



MEETING OF  
COUNCIL

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ORDER PAPER AND DOCUMENTS

- PUBLIC -

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9.00 AM, MONDAY, 6 MAY 2024  
COUNCIL CHAMBER, LEVEL 2,  
HUNTER BUILDING

## COUNCIL

Order paper for the meeting to be held in the  
Council Chamber, Level 2, Hunter Building, Kelburn Campus and/or  
via Zoom videoconference  
**at 9.00 am on Monday, 6 May 2024**

### PUBLIC BUSINESS

9.00 am*	<b>Karakia</b>		
<i>*All timing approximate</i>	1. Welcome and Apologies		<i>Chancellor</i>
	2. Disclosure of Interests		<i>Chancellor</i>
	<b>Procedural items</b>		
9.05 am	3. Council Minutes, meeting held 25 March 2024		<i>Chancellor</i>
	<b>Items for Discussion</b>		
9.10 am	4. Report from the Chancellor	VUWC 24/39	<i>Chancellor</i>
	5. Report from the Vice-Chancellor	VUWC 24/40	<i>Vice-Chancellor</i>
9.15 am	6. Financial report to 31 March 2024	VUWC 24/41	<i>Acting CFO</i>
	<b>Items for Approval</b>		
9.20 am	7. Conferment of Qualifications	VUWC 24/42	<i>Chancellor</i>
	8. Ki Te Rā - Student Wellbeing Outcomes Framework	VUWC 24/43	<i>DVC, Students</i>
	9. Honorary Degrees and Hunter Fellowships Statute	VUWC 24/44	<i>Chancellor</i>
	10. Proposal to Repeal the Library statute	VUWC 24/45	<i>DVC, Academic</i>
	<b>Items for Noting</b>		
9.30 am	11. DVC, Māori - update to Council	VUWC 24/46	<i>DVC, M&amp;E</i>
	12. Foundation Annual Accounts	VUWC 24/47	<i>DVC, M&amp;E</i>
9.50 am	13. Research Annual reports:	VUWC 24/48	<i>DVC, Research</i>
	• Research Committee		
	• Animal Ethics Committee		
	14. Committee and Academic Board minutes:		<i>Committee and Academic Board Chairs</i>
	• Academic Board, 16 April 2024		
	• Finance Committee, 22 April 2024		
	15. Forthcoming Events and next Council meeting	VUWC 24/49	<i>Chancellor</i>
10.00 am	16. <b>Speaker:</b> Professor Bryony James, Women in Leadership	Oral report	<i>Provost</i>
	<b>Procedural Item</b>		
10.10 am	17. Resolution to Exclude the Public	VUWC 24/50	<i>Chancellor</i>
10.10 am	<i>Adjourn for morning tea</i>		
Attached	<b>Governing Documents</b> Council Manual, Standing Orders/Code of Conduct, Te Tiriti o Waitangi Statute/Committee ToR		

**Karakia**

## **Agenda Item 1**

### **Welcome/Acknowledgements/Apologies**

- To:**
- a) Welcome
  - b) Acknowledge
  - c) Note any apologies

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

## **Agenda Item 2**

### **Disclosure of Interests**

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

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

**To consider:**

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

<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>	WellingtonNZ	Chief Executive	1 June 2020		
	Koi Tu, Centre for Informed Futures at Auckland University	Board Member	2 May 2020		
	Wellington Uni-Professional	Director	August 2020		
	Creative HQ (Holding Co Wellington Regional Economic Development Agency Limited)	Director	June 2020		
	National Music Centre Collaborative Governance Group (CGG)	Non-voting Chair	July 2022		
	Victoria University of Wellington Foundation Board of Trustees	Trustee	January 2022		
	Barnardos NZ	Chair	31 Aug 2023		
	University Advisory Group	Panel member	15 April 2024		
<b>Richard Arnold</b>	Tertiary Education Union	Member	2001		
<b>William Bell-Purchas</b>	Parliamentary Services	Employee	28.11.22		
	New Zealand Labour Party	Member	11.02.22		
	E tū Union	Member	19.09.22		
	Living Wage Movement	Volunteer	26.05.22		
<b>Brigitte Bönisch-Brednich</b>	Nil				
<b>Pania Gray</b>	Kororā Consulting	Managing Director	August 2010	Ongoing	
	New Zealand Qualifications Authority	Deputy Chair	October 2021	Oct 2024	
	New Zealand Film Commission	Board Member	Feb 2020	Oct 2024	
	Education Services Limited	Board Member	July 2014	July 2024	
	Te M āt āwai Audit & Risk Committee	Independent Member	August 2019	Ongoing	
	Ministry of Health Risk & Assurance Committee	Independent Member	Nov 2021	June 2024	
	Te Wānanga o Raukawa	Part-time student	2021	Ongoing	
	Te Herenga Waka, son is a student in 2024		2020	2024	
<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	Trustee	15/2/21		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
Alan Judge cont.	Maxwell Fernie Trust	Trustee	21/3/21		
David McLean	Bibi McLean Trustee Limited	Trustee	17.9.19		
	Kiwi Group Capital Ltd	Chair/Director	23.11.22		
	KiwiRail Holdings Ltd	Chair	1.1.22		
	NACEW	Member	18.11.19		
	NZ Railways Corporation	Chair	1.1.22		
Kelly Mitchell	Youth Movement Fund, Aotearoa	Committee member	1.2.22		
	Tertiary Education Union	Member	1.2.22		
	Green Party of Aotearoa New Zealand	Member	1.3.22		
Cath Nesus	Nesus & Associates	Director	1.2.04		
Nic Smith	Queensland University of Technology	Adjunct Professor	1.9.2022		
	University of Auckland	Visiting Professor	24.3.2020		
	Victoria University of Wellington Foundation Board	Trustee	16.1.2023		
Maryan Street	KiwiRail Holdings Ltd	Director	7.7.22		
James Te Puni	Barnados NZ Board	Member	Nov 2015		
	Te Ahuru Mowai*	Kaiwhakahaere Matua/CEO	Mar 2020		
	<i>*Te Ahuru Mowai is involved in a research partnership with Te Herenga Waka funded by MBIE providing solar energy technology to 20 homes in Porirua</i>		Sep 2022		
	Waikanae Christian Holiday Park	Trustee	March 2021		
	Titahi Ltd	Director and Shareholder	March 2021		
	Switched On Group	Director	Nov 2021		

### **Agenda Item 3**

#### **Council Minutes, Meeting held 25 March 2024**

**To receive:** the public Minutes of the Meeting of Council held 25 March 2024.

**To resolve:** that the Minutes of the Meeting of Council held on 25 March 2024 be approved.





## COUNCIL

**Minutes of the Council Meeting held on Monday, 25 March 2024  
in the Council Chamber, Level 2, Hunter Building and via Zoom  
from 9.00 am to 3.15 pm**

**PRESENT:**

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

**APOLOGY:**

Ms Cath Nesus

**IN ATTENDANCE:**

Ms Jackie Anderson, Acting General Counsel  
Dr Leon Bakker, Director, Strategy & Planning  
Dr Logan Bannister, Deputy Vice-Chancellor, Students  
Mr Mark Daldorf, Director, People & Capability  
Mr Brendan Eckert, Acting Chief Financial Officer  
Ms Katherine Edmond, Director, Communications  
Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori and Engagement  
Professor Bryony James, Provost  
Mr Clinton Jenkins, Associate Director, Planning and Performance Management  
Mr Simon Johnson, Acting Director, Campus Operations  
Dame Winnie Laban, Assistant Vice-Chancellor, Pasifika  
Ms Te Waikamihi Lambert, Ngāi Tauira Co-President  
Professor Robyn Longhurst, Deputy Vice-Chancellor, Academic  
Mr Reece Moors, Director, Office of the Vice-Chancellor  
Mr Aaron Nonoa, Manager, Pasifika Student Success  
Ms Marcail Parkinson, VUWSA President  
Mrs Rachel Scott, Risk & Assurance Lead  
Ms Pelesa Semu, Senior Adviser to the Assistant Vice-Chancellor, Pasifika  
Ms Tina Wakefield, Chief Operating Officer

**INVITED GUESTS:**

TEC

## 24.27 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

- Noted:**
- 1 that Mr James Te Puni led the Karakia.
  - 2 that Mr Allen welcomed all to the meeting and acknowledged Professor Richard Arnold who attended via Zoom.
  - 3 that Professor Robyn Longhurst, the new Deputy Vice-Chancellor, Academic, was warmly welcomed to her first Council meeting.
  - 4 that an apology was received from Ms Cath Nesus.

**Resolved:** that the apology from Ms Cath Nesus be sustained.

Street/Gray  
Carried  
240026

## 24.28 DECLARATIONS AND DISCLOSURE OF INTERESTS

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

- Noted:**
- 1 that there were no further disclosures of interest since the release of the meeting documentation.
  - 2 that Council members were reminded to advise the Secretary to Council of any changes to their disclosure of interests listing between meetings.
  - 3 that for item-specific disclosures, the Chancellor asked that Council members alert him at the time.

## 24.29 COUNCIL MINUTES, MEETING HELD 12 FEBRUARY 2024

**Received:** the public Minutes of the meeting of Council held 12 February 2024.

**Resolved:** that the public Minutes of the meeting of Council held on 12 February 2024 be approved.

McLean/Bönisch-Brednich  
Carried  
240027

## 24.30 REPORT FROM THE CHANCELLOR

**Received:** a Council paper from the Chancellor, Mr John Allen, dated 18 March 2024 (document VUWC 24/10).

- Noted:**
- 1 that the report was taken as read.
  - 2 that the University appears to be in good spirits after the challenges of 2023 with a notable positive shift in mood. This is underpinned by the return of students to campus bringing an energy and vitality that has been sorely missed over recent years.
  - 3 that the positive enrolment picture the University has achieved for Trimester One and the work underway to make the University a compelling place to study was commended.
  - 4 that the Chancellor encouraged Council members to attend the Vice-Chancellor-hosted panel event on 29 April on free speech. More details will be available soon on this event which actively engages in a contemporary and complex issue in a University context in which we will truly embody our role of critic and conscience of society.

**Resolved:** that the Chancellor's report be noted.

**Mitchell/Bell-Purchas**

**Carried**

**240028**

**24.31**

### **REPORT FROM THE VICE-CHANCELLOR**

**Received:** a report from the Vice-Chancellor, Professor Nic Smith, dated 18 March 2024 (document VUWC 24/20).

**Noted:**

- 1 that the report was taken as read.
- 2 that the Vice-Chancellor commended the remarkable achievement and mahi of all involved in the 2024 enrolment result that shows an increase in EFTS as at the same time in 2023 and sets a platform for the University's future success. He particularly acknowledged Professor Rawinia Higgins and Dr Logan Bannister for their leadership in this turnaround.
- 3 that there is plenty of scope to build on the 2024 result and do even better in 2025. Engagement with secondary schools at the senior level is of priority.
- 4 that a number of staff events have been well supported including the recent Bowls tournament. There is a good number of staff registered for the upcoming screening of the documentary, Ms. Information and following this there will be another opportunity for staff to socialise.
- 5 that a recent Te Tiriti seminar had been well attended providing the chance for staff to discuss, listen and evolve their understanding.
- 6 that the Freedom of Speech Panel event on 29 April will provide an opportunity for a respectful discussion avoiding identity politics and embodying tolerance on this important topic, one which aims to offset the more extreme commentary and views on social media.

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

**Te Puni/Judge**

**Carried**

**240029**

**24.32**

### **FINANCIAL REPORT TO 29 FEBRUARY 2024**

**Received:** the Financial report to 29 February 2024 from the Acting Chief Financial Officer, Mr Brendan Eckert (document VUWC 24/21).

**Noted:**

- 1 that the report was taken as read.
- 2 that expenditure was favourable to budget by \$7.3m mainly due to lower people costs.
- 3 that the Q1 forecast will be presented to the 22 April Finance Committee meeting to give a clearer picture of where FY24 will land.
- 4 that given the challenges of '2023', the Chancellor recorded his appreciation of the words 'favourable to budget' in the report on expenditure.

**Resolved:** that the Financial report to 29 February 2024 be noted.

**McLean/Gray**

**Carried**

**240030**

### 24.33 CONFERMENT OF QUALIFICATIONS

**Received:** the list of degrees, diplomas and certificates granted on 25 March 2024 (document VUWC 24/22).

**Resolved:**

- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 24/22, and that their names be entered on the Roll of Graduates on 25 March 2024.
- 2 that a motion of congratulations to the Graduates be recorded.

Mitchell/Bell-Purchas  
Carried  
240031

**Noted:** that a recent Salient article had covered concerns around students completing their study requirements in Trimester 3 not being eligible to attend graduation celebration events in May. Dr Logan Bannister, in the new position of Deputy Vice-Chancellor, Students is looking into this.

### 24.34 2023 ANNUAL REPORT

**Received:** a Council paper from the Acting Chief Financial Officer, Mr Brendan Eckert, dated 18 March 2024, providing the 2023 Annual Report (document VUWC 24/23).

**Noted:**

- 1 that the Audit & Risk Committee considered the Annual report in detail at its meeting held on 11 March 2024.
- 2 that the Chancellor thanked all staff involved in producing the 2023 Annual report.
- 3 that Council was unanimous in its support as per the following recommendations.

**Resolved:**

- 1 that on the recommendation of the Audit & Risk Committee, Council:
- 1 approve the 2023 Annual Report
- 2 approve the signing and release of the Representation Letter to EY;
- 3 approve the 2023 Annual Report for issue;
- 4 approve the online publication of the 2023 Annual Report as soon as practical.

Street/Te Puni  
Carried  
240032

*the agenda was re-ordered to consider Item 11 as the meeting was running ahead of time*

### 24.35 COMMITTEE AND ACADEMIC BOARD MINUTES

**Received:** the following minutes:

- Te Aka Matua Committee, 26 February 2024
- Academic Board, 27 February 2024
- Audit & Risk Committee, 11 March 2024
- Finance Committee, 11 March 2024

**Noted:**

- 1 *Academic Board, 27 February 2024*  
that there was commentary on the Deputy Vice-Chancellor, Research's oral report to the Academic Board on the coalition government's approach to Research funding. There is particular focus on areas including STEM,

- innovation and Biotech. There has been a move away from the Wellington Science city concept, and changes to the PBRF process are possible.
- 2 that the Board's discussion on date setting was raised, particularly regarding the possibility of a shortened Trimester 3. The Vice-Chancellor confirmed that this was an ongoing exercise involving a lot of discussion and the final dates would require some degree of compromise.

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

**Bell-Purchas/Mitchell**  
**Carried**  
**240033**

*at 9.30 am Dame Winnie Laban, Ms Pelesa Semu, and Mr Aaron Nonoa joined the meeting*

## 24.36 PASIFIKA QUARTERLY REPORT

**Received:** a Council paper dated 18 March 2024 from Associate Professor Hon. Luamanuvao Dame Winnie Laban, Assistant Vice-Chancellor, Pasifika, providing the Pasifika quarterly report (document VUWC 24/24).

- Noted:**
- 1 that the report was taken as read.
  - 2 that Pasifika enrolments have increased and are ahead of the University's 2024 target
  - 3 that small increases in the number of academic and professional Pasifika staff have been achieved since the last report.
  - 4 that a strong focus on engagement to take the University to the community was key to improving the Pasifika enrolment figure.
  - 5 that the need for ongoing support and intervention to improve the grade point average for Pasifika students, which are below those of other student cohorts, was discussed.
  - 6 that the University's involvement in the Fale Malae is on pause, however the other parties involved are keeping the project going with the resource consent process under way.
  - 7 that the Chancellor recorded his appreciation of the work the Pasifika team is undertaking and especially acknowledged the engagement with the National University of Samoa and the joint opportunities being developed through this.

**Resolved:** that the Pasifika report be noted.

**Allen/Mitchell**  
**Carried**  
**240034**

*at 10.00 am Dame Winnie Laban, Ms Pelesa Semu, and Mr Aaron Nonoa left the meeting*

*at 10.00 am Ms Marvail Parkinson and Ms Te Waikamihī Lambert joined the meeting*

## 24.37 STUDENT PRESIDENT REPORTS

**Received:** an oral report from Ms Te Waikamihī Lambert, Ngāi Tauria Co-President and Ms Marvail Parkinson, VUWSA President.

- Noted:**
- 1 that the Chancellor welcomed the 2024 Student Presidents to their first formal Council meeting.
  - 2 that Ms Lambert and Ms Parkinson provided oral reports that covered a range of activities to welcome and support new students, along with advocacy being carried out on behalf of students.

**Resolved:** that the Student President reports be noted.  
Bönisch-Brednich/Bell-Purchas  
Carried  
240035

*at 10.20 am Ms Marvail Parkinson and Ms Te Waikamihi Lambert left the meeting*

## 24.38 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

**Received:** a Council paper from the Secretary to Council, Ms Caroline Ward, dated 8 March 2024 regarding Forthcoming Events and the date and details of the next Council meeting (document VUWC 24/25).

**Noted:**

- 1 that further to the release of the Council paper, an additional panel event on Freedom of Speech has been added to the University's calendar of events. Details of this event to be held on 29 April at 12.30 pm in the Hub will be sent shortly and the Vice-Chancellor is keen for all members of the University community to attend and participate.
- 2 that the next meeting of Council will take place on Monday, 6 May 2024 at 9 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

**Resolved:** that the Council paper on Forthcoming Events and the date and details of the next Council meeting on Monday, 6 May 2024 be noted.  
Mitchell/McLean  
Carried  
240036

## 24.39 SPEAKER : DR LOGAN BANNISTER, DEPUTY VICE-CHANCELLOR, STUDENTS

**Received:** an oral report from Dr Logan Bannister, Deputy Vice-Chancellor, Students.

**Noted:**

- 1 that the Chancellor welcomed Dr Logan Bannister, Deputy Vice-Chancellor Students, to the meeting.
- 2 that Dr Bannister gave her early impressions after four months in the role.
- 3 that she commented on the work that is underway to make Te Herenga Waka a compelling place to study and the considerable mahi to be done in areas such as improving access to the University's data, improving our enrolment system and processes, and initiatives to improve our relevance and attractiveness to students.
- 4 that considerable focus will continue with Wellington Schools using what has worked well already in achieving the 2024 result. Engagement will be with both school leadership and school careers' officers.
- 5 that the University's Pastoral Care Code compliance is highly regarded. The recognition of Kevin Rowlett who received a Te Whatu Ora innovation award for his work at Mauri Ora was commended.

**Resolved:** that the oral report from Dr Logan Bannister be noted.  
Judge/Arnold  
Carried  
240037

24.40

**RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC**

**Received:** a recommendation that certain items be taken with the public excluded (document VUWC 24/08).

**Resolved:** 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 15-27.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter		Ground(s) under section 48(1) for the passing of this resolution
15. Minutes of previous meeting held 12 February 2024	Privacy, commercial prejudice, commercial activities.	s9(2)(a), s9(2)(b)(ii), and s9(2)(i)	LGOIMA s48(1)(a)(ii)
16. Health, Safety, and Wellbeing dashboard report	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
17. Consent to Borrow	Commercial prejudice, commercial activities.	s9(2)(b)(ii), s9(2)(i)	LGOIMA s48(1)(a)(ii)
18. Honorary Degree recommendations	Privacy	s9(2)(a)	LGOIMA s48(1)(a)(ii)
19. Donation to the Fale Malae Trust	Privacy	s9(2)(a)	LGOIMA s48(1)(a)(ii)
20. AQA Audit – follow up report	Privacy, confidential basis.	s9(2)(a), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
21. Learner Success Plan, Financial prognosis update, TEC guests	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

<b>22. Vice-Chancellor's report</b>	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
<b>23. Financial report to 29 February 2024</b>	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
<b>24. Quarterly report on Te Hiwa's 14 priority areas</b>	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
<b>25. Strategy Think piece and discussion</b>	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
<b>26. Committee and Academic Board minutes</b>	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
<b>27. Council only time</b>	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

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

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

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

Judge/Street  
Carried  
240038

*the meeting adjourned at 10.40 am*



## **Agenda Item 4**

### **Report from the Chancellor**

**To receive:** a Council paper from the Chancellor, Mr John Allen, dated 29 April 2024, providing his Chancellor's report (document VUWC 24/39).

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



## COUNCIL PAPER

TO	The University Council
FROM	John Allen, Chancellor
DATE	29 April 2024
SUBJECT	<b>Chancellor's report to 6 May 2024 Council meeting</b>
DOCUMENT #	VUWC 24/39

Kia ora tatou

At the recent Finance Committee meeting, the result of the March census was presented. This confirmed that the decline in student numbers over the past few years has been arrested which is welcome news and gives Te Hiwa, the University's senior leadership team, a sound platform to build on, to ensure the University's ongoing sustainability and future success. I acknowledge the efforts of all staff involved in achieving this result. These efforts have been critical in creating a position where the University and Council can look more confidently to the future.

There is more to do to ensure that we make this University distinctive and attractive to future cohorts of students and to the academic and professional staff who will teach and support them. This work continues with the refresh of our strategy and our efforts to further leverage the balance sheet. The active engagement of our University community in this effort is essential to future success.

Council welcomed the visit at our last meeting of TEC Senior Leadership, along with TEC Commissioners, as part of an agreed milestone under the University's Learner Success Plan. A valuable discussion was held on both the Learner Success Plan, and the University's ongoing efforts to maintain the gains achieved through the 2023 Financial sustainability programme led by Vice-Chancellor, Professor Nic Smith. We look forward to regular engagement with TEC as the milestones in the Learner Success Plan are achieved by the University.

Council Members will be aware of my recent Ministerial appointment as a member of the University Advisory Group chaired by Sir Peter Gluckman. The Advisory Group is charged with ensuring that the government's investment in tertiary education is achieving the best possible outcomes from the sector. The Advisory Group has also been asked to determine opportunities where the efficiency of the system can be improved. The group will consider the effectiveness of the current university system to:

- Produce excellence in teaching and research for the benefit of New Zealand,
- Deliver graduates that address national workforce needs and challenges,
- Build a strong, diverse, and inclusive workforce,
- Connect to wider New Zealand society through effective and efficient collaboration and partnerships.

In undertaking this work the panel will address questions about the structure of the University sector, the suitability of current funding mechanisms, the regulatory framework within which we operate and strategies to achieve equity for disadvantaged groups in the University system including Māori, Pacific and disabled learners. As the review unfolds, there will be consultation with key stakeholders, and I am certain Victoria University will be active in providing input. The Terms of Reference for the University Advisory Group are attached at Appendix 2.

In my March report I highlighted the Freedom of Speech panel event planned for 29 April. You will be aware this event has been postponed until late May to enable us to ensure it is structured in a way that will create an effective foundation for us to move forward as a University community in this challenging space. The importance of this discussion is emphasised as we see images of conflict on University campuses in the United States. This highlights the critical need for this University to agree protocols that encourage and enable debate founded on evidence and which support our students and community to express themselves safely and respectfully even if there are strong differences in understanding and opinion. Respectful debate, reflecting an appreciation of context and evidence, and allowing questioning and disagreement are critical elements of academic research and teaching. They are the foundation of our ability to act as a critic and conscience of society and to ensure graduates of our University are able to think for themselves and advocate for the positions they hold. I look forward to the discussion progressing in due course.

At this Council meeting we will have a particular focus on Māori, with the Deputy Vice-Chancellor Māori providing a public report, which is in addition to the updates provided at each meeting via the Te Aka Matua Committee (the Māori advisory committee to Council). There

will also be an update on the Living Pā with a key milestone being achieved through the removal of the crane. There is increasing excitement as we head toward the opening of this very special building later this year.

I am looking forward to our upcoming week of graduation ceremonies to celebrate the achievements of our students. It is a special time as those who have supported these efforts gather together and enjoy the success of their whanau, along with the staff who have been so deeply involved in each student's experience. The cultural and traditional parts of the celebrations display the University at its best, and especially uplifting is the parade from the Law School to Civic Square as we engage with the city. I am pleased that most Council members have signed up to attend one or more of the many graduation celebration events.

Ngā mihi, nā

John Allen  
**Chancellor**

*Attached: Appendix 1, Chancellor engagements*

*Attached: Appendix 2, University Advisory Group, Terms of Reference*

**Appendix 1****Chancellor engagements – 18 March 2024 – 29 April 2024**

Weekly	Meeting with the Vice-Chancellor
Weekly	Meeting with the Secretary to Council
Various	Individual meetings with Council members
18.3.24	Attended an event to acknowledge National Music Centre donors
19.3.24	Attended the Foundation Board of Trustees Meeting
25.3.24	Chaired the University Council meeting
4.4.24	Met with the VUWSA President, Marcail Parkinson
4.4.24	Met with the VC and David McGuinness
22.4.24	Attended the Finance Committee meeting
22.4.24	Met with the Ngai Taura Co-President, Te Waikamihi Lambert
29.4.24	Attended the University Freedom of Speech Panel event in the Hub
29.4.24	Attended the Te Aka Matua Committee Workshop
29.4.24	Chaired the Victoria Honours Committee meeting

## **University Advisory Group Terms of Reference**

### **Context**

The Government is committed to maintaining a thriving higher education system for the benefit of all New Zealanders. Higher education – generally defined as education offered at degree level and above – is a key contributor to New Zealand’s economic performance, our ability to grow and innovate, and achieving better social outcomes.

The higher education sector, which includes universities, Te Pūkenga (and its future form), Wānanga, and private training establishments, is facing major financial pressure. Universities in particular are collectively forecasting a deficit for the 2024 year for the first time on the Tertiary Education Commission’s record. It is timely to consider broader and longer-term challenges for universities, including questions about their overall performance, and how the funding system could incentivise better outcomes.

In 2023, the Ministry of Education conducted initial scoping for a review of the wider higher education system signalled by the previous Government. The Ministry is now convening an expert advisory group (the Group) to provide a report outlining challenges and opportunities, looking primarily at the university system, to support future policy development.

The Group’s work will be undertaken in parallel with the work of MBIE’s Science System Advisory Group which will assess the current state of the science system and provide advice. Considering the systems together provides an opportunity for a cohesive consideration of the role of universities in the research and knowledge system alongside the role of the science, innovation and technology system.

### **Purpose**

This document sets out the Terms of Reference for the Group.

The purpose of the Group is to provide advice to the Ministry of Education that outlines challenges and opportunities in the university system, informed by engagement with the sector.

The Group’s report will support future policy development.

### **Scope and approach**

The Group will consider the effectiveness of the funding system in supporting the university system to deliver high quality higher education provision.

In the current fiscal environment, it is important to know that we are getting the best possible outcomes from our investment in universities and the Group will also be expected to consider where opportunities to improve efficiency of the system may exist.

The Group will consider the effectiveness of the current university system to:

- Produce excellence in teaching and research for the benefit of New Zealand.
- Deliver graduates that address national workforce needs and challenges.
- Building a strong, diverse, and inclusive workforce.

- Connect to wider New Zealand society through effective and efficient collaboration and partnerships.

While the Group's work is likely to be of relevance for all tertiary education organisations to the extent that they deliver higher education provision, the focus is on New Zealand's eight universities, which collectively receive approximately 85 per cent of higher education funding and 96 per cent of the Performance-Based Research Fund (PBRF). The PBRF will be a particular focus for the Group.

The Group will respect the principles of academic freedom and autonomy set out in the Education and Training Act 2020 and take into account the university system's Treaty of Waitangi / Te Tiriti o Waitangi obligations in formulating its advice.

The Group's topics of focus are set out below.

The work of the Group will proceed in two phases. The first phase will be completed by 30 August 2024, and the second is intended to be completed by February 2025.

- Phase 1 (interim report) will identify key challenges facing the university system and opportunities for the future direction, as well as providing high level principles for university system, including funding, and initial proposals for changes to the Performance-Based Research Fund (PBRF).
- Phase 2 (final report) will propose levers and policy changes for government and the sector to consider for the future direction of the university system.

Following the Group's final report, the Ministry of Education, in consultation with the Minister for Tertiary Education and Skills, will determine which recommendations to take forward, conduct detailed policy development and consider the wider implications of the Group's recommendations for the rest of the higher education funding system. It is expected this work will commence from March 2025.

## **Topics of focus**

The Group will provide advice on the following topics of focus:

- Funding policy settings including funding mechanisms, incentives, along with the role of international education, and allocation strategies for research and teaching (in particular the Performance-Based Research Fund) – with a focus on the university sector but recognising relevance to the wider higher education sector.
- Systems for assessing the quality and outcomes of teaching, research (including the PBRF), and broader engagement.
- Excellence and efficiency in governance and administration in universities.
- Resourcing of research and teaching activities and supporting infrastructure in universities.
- Shape of the university sector, including collaboration and partnerships, and differentiation and consolidation of programmes.
- Use of technology in the provision of higher education programmes in universities.
- Regulatory frameworks, incentives, and policies (including tuition fee setting arrangements) relevant to universities.
- Policies and strategies to achieve equity for disadvantaged groups in the university system, including Māori, Pacific and disabled learners.

The Group will consult with stakeholders and the sector. This will include seeking out expert consultation and input, and a range of perspectives, including those of university students, staff and leadership, iwi/Māori, employers of graduates, as well as international perspectives. The Group’s work will draw on existing expertise within and held by the Panel, the Ministry, and the Tertiary Education Commission, and may include document reviews, comparative analysis of higher education systems in other countries, and data analysis.

## Membership

The Group will be chaired by Professor Sir Peter Gluckman. Members will be appointed by the Ministry of Education, and collectively bring diverse backgrounds and expertise in higher education, research, funding policy, business, stakeholder engagement and connections, university governance, the Treaty of Waitangi / Te Tiriti o Waitangi, and mātauranga Māori.

As determined by the Chair and in agreement with the Ministry of Education, the Group may establish a reference group(s) and/or seek external specialist advice to support its activity.

Group members are appointed:

- As individuals and are expected to provide impartial advice.
- Until 28 February 2025, but this may be extended if agreed by the Chair and the Ministry of Education.

## Meeting frequency

The Group will meet (either in person or virtually) at a frequency determined by the Chair and agreed by the Ministry of Education. Other work and meetings may be required of all or some members between meetings of the Group.

## Reporting

The Group will report at a frequency determined by the Chair and agreed with the Ministry of Education.

## Timeline

The timeline for key deliverables is:

Deliverable	Completed by
Group appointed and Terms of Reference approved	March 2024
Group members announced	March 2024
Phase 1 report provided to the Ministry of Education	30 August 2024
Phase 2 report provided to the Ministry of Education	February 2025

## Conflicts of Interest

Members should be aware of all actual, perceived, and potential conflicts of interest and notify the Chair before any meeting. The Secretariat will maintain a register of notified conflicts.



If any conflicts of interest should arise for Group members during their term, the Chair is responsible for determining mitigations to address them.

### **Secretariat**

Secretariat support will be overseen by the Chair and provided by the Ministry of Education and the Tertiary Education Commission as outlined below.

### **Remuneration**

Remuneration will not be paid to members who are employees of government agencies listed in Schedule 2 of the Public Service Act 2020. Their employer is responsible for meeting all costs associated with their membership on the Group.

All other members are entitled to compensation per day of meeting or other work agreed by the Chair and the Ministry of Education. Remuneration will be set according to guidance set out in Cabinet Office Circular CO (22)2: Revised Fees Framework for members appointed to bodies in which the Crown has an interest.

Where appropriate travel and accommodation will be booked and paid for by the Secretariat or reimbursed.

### **Funding**

The Ministry of Education and the Tertiary Education Commission will provide secretariat services through access to Ministry staff resources for writing and analysis, project coordination and for expense claims and travel bookings.

Other cost-generating activities will be agreed by the Chair and Ministry of Education before the costs are incurred.

## **Agenda Item 5**

### **Report from the Vice-Chancellor**

**To receive:** a report from the Vice-Chancellor, Professor Nic Smith, dated 29 April 2024 (document VUWC 24/40).

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



## COUNCIL PAPER

TO	Members of Council
FROM	Professor Nic Smith, Vice-Chancellor
AUTHOR	Professor Nic Smith, Vice-Chancellor
DATE	29 April 2024
SUBJECT	<b>Vice-Chancellor's Report - Public</b>
DOCUMENT #	VUWC 24/40

### 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.

### Strategy Refresh

Te Hiwa has started consulting with staff on the 2024 refresh of the University's strategy. The emphasis on the strategy will be implementation of priority areas, what should we be focusing on and what should we defer or stop that is not meeting our agreed goals in our strategy.

Consultation includes staff forums, focus groups and engagement with key university committees. They have been invited to provide input to discuss four key questions:

1. What do we need to offer and/or adapt to meet the needs and aspirations for our students where they are today (content and style of delivery)?
2. How do we make the most of our New Zealand distinctive and unique attributes (environment, indigenous culture, social and economic structures, size etc) to create excellent research in a way that will resonate internationally?

3. Within our existing constraints what do you need to be successful and contribute to a thriving Te Herenga Waka?
4. What aspirations do you have for your work at the university and what activities and support would enable the realisation of these?

Next steps include further consultation with staff, students and our community, with the aim of bringing the final draft to the Council meeting on 29 July 2024 for consideration.

### **Royal Society Te Apārangi Fellowships**

Congratulations to the following staff who have been announced as Royal Society Te Apārangi fellows, elected to the academy for distinction in research or for advancing science, technology and the humanities:

- Emeritus Professor Judy Brown, for being an internationally recognised leader in critical accounting and social and environmental accounting.
- Professor Nicholas Golledge, for being a global leader of Antarctic ice sheet modelling.
- Professor Justin Hodgkiss, for the development of ultrafast optical spectroscopy tools that provide unique insights into biomaterials and next generation solar cells.
- Professor Joanna Kidman, for her outstanding contributions to the politics of indigeneity and its role in economic, political and cultural development (locally and globally).
- Dr Martin Manning, for his seminal contributions to the fundamental research and communication of climate science.
- Professor William Jeffrey Tatum, for being at the international forefront of Roman history, the poetics of Latin literature, Greek literature in imperial Rome, and Greco-Roman reception studies.

### **Large Grant awarded to Wellington UniVentures**

In March, Wellington UniVentures secured its largest ever grant - \$ 1.49m funded by the PreSeed Accelerator Fund managed by KiwiNet for a new project with the Robinson Research Institute (RRI). This will support UniVentures commercialisation strategy and RRI's development plan for Flux Pumps.

### **Trimester Two 2024 Postgraduate Fees Scholarship**

In early May, the University began promoting a new scholarship for postgraduate study for those whose jobs have been impacted in the public service. Te Herenga Waka has donated \$250,000 to cover the costs of up to two courses per each person who enrolls in full time postgraduate study. The scholarship is being launched in time for T2 enrolments.

### **Subject-specific Recruitment Days on Campus**

Four subject-focused recruitment events were delivered on campus during the recent mid-trimester break. These were PSYC day, a Readers and Writers' Retreat, Design and Visual Communications workshops, and 'Commerce in the Capital'.

These full day, on campus events were established in partnership between the Future Students team and the relevant faculty, and coordinated through secondary school subject teacher networks.

This engaged approximately 500 senior secondary school students from the Wellington region, who are in our database and will continue to be encouraged through to our admission / enrolment / arrival pipeline.

### **Pōrutu and Hokule'a On-Campus Events**

There were events for Māori and Pasifika Year 13 students in early April.

For Hokule'a, our inaugural Pasifika leadership on-campus experience, the Future Students team hosted 120 Pasifika students and several staff members from seven schools. There will be three Hokule'a events across the year, designed to provide guidance around transition and support, connection with our staff and student ambassadors, and encouragement to high-performing Pasifika students around studying in the capital.

The Future Students team also hosted 85 Year 13 Māori students and staff members from local schools for our on-campus experience programme, Pōrutu, at Rutherford House. It was a great day involving staff from across the university and our student ambassadors. More than 50% of these students were attending an on-campus event for the first time.

The data collection from both of these events will allow us to have further conversations with these students throughout the year.

### **Halls of Residence Update**

Current occupancy in our Halls of Residence is 94% in first-year catered halls and 98% in independent living halls. We have seen stronger than normal demand for accommodation for Trimester 2 which is positive.

The accommodation percentage growth from 2023 to 2024 is ahead of percentage growth seen in student enrolments—particularly for domestic school leavers.

### **Consultation on a New Student Accommodation Strategy**

We are currently consulting on a new student accommodation strategy centred around growing enrolments. Key focus areas are to provide a range of fit-for-purpose accommodation options, an outstanding living experience, and a safe, supportive, and inclusive community.

Work has begun on a 20-year plan that will identify long term growth trends, demand forecast, and preference analysis. This will allow us to better meet future market demands and incorporate student accommodation within the Campus Master Plan and Long-Term Capital Plan.

### **International Delegations on Campus**

A senior delegation from National Natural Science Foundation of China (NSFC) - led by NSFC Vice President Dr LAN Yujie - visited the School of Geography, Environment and Earth Sciences in mid-April. NSFC and MBIE formalised an arrangement in 2023, which is paving the way for potential joint research programmes in bilateral priority areas of food science, environment science, and health and biomedical sciences.

In March, the University hosted a high-level delegation from China's Suzhou Industrial Park (SIP) which is looking to establish connections with Te Herenga Waka, to cultivate talent and research collaborations, specifically in bio-tech, nano-tech, artificial intelligence and high-end manufacturing. The delegation visited Robinson Research Institute, Ferrier Research Institute, and the School of Chemical and Physical Sciences. Wellington UniVentures has initiated conversations with SIP's investment arm on some early-stage investment opportunities in bio-tech spinoffs.

### **Work Integrated Learning Conference**

The University hosted the Work Integrated Learning New Zealand international conference in early April, with the theme *Thriving Together: Partners and Practice*. The conference had approximately 100 attendees, with presentations on WIL research and good practice.

This provided a good opportunity for Te Herenga Waka as we aspire for work integrated learning to be a central part of our student experience in the future.

### **Wellington Innovation Hub at Rutherford House**

Facilitated by WellingtonNZ, there is interest from approximately 10 start-up technology companies in co-locating at Rutherford House from early June 2024. There is a strategic advantage of having these companies as part of our University ecosystem with the opportunity to engage with our students and staff.

This will require us to discount the usual commercial leasing rates, but we have ample vacant space in Rutherford House, which is currently undergoing a restack review of office usage.

### **Supporting Learning and Teaching Excellence**

The Te Arawai Ako programme, a professional development programme that supports staff to reflect upon and receive recognition for their teaching and learning through the award of an HEA fellowship, has been reviewed externally and had its accreditation confirmed and renewed for a further two years by the UK-based Advance HE organisation.

We currently have 55 staff working towards Fellowship recognition for learning and teaching supported by 23 mentors. The programme is growing in scale with work underway to commence a large intake of tutors and postgraduate students through a new track designed to support their development.

### **New Head of School of Music**

Professor Kim Cunio has been appointed Head of the New Zealand School of Music—Te Kōkī, and will start in this role on 1 October 2024.

Kim has extensive academic leadership experience, having recently completed a very successful term as Head of the School of Music at the Australian National University. During his tenure, Kim led significant change during a very challenging period, including curricular change, the introduction of a strategy for indigenous engagement, securing funding for major research projects, and successfully developing philanthropy.

### **AI Pilots**

Digital Solutions is running four Artificial Intelligence (AI) trials to gain an understanding of the benefits of using AI enhanced tools, the feasibility and cost of deploying them to production, and the risks associated with their use:

- Enhanced AI search on the Student Portal (Pūaha): this initiative moved into detailed design mode. Microsoft has selected this pilot as a key case study for their international Microsoft INSIGHT conference in May.
- An Information Accelerator chatbot to help navigate through the University's 135 policies. Next steps include refining the approach using a few of the most widely accessed policies.
- M365 Co-Pilot for use by staff and students with Office, Teams and OneDrive: we will be running a series of controlled tests on productivity scenarios relevant for professional, academic and research staff.
- ChatGPT for assisting with large amounts of survey data. The pilot found that the tool is still too raw to handle the specialist summary work required of it.

## **Agenda Item 6**

### **Financial report to 31 March 2024**

**To receive:** the Financial report to 31 March 2024 from the Acting Chief Financial Officer, Mr Brendan Eckert (document VUWC 24/41).

**To resolve:** **that the Financial report to 31 March 2024 be noted.**





**MARCH 2024**

**SUMMARY MONTHLY PUBLIC FINANCIAL REPORT**

## CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	Mar 24 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	50.6	50.4	0.2
Tuition Fees	35.5	35.6	-0.1
Research, Commercial & Other	39.0	42.5	-3.5
<b>REVENUE</b>	<b>125.1</b>	<b>128.6</b>	<b>-3.5</b>
People	66.2	66.7	0.5
Occupancy	10.8	10.9	0.1
Operating	38.3	45.4	7.0
<b>EXPENDITURE</b>	<b>115.3</b>	<b>122.9</b>	<b>7.6</b>
<b>EBITDA</b>	<b>9.8</b>	<b>5.6</b>	<b>4.2</b>
Depreciation & Amortisation	13.6	13.6	0.0
Interest Expense	0.7	0.8	0.1
<b>UNIVERSITY GROUP DEFICIT</b>	<b>-4.5</b>	<b>-8.8</b>	<b>4.3</b>
%	-3.6%	-6.8%	
<b>CONSOLIDATED GROUP DEFICIT</b>	<b>-0.7</b>	<b>-7.6</b>	<b>6.9</b>
%	-0.5%	-5.8%	

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

### YTD overview

- Revenue is unfavourable to budget by \$3.5m mainly due to lower research and commercial activity, and lower other income.
- Expenditure is favourable to budget by \$7.6m mainly due to the lower people costs, and lower operating expenditure due to lower research and commercial activity, timing of costs and some minor cost savings.
- The Consolidated Group deficit of \$0.7m includes the Foundation. The Foundation surplus of \$3.8m is favourable to budget by \$2.7m, mainly due to higher investment gains of \$2.9m.

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION	As At:	
	Mar-24 Actual	Mar-23 Actual
	\$m	
Cash & Cash Equivalents	109.3	81.4
Investments	86.9	66.2
Accounts Receivable & Accruals	58.4	56.3
Pre-Paid Expenses	11.5	11.1
Other Current Assets	22.8	4.7
<b>TOTAL CURRENT ASSETS</b>	<b>288.9</b>	<b>219.6</b>
Property, Plant and Equipment	1,181.3	1,246.5
Intangibles	11.5	7.5
Investments in Related Parties	8.2	4.2
<b>TOTAL NON-CURRENT ASSETS</b>	<b>1,201.0</b>	<b>1,258.3</b>
<b>TOTAL ASSETS</b>	<b>1,489.9</b>	<b>1,477.9</b>
Accounts Payable & Accruals	53.5	61.8
Revenue in Advance	202.9	193.2
Bank Borrowings Current	40.0	-
Employee Entitlements	16.4	16.2
Current Liabilities - Other	13.0	2.6
<b>TOTAL CURRENT LIABILITIES</b>	<b>325.7</b>	<b>273.8</b>
Non-Current Liabilities - Other	-	-
Employee Entitlements	19.7	20.0
Bank Debt	-	38.0
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>19.7</b>	<b>58.0</b>
<b>TOTAL LIABILITIES</b>	<b>345.4</b>	<b>331.9</b>
<b>NET ASSETS</b>	<b>1,144.5</b>	<b>1,146.1</b>
Accumulated Surplus	492.6	454.4
Current Year Earnings	(0.7)	(13.4)
Other Reserves	652.5	705.1
<b>TOTAL COMMUNITY EQUITY</b>	<b>1,144.5</b>	<b>1,146.1</b>
<b>TOTAL LIABILITIES &amp; COMMUNITY EQUITY</b>	<b>1,489.9</b>	<b>1,477.9</b>

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

## **Agenda Item 7**

### **Conferment of Qualifications**

**To receive:** the list of degrees, diplomas and certificates granted on 6 May 2024 (document VUWC 24/42).

- To resolve:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 24/42 and that their names be entered on the Roll of Graduates on 6 May 2024.
  - 2 that a motion of congratulations be recorded.



## DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 6 MAY 2024

### Doctor of Philosophy

**Ambadiyil Soman**, Arya, *in Engineering*  
**Bailey**, Jo, *in Science in Society*  
**Donald**, Jane Alexandra, *in History*  
**Duff**, Nicola Catherine, *in Psychology*  
**Ekandjo**, Talitakuum Anyangha Temukondjele, *in Information Systems*  
**Taise-Uili**, Aleluia, *in Marine Biology*  
**Frei**, Daniel Reto, *in Clinical Research*  
**Li**, Jiayi, *in Applied Linguistics*  
**Lindsay**, Angus Charles, *in Criminology*  
**Mohamad**, Ahmad Nadzri Bin, *in Information Systems*  
**Nicoll Antipas**, Philippa Ruth, *in Education*  
**Richter**, Linus Julius Eugen, *in Mathematics*  
**Talebian**, Atefeh, *in Engineering*  
**Wilson**, David Martin, *in Political Science*  
**Yuan**, Gonglin, *in Computer Science*  
**Zheng**, Yaowen, *in Geophysics*

## WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

### Master of Architecture (Professional)

**de Agrella**, Katelyn Rose, *with Merit*  
**Heswall**, Zoe Alice, *with Merit*  
**Jennison**, Brayden Aaron, *with Merit*  
**Jiang**, Wanran, *with Merit*  
**Poulter**, Ruby Caitlin, *with Merit*  
**van der Raaij**, Lara Jadzia, *with Distinction*

### Master of Interior Architecture

**Armand**, Az Zahra Tsabita  
**Liu**, Chunnan

### Bachelor of Architectural Studies

**Evans**, Ben Logan  
**Jones-Jackson**, Nathan Thomas  
**Rana**, Sandeep  
**Woodham-Walworth**, Amber Jayne  
**Yao**, Hang

### Bachelor of Design Innovation

**Boyles**, Zavier Alan McRae  
**Corpe**, Te Tia Nui  
**Craven**, Hamish Brian  
**Crichton**, Daniel James  
**Crocker**, Tyler Joseph  
**Faletutulu**, Daniel Lepisi Max  
**Karlovsky**, Miro  
**O'Connell**, Fergal John  
**Parr**, Nathan Dennis

**Postgraduate Diploma in Designed Environments**

**Yi**, Xianan, *in Interior Architecture*

**Graduate Diploma in Designed Environments**

**Biascan**, Amabelle Faye Lino, *in Landscape Architecture*

**Cross**, Grant Darryl, *in Project Management*

**Rurehe**, Te-Heke Zaid, *in Architecture*

## WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

**Executive Master of Business Administration**

**Blackmore**, Nicola Ann, *with Distinction*

**Bridgeman**, Caleb Peter, *with Merit*

**Buddharaju**, Navatha, *with Merit*

**Lopez**, Robert David, *with Distinction*

**Schutte**, Jan-Thys, *with Merit*

**Wang**, Brian Yen-Shan, *with Distinction*

**Master of Business (Professional)**

**Li**, Henry Yuheng, *with Merit*

**Master of Global Business**

**Buechel**, Alea Sophie, *with Distinction*

**Hu**, Tangshengjie

**Master of Information Studies**

**Dole**, Amelia Cracroft, *in Library Science*

**Ligaliga**, Veronica Taimua, *in Library Science*

**Phong**, Nicolette Siew Kwan, *in Archives and Records Management with Merit*

**Master of Professional Accounting**

**Cao**, Zhi

**Chan**, Sreyroth

**Li**, Wenbo

**Oberholster**, Lara

**Qu**, Zhiyao

**Yasir**, Anjum Gohar

**Master of Professional Business Analysis**

**Crozier**, Nicholas Graham, *with Merit*

**Garg**, Ananya, *with Merit*

**Grace**, Maree, *with Merit*

**Ignatius**, Denys, *with Merit*

**Liu**, Jiaqi

**Meier**, Jeanette, *with Distinction*

**Menezes**, Xenia Camilla

**Nguyen, Van Canh**, *with Merit*

**Philip, Ancila**, *with Merit*

**Master of Public Administration (Executive)**

**Murray, Jade Lisa**, *with Merit*

**Rogers, Jillian Anne**, *with Merit*

**Wootton, Julia Marie**, *with Merit*

**Master of Public Management**

**Keenan, Farley John**

**Master of Public Policy**

**Arbuckle, Emily Frances**, *with Merit*

**Mulitalo-Alatimu, Melanie Tulipe**

**Bachelor of Commerce with Honours**

**Cumming, Grace Frances**, *with First Class Honours in Human Resource Management and Employment Relations*

**Bachelor of Commerce**

**Apperley, Michael John**

**Bellingham, Crystal Emma Hollie**

**Burgos, Brett Ivanne Teves**

**Burns, India Leigh**

**Campbell, Emma Joanna**

**Carr, Jakob Philip John**

**Caughey, Madeleine Clare**

**Coats, Natalie Josephine**

**Conley, Dashiell Gunnar Ince**

**Corner, Ella Amelia**

**Crampton, Flynn McGregor Reay**

**Cumming, Grace Frances**

**du Toit, Jonathan James**

**Fairfield, Elijah Jules**

**Hall, Elizabeth Mary**

**Henger, Amy Leigh Sadaraka**

**Hipp, Stefanie**

**Holdsworth, Logan John**

**Inglis, Jordan Paul**

**Ives, Kane Anthony**

**Johnston, Ella Crawford**

**Kang, Ki-Mook**

**Keene, Samantha Elizabeth Palm**

**Knewstub-Brown, Karena Louise**

**Knowles, Matthew Randle**

**Ladores, Xylene Antonio**

**Liu, Xinwei**

**Liu, Zhihao**

**Ma, Haolin**

**Martyn, Stella Grace**

**Mccabe, Maximilian Finbarr**

**Mills, Taylor Craig**

**Patterson, Ella Kate**

**Payne, Sienna Bianca**

**Pottinger, Phoebe Mae Hiles**

**Rehan, Zahabia**

**Restieaux, Anna Dianne**

**Runciman, Harris George**  
**Sekarputri, Indriyani**  
**Smith, William George**  
**Taii, Tasha**  
**Tansley, Emma Christine**  
**Te Rangi, Candace Te Arahori**  
**Thompson, Annelise Mary**  
**Trotter, Jack Angus**  
**Vo, Ngan Thanh**  
**Vo, Nguyen Thanh Phuong**  
**Yang, Westley**

**Postgraduate Diploma in Information Studies**

**Ryan, Amy Jordan**

**Postgraduate Certificate in Business Administration**

**Amit Kumar**

**Postgraduate Certificate in Business (Professional)**

**Caleffi, Giacomo**

**Thompson, Aaron Stanford**

**Postgraduate Certificate in Commerce**

**Singa Laxana, Mariam Shahnaaz**

**Postgraduate Certificate in Information Studies**

**Chrystall, Tiberius Joseph**

**Postgraduate Certificate in Professional Accounting**

**Zhang, Yue**

**Postgraduate Certificate in Public Policy**

**Saunders, Emma Jayne**

**Graduate Certificate in Commerce**

**Garrett, Jessica Hope Patricia**

## **WELLINGTON FACULTY OF EDUCATION**

**Master of Education**

**Carver, Ying, *with Distinction***

**Monika**

**Pulotu, Silivia, *with Distinction***

**Master of Secondary School Leadership**

**Lenehan, Sophie Elizabeth, *with Distinction***

**Morrison, Craig William, *with Merit***

**Bachelor of Education (Teaching) Early Childhood**

**Frederickson, Georgia**

**Postgraduate Diploma in Educational Psychology Practice**

**Davies, Georgia May**

**De Oliveira Tomaz, Filipa**



**Graduate Diploma of Teaching (Secondary)**

**Hwang, It Shen Charles**

**WELLINGTON FACULTY OF ENGINEERING**

**Master of Engineering Practice**

**Eloagu, Obinna Chidirim, with Distinction**

**Fang, Guoshuai, with Merit**

**Min, Jingwei**

**Tyagi, Ranjana, with Merit**

**Postgraduate Diploma in Software Development**

**Tu, Fangying**

**WELLINGTON FACULTY OF HEALTH**

**Master of Health**

**Bouttell, Maren, in Health Promotion with Merit**

**Davenport, Deborah Ann, in Health Leadership and Management with Merit**

**Dinnington, Karen Noeline, in Health Leadership and Management with Merit**

**Durant, Azaria, in Nursing with Distinction**

**Kuresa, Brooke Kylie, with Merit**

**Levinge, Robyn, in Workplace Health and Safety**

**McLean, Ardra Morgan, with Merit**

**Porter, Stacey Marie, in Nursing**

**Master of Health Psychology**

**Cam, Grace Liwen, with Merit**

**Kaur, Jasmeen**

**Master of Nursing Science**

**Davis, Aishlinn Rachel, with Merit**

**Millmow, Susan Mary, with Merit**

**Moorthynaidu Balusamy, Logaa, with Merit**

**Oliver, Loren Anne, with Merit**

**Sepulveda, Bianca Zoe, with Distinction**

**Wright, Dorothy May, with Merit**

**Bachelor of Health**

**Elliott, Hunter Ann Miro Munro**

**Postgraduate Diploma in Health**

**Bangla, Vignesh**

**Dagar, Parul**

**Postgraduate Diploma in Nursing Science**

**Bosch, Donna Marie,**

**Prasad, Aakashni Aachal,**

**Postgraduate Certificate in Health**

**Bolivar, Sharlon Justalero**

## WELLINGTON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### Master of Applied Linguistics

**Pham, Linh Thi Phuong**

### Master of Arts

**Daugherty-Kelly, Caitlin Kristinin** *Creative Writing with Distinction*

**James, Summer Lee Mihimamao,** *in Teaching English to Speakers of Other Languages with Merit*

**Scott-Fyfe, Torea Alexandra,** *in Creative Writing with Distinction*

### Master of Communication

**Donson, London Marquis,** *with Merit*

**Hui, Yixuan**

**Payne, Emily Rose,** *with Distinction*

**Perera, Natasha Kavindi**

**Zheng, Min**

### Master of Fine Arts (Creative Practice)

**Antoñana Ganchegui, Beñat,** *in Film with Merit*

**Hooper, Isaac Thomas,** *in Theatre with Distinction*

**Hotter, Liam Taine,** *in Music/Sound with Distinction*

**Keane, Katherine Jane,** *in Theatre with Distinction*

**Kennedy, Graham Stuart,** *in Music/Sound with Distinction*

**Moroi Thorn, Roco Uki,** *in Music/Sound with Distinction*

**Nemzer, Nicole Leigh,** *in Film with Merit*

**Patel, Kush Sanjaykumar,** *in Film with Merit*

**Robinson, Caitlin Ann,** *in Film with Merit*

**Smith, Thomas Terence,** *in Theatre with Distinction*

**Swain, Shaun Benjamin,** *in Film with Distinction*

**Toledo, Louise Evia,** *in Film with Merit*

**Williamson, James David,** *in Theatre with Distinction*

**Worsnop, India Evie,** *in Theatre with Merit*

**Wulandari, Dini Aristya,** *in Film with Distinction*

**Yap, Maria Mercedes Cura,** *in Theatre with Merit*

### Master of Intercultural Communication and Applied Translation

**Symons, Dorothy Maddox,** *with Distinction*

### Master of Museum and Heritage Practice

**Bardua, Caroline Edith Wareing,** *with Distinction*

**Lange, Grace Ophelia,** *with Distinction*

### Master of Music Therapy

**Hewitt, Avalon Adeline,** *with Second Class Honours (first division)*

### Master of Philosophy, Politics and Economics

**Doogan, Matthew Joseph,** *with Distinction*

**Falloon, Fredrick Andrew,** *with Merit*

**Hunt, Simon Gregory Topp,** *with Merit*

**London-Nuttall, Samuel George Taggart,** *with Distinction*

**Ryland, Samuel James,** *with Merit*

### Master of Political Science

**McKee Wright, Sky Carole,** *with Merit*

**Master of Strategic Studies****Alshamsi**, Humaid Hamad Suhail Mohammed**Nugroho**, Wahyu Wuhono Widhi, *with Merit***Master of Teaching English to Speakers of Other Languages****Au Zir**, Nur Fatimah Binti, *with Distinction***Luong**, Thanh Nguyen Van, *with Merit***Nguyễn**, Minh Thu**Bachelor of Arts with Honours****Bucklin**, Megan Elizabeth, *with Second Class Honours (first division) in Film***Lin**, Zhifei, *with Second Class Honours (first division) in Film***Summerfield**, David John, *with Second Class Honours (first division) in Film***Bachelor of Arts****Bellingham**, Crystal Emma Hollie**Broadbent**, Henry Vincent Kingsley**Brokenshire**, Sophie Marie**Bryant**, Nicholas Elwood**Caelan**, Alexis**Collinson**, Elicia Rose**Cuttle**, Jessica Mary**De Vos**, Queran Matthew**Desai**, Kavish Rakesh**Dick**, Jack Ethan**Durr**, Anton William**Edmond**, Maya Antonia**Evison**, Luke Gerard Michael**Falloon**, Fredrick Andrew**Fitzsimons**, Max**Franklin**, Connor Blair**Gale**, Keenan Julius**Huang**, Jingyu**Jakicevich**, Charlotte Mary-Margaret**Lee**, Rata May**Macdonald**, Joshua James**Matthews**, Libby Kaye**McElwee**, Summer Huaxiu Plimmer**Micholka**, Neele Morlin Katrin**Ngatai**, Roselle Melodie Karakia**O'Kane**, Fiona Marie Bernadette**Oliver**, Caitlin Charlotte**Pini**, Tommaso**Prowse**, Callum Andrew Martin**Rich**, Grace Elizabeth Rivers**Scott**, Bridget Alice**Serrano Roman**, Valentina Andrea**Sharma**, Richa Azad**Tait**, Rebecca Maree**Tan**, Shuai**Taylor**, Rhea**Thornton**, Mitchell Jon**Tulloch**, Mollie Thomson**van Beusekom**, Rosanna June**Bachelor of Communication****Bagci**, Cormac William

**Feyter, Alice Chloe**  
**Glentworth, Jasmine Anne**

**Bachelor of Music**

**Boyles, Zavier Alan McRae**  
**Moroi Thorn, Roco Uki**  
**Waiariki, Mana Jasmine**

**Postgraduate Diploma in Intercultural Communication and Applied Translation**

**Jia, Jiaqi**

**Postgraduate Certificate in Intercultural Communication and Applied Translation**

**Benocci, Francesca**  
**Zhang, Yi**

**Certificate of Proficiency in English**

**Li, Wenbo**  
**Morie, Reiji**

## WELLINGTON FACULTY OF LAW

**Master of International Trade**

**Fisher, Alexis Monique, *with Merit***  
**Kembol, Melissa Louise Luam**

**Bachelor of Laws**

**Barron, Gareth David**  
**Caughey, Madeleine Clare**  
**du Toit, Jonathan James**  
**Evison, Luke Gerard Michael**  
**Ngatai, Roselle Melodie Karakia**  
**Rich, Grace Elizabeth Rivers**  
**Roberts, Timothy Alan John**  
**Scott, Bridget Alice**  
**Tait, Rebecca Maree**  
**Teniteni-Smeaton, Jury Kauwhata**  
**Verboeket, Luke William John**  
**Woodd, Isaac Benjamin**  
**Woolf, Robert Philip**

**Graduate Certificate in Law**

**Te Rata, Diana Jocelyn Teina**

**Certificate in Law**

**Knobel, Nicola**

## WELLINGTON FACULTY OF SCIENCE

**Master of Artificial Intelligence**

**Doherty, William Finn, *with Distinction***

**Master of Clinical Immunology**

**Blud, Danielle Josie, *with Distinction***  
**Harman, Beth, *with Merit***  
**Maddock, Pearl Ember, *with Merit***

**Masters, Emily Paige, with Merit**  
**Ordonez Ceron, Sebastian, with Distinction**  
**Yates, Xavier Iori Nakamura, with Distinction**

**Master of Conservation Biology**  
**Andersen, Laura Rose, with Distinction**  
**St George, Sarah Jane, with Distinction**  
**Tran, Minh Phuc, with Merit**

**Master of Data Science**  
**Eliezer, Hans, with Distinction**

**Master of Drug Discovery and Development**  
**Hawken, Bethany Rose, in Drug Discovery with Distinction**

**Master of Environmental Science**  
**Cheng, Yor Linh, with Merit**  
**Hananui, Raine Waipunaraki Mere, with Distinction**

**Master of Marine Conservation**  
**Burkart, Kathryn Kelly, with Merit**

**Master of Science**  
**Guo, Songqi, in Mathematics**  
**McGovern, Liam Samuel Turner, in Geology with First Class Honours**  
**Roberts, Ben Kaleb McLaren, in Cell and Molecular Bioscience with Distinction**

**Master of Science in Society**  
**Riddell, Shona Laurie Christabel, with Distinction**

**Bachelor of Biomedical Science**  
**Wijesooriya, Sachini Chathunika Amali**

**Bachelor of Science**  
**Bailey, Blake Stanley MacIntyre**  
**Barron, Gareth David**  
**Brown, Finlay James**  
**Collinson, Elicia Rose**  
**Connor, Tomasi Mansoor Aki**  
**Crampton, Joel William**  
**Crisp, Penelope Bernadette Raewyn**  
**Dyson, Mark Gordon**  
**Goodyear, Adam John**  
**Hardie-Grainger, Crawford Silver Allan Penaia**  
**Hong, Benjamin**  
**Hooper, Jayden Kyle**  
**Jessop, Joan Ann**  
**Leedes, Jayde Alysa**  
**Mataiti, Thea Tiare**  
**McSweeney, Samuel James Ngatuakana**  
**Montes de Oca Walker, Pablo**  
**Nicholson, Levi Scott**  
**O'Brien, Tyler Riley**  
**Patrick, Elizabeth Ann Wilshire**  
**Payne, Sienna Bianca**  
**Powell, Rowan Egan**  
**Reed, Sebastian Guy**

**Robinson, Alicia Abigail**  
**Sharma, Ishaan**  
**Sladden, Samuel Johnson**  
**Trocio, Shaun Elijah**  
**Weaver, Caleb Tamiti**  
**Weir, Ella Joy**

**Postgraduate Diploma in Clinical Psychology**

**Davey, Steven Andrew**  
**Sieng, Vanessa**

**Graduate Diploma in Science**

**Nic Éinrí Heussaff, Muireann, *in Psychology***  
**Tubbs, Kilian Bryn James, *in Ecology and Biodiversity***

**Postgraduate Certificate in Science**

**Fletcher, Zoe Caprice, *in Psychology***  
**Thorp, Alan, *in Geophysics***

## **Agenda Item 8**

### **Ki te rā: Student Wellbeing Outcomes Framework (2024-2030)**

**To receive:** a Council paper from Dr Logan Bannister, Deputy Vice-Chancellor, Students, dated 29 April 2024 regarding Ki te rā: Student Wellbeing Outcomes Framework (2024-2030) (document VUWC 24/43).

**To resolve:** that Council approve Ki te rā: Student Wellbeing Outcomes Framework (2024-2030) for implementation.



## COUNCIL PAPER

TO	Members of Council
FROM	Dr Logan Bannister, Tumu Whakauru – Deputy Vice Chancellor (Students)
AUTHOR	Rachel Anderson-Smith, Kaiwahakahaere – Manager, Te Amaru – Disability Services and Student Wellbeing
DATE	29 April 2024 2024
SUBJECT	<b>Ki te rā: Student Wellbeing Outcomes Framework (2024-2030)</b>
DOCUMENT #	VUWC 24/43

### Executive Summary

It is my pleasure to introduce you to Ki te rā: Student Wellbeing Outcomes Framework (2024-2030), which has been endorsed by Te Hiwa. Some members of Council have already engaged with Ki te rā at Audit and Risk Committee last year.

Ki te rā is designed to build on the outstanding work we already do to advance student wellbeing. We have seized the opportunity the Pastoral Care Code provides to complement our primarily support and response-focused approach to wellbeing, with key outcomes that will enhance student wellbeing, prevent poor wellbeing, and empower students to thrive while reaching their academic and personal potential.

In implementing Ki te rā, we will: embed wellbeing into the fabric of our university; take meaningful action to address the causes of poor wellbeing; empower students to participate in opportunities to enhance their wellbeing; and equip our community to confidently recognise and respond to students whose wellbeing, safety or behaviour is of concern and refer to appropriate support.

To develop Ki te rā we gathered research, exemplars, information from surveys, advice from internal and external wellbeing experts, student leaders and the wider student community, and staff. Our Te Herenga Waka community thoughtfully contributed to the formation of Ki te rā, a topline report of the student and staff consultation findings can be found [here](#).



Ki te rā has been developed with financial prudence and the importance of working sustainably in mind and therefore focuses on what can be realistically delivered.

A Ki te rā: Student Wellbeing Outcomes Framework Working Group will have a leading role in the implementation of Ki te rā. An annual report on the progress made towards achieving the measures outlined in the Framework will be prepared by the Working Group for the Director, Te Pūrengi who will report through to the Audit and Risk Committee, Student Experience Committee, Committee on University Student Pastoral Care, Senior Leadership Team, and Student Assembly.

### **Recommendation**

**That Council approve Ki te rā: Student Wellbeing Outcomes Framework (2024-2030) for implementation.**



TE HERENGA WAKA—VICTORIA UNIVERSITY OF WELLINGTON

# Ki te rā: Student Wellbeing Outcomes Framework 2024-2030

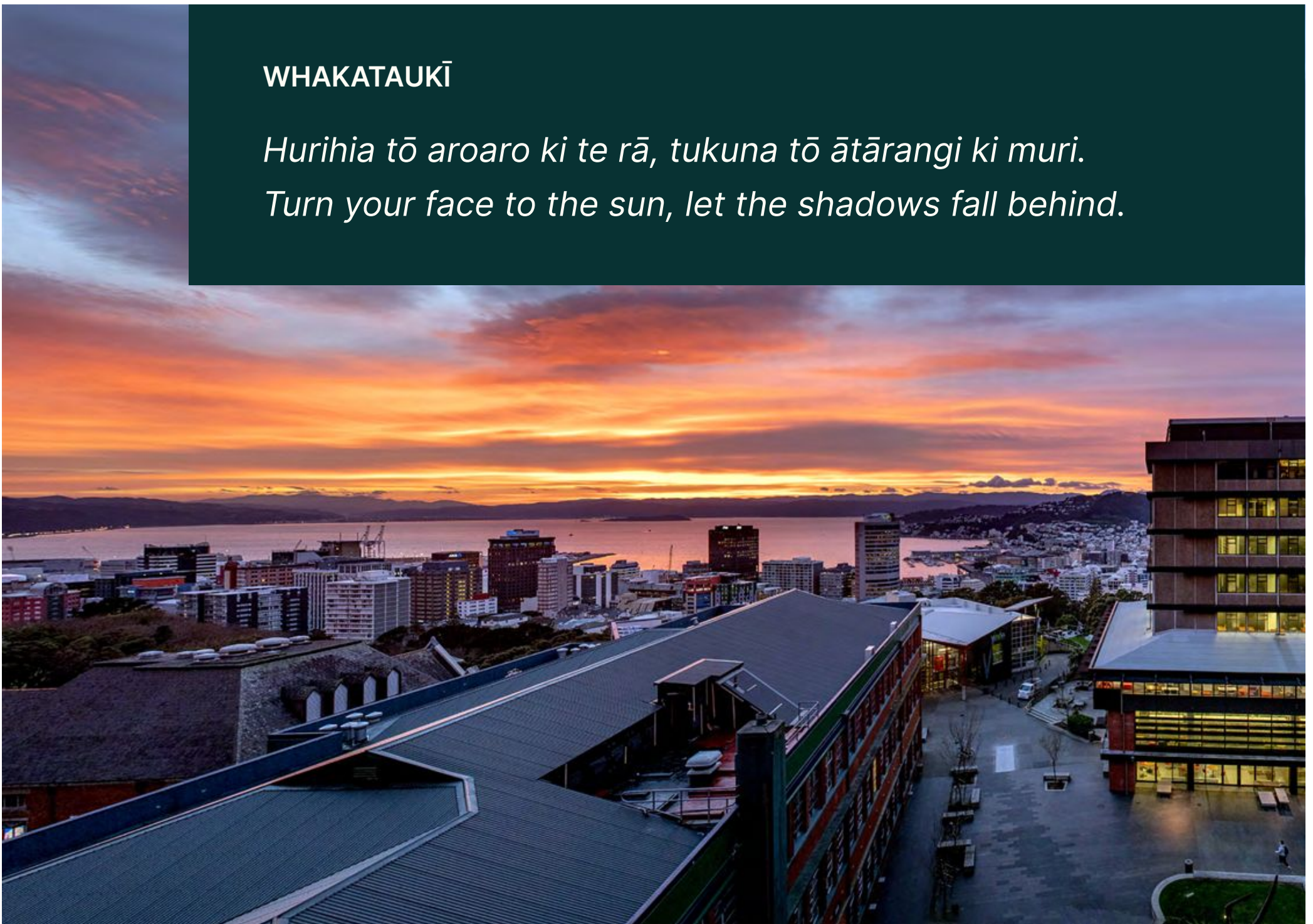


CAPITAL  
THINKING.  
GLOBALLY  
MINDED.  
MAI I TE IHO KI TE PAE

## WHAKATAUKĪ

*Hurihia tō aroaro ki te rā, tukuna tō ātārangi ki muri.*

*Turn your face to the sun, let the shadows fall behind.*





## KUPU WHAKATAKI FOREWORD

At Te Herenga Waka—Victoria University of Wellington, we are committed to sustaining and enhancing student wellbeing. We continue to work towards honouring Te Tiriti o Waitangi, and we are a values-based community that places the wellbeing and safety of our students at our core. We have a strong focus on student wellbeing in our [Strategic Plan](#) and we are a restorative and health promoting University. Across many disciplines we contribute to the understanding and advancement of wellbeing through research. We have academic and professional staff dedicated to the personal and academic development of students and responding to wellbeing concerns. Our student leaders support their peers and advocate for environments and approaches that enhance wellbeing.

Ki te rā: Student Wellbeing Outcomes Framework is designed to build on the outstanding work we already do to advance student wellbeing. We have seized the opportunity the Pastoral Care Code provides to complement our primarily support and response-focused approach to wellbeing, with key outcomes that will enhance student wellbeing, prevent poor wellbeing, and empower students to thrive while reaching their academic and personal potential.

In implementing Ki te rā, we will: embed wellbeing into the fabric of our university; take meaningful action to address the causes of poor wellbeing; empower students to participate in opportunities to enhance their wellbeing; and equip our community to confidently recognise and respond to students whose wellbeing, safety or behaviour is of concern and refer to appropriate support.

I acknowledge the many students and staff that have thoughtfully contributed to the formation of Ki te rā. Across disciplines, services, and students, we are bountiful in academic, professional, and lived wellbeing expertise. This wealth of knowledge has been hugely valuable during the development of this Framework.

**Dr Logan Bannister**  
**Deputy Vice-Chancellor (Students)**

## HEI WHAKAMĀRAMA I TE HAUORA DEFINITION OF WELLBEING

There are many ways to think about wellbeing and how it can be measured. The following definition of wellbeing guides our focus:

Wellbeing is a state of dynamic equilibrium in which we have the psychological, social, and physical resources to nurture Mauriora, Waioara, Taha Wairua, Toiora, Taha Whānau, and Te Oranga (cultural identity, physical environment, spiritual wellbeing, healthy lifestyles, family and social wellbeing, and participation in society). As a result, we can lead fulfilling lives with Ngā Manukura and Te Mana Whakahaere (leadership and autonomy).

At Te Herenga Waka—Victoria University of Wellington, this means that we act with integrity to address the diverse needs of our community and cultivate a respectful culture and environment that enables all students to thrive, fully participate in university life, and achieve their academic and personal potential. This is a collectively negotiated state and recognises the responsibility of caring for ourselves and the interconnections between us, and the environments and systems that connect us.



## WHANONGA PONO PRINCIPLES

The following principles guide Ki te rā and those implementing it:

- ▶ Honour Te Tiriti o Waitangi and weave mātauranga Māori into our understanding of, and approach to wellbeing.
- ▶ Reflect the ethnically diverse nature of our community, with a particular focus on enriching our approach to wellbeing with Pasifika knowledge.
- ▶ Embrace the cultural diversity of our community to ensure our approach to wellbeing is inclusive of those more likely to experience disadvantage such as those with English as a second language and those named in our Equity and Diversity Framework including: LGBTQIA+ and Takatāpui, students from a refugee background, disabled people, tangata whaikaha Māori, and students from low socioeconomic backgrounds.
- ▶ Embed wellbeing into all aspects of our university culture.
- ▶ Take a robust evidence-based approach gathered from relevant literature, wellbeing expertise and best practice.
- ▶ Meaningfully engage students, including those with lived experience of mental distress, as participants in, and leaders of our culture of wellbeing.
- ▶ Recognise that staff wellbeing is interconnected with student wellbeing.
- ▶ Nurture environments that promote and support student wellbeing and take responsibility to address the known causes of poor wellbeing.
- ▶ Use a holistic perspective that considers the broad determinants of wellbeing, recognising that while experiencing manageable levels of stress can be healthy, poor wellbeing can negatively impact on academic learning, performance, and enjoyment of the University experience.

## NGĀ TŪTOHU O TE HAUORA WELLBEING INDICATORS

To measure the impact of Ki te rā, we need to understand the state of student wellbeing for both current and potential future students.

The WHO-5 Wellbeing Index provides a useful evidence-based tool for self-reporting current states of wellbeing. It measures subjective wellbeing over the last two weeks. The total raw score ranges from 0 to 25, with a score below 13 indicating poor wellbeing and a score of 13 through to 25 indicating good to excellent wellbeing.

If students have a 'good to excellent' WHO-5 Wellbeing Index Score, we can reasonably assume they have a healthy level of functioning that enables them to fully engage in their studies.

To measure the state of student wellbeing, in the Student Voice—Have Your Say Survey we use the WHO-5 Wellbeing Index along with additional health and wellbeing questions recommended by the Student Experience in the Research University (SERU).

While our current wellbeing indicators are useful, the literature now acknowledges that wellbeing and illbeing coexist and are not simply opposites of each other. We do not currently clearly measure illbeing and this could be considered in future to recognise that students harbour thoughts, often simultaneously, of wellbeing and illbeing.

The Outcomes, Objectives, and Primary Actions of Ki te rā have been designed to decrease student illbeing and harm, and increase student wellbeing and safety.

### Te Herenga Waka student wellbeing indicators

The Student Voice—Have Your Say Survey provides us with useful wellbeing indicators. This survey is run annually for all Te Herenga Waka students in the second trimester. The results from the 2023 survey found that less than half of students at Te Herenga Waka reported their current emotional wellbeing, mental health, ability to manage stress, get the weekly exercise they need, or get the nightly sleep they need as good or very good. Slightly more than half described their ability to eat a

balanced and nutritious diet, and their current physical health as good or very good.

The average score for students at Te Herenga Waka on the WHO-5 Wellbeing Index Score was 12 out of 25. 45% had a score of 13 or higher indicating good to excellent wellbeing; 56% has a score of 12 or lower indicating poor wellbeing. This result is similar to the results from 2022.

### Aotearoa tertiary student mental health

The *Kei Te Pai? Report on Student Mental Health in Aotearoa* (New Zealand Union of Students' Association, 2018) outlines the state of tertiary students' mental health. Its findings show that young tertiary students (16 to 25 years old) are experiencing poor wellbeing and mental health issues that have *"a serious impact on their academic achievement and quality of life"*. In navigating a unique set of struggles, such as student loans, a challenging course workload and substandard living conditions, *"young tertiary students are experiencing significantly greater distress levels than what is found in the young 'non-student' population."* Pasifika students and older tertiary students were found to experience significantly lower levels of distress than their peers, however, they made up only a small percentage of the sample surveyed by the NZUSA. Levels of psychological distress for Māori respondents and Pākehā were almost the same in this study.

### Aotearoa youth wellbeing indicators

The state of youth wellbeing at a national level is a concern as we prepare for future students. Youthline's 2023 State of the Generation report found that 75% of youth surveyed said mental health was the biggest issue facing their generation. The Ministry of Social Development's [2021 What About Me? nationwide survey](#) of young people, stated that: *"The mental health results present a worrying picture of high need for young people and show a deterioration compared to results from past surveys...In the last twelve months, just under half had felt so overwhelmed they could not cope [49%], and that life was not worth living [41%]. One-quarter had seriously thought about suicide [26%] and 12% had attempted it. Results for all questions were significantly worse for female, disabled and rainbow young people and worse for most questions for rangatahi Māori."*

# MŌ TĒNEI MAHERE

## ABOUT THIS FRAMEWORK

### Mandate

The primary mandate for Ki te rā comes from [The Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#) which requires all tertiary education institutions to have strategic goals to support the wellbeing and safety of students. In 2021, a Te Herenga Waka Gap Analysis of the Code identified the necessity for an organisation-wide framework with goals that can be reported against.

### Student wellbeing outcomes framework project team

The development of a Student Wellbeing Outcomes Framework was sponsored by former Provost Wendy Larner, with Kirsty McClure as Project Director, Rachel Anderson-Smith as Project Manager, and Project Assistants Alisa Ikenaga, Claudia Comber, and Toby Leman. The project team sought advice from professional and academic staff wellbeing experts, student leadership and external wellbeing experts.

### Guiding values, models, and documents

The definition of wellbeing, principles, and key outcomes have been crafted by the project team with guidance from expert advisers and have been based on the [values outlined in our Strategic Plan, Te Pae Māhutonga: A Model for Māori Health Promotion, Fonua Ola and Fonofale: Pacific Models of Wellbeing, the Five Ways to Wellbeing, Every Life Matters—He Tapu te Oranga o ia Tangata: Suicide Prevention Strategy 2019–2029 and Suicide Prevention Action Plan 2019–2024 for Aotearoa New Zealand](#) and best practice exemplars, including from the University of New South Wales. We received valuable advice from the Chair of the YOU Student Wellbeing Survey team and drew on preliminary findings released from the YOU survey. We also drew on being a Restorative University, and a Health Promoting University in line with the [Okanagan Charter](#). Health promoting universities transform the health and sustainability of our current and future societies, strengthen communities, and contribute to the wellbeing of people, places, and the planet.



Photo credit: A. Fujii (CC BY 4.0)

### Audience

Ki te rā has been developed as a resource to support our community to innovatively connect what we do with the wellbeing outcomes we want to achieve. It is envisaged that all faculties, schools, and central service units, even if not named directly, will draw from this document when developing their own plans so that we can utilise our full power to collectively enhance student wellbeing.

It is also intended that students will be closely involved in delivering Ki te rā, just as they have been in developing it.

### Student and staff consultation

In 2022, students and staff were invited through a Student Wellbeing Outcomes Framework survey to identify what Te Herenga Waka is doing well in supporting student wellbeing, what students and staff perceive the causes of poor student wellbeing are, and the opportunities for addressing these. The issues and solutions and definition of wellbeing were further explored in focus groups with student leaders.

The key insights from the student survey, staff survey and student focus groups were as follows. These ten insights are ordered by the combined quantity and strength of responses.

1. Reaffirm and strengthen the wellbeing culture and community at Te Herenga Waka.
2. Embed wellbeing into teaching and learning design and delivery.
3. Uphold and enhance highly regarded student services.
4. Accept, acknowledge, and celebrate identity.
5. Respond to post-pandemic expectations of flexibility, remote access, and sustainable workloads.
6. Recognise the interconnectedness of staff wellbeing and student wellbeing.
7. Establish wellbeing as a core component of our plans, policies, decisions, and systems.
8. Address campus and city safety.
9. Influence students' cost of living.
10. Understand and act on climate change.

The consultation process was designed to maximise the time and capacity for our community to engage in discussions about wellbeing and share their whakaaro (ideas). The project team was heartened that during this process staff and student leaders took the initiative to commence some of the activities they identified as important to enhancing student wellbeing.

In 2023 following the drafting of the Framework and negotiation with primary action responsibility holders, a formal final consultation was conducted. Overall, a significant majority of staff and student respondents showed support for the work undertaken, as well as wanting the progression of student wellbeing to go further and faster. Minor changes were made as a result of this feedback.

## Staff wellbeing

The interconnectedness of staff and student wellbeing was recognised from the outset of the project to develop a Student Wellbeing Outcomes Framework, particularly as many staff are also students. While the Ki te rā: Student Wellbeing Outcomes Framework includes some actions that will benefit both student and staff wellbeing, it is focused on enhancing student wellbeing. The Human Resources team is leading the creation of a Kaimahi/Staff Wellbeing Framework. There has been ongoing sharing of knowledge and findings during the development phase of these frameworks, and it is expected this will continue during their implementation.

## Connectivity with existing mahi

Our approach to wellbeing will be enhanced by Ki te rā, which has been crafted to align with the goals of existing frameworks and plans such as: [Mai i te Iho ki te Pae—Māori Strategic Outcomes Framework](#); Pasifika Strategy and Plans; [Ngā Kīwai o te Kete—Student Engagement Framework](#); [Te Parahia—Sustainability Outcomes Framework](#); [Te Korou—Learning and Teaching Strategy](#); [Toiere—Guide to course learning design](#); [Digital Solutions Roadmap](#); Paerangi—Student Success Framework; the University Accommodation Pastoral Care Framework; and the [Equity, Diversity, and Inclusion Framework](#).

Ki te rā and the University's approach to wellbeing, forms one of the pillars under the Kia Haumarū, Kia Matatū—Health, Safety, and Wellbeing Strategy.

Ki te rā, and the consultation that informed it, seeks to enrich the understanding of the impact that existing initiatives can have on student wellbeing as well as providing a challenge to go further.

## Resourcing

Ki te rā has been developed with financial prudence and the importance of working sustainably in mind and therefore focuses on what can be realistically delivered. Because of this, our inaugural Ki te rā: Student Wellbeing Outcomes Framework does not solely focus on ideal actions but on primary actions that can make a meaningful difference to improve wellbeing outcomes.



# TE WHAKAHAERE, TE WHAKARURUHAU, ME TE AROTAKE IMPLEMENTATION, GOVERNANCE, AND REVIEW

Ki te rā was endorsed by Senior Leadership Team (Te Hiwa) on the 12th of March, 2024 and Council on TBC.

A Ki te rā: Student Wellbeing Outcomes Framework Working Group will have a leading role in the implementation of Ki te rā. This Working Group will be comprised of student leaders (2-3), professional (2-3) and academic staff (2-3) with wellbeing expertise. The Working Group will be guided by a 'terms of reference' and will firstly establish the phased delivery of the action plan.

The Working Group will provide regular updates to staff and students on the implementation of the Framework. The implementation of Ki te rā is supported by communications advice, and a communications plan including web pages to ensure it is easy to access.

An annual report on the progress made towards achieving the measures outlined in the Framework will be prepared by the Ki te rā: Student Wellbeing Outcomes Framework Working Group for the Director, Te Pūrengi who will report through to the Audit and Risk Committee, Student Experience Committee, Committee on University Student Pastoral Care, Te Hiwa, and Student Assembly. Responsibility holders for primary actions would contribute to this annual report by sending progression updates to the Ki te rā: Student Wellbeing Outcomes Framework Working Group.

The overall responsibility and governance of Ki te rā to ensure deliverables are met, rests with the Student Experience Committee and Deputy Vice Chancellor (Students).



The primary text of Ki te rā, including the wellbeing definition, principles and four key outcomes have been constructed to be enduring through to end 2030. The timeframe for the action plan, which includes objectives and primary actions, is to the end of 2026.

A review of Ki te rā will take place prior to 2030 and will include meaningful engagement to seek feedback and advice from students and staff. This engagement will be mindful of the importance of ensuring the voices of equity groups and diverse students, including those with lived experience of poor wellbeing are heard. The review will also incorporate advice from professional and academic staff (particularly those with wellbeing expertise).

# NGĀ HUA MATUA E WHĀ

## FOUR KEY OUTCOMES

Through implementation of Ki te rā, we will achieve the following four key outcomes.

<p><b>Te Whakauru me te Whakarite</b> <b>Embed and Prepare</b></p>	<p>Wellbeing is embedded into the culture and fabric of our university by interweaving it through our policies, frameworks, strategic projects, decision-making, teaching and learning design, delivery, and review. The interconnection between student and staff wellbeing, the value of respectful relationships, as well as the wellbeing needs of our existing community and the needs of future students are considered.</p>
<p><b>Te Anganuitia</b> <b>Address</b></p>	<p>Factors that wellbeing evidence and our community identify as counterproductive to students' wellbeing are addressed and meaningfully acted upon. These are either under the responsibility of Te Herenga Waka, or externally where we can exercise Te Oranga (participation in society) and Ngā Manukura (leadership).</p>
<p><b>Te Whakamana me te Whakaara Ake</b> <b>Empower and Uplift</b></p>	<p>Students are empowered to participate in, and lead opportunities that enhance their personal wellbeing, taha whānau (family and social wellbeing), taha wairua (non-physical and spiritual connections, and things that give meaning and connection), toiora (physical health), and strengthen their identity and mauriora (cultural identity). Intentionally enhance our waiora (physical environment), technology, student services, and accommodation, to uplift and strengthen wellbeing and contribute to preventing poor wellbeing.</p>
<p><b>Te Mōhio, te Whakautu me te Ārahi</b> <b>Recognise, Respond and Refer</b></p>	<p>Our community is equipped to confidently, restoratively, and respectfully: recognise, respond, and refer students whose wellbeing, safety or behaviour is of concern, or who are at risk of harm to themselves or others. Clear pathways to support and services are provided so that students can meaningfully engage with assistance in a dignified and timely way.</p>

# TE MAHERE WHAKAHAERE ACTION PLAN 2024-2026

The development of this Action Plan stems from the Four Key Outcomes. The Objectives and Primary Actions are based on the student and staff consultation and have been further informed by advice from student and staff leadership on direction and priorities for action, advice from wellbeing experts, research, existing Te Herenga Waka wellbeing data, and best practice exemplars.

Ki te rā has been developed to inform, guide, and empower all areas of the University to embed wellbeing into their mahi, therefore this action plan does not list all the actions that we could or will do but highlights those that have emerged as being priorities.

## 1. Key outcome: Embed and Prepare

Wellbeing is embedded into the culture and fabric of our university by interweaving it through our policies, strategic projects, decision-making, teaching and learning design, delivery, and review. The interconnection between student and staff wellbeing, the value of respectful relationships, as well as the wellbeing needs of our existing community and the needs of future students are considered.

**1.1 Objective:** Strengthen and showcase our approach to wellbeing to ensure it is based on evidence and best practice by sharing the bountiful wellbeing expertise we have.

Primary actions	Deliverables	Responsibility
1.1 a) To support our culture of wellbeing, showcase and share wellbeing research and innovative approaches to enhancing the wellbeing of students and allow space for participants to reflect on applying this to their own context.	Opportunities to learn about the latest wellbeing research and innovative approaches to wellbeing are promoted through student and staff communications.	<ul style="list-style-type: none"> <li>Student Wellbeing Outcomes Framework Working Group (in collaboration with academic and professional wellbeing experts)</li> </ul>

**1.2 Objective:** Establish consideration of student wellbeing and the interconnection between student and staff wellbeing as a core component of our policies, strategic projects, and decisions.

Primary actions	Deliverables	Responsibility
1.2 a) Reflect our Pastoral Care Code commitment to the wellbeing and safety of students through the implementation and review of our Health, Safety, and Wellbeing Policy and ensure alignment with Ki te rā.  Review our Responding to Suicidal Behaviour by Students Policy and consider the best placement for this.	Health, Safety, and Wellbeing Policy reflects Pastoral Care Code Commitment. This is communicated to staff and students.  New procedure established to responding to suicidal behaviour is communicated to staff and students.	<ul style="list-style-type: none"> <li>Health, Safety, and Wellbeing;</li> <li>Legal Services;</li> <li>Te Pūrengi—Student Experience and Wellbeing (as content experts)</li> </ul>

<p>1.2 b) During the establishment, review or revision of all University policies, major projects, and procedures, where possible and appropriate give effect to opportunities to enhance student wellbeing. Utilise the principles of Ki te rā and wellbeing expertise as needed. Include being mindful of the interconnection between student and staff wellbeing.</p>	<p>Guidance given to policy sponsors and project leaders to support them to incorporate student wellbeing into our policies, major projects, and procedures.</p>	<ul style="list-style-type: none"> <li>▸ All policy sponsors and those responsible for procedures (including academic policy and procedures);</li> <li>▸ Major project leaders;</li> <li>▸ Te Waikura—Academic Office;</li> <li>▸ Legal Services</li> </ul>
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**1.3 Objective:** Embed wellbeing into teaching and learning design, delivery, and review.

Primary actions	Deliverables	Responsibility
<p>1.3 a) Develop a wellbeing course content toolkit to support academic staff to incorporate wellbeing content into the design and delivery of courses and research supervision, particularly where there is a useful connection with the curriculum. Base this toolkit on the Ki te rā wellbeing principles, wellbeing research and best practice.</p> <p>The evidence for best practice wellbeing promotion is changing; this toolkit will be based on existing evidence and updated regularly to reflect evidence developments.</p>	<p>A wellbeing course content toolkit is developed and communicated to academic staff, including research supervisors.</p> <p>Course examples of implementation of the toolkit are showcased in the Centre for Academic Development’s learning and teaching resources.</p>	<ul style="list-style-type: none"> <li>▸ Te Kōtuinga Mātauranga—Centre for Academic Development;</li> <li>▸ Student Wellbeing Outcomes Working Group (as subject matter experts)</li> </ul>
<p>1.3 b) Equip academic staff to embed accessibility into our learning, teaching, and assessment (including in the digital environment) by providing them with advice, standards, tools, and training.</p>	<p>Centre for Academic Development learning and teaching guidance includes accessibility best practice.</p>	<ul style="list-style-type: none"> <li>▸ Te Kōtuinga Mātauranga—Centre for Academic Development;</li> <li>▸ Te Amaru—Disability Services</li> </ul>
<p>1.3 c) Utilise the expertise and capacity of the Teaching-Intensive Pathway academic staff to provide advice on embedding wellbeing into teaching and learning, test initiatives and to support the implementation of initiatives across the University.</p>	<p>Teaching-Intensive Pathway academic staff are consulted, and their advice is incorporated into teaching and learning initiatives across the University.</p>	<ul style="list-style-type: none"> <li>▸ Director, Teaching- Intensive Pathway</li> </ul>
<p>1.3 d) As part of programme reviews, where possible and appropriate give effect to opportunities to enhance student wellbeing. Utilise the principles of Ki te rā and wellbeing expertise as needed.</p>	<p>There is evidence in programme reviews of the support for student wellbeing and how issues are mitigated.</p>	<ul style="list-style-type: none"> <li>▸ Te Waikura—Academic Office</li> </ul>



1.3 e) Review the questions in the student feedback on courses to ensure a focus on student wellbeing and provide students with a feedback loop.	By mid2024 student feedback course question on wellbeing developed and made available for use by Course Coordinators.	<ul style="list-style-type: none"> <li>▸ Deputy Vice Chancellor (Academic);</li> <li>▸ Te Waikura—Academic Office</li> </ul>
1.3 f) Periodically include ‘student wellbeing issues and opportunities’ as an agenda item at University Learning and Teaching Committee and/or Student Experience Committee, Faculty and School teaching and learning meetings.	Actions following discussion of ‘Student wellbeing issues and opportunities’ are recorded in the minutes of University Learning and Teaching Committee and/or Student Experience Committee, Faculty and School teaching and learning meetings.	<ul style="list-style-type: none"> <li>▸ Teaching and learning leaders</li> </ul>

## 2. Key outcome: Address

Factors that wellbeing evidence and our community identify as counterproductive to students’ wellbeing are addressed and meaningfully acted upon. These are either under the responsibility of Te Herenga Waka, or externally where we can exercise Te Oranga (participation in society) and Ngā Manukura (leadership).

