

Meeting of Council, Public - Order Paper and Documents (02/12/2024)

Public papers

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MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

11.30 AM, MONDAY, 2 DECEMBER 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 11.30 am on Monday, 2 December 2024

PUBLIC BUSINESS

11.30 am	Karakia		<i>J Te Puni</i>
<i>All timing approximate</i>	1. Welcome and Apologies		<i>Chancellor</i>
	2. Disclosure of Interests		<i>Chancellor</i>
	Procedural item		
11.35 am	3. Council Minutes, meeting held 21 October 2024		<i>Chancellor</i>
	Items for Discussion		
11.40 am	4. Report from the Chancellor	<i>Oral report</i>	<i>Chancellor</i>
	5. Report from the Vice-Chancellor	VUWC 24/146	<i>Vice-Chancellor</i>
	6. Financial report to 31 October 2024	VUWC 24/147	<i>CFO</i>
	Items for Approval		
11.55 am	7. Conferment of Qualifications	VUWC 24/148	<i>Chancellor</i>
	8. Appointment of 2025 Committee Chairs and Members	VUWC 24/149	<i>Chancellor</i>
	9. Appointment of Council Member	VUWC 24/150	<i>Chancellor</i>
	Items for Noting		
12.05 pm	10. Pasifika report	VUWC 24/151	<i>AVC, Pasifika</i>
12.20 pm	11. Student President reports	VUWC 24/152	<i>Student Presidents</i>
12.40 pm	12. Forthcoming Events and next Council meeting	VUWC 24/153	<i>Chancellor</i>
	13. Committee and Academic Board minutes:		
	• Academic Board, 24 September 2024		
	• Academic Board, 5 November 2024		
	• Audit & Risk Committee, 18 November 2024		
	• Finance Committee, 18 November 2024		
	• Te Aka Matua Committee, 18 November 2024		<i>Ac Board Chair Comm Chairs</i>
	Procedural Item		
12.45 pm	14. Resolution to Exclude the Public	VUWC 24/154	<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		
	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 Film Commission	Board Member	Feb 2020	Ongoing	
	Education Services Limited	Independent Chair	July 2014	Ongoing	
	Te Wānanga o Raukawa	Part-time student	2021	Ongoing	
	Te Herenga Waka, son is a student in 2024		2020	2024	
Alan Judge	Biotelliga Holdings Ltd	Shareholder	13/7/2017		
	The Dame Malvina Major Foundation	Trustee	28/3/2011		
	Habit Group Holdings Limited	Chair	31/12/18		
	Victoria University of Wellington Foundation Board of Trustees	Trustee	15/2/21		
	Maxwell Fernie Trust	Trustee	21/3/21		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
David McLean	Bibi McLean Trustee Limited	Trustee	17.9.19		
	Kiwi Group Capital Ltd	Chair	23.11.22		
	NACEW	Member	18.11.19		
	NZ War Memoria Trust	Chair	13.2.24		
	Wheel Holdings Pty Ltd	Director	1.9.24		
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		
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		
David Smol	Contact Energy	Director	2018		
	Cooperative Bank	Director	2021		
	GNS	Chair	2023		
	NZTA	Board Member	2019		
	MSD Risk and Audit Committee	Chair	2018		
	DIA External Advisory Committee	Chair	2018		
	HUD Strategic Advisory Committee	Member	2018		
	Rimu Road Consulting Ltd	Director	2017		
	Tait Communications	Director	Sep 2024		
	Various financial investments in funds and companies Consultancy projects for government from time to time				
Maryan Street	Nil				

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
James Te Puni	Barnados NZ Board Te Ahuru Mowai*	Member Kaiwhakahaere Matua/CEO	Nov 2015		
	*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"		Mar 2020		
	Waikanae Christian Holiday Park		Sep 2022		
	Titahi Ltd	Trustee Director and Shareholder	March 2021		
			March 2021		
	Switched On Group	Director	Nov 2021		

Agenda Item 3

Council Minutes, Meeting held 21 October 2024

To receive: the public Minutes of the Meeting of Council held on 21 October 2024.

To resolve: that the Minutes of the Meeting of Council held on 21 October 2024 be approved.



COUNCIL

**Minutes of the Council Meeting held on Monday, 21 October 2024
in the Council Chamber, Level 2, Hunter Building and via Zoom
from 9.00 am to 3.15 pm**

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

APOLOGIES: Ms Pania Gray

IN ATTENDANCE: Ms Jackie Anderson, General Counsel
Dr Leon Bakker, Director, Strategy & Planning
Dr Logan Bannister, Deputy Vice-Chancellor, Students
Mr William Barber, Associate Director, Commercial and Finance
Ms Rachel Bruce, Chief Financial Officer
AP Meegan Hall, Assistant Vice-Chancellor, Mātauranga Māori
Professor Rawinia Higgins, Deputy Vice-Chancellor Māori & Engagement
Ms Susan Hockley, Group Financial Controller
Professor Margaret Hyland, Deputy Vice-Chancellor, Research
Professor Bryony James, Provost
Mr Simon Johnson, Director, Campus Operations
Professor Robyn Longhurst, Deputy Vice-Chancellor, Academic
Mr Reece Moors, Director, Office of the Vice-Chancellor
Mrs Rachel Scott, Director, Governance, Risk & Assurance
Ms Kate Schollum, Associate Director, Engagement, Academic
Ms Tina Wakefield, Chief Operating Officer

24.164 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

Noted:

- 1 that Mr David McLean led the Karakia.
- 2 that the Chancellor warmly welcomed all to the meeting, including those watching the livestream.
- 3 that an apology was received from Ms Pania Gray.

Resolved: that the apology from Ms Pania Gray be sustained.

Judge/Arnold
Carried
240161

24.165 DECLARATIONS AND DISCLOSURE OF INTERESTS

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

Noted:

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

24.166 COUNCIL MINUTES, MEETING HELD 9 SEPTEMBER 2024

Received: the public Minutes of the meeting of Council held 9 September 2024.

Resolved: that the public Minutes of the meeting of Council held on 9 September 2024 be approved.

Bell-Purchas/Te Puni
Carried
240162

24.167 REPORT FROM THE CHANCELLOR

Received: a Council paper from the Chancellor, Mr John Allen, dated 14 October 2024 providing his Chancellor's report (document VUWC 24/126).

Noted:

- 1 that the report was taken as read.
- 2 that the inaugural lecture of Professor Wayne Patrick was highlighted. Professor Patrick's deep commitment to the success of his PhD students was acknowledged. His research on enzymes has enormous economic impact potential, and in order to release this the science system in New Zealand must be reformed and suitably funded to ensure that scientists of this calibre remain in the country.
- 3 that the new Strategic Plan was launched at a series of staff forums and Te Hiwa (the Senior Leadership Team) and Te Ama (Deans and Directors) will begin work on the implementation plan over the coming month.

Resolved: that the Chancellor's report be noted.

Bönisch-Brednich/Smol
Carried
240163

24.168 REPORT FROM THE VICE-CHANCELLOR

Received: a report from the Vice-Chancellor, Professor Nic Smith, dated 14 October 2024 (document VUWC 24/127).

Noted: 1 that the report was taken as read.

- 2 that inaugural lectures were recommended to Council members as an opportunity to see wonderful examples of the full spectrum of work across the University's academic disciplines.
- 3 that following the launch of the new Strategic Plan at a series of staff forums there had been a positive and interested response. As referred to by the Chancellor, Te Hiwa and Te Ama will progress work on the implementation plan starting with two offsite meetings this week.
- 4 that the Vice-Chancellor had travelled to China in the time since the last Council meeting, and as part of the programme the Wellington Institute of Zhengzhou University was launched.
- 5 that following the Minister of Education's approval of the Annual Maximum Fees Movement (AMFM), the Deputy Vice-Chancellor Student's team have been busy processing approvals and enrolments. At this early stage, numbers look positive for 2025 with rises in new and retained students compared to this time last year, and international figures significantly up.
- 6 that the two Advisory Groups chaired by Sir Peter Gluckman have provided their reports to Cabinet and next steps are awaited.
- 7 that Council members congratulated Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori & Engagement, on receiving the Māori governance award at the 2024 Women in Governance Awards.

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

Mitchell/Smol
Carried
240164

24.169 FINANCIAL REPORT TO 30 SEPTEMBER 2024

Received: the Financial report to 30 September 2024 from the Chief Financial Officer, Ms Rachel Bruce (document VUWC 24/128).

- Noted:**
- 1 that the report was taken as read.
- 2 that the Finance Team is mostly focussed on 2025 as results to 30 September continue to predict at the very least a break even full year result.
- 3 that the Finance team is also working on the 2025 budget setting process.
- 4 that the CFO had attended the inaugural meeting of the Universities New Zealand Funding Committee attended by CFOs and other Finance/Planning staff from NZ Universities.

Resolved: that the Financial report to 30 September 2024 be noted.

Judge/Bell-Purchas
Carried
240165

24.170 DEPUTY VICE-CHANCELLOR MĀORI – UPDATE AND PRESENTATION

Received: a presentation from Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori, providing an update (document VUWC 24/129).

- Noted:**
- 1 that Professor Rawinia Higgins and Dr Meegan Hall spoke to the presentation circulated with the meeting documentation.

- 2 that their report provided an update on Te Tiriti o Waitangi Self Review and progress against the 32 recommendations in the report (which was released in March 2022). Nine recommendations have been fully implemented, and 21 recommendations are underway with good progress being made. Substantive work is yet to commence on two recommendations.
- 3 that Council expressed its support of the work being undertaken and recognised that some of it will take a long time to complete. Council also acknowledged that the Te Tiriti o Waitangi statute is overdue for review, and under the new Chair of the Te Aka Matua Committee, Ms Gray, this review would occur.
- 4 that the DVC Māori's team has been heavily involved in the final stages of the Living Pā project. Preparations are well underway for the opening of the new building and the reawakening of the marae at a dawn event on 6 December. All Council members have been invited to this momentous occasion.
- 5 that there was a brief update on Plan B in case the building is not ready in time for 6 December, however the team has advised that there is a low risk of this being needed.

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

Mitchell/McLean
Carried
240166

24.171

2024 PASTORAL CARE CODE SELF-REVIEW REPORT

Received: 1 a Council paper dated 2 October 2024 from Dr Logan Bannister, Deputy Vice-Chancellor, Students, providing the 2024 Pastoral Care Code Self-review report (document VUWC 24/130).
2

Noted: 1 that the report was taken as read.
2 that Dr Bannister spoke to the report and confirmed that it represented the culmination of a process led by Te Pūrengi Student Experience and Wellbeing, of self-review against the Education (Pastoral Care of Tertiary and International Learners) Code of Practice focusing on Outcomes 1-4.
3 that the self-review process confirmed that over the last three years, since the introduction of the current Code, the University has closed gaps and strengthened working in partnership with students. This has resulted in meeting Code outcomes.
4 that an ongoing process of continuous improvement will remain a high priority for the team.
5 that the need to provide supervisors with more tools to detect when students might be having difficulty was discussed and the Provost confirmed that this is something that she is working on.
6 that Council thanked Dr Logan and her team for the work and care in this critical area.

that the 2024 Pastoral Care Code Self-review report be noted.

Resolved: Te Puni/Arnold
Carried
240167

24.172 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received: a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 7 October 2024 regarding Forthcoming Events (document VUWC 24/131).

Resolved: that the Council paper on Forthcoming Events and the date and details of the next Council meeting to be held on Monday, 2 December 2024 be noted.

Smol/Bell-Purchas
Carried
240168

24.173 COMMITTEE AND ACADEMIC BOARD MINUTES

Received: the following Committee and Academic Board Minutes:

- Academic Board, 20 August 2024
- Audit & Risk Committee, 26 August 2024
- Finance Committee, 26 August 2024

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

McLean/Bönisch-Brednich
Carried
240169

24.174 SPEAKER: STOUT RESEARCH CENTRE

Received: a presentation and oral report from Professor Brigitte Bönisch-Brednich, Director, Stout Research Centre.

- Noted:**
- 1 that Professor Brigitte Bönisch-Brednich provided an oral report about the Stout Research Centre, its history, vision and kaupapa.
 - 2 that the Stout Research Centre's upcoming conference – Pakukore: Poverty, by design, taking place at Rutherford House, 21-23 November 2024 was discussed.
 - 3 that the Chancellor thanked Brigitte for the presentation and recognised the many achievements of the Stout Research Centre under her leadership. He acknowledged the enormous impact of the Stout Research Centre and its important role to play in the future of the University.
 - 4 that the presentation is filed under the folder for this meeting.

Resolved: that the oral report and presentation from Professor Brigitte Bönisch-Brednich be noted.

Te Puni/Arnold
Carried
240170

24.175 CONFIRMATION OF QUALIFICATIONS

Received: the list of degrees, diplomas and certificates granted on 21 October 2024 (document VUWC 24/132).

- Resolved:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 24/132, and that their names be entered on the Roll of Graduates on 21 October 2024.

- 2 that a motion of congratulations to the Graduates be recorded.
Bell-Purchas/Mitchell
Carried
240171

24.176 FACULTY REALIGNMENT

Received: a Council paper dated 14 October 2024 from the Provost, Professor Bryony James, regarding the Faculty Realignment decision (document VUWC 24/133).

- Noted:**
- 1 that the Council paper was taken as read.
 - 2 that an extensive consultation process on possible alignment of faculties was conducted and all input was considered by a decision-making panel on 4 September with a subsequent recommendation to the Vice-Chancellor.
 - 3 that Council was briefed on this recommendation at its 9 September meeting and sought advice from the Academic Board on the academic implications of the proposed structural change. Upon receiving this advice, captured by Professor Sally Hill following the Academic Board meeting, Council was comfortable with the proposal.
 - 4 that transition work to support changes in faculty structures was discussed, as well as the need to focus on the culture of the new faculties as they are established.
 - 5 that innovative ideas that emerged from the consultation period were acknowledged.
 - 6 that there was unanimous support from Council members for the following recommendations.

