		896,798	912,800	807,866	785,733	822,500	713,806
Surplus/(deficit) for the year		(3,267)	15,400	16,939	(22,707)	12,400	3,659
Other comprehensive revenue and expense							
Increase/(decrease) in asset revaluation reserve	11	(982)	–	72,224	(982)	–	68,499
Decrease in cash flow hedge reserve		(411)	–	(231)	(411)	–	(231)
Community equity at 31 December	22	892,138	928,200	896,798	761,633	834,900	785,733
Community equity represented by:							
Accumulated surplus							
Opening balance		446,082	432,000	429,143	338,686	341,700	335,027
Surplus/(deficit) for the year		(3,267)	15,400	16,939	(22,707)	12,400	3,659
Transfer from revaluation reserve		3,000	–	–	3,000	–	–
Closing balance		445,815	447,400	446,082	318,979	354,100	338,686
Non-controlling interest							
Opening balance		(56)	–	(56)	–	–	–
Closing balance		(56)	–	(56)	–	–	–
Asset revaluation reserve							
Opening balance		452,648	480,800	380,424	448,923	480,800	380,424
Increase/(decrease) in revaluation reserve	11	(982)	–	72,224	(982)	–	68,499
Transfer to accumulated surplus		(3,000)	–	–	(3,000)	–	–
Closing balance		448,666	480,800	452,648	444,941	480,800	448,923
Cash flow hedge reserve							
Opening balance		(1,876)	–	(1,645)	(1,876)	–	(1,645)
Decrease in cash flow hedge reserve		(411)	–	(231)	(411)	–	(231)
Closing balance		(2,287)	–	(1,876)	(2,287)	–	(1,876)
Community equity at 31 December		892,138	928,200	896,798	761,633	834,900	785,733

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS

For the year ended 31 December 2020

	CONSOLIDATED			UNIVERSITY			
	NOTE	ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	BUDGET 2020 \$'000	ACTUAL 2019 \$'000
Cash flows from/(to) operating activities							
Government funding		156,385	160,800	155,552	157,347	160,800	155,552
PBRF revenue		35,236	35,300	35,472	35,236	35,300	35,472
Tuition fees		132,329	146,200	144,727	132,330	146,200	144,748
Research, commercial, & other revenue		163,488	163,700	173,618	108,109	108,700	104,672
Interest received		1,426	1,000	2,022	1,119	800	1,459
Dividends received		4	–	707	–	–	1
Cash donations		9,021	6,400	7,732	5,862	1,400	3,398
GST (net)		(2,161)	–	2,979	(1,522)	–	2,318
Payments to employees		(272,921)	(264,400)	(262,886)	(256,039)	(247,600)	(247,821)
Payments to suppliers		(160,627)	(176,700)	(174,924)	(139,825)	(132,500)	(140,744)
Interest paid		(2,265)	(2,100)	(3,637)	(2,794)	(3,100)	(4,258)
Net cash flow from operating activities		59,915	70,200	81,362	39,823	70,000	54,797
Cash flows from/(to) investing activities							
Receipts from sale of property, plant, equipment, & intangibles		727	1,100	1,625	727	–	1,707
Purchase of property, plant, equipment, & intangibles		(46,693)	(80,100)	(60,284)	(46,040)	(80,000)	(48,663)
Payments for investments		(14,523)	–	(803)	(10,000)	–	(1,812)
Net cash flow from/(to) investing activities		(60,489)	(79,000)	(59,462)	(55,313)	(80,000)	(48,768)
Cash flows from/(to) financing activities							
Proceeds from borrowings		35,000	45,000	–	61,000	45,000	9,000
Repayment of borrowings		(46,100)	(25,000)	(25,120)	(72,110)	(25,000)	(25,120)
Proceeds from related party borrowings		–	–	–	19,800	–	–
Net cash flow (to)/from financing activities		(11,100)	20,000	(25,120)	8,690	20,000	(16,120)
Net (decrease)/increase in cash & cash equivalents		(11,674)	11,200	(3,220)	(6,800)	10,000	(10,091)
Cash & cash equivalents at the beginning of the year		75,790	53,000	79,010	27,809	20,000	37,900
Cash & cash equivalents at the end of the year	8	64,116	64,200	75,790	21,009	30,000	27,809

The accompanying notes form part of these financial statements.

RECONCILIATION OF SURPLUS TO NET CASH FLOW FROM OPERATING ACTIVITIES

For the year ended 31 December 2020

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Surplus/(deficit)	(3,267)	16,939	(22,707)	3,659
Add/(less) non-cash items				
Depreciation & amortisation	56,848	51,663	56,236	50,794
Other non-cash items	(3,073)	5,717	–	6,802
Total non-cash items	53,775	57,380	56,236	57,596
Add/(less) items classified as investing or financing activities				
Losses/(gains) on disposal of property, plant, & equipment	5,246	181	5,227	181
(Gains)/losses on investments held at fair value	(3,640)	(9,260)	–	–
Add/(less) changes in working capital items				
(Increase)/decrease in receivables	12,965	(7,158)	17,743	(19,179)
(Increase)/decrease in deferred revenue	(3,519)	352	(3,519)	352
(Increase)/decrease in prepayments	1,022	(3,589)	80	(3,728)
(Increase)/decrease in other current assets	(15)	(188)	14	(3)
Increase/(decrease) in accounts payable	(3,849)	13,187	(4,218)	8,030
Increase/(decrease) in employment provisions	(2,264)	5,814	(2,248)	5,859
Increase/(decrease) in revenue received in advance	3,461	7,704	(6,785)	2,030
Net cash inflow/(outflow) from operating activities	59,915	81,362	39,823	54,797

The accompanying notes form part of these financial statements.



NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 December 2020

1 STATEMENT OF ACCOUNTING POLICIES

THE REPORTING ENTITY

Te Herenga Waka—Victoria University of Wellington (the University) is a Tertiary Education Institution domiciled in New Zealand, and is governed by the Crown Entities Act 2004 and the Education and Training Act 2020.

The primary purpose of the Consolidated Group (the Group) is to provide tertiary education services. This includes advancing knowledge by teaching and research, and offering courses leading to a range of degrees, diplomas, and certificates. It also makes research available to the wider community for mutual benefit, and provides research and scholarships for the purpose of informing the teaching of courses. These aspects are covered fully in the statement of service performance.

The University and the Group are designated as public benefit entities (PBEs) for financial reporting purposes.

The financial statements of the University and the Group for the year ended 31 December 2020 were authorised for issue in accordance with a resolution of the Victoria University of Wellington Council (the University Council) on 1 April 2021.

BASIS OF PREPARATION

The accounting policies have been applied consistently to all periods presented. Significant accounting policies can be found in the specific notes to which they relate.

These financial statements are presented in accordance with the Education and Training Act 2020, the Crown Entities Act 2004, and New Zealand Generally Accepted Accounting Practice (NZ GAAP). They comply with PBE Standards and other applicable financial reporting standards, as appropriate for PBEs.

The financial statements are presented in New Zealand dollars, which is the presentation currency and the functional currency of all entities within the Group. All values are rounded to the nearest thousand dollars (\$'000). The measurement base applied is historical cost except where specifically identified.

All components in the financial statements are stated exclusive of GST, with the exception of receivables and payables, which include any GST invoiced. The University is exempt from income tax. However, there are some controlled entities and associates within the Group that are not exempt from income tax.

The Group financial statements are prepared on a consolidation basis, which involves adding together like-items of assets, liabilities, equity, revenue, expenses, and cash flows on a line-by-line basis. All significant intra-group balances, transactions, revenue, and expenses are eliminated on consolidation. The Group financial statements comprise the financial statements of the University, its controlled entities (including controlled trusts and subsidiary companies), and investments in associates and joint ventures as at 31 December each year. Investments in associates and joint ventures have been recognised at fair value through surplus or deficit.

The budget for 2020 was approved by the University Council on 2 December 2019.

STANDARDS, AMENDMENTS, AND INTERPRETATIONS ISSUED THAT ARE NOT YET EFFECTIVE AND HAVE NOT BEEN EARLY ADOPTED

Standards, amendments, and interpretations issued but not yet effective that have not been early adopted, and which are relevant to the University and Group, are:

PBE IPSAS 41 Financial Instruments

PBE IPSAS 41 Financial Instruments replaces PBE IPSAS 29 Financial Instruments: Recognition and Measurement and PBE IFRS 9 Financial Instruments and is effective for financial years beginning on or after 1 January 2022, with earlier adoption permitted. The main changes compared to PBE IPSAS 29 that are relevant to the University are:

- new Financial asset classification requirements for determining whether an asset is measured at fair value or amortised cost
- a new impairment model for financial assets based on expected losses, which might result in the earlier recognition of impairment losses.

The University intends to adopt PBE IPSAS 41 for the 31 December 2022 financial year. The University has not yet assessed in detail the impact of the new standard.

PBE IPSAS 2 Statement of Cash Flows (amendment)

An amendment to PBE IPSAS 2 Statement of Cash Flows requires entities to provide disclosures that enable users of financial statements to evaluate changes in liabilities arising from financing activities, including both changes arising from cash flows and no-cash changes.

This amendment is effective for annual periods beginning on or after 1 January 2021, with early adoption permitted. The University does not intend to early adopt the amendment.

SIGNIFICANT ACCOUNTING JUDGEMENTS AND ESTIMATES

In applying the Group's accounting policies, management continually evaluates judgements, estimates, and assumptions based on experience and other factors, including expectations of future events that may impact the Group. All judgements, estimates, and assumptions made are believed to be reasonable, based on the most current set of circumstances available to management. Significant judgements, estimates, and assumptions made by management in the preparation of these financial statements are outlined below.

- Management relies on the services of an independent valuer to assess the recoverable value of land and building assets and the remaining useful lives on a regular basis (refer note 11).
- Asset impairment judgements will be made where there is reason to suggest that the carrying value of the assets has changed materially since the previous balance date (refer notes 11 and 13).
- Management relies on the services of an independent actuary to assess the carrying value of retirement and long service entitlements (refer note 17).
- Valuation of Level 3 investments (refer note 9).
- Stage of completion of research projects is regularly assessed to determine the carrying value of deferred revenue recognised.

The Statement of service performance requires judgement from management. Refer to page 11 for further disclosure.

Effect of COVID-19

On 11 March 2020, the World Health Organization declared the outbreak of a coronavirus (COVID-19) pandemic. The New Zealand Government introduced a 4-stage Alert Level system to manage and minimise the risk of COVID-19 in New Zealand. The entire country went into a full lockdown of all non-essential services when the Government raised its Alert Level to 4 on 25 March 2020.

Early impacts of COVID-19 related to reduction in international students, particularly those from China. During Alert Level 4 the University had to shut down all of its business operations, except those related to essential businesses within New Zealand (including the majority of domestic students who resided in the student accommodation halls returning to their homes). The New Zealand Government shifted to Alert Level 3 on 27 April 2020 after which the University began a gradual return to on-campus operations. The University has continued to offer its dual mode of Teaching and Learning activities (face-to-face and online) for the remainder of 2020. Throughout 2020, as Alert Levels have fluctuated through the country, the University has continued to follow all Ministry of Health requirements.

The shutdown and progressive return to on-campus operations had an adverse impact on the Group's earnings for the financial year. Revenue related to full-fee tuition and student accommodation has fallen as a result of the government restrictions. Certain group costs have fallen as a result of the government restrictions, although these are immaterial to the overall results of the Group. Management has assessed the possible effect on accounts receivable and formed the view that no impairment needs to be recognised. Management has no evidence that the fair value of property, plant, and equipment has changed since the valuation carried out in 2019 and has not impaired any assets because of this.

Part of the Government's response to the COVID-19 pandemic was to guarantee the Crown would not claw back funding should the University fall below the 99 percent minimum of the Investment Revenue Plan for 2020 as stipulated in the TEC contract. In addition to this, the Ministry of Education (MOE) has granted the University permission to operate outside a number of financial covenants for the years 2020 and 2021. The University has breached TEC's interest cover and net surplus covenants. There are no bank covenant breaches.

Further COVID-19-related disclosures can be found in the Statement of service performance, Note 23—Events after balance date, and Note 24—Explanations of major variances against budget.

We anticipate there will be a multi-year significant financial impact as a result of COVID-19. Due to the financial challenges associated with COVID-19, the University offered a voluntary redundancy programme in November 2020. As a result of this, a redundancy provision of \$5.9m (2019: nil) has been recorded.

2 REVENUE

Revenue is measured at fair value. The Group's significant revenue items are explained below.

Government funding: This is recognised as revenue as the courses to which the funding relates are taught, unless there is an obligation to return the funds if the conditions of the funding are not met. If there is such an obligation, the funding is initially recorded as a deferred revenue liability and then recognised as revenue when the conditions of the funding are satisfied. In addition to this, the Government provided additional funding to support students through COVID-19. This was used to bolster the Student Hardship Fund and to provide student technological solutions.

Performance-Based Research Fund (PBRF) funding: This is non-exchange in nature, and is measured based on the estimated funding entitlement at the commencement of the year plus or minus adjustments from the previous year.

Tuition fees: Domestic student tuition fees are considered non-exchange. Revenue is recognised when the course withdrawal date has passed, which is when the student is no longer entitled to a refund. International student tuition fees are accounted for as exchange transactions and recognised as revenue on a course percentage of completion basis.

Fees-free revenue: Fees-free revenue is considered non-exchange revenue and recognised when the course withdrawal date for an eligible student has passed. This funding is recognised as a part of domestic tuition, on the basis that receipts from TEC are for a payment on behalf of the student as specified in the relevant funding mechanism.

Research revenue: For an exchange research contract, revenue is recognised on a percentage of completion basis. The percentage of completion is measured with reference to the actual research expenditure incurred as a proportion of total expenditure expected to be incurred. For a non-exchange research contract, the total funding receivable under the contract is recognised as revenue immediately, unless there are substantive conditions in the contract. If there is a condition attached to the funding with performance and return obligations, the funds are recognised initially as a liability to the extent that the conditions remain unfulfilled. Revenue is then recognised when the conditions are satisfied.

Other revenue

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Fees for accommodation and services provided to students	48,291	54,766
Payments on insurance claims	–	18,300
Proceeds from disposal of fixed assets	727	417
Interest received	1,272	1,967
Gains on investments	3,087	1,086
Donations received	2,000	658
Sundry revenue	16,092	19,775
Total	71,469	96,969

The interest amount is predominantly from on call or on short-term deposits. In 2020, interest rates ranged from 0.15 percent to 2.59 percent (2019: 1.00 percent to 3.26 percent).

3 PEOPLE EXPENSES

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Salaries	249,984	241,434	233,993	226,961
Contractors	4,282	5,335	3,683	4,961
Entitlements	16,087	19,668	15,720	19,431
Total	270,353	266,437	253,396	251,353

Entitlements include contributions to KiwiSaver, UniSaver, and other defined contribution superannuation schemes, which are recognised as an expense when incurred.

4 OPERATING AND OCCUPANCY

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
The following items are included within operating & occupancy expenses:				
Audit fees to Ernst & Young	366	340	238	223
Property leases	17,739	16,264	17,512	15,849
IT leases	3,115	2,674	3,101	2,618
Losses on disposal of property, plant, & equipment	5,973	598	5,954	598
Information technology	11,337	5,716	11,070	5,325
Grants & scholarships	26,054	25,881	21,032	12,501
Insurance	7,994	6,999	7,578	6,634
Travel & accommodation	4,715	15,047	1,506	5,587

Operating lease payments (net of any operating lease incentive received) are recognised as an expense on a straight-line basis over the lease term. Operating lease incentives are recognised as a reduction in the lease expense over the term of the lease. Refer to note 21.

5 FINANCE COSTS

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Interest on borrowings	2,311	3,789	2,840	4,411
Capitalised borrowing costs	(46)	(152)	(46)	(153)
	2,265	3,637	2,794	4,258

Borrowing costs are expensed when incurred. The portion of borrowing costs directly attributable to qualifying assets is capitalised up to the point the qualifying asset is commissioned for use.

6 VICTORIA UNIVERSITY OF WELLINGTON FOUNDATION

The movement of net assets for the Foundation includes investment returns of \$6.0m (2019: \$9.3m) and donation revenue of \$7.0m (2019: \$7.0m).