**2.1 Objective:** Actively champion and celebrate identity and our commitment to equity and diversity.

Primary actions	Deliverables	Responsibility
2.1 a) Develop and implement highly recommended staff professional development to increase the understanding of discriminatory behaviour and support the full inclusion of equity students and our diverse student body (e.g., anti-racism, disability confidence, LGBTQIA+). Tailor this for university leaders to recognise the important role these decision makers have in implementing our commitment to equity, diversity, and inclusion.	Professional development developed and promoted to all staff and introduced at induction.	<ul style="list-style-type: none"> <li>▸ EDI Steering Group;</li> <li>▸ Te Pūmanawa Tāngata—Human Resources;</li> <li>▸ Te Pūrengi—Student Experience and Wellbeing (as subject matter experts)</li> </ul>



<p>2.1 b) Support community building by taking the initiative to connect with, enable and celebrate our culturally diverse communities and student from equity groups (e.g., Māori, Pasifika, English as a Second Language, LGBTQIA+ and Takatāpui, students from a refugee background, disabled people, tangata whaikaha Māori).</p>	<p>Community building included in annual plans and promotion of related events and initiatives included in our main student and staff communication channels.</p>	<ul style="list-style-type: none"> <li>▸ Te Pūrenji—Student Experience and Wellbeing;</li> <li>▸ Tītoko—Centre for Student Success;</li> <li>▸ Āwhina;</li> <li>▸ Pasifika Student Success;</li> <li>▸ Wellington University International;</li> <li>▸ University Recreation, Campus Operations;</li> <li>▸ Communications Group</li> </ul>
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**2.2 Objective:** Respond to student expectations of course flexibility, remote access, and sustainable workloads.

<b>Primary actions</b>	<b>Deliverables</b>	<b>Responsibility</b>
<p>2.2 a) Meet the needs of students who need to access key course content remotely due to sickness, disability, work and whānau commitments, or studying by distance.</p>	<p>Information about how to access course content remotely, if needed, is communicated to future and current students in advance of course commencement, during orientation, and as it progresses.</p>	<ul style="list-style-type: none"> <li>▸ Te Waikura—Academic Office;</li> <li>▸ Te Kōtuinga Mātauranga—Centre for Academic Development;</li> <li>▸ Course Coordinators;</li> <li>▸ Tītoko—Student Success Advisors;</li> <li>▸ Te Amaru—Disability Services;</li> <li>▸ Te Haumiri-International Student Experience;</li> <li>▸ Wellington University International</li> </ul>
<p>2.2 b) Address the issues of assessment clusters and the lack of transparency and coordination of assessment information.</p> <p>The assessment sub-committee of learning and teaching committee consider this issue with urgency and make a recommendation to the University Learning and Teaching Committee.</p>	<p>Key assessment information including dates is communicated to students in course information in advance of course commencement and Associate Deans have visibility on this.</p>	<ul style="list-style-type: none"> <li>▸ Assessment Sub-Committee of Learning and Teaching Committee</li> </ul>



<p>2.2 c) Enhance the consistency of approaches to course expectations, deadlines, and extensions which consider students' contexts including wellbeing, equity needs, employment and whānau obligations, and avoid requiring evidence of personal circumstances.</p>	<p>The Assessment Handbook is actively applied to provide clarity on the consistency of expectations across different courses and faculties and addresses inconsistencies.</p>	<ul style="list-style-type: none"> <li>▸ Associate Deans (Academic or Learning and Teaching)</li> </ul>
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**2.3 Objective:** Reduce harm through addressing campus safety and contributing to city safety.

Primary actions	Deliverables	Responsibility
<p>2.3 a) Take preventative action to establish a culture that promotes respectful intimate relationships, recognises the precursors to sexual harm, and supports drug and alcohol harm prevention, particularly in Halls of Residence and during Orientation.</p>	<p>Halls of Residence staff are trained in the Pastoral Care Code and are equipped to recognise the precursors to harm and to support a safe culture in Halls of Residence.</p> <p>Orientation communication includes alcohol free events and drug testing information.</p>	<ul style="list-style-type: none"> <li>▸ Te Kopanga—University Accommodation;</li> <li>▸ Te Aka Tauira—VUWSA;</li> <li>▸ Mauri Ora (Student Support Coordinators);</li> <li>▸ Tītoko - Student Transition and Orientation team</li> </ul>
<p>2.3 b) Design and modify spaces that prevent accidental or deliberate harm to self or others through using the 'Safety in Design' process for our built environment; this considers and incorporates within the design process the wide range of variables including, for instance: access, physical comfort, and wellbeing and includes early, and ongoing, stakeholder consultation.</p> <p>Redoing the University's site risk assessment for means restriction for suicidal behaviour and incorporate this into our built environment.</p>	<p>The development of our new or modified spaces incorporates consideration and implementation of prevention measures for accidental or deliberate harm.</p> <p>The University's site risk assessment for means restriction is refreshed and actively implemented.</p>	<ul style="list-style-type: none"> <li>▸ Property Services;</li> <li>▸ Health, Safety, and Wellbeing</li> </ul>
<p>2.3 c) Actively collaborate to influence the wider safety of the city, particularly through strengthening the role we play in the Pōneke Promise.</p>	<p>Active collaboration with Wellington City Council and other Pōneke Promise stakeholders is sought to productively address city and campus safety concerns.</p>	<ul style="list-style-type: none"> <li>▸ Te Aka Tauira—VUWSA;</li> <li>▸ Director, Campus Operations;</li> <li>▸ Chief Operating Officer</li> </ul>



**2.4 Objective:** Play our part in influencing and mitigating the cost of living.

Primary actions	Deliverables	Responsibility
2.4 a) Use our influence and relationships to advocate with local and central government to progress to permanent free public transport fares due to the benefits for engagement, cost of living, climate change.	Collaboration with Wellington City Council and Greater Wellington Regional Council is undertaken and University's position on the value of free public transport fares for students is made clear.	<ul style="list-style-type: none"> <li>▸ Te Aka Tauira—VUWSA;</li> <li>▸ Toitūroa—Sustainability</li> </ul>
2.4 b) Maintain collaboration between the University and Te Aka Taurā—VUWSA to provide free public transport between campuses, food packages for those experiencing hardship and free/subsidised menstrual products.  Take opportunities to make nutritional, reasonably priced, food readily available (including in vending machines).	Free inter-campus bus passes, food packages for those experiencing hardship, and free/subsidised menstrual products are maintained.	<ul style="list-style-type: none"> <li>▸ Te Aka Tauira—VUWSA;</li> <li>▸ Chief Operating Officer</li> </ul>

**2.5 Objective:** Support our community's understanding of the impacts of climate change and their ability to take adaptive and preventative climate change action.

Primary actions	Deliverables	Responsibility
2.5 a) Promote strategies for students to cope with climate change grief and concern.	Events and resources promoted through student communication.	<ul style="list-style-type: none"> <li>▸ Toitūroa—Sustainability;</li> <li>▸ Manawa Ora—Student Wellbeing;</li> <li>▸ Communications Group</li> </ul>
2.5 b) Promote participation opportunities for students, including those on leadership programmes, to mitigate climate change both through individual personal action and through influencing change.	Opportunities promoted through student communication.	<ul style="list-style-type: none"> <li>▸ Toitūroa—Sustainability;</li> <li>▸ Student leadership programmes</li> </ul>
2.5 c) Actively communicate how Te Herenga Waka is taking action to understand, adapt to, and mitigate climate change through our academic research and projects.	Profile academic climate change research and media.	<ul style="list-style-type: none"> <li>▸ Toitūroa—Sustainability;</li> <li>▸ Communications Group</li> </ul>





**2.6 Objective:** Use our influence to address local and national government level decisions that affect the wellbeing of our community.

Primary actions	Deliverables	Responsibility
2.6 a) Utilise our academic, professional and student wellbeing expertise and experience of the University to contribute a voice on wider societal decisions that impact student wellbeing.	Examples of utilising our influence included in student communication.	<ul style="list-style-type: none"> <li>▸ Te Hiwa</li> </ul>

### 3. Key outcome: Empower and Uplift

Students are empowered to participate in, and lead, opportunities that enhance their personal wellbeing, taha whānau (family and social wellbeing), taha wairua (non-physical and spiritual connections, and things that give meaning and connection), toiora (physical health), and strengthen their identity and mauriora (cultural identity). Intentionally enhance our waiora (physical environment), student services, and accommodation, to uplift and strengthen wellbeing and contribute to preventing poor wellbeing.

**3.1 Objective:** Equip students to understand and enhance their wellbeing and realistically inform them of the challenges they may experience and the support available.

Primary actions	Deliverables	Responsibility
<p>3.1 a) Provide a wellbeing kete of information and resources for all students including: the foundations of wellbeing literacy and practical actions students can take, ways to self-assess wellbeing, the challenges they may experience, training in harm prevention, services available, after-hours services, and how to access support in the transition to employment.</p> <p>Design and locate this wellbeing kete so that it is readily accessible and introduce it to students as early as possible, including at orientation.</p> <p>Actively promote the wellbeing kete to all students and regularly remind students of it.</p> <p>The evidence for best practice wellbeing promotion is changing; this kete will be based on existing evidence and updated regularly to reflect evidence developments.</p>	Preventative wellbeing package (kete) established and introduced to all students, prioritise this initiative for current students and during development consider if aspects of it should be extended to future students.	<ul style="list-style-type: none"> <li>▸ Student Wellbeing Outcomes Framework Working Group;</li> <li>▸ Tītoko;</li> <li>▸ Āwhina;</li> <li>▸ Pasifika Student Success;</li> <li>▸ Te Pūrenji—Student Experience and Wellbeing;</li> <li>▸ University Recreation, Campus Operations;</li> <li>▸ Faculty of Graduate Research</li> </ul>

**3.2 Objective:** Promote opportunities for students (both to participate in and guide) that enhance their wellbeing.

Primary actions	Deliverables	Responsibility
<p>3.2 a) Across student services provide a suite of quality, evidence-based opportunities (including those that are peer led) for students to enrich their understanding of ways to enhance their wellbeing, prevent harm, and make social connections.</p> <p>Connect the promotion and delivery of these opportunities to students' academic studies wherever possible.</p> <p>Intentionally ensure opportunities reach students from equity groups, and international students.</p>	<p>Opportunities communicated in student communications, including communication tailored for equity and diverse students.</p> <p>Initiatives reporting in Te Pūrengi annual reporting.</p> <p>Provide course coordinators collateral to use in their courses to promote the availability of student services.</p>	<ul style="list-style-type: none"> <li>▸ Te Pūrengi—Student Experience and Wellbeing;</li> <li>▸ Āwhina;</li> <li>▸ Pasifika Student Success;</li> <li>▸ Tītoko—Centre for Student Success;</li> <li>▸ In collaboration with Course Coordinators</li> </ul>
<p>3.2 b) Offer students (including those with lived experience of mental distress) opportunities to provide advice on Student Wellbeing Outcomes Framework initiatives to inform the implementation of the Student Wellbeing Outcomes Framework, ensure students are recognised for their time.</p>	<p>Opportunities to provide advice on Student Wellbeing Outcomes Framework initiatives included in student communication and advice considered by Student Wellbeing Outcomes Framework Working Group.</p>	<ul style="list-style-type: none"> <li>▸ Student Wellbeing Outcomes Framework Working Group</li> </ul>

**3.3 Objective:** Uphold and enhance the delivery of quality student services to ensure they are effective, timely, relevant, and sustainable.

Primary actions	Deliverables	Responsibility
<p>3.3 a) Consistently and regularly promote the wellbeing support that is available for students through student services in a way that is as systemic as possible and avoids students having to opt into the communication.</p> <p>Be particularly mindful to include visibility of the support for post graduate students.</p>	<p>Student awareness of student services wellbeing support increases (Have Your Say Survey).</p>	<ul style="list-style-type: none"> <li>▸ Te Pūrengi—Student Experience and Wellbeing;</li> <li>▸ Communications Group;</li> <li>▸ Tītoko;</li> <li>▸ Faculty of Graduate Research;</li> <li>▸ Chief Operating Officer</li> </ul>



<p>3.3 b) Increase the availability of wellbeing support at Te Aro Campus with Faculty and student leadership.</p>	<p>Awareness of student services by Te Aro students increases (Have Your Say Survey).</p>	<ul style="list-style-type: none"> <li>▸ Te Pūreni—Student Experience and Wellbeing;</li> <li>▸ Āwhina;</li> <li>▸ Pasifika Student Success;</li> <li>▸ Tītoko—Centre for Student Success;</li> <li>▸ University Recreation, Campus Operations</li> </ul>
<p>3.3 c) Ensure timely, reasonable mental health support is available by:</p> <p>Continuing to implement measures to utilise our existing mental health support workforce effectively and channel demand to the most effective support.</p> <p>Actively manage staffing levels to ensure services can provide sustainable levels of support.</p> <p>Make information about the timeframes for health and counselling appointments readily available to staff and students.</p> <p>Increase communication of alternative mental health support (such as online resources, text counselling) when wait times for health and counselling appointments are longer than usual. Do this in advance of known peak periods.</p>	<p>Wait times for Mauri Ora-Student Health and Counselling are actively managed to reasonable levels and transparently communicated.</p> <p>If appointments cannot be made suitably, then alternative mental health support options are engaged.</p>	<ul style="list-style-type: none"> <li>▸ Te Pūreni—Student Experience and Wellbeing;</li> <li>▸ Communications Group</li> </ul>
<p>3.3 d) Increase the promotion of an accessible array of opportunities for students to understand and enhance their physical health and support their social, cultural, and spiritual needs (clubs, sports, fitness), ensuring close connectivity across student services teams.</p>	<p>Awareness and usage of University Recreation increases (Have Your Say Survey).</p>	<ul style="list-style-type: none"> <li>▸ University Recreation, Wellington;</li> <li>▸ Communications Group</li> </ul>



**3.4 Objective:** Implement the Pastoral Care Framework: Procedure and Guidance for University Accommodation, ensuring close connectivity with the wider University.

Primary actions	Deliverables	Responsibility
<p>3.4 a) Setting students up for success: set accurate expectations and get to know residents as individuals.</p> <p>Structured pastoral care: implement the structured University Accommodation Pastoral Care Framework to support students according to individual need.</p> <p>Responding to support needs: respond to a student as a whole person including their whānau and ensuring a joined-up approach with the university.</p>	<p>The University Accommodation Pastoral Care Dashboard is used to monitor emerging risks, ensure continuity of care, and monitor for proportionate and consistent interventions.</p>	<ul style="list-style-type: none"> <li>▸ Te Kopanga—University Accommodation</li> </ul>

**3.5 Objective:** Provide a physical environment that enhances and supports the wellbeing of students.

Primary actions	Deliverables	Responsibility
<p>3.5 a) Actively promote the Safety in Design Process and associated Deliverables to create spaces that support student wellbeing.</p> <p>Emphasise the purposeful wellbeing aspects of our spaces with student and staff consultation and communication.</p> <p>Utilise wellbeing expertise to deliver the best and well considered outcomes.</p>	<p>Intentional wellbeing elements are incorporated into new or modified spaces during the design process.</p> <p>University student and staff communication includes examples of the connectivity between our built spaces and wellbeing.</p>	<ul style="list-style-type: none"> <li>▸ Property Services;</li> <li>▸ Communications Group;</li> <li>▸ Health, Safety, and Wellbeing (as subject matter experts)</li> </ul>



**3.6 Objective:** Provide accessible technology that enhances and supports the wellbeing of students.

Primary actions	Deliverables	Responsibility
<p>3.6 a) When we are identifying and provisioning technology, ensure that this is accessible and wherever possible supports the wellbeing of students.</p> <p>Utilise wellbeing expertise to inform best practice.</p> <p>Utilise guidance from Learning and Teaching Committee (Learning Environments Advisory and Planning subcommittee).</p>	<p>Initiatives reported on in Digital Solutions Roadmap annual reporting.</p>	<ul style="list-style-type: none"> <li>▸ Te Tai Matihiko—Digital Solutions;</li> <li>▸ Learning Environments Advisory and Planning subcommittee of Learning and Teaching Committee (as subject matter experts)</li> </ul>

## 4. Key Outcome: Recognise, Respond, and Refer

Our community are equipped to, confidently, restoratively, and respectfully, recognise, respond, and refer students whose wellbeing, safety, or behaviour is of concern; or who are at risk of harm to themselves or others. Clear pathways to support and services are provided so that students can meaningfully engage with assistance in a dignified and timely way.

**4.1 Objective:** Equip our community to, confidently, restoratively, and respectfully, recognise, respond, and refer students whose safety or behaviour is of concern, or who are at risk of harm to themselves or others.

Primary actions	Deliverables	Responsibility
<p>4.1 a) Continue to implement Recognise, Respond, and Refer communication material and training across the University.</p> <p>Highly recommend this training to all staff at induction.</p> <p>Faculty and Central Service Unit leadership to encourage staff to attend this training.</p> <p>Consider the connectivity of the Recognise, Respond and Refer training with the suicide prevention training provided by Human Resources to ensure we are providing consistent and clear guidance for staff.</p>	<p>Percentage of staff that have completed Recognise, Respond and Refer professional development.</p>	<ul style="list-style-type: none"> <li>▸ Te Pūrengi—Student Experience and Wellbeing;</li> <li>▸ Te Pūmanawa Tāngata—Human Resources;</li> <li>▸ Faculty and Central Service Unit leadership</li> </ul>



**4.2 Objective:** Enhance the capability, coordination and sustainability of our services who are designated to respond to students who are at risk of harm to themselves or others.

Primary actions	Deliverables	Responsibility
<p>4.2 a) Develop clear and coordinated risk management approaches and processes to effectively respond to students at risk of harm to themselves or others using professional best practice in a sustainable and safe way.</p> <p>Equip all health and allied health professionals and those responding to student risk in a professional capacity with the knowledge, guidance, and professional supervision to confidently respond.</p>	<p>Developments reported on in Te Pūrengi annual report.</p>	<ul style="list-style-type: none"> <li>▸ Te Pūrengi— Student Experience and Wellbeing;</li> <li>▸ Te Kopanga—University Accommodation;</li> <li>▸ Health, Safety, and Wellbeing (as advisers on risk management approach)</li> </ul>

**4.3 Objective:** Ensure we have clear, restorative, trauma informed complaints processes that prioritise the wellbeing and safety of those who have experienced harm, bullying, and discrimination.

Primary actions	Deliverables	Responsibility
<p>4.3 a) Complete work to establish comprehensive, accessible complaints processes and empower students who experience harm, bullying and discrimination to feel comfortable and confident accessing these.</p>	<p>Student feedback on complaints processes shows that students are confident accessing this.</p>	<p>Te Pūrengi— Student Experience and Wellbeing</p>

**4.4 Objective:** Ensure we have strong data on the level of harm to self or others in our community, and students who die by suspected suicide, to enable us to aspire to a future where there is no suicide at Te Herenga Waka.

Primary actions	Deliverables	Responsibility
<p>4.4 a) Complement the existing reporting on health, safety and wellbeing that is submitted to Te Hiwa and Council with pan-University data and reporting on serious student harm to self or others, and possible University related situational distresses.</p> <p>Identify themes that emerge from this reporting and take action to address the drivers of these that are within the University's responsibility.</p>	<p>Monthly reports to Te Hiwa and Council on student harm to self or others including numbers, times of year, possible university related situational distresses.</p> <p>Six monthly reports to Student Wellbeing Outcomes Framework Working Group, Student Experience Committee, and Risk Oversight Group on themes that emerge from complaints and concerns received on wellbeing, safety, and behaviour.</p>	<ul style="list-style-type: none"> <li>▸ Te Pūrengi—Student Experience and Wellbeing;</li> <li>▸ Health, Safety, and Wellbeing;</li> <li>▸ Te Kopanga—University Accommodation;</li> <li>▸ Student Wellbeing Outcomes Framework Working Group;</li> <li>▸ Student Experience Committee;</li> <li>▸ Risk Oversight Committee</li> </ul>

**4.5 Objective:** Genuinely and purposefully support the welfare of our community following a critical incident, including death.

Primary actions	Deliverables	Responsibility
4.5 a) Follow critical incident and postvention best practice (that incorporates appropriate tikanga) to ensure proactive offers of support are provided to individuals impacted, including access to professional services and professional debriefing of responders.	Our response to critical incidents, including death, is comprehensive, needs-based and both considers and prevents further harm.	<ul style="list-style-type: none"><li>▸ Te Pūrengi—Student Experience and Wellbeing;</li><li>▸ Te Pūmanawa Tāngata—Human Resources</li><li>▸ Director, Campus Operations</li></ul>





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## **Agenda Item 9**

### **Hunter Fellowships and Honorary Degrees Statute**

**To receive:** a Council paper from the Chancellor, Mr John Allen, regarding the major review and proposed amendments to the Hunter Fellowships and Honorary Degrees Statute (document VUWC 24/44).

**To note:**

- 1 that the statute has undergone extensive consultation and is submitted today for approval with the unanimous support of the Academic Board, and the Victoria Honours Committee.
- 2 that as part of the major review it is proposed to rename the Statute to the Honorary Doctorates, Hunter Fellowships and Distinguished Alumni Awards Statute.

**To resolve:** on the recommendation of the Victoria Honours Committee, Council:

**approve the Honorary Doctorates, Hunter Fellowships and Distinguished Alumni Awards statute.**



## COUNCIL PAPER

TO	Members of Council
FROM	Tumu Whakarae – Vice-Chancellor, Professor Nic Smith
AUTHOR	Tumu Ruawhetu – Deputy Vice-Chancellor (Engagement), Professor Rawinia Higgins
DATE	30 April 2024
SUBJECT	<b>Honorary Degrees and Hunter Fellowships Statute - Review</b>
DOCUMENT #	VUWC 24/44

### Executive Summary

This paper asks members of Council to consider a proposed redraft of the Honorary Degrees and Hunter Fellowships Statute on the recommendation of the Victoria Honours Committee.

In addition to incorporating new content on rescission processes, the new draft includes a series of amendments that are intended to –

- align the Statute with the requirements of the Policy Framework;
- shorten and simplify the content to make it more user-friendly; and
- transfer Statute content into the approved template.

As requested by the Victoria Honours Committee, it also includes new material about Distinguished Alumni Awards and a proposed new name to reflect the updated content.

The attached coversheet provides a full summary of the review process.

### Recommendation

**that on the recommendation of the Victoria Honours Committee:**

**the proposed major amendments to the Honorary Degrees and Hunter Fellowships Statute be approved.**



## Policy Document Approval Memorandum

<b>Title of Policy</b>	Honorary Degrees and Hunter Fellowships Statute
<b>Policy Sponsor</b>	Tumu Whakarae – Vice-Chancellor Nic Smith
<b>Policy Owner</b>	Tumu Ruawhetu – Deputy Vice-Chancellor (Engagement) Rawinia Higgins
<b>Recommendation</b>	That the Victoria Honours Committee recommends to Council the approval of the proposed major amendments to the Honorary Doctorates and Hunter Fellowships Statute.
<b>Key Aspects</b>	<p>The Victoria Honours Committee have been considering a new, standalone statute that sets out the circumstances under which the Council would rescind previously awarded honorary degrees and awards. The Tumu Whakarae – Vice-Chancellor agreed (as Policy Sponsor) that rescission content could be contained within the existing Honorary Degrees and Hunter Fellowships Statute. The Tumu Ruawhetu – Deputy Vice-Chancellor (Engagement) has been identified as the Policy Owner and will be responsible for the development, implementation, and review of this Statute.</p> <p>Legal Services and the Alumni Engagement Office worked together to produce a new draft which, in addition to incorporating new content on rescission processes, includes a series of amendments that are intended to –</p> <ul style="list-style-type: none"> <li>▪ align the Statute with the requirements of the Policy Framework;</li> <li>▪ shorten and simplify the content to make it more user-friendly; and</li> <li>▪ transfer Statute content into the approved template.</li> </ul> <p>As requested by the Victoria Honours Committee, the new draft also includes new material about Distinguished Alumni Awards and a proposed new name to reflect the new content. In order to complete this task, the document required significant rewriting. Although much of the existing content has been altered, its essence has been preserved.</p>
<b>Justification</b>	Whether classified as Statutes, Policies, Regulations, Processes/Procedures, Guidelines, or Local Requirements, all policy documents of the University must be developed by the rules, principles, and processes outlined in the Policy Framework and reviewed every three years. Despite its strategic importance for the University, this Statute has not been reviewed for a long time.
<b>Alignment with Strategy, Iho, Values, Objectives and Priorities</b>	<p>The proposed new version of the Statute is –</p> <ul style="list-style-type: none"> <li>▪ aimed at keeping the University policy and practice in line with legal requirements and community expectations;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ easy for members of the diverse University community to access and understand; and</li> <li>▪ reflective and supportive of the efforts to further incorporate Te Reo Māori into the University environment and culture.</li> </ul>
<p><b>Consultation</b></p>	<p>In accordance with clause 3.1 of the Policy Framework, the new version of the Statute was circulated across the following key stakeholders for preliminary feedback:</p> <ul style="list-style-type: none"> <li>▪ Secretary to Council</li> <li>▪ Assistant Vice-Chancellor (Mātauranga Māori)</li> <li>▪ Acting General Counsel</li> <li>▪ Professor of Law – Nicole Moreham</li> <li>▪ Academic Office</li> <li>▪ Principal EDI Adviser</li> <li>▪ VUWSA and Ngāi Taurira representatives</li> </ul> <p>The feedback received from key stakeholders was both positive and constructive.</p> <p>The Policy Owner considered early feedback from key stakeholders and agreed to incorporate most of them into the latest draft. Improvements made to the draft include consistency of policy language and actual practice, removal of redundancies, cross-refencing to other relevant policy documents, and further consideration given to delegations matters.</p> <p>One stakeholder suggested significant structural changes to the document, but this view was not promoted by any other submission.</p> <p>The draft statute was circulated to members of the Victoria Honours Committee before seeking approval from the Sponsor to start formal consultation. Feedback was received from two members of the Committee. All but one of their comments were addressed through minor adjustments to the draft statute. One member questioned why there is not a clause for granting Distinguished Alumni Awards similar to those that relate to Honorary Doctorates and Hunter Fellowships (clauses 5.5 and 5.6). Please note that the process for Distinguished Alumni Awards is covered under clause 5.7. It is deliberately written in its current form to provide more flexibility around the process.</p> <p>In addition to the above, minor editorial changes/corrections were made to the draft by Legal Services before obtaining approval from the Policy Sponsor to start formal consultation.</p>
<p><b>Changes made following consultation</b></p>	<p>The draft Statute was opened up for University-wide consultation between 10 October 2023 and 3 November 2023. No additional feedback was received from staff and student members of the University community during formal consultation.</p> <p>Before forwarding to Te Hiwa members for consideration, Legal Services made minor editorial refinements to the draft Statute.</p> <p>Te Hiwa members considered the draft Statute at a regular meeting in late 2023 and were generally supportive of it. They decided the term "revoke" to be replaced with "rescind" for consistency with the Delegations Statute.</p>

	<p>Additionally, they have agreed to send the draft to the Academic Board for noting before the draft proceeds to the Council for approval.</p> <p>The draft Statute was amended as requested and sent to the Academic Board on 27 February 2024 for noting purposes. No questions were raised during the Board meeting.</p>
<b>Financial/Resource Implications</b>	No financial implications are expected to arise.
<b>HR Implications</b>	The proposed new versions do not have any implications for currently approved staffing levels.
<b>EDI Implications</b>	Advice from the EDI adviser has been received. The only residual matter where a change was not adopted was a proposal to include a clause to allow for an apology from the University (when appropriate) to those impacted by a rescission decision. It is acknowledged that there may be instances where an apology may be appropriate however it is difficult to predict what those circumstances may be. A clause on providing an apology has not been incorporated into the draft but this does not prevent an apology being offered when deemed appropriate.
<b>Te Tiriti Implications</b>	Advice from the Office of the Deputy Vice-Chancellor (DVC) Māori has been received on Te Tiriti implications. Recommended changes have been made.
<b>Delegations Implications</b>	A formal delegated authority from the Council would be needed for the Victoria Honours Committee to grant Distinguished Alumni Awards. If approved, this delegation will be recorded in the Delegations Schedule.
<b>Policy Implications</b>	Minor amendments (such as names and references) to the General Academic Statute would also be needed.
<b>Commencement Date</b>	Upon Council approval
<b>Sign Off</b>	<p>In submitting this Policy Document for approval, I confirm as Policy Sponsor that, if approved, I will be responsible for its implementation and review.</p> <p>Nic Smith Tumu Whakarae – Vice-Chancellor</p>

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## Honorary Doctorates, Hunter Fellowships, and Distinguished Alumni Awards Statute

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### 1. Purpose

This Statute sets out the high-level rules and procedures governing the granting and rescission of Honorary Doctorates, Hunter Fellowships, and Distinguished Alumni Awards at Te Herenga Waka – Victoria University of Wellington (the University).

### 2. Application of Statute

This Statute applies to Staff Members.

*Note: This Statute does not cover topics that fall under the University's [Higher Doctorate Regulations](#).*

### Statute Content

### 3. Honorary Doctorates and Hunter Fellowships

- 3.1 The University seeks to honour individuals whose achievements exhibit the intellectual and imaginative powers that align with the University's values and Te Tiriti o Waitangi responsibilities as an academic institution. The University confers Honorary Doctorates and awards Hunter Fellowships to recognise the outstanding contributions of certain individuals which reflect its goals and to welcome them to its whānau of graduates.
- 3.2 The University Council (Council) may, at its discretion, confer the following Honorary Doctorates:
- (i) Doctor of Commerce (Hon. DCom)
  - (ii) Doctor of Laws (Hon. LLD)
  - (iii) Doctor of Literature (Hon. DLitt)
  - (iv) Doctor of Music (Hon. DMus)
  - (v) Doctor of Science (Hon. DSc)
- 3.3 The Council may, at its discretion, also award the prestigious title of Hunter Fellow to individuals who provide exceptional support to the University in pursuing its goals and objectives.
- 3.4 Honorary Doctorates shall not be conferred, and Hunter Fellowships shall not be awarded in recognition of the achievements of a Staff Member during their employment at the University, nor to a current member of the University Council in recognition of Council duties. However, this shall not preclude the possibility that a former Staff Member may be recognised for achievements outside the responsibilities covered by the employment contract/agreement, or that recognition may be given to a former member of the University Council.
- 3.5 Unless otherwise determined by the Manukura – Chancellor and the Tumu Whakarae – Vice-Chancellor, Honorary Doctorates shall be conferred in Wellington at the University's Graduation Ceremonies. Hunter Fellowships shall be awarded at a special reception held in Wellington.
- 3.6 Council decisions regarding Honorary Doctorates and Hunter Fellowships are shared with the wider University community via the University News or other channels.

#### 4. Distinguished Alumni Awards

- 4.1 The University also presents Distinguished Alumni Awards to acknowledge and celebrate the accomplishments of its graduates who have made exceptional contributions to their profession, communities, or Aotearoa New Zealand as a whole.
- 4.2 Based on a delegated authority from the Council, recipients are selected every two years by the Victoria Honours Committee (hereafter referred to as 'the Committee'). The criteria for selection include outstanding professional or voluntary service, sustained contributions to the social, cultural, environmental, or economic wellbeing of their communities, and exceptional achievements in team or individual sports at a national level.
- 4.3 Individuals who are currently employed by the University, current members of the University Council, members of the selection panel, recipients of an Honorary Doctorate or Hunter Fellowship from the University and serving Members of Parliament are ineligible for the Distinguished Alumni Award.
- 4.4 Unless otherwise determined by the Manukura – Chancellor and the Tumu Whakarae – Vice-Chancellor, Distinguished Alumni Awards shall be presented at a special reception held in Wellington.
- 4.5 Committee decisions regarding Distinguished Alumni Awards are shared with the wider University community via the University News or other channels.

#### 5. Nomination

- 5.1 Nominations for Honorary Doctorates and Hunter Fellowships may be made to the Vice-Chancellor confidentially in writing by any member of the Council, the Committee, the Academic Board, other Staff Members, and Students of the University.

*Note: Nomination forms can be accessed via the following links: [Honorary Doctorates](#) [Hunter Fellowships](#)*

- 5.2 The Committee may recommend to the Council for conferment of an Honorary Doctorate to:
- (a) A graduate of the University who has achieved national or international distinction in their chosen field, whether or not that field be directly related to the current academic interests of the University; or
  - (b) A person who, not being a graduate of the University, has achieved national or international distinction in disciplines and fields of relevance to the academic programmes of the University. In this context, preference will be given to an individual who also has a connection with, or has given service to, the University, and/or Wellington City; or
  - (c) A person who has provided significant support for the academic interests and programmes of the University, particularly when that support has been provided over a sustained period.
- 5.3 The Committee may recommend to the Council, for the award of a Hunter Fellowship a person who has made an outstanding contribution to the advancement of the University, either directly or through its associated bodies, in activities relevant to the University's strategic directions and interests.
- 5.4 Each nomination shall be accompanied by a statement of the nominee's career and achievements, and the grounds for conferring the Honorary Doctorate or Hunter Fellowship in terms of the criteria specified in clauses 3.1, 3.2 and 3.3 above. Its preparation must not involve consultation with the nominee. The Vice-Chancellor shall bring each nomination and the accompanying statement before the Committee.
- 5.5 For Honorary Doctorates, the Vice-Chancellor shall bring the recommendation of the Committee before the Academic Board. The Academic Board may provide advice on the recommendation to the

Council. The Vice-Chancellor shall then bring the recommendation before the Council, who shall determine whether the Honorary Doctorate proposed in the recommendation shall be conferred.

- 5.6 For Hunter Fellowships, the Vice-Chancellor shall bring the recommendation of the Committee before the Council, who shall determine whether the fellowship proposed in the recommendation shall be awarded.
- 5.7 Nominations for Distinguished Alumni Awards may be made to the Committee via the Development and Alumni Relations Office by completing a nomination form including the following information:
- (a) name and contact information for the nominator and nominee
  - (b) the nominee's academic achievements and awards or honours received
  - (c) the nominee's current occupation
  - (d) a statement of support explaining the grounds for the nomination
  - (e) names and contact details for at least two referees.

*Note: More information on Distinguished Alumni Awards (including processes and key dates) is available on the University's [website](#).*

- 5.8 All proceedings under this Statute shall be confidential and taken in Committee. A resolution of the Council conferring an Honorary Doctorate or awarding a Hunter Fellowship shall also be taken in Committee and shall remain confidential until the offer is accepted. The requirement for confidentiality also pertains to the Committee's decisions on Distinguished Alumni Awards.

## **6. Rescission**

- 6.1 The Council may rescind any Honorary Doctorates, Hunter Fellowships, or Distinguished Alumni Awards if, in its judgement, and considering the recommendation of the Committee or another person or committee appointed by the Council to report to it on the matter, a recipient has engaged in conduct or activities which bring or have brought significant disrepute to the University, including those that:
- (a) result in a conviction for a serious criminal offence or being struck off by a professional body;
  - (b) in the Council's judgment, materially misrepresent or undermine the accomplishments that formed the basis for awarding the honorary degree/award; or
  - (c) are otherwise harmful to the reputation of the University.

*Note: Honorary Doctorates, Hunter Fellowships, or Distinguished Alumni Awards will not be rescinded from deceased recipients. At the Council's direction, the University may add a statement to the citation granting the award and on the individual's graduation record, if applicable, to provide additional context.*

- 6.2 The University makes best efforts to ensure that candidates are appropriate before a decision regarding an Honorary Doctorate, a Hunter Fellowship, or a Distinguished Alumni Award is made. However, it is recognised that new information may subsequently come to light or events occur which call into question the University's decision to honour an individual in this way. New information may relate to historical, recent, or contemporary events and give grounds for rescission under clause 6.1.
- 6.3 The Committee, or other person or committee appointed by the Council (hereafter referred to as nominee) to report to it on the matter, will make a recommendation to the Council for the rescission of an Honorary Doctorate, a Hunter Fellowship, or a Distinguished Alumni Award where the Committee (or nominee) considers, based on the available information, that one or more of the criteria under clause 6.1 has been met.

## **7. Review Procedures**



- 7.1 The Secretary to Council is in charge of ensuring that the following review procedures are carried out efficiently and with proper record-keeping. These steps should be completed as quickly and effectively as possible, taking into account the relevant information and circumstances. If needed, Committee business related to these procedures can be conducted outside of scheduled meetings, such as through written resolutions.
- 7.2 All parties should maintain confidentiality regarding all stages of the procedure, except for any public statements issued by the Vice-Chancellor or a person expressly authorised by the Vice-Chancellor for that purpose. This includes all relevant deliberations of the Committee and/or the Council.
- 7.3 Requests to review an Honorary Doctorate, Hunter Fellowship, or Distinguished Alumni Award may be submitted by Staff Members or Students of the University, or by individuals or organisations external to the University. Such requests must be submitted in writing to the Vice-Chancellor in the first instance. Anonymous submissions will not be accepted. However, if requested, the identity of the party/parties concerned may be protected where practicable and as far as reasonable throughout the review process. Any such requests must provide the substantive grounds for review, supported by appropriate evidence, with reference to the criteria set out in clause 6.1 above.
- 7.4 The Vice-Chancellor will assess whether there is a case for review in accordance with this Statute. Where the Vice-Chancellor considers that a request for a review warrants further enquiry, further investigation and due diligence will be undertaken as appropriate. This may include identifying any other institutions with a relationship with the award holder.
- 7.5 If the Vice-Chancellor decides that a review is necessary, they will send the case, and all gathered information to the Committee (or nominee) for further examination. Afterwards, the Secretary to Council will inform the original requesters whether or not the case has been referred to the Committee (or nominee).
- 7.6 The Committee (or nominee) will review the case for rescission based on the criteria outlined above and may request additional advice or information from relevant sources.
- 7.7 Having reviewed the information, the Committee (or nominee) will provide a report of its review to the Council, including its recommendation on whether or not the Honorary Doctorate, Hunter Fellowship, or Distinguished Alumni Award be rescinded with reference to the criteria for rescission set out in Section 6. Unless there are good reasons not to, the Committee is to provide the holder of the Honorary Doctorate, Hunter Fellowship, or Distinguished Alumni Award with an opportunity to respond to any draft report and any associated recommendation within a reasonable timeframe before they are finalised and communicated to the Council. If the full draft report is not being disclosed, the Committee (or nominee) will endeavour to consult with the recipient to the extent possible.

## **8. Rescission Decisions**

- 8.1 Upon receipt of the report and recommendation from the Committee, the Council will decide by formal resolution whether to approve the Committee's recommendation to rescind the Honorary Doctorate, Hunter Fellowship, or Distinguished Alumni Award in question.
- 8.2 The effect of a rescission decision is that the Honorary Doctorate, Hunter Fellowship, or Distinguished Alumni Award is rescinded, and the relevant individual no longer has or holds it. If the Council decides to rescind an Honorary Doctorate, a Hunter Fellowship, or a Distinguished Alumni Award, the University must send notice of that decision to the holder within 14 working days after the Council made it to the holder's last known address (which may be an email address). A rescission decision will take effect from the date determined by the Council.
- 8.3 The decision of the Council is final and there is no right of appeal.
- 8.4 The notice of the Council's decision to the holder of an Honorary Doctorate, Hunter Fellowship, or

Distinguished Alumni Award that has been rescinded should:

- (a) inform the holder that they:
  - (i) must return the original degree certificate to the University within the period specified in the notice, and
  - (ii) are no longer entitled to represent to any person or body, whether using post-nominals or otherwise, that they are a recipient of the rescinded honorary degree, fellowship, or award.
- (b) give the reason/s for the rescission decision, and
- (c) state the date on which the rescission takes effect.

8.5 At any time, the Council may notify any individual or organisation of the review if it considers it reasonably necessary to do so in the public interest or to preserve the University’s reputation.

8.6 The Council’s decision will be formally reported to the Committee.

**9. Definitions**

In this Statute, unless the context otherwise requires:

- Committee refers to the Victoria Honours Committee, a committee of the University Council.
- Staff Member means an employee of the University.
- Student means any person enrolled in a personal course of study at the University or a person studying at the University under an exchange agreement with another institution and includes a resident in a Hall of Residence.

**Related Documents and Information**

**10. Related Documents**

- [Education and Training Act 2020](#)
- [Victoria University of Wellington Act 1961](#)
- [Delegations Statute](#)
- [General Academic Statute](#)
- [Higher Doctorate Regulations](#)
- [Te Tiriti o Waitangi Statute](#)

**11. Document Management and Control**

*Essential Record*

Approver	Te Rūnanga – Council
Approval Date	TBC
Effective Date	
Next Review Date	
Policy Sponsor	Tumu Whakarae – Vice-Chancellor
Policy Owner	Tumu Ruawhetu – Deputy Vice-Chancellor (Engagement)
Policy Contact	Secretary to Council

*Modification History*

Date	Approval Agency	Details
TBC	Te Rūnanga – Council	Full review. Major amendment.

## **Agenda Item 10**

### **Proposal to Repeal the Library Statute**

**To receive:** a Council paper dated 29 April 2024 from the Deputy Vice-Chancellor, Academic, Professor Robyn Longhurst proposing the Repeal of the Library Statute (document VUWC 24/45).

**To resolve:** **that the proposal to Repeal the Library Statute be approved.**



## COUNCIL PAPER

TO	Members of Council
FROM	Robyn Longhurst, Tumu Maruānuku – Deputy Vice-Chancellor (Academic)
AUTHOR	Trish Wilson, University Librarian
DATE	29 April 2024
SUBJECT	<b>Library Statute - repeal proposal</b>
DOCUMENT #	VUWC 24/45

### Executive Summary

This paper asks Council to consider a proposal to repeal the Library Statute.

As part of a standard policy review process, the Library and Legal Services teams reached a consensus that the Library Statute, last reviewed in 2014, does not need to be maintained as a policy document for the Library to function normally. The relevant parts of this Statute, such as code of conduct matters, are already included in other policies or can be conveyed to the University community through the Library's website or by other means, as and when required.

A proposal reflecting this reasoning was put out for formal consultation and received strong support from the University community. This proposal received endorsement from Te Hiwa on 16 April 2024.

Reducing non-essential policies in the University's portfolio would save significant time and effort, enabling greater focus on strategic priorities. It is also preferable from a Policy Framework standpoint.

The attached approval memo provides a full summary of the process.

### Recommendation:

**that the proposal to Repeal the Library Statute be approved.**



## Policy Document Approval Memorandum

<b>Title of Policy</b>	Library Statute
<b>Policy Sponsor</b>	Robyn Longhurst, Tumu Maruānuku – Deputy Vice-Chancellor (Academic)
<b>Policy Owner</b>	Trish Wilson, Te Paetara – University Librarian
<b>Recommendation</b>	That Council repeals this Statute
<b>Key Aspects</b>	The University is continuously seeking ways to enhance the policy experience and ensure compliance with the <a href="#">Policy Framework</a> when reviewing policy documents. Identifying policy documents that have become obsolete over time constitutes an important aspect of this endeavour. As part of a standard policy review process, the Library and Legal Services teams reached a consensus that the <a href="#">Library Statute</a> , last reviewed in 2014, stands out as one such example.
<b>Justification</b>	<p>Contrary to the Policy Framework, the Statute’s content does not relate to a matter specified in <a href="#">section 284(1) of the Education and Training Act 2020</a>, nor does it need to be maintained in any other form of policy document for the Library to function normally. Instead, it is considered that the relevant parts of the current version (for example, code of conduct matters,) are already incorporated in other policies or can be communicated to the University community through the Library’s <a href="#">website</a> or by other means as necessary.</p> <p>In addition, an environmental scan of selected universities (in New Zealand and Australia) suggests most do not have a Library Statute, so this proposal is not out of step with current practice.</p>
<b>Alignment with Strategy, Iho, Values, Objectives and Priorities</b>	Reducing the number of policies in the University’s portfolio would save significant time and effort, thus allowing for greater focus on strategic priorities.
<b>Consultation</b>	<p>Based on the foregoing reasoning, the Library and Legal Services teams proposed the repeal of this Statute to the University community through a formal consultation process.</p> <p>Formal consultation took place from 22 February 2024 to 18 March 2024, during which eight submissions were received. The submissions came from various areas, including the Office of the Deputy Vice-Chancellor Māori, Human Resources, the Academic Office, the Research Office, the Faculty of Graduate Research, an emeritus professor, and VUWSA. All expressed strong support for the proposal.</p> <p>Two of the respondents sought advice on how best to address policy implications that would result from repealing this Statute. Please see the Policy Implications section below for required actions.</p>



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## Library Statute

### Library Library Policy Group

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#### 1 Purpose

The University Library is provided for the purpose of study and research by students and staff of The Victoria University of Wellington ('the University'). The purpose of this Statute is to ensure that the resources, services and facilities provided by the Library are used equitably and appropriately.

#### 2 Organisational Scope

This is a University-wide statute.

#### 3 Definitions

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

Library:	The collections, services and facilities managed and provided by the Library at all University locations and the services and resources provided by the Library across the campus network or the Internet.
Library material:	All printed, manuscript, pictorial, archival, audiovisual, microform and digital resources provided by the Library.
Library staff:	Employee appointed to the Library on a full-time, part-time or casual basis.
Library user:	Any person who enters Library premises or connects to a Library resource remotely, with the purpose of using any service offered by the Library.
Research paper:	A paper, project or essay which is a research component of an Honours or Master's degree equal to one or more papers and which does not satisfy the definition of a Master's thesis.
Thesis:	A substantial body of work that contains the result of research undertaken for either a Doctoral or Master's degree.
University Librarian:	The overall manager of the University Library or the person acting in that position. As appropriate, the University Librarian may delegate responsibilities under this Statute to other Library staff.

