

# Meeting of Council, Public - Order Paper and Documents (02/05/2022)

## Public papers

### Table of Contents:

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Cover	1
Agenda - Public	2
Karakia	3
Welcome/Apologies	4
Disclosure of Interests	5
Council Minutes and Matters Arising, Meeting held 21 March 2022	9
Report from the Chancellor	19
Report from the Acting Vice-Chancellor	23
Financial report to 31 March 2022	31
University Research Committee Report	35
Human Ethics Committee Annual report / Animal Ethics Committee Annual report	79
Academic Board Report, meeting held 15 March 2021	102
Foundation Annual Accounts to 31 December 2021	107
Media and Social Media report	126
Forthcoming Events and Next Council meeting	132
Conferment of Qualifications	135
Speaker: Mr Dougal McNeill, President, Tertiary Education Union, VUW Branch	157
Resolution to Exclude the Public	158
Governing Documents - Council Manual	160
Appendix: Te Tiriti o Waitangi Statute	190
Appendix: Governing Documents - Council Standing Orders and Code of Conduct	192
Appendix: Governing Documents - Committee Terms of Reference	199



MEETING OF  
COUNCIL

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ORDER PAPER AND DOCUMENTS

- PUBLIC -

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9 AM, MONDAY, 2 MAY 2022  
COUNCIL CHAMBER, LEVEL 2,  
HUNTER BUILDING AND  
VIA ZOOM VIDEOCONFERENCE

## COUNCIL

Order paper for the meeting to be held in the  
Council Chamber, Level 2, Hunter Building, Kelburn Campus and/or  
via Zoom videoconference  
at 9.00 am on Monday, 2 May 2022

### PUBLIC BUSINESS

9.00 am	<b>Karakia</b>		<i>Chancellor</i>
	1. Welcome and Apologies		<i>Chancellor</i>
	2. Disclosure of Interests		<i>Chancellor</i>
9.10 am	3. Council Minutes and Matters Arising from the meeting held on 21 March 2022		<i>Chancellor</i>
	<b>Items for Noting</b>		
9.15 am	4. Report from the Chancellor	VUWC 22/38	<i>Chancellor</i>
	5. Report from the Acting Vice-Chancellor	VUWC 22/39	<i>Acting VC</i>
9.25 am	6. Financial report to 31 March 2022	VUWC 22/40	<i>CFO</i>
9.30 am	7. University Research Committee report	VUWC 22/41	<i>VP (Research)</i>
	8. Human Ethics Committee Annual report Animal Ethics Committee Annual report	VUWC 22/42	<i>VP (Research)</i>
	9. Academic Board report, meeting held 15 March 2022	VUWC 22/43	<i>Provost</i>
9.45 am	10. Foundation Annual Accounts to 31 December 2021	VUWC 22/44	<i>DVCE</i>
9.50 am	11. Media and Social Media report	VUWC 22/45	<i>Acting VC</i>
	12. Forthcoming Events and next Council meeting	VUWC 22/46	<i>Chancellor</i>
	<b>Item for Approval</b>		
	13. Conferment of Qualifications	VUWC 22/47	<i>Chancellor</i>
10.00 am	14. <b>Speaker</b> Mr Dougal McNeill President, Tertiary Education Union VUW Branch	Oral report	<i>President, TEU, VUW Branch</i>
10.20 am	15. Resolution to Exclude the Public	VUWC 22/48	<i>Chancellor</i>
	<b>Governing Documents</b> 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

### Disclosure of Interests

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

**To note:**

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

**To consider:**

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

<b>NAME</b>	<b>ENTITY</b>	<b>POSITION</b>	<b>START DATE (or entry date)</b>	<b>END DATE</b>	<b>UPDATED</b>
<b>John Allen</b>	Be. Accessible Charitable Trust	Chair	June 2012		
	WellingtonNZ	Chief Executive	1 June 2020		
	Koi Tu, Centre for Informed Futures at Auckland University	Board Member	2 May 2020		
	Regional Skills Committee – Ministerial appointee	Member	July 2020		
	Wellington Uni-Professional	Director	August 2020		
	Creative HQ (Holding Co Wellington Regional Economic Development Agency Limited)	Director	June 2020		
	Related party: son undertaking postgraduate study at the University during 2022				
<b>Richard Arnold</b>	Nil				
<b>Brigitte Bönisch-Brednich</b>	Nil				
<b>Jaistone Finau</b>	Trusthouse Foundation Porirua Regional Advisory Committee	Member	8/6/21		
	Taura Pasifika	National President	1/1/21		
<b>Tiana Jakicevich</b>	Ngā Rangahautira	Academic	1/2/19		
	Te Ara Whatu	Officer/Faculty Rep			
	Greenpeace Voting Assembly	Collective member	1/1/19		
	New Zealand Climate Action Network	Member	17/5/21		
		Board Member	28/1/22		
<b>Alan Judge</b>	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		
	Maxwell Fernie Trust	Trustee	21/3/21		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
<b>Dianne McCarthy</b>	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		
<b>David McLean</b>	Westpac NZ Ltd	Ex-CEO	2014		
	Bibi McLean Trustee Limited	Director	2019		
	Ian McLean Consultancy Services Limited	Shareholder	1999		
	NACEW	Member	2019		
	KiwiRail Holdings Ltd	Chair	1.10.22		
	NZ Railways Corporation	Chair	1.10.22		
<b>Cath Nesus</b>	Nesus & Associates	Director	Feb 2004		
<b>Maryan Street</b>	KiwiRail	Group Manager, Employee Relations	20.4.15	Resigned to take effect from 6.5.22	
<b>James Te Puni</b>	Whitireia Foundation	Board Member/ Trustee	Aug 2019		
	Barnados NZ	Board Chairman	Nov 2015		
	Te Ahuru Mowai*	Kaiwhakahaere Matua/CEO	Mar 2020		
	<i>*Te Ahuru Mowai partnered with Victoria University of Wellington in a submission for the Māori and Public Housing Renewable Energy fund in March 2021.</i>			March 2021	
	<i>Update - Te Ahuru Mowai and Te Herenga Waka were successful in a joint bid to the Māori Housing Renewable Energy Fund administered under MBIE.</i>			Nov 2021	
	Waikanae Christian Holiday Park	Trustee		March 2021	

<b>NAME</b>	<b>ENTITY</b>	<b>POSITION</b>	<b>START DATE (or entry date)</b>	<b>END DATE</b>	<b>UPDATED</b>
<b>James Te Puni cont.</b>	Titahi Ltd	Director and Shareholder	March 2021		
	Switched On Group	Director	Nov 2021		
	Waiuta Residential Limited (Residential Property rental)	Director and Shareholder	Jul 201		
	Titahi Asset Holdings Ltd (Commercial Property rental)	Director and Shareholder	Apr 2021		
<b>Jennifer Windsor</b>	NZ Contemporary China Research Centre	Member of Advisory board	2015*		
	Victoria University of Wellington Confucius Institute	Member of Advisory Board	2015*		
	Adam Art Gallery Collection Funding Trust	Trustee	2015		
	Adam Art Gallery Collection Trust	Trustee	2015		
	Adam Art Gallery Advisory Board	Acting Chair	2020		
	*Acting PVC HSSE Sarah Leggott will hold the role whilst Professor Windsor is Acting				

**Agenda Item 3**

**Council Minutes, Meeting held on 21 March 2022  
Any Matters Arising not covered by agenda items**

**To receive:** the public Minutes of the Meeting of Council held on 21 March 2022.

**To resolve:** that the Minutes of the Meeting of Council held on 21 March 2022 be approved.



## COUNCIL

**Minutes of the Council Meeting held on Monday, 21 March 2022  
in the Council Chamber, Level 2, Hunter Building and via Zoom Videoconference  
from 10.00 am to 5.20 pm**

- PRESENT:** Mr John Allen (Chancellor)  
Professor Richard Arnold  
Professor Brigitte Bönisch-Brednich  
Mr Jaistone Finau  
Ms Tiana Jakicevich *via Zoom*  
Mr Alan Judge  
Dr Dianne McCarthy (Pro Chancellor)  
Mr David McLean  
Ms Cath Nesus  
Hon Maryan Street *via Zoom from 3.30 pm*  
Mr James Te Puni  
Professor Jennifer Windsor (Acting Vice-Chancellor)  
Ms Caroline Ward (Secretary to Council)
- APOLOGIES:** Hon Maryan Street *for lateness*
- IN ATTENDANCE:** Professor Stephen Dobson, Dean Faculty of Education  
Ms Katherine Edmond, Director, Communications  
Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori  
Mr Jonathan Flutey, Deputy Director, Centre for Academic Development  
Ms Leanne Gibson, Chief Information Officer  
Mr Andrew Jackson, Director, Strategic Projects  
Mr Mike James, Project Manager, Property Services  
Mr Simon Johnson, General Counsel  
Professor Wendy Lerner, Provost  
Dame Winnie Laban, Assistant Vice-Chancellor, Pasifika  
Professor Sarah Leggott, Acting PVC, HSSE  
Mr Mark Loveard, Chief Operating Officer  
Professor Stephen Marshall, Director, Centre for Academic Development  
Mr Les Montgomery, Chief Financial Officer  
Mr Phil O'Connell, Director Safety, Health and Wellbeing  
Mr Tu Temera, Marae Operational Manager
- VUWSA EXECUTIVE  
IN ATTENDANCE:** Ms Amelia Blamey, Treasurer-Secretary  
Ms Katherine Blow, Engagement Vice President  
Ms Alyssa Fa'afua, Clubs and Activities Officer  
Ms Monica Lim, Welfare Vice President  
Mr Ralph Zambrano, VUWSA President
- TEC IN ATTENDANCE:** Ms Jenn Bestwick, Chair, Tertiary Education Commission Board  
Ms Gillian Dudgeon, Deputy Chief Executive, Delivery

Mr Paora Ammunson, Deputy Chief Executive, Learner Success Ōritetanga  
Directorate

**22.28 WHAKATAU**

**Noted:** that Mr Tu Temara led the Whakatau to formally welcome new Council member Mr David McLean; and Professor Jennifer Windsor attending her first meeting as Acting Vice-Chancellor following the retirement of Professor Grant Guilford on 4 March 2022.

**22.29 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES**

**Noted:**

- 1 that the Chancellor led the Karakia.
- 2 that the Chancellor thanked Mr Temera for the Whakatau and warmly welcomed Mr McLean and Professor Windsor to Council. He noted that Professor Windsor's welcome videos as she commenced in the Acting Vice-Chancellor role had been well received setting a positive tone for the University.
- 3 that Mr McLean recorded his pleasure in his appointment to Council and had fond memories of his time at Victoria as a student some decades ago.
- 4 that an apology for lateness was received from Hon Maryan Street.

**Resolved:** that the apology for lateness from Hon Maryan Street be sustained.

**Te Puni/Finau  
Carried  
220025**

**22.30 DECLARATIONS AND DISCLOSURE OF INTERESTS**

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

**Noted:**

- 1 that declarations of Disclosures of Interest had been received from Professor Windsor and Mr McLean and the register updated accordingly.
- 2 that there were no further disclosures relating to items on the agenda.

**22.31 COUNCIL MINUTES, MEETING HELD ON 14 FEBRUARY 2022**

**Received:** the public Minutes of the meeting of Council held on 14 February 2022.

*Action:*

**Noted:** that further to the approval of the People and Culture Committee Terms of Reference, the Chancellor will give more thought to the specifics of how this Committee will operate and report back at the next Council meeting.

**Resolved:** that the public Minutes of the meeting of Council held on 14 February 2022 be approved.

**Bönisch-Brednich/Jakicevich  
Carried  
220026**

22.32

**REPORT FROM THE CHANCELLOR**

**Received:** a Council paper from the Chancellor, Mr John Allen, dated 14 March 2022 (document VUWC 22/19).

**Noted:**

1 that the report was taken as read.  
2 that a formal vote of thanks from the Council to all staff and students for their deeply impressive efforts and leadership in recent weeks was proposed. This acknowledged the enormous effort as the University has navigated the impact of protests at Parliament, the outbreak of COVID-19 in University halls of residence, and the impact of the spread of the Omicron variant in general.  
3 that a focus for Council this year will be finding new ways to engage with its community with the intention of being more visible in its activity and increasingly conducting its business in the public session of the meeting.  
4 that reflecting the Council's conversation at the Wharewaka hui on 1 February, the report outlines potential priorities for the Council in 2022 which include building a high-trust and collaborative culture within Council and across the University, communications and engagement with stakeholders; and attracting, retaining and growing the best academic staff and students.  
5 that there was strong agreement and alignment from Council members that the report had captured the essence of the key areas Council wants to focus on, with its particular emphasis on trust and respect.  
6 that the need to be financially sustainable was important if future projects are to be realised. The significant financial pressures including the high cost of living in Wellington are challenging.  
7 that the need to practically address inequality and disadvantage is now a pressing problem and one for Council to address.  
8 that the Dean of Education, Professor Stephen Dobson, highlighted the challenges of the digital environment and the crucial debate needed around this to ensure that students who are disadvantaged can participate fully.

**Resolved:**

1 **that a formal vote of thanks be recorded to all staff and students for their leadership and efforts over recent weeks in facing the challenges of protests at Parliament, the outbreak of COVID-19 in University Halls of residence and the impact of the spread of the Omicron variant on University operations.**

Allen/McCarthy  
Carried  
220027

2 **that the Chancellor's report be noted.**

McCarthy/Te Puni  
Carried  
220028

22.33

**REPORT FROM THE ACTING VICE-CHANCELLOR**

**Received:** a report from the Acting Vice-Chancellor, Professor Jennifer Windsor, dated 14 March 2022 (document VUWC 22/20).

**Noted:**

1 that the report was taken as read and Professor Windsor acknowledged the warm welcome she had received in assuming the Acting Vice-Chancellor role. She noted that she was pleased to serve the University in this way and her intention is to ensure a strong bridge to the new Vice-Chancellor.

- 2 that the success of Professor Beverley Lawton, Director of Te Tātai Hauora o Hine—the National Centre for Women’s Health Research Aotearoa being awarded the 2021 Women of Influence Award in the Innovation, Science, and Health category was acknowledged. The Centre was also awarded a \$1 million Ministry of Health contract.
- 3 that the Wellington School of Business and Government was awarded \$850,000 over three years from a coalition of ministries led by Ministry of Justice, to go towards the Chair in Restorative Justice.
- 4 that Te Herenga Waka University Press (formerly Victoria University Press) was congratulated on having three books shortlisted for the 2022 Ockham New Zealand Book Awards.
- 5 that the efforts of University Campus retailers to do away with single use cups (as a pilot) was applauded.
- 6 that the ‘Take a seat’ campaign launch at the Wellington Club last week in support of the National Music Centre was a great success showcasing the strength of the partnership between the City, University and the NZSO. Performances by musicians from the NZSO and the NZSM were well received.

**Resolved:** that the report from the Acting Vice-Chancellor be noted.  
Jakicevich/ Bönisch-Brednich  
Carried  
220029

#### 22.34 FINANCIAL REPORT TO 28 FEBRUARY 2022

**Received:** the Financial report to 28 February 2022 from the Chief Financial Officer, Mr Les Montgomery (document VUWC 22/03).

**Noted:** 1 that the report was taken as read.  
2 that the report was pre-census and adjustments will flow through once this information is complete. Several actions are in motion to develop more understanding of the drivers of the early census results.

**Resolved:** that the Financial report to 28 February 2022 be noted.  
Finau/Judge  
Carried  
220030

#### 22.35 REPORTS FROM COMMITTEE CHAIRS

**Received:** the public minutes of the following Committee meetings:

- Te Aka Matua Committee, 28 February 2022
- Audit & Risk Committee, 7 March 2022
- Finance Committee, 7 March 2022

**Noted:** that the Chair of Te Aka Matua, Ms Cath Nesus, advised that concerns had been expressed regarding Māori students not been able to access food late February. Professor Guilford, just prior to his retirement, had stepped in and addressed this.

**Resolved:** that the public minutes of the Committee meetings and the oral report from the Chair of the Te Aka Matua Committee be noted.  
McCarthy/Jakicevich  
Carried  
200031

## 22.36 MEDIA AND SOCIAL MEDIA REPORT

**Received:** a Council paper from the Acting Vice-Chancellor, Professor Jennifer Winsor, dated 14 March 2022 providing a Media and Social media report (document VUWC 22/22).

**Noted:**

- 1 that the report was taken as read.
- 2 that the importance of and the extent of engagement with the public through media was discussed.

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

**Bönisch-Brednich/McLean  
Carried  
220032**

## 22.37 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

**Received:** a Council paper from the Secretary to Council, Ms Caroline Ward, dated 14 March 2022, listing Forthcoming Events (document VUWC 22/23).

**Noted:**

- 1 that the Council paper was taken as read.
- 2 that all events are under review due to the ongoing COVID-19 pandemic and the country adapting to life with the Omicron variant in the community and remaining at 'red' in under the traffic light Covid-protection framework.
- 3 that the next meeting of Council will take place on Monday, 2 May 2022 at 9.00am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington and/or via Zoom.

**Resolved:** **that the Council paper on Forthcoming Events and the date and details of the next Council meeting on Monday, 2 May 2022 be noted.**

**McCarthy/Arnold  
Carried  
220033**

## 22.38 CONFIRMATION OF QUALIFICATIONS

**Received:** the list of degrees, diplomas and certificates granted on 21 March 2022 (document VUWC 22/24).

**Resolved:**

- 1 **that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 22/24 and that their names be entered on the Roll of Graduates on 21 March 2022.**
- 2 **that a motion of congratulations to the Graduates be recorded.**

**Jakicevich/Finau  
Carried  
220034**

## 22.39 APPOINTMENT OF COUNCIL MEMBER

**Received:** a Council paper dated 5 March 2022 from the Chancellor, Mr John Allen, regarding the appointment of the Acting Vice-Chancellor, Professor Jennifer Windsor, to Council (document VUWC 22/25).

**Resolved:** that under section 5.1 of the Council Membership Statute, Professor Jennifer Windsor, being the Acting Vice-Chancellor of Victoria University of Wellington, be appointed to Council from 5 March 2022 until such time as a person holding the permanent position of Vice-Chancellor is appointed and commences in the role.

Allen/McCarthy  
Carried  
220035

## 22.40

### COMMITTEE APPOINTMENTS

**Received:** a Council paper from the Chancellor, Mr John Allen, dated 14 March 2022, regarding Committee appointments (document VUWC 22/26).

**Noted:**

- 1 that the appointments are in addition to those made at the 6 December 2021 Council meeting and reflect the changing membership of Council with Mr McLean's appointment to the vacancy left by Mr Paviour-Smith and Professor Windsor assuming the Acting Vice-Chancellor role.
- 2 that Mr McLean will be appointed to the Finance Committee; and Professor Windsor will be appointed to the Finance, Te Aka Matua, Victoria Honours Committees and the Nominations Panel.
- 3 that the proposed appointment of Hon Maryan Street as Chair of the Audit & Risk Committee recognises that it is no longer possible for Mr Allen, in his new capacity as Chancellor, to continue chairing this Committee.
- 4 that Council thanked Mr Allen for chairing the Audit & Risk Committee during the preceding four years and acknowledged Hon Maryan Street's willingness to take on the additional responsibility as Chair of this Committee.

**Resolved:**

- 1 that the recommendations regarding Council Committee Membership for Professor Jennifer Windsor and Mr David McLean as detailed in document VUWC 22/26 be approved;
- 2 that Hon Maryan Street be appointed as Chair of the Audit & Risk Committee.

Bönisch-Brednich/Judge  
Carried  
220036

## 22.41

### ANNUAL REPORT - 2021

**Received:** a Council paper dated 14 March 2022 from the Chief Financial Officer, Mr Les Montgomery, regarding the 2021 Annual Report (document VUWC 22/27).

**Noted:**

- 1 that the Council paper was taken as read.
- 2 that the Audit & Risk Committee had considered the Annual Report and audit clearance in detail at its 7 March 2022 meeting.
- 3 that some key achievements were highlighted – the University is in the top 1% of the world in 20 subjects, the world's top 100 for 11 subjects and the top-ranked University in Aotearoa New Zealand for high quality research. These significant achievements along with many others including a financial surplus were applauded.
- 4 that a less encouraging statistic was the course completion rate for Pasifika being 10% down. This was highlighted by the A-VC Pasifika at the last Council meeting and her request that KPIs for senior leadership be looked at in this area will be honoured.

5 that the representation letters have been finalised and signed; from  
Management to Council; and Council to EY.

6 that Council congratulated the team on the beauty of the report's design  
and commended and thanked all involved.

*Action*

7 that it was suggested that management consider for the 2022 report  
including information that can provide more context on challenges the  
University faces including externalities such as housing, funding, etc.

**Resolved:**

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

- 1 **approve the 2021 Annual Report;**
- 2 **approve the release of the signed Representation Letter to EY;**
- 3 **authorise the 2021 Annual Report for issue;**
- 4 **approve the online publication of the 2021 Annual Report as soon as  
practical.**

Judge/McLean  
Carried  
220037

*the meeting adjourned at 10.50 am  
the meeting reconvened at 11.00 am*

**22.42 VUWSA PRESIDENT REPORT**

**Received:**

a report from Mr Ralph Zambrano, VUWSA President, dated 14 March 2022  
providing his first report as VUWSA President (document VUWC 22/28).

**Noted:**

- 1 that the Chancellor warmly welcomed Mr Zambrano and members of the  
VUWSA Executive to the meeting. He acknowledged the recent advocacy  
work of VUWSA as two major issues occurred simultaneously with the  
protest at Parliament spilling over to result in the closure of the Pipitea  
Campus and the wave of COVID-19 Omicron variant that had ravaged the  
Halls of Residence at the start of the student year.
- 2 that the report was taken as read.
- 3 that VUWSA intends to work in partnership with the University in 2022  
whilst at the same time holding the University to account beyond  
'frameworks and tick boxes'. The power imbalance between students and  
the University was discussed. Mr Zambrano encouraged management to  
consider providing remuneration for key student representative groups on  
campus, in addition to other moves to support student engagement.
- 4 that Council welcomes and encourages the approach that VUWSA is taking  
and acknowledges that lived experience cannot be entirely captured in a  
report. See also Minute 22.44 of the VUWSA President's confidential  
session at this Council meeting.

**Resolved:**

**that the report from the VUWSA President be noted.**

Finau/Jakicevich  
Carried  
220038

**22.43 RESOLUTION CONCERNING THE EXCLUSION OF THE  
PUBLIC**

**Received:**

a recommendation that certain items be taken with the public excluded  
(document VUWC 22/29).

- Resolved:**
- 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 16-28.
- 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. VUWSA President confidential oral report	s 9(2)(a)	LGOIMA s48(1)(a)(ii)
17. Minutes of the meeting held on 14 February 2022	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
18. Safety, Health & Wellbeing report	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. Acting Vice-Chancellor's report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
21. Financial report to 28 February 2022	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
22. Q4 Annual Management plan report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
23. Projects' stocktake	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
24. Learning Platform business case	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. Committee reports	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
26. Quarterly reports	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
27. Council only time	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
28. Conversation with TEC regarding Learning Outcomes	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)

This resolution is made in reliance on section 48(1)(a) of the Local Government Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be

**prejudiced by holding of the whole or the relevant part of the proceedings of the meeting in public are set out above.**

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 27, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.**

**Allen/Judge  
Carried  
220039**

*that Professor Stephen Dobson left the meeting at 11.35 am*

*that the Chancellor invited the members of the VUWSA Executive to remain for the VUWSA President's confidential report*

#### **Agenda Item 4**

### **Report from the Chancellor**

**To receive:** a Council paper from the Chancellor, Mr John Allen, dated 26 April 2022 (document VUWC 22/38).

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



## COUNCIL PAPER

TO	The University Council
FROM	John Allen, Chancellor
DATE	26 April 2022
SUBJECT	<b>Chancellor's report to 2 May 2022 Council meeting</b>
DOCUMENT #	VUWC 22/38

Kia ora tatou,

In my March report I outlined possible priorities for the year, and these were discussed at the 21 March Council meeting. There was unanimous support for the key principles including potential for our university to be both a role model for change and to enable and support the next generation of leaders – particularly in relation to Te Tiriti.

The challenge in leading the University continues to grow as the country faces increasing head winds due to inflationary pressures, adjusting to COVID-19 being part of the fabric of everyday life, and international events such as the war in Ukraine. I would like to acknowledge staff and students who have kept going throughout these challenging times and acknowledge the support of whanau in making it possible for them to continue.

As has been widely publicised student numbers, particularly of returning students, are well below what we anticipated. While the reasons for this have not been comprehensively determined it appears that the disruptions to learning and the “student” experience caused by COVID-19 together with increasing cost pressures (particularly housing) have taken a real toll. The absence of these students creates some financial challenges for our University (as well as impacting the vitality of campus life). We will need to carefully prioritise our spending in the year ahead. In my view the top priority needs to be supporting our academic mission – both staff and students. You can be assured that despite these unexpected challenges the University has the resources to be able to do this, although inevitably some trade-offs will have to be made. The question is whether this drop in student numbers will recur in 2023. If it does our capacity to respond will be more constrained. This is why we are putting so much effort into understanding why students are not returning and taking action to mitigate this risk. We aim to be a world leading capital city University with our marae at our heart. Bringing this ambition to life requires a strong commitment to Te Tiriti, our wider community and student support coupled with a vibrant campus and city and a teaching environment that encourages students to debate, think, research, advocate and collaborate to address issues that matter.

At our March meeting Council met with the Chair and some senior executives of the Tertiary Education Commission to discuss initiatives to enhance the success (qualification completion and first year retention) of Māori, Pasifika and disabled students. This is an important conversation particularly if we are to make our University the first choice for Māori and Pasifika students. We have many of the building blocks in place with our Te Tiriti statue, Pasifika success framework and the Living Pā under construction. However, we recognise these things on their own are not enough. We need all our University Community engaged in the conversation about what honouring Te Tiriti means for our University in 2022 and thinking about what we can do to make this place – Te Herenga Waka – welcoming and supportive of Māori and Pasifika as staff and students over coming years. This is work the Council intends to be active in leading over the coming year.

I am looking forward to graduation celebrations in the week of 16 May. Unfortunately, the government's 4 April announcement provided no certainty as to when the country would return to Orange under the COVID-19 protection framework and a call was made to cancel the planned nine indoor ceremonies at the Michael Fowler Centre and two at the Hub. A revised schedule of graduation celebrations has been developed including a parade and speeches at civic square. Graduates will also have photo opportunities at both Kelburn and Pipitea campuses with the Acting Vice-Chancellor, Pro-Chancellor, Provost and myself. Demand for these photo calls has been such that extra sessions have been added.

Since the last Council meeting the search for the next Vice-Chancellor has continued. Candidates on the long short-list underwent further scrutiny from our external recruitment advisor, Perrett Laver. The VC Appointment Committee met late March and reduced the long short-list to 5 candidates. In mid-April a panel of VC Appointment Committee members met informally with the candidates and four of these candidates will proceed to the next stage which includes engagement with members of the Staff Advisory Group and the Te Aka Matua Committee. The Council is meeting on 26 May for final interviews with candidates following which a vote will take place to select the successful candidate. Following this there will be the usual process of reference checking and contract negotiation.

I would like to acknowledge the work Professor Jennifer Windsor has carried out in her capacity as Acting Vice-Chancellor. Since assuming the role in early March there have been major issues to contend with and Jennifer has shown exactly the right type of leadership to navigate the University through these challenges and in her own words "build a bridge to our next Vice-Chancellor".

As always, I reconfirm my willingness to be contacted by any member of our community with ideas for the future of the University. My contact details are [chancellor@vuw.ac.nz](mailto:chancellor@vuw.ac.nz).

Ngā mihi, nā

John Allen  
**Chancellor**

## Appendix 1

### Chancellor engagements – 15 March 2022 to 26 April 2022

Weekly	Meeting with Vice-Chancellor, Acting Vice-Chancellor, and Secretary to Council
15.3.22	Met with Ms Gillian Dudgeon, Deputy Chief Executive, Delivery, TEC regarding Ōritetanga Learner Success
17.3.22	Meeting with MBIE and CRIs, preceded by a briefing from Professor Margaret Hyland, Vice-Provost (Research)
21.3.22	University Council meeting
30.3.22	Chaired a VC Appointment Committee meeting
31.3.22	Met with Mr Dougal McNeill, President, Tertiary Education Union VUW Branch
5.4.22	Met with VUWSA President, Mr Ralph Zambrano
12.4.22	Chaired a briefing of the VC Appointment Committee panel
12.4.22	Attended the International Institute of Modern Letters Biggs Poetry Prize Event in the Council Chamber
14.4.22	VC Appointment Committee panel informal conversations with short-listed Candidates
	Throughout the period, regular meetings took place with Dr Birgit Brandt of Perrett Laver

## Agenda Item 5

### Report from the Acting Vice-Chancellor

**To receive:** a report from the Acting Vice-Chancellor, Professor Jennifer Windsor, dated 26 April 2022 (document VUWC 22/39)

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



## COUNCIL PAPER

TO	Members of Council
FROM	Acting Vice-Chancellor, Professor Jennifer Windsor
AUTHOR	Acting Vice-Chancellor, Professor Jennifer Windsor
DATE	26 April 2022
SUBJECT	<b>Vice-Chancellor's Report - Public</b>
DOCUMENT #	VUWC 22/39

### 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

- School of Psychology's Professor Joseph Bulbulia has received a \$4.7m grant from Templeton Religion Trust over five years to continue his work on the New Zealand Attitudes and Values Study (NZAVS).
- During the period, 38 concepts were submitted for the Ministry of Business, Innovation, and Employment Smart ideas Endeavour Fund. Of these, 10 have been invited to submit a full proposal. All successful concepts sit within the Wellington Faculties of Science, Health, Engineering, Architecture and Design Innovation.
- Bevan Hunter has been appointed to the new Kaitohutohu Rangahau Māori role in the Research Office to help deliver strategies that enhances Māori research capabilities. Bevan comes with years of experience working with researchers to engage with mātauranga Māori, the Vision Mātauranga Policy, and iwi Māori. He has a background in applied science in Aquaculture, Environmental Science and Government.

- The implementation of the University's new Research Funding System has hit a key milestone and is now being used to support external funds applications. The system will significantly streamline the process for applicants and the Research Office. When fully implemented, it will also provide key data to measure progress on the Research Office's External Revenue Income Key Performance Indicator.
- Te Herenga Waka Professors Claudia Geiringer, John Townend, and Bastiaan Kleijn have been named three of the 2022 Ngā Ahurei hou a Te Apārangi Fellows who have been elected to the Academy of the Royal Society Te Apārangi for their distinction in research and advancement of mātauranga Māori, humanities, technology, and science.
- School of Nursing, Midwifery and Health Practice's Nurse Practitioner Betty Poot has become a Fellow of the Thoracic Society of Australia and New Zealand.
- Te Herenga Waka's University Librarian Janet Fletcher has been appointed Chair of Council of New Zealand University Librarians (CONZUL), a subcommittee of Universities New Zealand. Her term is for two-years. As CONZUL chair, Janet was invited to be on the Council of Australian University Librarians (CAUL) Board until September this year. As well as leading CAUL initiatives, Janet's role will be to determine the value of CONZUL members becoming full members of CAUL either as individuals or as the CONZUL consortium.
- Investment bankers Cameron Partners announced Te Herenga Waka—Victoria University of Wellington students Varin Malhotra and Wesley Tanuvasa as the inaugural recipients of the Rob Cameron Memorial Scholarship. This scholarship is to support the study costs of undertaking an Honours year, valued at \$12,500.
- Masters student Arama Tairea is the inaugural recipient of the \$10,000 annual Sir Lloyd Geering Scholarship in Religion. The scholarship will support Arama's research examining contemporary understandings of religion among Cook Island people in New Zealand.
- Approximately 40 staff members and students travelled to Hastings at the beginning of April to represent Te Herenga Waka at the tangihanga of Dr Moana Jackson, Ngāti Kahungunu, Ngāti Porou, Rongomaiwahine, (LLD Honoris Causa). The late Dr Moana Jackson was widely considered one of the most influential minds shaping indigenous rights, both in this country and internationally.

- Alumnus Sir Tīpene O'Regan, Ngāi Tahu (DCom Honoris Causa) was named the 2022 Te Pou Whakarae o Aotearoa—Kiwibank New Zealander of the Year.
- As New Zealand continues to be in the Red setting of the COVID-19 Protection Framework, with uncertainty surrounding when New Zealand will move to the Orange setting, it will not be possible to plan for an indoor graduation ceremony in May. Students have been invited to an alternative outdoor graduation celebration event in Te Ngākau Civic Square on Tuesday 17 May following a street parade through Wellington's city centre. Te tangi puoro and haka pōhiri will welcome staff and students into Te Ngākau Civic Square at the end of the parade, where speeches and entertainment will mark student achievements. In addition, students and their whānau have been invited to meet with the Chancellor, Pro-Chancellor, and the Acting Vice-Chancellor on campus to have graduation photos taken in academic dress. Other events to celebrate graduation will be held (following any COVID-19 Protection Framework guidelines required at the time) between Sunday 15 May and Thursday 19 May.
- The Wellington School of Business and Government's School of Accounting and Commercial Law recognised its top-performing students with excellence awards, despite not being able to hold its annual awards ceremony due to COVID-19 restrictions.
- Professor Graeme Austin has taken on the role of the Faculty of Law's Advisor to Rainbow Law Students. This initiative reflects the commitments in the Equity and Diversity and Inclusion Framework, and other steps that respond to the challenges faced by this group of students and staff.
- A team of students from Te Herenga Waka—Victoria University of Wellington made it into the semi-finals of the 20th Annual Hong Kong Red Cross International Humanitarian Law Moot Court Competition for the Asia-Pacific region that took place online in March.
- Te Herenga Waka—Victoria University of Wellington hosted the inaugural Asian Legal Network meeting at the end of March, and the launch of that Network, with recent alumni included in the organising committee. Representatives of the Faculty of Law attended sessions during the day of the launch, including Dr Ruiping Ye, Acting Dean of the Faculty of Law Petra Butler, and Pro Vice-Chancellor of Government, Law and Business, Mark Hickford.
- Faculty of Science's Dr Tara McAllister has been awarded the 2022 Zonta Science Award to the value of \$25,000. The award is in recognition of Dr McAllister's ongoing research in freshwater ecology, specifically the impact of algal blooms, that draws on mātauranga Māori, and for her advocacy for women and Māori in STEM and the university system of Aotearoa.

- The Centre for Science in Society's Dr Pauline Harris has been appointed Deputy Director Māori of the MacDiarmid Institute. Pauline has been a leading figure in the Institute since 2018 and brings deep knowledge in Te Ao Māori to advance the Institute's goals.
- In 2019, the University publicly launched its Zero Carbon Plan with the ambitious target of achieving net-zero carbon emissions by 2030, along with a 40 percent reduction in gross emissions, compared to our 2017 baseline. So far, the reduction in carbon emissions is well ahead of schedule. In 2021 our carbon emissions were more than 50 percent below our 2017 baseline. However, much of that reduction is due to the pandemic restricting air travel, which is normally our largest source of emissions. Since launching the Zero Carbon Plan the following key projects have been delivered or are underway—replacing natural gas (fossil fuel) heating systems; the installation of a 165-kW solar photovoltaic array on the roof of Vivian St; the establishment of an internal 5 percent carbon levy on all flights, and re-foresting an 11-ha block of the Outer Green Belt in Ohariu Valley in partnership with Wellington City Council.
- At the end of March, Āwhina and Ngāi Taurira co-hosted a student event at the Hunter Lounge at which Deputy Vice-Chancellor (Māori) Professor Rawinia Higgins spoke about the Living Pā. It was an opportunity for our taurira to get together while our marae is closed and to hear about the project's vision. Approximately 80 people attended in person and about 30 joined on Zoom.
- New Zealand School of Music Te Kōkī graduates are securing excellent recognition for international postgraduate studies: in the United States, Sarah Rathbun has been accepted for a Masters at Northwestern University with a full scholarship, and Zephyr Wills has been accepted with a Graduate Assistantship to Penn State. Isabella Thomas and William Taber have been accepted to the prestigious Australian National Academy of Music in Melbourne.
- Callum Allardice has been appointed the inaugural Creative New Zealand / New Zealand School of Music Te Kōkī (NZSM) Jazz Composer-in-Residence. Callum is a well-known jazz guitarist and composer. He is an alumnus of the University, and has previously taught jazz theory at the NZSM, and jazz guitar in the Young Musician's programme. The residency will allow Callum to release recordings under his own name for the first time in his career.
- Wai-te-ata Press hosted a gathering in March to celebrate the establishment of The Dan and Una Chan and Laywood and Joyce Chan Residency at Wai-te-ata Press. Based at the Chinese Scholars' Studio | Studio of the Waters of Dawn, this generous endowment focuses on projects that enhance understanding of and engagement with Chinese Aotearoa. Open by application to individuals or groups of postgraduate students, artistic or creative practitioners, community members, visiting scholars, and other interested parties, the successful recipient will make use of the rich Wellington-based archives of relevant materials and expertise and participate in public-facing events. The inaugural annual residency will be launched in 2023.

- The New Zealand Contemporary China Research Centre introduced a new offering to the China Capable Public Sector programme (MFAT) of one-day discussions with New Zealand Ministry of Foreign Affairs and Trade officials focused on Chinese foreign policy as well as continuing the regular programme of activities.
- Te Kawa a Māui's Dr Karena Kelly's *Aroha Te Whai Ora – He mahere piropiro mā te tamariki* has been nominated for the International Board on Books for Young People Honour List 2022, for the quality of its translation.
- School of Linguistics and Applied Language Studies Associate Professor Rachel McKee and her team at the Deaf Studies Research Unit have been awarded a 2021 New Zealand Open Source Award for their website collection of New Zealand Sign Language neologisms—allowing users to search for signs posted by the New Zealand Deaf Community.
- School of English, Film, Theatre, Media Studies, Communication, and Art History's Associate Professor Sarah Ross, along with Australian National University's Professor Rosalind Smith, co-led the Early Modern Women's Complaint Poetry Index project, which brings together poetry about love, loss, and protest, written by women living from 1530 to 1680. The index has recently been awarded the Renaissance Society of America's Digital Innovation Award. Work on the index received Marsden Fund support in New Zealand and an Australian Research Council Grant.
- A nationwide programme of secondary school recruitment visits is underway, focusing on raising awareness in Year 13 students of the reasons they might want to study at Te Herenga Waka - Victoria University of Wellington, and to gather contact details for the University's Marketo email communications and invitations to future events and activities. Physical visits are happening in some schools, supplemented with webinar alternatives.
- Due to the continuation of the COVID-19 Red setting in February and March 2022, most in-person University events were postponed to a later date or cancelled. The Events team is continuing to monitor COVID-19 traffic light level announcements and assess their impact on future events. Events can comfortably be held in the Green and Orange settings.
- Two virtual events were held for alumni in conjunction with alumni volunteers in the Washington DC and Chicago areas. These events included a presentation from the University's Director of US Engagement, Dr Fraka Harmsen highlighting recent University updates and achievements. A casual in-person event for alumni in Perth, Australia was held in late March and an event was hosted by an alumni in the San Francisco Bay Area in early April.