7 FINANCIAL INSTRUMENTS

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Financial assets				
Loans and receivables				
Cash & cash equivalents	64,116	75,790	21,009	27,809
Trade receivables	9,035	13,382	14,542	24,600
Loans to related parties	–	–	4,510	6,310
Other current assets	4,436	4,421	96	110
Total	77,587	93,593	40,157	58,829
At fair value through surplus or deficit				
Investments	74,964	53,787	10,000	–
Total	74,964	53,787	10,000	–
At fair value through other comprehensive revenue and expense—cash flow hedges				
Derivative financial instruments	(1,644)	(1,306)	(2,286)	(1,875)
Total	(1,644)	(1,306)	(2,286)	(1,875)
Financial liabilities				
Financial liabilities at amortised cost				
Accounts payable	21,337	29,694	18,570	26,246
Bank borrowings	61,000	72,000	61,000	72,000
Related party borrowings	–	–	54,000	36,000
Total	82,337	101,694	133,570	134,246

Financial risk management objectives and policies: Unless otherwise stated, the carrying value equates to fair value for all financial assets and liabilities. Fair value is determined using quoted prices in active markets (where available) or other observable inputs. Where neither of these are available, then fair value is determined using observable price data and other relevant models used by market participants.

All purchases and sales of financial assets are recognised on the trade date (i.e., the date that the Group commits to purchase the asset). Purchases or sales are purchases or sales of financial assets under contracts that require delivery of the assets within the period established generally by regulation or convention in the marketplace.

Financial assets are derecognised when the right to receive cash flows from the financial assets has expired or when the entity transfers substantially all the risks and rewards of the financial assets. If the entity neither retains nor transfers substantially all of the risks and rewards, it derecognises the asset if it has transferred control of the assets.

Financial assets at fair value through surplus or deficit: The Group's investments in shares, managed funds, and fixed interest securities are classified as financial assets held for trading, with gains or losses recognised in surplus or deficit.

Financial liabilities: Financial liabilities measured at amortised cost include accounts payable, related party, and bank borrowings. After initial recognition, these liabilities are subsequently measured at amortised cost using the effective interest rate method.

Loans and receivables: Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Such assets are carried at amortised cost using the effective-interest-rate method. Gains and losses are recognised within the surplus or deficit when the loans and receivables are derecognised or impaired. These are classified as current assets, except for those with maturities greater than 12 months after balance date, which are classified as non-current.

Impairment of loans and receivables is established when there is objective evidence that the Group will not be able to collect amounts due. The amount of the impairment is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted using the original effective interest rate. For debtors and other receivables, the carrying amount of the asset is reduced through the use of an allowance account, and the amount of

the loss is recognised in the surplus or deficit. When the receivable is uncollectable, it is written off against the allowance account. Overdue receivables that have been renegotiated are reclassified as current (i.e., not past due). For other financial assets, impairment losses are recognised directly against the instrument's carrying amount.

(a) Market risk and sensitivity

Currency risk exposure arises on foreign exchange sales and purchases (typically library items and scientific equipment) denominated in a foreign currency. Wherever possible, the University transacts in the functional currency, including the setting of fees for international students. The Group's policies require that foreign currency forward-purchase contracts are used to limit the Group's exposure to movements in exchange rates on foreign currency denominated liabilities and purchase commitments above \$100,000, where the committed payment date is known and is within 12 months. The Group entered into multiple foreign-exchange contracts during 2020 to mitigate any such risk, and held USD\$2.8m (2019: USD\$1.8m) of forward-exchange contracts at 31 December 2020 with a fair value of \$200k (2019: \$209k). These contracts are held to offset exchange rate risk on expected purchases in USD.

The Foundation holds \$38.5m of investments at fair value through surplus or deficit (2019: \$37.0m), which are invested in a range of foreign denominations and are exposed to foreign exchange risk. The fair value of the Foundation's forward foreign exchange contracts totals \$0.6m (2019: \$0.5m). A 10 percent movement in the New Zealand dollar against all currencies would give rise to a \$1.6m gain or loss that would equally impact equity (2019: \$1.5m).

Price risk arises as the fair value of shares in listed companies and units in managed funds will fluctuate as a result of changes in market prices. Market prices for a particular share may fluctuate due to factors specific to the individual share or its issuer, or factors affecting all shares traded in the market. This price risk is managed by diversification of the portfolio. A 10 percent movement in the market price of investments at fair value through surplus or deficit would give rise to a \$3.9m gain or loss that would equally impact equity (2019: \$3.7m).

Fair-value interest rate risk is the risk that the value of a financial instrument will fluctuate due to changes in market interest rates. The Group is exposed to fair-value interest rate risk due to the exposure created by borrowings and investments issued at fixed rates of interest.

Cash flow interest rate risk exposure arises due to the exposure on bank borrowings and investments issued at variable interest rates. Generally, the Group raises long-term borrowings at floating rates and enters interest swaps to manage the cash flow interest rate risk. Under the interest rate swaps, the Group agrees with other parties to exchange, at specified intervals, the difference between fixed-term contract rates and floating rate interest amounts calculated by reference to the agreed notional principal amounts, and applies hedge accounting to ensure fair-value fluctuations on the interest rate portfolio are taken to other comprehensive revenue or expense. The fair value of interest rate swaps totals \$(2.3m) (2019: \$(1.9m)). The fixed interest rates of interest rate swaps vary from 0.5 percent to 3.2 percent (2019: 2.5 percent to 3.4 percent).

The following table demonstrates the potential effect of movements in interest rates on the University and Group's surplus or deficit and equity, if interest rates had been 1.5 percent higher or lower with all other variables held constant. The calculation effectively changes the actual average of the contracted borrowing rates for the year by 1.5 percent.

	CONSOLIDATED 2020	
	-150BPS \$'000	+150BPS \$'000
Potential effect of movement in interest rates	(762)	762

(b) Credit risk

Credit risk is the risk that a third party will default on its obligations to the Group, causing it to incur a loss. Due to the timing of its cash inflows and outflows, surplus cash is invested into term deposits, which gives rise to credit risk.

In the normal course of business, the Group is exposed to credit risk from cash and term deposits with banks, debtors, other receivables, government bonds, loans to subsidiaries, and derivative financial instrument assets. For each of these, the maximum credit exposure is best represented by their carrying amount.

The Group limits the amount of credit exposure to any one financial institution for term deposits to no more than the greater of \$40.0m or 40 percent of total investment held. The Group invests funds only with registered banks with high credit ratings and for a period not exceeding 365 days.

Investments held at fair value through surplus or deficit are predominantly managed by an external fund manager in a range of securities to diversify the risk.

The Group transacts with its students. These transactions do not create a significant credit risk, as students have no concentration of credit because of the relatively low value of individual student transactions. The Group also transacts with the Crown. These transactions do not create significant credit risk.

The Group holds no collateral or other enhancements for financial instruments that give rise to credit risk.

(c) Liquidity risk

Liquidity risk is the risk that the Group may encounter difficulties in meeting financial liabilities as they fall due. The Group monitors and manages this risk in accordance with its Treasury Statute.

The Group's objective is to ensure there is access to cash, treasury investments, and committed bank funding at a future time when funds are required. The maturity profile of the total committed funding in respect to all external debt should be spread where practicable to reduce the concentration risk of having all or most of the University's committed funding maturing at the same time and at least 50 percent of committed funding facilities must expire more than 2 years beyond the reporting date. See note 19. The amount and expiry date of all bank loans, committed bank facilities, and term debt will not exceed the maximum amount and term of the Ministerial Consent to Borrow.

The Group's assessment of risk with respect to refinancing its debt is low. Access to sources of funding is sufficiently available and debt maturing within 12 months can be rolled over with existing lenders.

The maturity profile of the Group's financial liabilities based on contractual undiscounted payments is such that, other than borrowings, all accounts payable are expected to be repaid within six months. Borrowings of \$nil will mature within 12 months and will need to be refinanced or repaid (2019: \$46m).

8 CASH AND CASH EQUIVALENTS

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Cash at bank	1,780	1,281	322	(38)
Bank on-call deposits	59,252	49,829	17,687	12,467
Short-term deposits	3,084	24,680	3,000	15,380
Closing balance	64,116	75,790	21,009	27,809
Including:				
Funds held by controlled trusts	42,334	40,219	–	–

Cash and cash equivalents comprise cash at bank and on hand, and short-term deposits for a period not exceeding 180 days, which are readily convertible to known amounts of cash and subject to an insignificant risk of changes in value.

Funds held by controlled trusts may have donor restrictions and will be used for specified purposes. When donor restrictions exist, the funds are held in trust until the University fulfils the donor's request.

9 INVESTMENTS AND OTHER FINANCIAL ASSETS

Quantitative disclosure of fair-value measurement hierarchy for investments as at 31 December 2020:

	CONSOLIDATED			CONSOLIDATED		
	2020 \$'000 LEVEL 1	2020 \$'000 LEVEL 2	2020 \$'000 LEVEL 3	2019 \$'000 LEVEL 1	2019 \$'000 LEVEL 2	2019 \$'000 LEVEL 3
Investments	23,677	48,147	3,140	1,387	45,590	6,810
Derivatives—Forward foreign exchange	–	642	–	–	569	–
Derivatives—Interest rate swaps	–	(2,286)	–	–	(1,875)	–
Closing balance	23,677	46,503	3,140	1,387	44,284	6,810

Due to the diverse nature of the Group's operations, the Group has a number of investments. Primarily, the Foundation holds investments in accordance with its Statement of Investment Policy (SIPO). Insurance proceeds received are held on deposit until reinvested in building and infrastructure. Deposits held for greater than 180 days are classified as investments. Investments to commercialise research are typically in unlisted entities, whose trading activity may be limited.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair-value hierarchy, described as follows, based on the lowest level input that is significant to the fair-value measurement as a whole.

Level 1: Fair value of investments in listed shares and fixed interest instruments obtained using quoted bid price at balance date.

Level 2: Fair value of investments in managed funds, obtained using closing unit prices as at balance date, published by the respective fund managers. The fair value of the forward foreign exchange contracts was determined by a present value model with reference to current forward exchange rates for contracts with similar maturity profiles at balance date. The fair values of interest rate swaps have been determined by calculating the expected cash flows under the terms of the swaps and discounting these values to present value.

Level 3: Fair value of investments is determined using latest market transactions and impairment tests based on milestones and performance, being the best available market data at the time of valuation.

The table below provides a reconciliation from the opening balance to the closing balance for the level 3 fair value investments.

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Opening balance	6,810	6,255
Sale of Investments	(4,893)	(531)
Purchases	1,477	–
Gain or losses recognised in surplus	(254)	1,086
Closing balance	3,140	6,810

The table below provides a sensitivity analysis for level 3 fair value measurements.

	2020		2019	
	\$'000 +10%	\$'000 -10%	\$'000 +10%	\$'000 -10%
Investments—aggregate share price at year end	171	(171)	511	(511)
Joint Venture—aggregate share price at year end	142	(142)	165	(165)
Change in fair value	313	(313)	676	(676)

Derivative financial instruments and hedge accounting

The Group does not hold or issue derivative financial instruments for trading purposes. The Group uses financial instruments to manage exposure to interest rate fluctuations and foreign exchange risks, and are stated at fair value. For the purposes of hedge accounting, hedges are classified as cash flow hedges where they hedge exposure to variability for a forecast transaction. Interest rate swaps that meet the conditions for hedge accounting as cash flow hedges can have the effective portion of the gain or loss on the hedging instrument recognised directly in other comprehensive revenue and expense and the ineffective portion recognised in the net surplus/(deficit). Hedge accounting is discontinued when the hedging instrument expires, is sold, terminated, exercised, or no longer qualifies for hedge accounting. At that time, any cumulative gain or loss on the hedging instrument recognised in the hedging reserve is kept in the reserve until the forecasted transaction occurs. If a hedged transaction is no longer expected to occur, the net cumulative gain or loss recognised in other comprehensive revenue and expense is transferred to the net surplus/(deficit) for the year. For derivatives that do not qualify for hedge accounting, any gains or losses arising from changes in fair value are taken direct to the net surplus/(deficit) for the year.

10 ACCOUNTS RECEIVABLE AND ACCRUALS

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Receivables & accruals	11,519	23,921	15,465	33,056
Less: Provision for doubtful debts	(881)	(500)	(351)	(339)
Other	38	216	4	117
Closing balance	10,676	23,637	15,118	32,834
Ageing of receivables and accruals				
Not past due	7,627	19,064	14,368	31,542
Past due 1–30 days	1,021	816	96	320
Past due 31–60 days	711	522	184	374
Past due 61–90 days	556	724	271	165
Past due over 91 days not impaired	723	2,430	196	316
Past due over 91 days impaired	881	365	350	339
Total gross trade receivables	11,519	23,921	15,465	33,056

Accounts receivable are initially measured at fair value and subsequently measured at amortised cost using the effective-interest-rate method, less any provision for impairment.

11 PROPERTY, PLANT, AND EQUIPMENT

CONSOLIDATED	LAND \$'000	BUILDINGS & INFRASTRUCTURE \$'000	COMPUTERS & NETWORKS \$'000	PLANT & EQUIPMENT \$'000	ART COLLECTION, HERITAGE, & LIBRARY \$'000	CAPITAL WORK IN PROGRESS \$'000	TOTAL \$'000
Cost and valuation							
Balance as at 1 January 2019	125,895	686,398	32,685	92,265	112,042	25,844	1,075,129
Additions	2,252	12,693	5,779	13,205	7,016	62,391	103,336
Disposals & reclassifications	(2,195)	(7,847)	(4,544)	(5,969)	(40,904)	(43,707)	(105,166)
Impairment	–	–	–	(52)	–	–	(52)
Valuation movement	110,457	(82,288)	–	–	–	–	28,169
Balance as at 31 December 2019	236,409	608,956	33,920	99,449	78,154	44,528	1,101,416
Additions	2,810	35,654	4,511	9,435	8,472	47,572	108,454
Disposals & reclassifications	(800)	(1,272)	(18,582)	(11,260)	(8,451)	(63,493)	(103,858)
Valuation movement	(60)	(922)	–	–	–	–	(982)
Balance as at 31 December 2020	238,359	642,416	19,849	97,624	78,175	28,607	1,105,030
Accumulated depreciation							
Balance as at 1 January 2019	–	31,819	21,947	53,317	74,775	–	181,858
Depreciation charge	–	23,426	5,331	9,889	7,642	–	46,288
Disposals	–	(6,415)	(4,393)	(5,745)	(40,904)	–	(57,457)
Impairment movement	–	(44,055)	–	–	–	–	(44,055)
Balance as at 31 December 2019	–	4,775	22,885	57,461	41,513	–	126,634
Depreciation charge	–	23,506	4,758	9,807	15,205	–	53,276
Disposals & reclassifications	–	(784)	(15,196)	(9,789)	(8,130)	–	(33,899)
Balance as at 31 December 2020	–	27,497	12,447	57,479	48,588	–	146,011
Net book value							
As at 1 January 2019	125,895	654,579	10,738	38,948	37,267	25,844	893,271
As at 31 December 2019	236,409	604,181	11,035	41,988	36,641	44,528	974,782
As at 31 December 2020	238,359	614,919	7,402	40,145	29,587	28,607	959,019

UNIVERSITY	LAND \$'000	BUILDINGS & INFRASTRUCTURE \$'000	COMPUTERS & NETWORKS \$'000	PLANT & EQUIPMENT \$'000	ART COLLECTION, HERITAGE, & LIBRARY \$'000	CAPITAL WORK IN PROGRESS \$'000	TOTAL \$'000
Cost and valuation							
Balance as at 1 January 2019	115,645	678,909	32,658	91,341	112,032	25,844	1,056,429
Additions	2,252	12,692	5,724	12,235	7,016	60,827	100,746
Disposals & reclassifications	(2,195)	(7,846)	(4,544)	(5,969)	(40,904)	(42,682)	(104,140)
Impairment	–	–	–	(52)	–	–	(52)
Valuation movement	106,938	(82,363)	–	–	–	–	24,575
Balance as at 31 December 2019	222,640	601,392	33,838	97,555	78,144	43,989	1,077,558
Additions	2,810	35,654	4,457	9,226	8,472	46,928	107,547
Disposals & reclassifications	(800)	(1,272)	(18,581)	(11,222)	(8,451)	(63,231)	(103,557)
Valuation movement	(60)	(922)	–	–	–	–	(982)
Balance as at 31 December 2020	224,590	634,852	19,714	95,559	78,165	27,686	1,080,566
Accumulated depreciation							
Balance as at 1 January 2019	–	31,819	21,924	52,767	74,775	–	181,285
Depreciation charge	–	23,295	5,320	9,162	7,642	–	45,419
Disposals & reclassifications	–	(6,415)	(4,393)	(5,745)	(40,904)	–	(57,457)
Impairment movement	–	(43,924)	–	–	–	–	(43,924)
Balance as at 31 December 2019	–	4,775	22,851	56,184	41,513	–	125,323
Depreciation charge	–	23,506	4,714	9,239	15,205	–	52,664
Disposals & reclassifications	–	(784)	(15,196)	(9,769)	(8,130)	–	(33,879)
Balance as at 31 December 2020	–	27,497	12,369	55,654	48,588	–	144,108
Net book value							
As at 1 January 2019	115,645	647,090	10,734	38,574	37,257	25,844	875,144
As at 31 December 2019	222,640	596,617	10,987	41,371	36,631	43,989	952,235
As at 31 December 2020	224,590	607,355	7,345	39,905	29,577	27,686	936,458

Capital work in progress: This is valued on a basis of expenditure incurred and certified gross progress claim certificates up to balance date. Work in progress is not depreciated, and includes borrowing costs on qualifying assets. The total costs of the project are transferred to the relevant asset class on completion and then depreciated accordingly.