#### 4 Statute Content and Guidelines

##### 4.1 *Authorised Library Users*

- (a) The following persons are authorised Library users:

- i. Students currently enrolled at the University whether full-time, part-time or on short courses;
  - ii. Current and retired University staff;
  - iii. Teaching and research staff of the New Zealand School of Music, the Wellington School of Medicine of the University of Otago, and staff of Research Centres and Institutes located within the University;
  - iv. Members of the University Council;
  - v. University Alumni; and
  - vi. Members of the public, while not permitted to borrow or use the digital resources, may use the Library for research or study purposes, provided they observe the conditions set out in s4.2 of this Statute.
- (b) The University Librarian has discretion to determine services to be offered by the Library to additional users. These include:
- i. prospective Doctoral Degree students;
  - ii. members of organisations which are affiliated, have a written agreement or memorandum of understanding or which have a special relationship with the University;
  - iii. individuals, institutions, groups or conferences delegates wishing to use the Library for short periods or for specified purposes; and
  - iv. individuals engaged in research work, provided they satisfy the University Librarian that their needs cannot reasonably be met in other ways.

#### **4.2 Conduct and behaviour of Library Users**

- (a) Every authorised user of the Library is expected to comply, as appropriate, with the [Staff Conduct Policy](#) and/or the [Student Conduct Statute](#), and with other applicable University statutes, policies, procedures and guidelines.
- (b) Every authorised user of the Library has a right to pursue work without unnecessary disturbance or distraction and has a corresponding duty to respect the rights of other users. Mobile phones and other electronic devices must be used in a responsible and non-disruptive manner.
- (c) Library users must comply with Library staff directions regarding conduct, safety and well-being of other users, use of the collections and must identify themselves if requested.
- (d) A quiet environment suitable for study must be maintained as far as possible throughout the Library buildings, except in areas specifically set aside for group work.
- (e) Library users may bring cold food and covered drinks into the Library, with the exception of the J.C. Beaglehole Room. Hot food is not permitted to be consumed in, or delivered to, the Library.
- (f) Library users must leave the Library promptly at closing time or when evacuation of the building is required.
- (g) The Library accepts no responsibility for personal belongings brought into the Library.
- (h) Seats in the Library may not be reserved and items left unattended on chairs, tables, etc. may be removed by Library staff.
- (i) The Library has the discretion to use the spaces it manages as required.



- (j) Personal laptop computers and portable devices are used in the Library at the owner's risk.
- (k) Library users who use the University's Information Systems and computing facilities located in the Library must comply with all applicable University statutes, policies, procedures and conditions of use.

#### **4.3 Hours of opening**

- (a) The hours of opening are determined by the University Librarian. These may be varied at his/her discretion. Any variation will be appropriately notified.
- (b) The hours of opening are found on the Library's website.

*Note: opening hours may be found at <http://library.victoria.ac.nz/library>.*

#### **4.4 Cards to use the Library**

- (a) No person may borrow material from the Library without having a current University Student ID or Library card, which must be produced on request.
- (b) Library users shall report the loss of a Library card to Library staff as soon as practicable.

#### **4.5 Borrowing and using Library materials**

- (a) Any Library material, including equipment, software, etc. may be borrowed by a user who is entitled to do so, unless the material is restricted for use in the Library only. Borrowing information is found on the Library website.

*Note: borrowing information may be found at <http://library.victoria.ac.nz/library/borrowing/index.html>*

- (b) No person shall remove any material from the Library without first having the loan properly recorded;
- (c) During the period of a loan the user is responsible for:
  - i. the care and safekeeping of the material;
  - ii. notifying Library staff if the borrowed material becomes lost, stolen, damaged or destroyed; and
  - iii. returning borrowed material on or by the date due.
- (d) Borrowed material may not be passed to another Library user without being re-issued in that user's name.
- (e) No Library materials shall be privately loaned or otherwise disposed of by any user.

#### **4.6 Restrictions and recall provisions**

- (a) Library staff may, where appropriate:
  - i. withhold or restrict the circulation of any Library material;
  - ii. limit the number of items in the possession of a user at one time; or
  - iii. recall borrowed Library material.
- (b) Recalled material shall be returned by the date specified in the recall notice.

#### **4.7 Loss of Library materials**

- (a) Lost material remains the property of the Library and must, if found, be returned, notwithstanding the payment of any charge for replacement of lost material.

- (b) A standard uniform fee is charged for replacement costs, irrespective of the cost of replacement.

#### 4.8 **Fines and sanctions**

- (a) Where material is not returned by the due date a prescribed fine shall be imposed.
- (b) Library staff may exercise discretion with the imposition of fines.
- (c) A current schedule of Library charges is found on the Library website.

*Note: charging information may be found at <http://library.victoria.ac.nz/library-v2/using-library/borrowing/#title3>*

- (d) Where material is not returned or a charge levied under this Statute remains unpaid after 28 days, the University Librarian may suspend the user from using the Library until the item is returned and the charges paid. If necessary, Library staff may place a hold on the user's record in the University's Banner system. This may lead to a user not being able to:
  - i. have their assessment results credited to their academic records;
  - ii. enrol in any other University course;
  - iii. have their academic records transferred to any other university; or
  - iv. have their academic transcripts or any other certificates issued.

#### 4.9 **Digital access**

- (a) Terms of access to digital resources provided by the Library depends upon the licence agreement with the vendor.
- (b) Access to digital resources may be restricted to on-campus use only.
- (c) Access to digital resources is provided to an individual for their use only. Users will be held responsible for managing the use of their account and access may be suspended if Library staff has evidence that there are multiple users on a personal account or if vendor licence restrictions have been infringed.

#### 4.10 **Copying, printing and downloading**

- (a) All users of Library materials are personally responsible for ensuring that they observe the requirements of copyright legislation (including the [Copyright Act 1994](#) and the [Copyright \(Infringing File Sharing\) Amendment Act 2011](#)) currently in force in New Zealand.
- (b) Any violation of current legislation is a serious breach of University conduct statutes and policies, as well as a breach of New Zealand law.

#### 4.11 **Discipline**

- (a) Where a person using the Library allegedly breaches the conditions set out in s4.2 of this Statute, the University Librarian may, where appropriate:
  - i. request that the person complies with the Statute, either orally or in writing;
  - ii. require the person to leave the Library for any period up to the end of that day; or
  - iii. require the person to pay the cost of repairing or replacing materials that the person has damaged.
- (b) The University Librarian will take appropriate action as set out in s4.6.1 of the [Student Conduct Statute](#), where a person:

- i. commits a serious breach of any of the provisions of this Statute;
- ii. commits repeated breaches of this Statute which when taken together amount to a serious breach; or
- iii. fails to comply with any reasonable requirement of the University Librarian under s4.11(a).

#### **4.12 Theses, research papers and research outputs**

##### **4.12.1 Deposit of theses**

- (a) The Library only accepts and provides access to a thesis where a Doctoral or a Master's degree has been awarded.
- (b) One bound print and one digital copy of the final version of the thesis must be deposited in the Library.

*Note: guidelines for thesis formatting are found at*

<http://library.victoria.ac.nz/library/about/policies/theses-format.html>.

- (c) Research data associated, with or which forms part of the thesis, may also be deposited in the Library.
- (d) Theses are widely available on the Internet either through the ResearchArchive or through the RestrictedArchive, which is accessible to University staff and students only.
- (e) Permission may be sought to withhold a thesis in accordance with the [Withholding of Theses Procedure](#).

##### **4.12.2 Deposit of research papers**

- (a) Where a particular Faculty, School or Programme mandates, a copy of a research paper accepted as part of the requirement for the degree must be deposited in the Library.
- (b) Copies of research papers, other than those mandated through s4.12.2(a), may be deposited in the Library.
- (c) All research papers are accessible on the Internet only through the ResearchArchive.

##### **4.12.3 Deposit of research projects and/or research data**

- (a) Copies of any research project or research data by University staff, students or alumni, may be deposited in the Library.
- (b) All research projects or research data are accessible on the Internet only through the ResearchArchive.

##### **4.12.4 Deposit of preprint and postprint papers and articles**

- (a) Digital copies of pre-peer-reviewed works ("preprints") may be deposited in the ResearchArchive.
- (b) Digital copies of post-peer-reviewed works ("postprints") may be deposited in the ResearchArchive, provided:
  - i. the author has not yet transferred copyright to a publisher and asks to retain copyright; or
  - ii. the publisher has given permission for postprint archiving to the author.

## 5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute is the:

[Copyright Act 1994](#)

[Copyright \(Infringing File Sharing\) Amendment Act 2011](#)

[Official Information Act 1982](#)

## 6 References

[Information Security Policy](#)

[Information Systems Statute](#)

[Safe Campus Policy](#)

[Staff Conduct Policy](#)

[Student Computing Environment – Guide to Student Obligations](#)

[Student Conduct Statute](#)

[Withholding of Theses Procedure](#)

## 7 Appendices

None

## 8 Approval Agency

University Council

## 9 Approval Dates

This statute was originally approved: 1992

This version was approved on: 30 June 2014

This version takes effect from: 30 June 2014

## 10 Statute Sponsor

University Librarian

## 11 Contact Person

The following person may be approached on a routine basis in relation to this Statute:

Client Services Manager

Ext: 9520

## **Agenda Item 11**

### **Deputy Vice-Chancellor Māori – update to Council**

**To receive:** a Council paper dated 29 April 2024 from Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori providing an update to Council (document VUWC 24/46).

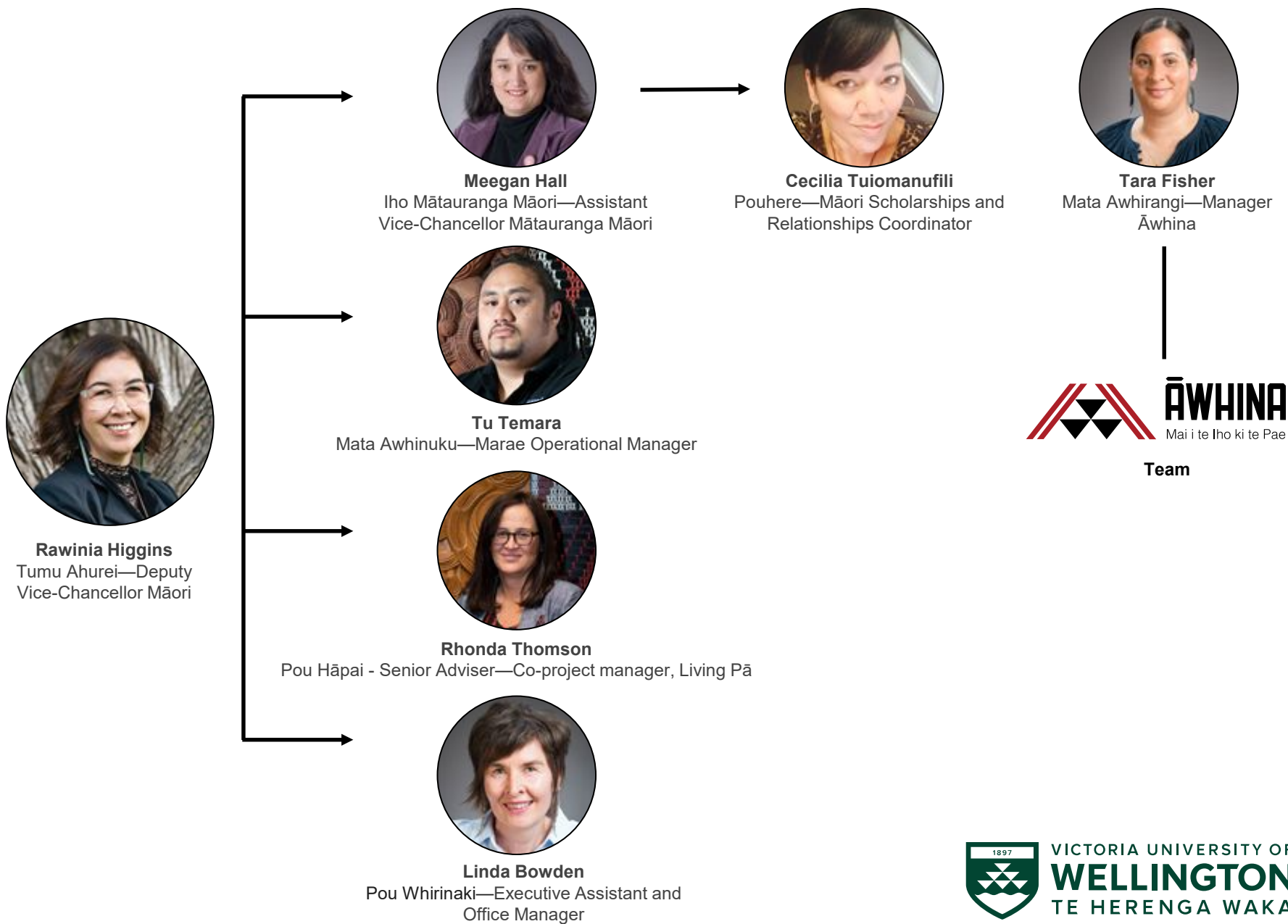
**To resolve:** **that the update from the Deputy Vice-Chancellor, Māori be noted.**

māori

at Te Herenga Waka—  
Victoria University of Wellington



# Office of the Deputy Vice-Chancellor Māori





# ĀWHINA

Mai i te Iho ki te Pae



**Ella Beattie**  
Kaiakiaki Māori Engagement  
Adviser · School of Business and  
Government



**Aho Brooking**  
Kaiakiaki Māori Engagement  
Adviser - Faculty of Humanities and  
Social Sciences



**Tia Hunt**  
Kaiakiaki Māori Engagement  
Adviser - Faculty of Humanities and  
Social Sciences



**Lily-Belle Pohatu**  
Kaiakiaki Māori Engagement  
Adviser – Faculty of Humanities  
and Social Sciences



**Rikipotiki Manuel**  
Kaiakiaki Māori Engagement  
Adviser · FADI Faculty of  
Architecture and Design Innovation



**Shontelle Nahona**  
Kaiakiaki Māori Engagement  
Adviser – Faculty of Science and  
Engineering



**Kody Ward**  
Kaiakiaki Māori Engagement  
Adviser · Faculty of Law



**Nayte Reweti**  
Kaiakiaki Māori Engagement  
Adviser · Postgraduate

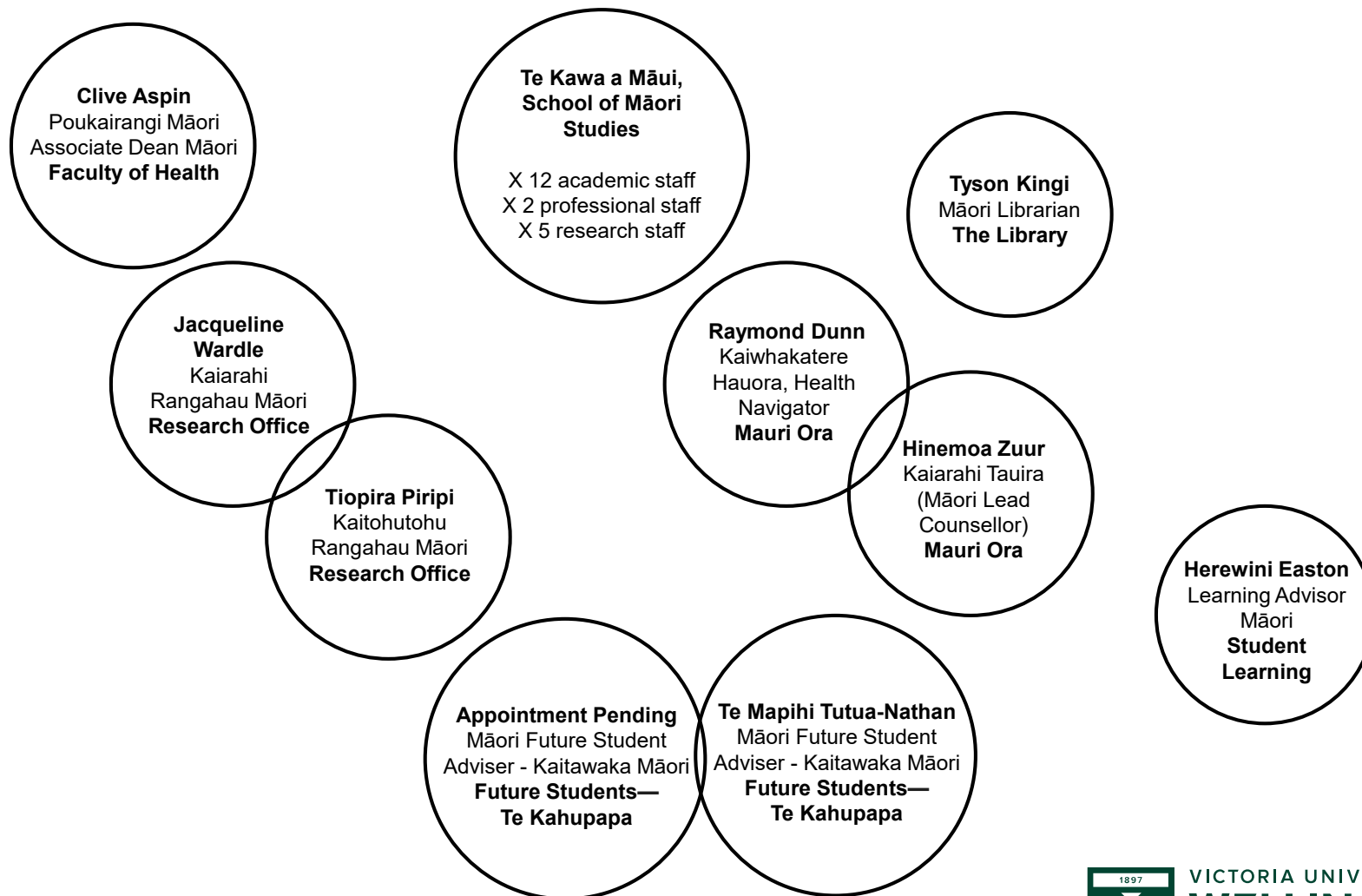


**Makarena Tutua-Nathan**  
Kaiarawhiti Māori Transition and  
Engagement Adviser



# Designated Māori Roles

Māori staff supporting our taura outside the Office of the DVCM



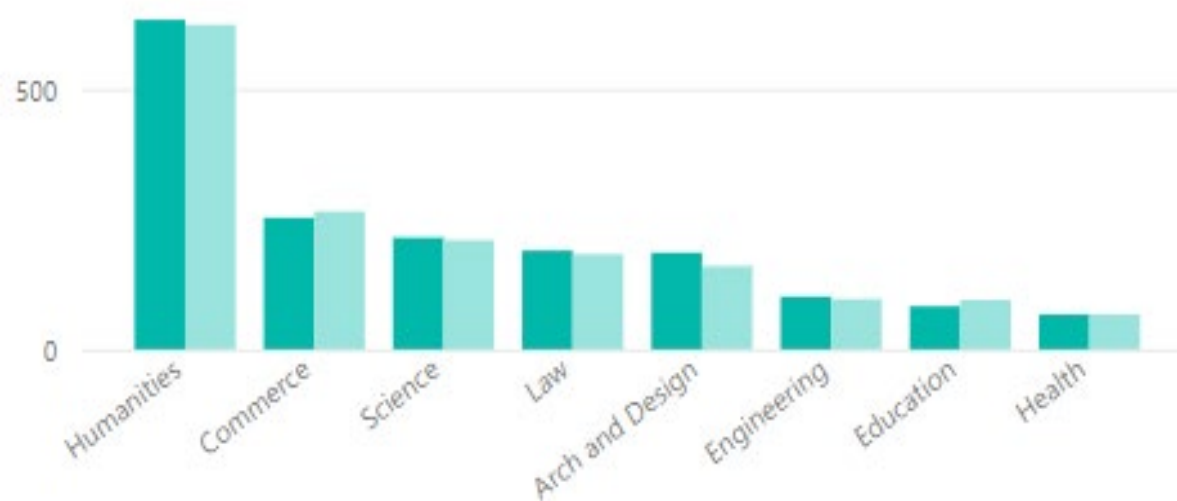
# Māori Strategy and Plans

- [Mai i te Iho ki te Pae—the Strategic Outcomes Framework](#)
- [Te Mahere Reo—Māori language plan 2021-2025.](#)
- Te Tiriti o Waitangi Self-Review Implementation Plan
- Office of the DVCM work plan
- Te Aka Matua mātaihanga (deep dive) topics:
  - Māori student recruitment, retention and completion
  - Mana whenua relationships
  - Māori student support services
  - Co-governance topic planned for August 2024

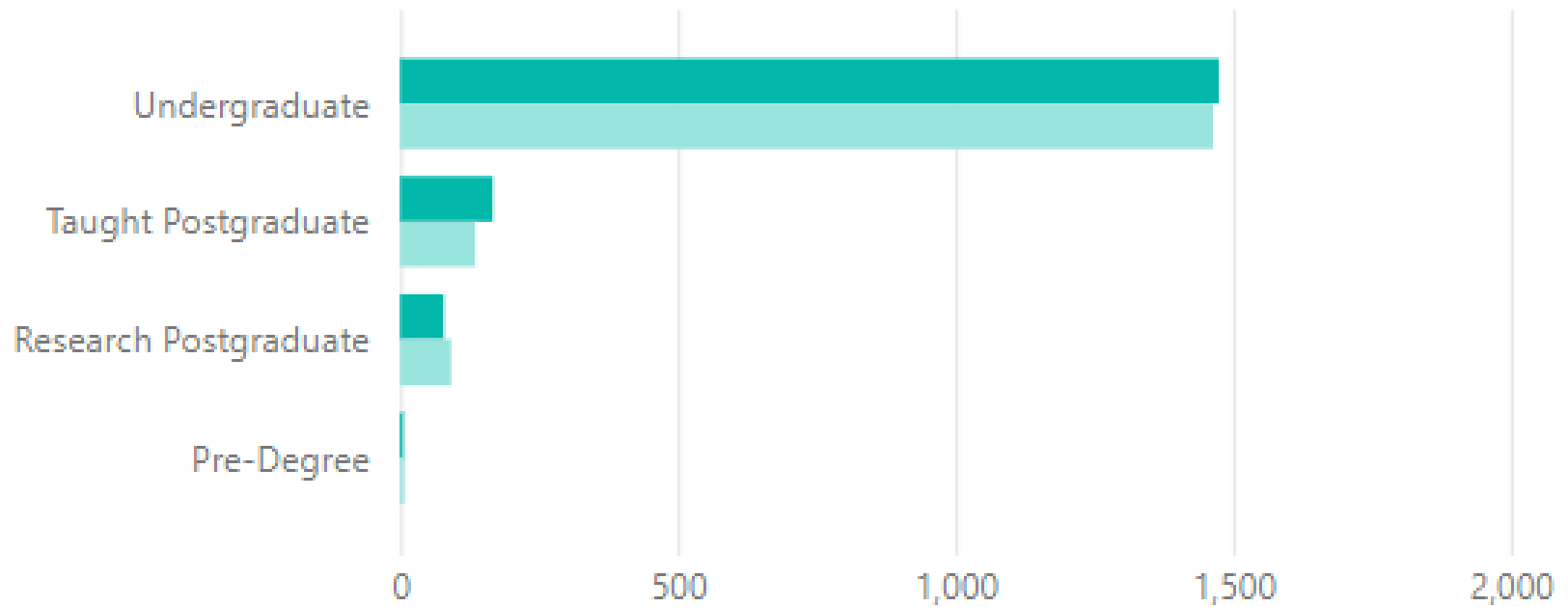


# Snapshot of Māori EFTS April 2024

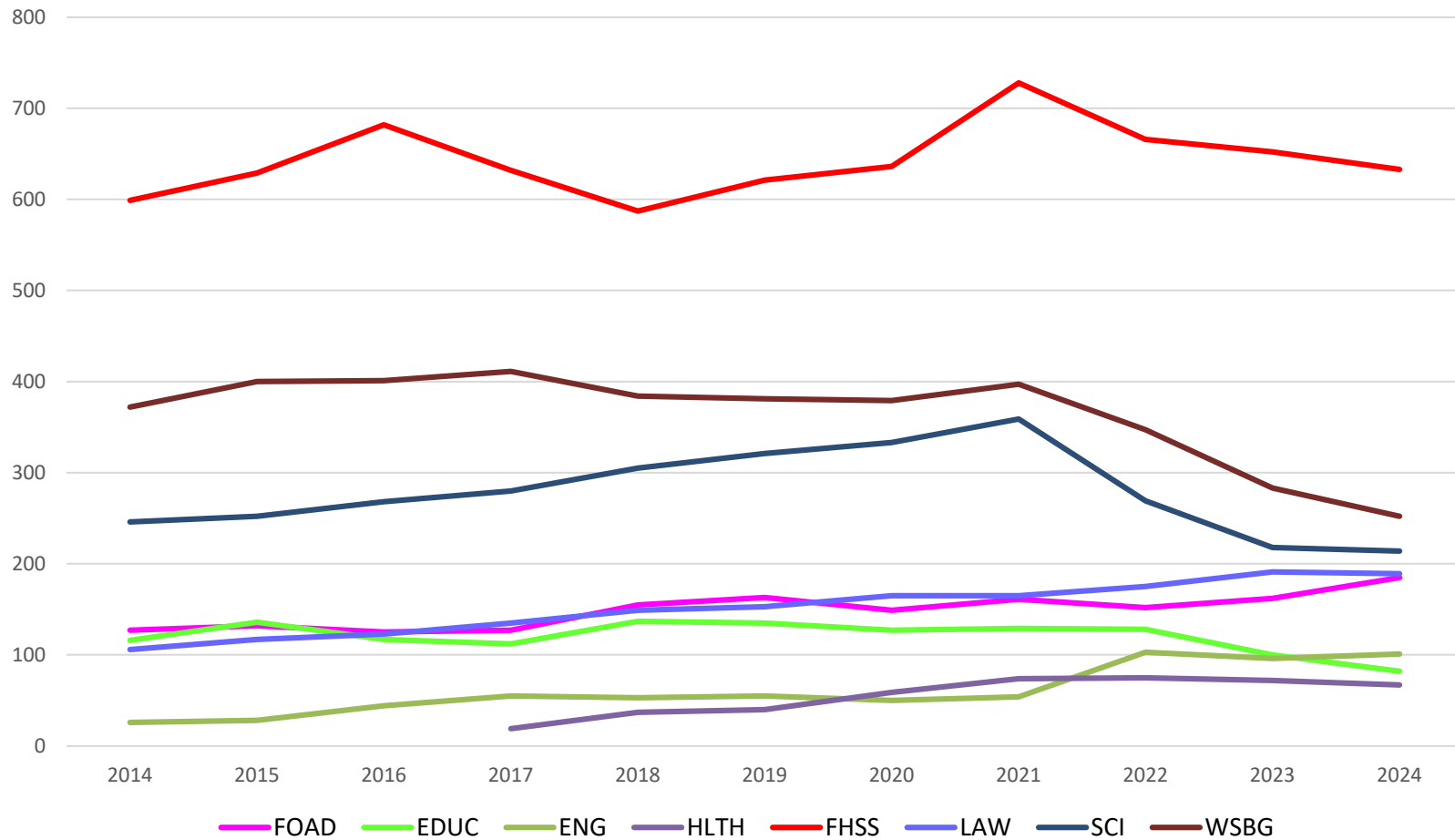
- 1,724 EFTS ▲ 27 compared to same time 2023
- 12.7% of overall enrolments ▲ 0.2% on 2023



# Māori EFTS 2024 by Funding Category

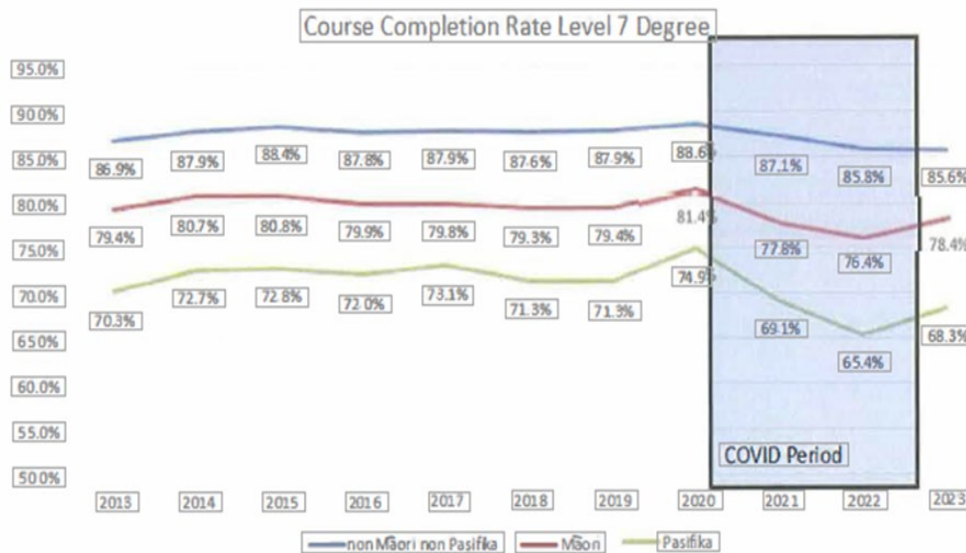


# Māori EFTS 2014-2024





# Māori Course Completion and Graduation



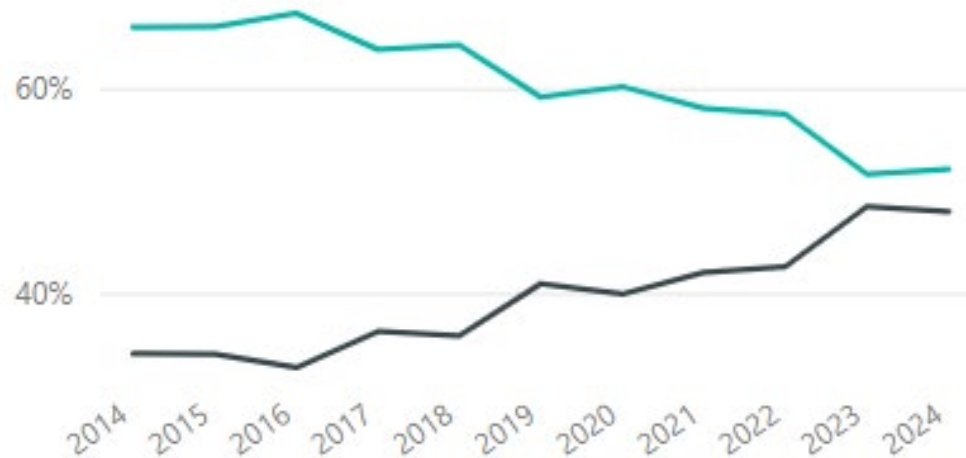
Year	Māori Graduation Numbers
2014	445
2015	437
2016	449
2017	511
2018	494
2019	511
2020	547
2021	592
2022	485
2023	469

# All Māori Staff

- **2024** Māori staff = 7.1 % of total staff
- 53% Female
- 47% Male

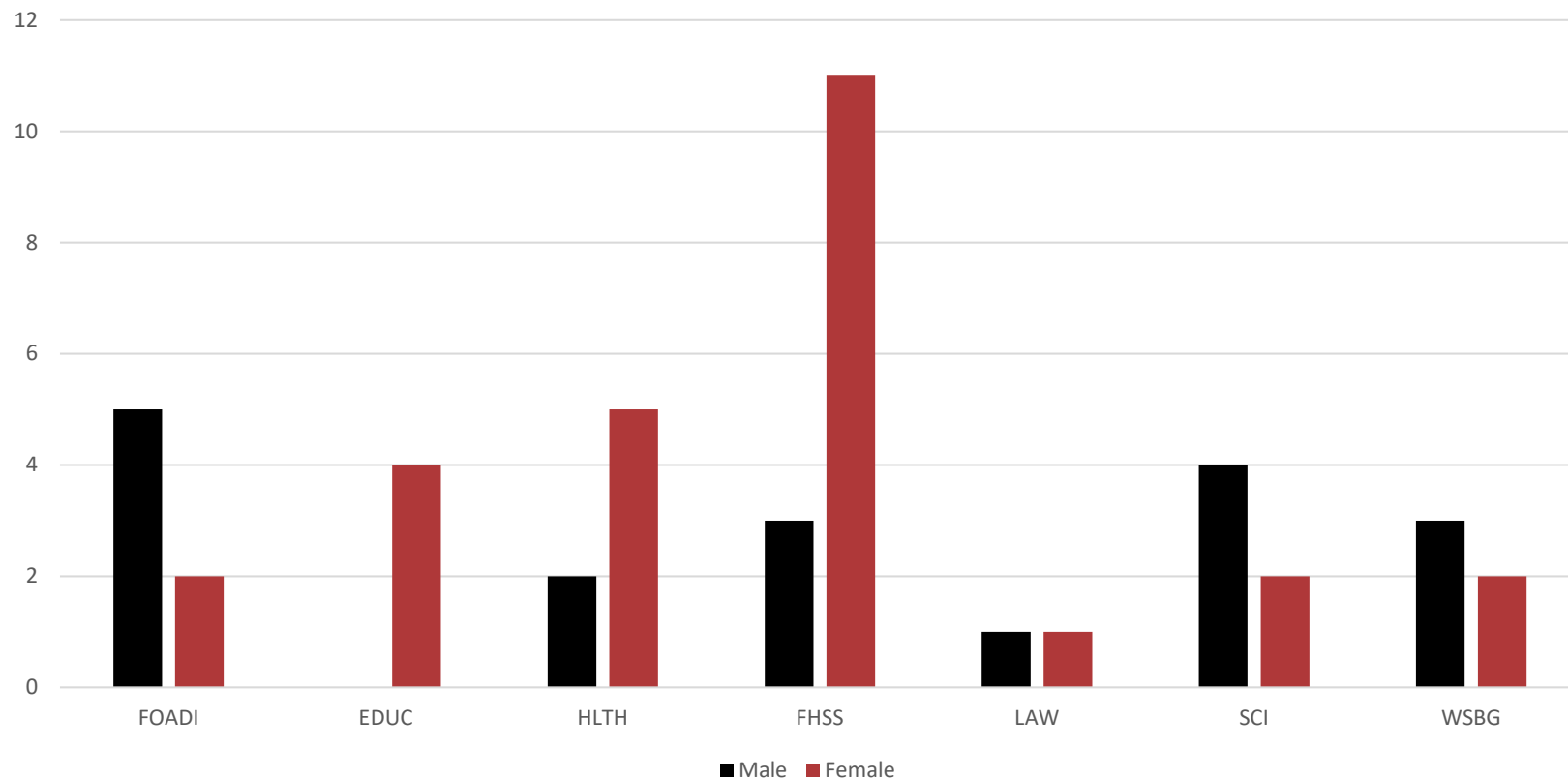
## Gender Trend

● Female Headcount % ● Male Headcount %



# Māori Academic Staff by Faculty 2024

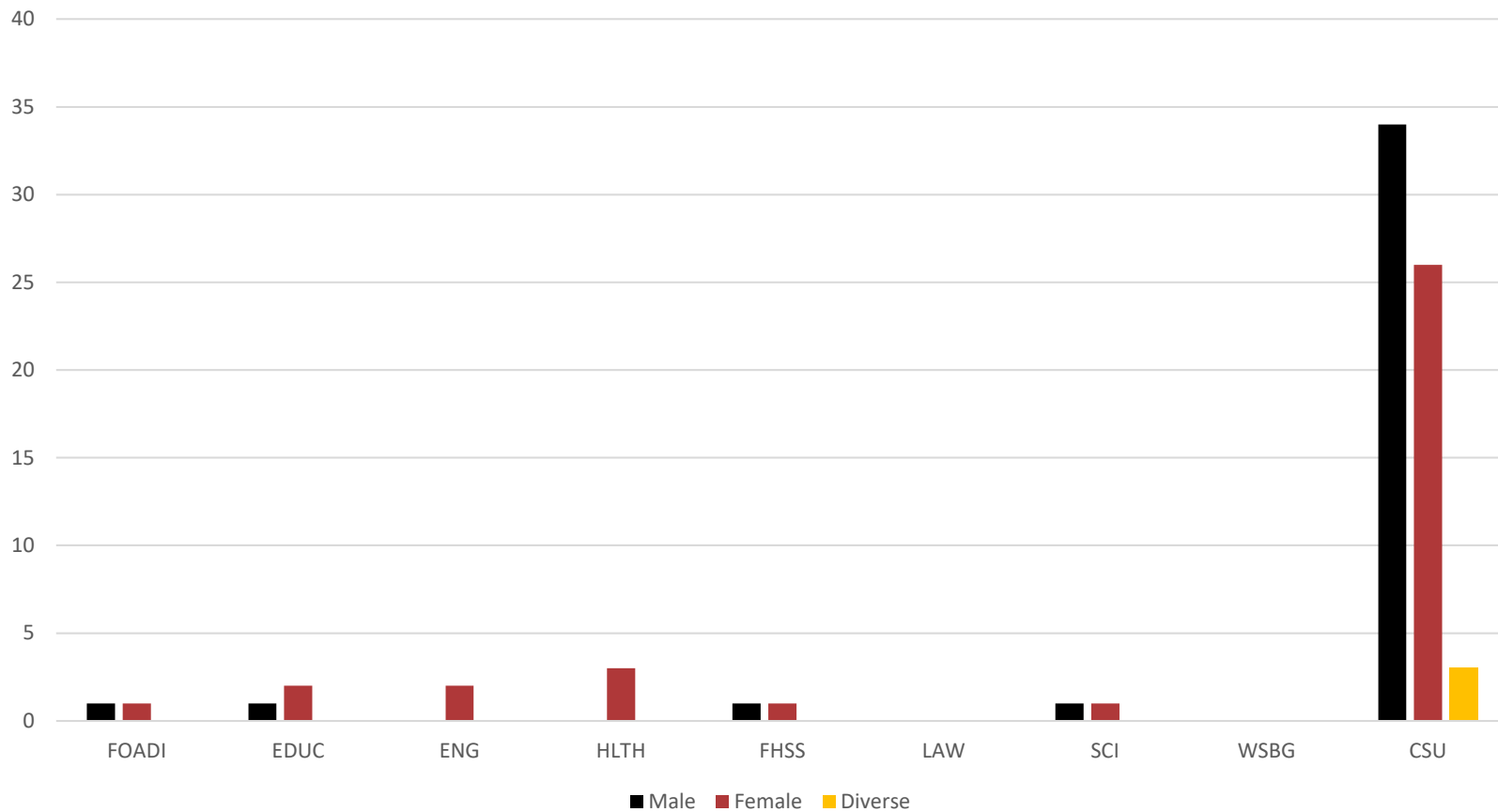
## 60% Female 40% Male





# Māori Professional Staff – Faculties and CSUs

## 46% Female, 50% Male





# Taihonoa

Taihonoa is Te Herenga Waka's Māori strategic partnership programme. We currently have relationships with 104 Māori and public sector organisations including iwi, land trusts, consultancy businesses, and government departments.

The Taihonoa programme takes a Māori-partner, relationship-based approach to building mutually beneficial opportunities, including:

- connecting iwi with their Te Herenga Waka—Victoria University of Wellington taura, and vice-versa
- connecting the expertise of our staff with the development of strategic and research priorities of our Taihonoa partners, and vice-versa
- co-funding scholarships and grants
- co-funding summer research scholarships and internships.

Up to \$400,000 is budgeted each year for Taihonoa scholarships, grants and internships.

# Office of DVC Māori Foci for 2024

- Advance the Iho project
- Develop a Māori Student Recruitment Plan
- Develop a Māori Staff Recruitment Strategy
- Develop a new Māori-informed conflict resolution process
- Develop a Māori research resource
- Develop a THW Marae Operating Model
- Living Pā opening



# Moe ara rā! Moe ara rā!

He karanga tēnei ki a koutou kia rāhuihia te **6 o Tīhema 2024** ki te tō mai anō i te mauri o tō tātou wharenuī o Te Tumu Herenga Waka ki te ao mārama, ā, ki te whakatuwhera hoki i te whare hou o te marae o Te Herenga Waka.

## Save the date!

Please reserve the **6th of December 2024** for the reopening of Te Tumu Herenga Waka and the opening of the accompanying new Living Building. Official details to follow.



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

## **Agenda Item 12**

### **Foundation Annual Accounts**

**To receive:** a Council paper dated 29 April 2024 from Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori & Engagement providing the Foundation Annual Accounts (document VUWC 24/46).

**To resolve:** **that the Foundation Annual Accounts be noted.**



## COUNCIL PAPER

TO	Members of Council
FROM	Rawinia Higgins, Deputy Vice-Chancellor, Māori and Engagement
AUTHOR	Sue O'Donnell, Executive Director, Development, Alumni Relations and Foundation
DATE	29 April 2024
SUBJECT	<b>VUW Foundation Annual Audited Report 2023</b>
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 24/47

### Executive Summary

The Victoria University of Wellington Foundation's annual audited report has been completed for 2023 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 VUW Foundation and the Chair of the VUW Foundation Finance Risk and Investment Committee (FRIC).

### Recommendation

That the Foundation Annual Report be noted.

### Attached:

Victoria University of Wellington Foundation: Financial statements for the year ended 31 December 2023 and the EY independent auditor's report.

**Victoria University of Wellington  
Foundation Trust  
Financial statements  
For the year ended 31 December 2023**

## Contents

	Page
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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**

Dame Kerry Prendergast (Chairperson)  
Bernadette Courtney (resigned 21 March 2023)  
Souella Cumming  
Christopher Finlayson  
Steven Fyfe  
Raphael Hilbron  
Alan Judge  
Tricia Walbridge  
Sir Maarten Wevers  
John Allen  
Gregor Coster  
Ralph Zambrano (resigned 31 December 2022)  
Jennifer Windsor (resigned 16 January 2023)  
Jessica Ye (appointed 1 January 2023)  
Nic Smith (appointed 16 January 2023)  
Timothy Pankhurst (appointed 1 November 2023)  
Ruth Harley (appointed 1 November 2023)

**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 2023.

For and on behalf of the Trustees as at 19 March 2024.

---

Dame Kerry Prendergast  
Trustee

---

Nic Smith  
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 2023

	Note	2023 \$	2022 \$
<b>Revenue</b>			
Donations – Endowed		17,393,684	1,798,626
Donations – Non-endowed		4,467,039	3,452,298
Interest - Current account		14,172	3,793
Fair value (loss)/gain on investments		<u>8,599,769</u>	<u>(7,593,645)</u>
<b>Total revenue</b>		<b>30,474,664</b>	<b>(2,338,928)</b>
<b>Expenses</b>			
Disbursements		7,531,726	6,200,791
Investment management fees		450,363	414,699
Bank charges		1,702	1,290
<b>Total expenses</b>		<u>7,983,791</u>	<u>6,616,780</u>
<b>Net (deficit)/surplus</b>		<u>22,490,873</u>	<u>(8,955,708)</u>
<b>Total comprehensive income</b>		<u>22,490,873</u>	<u>(8,955,708)</u>

*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 2023

	Note	2023 \$	2022 \$
<b>Current assets</b>			
Cash & cash equivalents	3	<b>24,365,728</b>	22,829,525
Investments	4	<b>69,076,111</b>	60,101,273
Accounts receivable - non-exchange		<b>13,575,858</b>	-
Derivative financial instruments	2	<b>826,372</b>	716,541
<b>Total current assets</b>		<b><u>107,844,069</u></b>	<b><u>83,647,339</u></b>
<b>Non-current assets</b>			
Investment - Peter McIntyre painting		<b>9,500</b>	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>107,853,569</u></b>	<b><u>83,656,839</u></b>
<b>Current liabilities</b>			
Accounts payable & accruals	5	<b>1,713,346</b>	1,294,480
National Music Centre fundraising	8	<b>9,033,450</b>	7,746,459
<b>Total current liabilities</b>		<b><u>10,746,796</u></b>	<b><u>9,040,939</u></b>
<b>Total liabilities</b>		<b><u>10,746,796</u></b>	<b><u>9,040,939</u></b>
<b>Net assets</b>		<b><u>97,106,773</u></b>	<b><u>74,615,900</u></b>
<b>Equity</b>			
Accumulated funds		<b>97,106,773</b>	74,615,900
<b>Total equity</b>	6	<b><u>97,106,773</u></b>	<b><u>74,615,900</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 2023

	Note	2023 \$	2022 \$
<b>Balance at 1 January</b>		<b>74,615,900</b>	83,571,608
Total comprehensive revenue & expense for the year		<b><u>22,490,873</u></b>	<u>(8,955,708)</u>
<b>Balance at 31 December</b>	6	<b><u>97,106,773</u></b>	<u>74,615,900</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 2023

	Note	2023 \$	2022 \$
<b>Cash flows from operating activities</b>			
Receipts from donations, investment earnings & other		9,392,752	5,257,031
Interest received		14,172	3,793
National Music Centre fundraising receipts		1,286,991	1,753,521
Payment of grants & other suppliers		(7,568,101)	(5,711,343)
GST (net)		<u>3,176</u>	<u>6,035</u>
<b>Net cash flow from operating activities</b>		<b><u>3,128,990</u></b>	<b><u>1,309,037</u></b>
<b>Cash flows from investing activities</b>			
Contribution to investments		<u>(1,592,787)</u>	<u>(6,949,521)</u>
<b>Net cash flow to investing activities</b>		<b><u>(1,592,787)</u></b>	<b><u>(6,949,521)</u></b>
Net increase/ (decrease) in cash & cash equivalents		1,536,203	(5,640,484)
Cash & cash equivalents at beginning of the year		<u>22,829,525</u>	<u>28,470,009</u>
<b>Cash, cash equivalents, and bank overdrafts at the end of the year</b>	3	<b><u>24,365,728</u></b>	<b><u>22,829,525</u></b>

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

## Notes to the financial statements

For the year ended 31 December 2023

### 1 Statement of accounting policies for the year ended 31 December 2023

#### 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 Te Herenga Waka Victoria University of Wellington (VUW).

The Foundation was established on 1 October 1990 for the purpose of raising funds from external sources for the use by VUW. 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 2023 were authorised for issue in accordance with the resolution of the Trustees on 19 March 2024.

