



MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

9.00 AM, MONDAY, 17 JUNE 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, 17 June 2024

PUBLIC BUSINESS

9.00 am*	Karakia		
<i>*All timing approximate</i>	1. Welcome and Apologies		<i>Chancellor</i>
	2. Disclosure of Interests		<i>Chancellor</i>
	Procedural items		
9.05 am	3. Council Minutes, meeting held 6 May 2024		<i>Chancellor</i>
	Items for Discussion		
	4. Report from the Chancellor	VUWC 24/59	<i>Chancellor</i>
	5. Report from the Vice-Chancellor	VUWC 24/60	<i>Vice-Chancellor</i>
	6. Financial report to 30 April 2024	VUWC 24/61	<i>CFO</i>
	Items for Approval		
9.25 am	7. Conferment of Qualifications	VUWC 24/62	<i>Chancellor</i>
	8. Foundation Board of Trustees reappointments	VUWC 24/63	<i>Chancellor</i>
	9. Appointments to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc.	VUWC 24/64	<i>Chancellor</i>
	10. 2025 Council Dates	VUWC 24/65	<i>Chancellor</i>
9.35 am	11. Committee Appointments	VUWC 24/66	<i>Chancellor</i>
	Items for Noting		
9.40 am	12. 2023 Pastoral Care Code self-attestation report	VUWC 24/67	<i>DVC, Students</i>
9.45 am	13. Student President reports	VUWC 24/68	<i>S/Presidents</i>
10.10 am	14. Committee minutes: <ul style="list-style-type: none"> • Audit & Risk Committee, 20 May 2024 • Finance Committee, 27 May 2024 		<i>Committee Chairs</i>
	15. Forthcoming Events and next Council meeting	VUWC 24/69	<i>Chancellor</i>
10.15 am	16. Speaker: Prof. Margaret Hyland: Research	<i>Oral report</i>	<i>DVC, Research</i>
10.35 am	17. Speaker: Prof. Bryony James: Women in Leadership	<i>Oral report</i>	<i>Provost</i>
	Procedural Item		
10.45 am	18. Resolution to Exclude the Public	VUWC 24/70	<i>Chancellor</i>
Attached	Governing Documents Council Manual, Standing Orders/Code of Conduct Te Tiriti o Waitangi Statute/Committee Terms of Reference		

Karakia

Agenda Item 1

Welcome/Acknowledgements/Apologies

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

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

Agenda Item 2

Disclosure of Interests

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

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

To consider:

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

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
John Allen	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			
Richard Arnold	Tertiary Education Union	Member	2001		
William Bell-Purchas	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		
Brigitte Bönisch-Brednich	Nil				
Pania Gray	Kororā Consulting	Managing Director	August 2010	Ongoing	
	New Zealand Qualifications Authority	Deputy Chair	October 2021	Oct 2024	
	New Zealand Qualifications Authority	Acting Chair	May 2024	tbc	
	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		
Alan Judge	Aquatx Holdings Ltd	Chair/Shareholder	24/12/2008		
	Biotelliga Holdings Ltd	Shareholder	13/7/2017		
	The Dame Malvina Major Foundation	Trustee	28/3/2011		
	Habit Group Holdings Limited	Chair	31/12/18		
	Victoria University of Wellington Foundation Board of Trustees	Trustee	15/2/21		

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 6 May 2024

To receive: the public Minutes of the Meeting of Council held 6 May 2024.

To resolve: that the Minutes of the Meeting of Council held 6 May 2024 be approved.



COUNCIL

**Minutes of the Council Meeting held on Monday, 6 May 2024
in the Council Chamber, Level 2, Hunter Building and via Zoom
from 9.00 am to 3.00 pm**

- PRESENT:**
- Mr John Allen (Chancellor)
 - Professor Richard Arnold
 - Professor Brigitte Bönisch-Brednich
 - Mr William Bell-Purchas
 - Ms Pania Gray
 - Mr Alan Judge
 - Ms Cath Nesus
 - Ms Kelly Mitchell *until 10.30 am and from 1.30 pm*
 - Professor Nic Smith (Vice-Chancellor)
 - Hon Maryan Street (Pro-Chancellor)
 - Ms Caroline Ward (Secretary to Council)
- APOLOGIES:**
- Mr David McLean
 - Mr James Te Puni
 - Ms Kelly Michell (*from 10.30 am to 1.30 pm*)
- IN ATTENDANCE:**
- Ms Jackie Anderson, Acting General Counsel
 - Dr Logan Bannister, Deputy Vice-Chancellor, Students
 - Mr Brendan Eckert, Acting Chief Financial Officer
 - Ms Katherine Edmond, Director, Communications
 - Professor Meegan Hall, Assistant Vice-Chancellor (Mātauranga Māori)
 - Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori and Engagement
 - Professor Margaret Hyland, Deputy Vice-Chancellor, Research
 - Professor Bryony James, Provost
 - Mr Clinton Jenkins, Associate Director, Planning and Performance Management
 - Mr Simon Johnson, Acting Director, Campus Operations
 - Professor Robyn Longhurst, Deputy Vice-Chancellor, Academic
 - Ms Margot Lyons, Legal Counsel
 - Ms Kirsty McClure, Director, Student Experience and Wellbeing
 - Mr Reece Moors, Director, Office of the Vice-Chancellor
 - Professor Sally Jane Norman, Director, NZ School of Music
 - Mr Lincoln North, Kaimataora *via Zoom*
 - Mrs Rachel Scott, Risk & Assurance Lead
 - Mr David Stevenson, Director, Campus Services
 - Ms Rhonda Thomson, Co-project manager, Living Pā
 - Ms Tina Wakefield, Chief Operating Officer
- INVITED GUESTS:**
- Ms Barbara McKerrow, WCC Chief Executive
 - Mr James Roberts, WCC Chief Operating Officer

24.53 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

- Noted:**
- 1 that Ms Cath Nesus led the Karakia.
 - 2 that Mr Allen welcomed all to the meeting and acknowledged those watching the meeting via livestream.
 - 3 that apologies were received from Mr David McLean and Mr James Te Puni.
 - 4 that Ms Kelly Mitchell advised that she would be absent from the meeting from 10.30 am to 1.30 pm due to teaching commitments.

Resolved: that the apologies from Mr David McLean, Mr James Te Puni, and Ms Kelly Mitchell be sustained.

Allen/Gray
Carried
240052

24.54 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, and he confirmed that he would make a disclosure at the time of the National Music Centre item.

24.55 COUNCIL MINUTES, MEETING HELD 25 MARCH 2024

Received: the public Minutes of the meeting of Council held 25 March 2024.

Resolved: that the public Minutes of the meeting of Council held on 25 March 2024.

Bönisch-Brednich/Street
Carried
240053

24.56 REPORT FROM THE CHANCELLOR

Received: a Council paper from the Chancellor, Mr John Allen, dated 29 April 2024 (document VUWC 24/39).

- Noted:**
- 1 that the report was taken as read.
 - 2 that the Chancellor thanked staff for their efforts in halting the decline in student numbers in recent years and welcomed confirmation that Te Herenga Waka has a sound platform to build on further.
 - 3 that Mr Allen's recent appointment as a Member of the Government's University Advisory Group (UAG) was discussed. He outlined the broad scope of the work which is to determine the effectiveness of the current university system. The UAG will look at the structure of the sector, funding mechanisms, the regulatory framework, and strategies to achieve equity for disadvantaged groups.

- 4 that the Chancellor expressed his strong support for the University hosting the 28 May discussion on the role of universities in freedom of speech, saying respectful debate, reflecting an appreciation of context and evidence, and allowing questioning and disagreement, are critical elements of academic research and teaching.
- 5 that next week's graduation ceremonies are keenly anticipated and the Chancellor expressed his enthusiasm for what will be a series of uplifting ceremonies and parades to celebrate the success and achievements of the University's students.

Resolved: that the Chancellor's report be noted.

**Street/Bell-Purchas
Carried
240054**

24.56

REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor, Professor Nic Smith, dated 29 April 2024 (document VUWC 24/41).

- Noted:**
- 1 that the report was taken as read.
- 2 that Te Hiwa has started consultation with staff using a set of four guiding questions as part of the Strategy Refresh. There will be opportunities following staff consultation for the wider University community to be involved in the refresh process.
- 3 that congratulations were extended to six staff who have been announced as Royal Society Te Apārangi fellows, recognising their contribution to distinction in research or for advancing science, technology and the humanities.
- 4 that a significant grant of \$1.49m was awarded to Wellington UniVentures, funded by the PreSeed Accelerator Fund managed by KiwiNet for a new project with the Robinson Research Institute (RRI).
- 5 that a Trimester Two Postgraduate Fees Scholarship has been developed to assist those whose jobs have been impacted by changes taking place in the public service.
- 6 that subject-specific student recruitment days are planned for later in the month.
- 7 that in early April a number of events were held for year 13 Māori and Pasifika students.
- 8 that an innovation hub is being set up at Rutherford House with interest from approximately 10 start up technology companies.
- 9 that Professor Kim Cunio has been appointed Head of the New Zealand School of Music and takes up the position in October.
- 10 that the Panel event on Freedom of Speech that was postponed from 29 April has been rescheduled to 28 May in a revised format under the topic *the University's role in Freedom of Speech*. The Vice-Chancellor encouraged all to attend.

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

**Judge/Gray
Carried
240055**

24.57 FINANCIAL REPORT TO 31 MARCH 2024

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

Noted:

- 1 that the report was taken as read.
- 2 that it was confirmed in the March census that the decline in EFTS has been arrested.
- 3 that tuition fees are moderately favourable to budget.
- 4 that strong discipline remains and will continue around reporting. Te Hiwa is now receiving regular FTE updates.
- 5 that instability in investment markets is a factor in the current fiscal environment.

Resolved: that the Financial report to 31 March 2024 be noted.

Street/ Bönisch-Brednich
Carried
240056

24.58 CONFIRMATION OF QUALIFICATIONS

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

Resolved:

- 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 to the Graduates be recorded.

Bell-Purchas/Mitchell
Carried
240057

24.59 KI TE RĀ - STUDENT WELLBEING OUTCOMES FRAMEWORK (2024-2030)

Received: 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 24/24).

Noted:

- 1 that the Council paper was taken as read.
- 2 that Ms Kirsty McClure, Director, Student Experience and Wellbeing spoke to the Framework. She confirmed that Ki te rā builds on the extensive work already done at the University to enhance student wellbeing and empower students to thrive while reaching their academic and personal potential.
- 3 that an action plan details how and when the various initiatives within the framework will be delivered and the outcomes they aim to achieve.
- 4 that it was confirmed that the Te Tiriti o Waitangi Statute had been embedded as part of the Framework's development.
- 5 that a communications plan is ready to roll out to increase awareness of Ki te rā, and Ms McClure will reconnect with the Student Assembly as well.
- 6 that it was confirmed that responsibility for the Framework rests with the Deputy Vice-Chancellor, Students.

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

Gray/Nesus
Carried
240058

24.60 HUNTER FELLOWSHIPS AND HONORARY DEGREES STATUTE

Received: a Council paper dated 30 April 2024 from the Vice-Chancellor, Professor Nic Smith, regarding the major review and proposed amendments to the Hunter Fellowships and Honorary Degrees Statute (document VUWC 24/44).

Noted:

- 1 that the Council paper was taken as read.
- 2 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.
- 3 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.
- 4 that the Statute now includes the addition of a review process (clauses 7.1-7.7). Council discussed and agreed that clauses 7.4 and 7.5 be extended beyond the Vice-Chancellor having sole authority on whether or not to progress a review.
- 5 that Council agreed to the following minor amendments:
 - 7.4 The ~~Vice-Chancellor~~ Committee will assess whether there is a case for review in accordance with this Statute. Where the ~~Vice-Chancellor~~ Committee 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~~ Committee (or its nominee) decides that a review is necessary, they will ~~send~~ consider the case, and all gathered information ~~to the Committee (or their 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 its nominee) is considering the case.

Resolved: that on the recommendation of the Victoria Honours Committee, and as amended under point 5 above, Council:

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

Bönisch-Brednich/Arnold
Carried
240059

24.61 PROPOSAL TO REPEAL THE LIBRARY STATUTE

Received: 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).

- Noted:**
- 1 that the Council paper was taken as read.
 - 2 that the Statute had not been reviewed since 2014. The Library and Legal Services review established that relevant parts of the 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.
 - 3 that there had been supportive feedback from the community that the Statute be repealed.

Resolved: that the proposal to Repeal the Library Statute be approved.

Street/Gray
Carried
240060

24.62 DEPUTY VICE-CHANCELLOR, MĀORI – UPDATE TO COUNCIL

Received: a Council paper with attached presentation dated 29 April 2024 from the Deputy Vice-Chancellor, Māori, Professor Rawinia Higgins, providing an update to Council (document VUWC 24/46).

- Noted:**
- 1 that Professor Higgins presented to Council on the ongoing work of her Office to support the University's Māori strategy and implement various plans and initiatives.
 - 2 that discussion focussed on recruitment and retention and the challenges associated with improving Māori course and qualification completion rates.
 - 3 that the Taihonoa partnership programme, which connects iwi with the University and vice-versa, was highlighted.
 - 4 that key areas of focus for the DVC Māori Office this year include developing Māori student and staff recruitment plans and a Māori research resource, and preparing for the Living Pā opening on 6 December 2024.
 - 5 that it was agreed that this update return at regular intervals.

Resolved: that the update from the Deputy Vice-Chancellor, Māori, be noted.

Nesus/Bell-Purchas
Carried
240061

at 10.30 am Ms Kelly Mitchell left the meeting

24.63 FOUNDATION ANNUAL ACCOUNTS

Received: a Council paper dated 29 April 2024 from Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori & Engagement, providing the Foundation Annual Accounts (document VUWC 24/47).

- Noted:**
- 1 that the Council paper was taken as read.
 - 2 that the Foundation's Financial result for 2023 was positive.

Resolved: that the Foundation Annual Accounts be noted.

Judge/Street
Carried
240062

24.64 RESEARCH ANNUAL REPORTS – 2023

Received: a Council paper dated 17 April 2024 from Professor Margaret Hyland, Deputy Vice-Chancellor, Research, providing the Annual Reports for the University Research Committee, and the Animal Ethics Committee (document VUWC 24/48).

Noted:

- 1 that the Council paper was taken as read.
- 2 that Council commended Professor Hyland on the quality of the reports and the incredible research they represent.
- 3 that it was confirmed that a new Responsible Research policy was approved by Te Hiwa last week.
- 4 that the role of the Animal Ethics Committee in supporting other organisations, eg Zealandia and Wellington Zoo was recognised. The open and transparent approach by this dedicated team was acknowledged.
- 5 that due to time constraints Council agreed that the reports be discussed in more detail at the next meeting.

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

Street/Gray
Carried
240063

24.65 COMMITTEE AND ACADEMIC BOARD MINUTES

Received: the following minutes:

- Academic Board, 16 April 2024
- Finance Committee, 22 April 2024

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

Arnold/ Bönisch-Brednich
Carried
240064

24.66 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received: a Council paper from the Secretary to Council, Ms Caroline Ward, dated 22 April 2024 regarding Forthcoming Events and the date and details of the next Council meeting (document VUWC 24/49).

Noted: that Council members were encouraged to attend the Freedom of Speech event on *The Role of Universities in Freedom of Speech* on 28 May 2024.

Resolved: that the Council paper on Forthcoming Events and the date and details of the next Council meeting on Monday, 17 June 2024 be noted.

Allen/Judge
Carried
240065

24.67 SPEAKER : PROFESSOR BRYONY JAMES, PROVOST

Noted: that due to time constraints, this item was re-scheduled to the 17 June Council meeting. The Chancellor thanked Professor James for this accommodation.

24.68

RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 24/50).

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 18-28.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.		Ground(s) under section 48(1) for the passing of this resolution
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 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)
20. Vice-Chancellor's 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)
21. Strategy Refresh update	Commercial prejudice, commercial activities.	s9(2)(b)(ii), 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. National Music Centre	Commercial prejudice, commercial activities.	s9(2)(b)(ii), s9(2)(i)	LGOIMA s48(1)(a)(ii)
24. Living Pā update	Commercial prejudice,	s9(2)(b)(ii), s9(2)(i)	LGOIMA s48(1)(a)(ii)

	commercial activities.		
25. Foundation quarterly report to 31 March 2024	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)
26. Digital Roadmap Quarterly 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)
27. Committee and Academic Board minutes	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)
28. Council only time	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 28, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Nesus/Bell-Purchas
Carried
240066

the meeting adjourned at 10.55 am

Agenda Item 4

Report from the Chancellor

To receive: a Council paper from the Chancellor, Mr John Allen, dated 10 June 2024, providing his Chancellor's report (document VUWC 24/59).

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



COUNCIL PAPER

TO	The University Council
FROM	John Allen, Chancellor
DATE	10 June 2024
SUBJECT	Chancellor's report to 17 June 2024 Council meeting
DOCUMENT #	VUWC 24/59

Kia ora tatou

This is the last opportunity I have to publicly acknowledge the work of Cath Nesus whose term ends on Council at the conclusion of next Monday's Council meeting. Cath was appointed to Council by the Minister in early 2020. Within a short period of time she was appointed by Council as Chair of the Te Aka Matua Committee, and in this capacity led important work on the University's Treaty statute, including an all of University self-review which continues to provide important insights and guidance to Council. In 2022, Cath broadened the scope of the Te Aka Matua Committee increasing its membership, the frequency of its meetings, and developed a series Workshops to look in depth at issues for Māori at the University and in society. Cath has been a key member of both the Victoria Honours Committee, and the Human Resources Committee (subsequently renamed to People & Culture Committee). In addition, in 2022, she was a member of the Council's Vice-Chancellor Appointment Committee. Cath has made a significant contribution to the governance of Te Herenga Waka and we hope to continue further involvement with Cath through other available channels in the future. On behalf of Council, I sincerely thank Cath for her efforts and particularly acknowledge the time she has remained on Council this year as the Minister's decision was awaited.

The Minister of Education and Skills announced the appointment of Mr David Smol to a four year term from 18 June this year. David is well known as a former CEO of MBIE and already associated with our University as Chair of the Wellington UniVentures Board. We look forward to welcoming David to Council.

In late May, I participated in the University's panel event on *The Role of Universities in Freedom of Speech* hosted by the Vice-Chancellor, Professor Nic Smith. This event focused on the challenge of enabling constructive discussions of contentious issues in contemporary society, with a particular emphasis on the role Universities have in enabling this. We heard a range of views from people involved in the debate, and a subsequent analysis and discussion by a panel of Academics from across the country. There was respectful debate with an appreciation of context and evidence. There was disagreement and a wide range of views were expressed, but people listened and reflected. I am proud of Te Herenga Waka in hosting this event at this time. As a capital city University we have a particular responsibility to engage in issues impacting our society and our world. The fact we were able to host an event at which evidence and views were respectfully contested demonstrates that it is possible to achieve. It provides some basis for optimism in an increasingly polarised world.

It was my great pleasure to be part of the graduation events in mid-May celebrating the success of Te Herenga Waka's students. The joy and delight of whanau and friends as they celebrated their loved ones' achievements is a highlight of the University calendar. Hearing from our graduate speakers gives me great hope for the future as they shared their particular journey to success. I acknowledge that each and every student has their own story behind the achievement of their qualification and the efforts of the University's staff to ensure the success of our students is also recognised at these occasions. I thank the professional staff and volunteers who make these significant occasions possible.

At this Council meeting we will hear from two members of Te Hiwa. Provost, Professor Bryony James will speak on Women in Leadership, and Professor Margaret Hyland, Deputy Vice-Chancellor, Research, will expand on her research reports presented at the last Council meeting. The regular update from the Presidents of two of our student bodies will also be received and I welcome the 2023 Pastoral Care Code self-attestation report which shows solid progress against gaps identified in 2021. The report from our student leaders highlights the significant pressure faced by students in this city to meet the costs of their education together with the costs of living (and the difficulty of finding warm, dry and affordable accommodation). The University is actively working to help address these challenges, in particular through further investment in our accommodation offering.

We are also working with others in the sector to encourage the Government to invest more in Universities. There is no doubt that without increases to reflect past underfunding and current cost pressures we will struggle to attract students and academics to this country and will be challenged to sustain our ranking on the international stage. The role of Universities is critical, It is not simply about teaching skills to equip students for work or to address inequality in our society. It is to help students to think for themselves and to critically evaluate evidence. These

are central skills in navigating our future world. We are hopeful that the report of the University Advisory Group will make specific recommendations for positive change and that Governments will recognise the value of tertiary education and invest accordingly.