Additions: The cost of an item of property, plant, and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Group and the cost of the item can be measured reliably. In most instances, an item of property, plant, and equipment is initially recognised at its cost. Where an asset is acquired at no cost, or for a nominal cost, it is recognised at fair value as at the date of acquisition.

Measurement subsequent to initial recognition for non-revalued assets: Computers and network assets, plant and equipment assets, and library assets are measured after initial recognition at cost less accumulated depreciation and impairment. Art collections and heritage assets are measured after initial recognition at cost less accumulated impairment.

Disposals: Gains and losses on disposals are determined by comparing the disposal proceeds with the carrying amount of the asset. Gains and losses on disposals are reported net in the surplus or deficit. When revalued assets are sold, the amounts included in property revaluation reserves in respect of those assets are transferred to general funds within equity.

Depreciation: This is provided on a straight-line basis on all property, plant, and equipment other than land and heritage collections, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. Heritage collections are not depreciated because they are maintained such that they have indefinite or sufficiently long useful lives that any depreciation is considered negligible.

Impairment: Property, plant, and equipment are reviewed for indicators of impairment at each balance date and whenever events or changes in circumstances indicate that the carrying amount might not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. If an asset's carrying amount exceeds its recoverable amount, the asset is considered to be impaired and the carrying amount is written-down to the recoverable amount. For revalued assets, the impairment loss is recognised against the revaluation reserve for that class of asset. Where that results in a debit balance in the revaluation reserve, the balance is recognised in the surplus or deficit. For assets not carried at a revalued amount, the total impairment loss is recognised in the surplus or deficit. The reversal of an impairment loss on a revalued asset is credited to other comprehensive revenue and expense and increases the asset revaluation reserve for that class of asset. However, to the extent that an impairment loss for that class of asset was previously recognised in the surplus or deficit, a reversal of an impairment loss is also recognised in the surplus or deficit. For assets not carried at a revalued amount, the reversal of an impairment loss is recognised in the surplus or deficit.

CLASS OF ASSET DEPRECIATED	ESTIMATED USEFUL LIFE	DEPRECIATION RATES
Buildings & infrastructure	5–86 years	Straight line
Computers & networks	3–10 years	Straight line
Plant & equipment	2–25 years	Straight line
Library	2–100 years	Straight line

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year end.

Asset revaluation reserve

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Land	215,287	216,569
Buildings & infrastructure	233,379	236,079
Closing balance	448,666	452,648

Land, buildings, and infrastructure are revalued with sufficient regularity to ensure that their carrying amount does not differ materially from fair value. Independent registered valuers undertake such revaluations every three years, unless there is reason to suggest that the values have changed materially in the intervening years, in which case a revaluation may be undertaken outside the three-year cycle. Property, plant, and equipment revaluation movements are accounted for on a class-of-asset basis. Land, buildings, and infrastructure assets were independently valued as at 1 December 2019 by Mr P. Todd, registered valuer with Darroch Limited and member of the New Zealand Institute of Valuers.

The net revaluation results are credited or debited to other comprehensive revenue and expense and are accumulated to an asset revaluation reserve in equity for that class of asset. Where this would result in a debit balance in the asset revaluation reserve, this balance is recognised within the surplus or deficit. Any subsequent increase on revaluation that reverses a previous decrease in value recognised in the surplus or deficit will be recognised first in the surplus or deficit up to the amount previously expensed, and then recognised in other comprehensive revenue and expense.

The valuation of land occupied by non-residential buildings (i.e., the campuses) takes into account various aspects, including zoning, title implications, alternative uses, subdivision, and development potential. Land is measured at fair value, which is determined by reference to its highest and best use if vacant, in line with market-based evidence.

Non-residential buildings are, for the purposes of the valuation, deemed to be 'specialised assets'. Specialised assets are valued using the optimised depreciated replacement cost methodology that is based on the current gross replacement cost of the building less allowances for physical deterioration (including planned future seismic and asbestos remediation), earthquake damage, and optimisation for obsolescence and relative surplus capacity. Residential buildings and properties located in the Wellington CBD are valued based on the market value that is the estimated price for properties should

an exchange occur between a willing buyer and willing seller in an arm's length transaction. As part of the revaluation process, the independent valuer provided the Group with an estimation of useful lives.

Under the Education and Training Act 2020, the University is required to obtain prior consent of the Ministry of Education to dispose of, or sell, assets where the value of those assets exceeds an amount determined by the Minister of Education.

The rate for capitalisation of borrowing costs was 4.2 percent.

Kaikoura earthquake: The University's property, plant, and equipment suffered damage as a result of a November 2016 earthquake. An ongoing structured work programme is supporting both the claim process with our insurers, and any required remediation works. The programme is supported by both external consultant engineers and quantity surveyors and is sequentially structured. The initial focus has been on damage identification to the overall property portfolio, which has now progressed to remediation scopes and associated costing for a sample of buildings. Required activity within the programme may take a number of years to complete.

Damage has been identified to both buildings and infrastructure, and plant and equipment fixed asset categories. To date, other than the Rankine Brown building, no other major structural damage to buildings has been identified.

As a result of the Kaikoura earthquake, the University has incorporated a fair value adjustment within the movement in revaluation reserve of other comprehensive revenue and expense. The adjustment has been determined with reference to the damage identified to date, supported by insurance progress payments received.

12 NON-CURRENT ASSETS HELD FOR SALE

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Land & buildings held for sale	–	2,388	–	2,388

Land and buildings classified as non-current assets held for sale relate to property sales of surplus land going unconditional in 2020.

13 INTANGIBLES

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Cost and valuation				
Opening balance	24,759	30,368	24,759	30,368
Additions	3,102	3,253	3,102	3,253
Disposals & reclassifications	(5,478)	(886)	(5,478)	(886)
Impairment	–	(7,976)	–	(7,976)
Closing balance	22,383	24,759	22,383	24,759
Accumulated amortisation				
Opening balance	17,283	17,445	17,283	17,445
Amortisation charge	3,572	5,375	3,572	5,375
Disposals & reclassifications	(4,682)	(3,341)	(4,682)	(3,341)
Impairment	–	(2,196)	–	(2,196)
Closing balance	16,173	17,283	16,173	17,283
Net book value	6,210	7,476	6,210	7,476

Intangible assets represent the Group's major IT systems and supporting processes that have been purchased, developed, and implemented. These are capitalised at cost. Subsequent to initial recognition, intangible assets are measured at cost less accumulated amortisation and impairment. Amortisation for intangible assets is calculated using a straight-line basis and the amortisation periods are three to five years, with the expense recognised in the surplus or deficit.

Impairment: Intangible assets initially measured at cost, or which are not yet available for use, are tested annually for impairment. Where the estimated useful life of the asset is deemed to be shorter than the originally recognised life, the reduction in useful life will result in an impairment loss being recognised in the surplus or deficit. The reversal of an impairment loss is recognised in the surplus or deficit.

14 INVESTMENTS IN RELATED PARTIES

NAME	PERCENTAGE CONTROLLED/OWNED	PRINCIPAL ACTIVITY
Controlled entities		
Controlled trusts		
Victoria University of Wellington Foundation	100%	Manages funds raised for the University
Research Trust of Victoria University of Wellington	100%	Conducts academic research
Victoria University of Wellington Art Collection Funding Trust	100%	Supports the University's art collection
Victoria University of Wellington School of Government Trust	100%	Manages funds raised for the University
Presbyterian Methodist Halls of Residence Trust	100%	Provides student accommodation
Subsidiary companies		
Te Puni Village Limited	100%	Provides student accommodation
Wellington Uni-Professional Limited	100%	Provides non-degree teaching Not yet trading as at 31 December 2020
Victoria Link Limited (trading as Wellington UniVentures)	100%	Commercialises research
iPredict Limited	100%	Non-trading
Predictions Clearing Limited	100%	Non-trading
Wetox Limited	100%	Develops waste-water-treatment technology
Boutiq Science Limited	84%	Provides nanoparticle solutions
New Zealand School of Music Limited	100%	Non-trading
General Cable Superconductors Limited	100%	Manufactures high temperature superconducting cable

All controlled entities have a 31 December balance date.

Joint venture

NZ Innovation Booster Limited Partnership	50%	Commercialises research
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The Group recognises its share of the jointly controlled equity at fair value utilising the exemption for 'Venture Capital Organisations' under paragraph 25 of PBE IPSAS 36 Investments in Associates and Joint Ventures. The Group's share in 2020 is \$1.4m (2019: \$1.6m).

15 ACCOUNTS PAYABLE AND ACCRUALS

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Accounts payable	8,475	13,052	5,707	9,604
Contract retentions	1,421	1,325	1,421	1,325
Deposits held on behalf of students	11,442	15,317	11,442	15,317
Other accruals	45,849	42,506	42,500	40,641
Statutory payables	7,593	8,300	6,363	6,611
Closing balance	74,780	80,500	67,433	73,498

Short-term creditors and other short-term payables are initially recognised at fair value and subsequently measured at amortised cost using the effective-interest-rate method.

16 REVENUE IN ADVANCE

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Pre-paid tuition fees	14,992	18,778	14,731	18,338
Deferred revenue on research contracts	38,307	28,433	–	–
Other revenue in advance	10,145	12,756	9,543	12,721
Closing balance	63,444	59,967	24,274	31,059

17 EMPLOYEE ENTITLEMENTS

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Current liabilities				
Annual leave	15,799	17,371	15,488	17,045
Retirement & long-service leave	2,243	2,104	2,243	2,104
Closing balance	18,042	19,475	17,731	19,149
Non-current liabilities				
Retirement & long-service leave	24,110	24,940	24,110	24,940
Closing balance	24,110	24,940	24,110	24,940

The retirement and long-service leave liabilities were independently assessed as at 31 December 2020 by Lee-Ann du Toit, an actuary with Deloitte and a Fellow of the New Zealand Society of Actuaries.

An actuarial valuation involves the projection, on a year-by-year basis, of the long-service leave and retirement leave benefit payment, based on accrued services in respect of current employees. These benefit payments are estimated in respect of their incidence according to assumed rates of death, disablement, resignation, and retirement, allowing for assumed rates of salary progression. Of these assumptions, the discount, salary progression, retirement age, and resignation rates are the most important. The projected cash flow is then discounted back to the valuation date at the valuation discounted rates. The present obligation appears on the statement of financial position and movements in those provisions are reflected in the statement of comprehensive revenue and expense.

The discount rate applied was a single rate of 1.0 percent (2019: 1.39 percent). The salary projections assume a 0 percent increase for 2021 and 1.50 percent from 2022 onwards every year. Resignation rates vary with age and the length of service and are reflective of the experience of company superannuation schemes of New Zealand. No explicit allowance has been made for redundancy.

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

Liabilities in respect of employee entitlements that are expected to be paid or settled within 12 months of balance date are accrued at nominal amounts calculated on the basis of current salary rates. Liabilities in respect of employee entitlements that are not expected to be paid or settled within that period are accrued at the present value of expected future payments, using discounted rates as advised by the actuary.

Annual leave for all staff is accrued based on employment contract/agreement entitlements using current rates of pay. Annual leave is classified as a current liability. Long service leave has been accrued for qualifying general staff.

18 DEFERRED REVENUE—CONTRACTUAL OBLIGATION

	CONSOLIDATED		UNIVERSITY	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Opening balance	3,944	3,593	3,944	3,593
Research funding received	6,556	2,112	6,556	2,112
Research revenue recognised	(10,500)	(1,761)	(10,500)	(1,761)
Closing balance	–	3,944	–	3,944
Made up of:				
Current portion	–	3,944	–	3,944

The University had an obligation, as a result of two research teams transferring into the University from Callaghan Innovation Limited, a Crown Research Institute. The University committed to funding these two teams, which became the Robinson and Ferrier Institutes, during their establishment phase. This phase is now complete and there is no ongoing obligation. The balance carried at 31 December 2019 has been recorded as income in 2020.

19 BANK BORROWINGS

The University has the following loan facility agreements.

NAME OF BANK	FACILITY LIMIT	TERM
Bank of New Zealand	\$75.0m	Split equally to mature January 2023 & January 2025
ASB Bank Limited	\$37.5m	Maturity January 2022
Industrial and Commercial Bank of China (New Zealand) Limited	\$37.5m	Maturity January 2025

These facilities were approved by the Secretary for Education for the purposes of funding the University's long-term capital development programme.

The facilities under the Loan Agreements are unsecured, the lending banks receive the benefit of various financial and other covenants under a Negative Pledge Deed.

As at 31 December 2020, \$61.0m (2019: \$72.0m) of the above facilities have been drawn down. Interest rates on borrowings are reset for a period not exceeding 180 days.

Borrowings are initially recognised at the amount borrowed plus transaction costs. After initial recognition, all borrowings are measured at amortised cost using the effective-interest-rate method. Borrowings are classified as current liabilities unless the University has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

Interest rate swaps with a total face value of \$45.0m are in place to hedge the \$61.0m of borrowings drawn at balance date (2019: \$50.0m face value of interest rate swaps to hedge \$72.0m of borrowings).

20 RELATED PARTIES

Related party disclosures have not been made for transactions with related parties that are within a normal client/recipient relationship on terms and conditions no more or less favourable than those that are reasonable to expect that the Group would have adopted in dealing with the party at arm's length in the same circumstances.

a) Transactions with key management personnel

Key management personnel represent Council members and staff in key strategic positions (including senior leaders reporting directly to the Vice-Chancellor).

Council remuneration includes meeting fees and honoraria paid to Council members, but excludes salaries paid to Council members who are also staff members of the University (including the Vice-Chancellor and two other staff members on Council). There are 12 members of Council.

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Council members (3 FTE)*	238	245
Senior Leadership Team (13 FTE)**	4,438	4,430
Total remuneration	4,676	4,675

* Due to the difficulty in determining the full-time equivalent for Council members, the full-time equivalent figure is taken as the total number of Council members who received compensation in their capacity as employees.

** Due to an error, the 2019 comparatives for Senior Leadership Team remuneration have been restated from \$4,190.

To support the University as it faces the financial challenges of COVID-19, most Council members reduced their fees for eight months to December 2020. To effect the reduction, standard fees have been paid to the members, who then donated a portion of their fee to the University's Foundation. Some Senior Leadership Team members made payroll giving donations, some agreed pay reductions and furloughs. The above amounts are presented before deducting payroll giving, and net of pay reductions and furloughs.

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Directors' fees		
Victoria Link Limited	90	90
Wellington Uni-Professional Limited	23	–
Total	113	90

21 CONTINGENT LIABILITIES AND COMMITMENTS

Contingent liabilities

Construction

In common with many large construction projects, the University regularly reviews its construction projects. These discussions are often complex and technical and do not always result in a financial outcome. Accordingly, the University is unable to estimate any amount payable in relation to current variations or other risk sharing arrangements under review.

Commitments

Property, plant, and equipment

Projects for which firm commitments have been made are presented below. Commitments include planned maintenance costs and capital expenditure projects.