#### 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).

The Foundation prepares financial statements and not a financial report which in accordance with the Charities Act 2005 is not required to prepare service performance information in accordance with GAAP.

#### 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 2023. All accounting policies and disclosures are consistent with those applied by the Foundation in the previous financial year.

#### CHANGES IN ACCOUNTING POLICY

##### New or amended financial reporting standards and interpretation adopted during the period

There are no new or amended standards and amendments applicable to the Foundation which were effective for the year ending 31 December 2023.

## 1 Statement of accounting policies for the year ended 31 December 2023 (continued)

### GLOBAL CONTEXT

The global economic outlook remains uncertain and this will likely result in ongoing volatility in financial markets and/or negatively impact 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:

##### *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 Financial assets

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, and fair value through surplus or deficit (FVTSD).

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Foundation's business model for managing them. With the exception of short-term receivables and payables that do not contain a significant financing component or for which the Foundation has applied the practical expedient, the Foundation initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through surplus or deficit, transaction costs.

In order for a financial asset to be classified and measured at amortised cost it needs to give rise to cash flows that are solely payments of principal and interest (SPPI) on the principal amount outstanding. This assessment is referred to as the SPPI test and is performed at an instrument level. Financial assets with cash flows that are not SPPI are classified and measured at fair value through surplus or deficit, irrespective of the business model.

The Foundation's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both. Financial assets classified and measured at amortised cost are held within a business model with the objective to hold financial assets in order to collect contractual cash flows.



## 1 Statement of accounting policies for the year ended 31 December 2023 (continued)

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

Financial assets at fair value through surplus or deficit are carried in the statement of financial position at fair value with net changes in fair value recognised in the statement of comprehensive revenue and expense.

This category includes derivative instruments and managed funds which the Foundation had not irrevocably elected to classify at fair value through other comprehensive revenue and expense (FVOCI).

The Foundation's derivative financial instruments are classified as financial assets at fair value through profit or loss. 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) Debt instruments at amortised cost

Debt instruments at amortised cost 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.

After initial recognition, are subsequently measured at amortised cost using the effective interest method (EIR), and are subject to impairment. Gains and losses are recognised in surplus or deficit when the asset is derecognised, modified or impaired.

The Foundation's cash and cash equivalents and non-exchange accounts receivable are categorised as debt instruments at amortised cost.

### Derecognition

A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is primarily derecognised (i.e. removed from the Foundation's statement of financial position) when:

- The rights to receive cash flows from the asset have expired; or
- The Foundation has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either (a) the Foundation has transferred substantially all the risks and rewards of the asset, or (b) the Foundation has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset

A financial liability is derecognised when the obligation under the liability is discharged, waived, cancelled or expired. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, then such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in the statement of financial performance.

### Derivative financial instruments

The Foundation uses derivative financial instruments, such as forward currency, to hedge its foreign currency risks. Such derivative financial instruments are initially recognised at fair value on the date on which a derivative contract is entered into and are subsequently remeasured at fair value. Derivatives are carried as financial assets when the fair value is positive and as financial liabilities when the fair value is negative.

**Derivatives not designated as hedging instruments** reflect the positive or negative change in fair value of those foreign exchange forward contracts which are not designated in hedge relationships, but are nevertheless intended to reduce the level of foreign currency risk for expected sales and purchases.

The Foundation uses foreign exchange forward contracts to manage some of its transaction exposures. The foreign exchange forward contracts are not designated as cash flow hedges and are entered into for periods consistent with foreign currency exposures of the underlying transactions, generally from one to 24 months.

### 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 Statement of accounting policies for the year ended 31 December 2023 (continued)

The Foundation considers writing off a financial asset primarily when the debt is older than a year and there has been no response after 6 months of being sent to the debt collectors, however this is treated on a case by case basis.

Financial assets at fair value through surplus or deficit include investments in managed funds. Fair values of these units are determined by reference to prices made available by the investment manager.

### 1.5 Financial Liabilities

Financial liabilities at amortised cost are classified, at initial recognition and include payables.

All financial liabilities are recognised initially at fair value and, in the case of loans and borrowings and payables, net of directly attributable transaction costs.

The Foundation's financial liabilities include payables under exchange transactions and National Music Centre fundraising receipts.

#### Subsequent measurement

After initial recognition, payables are subsequently measured at amortised cost using the effective interest rate (EIR) method. Gains or losses are recognised in surplus or deficit when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in the statement of comprehensive revenue and expense.

### 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

	2023 \$	2022 \$
<b>FINANCIAL ASSETS</b>		
<b>Debt instruments at amortised cost</b>		
Cash & cash equivalents	24,365,728	22,829,525
<b>Financial assets at fair value through surplus or deficit</b>		
Investments	69,076,111	60,101,273
Derivative financial instruments	826,372	716,541

## 2 Financial instruments (continued)

### Financial instrument categories(continued)

#### FINANCIAL LIABILITIES

##### Financial liabilities at amortised cost

Accounts payable	1,595,101	1,190,480
National Music Centre fundraising	9,033,450	7,746,459

## 3 Cash and cash equivalents

	2023	2022
	\$	\$
Cash at bank - ANZ operating	671,515	153,440
Cash at bank - ANZ wholesale fund	<u>23,694,213</u>	<u>22,676,085</u>
<b>Total</b>	<b><u>24,365,728</u></b>	<b><u>22,829,525</u></b>

## 4 Investments

	Entity	
	Actual 2023	Actual 2022
	\$	\$
New Zealand and Australian equity funds	6,095,149	5,874,086
New Zealand fixed interest funds	12,298,171	11,145,508
International equity funds	33,082,955	28,272,437
International fixed interest funds	10,165,320	8,596,637
International infrastructure funds	3,608,043	3,112,332
International property funds	<u>3,826,473</u>	<u>3,100,273</u>
<b>Total</b>	<b><u>69,076,111</u></b>	<b><u>60,101,273</u></b>

## 5 Accounts payable and accruals

	2023 \$	2022 \$
Accounts payable - exchange	1,595,101	1,190,480
Accruals	<u>118,245</u>	<u>104,000</u>
<b>Total</b>	<b><u>1,713,346</u></b>	<b><u>1,294,480</u></b>

## 6 Equity

Endowed capital	84,498,187	62,301,833
Non-endowed	<u>12,608,586</u>	<u>12,314,067</u>
<b>Balance 31 December</b>	<b><u>97,106,773</u></b>	<b><u>74,615,900</u></b>

Equity represents funds which are held in the Foundation in accordance with 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 \$37,610 for the year (2022: \$77,814).

There are no fees paid to the Trustees as they are volunteers (2022: no fees paid to trustees).

VUW provides all the management and administration support to the Foundation at no cost.

## 8 National Music Centre fundraising

During the 2018 financial year, 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 2023 of \$9,033,450 (2022: \$7,746,459).

## 9 Contingencies

There are no contingent liabilities or assets at balance date (2022: 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.

**Auditor's Report**

## **Agenda Item 13**

### **Research Annual reports - 2023**

**To receive:** a Council paper dated 17 April 2024 from Professor Margaret Hyland, Deputy Vice-Chancellor, Research, providing the 2023 Annual reports for the University Research Committee, and the Animal Ethics Committee (document VUWC 24/47).

**To resolve:** **that the 2023 Annual reports for the University Research Committee, and the Animal Ethics Committee be noted.**



## COUNCIL PAPER

TO	Members of Council
FROM	Margaret Hyland, Deputy Vice-Chancellor, Research
AUTHORS	Margaret Hyland, Deputy Vice-Chancellor, Research Associate Professor Peter Pfeffer, Chair Animal Ethics Committee Adrian Bibby, Senior Risk and Compliance Adviser
DATE	17 April 2024
SUBJECT	<b>2023 Annual research reports for Te Herenga Waka, Victoria University of Wellington:</b> <ul style="list-style-type: none"> <li>• <b>University Research Committee</b></li> <li>• <b>Animal Ethics Committee</b></li> </ul>
DOCUMENT #	VUWC 24/48

### Executive Summary

The University Research Committee (URC) has an institution-wide responsibility for research in support of the University'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 Deputy Vice-Chancellor, Research.

The Animal Ethics Committee (AEC) approves all research and teaching involving animals and operates under a gazette 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. The Animal Ethics Committee Report goes to the University Research Committee and Council. These reports are attached for your information.

### Recommendation:

**that the 2023 Annual reports for the University Research Committee, and the Animal Ethics Committee be noted.**

# UNIVERSITY RESEARCH COMMITTEE ANNUAL REPORT 2023



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.

## Our performance against our strategic outcomes in 2023 resulted in:

- ▶ obtaining **\$113.7 million** in external research income
- ▶ **75.6 percent** of our research outputs completed with external collaborators
- ▶ **57.4 percent** of our Scopus-indexed publications in the top 25 percent of journals
- ▶ **32** new invention disclosures
- ▶ **1,331 doctoral enrolments** and **184 completions**.

## The key strategic initiatives we focused on in 2023 to grow our research capability, capacity, and performance included:

- ▶ growing a thriving early career research workforce by supporting the activities of Maunuhanga—Wellington Postdoctoral Society, continuing the Māori and Pacific Postdoctoral Fellowship initiative with the appointment of another Fellow, appointing early career representatives to the University Research Committee, and supporting early career researchers to seek external grant funding
- ▶ developing the successful RNA Platform bid with our co-hosts at the University of Auckland and our partners at the Malaghan Institute for Medical Research and the University of Otago
- ▶ establishing two new high-impact, internationally significant research centres focused on solving big research issues: Te Whiri Kawe—Centre for Data Science and Artificial Intelligence and the Policy Hub
- ▶ implementing our Performance-Based Research Fund strategy for the 2026 quality evaluation, which focuses on embracing an expansive and inclusive definition of research, growing and advancing Māori and Pasifika research and researchers, celebrating engaged practice- and community-based research, and growing and investing in our capability
- ▶ growing and diversifying our external research income with initiatives and activities across both the Research Office and Wellington UniVentures.

In 2023, we awarded more than

**\$1.95 million**

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

## In 2023, there were a range of different activities that supported research and enabled knowledge transfer.

- ▶ Wellington UniVentures supported **68 active projects** arising from invention disclosures, including **48 projects** under its new commissioned research and advisory mandate, and closed a licence deal with Te Kāuru—Ferrier Research Institute for cancer research.
- ▶ Use of the Open Access repository continues to increase with **11,407 outputs** available and **1.9 million downloads**.
- ▶ The Research Office supported researchers through:
  - ▶ the development and submission of more than **400 applications** across multiple funding rounds
  - ▶ **414 ethics approvals** and **198 ethics amendments**
  - ▶ administration of **964 external research grants** (single and multi-year) with a total contract value of **\$485 million**.



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# UNIVERSITY RESEARCH COMMITTEE

## ANNUAL REPORT TO ACADEMIC BOARD

This report provides the University Research Committee's (URC) overview of the 2023 research performance and achievements at Te Herenga Waka-Victoria University of Wellington.

The URC is tasked with:

- Providing governance and leadership of the University's research ***Ambitious research for transformative impact*** strategy and the development of the research culture.
- Supporting the development and implementation of initiatives, policies and practices that underpin the successful delivery of our strategic aims and statutory goals.
- Providing oversight of the University's internal strategic research funding as well as institution-wide research awards, fellowships and medals.
- Supporting and monitoring research performance against the strategic aims.
- Receiving reports from, and monitoring the activities of, the Human Ethics Committee, the Animal Ethics Committee, and the Faculty of Graduate Research.

The URC also has responsibility for:

- giving effect to the principles of Te Tiriti o Waitangi as set out in the University's Te Tiriti o Waitangi statute, and the University's Equity, Diversity and Inclusion Framework.
- developing and supporting research leadership across the University, and building a research culture that:
  - supports mātauranga Māori in all its forms
  - encourages engagement and mobilisation of research
  - supports individuals and groups of scholars to reach and extend their research potential
  - realises the University's disciplinary strengths
  - strengthens the integration of disciplines internally and externally, and
  - ensures the relevance of the University's research for its internal and external stakeholders.
- monitoring and evaluating both the University's investment in, and support of, research activity, and the University's research activity and its impact.
- advising Academic Board on all matters relating to research leadership, strategy, facilitation, policy and management within the University.

This report reflects the work undertaken by the URC and those that support research within the University, including the Research Office, the Faculty of Graduate Research, Wellington UniVentures, the Human and Animal Ethics Committees, and the Library. It also highlights the progress of the University's 2025 strategic objectives: [improved external research income](#); [increased co-authorship or co-creation of research outputs with external colleagues](#); [increasing our Scopus-indexed publications](#); [lifting new invention disclosures](#); and [doubled the number of research postgraduate students](#).

The URC membership in 2023 and a brief overview of its role are provided in **Appendix A: University Research Committee**.

## *Providing governance and leadership of the University's research strategy and the development of the research culture*

### Strategic context

2023 presented significant challenges for the University sector and this has significantly impacted our staff. The University's financial circumstances led to the Achieving Financial Sustainability programme which resulted in cuts to academic and professional staff. The impact of these cuts is part of the broader context of this report, although the effects will continue to be seen in future reports, including though measurements like external research income (ERI) and our 2026 Performance-Based Research Fund Quality Evaluation submission.

We have achieved a record increase in our ERI, exceeding our target a year early. This is the result of the incredible work of our researchers to bring in several large projects. While this is a significant achievement, ERI is a retrospective measure and is the outcome of previous years of preparation and applications. It will be more difficult to quantify the full impact of reductions in research active staff, and research support at both University and Faculty level, and the refocusing staff on teaching activities will have on our research capacity, reputation, and culture. We must continue to invest in our staff and the work they do to ensure we maintain and grow our high quality research and research activities, and the investment and reputation that this attracts.

The research-focused initiatives, activities, achievements, and progress towards the performance outcomes in 2023 are presented within the context discussed above and also the University's research strategy. Our 2019- 2024 research strategy, ***Ambitious research for transformative impact*** and its core value of *whai mātauranga* - we nurture intellectual curiosity that pushes the boundaries of new knowledge and enhances the world around us – continues to underpin how the University and the University Research Committee approaches the policies, practices, incentives and initiatives that support research.

The strategy is one of the pillars that 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 goals including supporting research-postgraduate students, engagement across the public and private sectors to support communities through applied research and consultancy, supporting the delivery of transformative societal outcomes, and supporting equitable outcomes for all and our sense of belonging to the Asia-Pacific region.

### University research strategic initiatives

We have progressed the strategic initiatives set out in the 2023 Annual Management Plan, which had four focus areas with significant projects. The initiatives and activities associated with these continue to support the academic staff across all disciplines to conduct excellent research, produce and publish high quality outputs, and attract external research funding.

We have continued to focus on our objective of **Growing a thriving early career work force**. This has included:

- Supporting the activities of Maunuhanga – Wellington Postdoctoral Society which now in its second year, has 75 members. In 2023 it provided several career development events, social and professional networking, as well as career development workshops and other opportunities for its members. These included their annual “kick-off” networking event, a session with facilitated by Lillian Loftus and Margaret Hyland to explain the promotion process and new research pathway, an all-day Research Leadership Training workshop which was heavily oversubscribed, as well as sessions on research and the media, using Digital

Research Tools, and various social/networking events. A website was also established <https://www.maunuhanga.nz/>. These activities are a critical part of bring together as many Postdocs as possible. These roles are professionally in the most precarious positions, and thus need the most support. Maunuhanga also held two strategy meeting to enable them to grow as an organisation.

- Appointing two new members (Dr Holly Winton and Dr Julia Talbot-Jones) to the URC to represent the views of early career researchers.
- Selecting an additional Māori Postdoctoral Fellow, continuing the Māori and Pacific Postdoctoral Fellowship initiative developed in 2022.
- Providing direct support to early career researchers seek external grant funding through the Research Office. In 2023, this resulted in successful Ngā Puanga Pūtaiao Fellowship applications.
- The Faculty of Graduate Research continues to support early career researchers as they undertake their PhD studies. In 2023, they have run a wide range of workshops. Their report provides further details on these activities.

The **Rutherford Discovery Fellowships**, managed by the Royal Society Te Apārangi, are aimed at supporting early-to-mid career researchers and provide funding of \$800,000 to each recipient to support their work, over five years.

**Associate Professor Lara Greaves** (Ngāpuhi, Pākehā, Taranā) (School of History, Philosophy, Political Science and International Relations) was awarded a fellowship for her research project titled “[More than the 3Ps: Enhancing participation in politics, policy, the public sphere, and political science](#)”. The project aims to combat issues of political marginalisation by finding ways to improve and increase political engagement for Māori, Indigenous peoples, and other groups including women that have historically lower rates of participation and inclusion.

**Dr Simon Barker** (School of Geography, Environment and Earth Sciences) was awarded a fellowship for his project “[Magma forensics at New Zealand volcanoes: Understanding the magmatic systems and processes that drive eruptions](#)”. The project aims to improve understanding of the signals of volcanic unrest and better prepare the country for future volcanic activity, which will revolutionise understanding of New Zealand volcanoes.

The **Ngā Puanga Pūtaiao Fellowships** are part of the *Expanding the Impact of Vision Mātauranga* initiatives that aim to attract and grow Māori talent in the research, science and innovation system, enable Māori to better navigate and participate in this system and fund Māori-led research, science and innovation. These fellowships provide funding of \$800,000 for early career and \$1,120,000 for mid-career researchers to support their work over four years.

**Dr Alexandra Winter-Billington** (Antarctic Research Centre) was awarded a fellowship for her research project “[Integrating physically based modelling of debris-covered glacier melt and mātauranga Māori to improve the accuracy of projections of glacier change](#)”

**Dr Jasmine Hall** (School of Education) was awarded a fellowship for her research project “[Untangling tangles: a new approach to the problem of community identification](#)”

Two significant projects with tremendous potential were progressed in 2023; the **Ribonucleic Acid (RNA) Development Platform** and **Mimiro – Wellington Science City**.

- Te Herenga Waka and The University of Auckland are co-hosting the RNA Development Platform, alongside our partners at the Malaghan Institute for Medical Research and the University of Otago. This is a dedicated science and technology hub which supports the design and production of RNA therapeutics and mRNA vaccines in Aotearoa. The Platform is a major Government initiative for future pandemic preparedness, with investment of \$70million that the University plays a key role in directing nationwide. Our role in the RNA Platform also means that the University and our researchers will be a crucial part of building and retaining scientific capability in this important space. We expect to see an increase in prospective students and academic appointments, also well as an increase in publications and associated research activity related to our involvement.
- The Mimiro – Wellington Science City project was initiated following the Government’s budget announcement, with the potential for a \$451 million investment for the construction of Wellington Science City (contingent on Cabinet approval of a programme business). While it primarily focused on the infrastructure for three centres which would facilitate collaboration and co-location between universities and CRIs in the Wellington region, the proposal was that the University would host the Mimiro Collaboration and Engagement Hub, and the Rōpū Māori. The Hub would support the collaboration between the centres, and the Rōpū Māori would rangahua (raise or lift with a lever) outcomes for Māori within the centres and beyond. The business case for the Hub was initiated at the end of 2023 and was due in 2024, however the change of Government has now seen the initiative stopped.

Support for growing and recognising **mātauranga Māori** within the University has continued to be a key objective. An additional Māori Postdoctoral Fellowship was awarded in 2023. This initiative was developed in partnership with the Office of the DVC Māori. We continue to review the Mātauranga Māori Research Fund to improve its effectiveness and ability to deliver on its purpose, as well as ensuring our internal strategies, policies and processes give effect to our Te Tiriti Statute. We have also ensured that our consultation submissions on the PBRF have reflected and endorsed the views put forward by the Māori research community, via the Office of the DVC Māori.

**Bailey Rose** (Ngāti Maniapoto) was awarded a two-year Health Research Council PhD scholarship to understand the experiences and needs of Māori with eating disorders. Bailey is two years into her doctorate and studying for a postgraduate diploma in clinical psychology in Te Kura Mātai Hinengaro—School of Psychology.

**Ana Below** (Te Arawa, Ngāti Whakaue, and Ngāti Rangiwewehi) was awarded the 2023 Raewyn Good Study Award for Māori and Pasifika Social Science Research for her project “Māori mothers’ experiences of antenatal care in Aotearoa: The roles of support, wellbeing and cultural identity”. Ana is currently completing her Master of Science in Cross-Cultural Psychology and her project focuses on analysing the accessibility of antenatal services for hapū Māori, health and wellbeing of mother and child during and after antenatal support, and the potential cultural disconnect of these services.

**Dr Annie Te One** (Te Ātiawa, Ngāti Mutunga) was awarded a Fulbright scholarship to research connections between Māori and Hawai’ian political philosophies and the ways they inform political practice in the Indigenous Politics Programme at the University of Hawai’i in Mānoa. Annie is also a lead researcher in the Mana Wāhine Inquiry (WAI2700) Waitangi Tribunal Claim and a community housing project.

2023 has seen the establishment of two new **high impact, internationally significant research centres focussed on solving big research issues**. Te Whiri Kawe—Centre for Data Science and Artificial Intelligence was launched in June 2023 and the Policy Hub was initiated in October 2023.

### Te Whiri Kawe—Centre for Data Science and Artificial Intelligence

Te Whiri Kawe is lead by Mengjie Zhang (Director) with a team of over 30 core academics, eight postdoctoral researchers, and over 50 postgraduate researchers in data science and AI, including two Royal Society Te Apārangi Fellows, three IEEE Fellows, and four Fellows of Engineering NZ.

Responding to the dual purposes of research and engagement for our Centres, Te Whiri Kawe has had a number of achievements in 2023 including three Smart Ideas, one Marsden and three Catalyst Leaders grants, six best paper awards, engagements with organisations in China, India and France as well as collaborating with other Universities and Crown Research Institutes here in Aotearoa.

Te Whiri Kawe also hosted the Women in Data Science Conference and co-sponsored the Open Source Insight NZ Conference in October 2023. The Centre will also support the 2024 International Conference on Machine Intelligence for Geoanalytics and Remote Sensing, and the 2025 the Pacific Rim International Conference on Artificial Intelligence and the 2025 International Conference on Image and Vision Computing New Zealand.

### The Policy Hub

The Policy Hub is led by Mona Krewel (Academic Lead - School of History, Philosophy, Political Science and International Relations) and Markus Luczak-Roesch (Deputy Lead - School of Information Management - Complexity and Connection Science Lab).

It is an initiative out of the University's Governing for the Future Project, which was intended to "Advance better government and governance through establishing a collaborative model between academia and government, which is coordinated, focused and multi-disciplinary". The Policy Hub embodies this through its overall structure and its goal of delivering benefit to New Zealand and the region through having enduring, substantial, and evidence-based impact on policies. It brings together researchers from across the University to achieve this goal through high-quality academic consulting, research, and training (through Wellington Uni-Professional).

As it moves forward, the Policy Hub will prioritise foresight and evaluation especially in the areas of Climate Change, Disinformation and AI, Indigenous Politics, Law Reform, and will also include Faculty-specific research focuses.

The end of 2023 saw the release of the operational guidelines for the 2026 Performance-based Research Fund (PBRF) Quality Evaluation. This signalled a transition point for the **PBRF Strategy** as we can now move into a more active implementation stage. The PBRF is a vehicle to re-energise our research across the University so our strategic approach focuses on developing our research culture and reputation, while ensuring we can submit as many staff for assessment as possible. This will help maintain our PBRF revenue and encourage growth in our research.

In order to achieve this, we will:

- Embrace an expansive and inclusive definition of research.
- Grow and advance Māori and Pasifika research and researchers.
- Celebrate engaged, practice and community-based research.
- Grow and invest in our capability.
- Support and partner with staff, Faculties and Schools.

During 2023 we have:

- Provided feedback on the final three Sector Reference Group consultation papers and the draft operational guidelines for tertiary education organisations and the draft assessment guidelines. We also provided feedback on the 14 draft panel-specific guidelines.
- Successfully nominated academic staff to peer review panels, with three Co-Chairs and 10 initial panel members appointed. We look forward to additional VUW members being appointed when panels are finalised in 2025.
- Provided an initial tranche of support to Faculty and researchers to ensure a good understanding of the initial changes to the 2026 Quality Evaluation. Further training and support will be a key focus on 2024 with the release of the final guidelines.
- Appointed an internal governance group which will provide high-level oversight to ensure that the PBRF project work is co-ordinated, properly resourced and time driven. They will be supported by the existing PBRF Working Group.

The Research Office and Wellington UniVentures (WUV) have focused on initiatives to **Grow and diversify External Research Income** (ERI), however staffing changes and overall reductions in staffing particularly in WUV have had a significant impact in 2023. These reductions have meant that there is less resource to support growth in external funding applications, commissioned research, and other externally funding opportunities and developments.

The Research Office has had a critical role in supporting new large-scale research developments in 2023. The most significant was the \$70 million investment in RNA Platform funded through the Ministry of Business, Innovation and Employment's (MBIE) Strategic Science Investment Fund. Support was also provided to the [SWAIS 2 C](#), a major international drilling project in Antarctica, the initiation of the Policy Hub, and the launch of Te Whiri Kawe—Centre for Data Science and Artificial Intelligence.

A key focus of the Research Office has been on encouraging a broader range of disciplines to seek out external funding. Some of the activities initiated in 2023 included identifying those researchers who have been successful with internal funding and engage with them on 'next steps' to seeking external funding, and prepare the University to engage with Horizon Europe opportunities. The latter has included hosting Euraxess/MBIE roadshows and delegations from the European Commission. Two researchers have now secured Horizon Europe contracts, with 18 more researchers involved in 9 projects currently in the pipeline.

Work on the **Sustainable Research Model** has continued with the rollout of the University Strategic Research Fund Cross-Disciplinary Fund. The Research Office and WUV will continue to focus on optimise funding opportunities and investment across all disciplines in 2024.

Ensuring our staff have sufficient time for research is of critical importance. In 2023 one of our focus areas including **updating our learning and teaching operating model, developing a Research Development Framework and Research Performance Framework, and rolling out the research-intensive academic pathway**. While some progress has been made, for example a draft Research Performance Framework has been developed by the Research Office and discussed with the URC, Deans and ADRs. The draft Framework includes a wide range of measures, including those for external research funding, to encourage Faculties to set targets in their own research plans. These activities were overtaken by restructuring required by the Achieving Financial Sustainability work. This focus area will be picked up again in 2024 and aligned with other work including PBRF.

## Faculty research highlights

Researchers across the University all play a part in the development and fostering of our research culture. This section provides an insight into some of the research and the researchers who are helping to build a research culture that:

- supports mātauranga Māori in all its forms
- encourages engagement and mobilisation of research
- supports individuals and groups of scholars to reach and extend their research potential
- realises the University's disciplinary strengths
- strengthens the integration of disciplines internally and externally, and
- ensures the relevance of the University's research for its internal and external stakeholders.

### Supporting mātauranga Māori in all its forms

**Dr Jessica Tupou** (Ngāti Mamoe, Ngāi Tahu) (School of Education and The Autism Clinic) and her team have been working alongside a community rōpū to co-design a resource that weaves together mātauranga Māori and Western knowledge to facilitate culturally responsive support for tamariki takiwātanga Māori (autistic Māori children). Participants from a range of early childhood education (ECE) settings shared their experience with supporting tamariki takiwātanga Māori and described the types of resources and training that would be helpful to their work. These findings informed the co-design of He Takiwā He Wawata, an online, Māori-centred takiwātanga resource for educators and whānau. Dr Tupou and her team are currently conducting a feasibility evaluation of the resource with professionals and whānau from across Aotearoa. The research findings and resources developed during the project will be shared widely amongst Māori, education and autism organisations and communities and feedback from the feasibility evaluation will be used to continue to build upon and improve He Takiwā He Wawata.

**Dr Awanui Te Huia** (Ngāti Maniapoto) (Te Kawa a Māui) published 'The Interlocking of History, Identity, and te reo Māori: Language Revitalisation in a Colonial Context' in *Clinical Sociology: Research and Practice*.

**Professor Maria Bargh** (Te Arawa, Ngāti Awa) (Te Kawa a Māui) and team launched 'Me Tū-a-Uru' – part of NZ's Biological Heritage National Science Challenge Ngā Koiora Tuku Iho, Adaptive Governance and Policy Working Group, at an event that also raised over \$40,000 for flood victims on the East Coast in early 2023.

**Associate Professor Ocean Mercier** (Ngāti Porou) (Te Kawa a Māui) is leading research with Predator Free NZ 2050, with a focus on rats, as well as a Bio-Heritage project on bees and te Whakaheke o te Wai, a ground water project.

**Professor Joanna Kidman** (Ngāti Maniapoto, Ngāti Raukawa) (Faculty of Education) and Dr Vincent O'Malley of HistoryWorks, along with **Dr Liana MacDonald** (Ngāti Kuia, Rangitane o Wairau) (School of Social and Cultural Studies) led *He Taonga Te Wareware? Remembering and Forgetting Difficult Histories in Aotearoa/New Zealand* project. The study traced shifting historical perspectives of the New Zealand Wars and was funded through the Marsden Fund. The research team worked with tribal communities at the epicentre of large-scale military invasions in the 1860s, exploring the impact of persistent public silences about these conflicts, and how contested public and tribal memories are subsequently relayed to later generations. The team spent time at battle-sites across Aotearoa, recording stories and intergenerational memories about the Wars, identifying omissions from the public record, and building a picture of what life was like for those who were forced off their lands, some never to return. The BWB Text "[Fragments From a Contested Past: Remembering and forgetting difficult histories](#)" was published in 2023.



## Encouraging engagement and mobilisation of research

**Elish Mara's** (Faculty of Architecture and Design Innovation) research into smart, pressure-sensing technology has resulted in several prototypes of smart therapeutic insoles. She has created a novel type of soft, pressure sensing material and the project is focused on developing insoles that can be used to design better lower limb prosthetics and monitor diabetic foot ulcers. Elish is part of the KiwiNet Emerging Innovator programme which inspires and nurtures Kiwi scientists with entrepreneurial DNA, fast-tracking them to commercial success.

**Fanni Fazakas'** (School of Design Innovation) award winning narrative experience '[Missing 10 Hours](#)' uses VR to educate people about the bystander effect and speaking up against GHB, the date rape drug. M10H is a multi-ending VR, where the user can be the bystander and can affect the narrative. Developed in consultation with psychologists and experts, the experience is ethically correct and will have a measurable impact on users. M10H won a Doc Edge Award and has continued to gain media attention. M10H was also exhibited at SIGGRAPH 2023 in Los Angeles.

**Dr Cherie Chu-Fuluifaga** (Faculty of Education) is leading a research project focused on the impact of Pacific community-school partnerships on leadership and driving change beyond the classroom. Funded by the Teaching and Learning Research Initiative (NZCER), the research aims to help school leaders understand which questions to ask and where to find answers within Pacific communities. This knowledge will enable them to effectively drive change that aligns with the Pacific ideas of success. The purpose of this research is to create a comprehensive framework that will enable schools to effectively manage their own professional development programs. Additionally, this study will generate valuable research reports and articles that will contribute to educational literature. Furthermore, it aims to establish stronger community relationships and develop policies that will facilitate positive change within the educational system.

**Professor Jeff Tatum** (School of Languages and Cultures) was an on-air commentator, discussing the historical significance of Mark Antony, in the BBC three-part series, *Julius Caesar: The Making of a Dictator*, which appeared in November and December 2023.

**Professor Derek Kawiti** (Ngāti Hine, Ngāpuhi, Tūhoe, Ngāti Porou) (School of Architecture) fronted the show [The Drawing Board](#), on Whakaata Māori (Māori Television). The show explored modern Māori architecture, and Professor Kawiti examined how indigenous architectural design is reshaping our spaces, along with meeting with clients, designers, and architects on Māori-led projects.

Reusable building frame system [XFrame](#) was nominated for a 2023 Earthshot Prize. XFrame was spun out from **Ged Finch's** PhD research in the School of Architecture and is leading the way in reduction of CO<sub>2</sub> emissions within the building industry.

## Supporting individuals and groups of scholars to reach and extend their research potential

**Dr Zaramasina Clark** (Tonga-'Ohonua, 'Eua; Pālangi) and **Dr Helen Woolner** (Cook Islands Mauke: Kimiangatau; Papa'a) are two outstanding Lecturers in the School of Biological Sciences who are inspiring Pasifika research and rapidly emerging as leaders in Pasifika research at Te Herenga Waka. Appointed in 2022, they are already having a huge impact. In 2023, they have both had significant achievements that the Faculty thanks and congratulates them on. These include:

- obtained substantial external research funds, from a Health Research Council (HRC) Project grant (Dr Clark) and Genomics Aotearoa (Dr Woolner)
- both co-chairing HRC grant review panels
- Dr Woolner was invited to speak at the Pasifika Medical Association Conference in the Cook Islands
- Dr Clark accepted an initiation to sit on the Pacific Research panel for PBRF 2026
- inspiring the next generation of VUW researchers, with Mereana Ave (Cook Islands Māori) was awarded an HRC Pacific Health Summer Studentship with Dr Clark; and Victoria Bain

(Māori) was awarded a VUW Centre for Biodiscovery Summer Scholarship with Dr Woolner, and

- attended four of VUW's seven Pasifika Recruitment Roadshows, and ran a multi-day outreach event giving students from Hastings Girls' High School their first taste of research.

**Dr Philip Fountain** (School of Social and Cultural Studies) delivered a keynote presentation on the concept of 'Duty' at the workshop on 'Service – Duty – Care: Theorizing Civic Engagement from Asia to Europe and Beyond' at Ca' Foscari University, Venice. The workshop was part of a project on 'Quiet Aid' funded by the Swiss National Science Foundation and it was co-organised with Graduate Institute in Geneva. On the same trip, Philip spent time workshoping grant proposals with colleagues at the University of Oxford and he also delivered a seminar on 'Humanitarian Confessions' for the Sociology of Development and Change group, at Wageningen University.

**Dr Matthew Castle** (School of History, Philosophy, Political Science and International Relations) received **recognition and funding in-kind** as a consortium member to University of Canterbury's successful Erasmus+ Programme (ERASMUS) bid. As a consortium member, Matt will be working with 28 partner universities split evenly between European and Indo-Pacific locations, identifying regional policy responses towards the EU's Indo-Pacific Strategy 2022-25.

### Realising the University's disciplinary strengths

The [Centre for Strategic Studies—Te Pokapū Take Rautaki Aotearoa](#) celebrated its 30th anniversary with a one-day symposium on 'New Zealand, Japan and the Indo-Pacific Region'. The Centre is New Zealand's leading institution for research and public engagement on strategic, foreign policy and security issues, contributing to an informed public discussion on New Zealand's security interests, and regional and global security challenges.

The **New Historians Conference** (NHC), organised by the postgraduate students of the History Department, is now in its 14<sup>th</sup> annual edition. The 2023 conference captured the moment of intersecting global crises, its historical echoes and the role of historians as engaged public intellectuals with the theme of 'Historians in Social Movements'. This year, NHC saw papers being presented across a diverse range of topics from Māori movements about forest conservation, the use of fiction to understand historical events, queer activism in New Zealand, tourism development in Ghana, and queer identity in India to name a few.

The Consortium for Medical Device Technologies (CMDT) launched a proposal for a new national medical device and digital health innovation network, '**Medtech-iQ Aotearoa**'. Consisting of four connected regional hubs to bolster the sector's growth and ability to improve health outcomes for New Zealanders. Staff from the School of Health and the School of Design Innovation are involved with the Medtech-iQ Pōneke Wellington Hub initiative. The Medtech Innovation Showcase highlighted some of the research capability within the Medtech-iQ Pōneke Wellington Hub including The Digital Mental Health Catalyst, Tangible IX design lab, and 3D and 4D Printing for physical simulation.

### Strengthening the integration of disciplines internally and externally

**Lala Rolls** (School of English, Film, Theatre, Media and Communication, and Art History) organised and ran Matariki – Whakarite Waka, a film screening and international Zoom hui connecting Planetariums across the Pacific. The event brought students and staff from Science, Film, Pasifika and Māori together and engaged with scholars and knowledge holders across the Pacific.

**Professor Vanessa Green** (Faculty of Education) completed the final stages of data collection for her Marsden funded research project "*The development of the bystander: A socialisation oversight?*" which investigates the origins of bystander behaviour as it relates to bullying and victimization.

Along with her Associate Investigators, Professor Marc Wilson (School of Psychology) and Professor Christina Salmivalli (University of Turku – Finland), the project has sought to understand why individuals become bystanders in the first place. Preliminary findings suggests that young children may be socialized not to act when witnessing bullying through the simple act of omission; it is just never mentioned, perhaps until an incident arises at school.

**Dr Victoria Chen** (School of Linguistics and Applied Language Studies) presented an interdisciplinary project entitled 'The colonisation of the colour pink: Berlin and Kay's basic colour terms in historic and modern Māori' with Professor Neil Dodgson (Faculty of Engineering) and summer scholar Meimuna Zahido at the Māori Language Research Symposium.

**Professor Kevin Dew** (School of Social and Cultural Studies) completed the co-edited *Encyclopedia of Health Research in the Social Sciences*. (Edward Elgar Publishing)

### Ensuring the relevance of the University's research for its internal and external stakeholders

**Professor Maria Bargh** (Te Arawa, Ngāti Awa) (Te Kawa a Māui) was appointed as a Member of the Independent Electoral Review, producing an interim report on draft recommendations for a fairer, clearer, and more accessible electoral system.

**Dr Nicola Hyland** (Te Atihaunui-a-Pāpārangī and Ngāti Hauiti) (School of English, Film, Theatre, Media and Communication, and Art History) co-directed Ono for Circa Theatre for Tahi Festival 2023, which was nominated for two awards at the Wellington Theatre Awards.

**Associate Professor Leon Gurevitch** (Faculty of Architecture and Design Innovation) launched the astrophotography exhibition Te Whānau Mārama | Family of Light as part of the project [Astrodata](#) that Dr Gurevitch is coordinating with the Yale Lens Media Lab. Astrophotography used to be a strictly professional/ scientific endeavour, but over the last twenty years, amateur astrophotography has grown rapidly. This project analyses the wealth of data to understand what is happening in the astrophotographic field. Te Whānau Mārama | Family of Light was a display of large photographic prints that feature site maps, galaxy orientations, and photographic technical context and the light boxes were a joint venture between Te Herenga Waka—Victoria University of Wellington and Wellington City Council.

**Associate Professor Peter Thompson** (School of English, Film, Theatre, Media and Communication, and Art History) advised the Ministry for Culture and Heritage and the Department of Internal affairs with briefings and commentaries on draft policy and completed a co-authored report (with Dwayne Winseck at Carleton University) on news sharing models for the Canadian Department of Heritage.

**Dr James Wenley** (School of English, Film, Theatre, Media and Communication, and Art History) completed for Creative New Zealand and MCH the report 'New Mirrors - Strengthening arts and culture media for Aotearoa New Zealand'.

## Research entities across Te Herenga Waka

Te Herenga Waka has a broad range of formal and informal research and engagement groups that form an important part of the University's research environment. This ranges from informal hubs and networks that bring people together, through to research centres and institutes that have significant research programmes in terms of size, staff and strategic goals. Each group is valued for the work they do differently, each with its own specific purpose, outcomes sought and stakeholders.

The **Internet, Social Media and Politics Research Lab - Kōtaha** (ISPRL) is dedicated to understanding the increasing impact of the internet and social media on societies. The ISPRL is home to the [New Zealand Social Media Study](#), led by Dr Mona Krewel. This is a long-term text analysis study on the political communication of political parties and leaders on Facebook. In 2023, the team undertook analysis of the New Zealand General Election looking into topics including disinformation.

Professor Ilan Noy holds **Te Āwhionukurangi— Chair in Economics of Disasters and Climate Change**. The focus of this Chair is the economics of disasters and other phenomena related to climate change. In 2023, as part of the [Whakahura—extreme events and the emergence of climate change research](#) team, two reports on the impacts of Cyclone Gabrielle were published to inform future decision-making and policies in this space, including adaptation planning and recovery after this particular event.

The **Te Herenga Waka Centre for Justice Innovation**, led by Professor Yvette Tinsley and Judge John Walker, was established in 2023 with the support of the Michael and Suzanne Borrin Foundation. The Centre offers an independent, impartial, and trusted voice on justice issues through multidisciplinary research, evaluation, and education. [Three public events](#) were held to celebrate its launch: a public lecture on Te Ao Mārama by keynote speaker, Chief Judge Heemi Taumaunu, a panel discussion on sexual violence reform and a public lecture by Professor Tinsley and Dr Nichola Tyler on the wellbeing impacts of working in the criminal courts. The Centre was awarded a significant grant from the Michael and Suzanne Borrin Foundation for the 'Custodial Remand before Trial or Sentence' project.

**Te Tātai Hauora o Hine—National Centre for Women's Health Research Aotearoa** is led by Professor Bev Lawton (Ngāti Porou). It is dedicated to translating women's health research. Its vision is to eliminate preventable harm and death for all women and children and reduce health disparities for Māori. In 2023, the Centre and its researchers were recognised with several awards for their leadership and contributions to the field. Other significant achievements in 2023 include the contributions by Dr Melanie Gisbon to the [2023 International Polycystic Ovary Syndrome \(PCOS\) Guideline](#), community engagement through their mobile cervical screening and HPV self-testing unit, and advocacy for indigenous peoples here and internationally.

**Te Kāuru - Ferrier Research Institute** is a world-class team of experts in chemistry and biology led by Professor Gary Evans. The Ferrier team addresses challenges that are global or specific to Aotearoa New Zealand.

Two significant achievements in 2023 included the development of [a new mRNA vaccine](#) targeting immune cells in the liver that could be the key to tackling malaria with collaborators at the Malaghan Institute and the Peter Doherty Institute for Infection and Immunity in Australia, and starting the first-in-man human clinical trial to accelerate bone and tissue repair in elective surgery based on research into heparan sulfate in [wound healing](#).

**Te Puna Pātioio - Antarctic Research Centre** is a world leader of research into Antarctica's past climate, its influence in global climate change, and polar scientific drilling technology and operations. Led by Professor Robert McKay, ARC generated over \$9million in 2023 including \$3m for the [SWAIS-2C](#) project. SWAIS-2C aims to answer the key question 'Does the Paris climate target save the Ross Ice Shelf and limit Antarctic Ice Sheet melt?' and is using critical drilling infrastructure to answer this. 21 staff and students were deployed to Antarctica for the 2023/24 field season, and produced 39 publications including in Science, Nature Geoscience, and Nature Communications among others.

**Paihau-Robinson Research Institute** is led by Prof Nick Long and melds innovative engineering and applied physics to build advanced technologies for businesses worldwide. In 2023, Air NZ announced a [partnership](#) with Robinson to evaluate and validate electric aircraft technology. Robinson successfully demonstrated a [superconducting AC homopolar motor](#) for the first time — a technology designed to power large electric aircraft. In collaboration with Nagoya University, Robinson tested a high magnetic field ion thruster for spacecraft propulsion. Early 2024 will mark 10 years since the formation of the institute at Te Herenga Waka - Victoria University of Wellington.

## *Support the development and implementation of initiatives, policies and practices that underpin the successful delivery of our strategic aims and statutory goals*

### Faculty strategic research initiatives

Faculties have a role in developing and implementing initiatives, policies or practices that support the wider University's strategic aims. This section provides an insight into some of the activities that took place within Faculties in 2023 to support our research environment.

The **Faculty of Humanities and Social Sciences** implemented a number of initiatives to encourage staff to reconnect with their research after the disruptions of the pandemic years, while advancing the Faculties' strategic priorities of sustaining its reputation for outstanding research while constantly increasing its ability to reflect diverse ways of knowing, support engaged and public-facing forms of dissemination, improve impact factors and achieve environmental and financial sustainability. This included:

- Supporting Matt Castle, Kate Schick and Claire Timperley (School of History, Philosophy, Political Science and International Relations) to organise a School-wide research week, that involved 21 staff in writing retreats and a "research sampler" day.
- Early support of the Rainbow Studies Now! Symposium, organised by Dr Rebekah Galbraith and Ti Lamousse (Criminology – School of Social and Cultural Studies). The first of its kind, this interdisciplinary research symposium shared insights into rainbow people's lives, experiences, culture and challenges. It brought together scholars from a wide variety of disciplines, including many from the Faculty of Humanities and Social Sciences, as well as from across Aotearoa. The Symposium will also be followed up by a special issue of *New Zealand Sociology*, based on a selection of presentations.
- Investing in the inaugural Aotearoa Poetry Film Festival, chaired and organised by Associate Professor Alfio Leotta of the Film Programme, with the contribution of students and staff. The event featured a poetry film competition, workshops, seminars, poetry readings and retrospectives and was a successful opportunity to showcase the diversity of poetry film produced both in Aotearoa New Zealand and overseas. The second edition will be staged in 2024.

The **Faculty of Science** reaps what it sows, with 2023 being another excellent year for obtaining major external research grants. Much of 2023's success was sown through strategic research support in previous years. For example, in 2023, Marsden Fund grants were awarded to six Principal Investigators in the Faculty. Three of these—Dr Alice Rogers, Dr Jeremy Owen, and Prof Jeff Shima—kick-started their projects with Faculty Strategic Research Grants they were awarded in 2021. Winning major grants is a marathon, not a sprint—and the valued role of Faculty strategic initiatives is clear.