Resolved: that Council:

- 1 note the discussion of Academic Board;
- 2 approve the recommendation of the panel to move forward with the following combination: Te Kawa a Māui moving into the Deputy Vice-Chancellor Māori portfolio as the nucleus of Iho; a Faculty bringing together Health, Education and Psychology; and a Faculty bringing together Science and Engineering.

Allen/Street
Carried
240172

24.177 HEALTH, SAFETY, AND WELLBEING POLICY TO BE RECLASSIFIED AS A STATUTE

Received: a Council paper dated 1 October 2024 from Ms Tina Wakefield, Chief Operating Officer, regarding the reclassification of the Health, Safety, and Wellbeing Policy as a Statute (document VUWC 24/134).

- Noted:**
- 1 that the Council paper was taken as read.
 - 2 that the Audit & Risk Committee had requested that the Health, Safety, and Wellbeing Policy be elevated to Statute level, to ensure increased visibility at Council level. It also requested that consideration be given to extending the scope of the Statute to include Council members. The following changes have been actioned to fulfil this request:

- replaced the term "Policy" with "Statute" throughout the document;

- revised the purpose section of the document to note the University’s Health, Safety and Wellbeing Strategy will support and enable the implementation of this Statute;
- added a new clause stating that the document will be reviewed under the oversight of the Audit & Risk Committee;
- changed the approver from Vice-Chancellor to Council; and
- revised the definition of “Members of the University Community” to broaden the application scope to include members of the Council.

3 that the Chancellor and Pro-Chancellor confirmed their strong support for these changes due to Council’s obligations in law, and because of the profound importance of Health, Safety & Wellbeing at this University.

Resolved:

that on the recommendation of the Audit & Risk Committee:

the reclassification of the Health, Safety, and Wellbeing Policy as a Statute be approved.

**Street/Bönisch-Brednich
Carried
240173**

24.178

RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received:

a recommendation that certain items be taken with the public excluded (document VUWC 24/136).

Resolved:

1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 16-29.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.		Ground(s) under section 48(1) for the passing of this resolution
16. Minutes of previous meeting held 9 September 2024	Privacy, commercial prejudice, commercial activities.	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
17. Health, Safety, and Wellbeing	Privacy, commercial prejudice, commercial activities,	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)

	confidential basis.		
18. 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)
19. Vice-Chancellor 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. Te Hiwa areas of Mahi 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)
21. Freedom of Expression/Academic Freedom policy	Confidential basis	s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
22. Financial report to 30 September 2024	Commercial prejudice, commercial activities.	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
23. Refinance of the Debt facility	Commercial prejudice, commercial activities, confidential basis	s9(2)(b)(ii) , s9(2)(i) and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
24. \$U.S. Cash surety	Commercial prejudice, commercial activities, confidential basis	s9(2)(b)(ii) , s9(2)(i) and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
25. Lease approval – 222 Willis Street	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. Living Pā update	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. National Music Centre quarterly report	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. 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)
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.

McLean/Te Puni
Carried
240174

the meeting adjourned at 10.45 am

Agenda Item 4

Report from the Chancellor

To receive: an oral report from the Chancellor, Mr John Allen.

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

Agenda Item 5

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor, Professor Nic Smith, dated 25 November 2024 (document VUWC 24/146).

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	25 November 2024
SUBJECT	Vice-Chancellor's Report (Public)
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 24/146

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.

Marsden results 2025

Researchers from Te Herenga Waka have been awarded 20 grants in the latest round of Te Pūtea Rangahau a Marsden, the Marsden Fund. The University received 20 out of the 113 grants awarded across the country.

Out of 20 projects, 11 receive standard grants of up to \$960,000 over three years, and nine receive fast-start grants of \$360,000 each.

Other recipients of standard grants are:

- [Professor Lisa Marriott](#), Wellington School of Business and Government, and [Dr Brian Tunui](#), Te Kawa a Māui, who are leading a [project](#) investigating how tax models that recognise Te Tiriti o Waitangi can be used to support a more just and equitable society, \$853,000
- [Associate Professor Ivy Liu](#) and [Professor Richard Arnold](#), School of Mathematics and Statistics, to develop new methods for analysing surveys and extrapolating findings to the wider population, \$706,000
- [Astrid An Huef](#), School of Mathematics and Statistics. Project: Contributing to the debate on the definition of C*-algebras of semigroups, the mathematical foundation of quantum mechanics, \$706,000
- [Bridget Stocker](#), School of Chemical and Physical Sciences. Project: A stabilising influence—making MAIT cells work, \$941,000

- [Luke Liu](#), School of Chemical and Physical Sciences. Project: A new route to highly selective methane capture materials, \$942,000
- [Marcus Frean](#), School of Engineering and Computer Science. Project: Ensuring reputation can be measured in a nuanced way in survey scores, \$706,000
- [Matt Crawford](#), School of Psychology. Project: Holding on and letting go—autobiographical memory, fading affect, and emotional wellbeing in older adults, \$853,000
- [Nicole Moreham](#), Faculty of Law. Project: Death's impact on privacy, reputation, and mana—a comparative exploration of Pākehā law and tikanga Māori, \$660,000
- [Nikki Hessel](#), School of English, Film, Theatre, Media and Communication, and Art History. Project: How 18th century poetry influenced settlers' treaty making with Indigenous peoples, \$660,000
- [Paul Hume](#), School of Chemical and Physical Sciences. Project: Developing a new, flexible, low-cost class of organic solar cells that convert sunlight directly into electricity, \$941,000
- [Peter Smith](#), School of Mathematics and Statistics. Projects: Information theory for Gaussian fields, \$706,000.

Fast-start grants of \$360,000 have been awarded to:

- [Abby Sharrock](#), School of Biological Sciences. Project: Developing enzymatic tools to enable precise ablation of complex cell types within transgenic model organisms
- [Alex Beattie](#), School of English, Film, Theatre, Media and Communication, and Art History. Project: Navigating the digital maze—experiences of people with ADHD in unplugging from the internet
- [Amanda Thomas](#), School of Geography, Environment, and Earth Sciences. Project: Policing protest in a climate of change
- [Becky Armstrong](#), School of Mathematics and Statistics. Project: Collaborating to use a twisted groupoid approach to solve problems in abstract and operator algebra, thus advancing a mathematical framework for quantum mechanics
- [Hannah Waddington](#), School of Education. Project: A difference, not a deficit—exploring the effects of positive framing on attitudes towards autism
- [Isabelle Montgomerie](#), School of Biological Sciences. Project: Protecting infants from infectious disease by amplifying antibody in the breast milk

- [Joe Schuyt](#), Robinson Research Institute. Project: Developing an efficient photonic analogue of an electronic memory resistor that will allow ultra-fast, energy-efficient optical computing
- [Rory Little](#), School of Biological Sciences. Project: Do bacteria from New Zealand insects hold solutions for new anti-microbial drugs?
- [Sara Rahmani](#), School of Social and Cultural Studies. Project: What drives the rise of indigenous nonreligion and how does it connect to broader trends? A comparison between Aotearoa New Zealand and Canada.

Appointment of two new Deans

Professor Geoff McLay has been appointed as Dean of the Faculty of Law, effective 18 November. He has been a faculty member since 1995 and has contributed to the Faculty, the legal profession, and the nation throughout his career.

In 2006, he was the New Zealand Law Foundation International Research Fellow, and he served as a Law Commissioner between 2010.

Geoff is a passionate advocate for the Faculty of Law and the power of a legal education.

Professor Averil Coxhead has been appointed Dean of the Faculty of Humanities and Social Sciences, commencing 12 January 2025.

Averil joined Te Herenga Waka in 2012 and is currently Head of School of Linguistics and Applied Language Studies. She has taught in many countries including New Zealand, England, Estonia, Hungary, Romania, Japan, Singapore and Thailand.

Her research focuses on specialised and academic vocabulary in trades, universities, and secondary schools.

Averil is well known across the University and brings her positivity and sense of humour to all endeavours.

Faculty Realignment

Work towards the Faculty Realignment is progressing well, with the Deans of the two new Faculties announced in November.

Professor Dave Harper will become the Dean of Option 2 Faculty (Education, Health, and Psychology) on January 1, 2025. He will remain the Dean of the Faculty of Engineering until the end of 2024.

Dr Helen Rook and Professor Carmen Dalli will serve as acting deans of the Faculty of Health and the Faculty of Education until the end of 2024.

Professor Nicola Nelson will become Dean of the Option 4 faculty (Engineering and Science) on 1 January 2025. Until then, she will remain Dean of Te Wāhanga Pūtaiao—Faculty of Science.

Academic Freedom Panel Discussion

Council will receive a verbal update about the panel discussion event which was held on 20 November 2024. The panel event included Professor Dame Juliet Gerrard (former Prime Minister's Chief Science Advisor), Professor Tracey McIntosh (Professor of Indigenous Studies University of Auckland), and Dr Mike Joy (VUW Senior Research Fellow School of Geography, Environment and Earth Sciences), and panel convenor Professor Robyn Longhurst (Deputy Vice-Chancellor Academic).

The University is developing an academic freedom and freedom of speech policy, with consultation having closed Monday, 25 November. There is increased interest from staff and stakeholders on these topics, particularly regarding how university leadership supports staff when they make public statements in their professional capacity. This is a complex area where context is important, so efforts are being made to create a policy that will be effective without being overly prescriptive.

Committee on University Academic Programmes (CUAP) – Round 3 Approvals

The University submitted nine proposals to CUAP in Round 3. All have been approved.

These were:

- change the name of the Population Health, Policy and Service Delivery major to Health Policy and Innovation
- amend the Master of Design Technology programme
- amend the Master of User Experience Design programme
- refresh and amend the regulations for the Bachelor of Commerce Degree
- amend the Management Information Systems programme
- amend general requirements for the Master of Educational Psychology, introducing a New Postgraduate Diploma in Educational Psychology
- amend the Modern Languages major in Bachelor of Arts
- introduce a new major, Language Sciences, to the Bachelor of Arts
- add Geographic Information Science as a new minor in the Bachelor of Science and Bachelor of Environment and Society.

Update on Academic Promotions Process Review

A project to review the current academic promotions process was identified as a priority for the University, further to feedback from the recent Your Voice survey.

One of the objectives of the academic promotions process is to recognise, celebrate and reward outcomes that are consistent with the University's strategic direction and core values.

The project began in August 2024, when a series of focus group discussions were facilitated with staff representing a wide range of perspectives, including teachers and researchers at various points in their careers, line managers of academic staff, and staff who support academic promotions processes.

Professors Bryony James, Robyn Longhurst, Rawinia Higgins and Suzy Frankel facilitated a total of 11 focus groups with over 100 staff. Feedback from the focus group discussions informed the online survey, which was open for staff to participate in between 10 October and 1 November 2024.

Close to 300 responses were received. A panel comprising of Professor Bryony James, Professor Robyn Longhurst, Professor Rawinia Higgins, Professor Margaret Hyland, and Ang Bingham, Deputy Director, HR, met in mid-November to discuss the changes proposed to the academic promotions process.

The final proposal will be submitted to the Academic Board and Te Hiwa for potential implementation in 2025.

2024 Have Your Say Student Survey Insights

The 2024 Have Your Say survey was run during Trimester 2 for enrolled students. This annual student survey covers many aspects and provides student voice to support operational decision making and university reporting. Response rates for the Have Your Say survey has consistently remained between 20-25%.

The survey focused on four aspects of the student experience here at Te Herenga Waka–Victoria University of Wellington: Academic Experience, Student Community, Services and Facilities, and Wellbeing. Highlights include:

- overall satisfaction with the academic experience at the university increased in 2024, rising from 75% to 80%. Additionally, student satisfaction with lecturers and supervisors remained consistently high
- overall service delivery ratings have increased by 10% since 2021. Notably, satisfaction with the Online Learning Environment has improved since the switch from Blackboard to Nuku
- the WHO-5 Wellbeing Index has shown slight improvement over the past three years. However, with a current score of 12.1, it remains below the threshold of 13, which is considered indicative of good wellbeing.

In addition to Te Hiwa, the results have been shared with Deans, Associate Deans, Directors, and Associate Directors / Managers to inform their 2025 operational planning.

Research Office External Engagement

The Research Office has hosted two events recently:

- the French Embassy event on Horizon EU during the visit of President of CNRS (the major French funder of scientific research) to build relationships in New Zealand and a Public Sector Network. The visit included a panel session involving; Sir Peter Gluckman, President of the International Science Council, Mr. Lawrence Meredith, European Union Ambassador to New Zealand, Prof Antoine Petit, CEO of CNRS, Prof Frank Bloomfield, VP Research University of Auckland, and Professor Sue Bidrose, Science New Zealand Chair. The focus was on engaging with Horizon Europe, particularly the importance of investing in relationships to form consortiums in advance of calls being released.
- a meeting organised by the Public Sector Network which featured guest speaker Victor Dominello (who among other portfolios was Minister for Customer Service and Digital Government from December 2021 to March 2023 in the New South Wales government), followed by a closed discussion on the opportunities and barriers to use of AI in the public service. The meeting was attended by around 25 senior public servants who work in artificial intelligence and data, Research Office and School of Government personnel.

There is a second meeting planned for early December to which we will invite key academics from VUW as these meetings are a significant networking opportunity for people who are looking for ways to engage impactfully with government.

Payroll System major upgrade complete

The Human Resources team successfully completed the major upgrade to Version 23 of the University's payroll system (Ascender) in early November after three months of preparation. Following go-live, all staff payments have successfully been processed.

Recruiting Project go-live

The Human Resources team will have gone live with the new Oracle recruiting system and new processes on the week of 18 November 2024. Following extensive work, including engagement and involvement with key users, the team have rolled out training and support founded on well-developed processes and a range of readily available resources, clear communications, enabling feedback, have underpinned this launch.