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Buildings	79,172	51,174

Non-cancellable leases and other commitments—the Group as lessee

The University has entered into commercial leases on certain land and buildings (remaining terms of between one to 65 years) and equipment (average term of three years) with no renewal option included in the contracts. There are no restrictions placed upon the lessee by entering into these leases. Future minimum rentals payable under non-cancellable operating leases are as follows.

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Due not later than 1 year	16,317	17,149
Due between 1–5 years	63,207	58,217
Due later than 5 years	171,188	162,852
Total capital commitments	250,712	238,218

Non-cancellable leases and other commitments—the Group as lessor

Property is leased under operating leases. The majority of these leases have a non-cancellable term of 36 months. The future aggregate minimum lease payments to be collected under non-cancellable operating leases are as follows.

	CONSOLIDATED	
	ACTUAL 2020 \$'000	ACTUAL 2019 \$'000
Due not later than 1 year	482	500
Due between 1–5 years	1,342	1,602
Due later than 5 years	380	373
Total non-cancellable operating leases	2,204	2,475

No contingent rents have been recognised during the year.

22 EQUITY AND CAPITAL MANAGEMENT

Equity is the community's interest in the Group, measured as the difference between total assets and total liabilities. Equity is made up of the following components:

- accumulated surplus
- the cash flow hedging reserve, which reflects the revaluation of derivatives designated as cash flow hedges. It consists of the cumulative effective portion of net changes in the fair value of these derivatives
- the asset revaluation reserve, which reflects the revaluation of those property, plant, and equipment items that are measured at fair value after initial recognition
- the non-controlling interest is the portion of subsidiaries not 100 percent owned.

The Group's capital is its equity, which is represented by net assets. The Group is subject to the financial management and accountability provisions of the Education and Training Act 2020, which includes restrictions in relation to disposing of assets or interests in assets, ability to mortgage or otherwise charge assets or interests in assets, granting leases of land or buildings or parts of buildings and borrowing. The Group manages its revenues, expenses, assets, liabilities, investments, and general financial dealings prudently, and in a manner that promotes the current and future interests of the community. The objective of managing the Group's equity is to ensure that it effectively and efficiently achieves the goals and objectives for which it has been established, while remaining a going concern.

23 EVENTS AFTER BALANCE DATE

The judgements and estimates made in preparing these financial statements were based on facts and circumstances as at 31 December 2020.

As a result of COVID-19, heavy border restrictions remain in place. New Zealand's borders remain closed to all non-citizens and non-permanent residents. Student visa holders cannot currently enter New Zealand. It is unclear when these restrictions will be removed or relaxed.

In January 2021, the New Zealand Government announced that 1,000 international tertiary students who began their study in New Zealand, but were caught offshore when border restrictions began, can return to New Zealand from April onwards. While this is positive news, based on strict government criteria the University will only receive a small proportion of the 1,000 students, and therefore any financial benefit will be limited.

On 14 February 2021, as a result of community transmission, Auckland moved to Alert Level 3 and the rest of New Zealand moved to Alert Level 2. While the whole country is now back to Alert Level 1, it is possible that we could move to any stage of the 4-stage Alert Level system during 2021. A change in Alert Level could occur nationally or by a specific region. Should a change in Alert Level occur, at this time, we are not able to accurately estimate how long the change in Alert Level would apply for, and/or the possible financial impact.

Wellington is currently at Alert Level 1, which enables the University to continue to run both online and face-to-face courses. Most courses in 2021 will be offered in a way that supports both in-person and online enrolment, and student halls of residence are currently back to 2019 occupancy levels.

24 EXPLANATIONS OF MAJOR VARIANCES AGAINST BUDGET

Explanations for major variations against the 2020 budget are as follows.

Statement of comprehensive revenue and expense

- Full-fee tuition revenue was \$7.3m unfavourable to budget as a result of a reduction in number of international students due to COVID-19 and the associated border closure and international travel restrictions.
- Other revenue was \$13.0m unfavourable to budget primarily as a result of the effect of the impact of the government Alert Level 3 and 4 restrictions on revenue from student accommodation. The majority of domestic students who resided in the student accommodation halls returned to their homes over this period.
- Operating costs were \$10.8m favourable to budget primarily as a result of savings made on operating costs to partially offset the revenue impacts of COVID-19.

Statement of financial position

- Investments and other financial assets were \$24.8m higher than budget as a result of funds held in investments and longer-term deposits rather than cash and short-term deposits.
- Intangibles were \$8.2m lower than budget primarily as a result of the 2019 impairment of certain assets associated with process and system improvement projects.
- Property, plant, and equipment were \$65.1m lower than budget as a result of the impact of the 2019 revaluation of certain fixed assets being less than was budgeted on the opening balance and lower than budget capital expenditure.
- Accounts payable and accruals were \$10.0m higher than budget as a result of timing of payments.
- Bank borrowings were \$39.0m lower than budget as a result of lower than budget capital expenditure.
- Other reserves were \$34.4m higher than budget as a result of the impact of the 2019 revaluation of land, buildings, and infrastructure being less than was budgeted on the opening balance.



INDEPENDENT AUDITOR'S REPORT



Chartered Accountants

TO THE READERS OF VICTORIA UNIVERSITY OF WELLINGTON AND GROUP'S FINANCIAL STATEMENTS AND STATEMENT OF SERVICE PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2020

The Auditor-General is the auditor of Victoria University of Wellington (the University) and group. The Auditor-General has appointed me, Grant Taylor, using the staff and resources of Ernst & Young, to carry out the audit of the financial statements and statement of service performance of the University and group on his behalf.

Opinion

We have audited:

- the financial statements of the University and group on pages 26 to 49, that comprise the statement of financial position as at 31 December 2020, the statement of comprehensive revenue and expense, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the statement of service performance of the University and group on pages 10 to 20.

In our opinion:

- the financial statements of the University and group on pages 26 to 49:
 - present fairly, in all material respects:
 - the financial position as at 31 December 2020; and
 - the financial performance and cash flows for the year then ended; and
 - comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards; and
- the statement of service performance on pages 10 to 20:
 - presents fairly, in all material respects, the University and group's service performance achievements as compared with the forecast outcomes included in the investment plan for the year ended 31 December 2020; and
 - complies with generally accepted accounting practice in New Zealand.

Our audit was completed on 1 April 2021. This is the date at which our opinion is expressed.

The basis for our opinion is explained below, and we draw your attention to the impact of COVID-19 on the University. In addition, we outline the responsibilities of the Council and our responsibilities relating to the financial statements and the statement of service performance, we comment on other information, and we explain our independence.

Emphasis of Matter

Without modifying our opinion, we draw your attention to note 1 on page 32 which outlines the impact of COVID-19 on the University.

Basis for our opinion

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

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

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

Key audit matters

Key audit matters are those that, in our professional judgement, were of most significance in our audit of the financial statements and statement of service performance for the current year. These matters were addressed in the context of our audit of the financial statements and statement of service performance as a whole, and in forming our opinion thereon, but we do not provide a separate opinion on these matters. For each matter below, our description of how our audit addressed the matter is provided in that context.

We have fulfilled the responsibilities described in the responsibilities of the auditor for the audit of the financial statements and statement of service performance section of the audit report, including in relation to these matters.

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Accordingly, our audit included the performance of procedures designed to respond to our assessment of the risks of material misstatement of the financial statements and statement of service performance. The results of our audit procedures, including the procedures performed to address the matters below, provide the basis for our audit opinion on the accompanying financial statements and statement of service performance.

Student enrolment, Government grant revenue and academic results

WHY SIGNIFICANT	HOW OUR AUDIT ADDRESSED THE KEY AUDIT MATTER
<p>The core function of the University is to deliver tertiary education to students at a consistently high level of academic quality.</p> <p>The University recognised \$158.3m of Government funding, received through the Tertiary Education Commission (TEC), the quantum of which has in part historically been based on equivalent full-time student enrolments (EFTS) and retention and achievement results.</p> <p>As part of the Government’s COVID-19 response, the link between achievement of enrolment, retention and achievement targets and government funding was suspended for 2020.</p> <p>The University reports its actual achievement against enrolment, retention and achievement targets in the statement of service performance. Due to the significance of student enrolment, retention and academic results in assessing the University’s overall performance for the period, we view the University’s reporting of EFTS, retention and achievement results as a key audit matter.</p>	<p>In obtaining our audit evidence we:</p> <ul style="list-style-type: none"> ■ understood the University’s key processes, systems and controls to support accurate EFTS calculations and student achievement performance information; ■ used our professional judgement to select performance measures that in our view are significant in terms of assessing the University’s performance in the period. Our detailed testing was focused on assessing the accuracy of reported performance against these selected measures; ■ tested on a sample basis the controls surrounding the Student Management System from which the reported enrolment, retention and achievement data is extracted; ■ tested a sample of student enrolments and withdrawals and their recognition within the Student Management System to assess whether EFTS numbers have been accurately reported; ■ tested the reconciliation of reported student achievement performance, on a sample basis, to the Student Management System; ■ compared the University’s actual EFTS results against target EFTS in the Investment Plan and sought to understand significant variances; ■ reviewed correspondence and verified a sample of remittances from TEC to assess the appropriateness of Government grant revenue recorded in the financial statements; ■ compared recorded Government grant revenue with the University’s investment plan and sought to understand any significant variances; and ■ considered Government grant revenue financial statement disclosures and the presentation of student enrolment, achievement and retention information in the statement of service performance for compliance with PBE IPSAS 23: Revenue from Non-Exchange Transactions and PBE FRS 48: Service Performance Reporting.

Responsibilities of the Council for the financial statements and the statement of service performance

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

The Council is also responsible on behalf of the University and group for preparing a statement of service performance that is fairly presented and that complies with generally accepted accounting practice in New Zealand.

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

In preparing the financial statements and the statement of service performance, the Council is responsible on behalf of the University and group for assessing the University and group's ability to continue as a going concern.

The Council is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Council intends to liquidate the University and group or to cease operations, or has no realistic alternative but to do so.

The Council's responsibilities arise from the Education and Training Act 2020, Crown Entities Act 2004 and the Public Finance Act 1989.

Responsibilities of the auditor for the audit of the financial statements and the statement of service performance

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

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements and statement of service performance.

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

approval budget for the financial statements and the Investment Plan for the statement of service performance.

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

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

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

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

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

From the matters communicated with the Council, the auditor determines those matters that were of most significance in the audit of the consolidated financial statements and service performance information of the current period and are therefore the key audit matters. The auditor describes these matters in the auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, the auditor determines that a matter should not be communicated in the auditor's report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Our responsibilities arise from the Public Audit Act 2001.

Other information

The Council is responsible for the other information. The other information comprises the information included on pages 1 to 9, 21 to 25 and 55 to 58, but does not include the financial statements and the statement of service performance, and our auditor's report thereon.

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

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

Independence

We are independent of the University and group in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1: *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

We also provide reasonable assurance compliance services for the University and group in relation to the reported external research income included in its Performance-Based Research Fund return, on behalf of the Auditor-General. We have no other relationship with, or interest in, the University or any of its subsidiaries.

Grant Taylor

Ernst & Young
On behalf of the Auditor-General
Wellington, New Zealand



COUNCIL 2020



Back row from left: Rhianna Morar (Ngāti Porou, Te Arawa), Alan Judge, Professor Brigitte Bönisch-Brednich, Hugo Lawrence, Caroline Ward (Secretary to Council), Cath Nesus (Ngāti Porou), Dr Farib Sos MNZM
Front row from left: John Allen, Professor Kate Hunter, Chancellor Neil Paviour-Smith, Pro-Chancellor Dame Therese Walsh DNZM, Vice-Chancellor Professor Grant Guilford, Dr Dianne McCarthy CRSNZ CNZM

Meetings and payments

The payments to Council members listed below include attendance at Council and committee meetings during 2020. The Vice-Chancellor, Professor Grant Guilford, is not eligible to receive fee payments.

As a result of COVID-19, most Council members reduced their fees for eight months from May to December 2020. To effect the reduction, standard fees have been paid to the members, who then donated a portion of their fee to the University's Foundation to support the University as it faces the financial challenges of COVID-19.

NAME	COUNCIL MEETINGS		COMMITTEE MEETINGS		PAYMENT (\$)
	ELIGIBLE TO ATTEND	ATTENDED	ELIGIBLE TO ATTEND	ATTENDED	
John Allen	8	8	9	9	20,000
Brigitte Bönisch-Brednich	8	8	6	6	20,000
Grant Guilford	8	8	17	17	N/A
Alan Judge	8	8	6	6	20,000
Kate Hunter	8	8	4	4	20,000
Hugo Lawrence	8	8	4	4	20,000
Rhianna Morar	8	8	9	8	20,000
Dianne McCarthy	6	6	5	5	13,333
Cath Nesus	7	6	3	3	16,666
Neil Paviour-Smith	8	8	22	22	40,000
Farib Sos	8	8	4	4	20,000
Therese Walsh	8	7	19	16	25,000
Traci Houpapa	1	0	0	0	3,333

Disclosures—Council 2020

John Allen

- Chair, Be. Accessible Charitable Trust
- Chair, New Zealand Police: Audit & Risk Committee
- Board Member, New Zealand Stroke Foundation
- Chief Executive, WellingtonNZ
- Board Member, Koi Tu, Centre for Informed Futures at Auckland University
- Member, Regional Skills Committee—Ministerial appointee
- Director, Wellington Uni-Professional Ltd

Professor Grant Guilford

- Director, New Zealand School of Music Ltd
- Trustee, Victoria University of Wellington Foundation
- Chair, Universities New Zealand Committee on International Policy

Traci Houpapa (term ended February 2020)

- Chair, W3 Wool Unleashed PGP
- Director, Primary Industry Training Organisation
- Chair, Our Land and Water National Science Challenge Kahui
- Director, Ontario Teachers' Pension Plan, NZ Forestry Investments Ltd
- Honorary Advisor, Asia New Zealand Foundation
- Deputy Crown Co-Chair, Waikato River Authority and Associated entities
- Chair, National Advisory Council on the Employment of Women
- Chair, Federation of Māori Authorities
- Director, Predator Free 2050 Ltd
- Chair/Director, Hineuru Property Ltd
- Chair/Director, Hineuru Holdings Ltd
- Member, Oranga Tamariki Risk & Audit Committee
- Director, Traci Houpapa Consulting Group Ltd
- Director, Agriculture Services Ltd
- Director, Maximum Potential Management Consultants Ltd
- Co-Chair, Australia NZ Leaders Forum Indigenous Business Sector Group
- Non-executive Director, New Zealand Treasury Board

- Director, New Zealand Trade & Enterprise
- Director, Te Arawa Group Holdings Ltd
- Member, Ministry for Primary Industry Audit & Risk Committee

Alan Judge

- Chair/Shareholder, Aquatx Holdings Ltd
- Shareholder, Biotelliga Holdings Ltd
- Trustee, The Dame Malvina Major Foundation
- Chair, Habit Group Holdings Ltd

Hugo Lawrence

- Winter/Summer clerk, Chapman Tripp

Dr Dianne McCarthy CRSNZ CNZM (appointed March 2020)

- Deputy Chair, NZ Institute of Economic Research
- Member, National Science Challenge: Ageing Well
- Member Governance Group, National Science Challenge: Healthier Lives
- Trustee, Malaghan Institute of Medical Research
- Trustee, Hearing Research Foundation
- Member Governance Group, Dodd Walls Centre for Photonic and Quantum Technologies
- Director, Bragato Research Institute
- Trustee, Royal Society of NZ Endowment Fund Trust

Rhianna Morar (Ngāti Porou, Te Arawa)

- Tauria representative, Te Hunga Rōia—Māori Law Society
- Tumuaki Wahine (Female Co-President), Ngā Rangahautira—Māori Law Students' Association

Cath Nesus (Ngāti Porou) (appointed February 2020)

- Director, Nesus & Associates

Neil Paviour-Smith

- Managing Director, Forsyth Barr Ltd
- Chair, New Zealand Regulatory Board (Chartered Accountants Australia and New Zealand)
- Director, The New Zealand Initiative Ltd
- Chancellor, Victoria University of Wellington