The **Wellington School of Business and Government** (WSBG) has focused on enhancing researcher development and fostering research communities. These initiatives not only enhanced our research capabilities but also significantly contributed to our vibrant academic culture. Some of our key initiatives included:

- Early Career Researcher Support: Uniting approximately 18 ECRs from WSBG's six schools, the Faculty supported two research retreats in Martinborough, insightful presentations on grants and external funding, a comprehensive Research Enhancement Programme, and various social events to strengthen community ties.

- Workshop and Visitors' Grants: Post-pandemic revitalisation of our research culture was a priority. The faculty provided grants to encourage and support research collaborations and small-scale events like workshops, roundtables, and symposia at WSBG, fostering a vibrant intellectual environment.
- AI for Research Workshop: This two-day workshop introduced 30 participants to AI-powered research tools, delving into their capabilities and limitations, thereby equipping researchers with cutting-edge methodologies.
- Media Workshop: Academics from all WSBG schools convened for an engaging one-day workshop, promoting interdisciplinary dialogue and media engagement.

## Engagement on research policy, processes and procedures

The University engages and provide feedback on a range of research-related issues, with submissions to formal external consultations coordinated through the URC and the Office of the Deputy Vice Chancellor (Research).<sup>1</sup>

In 2023, we responded to the remaining three consultation papers and the draft operating guidelines from the Tertiary Education Commission's **PBRF Sector Reference Group**. We also responded to the draft panel-specific guidelines from the PBRF peer review panels.

Early engagement with the Ministry of Education, the Tertiary Education Commission and the Ministry of Business, Innovation and Employment on the Higher Education Review also occurred in 2023. This is a critical and ongoing piece of work looking at the tertiary funding system.

PWC were engaged to undertake a review of the **Trusted Research-Protected Security Requirements (TR-PSR)** across the University. These requirements are designed to support staff and the wider University to ensure research is protected. This review included a workshop which brought staff together from across academic and central service units to provide a briefing on the TR-PSR and gauge understanding and awareness. A report and implementation plan for embedding the TR-PSR into the University practice, processes and policies will be delivered at the beginning of 2024.

The key policy development in 2023 focused on the continuing revision of the 2013 **Intellectual Property (IP) Policy** following University wide consultation, incorporating changes based on consultation to the **Responsible Research Policy** and the development of a new **Research Centres and Institutes (RCI) Policy and Procedures**.

- Following engagement with the Learning and Teaching Committee and the **IP Policy** working group, a set of principles regarding the use of staff instructional material was developed. As the IP Policy is directly linked to the Academic Collective Agreement (ACA), approval and implementation of the draft policy will not be progressed until 2024 to align with the new ACA.
- The **RCI Policy and Procedures** were developed to support the establishment and management of RCIs. Consultation feedback ensured that the final versions were clear and fit-for-purpose for establishing new RCIs as well as reviewing and closing, where necessary, existing RCIs and other formalised research and engagement entities that receive financial support from the University.

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<sup>1</sup> Formal submission responses are available on [Ipurangirotto Staff Intranet](#).

## Royal Society Te Apārangi and Health Research Council 2023 Research Honours Aotearoa Awards

**Associate Professor Clive Aspin** (Ngāti Maru, Ngāti Whanaunga, Ngāti Tamaterā) (Faculty of Health) was awarded the [Te Rangi Hiroa Medal](#) for outstanding contributions in the social sciences. The award recognises his pioneering research in public health and Māori health in the critical domains of sexuality, HIV, and suicide prevention, and the significant impact his work and contributions have had for Māori and indigenous peoples in Aotearoa New Zealand and internationally.

**Dr Mark Calcott** (School of Biological Sciences) was awarded the [Hamilton Award](#) for excellent science by an early-career researcher for his breakthrough research creating new ways to engineer microbes to produce bioactive compounds, resulting in the sustainable production of new drug candidates. His [paper in Nature Communications](#) was also selected as an Editor's Highlight, and he was also awarded a [HRC Sir Charles Hercus Fellowship](#) to further his work in this area.

**Professor Nicholas Golledge** (Antarctic Research Centre) was awarded the [Hutton Medal](#) for work of outstanding scientific or technological merit in the animal, earth, or plant sciences. The award recognises his cutting-edge contributions to Antarctic ice-sheet modelling, climate-change research and the impacts of melting ice on global sea level, ocean circulation and climate variability.

**Dr Mike Joy** (School of Geography, Environment and Earth Sciences ) was awarded the [Callaghan Medal](#) for his outstanding contribution to the communication of science, specifically his impactful research focusing on the sustainable management of our freshwater ecosystems and the key role he has in shaping both public opinion and government policy on these issues.

**Professor Bev Lawton**, ONZM (Ngāti Porou) was awarded the HRC's [Beaven Medal](#) for excellence in translational health research. She is the founder and director of **Te Tātai Hauora o Hine, the National Centre for Women's Health Research Aotearoa**. The team at Te Tātai Hauora o Hine team was also awarded the HRC's [Te Tohu Rapuora Medal](#) for outstanding leadership, excellence and contribution to Māori health. This is the first time that two of the three HRC medals have gone to researchers from the same team who are working with iwi and whānau to prevent cervical cancer and improve maternity and infant outcomes.

## *Provide oversight of the University's internal strategic research funding as well as institution-wide research awards, fellowships and medals*

### Internal grants

The University Research Committee oversaw decisions on six internal research funding initiatives and allocating approximately \$1.95 million in 2023.

1. The [Faculty Strategic Research Fund](#) (FSRF) is one of two internal research funds that supports the Strategic Research Funding Framework for the University. It has two components; **Faculty Strategic Research Grants (FSRGs)** and **Faculty Research Establishment Grants (FREGs)**. Both these grants are contestable.
  - There were 52 applications for the **FSRG** from four funding rounds run by Faculties. 31 applications were successful. In total, \$1,199,985 was awarded to FSRGs. The number of applications and successes was similar to 2022.
    - In addition, up to one third of the amount allocated to each Faculty could be used for other research-related initiatives like PBRF-focussed workshops, writing intensives, seeding research grants, etc. The Faculty of Humanities and Social Science, the Faculty of Education, the Faculty of Law, and the Wellington School of Business and Government used funding in this manner in 2023.
  - There were 21 applications for the **FREG** through the Faculty round funding process. 17 early career researchers were successful and received \$299,956. Application numbers were similar to 2022, with the amount awarded also similar to last year.
2. The **University Strategic Research Fund** (USRF) is the second of the internal research funds that supports the Strategic Research Funding Framework for the University. The [USRF Cross-Disciplinary Fund](#) ran for its second year in 2023. The CDF is designed to support cross-disciplinary and cross-faculty collaborative research with potential to lead to external investment. There were eight applications, with four approved for funding that totalled \$186,245. The projects in this round have shown a greater degree of collaboration indicating that researchers are engaging positively with the purpose of the fund.
3. The USRF is also supported the allocation of a third [Māori Postdoctoral Fellowship](#). This was in addition to the two Fellowships allocated in 2022. This initiative was a pilot designed to attract, employ, and grow early-career Māori and Pacific postdoctoral research fellows.
4. The [Mātauranga Māori Research Fund](#) is a distinctive grant programme that seeks to advance the potential of mātauranga Māori and kaupapa Māori research. A total of \$86,068 was allocated in 2023. One project was allocated through the primary funding round, valued at \$37,044, and seven projects were funded through the 'on-call' grants process, valued at \$49,024.
5. The [Returning Carers' Research Fund](#) has now been running since 2020. It was established to support academic staff re-establishing research following extended leave due to caring responsibilities following the early stages of the COVID-19 pandemic. It supports grants for returning carer's and writing retreats for those who are caregivers. Funding in 2023 included allocation of three grants totalling \$58,937. These grants will help these researchers complete manuscripts, develop proposals, undertake aspects of their research, and attend



conferences to restart engagement with colleagues in their field. Two **Writing Retreats for Academics with Caregiving Responsibilities** were also held in 2023, one in Otāki and one in Wellington. These retreats continue to be valued by researchers. Both were well attended, and feedback continues to identify the significant impact they have on the well-being of those who attend. This initiative continues to be a clear signal of the value that the University places on its carers and represents the research culture we strive for at Te Herenga Waka.

*“It is a stunning initiative that has been so critical to building and restoring my academic identity and wellbeing”.*

*“For me, the most valuable bit was blocking time away from interruptions and feeling supported by the university to simply say 'no' to other small work or personal commitments for those 3 days”.*

*“It was a beautiful mix of productive work time and feeling cared for (and really rejuvenating after a hard year, especially for some of our colleagues). The time and space away from my kids’ schedules is so useful for getting new writing projects started, and my collaborator was here too and we got a nearly full first draft of our paper... it really helps build a community across the university by having these cross-Faculty relationships”.*

6. The [Postgraduate Research Student Association Awards](#) recognise demonstrated research excellence from postgraduate students. 10 PGSA Research Excellence Awards (Victorias) were given out in 2023.

See **Appendix B – Details of internal grants awarded, 2023** for more details on each initiative and the 2023 recipients or click on the links above.

**Note:**

The **Gama Foundation Fund**, which 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 several important areas, was not offered in 2023.

The **Te Herenga Waka – Victoria University of Wellington Excellence Awards** were not run in 2023. This included the Research Excellence Awards, Early Career Researcher Awards and the 3R Awards.

## Awards, Prizes and Fellowships: 2023

**Professor Gary Evans** (Director of Te Kāuru—Ferrier Research Institute) and **Professor Simon Keller** (Professor of Philosophy and head of school in Te Kura Aro Whakamuri, Rapunga Whakaaro, Matai Tōrangapū me te Ao—the School of History, Philosophy, Political Science and International Relations) were elected as [Royal Society Te Apārangi Ngā Ahurei a Te Apārangi Fellows](#). Professor Evans is a leading organic chemist with expertise in medicinal and process chemistry and Professor Keller is a philosopher who specialises in ethics, political philosophy, and the philosophy of mental health and disorder. The Society elects Fellows who are leaders in their field and these leaders help the Society to provide independent advice to New Zealanders and the government on issues of public concern.

**Professor Rod Downey** (School of Mathematics and Statistics) was awarded the [S. Barry Cooper Prize](#) by the Association Computability in Europe. This award recognises his expertise and truly outstanding contribution to a broad understanding and foundational study of computability by outstanding results; seminal and lasting theory building; and exceptional service to the research communities.

**Dr Bing Xue** was awarded an [IEEE Fellow](#) in 2023 for contributions to evolutionary deep learning and **Professors Bastiaan Kleijn, Dale Carnegie and Alan Brent** were announced as 2024 [Engineering New Zealand Fellows](#) in 2023. They are from the School of Engineering and Computer Science and Dr Xue and Professor Kleijn are part of Te Whiri Kawe - Centre for Data Science and Artificial Intelligence.

**Ben Parkinson** (Robinson Research Institute) and **Dr Edgar Rodríguez Ramírez** (School of Design Innovation) were presented with the Innovation Gold award, which recognises significant research and development projects, at the [Wellington Gold Awards](#) for their world-first portable MRI scanner. It is now being trialled in a joint project with the University of Minnesota in the United States.

**Professor Rod Badcock** (Robinson Research Institute) was awarded the (Science & Technology) [Wellingtonian of the Year Award](#) which recognises the intellectual capital of Wellingtonians as well as the [Kiwinet BNZ Researcher Entrepreneur Award](#) for building an emerging clean tech economy taking New Zealand's expertise to the world.

**Professor Bob Buckley** (Robinson Research Institute) won the [Max Swerdlow Award](#) for Sustained Service to the Applied Superconductivity Community.

**Professor Emily Parker** (Ferrier Research Institute) was awarded the [Maurice Wilkins Centre Prize for Chemical Science](#). This is the premier prize of the NZIC and is awarded to a candidate based on the excellence and impact of their chemistry. Emily was also appointed as a Departmental Science advisor to MBIE in 2023.

**Professor Mengjie Zhang** (Centre of Data Science and Artificial Intelligence) received the [EvoStar Award](#) for Outstanding Contribution to Evolutionary Computation in Europe.

**Dr Cybèle Locke** (School of History, Philosophy, Political Science and International Relations) won the [Bert Roth Award for Labour History](#), for her book *Comrade. Bill Andersen: A Communist, Working-Class Life*.

**Professor Sarah Ross** (School of English, Film, Theatre, Media and Communication, and Art History) was recognised with two international publication prizes, the [Roland H. Bainton Prize for Reference 2023](#), from the Sixteenth Century Society; and the [Society for the Study of Early Modern Women and Gender Collaborative Project Award 2023](#) for the 2022 *Oxford Handbook of Early Modern Women's Writing in English, 1540-1700* (with Elizabeth Scott-Baumann (King's College London) and Danielle Clarke (University College Dublin)).

**Dr Bruno Marques** (Faculty of Architecture and Design Innovation) won the New Zealand Institute of Landscape Architects Tuia Pito Ora ([NZILA President's Award](#)) which recognises his international achievement as the President of the International Federation of Landscape Architects (IFLA) and his work to address the pressures of climate change and urbanisation and to enhance the culture of landscape architecture on a global scale.

**Guy Marriage** (School of Architecture) won the Te Kāhui Whaihanga New Zealand Institute of Architects [President's Award](#) which acknowledges those who give freely of their time and energy to advance the concerns of the architectural profession and the community upon which the Institute is built. The citation for his award noted that "As an architect, author, lecturer and founder of a practice you are leaving an indelible mark on the profession, its future and the buildings and spaces built around Aotearoa New Zealand. You take architecture to the people."

## Support and monitor research performance against the strategic aims

### External Research Income

External research income (ERI) is an enabler of ambitious research. It provides additional financial support to researchers, research teams and projects but it is also an important revenue stream to the University through the mechanism of charging overheads.

ERI is also an important metric used in all major international university ranking schemes and the basis of one component of the PBRF.

It is also important to recognise that there is a difference between ERI based on existing grants we are receiving income on, and grants applied for and/or awarded in 2023 which are the leading indicator for our future ERI.

*Strategic objective: 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*

In 2023, we exceed the 2024 target for this strategic objective with **\$113million** of ERI recognised across the University. This increase is the result of continued success from contestable funding and one large bequest from the United Kingdom, and reflects the value (in revenue) of actual research activity undertaken in 2023.

**Table 1: External research income recognised across the University from public and private sector funds, 2020-2023**

ERI Funding Source	2020	2021	2022	2023
NZ Government Contestable Funds	52,028,200	54,134,708	49,339,095	59,397,702
Other Public & Private Sector Funds	34,600,831	34,289,426	38,938,194	54,337,368
<b>TOTAL ERI</b>	<b>86,629,031</b>	<b>88,424,134</b>	<b>88,277,289</b>	<b>113,735,070</b>

While we have exceeded our target this year, the general trend in ERI has been a plateau since 2019. ERI is extremely important to the University and our research activity. We need to continue to seek more research funding but also diversify the sources this funding is coming from including business/industry, not-for-profits, philanthropy and public sector entities in both NZ and internationally.

ERI is measured on spend and thus is a measure of activity, so we need to encourage a greater level of research activity. We have had a lag in research activity in the last two years, but 2023 saw this increase and therefore an associated increase in spend on grants and a consequent increase in ERI. The Research Office and Wellington UniVentures are continuing to undertake activities which will allow us to increase and diversify our ERI, including more commissioned research and providing support to Faculties and Schools which have previously had low levels of external grant activity.

#### Horizon Europe

Lara Greaves (Ngāpuhi, Pākehā, and Taranā) (School of History, Philosophy, Political Science and International Relations) has been awarded a Horizon Europe grant as part of an international team. Lara and Dr Ritu Parna Roy (University of Waikato) will spend four years working with European researchers to figure out how to make EU citizens assemblies more representative of intersectionality.

#### Spencer Foundation (USA) Vision Grant

Mere Skerrett (Faculty of Education), Michelle Perez (USA), Fikile Nxumalo (Canada) for the project "Enacting Sustainable Futures in Early Childhood Education: Transforming Educational Systems in Relation with Living Lands, Waters and Languages Across Global Contexts" valued at \$75,000 to develop a \$3million multi-site international project.

## Sources of ERI

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

ERI comes into the University through different channels including Wellington UniVentures. However, the Research Trust Victoria (RTV) 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 funding bodies are:

- The **Royal Society NZ Te Apārangi**, which administers funds including Marsden and Marsden Fast Start grants, Catalyst funds, and Rutherford Fellowships on behalf of MBIE.
- The **Ministry of Business, Innovation and Employment (MBIE)** which includes the Endeavour Fund (Research Programmes and Smart Ideas), Catalyst funds, and the Vision Mātauranga Capability fund among others.
- The **Health Research Council (HRC)** which includes Project and Programme funding, Explorer grants, and a variety of Fellowships for early-career researchers, including emerging leaders in Māori and Pacific health research.

The growth in ERI over the previous decade has been mainly due to increased success in MBIE funding rounds. This growth is now levelling, as we reach the point where approximately 80% of our ERI comes from a relatively small number of Principal Investigators (approx. 75) from a narrow range of disciplines. In order to achieve further growth in our ERI, we have to grow the pool of successful Principal Investigators and Science Leaders, and disciplines.

**Table 2: Invoiced contestable funding received by the Research Trust from the Royal Society, MBIE and HRC, 2020-2023**

Research funder	2020	2021	2022	2023
Royal Society Te Apārangi	14,470,189	15,596,160	15,373,157	14,474,980
MBIE	27,718,996	29,203,691	26,264,876	24,464,530
HRC	6,159,628	5,601,115	5,146,241	6,372,450
<b>Total</b>	<b>48,348,813</b>	<b>50,400,966</b>	<b>46,784,274</b>	<b>45,311,960*</b>

*\*This figure differs from the figure provided under NZ Government Contestable Funds in Table 1 as it is invoiced revenue as opposed to formally Recognised Revenue for accounting and ERI purposes.*

## The contestable research funding environment and the impact on Te Herenga Waka

Funding for research in Aotearoa New Zealand is significantly below the OECD average of 2.5% of GDP and will require significant additional investment from both public and private sectors to lift us from the 1.41% of GDP recorded in 2020. With no significant initiatives or increases to existing research funds signalled by the current Government, this sees us operating in an increasingly competitive funding environment that has a clear focus on investing in science, technology, engineering and health.

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

We have continued to invest significant resource across the University in order to apply for funding. Over the last three years we have, on average, bid for ~\$200million from various contestable sources with an average success rate of ~18.7 percent.

In 2023, we submitted 362 applications to the Government contestable funding rounds. This was a significant increase when compared with 220 applications submitted in 2022 and 323 applications submitted in 2021. We also submitted more than 146 applications to other funding sources in 2023. However, it appears that changes in volume have not had a significant impact on our success rate or the funding we received across years as shown in Table 2 above.

Developing a bidding strategy, that has a specific focus on quality, should be a priority for the future. The Research Office which the majority of applications (and subsequent contracts) are processed through has limited resource as a result of the Achieving Financial Sustainability programme. This makes maintaining the current volume unsustainable. The results of the main contestable funding rounds in 2023 shown in Table 3 below, highlights the variability of our success across the funding system.

**Table 3: New Zealand Government contestable research grant schemes – 2023 application success rate**

Contestable Fund	Applications submitted	Successful applications	Success as a percentage
MBIE Endeavour (Smart Ideas)	43	5	12%
MBIE Endeavour (Programmes)	9	1	11%
RSNZ Marsden (Fast Start)	44	9	20%
RSNZ Marsden (Standard)	82	10	12%
HRC	48	10	21%

### Endeavour Fund

**Associate Professor Jamie Howarth** (School of Geography, Environment and Earth Sciences) and co-leader **Associate Professor Caroline Orchiston** (University of Otago) were awarded \$12.670m from the 2023 Endeavour Fund to investigate whether Wellington and central New Zealand will face an increased risk of more large earthquakes following the next big shake.

Five other projects each received \$1m from the Endeavour Fund:

**Dr Binh Nguyen** (School of Mathematics and Statistics), for research investigating the use of artificial intelligence in the development of new medicines

**Dr Daniel Berry** (Ferrier Research Institute), for research to investigate ways to make use of the compounds found in fungi to produce antibiotics and other drugs

**Dr Farah Lamiab-Oulaidi** (Ferrier Research Institute), for research on a new drug to prevent neurological damage from Krabbe disease

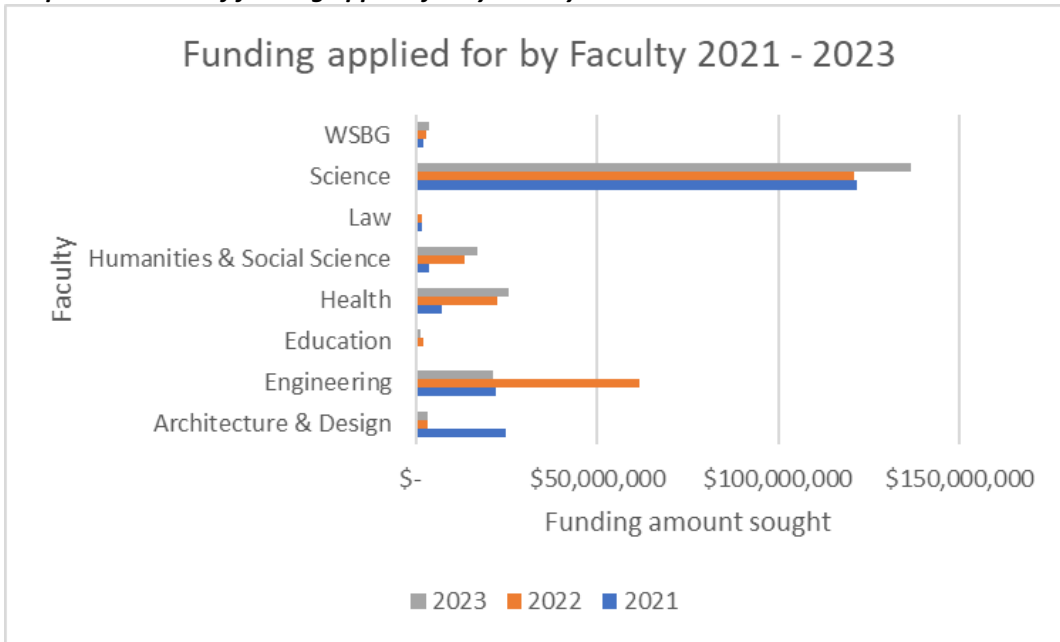
**Associate Professor Paul Teal** (School of Engineering and Computer Science), for research investigating how to improve the transparency of artificial intelligence systems

**Associate Professor Yi Mei** (School of Engineering and Computer Science), for research investigating the use of artificial intelligence to automate processes in emergency medical dispatch.

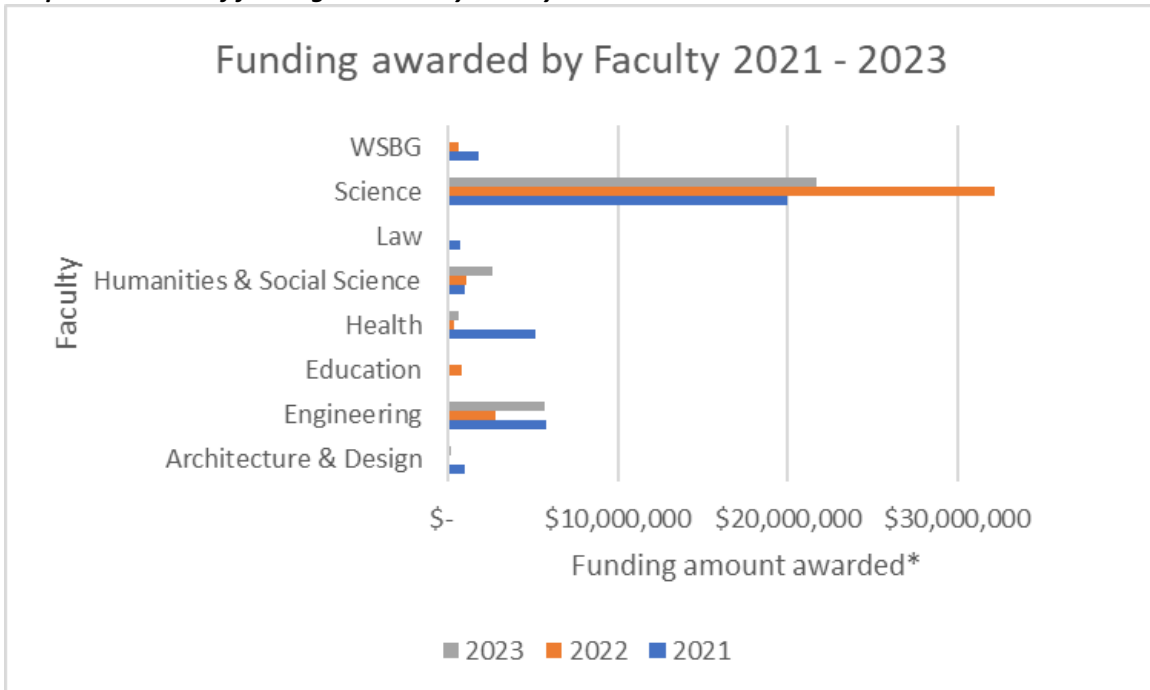
10 other Te Herenga Waka academics are also investigators on nine other Endeavour funded projects being led by other organisations. These projects will bring in another \$5.5m to the University.

As discussed previously, the contestable funding system is heavily weighted to disciplines in science and technology. This provides fewer opportunities for researchers in other disciplines to apply for those funding sources and therefore be awarded external grants. The two graphs below outline the varied distribution of funding opportunities across the Faculties.

**Graph 1: Amount of funding applied for by Faculty between 2021 and 2023.**



**Graph 2: Amount of funding awarded by Faculty between 2021 and 2023.**



*\*Complete results from 2023 applications have not yet been announced.*

## Consolidated ERI for 2023

Table 4 shows the split of funding sources that make up the ERI coming into the University. It also highlights increase in research funding in 2023. While ERI through most sources has plateaued over the last four years, there was an increase through the RTV due to increased success in contestable funding rounds and a more significant increase through the large bequest to the Foundation. The Research Trust Victoria (RTV) manages most of our research contracts, so is the main funding source.

**Table 4: Consolidated ERI by VUW Funding Source, 2020-2023**

<b>THW-VUW Research Funding Source</b>	<b>2020 (\$)</b>	<b>2021</b>	<b>2022</b>	<b>2023*</b>
THW-VUW	12,682,206	7,337,227	1,806,133**	1,840,404
UniVentures	5,939,589	6,005,820	4,551,762	4,197,531
RTV	63,450,870	72,372,813	80,200,361	90,803,018
Foundation	4,556,367	2,708,274	1,719,033	16,894,118
<b>Total Consolidated</b>	<b>86,629,031</b>	<b>88,424,134</b>	<b>88,277,289</b>	<b>113,735,070</b>

\*2023 figures are subject to audit

\*\* The decrease funding for THW-VUW between 2020 and 2021 reflects the funding for the MacDiarmid Institute now being included in ERI for the RTV.

Tables 5 and 6 highlight the significant investment of New Zealand Government and public sector funding makes to our ERI. While this has generally plateaued, the impact of the large international bequest to the Foundation can be seen in the overseas research income category. As Horizon Europe contracts come online, funding in this category is expected to increase from the 2022 levels in the future.

**Table 5: Consolidated ERI by External Funding Source, 2020-2023**

<b>Research Funding Source</b>	<b>2020 (\$)</b>	<b>2021</b>	<b>2022</b>	<b>2023*</b>
NZ Government contestable funds	52,028,200	54,134,708	49,339,095	59,397,702
NZ Public sector Contract Research	21,580,793	23,165,437	26,847,513	28,203,497
Overseas research income	4,736,234	3,338,100	3,372,601	18,713,022
NZ non-Government income	8,283,804	7,785,889	8,718,080	7,420,849
<i>Non-NZ Government Contestable sub-total</i>	<i>34,600,831</i>	<i>34,289,426</i>	<i>38,938,194</i>	<i>54,337,368</i>
<b>Total Consolidated</b>	<b>86,629,031</b>	<b>88,424,134</b>	<b>88,277,289</b>	<b>113,735,070</b>

\*2023 figures are subject to audit

**Table 6: Consolidated ERI Proportion by Funding Source, 2020-2023**

<b>Research Funding Source</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023*</b>
NZ Government contestable funds	60%	61%	56%	52%
NZ Public sector Contract Research	25%	26%	30%	25%
Overseas research income	6%	4%	4%	16%
NZ non-Government income	9%	9%	10%	7%
<i>Non-NZ Government Contestable sub-total</i>	<i>40%</i>	<i>39%</i>	<i>44%</i>	<i>48%</i>

\*2023 figures are subject to audit

## Te Pūtea Rangahau a Marsden, the Marsden Fund

### Fast Start

- Ayca Arkilic** (School of History, Philosophy, Political Science and International Relations): Embracing Islam—conversion, identity and belonging in Aotearoa New Zealand
- Bonnie Etherington** (School of English, Film, Theatre, Media and Communication, and Art History): Literatures of environment and disability from Oceania
- Brendan Harding** (School of Mathematics and Statistics): Mathematical modelling of inertial lift driven particle migration in complex microfluidic devices with applications to periodic duct geometries
- George Parker** (School of Health): Inclusion through difference—towards a new ethics of engagement with takatāpui/LGBTIQ+ parents and their families/whānau
- Liam Martin** (School of Social and Cultural Studies): Prisons without walls—from incarceration to e-carceration in Aotearoa New Zealand
- Louise McMillan** (School of Mathematics and Statistics): Unsupervised clustering of complex mixed-type data via a genetic case study
- Adam RH Stevens** (School of Physical and Chemical Sciences): Next-generation galaxy formation modelling for radio surveys
- Ohad Peleg** (School of Biological Sciences): Examining ecosystem stability in multidimensional space—what drives ecosystem stability now and in the future?
- Tara McAllister** (School for Science in Society): Vision Mātauranga—is it past its use-by date?

### Standard

- Alice Rogers** (School of Biological Sciences): Uncovering the functioning and importance of temperate mesophotic ecosystems
- Emily Parker** (Ferrier Research Institute): Deciphering the molecular details of unusual fungal biosynthetic enzymes
- Jeff Shima** (School of Biological Sciences): Shining a light on lanternfishes to reveal hidden linkages between ecosystems
- Jeremy Owen** (School of Biological Sciences): Awakening dormant drug biosynthesis by decoding regulatory gene networks
- Jo Smith** (School of English, Film, Theatre, Media and Communication, and Art History): Seeding hope—the diverse roles of Indigenous women in food systems
- Kai Chen** (Robinson Research Institute): Capturing the fleeting—tracking photophysics in organic LED and laser materials with ultrafast photoluminescence spectroscopy
- Noam Greenberg** (School of Mathematics and Statistics): Connections between computability theory, effective descriptive set theory, and geometric measure theory
- Tirta Susilo** (School of Psychology): Sensory hypothesis of developmental prosopagnosia
- Victoria Chen** (School of Linguistics and Applied Language Studies): From roots to branches—language evolution in the Austronesian family tree
- Clint Oakley** (School of Biological Sciences): What makes a coral “super”? Challenging the oxidative theory of coral bleaching to solve the coral reef crisis

Te Herenga Waka academic are also Associate Investigators on seven other projects funded by Te Pūtea Rangahau a Marsden in 2023.



## Health Research Council

### Health Delivery Research Activation Grant

**Associate Professor Anne Haase** (School of Health) and **Dr Caz Hales** (School of Nursing, Midwifery and Health Practice): Prehabilitation for enhanced surgery recovery: Improving hospital care pathways

**Dr Claire O'Loughlin** and **Associate Professor Mona Jeffreys** (Health Services Research Centre): The COVID-19 lockdown cohort: investigating the utility of a longitudinal study

**Mr Dan Archer** (School of Health): Co-design and pilot of a mobile app to improve sleep and emotional wellbeing

**Dr Deborah Harris** (School of Nursing, Midwifery and Health Practice): The mahi of nurse practitioners in Aotearoa

**Dr Fiona McKenzie, Dr Adreanne Ormond** (Diana Unwin Chair in Restorative Justice), **Associate Professor Mona Jeffreys, Dr Claire O'Loughlin** (Health Services Research Centre): Impacts of COVID-19 on work and education

**Dr Geoff Kira** (Te Hau Kori - Centre for Physical Activity and Wellbeing) (with **Dr Helen Eyles**, Associate

**Dr Geoff Kira** (Te Hau Kori - Centre for Physical Activity and Wellbeing): Nōnā te ao: Establishing a physical activity reference group

**Dr Hannah Waddington** (School of Education): Transforming measurement of support outcomes for autistic children in Aotearoa

**Dr Marianna Churchward** (Health Services Research Centre): The Impact of long COVID on Pacific families living in Aotearoa New Zealand

**Dr Marlini Bakri** (School of Marketing and International Business): Exploring digital tools in the health and wellbeing of transnational communities

**Professor Vili Nosa**, and **Dr Vartika Sharma**, The University of Auckland): Contextualising a brief dietary salt reduction intervention in Aotearoa

### Health Delivery Project

**Dr George Parker** (School of Health): Building system readiness for trans inclusive perinatal mental health services

### Pacific Health Project Grants

**Dr Zaramasina Clark** (School of Biological Sciences) (co-leader with **Dr Edmond Fehoko**, University of Otago), Can assisted reproductive technologies better assist Pacific people in Aotearoa?

### Emerging Researcher First Grant (General category)

**Dr Alistair Brown** (School of Biological Sciences): Building a synthetic biology pipeline to develop nucleoside therapeutics

### Sir Charles Hercus Fellowship

**Dr Mark Calcott** (School of Biological Sciences): Large-scale substitution approaches to engineer non-ribosomal peptides

## Research Outputs

The University shares our research with the world through the publications and creative works of our academic staff. The creation of research outputs facilitates domestic and international collaboration and knowledge exchange, and contributes to the professional advancement and reputation of individual academics and the university. Highly cited Scopus-indexed publications contribute significantly to the University's international ranking outcomes.

We have two strategic outcomes that are measured through the research outputs produced within the university.

*Strategic objective: Increased co-authorship or co-creation of research outputs with colleagues external to the University to 70 percent of research outputs by 2025*

We exceed our 2025 target with **75.6 percent** of our research outputs being co-authored or co-created with colleagues external to the University.<sup>3</sup> This includes international (59.5 percent) and domestic (16.1 percent) collaborations.<sup>4</sup> The importance of collaborative research and the benefits it brings to the university are reflected in these results.

*Strategic objective: 60 percent of our Scopus-indexed publications being in the top 25 percent of journals by 2025*

We continue to make progress to our 2025 target, with **57.4 percent** of our Scopus-indexed publications being in the top 25 percent of journals as of 21 June 2023.<sup>5</sup>

The revised indicator is now lagged by one year as provisional data is not available on the annual reporting timeline. The results that were confirmed on 21 June 2023 are based on 2022 publications.

**Table 7: Percentages of Scopus-indexed publications in top quartile of journals, 2019-2022**

Publication year	2019	2020	2021	2022
Publications (Scopus-indexed) in top 25% of journals (%)	52.7	54.7	56.8	57.4

**Associate Professor Robert Keyzers** (Pharmacology and Toxicology), **Professor Bing Xue** (Computer Science), and **Professor Mengjie Zhang** (Computer Science) were all recognised as Clarivate Highly Cited Researchers for their significant and broad influence in their fields of research in 2023.

Only 22 New Zealand-based researchers received this recognition from Clarivate, which selects researchers who have authored multiple highly cited papers which rank in the top 1% by citations for their field and publication year in the Web of Science over the past decade. This is refined using qualitative analysis and expert judgement to develop the annual list of influential researchers in the sciences and social sciences from around the world.

<sup>3</sup> Data source has changed from Dimensions to SciVal as the latter has a greater number of publications. The result from both databases is by and large the same. Note that publications databases do not accurately reflect creative works, they do capture the vast majority of our research outputs (books, book chapters, conference papers, and journal articles).

<sup>4</sup> Internal collaborations account for a further 13.2 percent of research outputs, while sole authorship captures the remaining 11.2 percent.

<sup>5</sup> Data prepared by Library Research Services, July 2023.

## Research Mobilisation and Impacts

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. Bringing academic research from lab to market, as well as connecting researchers with government and industry to solve real-world problems, will be a continued focus in 2024.

### *Strategic objective: Lifted new invention disclosures to 50 per annum*

This strategic objective was impacted by the University's restructure, which contributed to less capacity for academic staff to carry out research that may lead to new inventions.

Likewise, the University's subsidiary tasked with creating new ventures from research, Wellington UniVentures, also implemented a new structure resulting in a need to establish new ways of working with significantly fewer resources. To reflect this reality, Wellington UniVentures adjusted the invention disclosure target from 50 to 30 new disclosures per annum. The company achieved **32 new disclosures in 2023**, including 3 as part of its external consulting services.

Despite the financial pressures of 2023, Wellington UniVentures continued to deliver on its purpose to deliver impact through research by:

- Managing a pipeline of 68 active projects arising from invention disclosures, including 48 projects under its new Commissioned Research & Advisory (CRA) mandate.
- Bringing \$3.2million net revenue, including \$1.2million in external research income.
- Supporting four new early career researchers through KiwiNet's "Emerging Innovators" programme.
- Nominating two winners in the prestigious KiwiNet Commercialisation Awards, including:
  - its long-term researcher, Robinson Research Institute's Prof Rod Badcock, for the Researcher Entrepreneur award, and
  - alumni spin-out, XFrame, for the Commercialisation Impact award.
- Engaging with 109 researchers on CRA and commercialisation projects.
- Securing KiwiNet funding for 18 research commercialisation projects, including:
  - PreSeed funding for 15 new projects, totalling \$745,098, to support market validation, business case preparation, securing intellectual property and prototype development.
  - Funding for three projects, totalling \$681,353, to develop projects to 'private-sector-ready' stage.
- Closing one license deal relating to a compound developed by Ferrier Research Institute used in cancer research.

The School of Chemical and Physical Sciences (SCPS) continues to excel as a hub for translating and commercialising cutting-edge research. In 2023, this included:

Advemto (a spinout from the School) secured new instrument sales and is preparing to raise capital to launch an exciting product for the life sciences. Co-founder, CEO and CSO, **Professor Justin Hodgkiss**, was also a finalist in the Science & Technology category of the Welly Awards. **Associate Professor Franck Natali**, co-founder of another SCPS spinout, Liquium, completed a Breakthrough Energy Fellowship in scaling up green ammonia production to enable the green export of hydrogen and a new clean ammonia liquid fuel for heavy industry, and presented Liquium's advances to Bill Gates and the Breakthrough Energy team.

Research by **Associate Professors Bridget Stocker and Mattie Timmer** on the development of vaccine adjuvants has led to several patents and a license agreement with a US biotech company that will use the adjuvants in clinical trials against a range of human diseases.

Ambitious research for transformative impact? Tick.

### Raising the profile and accessibility of our research

The University open access (OA) repository is an important avenue for increasing reach and visibility of research outputs. It has been in place since 2020 and in 2023, a further **1,033 outputs** were deposited into the repository. This is in addition to the inclusion of all publicly available University thesis. At time of writing, the repository holds **11,407** research outputs (3,444) and theses (7,963).

There continues to be significant increases in views, and downloads of outputs in the repository continues to be high. For 2023, there have been over **1.7 million views** (compared to 1.4 million in 2022, just over 1 million in 2021 and 300,000 in 2020) and over 1.9 million downloads (compared to 2.2 million in 2022, just over 820,000 in 2021 and 132,000 in 2020).

Supporting our approach around Open Access, the Library (as part of the Council of Australian University Librarians (CAUL) Consortium) participates in several transformative agreements. These allow authors at the University to publish their work in an Open Access journal without paying an article processing charge (APC). CAUL statistics from 2023 for articles published under the read and publish agreements show that VUW authors had **218** articles approved amounting to an estimated **\$953,521** AUD in APC costs covered by these agreements.

The Faculty of Humanities and Social Sciences has continued to raise the profile of our research and improve accessibility to the public and the discipline, in 2023:

**Dr Adam Grener** (School of English, Film, Theatre, Media and Communication, and Art History) released the Digital Dickens Notes Project v1.2 ([dickensnotes.com](http://dickensnotes.com)) in November; the open-access site – devised in collaboration with North Carolina State University and the University of Iowa – now offers transcriptions, extensive editorial annotations, and scholarly introductions to four sets of Dickens's Working Notes for his novels.

**Professor Sarah Ross** (School of English, Film, Theatre, Media and Communication, and Art History) was part of a team that produced a digital exhibition from the Emerson rare book collection for State Library Victoria, Melbourne, funded by an Australian Research Council Linkage Grant.

**Dr Sarah Thomasson and Dr James Wenley** (School of English, Film, Theatre, Media and Communication, and Art History) completed a Catalyst Seeding Fund Grant for Building Global Relationships for Live Performing Arts Databases, deepening the relationship with AusStage and global networks while activating the data to support innovative research by upskilling researchers in Aotearoa and Australia.

## *Reports from the Human Ethics Committee, the Animal Ethics Committee, and the Faculty of Graduate Research*

The University Research Committee is responsible for receiving reports from the Human Ethics Committee, the Animal Ethics Committee and the Faculty of Graduate Research on an annual basis.

This section provides a brief summary of those reports, which are available separately. The information provided on the Faculty of Graduate Research also provides information on the performance of Postgraduate Research which is one of the University's strategic outcomes.

In 2023, the transition away from the aging online application platform used by the Human Ethics and Animal Ethics Committees has continued. The new application platform is scheduled to go live in April 2024. The Animal Ethics Committee Secretary and the Human Ethics team in the Research Office are collaborating with the project team to develop and test the new environment. The Office of the Deputy Vice-Chancellor Māori gifted the new portal the name Hōkai, which means a staying brace of a waka, indicating how the work of the two Committees strengthens research practices at the University.

The Faculty of Graduate Research also initiated a similar system upgrade of the Candidature Management system. The new system is taking shape with much needed benefits giving clearer oversight of the student journey, ability for postgraduate candidates to track and set goals, monitoring of unsuccessful academic progress and online forms with approval oversight. The Office of the Deputy Vice-Chancellor Māori has gifted the new system the name Panoho, which is the Māori word for a 'punting pole'. Panoho will be the tool that 'punts' students into their postgraduate programme and gives them a lift or push forward as they navigate along their learning journey waterway.

### **Human Ethics Committee Report**

The Te Herenga Waka—Victoria University of Wellington Human Ethics Committee reviews applications for human ethics approval from staff and students throughout the University. This committee is chaired by Convenor Associate Professor Rhonda Shaw (School of Social and Cultural Studies).

The Human Ethics Committee approved 414 applications in 2023, and 198 amendments to existing applications. The committee had 29 members at the end of 2023.

The full 2023 Human Ethics Committee report is available on request.

### **Animal Ethics Committee Report**

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 (MPI) 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. In 2023 the AEC continued to represent four external organisations in the Wellington region, which are Arotec Diagnostics Ltd, the Malaghan Research Institute of Medical Research, the Wellington Zoo Trust, and the Zealandia Wildlife Sanctuary.

A key focus for the AEC in 2023 was continuing to implement the New Zealand Openness Agreement on Animal Research and Teaching, signed by the University in 2021. This Agreement bolstered the University's efforts to proactively communicate how and why animals are used in research. Improved communications have reduced Official Information Act (OIA) to zero in 2023. In April 2023, the New Zealand Antivivisection Society (NZAVS) presented the Committee with a certificate of thanks, a notable achievement given their previous critical view of the University's use of animals in research. A 2023 nationwide survey by the Australian and New Zealand Council for the Care of Animals in Research and Teaching (ANZCCART) showed that respondents share a widespread and strong view that organisations involved in animal research should be more open about their work. An important next step to roll out the Openness Agreement is to improve the University's AEC website.

The full 2023 AEC report is available on request.

### Faculty of Graduate Research – Postgraduate Research and Scholarships

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.

*Strategic objective: Doubled the number of research postgraduate students*

In relation to this strategic outcome, we have continued to increase the level of our doctoral enrolments throughout the pandemic. New doctoral students in 2023 was significantly higher than in 2019 prior to the pandemic so our strategies to enrol students overseas have continued to be effective. Completions in 2023 are starting to increase again compared to 2020 and 2021 which were lower as a result of a large number of suspensions and students studying part-time due to the ongoing pandemic.

**Table 8: Doctoral student numbers, 2020-2023<sup>6</sup>**

New Doctoral students <sup>7</sup>	2020	2021	2022	2023
<b>Total Headcount</b>	217	273	233	269
<b>Total EFTS</b>	103	139	121	145
<b>Māori (Headcount)</b>	9	19	19	17
<b>Māori (EFTS)</b>	7	11	10	9
<b>Pasifika (Headcount)</b>	2	6	11	8
<b>Pasifika (EFTS)</b>	1	4	7	3

New to VUW <sup>8</sup>	2020	2021	2022	2023
<b>Total Headcount</b>	152	154	145	193
<b>Total EFTS</b>	72	72	70	102
<b>Māori (Headcount)</b>	5	9	7	3
<b>Māori (EFTS)</b>	3	4	4	2
<b>Pasifika (Headcount)</b>	1	3	4	4
<b>Pasifika (EFTS)</b>	1	1	3	2

<sup>6</sup> All data are sourced from the SDR submitted files, extracted 1 March 2024.

<sup>7</sup> New Doctoral students are students whose first year of study on a doctoral programme is equal to the Calendar Year of the SDR reporting.

<sup>8</sup> New to VUW are students whose first year of study at Victoria is equal to the Calendar Year of the SDR reporting. This is a subset of the New Doctoral Student cohort.

<b>Enrolments<sup>9</sup></b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Total Headcount</b>	1,144	1,237	1,266	1331
<b>Total EFTS</b>	707	740	766	792
<b>Māori (Headcount)</b>	71	85	96	102
<b>Māori (EFTS)</b>	46	55	59	55
<b>Pasifika (Headcount)</b>	41	41	47	44
<b>Pasifika (EFTS)</b>	18	18	22	22

<b>Completions<sup>10</sup></b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Headcount</b>	211	188	178	184
<b>Māori</b>	5	6	5	9
<b>Pasifika</b>	5	5	11	2

### Postgraduate scholarships

In 2023, 1,576 completed applications were received, up on the 1,267 applications received in 2022.