- The Distinguished Alumni Awards celebration event will go ahead in May under any traffic light setting. This event will be held at Te Papa, Tongarewa in the Oceania Room and celebrate our six winners from 2021.
- The twice delayed (by COVID-19) Auckland event promoting the Te Herenga Waka - Victoria University of Wellington Ferrier Research Institute Breast Cancer Foundation New Zealand Therapeutic Breast Cancer Vaccine Research Programme has been rescheduled for November 2022.
- Our first Direct Mail Appeal took place in March 2022. This appeal focused on a targeted cohort of our alumni community (approximately 6,000 people). The Development Office also included the University's international alumni community in the mailout, which was sent to alumni based in countries where we have a charitable status. It was themed around our 125<sup>th</sup> anniversary and reflected on the generosity of our alumni community since our founding. This direct mail has been followed by digital reminders, including stories in our alumni e-newsletter.
- Recruitment advisers have been appointed to the Pro Vice-Chancellor offices in Science, Health, Engineering, Architecture and Design Innovation and Wellington School of Business and Government/Faculty of Law Student. Work is underway to identify priority areas in the faculties where new recruitment and outreach activities will be developed to complement the central activities already managed and delivered by the Future Students team.
- The Communications Group is actively developing the University's podcast channel by creating and uploading more content and publicising what is available to build the audience. A series of podcasts with recipients of Distinguished Alumni Awards is nearly completed and we will also be producing podcasts featuring the researchers currently being showcased in the University's external research brand campaign. Group members are actively looking for opportunities to produce podcasts in addition to written content about University research and achievements.
- Work is underway on the 2022 issue of Victorious, which will include a central feature of content related to the University's 125th Anniversary. There will be both a printed edition of Victorious and an online version. The publication, which is mailed to some alumni and also given to a range of University stakeholders, will be published in spring 2022.
- Emergency communications, and ensuring we have robust and fast ways to connect with our communities, is an ongoing focus for the Communications Group. A recent development has created capability for a small number of senior communications and web staff to publish 'alerts' on all pages of the University website in an emergency. The Communications Group maintains an emergency handbook, which is regularly updated and includes templates of messaging for various scenarios. There is also an ongoing training programme within the Group to ensure a range of staff are able to distribute messages on different channels during an emergency.

- Work is underway to ensure compliance with the Pastoral Care Code, which came into effect on 1 January 2022. Most significantly, the Office of the Vice-Provost (Academic) is working on a centralised complaints process, completing a Wellbeing Outcomes Framework for the University.
- The Southeast Asia Centre of Asia-Pacific Excellence (SEA CAPE) Market and Industry Placement Programme (MIPP) was rolled out in March 2022. The MIPP is a project-based, guided 3-month internship programme that harnesses the market and cultural-specific insights of New Zealand tertiary students and matches these to the needs of New Zealand businesses. SEA CAPE will help to match with qualified and suitable students who are able to assist with the project. The project will also have an assigned academic mentor. An added unique element of this programme is the support of workshops and seminars run by SEA CAPE and its partners that will give businesses and students practical knowledge around the countries and industries to which their project focuses on.
- The Wellington International Leadership Programme (WILP) funded five students (onshore and offshore) to undertake the Campus B Indigenous Rights and History in Brazil, a virtual programme. This was a collaboration with the University of Auckland, Waikato University, and Campus B (a Brazilian education provider). The students' successful completion of the programme will be recognised as part of the experiential learning component of the WILP programme.
- The Wellington International Leadership Programme WILP funded 14 students (onshore and offshore) to undertake one-month full time Climate Action Virtual Internships (successfully completed in February 2022) as part of a pilot programme developed by Pomegranate Global and Virtual Internships. Students were trained to act as sustainability consultants and placed in pairs in businesses and organisations around Asia. The students were paired with students from a range of other New Zealand and Australian universities. The students' successful completion of the programme will be recognised as part of the experiential learning component of the WILP programme.
- School of Management Dr Ina Reichenberger was recently elected as first Vice Chair of The Council for Australasian Tourism and Hospitality Education (CAUTHE).
- The 2022 Teaching Intensive Pathway transfer round has now taken place and five more staff applied for the pathway.

**Agenda Item 6**

**Financial report to 31 March 2022**

**To receive:** the Financial report to 31 March 2022 from the Chief Financial Officer, Mr Les Montgomery (document VUWC 22/40).

**To resolve:** that the Financial report to 31 March 2022 be noted.



**MARCH 2022**  
**SUMMARY MONTHLY PUBLIC FINANCIAL REPORT**

## CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	March 2022 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	49.1	51.1	-2.1
Tuition Fees	31.8	33.8	-2.0
Research, Commercial & Other	35.6	37.8	-2.3
<b>REVENUE</b>	<b>116.5</b>	<b>122.8</b>	<b>-6.4</b>
People	65.0	65.9	0.9
Occupancy	9.0	10.0	1.0
Operating	35.3	40.2	5.0
<b>EXPENDITURE</b>	<b>109.3</b>	<b>116.2</b>	<b>6.8</b>
<b>EBITDA</b>	<b>7.2</b>	<b>6.7</b>	<b>0.5</b>
Depreciation & Amortisation	11.6	12.0	0.5
Net Interest Expense	0.6	0.4	-0.2
<b>UNIVERSITY GROUP SURPLUS<sup>1</sup></b>	<b>-5.0</b>	<b>-5.7</b>	<b>0.7</b>
<b>%</b>	<b>-4.3%</b>	<b>-4.7%</b>	
<b>CONSOLIDATED GROUP SURPLUS</b>	<b>-8.9</b>	<b>-4.4</b>	<b>-4.4</b>
<b>%</b>	<b>-7.9%</b>	<b>-3.6%</b>	

<sup>1</sup> University Group excludes VUW Foundation.

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

### YTD Overview

- Government Grants incl PBRF and Tuition Fees is unfavourable to budget by \$4.1m mainly due to lower EFTS than budget.
- Research, Commercial and Other revenue is unfavourable by \$2.3m mainly due to lower Commercial revenue which is largely timing related.
- Total expenditure is \$6.8m favourable to budget – predominately timing related. The labour market remains tight, making it difficult to fill vacancies, and COVID related delays and impacts.
- Depreciation is \$0.5m favourable to budget mainly due to lower capital expenditure.
- The Consolidated Group result includes the Foundation. The Foundation is unfavourable to budget by \$5.2m, largely due to inflation concerns and the impact of the Ukraine/Russia conflict on financial markets.

## CONSOLIDATED BALANCE SHEET

STATEMENT OF FINANCIAL POSITION	As At:	
	March-22 Actual	March-21 Actual
	\$m	
Cash & Cash Equivalents	129.1	144.2
Investments	62.6	49.4
Accounts Receivable & Accruals	49.6	47.2
Pre-Paid Expenses	11.5	8.4
Other Current Assets	5.0	5.1
<b>TOTAL CURRENT ASSETS</b>	<b>257.8</b>	<b>254.3</b>
Property, Plant and Equipment	1,061.1	959.7
Intangibles	4.0	5.9
Investments in Related Parties	3.1	3.1
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,068.2</b>	<b>968.7</b>
<b>TOTAL ASSETS</b>	<b>1,326.0</b>	<b>1,222.9</b>
Accounts Payable & Accruals	65.9	67.2
Revenue in Advance	174.4	176.1
Bank Borrowings Current	-	-
Employee Entitlements	17.0	13.9
Current Liabilities - Other	2.9	1.9
<b>TOTAL CURRENT LIABILITIES</b>	<b>260.2</b>	<b>259.1</b>
Non-Current Liabilities - Other	-	0.1
Employee Entitlements	23.0	24.5
Bank Debt	36.0	41.0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>59.0</b>	<b>65.6</b>
<b>TOTAL LIABILITIES</b>	<b>319.2</b>	<b>324.7</b>
<b>NET ASSETS</b>	<b>1,006.8</b>	<b>898.2</b>
Accumulated Surplus	479.6	445.8
Current Year Earnings	(8.9)	5.5
Other Reserves	536.1	447.0
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,006.8</b>	<b>898.2</b>
<b>TOTAL LIABILITIES &amp; COMMUNITY EQUITY</b>	<b>1,326.0</b>	<b>1,222.9</b>

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

## **Agenda Item 7**

### **University Research Committee report**

**To receive:** a Council paper from the Vice Provost (Research), Professor Margaret Hyland, dated 26 April 2022 providing the University Research Committee report (document VUWC 22/41).

**To resolve:** **that the University Research Committee report be noted.**



## COUNCIL PAPER

TO	Members of Council
FROM	Professor Margaret Hyland, Vice-Provost (Research)
AUTHORS	Professor Margaret Hyland, Vice-Provost (Research) Amber Flynn, Principal Adviser Research Policy
DATE	26 April 2022
SUBJECT	<b>University Research Committee 2021 Annual Report</b>
DOCUMENT #	VUWC 22/41

### **Executive Summary**

The University Research Committee (URC) has an institution-wide responsibility for research in support of Te Herenga Waka's Strategic Plan and maintains responsibility for the development and execution of research strategies, supporting policies along with the monitoring of research performance. The URC reports to Academic Board through an annual report and verbal updates from the VPR.

This report is included for your information.

### **Recommendation**

1. That University Research Committee 2021 Annual Report be noted.

# University Research Committee

## 2021 Annual Report



The University Research Committee provides leadership and advice to support Te Herenga Waka—Victoria University of Wellington’s research ecosystem and the *Ambitious research for transformative impact* strategy. This report brings together our progress towards the 2025 performance outcomes and our support of research and researchers at Te Herenga Waka, and celebrates their success.

### In 2021, we focused on some key strategic initiatives to grow our research capability, capacity, and performance. This included:

- ▶ Growing our postgraduate research numbers through expanding the Wellington Doctoral Scholarships and launching the new Postgraduate Research Scholarships and the Wellington Strategic Co-Funded Scholarships.

- ▶ Building on the 2020 successful establishment of the Strategic Research Funding Framework by allocated

**\$2.2 million** to our researchers through the Faculty Strategic Research Fund

- ▶ Increasing our ability to grow our research performance through a restructure of the Research Office and the developed the new Research Funding Solution to improve how we manage our research funding grants.

### We made great progress on our performance outcomes in 2021.

- ▶ Increased external research income to **\$89 million**.
- ▶ **67 percent** of 2021 research outputs have external collaborators.
- ▶ **56.7 percent** of our Scopus-indexed publications are in the top **25 percent** of journals.
- ▶ **73** new invention disclosures.
- ▶ **1,237** doctoral enrolments and **188** completions.

### We continue to celebrate the incredible successes of our researchers in 2021. Some of the highlights include:

- ▶ Professor Beverly Lawton (Ngāti Porou)—winner of the Innovation, Science and Health Award at the 2021 Women of Influence Awards
- ▶ The Imagining Decolonised Cities team including Associate Professor Ocean Mercier (Ngāti Porou), Dr Mike Ross (Ngāti Hauā), Dr Amanda Thomas, and Dr Rebecca Kiddle (Ngāti Porou, Ngā Puhī)—winners of the Te Rangaunua Hiranga Māori Award from the 2021 Research Honours Aotearoa Awards
- ▶ Dr Maria Bargh (Te Arawa, Ngāti Awa), Dr Brian Diettrich, Dr Anna Siyanova, and Dr Maibritt Pedersen Zari—winners of the 2021 Te Herenga Waka—Victoria University of Wellington Research Excellence Awards.

### In 2021, there were a range of different activities that supported research and enabled knowledge transfer.

- ▶ The work of Wellington UniVentures resulted in **\$2.3 million** from commissioned research services and multiple spinouts.
- ▶ Significant increases occurred in the use of the Open Access repository
- ▶ The Research Office supported researchers to apply for funding, ethics approval, and administration of external research contracts.

In 2021, we provided more than

**\$2.5 million**

in internal research funding and awards to our researchers and postgraduate research students.

# University Research Committee Report 2021

## Contents

SECTION 1: SUPPORTING THE RESEARCH STRATEGY.....	2
Our strategic context .....	2
Strategic research initiatives in 2021.....	3
SECTION 2: 2021 RESEARCH PERFORMANCE OUTCOMES .....	6
Performance-Based Research Fund.....	6
External research income from public and private sector funds.....	6
Research outputs .....	9
Research mobilisation and impact.....	10
Postgraduate research .....	11
SECTION 3. RECOGNITION OF RESEARCH AT TE HERENGA WAKA-VICTORIA UNIVERSITY OF WELLINGTON .....	13
SECTION 4: SUPPORTING RESEARCH WITHIN THE UNIVERSITY .....	16
Internal research grants and awards - 2021 .....	16
Research mobilisation and impacts supported through Wellington UniVentures.....	17
Research ethics .....	19
External engagement on research policy, processes and procedures .....	20
Appendix A: University Research Committee .....	21
Appendix B: External Research Income, 2021 .....	23
Appendix C: Research Highlights and Initiatives from 2021 .....	24
Appendix D: Details of Internal Research Grants and Awards - 2021 .....	30
Appendix E: Outcomes from the main New Zealand Government contestable research grant schemes - 2021 .....	37

# UNIVERSITY RESEARCH COMMITTEE

## ANNUAL REPORT TO ACADEMIC BOARD

This report provides an overview of Te Herenga Waka-Victoria University of Wellington's research eco-system and the areas of activity of the University Research Committee (URC) for 2021.

The URC provides guidance and the ***Ambitious research for transformative impact*** strategy, which is a key pillar of the University's Strategic Plan, 2020-2024. It does this by providing governance and leadership of the University's research culture that "supports our people to ask bold questions pursue innovative solutions and to imagine different ways of understanding the human condition".

Our strategic aims means that by 2025, our ongoing commitment to ambitious research will have:

- prepared the University to once again lead the national research quality rankings with the highest proportion of academics conducting high-quality research
- improved external research income to \$100 million per annum, with 60 percent derived from public and private sources outside the New Zealand Government contestable funding schemes
- increased co-authorship or co-creation of research outputs with colleagues external to the University to 70 percent of research outputs
- resulted in 60 percent of our Scopus-indexed publications being in the top 25 percent of journals<sup>1</sup>
- lifted new invention disclosures to 75 per annum, and
- doubled the number of research postgraduate students.

The URC:

- supports the development and implementation of initiatives, policies and practices that underpin the successful delivery of our strategic aims
- provides oversight of the University's internal contestable strategic research funding as well as institution-wide research awards, fellowships and medals
- supports and monitors research performance against the strategic aims.

This report reflects these responsibilities by providing oversight of the **progress towards the 2025 performance outcomes** and highlighting the **research achievements of 2021 from internal and external funding opportunities**.

This report also contains updates on:

- **Postgraduate research and scholarships.**
- **Research development, management and services.**
- **Research ethics outcomes.**

The URC membership in 2021 and a brief overview of its role are provided in [Appendix A: University Research Committee](#).

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<sup>1</sup> Journal percentiles according to Source Normalized Impact per Paper (SNIP).

## SECTION 1: SUPPORTING THE RESEARCH STRATEGY

### Our strategic context

The research environment at Te Herenga Waka – Victoria University of Wellington (THW-VUW) is guided by our research strategy, *Ambitious research for transformative impact*. This strategy supports the University to achieve its vision of being a world-leading capital city university and one of the great global–civic universities.

Our research activity also supports the University’s other core strategies including supporting research-postgraduate students, engagement across the public and private sectors to support communities through applied research and consultancy, and support the delivery of transformative societal outcomes, supporting equitable outcomes for all and our sense of belonging to the Asia-Pacific region.

The research-focused initiatives, activities, achievements, and progress towards the performance outcomes in 2021 are presented within the context and goals of the *Ambitious research for transformative impact* research strategy.

*Whai mātauranga—we nurture intellectual curiosity that pushes the boundaries of new knowledge and enhances the world around us.*

The *Ambitious research for transformative impact* strategy underpins how THW-VUW and the University Research Committee approaches the policies, practices, incentives and initiatives that support research.

*The University pursues ambitious research designed to challenge the status quo. We leverage our research strengths, and the distinctive advantages and opportunities that Wellington provides, to enrich the learning of our students and to deliver transformative outcomes for our city, our nation, and the world. Our research vigour, distinctiveness, and quality are recognised internationally.*

*Our distinctive approach builds on our location in Aotearoa New Zealand’s political and cultural capital, on our proximity to internationally respected centres of creativity, and on the significant value that we gain from bringing mātauranga Māori to bear on both basic and applied research activity across the disciplines. Our research is perfectly positioned to share Aotearoa’s distinctiveness within the Asia–Pacific region and beyond.*

*We support our people to ask bold questions, pursue innovative solutions, and to imagine different ways of understanding the human condition. We recognise that research without risk seldom results in the kind of transformational outcomes needed to meet the challenges of today and the opportunities of tomorrow. We attract global scholars, from postgraduate researchers and early career academics to senior research leaders, to develop the diversity and scale required to deliver high-impact research across the breadth of scholarship at the University.*

*We recognise that major challenges require deep collaboration across traditional academic disciplines and with partners outside academia. Our strategic focus, therefore, supports and leverages existing and emerging areas of excellence from across the University to form a suite of multidisciplinary research programmes at a scale and intensity to deliver fundamental and transformative impact. We also strengthen existing international collaborations and develop selected deep, global partnerships to create dynamic and diverse environments that sustain transformative research initiatives over the long term.*

## Strategic research initiatives in 2021

In support of *Ambitious research for transformative impact*, several strategic initiatives were undertaken in 2021. These initiatives are part of the key initiatives set out in the 2021 Annual Management Plan.

### Sustainable Research Model

This initiative aims to develop a research model that ensures we can conduct the highest quality research in a sustainable way. This means having an optimal resource distribution, an appropriate workload balance between research and teaching and effective incentives. In 2021, we continued to build on the successful implementation and establishment of the Strategic Research Funding Framework (SRFF) which occurred in 2020.

In 2021, we allocated \$2.2 million through the [Faculty Strategic Research Fund](#) (FSRF), compared to \$1.585 million in 2020. We also started the development of the **University Strategic Research Fund** (USRF). Together these will be the two key internal research funds to support the SRFF.

The University Research Committee (URC) agreed a high-level framework for the implementation the USRF in November 2021. The first funding round will be held in mid-2022.

The USRF is aimed at leveraging existing and emerging areas of excellence from across the University to form a select suite of multi-disciplinary collaborative research and creative programmes or initiatives at a scale and intensity to deliver transformative impact.

It will support two types of activity, through two initiatives:

- The **Strategic Initiatives Fund** will support larger scale activities aligned to the strategic focus and priority areas determined each year by the Senior Leadership Team, based on recommendations from the URC.
- The **Cross-Disciplinary Research Fund** will be used to seed cross-Faculty activities with the potential to lead to external investment. It will support new cross-disciplinary, cross-faculty, and preferably cross-division collaborative research.

USRF initiatives will align with the University's strategic research objectives, and support efforts to meet both the University-wide strategic performance goals and the outcomes sought in *Mai I Te Iho Ki Te Pae: Māori Strategic Outcomes Framework*.

Other aspects of the Sustainable Research Model will be initiated in 2023.

### Grow and Diversify External Research Income

In 2021, the review and restructuring of the Research Office and the associated functions was a significant step to support growth across the University's range of research performance measures. The Research Office provides a range of essential functions including ethics, research performance measurement (e.g., the Performance-Based Research Fund), and the support and management of internal and external research funding. The decision to move commissioned research business development activity to Wellington UniVentures, and the establishment of the new Research Partnerships team will allow the Research Office to more actively work with Faculties and Institutes to support strategic initiatives that lift research performance. The new structure was effective from 1 December 2021.

### Grow a thriving early career research workforce

The URC also agreed a high-level framework for the implementation and operation of the *Mātauranga Māori Research Fund* (MMRF) *Māori Postdoctoral Fellowships* and *Pasifika Postdoctoral Research Fellowships* in August 2021.

This initiative, developed with the Office of the Assistant Vice-Chancellor (Māori), aims to attract, employ, and grow early-career Māori and Pasifika postdoctoral research fellows for at least two years. It is intended for fellows to embark on a significant research project with close support from the applying academic supervisor, with wrap around support from their respective host Faculty, School, CSU, or Institute. The research project will support the development of the fellow, supervisor and host, along with the University's capacity in *mātauranga Māori* and *kaupapa Māori* research and

strengthen research-based relationships with Māori communities, and Pasifika research, researchers and Pasifika communities

The Office of the Assistant Vice-Chancellor (Pasifika), the Office of the Vice Provost (Research), the Research Office and the Kaiārahi Rangahau Māori will work together to develop an initiative specific for early-career Pasifika postdoctoral research fellows.

### **Doctoral Scholarships for Growth**

#### *Postgraduate Research Scholarships*

Postgraduate research scholarships for Māori and Pasifika students were reviewed in 2021 in partnership with the Office of the Deputy Vice-Chancellor Māori and Assistant Vice-Chancellor Pasifika. A ring-fenced, named suite of scholarships for Masters and Doctoral research were developed to better support and enable Māori and Pasifika students to engage in postgraduate research.

These scholarships replace the Guaranteed Māori and Pasifika Scholarships which had restrictive selection criteria and low uptake. The first application rounds closed in November 2021 and were awarded to 7 doctoral candidates (4 Pasifika & 3 Māori) and 11 master's students (4 Pasifika & 7 Māori). Funding has been ringfenced for up to 50 scholarships per year with a second round closing in early 2022.

#### *Doctoral Scholarships for growth*

In August 2020, the Senior Leadership Team (SLT) approved an increase in the University's doctoral scholarships budget to enable growth in the doctoral student cohort, an increase in the doctoral stipend by \$4,000, an increase in the proportion of students supported by external funding, and to mitigate the effects of COVID-19.

In 2021, this initiative has:

- Supported an additional 63 fully funded Wellington Doctoral Scholarships, with a total of 210 scholarship offers made compared to 147 in 2020, and
- Introduced the Wellington Strategic Co-Funded Scholarships.

The Wellington Strategic Co-Funded Scholarships are aimed at supporting the development of new relationships with external research partners and to incentivise growth in the number of externally funded postgraduate research students. The scholarships are allocated to Faculties and are co-funded, with the University's scholarship fund pays the student's tuition fees and an external partner pays the student's stipend.

We awarded five Wellington Strategic Co-Funded Scholarships, that included an exciting partnership between the School of Social and Cultural Studies and the Building Research Association of New Zealand to address the issues of climate change and the transition to a net-zero carbon economy in relation to the expertise and future of work plans for the construction industry. Other partnerships include the Wellington School of Business and Government and the Ministry of Business, Innovation and Employment looking at change management, Te Kawa a Māui and Waka Kōhtahi New Zealand Transport Agency looking to utilise Kaupapa Māori Theory and the principles of Te Tiriti o Waitangi to critically analyse New Zealand foreign policy, and two projects between the School of Biological Sciences and NIWA looking at different aspects of the marine environment.

We have capacity for up to 31 of these Strategic Co-Funded scholarships, and we are working with staff and Associate Deans Research to utilise this new funding.

### **Research Support Systems and Processes**

The new Research Funding Solution (RFS) was initiated in 2021. The RFS replaces the paper-based processes for managing grant administration by providing an end-to-end technology solution.

The university has doubled its research income over the last five years. While this has increased the revenue generated, it also increased the scale and risk of managing grants. The RFS has been designed to mitigate this risk, to streamline our existing processes and to provide important data on

progress towards our ERI targets. It has developed in partnership with our current software vendor Digital Science and several other hand-picked universities.

The RFS is currently live and being used for application management for internal research funding. It is an integrated module added to our existing Elements research information hub containing researchers' activity and profiles. As 2022 progresses some of the post-funding project management and more complex multi-phase external grants will also be incorporated into RFS, continuing rollout in 2023.

The RFS improves the capture and reuse of information. This in turn increases our ability to approach research strategically, spot gaps in research areas, and understand evolution more clearly. This will prepare the ground for the newly formed research performance team in the Research Office, allowing them to understand our failures, increase our successes, and reduce the risk to the university.

## SECTION 2: 2021 RESEARCH PERFORMANCE OUTCOMES

The *Ambitious research for transformative impact strategy* sets out the research performance outcomes we aim to achieve by 2025. Our progress towards these outcomes in relation to our ongoing commitment to ambitious research are set out in this section

### Performance-Based Research Fund

The Performance-Based Research Fund (PBRF) is designed to encourage and reward excellent research in New Zealand's degree granting tertiary education organisations. It is currently capped at \$315m per annum and funding is allocated based on research performance in three areas: annual Research Degree Completions (RDC); annual External Research Income (ERI); and the periodic Quality Evaluation exercise.

The university's performance in the Quality Evaluation is currently linked to the strategic outcome "...to lead the national research quality rankings with the highest proportion of academics conducting high-quality research".

Changes to the PBRF were made following review by an independent review panel in consultation with the sector. One of the changes to the PBRF agreed by the Government in July 2021 following review of the fund, is the removal of the national research quality rankings. As we have ranked first in the staffing measure for the last two Quality Evaluations, this means we need to review both our organisational strategy for the 2025 Quality Evaluation and the strategic outcome. This is planned for 2022.

In 2021, we established a PBRF Working Group to support our preparations for the 2025 Quality Evaluation. As part of this the Associate Deans Research completed a light-touch review to establish the readiness of staff within the schools/faculties. We also engaged with the Tertiary Education Commission as they established the Sector Reference Group (SRG). The process of consultation on operational changes to the 2025 Quality Evaluation is led by the SRG so engagement in this is critical for the University. We are pleased to have two Te Herenga Waka staff on the SRG, Professor Wendy Larner who was appointed as a Co-chair, and Dr Clive Aspin (Ngāti Maru, Ngāti Whanaunga, Ngāti Tamaterā), Associate Dean Māori in the School of Health who was appointed as a member. The SRG initiated the consultation process for operational changes in October 2021, and we have provided submissions for the first two papers released.

### External research income from public and private sector funds

External research income (ERI) is an enabler of ambitious research. It is also an important metric used in all major international university ranking schemes and the basis of one component of the PBRF.

The strategic outcome target for 2025 is to have "improved external research income to \$100 million per annum, with 60 percent derived from public and private sources outside the New Zealand Government contestable funding schemes". This would see more research funding coming from business/industry, not-for-profits, philanthropy and public sector entities in both NZ and internationally.

This target applies to the university and its subsidiaries, of which the Research Trust is the major contributor. However, ERI measures our previous success and as such, is a poor indicator of our future performance in this measure.

External research income is reported from two sources:

- **New Zealand Government contestable funds** is primarily funding from the three main research funding bodies; The Royal Society NZ Te Apārangi, the Ministry of Business, Innovation and Employment, and the Health Research Council.<sup>2</sup>
- **Other public and private sector funds** which includes research funding from other Government sources like central and local government, Crown Research Institutes, and

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<sup>2</sup> Note that funding for the MacDiarmid Institute is also included in this total.

other Universities, and private sector research funding from industry, iwi, charities, and overseas organisations.

While our total ERI has increased since 2018, the income received from other public and private sector sources remains flat and the growth in income from New Zealand government contestable funds is showing signs of slowing (table 1). The changes in the Research Office structure have been, in part, to support the University to lift its performance in this measure. Working with the Faculties and Schools to support strategic initiatives and shifting the commissioned research business development activity to Wellington UniVentures are both steps to increasing our ERI.

**Table 1: External research income recognised across the University from public and private sector funds, 2018-2021**

ERI Funding Source	2018	2019	2020	2021
NZ Government Contestable Funds	35,681,571	47,154,453	52,028,200	54,134,708
Other Public & Private Sector Funds	34,034,112	34,134,114	34,600,831	34,832,055
<b>TOTAL ERI</b>	<b>69,715,683</b>	<b>81,288,567</b>	<b>86,629,031</b>	<b>88,966,763</b>

#### ***New Zealand Government contestable funds***

ERI comes into the University through different channels including Wellington UniVentures. However, the Research Trust Victoria accounts for most of the research funding awarded to the University as it manages the grants received from the three main research funding bodies. These are:

- The **Royal Society NZ Te Apārangi** which includes Marsden and Marsden Fast Start grants, Catalyst funds, and Rutherford Fellowships.
- The **Ministry of Business, Innovation and Employment (MBIE)** which includes the Endeavour fund, Smart Ideas, Catalyst funds, and the Vision Mātauranga Capability fund among others.
- The **Health Research Council (HRC)** which includes project and programme funding.

The growth in ERI over the past seven or eight years is mainly due to increased success in MBIE funding. It's not surprising that that growth now appears to be levelling, because we know that about 80% of our ERI comes from a relatively small number of Principal Investigators (approx. 75) from a narrow range of disciplines. To achieve another step change in growth, we must grow the pool of successful PIs and disciplines, and the changes to the Research Office are designed to address this, as discussed in the next section.

**Table 2: Invoiced contestable funding received by the Research Trust from the Royal Society, MBIE and HRC, 2018-2021**

Research funder	2018 (\$)	2019 (\$)	2020 (\$)	2021 (\$)
Royal Society Te Apārangi	13,420,609	14,856,720	14,470,189	15,596,160
MBIE	13,482,159	19,669,914	27,718,996	29,203,691
HRC	3,524,262	5,224,151	6,159,628	5,601,115
<b>Total</b>	<b>30,427,030</b>	<b>39,750,785</b>	<b>48,348,813</b>	<b>50,400,966</b>

The breakdown across the different parts of the University which contribute to our external research income can be found in [Appendix B: External Research Income, 2021](#).

#### ***New Zealand's contestable research funding environment and the impact on Te Herenga Waka***

We are operating in a highly competitive funding environment that has a focus on investing in science, technology, engineering and health. Review of our funding applications in 2020 and 2021, along with our success rates and awards in total and by disciplines shows the impact this has on the University.

*Note that the data in Table 3 and Table 4 is reported by year of application, not the year the funding was awarded. The amount awarded is the total funding approved for a successful application, which*

is usually distributed over multiple years. This means the funding total in these tables is not comparable to the ERI figures provided in Table 1 or Table 2.

In 2021, we submitted 321 applications to the main research funding rounds from Royal Society Te Apārangi, MBIE and HRC with 89 successful applications.<sup>3</sup> This compares to 79 successful applications from 343 application in 2020.

The provisional funding awarded in 2021 is low because we are waiting for some funding decision to be made and because not all of the grants awarded in 2021 have been contracted.

Funding for research in Aotearoa New Zealand is significantly below the OECD average of 2.5% of GDP. While the Government has set a goal of raising research and development expenditure to 2 per cent of GDP by 2027, this requires significant additional investment from both public and private sectors to lift us from the 1.41% of GDP recorded in 2020. Consequently, the funding environment in New Zealand is highly competitive.

We, along with the other NZ universities continue to make the case to Ministry of Business, Innovation and Employment (MBIE) for an increase in Government funding for research, including on our submission to the Te Ara Paerangi Green paper.

**Table 3: Main New Zealand Government contestable research grant schemes funding applied for vs funding awarded, 2020-2021**

2020 applied (\$)	2020 awarded (\$)	2021 applied (\$)	*2021 awarded (\$)
136,612,071	52,701,272	200,592,410	32,218,825

\*Results from 2021 applications are provisions as some have not yet been announced and contracts not completed. Data sourced from ResearchMaster.

Table 4 shows significant differences between the different Faculties in relation to funding awarded from the main Government contestable research grant schemes. While there are differences in terms of the funding opportunities, the new structure of the Research Office is expected to improve our success with the opportunities available. Taking a more proactive approach to supporting our colleagues in Law, Education, Business and Government, Arts, and Humanities, along with putting additional resources and support for these Faculties and Schools in both Wellington UniVentures and the Research Office, should lift our success rates as we go forward.

**Table 4: Main New Zealand Government contestable research grant schemes funded awarded by Faculty, 2020-2021**

Faculty	2020 Awarded (\$)	*2021 Awarded (\$)
WFADI	1,250,125	1,000,000
WSBG	756,551	1,911,018
WFEd	870,000	-
WFEng	18,609,283	8,936,481
WFH	6,726,084	1,786,176
WFHSS	2,304,200	693,534
FLaw	-	660,000
WFS	22,185,029	17,231,616
<b>TOTAL</b>	<b>52,701,272</b>	<b>\$32,037,853</b>

\*Complete results from 2021 applications have not yet been announced. Data sourced from ResearchMaster.

<sup>3</sup> The data in Tables 3 and 4 comes from the ResearchMaster Projects Module. For the purpose of this analysis, NZ Government Contestable Funds consists of applications and awards from the following funding streams: Antarctic Science Platform, Catalyst Fund (MBIE) Strategic, Catalyst Fund (Royal Society) Leaders Fund, Catalyst Fund (Royal Society) Seeding, Catalyst Funds - Royal Society of NZ, HRC Emerging Researcher First Grant, HRC Explorer Grant, HRC Programmes, HRC Projects, James Cook Research Fellowship, Marsden Fast Start, Marsden Standard, MBIE Catalyst Funds, MBIE Endeavour Research Programmes, MBIE Endeavour Smart Ideas, National Science Challenge - Better Start, National Science Challenge - Building Better Homes, National Science Challenge - Ageing Well, National Science Challenge - Our Land and Water, National Science Challenge - SFTI Seed, National Science Challenge - NZ's Biological Heritage, Royal Society of New Zealand Marsden Fund, Rutherford Discovery Fellowship, Rutherford Foundation Postdoctoral Fellowship.

More information about the 2021 outcomes of the three main funding bodies in New Zealand can be found in in [Appendix E: Outcomes from the main New Zealand Government contestable research grant schemes, 2021](#).

### Research outputs

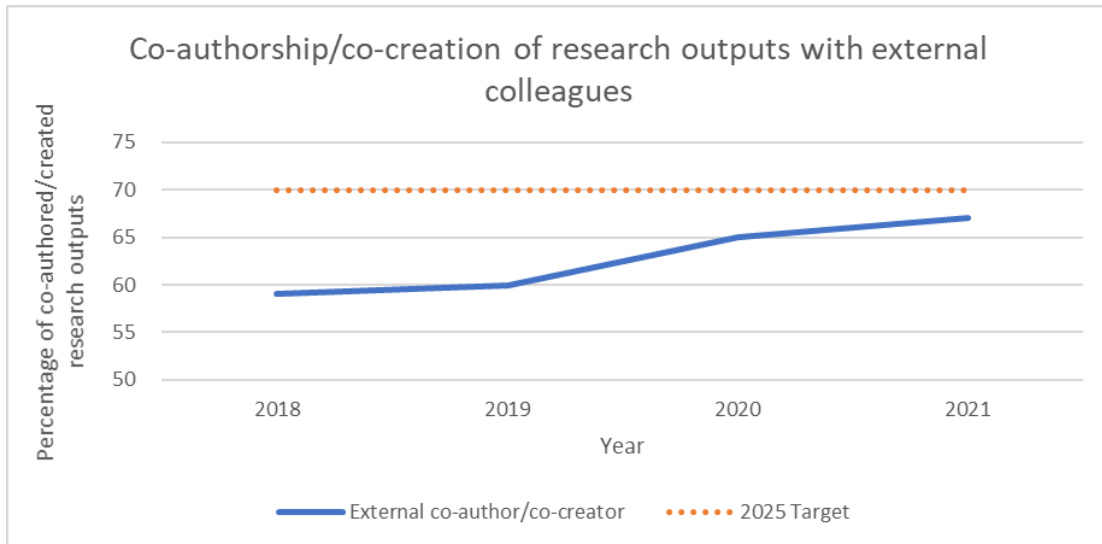
Publications and creative works are one of the main ways the university shares its research with the world. Research outputs contribute to the professional advancement of individual academics and help build the reputation of programmes, Schools and Faculties within the university through domestic and international collaboration, knowledge exchange and other metric-based measures. Research outputs are the basis of the PBRF Quality Evaluation assessment process, and some specific types of publication also contribute significantly to the university’s international ranking outcomes.<sup>4</sup>

There are two strategic outcomes that are measured through the research outputs produced within the university. These are “increased co-authorship or co-creation of research outputs with colleagues external to the University to 70 percent of research outputs” and “resulted in 60 percent of our Scopus-indexed publications being in the top 25 percent of journals”.

#### **Increased co-authorship or co-creation of research outputs**

We are already close to meeting our 2025 target of 70 percent of our research outputs being co-authored or co-created with colleagues external to the University. This includes international and domestic collaborations. The importance of collaborative research and the benefits it brings to the university are reflected in the 2021 results for this measure. Sixty-seven percent of 2021 research outputs identified in the Dimensions database have external collaborators.<sup>5</sup>

**Chart 1: Percentages of THW-VUW research outputs co-authored/co-created with external colleagues, 2018-2021**



<sup>4</sup> Highly cited Scopus-indexed publications contribute significantly to the University’s international ranking outcomes. Both QS and Times Higher Education World University Rankings include a citation component, rewarding Universities whose Scopus-indexed publications achieve a high number of citations. The Academic Ranking of World Universities also rewards Universities with highly cited researchers, and rewards publications in Nature and Science. Additionally, the Times Higher Education Impact Rankings (which measure our progress towards advancing the 17 UN Sustainable Development Goals) reward the scale of publishing activity in areas related to the goals.

<sup>5</sup> While Dimensions does not accurately reflect creative works, it does capture approximately 98% of our research outputs (books, book chapters, conference papers, and journal articles).

### Increased Scopus-indexed publications in top journals

We are making progress to meeting the 2025 target of 60 percent of our Scopus-indexed publications being in the top 25 percent of journals. Highly cited Scopus-indexed publications contribute significantly to the University's international ranking outcomes.

The result for 2021 is 56.7 percent.<sup>6</sup> We are making progress to our 2025 target with our percentages increasing. Our 2021 result was the second highest across the university sector, between The University of Auckland (58.5%) and the University of Otago (56.5%).<sup>7</sup>

**Table 5: Percentages of Scopus-indexed publications in top quartile of journals, 2018-2021**

	2018	2019	2020	2021
<b>Publications (Scopus-indexed) in top 25% of journals (%)</b>	52	52.2	53.8	56.7

### Research mobilisation and impact

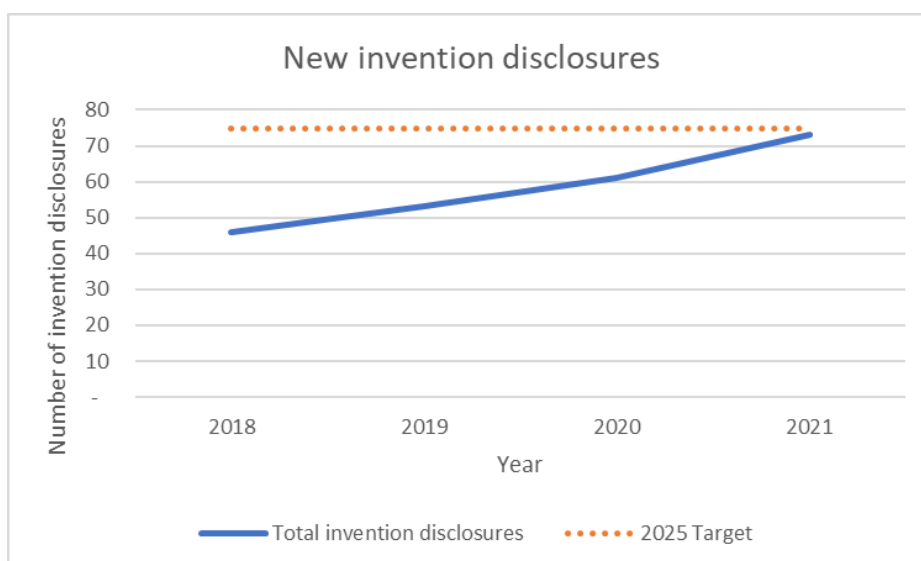
Ensuring that our research delivers fundamental and transformative impact within the academy and for our city, nation and the wider world is a key part of the University's Strategic Plan. Commercialisation and knowledge transfer, and well as raising the profile and accessibility of our research are areas on which we continued to focus in 2021.