Ngā mihi, nā

John Allen
Chancellor

Attached: Appendix 1, Chancellor engagements

Appendix 1
Chancellor engagements – 30 April 2024 to 10 June 2024

Weekly	Meeting with the Vice-Chancellor
Weekly	Meeting with the Secretary to Council
Various	Individual meetings with Council members
6.5.24	Chaired the University Council meeting
6.5.24	Hosted a reception to acknowledge former Chancellor, Neil Paviour-Smith
13.5.24	Attended the PhD graduation celebration morning tea
13.5.24	Hosted a luncheon for Honorary Doctorate recipient, Peter Hughes
13.5.24	Attended a rehearsal in advance of graduation ceremonies
13.5.24	Attended the Pasifika graduation celebration
14.5.24	Presided over two graduation ceremonies and led the graduation Parade through the city
15.5.24	Presided over two graduation ceremonies
16.5.24	Presided over two graduation ceremonies and led the 2 nd graduation Parade through the city
20.5.24	Attended the Audit & Risk Committee meeting
22.5.24	Met with the VUWSA President
27.5.24	Attended the Finance Committee meeting
27.5.24	Attended the Finance Committee Workshop on the 10-year Capital plan
28.5.24	Joined with Panel members, Council members and Te Hiwa for afternoon tea prior to the following event
28.5.24	Attended and gave closing comments at the Panel event on the role of Universities in supporting Freedom of Speech
6.6.24	Attended the opening of the Vic Uni Startup Tech Hub launch event

Agenda Item 5

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor, Professor Nic Smith, dated 10 June 2024 (document VUWC 24/60).

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	10 June 2024
SUBJECT	Vice-Chancellor's Report - Public
DOCUMENT #	VUWC 24/60

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.

The Role of Universities in Supporting Freedom of Speech Event

Our discussion on the role of universities in supporting freedom of speech was held on 28 May, with over 900 people listening to it, in person or over a livestream. The event successfully explored the rights and responsibilities associated with freedom of speech and how we can find better ways to engage in challenging but respectful conversations.

The format worked well with advocates and commentators sharing their thoughts and experiences in the first hour and a panel discussion by a group of academics in the second hour. The event was ably moderated by Morning Report presenter Corin Dann. There was general consensus amongst all speakers that the state should not interfere in how universities approach free speech on university campuses within a wide-ranging discussion that also covered the role of evidence and debate along with the importance of re-engaging the middle ground to bring nuance and context back to discussions.

Te Herenga Waka is continuing to consider this important topic through an online forum to which staff and students are contributing their thinking.

Budget 2024

The Government signaled a 2.5% increase in tuition rates in 2025, which is below inflation, and a 6% increase to the Annual Maximum Fee Movement, which is above inflation, in its 2024 Budget.

The net increase in domestic tuition income may be close to inflation, given that fees make up a lower proportion of income than subsidies.

Universities New Zealand commented that while the extra money is welcome, it does not alleviate the financial challenges universities in New Zealand are facing.

Research funding remains tight after the Budget, with no inflation adjustments or boosts to any competitive research funds.

The Budget also removed fees free from the first year of study.

Strategic refresh

We are well underway with the preparation of a draft, refreshed strategy that will soon be shared with staff, student leaders and stakeholders. A framework for the refreshed strategy has been developed, centred on the themes of connection, collaboration and community, and feedback from an online staff forum, a series of staff focus groups and discussions at a range of University forums has been mapped onto that. The draft will be shared at the next round of staff forums on 18 June and that will be followed by two weeks of consultation. A final draft will be ready by mid to late July.

Engagement Strategy

Connected to the overall strategy, work has begun on drafting an Engagement Strategy, which will be distributed once it has been developed further.

Wellington Innovation Hub, Rutherford House

A launch event for the Wellington Innovation Hub took place on Thursday 6 June, co-hosted by the Vice-Chancellor and the CEO of WellingtonNZ. Thank you to the Property Services and Digital Solutions teams, who worked hard to make this move a success, and to the staff who have moved to other spaces in Rutherford House in order to accommodate this opportunity.

Alumni and Donor Engagements

From 14 to 22 April inclusive Professor Rawinia Higgins, Deputy Vice-Chancellor Māori and Engagement, Sue O'Donnell, Executive Director of Development and Alumni Relations, and the Vice-Chancellor travelled to the West Coast of the United States for alumni events and to meet donors. There were a number of positive meetings with donors which are being followed up, along with alumni meetings and lunches.

New Chief Financial Officer

Rachel Bruce began as our Chief Financial Officer on 13 May 2024.

Prior to joining the University, Rachel was Chief Financial Officer for Oranga Tamariki, Ministry for Children, and before that Deputy Director General Corporate Services for the Department of Conservation.

Rachel has 30-years' experience in the public service across a number of departments including the Ministry for Social Development, Ministry of Justice, Office of Treaty Settlements, Ministry of Health and the Public Services Commission.

Rachel's arrival means we now have a full complement on Te Hiwa, the University's senior leadership group.

Operational Effectiveness (Operating Model) Project

The first tranche (quick wins) of initiatives from the Operational Effectiveness (Operating Model) project are nearing completion.

The projects that have come out of this quick wins tranche are:

- Finance 101 guide (finance experience project), which provides staff with clarity on how to complete finance tasks efficiently, understand and run financial reports.
- Delegations review, which will ensure that financial and academic delegations are being set at the appropriate level of the organisation with a view to simplifying them and taking them to the lowest level that is reasonably practicable, thereby reducing bureaucracy and saving time.
- Independent contractor agreements tool, to speed up processes when hiring independent contractors.
- Onboarding and induction, providing existing staff with a quick tool to follow when preparing induction, as well as a programme for new staff to follow. Putting this in one place saves time and relieves those that are inducting new staff from the burden of deciding what to include and the time to find material. It provides new staff with a 'one stop shop' introduction to the University with a series of links to further resources they may need in their first weeks, including modules on privacy and health and safety training.
- Systems list, which identifies consistent system requirements for specific role types within the university, thereby avoiding individuals or managers having to decide this for themselves or waste time seeking advice.
- The independent contractor tool is already operational, and Finance 101 and Onboarding and induction projects are both in-flight and will be ready for 30 June.

The project has noted that a number of items of feedback from the interviews that were conducted align with the Te Hiwa priorities, and came up in the staff Your Voice survey - for example, academic workload and academic promotions.

Academic Promotions Framework Review

Work is underway on the review of the Academic Promotions Framework. The recent Your Voice survey clearly illustrates the need for this work.

It is important that we have an Academic Promotions Framework that enables us to reward delivery of outcomes that are consistent with our strategic direction, culture, and values. It needs to prompt self-reflection and discussions about professional development, be straightforward to navigate and support decision-making that is transparent.

The Provost, Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor Māori and Engagement, and staff from HR have been meeting to prepare scoping documents and a project timeline which will be presented to Te Hiwa for approval.

The timeline runs from now until March next year enabling implementation in 2025. Activities across this 10-month period include facilitating staff focus groups, conducting an online survey, announcing proposed changes, consultation with the union, user testing, and preparing training documentation for staff.

Te Aka Matua Mātaitanga session

On Monday 29 April Te Aka Matua - Māori Advisory Committee held a Mātaitanga / Deep Dive session with a group of student service representatives, who were invited to give a short overview of their service, identify what's working and any gaps they might have in their support of Māori students, and share ideas about how Te Aka Matua could help. The committee may take the opportunity to check in again later in the year to keep the conversation going on this mahi.

Campus Operations

Accommodation received some great results from the move in survey which is completed by our residents:

- We have seen a 17% increase in our overall satisfaction with catering metric, moving from 70% in 2023 to 87% +.
- 64% of our residents said they were 'extremely likely' to recommend living at their hall of residence.
- 91% of residents said they were either very satisfied or satisfied with their overall hall experience so far.

Accommodation occupancy is currently tracking at 93% as of end of May. Forecasted occupancy for Trimester 2 is looking strong however, with a positive movement in students meaning we are expected to track at a 95% level. Historically, we have seen a 2% drop in occupancy between Trimester 1 and Trimester 2, so this is an encouraging signal.

Pre Seed-Accelerator Funding

Last month, Wellington UniVentures received approval from the KiwiNet Investment Committee for \$744,739 of Pre Seed-Accelerator Funding (PSAF). This is the largest amount of PSAF ever awarded to a project. Flux Pumps for high temperature superconductors is a project led by Professor Rod Badcock from the Robinson Research Institute and has also received co-funding and raised \$745,000 from the MBIE Strategic Science Investment Fund, HTS-110, an industry partner, and in-kind contribution from RRI. This is a total of \$1,489,478 for this project, essential for both electrification of aviation and electric space thrusters.

UniVentures Academic Advisory Board

UniVentures has established an Academic Advisory Board, which met for the first time on Thursday 30 May. Members are: Professor Emily Parker (Ferrier Research Institute), Associate Professor Ben Ruck (Head of the School of Chemical and Physical Sciences), Professor Colin Simpson (Associate Dean Research, Faculty of Health), Professor Anne La Flamme (School of Biological Sciences), Professor Nicole Moreham (Associate Dean Research, Faculty of Law), and Associate Professor Leon Gurevitch (Associate Dean Research, Faculty of Architecture and Design Innovation).

Open Star

UniVentures finalised a licensing deal with Open Star, the fusion startup based in Wellington and founded by Ratu Mataira (formerly of the Robinson Research Institute), with an upfront payment in equity into Open Star.

Submissions to Science System Advisory Group and the University Advisory Group

The University has made submissions to the Science System Advisory Group and the University Advisory group. The submission to the Science System Advisory Group can be found here [PDF Science System Advisory Group submission—Research Committee.pdf](#) and the submission to the University Advisory Group can be found here [PDF University Advisory Group submission—Te Hiwa.pdf](#)

Marsden Fund 2024 round Expression of Interest results

On Thursday 9 May, the Research Office received the Marsden Fund 2024 round Expression of Interest results, with 33 fast-start and standard application researchers through to the full round. For the first time since the Marsden Fund Council Award (MFCA) was launched, a Te Herenga Waka - Victoria University of Wellington application has been invited through to stage 2. The proposal from Professor Stephen Marsland from the School of Mathematics and Statistics is entitled 'Kei tēnā manu, Kei tēnā manu tona tangi ake (listen to the conversation of the birds): Can Aotearoa's birds identify each other individually by call?' The results of the full round and the MFCA will be announced in early November.

Health Research Council

Kirsten Smiler from the Health Services Research Centre is the recipient of the Māori Leader Fellowship (\$646,645) and Zaramasina Clark from the School of Biological Sciences is the recipient of the Pacific Leader Fellowship (\$650,000).

Agenda Item 6

Financial report to 30 April 2024

To receive: the Financial report to 30 April 2024 from the Chief Financial Officer, Ms Rachel Bruce (document VUWC 24/61).

To resolve: **that the Financial report to 30 April 2024 be noted.**



APRIL 2024

SUMMARY MONTHLY PUBLIC FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	Apr 24 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	68.0	67.2	0.8
Tuition Fees	47.2	47.5	-0.3
Research, Commercial & Other	55.8	58.7	-2.9
REVENUE	171.0	173.4	-2.4
People	89.3	89.9	0.6
Occupancy	14.7	14.7	0.0
Operating	50.2	57.5	7.3
EXPENDITURE	154.2	162.2	7.9
EBITDA	16.8	11.2	5.6
Depreciation & Amortisation	18.1	18.0	-0.1
Interest Expense	0.8	1.0	0.2
UNIVERSITY GROUP DEFICIT	-2.2	-7.8	5.7
%	-1.3%	-4.5%	
CONSOLIDATED GROUP DEFICIT	-0.5	-6.8	6.3
%	-0.3%	-3.9%	

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

YTD overview

- Revenue is unfavourable to budget by \$2.4m, mainly due to lower research and commercial activity, and lower other income. This is primarily timing.
- Expenditure is favourable to budget by \$7.9m due to 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 \$0.5m includes the Foundation. The Foundation surplus of \$1.7m is favourable to budget by \$0.6m, mainly due to higher investment gains.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION	As At:	
	Apr-24 Actual	Apr-23 Actual
	\$m	
Cash & Cash Equivalents	104.9	72.1
Investments	85.4	69.0
Accounts Receivable & Accruals	58.2	29.9
Pre-Paid Expenses	10.6	10.0
Other Current Assets	23.3	7.2
TOTAL CURRENT ASSETS	282.3	188.2
Property, Plant and Equipment	1,180.8	1,246.2
Intangibles	11.3	7.3
Investments in Related Parties	8.2	4.4
TOTAL NON-CURRENT ASSETS	1,200.2	1,257.9
TOTAL ASSETS	1,482.5	1,446.1
Accounts Payable & Accruals	60.9	55.2
Revenue in Advance	187.5	165.2
Bank Borrowings Current	40.0	-
Employee Entitlements	16.7	16.2
Current Liabilities - Other	13.0	2.6
TOTAL CURRENT LIABILITIES	318.1	239.2
Non-Current Liabilities - Other	-	-
Employee Entitlements	19.4	20.1
Bank Debt	-	39.0
TOTAL NON-CURRENT LIABILITIES	19.4	59.1
TOTAL LIABILITIES	337.5	298.4
NET ASSETS	1,145.0	1,147.8
Accumulated Surplus	492.6	454.4
Current Year Earnings/Loss	(0.5)	(11.7)
Other Reserves	652.9	705.1
TOTAL COMMUNITY EQUITY	1,145.0	1,147.8
TOTAL LIABILITIES & COMMUNITY EQUITY	1,482.5	1,446.1

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 17 June 2024 (document VUWC 24/62).

- To resolve:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 24/62 and that their names be entered on the Roll of Graduates on 17 June 2024.
 - 2 that a motion of congratulations be recorded.



DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 17 JUNE 2024

Doctor of Philosophy

Amiri, Pegah, *in Biomedical Science*
Ashley, Imogen Alexandra, *in Marine Biology*
Dorzhieva, Marina, *in Mathematics*
Happe, Erica Denise, *in Physics*
Kandler, Nora Marie, *in Marine Biology*
Kawharu, Margaret Anne, *in New Zealand Studies*
Le, Thi Nhu Quynh, *in Applied Linguistics*
López Langenbach, Mauricio Alejandro, *in Literary Translation Studies*
Mahendra, Anmol, *in Engineering*
McAuliffe, Liam Thomas, *in Ecology and Biodiversity*
Moore-Jones, Michael Christopher, *in English Literature*
Ruiz Vargas, Javier Alejandro, *in Chemistry*
Salter-Duke, Michal Kenneth, *in Mathematics*
Smith, Roger Macdonald, *in German*
Wallace-Watkin, Carla Anne, *in Education*
Xu, Xiaopeng, *in Applied Linguistics*
Yang, Bo, *in Music*

WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

Master of Architecture (Professional)

Craw, Henry Edward Robert, *with Distinction*
Hufflett, Trinity Kate, *with Distinction*
Lee, Paul
Mawer, Rowan Andrew, *with Merit*
Pullan, James Roy, *with Merit*
Tang, Aaron Ching Sing
Williams, Beth Alice, *with Distinction*
Yao, Shunyu

Master of Design Innovation

Anland, Christie Leigh
Lundon Moore, Eliot Charles Mansfield, *with Distinction*

Master of Design Technology

Hall, Caitlin Margaret Aimee, *in Lighting and Rendering with Distinction*
Jiang, Nan, *in Lighting and Rendering with Distinction*
Karam, Jacob Gary Ross, *in Lighting and Rendering with Distinction*
Kottukkal, Niranjan Pramod, *in Lighting and Rendering with Distinction*

Lyu, Junyu, *in Lighting and Rendering with Distinction*
Yang, Qinxin, *in Lighting and Rendering with Distinction*

Master of Interior Architecture

Chen, Shuai
Shipley, Joshua Quinn, *with Merit*

Master of Landscape Architecture

Lauv, Ethan

Bachelor of Architectural Studies

Ella, Zoe Orchid
Marshall, Arabella Niamh Wilson
Wong, Sze Ki
Xia, Chunlian

Bachelor of Design Innovation

England, Christie Leigh
Grace, Sophie Taylor
Lamb, Jayden Daniel
Lundon Moore, Eliot Charles Mansfield
Mudaliar, Shekinah Summer
Ridgway-Cross, Edward James
Woods, Jack Grant

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Master of Information Studies

Macnay, Caitlin Ruth, *in Archives and Records Management and Library Science with Merit*
McVeigh, Melanie Rose, *in Library Science with Merit*
Monteiro, Merel Shannon, *with Merit*

Master of Professional Accounting

Ngoy, Raksmei
Ponothumadom Mahadevan, Sangeetha
Prasad Kumar, Sai Priya, *with Merit*

Master of Professional Business Analysis

Pálfi, Orsolya Zsuzsa, *with Merit*
Sharma, Anshul, *with Merit*
Tiwari, Vidhi, *with Merit*
Wang, Mingming

Master of Professional Economics

Swift, Kane Shea, *with Merit*

Bachelor of Commerce with Honours

Barraclough, Jack Sidney, *with Second Class Honours (first division) in Governing for the Future*
Collings, Kurtis Dean, *with Second Class Honours (first division) in Management*
Mohd Pauzi, Aina Allysa, *with First Class Honours in Economics*

Bachelor of Commerce

Abi Nakad, Colin
Clarke, Ethan James
Gibson, Presley Elizabeth
Jones, Declan

McWilliams, Robson Charles
Miles, Jack Kelly
Moser, Millie Jane
Murphy, Taine Luca
Murray, Alexander Zoltan
O'Brien, Lucy Elizabeth
Phung, Minh Duc
So'oialo, Tiana Mya
Sukimi, Aiman Hakimi Bin
Tanner, Abigail Maria
Te Whaiti, Kataraina

Postgraduate Diploma in Information Studies

O'Meara, Gabriella Lucy

Postgraduate Certificate in Information Studies

Brooks, Abigail Rebecca

WELLINGTON FACULTY OF EDUCATION

Master of Education

Clement, Daisy, *with Distinction*
Derwin, Pamela Leigh, *with Distinction*
Muhtadin, Fadil, *with Merit*

Master of Secondary School Leadership

Carter, Chay Kristina, *with Merit*
Summerfield, Mason Paul, *with Distinction*

Master of Teaching and Learning (Primary)

Cameron, Luke Antony, *with Merit*

Graduate Diploma of Teaching (Early Childhood Education)

Campbell, Penelope Louise

WELLINGTON FACULTY OF ENGINEERING

Bachelor of Engineering with Honours

Ah Wong, Daniel Nifae, *with Second Class Honours (first division) in Electronic and Computer Systems Engineering*
Ergas, Jonathan Patrick, *with Second Class Honours (first division) in Software Engineering*

WELLINGTON FACULTY OF HEALTH

Master of Health

Hockley, Jordan Janine, *in Nursing*
Miller, Michelle Louise, *in Professional Practice with Merit*
Russell, Rachel Anne, *with Merit*

Master of Health Psychology

Stolte, Erica Lyn, *with Merit*

Master of Nursing Science

Cantwell, Hanna Teresa, *with Merit*
Qiu, Shan, *with Merit*
Smith, Melanie Fiona, *with Merit*

Postgraduate Diploma in Health Psychology

De Leon, Joana Clara Mae Atienza
Dodson, Patrick Kelly
O'keefe-Wykes, Tamara Marie
Toora, Hemangi

Postgraduate Diploma in Nursing Science

Capovilla, Laura Kathleen

Postgraduate Certificate in Nursing Science

Barnett, Hannah Grace
Malabanan, Nichol John Cabello
Rosenbaum, Ariel
Sejalbo, Jessica Guzman

**WELLINGTON FACULTY OF
HUMANITIES AND SOCIAL SCIENCES**

Master of Arts

Myles, Phoebe Georgia, *in Criminology with Distinction*

Master of Communication

Wang, Jinghan, *with Merit*

Master of Fine Arts (Creative Practice)

Matagi, Josiah Aaron, *in Theatre with Merit*

Master of Indigenous Studies

Anae, Agnes Katenari Fa'asuka, *with Distinction*
Love, Danielle Patricia Marie
Metuarau, Tanara Te Maire Steven, *with Merit*
Perkinson, Eliza Maxine Shikanar, *with Distinction*

Master of Intercultural Communication and Applied Translation

Kuwabara, Ayana, *with Distinction*
Pearce, Luke William, *with Distinction*

Master of International Relations

Cottrill, Isla Jane Alison, *with Merit*
Robrigado, Ramon Angelo Oliveros, *with Merit*