Digital Solutions updates

- the annual security penetration test was completed and provided useful insights into the development of 2025 Cybersecurity Plan
- the Digital Solutions management team completed their annual cybersecurity Incident Response simulation with the aim of familiarising new members with the playbooks and planning tools
- two major upgrades have been delivered: The VPN (Virtual Private Network) for remote users and the Gallagher Security system
- two AI tools have been authorised / released for general use in the University: Microsoft Co-Pilot and Teams Premium.

Campus Operations updates

- WorkSafe Performance Improvement Notice relating to hazardous areas has been withdrawn by WorkSafe
- Three new Automatic External Defibrillators (AEDs) have been purchased and placed around campus. One is in the Hunter Common Room, next to the Council Chamber
- Trimester 1 and 2 hall residents successfully moved out of their Halls on 9 November and around 250 T3 residents moved in. The Halls team are busy preparing Halls for summer business and our annual maintenance programme
- The VUW Women's Football Team is hosting The University of Sydney in the Oceania Playoff for the 2025 Women's University Football World Cup on 7 December. The winner of this game will go on to represent Oceania at the 2025 World Cup in Dalian, China. The game will be played at Fraser Park, Lower Hutt at 2pm and we are encouraging as many staff, students, and University Council members to attend.

Wellington UniVentures updates

- Bontia Bio is Wellington UniVentures first spin-out in 18 months. Backed by Sprout, a Callaghan pre-incubator investor, Bontia Bio is focussing on animal health based on Professor Emily Parker's lab and work on 'fungal factories' <https://www.bontiabio.com/>.
- Paihau Robinson Research Institute (RRI), Wellington UniVentures and UK-based HyFlux have signed an agreement enabling HyFlux to access RRI's IP and know-how to develop a three-megawatt electric powertrain for aviation, developing zero-emission aircraft. In return RRI will receive significant research contract and Victoria University, via Wellington UniVentures, will have a small shareholding into HyFlux as well as annual IP licence payments.

Zhengzhou University Agreement update

The Joint Institute between Zhengzhou University and Victoria University of Wellington has taken a positive step forward. The new Agreement Addendum which outlines the Licence and Service Fee payment to Victoria University of Wellington has been improved upon and now finalised.

The new Agreement Addendum was signed by the Vice President of Zhengzhou University and Deputy Vice Chancellor, Students of Victoria University of Wellington on 22 November 2024.

Agenda Item 6

Financial report to 31 October 2024

To receive: the Financial report to 31 October 2024 from the Chief Financial Officer, Ms Rachel Bruce (document VUWC 24/147).

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



OCTOBER 2024
SUMMARY MONTHLY PUBLIC FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	October 24 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl. PBRF	170.0	167.1	2.9
Tuition Fees	117.7	118.3	-0.6
Research, Commercial & Other	161.6	164.9	-3.3
REVENUE	449.2	450.3	-1.0
People	233.5	234.0	0.6
Occupancy	39.4	38.9	-0.5
Operating	123.7	132.2	8.5
EXPENDITURE	396.6	405.2	8.6
EBITDA	52.7	45.1	7.6
Depreciation & Amortisation	45.4	45.0	-0.4
Interest Expense	2.0	2.6	0.6
UNIVERSITY GROUP SURPLUS/DEFICIT	5.3	-2.6	7.9
%	1.2%	-0.6%	
CONSOLIDATED GROUP SURPLUS/DEFICIT	12.3	0.2	12.2
%	2.7%	0.0%	

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

YTD overview

- Revenue is unfavourable to budget by \$1.0m.
- Expenditure is favourable to budget by \$8.6m, mainly due to lower operating expenses.
- The Consolidated Group surplus of \$12.3m includes the Foundation. The Foundation surplus of \$7.0m is favourable to budget by \$4.3m, mainly due to higher investment gains.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION	As At:	
	Oct-24 Actual	Oct-23 Actual
	\$m	
Cash & Cash Equivalents	52.6	55.5
Investments	106.3	99.1
Accounts Receivable & Accruals	18.8	36.8
Pre-Paid Expenses	4.9	7.0
Other Current Assets	23.8	10.0
TOTAL CURRENT ASSETS	206.4	208.4
Property, Plant and Equipment	1,184.4	1,243.0
Intangibles	9.6	7.6
Investments in Related Parties	7.5	7.2
TOTAL NON-CURRENT ASSETS	1,201.5	1,257.9
TOTAL ASSETS	1,407.9	1,466.3
Accounts Payable & Accruals	50.4	58.9
Revenue in Advance	103.9	109.0
Bank Borrowings Current	-	-
Employee Entitlements	19.6	19.2
Current Liabilities - Other	13.4	12.8
TOTAL CURRENT LIABILITIES	187.3	199.9
Non-Current Liabilities - Other	-	-
Employee Entitlements	19.2	20.4
Bank Debt	45.0	65.0
TOTAL NON-CURRENT LIABILITIES	64.2	85.4
TOTAL LIABILITIES	251.5	285.3
NET ASSETS	1,156.4	1,181.0
Accumulated Surplus	492.6	454.4
Current Year Earnings/Loss	12.3	21.0
Other Reserves	651.4	705.6
TOTAL COMMUNITY EQUITY	1,156.4	1,181.0
TOTAL LIABILITIES & COMMUNITY EQUITY	1,407.9	1,466.3

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

Financial Sustainability update

- We remain on track to achieve the financial sustainability goals from the exercise in 2023.
- Careful scrutiny of budgets is undertaken to ensure the University has appropriate resources in place to support operations, while maintaining an affordable cost base.

Agenda Item 7

Conferment of Qualifications

To receive: the list of degrees, diplomas and certificates granted on 2 December 2024 (document VUWC 24/148).

- To resolve:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 24/148 and that their names be entered on the Roll of Graduates on 2 December 2024.
 - 2 that a motion of congratulations be recorded.



**DEGREES, DIPLOMAS AND CERTIFICATES
TO BE GRANTED ON 2 DECEMBER 2024**

Doctor of Philosophy

Bender, Abigail Jane, *in Environmental Studies*
Cruickshank, Amy Alexandra, *in Taxation*
Demir, Kaan, *in Computer Science*
Fieman, Dina Michelle, *in Geology*
Foote, Imogen Nan McLennan, *in Ecology and Biodiversity*
Harris, Michaela Jane, *in Geography*
Heidari, Kamal, *in Applied Linguistics*
Hibbard, Taylor Reweti, *in Biotechnology*
Hughes, Laura Grace, *in Geophysics*
Jones, Malcolm Isaac, *in Mathematics*
Mendiola, Michael John Rivera, *in Marine Biology*
Oliver, Philip Anthony, *in Engineering*
Rakuraku, Maraea Nini, *in Creative Writing*
Stuart, Jacqueline Jane Kingsford, *in Ecology and Biodiversity*
Tadayonifar, Mojtaba, *in Applied Linguistics*
Waijers, Amanda Marthe, *in Museum and Heritage Studies*
Xie, Ruofei, *in Mathematics*

**WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN
INNOVATION**

Master of Architecture

Al Niaami, Minattullah Adil

Master of Architecture (Professional)

Shennan, Matthew Oliver, *with Merit*

Bachelor of Building Science

Hang, Xinhao
Hill, Joshua Conley

Bachelor of Design Innovation

Khaw, Thorin Jet
Li, Hailiang
Pham, Uyen Thu
Shanmugam, Nishanth Sarathi
Zhang, Pengyuan
Zhu, Xiangyu
Zong, Jiaqi

Graduate Diploma in Designed Environments
Hongell, Fanny Matilda, *in Interior Architecture*

Postgraduate Certificate in Designed Environments
Al Niaami, Minattullah Adil, *in Architecture*

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Executive Master of Business Administration
Boyce, Laura Claire Elisabeth, *with Merit*

Master of Global Business
Jansen, Cara, *with Merit*
Jirathampradub, Supakrit
Kaur, Amandeep
Kim, Kyeong-sun, *with Merit*
Munchupa, Abhibhavadee, *with Distinction*
Nandu, Drushti Mahendra
Ouru, Anne Atieno, *with Merit*
Pareed, Yasmin Kabir
Ramadhan, Muhammad Darryl, *with Merit*
Randhawa, Sumandeep, *with Merit*
Saprudin, Nor Syazmin Binti, *with Merit*
Shah, Neel Nirmal
Shi, Yangli
Tao, Chuyuan
Wang, Hanjun, *with Merit*
Zhang, Peiyao

Master of Professional Accounting
Ahmer, Fatima
Chacko Roy, Denny, *with Merit*
Chen, Leixing, *with Merit*
Dong, Xinru
Fu, Guohao, *with Merit*
Liu, Bohao
Waworuntu, Sebastian Andrew, *with Merit*

Master of Public Management
Zaw, Thura, *with Merit*

Master of Public Policy
Bo, Tun Thandar
Cahyaningsih, Ambar Puji, *with Merit*
Simeona, Falili

Bachelor of Commerce with Honours
Toulis, Georgio Spiros, *with First Class Honours in Finance*

Bachelor of Commerce
Akhyar, Salsabila Hanifah
Chauhan, Anshul
Doan, Hai Nhu
Faidhan, Muhammad Aflah
Fathul Karim, Muhammad Azamuddin Bin

Frimpong, Kwaku
Galanakis, Elia
Gong, Pei-Wan
He, Shuxin
Hermansyah, Muhammad Reza
Hoang, Minh Mai
Judimihardja, Kyara
Karimi, Amir Reza
Lam, Chun Kit
Li, Bingying
Lu, Bingyan
Moon, Hyo Gyung
Pongchomporn, Nita
Su, Junxi
Tiatia, Matisse Fagaoloa Emele-Moa
Wan Othman, Wan Muhammad Syafiq
Yang, Zixuan

Postgraduate Certificate in Business Administration

Brick, Jeremy John Michael
Brown, Conor Samuel

Postgraduate Certificate in Professional Accounting

Pang, Yueqiao

WELLINGTON FACULTY OF EDUCATION

Master of Education

Annuvel, Chand
Behring, Elma
Graves, Rachel Caroline, with Distinction
Ngarewa, Nicola Jane, with Merit
Tafolo, Kelenita Paea I

Master of Educational Psychology

Batchelor, Emma Jane, with Distinction
Behring, Elma
Chen, Binbin, with Distinction
Griffin, Katherine Ainslie, with Distinction
Harris, Keegan John, with Merit
Hollis-Elise, Pou Luana, with Merit
Lewis, Nancy Erin, with Merit
Long, Jemimah Miriam Constance, with Distinction
Rai, Angela, with Distinction
Tate, Lucy Alice, with Distinction
Urlich, Kyra Lore, with Merit

Master of Teaching and Learning (Primary)

Smith, Jarrod Paul, with Merit

Postgraduate Diploma in Education

Allen, Joshua Edward David
Sharma, Neha

Postgraduate Diploma in Educational Psychology Practice
Chen, Yuanqiao

WELLINGTON FACULTY OF ENGINEERING

Master of Engineering
Ahmed, Mirza Sumair

Master of Renewable Energy
Dynan, Andrew George, *with Distinction*

WELLINGTON FACULTY OF HEALTH

Master of Health Psychology
Paycheck, Johnny Shooter

Master of Health Research
Montgomery, Jennifer Claire, *with Distinction*

Postgraduate Diploma in Health Psychology Practice
Kaur, Navneet

Postgraduate Certificate in Nursing Science
Fernandez, Mae Anne Calumpong
Lu, Sam
Palmer, Georgia Kate
Presores, Irish Tibon
Shailer, Charlotte Anne

WELLINGTON FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Master of Arts
Le, Thi Kim Hieu, *in Teaching English to Speakers of Other Languages*
Turner-Holmes, Isla Rosalind, *in Cultural Anthropology with Distinction*

Master of Indigenous Studies
Bawnay, Pisuy, *with Distinction*

Master of International Relations
Farias Munoz, Maria Alejandra, *with Merit*

Master of Music
Haynes, Duncan John, *in Musicology with Merit*

Master of Philosophy, Politics and Economics
Nguyen, Tan, *with Distinction*

Bachelor of Arts with Honours
Ming, Yuxiao, *with First Class Honours in Philosophy*

Bachelor of Arts
Al Shibani, Sarah Mohammed Saleh Salim

Alexander, Rhiannon Olivia Kaveney
Andrews, Niamh Innis
Britain, Samuel James
Cinzah, Uk Hlei Thang
Depree, Alexandra Catherine Miller
Dinh, Tran Tram Anh
Duxfield, Macy Rena
Ha, Thu Giang
Le, Phuong Ha
Morgan, Imelda Rose
Steward, Anna Eve
Tautiaga Mamea, Samuel
Yeoh, Daniella I Tzuen

Bachelor of Music

Paton-Goldsbury, Leroy Nash

Graduate Diploma in Arts

Elliott, Craig, *in Media Studies*
Furst, Morgan Leslie Kennedy, *in Linguistics*

Postgraduate Certificate in Intercultural Communication and Applied Translation

McCormack, Francesca
Sandhu, Manjot Kaur

Certificate of Proficiency in English

Berkdar, Talal
Birkdar, Dalal
Dong, Xinru
Jirathampradub, Supakrit
Li, Bingying
Lu, Bingyan
Meles Teklu, Amanuel

WELLINGTON FACULTY OF LAW

Master of Laws

Caris, Lara, *with Merit*
Greinacher, Balthasar Jakob, *with Merit*
Wiri, Kingi Robert James, *with Merit*

WELLINGTON FACULTY OF SCIENCE

Master of Computer Science

Zhang, Teng, *with Distinction*

Master of Conservation Biology

Darrah, Caitlin Jane, *with Merit*

Master of Science

Federico, Melanie Anna-Maria, *with Distinction in Psychology*
Jansen, Kees Amory John, *with First Class Honours in Geology*
Knox, David Andrew, *with Distinction in Artificial Intelligence*

Bachelor of Biomedical Science

Rey, Julien

Bachelor of Science

Birse, Cameron James

Chang, Felicia Crystal

Chew, Li Jun

Clouston, Samuel David

Ferranco, Jason Lawrence Magbata

Khairuzi, Fatimatuzzahrah Binti

King, Michael Freddie

Malcolm, Aidan Michael

Mihaila, Ioana Bronwyn

Mohd Fraziali, Sofea

Riza Hadafi, Riza Danish Aulia Bin

Saelee, Thitapa

Shaifulizam, Muhammad Elias Bin

Soeiro, Deana Leigh

Graduate Diploma in Science

Fyfe, Joshua Luke, in *Ecology and Biodiversity*

Agenda Item 8

Appointment of Committee Chairs and Committee Members for 2025

To receive: a Council paper dated 25 November 2024 from the Chancellor, Mr John Allen, regarding the appointment of Committee Chairs and Committee members for 2025 (document VUWC 24/149).