Of the 523 successful candidates, 125 were offered a Wellington Doctoral Scholarship. This includes:

- 14 Te Herenga Waka Māori Doctoral
- 4 Wellington Pasifika Doctoral, and
- 11 Wellington Strategic Co-Funded Doctoral Scholarships.

The Wellington Master's by Thesis, Te Herenga Waka Māori Master's by Thesis and the Wellington Pasifika Master's by Thesis Scholarships are all offered in November each year.

In 2023, we offered 29 Master's by Thesis and four Te Herenga Waka Māori. Unfortunately, no Pasifika scholarships were offered in 2023.

The full 2023 Faculty of Graduate Research report is available on request.

<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).

## Appendix A: University Research Committee

The University Research Committee (URC) met six times in 2023, with meetings held on 22 February, 22 March, 24 May, 26 July, 25 October and 22 November.

The URC operates under this [Terms of Reference](#). Two new members were appointed in 2023 to represent the views and perspectives of post-graduate and early career researchers – Dr Holly Winton and Dr Julia Talbot-Jones.

The URC is constituted from the roles set out in Table 9. This table 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.

**Table 9: Membership of University Research Committee, 2023**

Name	Role
<b>Prof Margaret Hyland</b>	Deputy Vice-Chancellor (Research), Chair
<b>Prof Neil Dodgson</b>	Dean, Wellington Faculty of Graduate Research
<b>Assoc Prof Joanna Mossop Prof Joel Colon-Rios (from October)</b>	Associate Dean (Research), Faculty of Law
<b>Prof Samuel Becher</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 Prof Yi Mei (from May)</b>	Associate Dean (Research and Innovation), Wellington Faculty of Engineering
<b>Prof Giacomo Lichtner</b>	Associate Dean (Research), Wellington Faculty of Humanities & Social Sciences
<b>Assoc Prof Leon Gurevitch</b>	Associate Dean (Research and Innovation), Wellington Faculty of Architecture & Design Innovation
<b>Assoc Prof Judith Loveridge</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>Dr Holly Winton (from May)</b>	Senior Research Fellow, Antarctic Research Centre
<b>Dr Julia Talbot-Jones (from May)</b>	Senior Lecturer, School of Government
<b>Sonja Randhawa Di Bao (from October)</b>	Postgraduate Student Association
<b>Danette Olsen (until March) Liz Prendergast (from August)</b>	Director, Research Office
<b>Trish Wilson</b>	University Librarian
<b>Claire Williams (until October)</b>	Manager, Scholarships and Doctoral Admissions
<b>Amber Flynn</b>	Principal Advisor, Research Policy and Strategy
<b>Jo Meaclem</b>	Executive Officer to the Deputy Vice-Chancellor (Research)



## Appendix B – Details of internal grants awarded, 2023

### Faculty Strategic Research Fund

The Faculty Strategic Research Fund (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 FSRG has two components; the FSRF Contestable Fund and the Faculty Research Establishment Grants (FREG) which specifically supports early career researchers and can also be used to support the development of project design and grant writing capability.

In 2023, the two initiatives allocated:

- 31 grants to staff from the FSRF Contestable Fund, totalling \$1,199,985.
- 17 grants to staff from the FREG, totalling \$299,956.
- Additional grants of \$140,000 from the FSRF Contestable Fund to fund research initiatives in the Faculties of Humanities and Social Sciences and Education, the Faculty of Law, and in the Wellington School of Business and Government, in line with the PBRF Strategy.

**Table 10: Breakdown of FSRF and FREG applications and awards by Faculty, 2023**

Faculty	FSRF Contestable Grants			Faculty Research Establishment Grants		
	No. Appl.	Successful	Awarded (\$)	No. Appl.	Successful	Awarded (\$)
Wellington School of Business and Government	6	4	178,753	1	0	0
HSSE	7	6	250,938	4	4	40,000
Faculty of Law		2	19,000	2	2	20,000
SHEADI	39	19	751,294	14	11	239,956
<b>TOTAL</b>	<b>52</b>	<b>31</b>	<b>1,199,985</b>	<b>21</b>	<b>17</b>	<b>299,956</b>

Note:

- Although their division was dissolved, the Faculties of Architecture & Design Innovation, Engineering, Health, and Science and the Science Institutes operated the fund collectively, so results are listed under SHEADI.
- Although their division was dissolved, the Faculties of Humanities & Social Sciences and Education operate their research funding jointly, and so continued this practice. The results are listed under HSSE.

**Table 11: Successful FSRF Contestable Fund grant recipients, 2023**

Staff Name	Project Title	Faculty/School	Award (\$)
Agnes Szabo	Evaluation of the Flourishing Group Program for Older Adults in Aotearoa	School of Health	28,032
Alice Rogers	Understanding the impacts of climate change on Fiordland seven-gill sharks	School of Biological Sciences	49,444
Andrew Marshall	Chemical synthesis of minimal mRNA vaccines	Ferrier Research Institute	35,800
Benji Compton	Developing an anti-toxin vaccine to protect New Zealand livestock	Ferrier Research Institute	35,461
Binh Nguyen	AI models for the discovery of novel narrow-spectrum antibiotics	School of Mathematics and Statistics	39,808
Colin Simpson	Vaccine effectiveness and infectious disease outcome evaluation	School of Health	49,594
David Ackerley	Clean solutions from dirty genes: discovery of enzymes for plastic recycling	School of Biological Sciences	75,000
David Carmel	Human perceptions of artificial intelligence	School of Psychology	49,988
Edgar Rodriguez Ramirez	Equity in the design of 3D scanning apps for healthcare	School of Design Innovation	49,812
Emily Parker	Fungal Factories: Priming new biomanufacturing opportunities for therapeutics in New Zealand	Ferrier Research Institute	49,988
Geoff McLay	top up to existing grant	Faculty of Law	1,000
Gerd Mittelstadt	Recombinant protein microcompartments to enhance metabolic flux	Ferrier Research Institute	10,000
Guy Marriage	Affordable Medium Density Housing	School of Architecture	26,277
Jan Feld	Sex-Differences in Risk-Attitudes Around the World	School of Economics and Finance	49,997
Jennifer de Saxe	Interrupting Antisemitism in Aotearoa: Examining Jewish identity, experience, history and culture	School of Social and Cultural Studies	37,686
Joanna Mossop	Oxford Commentary on BBNJ Agreement	Faculty of Law	18,000
Jocelyn Cranefield	Giving Voice to the City	School of Information Management	49,880
Josh Faulkner	ACTION-mTBI: ACT to improve recovery after Mild Traumatic Brain Injury	School of Psychology	47,372
Kim McKelvey	A New Method for Making Green Hydrogen	School of Chemical and Physical Sciences	50,000
Lina Verchery	Buddhism For the More-Than-Human World: Chinese Buddhism Beyond the Humanistic Turn	School of Social and Cultural Studies	37,314
Lisa Orloff Clark	A number theoretic approach to abstract algebra	School of Mathematics and Statistics	34,084
Louise Starkey	Navigating course content in undergraduate study: Strategic digital capabilities for learning in Aotearoa.	Faculty of Education	34,607
Mona Jeffreys	Developing and piloting co-designed evaluation tools with WELLfed	School of Health	36,607
Paul Wolfram	Sanguma Film Project	School of English, Film, Theatre and Media Studies	50,000
Qi Chen	Machine Learning for Emotion Unveiling in a Multidimensional World	School of Engineering and Computer Science	35,120

Staff Name	Project Title	Faculty/School	Award (\$)
Rebecca Bednarek	Developing New Forms of Disaster Insurance to Enable Sustainable Indigenous Community Development	School of Management	41,690
Shin Takahashi	When De-imperial Activists Meet De-colonial Activists: Reconsidering Politics, History, and Identity of 'Postwar' Japan in Postcolonial Cold War in East Asia	School of Languages and Cultures	43,120
Susan Ballard	Art, Narrative and Environment	School of English, Film, Theatre and Media Studies	48,211
Tanya Ruka	Kaumoana: navigating Iwi led research regenerating biodiversity with aquaculture	School of Design Innovation	9,600
Tom White	Redefining Creativity: Collective Intelligence in Art and AI	School of Design Innovation	39,308
Yinka Moses	Readiness of Accountants in Developing Countries to Implement the International Financial Reporting Standards [IFRS] Sustainability Standards and Reporting Practices	School of Accounting and Commercial Law	37,186
<b>Total funding allocated</b>			<b>1,199,985</b>

**Table 12: Successful FREG recipients, 2023**

Staff Name	Project Title	Faculty/School	Award (\$)
Abby Sharrock	Discovery and evolution of enzymes to enable CAR T-cells to synergise with chemotherapy	School of Biological Sciences	24,933
Amir Sayadabdi	Food and Identity in Iranian Diaspora	Social and Cultural Studies	10,000
Anya Leenman	Novel tracking methods for river responses to environmental change	School of Geography, Environment and Earth Sciences	24,760
Brendon Blue	Killing for community: animal eradication as social movement in Aotearoa New Zealand	School of Geography, Environment and Earth Sciences	15,946
Crystal Olin	YOUTH-FULL PLACES: Exploring Empowerment and Belonging through Co-Design with Rangatahi in Pōneke Wellington's Public Housing	School of Architecture	24,947
Fanni Fazakas	Missing 10 Hours: Assessing the effectiveness of a virtual reality intervention in reducing bystander indifference in a date rape drug abuse situation	School of Design Innovation	23,346
Hai-Yuean Tualima	Pacific Traditional Knowledge and Heritage	Faculty of Law	9,000
Ian Lovering	How do government reform projects travel around the world? A study of the international reception of Aotearoa New Zealand's market reforms since the 1980s	History, Philosophy, Political Science and International Relations	10,000
James Berghan	From whānau to flatting: Exploring housing and home through the eyes of rangatahi Māori university students	School of Architecture	24,685
Janepicha Cheva-Isarakul	Access to higher education and legal mobilisation among stateless Shan youth in northern Thailand	Social and Cultural Studies	10,000
Mele Tupou Vaitohi	Building an Anti Racist Law School, Legal Academy and Legal Profession in New Zealand	Faculty of Law	11,000

Staff Name	Project Title	Faculty/School	Award (\$)
Samantha Keene	Interrogating 'rough sex': Women's experiences of partner's sexual choking in Aotearoa New Zealand	Social and Cultural Studies	10,000
Sarah Maxey	The Arch Files: a graphic novel	School of Design Innovation	16,993
Wallace Enebuma	Expansion and Validation of Regenerative Decision Support System to improve Resilient Construction	School of Architecture	23,634
William Holmes-Hewett	Materials for superconducting memory systems	Robinson Research Institute	24,922
Yiwen Cui	Assessing the Influence of Green Infrastructure on Health and Well-being in Chinese Communities: A Cross-Cultural Comparison Between Aotearoa New Zealand and China	School of Architecture	10,790
Zaramasina Clark	A spatially-resolved transcriptome map of the progenitor to theca cell transition	School of Biological Sciences	25,000
<b>Total funding allocated</b>			<b>299,956</b>

### USRF – Cross-Disciplinary Fund

The University Strategic Research Fund (USRF) Cross-Disciplinary Fund (CDF) is designed to support cross-disciplinary, cross-faculty, and cross-division collaborative research with potential to lead to external investment.

There were eight applications to the fund in 2023, with four applications approved for funding which totalled \$186,245.

**Table 13: Successful recipients of the USRF Cross-Disciplinary Fund, 2023**

Staff Name	Project Title	Collaborating Schools	Award (\$)
Luke Liu	Machine Learning – guided discovery of covalent organic frameworks for hydrogen storage	School of Chemical and Physical Sciences School of Engineering and Computer Science	50,000
Craig Anslow	Fostering pro-environmental attitudes and intentions through awe-some experiences in virtual reality	School of Engineering and Computer Science School of Psychology School of Management and International Business School of Geography, Environment and Earth Sciences School of Business Studies	49,628
Emina Petrovic	Transitioning away from synthetic pollution from building materials	School of Architecture School of Geography, Environment and Earth Sciences School of Sociology, Anthropology and Cultural Studies	45,058
Matthew Castle	How do global trade rules evolve? Mapping the legal language of economic cooperation in a complex system	School of History, Philosophy, Political Science, and International Relations School of Linguistics and Language Studies School of Information Management Faculty of Law	41,559
<b>Total funding allocated</b>			<b>186,245</b>

## Māori Postdoctoral Fellowships

The Māori Postdoctoral Fellowships, along with the Pacific Postdoctoral Research Fellowships, is an initiative that aims to attract, employ, and grow early-career Māori and Pacific Postdoctoral research fellows. This initiative, which is a three-year pilot, was developed with the Office of the Deputy Vice-Chancellor (Māori) and the Office of the Assistant Vice-Chancellor (Pasifika).

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 program supports the development of the fellow, supervisor, and host, along with the University's capacity in Māori and Pacific research, researchers, and research-based relationships Māori and Pacific communities.

One Māori fellowship has been allocated in 2023, which completes the current funding allocation for the initiative.

Note: One Pacific fellowship and one other Māori fellowship were allocated in 2022, with one other position reallocated to support a Māori postdoc within an Endeavour Programme.

**Table 14: Successful recipient of the Māori Postdoctoral Fellowships, 2023**

Name	Project / Project Title
Awhina Tamapara (Ngāti Kahungunu, Ngāti Ruanui)	Karanga Puoro, Karanga Tangata, Karanga Whenua: Searching for taonga puoro and karetao in overseas museums.

## Mātauranga Māori Research Fund

The Mātauranga Māori Research Fund (MMRF) is a strategic initiative to develop capacity in mātauranga Māori and kaupapa Māori research, and research-based relationships with Māori.

The MMRF is guided by the University's [vision, mission and values](#), with MMRF grants worth between \$10,000 and \$40,000 for projects up to two years' duration. There is one round per year, and in 2023 one project was funded.

In 2023, a portion of the fund was allocated for use through an 'on-call' process. The MMRF On-Call grants are worth between \$1,000 and \$10,000 for a one-off activity, or a 1 to 9-month activity. Seven grants were allocated through this process.

**Table 15: Successful Mātauranga Māori Research Fund Contestable Grant recipients, 2023**

Staff Name	Project Title	School/Programme	Award (\$)
Annie Te One	Expressions of Rangatiratanga	Wellington Faculty of Humanities and Social Sciences/Te Wāhanga Aronui, Te Kawa a Māui/School of Māori Studies	37,044
<b>Total funding allocated</b>			<b>37,044</b>

**Table 16: Successful Mātauranga Māori Research Fund On-Call Grant recipients, 2023**

Staff Name	Project Title	School/Programme	Award (\$)
Corrine Seals	Focusing on whanaungatanga in co-developing kaiako resources (4 months)	Wellington Faculty of Humanities and Social Sciences	4,279
Liana MacDonald	Boulcott Memorial Historical Research Project (7 months)	Wellington Faculty of Humanities and Social Sciences	6,544
Lisa Marriott	Imagining Te Tiriti and Tax Justice (5 months)	Wellington School of Business and Government	1,910

Staff Name	Project Title	School/Programme	Award (\$)
Deborah Harris	Whanaungatanga and Hui with the Māori nurse practitioners (4 months)	Wellington Faculty of Health	9,131
Lala Rolls	Ngā Tohunga Whakatere ki Matarik (9 months)	Wellington Faculty of Humanities and Social Sciences	10,160
Jessica Tupou	Fostering Connections with Ngāti Toa and Developing Cultural Competency (8 months)	Wellington Faculty of Education	10,000
Joanne Smith	Kai Sovereignty Book Project (4 months)	Wellington Faculty of Humanities and Social Sciences	7,000
<b>Total funding allocated</b>			<b>49,024</b>

### Returning Carers' Research Fund

The Returning Carers' Research Fund provides grants to support academic staff re-establishing research following extended leave due to caring responsibilities, as well as writing retreats for those with caregiving responsibilities. It has been a well-received initiative since its introduction in 2020.

The **Writing Retreats for Academics with Caregiving Responsibilities** have continued to be popular and have a significant impact on the wellbeing of those who attend. Feedback from participants is consistently positive, with the general themes having an opportunity to prioritise themselves and their research, feeling seen, nurtured and rejuvenated, and being recognised and cared for by peers, colleagues and the University.

*"My main barrier to writing and research progress is having both the physical and mental space to think. The retreat helped me overcome this by providing both of these. In a quiet, relaxed and nurturing space I felt highly motivated and was able to get good reading, thinking, planning and writing for a publication as well as another grant, in addition to writing a conference presentation. This was without feeling like I was even pushing myself energy wise and was energising to do".*

Two retreats were held in October and November 2023. 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, optional mentoring from Research Development Advisers and/or the CAD facilitator, and wellbeing sessions.

The October residential retreat in Ōtaki hosted 17 participants from: Science (6), Law (1), Health (3), and Humanities, Social Sciences and Education (7). In November a second retreat was also facilitated which provided an opportunity for those caregivers for whom leaving Wellington overnight was not possible. This second retreat was held at the Lyaal Bay Surf Club. This had 17 participants from: Science (3) Health (2) Humanities, Social Sciences and Education (9) Architecture and Design (2) School of Mathematics and Statistics (1).

Retreat participants had a range of expectations about what they might produce over the time, with participants focussing on completed paper drafts, book proposals and chapters, journal articles, conference presentations, and opportunities for consolidation of ideas and projects.

*"[carer] reconnected with writing projects that I hadn't touched in over a year and have made significant progress. As a result, I have sent in an abstract for an international*

conference for next year and will hopefully submit an article by the end of year (while also completing this year's conference paper which will form my part of a co-authored chapter)".

"At the Lyall Bay Carers' Retreat last year I wrote an article (almost from scratch!) that was accepted for publication in August this year. I don't think I could have written that article without the time and space of the retreat.... That article has now formed the basis of a book project, and I was able to draft out the basis for one of the substantive chapters, as well as do some reading to inform that chapter for two days of the retreat. I will present that chapter at an international conference in March and feel really excited about the shape it's taking and how much progress I made at the retreat - I am all set up to complete the draft in January next year! On the other day, I worked on a co-authored article that has been accepted for a special issue to be published in one of the top-tier higher education journals in October next year. I was able to draft two of my sections and collaborate with my co-author about next steps, positioning us to complete our full draft well before the special issue deadline".

In addition to the writing retreats, grant applications to the fund are accepted on an ad-hoc basis, with the opportunity open throughout 2023. 3 applications were received and approved, totalling \$58,937.

**Table 17: Successful Returning Carers' Research Fund Grant recipients, 2023**

Staff Name	Project Title	School/Programme	Award (\$)
Jessica Young	Life, death and meaning in Aotearoa/NZ	Health	19,247
Catherine Abou-Nemeh	Three 17th Century natural philosophers	History, Philosophy, Political Science, and International Relations	19,690
Julija Sardelic	Citizenship and migration	History, Philosophy, Political Science, and International Relations	20,000
<b>Total funding allocated</b>			<b>58,937</b>

### Postgraduate Research Student Association Awards

The Postgraduate Research Student Association Awards recognise demonstrated research excellence from postgraduate students.

In 2023, we recognised the research of 10 postgraduate research students through the **PGSA Research Excellence Awards** (Victorias Awards).

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.

The Mātauranga Māori Award and the Te Moananuiākiva Knowledge and Development Award were not allocated in 2023 due to lack of suitable candidates. Further work will be undertaken in 2024 to address this issue.

The URC considered the 19 applications received in conjunction with the PGSA. Funding for these awards is held in the budget of the Deputy Vice Chancellor (Research).

**Table 18: Successful Postgraduate Student Association (PGSA) Research Excellence Award recipients, 2023**

<b>PGSA Research Excellence Awards (Victorias)</b>	
<b>Name</b>	<b>Faculty</b>
Sepideh Afsari Bajestani	Faculty of Architecture and Design
Rana Abdollahi Rizi	Faculty of Architecture and Design
Junhao Huang	Faculty of Engineering
Rohit Duggal	Faculty of Engineering
Peter Adu	Faculty of Health
Jana Grohnert	Faculty of Humanities and Social Sciences
Zhenqi Li	Faculty of Humanities and Social Sciences
Sarah Messenger	Faculty of Science
Calum Gordon	Faculty of Science
Paul Harrison	Wellington School of Business and Government





## Animal Ethics Committee

Annual Report 1 January 2023 to 31 December 2023

### **Executive summary**

The Animal Ethics Committee (AEC) acted for five Wellington organisations in 2023: Victoria University of Wellington, the Malaghan Institute of Medical Research (MIMR), the Karori Wildlife Sanctuary (Zealandia), Arotec Diagnostics, Ltd, and the Wellington Zoo. At the end of 2023, 70 approved research and teaching programmes were in force, involving 28 principal investigators or course organisers. Tables 1 – 4 outline animal use statistics from 2021 to 2023. At the end of 2023, 10 approved applications involve rats, while technicians report only three research projects actively underway. This shift in animal research is a positive outcome.

A key focus for the AEC in 2023 was continuing to implement the New Zealand Openness Agreement on Animal Research and Teaching, signed in 2021. This Agreement bolstered the University's efforts to proactively communicate how and why animals are used in research. Improved communications brought Official Information Act (OIA) requests from nine in 2019 to zero in 2023. In April 2023, the New Zealand Antivivisection Society (NZAVS) presented the Committee with a certificate of thanks, a notable achievement given their previous critical view of the University's use of animals in research.

A 2023 nationwide survey by the Australian and New Zealand Council for the Care of Animals in Research and Teaching (ANZCCART) showed that respondents share a widespread and strong view that organisations involved in animal research should be more open about their work.

An important next step to roll out the Openness Agreement is to improve the University's AEC website. This is planned for 2024 and will require the support of the Communications team.

The AEC succeeded in successfully and proactively managing a high turnover of membership in 2023. The Committee continues to be mindful of the essential role that external Committee members hold in order to continue research at the University, as well as the large volume of work they complete by reviewing every application submitted to the AEC.

The Small Animal Facility also lost experienced staff in 2023, placing a strain on its ability to train staff in complex animal manipulations or appropriately identify and treat less common animal welfare issues. The AEC stresses the importance of ensuring staff receive sufficient offsite training and upskilling to properly fulfil their roles. Escalation pathways exist for our technicians to seek aid from veterinarians and experienced academics where welfare issues can't be resolved by staff on site.

The transition away from the AEC's aging online application platform to a new system continued in 2023, with the new application platform scheduled to go live in April 2024. The AEC Secretary is collaborating with the project team to develop and test the new environment. The Office of the Deputy

Vice-Chancellor Māori gifted our new portal the name Hōkai, which means a staying brace of a waka, indicating how the Committee's work strengthens research practices at the University.

The 2023 AEC Member of the Year Award was awarded to VUW's AEC Secretary. The AEC secretary duties are part of the Senior Risk and Compliance Advisor Role. The high time demands for a wide range of compliance functions all held solely by the Senior Risk and Compliance Advisor continues to prevent the University from fully meeting its reporting obligations. For example, the 2022 external audit report recommended documenting inspection visits, which remains difficult to implement. The Faculty of Science and the Malaghan Institute have secured additional funding for a 0.5 FTE position to support the AEC. This role will make a significant contribution to improving monitoring, documentation, and AEC functions.

## **About the Committee**

All research and teaching involving animals must be approved by an Animal Ethics Committee (AEC) operating under a gazetted Victoria University of Wellington (VUW) Code of Ethical Conduct approved by 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 between 8 to 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 of which are appointed 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 the deputy Chair, Secretary, and Science/Technical advisors from VUW and its parented organisations. The AEC also has an unpaid student representative appointed by the Postgraduate Student Association (PGSA). The Institutional Drug Administration Order (IDAO) veterinarian is contracted by the University to prescribe restricted veterinary medicines. The AEC requires that a quorum of its members must be present, defined as at least half its members, including two of the three external statutory members.

A scheduled rotation of the Chair position began in 2023, with Prof Ellenbroek stepping down to become the deputy Chair and A/Prof Pfeffer taking over as Chair until 2025. Dr Racheal Shaw is expected to take over the deputy Chair role in 2024.

In 2023 there were three resignations from the AEC, with Dr Joyce Colussi-Mas (Technical representative) and Dr Natalie Lloyd (AEC veterinarian) resigning in March and Prof Mike Berridge (Science Advisor, MIMR) resigning in December. Four new members joined the Committee, with Ms Erika Robinson (Technical representative) joining in June, and Dr Kiki Majert (IDAO veterinarian), Dr Sally Cole (AEC veterinarian), and Ms Anna Resende (PGSA representative) all joining in September. These additions returned the AEC to a full complement of members.

The AEC has two subcommittees; the Interim Approval Subcommittee for reviewing low impact applications between meetings, and the Standard Operating Subcommittee for evaluating operating procedures (SOPs) used in experiments and animal facilities.

## Research and Teaching Programme Activity

During 2023, 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 2023: March 4<sup>th</sup>, June 12<sup>th</sup>, September 13<sup>th</sup>, and December 4<sup>th</sup>. The attendance record for the Committee was 10, 6, 9, and 10 members respectively for the four meetings.

At the end of 2023, 70 approved research and teaching programmes were in force, involving 28 principal investigators or course organizers: 17 from the School of Biological Sciences (SBS), 3 from the School of Psychology (PSYC), 7 from the Malaghan Institute, and 1 from the Faculty of Science.

The number of applications, modifications, and reports considered and approved by the Animal Ethics Committee are listed in Table 1. Previous years are included for comparison purposes.

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

	2021	2022	2023
Full applications	24 received (3 teaching or dual)  18 required changes  0 requested interim approval  1 rejected  TOTAL:23	30 received (1 teaching)  20 required changes  1 requested interim approval  1 rejected  TOTAL:29	27 received (3 teaching)  17 required changes  1 requested interim approval  3 conditional approvals  TOTAL:27
Institutional Drug Administration Order (IDAO) approvals	11	18	11
Notices of animal work (not requiring formal approval)	2	0	2
Modifications to existing applications	22 received  5 required changes  1 received interim approval  TOTAL: 22	20 received  1 required changes  4 received interim approval  TOTAL: 20	24 received  1 required changes  3 received interim approval  TOTAL: 24
Projects ending in the calendar year	28	15	19
Final reports received	28	22	23

Animal use statistics for VUW, Zealandia, Arotec Diagnostics, and Wellington Zoo for 2023 were sent to the Director-General of MPI in February 2024. The Malaghan Institute forwarded its own animal use statistics to MPI. A summary of the previous three years of animal use is presented for the University and its external organisations in Tables 2 and 3. Animal numbers from multi-year projects are reported to MPI at the conclusion of the study. A summary of all animal use from 2006-2023 is included in Appendix B.

In 2023, the University reported 2,427 unused mice and 169 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 (325 rats) or supplied to wildlife sanctuaries and zoos (720 mice). There were 15 animals rehomed in 2023.

Animal statistics are submitted at the end of each approved project, which might last up to a maximum of three years in duration. When there are just a handful of programs that run for several years, then it may cause a jump in animal numbers every third year, this is particularly apparent with birds in the 2023 reporting period. Of particular note, studies involving birds are all low impact, typically comprised of observational studies and voluntary interaction with experimental apparatus.

**Table 2: VUW Animal use statistics 2021-2023**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
Mice	7,225 (research) 864 (husbandry)  TOTAL: 8089	1,265 (research) 662 (husbandry) 100 (teaching)  TOTAL: 2027	4,576 (research) 547 (husbandry)  TOTAL: 5123
Rats	1759 (research) 285 (husbandry) 126 (teaching)  TOTAL: 2170	371 (research) 107 (husbandry) 139 (teaching)  TOTAL: 617	1,330 (research) 107 (husbandry) 150 (teaching)  TOTAL: 1587
Reptiles	3 (teaching)	0	0
Birds	378 (research)	627 (research)	1,444 (research) 1,408 (teaching)  TOTAL: 2852
Fish	84 (teaching) 901 (research)	96 (teaching)	0
Frogs	0	272 (research)	0
Other	0	279 (teaching) – Crab 26 (research) – Hedgehog	0
<b>TOTAL</b>	<b>10,803</b>	<b>3,944</b>	<b>9,562</b>

**Table 3: External parented organisation animal use statistics 2021-2023**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
Mice	12,478 (research, MIMR) 4,054 (husbandry, MIMR)  TOTAL: 16,532	11,467 (research, MIMR) 7,551 (husbandry, MIMR)  TOTAL: 19,018	3,553 (research, MIMR) 4,832 (husbandry, MIMR)  TOTAL: 8,385
Rats	8 (husbandry, MIMR)	30 (husbandry, MIMR)	72 (research, MIMR) 18 (husbandry, MIMR)  TOTAL: 90
Hamster	0	21 (husbandry, MIMR)	16 (husbandry, MIMR)
<b>TOTAL</b>	<b>16,540</b>	<b>19,069</b>	<b>8,471</b>

**Table 4: Animals born but not used for research or teaching 2021-2023**

	<b>2021</b>	<b>2022</b>	<b>2023</b>
Mice	3,328 (VUW) 20,540 (MIMR)	2,559 (VUW) 19,051 (MIMR)	2,427 (VUW) 15,076 (MIMR)
Rats	436 (VUW) 19 (MIMR)	361 (VUW) 61 (MIMR)	169 (VUW) 12 (MIMR)

## Efforts to improve openness around Animal Research and Teaching at the University

The AEC continues to support the University's staged rollout of the New Zealand Openness Agreement on Animal Research and Teaching, signed in 2021. Some planned improvements to the University's AEC website could not go ahead in 2023 and have been deferred to 2024. The Committee encourages publication of further information, stories, and statistics around animal use as part of the rollout.

The University's efforts to proactively communicate how and why animals are used in research has reduced the number of Official Information Act (OIA) requests to zero in 2023 (down from a high of nine in 2019). Additionally, the New Zealand Antivivisection Society (NZAS) thanked the Committee for maintaining an open dialog. Prof Bart Ellenbroek accepted a certificate of thanks from NZAS on behalf of the AEC in April 2023.

In 2023 the University hosted visits and facility tours of the Small Animal Facility with the AgResearch Animal Welfare Team and the Malaghan Institute Biomedical Research Unit technical team. Cross-facility visits allow for cross-fostering ideas and sharing information to improve standards for all institutions involved.

## **General**

### *New online portal – Hōkai*

Efforts to replace the University's aging online application platform continued in 2023, with the AEC working in conjunction with members of the Human Ethics Committee (HEC) to undertake a product search of suitable alternatives to Research Master, review product demos, and undertake detailed gap analysis. The software solution Omnistar from F1 Solutions was selected as the most suitable alternative.

The Office of the Deputy Vice-Chancellor Māori gifted our new portal the name Hōkai, which means a staying brace of a waka. Its purpose is to strengthen the structure of the waka and ensure its journey is successful. This speaks to the important role that the new system will play in both strengthening and maintaining the high standards of our research practices.

Developing and testing Hōkai e-forms and integration within VUW's software environment will start in 2024, with extensive review and testing by the Secretary. Hōkai is planned to go live in April 2024.

### *High committee turnover*

The committee had a high turnover of staff, as several longstanding members left and were replaced. New committee members bring a fresh perspective; however, the Committee misses the institutional knowledge that long standing members take with them. There was great concern about the resignation of the contracted veterinarian leading to delays to projects requiring the administration of Restricted Veterinary Medicines. Through intense efforts, the AEC was able to recruit a new contracted veterinarian after only three months. The Committee continues to be mindful of the essential role external Committee members hold in order to continue research at the University, as well as the large volume of work they complete by reviewing every application submitted to the AEC.

### *Small Animal Facility*

The Small Animal Facility lost a number of very experienced staff in 2023, with the Facility Manager moving to MPI and the Laboratories Operations Coordinator taking extended leave. The AEC is monitoring the implications for animal welfare. By replacing a manager with an animal technician (with temporary higher duties), and a highly experienced animal surgeon with an inexperienced animal technician, the facility presently cannot perform or train personnel in more complex animal manipulations, or appropriately identify and treat less common animal welfare issues. Researchers and

staff currently have to employ outside help for such manipulations. The AEC has encouraged animal facility staff to receive sufficient offsite training and upskilling to be able to provide such services.

#### *Reduction of Rat research*

Last year the AEC noted the possibility of animal research becoming unaffordable due to the implementation of new costing models in the VUW animal facility. This may have eventuated as at the start of 2024, 10 research programs involving rats closed while only three new projects for rat research have sought approval. Nevertheless, the shift away from rat research may also be partly attributed to the use of alternative models. For example, a replacement model is in development for animal research using flatworms rather than rats or mice, which is to be commended.

#### *Living Pā construction impacts*

Throughout 2023 both the Malaghan and VUW animal facilities have reported impacts from the Living Pā construction site. Piling works are having an inevitable impact on breeding colonies in both facilities, with some strains of animals showing severe stress responses, resulting in reduced breeding outcomes and a higher loss of pups. Vibrations traveling through the earth are the most likely explanation, however, construction work can also cause impurities in the linings of pipes, causing elevated heavy metals in the water. Both facilities have sourced anti-vibration mats for the enclosures and increased water monitoring for the duration of the works.

#### *Accolades for VUW staff*

Mr Bibby was the recipient of the 2023 AEC Member of the Year Award, which recognises the outstanding contributions these members make towards the operations of Animal Ethics Committees, including improvements driven by these members. Mr Bibby was recognised for his improvements to the application pre-screening process, moves towards a verifiable quality assurance plan, and enormous contributions to the running of the AEC. As part of the award, Mr Bibby received funding to cover flights and accommodation costs to attend the 2023 ANZCCART Conference.

#### *Understanding Animal Research (Oceania)*

In December 2023, the University was offered discounted membership to Understanding Animal Research (UAR) Oceania. UAR is a non-profit advocate for animal research, which provides numerous resources to researchers working with animals. UAR also assists institutions with communications about animal research. Due to budget constraints, the University declined the offer to join at this time, although it will be hosting a UAR workshop for VUW and MIMR researchers in February 2024.

#### *Surveys*

In 2023 ANZCCART released a Research Report on New Zealanders' Attitudes to Animal Research. Notably, it was reported that the majority of the survey respondents care about the issue of animal research, but do not feel well informed about what is happening. New Zealanders have clear views on the types of research that are acceptable and unacceptable (particularly safety testing, producing offspring with compromised welfare, and testing potentially harmful chemicals). Respondents share a widespread and strong view that organisations involved in animal research should be more open about their work. This research confirms that a significant proportion of New Zealanders are open to hearing more about the use of animals in research, the approval processes, and ongoing work to improve animal welfare standards. Notably, VUW is one of the few organisations to report the production of offspring with compromised welfare, relating to animal models that are prone to cancer in their lives. The survey illustrates the importance of clear and proactive communication around the use of animals at the University.

A survey of all NZ universities' teaching of Animal Research and the principles of the 3Rs (replacement, reduction and refinement when using animals) was conducted in 2023. Survey results show that VUW is comparable to other universities in NZ in what it teaches.

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

Mr Bibby attended the 2023 ANZCCART conference held in Adelaide. AProf Pfeffer attended a National Animal Ethics Advisory Committee (NAEAC) annual one day workshop for AEC Chairs.

## **AEC Operational Matters**

### *Meeting guests*

Ms Sonali Sharma (Technical Manager, MIMR Biomedical Research Unit) joined the March and June AEC meetings as an observer. Patries Herst (Scientist, MIMR) joined the December meeting 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. Prof Juan Canales (Head of School of Psychology) was invited to the March meeting to explain his proposed program of research with the AEC. Dr Bria Pengelly (Postdoctoral Fellow, SBS), and A/Prof Bronwyn Kivell (Scientist, SBS) were invited to join the June meeting to answer questions about a proposed research project.

## **Adverse incident reporting**

In 2022 the AEC implemented a policy requiring adverse incidents be reported at the time they occurred, rather than at the conclusion of the study. In 2023, the Committee received 12 adverse incident reports ranging from minor to severe. The high compliance in reporting adverse events gives a strong level of assurance to the Committee that incidents are being identified and correctly handled as they occur.

Notably, a number of incident reports related to unexpected deaths following an experimental treatment in a longstanding model of disease. While the exact cause of the unexpected deaths is still unknown, the reports have led to numerous improvements to the experimental protocol for this animal model. It also led to the development of a procedure for unexplained deaths, collecting samples, and sending mice for offsite expert evaluation.

## **Complaints**

No complaints were received by the AEC in 2023.

## **Monitoring**

Over the course of 2023, Mr Bibby conducted regular inspections and monitoring of animal facilities and newly introduced research procedures. The 2022 external audit report recommended documenting inspection visits, and this remains an issue due to heavy time demands on Mr Bibby. Conversations between the Faculty of Science and the Malaghan Institute have secured additional funding for a 0.5 FTE position to undertake additional tasks for the AEC. This role will also allow for more frequent monitoring and better documentation than can currently be achieved.

Assoc. Prof Peter Pfeffer  
Chair, AEC  
School of Biology

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



## APPENDIX A: AEC Committee Membership 2022-2023

The membership of the Animal Ethics Committee for 2023 was as follows:

### Victoria staff members

- A/Prof Peter Pfeffer (Chair [from December 2022])
- Prof Bart Ellenbroek (deputy Chair [from December 2022])<sup>1</sup>
- Mr Adrian Bibby (Secretary)
- Dr Joyce Colussi-Mass (Laboratory Coordinator [until March 2023])
- Dr Rachael Shaw (Science Advisor)
- Ms Erika Robinson (Technical Manager, VUW [from June 2023])

### Malaghan staff members

- Prof Mike Berridge (Science Advisor [until December 2023])

### Outside members

- Dr Natalie Lloyd (AEC Veterinarian [until March 2023])
- Dr Sally Cole (AEC Veterinarian [from June 2023])
- Ms Jenny Brash (Layperson)
- Ms Marie McAninch (Animal Welfare Group Representative)
- Dr Angela Schumacher (IDAO Veterinarian [until March 2023])
- Dr Kirsten Majert (IDAO Veterinarian [from June 2023])

### Student representative

- Ms Sarah Szelecki (PGSA Representative [until December 2022])
- Ms Anna Resende (PGSA Representative [from September 2023])

AEC Subcommittees:

1. The *Interim Approval Subcommittee* of the AEC consisted of Dr Pfeffer, Mr Bibby, Dr Cole and Ms McAninch, 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 Ms Erika Robinson. This committee's role is to evaluate new standard operating procedures (SOPs) before entering them into the online application system in Research Master. Membership of the subcommittee will be reviewed in 2024.

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<sup>1</sup> The Chair and deputy Chair roles are expected to rotate at the beginning of 2023

## APPENDIX B: Survey of Animals Manipulated – 2007 to 2023

	MOUSE	RAT	BIRDS	REPTILE	AMPHIBIAN	FISH	OTHER
<b>2023</b>	5,123r	150t 1,437r	1,408t 1,444r				
<b>2022</b>	100t 1,927r 19,018M	139t 478r 30M	627r		272r	96t	272t (crab) 26r (hedgehog) 21M (hamster)
<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	4t 3108r		4,118r	16r (possum)
<b>2017</b>	284r 14,934M	34t 332r	431r			434r	344r (cat) 8r (stoat) 1r (dog) 1r (possum)
<b>2016</b>	609r 4,275M	29t 2,154r	168r		205r	2r	16r (possum) 20r (deer)
<b>2015</b>	1,745r 14,151M	29t 877r	124r	4t 2,991r 157z		1,977r	

APPENDIX B

<b>2014</b>	180r 16,590M	30t 1,632r 115M	38r		101r	
<b>2013</b>	6,025M	30t 1,832r	92r			352r (crayfish) 10r (hedgehog) 3,032r (possum)
<b>2012</b>	17,643M	26t 590r	190r	3,032r 21z	2,511r	42r (possum)
<b>2011</b>	351r 11,109M	24t 397r 128M	68r	84r	81r	24r (possum)
<b>2010</b>	10t 20,035M	40t 313r	12r		406r	14r (rhino)
<b>2009</b>	10t 9,687M	30t 1,236r	59r	5,514r	1,714r	7r (rhino) 7r (marine mammal)
<b>2008</b>	15t 1,241r 2,112M	27t 133r	160r	53r		

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

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

## **Agenda Item 14**

### **Committee and Academic Board minutes**

- To receive:** the following minutes:
- Academic Board, 16 April 2024
  - Finance Committee, 22 April 2024

**To resolve:** that the Committee and Academic Board minutes be noted.

## **Te Herenga Waka – Victoria University of Wellington Academic Board**

### **Minutes of the meeting held at 1.00 pm on 16 April 2024**

The meeting was held in the Hunter Council Chamber and convened by Professor Bryony James (Provost Vice-Chancellor's Office), on behalf of the Vice-Chancellor, Professor Nic Smith (an apology).

The meeting was conducted face-to-face and opened with a karakia.

Provost Bryony James, acting Convenor, opened the meeting.

#### **13.24 Apologies, acknowledgements and welcomes**

The apologies were taken as read (see appendix 1).

The Convenor gave welcomes and acknowledgements, in particular:

- A welcome was given to Professor Robyn Longhurst who started as the new Deputy Vice-Chancellor, Academic in March.
- Appreciation was given to Professor Stephen Marshall for chairing the February Academic Board meeting, and for acting as Deputy Vice-Chancellor, Academic in the time between Stuart Brock leaving and Robyn Longhurst starting.
- Appreciation was given to Caroline Ward who was acknowledged for covering the Academic Board for seven months from September 2023 to March 2024.
- Pam Green was farewelled and her contribution acknowledged, and best wishes were extended to her.
- A welcome was given to Carol Morris who is replacing Pam Green in Academic Programmes.

It was **noted** that the meeting was being recorded.

#### **14.24 Part B of the agenda – items brought forward**

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

#### **15.24 Intellectual Property Policy (Margaret Hyland)**

*AB24/19*

The Intellectual Property Policy was **received**.

Professor Margaret Hyland spoke to the paper taking it as read and the following points noted:

- The Intellectual Property Policy has been under development for several years. It has been reviewed and improved by feedback from staff across the University, at Faculty committees and at Academic Board. It will be presented to Te Hiwa for discussion and decision-making.
- The primary feedback from consultation has been the new licensing clause which allows the University to use Instructional Material developed by staff. Concerns were noted about the use of Instructional Material where a staff member leaves the University. The principles framework set out in appendix one of the document addresses this and other situations.
- The section on moral rights is more appropriate in the body of the policy rather than the procedure which will be actioned.
- A question was raised regarding the involvement of the Learning and Teaching Committee in relation to the use of Instructional Material and the development of guidance. Confirmation was provided that LTC had been engaged in the discussion but did not take up the development of guidance - a working group was formed which developed the principles framework to operationalise the licensing clause.

#### **16.24 Responsible Research Policy**

*AB24/20*

The Responsible Research Policy was **received**.

Professor Margaret Hyland spoke to the paper taking it as read and the following points noted:

- The Responsible Research Policy has been developed to replace the Research Policy which is not fit for purpose and out of date. The new policy aims to define and promote responsible research at the university, based on its values and the principles of the Royal Society Te Apārangi, and think about what those values might look like in the context of responsible research. It has been reviewed and improved by feedback from staff across the University, at Faculty committees and at Academic Board. It will be presented to Te Hiwa for discussion and decision-making.
- There was a rich discussion among members of the Academic Board. The main areas that were discussed included concerns that the policy could be used to shut down research, potential duplication of the ethics policy, the need to provide guidance for staff on the wider obligations to society and environmental consequence, ensuring that the policy upholds the Education and Training Act 2020 and supports academic freedom. Points were also made regarding the policy intent which is to enable and support people to undertake research, being able to use the policy to defend our research, acknowledgement that sometimes research may upset 'society' and can be a way of stimulating productive responses and the policy isn't intended to prevent people from undertaking controversial research, and noting the current review of the University sector that is underway. Further work on guidance on different aspects of the policy will need to be developed.
- Minor edits were also identified; a small typo on p.29, inclusion of the expectation to behave ethically which will be actioned.

#### **17.24 Vice-Chancellor Oral Report**

The Convenor advised that there was no oral report from the Vice-Chancellor as he was an apology for the meeting.

## 18.24 Written Reports

AB24/21

The March 2024 reports from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research), and Deputy Vice-Chancellor, Students were **received**.

Professor Robyn Longhurst, Deputy Vice-Chancellor, Academic spoke to her report which was taken as read.

A work integrated learning conference was held on 9-10 April and was very successful, with positive feedback.

Usefulness to students of course outlines was discussed. The VUWSA President confirmed that the outlines are very useful when they contain all of the required information but did not always serve well as a recruitment aid if key information was missing. There was consensus that all courses need a thorough course outline as it serves as a critical tool for students as they consider what courses to take. This shouldn't be rushed as there is value-creation required through many of the university's channels. There is also the need to provide clear expectations on baseline assessments as part of course outlines. The intention is for the information is to be provided via Nuku which is the forum most students use, and staff are also asked to use.

### **Deputy Vice-Chancellor, Research Report**

Professor Margaret Hyland spoke to her report taking it as read. She noted that both the University Advisory Group and Science System Review Advisory Panels have been established now.

There was a brief discussion on chairing oral PhD exams and the workload this requires. Year to date there have been 97 and there are a further 97 under examination over the next three months.

**Action item:** Professor Neil Dodgson to consider the impact of PhD oral exams on Academic staff, and report back to the next meeting.

### **Deputy Vice-Chancellor, Students Report**

The report was taken as read.

Doctor Logan Bannister spoke to her report. There is still a lot of work to be done to reach year-end targets, noting this is still on-track. She encouraged staff to get involved with recruitment efforts for 2025 as activity ramps up.

The pipeline is not fixed yet and will show the effects of '2023' for several years. A push is underway for T2 2024 enrolments to attract people who have been made redundant in the public sector as the coalition government makes significant cuts to the public service.