Master of Philosophy, Politics and Economics

Koh, Wenxin Vanessa, *with Merit*

Master of Political Science

Daly, Steven Bernard Wayne, *with Distinction*

Master of Strategic Studies

Heppenstall, Nicholas Alexander, *with Distinction*
Hicks, Caitlin Iris, *with Merit*
Newell, Michael Hedley, *with Merit*
Ohashi, Takuma, *with Distinction*

Weekly, John Douglas, *with Merit*
Weise, Campbell James, *with Merit*

Master of Teaching English to Speakers of Other Languages
Vu, Phuc Minh

Bachelor of Music with Honours
Thorpe, Annabelle Frances Reekie, *with Second Class Honours (first division) in Classical Performance*

Bachelor of Arts
Cummings, Caithi Aiobh
Dickey, Bruno Henry
Enari, Loveni Shane
Fraser, Holly-Ann
Koteka, Gypsy-Rose
Lindsay, Robert Arthur
Michael, Rebecca Jane
O'Meara, Jack Kenyon
Petterson, Zander Charlie
Preston, Mackenzie Duncan
Smith, Finn Thomas
Taylor, Samuel Joseph Balfe
Waters-Burrows, Imogen Lilly
Wilson, Florence Francesca

Bachelor of Communication
Weir, Maya Elizabeth
Wolfe, Kieran Bartholomew

Bachelor of Music
Mileham, Sarah Elizabeth
Mosa'ati, Stephen Danli Pule

Postgraduate Diploma in Intercultural Communication and Applied Translation
Mohammed, Seja Mustafa

Graduate Diploma in Arts
Botella Ruiz, Elisenda, *in International Relations*
Shin, Hyekyung, *in Education and Psychology*

Diploma in Māoritanga/Tohu Māoritanga
Lister, Nina Rose

Postgraduate Certificate in Intercultural Communication and Applied Translation
Nguyen, Nguyet Bui Minh

Certificate of Proficiency in English
Berakdar, Mohammad Riyadh
Chen, Yuxuan
Da Costa Ornai, Eurosia Maria
Du, Meiqiao
Gusmao Amaral, Peregrina Maria
Hashimoto, Maki
Ishitobi, Kazuma
Ito, Mizuki
Kyaw, Tin Zar
Neto, Jose Paulo Domingos Locatelli

Noguchi, Haruto
Oguma, Nanami
Tanaka, Yudai
Tay, Mur Fane
Tse, Cheuk Hei
Wang, Xingyu
Wong, Sze Ki
Zhang, Zihao

WELLINGTON FACULTY OF LAW

Master of Laws

Sivakumar, Adyasree Prakriti

Bachelor of Laws

Jaspers, Isobel Eva Wills
Michael, Rebecca Jane
Moser, Millie Jane
Parton, Sarah Jane
Waters-Burrows, Imogen Lilly

WELLINGTON FACULTY OF SCIENCE

Master of Biomedical Science

Watanabe, Kae, *with First Class Honours*

Master of Climate Change Science and Policy

Amarsa, Meidina Mustikaningrum, *with Merit*
Barr, Analiese Nicole, *with Distinction*
Berandi, Andreas Renar, *with Merit*
Burnard, Theodore John, *with Merit*
Deans, Campbell Latham, *with Distinction*
Demurtas, Antonietta, *with Merit*
Els, Anna Sophie, *with Merit*
Funari, Isabel, *with Merit*
Haitsma, Evi Neema, *with Merit*
Hariarta, I Gede Widi, *with Merit*
Hifdiyawan, *with Merit*
King, David Philip Mawson, *with Distinction*
Lafayette, Lev, *with Merit*
Munn, Peter Brent, *with Merit*
Newman, Jennifer Claire, *with Distinction*
Nguyen, Hong Hanh, *with Merit*
Saez, Felipe Pascal Pountney, *with Merit*

Master of Computer Science

Claridge, Sofie Anne Pickersgill, *with Distinction*

Master of Environmental Science

Wang, Yuxin, *with Merit*

Master of Science

Bell-Butler, Paul Dominic, *with First Class Honours in Ecology and Biodiversity*
Dalefield, Elroy Brett, *in Computer Science*
Donovan, Fern Marama Aiweth, *with Second Class Honours (first division) in Ecology and Biodiversity*

Douylliez, Isabelle Juliette, *with First Class Honours in Molecular Microbiology*
Gea, Maria Lourdes Paloma, *with First Class Honours in Molecular Microbiology*
O'Brien, Libby Jean, *in Geology with Second Class Honours (first division)*
Rammell, Samuel John Colin, *with First Class Honours in Ecological Restoration*
Sellen, Katya Alexandra, *with First Class Honours in Cell and Molecular Bioscience*
Streatfield, Jay Joseph, *with Second Class Honours (first division) in Marine Biology*

Bachelor of Science

Barry, Regan Jack
Bradley, Lewis Ian Patrick
Chalaron-Rogers, Alexandre John Edward
Cronin, Jack Hutton
Jones, Elisha Maclean
Lutchanont, Phuwasate
Mandalawi, Amir Muhammad
McDonell, Tully Jack
Murphy, Taine Luca
Nichols, Elliott Taylor
Regtien Wraight, Lucia Rose
Reiri, Te Ana Kate
Silk, Oliver Peter McComb

Postgraduate Certificate in Science

Nichols, Elliott Taylor, *in Computer Science*

Agenda Item 9

Foundation Board of Trustees reappointments

To receive: a Council paper from the Chancellor, Mr John Allen, dated 10 June 2024, regarding the reappointment of Foundation Trustees (document VUWC 24/63).

- To resolve:**
- 1 that Raphael Hilbron be reappointed as a Trustee of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office of three years from 1 July 2024 to 30 June 2027.
 - 2 that Souella Cumming be reappointed as a Trustee of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office of three years from 1 July 2024 to 30 June 2027.
 - 3 that Tricia Walbridge be reappointed as a Trustee of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office of three years from 1 July 2024 to 30 June 2027.



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Sue O'Donnell, Executive Director, Development and Alumni Relations
DATE	10 June 2024
SUBJECT	Re-appointment of Trustees – Victoria University of Wellington Foundation
DOCUMENT #	VUWC 24/63

Executive Summary

This paper recommends that Raphael Hilbron, Souella Cumming, and Tricia Walbridge be re-appointed as Trustees of the Victoria University of Wellington Foundation (the *Foundation*) from 1 July 2024 for a three-year term to 30 June 2027.

Raphael, Souella and Tricia have confirmed that they are willing to be reappointed.

The Foundation Trust Deed requires that Trustees (other than the Chancellor, Vice-Chancellor, the Council representative and the student representative) be appointed by the Council on the recommendation of a majority of the Chancellor, Vice-Chancellor and the Council representative). The proposed reappointments have our unanimous recommendation and strong support.

Brief biographical details follow in Appendix 1.

Recommendations:

1. that Raphael Hilbron be reappointed as a Trustee of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office of three years from 1 July 2024 to 30 June 2027.

- 2. that Souella Cumming be reappointed as a Trustee of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office of three years from 1 July 2024 to 30 June 2027.**

- 3. that Tricia Walbridge be reappointed as a Trustee of the Victoria University of Wellington Foundation under rules 2.4 and 7.2 of the First Schedule to the Trust Deed for a term of office of three years from 1 July 2024 to 30 June 2027.**

Appendix 1: Biographical information

Raphael Hilbron



Raphael recently established Agite Limited in 2024 following his previous role as Managing Partner of public relations firm SenateSHJ New Zealand.

Prior to joining SenateSHJ in 2008, Raphael was Head of Corporate Responsibility at Vodafone NZ following a career in journalism where he worked as a reporter on The Dominion newspaper and as a press secretary in the Office of the Prime Minister.

He was previously a trustee of funding information social enterprise Generosity New Zealand and joined the Victoria University of Wellington Foundation as a trustee in 2018.

Raphael graduated from Victoria University of Wellington with a BA and LLB in 1995.

Souella Cumming



Souella has recently retired as a partner at KPMG and led KPMG New Zealand's Government Advisory Services. She has over 30 years' experience in providing risk management, internal audit, project advisory and governance services to a range of public and private sector clients in New Zealand and overseas.

Souella is also actively involved with a wide range of community-based organisations. She is currently Lt. Governor of the women's empowerment and advocacy group Zonta International, after completing a two-year term as Governor of Zonta District 16 (New Zealand).

She is also the Deputy Chancellor and chair of the Risk and Audit Committee of the Order of St John in New Zealand and has been a member of the Priory Trust Board since 2008.

In addition to her non-profit roles, Souella is a Fellow Chartered Accountant and is involved in a range of professional organisations such as the Institute of Internal Auditors, Risk New Zealand and the International Association of Privacy Professionals, and a member of Women Corporate Directors and Global Women.

Souella graduated from Te Herenga Waka - Victoria University of Wellington with a BCA in Accountancy in 1981.

Souella has been a Trustee of the Foundation since 2021 and has recently been appointed as Chair of the Foundation Finance Risk and Investment Committee (FRIC).

Tricia Walbridge

Tricia was appointed as the first Executive Director of the Victoria University of Wellington Foundation in 1990. She had worked in the not-for-profit sector in New Zealand since moving from her native UK in 1981. During her time at the Foundation, Tricia was instrumental in leading fundraising efforts to establish some of the University's most iconic institutions such as the International Institute of Modern Letters and the Adam Art Gallery. Her work also enabled the First Light Solar Decathlon project, partnership Chairs at the Wellington School of Business and Government, and numerous student scholarships and prizes, many of which are still offered today.

In 2018, Tricia was awarded a Hunter Fellowship by the University Council for her many years of service.

Tricia is now an Adviser and Secretary to the Board of the Te Mana o Kupe Trust, supporting disadvantaged youth and families in Porirua by providing devices to children in decile 1 schools with the aim of making digital technology accessible and affordable.

Tricia has been a Trustee of the Foundation since 2021 and has been supporting the funding efforts for the Living Pā as part of the fundraising Steering Group and has been appointed as an Ambassador for the project.



Foundation

BOARD OF TRUSTEES

SURNAME	FIRST NAME	STATUS	START DATE	ANY RENEWAL DATES	DUE FOR RENEWAL	NOTES
Prendergast	Kerry (Chairperson)	Trustee	30 June 2014	30 June 2017, 30 June 2020, 30 June 2023	30 June 2026	Chair from 1 January 2022 - 1 January 2026 (Renewed at Council January 2024)
Smith	Nic	Trustee - Ex officio	16 January 2023			Vice Chancellor
Allen	John	Trustee - Ex officio	1 January 2022			Chancellor
Coster	Gregor	Trustee	01 February 2022		30 June 2025	
Cumming	Souella	Trustee	18 October 2021		30 June 2024	
Finlayson	Christopher	Trustee	18 October 2021		30 June 2024	Stepping down June 2024
Fyfe	Steven	Trustee	24 August 2011	24 August 2017, 30 June 2021	30 June 2024	Stepping down June 2024
Harley	Ruth	Trustee	1 November 2023		30 June 2026	
Hilbron	Raphael	Trustee	30 April 2018	30 June 2021	30 June 2024	
Pankhurst	Timothy	Trustt	1 November 2023		30 June 2026	
Judge	Alan	Trustee	01 January 2021	1 January 2022, 1 January 2023, 1 January 2024	1 January 2025	Trustee from Council
Walbridge	Tricia	Trustee	10 May 2021		30 June 2024	
Wevers	Sir Maarten	Trustee	22 February 2016	22 February 2019, 30 June 2023 (2 year term only)	30 June 2025	
Roberts	Brooke	Trustee	1 March 2024		30 June 2026	
Marcail	Parkinson	VUWSA rep	1 January 2024		1 January 2025	VUWSA Representative

*All Trustees are appointed by the Victoria University of Wellington Council

Agenda Item 10

Appointments to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc.

To receive: a Council paper from the Chancellor, Mr John Allen, regarding appointments to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc. (document VUWC 24/64).

To resolve:

- 1 that Peter Bryant be appointed to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc. for a term of three years commencing on 1 July 2024.
- 2 that Monique Davey be appointed to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc. for a term of three years commencing on 1 July 2024.



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Sue O'Donnell, Executive Director, Development and Alumni Relations
DATE	10 June 2024
SUBJECT	Appointments to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc.
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 24/63

Executive Summary

The U.S. Friends of Victoria University of Wellington, Inc. (a non-stock corporation incorporated in the U.S. State of Delaware) ("*the Corporation*" or "*U.S. Friends*") operates exclusively for:

- charitable, scientific, literary or education purposes within the meaning of U.S. federal income tax law; and
- the benefit of, to perform certain functions of, and to carry out certain purposes of, Victoria University of Wellington and the Victoria University of Wellington Foundation

The affairs of the U.S. Friends are managed by its Board of Directors who are governed by the Corporation's Certificate of Incorporation and Bylaws. The Corporation is at all times operated, supervised and controlled by Victoria University of Wellington and the Victoria University of Wellington Foundation within the meaning of Section 509(a)(3) of the U.S. Internal Revenue Code of 1986 or the corresponding provisions of any subsequent U.S. federal income tax law.

The Board of Directors is nominated by the Victoria University of Wellington Foundation's Board of Trustees and appointed by the Victoria University of Wellington

Council pursuant to Article Seven of the Corporation's Certificate of Incorporation and Article 4.3 of its Bylaws.

The Corporation's Bylaws require the following in relation to its Board of Directors:

- The number of directors must be between three and fifteen (Article 4.2).
- The term of appointment for each director is three years, and directors who serve for two consecutive terms are not eligible for election to an additional term until one year after the expiration of their second term (Article 4.4).
- A director may resign at any time by giving notice to the Corporation's President, and the University Council may at any time remove a director without cause (Article 4.5).
- The Corporation's officers (including the President, Vice President(s), Secretary and Treasurer) are elected by majority vote of its Board of Directors at the annual meeting and, with the exception of the President, officers need not be chosen from among the directors (Article 8.1).
- Each officer holds office for one year and until his/her successor is elected and qualified or until his/her death, resignation or removal (Article 8.2).

The Foundation's Board of Trustees have nominated (for appointment by the Council) Monique Davey and Peter Bryant for appointment as directors of U.S. Friends. A brief profile of Monique and Peter is included in the supporting information section of this paper.

Recommendations:

- 1. that Peter Bryant be appointed to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc. for a term of three years commencing on 1 July 2024.**
- 2. that Monique Davey be appointed to the Board of Directors of the U.S. Friends of Victoria University of Wellington, Inc. for a term of three years commencing on 1 July 2024.**

Appendix 1

Peter Bryant



Peter has been a Director with US Friends twice in the past between 2005 and 2017.

Peter is an executive business strategist and thought leader on sustainability and innovation in the resource and energy sector. He speaks on these topics extensively at leading conferences and for organisations.

Peter is currently Board Chair of Clareo, a firm that provides advice to the mining and energy sectors, and Co-Founder and Board Chair of the Development Partner Institute, a nonprofit focused on improved social, economic, and environmental outcomes for communities from resource development projects. He sits on the Board of Advisors for venture capital fund Fundamental, along with various emerging tech companies, including Andi, Lilac Solutions, Symbioticware.

Peter is an alumnus of Victoria University gaining a Bachelor of Commerce and Administration in 1980.

Monique Davey



Monique is the Director of Operations at Lyra Health, a provider of workforce mental health benefits. Lyra (set up by the former CFO of Meta in 2015) aims to improve access to mental health care using AI.

Prior to joining Lyra in 2020, Monique spent a number of years working at Deloitte, firstly in Auckland, then in San Francisco, before she took some time out of the workforce to complete a MBA at the MIT Sloan School of Management.

Monique is an alumna of Victoria University gaining a BA 2010 (Art History & Media) and a BCA Hons 2013 (Marketing). She has been a mentor as part of the Alumni as Mentors programme in 2020 and again in 2021.

Agenda Item 10

2025 Council dates

To receive: a Council paper dated 10 June 2024 from the Chancellor, Mr John Allen, regarding 2025 Council dates (document VUWC 24/65).

To resolve: that the dates as set out in document VUWC 24/65 be approved.



COUNCIL PAPER

TO	Members of Council
FROM	Mr John Allen, Chancellor
AUTHOR	Ms Caroline Ward, Secretary to Council
DATE	10 June 2024
SUBJECT	Proposed Council dates for 2025
DOCUMENT #	VUWC 24/65

Executive Summary

The proposed Council dates for 2025 have been circulated to Council members and set based upon initial feedback. The date setting considers graduation dates in May and December, and avoids school and public holidays as far as possible.

The proposed dates are as follows:

Council Wharewaka Day, 9 am – 5.00 pm

Tuesday 28 January 2025

Council meetings, 10 am – 4.30 pm

10 February 2025

31 March 2025

5 May 2025

16 June 2025

28 July 2025

8 September 2025

20 October 2025

1 December 2025

Finance Committee, 1.30-3.30 pm

10 March 2025

14 April 2025

19 May 2025

7 July 2025

18 August 2025
6 October 2025
17 November 2025

Audit & Risk Committee, 10 am – 1 pm

10 March 2025
26 May 2025
7 July 2025 (Workshop)
22 September 2025
17 November 2025

Te Aka Matua Committee, 3 pm – 4.30 pm

17 February 2025
28 April 2025
30 June 2025
11 August 2025
29 September 2025
10 November 2025

Victoria Honours Committee, 4.30 pm -6.00 pm *to be held if required*

17 February 2025
28 April 2025
30 June 2025
11 August 2025
29 September 2025
10 November 2025

Graduation weeks

12-16 May 2025
8-12 December 2025

Recommendation:

that the 2025 dates as set out in this document be approved.

Appendix – 2025 public holidays

Appendix

New Zealand public holidays – 2025

Date	Day	Holiday
1 Jan	Wed	New Year's Day
2 Jan	Thu	Day after New Year's Day
20 Jan	Mon	Wellington Anniversary Day
27 Jan	Mon	Auckland Anniversary Day
3 Feb	Mon	Nelson Anniversary Day
6 Feb	Thu	Waitangi Day
10 Mar	Mon	Taranaki Anniversary Day
24 Mar	Mon	Otago Anniversary Day
18 Apr	Fri	Good Friday
21 Apr	Mon	Easter Monday
22 Apr	Tue	Southland Anniversary Day
25 Apr	Fri	Anzac Day
2 Jun	Mon	King's Birthday
20 Jun	Fri	Matariki
22 Sep	Mon	South Canterbury Anniversary Day
24 Oct	Fri	Hawkes' Bay Anniversary Day
27 Oct	Mon	Labour Day
3 Nov	Mon	Marlborough Anniversary Day
14 Nov	Fri	Canterbury Anniversary Day
1 Dec	Mon	Chatham Islands Anniversary Day
1 Dec	Mon	Westland Anniversary Day
25 Dec	Thu	Christmas Day
26 Dec	Fri	Boxing Day

Agenda Item 11

Committee appointments

To receive: a Council paper dated 10 June 2024 from the Chancellor, Mr John Allen, regarding Committee appointments (document VUWC 24/66).

To resolve: **that the recommendations in document VUWC 24/66 be approved.**



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	10 June 2024
SUBJECT	Committee appointments
DOCUMENT #	VUWC 24/66

The Minister for Tertiary Education and Skills recently confirmed the appointment of Mr David Smol to a four-year term from 18 June 2024 to 17 June 2028. As a result of this appointment, updates to Committee appointments confirmed at the end of 2023 are required.

This paper proposes a number of Committee membership appointments for the remainder of 2024 highlighted in bold. Please note that the Pro-Chancellor and Chancellor are members of each committee as a function of these roles.

Te Aka Matua Committee

Mr John Allen
 Professor Nic Smith
 Ms Kelly Mitchell
 Hon Maryan Street

Appointment recommendations to be made after next Committee meeting on 24 June

People & Culture Committee

Mr John Allen – Chair
 Hon Maryan Street

Mr James Te Puni tbc

Audit and Risk Committee

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

Mr David Smol

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

Victoria Honours Committee

Mr John Allen – Chair

Professor Nic Smith

Mr David Smol

Hon Maryan Street

Finance Committee

Mr Alan Judge – Chair

Mr John Allen

Professor Richard Arnold

Mr David McLean

Ms Kelly Mitchell

Professor Nic Smith

Hon Maryan Street

Mr James Te Puni

Attached as Appendix 2 is an updated summary of Committee membership which includes details where Committees have staff, student, and external members.

Recommendation:

that the revised Committee membership for the remainder of 2024, as set out in this document, be approved

Appendix 2

Council Committees – 2024 - updated

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

Agenda Item 12

2023 Pastoral Care Code Self-Attestation report

To receive: a Council paper dated 10 June 2024 from Dr Logan Bannister, Deputy Vice-Chancellor, Students providing the 2023 Pastoral Care Code Self-Attestation report (document VUWC 24/67).