To resolve: **that on the recommendation of the Chancellor:**
the Committee Chairs and Committee membership as set out in document VUWC 24/149 be approved.



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	25 November 2024
SUBJECT	Appointment of Council Committee Chairs and Members for 2025
DOCUMENT #	VUWC 24/150

This paper proposes Committee Chair and member appointments for 2025. With recent confirmation of the student election results, and the proposed reappointment of Mr Te Puni at this meeting, Council is fully in place for the new year.

Please note that the Pro-Chancellor and Chancellor are members of each committee as a function of these roles.

Finance Committee

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

Audit and Risk Committee

Hon Maryan Street - Chair
 Mr John Allen
 Mr William Bell-Purchas
 Professor Bönisch-Brednich
 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
 Hon Maryan Street
 Mr David Smol

Te Aka Matua Committee

Ms Pania Gray – Chair
Mr John Allen
Professor Nic Smith
Hon Maryan Street

People & Culture Committee

Mr John Allen – Chair
Hon Maryan Street
Mr James Te Puni

Attached as Appendix 1 is a summary document of the proposed 2025 membership of Council Committees which includes details where Committees have staff, student and external members.

Recommendation:

that the Committee Chairs and Committee membership for 2025, as set out in this document, be approved.

Appendix

Council Committees – 2025

<p>Finance Committee</p> <p>Alan Judge – Chair John Allen Richard Arnold Asifa Hanif David McLean 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 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* Vacancy (PGSA)**</p> <p><i>* Academic Staff members of Committee</i> <i>**PGSA Nominee</i></p>
<p>Te Aka Matua Committee</p> <p><i>Pania Gray – Chair</i> John Allen Nic Smith Maryan Street Rawinia Higgins Meegan Hall</p> <p><i>2 external members</i> Selwyn Katene Matthew Reweti</p> <p><i>Co-presidents of Ngāi Taura 2025:</i> Kaea Hudson Aria Ngarimu</p> <p><i>One student member not on Ngāi Taura executive</i> Vacancy</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) Liban Ali (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 9

Appointment of Council Member

To receive: a Council paper dated 25 November 2024 from the Chancellor, Mr John Allen, regarding the appointment of Mr James Te Puni to a further four-year term on Council (document VUWC 24/150).

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

in accordance with clause 6.1 of the Council Membership Statute, Mr Te Puni be appointed to Council for a further four year term from 1 January 2025 to 31 December 2028.



COUNCIL PAPER

TO	Members of Council
FROM	John Allen, Chancellor
AUTHOR	Caroline Ward, Secretary to Council
DATE	25 November 2024
SUBJECT	External appointment – James Te Puni – reappointment
DOCUMENT #	VUWC 24/151

At its 21 October 2024 meeting, Council discussed the re-appointment of Mr James Te Puni to a further four-year term as a direct appointee. There was strong support for this and Mr Te Puni has confirmed his availability and willingness to serve a further term. Because this is a reappointment, the involvement of the Nominations Panel has not been required.

With this reappointment, the intentions of the Council membership statute will not be met under the criteria to have at least 5 women (there will only be 4). This is due to the need to keep a Council member with some institutional knowledge, particularly as three senior members of Council potentially conclude their time on Council in 2025. The Council will focus on this in 2025 to ensure that the Minister's office is aware of the intended demographics when any ministerial appointments are required, and also when the direct appointment is made in anticipation of the vacancy created by the conclusion of Alan Judge's two terms as at 31 December 2025.

A short bio for Mr Te Puni is attached at Appendix 1.

Appendix 2 sets out the composition of Council as at 1 January 2025, should this appointment be made.

Recommendation:

that on the recommendation of the Chancellor:

in accordance with clause 6.1 of the Council Membership Statute, Mr James Te Puni be appointed to Council for a further four year term from 1 January 2025 to 31 December 2028.

Appendix 1

James Te Puni (Ngāti Porou)

MBA *Well*

James Te Puni was appointed by the University Council to a four year term commencing 1 January 2021.

Mr Te Puni has held a number of senior management roles across a broad range of sectors. He is the Chief Executive for Te Āhuru Mōwai, a Ngāti Toa-led initiative that delivers social housing to almost 1000 whanau in the Porirua/Tawa area, and has been on the board of Barnardos NZ since 2015 (including eight years as Chair). His previous roles include those of Chief Executive of the Hurricanes and Wellington Rugby, National Retail Manager for Hallensteins, and the General Manager Māori at the Museum of New Zealand Te Papa Tongarewa.

James is an alumnus of Te Herenga Waka—Victoria University of Wellington and has previously served as an external member on the University's Te Aka Matua Committee and MBA Advisory Committee.

Appendix 2

Composition and terms of Council members as at 1 January 2025

(subject to reappointment of Mr James Te Puni)

	Name	At least 5 women	At least 2 people who are Māori	At least 2 Alumni	Current Term	Number of Terms	Normal Length of term
Ministerial Appointment	John Allen	M		Y	1.1.22-31.12.25	2	Ministerial discretion, up to four years
Ministerial Appointment	David McLean	M		Y	1.3.22-28.2.26	1	
Ministerial Appointment	David Smol	M			28.6.24-17.6.28	1	
Ministerial Appointment	Maryan Street	F		Y	8.9.21-7.9.25	1	
Vice-Chancellor	Nic Smith	M			For term of contract 16.1.23 to 15.1.28		
Staff (elected)	Brigitte Bönisch-Brednich	F			1.1.24-31.12.27	2	4 years
Staff (elected)	Richard Arnold	M		Y	1.1.22-31.12.25	1	4 years
Student (elected)	Asifa Hanif	F			1.1.25-31.12.26	1	2 years
Student (elected)	William Bell-Purchas	M			1.1.24-31.12.25	1	2 years
External Appointment	Alan Judge	M			1.1.22-31.12.25	2	Up to 4 years
External Appointment	Pania Gray	F	Y	Y	1.1.23 – 31.12.26	1	
External Appointment	James Te Puni	M	Y	Y	1.1.25-31.12.28	2	
	Staff = 2 Students = 2	M=8 F=4	2	6			

Agenda Item 10

Pasifika quarterly report

To receive: a Council paper and presentation dated 25 November 2024 from Associate Professor Hon. Luamanuvao Dame Winnie Laban, Assistant Vice-Chancellor (Pasifika) providing a Pasifika update report (document VUWC 24/151).

To resolve: **that the Pasifika update report be noted.**



COUNCIL PAPER

TO	Members of Council
FROM	Associate Professor Hon. Luamanuvao Dame Winnie Laban Assistant Vice-Chancellor (Pasifika)
AUTHOR	Associate Professor Hon. Luamaunvao Dame Winnie Laban Assistant Vice-Chancellor (Pasifika)
DATE	20 November 2024
SUBJECT	Pasifika Te Herenga Waka – Victoria University of Wellington
DOCUMENT #	VUWC 24/151

Executive Summary:

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

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

Supporting information:

Refer to the following presentation.

Recommendation:

that Council note the Pasifika report.

Pasifika

at

Te Herenga Waka–Victoria University of Wellington

Associate Professor Hon. Luamanuvao Dame Winnie Laban

Assistant Vice-Chancellor - Pasifika

Office of the Assistant Vice-Chancellor - Pasifika

Council Update

2 December 2024, Monday

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

OFFICE OF THE ASSISTANT VICE-CHANCELLOR - PASIFIKA



Associate Professor Luamanuvao Dame Winnie Laban
Assistant Vice-Chancellor - Pasifika



Pasifika Student Success Team



Fabiefara Filo
Senior Pasifika Engagement Adviser
FHSS, Education (Postgraduate)



Mela Kaufusi
Pasifika Engagement Adviser
Wellington School of Business & Government



Marina Wall
Pasifika Engagement Adviser
Faculty of Law



Ryan Simpson
Pasifika Engagement Adviser
Faculty of Architecture & Design



Alofa Wright
Pasifika Engagement Adviser
Faculty of Science, Health & Engineering



Stariana Framhein-Tagoa'i
Pasifika Engagement Adviser
FHSS, Education (1st & 2nd Years)



Faiga Su'a
Pasifika Engagement Adviser
FHSS, Education (3rd+ Years)



Pasifika Pillars

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



Tapu Vea
Pasifika Future Students' Adviser



Fa'aaliga Leota
Pasifika Future Students' Adviser



Lionel Taito-Matamua
Future Students' Adviser



Teneya Nicol
Outreach & Engagement Adviser SHEADI



Louise Falepau
Student Learning Manager



Moe Nanai
Learning Adviser Pasifika



Taase Pusa
Senior Learning Adviser Digital Technology



Gail Ah-Hi
Equity Scholarships Programme Manager



Tina Ulese
Scholarships Adviser



Eseta Malua-Fa'afia
Pasifika Student Liaison - Library



Taea Filo
Pasifika Library Navigator



Mathew Mene
Pasifika Student Counsellor



Fuailalagi Heger
Pasifika Student Counsellor



Raymond Dunn
Health Navigator



Andrew Tui
Manager, Careers & Employment



Emele-Moa Makisi
Senior Adviser New Student Transition

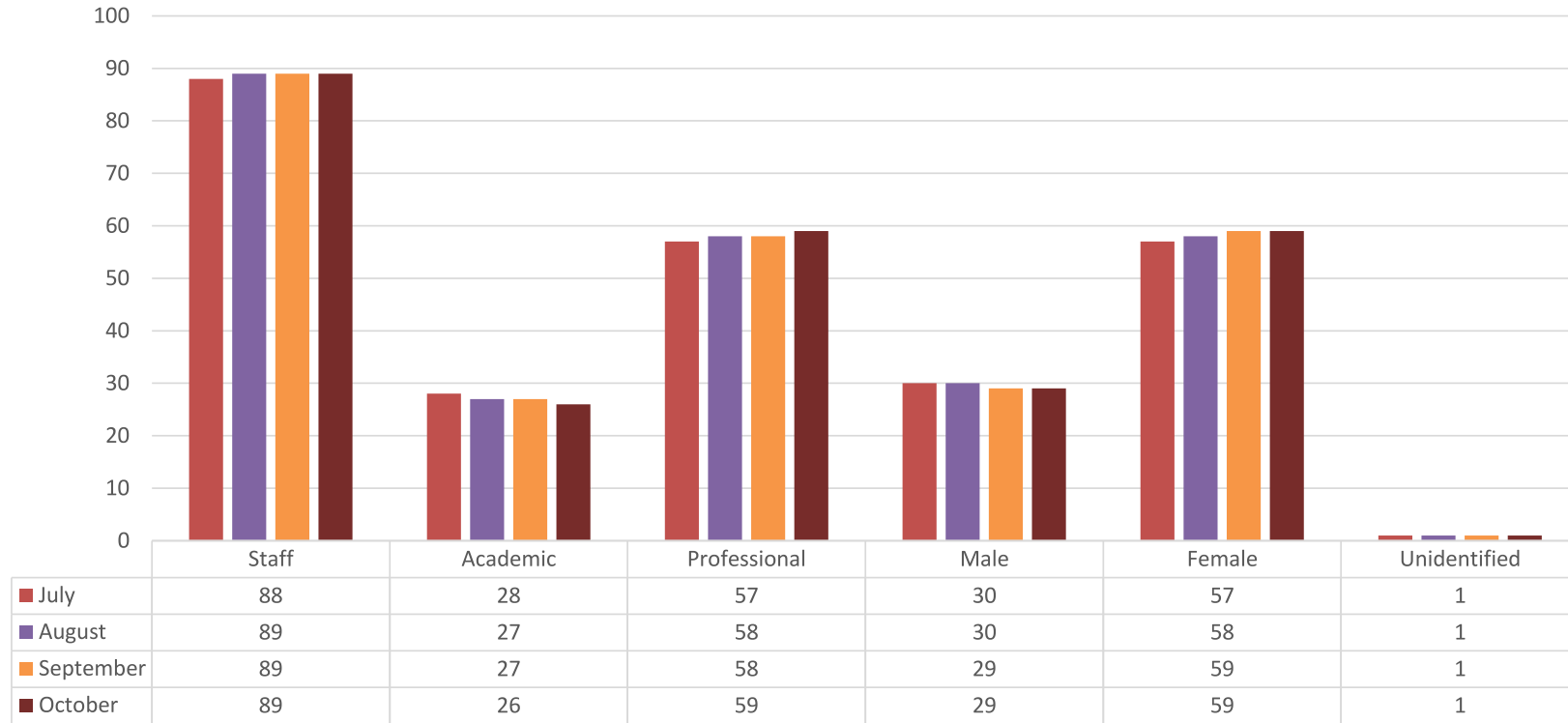


Dom Kafatolu
International Development Scholarship Adviser

PASIFIKA DATA



Pasifika Staff FTE, July - October 2024



Source: HR Monthly Reports July - October 2024

Note: FTEs (Full-Time Equivalent)

*This data is provisional, this is not final

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2024 Academic Pasifika Staff at THW-VUW