- Director, NZ Art Show Ltd
- Trustee, Victoria University of Wellington Foundation
- Member, Mayoral Recovery Advisory Group
- Director, Forsyth Barr Subsidiaries and Entities:
 - Forsyth Barr Cash Management Nominees Ltd
 - Forsyth Barr Custodians Ltd
 - Forsyth Barr Group Ltd
 - Forsyth Barr (Hamilton) Ltd
 - Forsyth Barr Investment Management Ltd
 - Leveraged Equities Finance Ltd
 - Forsyth Barr Asia Ltd (HK registered)

Dr Farib Sos MNZM

- Trustee, Asia Pacific Research Institute
- Executive Chair, Asia Forum Wellington
- Chapter Chair, NZ-ASEAN Business Council
- Council Member, NZ-Indonesia Council
- Trustee, Kandy Connection
- Trustee, Victoria University of Wellington Foundation
- Honorary Advisor, Asia New Zealand Foundation (Ministerial appointment)
- Deputy Chair & Member, The New Zealand Amateur Sport Association
- Member, Expert Advisory Panel (EAP) of the New Zealand Open Government Partnership (OGP)

Dame Therese Walsh DNZM

- Ambassador, Wellington Homeless Women's Trust
- Board Member, Antarctica NZ
- Chair/Director, Air New Zealand Ltd
- Director, ASB Bank Ltd
- Director, On Being Bold Ltd
- Director, Therese Walsh Consulting Ltd
- Director, Contact Energy Ltd
- Member, Climate Change Commission Nominations Panel

Nothing to disclose

Professor Brigitte Bönisch-Brednich Professor Kate Hunter



SENIOR LEADERSHIP TEAM 2020



Back row from left: Vicki Faint, SLT Secretary, Les Montgomery, Chief Financial Officer, Jane Bryson, Acting Pro-Vice-Chancellor and Dean of Commerce, Mark Loveard, Chief Operating Officer, John Randal, Acting Vice-Provost (Academic), Blair McRae, Deputy Vice-Chancellor (Engagement), Jennifer Windsor, Pro-Vice-Chancellor Humanities and Education, Annemarie de Castro, Director, Human Resources

Front row from left: Rawinia Higgins, Deputy Vice-Chancellor (Māori), Mark Hickford, Pro-Vice-Chancellor and Dean of Law, Margaret Hyland, Vice-Provost (Research), Grant Guilford, Vice-Chancellor, Wendy Larner, Provost, Ehsan Mesbahi, Pro-Vice-Chancellor Science, Health, Engineering, Architecture and Design Innovation

Absent **Stuart Brock**, Vice-Provost (Academic)

Disclosures—Senior Leadership Team 2020

Annemarie de Castro

- Director, Adams Properties (Blenheim) Ltd

Dr John Randal

(term November–December 2020)

- Director, Virtual Trade Mission (NZ) Trust

Associate Professor Jane Bryson

(term began November 2020)

- Member, Queen Margaret College
- Member, Human Resources Institute of NZ (Academic Board)

Professor Grant Guilford

- Director, New Zealand School of Music Ltd
- Trustee, Victoria University of Wellington Foundation
- Chair, Universities New Zealand Committee on International Policy
- Member, Victoria University of Wellington Council

Professor Mark Hickford

- Board Member, Board of Institute of Judicial Studies
- Panel Member, Michael and Suzanne Borrin Foundation Grants and Scholarships Committee
- Executive Committee Member, New Zealand Council of Legal Education
- Advisory Board Member, 32 Stylus

Professor Rawinia Higgins

- Member, Waitangi Tribunal
- Board Member, Ngā Pae o te Māramatanga, Centre of Research Excellence
- Commissioner, Te Taura Whiri I te Reo (Māori Language Commission)

Professor Margaret Hyland

- Director, Victoria Link Ltd
- Board member, Return on Science Physical Sciences Investment Committee
- Board Member, Eureka! Trust
- Trustee, The Research Trust of Victoria University of Wellington
- Director, Circus Material Science Ltd

Professor Wendy Lerner

- Board Member, Fulbright New Zealand
- Director, Wellington Uni-Professional Ltd
- President, Royal Society Te Apārangi
- Trustee, Rutherford Foundation Trust
- Trustee, Royal Society of New Zealand Endowment Trust Fund
- International Member, REF2021 Main Panel C: Social Sciences

Mark Loveard

- Director, Strategy 2 Results Ltd
- Director, Te Puni Village Ltd
- Director, Victoria Link Ltd

Les Montgomery

- Director/Shareholder, Bessmount Investments Ltd
- Director, Te Puni Village Ltd
- Trustee, The Research Trust of Victoria University Of Wellington
- Trustee, Victoria University of Wellington School of Government Trust
- Trustee, Fale Malae Trust

Professor Ian Williamson
(term ended October 2020)

- Director, S3 Futures Ltd
- Board Member, Inspere Inspirational Advisory Board
- Director, Victoria Link Ltd

Professor Ehsan Mesbahi
(term began April 2020)

- Board Member, MacDiarmid Institute Board
- Trustee, The Research Trust of Victoria University Of Wellington
- Director, Victoria Link Ltd

Professor David Harper
(term ended March 2020)

- Board Member, MacDiarmid Institute Board
- Board Member, Maurice Wilkins Centre
- Board Member, New Zealanders Health Research
- Trustee, The Research Trust of Victoria University Of Wellington
- Trustee, Malaghan Trust Board

Professor Jennifer Windsor

- Trustee, Victoria University of Wellington Art Gallery Collection Funding Trust
- Trustee, Victoria University of Wellington Art Gallery Collection Trust

Professor Stuart Brock

- CEO/Member Australasian Association of Philosophy Board

Blair McRae

- Director, Wellington Uni-Professional Ltd
- Trustee, Victoria University of Wellington Art Gallery Collection Trust
- Member, Universities New Zealand International Policy Committee
- Member, Confucius Institute, Victoria University of Wellington
- Trustee, Williamstown Trust







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

Agenda Item 11

Graduates in Absentia – Degrees to be Granted

To receive: the list of degrees, diplomas and certificates granted on 1 April 2021 (document VUWC 21/23).

- To resolve:**
- 1 **that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 21/23 and that their names be entered on the Roll of Graduates on 1 April 2021.**
 - 2 **that a motion of congratulations to the Graduates in Absentia be recorded.**



**DEGREES, DIPLOMAS AND CERTIFICATES
TO BE GRANTED ON 1 APRIL 2021**

Doctor of Musical Arts

Ballard, Sarah Jane, *in Composition*

Doctor of Philosophy

Caie, Phoebe Katherine Jemima, *in Marine Biology*

Chorley, Hannah Kate, *in Geology*

Kahandawa Pathirannehelage, Pavithra Udari Jayawardena, *in Political Science*

Nguyễn, Hồ Anh Khoa, *in Public Policy*

Qurrat Ul Ain *in Computer Science*

Srichamroen, Wimonmat, *in Public Policy*

**WELLINGTON FACULTY OF ARCHITECTURE AND
DESIGN INNOVATION**

Master of Architecture

Bagley, Mark Craig

Master of Architecture (Professional)

Cawdron, Melissa Antonia

Wezel, Daniel Jakob

Master of Design

Priest, Julian Charles Philip, *with Distinction*

Master of Design Innovation

Cox, Reuben Thomas, *with Merit*

Westwater, Logan Keith, *with Merit*

Willcox, Stacey Marie, *with Merit*

Master of Design Technology

Lee, Jared Michael, *in Animation with Merit*

Wilkins, Robert Charles, *in Animation with Merit*

Master of User Experience Design

Goldstein, Lina Mary, *with Merit*

Bachelor of Architectural Studies

Choi, Seohyeon

Finlay, Morgan William

Multhaup, Dahlia

Schooler, Christopher Andrew

Yoo, Seunghyun

Bachelor of Building Science

Leeming, Benjamin William

Tatana, Jacob Blake

Bachelor of Design Innovation

Gordon, Craig Alistair

Izard, Timothy Brawn Alan

Morris, Kent

Shen, Wan-Ying

Strom, Xavier Rodger

Wang, Zeao

Zhao, Ziman

Postgraduate Diploma in Architecture

Gill, Rupinderjit Singh

Graduate Diploma in Design Innovation

Viernes, Lenar Gaspayad

Wang, Wenjing

Watters, Shane

Graduate Diploma in Designed Environments

Gorton, Adelaide Louisa May, in *Architecture*

Kong, Jiajie, in *Architecture*

Patel, Needhee Ravi, in *Architecture*

Patel, Riyaben Dineshkumar, in *Architecture*

Graduate Certificate in Designed Environments

Spiers, Holly Ann, in *Sustainable Engineering Systems*

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Master of Information Studies

Perry, Catherine Jennifer, in *Library Science with Merit*

Master of Innovation and Commercialisation

Cameron, Duncan Ewan, *with Merit*

Master of Professional Accounting

Apputhantri Aractchige Don, Saneth Uthpala Senarath

Duan, Mengjia, *with Merit*

Guo, Mingshuang

Liu, Yuhan, *with Merit*

Xu, Zhaoyang

Master of Professional Economics

Nguyen, Thi Huyen Duong, *with Merit*

Master of Public Administration (Executive)

Apa, Margie Letaulau

Master of Public Management

Kelly, Sharon Louise, *with Merit*

Master of Public Policy

Saragih, Thalissa Sabel, *with Merit*

Master of Tourism Management

Lonergan, Adele Maree, *with Merit*

Bachelor of Commerce

Abdul Razak, Nur Syazana Binti
Ansell, Michaela Ray
Bateson, Antonio Daniel Mackay
Cain, Natasha Michelle
Contractor, Chandni
Craib, Henry Charles
Du Plessis, Ettienne
Edmundson, Nicholas Andrew James
Ho, Yu-Chia
Hu, Kaijun
Kainank, Junelyn Eve
Kerr, Alexandra Paris
Kim, Seongung
Large, Nathan Peter
Li, Yudong
Liu, Yaqi
Luo, Wenzhe
Meor Aris, Nurul Iyman Binti
Mohammad Rafidi, Nur Amirah Binti
Muller, Rebecca Aria
Nie, Zanbing
Olifent, Zara Milica
Qing, Qinfang
Rajiv Kumar, Vikram
Robinson, Scott John
Said, Noor Syazwani Binti
Sharrow, Blake Thomas
Strachan, Kimberley Heather
Sturny, Francis Anthony
Sun, Mingyue
Taylor, Harrison David
To, Yee Tung
Williams, Cameron Jeffrey
Xiao, Yuda
Y Nurhisam, Hanis Suraiya Binti
Zhang, Moxin
Zhang, Qing
Zhou, Aaron Zhi Min
Zu, Weiyi

Bachelor of Tourism Management

Yuan, Xinyi

Postgraduate Diploma in Information Studies

Mancini, Huni Sofia

Graduate Diploma in Commerce

Alder, Sarah Lesley, *in Human Resource Management and Industrial Relations*
Betty, Krishan Thomas, *in Accounting*
Bishop, Cameron Wayne, *in Human Resource Management and Industrial Relations*
Esparagoza, Joanne Sumalde, *in Accounting*
Falesoani Vui, Tauinaola, *in Accounting*
Hartley-Hall, Stella, *in Human Resource Management and Industrial Relations*
Liu, Bo, *in Accounting*
Saez, Ana Gimena, *in Human Resource Management and Industrial Relations*
Warakai, Nyawei Schola, *in International Business*

Postgraduate Certificate in Business Administration

Tupara-Katene, Beth Haupai

Postgraduate Certificate in Professional Economics

Ryan, Kate Margaret

Postgraduate Certificate in Public Management

Aitken, Kerry Douglas

Turner, Melanie Joan

Witehira, Martin Jay

Postgraduate Certificate in Public Policy

James, Steven Charles Franklyn

Steele, Calum Lawrence

Graduate Certificate in Commerce

Fraser, Timothy Samuel Stirling

Kooistra, Katherine Johanna

WELLINGTON FACULTY OF EDUCATION

Master of Education

Aslam, Alisha Aashna, *with Merit*

Gordon, Anne Maria, *with Merit*

Masefield, Jade Alana, *with Merit*

Tuohy, Catherine Mary, *with Distinction*

Master of Educational Psychology

Obulampalli, Vaishnavi, *with Merit*

Master of Teaching and Learning (Secondary)

Wong, Yong Kai Joel

Bachelor of Education (Teaching) Early Childhood

Wright, Lily Gabrielle

Postgraduate Diploma in Education

Keshwani, Shahista Hasan

Postgraduate Diploma in Educational Psychology Practice

Casinader, Prashan Niranjit

Clark, Mary Elizabeth

Macgregor, Ross John

Skene, Caroline Jane

Tse, Emma-Jayne

Graduate Diploma of Teaching (Early Childhood Education)

Konrad, Vincent Elizabeth

Le Quesne, Delwyn Amy

Graduate Diploma of Teaching (Primary)

Arthur, Louis Robinson

Cederwall, Rebecca Suzanne

Davies, Melissa Joan

McLeod, Zachary David

Mulholland, Christopher Brendan

Nisha, Ramiza Farishat Farnaz

Reeves, Deirdre Meaghan
Te One, Miriama Karena
Wall, Lisa Maree
Yorke, Jack Antony

Graduate Diploma of Teaching (Secondary)

'Atiola, Samiuela Sipa
Butwell, Liam Pat
Malcolm, Sam Alexander
Nicol, Dylan Nathaniel
Sherwood, Ashlei Anne
Smith, Anthony Joseph
Smith, Emily Isabella Fargher
Winters, Caroline Maureen Ballantyne

WELLINGTON FACULTY OF ENGINEERING

Master of Engineering Practice

Garud, Vihang Vipul
Vidal Soroa, Daniel Armando, *with Distinction*

WELLINGTON FACULTY OF HEALTH

Master of Nursing Science

Tamarapa, Jeanette Elizabeth

Bachelor of Health

Coulston, Thomas Peter
Jackson, Daniella Brooke

Postgraduate Diploma in Health

Dewar, Janine Suzanne
Lang, Sandra Jean
Poeira, Susan Elizabeth
Wichmann, Mia Jan Petronella

Postgraduate Diploma in Nursing Science

Bridgeman, Hana Kathleen
Davis, Aishlinn Rachel
Goundar, Mishalni Nitika
Lacey, Ashleigh Jade
Mellsop, Caroline Sarah
Woulfe, Alice Ruth

Postgraduate Certificate in Health

Jassim, Mohamed

Postgraduate Certificate in Nursing Science

Griffin, Linda
Kishor, Rashmi
Kochery Ammini, Manju
Levave, Sanita Doreen
Olaivar, Jan Doris Lim
Puran, Irene Lata
Thrupp, Kelsey Anne

WELLINGTON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Master of Arts

Anderson, Olivia Frances, *in Sociology with Distinction*
Archer, Safia, *in Creative Writing with Distinction*
Campbell, Lucinda April, *in Philosophy with Distinction*
Drayton, Jennifer Frances, *in Applied Linguistics with Merit*
Ellery, Joshua Nikko, *in Music with Distinction*
Hoang, Thi Hang, *in Teaching English to Speakers of Other Languages*
Joyce, Mark Alexander, *in Creative Writing with Distinction*
Loffhagen, Tom, *in Cultural Anthropology with Merit*
Muir, Brendon John, *in Teaching English to Speakers of Other Languages with Merit*
Nguyen, Phuong Anh, *in Applied Linguistics*
Pereyra, Rizza Alaban, *in Teaching English to Speakers of Other Languages*
Quartermaine-Bragg, Nicolas Santi Gabriel, *in Philosophy with Merit*
Sharman, Ataria Rangipikitia, *in Māori Studies with Merit*

Master of Fine Arts (Creative Practice)

McAsey, Caitlin Annette, *in Music/Sound with Merit*

Master of Intercultural Communication and Applied Translation

Thompson, Siyun, *with Distinction*

Master of Music Therapy

van Dam, Marieta Filiamata Lusila, *with Second Class Honours (second division)*

Master of Strategic Studies

Adnan, Adi Ridzuan Bin, *with Merit*
Al-Ghadani, Hamood Mohammed Ali, *with Merit*
Arnold, Jennifer Denise, *with Merit*
Aw, Vincent Kai Jie, *with Distinction*
Fraser, Erik Scott, *with Merit*
Optis, Jonathan Ryan, *with Distinction*
Shaw, Christopher James Michael, *with Distinction*
Simarmata, Bistok Barry Obaja, *with Merit*
Tuleasca, Ioan