To resolve: **that the 2023 Pastoral Care Code self-attestation report be noted.**



COUNCIL PAPER

TO	Members of Council
FROM	Dr Logan Bannister, Deputy Vice-Chancellor, Students
AUTHOR	Kirsty McClure, Director Te Pūrengi Student Experience and Wellbeing
DATE	10 June 2024
SUBJECT	2023 Pastoral Care Code Self-Attestation Report
DOCUMENT #	VUWC 24/67

Executive Summary

NZQA sub-delegates code administration responsibilities for the university sector to the New Zealand Vice-Chancellors' Committee. The Vice-Chancellors established an ongoing committee to oversee work under the pastoral care delegation on their behalf. This is the Committee for University Student Pastoral Care (CUSPaC). For 2024, the following reporting requirements are set by CUSPaC for the eight universities:

Code Reporting Requirements	Due Date to	Internal approval
Self-attestation on 2023 Pastoral Care Code.	1 July 2024	Sponsor DVC, Students.
Self-review (system-wide, future-focused).	1 November 2024	Sponsor DVC, Students. Self-review due to Te Hiwa September 2024; Council 21 October 2024.

The changes in format from the 2022 self-attestation report (approved by Council in January 2023), include a report on critical incidents and formal complaints. These two sections of the self-attestation report must be made public on our website from July 2024. The VUWSA President has endorsed the report.

**Recommendation
that the report be noted.**

2023 Self- attestation Report

Education (Pastoral Care of Tertiary and International
Learners) Code of Practice 2021

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Executive Summary

This report is part of the 2023 attestation process for the Education (Pastoral Care of Tertiary and International Learners) Code of Practice (2021), hereafter referred to as the Code. The attestation process is required through the Te Pōkai Tara–Universities New Zealand sub-committee on student pastoral care, known as CUSPaC.

As agreed by the CUSPaC committee, this report provides an overview of the approach taken at Te Herenga Waka–Victoria University of Wellington to ensure the wellbeing and safety of our taura. It describes the substantial progress made in closing the gaps identified in the 2021 self-review of the Code, along with new initiatives and enhancements across Code Outcomes 1-4.

In 2023, in response to the NZQA accommodation verification process for all tertiary providers, Te Herenga Waka documented the University's accommodation pastoral care system, which was assessed, and compliance verified, in relation to Outcomes 5 to 7 of the Code. In February 2024, evidence was collated to verify compliance with the International-specific Code Outcomes 8 to 12 and submitted to Te Pōkai Tara–Universities New Zealand. This self-attestation report does not include detailed information from these processes.

This self-attestation also provides the first reporting on taura complaints and critical incidents, as is required by the Code. Data gathered as part of this reporting will be used to identify trends, areas of concern, and opportunities for development. Included in these sections are definitions for each, an overview of the process and/or approach to managing complaints and incidents, 2023 data and accompanying analysis, and priority areas for 2024. For formal complaints, the priority areas are taura facing communications, tikanga Māori options, and data informed analysis of taura concerns. For critical incidents, the priority areas are critical incident procedures, centralised reporting, and postvention process enhancement.

The report also provides a selection of highlights and good practice from key focus areas across student services teams in 2023. These are organised under the themes of engagement and community building, inclusive environments, hauora, responding to local events, and the University's new learning management system, Nuku.

We would like to acknowledge the staff contributions to this report through the annual student services reporting completed by Student Services Managers, Tītoko leadership, Te Pūrengi leadership, members of the Student Experience Group and Student Risk Oversight Group, VUWSA President, Pasifika Students' Council, and VUWSA Advocate.

Introduction

Te Herenga Waka–Victoria University of Wellington experienced a period of significant change in 2023. Professor Nic Smith joined the University as Tumu Whakarae–Vice-Chancellor in January, and several new members of a reorganised Te Hiwa–Senior Leadership Team were appointed throughout the year. The University undertook a programme to achieve long-term financial sustainability and, in the short term, address a forecast deficit of \$33m. Senior leaders were asked to make significant savings in operational costs and, in some areas, in staffing costs. It was imperative to quickly find ways to address the financial sustainability of Te Herenga Waka to ensure the University would thrive in the future. While taura wellbeing and safety remained a priority, it is important to acknowledge the challenging and changing context in 2023.

Te Herenga Waka Strategic Plan and Frameworks

In response to the [2020-24 Strategic Plan](#), several frameworks were developed for faculties, schools, and central service units to use when forming their own strategic and operational plans. With the development of a new Strategic Plan for Te Herenga Waka in 2024, it is expected that some of these frameworks may be refreshed and changed to align them with emerging strategic priorities.

[Mai i te Iho ki te Pae](#) is the Māori Strategic Outcomes Framework. This framework was developed by the Office of the Tumu–Ahurei Deputy Vice-Chancellor, Māori and is a resource to help link what we do (activities) with what we want to achieve (outcomes). It is premised on the University’s Māori values and aims to promote a university community that enables a collective impact approach. We build on our iho (essence) as Māori at the University and extend beyond to the pae (horizon).

The Pasifika Strategy and Operational Plan (PSOP) 2025, was developed by the Office of the Assistant Vice-Chancellor, Pasifika (OAVCP), and the Pasifika Student Success team. This is a pan-University strategy for influencing and informing the University’s work with Pasifika across teaching, research, support, engagement, outreach, and recruitment. The plan encompasses three broad goals: growing the University’s Pasifika identity; supporting Pasifika student success; and supporting Pasifika staff success. The PSOP also includes the OAVCP Project Teams and the strategy document ‘Le Malaga a le Pasifika’ which provides the Pasifika cultural framework for the University.

[Te Ara Taupuhipuhi-Disability Inclusion Action Plan](#) sets out a commitment to ensuring disabled staff and taura are being supported to thrive and achieve their aspirations during their time here. Te Ara Taupuhipuhi builds on the success of the first Disability Action Plan, from 2017, which resulted in a significant increase in the number of disabled taura at Te Herenga Waka.

[Ngā Kīwai o te Kete](#) is the framework that has guided our taura engagement, primarily with the student associations and representative groups that are members of the Student Assembly. In 2024, this framework will be reviewed and refreshed to broaden the intent and engagement with the wider taura community.

Pastoral Care Code: Governance and Oversight

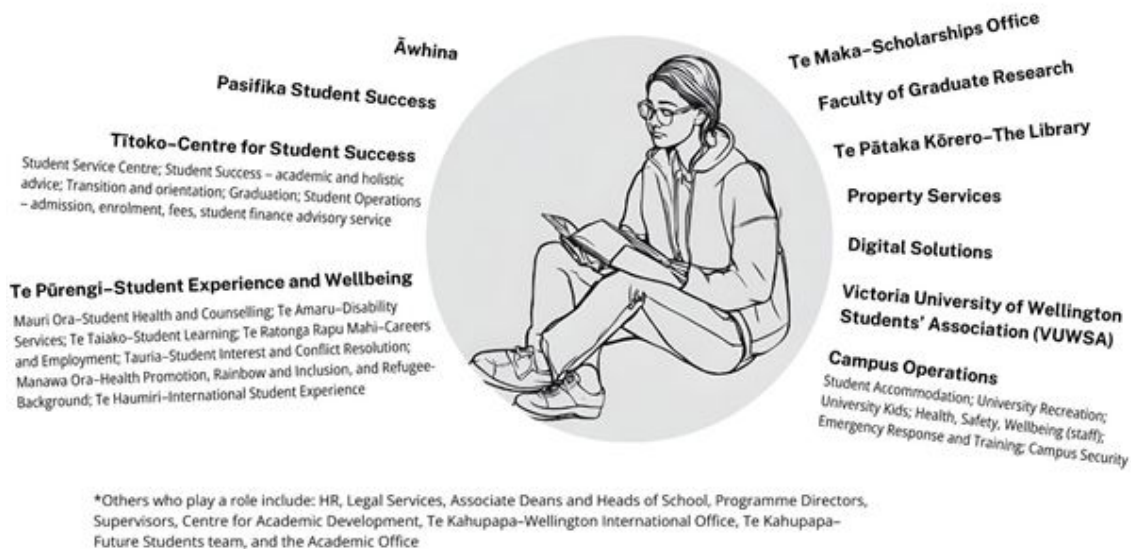
A new role of [Tumu Whakauru–Deputy Vice-Chancellor, Students](#) joined the University’s Te Hiwa–Senior Leadership Team (Te Hiwa) in October 2023.

A Student Experience Committee was established. Co-convened by the Assistant Vice-Chancellor, Mātauranga Māori, Assistant Vice-Chancellor, Pasifika, and Tumu Whakauru–DVC, Students, the Committee advises on, and monitors progress related to the Code, along with implementation of the Learner Success Plan, Te Ara Taupuhupuhi–Disability Inclusion Action Plan, Ki te rā–Student Wellbeing Outcomes Framework and Ngā Kiwai o te Kete–Student Engagement Framework. With members from student representative groups, Directors, and Associate Deans (Students), this committee meets every two months.

Throughout 2023, an update report on the Code was provided to the University’s Audit and Risk Committee as a standing agenda item for each Committee meeting, as an additional layer of assurance.

Student Services at Te Herenga Waka

The Te Herenga Waka ecosystem of services for taura is made up of a network of teams that work together to deliver in-person and on-line services, some for the whole taura community and others with a cohort specific focus. The diagram below illustrates the services, directorates, and a taura-centred approach.



A monthly cross-team meeting, with a rotating chair across student services managers, supports an integrated approach to operational delivery of student services. The purpose is to maintain and strengthen connections across student services teams, identify synergies and areas for collaboration, and provide a forum for discussions and follow-up actions on topics of shared interest.

In November 2023, Te Pūrengi—Student Experience and Wellbeing (Te Pūrengi) hosted a one-day symposium, ‘*Miharo: Services for Success*’, for around 150 staff. The aim of this symposium was to create an engaging day where staff could focus on their professional

development within a broader student services context. This new initiative, designed to foster innovation and support staff to try something new, grew out of our student services collective. The key themes for the day were centered on learning, collaborating, connecting, restoring wairua, and celebration. The focus of the symposium acknowledged the importance of the Code and highlighted professional standards across a wide range of student services specialisations. Staff feedback was positive.

“A highlight was gaining a more in-depth experiential understanding of the different services and how they support students.”

“I think ending the day with a panel of students who could talk with us directly about their experiences of student services, and their sticking points and suggestions for improvement, was a fantastic idea. It really brought it all home.”

Mental Health Support

Over the past 5 years, Mauri Ora–Health and Counselling (Mauri Ora), alongside other services such as Tauria–Student Interest and Conflict Resolution (Tauria–SICR), Te Amaru–Disability Services, and Te Kopanga, University Accommodation has developed an integrated model of care to support students with mental health issues.

Ninety-five percent of all taura who present to Mauri Ora with mental health or wellbeing concerns fit into the mild to moderate category. Since 2018, the service has partnered with external funders to expand the range and availability of services to taura. This has increased the number of clinicians working in the mental health space from 16 FTE in 2018 to 25 FTE in 2023, and includes five Student Support Coordinators working in the Halls of Residence (up from 4 FTE in 2018).

A team of 3 FTE Mental Health Coordinators (MHC) was developed further during 2023. Part of their role is to be a liaison between primary and secondary care, especially in complex cases. All acute presentations to the Emergency Department and Crisis Resolution Service (CRS) are flagged to the MHC team to ensure broad safety netting and management planning.

In response to taura voice, another focus for Mauri Ora has been the cultural diversification of its clinical team to better meet the needs of Māori and Pasifika students. In 2023, external funding provided by a contract with Te Whatu Ora to improve tertiary taura wellbeing has been used to:

- employ a Health Navigator who is also a Rongoā Māori practitioner. This role is designed to foster access to services based within Mauri Ora for both Māori and Pasifika taura.
- employ a Kaiārahi Taura (Senior Māori Counsellor) who incorporates Te ao Māori in all aspects of their practice and sits on the Mauri Ora leadership team. The incumbent in this role started in the position in early 2024.

Together these roles take the lead to ensure the principles of Te Tiriti o Waitangi in a health context are incorporated into the clinical governance structure and clinical policies and practices of the service. Early data for 2024 shows an increase in the numbers of taura engaging with counselling services as well as those utilising health services. Engagement by taura will be monitored during 2024 and changes to service provision made in response to feedback.

Mauri Ora also partnered with the Office of the Assistant Vice-Chancellor in 2023 in a successful effort to recruit a Counsellor (Pasifika). Such was the quality of applicants for the position, two were appointed; one with a counselling background and another with a social work background. There is a clear correlation between the appointment into these roles and an increase in Pasifika engagement in the counselling service provided by Mauri Ora, with September to December 2023 showing an increase of 20.51% over the same period in 2022.

Tauira with the most complex mental health or behavioural issues that may pose a risk to themselves, or others, are discussed in three multi-team committees:

- The Risk Assessment Advisory Committee (RAAC).
- The Wellbeing and Safety Review Committee.
- Offshore Student Risk Committee.

The first two committees meet weekly and include senior members of Mauri Ora, Te Amaru–Disability Services, Tauria–SICR, Te Kopanga, University Accommodation, and the Te Haumiri–International Student Experience (Te Haumiri–International) team. Senior members of Campus Security and Titoko–Centre for Student Success (Titoko) also attend RAAC. The Offshore Student Committee convenes on an as and when needed basis.

These committees share information about complex cases and the management of tauira, and coordinate safety netting and care plans. Those tauira with the highest risk profiles are escalated to the Risk Oversight Group to sign off on case plans and provide further guidance, where needed. The Risk Oversight Group meets monthly and as and when needed (in response to a serious incident), and includes the Director–Campus Operations, Director–Te Pūrengi, General Counsel, Director–Titoko, and Chair of RAAC.

2023 Have Your Say: Student Satisfaction survey

The Student Voice—Have Your Say survey is run in August as an annual survey for all tauira. The 2023 survey included questions to assess the academic, social, and university experiences for tauira at Te Herenga Waka. The survey obtained responses over three weeks from 4,605 currently enrolled tauira (23.7%). Relevant key findings include:

- Overall, 75% of tauira rated services and facilities as good/very good; Māori 74% good/very good; Pasifika 81% good/very good; international 83% good/very good.
- When asked whether they feel safe at this University, overall, 84% of tauira said they agree/strongly agree; 78% agree/strongly agree for Māori; 80% agree/strongly agree for Pasifika; 91% agree/strongly agree for international.
- 90% or more of taught tauira say lecturers are respectful, treat tauira equitably and fairly, and increase their enthusiasm for a subject.
- Both taught and research tauira indicated that 'feeling depressed, stressed, or upset', 'course/research load', and 'competing job responsibilities' were obstacles to their academic success.
- Only 38% of tauira agree that studying while covering costs of living is manageable. 81% worry occasionally to very often about their financial circumstances.
- The average score for tauira on the WHO-5 Wellbeing Index Score was 12, similar to previous years. A goal for the University is to move this to 13 and to improve hauora within our tauira communities.

Chaired by the Tumu Whakauru—DVC, Students, a student survey governance group was established in 2023 to oversee planning and reporting of student surveys at the University. Student surveys should be used to inform and improve the University's practices, policies, and strategies, and the new student survey governance group meets quarterly to discuss and decide on student survey matters, results, and action planning oversight.

University Student Association

The following input has been written by the 2024 Victoria University of Wellington Student Association (VUWSA) President.

VUWSA – Te Aka Taura commends the progress made by the University in aligning with the Pastoral Care Code requirements. We have actively collaborated with the University on initiatives like winter clothing drives to enhance pastoral care and student wellbeing. Our advocacy for universal lecture recordings, which has been ongoing for several years, resulted in the successful implementation of this policy in 2023, significantly improving educational access and breaking down learning barriers for students. This has been especially important due to the cost-of-living crisis, which has meant many students have had to undertake significant paid work hours alongside their study, often preventing them from attending all their lectures in person at the scheduled time.

While we appreciate the introduction of a complaints process, we note the need for improved communication to students about its existence and procedures. We advocate for more education and awareness campaigns regarding complaint submission. Currently, students do not have a high awareness of the policy or process, which means they are unlikely to use it if an issue arises.

We are excited to see the introduction of self-guided training courses for staff like 'Creating a Culture of Care'. We encourage all staff to engage with these modules. We hope to see these courses integrated into job descriptions and promotion pathways to ensure widespread participation. Furthermore, we emphasize the importance of pastoral care training for staff involved in work-integrated learning, including recognition, response, and referral protocols.

Lastly, we express concern about the lack of postgraduate student representation following the PGSA's dissolution. This gap may hinder meeting postgraduate student needs; we believe it necessitates efforts from the University and VUWSA to support student leadership, especially representative and equity groups, more effectively.

Comments also received from our current Pasifika Students' Council President are as follows: Pasifika Student Council was consulted on the Pasifika Strategy and Operational Plan (PSOP) 2025 and is pleased with the progress made. They eagerly anticipate continued collaboration in this area. The Pasifika Student Council has consistently advocated for Pasifika support staff at Mauri Ora. They have actively partnered with Mauri Ora and VUWSA to promote these services to students, receiving positive feedback. Encouraging student access to these services will address equity concerns and support proactive management of health and wellbeing. The Pasifika Student Council has played a crucial role in organising Pasifika week and orientation. They recognise the importance of both staff and student-led efforts in promoting these events and appreciate the importance of a collaborative nature to create the best possible experience for students in these endeavours.

Summary of progress against gaps from 2021 self-review

2023 FULL YEAR UPDATE	STATUS
Outcome 1: Strategic goals and strategic plans to support the wellbeing and safety of their learners. Processes 1, 2 and 3 Clauses 7(1); 7(3); 8(1); 8(2); 8(3); 9	
<p>Develop a Ki te rā Student Wellbeing Outcomes Framework that sets out strategic objectives and priority actions for supporting the wellbeing and safety of learners.</p> <p>Commentary / update:</p> <p>In 2023, Ki te rā was drafted and further consultation carried out with taura and staff, which highlighted strong support for the approach taken. Ki te rā builds on the good work already carried out with key outcomes that enhance hauora, and empower taura to thrive while reaching their potential. The framework includes four key parts and an action plan:</p> <ul style="list-style-type: none"> ○ Te Whakauru me te Whakarite Embed and Prepare ○ Te Anganuitia Address ○ Te Whakamana me te Whakaara Ake Empower and Uplift ○ Te Mōhio, te Whakautu me te Ārahi Recognise, Respond and Refer <ul style="list-style-type: none"> • Ki te rā and the action plan were endorsed in March and May 2024, by Te Hiwa and Council respectively. Ki te rā and the consultation that informed it can be found here: www.wgtn.ac.nz/students/support/pastoral-care-code/wellbeing-outcomes-framework • 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 faculties, schools, and central service units, even if not named directly, will draw from this document when developing their own plans. • In 2024, a Ki te rā: Student Wellbeing Outcomes Framework Working Group has a leading role in the implementation of Ki te rā. This Working Group will comprise of taura leaders (2-3), professional staff (2-3) and academic staff (2-3) with wellbeing expertise. The Working Group will be guided by a Terms of Reference, and will establish the phased delivery of the action plan. The Working Group will provide regular updates to staff and taura on the implementation of the Framework. 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, Te Hiwa, and the Student Assembly. Responsibility holders for primary actions will 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 Tumu Whakauru—DVC, Students. 	