**Pasifika Academic Staff
Gender Breakdown
July - October 2024**



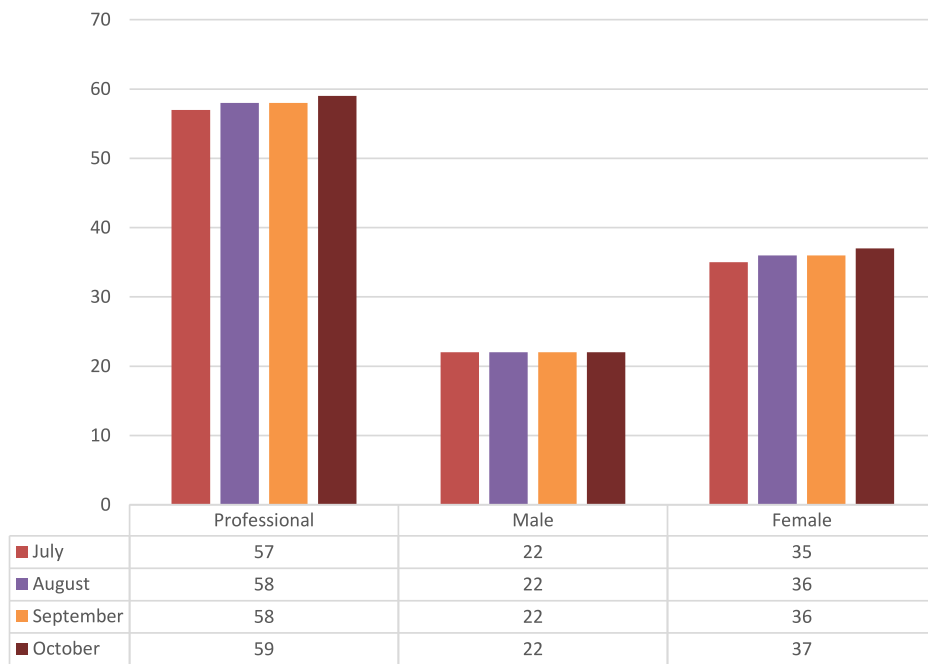
**Pasifika Academic Staff
Faculty / Division / School Breakdown
July - October 2024**



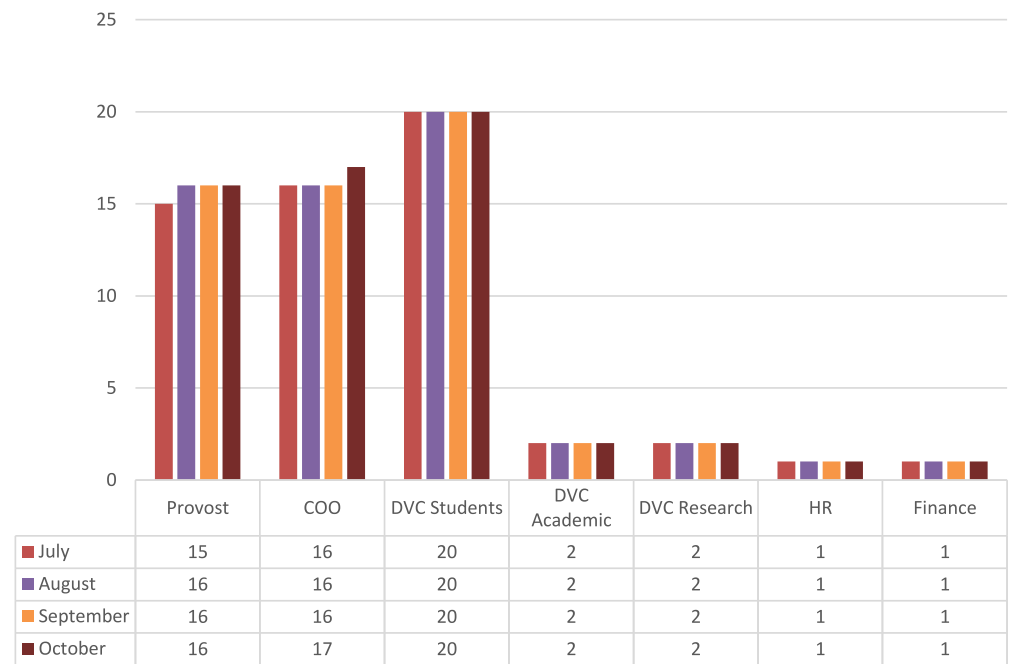
Source: HR Monthly Reports July - October 2024
 Note: FTEs (Full-Time Equivalent)
 *This data is provisional, this is not final

2024 Professional Pasifika Staff at THW-VUW

**Pasifika Professional Staff
Gender Breakdown
July - October 2024**



**Pasifika Professional Staff
Faculty Breakdown
July - October 2024**



Source: HR Monthly Reports July - October 2024

Note: FTEs (Full-Time Equivalent)

*This data is provisional, this is not final

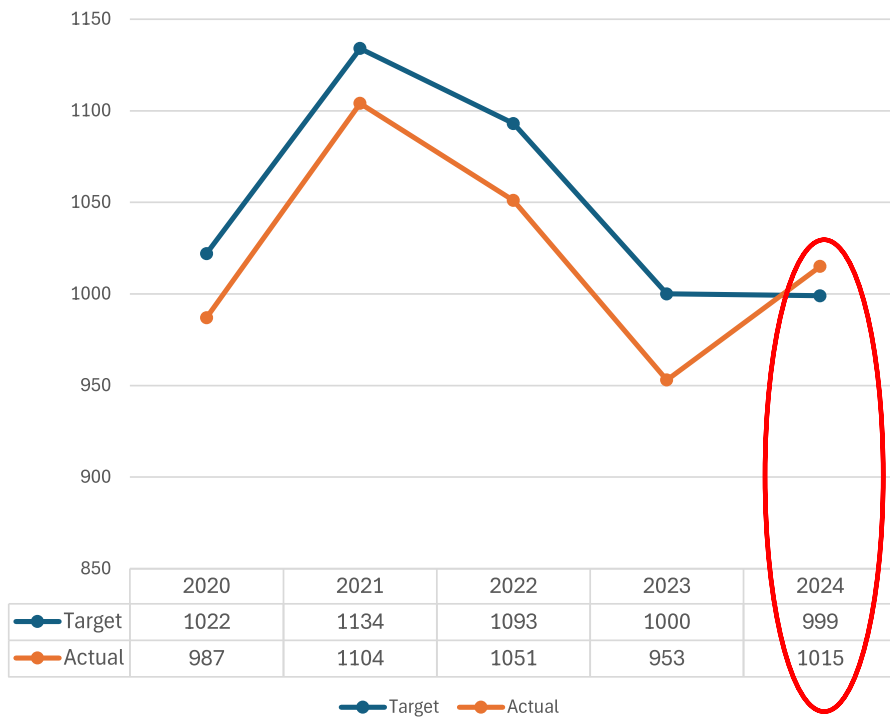
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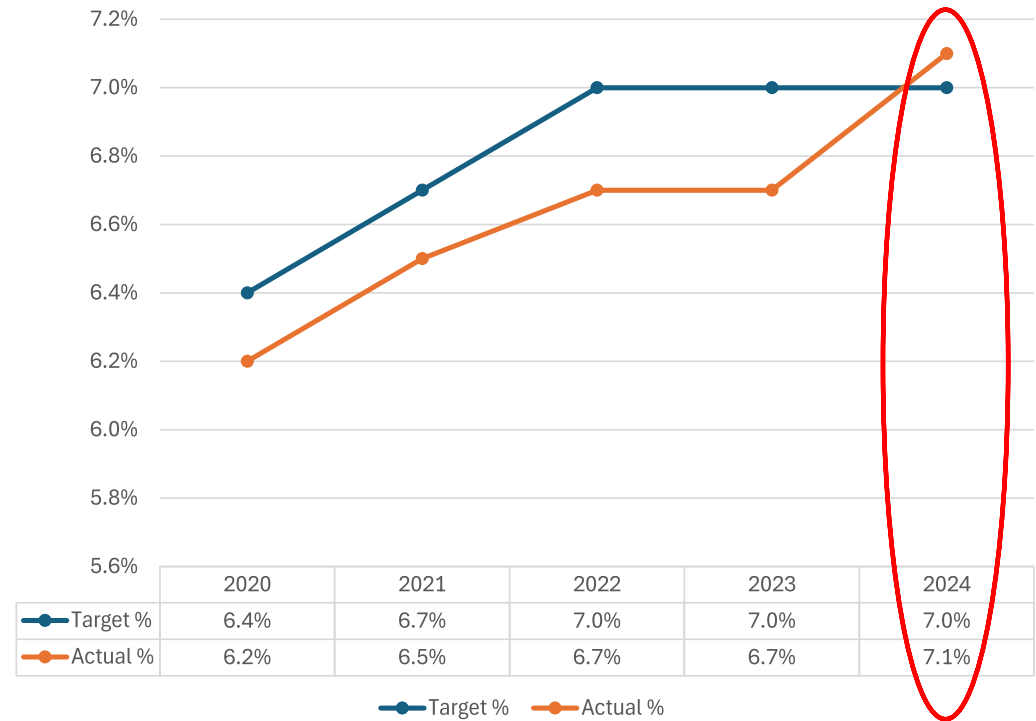
VICTORIA UNIVERSITY OF
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TE HERENGA WAKA

Pasifika Student EFTS, 2020-2024

EFTS



EFTS %



Source: SMS003 Ethnicity Participation 19/11/2024

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

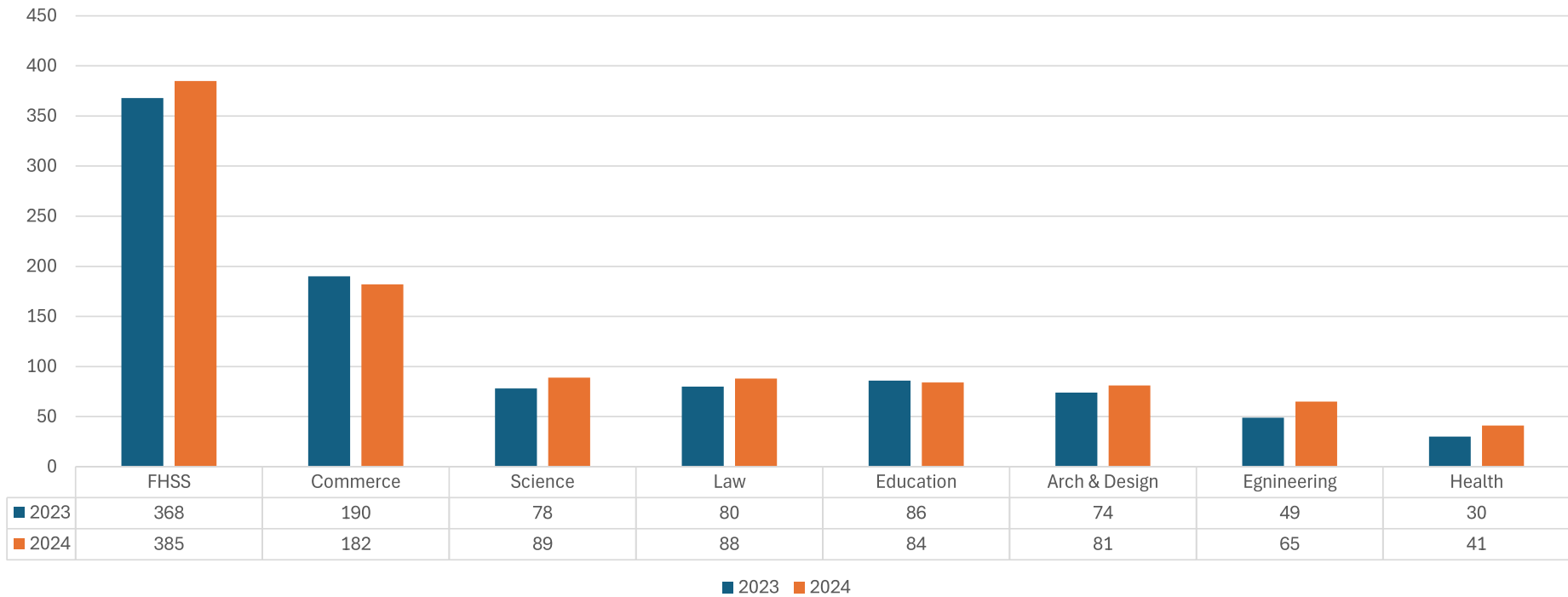
*This data is provisional, this is not final

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Pasifika EFTS by Faculty/School 2023 vs 2024



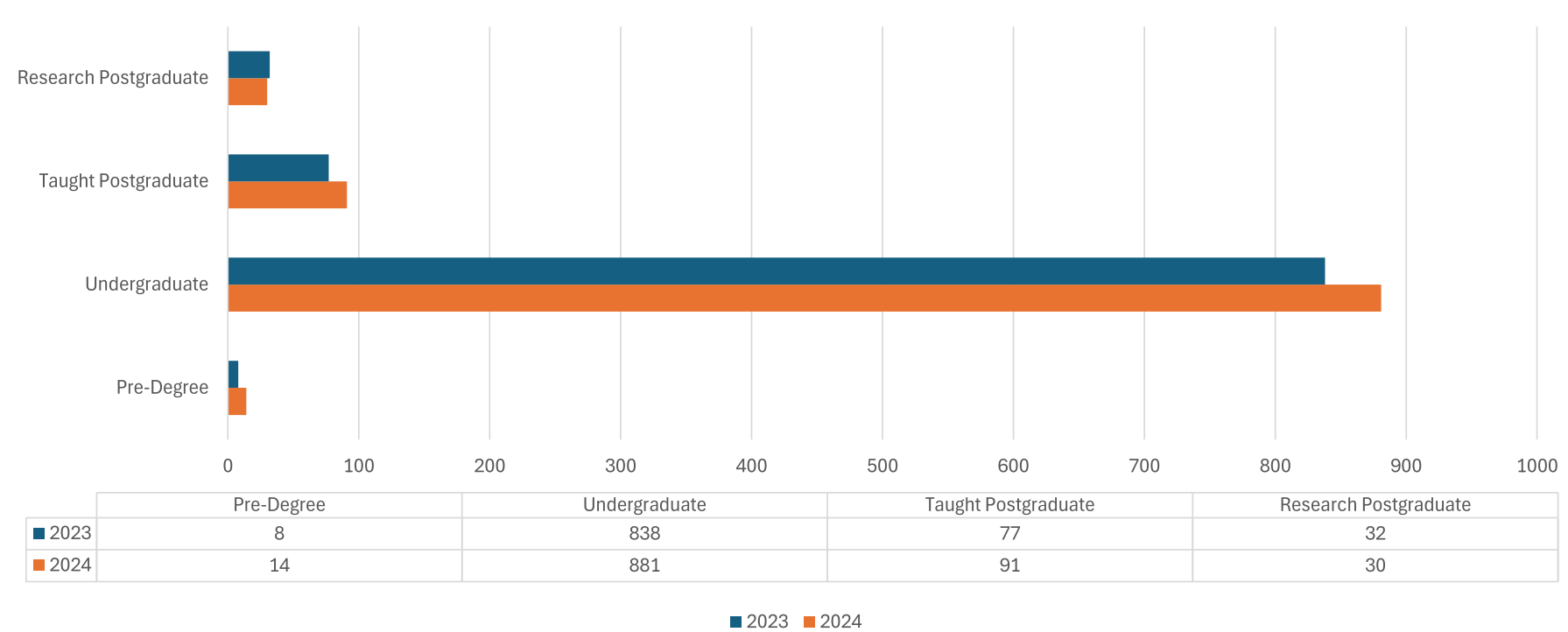
Source: SMS003 Ethnicity Participation 19/11/2024
 Note: EFTS (Equivalent Full-Time Student, domestic student only)
 *This data is provisional, this is not final