#### Commercialisation and knowledge transfer

Wellington UniVentures' purpose—to *lift lives everywhere through knowledge*—has continued in 2021, working with Te Herenga Waka's innovators to shape their research into initiatives that create impact for Wellington, Aotearoa New Zealand and the wider world. With transformative impact forming a key part of the University's strategic plan, Wellington UniVentures plays a critical role in raising the profile and accessibility of University research.

Our strategic outcome intends for us to have "lifted new invention disclosures to 75 per annum", although Wellington UniVentures seeks to be aspirational in this area. We nearly met the 2025 target with 73 new invention disclosures in 2021, and we can see a positive increasing trend in the data.

**Chart 2: Number of invention disclosures reported by Wellington UniVentures, 2018-2021**



<sup>6</sup> Revised indicator now lagged by one year as provisional data not available on annual reporting timeline. 2021 results are as confirmed June 2021 based on 2020 publications at 2020 ranking. Time series recast accordingly.

<sup>7</sup> Prepared by Library Research Services, June 2021.

In 2021, more than 55% of inventors involved in disclosures were new to the invention disclosure process, and more than 60 active projects are currently managed by the Wellington UniVentures team. This includes the development of spinout enterprises, partnerships and commissioned research services, the latter resulting in \$2.3m external research income for the University in 2021.

More information on both new invention disclosures and the range of engagements and activities undertaken by Wellington UniVentures in 2021 is provided in [Section 4: Supporting research within the University](#).

### ***Raising the profile and accessibility of our research***

The University open access (OA) repository, implemented in 2020, is an important avenue for increasing reach and visibility of research outputs. In 2021 a further 1295 outputs were added in addition to the inclusion of all publicly available University thesis. At time of writing, the repository included 2377 research outputs and 6,827 theses. There has been a significant increase in views and downloads of outputs in the repository since January 2021 with over 1 million views compared to approximately 300,000 in 2020, and over 820,000 downloads compared to 132,000 in 2020.

### **Postgraduate research**

Doctoral and masters-by-thesis students are key to the success of the University’s strategic plan. Their education is at the highest level offered by the university and their research is an important component of our ambitious research for transformative impact aims. Doctoral students make substantial contributions to research outputs leading to positive PBRF outcomes and contribute to reputational and global rankings schemes. Postgraduate research students form part of a dynamic active research community, challenging and inspiring the academic staff who engage with them.

Our strategic outcome is to have “doubled the number of research postgraduate students” by 2025. The COVID-19 pandemic has meant rethinking how we achieve this target, while presenting opportunities to think about how we broaden our cohort of postgraduate research students to ease our dependence on international doctoral students. The Wellington Strategic Co-Funded Scholarships has been one of the ways we are looking to attract doctoral students from strategic partners. This initiative also enables us to support these important relationships more actively. An increase in the number of full Wellington Doctoral Scholarships and the creation of Fees-only Scholarships to incentivise growth in externally funded stipends approved in 2020 will also support our growth (see [Section 1: Supporting the research strategy](#)).

Our enrolments have continued to increase despite the impacts of the pandemic, as have our commencements.

While our completion headcount has dropped slightly, this is expected due to the high number of completions in 2020 (resulting from high commencements in 2016), along with an increase in suspensions and part-time study over 2020-2021 due to the ongoing pandemic.

**Table 6: Doctoral Student commencements<sup>8</sup>, enrolments<sup>9</sup> and completions<sup>10</sup>, 2018-2021<sup>11</sup>**

	2018	2019	2020	2021
<b>Commencements (Headcount)</b>	139	138	152	154
<b>Commencements (EFTS)</b>	81	75	72	72
<b>Enrolments (Headcount)</b>	1,163	1,193	1,144	1,237
<b>Enrolments (EFTS)</b>	757	774	707	740
<b>Completions (Headcount)</b>	159	165	211	188

<sup>8</sup> Commencements are students whose first year of study at Victoria is equal to the Calendar Year of the SDR reporting.

<sup>9</sup> Enrolments are all students for whom a confirmed student enrolment has been made in a TEO’s student management system are required to be reported. Note that enrolled EFTS in the case of PhDs will be limited to 4.0 EFTS as those EFTS that exceed this threshold are not funded.

<sup>10</sup> Completions are thesis course completions that meet the PBRF definition of  $\geq 0.75$  EFTS (i.e., this feeds the RDC calculation of completions).

<sup>11</sup> All data are sourced from the SDR submitted files, extracted 23 March 2022.

In 2021, we made 463 offers of place; 210 with a Wellington Doctoral Scholarship, 35 on research grant scholarships, and 218 with no scholarship.

We also introduced a new requirement for applicants who completed their prerequisite qualification at an international institution. This group now have to calculate their own Grade Point Equivalent (GPE) (on VUW's 9-point scale) using an externally provided tool. The result of this was:

- A significant drop in applications from people with a Grade Point Average (GPA) below 6.0 from 20% of applications in the previous three years to just 10% of applications.
- A smaller drop in applicants (but a higher percentage overall) with a GPA of 8.0 or higher from 472 (22.2%) in 2019 and 566 (28.5%) in 2020, down to 369 (30.8%) in 2021.

The introduction of the pre-screening tool has changed the distribution of applications, managing the number of those at the lower end of the GPA scale. A drop in the total number of applications (1,200 in 2021, compared to 1,988 in 2020 and 2,125 in 2019) is also linked to students awareness of the New Zealand border closure, the broader impacts of the pandemic globally, with some effected by the pre-screening tool.

From June 2020, the Government eased the New Zealand domicile requirements for doctoral students and the University then allowed international doctoral candidates (who make up 50% of the doctoral cohort) to be enrolled offshore. By doing this we were able to partially mitigate what would otherwise have been a greater drop in doctoral enrolments. However, we now have 180 students offshore, some of whom have been enrolled for over 18 months. We continue to work with government and Universities New Zealand to explore ways to get these students onshore. There are positive signs that these students will be able to come to NZ later this year.

More detailed information on postgraduate research is available in the 2021 Annual Report on Postgraduate Research Students submitted to Academic Board.

## SECTION 3. RECOGNITION OF RESEARCH AT TE HERENGA WAKA-VICTORIA UNIVERSITY OF WELLINGTON

Te Herenga Waka-Victoria University of Wellington has an active and dynamic research environment. We place strong emphasis on research that addresses real-world issues and informs innovative solutions for the future. In 2021, our researchers have been recognised for their contributions across a range of fields. This section of the report includes some selected achievements of our researchers in 2021, with additional highlights included in [Appendix C: Research Highlights and Initiatives from 2021](#).

In 2021, we recognised some of our brightest talent with our **Research Excellence Awards**. These recognise exceptional research, scholarship and research leadership at Te Herenga Waka.

### **Associate Professor Maria Bargh (Te Arawa, Ngāti Awa)**

Te Kawa a Māui/School of Māori Studies

Associate Professor Maria Bargh's outstanding and impactful contribution to research in the areas of political economy and environment makes significant contributions to self-determination for Māori, building Māori and Indigenous knowledges and practices, and reshaping how Aotearoa New Zealand decision makers respond to environmental issues. Her work highlights her commitment to Kaupapa Māori methodologies, which combined with her ability to engage and communicate her research with many different communities, reflects the impact that research can have. The impact of Maria's research can be seen in a range of contexts, including the establishment of Māori wards in more than 30 regional and district councils.

### **Dr Maibritt Pedersen Zari**

Wellington School of Architecture

Dr Maibritt Pedersen Zari's research exists at the interface between ecology and designed human experiences across spatial scales. Her work explores how understanding ecosystems can be used to define tangible ecology-based metrics for regenerative performance in cities, with particular regard to how climate change and biodiversity loss affect communities and built environments. Maibritt leads the Nature-based Urban design for Wellbeing and Adaptation in Oceania project which interdisciplinary, inter-institutional, international team aiming to co-design nature-based urban design solutions, rooted in Indigenous knowledges that support climate change adaptation and wellbeing in different contexts across Oceania.

### **Dr Brian Diettrich**

School of Music

Dr Brian Diettrich's research reimagines the capacity of music within global cultures and societies. With a focus on Oceania and engagement with musicians and communities, his work investigates how musical expression has been a means to reconcile past and current critical problems in societies. Brian's research in ethnomusicology has achieved global impact through widespread international recognition, and his leadership in the International Council for Traditional Music, has enabled new research and funding endeavours and facilitated innovative institutional collaborations internationally.

### **Dr Anna Siyanova**

School of Linguistics and Applied Language Studies

Dr Anna Siyanova's research is centred on the cognitive and psychological aspects of second language acquisition and bilingualism, a topic that relates to over half the world's population. Her focus on vocabulary has addressed many important theoretical, practical and methodological questions in the field of applied linguistics. Anna's work using interdisciplinary research methods and approaches brings together research, methods and tools from neighbouring disciplines, including psychology, and neuroscience contributing to the understanding of the mechanisms involved in second language acquisition.

**Professor Beverley Lawton** (Ngāti Porou), the founder and Director of the Centre for Women’s Health Research – Te Tātai Hauora o Hine was recognised with the Innovation, Science and Health Award at the 2021 Women of Influence Awards. As an internationally recognised expert in women’s health, she addresses health inequity by driving kaupapa Māori (by Māori, with Māori, for Māori) research innovation to transform health services, systems and policy across Aotearoa and around the world.

Our researchers were awarded seven of the [2021 Research Honours Aotearoa Awards](#) presented by the Royal Society Te Apārangi and the Health Research Council. These awards celebrate the outstanding achievements and excellence of New Zealand researchers and this included:

- The **Imagining Decolonised Cities team** including **Associate Professor Ocean Mercier** (Te Kawa a Māui), **Dr Mike Ross** (Te Kawa a Māui), **Dr Amanda Thomas** (School of Geography, Environment and Earth Studies), and **Dr Rebecca Kiddle** (previously with the School of Architecture). The team also won the **2021 Booksellers Choice award** with their co-authored book *Imagining Decolonisation*.
- **Dr Kyle Clem** – School of Geography, Environment and Earth Sciences.
- **Dr Emily Beausoleil** – School of History, Philosophy, Political Science and International Relations
- **Professor Eric Le Ru** – School of Chemical and Physical Sciences
- **Professor Tony Ward** – School of Psychology
- **Emeritus Professor Harry Ricketts** – School of English, Film Theatre and Media Studies
- **Dr Zhenan Jiang** – Robinson Research Institute

**Dr Christopher Cornwall** (School of Biological Sciences) was recognising an outstanding emerging scientist and awarded the [Prime Minister’s MacDiarmid Emerging Scientist Prize](#).

**Professor Joseph Bulbulia** (School of Psychology) was awarded a further \$772,000 in addition to the original \$4.6 million grant in 2017 from the Templeton Religion Trust for his national-scale longitudinal study “Quantifying the dynamic interplay between virtue and human flourishing” which is part of the New Zealand Attitudes and Values Study.

**Dr Franck Natali**, Associate Professor in the School of Chemical and Physical Sciences and Wellington UniVentures’ Innovator-in-Residence, has been accepted on to the inaugural [Breakthrough Energy Fellows Program](#). This program will support him to develop his work into revolutionising the way ammonia is produced, which could have a global impact.

**Dr Rachel McKee, Dr Micky Vale, and Sara Pivac Alexander** from the **Deaf Studies Research Unit** celebrated the success of [NZSL Share](#). This is an open-source software project designed to meet the need for the New Zealand deaf community and sign language users to communicate about new and previously undocumented signs. NZSL Share won the [Open Source in Education, Social Services and Youth \(Pūmanawa Herekore i te Mātauranga, ngā Ratonga Pāpori me te Rangatahi\) award](#) presented by the technology firm Catalyst in 2021. The Deaf Studies Research Unit successfully partnered with digital solutions company Ackama, JR McKenzie Trust’s Deaf Development Fund and the ministry of Social Development Office for Disability Issues to design and develop NZSL Share.

**Associate Professor Markus Luczak-Roesch** from the Wellington School of Business and Government’s School of Information Management launched the [Veracity Technology project](#) in 2021. This is a two-year, \$2 million Science for Technological Innovation National Science Challenge (SfTI) Spearhead Research project. The goal is to build technology which can check truthfulness and authenticity for industries and applications and aims to create a collaborative multidisciplinary research lab that will keep Aotearoa New Zealand at the forefront of veracity technology.

**Associate Professor Terry Fleming and Dr George Parker** from the School of Health made significant contributions to the health and wellbeing of youth, trans, non-binary and takatāpui people and their whanau in 2021. Dr George Parker is the lead researcher for the study, “[Understanding the need for trans and non-binary-inclusive maternity care](#)” which was awarded \$178,513 from the Health Research Council of New Zealand. This study has the potential to make a huge difference for

takatāpui and gender-diverse people seeking and accessing maternity care. New research from the [Youth2000](#) series of health & wellbeing surveys was released this year. Associate Professor Terry Fleming co-led studies on the significant mental health challenges experienced by transgender and gender diverse students, and the mental health impacts of housing deprivation on high school students.

**Professor Bastiaan Kleijn** (School of Engineering and Computer Science) was elected as a [Fellow of Royal Society of New Zealand](#) and **Professor Mengjie Zhang** (Wellington Faculty of Engineering) was elected as a [Fellow of Engineering New Zealand](#) in the 2021 rounds. Professor Kleijn is the second Fellow from the School of Engineering and Computer Science, while Professor Zhang is the first ENZ Fellow from the University and the first one in the field of ICT engineering in Aotearoa New Zealand. These appointments highlight the growing recognition of our expertise in this increasingly important area.

**Associate Professor Leon Gurevitch** (School of Design Innovation) was invited to produce an internal feasibility report for [Lane Street Studios](#) and consult for the studio in an ongoing capacity. Lane Street Studios is a very large, \$50 million film studio nearing completion in Upper Hutt. It will double the Wellington Region's Creative Industry Film, TV and Digital Content production capacity. The New Zealand Film Commission is now recommending the studio to interested parties on Los Angeles as New Zealand's most advanced production facility and negotiations with significant Hollywood interests are underway.

**Dr Raqi Syed** and **Dr Areito Echevarria** from the School of Design Innovation continue to experience the success of their short film '[Minimum Mass](#)' globally and domestically. The 20-minute interactive narrative virtual reality experience exhibited in Europe, the United States, Canada, and New Zealand in 2021 and was a finalist in the International Component of the PRIX NUMIX in Montreal.

## SECTION 4: SUPPORTING RESEARCH WITHIN THE UNIVERSITY

There are other parts of the University that have an important role to play in supporting our research community to achieve the goals of the *Ambitious research for transformative impact* strategy.

The **Research Office** provides many key functions including ethics, research performance measurement (e.g., PBRF), internal awards and grants, external research funding and the associated systems and processes. In 2021, the review and restructure of the Research Office built on the strength of these services and will allow it to more actively support initiatives that lift research performance.

**Wellington UniVentures** works with our innovators to shape their research into initiatives that create impact by connecting them with partners, industry and investors to enable their idea or invention to have genuine impact in society. In 2022, the Wellington UniVentures team will take on commissioned research business development activity for the University. This, along with the existing role in supporting innovation, commercialisation and partnerships, will support growth in research performance.

The Library provides a range of services that support the University's research activities. In particular, the **Library Research Services team** is responsible for developing and delivering effective research support services and advice for the University's scholarly community and leaders to help optimise the reach, visibility and impact of research outputs. In 2021 the capacity of this team was increased by two full-time positions in recognition of the value this team contributes to the University's research success.

### Internal research grants and awards - 2021

The University Research Committee oversaw decision-making on six internal research funding initiatives in 2021.

The **Faculty Strategic Research Fund** is one of two new internal research funds to support the Strategic Research Funding Framework for the university, and has two components, the FRSF Contestable Fund and the Faculty Research Establishment Grants. We have continued to increase our investment in research for 2021.

- The **FRSF Contestable Fund** received 55 applications from four funding rounds run by the faculties.<sup>12</sup> 36 applications were successful and received \$1,890,667. While the number of successful applications in the previous year was similar, we have invested nearly \$300,000 more into these grants compared to 2020.
- There were also 15 applications for the **Faculty Research Establishment Grants**. 11 early career researchers were successful and received \$299,865. Like the FRSF Contestable Fund, the total and successful applications were similar to the numbers received in 2020, however we have significantly increased our investment by over \$100,000 from the \$180,786 awarded in 2020.

The **Mātauranga Māori Research Fund** is a distinctive grant programme that seeks to advance the potential of mātauranga Māori and kaupapa Māori research. There was a significant increase in funding and applications from 2020, with 8 successful applications up from 3 in 2020 and a total of \$233,861 in grants (up from \$67,000). Applications came from both Māori and non-Māori researchers, early career to senior, and a wide range of fields and disciplines. Successful applications reflected a dedicated Māori focus and a strong collaboration with Māori. The increase of the fund and strength of each application reflects the growth of mātauranga Māori within Te Herenga Waka - Victoria University of Wellington.

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<sup>12</sup> While all Faculties are involved in the FSRG, the Faculty of Humanities and Social Sciences and the Faculty of Education run a combined round. SHEADI also run a combined round.

The [Returning Carers' Research Fund](#) was piloted in 2020 to support academic staff re-establishing research following extended leave due to caring responsibilities. Funding in 2021 was directed to writing retreats to allow returning carers to focus deeply on their research, rest and reflect, and connect with other academics with caregiving responsibilities. An off-site retreat hosted 18 participants, while an onsite version hosted an additional 14 participants. The retreats provided interruption-free writing time. Researchers were able to work on various outputs including but not limited to articles, book or thesis chapters, grant applications, conference papers and creative works.

The [Gama Foundation Fund](#) supports independent, high quality and high impact research and communication that informs the public and policy-making process and influences policy development and implementation in a number of important areas. There were 3 successful projects from the Wellington School of Business and Government this year totalling \$987,000.

The [Te Herenga Waka – Victoria University of Wellington Research Awards](#) support three initiatives.

- The **Research Excellence Awards** recognise a sustained programme of exceptional research, scholarship and research leadership at the university. We had 4 academics recognised in 2021 from Te Kawa a Māui/School of Māori Studies, the School of Music, and the School of Linguistics and Applied Language Studies, and the Wellington School of Architecture.
- **Early Career Researcher Awards** supports staff at the beginning of their research careers where they have made special achievements in research and scholarship. Five early career researchers were recognised for their research this year, 2 more than 2020. There were 2 from School of Chemical and Physical Sciences, 2 from School of History, Philosophy, Political Science and International Relations and 1 from the School of Music.
- **3R Awards** recognise the promotions of the principles of Replacement, Reduction, Refinement in relation to animal welfare. This year it was a team award to recognise Joyce Colussi-Mas and Joshua Cahill-Kane from the School of Biological Sciences.

The [Postgraduate Research Student Association Awards](#) recognise demonstrated research excellence from postgraduate students. There were 2 Māori Knowledge and Development Awards and 10 PGSA Research Excellence Awards (Victorias) recognising postgraduate students in 2021.

More information on each of these initiatives and the recipients of the awards is provided in [Appendix D: Details of Internal Research Grants and Awards - 2021](#).

## Research mobilisation and impacts supported through Wellington UniVentures

Wellington UniVentures' purpose—*to lift lives everywhere through knowledge*—has continued in 2021, working with Te Herenga Waka's innovators to shape their research into initiatives that create impact for Wellington, Aotearoa New Zealand and the wider world. With transformative impact forming a key part of the University's strategic plan, Wellington UniVentures plays a critical role in raising the profile and accessibility of University research.

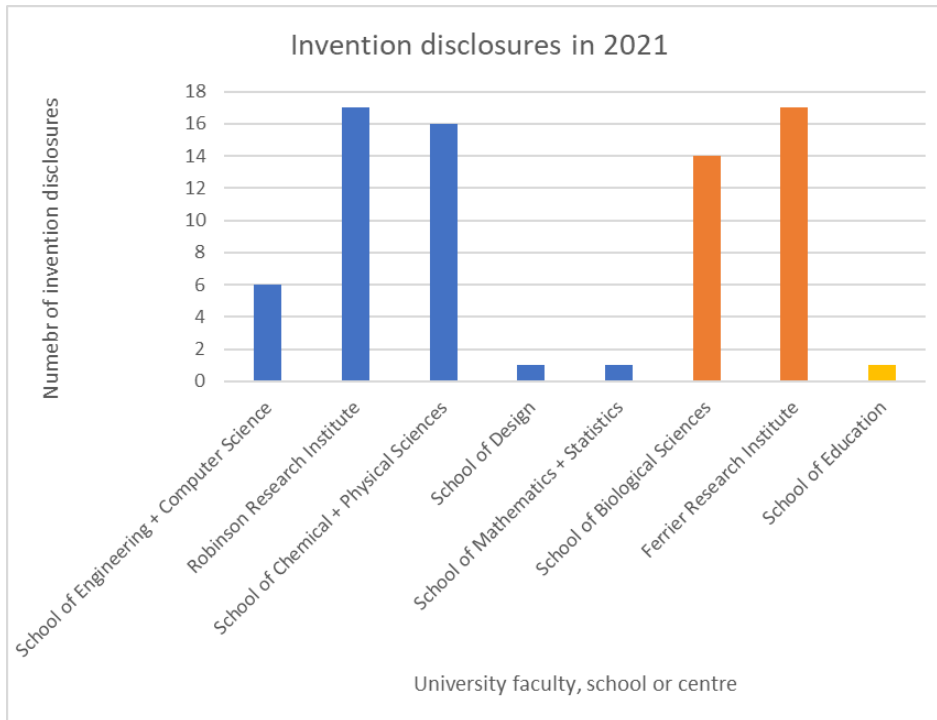
### Drawing research-led innovations from across the university

The 73 new invention disclosures that were received from innovative researchers across the University in 2021 have grown the Wellington UniVentures pipeline across a wide range of impact areas that will ultimately benefit society.

In 2021, more than 55% of inventors involved in disclosures were new to the invention disclosure process. Whether they had disclosed independently, or as part of a research team on a transformative research project, new researchers engaging with the commercialisation process demonstrates a recognition of the options available to them for creating impact through their research. An increased engagement with innovation from the social and creative sector research disciplines is a reflection of Wellington UniVentures' increased commitment in 2021 to dedicated resource and engagement in education, the humanities and social sciences.

Wellington UniVentures manages a pipeline of more than 60 active projects arising from invention disclosures, focused on shaping innovative research ideas into life-changing initiatives focused on solving problems and building stronger societies.

**Chart 3: New invention disclosures reported by Wellington UniVentures by Faculty, School and Centre, 2021**



Creation of new enterprises from University research is a direct reflection on the potential impact value and alignment of the research outcomes with genuine needs in society. New enterprises provide new high-skilled jobs, attract investment and new partnerships, provide routes to market for future research programme outcomes and increase the reputation of the University through brand association. They also ensure a dedicated team driving impact creation from research-led innovation at a fast pace.

Wellington UniVentures’ 2021 spinout enterprises ranged from Tasmanlon (safe and green battery storage) and Allegro Energy (green energy storage and super capacitor-based transportation) to Wellumio (diagnostic equipment for stroke). Successful capital investment raises for our established companies Marama Labs and X-Frame demonstrates University research continuing to grow its sophistication and impact across diverse industries both here in Aotearoa New Zealand and offshore. Additionally, the acquisition of University spinout company EdPotential by New Zealand-based education super-brand Education Perfect is an example of University research outcomes translating to global scale impact. In this case, EdPotential supports student learners and education outcomes both in New Zealand and offshore.

Research mobilisation and impact is also achieved through forming partnerships with established companies with the scale and global reach to accelerate research outcomes to solutions. Two substantial examples of this mobilisation outcome in 2021 were our partnerships with recognised international companies to develop solutions for rodent control in urban and environmental settings as well as a partnership to develop an early warning alert to caregivers in the life-threatening situation of a child swallowing a button cell battery.

Wellington UniVentures also secured \$2.3m of external research income from commissioned research services for the University in 2021.

## Research ethics

Our research and teaching are supported by a Human Ethics Committee and an Animal Ethics Committee to ensure our students and staff are meeting the ethics standards.

### Human Ethics

The Human Ethics Committee (HEC) governs the process of approving applications for human research at Victoria and ensures compliance with the Human Ethics Policy and Guidelines. The committee reports to the Chair of the University Research Committee, and the committee is approved by the NZ Health Research Council Ethics Committee. The HEC is supported by the Research Ethics Advisors based in the Research Office.

2021 saw a number of changes to the committee. The Pipitea-HEC subcommittee was merged into the Human Ethics Committee in July resulting in a single ethics committee for the university, managing all applications. Associate Professor Judith Loveridge (Wellington Faculty of Education) completed her three-year term in November. Associate Professor Stephen Marshall (Centre for Academic Development) took her place as Acting Convenor for the remainder of 2021, with Associate Professor Rhonda Shaw stepping into this role in 2022. The committee had 28 members at the end of 2021.

The team in the Research Office that supports the committee also experienced change in 2021, when the Research Office was restructured. Support for the HEC is provided by the new Research Ethics, Integrity and Policy team, comprising the Research Ethics Advisors and the team manager, Isobel Cairns, appointed in early 2022. As well as ongoing support of applicants and committee members, in 2021 the team helped organise two Human Ethics seminars, update information sheet templates with Te Reo Māori, increase post-graduate training opportunities, and support the upgrade of the ethics application software, ResearchMaster.

Three areas for improvement identified by HEC in 2021 are:

- Addressing the ongoing pressure on members nominated by the DVC Māori, with increasing numbers of applications that require this expertise, and limited staff available to fill those positions.
- The need for further education and development of policy around access to secondary data sets, principles of ethical data use, long term storage and sharing of research data, and the Privacy Act.
- Managing very high numbers of applications at certain times of year, such as December.

The Human Ethics Committee approved 495 applications in 2021, and 199 amendments to existing applications.

The full HEC report to URC is available by request.

### Animal Ethics

All research and teaching involving animals must be approved by an Animal Ethics Committee (AEC) operating under a gazetted Code of Ethical Conduct approved by the Ministry of Primary Industries as required by the Animal Welfare Act 1999. The University's Code is independently reviewed every five years and defines how the Committee must operate. The AEC additionally undertakes monitoring of research and teaching involving animals.

The full 2021 AEC report is available on request; however, the highlights are set out below.

- In 2021, the AEC has continued to provide assurance that research involving the use of animals in research or teaching can be managed despite pandemic-related disruptions.
- The VUW Animal Facility has undergone a change this year, with the School of Psychology and School of Biological Sciences (SBS) sections of the facility merging into a single entity under the management of SBS.

- The University was an inaugural signatory to the New Zealand Openness Agreement on Animal Research and Teaching. New Zealand is the first country outside of Europe to put such an agreement into place.
- The AEC is working to standardise basic training for staff and students working with Animals in Research and Teaching by utilising a new training program known as ComPass (ANZCCART Competency Passport). The training is internationally recognised, ensuring our researchers have comparable knowledge and skills to other organisations.
- The Committee has continued with its regular quarterly meetings, with a new Community Laymember appointed by the Greater Wellington Regional Council in March 2021.
- The AEC acted for five Wellington organisations in 2021: Te Herenga Waka - Victoria University of Wellington, the Malaghan Institute of Medical Research, the Karori Wildlife Sanctuary (Zealandia), Arotec Diagnostics, Ltd, and the Wellington Zoo.
- At the end of 2021, 71 approved research and teaching programmes were in force, involving 28 principal investigators or course organisers.

The full 2021 AEC report to URC is available by request.

### External engagement on research policy, processes and procedures

In 2021, the university has had the opportunity to engage and provide feedback on a range of research-related issues, with submissions to formal consultations is coordinated through the URC and the Office of the Vice Provost (Research).

Cabinet agreed changes to the Performance-Based Research Fund (PBRF) in May 2021. Following this, the Tertiary Education Commission has established a Sector Reference Group (SRG) to develop and design the operational guidelines for the 2025 Quality Evaluation. The SRG released the first two consultation papers in October and December 2021. We consulted internally on these topics to develop formal submissions. These papers are available on request.<sup>13</sup> The consultation process will continue over 2022 and conclude in June 2023 with the release of the final guidelines for the 2025 Quality Evaluation.

The Ministry of Business, Innovation and Employment (MBIE) also released the Te Ara Paerangi – Future Pathways green paper for consultation in October 2021. The green paper sets out a range of issues facing the New Zealand research system and seeks to initiate broad ranging discussion and ideas on a potential future state. We initiated an internal consultation process which continued into 2022. This consultation resulted in a university response, along with responses from individuals and groups within the university to the proposals set out in the green paper. These were submitted in March 2022.

The Te Herenga Waka responses to these research consultation processes can be read on the [Research Consultation](#) page of Ipurangiroto Staff Intranet.

Work continued to develop an approach to trusted research-protected security requirements that was appropriately centred in the Aotearoa New Zealand context. The Vice-Provost (Research) portfolio staff engaged with MBIE, MFAT, New Zealand Protective Security Requirements staff, and Universities New Zealand on national and international development related to trusted research, export controls and foreign interference. Significant collaboration on developing a place-based approach to these issues will take place in 2021.

Updates to internal policies including the intellectual property policy and the Responsible Research policy (linked to the Academic Integrity policy) were also initiated. This work will continue in 2022.

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<sup>13</sup> Please contact Amber Flynn, Principal Advisor, Research Policy at [amber.flynn@vuw.ac.nz](mailto:amber.flynn@vuw.ac.nz)

## Appendix A: University Research Committee

The University Research Committee (URC) has institution-wide responsibility for the provision of leadership and advice in support of the *Ambitious research for transformative impact* strategy developed and approved as part of Te Herenga Waka- Victoria University of Wellington's Strategic Plan, 2020-2024. URC supports the development and implementation of initiatives, policies and practices that underpin the successful delivery of the strategy's key aims, monitors research performance and provides leadership for a research culture that 'supports our people to ask bold questions, pursue innovative solutions and to imagine different ways of understanding the human condition'.

The URC has oversight of the of the University's internal contestable strategic research funding, including the Strategic Research Funding Framework. It also oversees institution-wide research awards, fellowships and medals. In 2021, decisions about the allocation of the Faculty Strategic Research Fund, Mātauranga Māori Research Fund, Research Excellence Awards, Early Career Research Excellence Awards, and the 3Rs Awards among others, were made by the URC. Decisions about the Postgraduate Research Students Association (PGSA) Research Excellence Awards (Victorias) were made in conjunction with representatives from the PGSA.

The URC receives reports from and liaises with Faculty Research Committees through their Associate Deans Research and from the Faculty of Graduate Research via the Dean of Graduate Research, all of whom are members of URC. The committee also receives reports related to research development, management and services from the Director of the Research Office<sup>14</sup> and on postgraduate research scholarships from the Manager, Scholarships and PhD Admissions, also members of the URC. Reports from the Human Ethics Committee and the Animal Ethics Committee are provided via their convenors, while updates on Intellectual Property matters and research commercialisation are provided by Wellington UniVentures.

The University Research Committee met eight times in 2021 and is constituted from the roles in Table 8 which also notes the individuals who served during the year. Additional contributions were made on an ad hoc basis by other staff members co-opted for specific purposes and reporting.

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<sup>14</sup> The restructure of the Research Office at the end of 2021 resulted in a single Director replacing two Associate Directors.

**Table 8: Membership of University Research Committee, 2021**

<b>Name</b>	<b>Role</b>
<b>Prof Margaret Hyland</b>	Vice-Provost (Research), Chair
<b>Prof Neil Dodgson</b>	Dean, Wellington Faculty of Graduate Research
<b>Assoc Prof Joanna Mossop</b>	Associate Dean (Research), Faculty of Law
<b>Prof Lisa Marriott</b>	Associate Dean (Research), Wellington School of Business & Government
<b>Prof Emily Parker</b>	Associate Dean (Research and Innovation), Wellington Faculty of Science
<b>Prof Mengjie Zhang</b>	Associate Dean (Research and Innovation), Wellington Faculty of Engineering
<b>Prof Kevin Dew</b>	Associate Dean, Wellington Faculty of Humanities & Social Sciences
<b>Prof Joanna Merwood-Salisbury Assoc Prof Leon Gurevitch (from March)</b>	Associate Dean (Research and Innovation), Wellington Faculty of Architecture & Design Innovation
<b>Assoc Prof Joanna Higgins</b>	Associate Dean (Research), Wellington Faculty of Education
<b>Prof Colin Simpson</b>	Associate Dean (Research), Wellington Faculty of Health
<b>Assoc Prof Meegan Hall</b>	Assistant Vice-Chancellor (Mātauranga Māori), Toi huarewa
<b>Miru Samarakoon Liz McKibben (from December)</b>	Postgraduate Student Association
<b>Ian McIntosh (until March)</b>	Associate Director, Research Development
<b>Dr Matt Hall (until July)</b>	Associate Director, Research Services
<b>Danette Olsen (from July)</b>	Director, Research Office
<b>Trish Wilson</b>	Deputy University Librarian
<b>Amanda Fraser</b>	Manager, Scholarships and Doctoral Admissions
<b>Paul Lawrence</b>	Manager, Research Trust
<b>Dr Jasonne Grabher Amber Flynn (from October)</b>	Principal Advisor, Research Policy
<b>Jo Meaclem</b>	Executive Officer, EA to the Vice-Provost (Research)

**Meetings held**

24 February, 24 March, 28 April, 28 July, 25 August, 27 October, 24 November and 6 December 2021.

## Appendix B: External Research Income, 2021

This appendix provides more detailed information on external research income (ERI) recognised by Te Herenga Waka – Victoria University of Wellington (THW-VUW) between 2018 and 2021.

The plateau of ERI over the last three years is highlighted in the tables 9 and 10.

Table 9 shows the split of funding sources that make up the ERI coming into the University. The Research Trust Victoria (RTV) manages most of our research contracts, hence reflects the main funding source. The decrease shown in table 8 for THW-VUW between 2020 and 2021 reflects the funding for the MacDiarmid Institute now being included in ERI for the RTV.

**Table 9: Consolidated ERI by VUW Funding Source, 2018-2021**

<b>THW-VUW Research Funding Source</b>	<b>2018 (\$)</b>	<b>2019 (\$)</b>	<b>2020 (\$)</b>	<b>*2021</b>
THW-VUW	11,487,149	15,037,200	12,682,206	7,879,856
UniVentures	6,438,779	6,742,454	5,939,589	6,005,820
RTV	48,463,145	54,773,569	63,450,870	72,372,813
Foundation	3,326,609	4,735,344	4,556,367	2,708,274
<b>Total Consolidated</b>	<b>69,715,682</b>	<b>81,288,567</b>	<b>86,629,031</b>	<b>88,966,763</b>

*\*2021 figures are subject to audit*

Tables 10 and 11 highlight the significant investment of New Zealand Government and public sector funding makes to our ERI, however this has plateaued significantly since 2019. The proportion of overseas research income continues to decrease with only 4 percent of our ERI in 2021 coming from this source.

**Table 10: Consolidated ERI by External Funding Source, 2018-2021**

<b>Research Funding Source</b>	<b>2018 (\$)</b>	<b>2019 (\$)</b>	<b>2020 (\$)</b>	<b>*2021</b>
NZ Government contestable funds	35,681,571	47,154,453	52,028,200	54,134,708
NZ Public sector Contract Research	19,206,375	20,305,529	21,580,793	23,708,067
Overseas research income	5,896,996	5,932,413	4,736,234	3,338,100
NZ non-Government income	8,930,741	7,896,172	8,283,804	7,785,889
<i>Non-NZ Government Contestable sub-total</i>	<i>34,034,112</i>	<i>34,134,114</i>	<i>34,600,831</i>	<i>34,832,055</i>
<b>Total Consolidated</b>	<b>69,715,683</b>	<b>81,288,576</b>	<b>86,629,031</b>	<b>88,966,763</b>

*\*2021 figures are subject to audit*

**Table 11: Consolidated ERI Proportion by Funding Source, 2018-2021**

<b>Research Funding Source</b>	<b>2018 % of ERI</b>	<b>2019 % of ERI</b>	<b>2020 % of ERI</b>	<b>*2021 % of ERI</b>
NZ Government contestable funds	51%	58%	60%	61%
NZ Public sector Contract Research	28%	25%	25%	26%
Overseas research income	8%	7%	5%	4%
NZ non-Government income	13%	10%	10%	9%
<i>Non-NZ Government Contestable sub-total</i>	<i>49%</i>	<i>42%</i>	<i>40%</i>	<i>39%</i>

*\*2021 figures are subject to audit*

## Appendix C: Research Highlights and Initiatives from 2021

This appendix provides more research highlights from the researchers at Te Herenga Waka in 2021, along with further details for some of the highlights included in [Section 3: Recognition of research at Te Herenga Waka – Victoria University of Wellington](#).

While this doesn't cover all the achievements of our researchers in 2021, it provides a sample of the wide range of research being undertaken, the recognition that is being received by our researchers and the contribution they make to their areas, along with the engagement and work with end-users and the public good they contribute to.

### *Recognition of expertise, contribution and excellence*

Our researchers continue to be recognised for their work, their expertise and the contribution they make to research and research excellence.

The 2021 [Research Honours Aotearoa Awards](#) are presented by the Royal Society Te Apārangi in celebration of outstanding achievements and excellence of New Zealand researchers.

- Dr Kyle Clem (School of Geography, Environment and Earth Sciences) – the **Hamilton Award** for encouraging excellence in scientific research by early-career researchers in New Zealand.
- Dr Emily Beausoleil (School of History, Philosophy, Political Science and International Relations) – the **Early Career Research Excellence Award for Social Science** for the encouragement of emerging social sciences research in New Zealand.
- Professor Eric Le Ru (School of Chemical and Physical Sciences) – the **Hector Medal** for outstanding work in chemical, physical sciences, or mathematical and information sciences.
- Professor Tony Ward (School of Psychology) – the **Mason Durie Medal** presented to the nation's pre-eminent social scientist to recognise an outstanding contribution with international impact.
- Emeritus Professor Harry Ricketts (School of English, Film Theatre and Media Studies) – the **Pou Aronui Award** for distinguished service to humanities-aronui.
- Dr Zhenan Jiang (Robinson Research Institute) – the **Scott Medal** for engineering, science and technologies work of great merit by a researcher in New Zealand.
- The Imagining Decolonised Cities team including Associate Professor Ocean Mercier (Te Kawa a Māui), Dr Mike Ross (Te Kawa a Māui), and Dr Amanda Thomas School of Geography, Environment and Earth Studies). Dr Rebecca Kiddle (previously with the School of Architecture) – the **Te Rangaunua Hiranga Māori Award** recognises excellent, innovative co-created research, conducted by Māori, that has made a distinctive contribution to community wellbeing and development in Aotearoa.

Professor Jonathan Boston (School of Government) was made an Officer of the NZ Order of Merit for his services to public and social policy.

Professor Colin Simpson (Wellington Faculty of Health) was part of the team that received the [Health Data Research UK Impact of the Year](#) award for their [study of COVID-19 vaccines](#).