Outcome 1: Responsive wellbeing and safety systems. Process 4 Clause 10(1)	
<p>Referral pathways to manage taura concerns and identify emerging trends.</p> <p>Commentary / update:</p> <ul style="list-style-type: none"> • Progress was made in 2023 with using a range of case management and data analytics systems to identify emerging wellbeing concerns. All Tītoko Student Success Advising staff now use a 'Power BI Report', which pulls data from Nuku (the University's learning management system) and gives real time information about first year taura engagement within all their courses. This function enables Tītoko Student Success Advisers to have a more in-depth understanding of taura level of engagement and aids the identification of any emerging concerns. For returning taura, the team still relies on academic colleagues to refer taura for support. • Student Success Advising teams received the Recognise, Respond and Refer training, developed by Mauri Ora and Tauria–SICR, which equips staff with practical skills to identify emerging wellbeing concerns in taura and knowledge of appropriate referral pathways. • Release of the <i>Creating a Culture of Care</i> module which introduces staff to the Code and their role in recognising, responding, and referring taura to appropriate support depending on needs. • The Risk Assessment Advisory Committee continues to meet weekly to have a multidisciplinary approach to the University's response to high-risk cases and identify trends that could contribute to emerging well-being concerns. • Escalation Procedures for 'Emerging Concerns' document was launched in December 2022. All key stakeholders (Āwhina, Pasifika Student Success, Tītoko, Mental Health Coordinators (Mauri Ora), Te Haumiri – International, Professional Programme Office, Faculty of Graduate Research, and Tauria–SICR) were consulted, briefed and trained on the process. • Towards the end of 2023, after the release of Kurawai (the University's new CRM), system wide issues have been identified with the inter-service referral functionality. This limits clear oversight when a referral has been made between services. Referrals can occur in an ad hoc way, and it is currently not possible to provide data with an overview of the extent of referrals made. In 2024, work is underway to improve the system functionality to make referrals easier to use and increase the oversight of how referral pathways are functioning, led by the Tītoko Student Service Centre. 	
Outcome 2: Learner Complaints. Process 2	
<p>Develop a complaints oversight process that enables a consistent approach for staff managing complaints across the University.</p> <p>Commentary / update:</p> <ul style="list-style-type: none"> • A new case management system was custom built for Tauria–SICR. This new system enables the University to have a data-informed overview of the nature of taura complaints. • A complaint form was developed this year and is accessible through Pūaha (student portal) for enrolled taura. More work is required to enhance this form during 2024, in collaboration with VUWSA using taura feedback. • Website content provides more information about the complaints process. A focus for 2024 will be making this more accessible and easier for taura (and staff supporting taura) to navigate. • An intranet page as a "Guide for Managing Complaints" was developed to support staff to follow appropriate complaint processes. 	

- Improvements were identified on how the complaints process can be better aligned with a tikanga Māori process. This work is planned for 2024, in collaboration with the Office of the Tumu Ahurei–Deputy Vice-Chancellor, Māori.

2023 Enhancement Update

Key required processes	Status	Initiative / project	New / Enhancement	Initiative Lead
OUTCOME 1: A learner wellbeing and safety system				
(1) Strategic goals and strategic plans		Ki te rā–Student Wellbeing Outcomes Framework	New Implementation is underway in 2024.	Te Pūrengi
(2) Self-review of learner wellbeing and safety practices		Te Ara Taupuhupuhi–Disability Inclusion Action Plan		
(3) Publication requirements		Current Students web hub project. Student publications review.	Enhancement Ongoing projects in 2024.	Student Communications
(4) Responsive wellbeing and safety systems <i>Note: Activities here currently a combination of green and orange.</i>		<i>Staff Supporting Students</i> intranet site. Recognise/Respond/Refer training refresh. Staff training project. Improvements to technology – Kurawai and Pūaha enhancements.	Enhancement Ongoing projects in 2024.	Te Pūrengi Titoko Digital Solutions Human Resources
OUTCOME 2: Learner voice				
(1) Learner voice		Student survey governance group established, chaired by Tumu Whakauru–DVC, Students. VUWSA representation included. Student Experience Committee established co-convened by AVC, Mātauranga Māori, AVC, Pasifika, and Tumu Whakauru–DVC, Students. Tauria representation included.	New In place for 2024.	Tumu Whakauru–DVC, Students
(2) Learner complaints		See gap update above.	Enhancement Ongoing projects for 2024.	Te Pūrengi
(3) Compliance with the Dispute Resolution Scheme			On website.	Te Pūrengi
OUTCOME 3: Safe, inclusive, supportive and accessible physical and digital learning environments				
(1) Safe and inclusive communities		Anti-racism initiative Emergency management refresh	New Ongoing initiatives in 2024.	Office of Tumu Ahurei–DVC, Māori HR Health and Safety
(2) Supporting learning participation and engagement		Learner analytics, early intervention, embedding holistic advising model Established in 2023 new Learner Analytics Group – sub-committee of Learning and Teaching Committee	New Ongoing in 2024.	Āwhina Pasifika Student Success Titoko Te Pūrengi

(3) Physical and digital spaces and facilities		Services at Te Aro VicBooks co-design of flexible space for taurira Level 2 The Hub use of space	New	Tītoko COO Group
OUTCOME 4: Learners are safe and well				
(1) Information for learners about assistance to meet their basic needs		VUWSA and Student Finance Advisors partner on initiatives to support taurira with cost-of-living crisis.	Enhancement	Student Operations
(2) Promoting physical and mental health awareness		Review of health promotion functions, underway and planned for 2024. VUWSA and Mauri Ora collaborated to redesign health and counselling web content and navigation. Refreshed health promotion.	Enhancement	Te Pūrengi Student Communications
(3) Proactive monitoring and responsive wellbeing and safety practices		Next of kin and emergency contacts for under and over 18 taurira. Emergency management refresh led by Health, Safety and Wellbeing team in Campus Operations.	Enhancement Ongoing in 2024.	Te Pūrengi Campus Operations

Code Outcomes 5 – 7:

In May 2023, Universities New Zealand (UNZ) undertook an extensive accommodation site visit in conjunction with NZQA to verify pastoral care system compliance with the Code. Feedback on the high standard of care and support provided by Te Kopanga–Accommodation Service was positive, with pre-arrival pastoral care planning highlighted as a best practice example within New Zealand.

Code Outcomes 8 – 12:

In February 2024, in accordance with the 2024 Code International Outcomes 8 to 12 verification process, documents and relevant weblinks were compiled and submitted to Universities New Zealand. These outcomes and processes are met through collaboration between Te Kahupapa–Wellington University International, Marketing, and the Te Haumiri—International team in Te Pūrengi. This verification process evidenced compliance with the Code and provided an opportunity to reflect on areas to prioritise as part of a cycle of continuous improvement.

Formal Complaints – 2023 Overview

This section provides an overview of the formal complaints the University received in 2023, as required by the Code clauses 10.3g and 13f. This section is written in accordance with NZQA Complaints and Critical Incidents Guidance.

This section of the self-attestation will be made publicly available on the University's website to support transparency and openness regarding the University's complaints procedures to meet our Code reporting requirements.

Definition

As agreed with VUWSA, for this report complaints are defined as:

1. accepted under a formal complaints process, either within the University or to an external agency (this does not include informal or alternative resolution processes)
 - a. a 'formal complaint process' is defined as any complaints against the University which follow either a formal staff conduct process (as per the staff conduct statute) or are complaints that cannot be initially resolved with the service manager and are escalated to Tauria—SICR, a Director or a member of Te Hiwa for resolution (or Te Kopanga, University Accommodation for Halls based complaints)¹.
2. must relate to the Pastoral Care Code.
3. must be against the institution (including complaints about staff), this does not include complaints against tauria.
4. must be significant and material.

This definition was informed by NZQA guidance to support tertiary institutions to uphold the obligations of the Code. VUWSA was consulted in the development of this definition.

It is important to note that some tauria may raise a concern as a 'formal complaint'; however, when the complaint is successfully resolved through informal/alternative resolution processes at the University, it is not considered as a part of this definition.

Te Herenga Waka Formal Complaints Process

Tauria can find information about the complaints process and support options from a specific section of the Tauria—SICR section of the University's [website](#).

In most cases, complaints relating to issues concerning tauria will be referred to the [Tauria—SICR team](#). Complaints by tauria that relate to the University, its systems or its staff, are referred to the operational area's manager that is most appropriate. Tauria can also make a complaint to the manager of a service directly.

The University aims to take a restorative approach to its complaints and endeavours to work with tauria to resolve the matter at the lowest level possible. If tauria are unsatisfied with the outcome of their complaint, it can then be escalated to the relevant Director or Te Hiwa

¹ Currently, the University does not have a centralised method to report on any complaints that are addressed and resolved by Deans. These are often academic concerns and if they are not resolved, they are escalated to an 'Academic Grievance', which is a formal University process and is recorded in the table below.

member for review. If taura are not satisfied with this outcome, taura can raise their concern with the relevant external agency. For most complaints relating to the Code, Study Complaints/ Ngā Amuamu Taura 'Study Complaints' is the most appropriate service.

Role of the Tauria—SICR Team

Once a complaint from taura is received, it is reviewed by the Tauria—SICR team. The Advisor who receives the complaint will action it in line with the regulations, policies or procedures it relates to.

They consider the following things:

- risks or safety concerns that need addressing to make sure everyone involved is safe.
- what taura support (including cultural support) needs might be, how they have been impacted, and how to work alongside the taura to ensure the University can minimise the impact of the situation on their hauora, studies and other areas of their life.
- the most appropriate person or operational area of the University to refer the complaint to for any further action.

Once investigated, the outcome is communicated to the taura and any other relevant parties who have been involved.

Formal Complaints 2023

	Internal University process				
Complaint Type	Total	Partly upheld/upheld	Not upheld	Unresolved	Withdrawn
Staff conduct	4	1	2	-	1
Service Provision	1	-	-	1	-
Academic Issue	2	1	1	-	-
Accommodation	1	1	-	-	-

	External Process				
Complaint Type	Raised to an external agency	Upheld	Dismissed	Withdrawn	Still under investigation (as at April 2024)
Staff conduct	-	-	-	-	-
Service Provision	3	1	-	1	1
Academic Issue	2	-	-	1	1
Accommodation	-	-	-	-	-

Staff conduct processes can often be difficult for taura as there are several employment law regulations which govern these processes and specify what information can be shared with taura.

It is also important to note that these relatively low formal complaint numbers do not indicate taura are not forthcoming with their concerns. Rather, it highlights the University's approach to resolve all concerns at the lowest level and use restorative approaches where possible.

Areas of Focus for 2024

Based on feedback received as a part of the University's Anti Racism Initiative, the University aims to continue to better meet the needs of taura Māori who want to share a concern or make a complaint. Whilst the University does have a tikanga Māori process embedded into its staff and taura conduct statutes, feedback from taura Māori is that the current options do not meet their needs and further work and resourcing is required in this space.

In 2024, the University plans to improve website content so that it is simplified, more accessible to learners from diverse backgrounds and easier to navigate. This also includes modifying the complaints form so that it clearly outlines the range of options that are available for taura when they make a complaint.

After the launch of a bespoke case management system for the Tauria—SICR team, the University now has enhanced capability to identify trends related to taura concerns/complaints. A focus for 2024 will be using this aggregated data to identify areas of priority and opportunities for growth relating to taura complaints.

The University currently has no central way to record and report on any complaints that are addressed at the Deans level. This will be an area to review, so accurate data from across the institution is represented in these reports.

Critical Incidents – 2023 Overview

This section provides an overview of the taura critical incidents which fall within the definition provided below, as required by the Code clauses 10.3g and 13f. This section is written in accordance with NZQA Complaints and Critical Incidents Guidance.

This section of the self-attestation will be made publicly available on the University's website to meet our Code reporting requirements. In 2024, this is the first year of such a report being published; moving forward these reports will support a broader understanding of potential trends and opportunities for change.

Definition

A critical incident is defined as an unanticipated, major, traumatic event with a widespread and significant effect on taura. It is likely to have a stressful impact on the University community and will require immediate action since it may overwhelm the coping strategies of either an individual or group.

The definition includes an incident that occurs on University property or off-campus while undertaking University-related activities, e.g. off campus field trips and teaching, cultural and sporting activities). Deaths are reported below when they occur: a) on campus, b) while undertaking University related activities, or c) where a taura was previously identified as a 'learner at risk'.

Responding to taura critical incidents

When a critical incident occurs, coordination and leadership is needed across a range of responding groups to respond to the incident, ensure safety and wellbeing, protect assets and operations, and minimise the impact on the community. Most incidents at the University

are handled within business-as-usual processes. In most tauria-related incidents, the Tauria—SICR team lead a coordinated response in collaboration with other relevant support services.

Tauria Critical Incidents 2023

Deaths ²	1 ³
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The above data was collected from Tauria—SICR’s case management database with input from Te Kopanga, University Accommodation.

Deaths are the most significant critical incidents to affect the tauria community. These tragic incidents are often multifaceted, and the response requires a delicate balance of respecting the privacy of the deceased whilst being transparent and open with impacted tauria. In situations where a tauria may have died by suspected suicide, the University works closely with Te Whatu Ora to ensure any risks of contagion are appropriately managed.

Comprehensive training initiatives at Te Herenga Waka are designed to equip staff with the skills and knowledge needed to effectively respond to emergencies. A first responder network is in place at the University, which includes Campus Security teams.

The Incident Management Team receives specialised training in Coordinated Incident Management System (CIMS). Regular emergency exercises are conducted to ensure proficiency in responding to a range of emergency events. This proactive approach ensures that teams are well-prepared to handle any situation that may arise. The training is ongoing and part of the University’s emergency management refresh.

Te Kopanga, University Accommodation has also recently developed online modules for their staff focused on emergency and critical incident procedures to ensure their training is bespoke to the unique tauria accommodation context.

Areas of Priority for 2024

A key priority for 2024 will be developing a University-wide critical incident procedure for all tauria-related critical incidents. This procedure will support greater clarity on the roles and responsibilities, especially clarifying VUWSA’s role in the University’s response processes.

In response to Code reporting obligations, more work is needed to socialise the definition that is outlined in this report to enable greater consistency with how critical incidents are defined and then recorded. Accurate data collection will assist with identifying trends and areas for further training or process refinement.

Tragic critical incidents requiring postvention processes, have a significant impact on the whole community and are also often complex and delicate processes for staff to coordinate. A priority for 2024 is to collaborate with community partners to increase organisational capacity and business continuity for this work which will support continuous improvement and staff wellbeing.

² This relates to students who were enrolled in studies in 2023 and the University was formally notified of their death.

³ Demographic data is not provided to ensure individuals are not identifiable.

Areas of Focus, Highlights and Good Practice Examples

In early 2024, student services teams completed annual reports on their service and activities from 2023. The purpose of the annual report is multi-faceted, including reporting through to the Advisory Committee on the Student Services Fee, which contributes funding to much of our student services activity. The annual report asks each service to respond to areas such as purpose and function, service delivery and evaluation, partnering with taurira Māori and applying Te Tiriti o Waitangi, themes on student engagement and feedback, and future enhancements planned. Below is a selection of highlights and good practice sourced from these annual reports, which are organised by themes for the purpose of this self-attestation report.

Engagement and community building

- Ra Māketete, run by the Āwhina team, was an opportunity to celebrate Te Wiki o te Reo Māori and Māori success, bring our Māori community together, foster whakawhanaungatanga, and support and celebrate pakihi Māori (Māori businesses).

“Reo Maori! Could hear it everywhere you went. Whanaungatanga. Hononga. The range of mahi was amazing too!”

- A rongoā (Māori medicine) workshop, run by a former Te Herenga Waka student, introduced participants to harvesting traditional plants and the types of plants used for different healing purposes, and included a hands-on workshop making a kawakawa and hempseed balm.

“Thank you for creating a safe fun space to learn, connect and laugh”

“Thanks so much for the kai, drinks and Rongoā, feeling very cared for”

- Pasifika Week, delivered in partnership by the Pasifika Student Success team and the Pasifika Students’ Council, celebrated and normalised Pasifika excellence and presence as an integral part of the University community. Highlights included the largest ever Pasifika careers expo, seeing student creativity displayed at the Pasifika Exhibition, Pasifika Cultural Night, and a Pasifika market for Pasifika owned businesses and Pasifika groups.
- In 2023, Pasifika Student Success took on lead responsibility for delivering Pasifika Orientation Week. A new initiative was a pre-orientation one day session which 48 students attended. Feedback was very positive, with students commenting that this improved their feelings about coming to university. The intention is to take this concept a step further and commence planning for a pre-orientation Pasifika camp, with the vision being to hold a two-to-three-day residential camp for all new Pasifika students in 2025.

“I am able to feel a sense of belonging after Pasifika orientation week because I know that I can walk into a new environment and be proud of who I am and never be embarrassed to embrace my appearance and culture”

- Te Haumiri—International hosted 14 events and facilitated the International Buddy Programme, pairing over 200 international students with partners from Aotearoa.
- UniRec Wellington launched several new initiatives aimed at encouraging and supporting students to undertake co-curricular activities that will help them stay happy and healthy while they study. Highlights include the new Recfurly Shield competition and the Running Hub pilot.
- Academic engagement monitoring through Tītoko:

- Tracking engagement of students identified as high needs when they commenced at Te Herenga Waka and those under academic progress restrictions; proactively reaching out to students that are not engaging in Nuku and/or submitting assessments to talk through their situation. Students are referred to other student services, as required.
- In Trimester 1 2023, Student Success Managers and Hall Managers met twice during the trimester to talk through engagement of all students enrolled under Provisional Admission and those hall residents that were not actively engaging in their course work and/or responding to outreach from their assigned Student Success Adviser.
- In cases where students are referred to Tītoko by the academic community, their assigned adviser first confirms with Āwhina, Pasifika Student Success, and International Student Experience if the student is engaging with their service. If not, the Tītoko Student Success Adviser reaches out to the student.
- If students are not responding to the Tītoko Student Success team, these cases are then escalated using the Escalation Procedures to relevant services, such as Mental Health Coordinators, Managers of Halls, Te Haumiri—International, and Tauria—SICR.

Responsive approach to local events and student support

- 2023 saw high levels of stress caused by the cost-of-living crisis. This was particularly notable in Wellington, where private student accommodation options are limited and often prohibitively expensive. Cross-collaboration, both internally within the University as well as with external stakeholders, meant we were able to provide regular and agile cost of living support to encourage student retention and positively impact student wellbeing.

“The team have noticed an increase in financial pressure with the cost of living and tauria working more to support themselves or their whānau which is impacting on their study and leading to stress and anxiety.” - Āwhina annual report.

- 576 students received winter energy payments. Established in July, these grants ran until 18 August and were awarded to students in flats who were impacted by increased electricity bills during the winter who were choosing not to use heating.
- Student Finance, in collaboration with VUWSA, ran winter clothing drives at all three campuses. On the first official day of winter 2023, students were able to pick up items—donated by staff—to help keep them warm during the colder Wellington months. This was followed by a generous donation of dress shirts to students who needed formal wear for graduation.
- \$24,000 was donated by alumni, which was matched by the Scholarships Office and the University Foundation, to fund 23 Cost of Living scholarships. Over 100 applications were received for this scholarship, which highlighted that escalating living costs were presenting numerous challenges to students and putting even more strain on already stretched financial situations.
- In partnership with VUWSA, and with support from several different University contractors, Te Herenga Waka staff offered free breakfasts to students every second Wednesday over winter.
- 94 students impacted by the devastation caused by Cyclone Gabrielle in 2023 were supported through our Student Hardship Fund, which received donations for this initiative totalling over \$13,000 from staff from across the University.

Hauora

- Building on the Foundation accreditation awarded by the Royal New Zealand College of General Practitioners in 2022, Mauri Ora gained Bronze Tier Cornerstone accreditation in 2023. Bronze is currently the highest tier in the programme. The external auditors noted the excellent clinical outcomes for Māori and Pasifika students compared to the national average in primary care, the service delivery model change undertaken by Mauri Ora over the past 5 years, and its commitment to providing a Gender Affirming Healthcare pathway.
- Mauri Ora Counselling trialled and implemented a new process to better assess needs and urgency for students booking initial appointments. This enables us to better direct students to the right service (e.g., same day, Health Improvement Practitioner, group intervention) and where needed to better prioritise urgent clinical needs, as well as Māori and Pasifika students. Students gave positive feedback and were left feeling connected and held, despite the wait time.
- Mauri Ora Counselling extended their group intervention offer with the introduction of an innovative EMDR (eye movement desensitization and reprocessing) group to support students facing traumatic incidents. The clinical outcomes were positive, and Mauri Ora will resume running this in 2024. A therapeutic group focusing on self-esteem and healthy relationships was also trialled and will be expanded. Preparation has started to develop a group to better answer the need for information and support for ADHD.
- The Associate Director Mauri Ora meets fortnightly with student representatives of Ngāi Taura and the Victoria University Students Association (VUWSA). Two actions from this feedback in 2023 were the provision of neurodiversity-focused professional development for Mauri Ora clinicians and initiating a review to improve the process for obtaining initial and repeat HIV PrEP prescriptions (this medication reduces the risk of HIV infection).
- Interns from the Faculty of Health developed 'Peer Wellbeing Tips' videos and infographic handouts as an alternative to wellbeing workshops.
- The Well360 programme, which helps students experiencing low mood and depression and focuses on the four key pillars of wellness - sleep, nutrition, stress and movement, had a greatly improved completion rate of 71%. This achievement is higher than the 55% completion rate in 2022 and 38% in 2021. The increased engagement and completion rate in 2023 could be attributed to the fact that the University Rec Fitness Team focused on making Well360 accessible and inclusive to all by reviewing the approach and refining models and resources.