Bachelor of Arts with Honours

Campbell, Lucinda April, *with First Class Honours in Philosophy*
Daly, Steven Bernard Wayne, *with First Class Honours in Religious Studies*
Hannah, David John, *with First Class Honours in History*
Lin, Shiou-Shin, *with First Class Honours in Cultural Anthropology*
Shields, Sharlan Elizabeth Ann, *with First Class Honours in International Relations*
Wake, Jessica Alice, *with First Class Honours in Linguistics*
Wakeling, Alexandra Emily, *with First Class Honours in Philosophy*
Webber, Kathryn Grace, *with First Class Honours in Classical Studies*
Yang, Xiaotong, *with First Class Honours in Music*

Bachelor of Music with Honours

Burt, Grace Hannah, *with Second Class Honours (first division) in Classical Performance*
McSweeney, Samantha Jayne, *with First Class Honours in Classical Performance*
Robson, Megan Anne, *with Second Class Honours (first division) in Classical Performance*

Bachelor of Arts

Avery, Helena Annie
Baillie, Peter David James

Beijen, John Francis Alexander
Beveridge, Fabian
Boyden, Ruby Megan
Brittin, Amy Louise
Brunner, Chelsea Paige
Chhaya, Dhruvjyot
Cho, Yeram Isaac
Coggins, Ysceifiog
Crisp, Justin Bradley
Edmundson, Nicholas Andrew James
Edwards, Hannah Laurena Lilian
Faleiva Toma, Maestro Malosueiletoto
Forster, Darren Robert
Gorrie, Mathew Stephen
Hannah, David John
Hart, Shianne Marie-Jane
Henderson, Laura Lynne
Hughes, Joshua Frigerio
Johnson, Eva Stella Mireille
Krüger-Tagboto, Vera Seyra
Lane, Nicholas Frederick Nelson
Lochore, Collette Kelly
Lowndes, Molly Jane
Mailo-Alexander, Toa Waitangi Kyle
Mathias, Shanti Ruth Madeira
Mattar, Lauren Rebecca
Mcdonald Ball, Adam Christopher
Milne, Rawiri James Wiremu
Minnell, Hannah Chloe
Moar, Rex Earl
Morton, Samuel Andreas
Norris, Felise Rose
Ogilvie, Alexander Angus
Olds, Hana Eve
Otto, Annette Annerie
Parbhu, Roshni Veena
Read, Robyn Elizabeth
Robinson, Renee Brooke
Sarten, Kimberley Brooke
Scotter, Rayne Miguel
Shelton Agar, Thomas Augustus
Smith, Anthony Joseph
Souza-Richards, Aline Maria
Sygrove, Francis Donald
Tavendale, Kahlia Ireland
Thomas, Matilda Meg Ingram
Willmott, Elisabeth Ghislaine
Wineera Reuelu, Leland Zechariah
Wu, Yongli
Xu, Zixiu
Young, Caroline Susanne

Graduate Diploma in Arts

Crawshaw, Samantha Janet, *in English Literature*
Dokter, Lesley Alison, *in Philosophy*
McLachlan, Emma Louise, *in Philosophy*
Sircombe-Kohen, Oliver Nicholas Gray, *in International Relations*

**Postgraduate Certificate in Higher Education Learning and Teaching
de Roiste, Mairead**

Certificate of Proficiency in English

Beri, Geremew Gedefa

Bi, Ying

Dara, Sievtheng

Duan, Mengjia

Guo, Mingshuang

Li, Yudong

Liu, Dan

Liu, Xi

Sun, Lutian

Sun, Xiaohong

Wu, Chi-Min

Xu, Zhaoyang

Yuan, Yue

Zu, Weiyi

FACULTY OF LAW

Master of International Trade

Sun, Xiaohong

Bachelor of Laws

Aldridge, James

Graduate Certificate in Law

Gruber, Monica Alexandra Maria

Wang, Dong

WELLINGTON FACULTY OF SCIENCE

Master of Applied Statistics

Meenken, Samuel Diederik, *with Distinction*

Master of Biomedical Science

Al Abadey, Afnan, *with First Class Honours*

Master of Climate Change Science and Policy

Fatmasari, Devi, *with Distinction*

Fukuda, Goro, *with Merit*

Meyer, Eddy, *with Distinction*

Novia, *with Merit*

Phongsa, Phouvannasinh, *with Merit*

Pratama, Maulana Sunu, *with Merit*

Master of Computer Science

Riad, Sherif Maged Fawzy, *with Merit*

Shao, Yingliang, *with Merit*

Sun, Lutian

Master of Conservation Biology

Davis, Stephanie Kate, *with Merit*

Nichols, Lauren Elise, *with Distinction*

Master of Development Studies**Mitchell**, Anna Patricia, *with Merit***Master of Environmental Studies****Alzaabi**, Mariam Fahed Yousef Obaid, *with Merit***Sánchez Bolívar**, Isabella, *with Merit***Master of Geographic Information Science****Sanouban**, Thatsanee, *with Merit***Master of Marine Conservation****Erdössyová**, Zuzana, *with Merit***Master of Science****Duff**, Nicola Catherine, *in Psychology with Distinction***Meier**, Jeremy Neill, *in Cognitive and Behavioural Neuroscience with Distinction***Setiawan**, Yosi, *in Physics with Distinction***Wood**, Jesse William, *with First Class Honours in Forensic Psychology***Bachelor of Science with Honours****Annavarapu**, Sahas Rajit, *with Second Class Honours (first division) in Mathematics***Barrett**, Jordan Mitchell, *with First Class Honours in Mathematics***Lawson**, Gabrielle Anne, *with First Class Honours in Psychology***Rillstone**, Micah Paul, *with First Class Honours in Psychology***Singh**, Nalini, *with First Class Honours in Conservation Biology***Summers**, Monica Catherine, *with First Class Honours in Cell and Molecular Bioscience***Sutton**, Emily Jane, *with First Class Honours in Psychology***Watts**, Benjamin Michael, *with Second Class Honours (first division) in Chemistry***Bachelor of Biomedical Science****Aiyum**, Aisha Siddiqa**Bachelor of Science****Caldwell**, Benjamin William**Doyle**, Trenton Leroux**Duckett**, Nathan James**Fredrick**, Ronja Rata**Hindley**, Joshua Joe**Pasieka**, Laura Jo**Prujean Fleming**, Catherine May**Ransby**, Michael Karl Arthur**Riad**, Sherif Maged Fawzy**Sutton**, Joseph Peter**Tran**, Hope Thi**Wang**, Shiyu**Whelan-Turnbull**, Niamh Aishling Moana**Wood**, Michael James**Yang**, Yunhan**Yochay**, Lily**Postgraduate Diploma in Clinical Research****Armstrong**, Carolyn Marie**Krammer**, Sonia Maria**Postgraduate Diploma in Development Studies****Koshy Chacko**, Mathew

Postgraduate Diploma in Environmental Studies

Milovanovich, Izabella Jasmine

Postgraduate Diploma in Geographic Information Science

Mak, Ka Yan

Postgraduate Diploma in Science

Anderson, Callum Fraser, *in Petroleum Geoscience*

Schofield, Joshua Samuel, *in Chemistry*

Taylor, Meah, *in Physical Geography*

Wilson, Laura Joy Elizabeth, *in Geology*

Graduate Diploma in Science

Cronin, George David, *in Statistics*

Das, Bibin, *in Ecology and Biodiversity*

Hopkinson, Oliver John, *in Statistics*

Mazengarb, Jessica, *in Statistics*

Walker, Meegan Stephanie, *in Ecology and Biodiversity*

Zhao, Lingyu, *in Statistics*

Agenda Item 12

Changes to the Academic Board statute

To receive: a Council Paper from the Provost dated 17 March 2021 regarding proposed changes to the Academic Board statute (document VUWC 21/24).

To resolve: **that on the recommendation of the Academic Board:**

the proposed amendments to the Academic Board Statute be approved.



COUNCIL PAPER

TO	Members of Council
FROM	Wendy Lerner, Provost
AUTHOR	Claire Williams (Executive Officer to Academic Board)
DATE	17 March 2021
SUBJECT	Changes to Academic Board Statute
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 21/24

Executive Summary

This amendment proposes the inclusion of a nominee of the Victoria International Student Association (V-ISA) to section 4.1(xvii) of the Academic Board Statute.

The proposed amendment to the Academic Board Statute was sent out for consultation in November 2020.

No feedback was received during the consultation phase.

Note that the Statute has been transferred to the new policy template. *Please see supporting information.* The following minor updates have been made:

- Replacing references to the Education Act 1989 with the Education and Training Act 2020 and its corresponding sections where appropriate;
- Updating 3.6(c) Vice-Provost (Academic and Equity) to Vice-Provost (Academic);
- Deleting Appendix 1 *Victoria University of Wellington Delegation by Council* as this was replaced by the Delegations Statute and associated Delegations Schedule effective 1 January 2017;

- Updating membership list to remove disestablished directorship roles that have occurred since the statute was last approved as follows:
 - (ix) the Director, Centre for Lifelong Learning
 - (xi) the Director, Student Academic Services
 - (xii) the Director, Foundation Studies
- Adding (xi) the Director, Academic Office.

Academic Board **endorsed** the proposed amendments to be forwarded to Council for approval.

Recommendation

That Council **approve** the proposed amendments to the Academic Board Statute.

Supporting information (please see following page)

Academic Board Statute

1. Purpose

The Academic Board of the Victoria University of Wellington ('the University') is established under sections ~~18(2) Schedule 11, 182(2), 271, 283 and 284~~ ~~285(5), 193 and 194~~ of the Education and Training Act ~~1989~~2020. This Statute defines the membership, functions and powers of the Board. It repeals the Academic Board Statute 1997 and the Faculties Statute.

2. Application of Statute

This Statute applies to staff members and students.

3. Statute Content and Guidelines

3.1. Membership of the Board

- (a) The Board shall consist of
- (i) the Vice-Chancellor;
 - a. the Provost;
 - b. the Vice-Provosts;
 - (ii) the Deputy Vice-Chancellors;
 - (iii) the Assistant Vice-Chancellors;
 - (iv) the Deans of the Faculties;
 - (v) the Pro Vice-Chancellors;
 - (vi) the Heads of Schools;
 - (vii) the Professors;
 - (viii) the Convenors of the Committees of the Board;
 - (ix) ~~the Directors of the Centre for Lifelong Learning and the~~ the Director, Centre for Academic Development;
 - (x) the Librarian;
 - (xi) ~~the Director, Student Academic Services;~~ the Director, Academic Office;
 - (xii) ~~the Director, Foundation Studies~~;
 - ~~(xiii)~~(xii) the members of staff elected by the staff as members of the Council;
 - ~~(xiv)~~(xiii) members of the non-professorial academic staff elected by the non-professorial academic staff of each faculty, the numbers to be determined by the Council from time to time;

- ~~(xv)~~(xiv) two members of Toihuarewa elected by the members of Toihuarewa;
- ~~(xvi)~~(xv) two members of the general staff of the University elected by the general staff;
- ~~(xvii)~~(xvi) ~~six~~ seven students, appointed by the Convenor, who, at the time of appointment, are enrolled in a course for a degree or diploma of the University. Student membership is as follows:

- the President of the Victoria University Students Association (VUWSA);
- Another member of the VUWSA Executive, nominated by VUWSA;
- One nominee of Ngāi Tauira;
- One nominee of the Pasifika Students' Council;
- One nominee of the Postgraduate Students Association;
- One nominee of the Victoria International Student Association (V-ISA); and
- One student nominated by VUWSA.

Note 1: Student organisations put forward nominees in accordance with their own guiding documents. Student organisations shall notify the Convenor (via the Secretary) of the names of their nominees prior to the first meeting of the Board each year.

Note 2: If a student member resigns or ceases to be an enrolled student, the nominating organisation shall notify the Convenor (via the Secretary) and arrange for a replacement nominee.

Note 3: The requirement for the student member to be an enrolled student does not apply to the VUWSA President.

Note 4: If a student member is not able to attend a meeting, they may send a substitute to represent the relevant student organisation. The student organisation should notify the Secretary at least 24 hours prior to the meeting.

- ~~(xviii)~~(xvii) other members of the academic staff of the University who may be co-opted by the Board at its discretion to ensure an appropriate gender and ethnic balance of membership.

- (b) Members of the Board under s4.1(a)(i) to (a)(xiii) are members ex-officio. Elected members under s4.1(a)(xiv) to (a)(xvi) shall be elected for such period not exceeding two years as the Board approves. Such members may be re-elected to serve subsequent terms. Members of the Board appointed under s4.1(a)(xvii) to (a)(xviii) shall serve for such period not exceeding two years as the Board approves. Such members may be re-appointed to serve subsequent terms.

Note: with respect to s4.1(a)(xiv), the University Council has determined that a faculty of up to 50 members will elect two members to the Board and each additional 75 members of a faculty will lead to one further elected member. Thus, a faculty with 51-125 members will elect three members to the Board, a faculty with 126-200 members will elect four members etc.

3.2. Procedures for the Election of Board Members

- (a) The Dean is responsible for the election of Board members under s4.1(a)(xiv), Toiahurei/Deputy Vice-Chancellor (Māori) is responsible for the election of Board members under s4.1(a)(xv) and the Convenor of the Board is responsible for the election of Board members under s4.1(a)(xvi).
- (b) The election of non-professorial academic staff as Board members under s4.1(a)(xiv) shall take place by secret ballot, either at a faculty meeting called for that purpose and for which at least two weeks' notice has been given to faculty members or through postal voting by faculty members.

3.3. Functions and Powers of the Board

- (a) The purpose of the Board is to advise the Council on matters relating to courses of study, awards, and other academic matters, and to exercise powers delegated by the Council and the Vice-Chancellor. In so doing, the Board shall honour and promote the University's purpose, roles and responsibilities as specified in the Education [and Training Act-1989](#)~~2020~~:
- (i) to meet international standards of research and teaching, and to maintain, advance, disseminate and assist the application of knowledge in a wide range of areas of study;
 - (ii) to preserve and enhance academic freedom, develop intellectual independence, and promote academic autonomy;
 - (iii) to act as the critic and conscience of society;
 - (iv) to acknowledge the principles of the Treaty of Waitangi;
 - (v) to promote an environment of advanced learning, accountability and the proper use of resources;
 - (vi) to maximise the educational potential of members of the communities served by the University; and
 - (vii) to maintain the highest ethical standards.
- (b) In particular, the Board shall, without limiting its general power:
- (i) advise the Council on matters relating to courses of study, training or awards, including the introduction and deletion of academic programmes, the prescription of any course for any degree or other academic qualification or certificate, entrance to the University or to any course of study, the admission and attendance of students, limitations on enrolment, examinations and other academic assessment, the appointment of examiners, assessors or moderators, any fellowship, scholarship, bursary, prize or award, or the examination or qualification for it, honorary degrees and other academic distinctions;
 - (ii) advise the Council on other academic matters, which are deemed to be: the academic consequences of the University's strategic goals; its academic purposes and academic quality assurance provisions; the academic consequences of changes to academic structures; proposals for qualifications to be jointly awarded with another institution; and the amalgamation with the University of any institution or branch or department of any institution;
 - (iii) exercise the powers delegated by the Council or the Vice-Chancellor and all other powers delegated to it;
 - (iv) receive reports from its Committees and bring to the attention of the Council any issues arising from those reports on which the Council should be advised; and
 - (v) advise the Vice-Chancellor on academic matters.
- (c) Any person aggrieved by any action of the Board, in the exercise of its powers of discipline conferred by statute, may appeal to the Council. The decision of the Council cannot be appealed further within the University.

3.4. Relationship of the Board to the Council

- (a) The Council shall consult with the Board before it determines any matter of policy for which the Board has the responsibility for giving advice to the Council or for giving effect to that policy. The Convenor of the Board shall be responsible for reporting to the Council on the matters considered by the Board.
- (b) Subject to ~~s182(5)~~ [section 18\(2\) Schedule 11](#) of the Education ~~and Training Act-19892020~~, the Council shall not make any decision or statute in respect of any academic matter unless it has requested the advice of the Board and considered any advice given by the Board.