Dr Lori Leigh (School of English, Film, Theatre, Media Studies, and Art History) as Writer/Director, won Production of the Year at the [Wellington Theatre Awards 2021](#) for [the Glitter Garden](#). The show also won the Most Promising Newcomer Award and the Costume Designer of the Year.

Dr Martino Lupini received the [New Zealand Mathematical Society Early Career Award](#).

Dr Grant Morris (Faculty of Law) was made a Fellow of the Arbitrators' and Mediators' Institute of NZ (AMINZ) by waiver at the August 2021 Conference in recognition of his contribution to the study and practice of mediation.

Dr Dimitrios Mitsotakis (School of Mathematics and Statistics) was awarded by the “red position” fellowship of the French National Center for Scientific Research for the second consecutive year. He has also been invited and funded by the Isaac Newton Institute for Mathematical Sciences for 2022.

Professor Stephen Cummings (Wellington School of Business and Government) and Associate Professor Todd Bridgman (School of Management) were shortlisted for the [Thinkers50 2021 Breakthrough Idea Award](#).

Professor Stephen Marsland (School of Mathematics and Statistics) was confirmed as a 2021 National Geographic Explorer. He is also the science advisor to the South Island Kokako Trust and his software, [AviaNZ](#), was a finalist for the [2021 Open Source use in Science Whakamahi Pūmanawa Herekore i te Pūtaiao award](#).

Dr Alex Doronin (School of Engineering and Computer Science) was awarded "2020 Community Champion" by the International Society for Optics and Photonics in 2021 for his role in facilitating the Society COVID-19 response to disruption and digital conference/content delivery worldwide.

Professor Peter Smith (School of Mathematics and Statistics) and colleagues were awarded the 2021 IEEE Communications Society Best Tutorial Paper Award.

### *Engagement and communication*

Many of our researchers and research students have shared their knowledge and expertise with the broader public during 2021.

The Conversation and other news media provide channels for our researchers to share their knowledge and expertise, as well as exercise the role as critic and conscience of society. Examples in 2021 included:

- [What te ao Māori can teach us about sustainable management](#) — Dr Ben Walker, Erin Roxburgh-Makea, Dr Jesse Pirini and Prof Stephen Cummings (School of Management)
- [Many of New Zealand’s most popular websites use ‘dark patterns’ to manipulate users—is it time to regulate?](#) — Dr Cherie Lacey and postdoctoral research fellow Dr Alex Beattie (School of English, Film, Theatre, Media Studies, and Art History)
- [Fears loom for teens undergoing vital brain development during COVID. Telling stories might help](#) - Professor Stephen Dobson (Faculty of Education) and Professor Donna Prendergast (Griffith University).
- [Humans are driving animals and plants to the edge. But are we really heading into a mass extinction?](#) — Associate Professor Michael Hannah (School of Geography, Environment and Earth Sciences)
- [The idea of ‘green growth’ is flawed. We must find ways of using and wasting less energy](#) – Dr Mike Joy (School of Government)
- [NZ’s second ‘Well-being Budget’ must deliver for the families that sacrificed most during the pandemic](#) – Dr Kate Prickett (School of Government)
- [ECE teachers essential workers in all but name](#) – Dr Sue Cherrington (Faculty of Education)
- [Aotearoa pioneers new ways to negotiate trade](#) – Dr Matthew Castle (School of History, Philosophy, Political Science and International Relations)
- [Vaccines and our irrational natures](#) - Adjunct Professor Nicolas Agar (School of History, Philosophy, Political Science and International Relations)
- [From Middle Earth to Sweet Tooth: Why NZ’s a screen fantasyland](#) – Dr Alfio Leotta (School of English, Film, Theatre, Media Studies, and Art History)
- [The secret to expanding EVs - wireless charging](#) - Professor Nick Long (Robinson Research Institute) with colleagues Professor Grant Covic and Dr Doug Wilson (The University of Auckland).

The Wellington School of Business and Government (WSBG) ran a series of [research seminars](#) where WSBG’s funded chairs discussed the United Nations Sustainable Development Goals from their

Chairs/disciplines' perspectives. These ranked from Restorative Justice, to the Economics of Disasters and Climate Change, to Regulatory Practice among others.

The Robinson Research Institute also hosted various events including, the [International Superconductivity Symposium](#) (co-hosted with the National Institute of Advance Industrial Science and Technology), Wellington and Manawatu region [EVLOCITY](#) launch event, and a [Tech Bootcamp](#) with year 12 students from Ngāi Tahu. The goal of the Tech Bootcamp was to give students an experience of scientific research and encourage them to pursue STEM subjects at university.

The Computational Media Innovation Centre provided the [first-ever, immersive broadcast](#) (YouTube 360 live channels) of a live concert. The K-Festival 2021 in Auckland was attended by 30,000 people, with an additional 2,000 online. The team used multiple 360 cameras with real-time visual effects to create the broadcast.

A [study](#) by Professor Phil Lester and Dr Mariana Bulgarella (School of Biological Sciences) involved the work of nearly 100 volunteer citizen scientists around Aotearoa New Zealand. These volunteers provided samples from monarch butterflies to help determine how many of the popular insects have been harmed by a potentially deadly parasite. Based on the citizen scientists' contributions, Professor Lester and Dr Bulgarella have now published [a research paper](#) in the journal *Ecological Entomology*.

### [Working with end-users](#)

Associate Professor Peter Thompson and Dr Michael Daubs (School of English, Film, Theatre, Media Studies, and Art History) undertook a commissioned report on behalf of the Department of Internal Affairs. The report (International Regulatory Frameworks for Online Content) is intended to inform government policy stemming from the Content Regulatory System Review. The report explored recent regulatory initiatives to address online harms and related matters in Australia, Canada, Ireland and the UK. It is not yet publicly available.

Dr Fiona Hutton (School of Social and Cultural Studies) work on drug checking at New Zealand festivals, commissioned by the Ministry of Health in 2020, found that it was a successful intervention that reduces harm and saves lives. In October 2021, the Government arrived at the same conclusion and announced \$800,000 funding to support drug testing services.

Kevin Shedlock (Ngāpuhi, Ngāti Porou, Whakatōhea) (School of Engineering and Computer) is working with Te Ruapekapeka Trust to use virtual reality to tell iwi and hapū stories of its pā heritage site in Northland. The [project](#) 'Matching Hapū Knowledge with Machine Learning during the Construction of the IT Artefact' is also being supported by a \$250,000 grant from the Vision Mātauranga Capability Fund.

The Robinson Research Institute signed a contract with NZ Steel to provide Dr Chris Bumby's hydrogen steelmaking programme with \$750,000 of industry co-funding over three years, and have also signed a memorandum of understanding with Air New Zealand to support the institutes work in aircraft electrification.

The Faculty of Engineering and the University Research Office at the University hosted the [first workshop on the eight Data Science programmes](#) funded by the Ministry of Business, Innovation & Employment's (MBIE) Strategic Science Investment Fund and Catalyst fund in November 2021. The virtual workshop brought together over 75 attendees from a range of organisations including other universities, Crown Research Institutes, and private and public organisations. The workshops are designed to create opportunities to share information on the range of programmes in this space and facilitate an active partnership between government and research organisations to deliver government science priorities. The University's plan to establish an Institute of Data Science and Artificial Intelligence was also announced at the workshop.

### *Supporting good governance and policy*

Many of our disciplinary areas provide government with expertise and advice to ensure that there is sound governance and robust policy making.

In 2021, many members of the Faculty of Law were active in this area. This included:

- Associate Professor Dean Knight, Professor Claudia Geiringer, Sir Ken Keith and Sir Geoffrey Palmer (Faculty of Law) made submissions to the Privileges Committee regarding the Bill of Rights Declarations of Inconsistency Bill.
- Associate Professor Nessa Lynch (Faculty of Law) appointment to the Chair of the Data Ethics Advisory Group, which advises government agencies on emerging uses of data.
- Associate Professor Lynch also released a paper with Professor Ian Lambie (University of Auckland), Judge Andrew Becroft and Tamara Wilson-Tasi (Faculty of Law), calling for urgent law changes for the youth justice system.
- Professor Richard Boast has been extremely active in conducting research and providing testimony to the Waitangi Tribunal.

Associate Professor Christian Schott (School of Management ) spoke at Parliament about tourism for wellbeing, as part of the [Royal Society's Speaker's Science Forum](#).

Experts in the area of Artificial Intelligence, including Professor Mengji Zhang (Faculty of Engineering), developed a white paper on "[Aotearoa New Zealand Artificial Intelligence - A Strategic Approach](#)" which has been provided to the Ministry of Business, Innovation and Employment.

### *Contributing to the research discipline or profession*

The contribution that our researchers make to their disciplines is important, as is the contribution made to the professional areas outside of academia.

Dr Stuart Wimbush (Robinson Research Institute), with Dr Jens Hänisch (Karlsruhe Institute of Technology), completed the first major update in 25 years to the content on high-temperature superconductors in the renowned CRC Handbook of Chemistry and Physics, 102nd Edition, following an invitation from the Editor-in-Chief.

The Computational Media Innovation Centre initiated the ARIVE Consortium in 2021. This focuses on VR/AR/XR research with nine NZ and Australian universities and is one of the largest XR research networks in the world. One of the first industry funded research projects of ARIVE is with Meta (formerly Facebook).

Associate Professor Joanna Mossop (Faculty of Law) was appointed as a legal adviser to a United Nations Development Programme project assisting Mauritius and Seychelles with establishing regulations for their joint continental shelf beyond 200 nautical miles.

Brian Diettrich (School of Music) curated the international conference [Connecting Oceania Through Music and Dance](#) (9-12 April 2021), for the International Council for Traditional Music, and which brought together music scholars from across the Pacific region.

Ms Sarah Howell and Dr Bronwyn Wood (School of Education) [work](#) showed the decline in secondary students studying algebra and calculus at secondary school. This research also highlighted the impact on the future prospects for Aotearoa's students in science-related careers.

### *Supporting solutions to global issues*

In 2021, we ranked again in top 20 Universities in the world in the [Time Higher Impact Rankings in the Sustainable Development Goal 7 - Affordable and Clean Energy](#).

The work of the Antarctic Research Centre continues to provide evidence for the impact of climate change including a study, with a paper published in [Nature](#), that showed how the West Antarctic Ice

Sheet responded to a warmer climate millions of years ago which could improve predictions of its future.

Dr Jamie Howarth (School of Geography, Environment and Earth Sciences) with a team from both New Zealand research organisations and Kyoto University, [found evidence](#) from underwater landslides during New Zealand's 2016 Kaikōura earthquake that could help scientists better understand the world's largest, tsunami-generating quakes.

Professor Alberto Costi (Faculty of Law) was involved in two important online projects creating climate change resources for students, practitioners and stakeholders. The first was documentary film where experts were interviewed at length on a range of legal and policy climate change issues of interest to low-lying at-risk nations in the Pacific. The second was contributing to an online course module on methods of international dispute resolution for anyone interested in gaining an understanding of dispute settlement in the climate change.

Professor Catherine Iorns Magallanes (Faculty of Law) was appointed as one of three Councillors in the Pacific for the [International Union for the Conservation of Nature](#).

### *[Contributing to better outcomes for Aotearoa New Zealand and the world](#)*

Our researchers undertake a wide range of research that contributes to better outcomes for all of us in Aotearoa New Zealand.

The COVID-19 pandemic has caused global disruption and our academic staff have felt the impact of this on their personal and professional lives. Our researchers have continued to contribute to the COVID-19 response and recovery in 2021. Associate Professor Janet Pitman's (School of Biological Sciences) [research](#) confirmed that the covidSHIELD PCR saliva test (licensed by Rako Science for use in New Zealand) was a reliable option for detecting COVID-19. Te Hikuwai Rangahau Hauora—Health Services Research Centre was [awarded \\$1.2 million from the Ministry of Health](#) to establish a multidisciplinary longitudinal study of people in Aotearoa New Zealand who have had COVID-19.

Our researchers also contributed key findings in regard to our environment, with Dr Nicola Day (School of Biological Sciences) study identifying the increasingly negative impact of climate change and resulting dry weather and severe fires on North American tree species. Dr Day also identified the particular significance of this on [our non-fire-adapted native plants](#). Associate Professor Stephen Hartley and Master's students Roald Bomans and Asher Cook (School of Biological Sciences) found [no evidence of claims that forests "fall silent"](#) because birds are killed in such large numbers during 1080 poison drops.

A team led by Professor John Townend (School of Geography, Environment and Earth Sciences) also initiated a three-year project aims to record very minor tremors the South Island's hazardous Alpine Fault. The [Southern Alps Long Skinny Array \(SALSA\)](#) is hoped to reveal where slips may take place in a future large earthquake.

Our researchers also made significant contributions to child health outcomes. Te Tātai Hauora o Hine—Centre for Women's Health Research found that [fetal or neonatal harm associated with severe maternal morbidity was potentially preventable](#) in over half the cases reviewed. A study by Dr Deborah Harris (School of Nursing, Midwifery and Health Practice) provided the [first reliable data of its kind](#) measuring normal patterns of plasma ketones and lactate levels in healthy babies shortly after birth. These findings could be used to develop new national guidelines for diagnosing, treating, and managing neonatal hypoglycaemia which is linked to poor neurological outcomes. While a study led by Dr Mona Jeffreys (Health Services Research Centre) highlighted the [greater barriers for Māori and Pacific children to access primary health care](#) which contributes to poor health outcomes and ongoing significant health inequities.

The School of Engineering and Computer Science have established new, and enhanced existing, research collaborations with The Institute of Environmental Science and Research (ESR) in data science and artificial intelligence for public health and climate change. This initiative will enhance

capability in data science/big data, artificial intelligence and machine learning, with the two institutions working together to support new postdoctoral and PhD students and seek new funding opportunities.

## Appendix D: Details of Internal Research Grants and Awards - 2021

This appendix provides details on the internal research grants overseen by the URC and awarded in 2021.

### Faculty Strategic Research Fund

The Faculty Strategic Research Fund (FSRF), along with the University Strategic Research Fund (USRF), is one of two new internal research funds to support the Strategic Research Funding Framework for Te Herenga Waka – Victoria University of Wellington.

The FSRF has five primary purposes linked directly to the university's research strategy 2020–2024. The fund supports:

1. staff to engage in ambitious research that is aspirational for the applicant and/or reflects a step-change in an individual's pursuit of research excellence
2. the delivery of the University's strategic aims and/or of Faculty-specific research strategies aligned to the ambitious research for transformative impact strategy
3. projects that leverage the University's location in Aotearoa New Zealand including those that reflect the significant value inherent in bringing mātauranga Māori to bear on both basic and applied research across all disciplines
4. projects with the potential to mobilise research outcomes for transformative impact, including impact within the academy, and
5. high-quality research with the potential to contribute to key strategic outcomes including but not limited to applications for external research income, the production of high-impact outputs, increased international collaboration and developing or strengthening connections with external partners outside the academy locally, nationally, and internationally.

The FSRF consists of two initiatives that were allocated in 2021:

- FSRF Contestable Grants which allocated \$1,890,667 to 36 researchers.
- Faculty Research Establishment Grants (FREG) which specifically support early career researchers and can also be used to support the development of project design and grant writing capability. The FREG allocated \$ 299,865 to 13 early career researchers.

**Table 12: Breakdown of FSRF and FREG applications and awards by Faculty, 2021**

Faculty	FSRF Contestable Grants			Faculty Research Establishment Grants		
	No. Appl.	Successful	\$ Awarded	No. Appl.	Successful	\$ Awarded
Wellington School of Business and Government	3	0	-	0	0	-
Wellington Faculty of Humanities & Social Sciences and Faculty of Education	11	10	548,365	2	2	18,280
Faculty of Law	3	3	52,566	0	0	-
SHEADI	41	23	1,289,736	13	11	299,865
<b>TOTAL</b>	<b>58</b>	<b>36</b>	<b>1,890,667</b>	<b>15</b>	<b>13</b>	<b>318,145</b>

Note:

- Faculties of Architecture & Design Innovation, Engineering, Health, and Science and the Science Institutes run the FSRF at division level, so results are listed under SHEADI.
- The Faculties of Humanities & Social Sciences and Education run the FSRF jointly.

**Table 13: Successful FSRF Contestable Grant recipients, 2021**

Staff Name	Project Title	School/Programme	Award
Irina Elgort	A needle in a haystack or in a sea? Cross-language influences in the processing and learning of figurative expressions	Central Service Units	46,089.95
Marnie Lloyd	Book Project: Solidarity and Foreign Fighting: The Framing of International Legal Debates	Faculty of Law	12,192.24
Grant Morris	Nunuku-Whenua, Moriori, and the beginnings of interest-based dispute resolution in Aotearoa NZ and the wider South Pacific	Faculty of Law	15,782.18
Yvette Tinsley	Legal Professionals' Experiences of Working with Emotion and Potentially Traumatic Material (CLEVEL)	Faculty of Law	24,591.54
Zach Dodson	Interactive Dialog System for transformative future entertainment	Wellington Faculty of Architecture and Design Innovation	47,559.08
Edgar Rodríguez Ramírez	A highly customised, green, 3D knitted bra system	Wellington Faculty of Architecture and Design Innovation	49,458.16
Jan Smitheram	Architecture and Affect	Wellington Faculty of Architecture and Design Innovation	11,040.46
Emina Petrovic	Towards an integrated sustainable transition framework for construction materials	Wellington Faculty of Architecture and Design Innovation	38,569.20
I Ming (Ivy) Liu	Ordered stereotype models for large response levels	Wellington Faculty of Engineering	29,908
Yi Mei	Te Taupanga Tapoi: A Post-COVID Kaupapa Māori Tour Recommendation System	Wellington Faculty of Engineering	49,000
Hui Ma	Cost-effective Data-Intensive Software Multicloud Deployment	Wellington Faculty of Engineering	98,939.60
Jennifer Ferreira	Rongowhakaata Digital Taonga Repatriation	Wellington Faculty of Engineering	99,536.70
Andrew Lensen	Explainable Nonlinear Dimensionality Reduction	Wellington Faculty of Engineering	48,276.80
Binh Nguyen	Discovery of novel selective kinase inhibitors using deep learning	Wellington Faculty of Engineering	36,752
Colin Simpson	Advancing COVID-19 Modelling And Visualisation (ACMAV)	Wellington Faculty of Health	79,241.48
Stephen Skalicky	Constructions across space and time: A cross-linguistic exploration of English, Mandarin Chinese, and Indonesian	Wellington Faculty of Humanities and Social Sciences	79,650
Rachael Ruegg	Students' experiences of writing in the humanities and social sciences	Wellington Faculty of Humanities and Social Sciences	18,572.80
Mona Krewel	New Zealand Social Media Study (NZSMS)	Wellington Faculty of Humanities and Social Sciences	79,299.57
Cherie Lacey	Addicted by Design: The Role of Interaction Design in Co-Producing Gaming Disorder	Wellington Faculty of Humanities and Social Sciences	53,881.42
Jian Liu	Publishing of Solo Piano Works by New Zealand Composers in China	Wellington Faculty of Humanities and Social Sciences	51,950
Rodger Fox	Hone Tuwhare: No Ordinary Sun	Wellington Faculty of Humanities and Social Sciences	61,759

Staff Name	Project Title	School/Programme	Award
James Wenley	Growing Aotearoa's Theatre Ecology: Sustainability, Resilience and Opportunities in the Pandemic Environment	Wellington Faculty of Humanities and Social Sciences	57,171.54
Marco Sonzogni	"Whatever is given can always be reimagined": a multimodal study in evolutionary translation	Wellington Faculty of Humanities and Social Sciences	44,240
Dave Wilson	Sounding Together: A Study of Environment, Music, and Improvisation in Research and Performance	Wellington Faculty of Humanities and Social Sciences	55,751.17
Joanne Harvey	Defining and treating mental health disorders caused by prenatal infections	Wellington Faculty of Science	47,657.08
James Bell	Contribution of microbes to the evolutionary success of sponges as the recently crowned world's oldest animals	Wellington Faculty of Science	44,361.44
Jeffrey Shima	Developing a new programme of deep water research to avert the next global ecological disaster.	Wellington Faculty of Science	49,969.18
David Ackerley	Using synthetic biology to access next-generation antiviral, antibiotic and anticancer nucleoside analogue drugs	Wellington Faculty of Science	99,653.76
Tim Stern	Determining depth and shape of basins beneath major urban areas for seismic hazard assessment	Wellington Faculty of Science	43,240
Joanna Mackichan	A moonlighting iron acquisition protein mediates interactions between meningococci and the host	Wellington Faculty of Science	41,342
Justin Hodgkiss	Machine Learning for Discovery of Organic Solar Cell Materials	Wellington Faculty of Science	99,806.62
Jeremy Owen	Exploring Endemic New Zealand Fungi for New Drug Candidates Using Genomics and Synthetic Biology	Wellington Faculty of Science	85,279.54
Cliff Atkins	Strontium isotope dating – a fresh look at an old problem for constraining Zealandia's stratigraphic record	Wellington Faculty of Science	49,759.40
Jim Johnston	A Transformational New Technology to Extract More Energy From Current and New Geothermal Resources	Wellington Faculty of Science	49,928
Andrew Munkacsi	Improving polygenic risk score calculation to correct deficits in ethnicity, genetics and statistics	Wellington Faculty of Science	70,085
Tulasi Parashar	Space Turbulence Analysis using Geometric Exploration (STAGE)	Wellington Faculty of Science	20,372.24

**Table 14: Successful Faculty Research Establishment Grant recipients, 2021**

Staff Name	Project Title	School/Programme	Award
Gillian McCarthy	Digital Accessibility: Strategies, Barriers and Design Education	Wellington Faculty of Architecture and Design Innovation	18,954.24
Hannah Hopewell	Hyper-visible Invisibility: A field Poetics	Wellington Faculty of Architecture and Design Innovation	22,383.36
Hang (Ben) Yin	Chemical programming of mixed matrix membranes for CO2 capture	Wellington Faculty of Engineering	29,315
Thomas B (Brendan) Harding	Mathematical modelling of curved microfluidic devices at higher Reynolds numbers	Wellington Faculty of Engineering	21,912.61
Tosin Popoola	'died peacefully': Exploring a model of peaceful death in New Zealand?	Wellington Faculty of Health	29,874.54

Staff Name	Project Title	School/Programme	Award
Charles Rice-Davis	Nekehanga whakarāmeme nō Haiti / Collaborative Translation of Haitian Literature and the Greater Caribbean	Wellington Faculty of Humanities and Social Sciences	8,324.78
Thomas Voyce	Music for Soundsystems: 7" vinyl manufacture	Wellington Faculty of Humanities and Social Sciences	9,955
Chelsea Vickers	Marine enzymes as biocontrol agents against plant pathogens	Wellington Faculty of Science	29,927.20
Katharina Robichon	Towards personal medicine - Investigate the role of nalfurafine on human immune cells.	Wellington Faculty of Science	30,000
Gerd Mittelstadt	Nanoparticle vaccines for intranasal delivery	Wellington Faculty of Science	28,000
Roxanne J (Roxy) Heffernan	Bi-cultural practice framework	Wellington Faculty of Science	29,993.15
Juergen Oesterle	Stepping up the game: Expanding the paleo-erosion record of the Southern Alps and its bearing on Pliocene-Recent erosion-climate dynamics of New Zealand	Wellington Faculty of Science	29,879
Luke Harrington	Is Waikato the new Mediterranean? Resolving evidence of feedback mechanisms exacerbating hot-dry extreme weather events in Aotearoa	Wellington Faculty of Science	29,625.52

### Mātauranga Māori Research Fund grants

The Mātauranga Māori Research Fund (MMRF) is a distinctive grant programme that seeks to advance the potential of mātauranga Māori and kaupapa Māori research. The MMRF supports the co-development of research with Māori communities and aims to develop researchers' capabilities in applying for contestable funding. This round had two challenges:

1. The impact of COVID-19 Alert Levels, and
2. The move to the new Elements platform.

Feedback from applicants and suggestions from the URC will inform this year's round. The MMRF is a key indicator in the development of THW-VUW's capability and capacity in mātauranga Māori showing:

- a. More researchers are applying each year
- b. More are successful thanks to the larger fund, and
- c. Most have the potential to develop into strong proposals for contestable funding, with support.

The successful projects will foster and strengthen each researcher's connections and relationships with Māori, while developing their own growth and understanding of mātauranga Māori, taonga Māori, iwi Māori, kaupapa Māori, and tikanga Māori within rangahau Māori.

**Table 15: Successful Mātauranga Māori Research Fund Grant recipients, 2021**

Staff Name	Project Title	School/Programme	Award
Natasha Perkins	Working title - Hononga	Faculty of Architecture and Design Innovation	\$30,000
Adreanne Ormond	Telling it like it is: Māori student voice Tertiary	Faculty of Education	\$39,978
Hang Yin	Harakeke Membrane for Water Treatment	Faculty of Engineering	\$37,046
Stanley Aspin	Building Mātauranga Māori Capacity in the Faculty of Health	Faculty of Health	\$23,130
Giacomo Lichtner	Toponymy, Memory and Meaning: the 'Huber Run' on Huirapa/Ōpuke and the significance of renaming Aotearoa's taonga.	Faculty of Humanities and Social Sciences	\$8,131

Vincent van Uitregt	Ngaa manu o Ngaa Rauru	Faculty of Science	\$39,989
Victoria Winton	Mātauranga Pūtaiao i te Tiri o Te Moana: Exploring environmental calendars through Antarctic paleoclimate science and mātauranga maramataka perspectives	Faculty of Science	\$25,871
Spencer Lilley	Māori scholars experiences of peer review	School of Business and Government	\$29,716
<b>Total funding allocated</b>			<b>\$233,861</b>

### Returning carers' research fund

The Returning Carers' Research Fund (RCRF) was introduced in 2019 to help academic staff re-establish research after they have returned from extended leave due to caring responsibilities.

Following the successful pilot Writing Retreat for Returning Carers in 2020, two more three-day retreats were held in October and November 2021.

The retreats offered three key opportunities to; focus deeply on their research, rest and reflect, and connect with other academics with caregiving responsibilities. While the focus was on providing interruption-free writing time, the programme also featured short workshops, a session from the Vice Provost Research, optional mentoring from Research Development Advisers and/or the CAD facilitator, and wellbeing sessions.

A residential retreat in Ōtaki hosted 18 participants from Health (8), the Humanities, Social Sciences and Education (6), Science (3) and Commerce (1). The Wellington-based retreat hosted 14 participants from the Humanities, Social Sciences and Education (7), Architecture and Design (5), Commerce (1) and Health (1).

Participants had varied expectations about the outputs they might produce over the three days, with most focussing on article writing, some on book or thesis chapters, and others on grant applications, conference papers or creative works.

Feedback from participants was uniformly positive, agreeing that the dedicated writer time was beneficial for their research and enhancing their overall scholarly activity and likelihood of publishing before the end of the year. One of the key outcomes for many 2021 participants was the feeling that in providing such an opportunity the university was truly caring for its staff and enacting its values in meaningful and tangible ways.

### The Gama Foundation Fund

The Gama Foundation believes that research and communication with the public is required on how to ensure that the interests of all New Zealanders are fully considered when decisions are made by Government.

The Gama Foundation established the Institute for Governance and Policy Studies at the University in 2012. It is now making research grants available to all staff and graduate students at the University to advance work in areas of particular concern through the Gama Foundation Fund (GFF)

The GFF offers a research grant to support independent, high quality and high impact research and communication that informs the public and policy-making process and influences policy development and implementation in a number of important areas.

There were three successful projects from the Wellington School of Business and Government this year.

**Table 16: Successful Gama Foundation recipients, 2021**

Staff Name	Project	Award
Dr Bryce Edwards	To map how wealthy and powerful interests use lobbying, personal connections and financial contributions to political entities to benefit themselves and perpetuate the power and favoured public policies of elites, and run	\$487,000

	public campaigns on reforming laws and practices relating to political finance and lobbying and publish findings in a range of media.	
Professor Karin Lasthuizen and Dr Bryce Edwards	To research allegations of integrity violations by politicians and release a Political Integrity Index for New Zealand annually. This will cover politicians in both national and local government and provide a systematic and longitudinal measure to increase transparency of political integrity issues, demonstrate the magnitude of the problem in New Zealand and drive appropriate policy reforms.	\$333,000
Professor Lisa Marriott and Max Rashbrooke	To undertake research that supports reform of laws governing political party funding, and inform the planned review of the Electoral Act.	\$167,000
<b>Total funding allocated</b>		<b>\$987,000</b>

### Te Herenga Waka – Victoria University of Wellington Research Excellence Awards

The University recognises excellence in staff research via a suite of awards funded directly from the budget of the Vice-Provost (Research). All provide support in the year following the award that may be used for research activities or, in the case of 3Rs education-related expenses.

- Research Excellence Awards recognise a sustained programme of exceptional research, scholarship and research leadership at THW-VUW.
- Early Career Researcher Awards are given where staff at the beginning of their research careers are deemed to have made special achievements in research and scholarship.
- 3R Awards recognise the promotions of the principles of Replacement, Reduction, Refinement in relation to animal welfare at THW-VUW as well as outside organisations overseen by the University's Code of Ethical Conduct for the use of animals in research and teaching.

All THW-VUW research awards provide grants of \$10,000 except for the Early Career Researcher Awards which have grants of \$5,000.

Applicants for all awards apply, outlining their research programme and the contribution to research culture and innovation in their discipline. Research Excellence Award nominees must also have made a research leadership contribution to their School or Faculty.

**Table 17: Successful THW-VUW Research Award recipients, 2021**

<b>Research Excellence Awards</b>	
<b>Staff name</b>	<b>School/Programme</b>
Dr Maria Bargh	Te Kawa a Māui/School of Māori Studies
Dr Brian Diettrich	School of Music
Dr Anna Siyanova	School of Linguistics and Applied Language Studies
Dr Maibritt Pedersen Zari	School of Architecture
<b>Early Career Research Excellence Awards</b>	
<b>Staff name</b>	<b>School/Programme</b>
Dr Mat Anker	School of Chemical and Physical Sciences
Dr Nathaniel Davis	School of Chemical and Physical Sciences
Dr Ayca Arkilic	School of History, Philosophy, Political Science and International Relations
Dr Claire Timperley	School of History, Philosophy, Political Science and International Relations

Dr Mo Zareei	School of Music
<b>3R Awards</b>	
<b>Name</b>	<b>School/Programme</b>
Dr Joyce Colussi-Mas and Joshua Cahill-Kane (team award)	School of Biological Sciences

### Postgraduate Student Association (PGSA) Research Excellence Awards

In 2021, we recognised the research of 12 postgraduate research students through the **PGSA Research Excellence Awards** (Victorias Awards) and the **Māori Knowledge and Development Award**. These awards have provided \$1,500 to recognise demonstrated research excellence from each of these postgraduate students.

The PGSA Research Excellence Awards recognise postgraduate student research that:

- Displays academic rigour, excellence, originality, or creativity
- Advances knowledge in the field or significantly contributes to knowledge
- Is communicated clearly, in a way that an educated but non-expert audience can understand, and
- Has a demonstrated impact within the scholarly, economic, or wider stakeholder communities.

To be considered for the Māori Knowledge and Development Award, research must also incorporate one or more of the following:

- Māori world views (both traditional and contemporary).
- Māori methods of research.
- Research that benefits Māori people or communities.

The URC considered applications in conjunction with the PGSA. Funding for these awards is held in the budget of the Vice-Provost (Research).

**Table 18: Successful Postgraduate Student Association (PGSA) Research Excellence Award recipients, 2021**

<b>PGSA Research Excellence Awards (Victorias)</b>	
Erika Snedden	Faculty of Education
Fangfang Zhang	Faculty of Engineering
Lindsay Angus	Faculty of Humanities and Social Sciences
Yuanyuan Liang	Faculty of Humanities and Social Sciences
Jose Nunez Collado	Faculty of Architecture and Design Innovation
Russell Pine	Faculty of Health
Cody Rei-Anderson	Faculty of Law
Dan King	Faculty of Science
Tom Womack	Faculty of Science
Thea Hoang	Victoria Business School
<b>Māori Knowledge and Development Awards</b>	

Maraea Rakuraku	International Institute of Modern Letters
Alana Haenga-O'Brien	School of Psychology

## Appendix E: Outcomes from the main New Zealand Government contestable research grant schemes - 2021

### Summary of applications and outcomes for the main NZ Government Contestable funding schemes

The main funding sources for research are derived primarily from schemes administered by three key funding bodies:

- The Royal Society NZ Te Apārangi which includes Marsden and Marsden Fast Start grants, Catalyst funds, and Rutherford Fellowships.
- The Ministry of Business, Innovation and Employment (MBIE) which includes the Endeavour fund, Smart Ideas, Catalyst funds, and the Vision Mātauranga Capability fund among others.
- The Health Research Council (HRC) which includes project and programme funding.

In 2021, we submitted 321 applications to the main research funding rounds with 89 successful or pending. This is a small increase in our success rate and reflects the highly competitive funding environment we are operating in.

### Details of specific New Zealand Government contestable research grants awarded, 2021

The tables below provide information on grants awarded in 2021. This includes the name of the successful applicant, project title, the Faculty, School or Centre, the award amount, and any additional information available.

#### *Royal Society Te Apārangi research funding schemes*

In 2021, our researchers were successful in the Marsden Fund, Catalyst – Leaders and Seeding funds, and Rutherford Discovery Fellowships. The details of these researchers and their projects are detailed below.

**Table 19: Successful Marsden Grants – Standard recipients, 2021**

Staff Name	Project Title	School/Programme	Award
Dr Ruzica Dadic	Can Snow Change the Fate of Antarctic Sea Ice?	Antarctic Research Centre	\$913,000
Associate Professor Joanna Mossop	Reimagining ocean law to achieve equitable and sustainable use of marine ecosystems	Faculty of Law	\$660,000
Professor Eric Le Ru	Electromagnetic scattering by particles of arbitrary size and shape with application to microplastics	Professor of Physics	\$921,000
Dr Simon Granville	Magnetism without angular momentum; High speed low power cryogenic memory	Robinson Research Institute	\$916,000
Associate Professor Peter Pfeffer	A new role for the amniotic cavity	School of Biological Sciences	\$939,000
Dr Natalie Plank	How the nose knows? - Understanding the mechanisms in insect olfactory biosensor devices	School of Chemical and Physical Sciences	\$922,000
Professor James Noble	Gradual concurrency: correctness, simplicity, and performance via dynamic ownership	School of Engineering and Computer Science	\$685,000
Dr Simon Barker	Climatic and environmental impacts of the largest explosive volcanic eruptions on Earth	School of Geography, Environment and Earth Sciences	\$913,000

Associate Professor Chern Li Liew	Towards Socioculturally Responsible and Inclusive Stewardship of Digital Indigenous Knowledge Collections (D-IKC)	School of Information Management	\$836,000
Associate Professor Lisa Clark	Establishing a structure theory for C*-algebras of non-Hausdorff groupoids	School of Mathematics and Statistics	\$685,000
Dr Samuel Mehr	Structure of human music perception	School of Psychology	\$839,000
Professor Karen Salmon	Understanding the drivers of adolescent depression: The role of personal memories.	School of Psychology	\$839,000
<b>Total funding awarded</b>			<b>\$10,068,000</b>

**Table 20: Successful Marsden Grants – Fast Start recipients, 2021**

Staff Name	Project Title	School/Programme	Award
Dr Holly Winton	How did changing sea ice conditions impact primary production in the Ross Sea over the past 200 years?	Antarctic Research Centre	\$360,000
Dr Courtney Addison	An ethnographic study of 1080 pest control and the Anthropocene in Aotearoa	Centre for Science in Society	\$360,000
Dr Nayantara Appleton	The social lives of sex hormones: (Re)imagining our bodies, ourselves in Aotearoa New Zealand	Centre for Science in Society	\$360,000
Dr Matthew Nitschke	The geometry of coexistence: Bio-optical niche modelling of coral-symbiotic microalgae under climate change	School of Biological Sciences	\$360,000
Dr Chelsea Vickers	Uncovering the novel biochemistries of the seaweed microbiome – the metabolic heavy lifters of the ocean.	School of Biological Sciences	\$360,000
Dr Mat Anker	Molecular Indium Phosphide: A Bottom-Up Approach to the Synthesis of InP Materials	School of Chemical and Physical Sciences	\$360,000
Dr Yvette Perrott	Turbulence in the Intracluster Medium: toward the robust extraction of physical parameters	School of Chemical and Physical Sciences	\$360,000
Dr Ying Bi	A Novel Genetic Programming Approach to Image Classification	School of Engineering and Computer Science	\$360,000
Dr Finnigan Illsley-Kemp	The Silent Trigger: Do slow-slip earthquakes trigger volcanic unrest in the Taupō Volcanic Zone?	School of Geography, Environment and Earth Sciences	\$360,000
Dr Matthew Castle	How does global order change? Precedent, domestic politics and the evolution of international trade rules from 1950 to 2020	School of History, Philosophy, Political Science and International Relations	\$360,000
<b>Total funding awarded</b>			<b>\$3,600,000</b>

**Table 21: Successful Catalyst - Leaders and Seeding recipients, 2021**

Programme	Staff Name	Project Title	School/Programme	Award
Catalyst: Leaders	Dr Simon Granville	Using exotic materials for novel spintronic and superconducting devices	Robinson Research Institute	\$142,000
Catalyst: Leaders sub-programme	Dr Richard Roberts	Advancing Animation Algorithms for Next-Generation Content Creation	Computational Media Innovation Centre	

Japan Society for the Promotion of Science (JSPS) Postdoctoral Fellowships				
Catalyst: Seeding	Dr Alexander Doronin	Light as a cure for infectious disease of human respiratory tract	School of Engineering and Computer Science	\$72,000
Catalyst: Seeding	Dr Sarah Thomasson	Building Global Relationships for Live Performing Arts Databases	School of English, Film, Theatre, Media Studies, and Art History	\$80,000
Catalyst: Seeding	Dr Nichola Tyler	Developing socio-cultural evidence-based assessment and intervention protocols to reduce deliberate firesetting in New Zealand	Wellington Faculty of Science	\$79,900
Catalyst Seeding sub-programme New Zealand – Japan Joint Research Project	Dr Zhenan Jiang	Electromagnetic characteristics of magnesium-diboride superconducting wires for all - superconducting rotating machines for hybrid electric aircraft	Robinson Research Institute	\$60,000

### Rutherford Discovery Fellowships, 2021

Four of 11 prestigious Rutherford Discovery Fellowships awarded this year by Royal Society Te Apārangi have gone to researchers from Te Herenga Waka—Victoria University of Wellington.

**Dr Calum Chamberlain** (School of Geography, Environment and Earth Sciences) for research titled, ‘Probing the variability in earthquake nucleation mechanisms in New Zealand’.

**Associate Professor Jessica Lai** (School of Accounting and Commercial Law) for research titled ‘Patents and Power: A Critical Analysis of Knowledge Governance’.

**Dr Samuel Mehr** (School of Psychology) for research titled ‘Psychological and cultural foundations of music’.

**Dr Michael Price** (School of Chemical and Physical Sciences) for research titled ‘The Physics of Next Generation Solar Panels and Light Emitters for Sustainability’.