" I feel the programme was a bit of a lifesaver"

"I really enjoyed the programme, definitely helped me get through a tough time"

Inclusive communities

- The Anti-racism Initiative (ARI), which was started in mid-2022, is a strategic priority for the University. It is a key driver in ensuring Māori, Pasifika, Black and other people of colour that make up the University community are less harmed by structural and interpersonal racism. The initiative has three workstreams: reporting, accountability, and policy; knowledge and education; and wānanga and student experience. Through an equity-centred design approach, the following has been produced:
 - A draft outcome statement and principles for the initiative
 - An approach to effecting change from the current state to our articulated outcome
 - Four student wānanga to listen and understand student perspectives involving over 60 students and 25 student associations

- A set of Anti-racism policy principles
- The integration of the Anti-racism policy principles into the draft update of the Equity Diversity and Inclusion policy
- Te Hāpai, which comprises seven different workshops, continues to support our staff community to increase their understanding of and engagement with Māori culture, language and Te Tiriti o Waitangi. Over 900 staff attended these workshops in 2023. There was also an emphasis on better promoting other existing workshops, and as a result over 100 staff participated in workshops on Engaging with Pasifika, Enhancing Rainbow Inclusivity and Building Intercultural Competency.
- Further development and enhancement to the Te Herenga Waka Pasifika Pillars community – a group that meets once a month and whose membership consists of Pasifika staff from most of the services, including the Pasifika Student Success team, and Pasifika academics where applicable. The purpose of this community is to support and normalise Pasifika and Pasifika practice to all students and staff, for example through collaborating and participating in initiatives such as Pasifika Week, Pasifika Graduation Celebration and Pasifika Orientation.
- Formation of an Indigenous Mobility & Internationalisation working group consisting of Māori student representatives, Āwhina staff, Māori Future Students staff, and Internationalisation Programmes/Wellington University International staff. This group meets every six weeks to progress work on enhancing Māori student access and participation to mobility and internationalisation opportunities.
- Te Haumiri—International introduced new anti-scam workshops for international students, acknowledging the unfortunate reality that international students are often targeted by scams.
- The Manaaki Prestart orientation programme for International scholarship students includes a session with Te Taiako—Student Learning on Te Tiriti o Waitangi in which scholars take part in a Mana Māori tour to learn about historical and contemporary Māori perspectives of Aotearoa.
- Utilising the Nuku platform, Te Amaru—Disability Services developed courses to support disabled students' use of the inclusive learning software, Glean and Read&Write. Due to the popularity of Read&Write amongst students and staff, Digital Solutions has now taken over funding this.

“Life changing. Before glean I was unable to attend lectures in person and always felt behind. Now I’m able to attend lectures and have had the most successful trimester in 6 years.”

- An overhaul was conducted of the academic inclusion services that are available for disabled students and how these are communicated to ensure they are scalable, sustainable and easy to access. In response to an increased interest in disability from academic staff, Te Amaru—Disability Services streamlined and increased the effectiveness of Disability Inclusion Arrangements, which share the impact of a student's disability on their participation and learning and outline inclusive strategies for success.
- Te Amaru—Disability Services championed the use of lecture content recordings to increase the accessibility of the University for disabled students, in response to a significant number of disabled students expressing their need for this. This has now become University policy.
- Rainbow and Inclusion focused on student wellbeing and community development. Initiatives included one-on-one adviser appointments, student-led peer-support incorporating the Te Tapa Toru model of whanaungatanga, access to gender affirming care, and financial support for students to legally change their name or sex marker. In

2023, we streamlined how we update student information in University systems, including preferred names. Improving communication with rainbow students was also a priority, leading to the redesign of the Rainbow hub webpage as a central knowledge hub and reestablishment of a community newsletter.

- While improving inclusive practices across the University remains a significant area for development, a success has been the introduction of rainbow self-identification at enrolment, facilitating increased outreach and better approximations of the size of our rainbow student population to demonstrate the need for continued investment in rainbow inclusion.
- The Refugee Background Adviser partnered with the student magazine, Salient, to support two refugee-background students to co-edit an edition focused on refugee and migrant stories.
- Te Pātaka Kōrero–The Library undertook a revamp of the entrance space:

“One place where we saw room for improvement was our spaces, especially the entrance on level 2. Based on student voice and feedback, we opened spaces up by taking down walls and bringing in a more relaxed sociable space that our users could use, even after the library is closed, making it a welcoming, safe environment that can be used at any time of the day.”

Nuku, Learning Management System

Nuku, the University’s learning management platform, was launched in October 2022 and, since 2023, has been used extensively to support learning and teaching across courses in all faculties. As part of the Nuku project, a hub for [Study and self-help resources](#) was co-designed by students and staff from Te Taiako–Student Learning and Te Pātaka Kōrero–The Library.

With increasing numbers of student services teams developing content for Nuku, the need for quality assurance was identified. A cross-team working group was convened to develop a process to ensure student services content is well-designed and presented as a cohesive suite of courses. A plan has also been developed to use Nuku for communication with students for key global messages.

Nuku is also used as a platform to foster engagement, connection and support for student communities, including taura Māori, students on scholarships, and students in each of the Student Accommodation halls. Communities for Pasifika students and international students are currently in development and plan to go live in 2024.

Finally, Nuku has been used as a platform for staff training related to the Code where we can house training courses and monitor staff engagement and course completion. Two core courses that are now on Nuku are:

- ‘Creating a Culture of Care’ which introduces all staff to the Code and their role in recognising, responding, and referring taura to appropriate support.
- ‘Privacy Fundamentals’ which introduces staff to the fundamentals of privacy and safe handling of personal information.

Closing remarks

In 2023, significant progress was made in closing gaps and further enhancements identified in the 2021 Code self-review. Continuous improvement remains a focus, which will be captured through the 2024 self-review process. Additionally, a new Te Herenga Waka Strategic Plan will be developed in 2024 in which hauora is a priority.

The University's financial sustainability programme and other priorities meant that the launch of Ki te rā–Student Wellbeing Outcomes Framework was delayed until Q1 2024. It is likely that reduced staffing will continue to have an impact in 2024 and teams will continue to work collaboratively to come up with creative solutions to staffing challenges.

Alongside these challenges, key new appointments, such as specialist Māori and Pasifika roles at Mauri Ora, will enhance taura pastoral care. Working alongside other Te Hiwa members, a priority for the Tumu Whakauru–DVC, Students is to develop an integrated support model built for retention which will contribute to many of the objectives in the Code. This strategic approach continues to be a focus in 2024.

Agenda Item 13

Student President reports

- To receive:**
- 1 a report from Ms Marcail Parkinson, VUWSA President (document VUWC 24/68a)
 - 2 a report from Ms Te Waikamihi Lambert and Ms Sterling Maxwell, Ngāi Taura Co-Presidents (document VUWC 24/68b)

- To resolve:**
- 1 **that the report from the VUWSA President be noted.**
 - 2 **that the report from the Ngāi Taura Co-Presidents be noted.**

VUWSA - Te Aka Tauira President's report to University Council

17th June 2024

Kia ora University council members,

Please find my report below – I have included a general oversight of the key events, issues and initiatives which VUWSA has been involved with over the last few months. If you have any questions or would like further information about anything before or after the council meeting, please feel free to contact me at president@vuwsa.org.nz

Key student Issues:

Mental health and wellbeing:

Mauri Ora was reporting a significant increase in counselling demand earlier in the year however this seems to have subsided. Students seem to now be accessing support proactively and setting themselves up with good coping mechanisms before the high stress points of the year have hit. There has also been a great response to the new Māori and Pasifika practitioners which an increase in demand for services from both demographics.

We are still in a youth mental health crisis and so seeing a switch towards more proactive attitudes around accessing care is encouraging.

Wellbeing and physical health is still a major issue for many students due to the cost of living crisis and poor living conditions. As most students must take on paid work on top of their studies in order to afford to live in Wellington they are often spending 60-80 hours a week juggling work and study. This leads to exhaustion and low immunity, they are then often returning to cold, damp and moldy homes where they cannot afford decent food or heating. The combination of these factors means that many students are constantly battling illness, especially over winter and this disadvantages their study.

See more – [people's inquiry into student wellbeing](#)

Cost of living:

The cost of living is continuing to make it difficult to be a student in Wellington.

The current maximum student loan/allowance amount per week is \$316.39 while average rent per room in Wellington is still sitting at just over \$250 a week (according to the most recent rental price index by Trade Me the median rental price for a whole rental property in Wellington is \$670 per week representing a 3.1% increase for the region in the last year).

With the additional loss of public transport discounts for under 25s, removal of free prescriptions and many other subsidies which were previously in place for students many students are going hungry or having to live out of their cars in order to continue studying and living in Wellington.

Government Budget key student concerns:

Tertiary education:

We are incredibly disappointed to see the lack of support for tertiary students and education in the 2024 government budget. The fee maximum increase of 6% and continued funding under inflation puts universities in the uncomfortable position of continuing to use students as cash-cows and a step away from treating higher education as a public good. VUWSA are incredibly concerned about the implications of these points for both students and the university and warn against taking the high percentage increase of fees. We will continue to campaign to the government for better student support including a study wage for all (universal student allowance), paid placements and free public transport.

The change from first to final year fees free is also a concerning move – although it may help students to get over the line in completing their degree it will make it less likely that first in family students or those who are already struggling with the cost of living to begin their university journey due to the upfront cost of studying.

The ongoing underfunding of the tertiary education system alongside the encouragement for universities to make students pay more to study will harm our education and wider communities. This budget makes it harder and more expensive to be a student at a time when we should be encouraging and supporting education as much as possible both to ensure a healthy workforce and to help combat the rise of misinformation through teaching critical thinking.

Poverty:

We are concerned that this budget entrenches poverty, taking key services and subsidies away from those most in need to provide relief for the wealthy. Increasing debt to pay for tax cuts which disproportionately benefit the wealthy is a disgraceful move from the government.

Students are at high risk of living in poverty and the removal of services and lack of support for those in financial hardship will result in wellbeing issues.

Mental Health:

This budget is lacking in mental health support for young people, the continued underfunding of our mental health services and staff means that suicide rates will continue to stay high and signals to our young people that their problems are not taken seriously by the Government. This is disappointing, and VUWSA will continue to support and promote campaigns and initiatives such as the mental health matters movement and Paid Placements for nurses and mental health workers.

Key Initiatives, Campaigns & Wins:

VUW for a Living Wage:

VUW for a living wage is an alliance of staff, students, alumni, and community members, all advocating for Victoria University of Wellington (VUW) to become an Accredited Living Wage Employer.

We believe that the failure to pay the Living Wage diminishes VUW's standing in the Wellington Community, fundamentally damaging the university's reputation as a cornerstone institution in the city.

Wellington is a national Living Wage leader, with over 150 Living Wage employers. Notably, almost all of the Region's councils are proud Living Wage employers, such as Wellington City Council, Hutt City Council, Porirua City Council, Kapiti District Council, and now Greater Wellington Regional Council. The Public Service pays all its directly employed and contracted cleaners, security guards, and catering staff the Living Wage. Other large and iconic Wellington employers, such as the Parliamentary Service, Westpac Bank, Scopa Restaurant on Cuba Street, Garage Project, and mana whenua such as Ngāti Toa Rangatira, are just a few of the many who have stepped up to pay the Living Wage. All these businesses and organizations have made a deliberate choice to play their part in creating a Living Wage city. This ethical practice has become so widespread it is now becoming rare to find a cleaner not receiving a Living Wage. Hence, VUW, as one of the City's largest employers, stands out as an employer not meeting the standards set by the rest of the community.

We are also concerned that paying staff below the living wage is a reputational issue amongst other universities, our tutors have the lowest starting wage of any university in Aotearoa despite our university being based in one of the most expensive cities in the country to live in.

The following has been taken directly from the paper written by VUW for Living wage to be presented to the university council for discussion which was not carried forward:

Reputational Risk: Out of Step with other New Zealand Universities

The decision not to commit to paying the Living Wage places VUW at a reputational disadvantage to other universities across Aotearoa.

Auckland University and Massey University all pay their tutors at least the Living Wage. The University of Canterbury (UC), one of Aotearoa's fastest-growing universities, committed in

2023 to paying all of its directly employed workers the Living Wage as a minimum. The following paragraph is included in the agreed-upon terms of settlement for the UC staff collective agreement:

“For the duration of the two year term of these Collective Agreements, at each pay review date (being the first pay period in each of 2023 and 2024), the Employer will commit to paying each employee whose work is covered by either Collective Agreement at a rate that is at least the then applicable Living Wage rate as published by the Living Wage Movement Aotearoa New Zealand during the preceding year (i.e. the Living Wage Rate that will have taken effect in September of the preceding year)

Lincoln University similarly ensured that no staff member received less than the Living Wage in its 2022 to 30 June 2024 remuneration policy within the Staff Collective Employment Agreement. It is stated below:

“Employees covered by this Agreement will be paid no less than the Living Wage as assessed by Living Wage Aotearoa. The Living Wage adjustment will be applied annually on 1st January each year.”

This decision by two Christchurch-based universities has provided students with the ability to learn and work while receiving enough to get by and live decently. Coupled with the low cost of living in Christchurch, this makes it an incredibly attractive location for students to study.

The cost of living in Wellington is high, and students bear the brunt of it. This was acknowledged by Vice Chancellor Nick Smith, who stated that 'the cost of living does affect students... and the cost of living in Wellington is particularly high.' Students in Wellington pay an average of \$250 per room, requiring full-time students to work long hours just to cover their basic costs. Victoria University Student Association President Marcail Parkinson provided the following statement for this paper:

"The reality for students living in Wellington is that they need a job to cover their expensive rent and have enough to put food on the table. The University wonders why student numbers are declining. It's because high school students hear about the high rents and costs their siblings and older friends are paying and are not interested in facing that challenge in Wellington. If VUW paid a Living Wage, this could be an advantage for us, showing that the University has its students' backs and wants to do all it can to ensure they succeed. By not only paying the Living Wage but also championing it in the Wellington region, more employers in Wellington would pay the Living Wage, benefiting students. We need to stop talking about the cost of living and act. Paying the living wage at VUW is a tangible action that VUW could make to take the cost burden off students."

Not addressing the high cost of living by offering a Living Wage to VUW students and staff may harm the University's national reputation. This is due to VUW being out of step with other similar universities across the country, hindering VUW's reputation as a place where 'learning flourishes'.

Student Justice for Palestine:

The Student Justice for Palestine group on campus has continued to organise a number of campaigns and initiatives on campus many of which have been supported by VUWSA. Some key achievements have been partaking in the National Day of Action with a protest in solidarity with Palestine, the successful campaign to remove the Israeli embassy essay prize at the university, and a number of lectures and educational events. A statement from the SJ4P group has been included below.

SJ4P Statement for Uni Council

Over the last few weeks, there have been significant student mobilisations and demonstrations in Wellington and across Aotearoa in solidarity with Palestine. At Te Herenga Waka, a pro-Palestine student and staff movement continues to grow in pursuit of an academic and cultural boycott of the genocidal state of Israel.

We are glad to see that the University has finally taken a critical step forward in declining funding from the Israeli Embassy for its Essay Prize in Political Science and International Relations. However, this is not all that must be done. Our demand is that the University must disclose its investments, divest and end ties with all companies complicit in Israel's genocide and occupation of Palestine, in particular those investments of the VUW Foundation Board.

Disclosure is essential. It is insufficient that the VUW Foundation Board is a signatory to the UN Principles for Responsible Investment. The PRI reporting offers very little transparency and does not provide students and staff access to any information that can guarantee the Foundation is not investing in arms, or other investments and companies complicit in Israel's genocide and occupation of Palestine.

Furthermore, asserting commercial sensitivity of investments does not absolve the Foundation of a moral obligation to the university community to act transparently and

disclose its investments and divest from Israel. The University should serve the students and staff who make the university run each day, not corporate trustees and wealthy alumni.

We are aware that the Foundation has a meeting on the 18th of June and that there will be discussions to ensure that the Foundation's investments are not tied to Israel's genocide and occupation of Palestine. We will launch a public campaign to guarantee a rigorous enquiry into this question, transparency over this process and to reiterate, disclosure and divestment from all investments and companies complicit in Israel's genocide and occupation of Palestine.

University Council Members ought to know that we will hold the University's social licence at stake over their boycott of Israel and support for the freedom of Palestine. You cannot teach students to act as the conscience of society and not expect us to apply what we learn.

Toitū Te Tiriti:

VUWSA have continued to back Toitū Te Tiriti actions, most recently the Hīkoi Ki Paremata on budget day. We are incredibly concerned about the current government's attitude towards Te Tiriti o Waitangi and will continue to fight for Tiriti justice alongside our treaty partners Ngāi Tauira. This includes a range of campaigns including the continued push to have the Ngāi Tauira executive remunerated in line with the VUWSA executive to strengthen our position as having equal status as is defined in our MoU and Te Tiriti statute (in accordance with the principle of Tino Rangatiratanga).

Sweat with Pride:

This year VUWSA and Salient have teamed up to form a team for the 'Sweat with Pride' challenge, VUWSA have also assisted the university Rainbow and Inclusion advisor in setting up a Te Herenga Waka team for staff, students and friends of the university. The challenge's aim is to partake in at least 21 minutes of exercise each day in June (pride month) to fundraise for rainbow charities and help them provide life-changing support.

From the Sweat with Pride website:

“Schools, workplaces, and doctors’ offices are still not safe places for many of our communities and it’s putting lives at risk.

More than half our rainbow whānau have experienced mental illness. One in five of our rainbow rangatahi (youth) have attempted suicide. And STIs like syphilis, mpox and HIV are still far too common in our community.

Work up a sweat for at least 21 minutes every day this June and get your friends and family to sponsor you to fund life-changing support services for Rainbow Kiwis.

Every dollar you raise will directly support our Rainbow communities, and every move you make will supercharge your own wellbeing.”

Link to VUW/THW page:

<https://www.sweatwithpride.com/fundraisers/TeHerengaWaka>

Link to VUWSA/Salient page:

<https://www.sweatwithpride.com/fundraisers/salientxvuwsa>

Ngā mihi nui,

Marcail Parkinson

VUWSA – Te Aka Tauira President 2024

Uni Council Update

Ngāi Tauira

Hui time: June 17th, 2024 – Council Chambers

- 1. Korero to our ACCSF proposal for Ngāi Tauira komiti whakahaere honorariums**
- 2. Te Huinga Tauira updates**
- 3. General events updates**

Done: Halls visits, Pūrangiaho, activism mahi, kapa haka, sports

Upcoming: Stress free week, hauora challenges, Matariki, activism week

Agenda Item 14

Committee minutes

To receive: the following minutes:

- Audit & Risk Committee, 20 May 2024
- Finance Committee, 27 May 2024.

To resolve: **that the Committee minutes be noted.**



AUDIT AND RISK COMMITTEE
(a Committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 10.00 am to 12.30 pm on Monday, 20 May 2024
in the Victoria Room Level 2, Hunter Building

- PRESENT:** Hon Maryan Street, Chair
Mr John Allen, Chancellor
Professor Brigitte Bönisch-Brednich, Council Member
Ms Pania Gray, Council Member
Mr William Bell-Purchas, Council Member
- IN ATTENDANCE
COUNCIL MEMBER** Professor Nic Smith, Vice-Chancellor
- APOLOGIES:** Nil
- IN ATTENDANCE:** Ms Jackie Anderson, Acting General Counsel
Dr Logan Bannister, Deputy Vice-Chancellor, Students
Ms Rachel Bruce, Chief Financial Officer
Mr Mark Daldorf, Director, People & Capability
Mr Brendan Eckert, Associate Director, Business Partnering
Ms Leanne Gibson, Chief Information Officer
Professor Rawinia Higgins, Deputy Vice-Chancellor Māori & Engagement
Ms Susan Hockley, Group Financial Controller
Professor Margaret Hyland, Deputy Vice-Chancellor, Research
Mr Simon Johnson, Acting Campus Services Director
Ms Kirsty McClure, Director, Student Experience & Wellbeing
Mr Reece Moors, Director, Vice-Chancellor's Office
Ms Marianna Nicolaou, Associate Director, Financial Operations
Ms Cathy Powley, Director, Future Students
Mrs Rachel Scott, Risk & Assurance Lead
Ms Caroline Ward, Secretary to Council
- AUDITORS:** Mr David Borrie, EY
Mr James Rees-Thomas, PwC

24.15 WELCOME and APOLOGIES

- Noted:** 1 that the Chair led a Karakia and warmly welcomed everyone to the meeting. She acknowledged and welcomed Ms Rachel

- Bruce, the new Chief Financial Officer, who was attending her first Council Committee meeting.
- 2 that Ms Leanne Gibson attended the meeting on behalf of the Chief Operating Officer, Ms Tina Wakefield, who was on leave.
 - 3 that there were no apologies.