3.5. Delegation of Powers

- (a) Pursuant to ~~s222~~ [s 2856](#) and [s 286](#) of the Education ~~and Training Act 19892020~~, the Council may, either generally or particularly, by resolution transmitted in writing signed by at least two members of the Council, delegate functions or powers of the Council to the Board.
- (b) Pursuant to ~~s197~~ [s 286\(7\)295](#) and [s 296](#) of the Education ~~and Training Act 19892020~~, the Vice-Chancellor may, either generally or particularly, by writing, delegate functions or powers of the Vice-Chancellor to the Board.
- (c) The functions and powers delegated to the Board by the Council and the Vice-Chancellor from time to time shall be notified to the Board and are available from the Convenor of the Board and published on the University's website. [listed in Appendix 1](#).
- (d) A delegation to the Board is deemed to be a delegation to the persons from time to time constituting the Board.
- (e) Where the Council or the Vice-Chancellor has delegated functions or powers to the Board, the Board may, with the prior written approval of the delegator, by writing signed by at least two of the members of the Board, delegate such of those functions or powers as the delegator approves to a member of the staff of the University.
- (f) A delegation under this section ~~34.5~~ to a member of staff may be made to a specified person or to persons of a specified class, or to the holder or holders for the time being of a specified office or specified class of offices.
- (g) Subject to any general or special directions given or conditions imposed by the Council or the Vice-Chancellor, the person to whom any functions or powers are delegated may perform those functions or exercise those powers in the same manner and with the same effect as if they had been conferred on that person directly and not by delegation.
- (h) A person purporting to act pursuant to a delegation to which this section 4.5 refers shall, in the absence of proof to the contrary, be presumed to be acting in accordance with the terms of the delegation.
- (i) A delegation to which this section 4.5 refers does not affect or prevent the performance of any function or the exercise of any power by the delegator, or affect the responsibility of the delegator, for the action of any person acting under this delegation.

3.6. Committees of the Board

- (a) The Board shall have Permanent Committees — Toihuarewa and the Faculties.
- (b) The Board may establish other committees.

- (c) The Permanent Committees and any other committees of the Board and their terms of reference form the First Schedule to this Statute and are available from the ~~Convenor~~ Executive Officer of the Board and published on the University's website.
- (d) The Convenors of the Committees shall be members of the Board (and, in the case of the Academic Committee, the Convenor shall be the Vice-Provost (Academic ~~and Equity~~)) and shall report at least annually to the Board and advise the Board on any matters referred to them.
- (e) The Board shall consult Toi huarewa about any matter under consideration that has significant implications for Māori or any matter referred to faculties by the Board or any of its committees.
- (f) The Board may call for reports from schools and other entities of the University.

3.7. Conduct of Business of the Board

- (a) The Vice-Chancellor shall be the Convenor of the Board.
- (b) In the absence of the Convenor from a meeting of the Board, the members present shall elect one of their number to be the Convenor for the purposes of that meeting.
- (c) No question shall be decided in a meeting of the Board unless a quorum is present. A quorum of the Board shall be 25 members.
- (d) Every question before the Board shall be decided by a majority of the votes recorded.
- (e) At any meeting of the Board, the Convenor has a deliberative vote and, in the case of an equality of votes, also has a casting vote.
- (f) The Board may make rules as to the time and place of its meetings and the procedure at its meetings.
- (g) No act or proceeding of the Board, or of any committee of it, or of any person acting as a member of the Board, shall be invalidated in consequence of there being a vacancy in the number of the Board at the time of that act or proceeding, or of the subsequent discovery that there was some defect in the appointment of any person so acting, or that that person was incapable of being or had ceased to be a member of the Board.
- (h) In academic matters relating to the Board, the Academic Committee will act as the Executive Committee of the Board.

4. Definitions

Nil

5. Related Documents

[Education and Training Act 2020](#)

<http://www.legislation.govt.nz/>

6. Document Management and Control

Approver	Council
Approval Date	Date 25 June 2001
Effective Date	Date 25 June 2001
Last Modified	1 October 2014 Date
Review Date	Date
Sponsor	Provost
Policy Owner	Senior Academic Quality Advisor Extn 5104

Appendix 1: VICTORIA UNIVERSITY OF WELLINGTON DELEGATION BY COUNCIL

Pursuant to ~~§ 285 and s 286.222~~ of the ~~Education and Training Act, 1989 2020~~ the Council of the Victoria University of Wellington hereby delegates the following powers (the schedule of the Academic Board Statute approved by Council on 11 February 1991) to the Academic Board of the Victoria University of Wellington:

- ~~1 — All the powers necessary for the administration by the Board of regulations and statutes governing the matriculation, admission, transfer of credits, extramural study, enrolment, keeping of terms, examinations, scholarships and awards, the Library discipline, personal courses of study, degrees, certificates and diplomas.~~
- ~~2 — All the powers necessary to the Board for the administration of this statute.~~
- ~~3 — The power to delegate any of the powers listed in paragraph 1 to a member of the staff of the University.~~

Appendix 12: Committees of the Academic Board

- 1 The Permanent Committees of the Academic Board are:
 - (a) The Faculties
 - (b) Toihuarewa
- 2 The other Committees of the Academic Board are:
 - (a) Academic Committee
 - (b) Library and Information Services Committee
 - (c) Research Committee
 - (d) University Entry Committee

Agenda Item 13

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 21/25).

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 14-29. 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 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
14. Minutes of previous meeting held on 15 February 2021	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
15. Safety, Health & Wellbeing report	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
16. Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
17. Vice-Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
18. Financial report to 28 February 2021	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA, s48(1)(a)(ii)
19. Financial Context report	s 9(2)(b)(ii) and s 9(2)(i)	
20. Covid-19 Deficit Reduction programme and Fit for Future programmes	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
21. Media and Social Media strategy	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
22. Speaker: Dean, FHSS	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
23. Rescinding of Qualification conferred	S 9(2)(a)	LGOIMA s48(1)(a)(ii)
24. 2022 and 2023 International (Full fee) tuition fees	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
25. Cumberland House Lease	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
26. VUWSA President report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)

27. Quarterly reports • Foundation • National Music Centre • Digital roadmap	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
28. Reports from Committee Chairs	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, S48(1)(a)(ii)
29. Council only time	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)

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

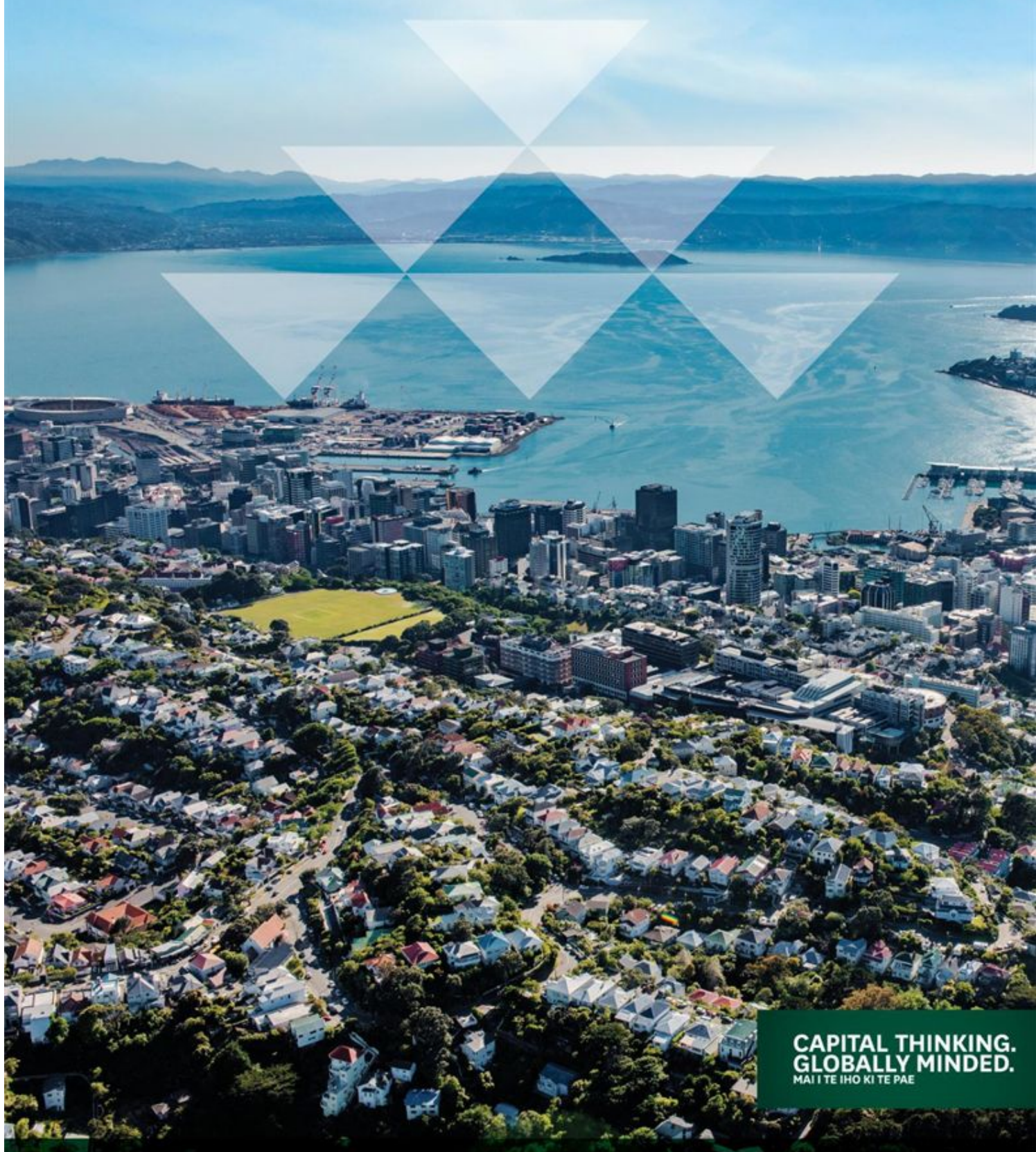
- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 29, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Te Herenga Waka
Victoria University of Wellington

Council Manual



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA



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

EXECUTIVE SUMMARY

Te Herenga Waka Victoria University of Wellington

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

Strategic Plan

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

Ambitious research for transformative impact

Education preparing students for an extraordinary life

Engagement that depends relevance, impact and reputation

Equitable outcomes for all

Belonging to the Asia-Pacific region

Transforming the way we work.

Role of Council

The role of Council is to be the governing body of the University. The functions, powers and duties of Council are set out in the Education Act 1989 and can be summarised as follows:

Functions of Council (section 180)

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 (sections 192 and 193)

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 181)

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 Act 1989, Council's Constitution and the Council Membership Statute.

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

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

Chancellor and Pro-Chancellor

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

Secretary to Council

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

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

Vice-Chancellor

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

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

Council procedures

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

Council and committee meetings are conducted in accordance with Council's Standing Orders. Council members are expected to perform their individual duties under section 176A of the Act and comply with Council's Code of Conduct.

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

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

Council committees

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

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

Council and member evaluations

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

Induction of new members

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

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

Members' remuneration

Council members will be paid fees in accordance with section 179 of the Education Act 1989. Actual out of pocket expenses (such as travel costs) may also be claimed.

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1 INTRODUCTION TO THIS MANUAL

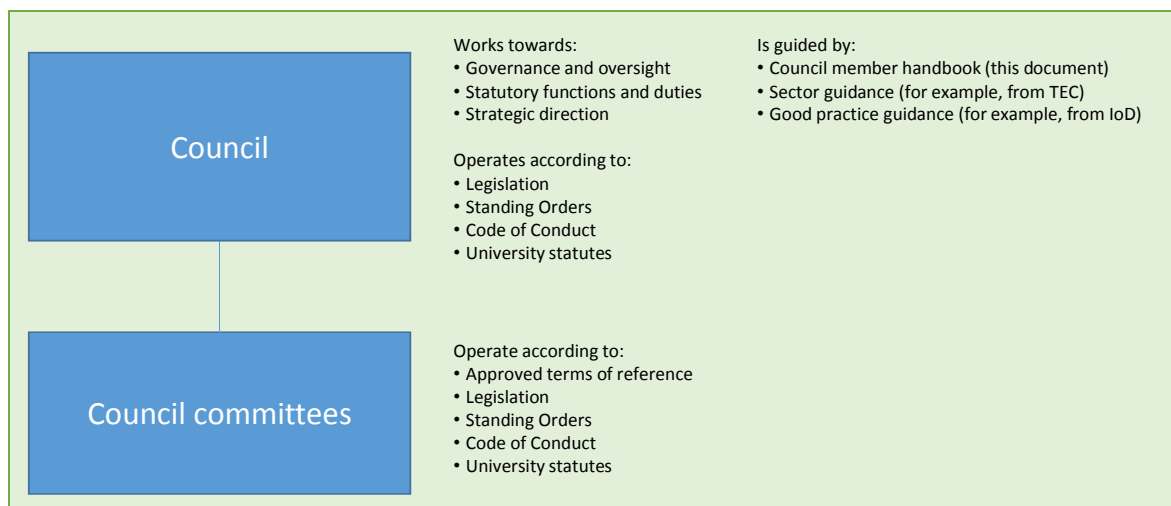
This section provides a brief introduction to this manual.

1.1 Context

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

Other key governance resources include:

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



1.2 Purpose of this manual

This manual is intended to be:

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

1.3 Manual ownership

The owner of this manual is the Secretary to Council.

1.4 Distribution

This manual is expected to be made available to:

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

2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

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

History and current operations

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

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

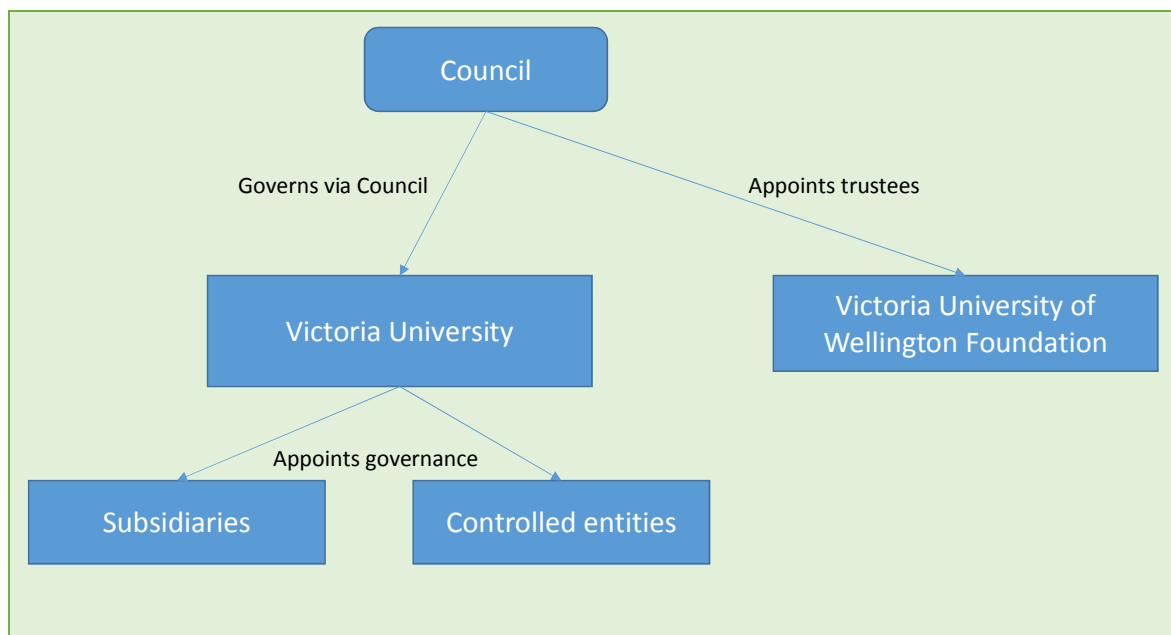
2.1 University, subsidiaries and controlled enterprises

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

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

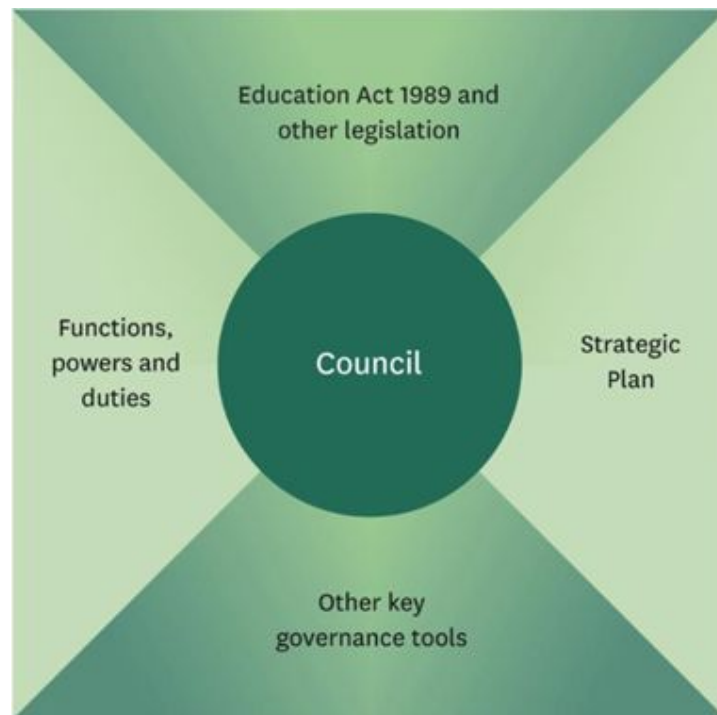
Council governs the University through the approval of the Strategic Plan, the direction it gives the Vice-Chancellor, approval of University statutes and consideration of the information it receives. It governs the Foundation indirectly through appointing the trustees.