### *Ministry of Business, Innovation and Employment research funding schemes*

In 2021, our researchers were successful in the Endeavour – Smart Ideas fund, Te Pūnaha Hihiko: Vison Mātauranga Capability – Connect scheme, and MBIE Science Whitinga Fellowships. The details of these researchers and their projects are detailed below.

**Table 22: Successful Endeavour Fund - Smart Ideas recipients, 2021**

Staff Name	Project Title	School/Programme	Award
Dr Shen Chong	Optics-based distributed magnetic field and temperature sensor for enhanced power infrastructure reliability	Robinson Research Institute	\$999,999
Dr Shen Chong	Three-dimensional fluorescent optical memory for long-term data storage and preservation	Robinson Research Institute	\$999,999
Areito Echevarria	Better models of human emotions for interactive media	School of Design Innovation	\$999,999
Dr Ian Schipper	Transformational Methods for Assessing Subaqueous Volcanic	School of Geography,	\$1,000,000

	Hazards in NZ and Beyond	Environment, and Earth Sciences	
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**Table 23: Successful Te Pūnaha Hihiko: Vision Mātauranga Capability Fund – Connect Scheme recipient, 2021**

Staff Name	Project Title	School/Programme	Partner organisation(s)	Award
Kevin Shedlock	Matching Haapu Knowledge with Machine Learning during the Construction of the IT Artefact	School of Engineering and Computer Science	Te Ruapekapeka Trust	\$250,000

#### **MBIE Science Whitinga Fellowships, 2021**

The MBIE Science Whitinga Fellowships award \$75,000 per annum towards the researcher’s salary, \$75,000 per annum towards the research organisations costs and \$10,000 per annum in research-related expenses.

**Dr Samuel Crawley** (School of History, Philosophy, Political Science and International Relations) for research entitled: “Comparing public opinion on climate change in Aotearoa New Zealand and Australia: belief and issue salience”.

**Dr Julian Mackay** (School of Engineering and Computer Science) for research entitled: “Chainmail: Holistic Specifications for Robust Programs”.

**Dr Juergen Oesterle** (School of Geography, Environment and Earth Sciences) for research entitled: “Using cosmogenic radionuclides and fission-track thermochronometry to benchmark human-enhanced erosion in a time of rapid climate change”.

**Dr Katharina Robichon** (School of Biological Sciences) for research entitled: “Towards personal medicine – Analysis of Receptor abundances in Multiple Sclerosis to determine treatment regime”.

**Dr Jessica Tupou** (School of Education) for research entitled: “Culturally responsive early intervention for tamariki Māori with takiwātanga/autism”.

#### *Health Research Council research funding schemes*

In 2021, our researchers were successful in the Health Delivery Research Project and Activation grants. The details of these researchers and their projects are detailed below.

**Table 24: Successful Feasibility Studies Grant recipient, 2021**

Staff Name	Project Title	School/Programme	Award
Professor Beverley Lawton	Whangia ka tupu, ka puawai	Centre for Women's Health Research	\$32,355.00

**Table 25: Successful Project Grant recipient, 2021**

Staff Name	Project Title	School/Programme	Award
Professor Anne La Flamme, Dr Olga Zubkova, Dr Gill Webster	Understanding how heparan sulfate mimetics control neuroinflammation	School of Biological Sciences	\$1,199,969
Dr Lisa Connor	Harnessing Lung Resident Immune Cells for Mucosal Vaccines	School of Biological Sciences	\$ 1,199,975

**Agenda Item 8**

**Human Ethics Committee Annual report  
Animal Ethics Committee Annual report**

**To receive:** from the Vice Provost (Research), Professor Margaret Hyland, dated 26 April 2022 the Human Ethics Committee Annual report and the Animal Ethics Committee Annual report (document VUWC 22/42).

**To resolve:**     **1     that the Human Ethics Committee Annual report be noted.**  
                      **2     that the Animal Ethics Committee Annual report be noted.**



## COUNCIL PAPER

TO	Members of Council
FROM	Professor Margaret Hyland, Vice-Provost (Research)
AUTHORS	Judith Loveridge, Chair, Human Ethics Committee Isobel Cairns, Human Ethics and Integrity Adviser
DATE	26 April 2022
SUBJECT	<b>Human Ethics Committee 2021 Annual Report</b>
DOCUMENT #	VUWC 22/42

### **Executive Summary**

The Victoria University of Wellington Human Ethics Committee governs the process of approving applications for human research at the University and ensures compliance with the Human Ethics Policy and Guidelines. The Committee is approved by the Health Research Council Ethics Committee and reports to the Chair of the University Research Committee.

In the Research portfolio the Human Ethics Committee prepares an annual Report for the University Research Committee.

### **Recommendation:**

**that the Human Ethics Committee Annual 2021 Report be noted.**



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

## Human Ethics Committee

Annual Report 1 January 2021 to 31 December 2021

The Victoria University of Wellington Human Ethics Committee governs the process of approving applications for human research at Victoria, and ensures compliance with the Human Ethics Policy and Guidelines. The committee reports to the Chair of the University Research Committee.

This report provides an overview of the work of the Human Ethics Committee in 2021, including key activities and outcomes.

The HEC plays an essential role in the University's human research – research conducted with or about people, their data, or tissue. Human ethics approval of research is required for accessing research funding and for publishing in academic journals, a key aspect of research output. The HEC works with both staff and students so they can obtain ethics approval. Through providing policy, guidance, advice and ethics review processes, the HEC enacts the University's statutory obligation to ensure that research conducted by staff and students adheres to the *'highest ethical standards'* (Education Act 1989).

### **Convenor's report**

*From outgoing Convenor Judith Loveridge.*

In mid-April of 2021 my three-year term as the HEC Convenor was to finish but I agreed to continue on until mid-November as the in-coming Convenor was not available until the beginning of 2022. Professor Stephen Marshall was Acting Convenor until the close of 2021. It has been a busy and varied role, working with the Research Office ethics team, various Faculties and researchers across the University. Here are my reflections on the work of the committee in 2021, as I hand over the reins to new HEC Convenor Associate Professor Rhonda Shaw.

After a dip in application numbers in 2020, numbers in 2021 rose again. It's possible this reflects an increase in research activity after a pause due to the Covid-19 pandemic in 2020. The Research Office ethics advisors maintained a timely and effective process for applications. The hard work of our committee reviewers in providing comprehensive reviews with a relatively short turnaround is much appreciated, particularly with teaching in dual mode having an ongoing impact on the workload of academic staff. Restrictions on overseas travel has affected overseas research, and some research projects have also continued to need amendments due to Covid-19. The ongoing impacts of the Covid-19 pandemic on the research community affect both our academic committee reviewers and our pool of applicants.

The wider team of which the Research Ethics Advisors and the ResearchMaster system supports are a part, Research Services, was impacted by the Research Office organisational change decision process in 2022. The Research Office now comprises five teams, with support for the Human Ethics Committee sitting with the Research Ethics, Integrity and Policy team. The existing advisor positions at 2.5 FTE have been maintained and a new manager position created. This manager position is currently vacant with recruitment ongoing, while Dan Thompson continues as the Acting Associate Director Research Services.

The software system used for ethics application submission and review, ResearchMaster, was upgraded to a new version in June 2021. This version looks significantly different to the old one, which can prove a challenge for applicants. The Research Information Project Administrators in the Research Office provided support for this change, including updating user documents and communicating with the research community, and the process went smoothly.

In the first half of the year an applicant appealed the outcome of their HEC review to the Vice-Provost Research. The central issue was about seeking consent from social media users to use their content for research purposes. The applicant appealed to the Vice-Provost Research (VPR) as chair of the University Research Committee, in accordance with Section 8 of the Human Ethics Policy. The VPR completed a procedural review, rather than a de novo assessment of the application, and the decision of the Committee was upheld. The VPR also requested that the Committee provide a fuller account of the factors that contributed to the review decision. The applicant subsequently submitted an amended application, and received HEC approval.

There are several challenging areas of review that have arisen this year. The committee has continued to see applications that involve accessing secondary data for research without the consent of individuals in the data set, and there is a need for professional development for the Committee and researchers around the Privacy Act and principles of ethical data use. The ethical issues involved in these applications are complex to navigate, particularly when they use student data collected by the University for its purposes and which is then used for academic research by staff members. Other applications highlighted that it would be useful for members of the committee and researchers, particularly in the area of Criminology, to have ready access to advice from Legal Services early on in the process of their research.

## HEC Structure

At the close of 2021, there was one single Human Ethics Committee serving all areas of the University.

In July 2021 the Pipitea-HEC, the sub-committee assessing applications from the Wellington School of Business and Government and the Faculty of Law, was merged into the Human Ethics Committee. The Pipitea-HEC had already been supported administratively by the Research Office and so the transition was relatively straightforward. Associate Professor Jonathan Barrett, the previous Chair of the Pipitea-HEC, was appointed as a Deputy Convenor to the HEC, along with three other reviewers from Pipitea.

Maintaining a single committee helps promote consistency of decisions, and also simplifies the administration of the committee (finding and training reviewers, holding meetings and associated tasks). Now that all sub-committees have merged, we are experiencing the benefits of the expertise of these different disciplines that have been brought into the HEC.

## Human Ethics Policy and Procedures

The Human Ethics Policy is available from the university website at <http://www.victoria.ac.nz/documents/policy/research-policy/human-ethics-policy.pdf> The guidelines are available at <http://www.victoria.ac.nz/documents/policy/research-policy/appendix-a-human-ethics-committee-guidelines.pdf>. These documents were not altered in the reporting period.

The Human Ethics Policy and Guidelines were scheduled for review in 2021, and early work on these was undertaken by the HEC Convenor and Research Office staff, building on the workshops held in 2020. Given the change of Convenor, the work has been paused and will be taken up by the new Convenor when her term begins.

## Human Ethics Committee Membership

Membership is composed in accordance with requirements of the Health Research Council, which mandates a diverse membership including Māori viewpoints, health professionals, lay persons, and expertise in various types of research.

Associate Professor Judith Loveridge (Wellington Faculty of Education) served as the Convenor until November 2021 (a six month extension to her original three year term). Associate Professor Stephen Marshall (Centre for Academic Development) took her place as Acting Convenor until the end of the year.

The membership of the Human Ethics Committee for 2021 is as follows:

<b>Acting Convenor</b>	Assoc. Prof. Stephen Marshall, Centre for Academic Development
<b>Deputy Convenor</b>	Assoc. Prof. Jonathan Barrett, School of Accounting and Commercial Law

**Deputy Convenor**      Assoc. Prof. Rhonda Shaw, School of Social and Cultural Studies  
(until RSL in June 2021)

**Academic staff members**

1. Dr Catherine Caudwell, School of Design Innovation
2. Dr Peter Wood, School of Architecture
3. Dr Aliitasi Su'a, nominee of Assistant Vice-Chancellor (Pasifika)
4. Dr Amarie Carnett, School of Education
5. Anna Adcock, nominee of Deputy Vice-Chancellor (Māori)
6. Dr David Johnstone, School of Information Management
7. Dr Emalani Case, nominee of Assistant Vice-Chancellor (Pasifika)
8. Associate Professor Jason Low, School of Psychology
9. Dr Jean-Gregoire Bernard, School of Information Management
10. Dr Jennifer Ferreira, School of Engineering and Computer Science
11. Dr Jesse Pirini, nominee of Deputy Vice-Chancellor (Māori)
12. Dr Linda Bonne, School of Education
13. Dr Maree Hunt, School of Psychology
14. Associate Professor Mary Breheny, School of Health
15. Dr Nichola Tyler, School of Psychology
16. Dr Stephen Skalicky, School of Linguistics and Applied Language Studies
17. Dr Ali Glasgow, nominee of Assistant Vice-Chancellor (Pasifika)
18. Associate Professor Grant Morris, Faculty of Law
19. Dr Liam Martin, School of Social and Cultural Studies
20. Dr Lorena Gibson, School of Social and Cultural Studies
21. Professor Paul Jose, School of Psychology
22. Professor Ann Weatherall, School of Psychology (until June 2021)
23. Associate Professor Anne Galloway, School of Design Innovation (until October 2021)
24. Dr Arini Loader, nominee of Deputy Vice-Chancellor (Māori) (until RSL in May 2021)
25. Dr Denise Taylor, School of Nursing, Midwifery and Health Practice (until December 2021)
26. Dr Flavia Donadelli, School of Government (until December 2021)
27. Dr Gillian Hubbard, School of Education (until August 2021)
28. Dr Kathleen Kuehn, School of English, Film, Theatre, Media Studies, and Art History (until July 2021)
29. Dr Maggie Haggerty, School of Education (until September 2021)
30. Dr Nigel Isaacs, School of Architecture (until June 2021)

**Community members**

Jane Blaikie  
Sarah Rolfe  
Dr Irene Braithwaite (in active health practice)

**Student representatives**

Kahurangi Dei (Health)  
Maisy Bentley (Law)

In previous years, the Deputy Convenors have taken on the role of Acting Convenor for one month of the year (including chairing committee meetings, responding to queries from researchers, and formally approving applications to the Human Ethics Committee). In 2021, the Deputies instead filled the months between the terms of Assoc. Prof. Judith Loveridge and Assoc. Prof. Rhonda Shaw (November-February).

The membership of the HEC, as the now single university ethics committee, stood at 28 members at the close of 2021 including the Convenor. Recruiting and training new members is a central activity for the Research Office, including interim members recruited to cover Research and Study Leave. We have a good balance of fresh members and experienced members.

This year we increased our nominees from the AVC Pasifika from one to three. This increase has been beneficial to the committee as well as applicants, because the reviewers have been able to mentor each other and develop a cohort-like feeling. We greatly value their contributions.

The consistently outstanding work of our student reviewers was recognised in 2022 as they are now appointed with a monthly honorarium, in keeping with the community members on our committee.

### **Training for members**

We continue to encourage discussion of ethical issues at committee meetings. All committee members were invited to attend the Health Research Council Ethics Committee's annual meeting in Auckland, which was also online. For the committee members who took up the opportunity, the sessions presented there were a good source of professional development.

### **Support roles**

Throughout 2021, the committee was supported by two full time Research Ethics Advisors based in the Research Office, Dr. Thushini Jayawardena-Willis and Dr. Tatjana Schaefer. Isobel Cairns (Research Ethics and Integrity Advisor) returned from parental leave at the beginning of October at 0.5FTE, bringing the total support offered to the committee to the full allocation, 2.5FTE. In July, Dr. Matt Hall, the Research Office Associate Director and ethics team manager, left the position, which was then filled by an acting manager, initially Dr. Hamish Clayton until September and then Dan Thompson.

There were good opportunities for the Research Office ethics team this year to attend conferences and seminars, with these continuing to be run virtually this year. This included Thushi presenting at the Research Ethics e-Conference in June, and both Thushi and Tatjana attending the Australasian Association of Bioethics and Health Law Conference in November.

Sheila Law and Adam Crisp continued in their roles as Research Information Project Administrator throughout 2021, providing support for the application software system, ResearchMaster. Adam was part time throughout some of the year.

## Application process and evaluation

The Human Ethics Committee uses a process of proportional review. Category A (high risk) applications are discussed at committee meetings and Category B (low risk) applications are reviewed online by committee members.

### Applications in 2021

The numbers of applications approved by the Human Ethics Committee are as follows. The previous two years are included for comparison purposes.

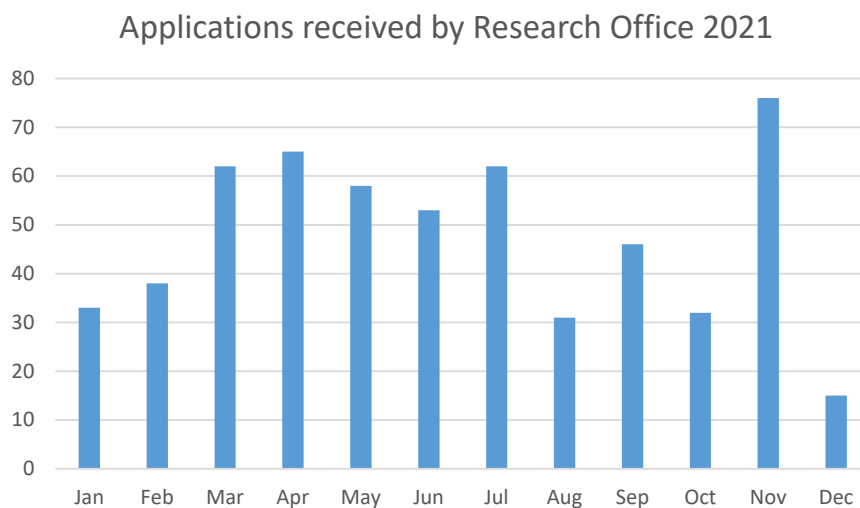
All numbers have a margin of error of +/- 2%.

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Human Ethics Committee	Cat A – 155 Cat B – 237 Total – 392	Cat A – 134 Cat B – 173 Total – 307	Cat A – 181 Cat B – 268 Total – 449
Pipitea subcommittee	77	Cat A – 20 Cat B – 72	Cat A – 11 Cat B – 35 Total – 46 <i>Closed July 2021</i>
School of Information Management and School of Psychology subcommittees	125	<i>Closed</i>	<i>Closed</i>
<b>Total applications</b>	<b>594</b>	<b>399</b>	<b>495</b>
<b>Total amendments</b>	155	203	199



*Figure 1.* Applications approved by the HEC and subcommittees across five years, 2017-2021.

Applications received across the year are illustrated in Figure 2. Applications climb at the beginning of the first trimester, with a downturn from August to October, and a peak as the year draws to a close. In 2021, extra help was sought from previous members of the HEC to review low risk applications during April/May, due to the number of applications received in this time.



*Figure 2.* Applications received by the Research Office for review by the Human Ethics Committee by month, 2021.

## **Meetings**

The HEC continues to operate two committees, HEC 1 and HEC 2, with each meeting once a month. This provides fortnightly meetings at which applications are reviewed and supports a more timely review process. Both meetings are chaired by the Convenor of the HEC.

After the introduction of online meetings in 2020 as a response to the Covid-19 pandemic. Hybrid meetings (some participants online, some in person) were encouraged in 2021 for those members who chose to come to campus, but for most members, particularly following the national Level 4 lockdown in August virtual meetings are preferred. This has kept attendance high and enabled our community members and those based at other campuses to attend without the hassle of travel, as well as making it easier for applicants to attend to speak to their applications.

The committee requires half of allocated members to attend to meet quorum. One meeting this year, April 13, dropped below quorum when some members left early. In these instances, the minutes of the meeting are distributed by email to secure agreement for the decisions of the committee.

A large number of applications were received for review at the final HEC meeting of the year. December is often a busy time for the committee as researchers and students aim to have their applications submitted before the festive shutdown. This busyness also affects our reviewers, as they sort their own work out before the break. Because of the number of applications on the agenda the meeting ran out of time, and suggested outcomes for the remaining applications, based on reviews and chair opinion, were circulated by email after the meeting in lieu of discussion. This was not an ideal scenario, and will prompt us to reflect on our end-of-year procedures to avoid this happening again.

## **Management of conflict of interest**

As many members of the committee are active researchers, arrangements are in place to avoid conflict of interest. In situations where applications from members or any of their research students are to be considered, members refrain from the decision making process. This includes leaving the room while the application is discussed and a decision is made. In addition, reviewers may nominate themselves as having a conflict of interest for a particular application and refrain from reviewing it.

In the instance an application from the Convenor or one of her students is discussed, the Convenor stands down, and is replaced by one of the Deputy Convenors of the Human Ethics Committee who acts in the role of the Convenor for that application.

## **Complaints**

No complaints were received in 2021. The Research Office ethics team was able to provide advice and support to researchers in several incidences to help them manage their relationships with participants and external parties, resolving issues before they occurred.

One incident report was received from a study using virtual reality, where a participant stumbled and hit their head. The participant was immediately assessed by a first-aid trained researcher and provided with advice to seek further help if needed. The procedures outlined

in the ethics application were followed, follow up contact was made with the participant and no adverse consequences were indicated, and there was a further assessment by University Health and Safety. Data collection, which had been paused, resumed.

### **Obligations under the Treaty of Waitangi**

Supporting researchers to meet their obligations to the Treaty of Waitangi, particularly in reference to the University's Te Tiriti o Waitangi Statute, is an ongoing area of development for the Human Ethics Committee.

The HEC Terms of Reference stipulate that membership includes two nominees of the DVC Māori. It has been difficult this year to secure two nominees of the DVC Māori. The small number of Māori staff at VUW are frequently asked to be members of university committees and advisory groups and hence at times there has only been one nominee to call on. Furthermore, these members often find themselves under pressure with the requirement to review increasing numbers of applications that have significance for Māori. Associate Professor Meegan Hall, Assistant Vice-Chancellor Mātauranga Māori, has been willing to review applications and attend meetings when it has not been possible for the DVC Māori nominees to review applications or be at meetings. Strategic work will be needed in 2022 to ensure the committee can operate effectively and fulfill its Te Tiriti obligations.

## **Relationship with external organisations**

### **Health Research Council**

The Health Research Council (HRC), the national health funding body responsible for approving and monitoring ethics committees, assesses institutional ethics committees for compliance with set quality criteria relating to membership, policy and application processes.

The Health Research Council Ethics Committee arranges an annual meeting of institutional ethics committees (IECs), which took place in Auckland on 31 July 2021. It was attended by the Human Ethics Committee Convenor Judith Loveridge, Deputy Convenor Rhonda Shaw and both Research Ethics Advisors.

The Ethics Advisors attended the Health Research Council (HRC) IEC (Institutional Ethics Committee) drop-in sessions via Zoom throughout the year. These sessions, introduced in 2020, are chaired by the HRC EC Chair Monique Jonas, and are helpful for keeping committees across New Zealand up to date with current developments in human research ethics.

### **Health and Disability Ethics Committees**

Some kinds of health and disability projects require approval by the national Health and Disability Ethics Committee (HDEC), governed by the Ministry of Health. If a research project falls within the scope that HDEC will review, then it is submitted to that committee and the resulting approval is recognised by the Victoria University of Wellington Human Ethics Committee.

The Health and Disability Ethics Committee's Standard Operating Procedures have been scheduled for substantive review, but to date that work has not begun. In 2021 HDEC updated its online application system to Ethics RM. In July 2021 they suspended their formal scope of review service, meaning they ceased to provide formal 'Out of Scope' letters for researchers unsure if their project fell within the scope of HDEC review. However, HDEC advisors are still able to provide advice by email, and an updated FAQ has been published.

### **Internal relationships**

Three Human Ethics Committee newsletters were distributed in 2021. This newsletter keeps researchers up to date with changing policy and requirements, and information about upcoming events.

Two Human Ethics Committee seminars took place in 2021. These were offered in a hybrid format, and were well attended. The first, held in March, was a panel discussion featuring Associate Professor Peter Addis (*Te Āti Awa*) from Te Kawa a Maui, and Sarah Lanigan from Finance on koha and human research ethics. The second, held in June, was led by Dr David Johnstone (School of Information Management) and discussed the ethical issues of using Amazon's Mechanical Turk for human research.

Training opportunities for postgraduate students were increased in 2021, with the introduction of monthly ResearchMaster sessions, offered both in person and virtually. The HEC's information sheet/consent form templates were updated with Te Reo Māori section headings, a piece of work led by the Research Ethics Advisors in collaboration with Associate Professor Meegan Hall, Assistant Vice-Chancellor Mātauranga Māori.



## COUNCIL PAPER

TO	Members of Council
FROM	Professor Margaret Hyland, Vice-Provost (Research)
AUTHORS	Professor Bar Ellenbroek, Chair, Animal Ethics Committee Adrian Bibby, Senior Risk and Compliance Advisor
DATE	26 April 2022
SUBJECT	<b>Animal Ethics Committee 2021 Annual Report</b>
DOCUMENT #	VUWC 22/42

### **Executive Summary:**

All research and teaching involving animals must be approved by an Animal Ethics Committee (AEC) operating under a Code of Ethical Conduct approved by the Ministry for Primary Industries (as required by the Animal Welfare Act 1999). The AEC additionally undertakes monitoring of research and teaching involving animals and prepares an Annual report.

### **Recommendation:**

**that the Animal Ethics Committee Annual 2021 Report be noted.**



## Animal Ethics Committee

Annual Report 1 January 2021 to 31 December 2021

### **Executive summary**

2021 has continued to offer periods of uncertainty for research involving the use of animals in research or teaching, however, previous experiences in 2020 have provided assurance to researchers that disruption can be managed for experiments underway, even with the risk of further Covid Impacts. The Committee itself has continued to operate and was able to carry on with its regular quarterly meetings. Of note, a new Community Laymember (appointed by the Greater Wellington Regional Council) joined the Committee in March 2021 giving the AEC a full complement of statutory members after a long period where vacancies were waiting on external organisations to make appointments. Unfortunately, the end of 2021 saw the departure of two long standing members of the Committee (Dr Brox and Mr Saldanha) who are both moving onto other roles.

The VUW Animal Facility has undergone a period of change in the 2021 calendar year, with the Psychology and SBS sections of the facility merging into a single entity under the management of SBS. The restructure will eventually result in improvements to the way the facility operates as it offers better opportunities for staff to upskill and cross-train, eventually offering more resilience to the way the facility operates, and improvements to facility processes. Additionally, bigger enclosures for rats are in transit to NZ for the rat side of the facility and staff have proposed new ways of providing enrichment and positive social interactions for animals in the Facility even where current caging doesn't allow it.

Victoria University of Wellington was an inaugural signatory to the New Zealand Openness Agreement on Animal Research and Teaching, which was unveiled at the ANZCCART (Australian and New Zealand Council for Care of Animals in Research and Testing) 2021 Conference on Openness in Animal Research. New Zealand is the first country outside of Europe to put such an agreement into place. Reports from countries with similar agreements has shown a shift in social license towards Animal Research and a reduction in animal activism brought on by misperceptions around animal research and how it is performed.

The Committee is attempting to standardise basic training for staff and students working with Animals in Research and Teaching by utilising a new training program known as ComPass (ANZCCART Competency Passport). The training has the benefit of being internationally recognised and thereby ensuring our researchers have comparable knowledge and skills to other organisations.

## **About the Committee**

All research and teaching involving animals must be approved by an Animal Ethics Committee (AEC) operating under a gazetted Code of Ethical Conduct approved by the MPI (as required by the Animal Welfare Act 1999). The VUW Code is independently reviewed every five years and defines how the Committee must operate. The AEC additionally undertakes monitoring of research and teaching involving animals.

## **Membership of Committee**

The Animal Ethics Committee was comprised of 11 members over the reporting period (Appendix A). The committee consists of four statutory members (Committee Chair, Animal Welfare Representative, Veterinarian, and Lay member) three who are appointed to the committee by external agencies (Royal New Zealand Society for the Prevention of Cruelty to Animals, NZ Veterinarian Association, and the Greater Wellington Regional Council). Additional members consist of Science and Technical advisors from Wellington University and its parented organisations. The AEC also has a student representative appointed by the Postgraduate Student Association (PGSA). The IDAO (Institutional Drug Administration Order) veterinarian is contracted by Wellington to prescribe restricted veterinary medicines and monitor animal welfare. A quorum of the AEC requires that a minimum of half its members be present, including two of the three statutory members.

In 2021 Ms Mary Schumacher, a new laymember appointed by the Greater Wellington Regional Council, joined the Committee bringing the AEC back to a full roster of statutory members. At the last meeting of the AEC two long standing members of the Committee, Mr Ian Saldanha and Dr Bridget Brox announced their intention to step down from the Committee. Dr Brox has moved into a new role with the Animal Welfare Team in MPI which prevents her continuing on the Committee due to a Conflict of Interest. Ms Saldanha has resigned from Malaghan to take up a new role with the Cawthron Institute in Nelson. As part of a planned succession of the committee Chair role (in 2021), Dr Rachael Shaw joined the Committee as a Science Advisor in December and is expected to eventually step into a Deputy Chair role.

The AEC has two subcommittees; the Interim Approval Subcommittee for reviewing low impact applications between meetings, and the Standard Operating Subcommittee for evaluate operating procedures used in experiments and animal facilities. Membership of the subcommittees is shown in Appendix A.

## **Research and Teaching Programme Activity**

During 2021, the Committee acted for five Wellington organisations: Victoria University of Wellington, the Malaghan Institute of Medical Research, the Karori Wildlife Sanctuary (Zealandia), Arotec Diagnostics, Ltd, and the Wellington Zoo.

The Committee convened four times in 2021 – March 11<sup>th</sup>, June 11<sup>th</sup>, September 9<sup>th</sup>, and December 2<sup>nd</sup>. The attendance record for the Committee was 11, 12, 12, and 12 for the four meetings, respectively.

At the end of 2021, 71 approved research and teaching programmes were in force, involving 28 principal investigators or course organizers: 16 from the SBS, 2 from the PSYC, 8 from the Malaghan Institute, and 2 from the Faculty of Science.

The numbers of applications, modifications and reports considered and approved by the Animal Ethics Committee are listed in table 1. The previous year is included for comparison purposes.

### **Table 1: Research and teaching program activity**

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Full applications	23 received (1 dual research/teaching)  16 required changes  0 requested interim approval  0 rejected  TOTAL: 23	32 received (3 teaching)  27 required changes  3 requested interim approval  1 rejected  TOTAL:31	24 received (3 teaching or dual)  18 required changes  0 requested interim approval  1 rejected  TOTAL:23
Institutional Drug Administration Order (IDAO) approvals	9	17	11
Notices of animal work (not requiring formal approval)	0	2	2
Modifications to existing applications	24 received  4 required changes  4 received interim approval  TOTAL: 24	14 received  4 required changes  1 received interim approval  TOTAL: 19	22 received  5 required changes  1 received interim approval  TOTAL: 22
Projects ending in calendar year	23	28	28
Final reports received	22	33	28

Animal use statistics for VUW, Zealandia, Arotec Diagnostics and Wellington Zoo for the year 2021 were sent to the Director-General of MPI in February. The Malaghan Institute forwarded its own animal use statistics to MPI. A summary of the previous three years animal use is presented for the University and its external organisations in Tables 2, and 3.

2021 marks a three-year anniversary from when the Te Toki a Rata Animal Facility went into operation in 2018, as such a number of ethics approvals which were granted in 2018 (for a maximum period of three years) have ended in this calendar year. Animal numbers from multi-year projects are reported to MPI at the conclusion of the study which has resulted in a higher than normal return in the 2021 calendar year. A summary of all animal use from 2006-2021 is included in appendix B.

In 2021 the University reported 3328 unused mice and 436 unused rats (shown in Table 4) which include all animals killed for non-research purposes (line maintenance, illness and injuries). Where possible culled animals are sold to schools for use in teaching programs (716 rats) or supplied to wildlife sanctuaries and zoos (2329 mice). There were 25 animals rehomed in 2021.

**Table 2: VUW Animal use statistics 2019-2021**

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Mice	4 (teaching) 414 (research) 428 (husbandry)  TOTAL: 846	99 (teaching) 4,428 (research) 486 (husbandry)  TOTAL: 5,013	7,225 (research) 864 (husbandry)  TOTAL: 8089
Rats	35 (teaching) 1,658 (research) 133 (husbandry)  TOTAL: 1,826	149 (teaching) 1,501 (research) 217 (husbandry)  TOTAL: 1,867	126 (teaching) <sup>1</sup> 1759 (research) 285 (husbandry)  TOTAL: 1,348

Reptiles	0	0	3 (teaching)
Birds	451 (research)	743 (research)	378 (research)
Fish		137 (research)	84 (teaching) 901 (research)
Frogs	305 (research)	0	0
Other	13 (research) – Meerkat 5 (research) – Hedgehog  TOTAL: 18	30 (research) – Crayfish  TOTAL: 30	0
<b>TOTAL</b>	<b>3,446</b>	<b>7,790</b>	<b>10,803</b>

1. 85 animals were used twice in 2021 and reported as 170 on the MPI annual returns

**Table 3: External parented organisation animal use statistics 2019-2021**

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Mice	26,924 (research, MIMR) 3,046 (husbandry, MIMR)  TOTAL: 29,970	5,664 (research, MIMR) 4,482 (husbandry, MIMR)  TOTAL: 10,146	12,478 (research, MIMR) 4,054 (husbandry, MIMR)  TOTAL: 16,532
Rats	8 (husbandry, MIMR) 1	100 (research, MIMR) 8 (husbandry, MIMR)	8 (husbandry, MIMR)
Reptiles	0	0	0
Birds	6 (r, Zoo) – Penguin	0	0
Other	5 (r, Zoo) – Otters	0	0
<b>TOTAL</b>	<b>29,989</b>	<b>10,254</b>	<b>16,540</b>

**Table 4: Animals born but not used for research or teaching 2019-2021**

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Mice	1,012 (VUW) 18,092 (MIMR)	2,237 (VUW) 16,438 (MIMR)	3,328 (VUW) 20,540 (MIMR)
Rats	1,076 (VUW) 43 (MIMR)	887 (VUW) 77 (MIMR)	436 (VUW) 19 (MIMR)

### **Openness Agreement on Animal Research and Teaching in New Zealand**

In July 2021, Victoria University of Wellington, became one of the inaugural signatories to the New Zealand Openness Agreement on Animal Research and Teaching. As a signatory to the agreement, the University has committed to being clear and open around how and why animals are used in Research and Teaching at the University. New Zealand is the first country outside of Europe to create such an Openness Agreement. Indications from European countries with similar agreements have shown a marked decrease in anti-animal research campaigns that rely on misinformation or misrepresented arguments. The AEC applauds and supports the step made by the University to be more open around animal research.

## **General**

At the request of the Animal Facility staff at the University, the AEC is encouraging Researchers to precheck with the Facility around planned experiments and required animal numbers prior to submitting an animal ethics application. This aids the researchers around planning an experiment and aids the Committee in recognizing when a logical set of experiments detailed in an application is unattainable in the stated timeline given the capacity available in the animal facility. Consultation with animal facility staff for ethics applications is considered a key part of the PREPARE (Planning Research and Experimental Procedures on Animals: Recommendations for Excellence) guidelines for reducing waste, promoting animal alternatives, and increasing reproducibility of research. To date, facility staff report that pre consultation in 2021 by academics has been poor.

A change proposal to merge the Psychology and SBS sections of the University Animal Facility into a single operational entity under the control of SBS was accepted and went ahead in 2021. The change has the potential for positive ethical outcomes as the funding model changes will encourage a reduction of unused excess animals.

The VUW Animal Facility continued to try and improve welfare conditions for the rats held by purchasing larger enclosures and where necessary changing the breeding schema used in the facility to reduce bullying and improve welfare for pups. The facility is now looking into rat ‘playpens’ where rats can be temporarily placed in larger group play areas for supervised periods where additional enrichment items (which cannot be normally supplied) can be provisioned. International reports have indicated the playpens may provide a significant benefit to animal welfare.

Prof Jeff Shima, SBS, attended the September meeting of the AEC to explain his research into how and why fish populations change. The AEC attempts to invite researchers to meetings on a regular basis to be better informed on the type of research underway and to place ethics applications in the context of research programs at the University.

Ms Amber Harris-Little, a new Animal Welfare Officer at the Malaghan Institute of Medical Research joined the December meeting of the AEC as an observer. Professional staff working with animals are occasionally invited to attend Committee meetings to better understand the Committee’s processes and to gain insight into the ethical approval process which is helpful for their roles.

Prof Ellenbroek met with Ms Tara Jackson from the NZ Anti-Vivisection Society while attending the ANZCCART conference in July. At the meeting Prof Ellenbroek was able to reiterate the Committee’s position around the banning of the Porsolt Swim Test (PST), a controversial methodology which was last approved for use at the University in 2018. A panel debate on the PST was presented at the Conference which supported the University’s position that while the procedure is generally not useful for testing of antidepressants, there remains niche uses for the test, which precludes it being banned completely. The AEC has not approved any further applications including the test since 2018. Ms Jackson welcomed the opportunity to meet face to face with the Chair of the Committee and noted that the NZAVS current position is to inform the University in advance of any protest actions and not to name VUW staff in future press releases.

## **Conference, Workshop, and Seminar Attendance**

Prof Ellenbroek, Dr Lloyd, and Mr Saldanha attended the ANZCCART Conference, titled “Openness in Animal Research” in Queenstown from the 25-27<sup>th</sup> of July. Dr Brox and Mr Bibby also attended online. Due to COVID-19, the National Animal Ethics Advisory Committee (NAEAC) annual workshop was not offered in 2021.

## **AEC Operational Matters**

The planned rotation of roles within the Animal Ethics Committee, originally intended for December 2021 has been delayed until November 2022, where Prof Ellenbroek will step down as Chair of the AEC and A/Prof Pfeffer will take over. The delay is to ensure the new Deputy Chair has appropriate time to become familiar with the Committee.

The on-line AEC application process via ResearchMaster continued to be adjusted and improved. In 2021 a major version revision was undertaken to improve the ability to provide feedback to applicants. Attempts to utilise alternative data entry tools in ResearchMaster version 7 for recording animal use numbers were ultimately unsuccessful and all animal returns are still being processed as manual forms. A form versioning system was also investigated but not implemented, to incorporate amendments directly into the main form of the original application. While convenient for aiding understanding of the modified application, the method makes it more difficult for Committee members to understand what changes have been made.

The Student Ethics Training Module was replaced with an online training program known as ComPass (ANZCCART Competency Passport) in 2021. The online course covers the NZ Good Practice Guide and welfare issues relating to animal use in research and teaching, with the aim to standardize and augment the training offered for animal users in research and teaching throughout Australasia. The AEC may develop a new supplemental training course in the future to add Wellington University specific knowledge on top of the standardized training program. All new animal researchers must complete the Core Mandated Training for Animal Users. Additional content continues to be added and includes training materials and competency training for a range of procedures and surgical techniques.

The AEC is attempting to migration to SharePoint for AEC file sharing of past and present Committee files, which is possible for the first time in 2021 with Digital Solutions allowing non-VUW accounts to view files as 'guest users'. The transition has been bumpy, with some users only obtaining access after complicated workarounds with helpdesk staff over the phone, while other staff not being able to log in at all. The AEC Secretary is currently triple handling all applications to ensure all Members can access and assess the documents.

## **Complaints and Incidents**

Three adverse incidents were reported in 2021, including accidental deaths of animals in lizard monitoring equipment after interference by members of the public resulting in unmonitored traps being opened. Two incidents caused by poor communication and failure to follow facility procedures resulted in the deaths of six animals due to food not being provided. In one incident a student failed to notify staff of their absence and facility staff failed to identify that food had not been supplied and provide top up food. In the second incident food hoppers were accidentally not added to a couple of cages in the facility and subsequent follow up room checks failed to note their absence. Facility protocol requires that animals be provided food unless noted otherwise on the cage card and intervention (in the way of food being provided) should have taken place in this instance. Facility procedures have been improved, but the incidents highlight the need for well trained and competent staff.

## **Monitoring**

Dr Schumacher, acting as the IDAO Vet, over the course of 2021, conducted regular inspections and monitoring of animal facilities and newly introduced research procedures, as deemed appropriate.