24.16 DISCLOSURE OF INTERESTS

- Received:** the Council disclosure of interests register.
- Noted:**
- 1 that there were no further disclosures of interests since the release of the meeting documentation and Committee members were reminded to inform the Secretary to Council of any updates between meetings.
 - 2 that Ms Pania Gray drew attention to her recent appointment as Acting Chair of NZQA. This appointment was listed in the interests register circulated with the meeting documentation.

24.17 MINUTES OF THE MEETING HELD ON 11 MARCH 2024

- Received:** the public Minutes of the meeting held on 11 March 2024.
- Resolved:** **that the public Minutes of the meeting held on 11 March 2024 (Minutes 24.01-24.04) be approved.**
- Gray/Bell-Purchas
Carried**

24.18 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

- Resolved:** **1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 14.**

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	

5. Minutes of the previous meeting held 11 March 2024	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Strategic Risk (SR) overview	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
7. SR deep dive on strategy, partnerships, and engagement risk card	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
8. SR deep dive on student recruitment & student experience risk cards	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
9. External audit management letter	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
10. Internal Audit (IA) management actions outstanding	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
11. Payroll IA report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
12. Trusted research Protective Security requirements IA report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
13. H&S quarterly dashboard	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
14. Auditor only session	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

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

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

Allen/Bell-Purchas
Carried



FINANCE COMMITTEE
(a Committee of Council)

Minutes of the Finance Committee meeting
held on Monday, 27 May 2024 from 1.30 pm to 2.00 pm
in the Victoria Room, Level 2, Hunter Building, and via Zoom

MINUTES

PRESENT:

Mr Alan Judge, Chair
Mr John Allen, Chancellor
Professor Richard Arnold, Council Member
Ms Kelly Mitchell, Council Member
Professor Nic Smith, Vice-Chancellor

APOLOGIES:

Mr David McLean, Council Member
Professor Maryan Street, Pro-Chancellor
Mr James Te Puni, Council Member

IN ATTENDANCE:

Ms Rachel Bruce, Chief Financial Officer
Mr Brendan Eckert, Associate Director, Business Partnering
Ms Susan Hockley Group Financial Controller
Mr John Knight, Chapman Tripp *via Zoom*
Ms Marianna Nicolaou, Associate Director, Financial Operations
Ms Tina Wakefield, Chief Operating Officer
Ms Caroline Ward, Secretary to Council

24.19 WELCOME AND APOLOGIES

- Noted:**
- 1 that the Chair welcomed everyone to the meeting and acknowledged Ms Rachel Bruce, the new Chief Financial Officer, attending her first Finance Committee meeting.
 - 2 that apologies were recorded from Hon Maryan Street, Mr David McLean and Mr James Te Puni.

Resolved: that the apologies from Hon Maryan Street, Mr David McLean, and Mr James Te Puni be sustained.

Mitchell/Smith
Carried

24.20 DISCLOSURE OF INTERESTS

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

24.21 MINUTES OF THE FINANCE COMMITTEE MEETING HELD 22 APRIL 2024

Received: the public Minutes of the Finance Committee meeting held on 22 April 2024 (Minutes 24.11-24.14).

Resolved: that the public Minutes of the Finance Committee meeting held on 22 April 2024 be approved.

Judge/Allen
Carried

24.22 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
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	
5. Minutes of the previous meeting held 22 April 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. Treasury report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. Kaikoura Insurance Claim – leased buildings	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.

Arnold/Mitchell

Carried

Agenda Item 15

Forthcoming Events and next Council meeting

To receive: a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 10 June 2024 regarding Forthcoming Events (document VUWC 24/69).

To note: that the next meeting of Council will take place on Monday, 29 July 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, 29 July 2024 be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	30 May 2024
SUBJECT	Forthcoming Events for June and July 2024
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 24/69

Executive Summary

Council members are welcome to attend the following events.

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. Register here.
Ian Gordon Fellow Public Lecture 2024	Tuesday 18 June, 6pm	Hugh Mackenzie Building, Lecture Theatre 205 (HMLT205)	Professor Christopher Stroud from the University of the Western Cape in South Africa will explore what passions such as desire, grief, rage, and love might tell us about language, in particular multilingualism. Register here.
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. Register here.

July

Inaugural Lecture by Professor Chris Bumby	Wednesday 17 July 5.30pm	Venue TBC	Chris Bumby is a Professor at the Robinson Research Institute. His research spans a broad range of materials engineering and applied physics. Invitations to come.
Growing our Future Tree Planting	Friday 26 and Saturday 27 July All day event.	Ohariu Valley	Join university staff and alumni for our annual tree planting. Invitations to come.

Agenda Item 16

Speaker: Professor Margaret Hyland

To receive: an oral report from Professor Margaret Hyland, Deputy Vice-Chancellor, Research, as a follow up to the Research reports presented at the 6 May 2024 Council meeting.

To resolve: that the oral report from Professor Margaret Hyland be noted.

Agenda Item 17

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 18

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 24/70).

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 19-29.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution	
19. Minutes of previous meeting held 6 May 2024	Privacy, commercial prejudice, commercial activities.	s9(2)(a), s9(2)(b)(ii), and s9(2)(i)	LGOIMA s48(1)(a)(ii)
20. 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)
21. Vice-Chancellor's 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)
22. Financial report to 30 April 2024	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
23. Realignment of Faculties	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)
24. Exit survey report	Privacy, confidential basis.	s9(2)(a), s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
25. Kaikoura Insurance claim proceeds – leased buildings	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)
26. National Music Centre	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

27. Committee reports and minutes	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)
28. Cyber Security briefing	Privacy, confidential basis.	s9(2)(a), s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
29. Council only time	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.

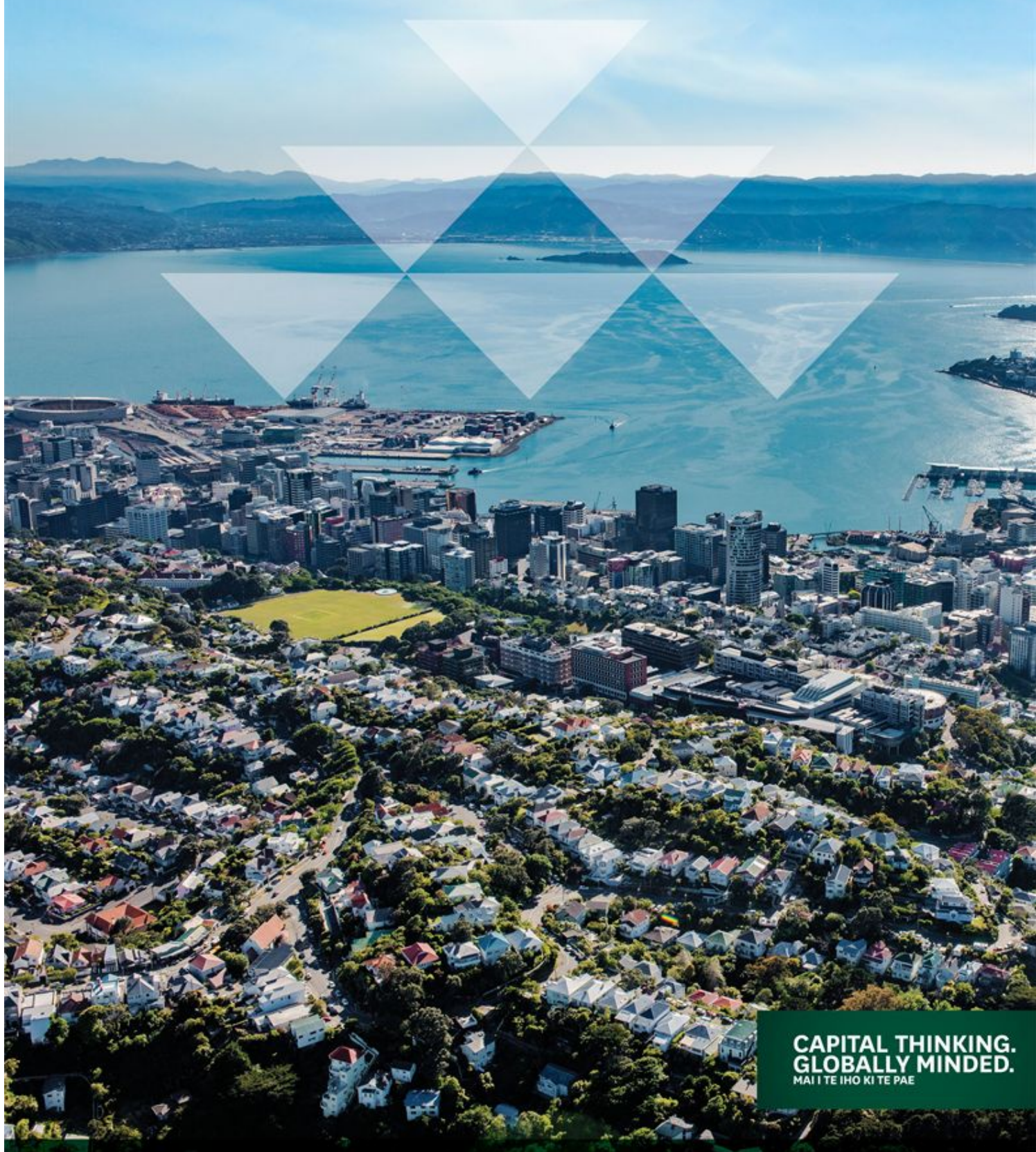
- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 29, because of their knowledge of the relevant matters identified above which will be of assistance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

Te Herenga Waka
Victoria University of Wellington

Council Manual



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA



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

EXECUTIVE SUMMARY

Te Herenga Waka Victoria University of Wellington

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

Strategic Plan

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

Ambitious research for transformative impact

Education preparing students for an extraordinary life

Engagement that depends relevance, impact and reputation

Equitable outcomes for all

Belonging to the Asia-Pacific region

Transforming the way we work.

Role of Council

The role of Council is to be the governing body of the University. The functions, powers and duties of Council are set out in the Education 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 31 May 2024

The Minister for Tertiary Education and Skills appoints four Council members and Council appoints eight (including the Vice-Chancellor). The Nominations Panel oversees the appointments process of the three external members. The Returning Officer and Secretary to Council conducts elections to determine two staff representatives and two student representatives.

Chancellor and Pro-Chancellor

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

Secretary to Council

The Secretary to Council is responsible for ensuring that Council procedures are followed, that the applicable rules and regulations for the conduct of the affairs of Council are complied with and that Council is efficiently managed.

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

Vice-Chancellor

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

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

Council procedures

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

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

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

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

Council committees

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

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

Council and member evaluations

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

Induction of new members

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

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

Members' remuneration

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

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1 INTRODUCTION TO THIS MANUAL

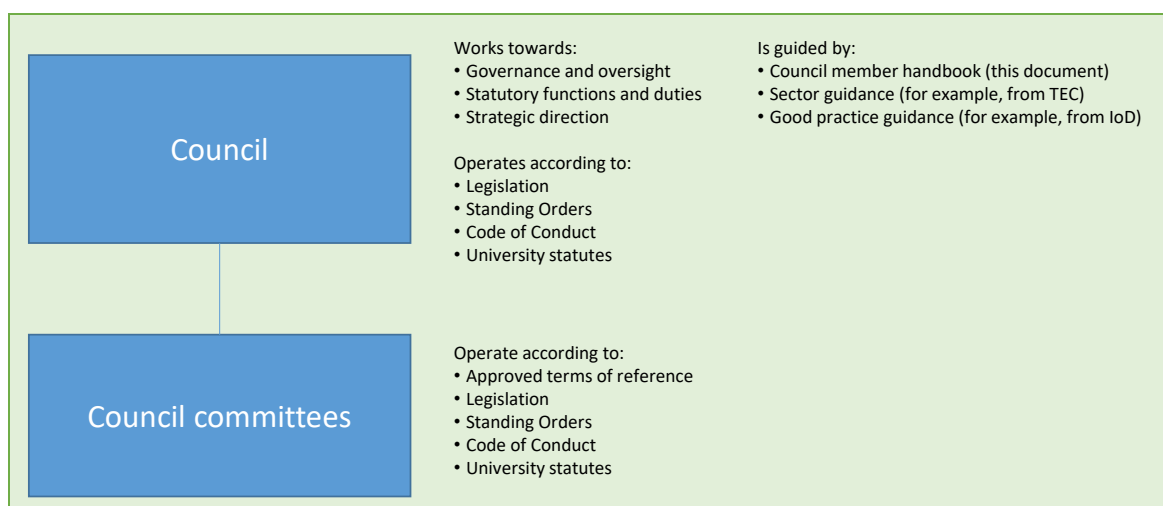
This section provides a brief introduction to this manual.

1.1 Context

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

Other key governance resources include:

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



1.2 Purpose of this manual

This manual is intended to be:

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

1.3 Manual ownership

The owner of this manual is the Secretary to Council.

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1.4 Distribution

This manual is expected to be made available to:

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

2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

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

History and current operations

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

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

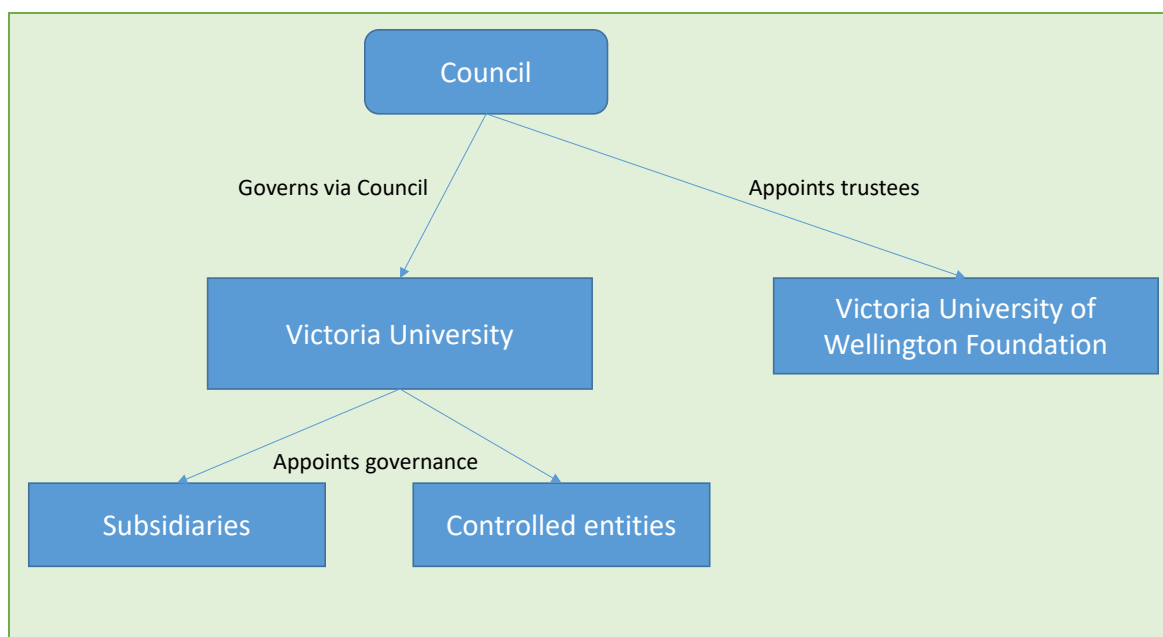
2.1 University, subsidiaries and controlled enterprises

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

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

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

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



Updated on 31 May 2024

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 31 May 2024

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

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3.2.3 Duties (section 281)

The duties of Council are:

<p>281 Duties of councils</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>
--

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.

Updated on 31 May 2024

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.

Updated on 31 May 2024

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.

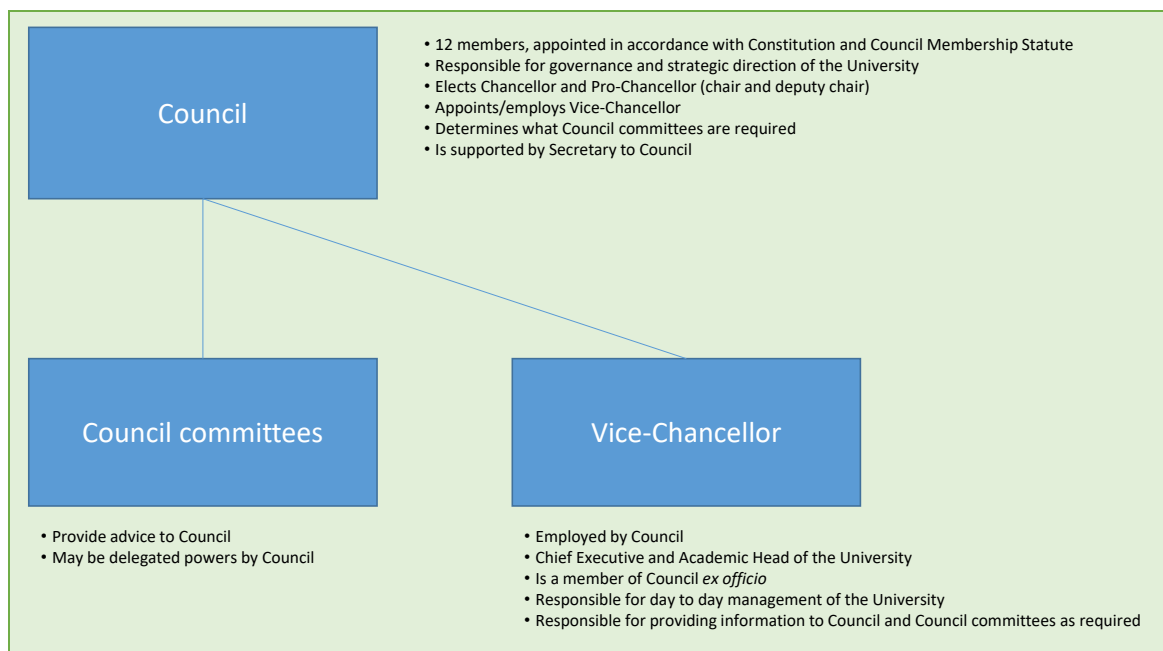
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

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 for Tertiary Education and Skills; and
- Eight are appointed by Council in accordance with its statutes.

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

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

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

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

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

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

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

4.5.1 Chancellor

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

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

The Chancellor:

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

4.5.2 Pro-Chancellor

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

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

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

The Pro-Chancellor:

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

4.5.3 Election process

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

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

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The election process normally followed is:

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

4.6 Officers of Council

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

4.7 Council committees

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

The committee structure is as follows:

Permanent committees

- Finance Committee;
- Audit and Risk Committee;
- Te Aka Matua (Māori Advisory Committee); and
- People and Culture Committee

Special purpose committees

- Victoria Honours Committee; and
- Nominations Panel.

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

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

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

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

Committee	Purpose	Meeting frequency	Members
Finance	Assists Council in relation to financial planning, capital management and financial performance.	Quarterly (or as required)	Chancellor and/or Pro-Chancellor Vice-Chancellor Up to five other Council Members
Audit and Risk	Assists Council in relation to oversight of strategic, financial and operational risk management, health and safety management, internal and external audit, statutory financial reporting and legislative compliance.	Quarterly (or as required)	Chancellor and/or Pro-Chancellor Up to five other Council Members
Te Aka Matua – Māori Advisory committee	The purpose of Te Aka Matua is to assist Council discharge its governance responsibilities in relation to Māori and Te Tiriti o Waitangi	Six times per year	Chancellor Pro-Chancellor Vice-Chancellor Deputy Vice-Chancellor Māori Assistant Vice-Chancellor (Mātauranga Māori); Up to two other Council members Two external members from mana whenua iwi, Ngāti Toa and Taranaki Whānui At least two Ngāi Taura student members One student representative who is not a member of the Ngāi Taura executive
People and Culture Committee	Assists Council to meet its responsibility to monitor and evaluate the Vice-Chancellor's performance and undertake the Vice-Chancellor's annual remuneration review. Develop a culture at the University which supports the delivery of its strategic priorities as they relate to people and culture;	As required	Chancellor Pro-Chancellor up to two other lay members of Council
Victoria Honours committee	Makes recommendations to Council regarding the criteria, conferment or award for/of an honorary degree, Hunter Fellowship, naming rights, or any other honorary award which Council may wish to bestow.	As required	Chancellor Pro-Chancellor Vice-Chancellor two other Council members President of the PGSA Academic staff as per TOR
Nominations Panel	Ensures Council has the skills, knowledge, diversity and experience for the University to meet the challenges ahead and to achieve its strategic	As required	Chancellor Vice-Chancellor

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

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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

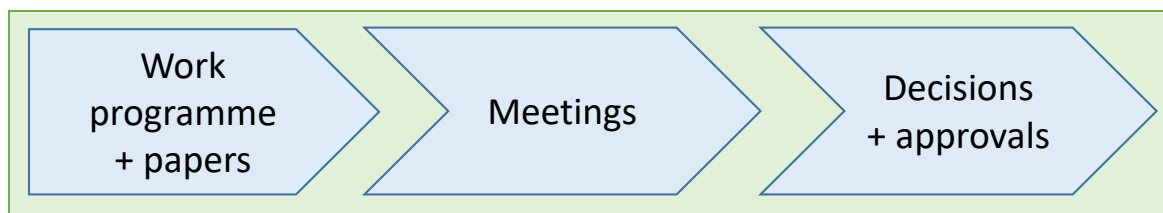
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

- 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.