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



3 COUNCIL OVERVIEW

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



3.1 Treaty of Waitangi commitments

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

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

3.2 Council's role and responsibilities

Council is the governing body of Victoria University of Wellington. The functions, powers and duties of Council are defined in the Education Act 1989 as set out below.

3.2.1 Functions of Council (section 180)

Council's functions are:

<p>180 Functions of councils</p> <p>(1) <i>The functions of the council of an institution are—</i></p> <p>(a) <i>to appoint a chief executive in accordance with the State Sector Act 1988, and to monitor and evaluate his or her performance:</i></p> <p>(b) <i>to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:</i></p> <p>(c) <i>if the institution has a plan,—</i></p> <p>(i) <i>to ensure that the institution is managed in accordance with that plan; and</i></p> <p>(ii) <i>to determine policies to implement that plan:</i></p>
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|-----|--|
| (d) | <i>to determine, subject to the State Sector Act 1988, the policies of the institution in relation to the management of its affairs:</i> |
| (e) | <i>to undertake planning relating to the institution's long-term strategic direction.</i> |

3.2.2 Powers (section 193)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of the powers in section 193 have been delegated to management through the Vice-Chancellor. The Reserved Powers of Council are found in Appendix 3 to the Delegations Statute.

193 Powers of councils	
(1)	<i>The council of an institution has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.</i>
(2)	<i>Except where they are exercised by delegation under this Act, the following powers of an institution shall be exercised only by the institution's council:</i>
(a)	<i>to provide courses of study or training, admit students (including provisionally and ad eundem statusum) and grant awards:</i>
(b)	<i>to grant fellowships, scholarships, bursaries, or prizes:</i>
(c)	<i>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 such terms and conditions as 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:</i>
(d)	<i>to accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:</i>
(e)	<i>to agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class (for example, the council of a polytechnic may agree to the disestablishment of the polytechnic and its incorporation in a university):</i>
(ea)	<i>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 (for example, the council of a university may agree to the incorporation of a polytechnic in the university):</i>
(f)	<i>to arrange for the manufacture of, and distribute (whether by way of sale or otherwise), any article or thing bearing a mark, symbol or writing that is associated with the institution:</i>
(g)	<i>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>
(h)	<i>to prescribe fees payable by students of the institution or any of them:</i>
(i)	<i>to establish boards or other bodies within the institution to give advice to the council:</i>
(j)	<i>to do anything incidental to the exercise of any of the preceding powers.</i>
(3)	<i>The council of an institution has power to appoint committees consisting of such persons, whether or not members of the council, as the council determines to exercise such powers as are delegated to them under section 222 and such powers as are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.</i>

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

Grant honorary degrees and Hunter Fellowships	on the recommendation of the Victoria Honours Committee
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).

3.2.3 Duties (section 181)

The duties of Council are:

181 Duties of councils

It is the duty of the council of an institution, in the performance of its functions and the exercise of 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 the Treaty of 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 those 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—*
 - (i) the public interest; and*
 - (ii) the well-being of students attending the institution—*
are maintained.

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

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

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

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

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

3.3 Strategy

3.3.1 Strategic Plan

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

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

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

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

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

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

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

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

3.4 Legislation

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

The primary items of legislation directing the University are:

- Education Act 1989 (parts 13 to 16, and in particular part 15 – 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 sections 177 and 178 of the Education Act 1989. They also incorporate key requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 which apply to Council and its committees.

3.5.2 Council Code of Conduct

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

3.5.3 Investment Plan

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

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

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

3.5.4 Annual Budget

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

3.5.5 Annual Report

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

3.5.6 Council statutes

Section 194 of the Education Act 1989 gives Council the authority to make statutes. University statutes are the highest level component of the University's policy framework.

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

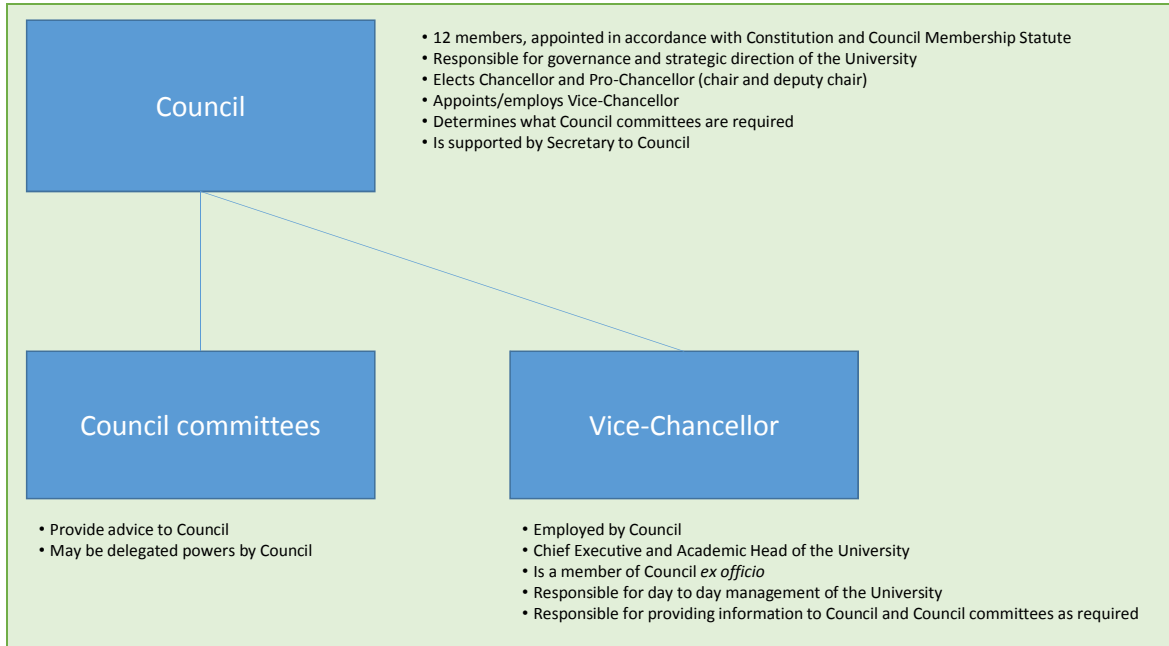
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

3.5.7 Delegations

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

4 COUNCIL ORGANISATION

This section sets out how Council organises itself.



4.1 Council composition

The composition of Council is determined by the Education Act 1989, 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

Section 177 of the Education Act 1989 sets out general guidance, including the constraint that Council members who are the Vice-Chancellor, members of staff or students are not eligible for election to be Chancellor or Pro-Chancellor.

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

The election process normally followed is:

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

4.6 Officers of Council

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

4.7 Council committees

Council committees are formed to facilitate efficient decision-making and provision of advice. Council has the power to form committees under section 193(3) of the Education Act 1989 as required. Standing Orders require committees to operate under approved terms of reference and observe the same rules of conduct and procedure as Council unless Council determines otherwise. Council committees only speak or act for Council when authorised. The authority conferred on a Council committee does not derogate from the authority delegated to the Vice-Chancellor.

The committee structure is as follows:

Permanent committees

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

Special purpose committees

- Victoria Honours Committee; and
- Nominations Panel.

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

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

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

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

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

4.8 Academic Board

Section 182(2) of the Education Act 1989 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 222 and 197 of the Education Act 1989.

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

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

4.9 Vice-Chancellor

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

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

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

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

Accountability of Vice-Chancellor to Council

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

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

4.10 Secretary to Council

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

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

The role of the Secretary includes:

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

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

4.11 General Counsel

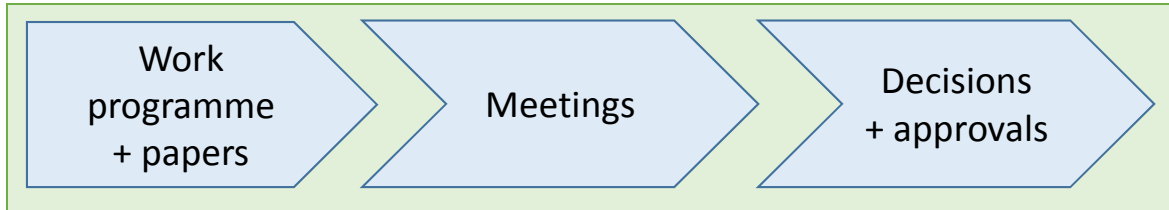
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

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

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

5 COUNCIL PROCESSES AND PROCEDURES

This section sets out how Council operates.



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

5.1 Annual work programme

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

5.1.1 Council meetings

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

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

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

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

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

5.1.2 Council committee meetings

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

5.1.3 Council workshops

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

5.1.4 Council performance evaluation

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

5.2 Items for Council consideration

5.2.1 Agenda

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

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

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

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

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

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

5.2.2 Council papers

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

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

5.3 Interactions with University staff

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

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

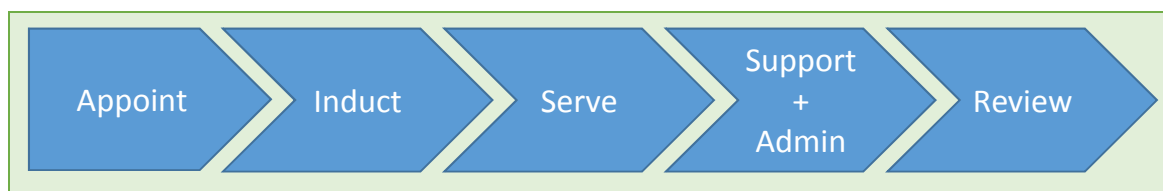
If University staff are approached directly by Council members, they are expected to advise their manager, who in turn may redirect the request to the Vice-Chancellor's Office.

5.4 Dealing with disruptions by members of the public

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

6 OTHER GUIDANCE FOR COUNCIL MEMBERS

This section addresses other topics relevant to Council members.



6.1 Induction

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

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

The induction programme ensures that:

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

6.2 Individual roles and responsibilities

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

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

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

Council members are expected to perform their individual duties under section 176A 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 section 179 of the Education Act 1989. Actual out of pocket expenses (such as travel costs) may also be claimed.

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

6.4 Insurance

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

6.4.1 Directors & Officers

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

6.4.2 Statutory Liability

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

6.4.3 Trustees Liability

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

6.4.4 General requirements

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

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

6.5 Independent professional advice

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

6.6 Information access and technology

6.6.1 Information access

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

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

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

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

6.6.2 Information security

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

6.7 Physical security on campus

Campus security can be contacted on 0800 842 8888

6.8 Self-evaluation

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

6.9 Training and development

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

6.10 Declarations

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

- Details for Register of Interests. These interests will be published in the Annual Report;
- Insurance declaration; and
- A declaration to confirm that:
 - The person is not disqualified from appointment under section 171A of the Education Act 1989 or section 16 of the Charities Act 2005 (for example as an undischarged bankrupt); and
 - The person agrees to comply with Council's Standing Orders and Code of Conduct.

The Secretary to Council arranges the completion of these declarations.

6.11 Where to get more information

More information may be obtained from:

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

Appendices

Appendix A – Other relevant publications and information

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

Appendix B – Additional papers provided to Council members only

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

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



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 181(b) of the Education Act 1989.
- 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 Act 1989](#)

[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 sections 177 and 178 of the Education Act 1989. 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 Act 1989

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 sections 178(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 section 178(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 section 178(4)).

Quorum

5. No business may be transacted at a Council meeting unless a majority of Council members are present (EA section 178(5)). 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 section 177(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 section 177(2A)).
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 section 177(3)).
11. The Chancellor and Pro-Chancellor hold office for the period for which they are elected, but are eligible for re-election (EA section 177(4)). 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 section 177(5)).
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 section 178(6)).
14. If the Chancellor is not present at a Council meeting but the Pro-Chancellor is present, the Pro-Chancellor will preside (EA section 178(7)).
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 section 178(8)).
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 section 175(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 section 175(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 section 175(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 section 178(9)).
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 section 178(10)).
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 193(2)(i)).
- 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 222 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 193(3)).
- 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 section 176A of the Education Act 1989 (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 section 176A of the Education Act 1989, or this Code of Conduct, may result in removal from office under [sections 176C](#) and [176D](#) of the Act.

176A Individual duties of members of councils

(1) A member of the council of an institution, when acting as a member of the council 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 he or she belongs, and the duties of the council; and
 - (iv) act in good faith, and not pursue his or her 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 member as a member of the council of an institution, and the nature of the responsibilities undertaken by him or her; and
- (c) must not disclose any information to which subsection (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 he or she has earlier been authorised to do so by the council; or
 - (iv) if disclosing, making use of, or acting on it will not, or will be unlikely to, prejudice the council or the institution; or
 - (v) in complying with requirements for members to disclose interests.

(2) The fact that a member of the council of an institution 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 displace or limit the member's duty under subsection (1)(a)(ii) to act in the interests of the institution as a whole.

(3) This subsection applies to information that—

- (a) a member of the council of an institution has in his or her capacity as a member of the council; and
- (b) would not otherwise be available to him or her.

(4) Subparagraphs (i) to (iii) of paragraph (b) of subsection (1) do not limit the generality of that paragraph.

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 Act 1989, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

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

2.2 The scope of the Committee is outlined below.

2.3 Strategic and Operational Risk

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

2.4 Health and Safety

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

2.5 External Audit

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

2.6 Internal Audit

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

2.7 Statutory Financial Reporting

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

2.8 Legislative Compliance

- a) Legislative compliance policy.

- b) Annual legislative compliance status report.

2.9 Independence

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

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

2.10 General

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

3 Authority

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

4 Membership

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

5 Meetings

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

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

6 Information and reporting

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

7 Review

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

8 Key dates

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

9 Delegation by Council

In accordance with section 222(1) of the Education Act 1989, Council delegates to the Audit and Risk Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Finance Committee

Terms of reference

1 Introduction

The Finance Committee is a committee of Council. It operates within the relevant provisions of the Education Act 1989, 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 222(1) of the Education Act 1989, Council delegates to the Finance Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

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 Act 1989, the Local Government Official Information and Meetings Act 1987 and Standing Orders of Council. The Committee's scope encompasses the University and its subsidiaries and controlled entities.

2 Purpose and responsibilities

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

3 Authority

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

4 Membership

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

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

5 Meetings

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

6 Information and reporting

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

7 Review

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

8 Key dates

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

9 Delegation by Council

In accordance with section 222(1) of the Education Act 1989, 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.

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 Act 1989, 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 222(1) of the Education Act 1989, Council delegates to the Victoria Honours Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Council Human Resources Committee

Terms of reference

1 Introduction

The Human Resources Committee is a committee of Council. It operates within the relevant provisions of the Education Act 1989, the Local Government Official Information and Meetings Act 1987, the Health and Safety at Work Act 2015 and Standing Orders of Council.

2 Purpose and responsibilities

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

3 Authority

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

4 Membership

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

5 Meetings

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

6 Information and reporting

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

7 Review

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

8 Key Dates

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

Nominations Panel

Terms of reference

1 Introduction

The Nominations Panel is a committee of Council. It operates within the relevant provisions of the Education Act 1989, 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 222(1) of the Education Act 1989, Council delegates to the Nominations Panel all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.