Prof Bart Ellenbroek

Chair, AEC  
School of Psychology

Mr Adrian Bibby  
VUW Senior Risk and Compliance Adviser  
Faculty of Science

## APPENDIX A: AEC Committee Membership 2020-2022

The membership of the Animal Ethics Committee for 2021 was as follows:

### **Victoria staff members**

- Prof Bart Ellenbroek (Chair)
- A/Prof Peter Pfeffer (Deputy Chair)
- Mr Adrian Bibby (Secretary)
- Dr Joyce Colussi-Mass (Laboratory Coordinator, VUW Animal Facility)
- Dr Rachael Shaw (Science Advisor [from December 2021])

### **Malaghan staff members**

- Prof Mike Berridge (Science Advisor)
- Mr Ian Saldanha (Manager, Malaghan BRU Animal Facility. [until December 2021])

### **Outside members**

- Dr Natalie Lloyd (AEC Veterinarian)
- Dr Angela Schumacher (IDAO Veterinarian)
- Mr Danny Auger (Animal Welfare Group Representative)
- Ms Mary Schumacher (Layperson [from March 2021])
- Dr Bridget Brox (Science Advisor [until December 2021])

### **Student representative**

- Ms Sarah Sczelecki (PGSA Representative)

AEC Subcommittees:

1. The *Interim Approval Subcommittee* of the AEC consisted of Dr Pfeffer, Mr Bibby, Mr Auger, and Dr Lloyd, with Prof Berridge as a backup if one of the other members was unavailable. This subcommittee makes decisions on whether or not to give interim approval for new AEC application or modifications to existing applications prior to one of the quarterly meetings of the AEC.
2. The *Standard Operating Procedures Subcommittee* consisted of Mr Bibby, Dr Pfeffer, and Dr Colussi-Mas. This committee's role is to evaluate new standard operating procedures (SOPs) before entering them into the on-line application system in ResearchMaster.

APPENDIX B: Survey of Animals Manipulated – 2006 – 2021

	MOUSE	RAT	PIGEONS AND OTHER BIRDS	POSSUM	REPTILE	AMPHIBIAN	FISH	OTHER
<b>2021</b>	8089r 16,532M	126t <sup>A</sup> 1633r 8M	378r		3t 2950r		84t 901r	
<b>2020</b>	99t 4,104r 10,146M	149t 1,574r 185M	743r				137r	30r (crayfish)
<b>2019</b>	4t 842r 29,970M	35t 1,791r 8M	451r 6z			305r		13r (meerkat) 5r (hedgehog) 5z (otter)
<b>2018</b>	39t 3,104r 12,709M 40a	30t 2,852r 8M	142r	16r	4t 3108r 3z		4,118r	
<b>2017</b>	284r 14,934M	34t 332r	431r	1r			434r	344r (cat) 8r (stoat) 1r (dog)
<b>2016</b>	609r 4,275M	29t 2,154r	168r	16r		205r	2r	20r (deer)
<b>2015</b>	1,745r 14,151M	29t 877r	124r		4t 2,991r 157z		1,977r	
<b>2014</b>	180r 16,590M	30t 1,632r 115M	38r			101r		

<b>2013</b>		30t 1,832r	92r	3,032r		352r (crayfish) 10r (hedgehog)
	6,025M					
<b>2012</b>		26t 590r	190r	42r	3,032r 21z	2,511r
	17,643M					
<b>2011</b>		24t 351r 397r 128M	68r	24r	84r	81r
	11,109M					
<b>2010</b>		10t 40t 313r	12r		406r	14r (rhino)
	20,035M					
<b>2009</b>		10t 30t 1,236r	59r		5,514r	7r (rhino) 7r (marine mammal)
	9,687M					
<b>2008</b>		15t 27t 1,241r 133r 2,112M	160r		53r	
<b>2007</b>		10t 6t 219r				
	114M					
<b>2006</b>		17r 620r 1,181r 264M			3,398r	484r 152r
	4,380M					

t=teaching, r=research, M=MIMR, z=zoo, Z=Zealandia, a=Arotec Diagnostics

A) 85 Rats in 2021 were reused between teaching programs (reported as 170 in the MPI annual returns)

Animals used for tissue and for animal husbandry are included in the table from 2019 onwards

Specifically, 433, 602, 598, 837, 839, 1112, 1359, 1390, 1404, 1397, 1249, 354, 1091, 765, 475 and 716 rats from 2005 - 2021, respectively, were used for tissue at VUW or sold to schools for dissection.

Specifically, 581, 8, 10, 455, 42, 40, 24, 1652, 21, 30, 86, 87, 486, and 266 mice were used for tissue only at VUW in 2008 - 2021, respectively.

Additionally, 1116 and 2329 mice were donated to the zoos or wildlife sanctuaries in 2020 – 2021, respectively.

APPENDIX B

**Agenda Item 9**

**Academic Board report, meeting held 15 March 2022**

**To receive:** a Council paper from the Provost, Professor Wendy Larner, dated 26 April 2022 providing a report on the 15 March 2022 Academic Board meeting (document VUWC 22/43).

**To resolve:** **that the report on the 15 March 2022 Academic Board meeting be noted.**



## COUNCIL PAPER

TO	Members of Council
FROM	Wendy Larner, Provost
AUTHOR	Claire Williams, Executive Officer, Academic Board
DATE	26 April 2022
SUBJECT	<b>Report of the Academic Board meeting held 15 March 2022</b>
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 22/43

### **Executive summary**

This memorandum is to advise the Council on the substantive items discussed at the 15 March 2022 Academic Board meeting (the minutes have been provided separately).

*This meeting was conducted via zoom during COVID-19.*

### **Introduction from Kaiwhakakapi Tumu Whakarae (Acting Vice-Chancellor)**

The Acting Vice-Chancellor, Professor Jennifer Windsor, acknowledged her acting role noting the opportunities it provides for the University to meet its needs now and to plan for the future. Professor Windsor outlined that her three main goals will focus on the issues of addressing workloads; building a community of trust and confidence; and reprioritizing the university's scholarly and research mission.

The impacts on staff regarding Omicron and protests at the Pipitea campus were acknowledged and COVID updates were provided.

An EFTS update was also provided that outlined the current drop in both domestic and international EFTS relative to the same time last year. Domestic EFTS are currently down across many faculties and looking similar to 2020. Returning EFTS are about 5% down and 'other new' EFTS are down 26% from a very high point last year.

### **Oral Report from the Provost**

Professor Lerner notified staff that the consultation date on the new *Staff Conduct Policy* and the standalone *Intimate and Personal Relationships policy* had been extended.

There is soon to be a formal launch of the Student Engagement Framework. Discussions with students on the annual student agreement have begun with a positive session at the latest Student Assembly.

Various work streams are progressing well including the new Learning Platform business case which will be submitted to Council next week, the employment of a new Academic Integrity Advisor who will be driving improvements in that space, and the delivery of the first of our digital assessment seminars. Regarding the Student Success Project, the service centre has been established and the last of the teams have transferred into Titoko.

### **Oral Report from the Vice-Provost (Research)**

Our submission on the *Te Ara Paerangi MBIE's Future Pathways Green Paper* has been completed with input from across the University. It will be made available after delivery on 16 March.

The PBRF Sector Reference Group have issued two papers in which we are formulating a response. These seek input into the definition of research and the definition of excellence, and design of the evidence portfolio. We recommend a broader definition of research. Staff are asked to comment.

The Faculty of Graduate Research are working with PGSA and WUI looking at how to prioritise our allocation (approximately 140) of the 5000 approved international student admissions into New Zealand.

136 Marsden applications have been submitted, down about 30 on the previous 2 years. 38 Smart Ideas and 14 Endeavour programmes have been submitted, compared to 13 in 2021.

### **Written Reports**

This is the first month introducing written reports to manage the meeting duration. Members were positive regarding these and they will continue where possible.

### **Provost's Forum: Strategy for PBRF 2025 Quality Evaluation**

Professor Hyland led the discussion that was set to consider what the University's high-level research strategy should be, how the University could best support staff research activities and how PBRF should be considered for 2025 taking into consideration review changes. Various suggestions were made during the discussion that included incentives (financial and non-financial), institutional approaches to reducing activities and workload, and consideration of a customised university-wide approach to growing Māori and Pasifika research and researchers.

### **CUAP Round One Proposals 2022**

There were two items proposed for submission to CUAP and both were approved:

1. MCrim/1, PGDipCrim/1, PGCertCrim/1 - Master of Criminology

Introducing a new 180-point Master of Criminology (MCrim) with nested Postgraduate Diploma (120 pts) and Postgraduate Certificate (60 pts).

2. BA/25 - BA Education and Psychology major

To rename the major as Educational Psychology and adding two new courses in the area of Educational Neuropsychology.

### **Discussion: Student Conduct Statute and Procedures Review**

Professor Larnar had received feedback prior to the meeting from various members regarding editing, and suggestions for content. Additional to this, suggestions were made regarding clarity regarding the role of Dean FGR, dealing with thesis students at their various stages, who can raise a complaint, what constitutes misconduct and whether that can be adjusted as an investigation proceeds, and definition clarity. The Academic Integrity Policy submitted for approval was discussed for alignment with these policy documents and both items will be resubmitted to the April Academic Board for approval after consideration of the feedback.

### **Provisional Admission Regulations**

Academic Board approved the changes to the Provisional Admission regulations for implementation.

### **Review Report and Implementation Plan from Sociology**

The programme review and implementation plan for the Sociology programme was received.

It was advised by several members that when responding to the recommendation to recruit more Māori and Pasifika staff, consideration should be made regarding the level of staff employed and that as this is a recurring issue across the university, a wider approach should be taken.

## Other matters

Item 9: *Update of Engagement Between Titoko/SSP and VUWSA* had been brought forward from Part B. After a discussion in which members wanted further information on timelines, deliverables, and an update including features, impact and implications; it was resolved that it was timely to discuss what academic engagement looked like with Titoko and that provision of a report to the next Academic Board would be able to facilitate this.

The Minutes of the Academic Board meeting held on 9 November 2021 were also brought forward. A member requested the minutes reflect acknowledgement that there were many absences due to attendance at Professor Emerita Lydia Weavers memorial and that a fitting tribute to Lydia should be included. Professor Windsor agreed to the amendment.

The following items, not having been brought forward —

1. 7 non-CUAP proposals summarised in the Academic Committee report were approved.
2. The 3 proposals approved by the Committee at its 23 November meeting were noted.
3. The other items discussed/approved by the Committee at its 23 November 2021 and 22 February meetings were noted.
4. Disestablishment of the Policy Sub-Committee was approved.
5. Implementation Updates from Academic Programme Reviews in the WFADI were received.
6. The internal 2021 Graduating Year Review outcomes were received for forwarding to CUAP.

## Attendance

96 members attended the 15 March 2022 meeting and 28 non-members were in attendance. Membership is 244 at present.

**Agenda Item 10**

**Foundation Annual Accounts to 31 December 2021**

**To receive:** a Council paper from the Deputy Vice-Chancellor, Engagement, Mr Blair McRae, dated 26 April 2022 providing the Foundation Annual Accounts to 31 December 2021 (document VUWC 22/44).

**To resolve:** **that the Foundation Annual Accounts to 31 December 2021 be noted.**



## COUNCIL PAPER

To	Members of Council
FROM	Blair McRae, Deputy Vice-Chancellor Engagement
AUTHOR	Sue O'Donnell, Executive Director Development, Alumni Relations and Events
DATE	26 April 2022
SUBJECT	<b>VUW Foundation Annual Audited Report 2021</b>
DOCUMENT #	VUWC 22/44

### **Executive Summary**

The Victoria University of Wellington Foundation Trust's annual audited report has been completed for 2021 with a clean opinion on the financial statements being issued in accordance with accounting standards. There were no recommendations noted for Management.

The report has been approved and signed by the Chair of the Victoria University of Wellington Foundation and the Chair of the Victoria University of Wellington Foundation Finance Risk and Investment.

**Recommendation:**  
**that the Foundation Annual Report 2021 be noted.**



Foundation

**Victoria University of Wellington  
Foundation Trust  
Financial statements  
For the year ended 31 December 2021**

## Contents

	Page
Trust directory	2
Statement of responsibility	3
Financial statements	
Statement of comprehensive revenue and expense	4
Statement of financial position	5
Statement of changes in equity	6
Statement of cash flows	7
Notes to the financial statements	8
Auditor's report	14

**Trust directory**

**Trustees**

Craig Stevens (Chairperson to 31 December 2021)  
Rick Christie  
Steven Fyfe  
Professor Grant Guilford  
Raphael Hilbron  
Leo Lonergan (resigned June 2021)  
Brent Manning (resigned October 2021)  
Neil Paviour-Smith  
Dame Kerry Prendergast (Chairperson from 31 December 2021)  
Dr Farib Sos (resigned January 2021)  
Sir Maarten Wevers  
Bernadette Courtney  
Ralph Zambrano (resigned January 2021)  
Alan Judge (appointed January 2021)  
Michael Turnbull (appointed January 2021)  
Tricia Walbridge (appointed May 2021)  
Souella Cumming (appointed October 2021)  
Christopher Finlayson (appointed October 2021)

**Registered office**

Kelburn Parade, Wellington

**Auditors**

Ernst & Young, Wellington  
on behalf of the Controller and Auditor-General

**Bankers**

ANZ Bank New Zealand Ltd

**Solicitors**

Chapman Tripp  
Greenwood Roche

**Other Party to Deed of Trust**

Victoria University of Wellington (VUW)

**Statement of responsibility**

We are responsible for the preparation of the Victoria University of Wellington Foundation Trust (the "Foundation") financial statements, and for the judgements made in them.

We have the responsibility for 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, these financial statements fairly reflect the financial position and operations of the Foundation for the year ended 31 December 2021.

For and on behalf of the Trustees as at 22 March 2022.



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Dame Kerry Prendergast  
Trustee



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Steven Fyfe  
Trustee

Victoria University of Wellington Foundation Trust  
Statement of comprehensive revenue and expense

**Statement of comprehensive revenue and expense**

For the year ended 31 December 2021

	Note	2021 \$	2020 \$
<b>Revenue</b>			
Donations – Endowed		4,131,149	1,327,120
Donations – Non-endowed		4,226,440	6,102,391
Interest - Current account		773	579
Fair value gain on investments		<u>6,851,738</u>	<u>5,926,918</u>
<b>Total revenue</b>		<b>15,210,100</b>	<b>13,357,008</b>
<b>Expenses</b>			
Grants awarded		4,950,312	6,492,992
Investment management fees		411,225	364,693
Bank charges		<u>1,080</u>	<u>1,045</u>
<b>Total expenses</b>		<b><u>5,362,617</u></b>	<b><u>6,858,730</u></b>
<b>Net surplus</b>		<b><u>9,847,483</u></b>	<b><u>6,498,278</u></b>
<b>Total comprehensive revenue and expense</b>		<b><u>9,847,483</u></b>	<b><u>6,498,278</u></b>

The accompanying notes form part of these financial statements.

Victoria University of Wellington Foundation Trust  
Statement of financial position

**Statement of financial position**

As at 31 December 2021

	Note	2021 \$	2020 \$
<b>Current assets</b>			
Cash & cash equivalents	3	28,470,009	32,625,334
Investments	4	61,761,079	48,148,672
Derivative financial instruments	2	-	641,867
<b>Total current assets</b>		<b><u>90,231,088</u></b>	<b><u>81,415,873</u></b>
<b>Non-current assets</b>			
Investment - Peter McIntyre painting		<u>9,500</u>	9,500
<b>Total non-current assets</b>		<b><u>9,500</u></b>	<b><u>9,500</u></b>
<b>Total assets</b>		<b><u>90,240,588</u></b>	<b><u>81,425,373</u></b>
<b>Current liabilities</b>			
Accounts payable & accruals	5	383,008	2,872,974
Derivative financial instruments	2	293,034	-
National Music Centre fundraising	8	5,992,938	4,828,274
<b>Total current liabilities</b>		<b><u>6,668,980</u></b>	<b><u>7,701,248</u></b>
<b>Total liabilities</b>		<b><u>6,668,980</u></b>	<b><u>7,701,248</u></b>
<b>Net assets</b>		<b><u>83,571,608</u></b>	<b><u>73,724,125</u></b>
<b>Equity</b>			
Accumulated surplus		<u>83,571,608</u>	73,724,125
<b>Total equity</b>	6	<b><u>83,571,608</u></b>	<b><u>73,724,125</u></b>

The accompanying notes form part of these financial statements.

**Victoria University of Wellington Foundation Trust**  
**Statement of changes in equity**

**Statement of changes in equity**

For the year ended 31 December 2021

	Note	2021 \$	2020 \$
<b>Balance at 1 January</b>		<b>73,724,125</b>	67,225,847
Total comprehensive revenue & expense for the year		<b><u>9,847,483</u></b>	<u>6,498,278</u>
<b>Balance at 31 December</b>	6	<b><u>83,571,608</u></b>	<u>73,724,125</u>

*The accompanying notes form part of these financial statements.*

Victoria University of Wellington Foundation Trust  
Statement of cash flows

**Statement of cash flows**

For the year ended 31 December 2021

	Note	2021 \$	2020 \$
<b>Cash flows from operating activities</b>			
Receipts from donations, investment earnings & other		14,470,958	9,823,542
Interest received		773	579
National Music Centre fundraising receipts		1,164,665	1,516,720
Payment of grants & other suppliers		(7,847,423)	(4,368,510)
GST (net)		(3,660)	2,439
<b>Net cash flow from operating activities</b>		<u>7,785,313</u>	<u>6,974,770</u>
<b>Cash flows from investing activities</b>			
Receipts/(payments) applied to investments		(11,940,638)	1,010,381
<b>Net cash flow from/(to) investing activities</b>		<u>(11,940,638)</u>	<u>1,010,381</u>
Net increase/(decrease) in cash & cash equivalents		(4,155,325)	7,985,151
Cash & cash equivalents at beginning of the year		<u>32,625,334</u>	<u>24,640,183</u>
<b>Cash and cash equivalents at the end of the year</b>	3	<u>28,470,009</u>	<u>32,625,334</u>

*The accompanying notes form part of these financial statements.*

## Notes to the financial statements

For the year ended 31 December 2021

### 1 Statement of accounting policies for the year ended 31 December 2021

#### REPORTING ENTITY

The Foundation is an independent Charitable Trust registered under the Charities Act 2005. The Foundation is deemed solely for accounting purposes to be controlled by Victoria University of Wellington.

The Foundation was established on 1 October 1990 for the purpose of raising funds from external sources for the use by Victoria University of Wellington. The Foundation is domiciled in New Zealand and its registered office and principal place of business is in Wellington.

The Foundation has designated itself as a public benefit entity (PBE) for financial reporting purposes.

The financial statements of the Foundation for the year ended 31 December 2021 were authorised for issue in accordance with the resolution of the Trustees on 22 March 2022.

#### BASIS OF PREPARATION

The financial statements have been prepared on a going concern basis, and the accounting policies have been applied consistently throughout the period.

#### Statement of compliance

The accompanying financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand (NZ GAAP).

The financial statements have been prepared in accordance with PBE standards Reduced Disclosure Regime (RDR).

#### Measurement base

The financial statements have been prepared on a historical cost basis, except for investments and derivative financial instruments, which have been recognised at fair value.

The financial statements are presented in New Zealand dollars and all values are rounded to the nearest dollar (\$).

#### Changes in accounting policies and disclosures

There have been no changes in the accounting policies of the Foundation for the year ended 31 December 2021. All accounting policies and disclosures are consistent with those applied by the Foundation in the previous financial year.

#### GLOBAL CONTEXT

On 11 March 2020, the World Health Organisation 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. This was replaced towards the end of 2021 with a new tiered 'traffic light' system.

Early impacts of the global uncertainty caused by COVID 19 were a significant decrease to the market value of the Foundation's investments. During the course of 2021 however, the market value of these investments more than recovered the losses incurred in 2020. Monetary and fiscal policy measures implemented because of COVID-19 have resulted in upward pressure on both Inflation and interest rates. Global supply chain challenges are also contributing to higher inflation.

Political uncertainty, including the armed conflict in Ukraine is causing uncertainty and volatility in financial markets. The global economic outlook remains uncertain, this could result in ongoing volatility in financial markets and/or negatively impacting philanthropy.

#### SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial statements are set out below.

##### 1.1 Revenue

Revenue is measured at fair value.

The specific accounting policies for significant revenue items are explained below:

## 1 Statement of accounting policies for the year ended 31 December 2021 (continued)

### *Donations, bequest, and pledges*

Donations and bequests are recognised as revenue when the right to receive the funds or asset has been established. Pledges are not recognised as assets or revenue until the pledged item is received.

Revenue from providing services is recognised when the services are delivered and the right to receive payment is established.

### *Interest and dividends*

Interest revenue is recognised using the effective interest method. Dividends are recognised when the right to receive payment has been established.

### *Investment revenue*

Investments held by the Foundation include investments in fixed interest funds and equity funds. These investments are managed by both ANZ Bank New Zealand Limited and Nikko Asset Management Limited, and revalued to fair value at balance date. A portion of these investments are exposed to foreign exchange risk. The fair value is based on independently sourced market parameters, apart from forward foreign exchange contracts which are based on quoted market prices.

Fair value movements are recognised through the surplus in the statement of comprehensive revenue and expense.

## 1.2 Expenses

The specific accounting policies for significant expense items are explained below:

### *Grants*

Grants expenditure is recognised when an obligation arises to pay funds for the purpose in which the funds were intended.

## 1.3 Other financial assets

Financial assets are initially recognised at fair value plus transaction costs unless they are carried at fair value through surplus or deficit in which case the transaction costs are recognised in the surplus or deficit.

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

The Foundation's financial assets are classified into the following categories for the purposes of measurement:

- fair value through surplus or deficit
- loans and receivables

The classification of a financial asset depends on the purpose for which the instrument was acquired.

### *(i) Financial assets at fair value through surplus or deficit*

The Foundation's investments are classified as financial assets at fair value through profit or loss upon initial recognition, that are managed and their performance evaluated on a fair value basis in accordance with the Foundation's risk management policies.

The Foundation's derivative financial instruments are classified as financial assets at fair value through profit or loss - held for trading. These instruments are used with the ANZ managed fund to manage exposure to foreign exchange risks arising from the Foundation's investing activities. The Foundation has not elected to apply hedge accounting.

After initial recognition the financial assets in this category are measured at fair value with gains or loss on re-measurement recognised in surplus or deficit.

### *(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months after the balance date, which are included in non-current assets.

## 1 Statement of accounting policies for the year ended 31 December 2021 (continued)

After initial recognition, loans and receivables are measured at amortised cost using the effective interest method, less any provision for impairment. Gains and losses when the asset is impaired or derecognised are recognised in surplus or deficit.

The Foundation's cash and cash equivalents are categorised as loans and receivables.

### 1.4 Impairment of financial assets

Financial assets are assessed for evidence of impairment at each balance date. Impairment losses are recognised in the surplus or deficit.

### 1.5 Payables

Accounts payable and National Music Centre fundraising receipts are classified as other financial liabilities and carried at amortised cost recorded at their face value.

### 1.6 Other investments

Investment in paintings is recognised at market value at the time of the ownership transfer in the statement of financial position.

### 1.7 Goods and services tax

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are presented on a GST inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, Inland Revenue is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from Inland Revenue, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statement of cash flows.

### 1.8 Income tax

The Foundation is exempt from income tax.

## 2 Financial instruments

	2021 \$	2020 \$
<b>Loans &amp; receivables recognised at amortised cost</b>		
Cash & cash equivalents	28,470,009	32,625,334
<b>Financial assets recognised at fair value through surplus or deficit</b>		
Investments	61,761,079	48,148,672
Derivative financial instruments	(293,034)	641,867
<b>Other financial liabilities recognised at amortised cost</b>		
Accounts payable	229,403	2,742,774
National Music Centre fundraising	5,992,938	4,828,274

## 3 Cash and cash equivalents

2021 \$	2020 \$
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**3 Cash and cash equivalents (continued)**

Cash at bank - ANZ operating	232,330	807,926
Cash at bank - ANZ wholesale fund	<u>28,237,679</u>	<u>31,817,408</u>
<b>Total</b>	<b><u>28,470,009</u></b>	<b><u>32,625,334</u></b>

#### 4 Investments

	Actual 2021 \$	Entity Actual 2020 \$
New Zealand equity funds	5,740,612	6,923,085
New Zealand fixed interest funds	11,166,966	2,693,909
International equity funds	29,378,015	31,786,910
International fixed interest funds	8,837,360	6,744,768
International infrastructure funds	3,312,436	-
International property funds	3,325,690	-
<b>Total</b>	<b>61,761,079</b>	<b>48,148,672</b>

#### 5 Accounts payable and accruals

	2021 \$	2020 \$
Accounts payable	229,403	2,742,774
Accruals	153,605	130,200
<b>Total</b>	<b>383,008</b>	<b>2,872,974</b>

#### 6 Equity

Endowed capital	70,044,733	60,841,950
Non-endowed	13,526,875	12,882,175
<b>Balance 31 December</b>	<b>83,571,608</b>	<b>73,724,125</b>

Accumulated funds represents funds which are held in the Foundation in accordance with the donor requirements. Endowed capital are those funds which are held as capital sum, the annual revenue from which is to be applied as directed by the donor or trustees. Non-endowed are those funds which are held but not yet applied in accordance with donor or trustees requirements due to the timing of the projects.

## 7 Related party transactions

Donations from Trustees and management were \$27,825 for the year (2020: \$140,074).

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 the Foundation would have adopted in dealing with the party at arm's length in the same circumstances.

## 8 National Music Centre fundraising

During the 2018 financial year, Victoria University of Wellington ('VUW') entered into an arrangement with the New Zealand Symphony Orchestra ('NZSO') to raise funds for the National Music Centre. The Foundation is acting as an agent for the administration of the funds and has recognised receipts held on behalf of VUW and NZSO as at 31 December 2021 of \$5,992,938 (2020: \$4,828,274).

## 9 Contingencies

There are no contingent liabilities or assets at balance date (2020: nil).

## 10 Capital management policy

The Foundation actively manages its capital position. The Trustees' objective is to ensure that the Foundation is a going concern and has adequate funds for projects funded by private parties that promote academic excellence at the University.

## 11 Events after balance date

There were no events subsequent to balance date requiring disclosure in the financial statements.



## INDEPENDENT AUDITOR'S REPORT

### TO THE READERS OF VICTORIA UNIVERSITY OF WELLINGTON FOUNDATION TRUST'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2021

The Auditor-General is the auditor of Victoria University of Wellington Foundation Trust (the Trust). The Auditor-General has appointed me, David Borrie, using the staff and resources of Ernst & Young, to carry out the audit of the financial statements of the Trust on his behalf.

#### Opinion

We have audited the financial statements of the Trust on pages 4 to 13, that comprise the statement of financial position as at 31 December 2021, 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.

In our opinion, the financial statements of the Trust:

- present fairly, in all material respects:
  - its financial position as at 31 December 2021; and
  - its 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 Reduced Disclosure Regime.

Our audit was completed on 25 March 2022. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Trustees and our responsibilities relating to the financial statements, we comment on other information and we explain our independence.

#### 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.

#### Responsibilities of the Trustees for the financial statements

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

The Trustees are responsible for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible on behalf of the Trust for assessing the Trust's ability to continue as a going concern. The Trustees are also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Trustees intend to liquidate the Trust or to cease operations, or have no realistic alternative but to do so.

### **Responsibilities of the auditor for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements, 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.

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

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, 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 Trust's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust'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 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 Trust to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



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

Our responsibilities arise from the Public Audit Act 2001.

### **Other information**

The Trustees are responsible for the other information. The other information comprises the information included on pages 1 to 3, but does not include the financial statements, and our auditor's report thereon.

Our opinion on the financial statements 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, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements 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 Trust 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.

Other than the audit, we have no relationship with or interests in the Trust.

A handwritten signature in black ink, appearing to read 'David Borrie', with a long horizontal flourish extending to the right.

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

## **Agenda Item 11**

### **Media and Social media report**

**To receive:** a Council paper from the Acting Vice-Chancellor, Professor Jennifer Windsor, dated 13 April 2022 providing a Media and Social media report (document VUWC 22/45).

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



## COUNCIL PAPER

TO	Members of Council
FROM	Acting Vice-Chancellor, Professor Jennifer Windsor
AUTHOR	Acting Vice-Chancellor, Professor Jennifer Windsor
DATE	13 April 2022
SUBJECT	<b>Media and Social Media Report</b>
DOCUMENT #	VUWC 22/45

### Executive Summary

#### Media report

This report captures high-level issues and themes in media coverage for the period from 5 March to 8 April 2022.

#### Research

Professor Alan Brent, PhD Research Fellow Soheil Mohseni, and Dr Franck Natali—all from the Wellington Faculty of Science—Te Wāhanga Pūtaiao—spoke to RNZ about the use of alternative energy sources, after the United Nations secretary general referred to the world’s energy problem as a ‘code red for humanity’.

Max Rashbrooke from the Wellington School of Business and Government—Orauariki spoke to Newstalk ZB about what the ease in COVID-19 restrictions will mean for New Zealanders; and believes this will allow people to get on with “normal” life. He also wrote an opinion piece published by Stuff about tax and calls for higher earners to pay more tax in order to fund great public services.

Dr Mona Jeffreys, from Wellington Faculty of Health—Te Wāhanga Tātai Hauora, gave comments to The Spinoff about the importance of looking after yourself and your body when recovering from COVID-19. She was also one of a number of researchers from different institutions who spoke to Newstalk ZB about Long COVID.

Dr Kyle Clem, lecturer from Wellington Faculty of Science—Te Wāhanga Pūtaiao, spoke to RNZ about the recent freak heatwave that affected Antarctica, with temperatures over the eastern Antarctic sheet up to 40 degrees higher than normal.

Adjunct Professor Nicholas Agar, formerly from the Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui, wrote a piece for Newsroom explaining how New Zealanders will know when the COVID-19 pandemic is over.

From the Wellington Faculty of Engineering—Te Wāhanga Ahunui Pūkaha, Dr Simon McCallum provided commentary to Stuff about the potential for local digital health businesses.

Dr Peter Thompson, from the Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui, has been an active media commentator regarding the Government's decision to merge RNZ and TVNZ. He has spoken to a number of local media outlets and has written about this topic for The Conversation.

A new book co-authored by Wellington School of Business and Government—Orauariki's Professor Karin Lasthuizen was mentioned by Stuff as it explored the ethical leadership lessons demonstrated by Dr Ashley Bloomfield during his tenure as Aotearoa New Zealand's Director General of Health.

Bryce Edwards discussed on RNZ the Commerce Commission's final report, released in mid-May, into New Zealand's uncompetitive supermarket sector and how it lets the Government off the hook over taking on the supermarkets and forcing transformational change to this crucial retail sector.

Te Ao Māori News explored the Wellington Faculty of Health—Te Wāhanga Tātai Hauora's Dr Theresa Pankhurst's research, which has taken important strides towards a new category of vaccines for respiratory illnesses, including COVID-19.

Stuff profiled Gillian Ansell, a viola teacher from the New Zealand School of Music—Te Kōkī, who is playing three concerts as part of the New Zealand String Quartet.

Emeritus Professor Laurie Bauer, from the Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui, explained to Stuff in his regular 'Language matters' column why a good story is not always a true story when it comes to words and pronunciations.

Associate Professor Corinne Seals, also from the Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui, wrote a piece for The Spinoff about why the language we use matters when it comes to talking about the war in Ukraine.

As the Wellington City Council prepared to vote on a proposal to remove library fines in Wellington, Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui's Professor Anne Goulding explained to Stuff why she supported the proposal as it would increase library use by members of the public.

Professor James Renwick spoke to RNZ following the release of the Intergovernmental Panel on Climate Change's third report on climate change, saying that dramatic action needs to be taken immediately to stop catastrophic global warming.

Professor Meredith Marra, from the Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui, explained to ABC Australia about how the use of humour in the workplace is important.

Stuff published the results of a collaborative research project involving Dr Lauren Vargo, a research fellow in the Wellington Faculty of Science—Te Wāhanga Pūtaiao, which revealed that the majority of New Zealand's glaciers had lost mass most years over the past decade, but this year it was particularly noticeable.

Wellington Faculty of Science—Te Wāhanga Pūtaiao's Dr Dougal Sutherland spoke to RNZ about the response to Will Smith's physical attack on a comedian at the 2022 Oscars.

Professor Kevin Burns, from the Wellington Faculty of Science—Te Wāhanga Pūtaiao, spoke to RNZ about new behaviour recently exhibited by the Kākā to protect itself from a predator at Zealandia.

### **University updates**

The Dominion Post covered the latest update about the national music centre in the heart of Wellington—a partnership between our university, Wellington City Council and the New Zealand Symphony Orchestra.

### **Student communications**

During the reporting period, two issues of Whītiki—the University's student e-newsletter—were sent to all enrolled students. On average, each newsletter was opened by between 30 and 40 percent of students. A number of additional emails were also sent to students about University operations under COVID-19.

Maggie MacKinnon, a PhD student in the Wellington Faculty of Architecture and Design Innovation—Te Wāhanga Waihanga-Hoahoa, is researching how existing buildings can be retrofitted with living elements leading to improved connections for birds in the city centre, as well as improved buildings' performance. Maggie's research was included in a Stuff article.

## **Social media summary**

This report captures the activity of the University's social media presence for the period from 4 March to 8 April 2022.

### **Facebook**

Since the last update, the University has published 30 posts, which gained over 2 million impressions and more than 51,500 engagements (reactions, comments, shares, or link clicks)—this includes our paid advertising on the main University Facebook page.

The most popular post of the period was about the announcement of the University's alternative May graduation ceremonies, which linked through to a media release on the announcement. This post reached over 13,800 people, and received more than 660 post clicks, reactions, comments, and shares.

The next most popular post was about the opening of the new Kelburn campus Rainbow room. This post reached over 13,700 people, and received more than 470 post clicks, reactions, comments, and shares.

A post about the passing of alumnus Dr Moana Jackson was the third most popular. This post reached over 12,300 people, and received more than 400 post clicks, reactions, comments, and shares.

### **Twitter**

During the period, the University's Twitter account published 70 tweets. These gained more than 61,500 impressions (the number of times our posts were displayed to our audience) and 1,647 engagements—including likes, retweets, and replies. The links shared on tweets during the period were clicked a total of 409 times.

The top tweet of this period was about inaugural Professor of Computer Science John Hine, who connected New Zealand to email, and one of his then students, Nat Torkington, who built for the University what was Aotearoa's first website. This story was written as part of content generation about the University's 125th anniversary celebrations. The tweet made more than 6,000 impressions and received 225 engagements.

The second top-performing tweet was about the passing of alumnus Dr Moana Jackson. The tweet made more than 5,300 impressions and received 238 engagements.

Another top-performing tweet linked to a Newstalk ZB piece with comments from Wellington Faculty of Humanities and Social Sciences—Te Wāhanga Aronui Dr Mona Krewel about the impact of long COVID for those who catch the Omicron variant. The tweet made more than 2,453 impressions and received 44 engagements.

## **LinkedIn**

The University published 35 posts over the reporting period, making more than 248,000 impressions, gaining more than 14,700 engagements, with more than 12,000 clicks on links shared.

The most popular post of the period was about the University's rankings in the latest QS World University Rankings by Subject. This post reached over 24,100 people and received 377 reactions, 14 comments, and 1,070 post clicks.

The second top-performing post was about the national Fale Malae to be built on Wellington's waterfront, the development of which is receiving University support. This post reached more than 15,200 people, and received 256 reactions, and 526 post clicks.

A post linking to a piece about political ignorance and the risk of conflict by Emeritus Professor Bob Gregory from Wellington School of Business and Government—Orauariki was the third most popular post. This post reached more than 9,230 people and received 261 reactions and 445 post clicks.

## **Instagram**

Our audience grew by 210 followers on Instagram during the period. A total of 90 pieces of content—a mix of posts and Instagram story content—were uploaded to the channel during the reporting period. These posts received more than 1.45 million impressions and over 6,900 engagements (likes, comments, saving the posts).

The most popular post was about the wind turbine and nano grid on the Kelburn campus—a project currently being refined by Engineering students. This post received more than 733 likes, six comments, shared by seven users, and saved by seven users.

The second top-performing post covered research by Professor Ilan Noy, Chair in the Economics of Disasters and Climate Change, which linked to his involvement in the University's brand campaign. This photo received more than 613 likes, five comments, shared by 66 users, and saved by nine users.

Another popular post was about the announcement of the University's alternative May graduation ceremonies. This photo received more than 533 likes, three comments, shared by 40 users, and saved by 11 users.

## Agenda Item 12

### **Forthcoming Events and next Council meeting**

**To receive:** a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 26 April 2022 regarding Forthcoming Events (document VUWC 22/46).

**To note:** that the next meeting of Council will take place on Monday, 13 June 2022 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, 13 June 2022 be noted.**



## COUNCIL PAPER

FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	26 April 2022
SUBJECT	<b>Forthcoming Events for May - June</b>
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 22/46

### Executive Summary

Council members are welcome to attend the following events.

### 2022

Event	Date	Venue and Time	Description
Tō Tātou Hīkoitanga - Our Journey - Celebrate 125 Years of Te Herenga Waka— Victoria University of Wellington	Tuesday 10 May	The Hub, 12 noon–1pm	Join the Chancellor and Acting Vice-Chancellor for a special unveiling of a timeline display of the University's history.  Staff and students will also be invited to this.
Farewell morning tea for Mark Loveard, Chief Operating Officer	Wednesday 11 May	Hunter Building Common Room, Level 2 10-11am	Farewell event.
Graduation parade	Tuesday 17 May	Parade departs Law School at 12.30pm	Join recent graduates as we parade Wellington and end in Civic Square will celebration speeches and performances.

Distinguished Alumni Awards Function	Friday 20 May	Te Papa 5.45pm – 8.30pm	Join us to honour and celebrate our 2021 Distinguished Alumni Award winners. Official invitation has gone out.
Inaugural Lecture – Professor Kate Hunter	Tuesday 31 May	Council Chamber, 6-7pm	Professor Kate Hunter is a Professor of History in the School of History, Philosophy, Political Science & International Relations. The title of her lecture is Sticking to her knitting: Reflections on a historian's craft.
Staff Excellence Awards	Thursday 2 June	Hub, Kelburn Campus 4.45-7pm	This event honors those who have received Staff Excellence Awards with a presentation ceremony.
Inaugural Lecture – Professor Martyn Coles	Tuesday 14 June	Council Chamber, 6-7pm	Martyn Coles is a Professor of Chemistry in the School of Chemical and Physical Sciences.
Inaugural Lecture – Professor Averil Coxhead	Tuesday 21 June	Council Chamber, 6-7pm	Averil Coxhead is a Professor of Applied Linguistics in the School of Linguistics and Applied Language Studies.
Inaugural Lecture – Professor Sara Kindon	Tuesday 28 June	Venue TBC, 6-7pm	Professor Sara Kindon is from the School of Geography, Environment and Earth Sciences.

## Agenda Item 13

### Conferment of Qualifications

**To receive:** the list of degrees, diplomas and certificates granted on 2 May 2022 (document VUWC 22/47).

- To resolve:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 22/47 and that their names be entered on the Roll of Graduates on 2 May 2022.
  - 2 that a motion of congratulations be recorded.



## DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 2 MAY 2022

### Doctor of Education

**Moehricke**, Babette

### Doctor of Philosophy

**Bioletti**, Gabriel Alfred George, *in Physics*

**Chaichana**, Tanarat, *in Music*

**Cole**, Rosa Maria Theresa, *in Public Policy*

**Doan Lan**, Vy, *in Applied Linguistics*

**Du**, Lingli, *in Applied Linguistics*

**Fagaloa**, Tutaima Christine, *in Education*

**Fuller**, Miles Sterling, *in Creative Writing*

**Habibi**, Masoumeh, *in Economics*

**Irajzad**, Fatemeh, *in Education*

**Jean**, Simon Clement Julien, *in Museum and Heritage Studies*

**Lai**, Ge, *in International Relations*

**Liang**, Yuanyuan, *in English Literature*

**Logan**, Richard John, *in Management*

**McEwan**, Amber, *in Ecology and Biodiversity*

**McLellan**, Rose May, *in Chemistry*

**McPherson**, Marisa Alicia, *in Education*

**Mediodia**, Hanny John Ponsaran, *in Economics*

**Metibogun**, Lesley, *in Architecture*

**Micaroni**, Valerio, *in Marine Biology*

**Nguyen**, Viet, *in Education*

**Perera**, Kopiyawattage Kasun Chamara, *in Architecture*

**Rajakumar**, Tamayanthi, *in Cell and Molecular Bioscience*

**Vowell**, Bianca Jane, *in Linguistics*

**Walker**, Holly Ruth, *in Creative Writing*

**Webb**, Elizabeth Alice, *in Clinical Research*

**Woolly**, Ethan Francis, *in Chemistry*

**Yu**, Chang, *in Finance*

**Yui**, Masashi, *in Public Policy*

## WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

### Master of Architecture (Professional)

**Athukorala**, Sidath Pradeep

**Bocock**, Chloe Suzanne

**Bolger**, Anthony Peter, *with Merit*

**Chu**, Wensheng, *with Merit*

**Roylance**, Jasmine Ella, *with Distinction*

**Welch**, Laura Anne Louise, *with Merit*

**Master of Architectural Science**

**Howell**, Emily Grace, *in Sustainable Engineering Systems with Distinction*  
**Simpson**, Ryan Alby, *in Project Management with Distinction*

**Master of Design**

**Shaw**, Selena Maree, *with Distinction*

**Master of Design Innovation**

**Kuruppuarachchi**, Nayanathara Sashikani

**Master of Design Technology**

**Armstrong**, Francesca Maud, *in Lighting and Rendering with Distinction*  
**Boshoff**, Nicola Ann, *in Lighting and Rendering with Merit*  
**Cross**, Matthew Joseph, *in Animation with Distinction*  
**Gierran**, Miguel Allan Uy, *in Animation with Distinction*  
**Jie**, Zichen, *in Animation with Merit*  
**Luo**, Jimmy Jun Ran, *in Animation with Distinction*  
**Mallari**, Edgar Jeremiah Bengco, *in Lighting and Rendering with Merit*  
**Munn**, Ethan Peter James, *in Animation with Distinction*  
**Rickard**, Kaitlin Ashley, *in Lighting and Rendering with Distinction*  
**Ritthisri**, Ritthiwat, *in Animation with Merit*  
**Soto Solis**, Jesus, *in Lighting and Rendering with Merit*  
**Springett**, Craig Matthew Furley, *in Lighting and Rendering with Merit*  
**Tikaua-Williams**, Mehau, *in Animation with Distinction*  
**To**, Emily Alexandra, *in Animation with Distinction*  
**Zhao**, Fanan, *with Merit*

**Master of Interior Architecture**

**Mehmel**, Tamsin Jaylin, *with Distinction*

**Bachelor of Architectural Studies**

**Al Omari**, Ali Paulmitan  
**Benoit**, Odette  
**Chenery**, India Bechet  
**Fraser**, Marc Zakhar  
**Hazelton**, Angus James Wedmore  
**Hippolite-Webber**, Peter Dove Tewake  
**Hung**, Eliza  
**Japi Zin**, Zain Zikry Bin  
**Mcnelly**, Ceara Leigh  
**Mills**, Harrison Douglas  
**Poole**, Jonty Cadwallader  
**Richardson**, Brooklyn Judy  
**Shiple**, Josh Quinn  
**Simpson**, Ryan Alby  
**Skillen Roger Wallace**, Sarah Shiella  
**Sunderland**, Emily Grace  
**Uhi**, Lopeti Nofomuli  
**van den Top**, Marsha Carmyn  
**Yu**, Chao  
**Yu**, Fiona

**Bachelor of Building Science**

**Atonio**, Yvonne Ulaleimaivao  
**Kirkpatrick**, Bailey Alexander  
**Lynch**, Lennox James  
**McLeod-Venu**, Leon

**Simpson**, Ryan Alby  
**Squire**, Daniel Jonathan  
**Suarez**, Isaiah Thomas Novicio  
**Ta'anoa**, Charlie Tyran Taiti  
**Tamarua**, Matthew Sean

**Bachelor of Design Innovation**

**An**, Pio  
**Arevalo**, Ricardo Alejandro  
**Bedwell-Keil**, Milan Dalton  
**Campbell**, Isabella Jess Anjali  
**Cruz**, Cindy Rose  
**Dale**, Emily Jan  
**Fawcett**, Christian John  
**Gambles**, Jamie Stuart  
**Geng**, Zihan  
**Gormley**, Brydie Mae  
**Huang**, Barbara Limei  
**Macdonald Steele**, Siriah Rae  
**McKendry**, George Henry Fogarty  
**Neal**, Jakob George  
**Palmer**, Kayla Marie  
**Ransfield**, Tessa Rosemary  
**Sapsford**, Liam Jacob Richards  
**Smith**, Alisha Narisara  
**Springett**, Craig Matthew Furley  
**Stam**, Sander Joseph  
**Stockdale**, Abigail Colleen  
**Summerville**, Ashleigh Judith Patuawa  
**Tanirau**, Shay Maria Jean  
**Taylor**, Sophia Ivanna  
**Thirsk**, Sophie-Marie  
**Vallender**, Evan Nigel  
**Watkins**, Madelyn Taylor  
**White-Yule**, Olive Isabella Molly  
**Wight**, Ella Jane  
**Wright**, Connor Shane Jackson  
**Zhang**, Xinyu  
**Zhao**, Yuanyuan

**Postgraduate Diploma in Architectural Science**

**Li**, Alan Keen-Lun, *in Sustainable Engineering Systems*

**Graduate Diploma in Designed Environments**

**Barrow**, Alice, *in Project Management*  
**Bolger**, Anthony Peter, *in Architecture*

**Postgraduate Certificate in Designed Environments**

**Bolger**, Anthony Peter, *in Landscape Architecture*

**Postgraduate Certificate in Design Innovation**

**Silseth**, Line Andreassen,

**WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT**

**Executive Master of Business Administration**

**Allison**, Callum James, *with Merit*

**Altamirano**, Rosa Andrea, *with Distinction*  
**Coetzee**, Danie  
**De Meo**, Julien Sebastien, *with Merit*  
**Fischer**, Adelle Barbara, *with Distinction*  
**Howden**, Angus David, *with Merit*  
**Jennings**, Adam David, *with Distinction*  
**Karashvili**, Veronika, *with Distinction*  
**Mackie**, Robert Howard, *with Merit*  
**Scott**, Joshua Paul  
**Thomas**, Nathan, *with Distinction*  
**Willemse**, Stephan Jacobus, *with Distinction*  
**Williams**, Amy Agneau, *with Merit*  
**Ymker**, Reuben Sam, *with Merit*

#### **Master of Applied Finance**

**Ghaice**, Ronit, *with Distinction*

#### **Master of Business Administration**

**Dickson**, Ben Te Rongoihaere  
**Ihaka**, Scott Nicholas  
**Tang**, Xin

#### **Master of Business (Professional)**

**Kerr**, Amy Jacinta, *with Merit*  
**Quin**, Francis John, *with Merit*  
**Riddell**, Aimee Ellaine Fernandez Carbonell, *with Merit*  
**Stoian**, Mircea-Andrei

#### **Master of Commerce**

**Hill**, Kendra Nancy, *in Management with Merit*  
**Howden**, Michael McMillan, *in Public Policy*  
**Ibrahim**, Zeina Hatem Mohamed Zakaria, *in Human Resource Management and Employment Relations with Merit*  
**Newman**, Rebecca Ruth Helen, *in Economics with Distinction*  
**Russell**, Richard Brian, *in Finance with Merit*  
**Senanayake**, Erangi Buwendrini Kumari, *in Human Resource Management and Industrial Relations*  
**Symonds**, Joshua Stephen, *in Finance with Merit*

#### **Master of Global Business**

**Cheng**, Wenqi  
**Dempsey**, Liam Jack Alexander, *with Merit*  
**Fryrear**, Jasmine Nicole, *with Merit*  
**Gallegos Stenvers**, Luz Mary  
**Gao**, Yisu  
**Garton**, Matthew Jon, *with Merit*  
**Hoff**, Hannah Lin, *with Distinction*  
**Holleaux**, Aleximie Benedicte Alice Jacqueline, *with Merit*  
**Jury-Putter**, Georgia May, *with Merit*  
**Kay**, Leah, *with Merit*  
**Landeros**, Shivaun Rachelle, *with Merit*  
**O'Hara**, Shannon Mary, *with Merit*  
**Pei**, Xiaoxi, *with Merit*  
**Stapleton**, Scarlett Antonia, *with Merit*  
**Tian**, Shihua, *with Merit*  
**Yuan**, Yue, *with Merit*

#### **Master of Information Studies**

**Ardell**, Samuel Joseph, *in Archives and Records Management and Library Science with Merit*

**Duxfield**, Amy Georgina, *in Library Science with Distinction*

**Glasgow**, Heather Christine, *in Archives and Records Management and Library Science with Merit*

#### **Master of Professional Accounting**

**Cai**, Zhengjie

**Ebarle**, Joshua Japon

**Ebarle**, Kyle Japon

**Fang**, Fei

**Fanifau**, Sholto Jeneviene

**Gully**, Steffi Elizabeth

**Huang**, Yakun

**Kaur**, Maninder

**Macphail**, Graeme Ian

**Wang**, Quanquan

**Wang**, Yuxuan

#### **Master of Professional Business Analysis**

**Nicholson**, Amber Ginni

#### **Master of Professional Economics**

**Pells**, Joshua David

**Phillips**, Logan Geoffery

**Wiltshire**, Ruth Elizabeth, *with Merit*

#### **Master of Public Administration (Executive)**

**Dwen**, Jason Matthew, *with Merit*

**Stone**, Michael, *with Merit*

#### **Master of Public Management**

**Choi**, Seeyoung, *with Merit*

**Lavemaau**, Vika Sivoki, *with Merit*

#### **Master of Public Policy**

**Da Silva Alves**, Petronela

**Freemantle**, Jasmine Aletia, *with Distinction*

**Norris**, Amy Elizabeth, *with Merit*

**Qurusu**, Norma, *with Merit*

**Skoglund**, Onika Jane

#### **Master of Tourism Management**

**Dabeedooal**, Yeshna Jessie, *with Merit*

**Liallahu**, Grace Emmanuella

**Reuben**, Geno

#### **Bachelor of Commerce with Honours**

**Davison**, Charlie Ella, *with First Class Honours in Marketing*

**McLeod**, Sinead Ivy, *with First Class Honours in Marketing*

**Skinner**, Jonathon Alexander, *with Second Class Honours (second division) in Finance*

#### **Bachelor of Commerce**

**Ah Hoi**, Jasmine Allanah Tusipepa

**Aitken**, Lachlan James Clark

**Akavi**, Carly Mikaela

**Alach**, Thomas Charles

**Aminifard**, Ali

**Anthony**, Jade Olivia

**Astley**, Millie Rose  
**Aupa'au**, Zeb Daniel Setima  
**Barraclough**, Jack Sidney Weld  
**Bellm**, Christina Rogers  
**Bennett**, Victoria Jane  
**Bentley**, Robert Kyle Scott  
**Berkalitzky**, Daniel  
**Berryman Assemahli**, Yasmeeen Briar  
**Boyce**, Connor James  
**Boyd**, Finn Maxwell Conor  
**Brown**, Eleanor Jane Preston  
**Carruthers**, Lia  
**Chan**, Zane Daniel  
**Chapman**, Caleb Arthur  
**Charles**, Mackenzie Grierson  
**Cherry**, Caitlin Louise  
**Cheyne**, Vincent George  
**Christie**, Clarisse Anne  
**Christieson**, Shelby Kate  
**Connor**, Jack Oswin  
**Cotter**, Carson Bond  
**Davies**, Kristen Megan Sian  
**Davis**, Edward George Jax  
**De Silva**, Ravindu Kinal  
**Decruy**, Nikita  
**Dekkers**, Jaymie Lee  
**Deng**, Minghao  
**Denhardt**, Lily Isabelle  
**Devlin**, Joshua Samuel  
**Dick**, Leila Malvina Chang  
**Dippie**, Charlotte Elizabeth  
**Dési**, Dominique Leigh  
**Edwards-Brown**, Arielle Chloe Ngawai  
**Ellis**, Toby Konings  
**Everson**, Adam Hamish  
**Faamausili**, Isaac Tama Lualua  
**Ford**, Ronan John  
**Fontaine**, Emma Jane  
**Fryer**, Emma Rose  
**Galera**, Jan Carl  
**Gaze**, Grayson David  
**Gaze**, Hunter Evan  
**Gilchrist**, Taylor Paige Tarnia  
**Gillman**, Kaea Anna  
**Glynn**, Joel James  
**Griffiths**, Amy Teegan  
**Harcombe**, Max James  
**Hassen**, Bakare Adao  
**Hawley**, Georgia Kate Barnes  
**Healy**, Daniel Rod  
**Henderson**, Thea Alexandra  
**Henley-MacLeod**, Alicia Rose  
**Holland**, Harry Glasson  
**Hong**, Yiyi  
**Houghton**, Joseph Rupert  
**Hume**, Megan Paige Yip  
**Ingram-Clark**, Cameron Rhys

**Jacobs**, Ella Diana  
**Jagers**, Aidan Dion Maria Lee  
**James**, Mackenzie Samantha  
**Jenkin**, Emma Joan  
**Jones**, Nathan Conner  
**Joplin**, Philip Charles David  
**Kaur**, Jaslyn  
**Kruger**, Annalise Julienne  
**Lal**, Amitesh Jayant  
**Lam**, Bao Quan  
**Lamberton**, Thomas David  
**Langrell-Read**, Harrison George  
**Laurenson**, Isabella Jane Anna  
**Law**, Petra Catherine Ai-Ping  
**Lee**, Augustine Pei Ren  
**Lee**, Jae-Yu  
**Li**, Yichen  
**Lin**, Tingyue  
**Lindsay**, Mathew Irving Joel  
**Macdonald**, Oscar George  
**Malele**, Neemia Jone  
**Mataira**, Cameron Taroa  
**Maxwell**, Rianna Patrice  
**McEwen**, Alexia Paretaunu  
**McSweeney-Harte**, Simon David  
**Morton**, Casey Hunter  
**Murdoch**, Benjamin Keith  
**Newton**, Thomas William Stone  
**Nicholas**, Tom William Bell  
**O'Hara**, Nicholas Kildare  
**Oakden**, Samuel George  
**Parfitt**, Delaney Emma  
**Paterson**, Kate Julia  
**Perera**, Welikadage Hesadi Niruthmi  
**Perrett Holmes**, Gregory  
**PoChing**, Gabrielle Titihuia  
**Poilvert**, Maia Clara Naomi  
**Pudney**, Hannah Ellen  
**Purkiss**, Anna Prudence  
**Quirke-Luping**, Catherine Sarah  
**Renau**, Jascia Rose Maree  
**Robinson**, Abby  
**Rowell**, Tabitha Mary  
**Sales**, James Edward Frew  
**Sarikaya**, Benjamin Francis  
**Sharma**, Dylan  
**Siddells**, Tori Maree Katherine  
**Simperingham**, Kate Emily  
**Singh**, Navroz  
**Siriwardena**, Nuwan Francis William  
**Smith**, Kyle Alan  
**Steele**, Poppy Kate  
**Stephen**, Emma Kate  
**Stockdale**, Abigail Colleen  
**Sunder**, Tanya  
**Swan**, Nicholas Charles  
**Swinburne**, Jessica Jean Elgin

**Tafili**, Grace Ema  
**Taylor**, Calem Cartwright  
**Te**, Anna Nicola Goldie  
**Venning**, Zachary Ethan  
**Vernon**, Alexander Simon  
**Walker**, Simone Kathryn  
**Watts**, Kendall Amy  
**Webley**, Emma Kate  
**Wechselblatt**, Sophie Katherine  
**Wells**, Margaret Patricia  
**Williams**, Georgia Alan  
**Williams**, Jessica Ann  
**Wixon**, Sarah Kahurangi  
**Woods**, Hamish Ronald  
**Yates**, Emily Claire  
**Yusri**, Sophia Amani  
**Zheng**, Yifan

**Postgraduate Diploma in Financial Analysis**  
**Dickson**, Ben Te Rongoihaere

**Postgraduate Diploma in Information Studies**  
**Miller**, Claire Louise  
**O'Brien**, Hannah Gabrielle

**Postgraduate Diploma in Professional Accounting**  
**Dean**, Christopher Alexander  
**Watson**, Zita Mariya Valerie

**Postgraduate Diploma in Public Policy**  
**Slee**, Phoebe Grace

**Graduate Diploma in Commerce**  
**Beattie**, Alysha Jayne, *in Marketing*  
**Hunt**, Briana Julia, *in Human Resource Management and Employment Relations*  
**Traveller**, Katherine Victoria, *in Accounting*  
**Wang**, Shuai, *in Accounting*

**Postgraduate Certificate in Business Administration**  
**Mulvay**, Craig Anthony

**Postgraduate Certificate in Commerce**  
**Jones**, Tania Marie

**Postgraduate Certificate in Financial Markets Analysis**  
**Atienza**, Donna Robles

**Postgraduate Certificate in Global Business**  
**Mehra**, Sumer

**Postgraduate Certificate in Public Management**  
**Cannon**, Brian John  
**Rans**, Christina Yuju  
**Varma**, Parnil Kumar

**WELLINGTON FACULTY OF EDUCATION**

**Master of Education****Framhein**, Stariana Tonya, *with Merit***Harrop**, Rebecca Ann, *with Merit***Johnson**, Georgia Rose, *with Merit***Ma**, Ning**Mesui-Koloamatangi**, Ma'ata Lupe Ha'amoa, *with Merit***Ohira**, Yuko, *with Merit***Pusa**, Taase, *with Merit***Ranasinghe**, Navoda Thusharika**Schmidt**, Nicole, *with Merit***Su'a**, Aulama Eunice**Master of Educational Psychology****Srikanth**, Anish Gautham**Walker**, Alexander Davoud Mansouri, *with Distinction***Master of Secondary School Leadership****Hardwick**, Helen, *with Merit***Bachelor of Education (Teaching) Early Childhood****Chen**, Kwong Lok**Postgraduate Diploma in Education****Behring**, Elma**Walker**, Alexander Davoud Mansouri, *with Merit***Postgraduate Diploma in Educational Psychology Practice****Bushby**, Hannah Michelle**White**, Cassidy Katlin**Graduate Diploma of Teaching (Early Childhood Education)****Gardiner**, Emily Dominique**Graduate Diploma of Teaching (Primary)****Bolsover Rogers**, Laurie William**Bull**, Abbie Lee**Bush**, Juliane Estella**McQuillan Excell**, Meg Olivia**Muirhead**, Emma Louise**O'Leary**, Jessica Rose**Povey**, Morag Bronwyn**Steiner-Grierson**, Ursula Anastasia**Vaughan**, Phoebe Anne**WELLINGTON FACULTY OF ENGINEERING****Bachelor of Engineering with Honours****Atienza**, Jan Idelle Therese Robles, *with Second Class Honours (first division) in Software Engineering***Behan**, Michael John, *with Second Class Honours (first division) in Software Engineering***Clayton**, Niels Daniel, *with First Class Honours in Electronic and Computer Systems Engineering***Coleman**, Finn Alexander, *with Second Class Honours (first division) in Software Engineering***Corrin**, Zoe Alice, *with First Class Honours in Electronic and Computer Systems Engineering***Crisostomo**, Ron Alec Nadres, *with First Class Honours in Software Engineering***Dong**, Jacqueline Jia Min, *with Second Class Honours (first division) in Software Engineering***Foulkes**, Kian, *with First Class Honours in Software Engineering***Fransen**, Aidan Henk, *with First Class Honours in Electronic and Computer Systems Engineering***Jewell**, Bailey James, *with Second Class Honours (first division) in Software Engineering*

**Kiernander**, Zak Rob, *with First Class Honours in Software Engineering*  
**McMurray**, Max James, *with Second Class Honours (first division) in Software Engineering*  
**Robb**, Billy Jay, *with First Class Honours in Electronic and Computer Systems Engineering*  
**Robertson**, Ben Hunter Andrew, *with Second Class Honours (first division) in Software Engineering*  
**Stewart**, Callum Henry, *with Second Class Honours (first division) in Software Engineering*  
**Sukha**, Dylan, *with Second Class Honours (first division) in Electronic and Computer Systems Engineering*  
**Tjiptono**, Dominic Flavio, *with Second Class Honours (first division) in Software Engineering*  
**Trueman**, Joshua Taylor, *with Second Class Honours (first division) in Software Engineering*  
**Weich**, Angus Liam, *with Second Class Honours (first division) in Electronic and Computer Systems Engineering*  
**Wolfe**, Nickolai Cody, *with First Class Honours in Electronic and Computer Systems Engineering*  
**Wood**, Jesse Robin Hobman, *with First Class Honours in Software Engineering*  
**Yang**, Liufan, *with First Class Honours in Software Engineering*

## WELLINGTON FACULTY OF HEALTH

### Master of Health

**Dewar**, Janine Suzanne, *in Nursing with Merit*  
**Griffiths**, Erica Louise, *with Merit*  
**Jelbert**, Natasha Helen, *in Nursing with Merit*  
**Mitchell**, Julia Selena, *in Professional Practice with Merit*  
**Timutimu**, Rachael Elizabeth, *in Professional Practice with Distinction*  
**Vilsbaek**, Sally Eileen, *in Professional Practice with Merit*

### Master of Nursing Science

**Dwyer**, Jessica Leigh, *with Merit*

### Bachelor of Health

**Cam**, Grace Liwen

### Postgraduate Diploma in Health

**Pokhriyal**, Jyoti

### Postgraduate Diploma in Nursing Science

**Byrne**, Ayla MacKenzie Mary  
**Fereti**, Christina Tautinei Pepe  
**McCabe**, Elizabeth Anne  
**Naik**, Lucy Metapere Karen  
**Yorke**, Sabrina Rose

### Postgraduate Certificate in Midwifery

**Howie**, Maggie Mackenzie

### Postgraduate Certificate in Nursing Science

**Brocket**, Olivia Anne

## WELLINGTON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### Master of Arts

**Belich**, Evana Rose, *in Creative Writing with Distinction*  
**Feltham**, Flora Jane Victoria, *in Creative Writing with Distinction*  
**Gerrard**, MacKenzie Caitlin, *in Criminology with Merit*  
**Kibblewhite**, Stephanie Louise, *in Linguistics with Merit*  
**Marshall**, Natalie Anne, *in Museum and Heritage Studies with Distinction*  
**Mentink**, Lynette Monica, *in Creative Writing with Merit*

**Shamoon**, Aornanshe, *in Political Science with Merit*  
**van Wel**, Clara Frances, *in Creative Writing with Merit*

#### **Master of Communication**

**Carpenter**, Abigail Lily  
**Giddens**, Lachlan Stewart Ralph, *with Merit*  
**Thevendran**, Riveka  
**Trauger**, Cameron Quinn, *with Distinction*

#### **Master of Fine Arts (Creative Practice)**

**Ah Kuoi**, Georgia Ruth, *in Film with Merit*  
**Aitcheson**, Thomas Hugh, *in Film with Merit*  
**Allen-Jennings**, Crosby, *in Film with Merit*  
**Alvarez**, Maria Luisa, *in Film with Merit*  
**Arbuckle**, Jack McLachlan Thomson, *in Film with Merit*  
**Barker**, Anna Margaret, *in Theatre with Distinction*  
**Barker**, Rachel Aimie, *in Film with Merit*  
**Bleackley**, Otilie, *in Theatre with Merit*  
**Bryham**, Jasmine Eloise, *in Theatre with Merit*  
**Bushell**, Lynnlea Joy, *in Theatre with Merit*  
**Caicedo Macia**, Ana, *in Film with Merit*  
**Campbell**, Belinda Mary Douglas, *in Theatre with Distinction*  
**Chan**, Sophia Charlotte, *in Film with Merit*  
**de Roo**, Rebekah Mary Ann, *in Theatre with Distinction*  
**Eriksen**, Jenna Lee, *in Film with Distinction*  
**George**, Jessica Elizabeth, *in Film with Distinction*  
**Glover**, Rosemary Jean, *in Theatre with Merit*  
**Joblin**, Louis Alexander Henry, *in Film with Distinction*  
**Keatley**, Brie-anna June, *in Theatre with Merit*  
**Kerebs**, Sebastian Bernard, *in Film with Merit*  
**Lim**, Eir Dennis, *in Theatre*  
**Marshall**, Alia Amber, *in Theatre with Distinction*  
**McLean**, Jeremy Joseph Samuel, *in Music/Sound with Distinction*  
**Parige**, Aditya Bharadwaj, *in Film*  
**Smith**, Morgan Stuart Finlayson, *in Music/Sound with Distinction*  
**Stephenson**, Lauren Briana Ruth, *in Film with Distinction*

#### **Master of Indigenous Studies**

**Fitzgerald**, Alannah Teresa Dysart, *with Merit*  
**McGrath**, William Patrick, *with Distinction*

#### **Master of Intercultural Communication and Applied Translation**

**Featherstone-Wright**, Jason, *with Distinction*  
**Forgan**, Munro Kingsley, *with Distinction*  
**Jannink**, Tineke Nancy, *with Distinction*  
**Ong**, Hui Fang, *with Distinction*  
**Sola**, Aiganapule, *with Distinction*  
**Tagoai**, Monica Faaiuga, *with Merit*  
**Tatlik**, Marfiya, *with Distinction*  
**Thean**, Voon Yi, *with Distinction*  
**Thomas**, Matilda Meg Ingram, *with Distinction*  
**Withnall**, Charlotte Grace, *with Distinction*

#### **Master of International Relations**

**Beijen**, John Francis Alexander, *with Merit*  
**Li**, Weiyi  
**White**, Rachael Caitlin, *with Distinction*

**Master of Migration Studies****Hines**, Hector Roy, *with Merit***Master of Museum and Heritage Practice****Jacobsen**, Brittany Emma, *with Distinction***Pivac**, Sonia Therese, *with Distinction***Master of Philosophy, Politics and Economics****Humphrey**, Shannon, *with Merit***Judd**, Harriet Lochiel, *with Merit***Master of Political Science****Boyden**, Ruby Megan, *with Merit***Carter**, Rachel Isobel Anne, *with Distinction***Donovan**, Maggie Ann Gabrielle, *with Merit***Donovan**, Pem Michael Fraser, *with Merit***Doudney**, Isabel Margaret Firenze, *with Distinction***Evett**, Charlotte Anne, *with Merit***Pole**, Arjun Dominick Jan**Master of Strategic Studies****Bennett**, Simon Alan, *with Merit***Black**, Roger William, *with Merit***Brennan**, Gregory Paul, *with Merit***Bugala**, Monica Jane, *with Merit***Burrell**, Glen Frederick, *with Merit***Clark**, Brendon John, *with Merit***Clayton**, Brett Matthew, *with Distinction***Cox**, Jason Robert, *with Merit***Dao**, Minh Xuan, *with Merit***Esau**, Damian Karl, *with Merit***Green**, Caleb Stephen, *with Merit***Hayward**, Daniel Charles, *with Merit***Holland**, Angela, *with Merit***Hollock**, Patrick, *with Merit***Hume**, Emily Jane, *with Merit***Jayamohan**, Lavendra, *with Merit***Jones**, Zia Micheal Truman, *with Merit***Kim**, Sungyeol, *with Merit***Nugroho**, Febriyanto Adi, *with Merit***O'Connor**, Michael James, *with Merit***O'Rourke**, Adam Michael, *with Merit***Pannett**, Lee Avis, *with Distinction***Pevreal**, Rhys Desmond, *with Merit***Rerkpichai**, Kitichai, *with Merit***Rewharewha**, Corey, *with Merit***Savage**, Rebecca Elizabeth, *with Merit***Tay**, Nicholas Weizhe, *with Distinction***Tristram**, Matthew Richard, *with Distinction***White**, Alister John MacIver, *with Merit***Whitton**, Glendon Paul**Willett**, Andrew John, *with Merit***Bachelor of Arts with Honours****Enright**, Michaela Louise, *with Second Class Honours (first division) in Sociology***Laurysen**, Rebecca, *with First Class Honours in Sociology*

**Moltzen**, Minske, *with First Class Honours in Sociology*  
**Stephens**, Xandre Margaret, *with Second Class Honours (first division) in English*  
**Thomas-Milne**, Lily Maria, *with First Class Honours in English*  
**Tompsett**, Gillian Patricia, *with First Class Honours in History and Political Science*

#### **Bachelor of Music with Honours**

**Brown**, Arran Samuel, *with First Class Honours in Composition/Sonic Arts*  
**Gregory**, Isabella Scarlett Manser, *with First Class Honours in Classical Performance*  
**Scholes**, Harrison Dalibor, *with First Class Honours in Jazz Performance*

#### **Bachelor of Arts**

**Aitchison**, Islay May Ingram  
**Arbuckle**, Jack McLachlan Thomson  
**Avia**, Janielee Gabrielle  
**Bell**, Nicholas David  
**Berryman Assemahli**, Yasmeeen Briar  
**Bonniface**, Hannah Grace  
**Brodie**, Annie Ursula  
**Bryant**, Ella Jade Greene  
**Callaghan**, Mirren Joan Frances  
**Charlton**, Amanda Renee  
**Church**, Hannah Grace  
**Cooper**, Hayden Ray William  
**Cox**, Aimee Adeline  
**Crookston**, Amy Nona  
**Dalzell**, Thomas Jack William  
**Davies**, Savannah Rose  
**Devcich**, Tanner Reed  
**Diallo**, Kine Melinda  
**Dillon**, Frederick George  
**Dippie**, Charlotte Elizabeth  
**Doggett**, Alexandra Isobel  
**Donaldson-Nurse**, India Rose  
**Dougherty Billows**, Eva Estelle  
**Dussler**, Lukas Michael  
**Dwyer**, Rio Wyn  
**Eiloart**, Abi Shark  
**Eliason-Malden**, Deacon William  
**Featherstone-Wright**, Jason  
**Flanagan**, Dominic Michael  
**Fleming**, Annabel Loren  
**Fletcher**, Madelyne  
**Ford-Smith**, Sophie Jane  
**Fromow**, Jessica Kate  
**Gardenier**, Olivia Elizabeth Kerr  
**Gaskin**, Lucy Alice Christina  
**Gestro**, Jessica Taylor  
**Gibbons**, Elia Araya  
**Ginty**, Huhana May Carollyn  
**Goodwin**, Elle  
**Gosavi**, Janhavi Nilesh  
**Grant**, Meghan Christie  
**Green**, Nicole Marie  
**Grooby**, Alix Llana  
**Gunning**, Liam Jack  
**Hamill-Butterworth**, Georgia Louise  
**Helbick**, Maximillian Frederick

**Hensen**, Catherine Maria Francesca  
**Holland**, Peytyn Bronte  
**Howell**, Helen Beatrix  
**Hume**, Megan Paige Yip  
**Irvine**, Liam Michael  
**Jacobs**, Tremain James Ngawari  
**Jarden-Dillon**, Connor Benjamin  
**Jarvis**, Gabrielle Perillo  
**Jones**, Manawanui Huatahi  
**Keay**, Matthew James  
**Keel**, Emma Gillian  
**Kelsen**, Aidan John  
**Kerwin**, Jade Rose  
**Kettle**, Zak  
**Knott**, Amelia Rebecca Taumoepeau  
**Lahood**, Emma Jasmine  
**Lal**, Natasha  
**Lance**, Poppy Eva Pakinga  
**Laugesen**, Rosa Adrienne Helen  
**Lee**, Jae-Yu  
**Leupolu**, Henrietta  
**Lindsay**, Briar Anais Fleur  
**Lindsay**, Thomas St John Barclay  
**Love**, Reuben Isaac  
**Matthews**, Jaime Ann  
**McCarthy**, Annabel Rose  
**McCulloch**, Francesca Isabel  
**McCulloch**, Mia Briony  
**McKenna**, Sylvia Rose  
**McKenzie**, Peter Thomas Harcourt Willis  
**McLaren**, Sophie Annabel Mary  
**McNaughton**, Shannon Marie  
**McSweeney-Harte**, Simon David  
**Michalick**, Paige Jorja  
**Moananu**, Leni-Lia Shanaya  
**Mori**, Jessica Chloe  
**Morrison**, Kayla Morgan  
**Muir**, Grace Briana  
**Murdoch**, Benjamin Keith  
**Murphy**, Jordan Scott Taylor  
**Murray**, Luke Joshua  
**Murray**, Lyndon Carl  
**Naish**, Olivia Rose  
**Nana-Ahirao**, Alka Ruth Dwarka  
**Neho**, Lesley  
**Newton**, Thomas William Stone  
**Nikolaou**, Phoebe Colette  
**O'Connor**, Amellia Katlyn Margot  
**Osborne**, Amelia Alison Annie  
**Paddy**, Maya Alice  
**Partridge**, Emily Louise Edith  
**Pentecost**, Bella Elizabeth Townsend  
**Phillips**, Alyssa Lauren  
**Pruckmuller**, Robert John  
**Quintero Arango**, Luna Manuela  
**Reriti**, Zaris Johnathan Douglas  
**Roberts**, Eden Louise

**Robinson, Abby**  
**Rowell, Tabitha Mary**  
**Russell, Matthew Lee**  
**Rutherford-Busck, Stasia Thérèse,**  
**Sa'ena, Brooklyn Wakayama Saolele**  
**Sayegh, Olivia Jean**  
**Shiers, George**  
**Singh, Milan Kartar**  
**Smith, Jessica Rose**  
**Soedjanto, Nicholas Benjamin**  
**Somerfield, Anna Grace**  
**Stillwell, Maya Samantha**  
**Stocker, Harry Peter Hedley**  
**Stone, Amanda Grace**  
**Stone, Madeline Hannah**  
**Stuart, Abigail Lee**  
**Taumoepeau, Benjamin Maka**  
**Te One, Caitlin Kautarewa Burton**  
**Theodorou, Anastasia Maria**  
**Thomas-Milne, Lily Maria**  
**Tortise, Joshua David George**  
**Tuilaepa, Daunte Usoali'i Matyas**  
**Turner, Srinivasa Acarya**  
**Walsh, Nicola Amanda**  
**Watters, Liam Anthony Kidd**  
**Watts, Henry Hunter Palmer**  
**Weaver, Arabella Merlyn Watson**  
**Wechselblatt, Sophie Katherine**  
**Welte, Flora Alexandra**  
**Weren, Hamish Alexander**  
**Whipps, Jennifer**  
**White-Yule, Olive Isabella Molly**  
**Wilson Lawrence, Orewa Pae-ri-ora Kahu Houston**  
**Withnall, Charlotte Grace**  
**Withnall, Thomas Henry**  
**Wong, Katrina**  
**Wright, Tia Rose**  
**Zhou, Gavin Jia jing**

#### **Bachelor of Music**

**Brown, Arran Samuel**  
**Gregory, Isabella Scarlett Manser**  
**Hunt, Joshua Anthony**  
**Johns, Rory David**  
**McCulloch, Aidan Paul**  
**Scholes, Harrison Dalibor**

#### **Postgraduate Diploma in Museum and Heritage Practice**

**Wallace-Buckland, Ailish Jean**

#### **Graduate Diploma in Arts**

**Canales, Daniel Sebastian, *in Linguistics***  
**Holmstead-Morris, Claudia Puti, *in Film***

#### **Graduate Diploma in Music**

**Wickbom, Matilda**

**Diploma in University Studies (PP)**

**Fata Meafou-Brown**, Nofoaoefia

**Postgraduate Certificate in Communication**

**Rowe**, Charlotte Ellen

**Postgraduate Certificate in Indigenous Studies**

**Sander**, Stephanie May

**Postgraduate Certificate in Intercultural Communication and Applied Translation**

**Narayan**, Sunita Devi

**Graduate Certificate in Teaching English to Speakers of Other Languages**

**Calman-O'Donnell**, Dublin Cave

**Prince**, Hannah Mary

**Certificate in Deaf Studies**

**Cherrington**, Janey-Mei

**Curry**, Meren Amy

**Dawson**, Erica Elizabeth

**Fraser**, Julie Claire

**Harper**, Rebecca Joy

**Mason**, Judith

**Pinfold**, Raychel

**Rako**, Marjorie Rangimarie

**Roberts**, Janice Galang

**Rorison**, Stephanie Ann

**Russ**, Julianne Mary

**Stokell**, Joyce Mary-Ellen

**Storey**, Miiria Tanya

**Certificate of Proficiency in English**

**Benavides Mora**, Johana Andrea

**Jin**, Shuwen

**Qurusu**, Norma

**Wang**, Quanquan

## **FACULTY OF LAW**

**Master of International Trade**

**James**, Shitij Daniel, *with Merit*

**Thurlow**, Grace Elizabeth, *with Distinction*

**Master of Laws**

**Jones**, Simon Gareth, *with Merit*

**Ward**, Shannon Anne, *with Distinction*

**Bachelor of Laws with Honours**

**Cox**, Aimee Adeline, *with First Class Honours*

**Gordon**, Alexandra Sophia Watson, *with Second Class Honours (first division)*

**Hawley**, Georgia Kate Barnes, *with First Class Honours*

**Hensen**, Catherine Maria Francesca, *with First Class Honours*

**Kelly**, Peter Crellan, *with First Class Honours*

**Laugesen**, Rosa Adrienne Helen, *with First Class Honours*

**Lee**, Augustine Pei Ren, *with Second Class Honours (first division)*

**McKenzie**, Peter Thomas Harcourt Willis, *with First Class Honours*

**Parfitt**, Delaney Emma, *with First Class Honours*

**Stuart**, Abigail Lee, *with First Class Honours*  
**Wall**, Rosie Susan, *with First Class Honours*  
**Walsh**, Nicola Amanda, *with First Class Honours*  
**Wells**, Margaret Patricia, *with First Class Honours*