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Pasifika EFTS by Qualification Level 2023 vs 2024



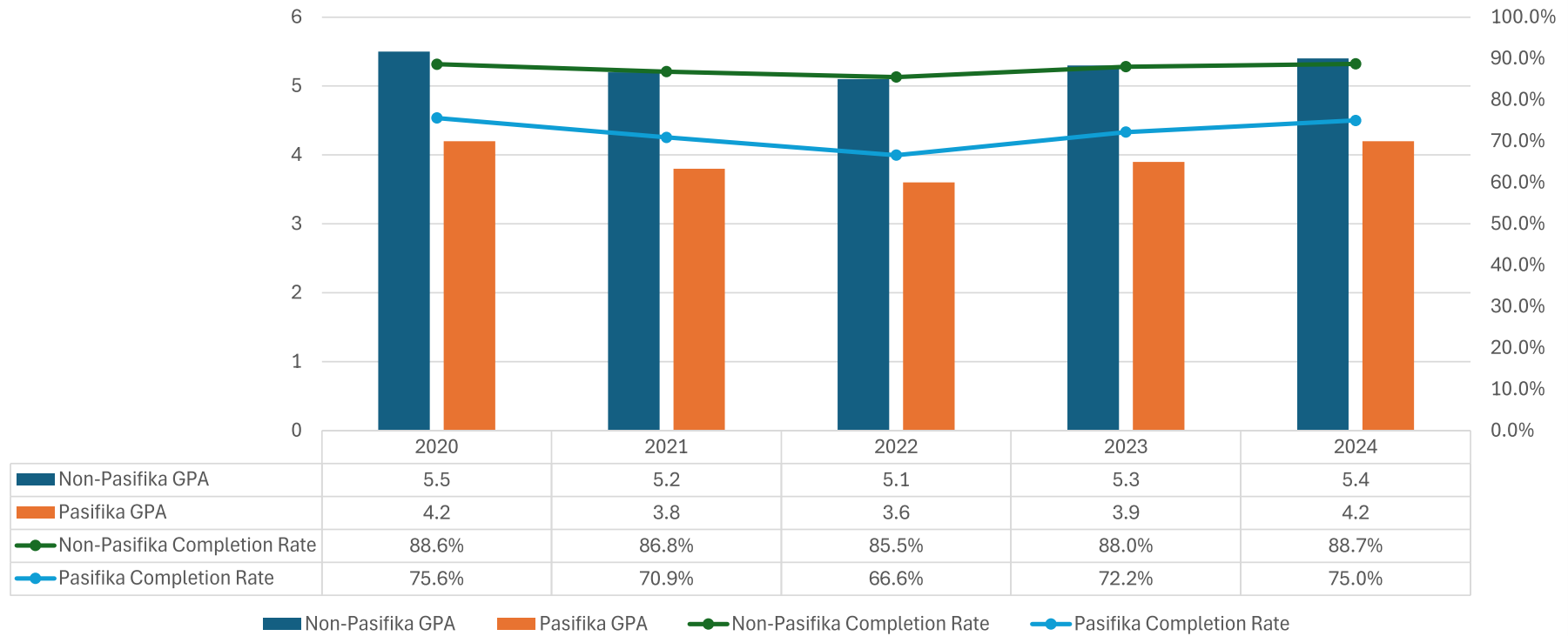
Source: SMS003 Ethnicity Participation 19/11/2024
 Note: EFTS (Equivalent Full-Time Student, domestic student only)
 *This data is provisional, this is not final

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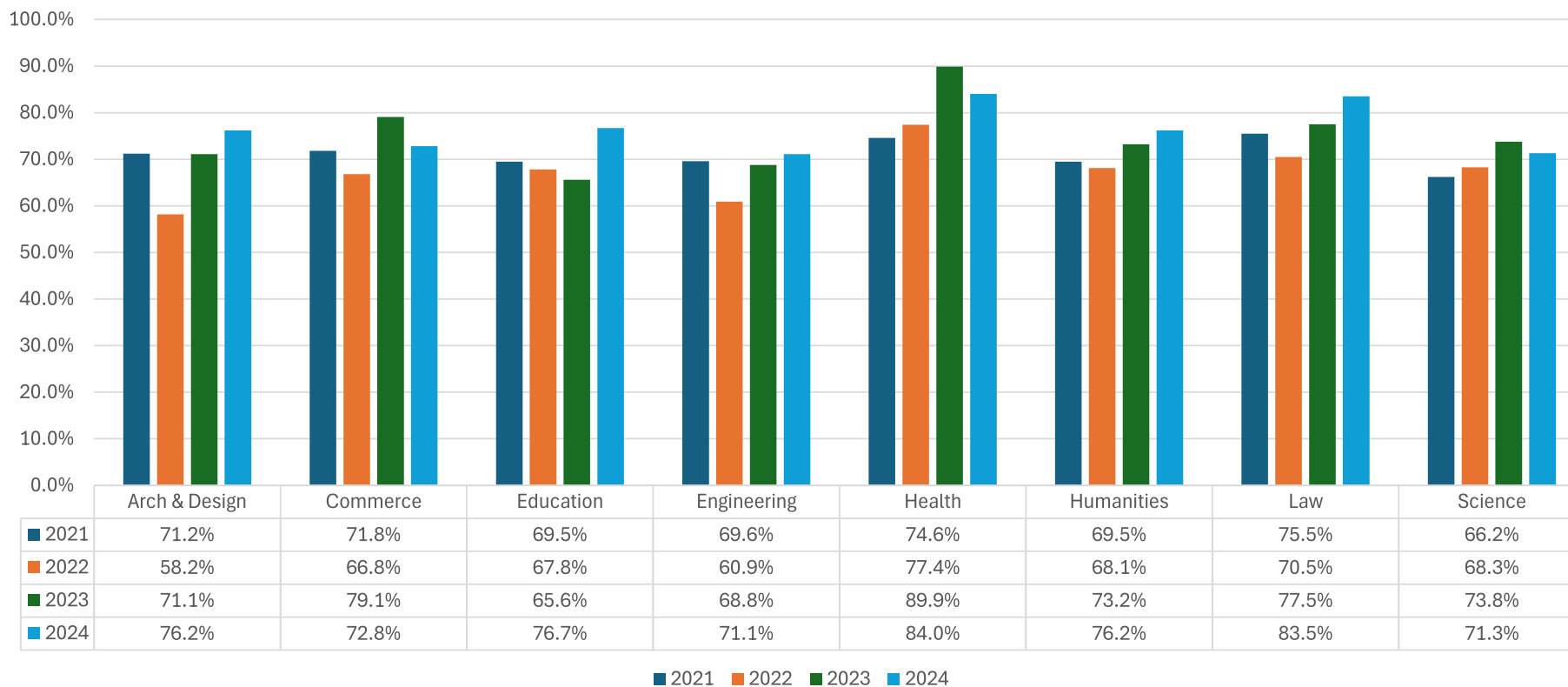
Pasifika and Non-Pasifika GPA and Completion Rates 2020-2024



Source: SMS009 Grade Summary (26/11/2024)
 *This data is provisional, this is not final



Performance Report – Trimester 1 and 2 Completion %

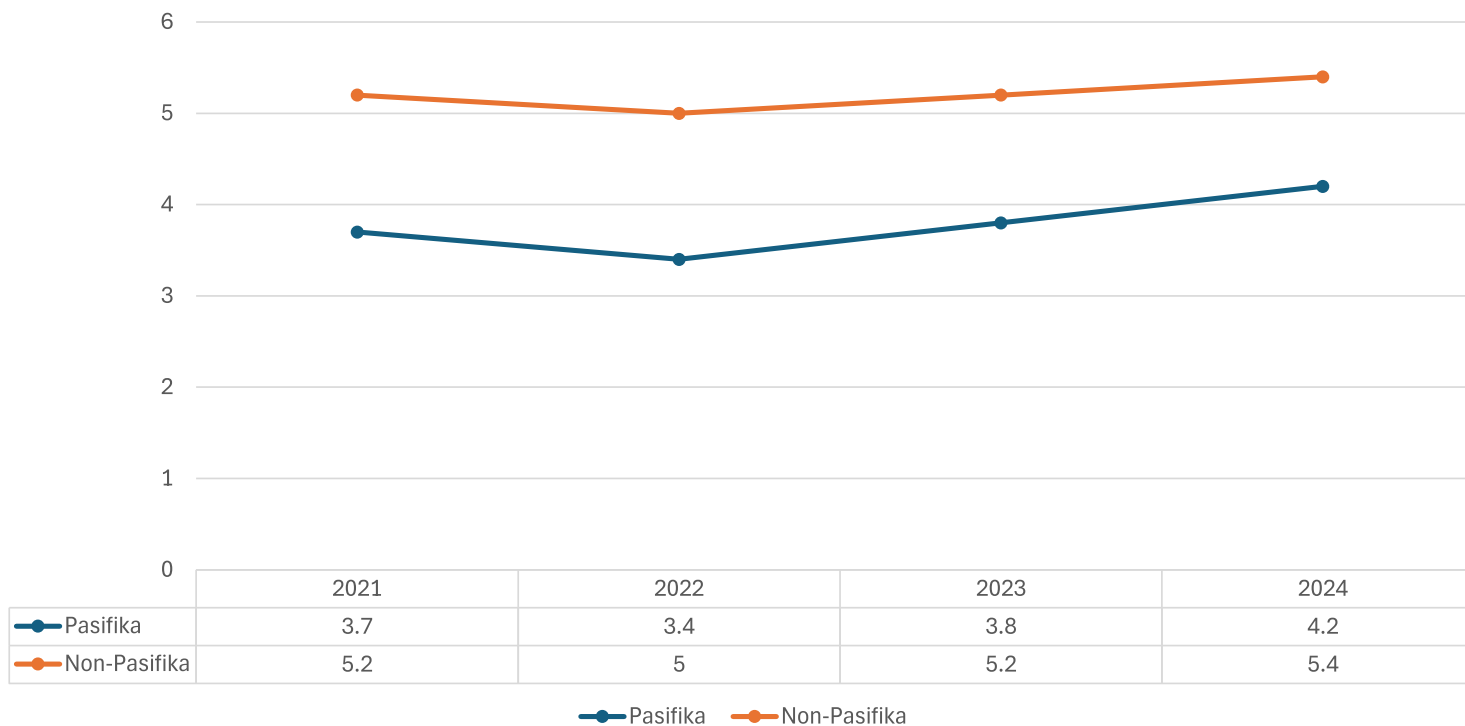


Source: SMS009 Grade Summary (26/11/2024)
 *This data is provisional, this is not final



Performance Report – 2021-2024 Trimester 2 GPA results

T2 GPA 2021-2024 Pasifika vs. Non-Pasifika



Source: SMS009 Grade Summary (26/11/2024)
 *This data is provisional, this is not final



KEY PROJECTS

OAVC PASIFIKA

OAVC Pasifika Faculty Presentations

- The overall statistics of Pasifika students in the university and across the faculties.
- Pasifika and non-Pasifika first year retention rates for 2023.
- Pasifika students academic performance within the faculty and school.
- Identify the courses that have the most Pasifika students and their performance.
- “Tautai” – Pre-orientation Pasifika Programme Feb 2025



**TE HERENGA WAKA—VICTORIA UNIVERSITY OF WELLINGTON
PASIFIKA ROADSHOW INFORMATION EVENINGS 2024**

- **Thursday 1 August 6-8PM**
 - Pataka Art + Museum | 17 Parumoana Street, Porirua
- **Tuesday 6 August 6-8PM**
 - Horowhenua District Council | 160 Oxford Street, Levin
- **Wednesday 7 August 6-8PM**
 - Walter Nash Centre | 22/26 Taine Street, Taia, Lower Hutt
- **Thursday 8 August 6-8PM**
 - Mātairangi Room, Akau Tangi | 72 Kemp Street, Kilmirnie
- **Tuesday 13 August 6-8PM**
 - Masterton Intermediate School | 38 Intermediate Street, Solway
- **Wednesday 14 August 6-8PM**
 - Whirinaki Whare Teonga | 836 Fergusson Drive, Upper Hutt

RSVP via the registration form, or please contact Fable Fife- 022 563 6974 | pasifika-events@vuw.ac.nz



**VICTORIA UNIVERSITY OF WELLINGTON
TE HERENGA WAKA**

PASIFIKA ROADSHOW

INFORMATION EVENING

WEDNESDAY 14 AUGUST: UPPER HUTT

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TE HERENGA WAKA**



TE TOLOA LAPITA

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VICTORIA UNIVERSITY OF
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PASIFIKA *Graduation* CELEBRATION

MONDAY 9 DECEMBER 2024
THE HUB, KELBURN CAMPUS
5:30PM

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TE HERENGA WAKA

UPDATE BY OAVC PASIFIKA PASIFIKA STUDENT SUCCESS TEAM



Pasifika Student Success Team

20

Pasifika Engagement Advisers

- From 1st July to 31st October 2024, there were **935** recorded engagements with Pasifika students across engagement advisers.
- Kurawai is regularly updated, so this number will change.
- Pasifika advisers maintained a presence at Wan Solwara throughout the trimester, enhancing engagement opportunities.
- A proposal for a Pasifika Engagement Adviser in the new Faculty due to the realignment of faculty is being considered. The new faculty will include Education, Psychology and Health.