### **Māori and Engagement Report**

The report was taken as read and there were no further questions or comments.

#### **19.24 CUAP ROUND TWO PROPOSALS (1 MAY) 2024**

AB24/22

The Board was asked to approve 1) the Bachelor of Popular Music submission and 2) the Bachelor of Environment and Society submission (below).

#### **FHSS (APC24/13) Bachelor of Popular Music**

AB24/22a

There was discussion on the merits of having a Bachelor of Popular Music.

Associate Professor Dugal McKinnon noted that the Bachelor of Popular Music should prove to be a good vehicle to attract students and ensure sustainability especially as popular music is already part of our professional practice. Public perception is that the Bachelor of Music is perceived as an elite degree and is not easy to get into. The Bachelor of Popular music gives accessibility, does not include music theory, and students can take majors outside or within BPM which provides more options.

The team was complimented on the work put into the proposal.

Professor Longhurst added that the letters from external partners and supporters are important, and she is looking forward to a great proposal.

It was queried whether this incorporates student capability to move within the industry and whether there are any music business type courses. AP McKinnon explained that Massey University is doing commercial music explicitly, but they are narrower in scope. Victoria is offering a range of courses that would position them well, not just in popular music but in a whole number of areas in the music industry. He noted that it is a relatively small industry.

It was asked whether this could be limiting the vision to students staying local and Dugal advised his ambitions are to expand in time and that it is better to scope what we already have on the table and expand from there.

The Board **approved** the request for FHSS (APC24/13) Bachelor of Popular Music will now go to CUAP.

*Bryony James (majority)*

#### **(APC24/14) Bachelor of Environment and Society**

AB24/22b

Dean, Professor Nicky Nelson and Professor Monica Handler presented the paper noting there are 12 majors with potential for more. This is a specific investment by five faculties and 150 courses which have an environmental flavour so this degree will be a showcase to new students. Professor Nelson thanked everyone, particularly Professor Paul Teesdale-Spittle.

The proposed degree provides an opportunity for individual disciplines to integrate and look at the environment and its impacts, and to provide specific opportunities to study climate change. The degree is focussed on real issues in the environment and society, and the intention is for students to graduate with skills to tackle these issues.

There was discussion on the non-inclusion of Stats 193, or a similar under-pinning research methods course. On balance it had been decided to proceed with the proposal as submitted



acknowledging that many students are put off degree programmes that have a mandatory statistics requirement. Members of the board expressed their concern that this critical area of understanding was off the table, particularly in science disciplines.

Professor Longhurst conveyed appreciation to everyone across the university who had contributed to the development of the Bachelor of Environment and Science.

The Board **approved** the request for (APC24/14) Bachelor of Environment and Society AB24/22b.

*Bryony James (majority)*

#### **20.24 Academic Year Dates**

*AB24/23*

The approved 2026 and 2027 academic year dates were noted by the Board. The decision on these dates followed the same 'balance of wellbeing' considerations used for the decision on 2025 Academic Year Dates. The continuation of the same '10-week T3' approach that is being used for 2025 was also noted.

There was discussion on the T1 2024 GED (grade entry deadline) with one request to make it later (i.e. 1 July rather than 26 June) and an equally strong request to leave it where it is set. A suggestion was made to look at a solution that included moving assessment activity for large courses earlier as one approach. It was acknowledged there is no perfect solution and Professor Longhurst agreed to take advice and come back on this.

Academic year dates were **noted**.

#### **21.24 Part C of the agenda**

It was **resolved** that non-members be excluded from this meeting for consideration of agenda items 14, 15, and 16 in accordance with s9(2)(a), s9(2)(b)(ii) and s9(2)(i) of the Official Information Act.

*The Resolution concerning exclusion of non-members was **resolved**.*

*S. Marshall*

#### **Part B of the agenda**

The following items, not having been brought forward were confirmed.

- **The minutes of the Academic Board meeting** held 27 February 2024 (Numbers 10.24 to 12.24) were **confirmed**. *AB24/24*

*Note: Part C of the 27 February 2024 meeting was excluded for reasons of confidentiality*

- **Report of the Academic Programmes Committee**  
The Academic Programmes Committee report was **noted**. *AB24/25*
- **2024 Academic Programme Review Schedule** *AB24/26*

The Academic Programme Review Schedule (covering programme reviews and implementation plans for Asian Languages and Cultures, and European and Latin American Languages and Cultures; and Cultural Anthropology; and the Deans' updates on Implementation Plans for a range of Programmes including: Te Kawa a Māui, History, Music, Linguistics and Applied Language Studies, Political Studies and International Relations, Sociology, Marketing & International Business) was **noted**.

- **University Research Committee Annual Report 2023**

The University Research Committee Annual Report was **noted**. AB24/27

- **CAD Annual Report**

The CAD Annual Report was **noted**. AB24/28

- **Library Developments Annual Report 2023**

The Library Developments Annual Report 2023 was **noted**. AB24/29

- **Faculty of Graduate Research Annual Report 2023**

The Faculty of Graduate Research Annual Report 2023 was **noted**. AB24/30

- **Faculty of Graduate Research Annual Report 2023**

The Faculty of Graduate Research Annual Report 2023 was **noted**. AB24/31

#### **22.24 Part C members only**

At 2.28 pm, non-members, except Carol Morris (minute taker), left the meeting to allow members to discuss confidential items.

#### *Attendance*

68 members attended; 19 non-members attended; 26 apologies were received (refer to Appendix 1 for the detailed record).

The meeting closed: 2.29 pm.

The next meeting will be held on 11 June 2024.

## Appendix 1: Academic Board attendance 16 April 2024

### Members

Professor Bryony James  
Dr Barbara Allen  
Professor Richard Arnold  
Professor Susan Ballard  
Dr Logan Bannister  
Professor Brigitte Bonisch-Brednich  
Professor Todd Bridgman  
Professor Daniel Brown  
Associate Professor Diana Burton  
Professor Juan Canales  
Professor Averil Coxhead  
Professor James Crampton  
Professor Joanne Crawford  
Professor Carmen Dalli  
Professor Kevin Dew  
Dr Ben Egerton  
Professor Alejandro Frery  
Dr Nicola Gilmour  
Professor Lee Godden  
Professor Nicholas Golledge  
Professor Anne Goulding  
Dr Caz Hales  
Associate Professor Meegan Hall  
Dr Monica Handler  
Monica Hanson  
Dr John Hayward  
Professor Sally Hill  
Dr Linda Hogg  
Associate Professor Val Hooper  
Professor Kate Hunter  
Professor Margaret Hyland  
Dr Nigel Isaacs  
Professor Bryony James  
Professor Annemarie Jutel  
Marshall  
Professor Simon Keller  
Associate Professor Dame Hon. Winnie Laban  
Professor Sarah Leggott  
Giacomo Lichtner  
Professor Hai Lin  
Professor Karl Lofgren  
Professor Robyn Longhurst  
Professor Simon Mackenzie

Professor Lisa Marriott  
Professor Stephen Marshall  
Professor Karen McBride-Henry  
Professor Nicola Nelson  
Professor Rewi Newnham  
Professor Sally-Jane Norman  
Professor Nan O'Sullivan  
Marcail Parkinson  
Professor Robyn Phipps  
Associate Professor Janet Pitman  
Professor John Randal  
Associate Professor Jenny Ritchie  
Dr Helen Rook  
Dr Mike Ross  
Associate Professor Benjamin Ruck  
Colin Simpson  
Professor Karen Smith  
Professor Paul Teesdale-Spittle  
Professor Jack Vowles  
Amandie Weerasundara  
Trish Wilson  
Professor Marc Wilson

### Non-Members

Brendon Blue  
Brenda Bongiovanni  
Kimberly Cannady  
Porita Fruean  
Amber Flynn  
Lynn Grindell  
Joseph Habgood  
Grace Leask  
Carol Morris  
Robert Stratford  
Derek White  
Andrew Wilks  
Cathy Powley  
Dan Sinclair  
Payoshani Shugroo  
Andrew Wilks  
Varsha Narasimhan  
Caroline Ward  
Derek White

## **Apologies**

Andrew Lensen  
Brenda Bongiovanni  
Catherine Iorns Magallanes  
Claire Freeman  
Dean Knight  
Elizabeth Stanley  
Graeme Austin  
Karin Lasthuizen  
Joanna Merwood-Salisbury  
John Townend  
Marco Sonzogni  
Michael Winikoff  
Nathaniel Davis  
Natalie Lindsay  
Neil Dodgson  
Nic Smith  
Pierson Palmer  
Rebecca Priestley  
Sara Kindon  
Sarah Kindon  
Sarah Ross  
Siah Hwee Ang  
Sue Cherrington  
Tim Corballis  
Urs Daellenbach  
Vanessa Green



**FINANCE COMMITTEE**  
(A committee of Council)

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Minutes of the Finance Committee meeting  
**held on Monday, 22 April 2024 from 1.30 pm to 3.15 pm**  
in the Victoria Room, Level 2, Hunter Building, and via Zoom

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**MINUTES**

**PRESENT:**

Mr Alan Judge, Chair  
Mr John Allen, Chancellor  
Professor Richard Arnold, Council Member  
Ms Kelly Mitchell, Council Member  
Hon Maryan Street, Pro-Chancellor  
Mr James Te Puni, Council Member *via Zoom until 2.40 pm*

**APOLOGIES:**

Mr David McLean, Council Member  
Professor Nic Smith, Vice-Chancellor

**IN ATTENDANCE:**

Mr Brendan Eckert, Acting Chief Financial Officer  
Professor Bryony James, Provost and Acting Vice-Chancellor  
Mr Clinton Jenkins, A/Dir, Planning and Performance Management  
Ms Margot Lyons, Legal Counsel  
Mr David Stevenson, Director, Property Services  
Ms Tina Wakefield, Chief Operating Officer  
Ms Caroline Ward, Secretary to Council

**24.11 WELCOME AND APOLOGIES**

- Noted:**
- 1 that the Chair welcomed everyone to the meeting and acknowledged Professor Bryony James, attending in her capacity as Acting Vice-Chancellor due to Professor Smith travelling overseas.
  - 2 that apologies were recorded from Professor Nic Smith and Mr David McLean.

**Resolved:** **that the apologies from Professor Nic Smith and Mr David McLean be sustained.**

**Judge/Arnold**  
**Carried**

**24.12 DISCLOSURE OF INTERESTS**

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

- 2 that Mr Allen advised that he would make a specific disclosure in relation to Item 8 - National Music Centre update.

**24.13 MINUTES OF THE FINANCE COMMITTEE MEETING HELD 11 MARCH 2024**

**Received:** the public Minutes of the Finance Committee meeting held on 11 March 2024 (Minutes 24.01-24.04).

**Resolved:** that the public Minutes of the Finance Committee meeting held on 11 March 2024 be approved.

Mitchell/Street  
Carried

**24.14 RESOLUTION CONCERNING EXCLUSION OF THE PUBLIC**

- Resolved:** 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 8.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
5. Minutes of the previous meeting held 11 March 2024	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Chief Financial Officer's Report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
7. Q1 Financial Forecast	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
7. National Music Centre update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

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

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

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

**Allen/Arnold  
Carried**

## Agenda Item 15

### Forthcoming Events and next Council meeting

- To receive:** a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 22 April 2024 regarding Forthcoming Events (document VUWC 24/49).
- To note:** that the next meeting of Council will take place on Monday, 17 June 2024 at 9.00 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.
- To resolve:** that the Council Paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 17 June 2024 be noted.





## COUNCIL PAPER

TO	Members of Council
FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	22 April 2024
SUBJECT	<b>Forthcoming Events for May and June 2024</b>
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 24/49

### Executive Summary

Council members are welcome to attend the following events.

### May

Inaugural Lecture by Professor Rebecca Priestley	Thursday 2 May, 5.30pm	TBC	Rebecca Priestley is a Professor of Science in Society.  Invitations have been sent to Council members
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**May Graduation**

<b>GRADUATION</b>			
Graduation Ceremony 1	Tuesday 14 May, 9.30am	Michael Fowler Centre	Ceremony for the Wellington School of Business and Government ( <i>For graduates from the Schools of Government, Information Management, Marketing and International Business and Management</i> ).
Graduation Parade 1	Tuesday 14 May departs 1pm	From Law School	For: <ul style="list-style-type: none"> <li>• Wellington School of Business and Government</li> <li>• Faculty of Law</li> <li>• Wellington Faculty of Architecture and Design Innovation</li> <li>• Wellington Faculty of Health</li> </ul>
Graduation Ceremony 2	Tuesday 14 May 2.30pm	Michael Fowler Centre	Ceremony for the Wellington School of Business Government ( <i>For graduates from the Schools of Accounting and Commercial Law and Economics and Finance and Government</i> )  Faculty of Law
Graduation Ceremony 3	Wednesday 15 May 9.30am	Michael Fowler Centre	Ceremony for the Wellington Faculty of Architecture and Design Innovation and Wellington Faculty of Health
Graduation Ceremony 4	Wednesday 15 May 2.30pm	Michael Fowler Centre	Ceremony for the Wellington Faculty of Engineering and Wellington Faculty of Science

Graduation Ceremony 5	Thursday 16 May 9.30am	Michael Fowler Centre	Ceremony for the Wellington Faculty of Humanities and Social Sciences ( <i>For graduates from the Schools of Languages and Cultures, Social and Cultural Studies, History, Philosophy, Political Science and International Relations, and Te Kawa a Māui</i> )
Graduation Parade 2	Thursday 16 May departs 1pm	From Law School	For: <ul style="list-style-type: none"> <li>• Wellington Faculty of Engineering</li> <li>• Wellington Faculty of Science</li> <li>• Wellington Faculty of Humanities and Social Sciences</li> <li>• Wellington Faculty of Education</li> </ul>
Graduation Ceremony 6	Thursday 16 May 2.30pm	Michael Fowler Centre	Ceremony for the Wellington Faculty of Education  Wellington Faculty of Humanities and Social Sciences ( <i>For graduates from the School of English, Film, Theatre, Media and Communications and Art History, Linguistics and Applied Language Studies, New Zealand School of Music - Te Kōkī and the International Institute of Modern Letters, and those who are receiving Humanities qualifications with an education major</i> ).

## June

Inaugural Lecture by Professor Richard Levy	Thursday 13 June 5.30pm	Hunter Council Chamber	Richard Levy is a Professor in the Antarctic Research Centre.  Invitations to come.
Inaugural Lecture by Professor Sarah Ross	Tuesday 25 June 5.30pm	Hunter Council Chamber	Sarah Ross is a Professor in the School of English, Film, Theatre, Media and Communication and Art History.  Invitations to come.

## **Agenda Item 16**

### **Speaker: Professor Bryony James, Provost**

**To receive:** an oral report from Professor Bryony James, Provost, on Women in Leadership.

**To resolve:** that the oral report from Professor Bryony James, Provost, on Women in Leadership be noted.

## Agenda Item 17

### Resolution to exclude the public

**To receive:** a recommendation that certain items be taken with the public excluded (document VUWC 24/50).

**To resolve:** 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 18-27.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution	
18. Minutes of previous meeting held 25 March 2024	Privacy, commercial prejudice, commercial activities.	s9(2)(a), s9(2)(b)(ii), and s9(2)(i)	LGOIMA s48(1)(a)(ii)
19. Health, Safety and Wellbeing	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
20. Vice-Chancellor's report	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
21. Strategy Refresh update	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
22. Financial report to 31 March 2024	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
23. Living Pā update	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
24. Foundation quarterly report to 31 March 2024	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
25. Digital Roadmap Quarterly report	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

<b>26. Committee and Academic Board minutes</b>	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
<b>27. Council only time</b>	Privacy, commercial prejudice, commercial activities, confidential basis.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

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

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

- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 27, 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 1 November 2023

The Minister of Education appoints four Council members and Council appoints eight (including the Vice-Chancellor). The Nominations Panel oversees the appointments process of the three external members. The Returning Officer and Secretary to Council conducts elections to determine two staff representatives and two student representatives.

#### ***Chancellor and Pro-Chancellor***

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

#### ***Secretary to Council***

The Secretary to Council is responsible for ensuring that Council procedures are followed, that the applicable rules and regulations for the conduct of the affairs of Council are complied with and that Council is efficiently managed.

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

#### ***Vice-Chancellor***

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

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

#### ***Council procedures***

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

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

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

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

#### ***Council committees***

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

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

#### ***Council and member evaluations***

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

#### ***Induction of new members***

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

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

***Members' remuneration***

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

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## 1 INTRODUCTION TO THIS MANUAL

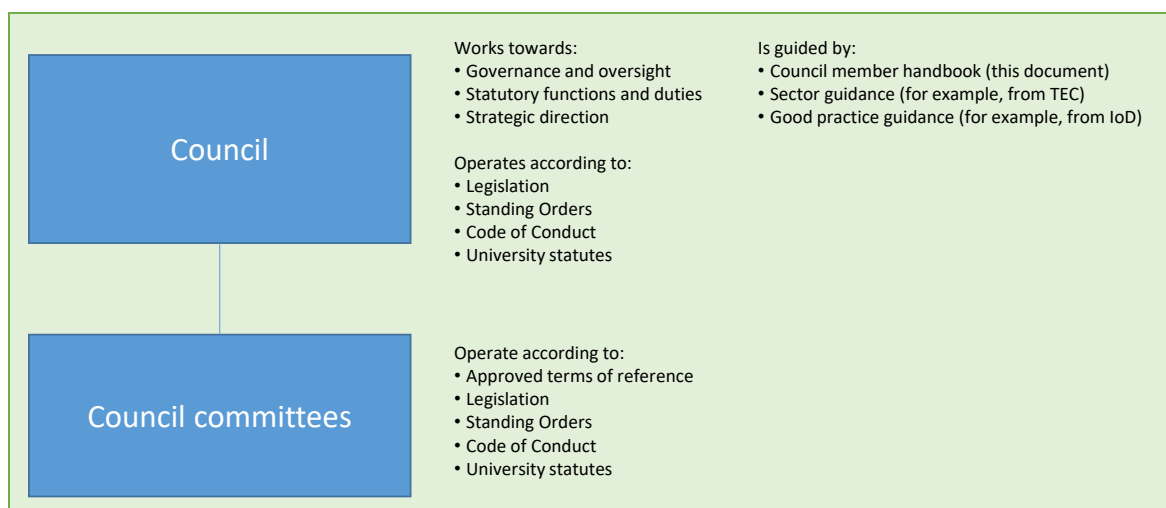
This section provides a brief introduction to this manual.

### 1.1 Context

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

Other key governance resources include:

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



### 1.2 Purpose of this manual

This manual is intended to be:

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

### 1.3 Manual ownership

The owner of this manual is the Secretary to Council.

Updated on 1 November 2023

## 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.

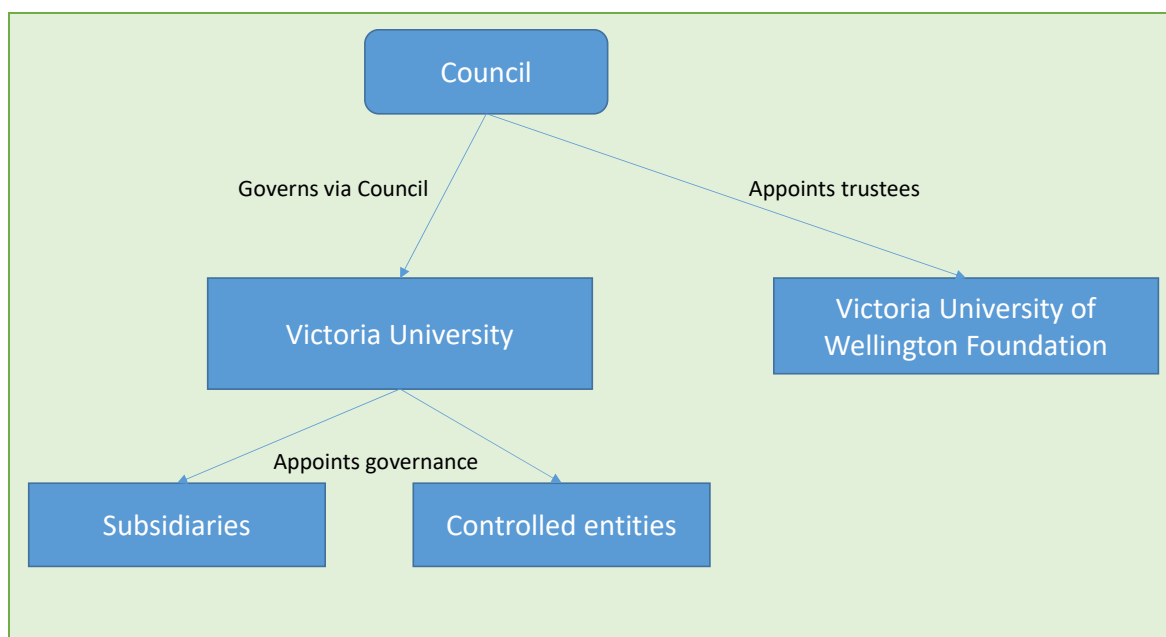
### 2.1 University, subsidiaries and controlled enterprises

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.



Updated on 1 November 2023

### 3 COUNCIL OVERVIEW

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

#### 3.1 Treaty of Waitangi commitments

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

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

#### 3.2 Council's role and responsibilities

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

##### 3.2.1 Functions of Council (section 280)

Council's functions are:

**280 Functions of councils**

*The functions of an institution's council are—*

- (a) *to appoint a chief executive in accordance with the [\[Public Service Act 2020\]](#), and to monitor and evaluate the chief executive's performance:*
- (b) *to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:*
- (c) *if the institution has a plan,—*
  - (i) *to ensure that the institution is managed in accordance with that plan; and*
  - (ii) *to determine policies to implement that plan:*
- (d) *to determine, subject to the [\[Public Service Act 2020\]](#), the policies of the institution in relation to the management of its affairs:*
- (e) *to undertake planning relating to the institution's long-term strategic direction.*



### 3.2.2 Powers (283)

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

#### 283 Powers of councils

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

#### Reserved Powers of Council

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

Updated on 1 November 2023

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).

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### 3.2.3 Duties (section 281)

The duties of Council are:

<p><b>281 Duties of councils</b></p> <p>(1) <i>It is the duty of an institution's council, in performing its functions and exercising its powers,—</i></p> <p>(a) <i>to strive to ensure that the institution attains the highest standards of excellence in education, training, and research:</i></p> <p>(b) <i>to acknowledge the principles of Te Tiriti o Waitangi:</i></p> <p>(c) <i>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:</i></p> <p>(d) <i>to ensure that the institution does not discriminate unfairly against any person:</i></p> <p>(e) <i>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:</i></p> <p>(f) <i>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.</i></p> <p>(2) <i>In addition, NZIST's council must comply with section 97 of the Crown Entities Act 2004 in respect of its subsidiaries.</i></p>
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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:

<p>(a) <i>to acquire, and keep up to date, knowledge of work health and safety matters; and</i></p> <p>(b) <i>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</i></p> <p>(c) <i>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</i></p> <p>(d) <i>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</i></p> <p>(e) <i>to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and</i></p> <p>(f) <i>to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</i></p>
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(PCBU = a person conducting a business or undertaking (section 17(1)). In this context, the relevant PCBU is Victoria University of Wellington.

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

## 3.3 Strategy

### 3.3.1 Strategic Plan

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

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

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

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

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

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

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

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

## **3.4 Legislation**

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

The primary items of legislation directing the University are:

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

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

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

## **3.5 Other key governance material**

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

### **3.5.1 Standing Orders**

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

### **3.5.2 Council Code of Conduct**

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

### **3.5.3 Investment Plan**

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

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

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

#### **3.5.4 Annual Budget**

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

#### **3.5.5 Annual Report**

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

#### **3.5.6 Council statutes**

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

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

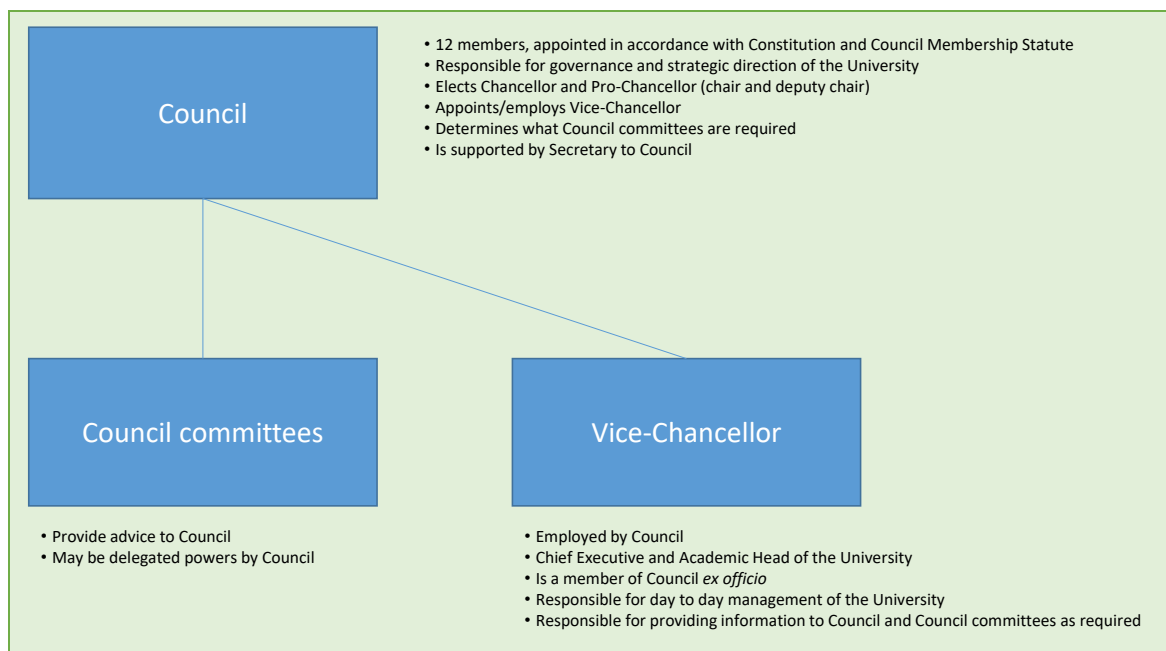
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

#### **3.5.7 Delegations**

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

## 4 COUNCIL ORGANISATION

This section sets out how Council organises itself.



### 4.1 Council composition

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

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

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

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

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

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

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

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

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

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

##### **4.5.1 Chancellor**

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

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

The Chancellor:

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

##### **4.5.2 Pro-Chancellor**

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

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

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

The Pro-Chancellor:

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

##### **4.5.3 Election process**

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

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

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The election process normally followed is:

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

#### 4.6 Officers of Council

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

#### 4.7 Council committees

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

The committee structure is as follows:

##### **Permanent committees**

- Finance Committee;
- Audit and Risk Committee;
- Te Aka Matua (Māori Advisory Committee); and
- People and Culture Committee

##### **Special purpose committees**

- Victoria Honours Committee; and
- Nominations Panel.

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

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

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

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



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

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

## 4.8 Academic Board

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

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

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

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

## 4.9 Vice-Chancellor

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

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

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

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

### **Accountability of Vice-Chancellor to Council**

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

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

## 4.10 Secretary to Council

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

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

The role of the Secretary includes:

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

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

#### **4.11 General Counsel**

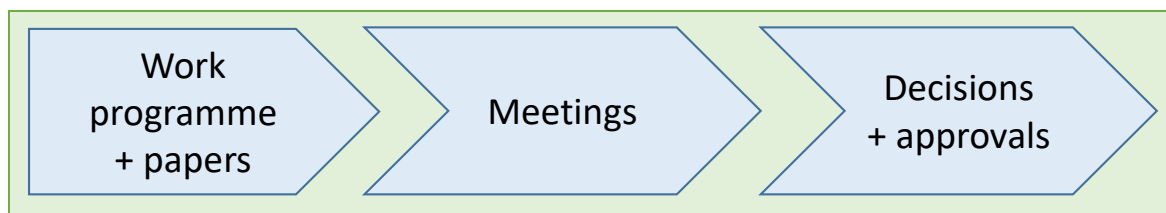
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

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

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

## 5 COUNCIL PROCESSES AND PROCEDURES

*This section sets out how Council operates.*



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

### 5.1 Annual work programme

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

#### 5.1.1 Council meetings

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

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

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

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

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

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

#### 5.1.2 Council committee meetings

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

#### 5.1.3 Council workshops

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

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#### 5.1.4 Council performance evaluation

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

### 5.2 Items for Council consideration

#### 5.2.1 Agenda

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

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

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

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

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

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

#### 5.2.2 Council papers

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

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

### 5.3 Interactions with University staff

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

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

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

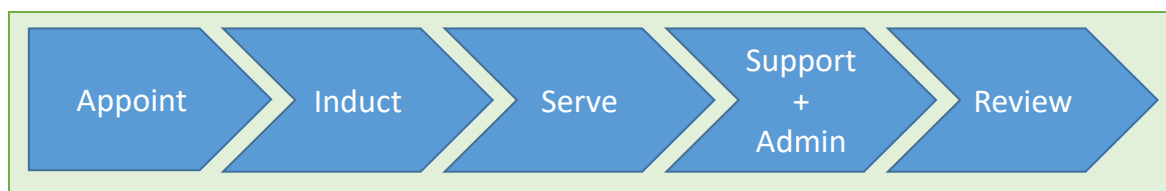
### 5.4 Dealing with disruptions by members of the public

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

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## 6 OTHER GUIDANCE FOR COUNCIL MEMBERS

*This section addresses other topics relevant to Council members.*



### 6.1 Induction

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

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

The induction programme ensures that:

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

### 6.2 Individual roles and responsibilities

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

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

Council members are welcome and encouraged to attend graduation celebrations usually held in May and December.

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

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

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

### 6.3 Fees, allowances and travel costs

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

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

### 6.4 Insurance

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

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#### **6.4.1 Directors & Officers**

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

#### **6.4.2 Statutory Liability**

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

#### **6.4.3 Trustees Liability**

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

#### **6.4.4 General requirements**

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

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

### **6.5 Independent professional advice**

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

### **6.6 Information access and technology**

#### **6.6.1 Information access**

Council members are given digital access to all Council papers and related material via Diligent Board books which ensures timely, effective and secure provision of Council information. This is the only University provided system that Council members are required to access as a Council member.

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

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

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

#### **6.6.2 Information security**

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

### **6.7 Physical security on campus**

Campus security can be contacted on 0800 842 8888

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## 6.8 Self-evaluation

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

## 6.9 Training and development

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

## 6.10 Declarations

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

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

The Secretary to Council arranges the completion of these declarations.

## 6.11 Where to get more information

More information may be obtained from:

- Chancellor, Pro-Chancellor and Vice-Chancellor;
- Secretary to Council
- General Counsel; and
- The University's website and other websites (such as TEC, [legislation.govt.nz](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>

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## Appendix B – Additional papers provided to Council members only

The following information is available:

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

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## Appendix C – Karakia

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



VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA

Updated on 1 November 2023

# TIKANGA MĀORI AT VICTORIA

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

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# INTRODUCTION

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

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

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

## ACKNOWLEDGEMENTS

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

## WHY YOU SHOULD KNOW ABOUT TIKANGA MĀORI AT VICTORIA

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

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

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

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

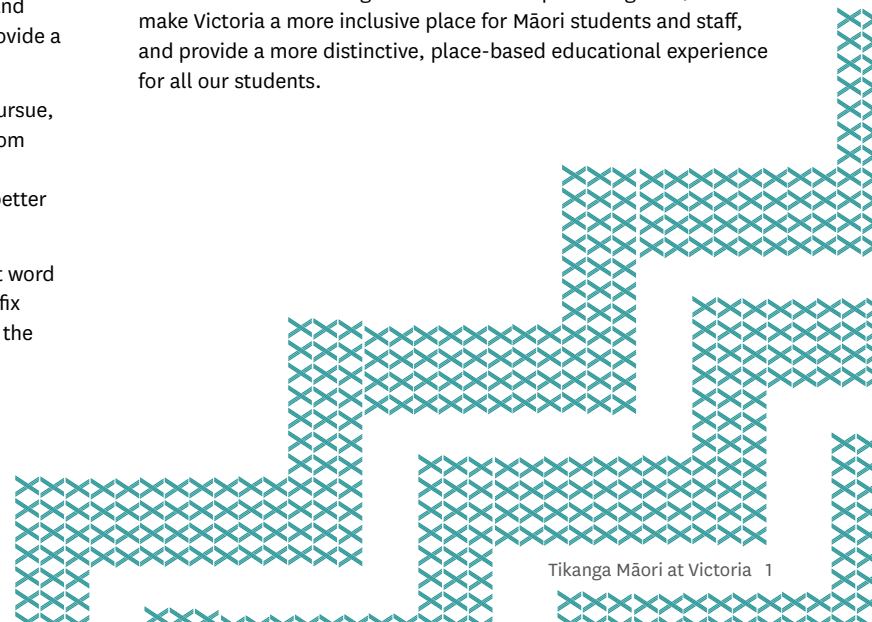
Whai mātauranga comprises two words—whai, meaning to pursue, search or aim at, and mātauranga, meaning knowledge, wisdom and understanding. Together, they express a commitment to investigating and exploring ideas in order to create new and better understandings of old knowledge.

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

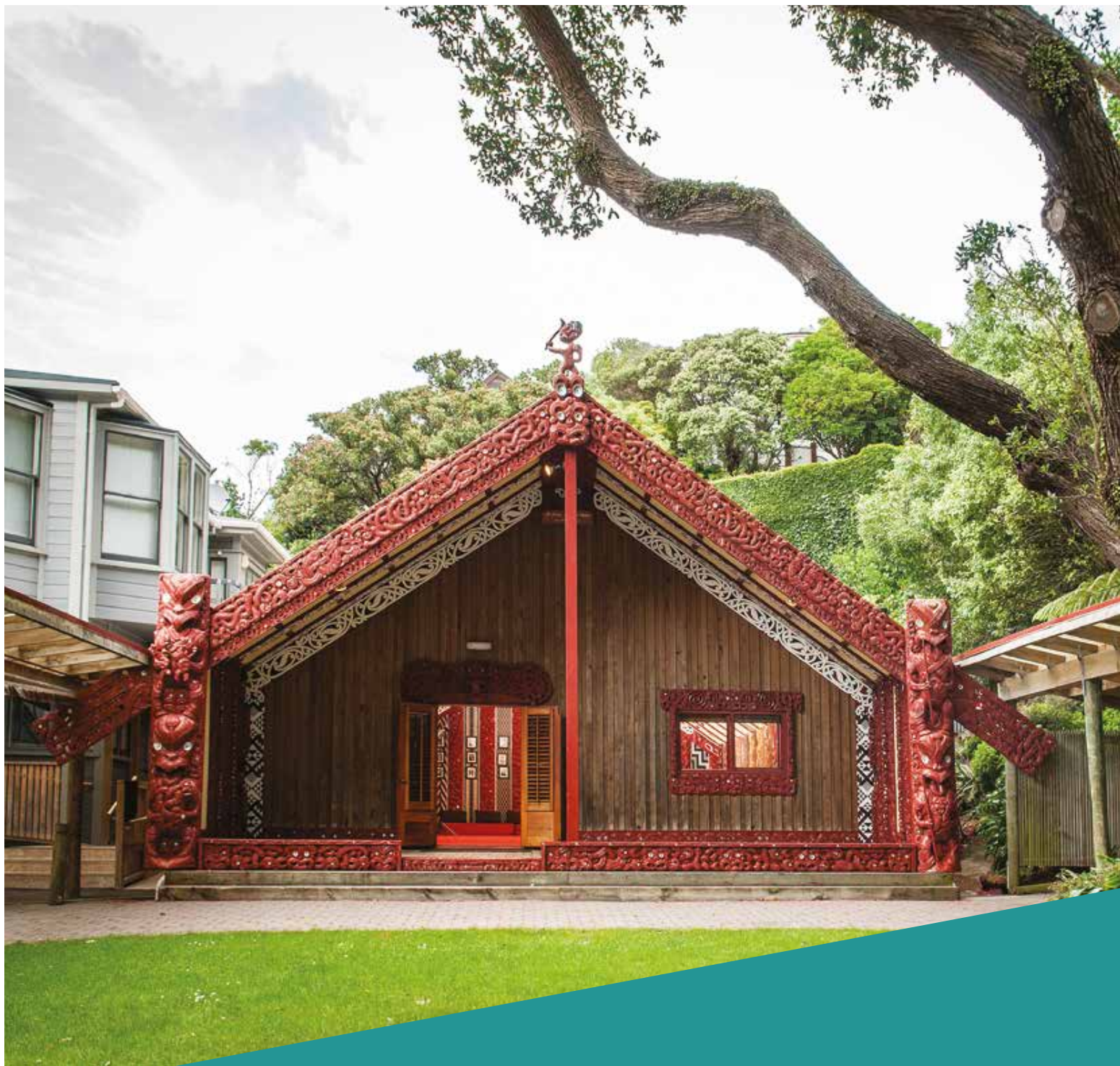
Manaakitanga conveys notions of hospitality, based on the compound word manaaki, which means to support and respect. It also encapsulates the root word mana, which translates as reputation, influence and authority. Thus, in Māori tradition, a person could enhance her or his mana by being generous and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

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

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



Tikanga Māori at Victoria 1





# TE HERENGA WAKA MARAE

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

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

For more information about Te Herenga Waka marae or to contact marae staff, go to [www.victoria.ac.nz/marae](http://www.victoria.ac.nz/marae)

## FURTHER READING

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



# PŌHIRI

## MĀORI RITUAL OF WELCOME

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

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



## PREPARATION FOR THE PŌHIRI

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

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

## KARANGA

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

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

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

## WHAIKŌRERO

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

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

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

## WAIATA

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

## KOHA

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

## HONGI

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

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

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

## KAI

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

## VARIATIONS AND ADDITIONAL ELEMENTS

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

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

## MIHI WHAKATAU

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

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

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

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

### FURTHER READING

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

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

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

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

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



# KARAKIA AND WAIATA

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## FURTHER READING

For lyrics and sound files of popular Māori songs, go to [www.folksong.org.nz/waiata.html](http://www.folksong.org.nz/waiata.html)

For more about Māori spiritual beliefs, go to [www.nzetc.victoria.ac.nz/tm/scholarly/tei-corpus-ElsdonBest.html](http://www.nzetc.victoria.ac.nz/tm/scholarly/tei-corpus-ElsdonBest.html)

## **KARAKIA**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nau mai e ngā hua

o te wao

o te ngākina

o te wai tai

o te wai Māori

Nā Tāne

Nā Rongo

Nā Tangaroa

Nā Maru

Ko Ranginui e tū iho nei

Ko Papatūānuku e takoto nei

Tūturu whakamaua

Kia tina! Tina! Hui e! Tāiki e!

*Welcome the gifts of food*

*from the sacred forests*

*from the cultivated gardens*

*from the sea*

*from the fresh waters*

*The food of Tāne*

*of Rongo*

*of Tangaroa*

*of Maru*

*I acknowledge Ranginui who is above me*

*Papatuanuku who lies beneath me*

*Let this be my commitment to all!*

*Draw together! Affirm!*



## WAIATA

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

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

### Māku rā pea

Māku rā pea

*I will perhaps*

Māku rā pea

*I will perhaps*

Māku koe e awhi e

*I will help you*

Ki te ara, ara tupu

*Upon the pathway, of progress*

Māku koe e awhi e

*I will indeed help you*

---

### E tū kahikatea—Nā Hirini Melbourne

E tū kahikatea

*Stand like the kahikatea [tree]*

Hei whakapae ururoa

*To brave the storms*

Awhi mai, awhi atu

*Embrace and receive*

Tātou, tātou e

*We are one together*

---

### Mā wai ra—Nā Henare Te Owai

Mā wai ra

*Who will stand*

e taurima

*to deliver*

te marae i waho nei?

*on the marae now?*

Mā te tika

*Let it be justice*

Mā te pono

*Let it be truth*

me te aroha e

*and let it be love*

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

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

### Kāore taku raru—Nā Te Rangīāhuta Ruka Broughton

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

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



# GENERAL TIKANGA TIPS

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

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

## HEAD (MĀHUNGA)

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

## FOOD (KAI)

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

## TABLES (TĒPU)

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

## BAGS (PĒKE)

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

## PILLOWS (PERA)

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

## HATS (PŌTAE)

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

## SPEAKING (KŌRERO)

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

## FURTHER READING

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

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



# TIKANGA AND RESEARCH

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

## ETHICS

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

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

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

For more information about the Human Ethics application process, go to [www.victoria.ac.nz/human-ethics](http://www.victoria.ac.nz/human-ethics)

## VISION MĀTAURANGA

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

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

For more information about Māori research at Victoria, go to [www.victoria.ac.nz/maori-research](http://www.victoria.ac.nz/maori-research)

## FURTHER READING

Health Research Council of New Zealand, 2010. *Guidelines for Researchers on Health Research Involving Māori*. Available at [www.hrc.govt.nz](http://www.hrc.govt.nz)

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

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

# TIKANGA AND TEACHING

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

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

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

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



# MĀORI REPRESENTATION AND SUPPORT

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

## OFFICE OF THE DEPUTY VICE-CHANCELLOR (MĀORI)

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

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

## TOIHUAREWA

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

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

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

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

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

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



## TE HAUHIKU

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

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

## TE HĀPAI PROGRAMME

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

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

To find out more about the programme and to enrol, go to [www.victoria.ac.nz/te-hapai](http://www.victoria.ac.nz/te-hapai)

## FEEDBACK ON COURSE OR QUALIFICATION PROPOSALS

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

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

# FREQUENTLY ASKED QUESTIONS

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

## **Q When can I come to a marae?**

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

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

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

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

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

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

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

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

## **Q Can I eat food in the wharenuī?**

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

### Q What is said in the whaikōrero?

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

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

### REFERENCES

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

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

Victoria University of Wellington, 2015. *Victoria University of Wellington Strategic Plan*. Available at [www.victoria.ac.nz/strategic-plan](http://www.victoria.ac.nz/strategic-plan)



Capital thinking. Globally minded.

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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**

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

#### **3 Membership**

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

#### **4 Meetings**

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

## 5 Information and reporting

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

## 6 Responsibilities

The responsibilities of the Committee are as follows:

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

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

## **7 Authority**

- 7.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference. The Committee will make recommendations to the Council on all matters requiring a decision. The Committee does not have the authority or power to make a decision in the Council's name or on its behalf.
- 7.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference. All staff members will be directed to cooperate with any reasonable request.
- 7.3 The Committee, through the Chair, is authorised by Council to obtain outside legal or other independent professional advice and to arrange for the attendance of outside parties with relevant experience and expertise at meetings. General Counsel will be consulted before obtaining outside legal advice. These services will be funded from the Council cost centre. If the resulting expenditure will exceed the approved budget, then the Committee will need to consult with Council and obtain its approval, generally at the next Council meeting.
- 7.4 Nothing in this terms of reference limits the responsibility and authority of the Vice-Chancellor to commission internal audits and reviews to be undertaken at any time. The Committee will be consulted or informed of any such audits as appropriate.

## **8 Review**

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

## **9 Key dates**

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

These terms of reference take effect from: 30 October 2023

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

## **11 Delegation by Council**

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



Signed:   
Council member

Full name: Nic Smith

Date: 30/10/23

Signed:   
Council member

Full name: John allen

Date: 30/10/23

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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: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Te Aka Matua Kōmiti – Māori Advisory Committee

### Terms of reference

#### 1 Introduction

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

#### 2 Purpose and responsibilities

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

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

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

2.4 Te Aka Matua will also:

- g. Receive reports on a quarterly basis, from Māori student representatives on the Māori student experience;
- h. Receive reports on a quarterly basis, on topics including:
  - i. Māori student recruitment, retention and achievement;
  - ii. Māori human resource issues including staffing levels; and
  - iii. Engagement with kaupapa Māori.
- j. Undertake mātautanga (deep probes) on specific Te Tiriti o Waitangi and Māori aspects of university activity, as identified by Te Aka Matua through its planning process, and approved by Council.

### 3 Authority

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

### 4 Membership

- 4.1 Unless Council decides otherwise the core membership of the Committee will be as follows:
- a. The Chancellor;
  - b. The Pro-Chancellor;
  - c. The Vice-Chancellor;
  - d. The Deputy Vice-Chancellor (Māori);
  - e. The Assistant Vice-Chancellor (Mātauranga Māori);
  - f. Up to two other members of Council;
  - g. Two members - one member each from mana whenua iwi, Ngāti Toa and Taranaki Whānui, appointed by Council on the nomination of the relevant mana whenua iwi. Neither member shall be Council members and can be appointed for up to a four-year term;
  - h. Appointed by Council on the nomination of Ngāi Taurira:
    - i. At least two Ngāi Taurira 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 Taurira Executive but can remain on the Te Aka Matua committee beyond the conclusion of their term on the Ngāi Taurira Executive;
    - ii. One student representative who is not a member of the Ngāi Taurira Executive;
- 4.2 Council will, each year on the recommendation of the Chancellor, appoint a Committee Chair from among the members of the Committee. The Vice Chancellor and any staff or student members of the Committee will not be eligible for appointment as the Committee Chair.

### 5 Meetings

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

### 6 Information and reporting

- 6.1 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.

- 6.2 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

## 7 Review

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

## 8 Key dates

These terms of reference were approved on:	7 June 2016
These terms of reference take effect from:	7 June 2016
These terms of reference were amended by Council on:	26 February 2018
These terms of reference were amended by Council on:	26 March 2018
These terms of reference were amended by Council on:	29 October 2018
These terms of reference were amended by Council on:	10 October 2022

## 9. Delegation by Council

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

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed: \_\_\_\_\_  
Council member

Full name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



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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: \_\_\_\_/\_\_\_\_/\_\_\_\_