**Bachelor of Laws**

**Aitchison**, Islay May Ingram  
**Aitken**, Lachlan James Clark  
**Ashworth**, Catherine Rose  
**Avia**, Janielee Gabrielle  
**Brebner**, Johnny Lucky OHagan  
**Chalaron-Rogers**, Louise Margaret-Ann  
**Christian**, Amy St Clair  
**Connor**, Jack Oswin  
**Cosgrave**, Nicole Margaret  
**Dale**, Ashleigh Jane  
**Dekkers**, Jaymie Lee  
**Dillon**, Frederick George  
**Ellis**, Toby Konings  
**Ford-Smith**, Sophie Jane  
**Fontaine**, Emma Jane  
**Gaskin**, Lucy Alice Christina  
**Gibel**, Oliver Nils  
**Ginty**, Huhana May Carollyn  
**Glynn**, Joel James  
**Grant**, Meghan Christie  
**Gunning**, Liam Jack  
**Hennessy**, Ryan Emmett  
**Hermens**, Jordanna Raechelle  
**Holland**, Harry Glasson  
**Hollingworth**, Finn Alexander  
**Howell**, Helen Beatrix  
**Judd**, Courtney Nicole  
**Katsoulis**, Sophia  
**Keel**, Emma Gillian  
**Knott**, Amelia Rebecca Taumoepeau  
**Kotteri**, Dhruv  
**Lahood**, Emma Jasmine  
**Lamberton**, Thomas David  
**Lance**, Poppy Eva Pakinga  
**Maxwell**, Rianna Patrice  
**McDougall Moore**, Louie Romana  
**McEwen**, Alexia Paretaunu  
**McLaren**, Sophie Annabel Mary  
**Moller**, McKenzie Grace  
**Motley**, Julie Lynn  
**Murphy**, Jordan Scott Taylor  
**Nana-Ahirao**, Alka Ruth Dwarka  
**Nikolaou**, Phoebe Colette  
**O'Donnell**, Jaspa Rain  
**Osborne**, Amelia Alison Annie  
**Partridge**, Emily Louise Edith  
**Prasad**, Asha Lata  
**Purkiss**, Anna Prudence  
**Quintero Arango**, Luna Manuela  
**Quirke-Luping**, Catherine Sarah  
**Rennie**, Jordan Caroline

**Rodger, Harry Graham**  
**Sayegh, Olivia Jean**  
**Scott, Gracie Louise Shave**  
**Simperingham, Kate Emily**  
**Singh, Navroz**  
**Siriwardena, Nuwan Francis William**  
**Smith, Jessica Rose**  
**Soedjanto, Nicholas Benjamin**  
**Speight, Hannah Joy**  
**Stephen, Emma Kate**  
**Swan, Nicholas Charles**  
**Te, Anna Nicola Goldie**  
**Te One, Caitlin Kautarewa Burton**  
**van Zijl, Claudia Rose**  
**Vernon, Alexander Simon**  
**Walker, Simone Kathryn**  
**Watts, Henry Hunter Palmer**  
**Webley, Emma Kate**  
**Weren, Hamish Alexander**  
**Williams, Camryn Mahinarangi**

**Graduate Certificate in Law**  
**Mazuecos, Claudia Elizabeth**

## WELLINGTON FACULTY OF SCIENCE

### **Master of Biomedical Science**

**Allen, Patrick Samuel George, with Second Class Honours (first division)**  
**Lochhead, Abbigail Dianne, with First Class Honours**  
**Waldron, Nicole Jane, with First Class Honours**

### **Master of Climate Change Science and Policy**

**Aspell, Michaela Louise Antonietta, with Merit**  
**Barnett, Frances Rose, with Distinction**  
**Bogle, Sarah Jane, with Merit**  
**Brill, Hannah Michelle, with Merit**  
**Bryson, John Robert, with Merit**  
**Clemo, John Julian, with Distinction**  
**Coulton, Mary, with Merit**  
**Doyle Franklin, Alexandra Eva, with Merit**  
**Eaton, Jaime Isabella, with Merit**  
**Galloway, Amy Georgia, with Merit**  
**Halstead, Georgina Anne Horwood, with Distinction**  
**Holmes, Elizabeth Catherine, with Merit**  
**Leah, Caspian, with Merit**  
**Olivares Perez, Nicole Andrea, with Merit**  
**Pedraza, Aaron Paolo Ty, with Merit**  
**Power, Georgia Kate, with Merit**  
**Riches, Shayne Kerry, with Merit**  
**Riley, Hannah Elizabeth, with Distinction**  
**Shailaj, Mandira Prashant, with Merit**  
**Simmonds, Astrid Eila Isabella, with Merit**  
**Trayling, Natalie Fay, with Merit**  
**Van Nortwick, Sydney Erin, with Merit**  
**Vincent, Abby Rae Joseph, with Merit**

### **Master of Clinical Immunology**

**Ammanamanchi**, Anoochana Kameswari, *with Distinction*  
**Khairul Anuar**, Khairina Nur Ilyasa Binti, *with Distinction*  
**Porter**, Melemafi Ulu-kihe-lupe Tea Ve'a, *with Merit*  
**Renner**, Louis Luca, *with Distinction*  
**Ubaid**, Haisam Abdulla, *with Merit*  
**Zhao**, Gehui, *with Distinction*

**Master of Computer Science**

**Chen**, Jingjing, *with Merit*  
**Kuehn**, Keagan John, *with Merit*

**Master of Conservation Biology**

**Deacon**, Madeleine Rose, *with Distinction*  
**Long**, Winifred, *with Merit*  
**Rees**, Olivia Margaret, *with Merit*

**Master of Development Studies**

**McLeod**, Holly Judith, *with Distinction*  
**Payne**, Bridget Hannah, *with Distinction*

**Master of Drug Discovery and Development**

**Li**, Zhihao,

**Master of Environmental Science**

**Lund**, Katie Ryan, *with Merit*  
**Missen**, Jim Georgette, *with Merit*  
**Sanson**, Courtney Marie, *with Merit*  
**Standish**, Kate Lynette, *with Merit*  
**Stephenson**, Eleanor Jade, *with Distinction*

**Master of Environmental Studies**

**Dewar**, Cassidy Lilli, *with Merit*  
**Patterson**, Azura-Amy Victoria, *with Distinction*

**Master of Science**

**Allen**, Benjamin Peter, *with Distinction in Computer Graphics*  
**Bohanna**, Amber, *with Distinction in Mathematics*  
**Borzecki**, Joanna Daria, *in Geophysics*  
**Chafee**, Henry Emmett, *with Distinction in Cognitive and Behavioural Neuroscience*  
**Gaudin**, Lachlan Francis, *with Distinction in Chemistry*  
**Gjo**, Nan, *with First Class Honours in Cross-cultural Psychology*  
**Li**, Yiheng, *with Distinction in Computer Graphics*  
**Morse**, Henry James, *with First Class Honours in Ecological Restoration*  
**Wright**, Jade Ellen, *with Second Class Honours (first division) in Cognitive and Behavioural Neuroscience*

**Master of Science in Society**

**Brown**, Zoe Maria, *with Distinction*  
**Makan**, Ella, *with Merit*  
**Tuxford**, Tess Matilda, *with Distinction*  
**Zonneville**, Atom Sam, *with Merit*

**Bachelor of Science with Honours**

**Ansell**, Melanie Jane, *with First Class Honours in Psychology*  
**Bioletti**, Gabriel Alfred George, *with First Class Honours in Physics*  
**Chafee**, Henry Emmett, *with First Class Honours in Psychology*  
**Drown**, James John, *with Second Class Honours (first division) in Computer Graphics*  
**Mitlash**, Alisa, *with First Class Honours in Psychology*

Witt, Katherine Marie, *with First Class Honours in Psychology*

Yochay, Lily, *with First Class Honours in Geography*

**Bachelor of Biomedical Science**

Gibbs, Joshua John Campbell

Grooby, Alix Llana

Walcroft, Lachlan Scott Carter

**Bachelor of Science**

Ashworth, Catherine Rose

Barber, Walter James Barnett

Beiert, Lara Elisabeth

Bell, Nicholas David

Betailouloux, Elisabeth

Blaikie-Salkeld, Chantal Drew

Braun, Regan Tate

Bryant, Benjamin Michael

Cam, Grace Liwen

Cheng, Yiyao

Dahal, Mamata

DaRocha, Maria Olinda

Darrah, Benjamin Fletcher Cole

Dudley, Lauren Beth

Edwards, Hamish Ross Mckenzie

Ford, Courtney Louise

Jacobs, Scott Russell

Jin, Shuwen

Kaur, Manmeet

Kim, Seung Hyun

Knox Streader, Lewis John

Leins, Ford Olaf

Loader, Tahiwī Tuahinekore Yian Depp

Lockwood, Shelby Olivia

Mahasuriya, Rahul Pranay

Malata, Laurence Vincent Caras

Mazey, Simon Alexander

Miller, Samuel Joseph

Morgan, Tasneem

Ngo, James Sam Caughey

Nilsen, Bree Ranea

Payne, Maya Sylvia Djana Power

Pratt, Alanah Rose Keely

Redstall, Jesse Flynn

Reynecke, Amy Kathleen

Rodger, Harry Graham

Scott, Benjamin Joseph

Scott, Gracie Louise Shave

Sharma, Sushil

Speight, Hannah Joy

Stephens, Ella Rose

Summers, Hannah Catherine Shirley

Swe, Pwint Mon

Tamasese, Damien Joshua

Taylor, Rebecca Elizabeth

Uchida, Arisa

van Zijl, Claudia Rose

Wall, Rosie Susan

**Weir**, Jesse Piataruhi Grace  
**Wijeratne**, Pintheruralalage Don Joseph Ruvindu Shanel  
**Wilkin**, James Shaun  
**Woodward**, Carrie Fiona

**Graduate Diploma in Science**

**Gunn**, Robert John Henry Mathias, *in Geography*

**Agenda Item 14**

**Speaker – Mr Dougal McNeill, Tertiary Education Union, VUW Branch**

**To receive:** an oral report from Mr Dougal McNeill, Tertiary Education Union, VUW Branch President.

**To resolve:** **that the oral report from Mr Dougal McNeill, Tertiary Education Union, VUW Branch President be noted.**

Agenda Item 15

**Resolution to exclude the public**

**To receive:** a recommendation that certain items be taken with the public excluded (document VUWC 22/48).

**To resolve:** 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 16-30. 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:

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
	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.	
<b>16. Minutes of previous meeting held on 21 March 2022</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
<b>17. Safety, Health &amp; Wellbeing report</b>	s 9(2)(a) and s 9(2)(b)(ii)	LGOIMA s48(1)(a)(ii)
<b>18. Chancellor’s report</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
<b>19. Acting Vice-Chancellor’s report</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>20. Financial report to 31 March 2022</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>21. Q1 2022 Annual Management plan report</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>22. Projects’ prioritisation</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>23. Naming</b>	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
<b>24. Retrospective awarding of a qualification</b>	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
<b>25. Rescinding and re-awarding of a qualification</b>	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
<b>26. AQA Academic Audit</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>27. Academic Board minutes, meeting held 12 March 2022</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)

<b>28. Quarterly report on Student Recruitment and Marketing</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>29. Fale Male Trust – stakeholder update</b>	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
<b>30. Council only time</b>	s 9(2)(a)	

**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.**

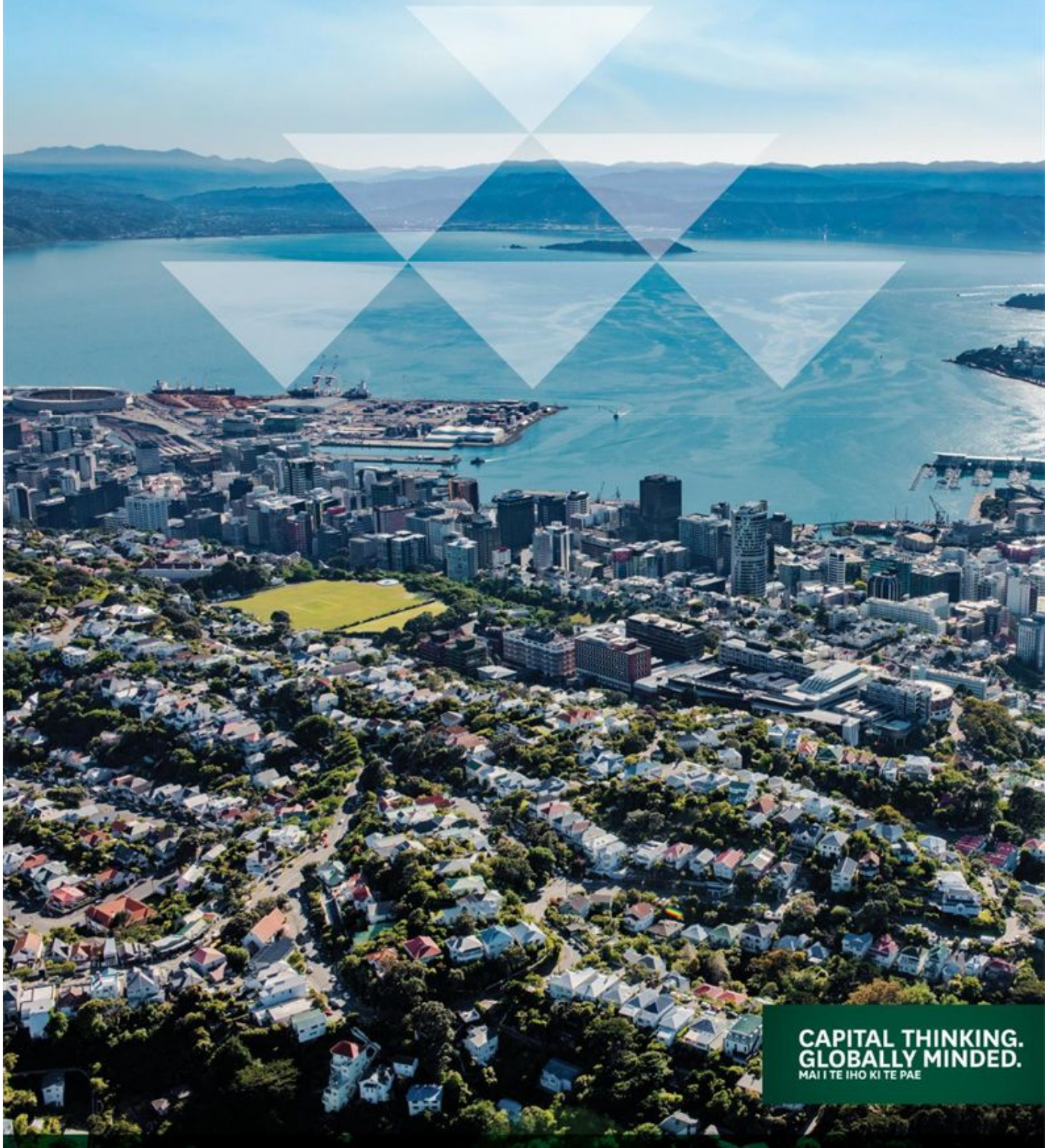
- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 30, because of their knowledge of the relevant matters identified above which will be of assistance 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 and Training Act 2020 and can be summarised as follows:

#### ***Functions of Council (section 280)***

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

#### ***Powers of Council (section 283)***

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

#### ***Duties of Council (section 281)***

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

### ***Management of the University***

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

### ***Council composition and mix***

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

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

Updated on 18 December 2021

The Vice-Chancellor was reappointed to a term from 1 March 2019 to 31 December 2022, in August 2021 he announced his intention to retire as at 4 March 2022. An Acting Vice-Chancellor has been appointed from 5 March 2022 until such time as a new Vice-Chancellor is recruited and takes up the role.

The Minister of Education appoints four Council members and Council appoints eight (including the Vice-Chancellor). The Nominations Panel oversees the appointments process of the three external members. The Returning Officer and Secretary to Council conducts elections to determine two staff representatives and two student representatives.

### ***Chancellor and Pro-Chancellor***

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

### ***Secretary to Council***

The Secretary to Council is responsible for ensuring that Council procedures are followed, that the applicable rules and regulations for the conduct of the affairs of Council are complied with and that Council is efficiently managed.

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

### ***Vice-Chancellor***

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

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

### ***Council procedures***

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

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

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

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

### ***Council committees***

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

Council has four standing committees, namely the Audit and Risk, Finance, Te Aka Matua (Māori Advisory), and Human Resources committees. Two other committees, the Victoria Honours Committee and the Nominations Panel meet as and when required. In 2020 a VC appointment Committee was formed and will disband when the appointment of a new VC is completed. 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.

Updated on 18 December 2021

***Induction of new members***

An induction programme is run for all new Council members, to ensure that all Council members have a good understanding of the University and the environment in which it operates. As part of the programme, members receive essential Council and University information, meet key management and visit the University's facilities.

***Members' remuneration***

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

<b>Executive summary .....</b>	<b>3</b>
<b>1 Introduction to this manual.....</b>	<b>7</b>
1.1 Context.....	7
1.2 Purpose of this manual .....	7
1.3 Manual ownership .....	7
1.4 Distribution .....	8
<b>2 TE HERENGA WAKA Victoria University of Wellington.....</b>	<b>9</b>
2.1 History and current operations .....	9
2.2 University, subsidiaries and controlled enterprises .....	9
<b>3 Council overview.....</b>	<b>10</b>
3.1 Treaty of Waitangi commitments.....	10
3.2 Council's role and responsibilities .....	10
3.3 Strategy .....	13
3.4 Legislation .....	14
3.5 Other key governance material .....	14
<b>4 Council organisation .....</b>	<b>16</b>
4.1 Council composition .....	16
4.2 The Nominations Panel oversees the appointments process for the three positions appointed directly by Council. ....	17
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. ....	17
4.4 The Vice-Chancellor is appointed <i>ex officio</i> for the length of his/her employment contract. ....	17
4.5 Chancellor and Pro-Chancellor (Chair and Deputy Chair).....	17
4.6 Officers of Council.....	18
4.7 Council committees.....	18
4.8 Academic Board .....	21
4.9 Vice-Chancellor .....	21
4.10 Secretary to Council.....	21
4.11 General Counsel .....	22
<b>5 Council processes and procedures .....</b>	<b>23</b>
5.1 Annual work programme .....	23
5.2 Items for Council consideration.....	24
5.3 Interactions with University staff.....	24
5.4 Dealing with disruptions by members of the public.....	24
<b>6 Other guidance for Council members.....</b>	<b>25</b>
6.1 Induction.....	25
6.2 Individual roles and responsibilities .....	25
6.3 Fees, allowances and travel costs .....	25
6.4 Insurance.....	25
6.5 Independent professional advice .....	26
6.6 Information access and technology .....	26
6.7 Physical security on campus.....	27
6.8 Self-evaluation.....	27
6.9 Training and development.....	27
6.10 Declarations .....	27
6.11 Where to get more information.....	27
<b>Appendices.....</b>	<b>28</b>
Appendix A – Other relevant publications and information .....	28
Appendix B – Additional papers provided to Council members only .....	29

## 1 INTRODUCTION TO THIS MANUAL

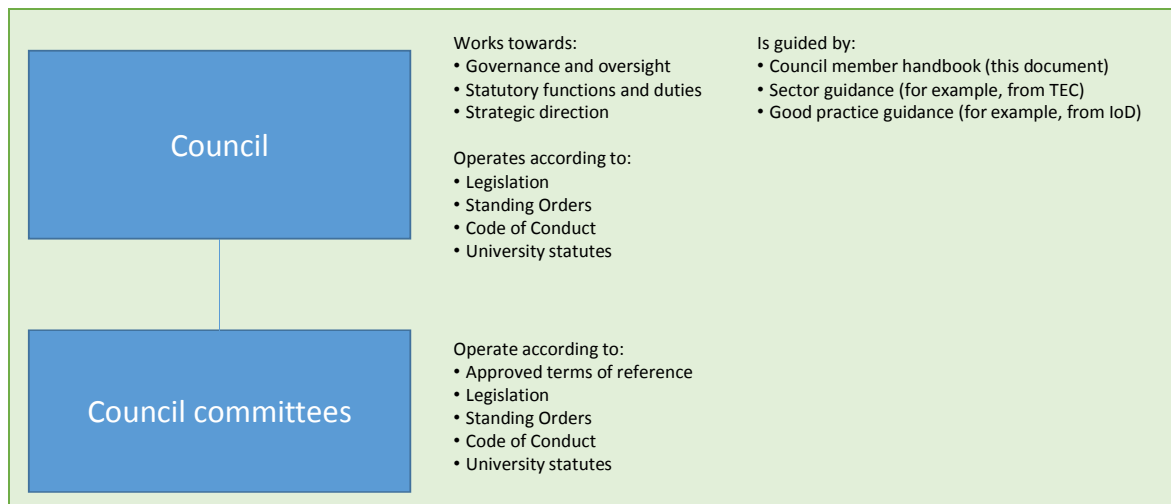
This section provides a brief introduction to this manual.

### 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.

Updated on 18 December 2021

## 1.4 Distribution

This manual is expected to be made available to:

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

## 2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

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

### History and current operations

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

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

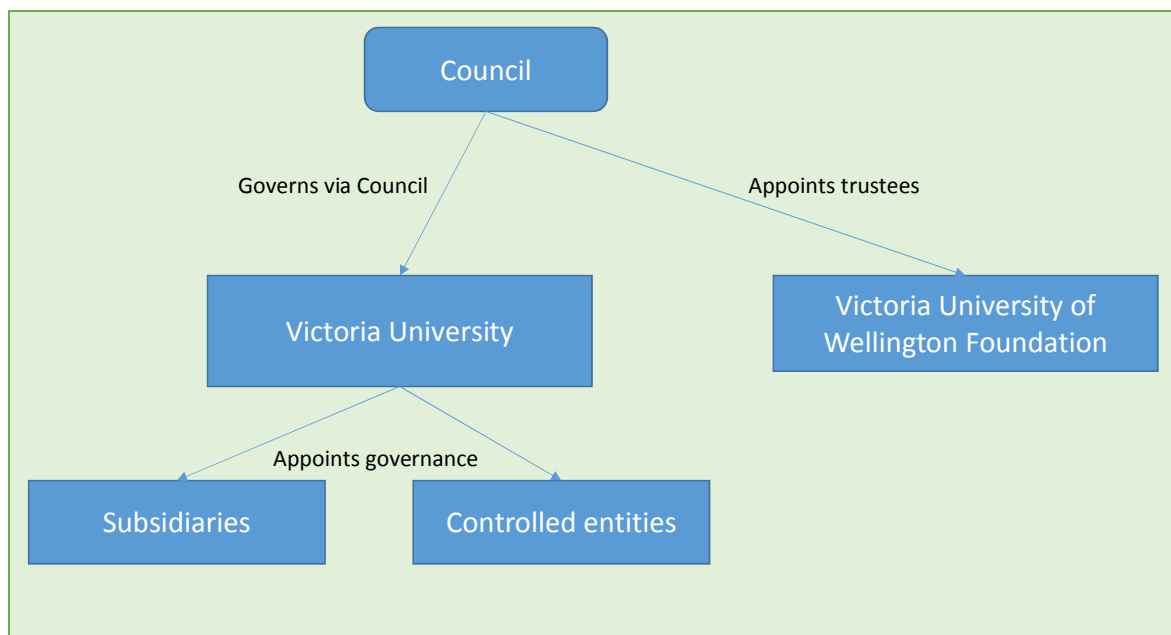
### 2.1 University, subsidiaries and controlled enterprises

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

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

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

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



### 3 COUNCIL OVERVIEW

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

#### 3.1 Treaty of Waitangi commitments

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

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

#### 3.2 Council's role and responsibilities

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

##### 3.2.1 Functions of Council (section 280)

Council's functions are:

**280 Functions of councils**

*The functions of an institution's council are—*

- (a) to appoint a chief executive in accordance with the [\[Public Service Act 2020\]](#), and to monitor and evaluate the chief executive's performance:*
- (b) to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:*
- (c) if the institution has a plan,—*
  - (i) to ensure that the institution is managed in accordance with that plan; and*
  - (ii) to determine policies to implement that plan:*
- (d) to determine, subject to the [\[Public Service Act 2020\]](#), the policies of the institution in relation to the management of its affairs:*
- (e) to undertake planning relating to the institution's long-term strategic direction.*

### 3.2.2 Powers (283)

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

<b>283 Powers of councils</b>	
(1)	An institution's council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.
(2)	Except where they are exercised by delegation under this Act, the following powers of an institution may be exercised only by its council:
(a)	to provide courses of study or training, admit students (including by discretion and ad eundem statum) and grant awards:
(b)	to grant fellowships, scholarships, bursaries, or prizes:
(c)	to authorise the making of grants or loans out of the money of the institution to the chief executive, to members of the staff or students of the institution, or to any association of staff or students, on the terms and conditions that the council thinks fit and guarantee loans made by other persons to the chief executive or members of the staff of the institution for housing purposes:
(d)	to accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:
(e)	to agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class:
(f)	to agree to the incorporation in the institution of another institution or other institutions, whether of the same class as itself or a different class from itself:
(g)	to arrange for the manufacture of, and distribution of (whether by way of sale or otherwise), any article or thing bearing a mark, symbol, or writing that is associated with the institution:
(h)	to arrange for the provision of (whether by sale or otherwise) goods and services to staff or students of the institution or other persons using, or otherwise attending at, facilities of the institution:
(i)	to prescribe fees payable by students of the institution or any of them:
(j)	to establish bodies within the institution to give advice to the council:
(k)	to do anything incidental to the exercise of any of the preceding powers.
(3)	Subsection (2)(e) and (f) does not apply to [Te Pūkenga—New Zealand Institute of Skills and Technology's] council.
(4)	An institution's council has the power to appoint committees consisting of the persons, whether or not members of the council, that the council determines to exercise the powers that are delegated to them under section 285 and the powers that are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.

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

Updated on 18 December 2021

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	
<b>Academic</b>	
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	
<b>Finance and Contracts</b>	
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 281)

The duties of Council are:

#### **281 Duties of councils**

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

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

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

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

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

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

## 3.3 Strategy

### 3.3.1 Strategic Plan

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

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

Updated on 18 December 2021

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](https://www.wgtn.ac.nz/_data/assets/pdf_file/0005/1791824/strategic-plan-2020-2024.pdf).

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

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

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

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

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

## **3.4 Legislation**

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

The primary items of legislation directing the University are:

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

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

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

## **3.5 Other key governance material**

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

### **3.5.1 Standing Orders**

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

### **3.5.2 Council Code of Conduct**

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

Updated on 18 December 2021

### 3.5.3 Investment Plan

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

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

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

### 3.5.4 Annual Budget

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

### 3.5.5 Annual Report

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

### 3.5.6 Council statutes

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

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

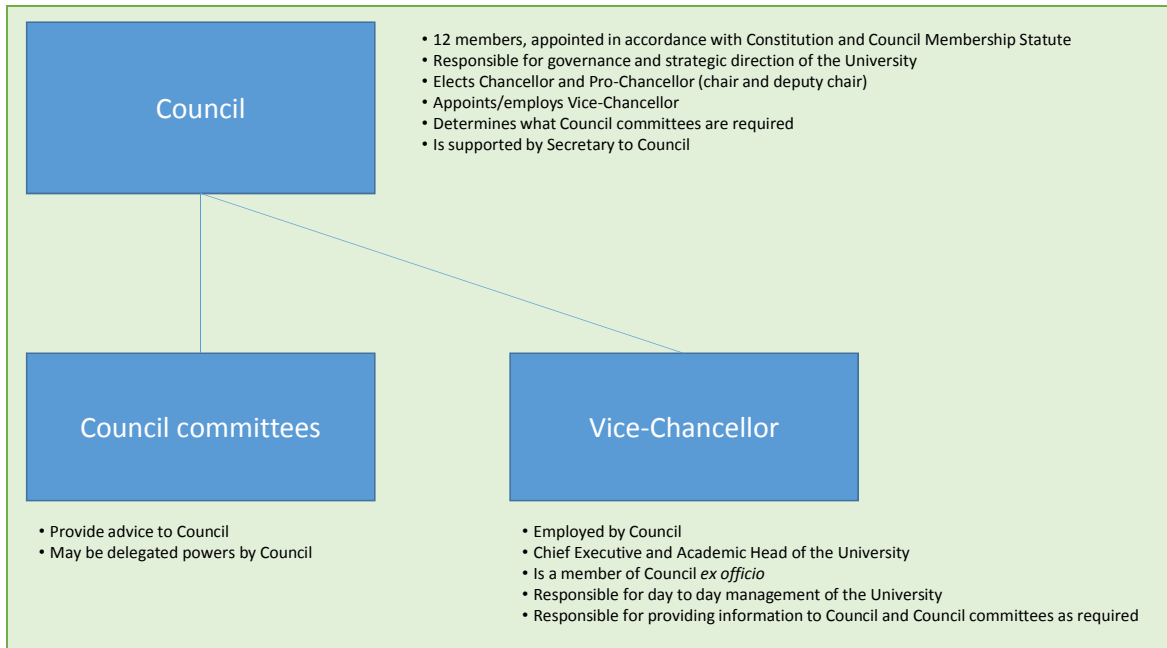
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

### 3.5.7 Delegations

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

## 4 COUNCIL ORGANISATION

*This section sets out how Council organises itself.*



### 4.1 Council composition

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

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

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

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

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

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

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

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

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

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

**4.5.1 Chancellor**

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

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

The Chancellor:

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

**4.5.2 Pro-Chancellor**

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

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

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

The Pro-Chancellor:

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

**4.5.3 Election process**

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

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

Updated on 18 December 2021

The election process normally followed is:

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

## 4.6 Officers of Council

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

## 4.7 Council committees

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

The committee structure is as follows:

### **Permanent committees**

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

### **Special purpose committees**

- Victoria Honours Committee; and
- Nominations Panel.
- Vice-Chancellor Appointment Committee

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
<b>Finance</b>	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
<b>Audit and Risk</b>	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
<b>Te Aka Matua – Māori Advisory committee</b>	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 Taurira student members
<b>Human resources (HR) committee</b>	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
<b>Victoria Honours committee</b>	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
<b>Nominations Panel</b>	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
<b>VC Appointment Committee</b>	To assist Council in appointing a new Vice-Chancellor as defined by the Terms of Reference	As required	Chancellor Pro Chancellor Chair of Te Aka Matua Committee Student Member of Council Staff Member of Council

Updated on 18 December 2021



## 4.8 Academic Board

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

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

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

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

## 4.9 Vice-Chancellor

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

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

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

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

### **Accountability of Vice-Chancellor to Council**

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

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

## 4.10 Secretary to Council

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

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

The role of the Secretary includes:

- Working closely with the Chancellor to 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;

Updated on 18 December 2021

- 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**

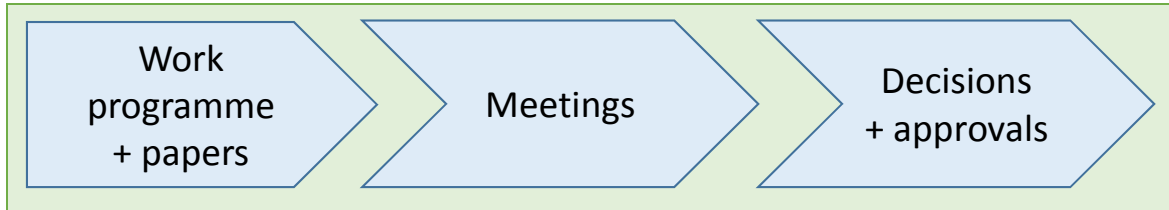
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

- 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.

Updated on 18 December 2021

## 5.2 Items for Council consideration

### 5.2.1 Agenda

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

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

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

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

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

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

### 5.2.2 Council papers

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

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

## 5.3 Interactions with University staff

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

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

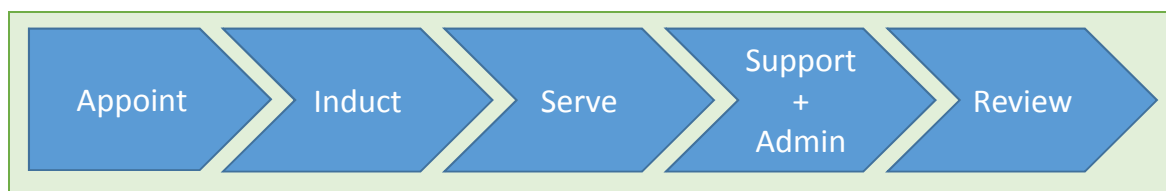
If University staff are approached directly by Council members, they are expected to advise their manager, who in turn may redirect the request to the Vice-Chancellor's Office.

## 5.4 Dealing with disruptions by members of the public

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

## 6 OTHER GUIDANCE FOR COUNCIL MEMBERS

*This section addresses other topics relevant to Council members.*



### 6.1 Induction

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

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

The induction programme ensures that:

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

### 6.2 Individual roles and responsibilities

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

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

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

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

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

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

### 6.3 Fees, allowances and travel costs

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

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

### 6.4 Insurance

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

Updated on 18 December 2021

#### **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 277 of the Education and Training Act 2020 or section 16 of the Charities Act 2005 (for example as an undischarged bankrupt); and
  - The person agrees to comply with Council's Standing Orders and Code of Conduct.

The Secretary to Council arranges the completion of these declarations.

## 6.11 Where to get more information

More information may be obtained from:

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

## Appendices

### Appendix A – Other relevant publications and information

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

Updated on 18 December 2021

## 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
<b>Meeting schedule</b>	Schedule setting out the timetable of Council and committee meetings
<b>Work programme</b>	Schedule setting out the particular topics to be considered by Council across the year
<b>Council member contact list</b>	Details of Council members' contact details



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## Te Tiriti o Waitangi Statute

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### 1. Purpose

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

### 2. Application of Statute

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

### Statute Content

### 3. Principles

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

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

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

### **Related Documents and Information**

#### **4. Related Documents**

[Education and Training Act 2020](#)

[Treaty of Waitangi](#)

#### **5. Document Management and Control**

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

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## Standing Orders of Council

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### Introduction

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

### Interpretation

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

### Definitions

In these Standing Orders:

**Chancellor** means the Chairperson of Council

**Council** means the Council of the University

**EA** means the Education and Training Act 2020

**LGOIMA** means the Local Government Official Information and Meetings Act 1987

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

**Pro-Chancellor** means the Deputy Chairperson of Council

**Secretary** means the Secretary to Council

**University** means Victoria University of Wellington

**Vice-Chancellor** means the Chief Executive of the University

### Meetings

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

### Quorum

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

### Notice of meeting

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

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

### **Chancellor and Pro-Chancellor**

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

### **Attendance**

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

### **Conflicts of interest**

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

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

## **Voting**

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

## **Business**

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

## Procedures

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

## Admission of media and public

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

## Committees and delegation of powers

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

## Minutes

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

## Alteration of Standing Orders

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

## Suspension of Standing Orders

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

### **Review of Standing Orders**

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

# Code of Conduct

## Council of Victoria University of Wellington

### Purpose of the Code

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

### Code of Conduct for Council Members

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

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

### Breach of Duties or the Code

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

#### Schedule 11

##### 10 Individual duties of council members

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

(a) must—

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

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

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

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

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

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

(3) This subclause applies to information that—

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

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

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## Audit and Risk Committee

### Terms of reference

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#### 1 Introduction

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

#### 2 Purpose and responsibilities

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

2.2 The scope of the Committee is outlined below.

##### 2.3 Strategic and Operational Risk

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

##### 2.4 Health and Safety

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

##### 2.5 External Audit

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

##### 2.6 Internal Audit

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

##### 2.7 Statutory Financial Reporting

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

##### 2.8 Legislative Compliance

- a) Legislative compliance policy.

- b) Annual legislative compliance status report.

## 2.9 Independence

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

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

## 2.10 General

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

## 3 Authority

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

## 4 Membership

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

## 5 Meetings

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

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

## **6 Information and reporting**

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

## **7 Review**

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

## **8 Key dates**

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

## **9 Delegation by Council**

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

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Finance Committee

### Terms of reference

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#### 1 Introduction

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

#### 2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to financial planning, capital management and financial performance.
- 2.2 The Committee will review the areas listed below, provide feedback to management and to Council.
- 2.3 **Financial planning**
  - a) Long term financial and capital plans to support the Strategic Plan.
  - b) The business plan, budget and statutory Investment Plan.
  - c) Business cases for major investments.
- 2.4 **Capital management**
  - a) Treasury policy
  - b) Funding strategy
  - c) New funding facilities and/or transactions outside the Vice-Chancellor's delegated authority
- 2.5 **Financial performance**
  - a) Periodic review of business performance<sup>1</sup> 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.

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<sup>1</sup> Includes performance versus budget

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

## 5 Meetings

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

## 6 Information and reporting

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

## 7 Review

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

## 8 Key dates

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

## **9 Delegation by Council**

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

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## **Te Aka Matua Kōmiti – Māori Advisory Committee**

### **Terms of reference**

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#### **1 Introduction**

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

#### **2 Purpose and responsibilities**

- 2.1 The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to Māori.
- 2.2 The committee will monitor and provide feedback to management and Council on the areas listed below:
- Meeting Victoria's Treaty obligations.
  - Long term vision and strategic planning for Māori at Victoria.
  - Resourcing of the university's Māori programming.
  - Differentiation (comparison with other universities, both domestically and internationally).
  - 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:
- Māori student recruitment, retention and achievement;
  - Māori human resource issues including staff capacity; and
  - 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:
- The Chancellor;
  - The Pro-Chancellor;
  - The Vice-Chancellor;
  - The Deputy Vice-Chancellor (Māori);
  - Up to two other members of Council;
  - 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
  - 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 285(1) of the Education and Training Act 2020, Council delegates to the Te Aka Matua Kōmiti – Māori Advisory Committee all functions and powers necessary to discharge its responsibilities in accordance with these terms of reference.

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Victoria Honours Committee

### Terms of reference

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## 1 Introduction

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

## 2 Purpose and responsibilities

2.1 The purpose of the Committee is to:

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

## 3 Authority

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

## 4 Membership

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

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

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

## 5 Meetings

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

## 6 Information and reporting

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

## 7 Review

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

## 8 Key dates

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

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

## 9 Delegation by Council

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

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Council People and Culture Committee

### Terms of reference

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#### 1 Introduction

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

#### 2 Purpose and responsibilities

The Committee shall assist Council to meet its responsibilities to:

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

#### 3 Authority

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

#### 4 Membership

- 4.1 The membership of the Committee will be as follows:
  - a) The Chancellor (Chair)
  - b) The Pro-Chancellor

c) Up to two lay members of Council

- 4.2 The Committee Chair will be the Chancellor or such other member of the Committee appointed as Chair by the Council.

## **5 Meetings**

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

## **6 Information and reporting**

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

## **7 Review**

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

## **8 Key Dates**

- 8.1 These terms of reference were approved on: 14 February 2022 by Council  
These terms of reference take effect from: 14 February 2022

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## Council People and Culture Committee

### Terms of reference

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#### 9 Delegation by Council

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

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Nominations Panel

### Terms of reference

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#### 1 Introduction

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

#### 2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to make recommendations to Council on its membership in accordance with the Council Membership Statute.
- 2.2 In particular, the Nominations Panel is responsible for:
- identifying and recommending to Council suitable candidates to fill Council vacancies as and when they arise;
  - 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
  - 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:
- The Chancellor (or the Pro-Chancellor where the person holding office as Chancellor is being considered for recommendation)
  - 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
  - a member of the University's professional staff appointed by Council for a term of up to four years
  - the President of the Victoria University of Wellington Students' Association (or nominee);
  - a person appointed by Council on the nomination of Te Aka Matua for a term of up to four years
  - the Vice-Chancellor;
  - up to 2 external members appointed by the Council for a term of up to four years
- 4.2 The Panel will be chaired by the Chancellor (or Pro-Chancellor if the person holding office as Chancellor is being considered for recommendation)

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

## **5 Meetings**

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

## **6 Information and reporting**

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

## **7 Review**

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

## **8 Key dates**

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

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

## **9 Delegation by Council**

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

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_