PASIFIKA STUDY SESSIONS

VENUE: AM102/104
 Alan MacDiarmid Building, Kelburn

- Monday 14 October, 2pm - 8pm
- Tuesday 15 October, 9am - 5pm
- Wednesday 16 October, 9am - 5pm
- Thursday 17 October, 9am - 5pm

FOOD WILL BE PROVIDED.
 BRING YOUR STUDY GEARS
 BRING YOUR FRIENDS
 NO NEED TO RSVP, SIMPLY SHOW UP!
 OPEN TO ALL PASIFIKA STUDENTS (UNDERGRADUATES + POSTGRADUATES)

Pasifika staff from Student Learning, Library, Mauri Ora and Pasifika Student Success will be available for support.

PASIFIKA NETWORKING BREAKFAST

FRIDAY 6 SEPT, 8.15AM - 10.00AM
 WAN SOLWARA (KELBURN LIBRARY LEVEL 2)

 TOFIDA FEPULEA'I Comedian, Actor, Entertainer Storie, Tofiga	 MELEMO SIAKUMI Principal Advisor Women Department of Corrections	 SEMISI POHIVA Director Tufuta Law Ltd
 FA'ASALELE MALO Director Malo Architecture Ltd	 KIRITA-ROSE ESCOFF Assistant Lecturer School of Engineering, VUW	 ESESA TANDOA Co-Founder Popoama Productions Ltd

This event is for Pasifika students at VUW, please register for catering purposes.
 For more information, please contact Falea Fale: 0226631974 (pasifika-events@vuw.ac.nz)

Hosted by WellingtonNZ
 In partnership with Wellington Pasifika and PACIFIC Education Trust

1897 VICTORIA UNIVERSITY OF WELLINGTON TE HERENGA WAKA

6-12 October | Fijian Language Week

VOSA VAKAVITI EVERYDAY

Vakamareqeta na Vosa VakaViti | Nurture and sustain the Fijian language

20 24 PACIFIC LANGUAGE WEEKS

Ministry for Pacific Peoples

6-12 October | Macawa ni Vosa VakaViti

18 - 24 August

LEA FAKA-TONGA EVERYDAY

E bu'vina 'a e lea Faka-Tonga 'a ka lea aki 'a'pi, eiasi (foni), mo e nofo-'a-kōngā

The Tongan Language will be sustainable when used at home, church and in the wider community

TE REO MĀORI KŪKI 'AIRANI EVERYDAY

Epetoma o te reo Māori Kūki 'Airani

Cook Islands Māori Language Week

20 24 PACIFIC LANGUAGE WEEKS

Ministry for Pacific Peoples

4 - 10 August

29 September - 5 October | Tuvalu Language Week

TE 'GANA TUVALU EVERYDAY

29 Setema - 5 Oketopa | Vaiaaso o te 'Gana Tuvalu

Taofi mau ki tau 'gana, mo tou gaugaleo, me ko tou iloga tena | Uphold your language and dialect, for it is your identity

20 24 PACIFIC LANGUAGE WEEKS

From left to right: Sinivesa Tiniamoni Agallo and Jenise Hafaru at Otago University

Ministry for Pacific Peoples

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Pasifika Ongoing work

23

- Fale Malae Trust – work ongoing
 - Fale Malae Scholarship: **Launch 2024 (TBC)**
- Universities New Zealand Komiti Pasifika Fono: **November 2024**
- Komiti Pasifika Fono: **December 2024**
- Pasifika Graduation Celebration event: **December 2024**
- “Tautai” – Pasifika pre-Orientation Camp: **February 2025**
- AVCP on Student Experience working group and VC Strategy working group
- Engagement work in the Pacific:
 - Organising and refreshing Memoranda of Understanding between the VUW (FGR Professor Neil Dodgson) with VUW academics, AVC Pasifika and National Universities in the Pacific, including National University of Samoa (NUS), Science Research Organisation (SROS), and South Pacific Regional Environment Programme (SPREP) and Pacific Climate Change Centre (PCCC), and other research stakeholders, etc.
 - A science academy has been set up for the Pacific region by Professor Peter Gluckman and other key stakeholders in partnership with NUS. AVCP is also represented on the Koi Tū Guardians group.
 - Networking with Pacific high commissioners and ambassadors in Wellington
- VUW projects: Pasifika Pathways, Academic Programme reviews, Scholarship Framework and Pasifika input, Pastoral Care Code, EDI (Equity, Diversity and Inclusion), Anti-Racism, Faculty Board Management meetings, Pasifika Academic research network, Academic Reviews and Hardship Fund and Equity Grant meetings, Leadership Programme Project Advisory Group, Universities of NZ Komiti Pasifika Fono, Mauri Ora Pasifika Counsellors partnership, updating Pasifika Hub website, Pasifika Staff Success Plan

Fale Malae

Wellington City Council, Fale Malae Trust, Central Government, Victoria University of Wellington – Te Herenga Waka and Pasifika communities



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

Agenda Item 11

Student President reports

- To receive:**
- 1 a report from Ms Te Waikamihī Lambert and Ms Sterling Maxwell, Ngāi Tauira Co-Presidents (document VUWC 24/152a);
 - 2 a report from Ms Marcail Parkinson, VUWSA President (document VUWC 24/152b).

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

Ngāi Tauria tumuaki report for University Council Meeting held on December 2nd

In 2024 alone 95 people filled out a registration form to be a member of Ngāi Tauria. More than 60 people attended the Ngāi Tauria AGM, held on October 16th 2024, and 85 nominations were received for positions on the 2025 Ngāi Tauria executive committee. Compared to previous years, this is a huge increase of students engaging with Ngāi Tauria and attending significant kaupapa such as the AGM.

A very promising executive committee was elected with **Kaea Hudson** and **Aria Ngārimu** elected as co-presidents for 2025. Although a handover will take place in early December, Sterling and Te Waikamihī will stay on to lead the opening of the Living Pā with the help of select members from the new executive team. Ngāi Tauria is currently running kapa haka practices every Tuesday and Thursday alongside alumni, staff and students in preparation for the Living Pā opening and graduation.

This year has proven to be a positive one for Ngāi Tauria with many highlights including

- Recruitment of many new members of all ages and life experiences.
- The acceptance of Ngāi Tauria's remuneration proposal.
- The release of the professional waiata recordings for the Living Pā.
- Successful political campaigns & working with activist roopu from the wider Pōneke community.
- Positive working relationships with our whānau roopu (NR, THoTRM, Āwhina, TKaM, Tu & the Māori DVC office) and other members of the university.
- A sense of kotahitanga and manaakitanga within our cohort of students.

We are looking forward to what the future holds!

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

For the meeting on 2nd of December 2024

Kia ora University council members,

As 2024 draws to a close, I want to extend my thanks to all council members for your engagement with student issues over the year. Please find my final 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:

Toitū Te Tiriti

Students are increasingly concerned about the ongoing erasure of Te Tiriti o Waitangi and Māori sovereignty in recent government policies and decisions. The diminishing prioritization of Te Tiriti is deeply worrying and signals a backward step in our collective efforts toward genuine partnership and equity. VUWSA are especially concerned at the division and misinformation being spread by the Act party with the introduction of the 'Treaty Principles Bill'. VUWSA stands firmly against this trend and urges the university to take proactive steps to uphold and integrate Te Tiriti values across all aspects of its operations, including governance, curriculum, and community engagement. We would also like to thank members of university staff who have been using their research and expertise to provide public education about Te Tiriti and its actual history and effect on our legal system. We believe this university has an important part to play as critic and conscience of society in these discussions, it is incredibly concerning to see the government disparaging academia and research as they have done recently.

(<https://www.rnz.co.nz/news/political/529782/casey-costello-releases-independent-advice-on-heated-tobacco> , <https://www.stuff.co.nz/nz-news/360486124/top-lawyers-tell-pm-abandon-treaty-principles-bill>)

VUWSA attended the Hikoi mō te tiriti on the 19th of November and it was an incredible event cloaked in kotahitanga and aroha.

Environment and Climate Change

Students have raised ongoing concerns about the university's investments and their alignment with university values. There is an expectation that the university leads by example (as stated in recent university advertising campaigns), divesting from fossil fuels and committing to ethical investments that reflect the urgency of the climate crisis. Transparency in investment decisions is crucial, and we encourage the university to engage with student voices in this space to ensure alignment with its stated values and environmental commitments.

University Advisory Group

VUWSA continues to advocate strongly within the University Advisory Group (UAG), but student confidence in the group is waning. There is a growing perception that student advice is being overlooked, particularly regarding critical issues like financial hardship. As noted in our submissions, addressing student poverty is integral to meeting the group's stated objectives, such as developing a diverse workforce and ensuring equity for disadvantaged groups. We reiterate the need for the group to meaningfully incorporate student feedback into its recommendations and to be transparent in its processes.

Living Wage

VUWSA is heartened by the university's commitment to achieving Living Wage accreditation. This is a significant step toward ensuring financial security for student workers and other university staff. We look forward to continued collaboration to make this a reality, as it aligns with our shared values of equity and fairness.

Aotearoa Tertiary Students Association

The establishment of the Aotearoa Tertiary Students' Association (ATSA) has been a major milestone for student advocacy in the national space this year. ATSA provides a unified national voice for students. VUWSA is proud to have been an active participant in ATSA's formation, and we will continue to work closely with the association to advance issues such as student poverty, housing, and mental health support.

Introduction to 2025 President Liban Ali

Agenda Item 12

Forthcoming Events and next Council meeting

- To receive:** a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 25 November 2024 regarding Forthcoming Events (document VUWC 24/153).
- To note:** that the next meeting of Council will take place on Monday, 10 February 2025 at **10.00 am** in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.
- To resolve:** that the Council Paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 10 February 2025 be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	25 November 2024
SUBJECT	Forthcoming Events for November/December 2024
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 24/153

Executive Summary

Council members are welcome to attend the following events.

November

Leadership Awards 2024	Thursday 28 November, 5.30-7.30pm	Hunter Council Chamber	<p>These awards celebrate the recipients of the Wellington International Leadership Programme and the Wellington Plus Programme.</p> <p>Email Heather Gatley to register.</p>
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December

Ian Gordon Fellow Lecture	Tuesday 3 December, 6pm	Government Buildings, Lecture Theatre 1, Pipitea Campus	<p>Intertextuality and Social Inequalities in the Legal System.</p> <p>Susan Ehrlich is Professor Emerita and Senior Scholar at York University, Toronto, Canada. She works in the areas of discourse analysis, language, gender and sexuality, and language and the law and is known internationally for her research on gendered inequalities in the language of legal settings, in particular, the language of sexual assault.</p> <p>Email lals@vuw.ac.nz to register.</p>
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School of Government Prizegiving	Tuesday 3 December, 5.45pm	Rutherford House, Lecture Theatre 1, Pipitea Campus	Join the School of Government and the Honourable Nicola Willis to celebrate and recognize the outstanding achievements of students. Email Helen Hynes to register.
Opening of the Living Pā	Friday 6 December, 4.30am	Kelburn Parade, and then the Hub.	Deputy Vice-Chancellor Māori, Professor Rawinia Higgins, invites you to the reopening of the wharenuī, Te Tumu Herenga Waka and the opening of the accompanying new Living Building. Register now.

December Graduation Week

Pasifika Graduation Celebration	Monday 9 December, 5.30pm	The Hub	Celebrate our Pasifika graduating students. Invitations to come.
PhD Graduation Celebration	Tuesday 10 December, 10.30am	The Hunter Lounge	Celebrate our PhD cohort. Register now.
Ceremony 1	Wednesday 11 December, 9.30am	Michael Fowler Centre	Graduation for students from the faculties of Science and Engineering.
Ceremony 2	Wednesday 11 December, 3pm	Michael Fowler Centre	Graduation for students from the faculties of Architecture and Design Innovation and Health
Ceremony 3	Thursday 12 December 9.30am	Michael Fowler Centre	Graduation for students from the Wellington School of Business and Government and Faculty of Law.
Graduation Parade	Thursday 12 December, 1pm	Parade departs Law School.	Parade for all faculties. Please note the new parade route here.
Ceremony 4	Thursday 12 December, 3pm	Michael Fowler Centre	Graduation for students from the faculties of Humanities and Social Sciences and Education.

Ceremony 5	Friday 13 December, 9.30am	Te Herenga Waka Marae	Te Hui Whakapūmau for graduates from the faculties of Humanities and Social Sciences and Education.
Ceremony 6	Friday 13 December, 2pm	Te Herenga Waka Marae	Te Hui Whakapūmau for graduates from the faculties of Science, Engineering, Architecture and Design Innovation, Health, Law and Wellington School of Business and Government.

Agenda Item 13

Committee and Academic Board minutes

- To receive:** the following Minutes:
- Academic Board 24 September 2024
 - Academic Board, 5 November 2024
 - Audit & Risk Committee, 18 November 2024
 - Finance Committee, 18 November 2024
 - Te Aka Matua Committee, 18 November 2024

To resolve: that the Academic Board and Committee minutes be noted.