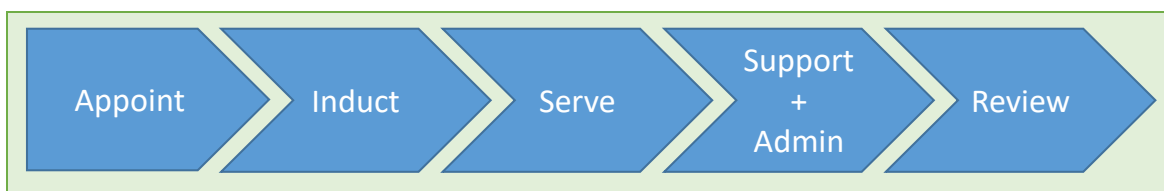
5.4 Dealing with disruptions by members of the public

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, Ministry of Education, etc.)

Appendices

Appendix A – Other relevant publications and information

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

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Appendix B – Additional papers provided to Council members only

The following information is available:

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

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Appendix C – Karakia (on board books)

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



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Updated on 31 May 2024

TIKANGA MĀORI AT VICTORIA

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



INTRODUCTION

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

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

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

ACKNOWLEDGEMENTS

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

WHY YOU SHOULD KNOW ABOUT TIKANGA MĀORI AT VICTORIA

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

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

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

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

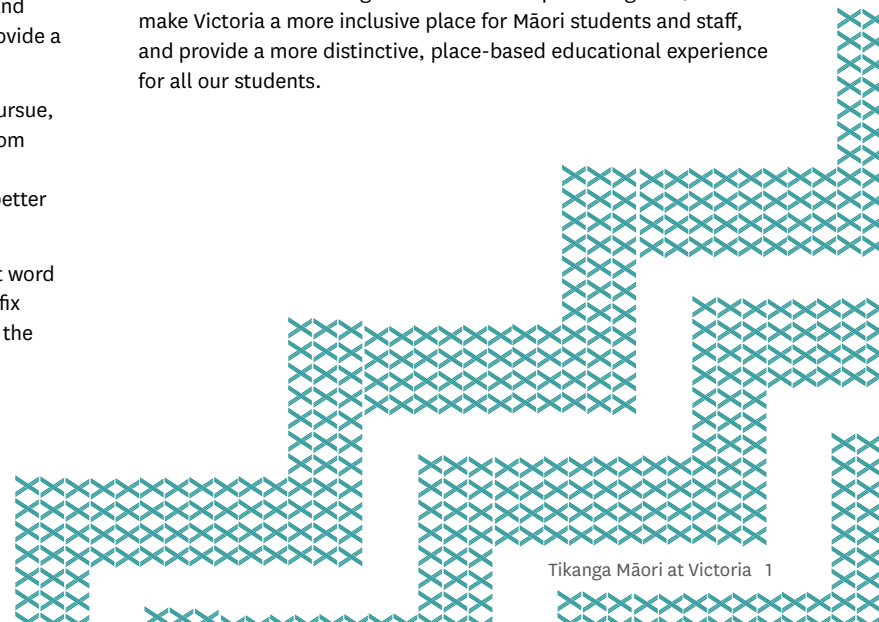
Whai mātauranga comprises two words—whai, meaning to pursue, search or aim at, and mātauranga, meaning knowledge, wisdom and understanding. Together, they express a commitment to investigating and exploring ideas in order to create new and better understandings of old knowledge.

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

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

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

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



Tikanga Māori at Victoria 1



TE HERENGA WAKA MARAE

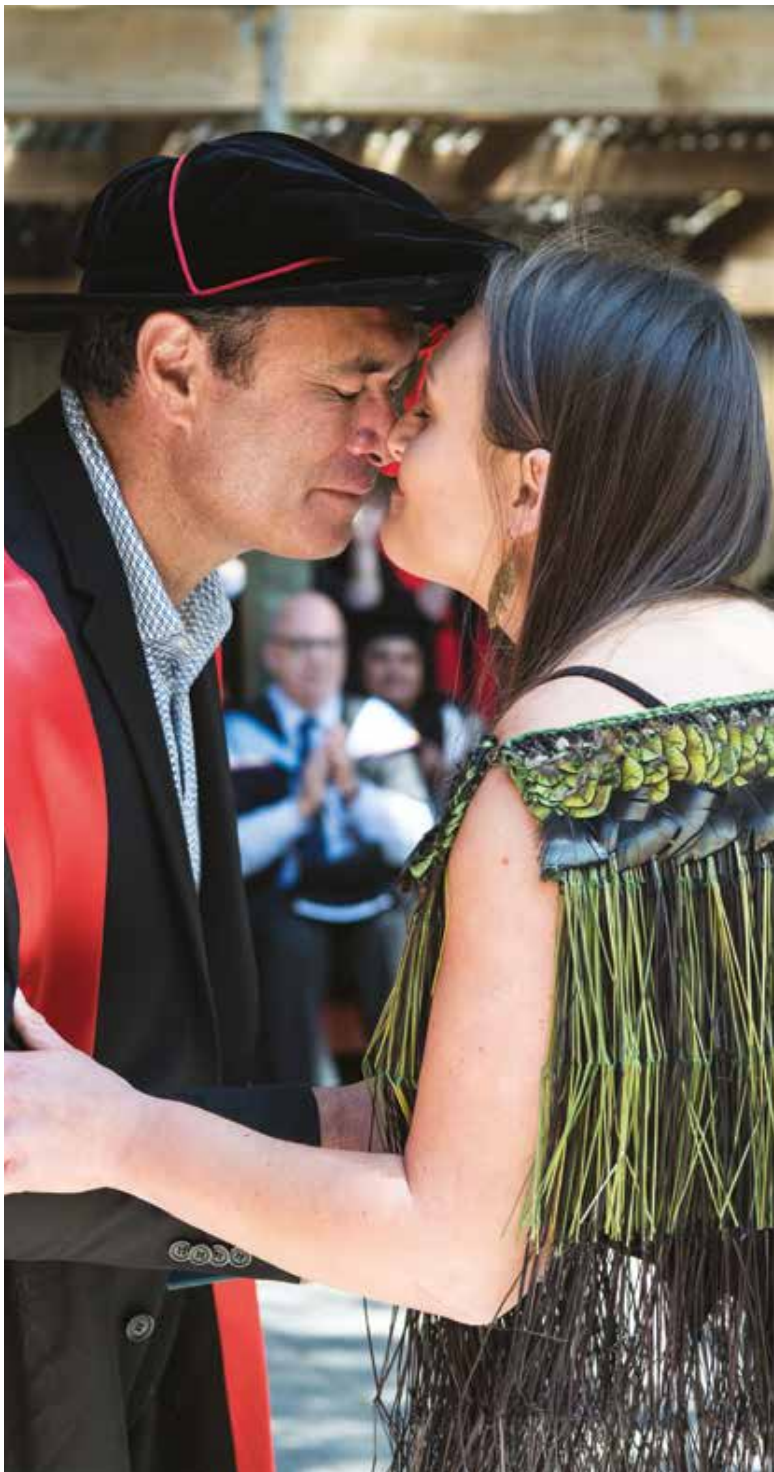
In 1980, Victoria established the first marae (Māori meeting house/ place) at a university. Te Herenga Waka marae was in a refurbished building on Kelburn Parade. A few years later, Professor Hirini Moko Mead, along with Dr Wiremu Parker and tohunga (cultural expert), Te Rangiahuta Ruka Broughton, were 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

FURTHER READING

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



PŌHIRI

MĀORI RITUAL OF WELCOME

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

In the pōhiri, men and women have different, but complementary, roles. The pōhiri is performed outside, in front of the 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.

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

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

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



KARAKIA AND WAIATA

FURTHER READING

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

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

KARAKIA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Nau mai e ngā hua

o te wao

o te ngākina

o te wai tai

o te wai Māori

Nā Tāne

Nā Rongo

Nā Tangaroa

Nā Maru

Ko Ranginui e tū iho nei

Ko Papatūānuku e takoto nei

Tūturu whakamaua

Kia tina! Tina! Hui e! Tāiki e!

Welcome the gifts of food

from the sacred forests

from the cultivated gardens

from the sea

from the fresh waters

The food of Tāne

of Rongo

of Tangaroa

of Maru

I acknowledge Ranginui who is above me

Papatuanuku who lies beneath me

Let this be my commitment to all!

Draw together! Affirm!

WAIATA

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

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

Māku rā pea

Māku rā pea

I will perhaps

Māku rā pea

I will perhaps

Māku koe e awhi e

I will help you

Ki te ara, ara tupu

Upon the pathway, of progress

Māku koe e awhi e

I will indeed help you

E tū kahikatea—Nā Hirini Melbourne

E tū kahikatea

Stand like the kahikatea [tree]

Hei whakapae ururoa

To brave the storms

Awhi mai, awhi atu

Embrace and receive

Tātou, tātou e

We are one together

Mā wai ra—Nā Henare Te Owai

Mā wai ra

Who will stand

e taurima

to deliver

te marae i waho nei?

on the marae now?

Mā te tika

Let it be justice

Mā te pono

Let it be truth

me te aroha e

and let it be love

This waiata was composed by Te 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 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

VISION MĀTAURANGA

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

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

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

FURTHER READING

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

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

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TIKANGA AND TEACHING

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

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

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

Other tikanga Māori that you could model or advocate in your courses include such things as sharing kai, not sitting on tables, having 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). This document aims to more effectively link Victoria's Māori-related activities with our Māori-related outcomes. Every staff member at Victoria is encouraged to engage with this document and contribute to the fulfilment of its goals.

TOIHUAREWA

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

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

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

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

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

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

TE HAUHIKU

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

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

TE HĀPAI PROGRAMME

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

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

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

FEEDBACK ON COURSE OR QUALIFICATION PROPOSALS

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

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

FREQUENTLY ASKED QUESTIONS

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

Q When can I come to a marae?

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

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

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

A When a man conducts his whaikōrero on the marae ātea (the outside area in front of the marae) he is entering into the spiritual realm of 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 whareniui?

A The whareniui 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 whareniui. 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 whareniui?

A Generally speaking, food cannot be consumed inside the whareniui 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

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

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



Capital thinking. Globally minded.

Te Tiriti o Waitangi Statute

1. Purpose

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

2. Application of Statute

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

Statute Content

3. Principles

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

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

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

Related Documents and Information

4. Related Documents

[Education and Training Act 2020](#)

[Treaty of Waitangi](#)

5. Document Management and Control

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

Standing Orders of Council

Introduction

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

Interpretation

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

Definitions

In these Standing Orders:

Chancellor means the Chairperson of Council

Council means the Council of the University

EA means the Education and Training Act 2020

LGOIMA means the Local Government Official Information and Meetings Act 1987

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

Pro-Chancellor means the Deputy Chairperson of Council

Secretary means the Secretary to Council

University means Victoria University of Wellington

Vice-Chancellor means the Chief Executive of the University

Meetings

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

Quorum

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

Notice of meeting

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

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

Chancellor and Pro-Chancellor

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

Attendance

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

Conflicts of interest

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

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

Voting

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

Business

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

Procedures

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

Admission of media and public

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

Committees and delegation of powers

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

Minutes

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

Alteration of Standing Orders

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

Suspension of Standing Orders

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

Review of Standing Orders

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

Code of Conduct

Council of Victoria University of Wellington

Purpose of the Code

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

Code of Conduct for Council Members

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

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

Breach of Duties or the Code

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

Schedule 11

10 Individual duties of council members

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

(a) must—

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

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

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

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

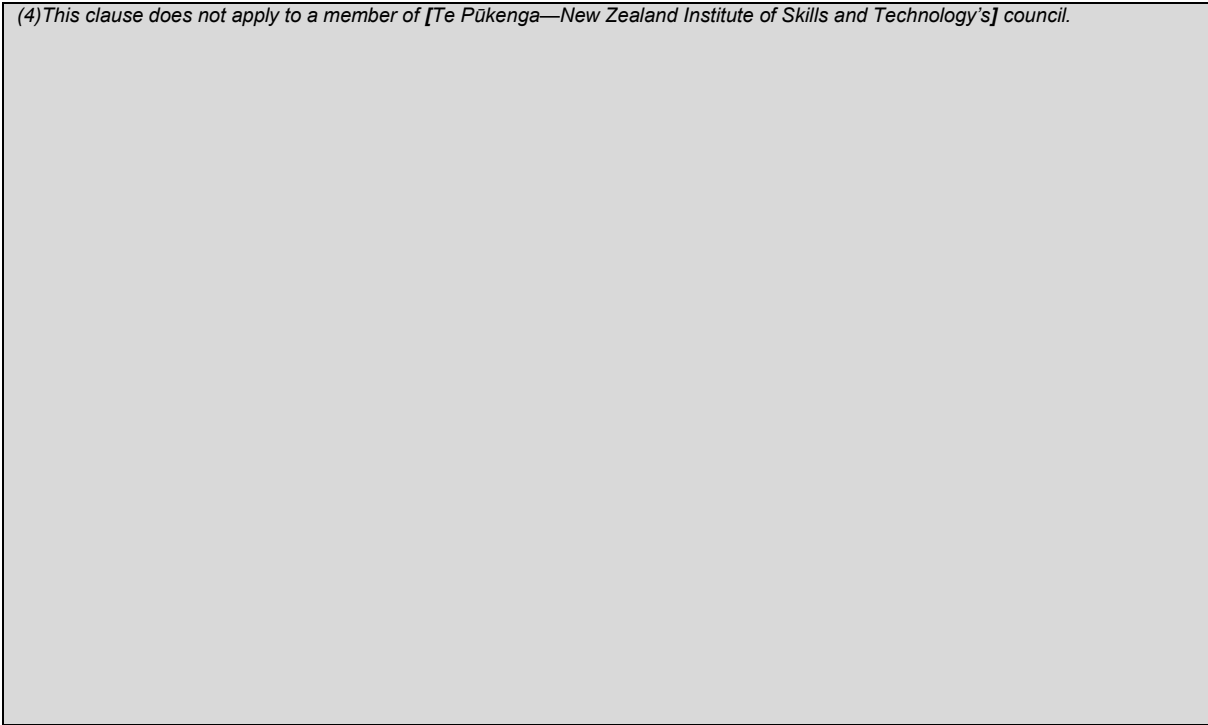
- (i) in the performance of the council's functions; or
- (ii) as required or permitted by law; or
- (iii) if the member has earlier been authorised to do so by the council; or
- (iv) if disclosing, making use of, or acting on it does not, or is unlikely to, prejudice the council or the institution;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

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

(3) This subclause applies to information that—

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

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



Audit and Risk Committee

Terms of reference

1 Introduction

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

2 Purpose

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

3 Membership

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

4 Meetings

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

5 Information and reporting

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

6 Responsibilities

The responsibilities of the Committee are as follows:

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

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

7 Authority

- 7.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference. The Committee will make recommendations to the Council on all matters requiring a decision. The Committee does not have the authority or power to make a decision in the Council's name or on its behalf.
- 7.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference. All staff members will be directed to cooperate with any reasonable request.
- 7.3 The Committee, through the Chair, is authorised by Council to obtain outside legal or other independent professional advice and to arrange for the attendance of outside parties with relevant experience and expertise at meetings. General Counsel will be consulted before obtaining outside legal advice. These services will be funded from the Council cost centre. If the resulting expenditure will exceed the approved budget, then the Committee will need to consult with Council and obtain its approval, generally at the next Council meeting.
- 7.4 Nothing in this terms of reference limits the responsibility and authority of the Vice-Chancellor to commission internal audits and reviews to be undertaken at any time. The Committee will be consulted or informed of any such audits as appropriate.

8 Review

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

9 Key dates

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

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

11 Delegation by Council

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

Signed: 
Council member

Full name: Nic Smith

Date: 30/10/23

Signed: 
Council member

Full name: John allen

Date: 30/10/23

Finance Committee

Terms of reference

1 Introduction

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

2 Purpose and responsibilities

- 2.1 The purpose of the Committee is to assist Council to discharge its governance responsibilities in relation to financial planning, capital management and financial performance.
- 2.2 The Committee will review the areas listed below, provide feedback to management and to Council.
- 2.3 **Financial planning**
- a) Long term financial and capital plans to support the Strategic Plan.
 - b) The business plan, budget and statutory Investment Plan.
 - c) Business cases for major investments.
- 2.4 **Capital management**
- a) Treasury policy
 - b) Funding strategy
 - c) New funding facilities and/or transactions outside the Vice-Chancellor's delegated authority
- 2.5 **Financial performance**
- a) Periodic review of business performance¹ versus approved business plan
 - b) Review of quarterly Treasury report

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

3 Authority

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

4 Membership

- 4.1 Unless Council decides otherwise the membership of the Committee will be as follows:
- a) The Chancellor and/or the Pro-Chancellor;
 - b) The Vice-Chancellor; and
 - c) Up to five other members of Council appointed by Council each year on the recommendation of the Chancellor.

¹ Includes performance versus budget

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

5 Meetings

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

6 Information and reporting

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

7 Review

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

8 Key dates

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

9 Delegation by Council

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

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____



Te Aka Matua Kōmiti – Māori Advisory Committee

Terms of reference

1 Introduction

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

2 Purpose and responsibilities

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

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

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

2.4 Te Aka Matua will also:

- g. Receive reports on a quarterly basis, from Māori student representatives on the Māori student experience;
- h. Receive reports on a quarterly basis, on topics including:
 - i. Māori student recruitment, retention and achievement;
 - ii. Māori human resource issues including staffing levels; and
 - iii. Engagement with kaupapa Māori.
- j. Undertake mātautanga (deep probes) on specific Te Tiriti o Waitangi and Māori aspects of university activity, as identified by Te Aka Matua through its planning process, and approved by Council.

3 Authority

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

4 Membership

- 4.1 Unless Council decides otherwise the core membership of the Committee will be as follows:
- a. The Chancellor;
 - b. The Pro-Chancellor;
 - c. The Vice-Chancellor;
 - d. The Deputy Vice-Chancellor (Māori);
 - e. The Assistant Vice-Chancellor (Mātauranga Māori);
 - f. Up to two other members of Council;
 - g. Two members - one member each from mana whenua iwi, Ngāti Toa and Taranaki Whānui, appointed by Council on the nomination of the relevant mana whenua iwi. Neither member shall be Council members and can be appointed for up to a four-year term;
 - h. Appointed by Council on the nomination of Ngāi 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: ____ / ____ / ____

Victoria Honours Committee

Terms of reference

1 Introduction

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

2 Purpose and responsibilities

2.1 The purpose of the Committee is to:

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

3 Authority

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

4 Membership

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

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

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

5 Meetings

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

6 Information and reporting

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

7 Review

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

8 Key dates

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

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

9 Delegation by Council

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

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Council People and Culture Committee

Terms of reference

1 Introduction

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

2 Purpose and responsibilities

The Committee shall assist Council to meet its responsibilities to:

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

3 Authority

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

4 Membership

- 4.1 The membership of the Committee will be as follows:
- a) The Chancellor (Chair)
 - b) The Pro-Chancellor

c) Up to two lay members of Council

- 4.2 The Committee Chair will be the Chancellor or such other member of the Committee appointed as Chair by the Council.

5 Meetings

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

6 Information and reporting

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

7 Review

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

8 Key Dates

- 8.1 These terms of reference were approved on: 14 February 2022 by Council
These terms of reference take effect from: 14 February 2022

Council People and Culture Committee

Terms of reference

9 Delegation by Council

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

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Nominations Panel

Terms of reference

1 Introduction

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

2 Purpose and responsibilities

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

3 Authority

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

4 Membership

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

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

5 Meetings

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

6 Information and reporting

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

7 Review

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

8 Key dates

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

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

9 Delegation by Council

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

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____