Te Herenga Waka – Victoria University of Wellington
Minutes of the Academic Board meeting
held at 1.00 pm on 24 September 2024

The meeting was held face-to-face in the Kelburn Council Chamber and was convened by Professor Bryony James (Provost, Vice-Chancellor's Office), on behalf of the Vice-Chancellor, Professor Nic Smith (who was an apology). The meeting was opened with a karakia and everyone was welcomed to the meeting.

PART A

52.24 Apologies, acknowledgements and welcomes

The apologies were taken as read (see appendix 1). The Convenor advised there were no new members or welcomes.

53.24 Part B of the agenda – items brought forward

No items were brought forward to Part A from Part B.

54.24 Vice-Chancellor Oral Report

The Vice-Chancellor was an apology for this meeting.

55.24 Written Report

AB24/69

The September 2024 written reports from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research), and Deputy Vice-Chancellor, Students were **received**.

Deputy Vice-Chancellor - Academic Report

Professor Robyn Longhurst spoke to her report taking it as read.

The report format now focusses on strategic initiatives associated with academic office portfolios. Robyn led the Academic Promotions Process Review together with Bryony James. There have been 10 focus groups and more than 100 staff involved. Specific focus groups held with the research institutes has gone well and included Māori and Pasifika staff. Special thanks was given to Derek White who attended most focus groups, and to the group involved in the academic programme approvals process. The next step is seeking feedback on a revised set of principles, which will be circulated with preferred outcomes shared in a survey in November.

Themes included whether so many barriers are needed, the importance of transparency and fairness in the process, and whether we need to review the whole career when assessing for accomplishments that have been in train since the last promotion. People are encouraged to complete the online survey.

Deputy Vice-Chancellor - Research Report

Professor Margaret Hyland spoke to her report taking it as read.

Those who participated the inaugural research showcase in Matira were thanked. The event provided an opportunity to showcase the ways researchers are mobilising their work to make meaningful contributions and to celebrate collective achievements. Learnings included the prospect of doing various versions of the future showcases, with some focused on particular themes, and with bespoke external community engagement.

The Postgraduate Students Association (PGSA) has not been functional for over a year. It was suggested that in the absence of a PGSA that we need a student voice, so looking at setting up a reference group of postgraduate students that meet on a regular basis.

Coordination of the development of the academic freedom and expression of freedom policy has taken place and academics and professional staff were thanked for their ideas. The policy will go out for consultation mid-November for feedback.

Positive feedback was received in relation to the engagement from internal and external people including Local Government, community groups, professional organisations/people, investors, as well as people who have been donors to the university.

Deputy Vice-Chancellor, Students Report

The report was taken as read. An apology was received from Dr Logan Bannister.

Deputy Vice-Chancellor, Māori and Engagement Report

The report was taken as read. An apology was received from Professor Rawinia Higgins.

56.24 Work Programmes

AP24/70

A discussion took place in relation to the topic *A new vision for first year experience – reduced expectations/assessments* by Dr Stuart Marshall, Faculty of Engineering. This is the first of five presentations over the next six months.

This topic looks at first-year experience and habits, covering assessment, timetables and workload hours, and identifying different times, schedules for people to be able to meet, and the transitions from school to university. This shows that it is more than course offerings and is looking to increase first year enjoyment and retention. Discussion was around first-year experiences and how we can improve this. Thanks was given to those involved.

The question was asked: should the university impose a structure and/or purpose for 100-level and not leave it up to individual majors/programmes to do.

Responses included:

- No, because each subject area has its own pedagogical reasons on how to teach and how many assessments there should be.
- Need to consider the context on how students are learning and that there is a real push in terms of needing to work/financial pressures. Cost of living implications.
- Question whether it is better to have lots of smaller papers, or a smaller number of slightly bigger papers.

- Student voice component is essential.
- Would not want to see an environment where students are interacting less often and need to look for the opportunity to move away from content overload and focus on foundational skills and relationships.
- Student Voice very successful and the timing was ideal to plan for 2025 students who started trimester 1. Need to focus on relationships over content.
- Think about purpose and challenges of the first year of university, and how to manage transition from school to university.
- Consider the experience students have at school and university - encourage people to take risks and trust people's judgment.
- Retention is important. First year has the highest dropout rate for students and is when they decide it's not the course they thought it would be.
- Need to reflect on students knowing what to expect in the first year. Standardization defers that and students can make mature choices.
- NZ universities have structures that are flexible, and the consequence is we don't specify what the university could look like. Big picture isn't given fast enough. Need less about structure and more about content in degree structures. One-size-fits-all doesn't work.
- BCom has a single course trying to give students study in business and government and understanding how that goes out re societal functions. Help students make better choices beyond that course and teach them how to be successful.
- Connection of disciplines to the outside world is one of our design features and shows students how to succeed.
- Feedback transition in helping students prepare. Our optimism and care is amazing so doing good things now and in future.
- Challenging facilities/facilitation and clarify what faculties are doing. Staff valued the opportunity to get together to discuss what worked/what didn't. Get a sense of what barriers students face.
- Moving forward, consider whether a pan-university course and skills are needed within a particular faculty with different subjects and different needs.
- Teaching 101 - consistency and how to get be approved by CUAP.
- Be careful not to undermine trust in individual academics and schools, identify problems and inspire one another with the best and most exciting practices that we can find and share across the university.

Appreciation was given to everyone for their feedback, and it was noted it is good to get communities together to talk about the joy of teaching.

57.24 Faculty Realignment

AP24/71

At 1.58 pm Robyn Longhurst chaired the meeting.

Bryony James gave an update on the Faculty Realignment. The discussion echoed and expanded on key themes from previous feedback from the consultation on Faculty Realignment. It emphasised the need for support for:

- maintaining the academic identities of affected programmes and staff while building a shared culture for the new Faculties

- transitioning to new structures and roles and ensuring adequate academic, technical and comms support
- growing opportunities for cross-disciplinary collaboration
- Ensuring equitable representation and a strong academic voice in key decisions.

The Academic Board proposed to forward to Council the points raised for consideration, and noted the responses of the Provost, summarised below.

1. **Academic identity and Faculty culture**

- Members of the Board directly affected by the proposed realignment expressed goodwill and a willingness to work together in the new structures, but also some sadness about losing ties with current Faculties. There was concern about a potential reduction of opportunities for collaboration for disciplines currently sharing a Faculty, and about possible differences in Faculty culture i.e. allocation of research funding to postgraduate students. Concerns were also voiced about how the public and students may perceive the different disciplines (for example with Psychology being separate from Science), and about how partners in the alignment might need to adjust their understandings of the identities of their counterparts.
- The Provost replied that while Faculty restructuring does not in itself solve barriers to cross-disciplinary collaboration, it does offer an opportunity to think about how to reduce them across the University. The planned new financial model will incentivize collaboration across faculties, reducing competition for resources and focusing on growing collective opportunities. Workload and promotion models will also change to encourage cross-disciplinary work and incentivise behaviours aligned with academic values. It was also noted that public/student perceptions of different disciplines are often more closely related to how they are marketed and recruited for, rather than their position within a particular Faculty, and that the realignment also offers opportunities to tell new and engaging stories.

2. **Iho Option and Faculty Support**

- There was support for the Iho option, but concern was expressed about how academic support structures like Associate Deans will be managed for Te Kawa a Māui when it is outside a traditional faculty structure.
- The Provost responded that the Iho option does not have the same timeframe as the other elements of the realignment. It will gradually transition, with time to ensure appropriate support. It will not follow a typical university faculty structure but will still interface with university processes and roles.

3. **Faculty Realignment Impact on AD Roles**

- Concern was expressed about how the restructuring will affect the size and workload of AD roles, given the number of stakeholders, students, and programmes.

- The Provost responded that flexibility in AD roles is needed, understanding that different faculties may need different ADs. ADs are seen as crucial academic leaders, and their roles will be supported and refined over time.

4. **Education, Health and Psychology Faculty concerns**

- Some apprehension was expressed about Psychology overshadowing smaller areas in the new structure. It was also noted that staff in Psychology had unanimously voted for an option different to the one that is being recommended, and this needs to be kept in mind, especially given the size of the Psychology major across multiple degrees. The discussion suggested that there may be challenges in forging an identity and working model for this proposed faculty, although plenty of good will has been expressed by staff in all three areas.
- The Provost replied that these issues have been acknowledged and efforts will be made to ensure balanced governance across disciplines within the new faculty and support will be given in building a shared culture.

5. **Support for technical systems and communications**

- Concerns were raised about the technical challenges associated with faculty realignment, especially around existing systems like Banner. A request was made that any technical or other concerns be raised with staff as early as possible so that they can face any challenges with eyes open and be prepared.
- The Provost acknowledged the technical challenges and the institution's history of sometimes awkward transitions, but replied that she believes we will address them over time and mitigate in the meantime. She also noted the potential to share positive new stories in connection with the realignment.

6. **Importance of maintaining strong academic voices**

- Concerns were expressed about reducing the number of faculties (and therefore Deans and Associate Deans) potentially diluting academic voices in key decision-making bodies.
- The Provost replied that time will be taken to ensure representation is fair, with a possibility of having dual ADs during the transition to maintain academic input. The Provost expressed confidence in the ability of academic leadership and faculty members to navigate the changes.

Robyn Longhurst, as chair, brought this part of the meeting to a close, and acknowledged that it is not going to be easy but that other institutions like our own have successfully done this and come out the other side, and is sure we will too.

Bryony James resumed chairing at 1.45pm.

Part C of the agenda

The Resolution concerning exclusion of non-members was not relevant for this meeting.

PART B OF THE AGENDA

The following items, not having been brought forward, were confirmed.

The minutes of the Academic Board meeting held 20 August 2024 (Numbers 40.24 to 50.24) were confirmed. AB24/72

Note: Part C of meetings are excluded for reasons of confidentiality where applicable.

58.24 Report of the Academic Programmes Committee

The September Academic Programmes Committee report was noted. AB24/73

59.24 Graduating Year Reviews (GYRs) AB24/74

The following Graduating Year Reviews were approved.

- Communication – FHSS
- Intercultural Communication and Applied Translation – FHSS
- TESOL - FHSS
- Animation and Visual Effects – FADI
- Designed Environments – FADI
- Doctor in Education – Education
- Tourism Management – WSBG
- Science in Society – Science
- Geographic Information Science – Science

General Business

Marcail Parkinson reminded people that the student representative celebrations are being held on Wednesday 25 September at 3.30pm in the Hunter Lounge. There is an award for outstanding lecturer and she requested people attend as it is a good opportunity to recognise the hard work that student representatives do.

60.24 Part C members only

The meeting closed at 2.48 pm as there were no confidential matters to discuss.

Appendix 1: Academic Board attendance 24 September 2024

Professor Bryony James		
Professor Richard Arnold	Professor Anne Goulding	Professor Stephen Marshall
Professor Graeme Austin	Dr Monica Handler	Professor Jim McAloon
Professor Brigitte Bonisch-Brednich	Monika Hanson	Professor Geoff McLay
Associate Professor Diana Burton	Professor Dave Harper	Professor Simon Mackenzie
Professor Jane Bryson	Dr John Haywood	Professor Nicola Nelson
Associate Professor Sasha Calhoun	Professor Nikki Hessel	Professor Rewi Newnham
Dr Luke Chu	Professor Sally Hill	Marcail Parkinson
Professor Stephen Cummings	Associated Professor Val Hooper	Associate Professor Janet Pitman
Professor Carmen Dalli	Professor Margaret Hyland	Professor John Randal
Dr Nathaniel Davis	Dr Nigel Isaacs	Dr Helen Rook
Dr Noelle Donnelly	Professor Annemarie Jutel	Dr Mike Ross
Dr Eli Elinoff	Professor Simon Keller	Professor Paul Teesdale-Spittle
Professor Alejandro Frery	Professor Sarah Leggott	Amandie Weerasundara
Associate Professor Robin Fulton	Associate Professor Spencer Lilley	Trish Wilson
Dr Nicola Gilmour	Jian Liu	
Professor Vanessa Green	Professor Karl Lofgren	
	Professor Nick Long	
	Professor Robyn Longhurst	

Non-members in attendance

Vicki Bee
Anita Brady
Toby DalGLISH
Gina Grimshaw
Lynn Grindell
Joseph Habgood
Angela Joe
Dr Stuart Marshall
R Mckee – Acting Head of School
attending for Averil Coxhead
Reece Moors
Carol Morris
Cathy Powley
Kate Schollum
Dr Robert Stratford
Anna Rogers
Linda Roberts
Varsha Narasimhan
Diane Ormsby
Elena Louverdis
Valentina Tikhonova
Andrew Wilks

Apologies

Dr Barbara Allen
Professor Siah Hwee Ang
Dr Logan Bannister
Professor Daniel Brown
Associate Professor Sue Cherrington
Dr Tim Corballis
Professor Alberto Costi
Professor Averil Coxhead
Professor Joanne Crawford
Professor Neil Dodgson
Professor Nicholas Golledge
Associate Professor Meegan Hall
Dr Caz Hales
Asst Vice-Chancellor, Mataranga Māori,
Megan Hall
Professor Rawinia Higgins
Professor Linda Hogg
Associate Professor Kathy Holloway
Professor Kate Hunter
Professor Dean Knight
Associate Professor Winnie Laban
Professor Karin Lasthuizen
Professor Catherine Iorns Magallanes
Christine McCarthy
Kirsty McClure
Stella McIntosh
Dr Bruno Marques
Professor Sally Jane Norman
Professor Robyn Phipps
Professor James Renwick
Professor Sarah Ross
Professor John Townend
Professor Marc Wilson (part-attendance)

**Minutes of the meeting of the Academic Board
held on Tuesday, 5 November 2024 at 1.00pm
in the Hunter Council Chamber**

The meeting was opened with a karakia and everyone was welcomed.

The meeting was held face-to-face and was convened by the Vice-Chancellor Nic Smith.

PART A

62.24 Apologies, acknowledgements and welcomes

Apologies were taken as read (see appendix 1).

The Convenor advised there were no new members to welcome.

63.24 Part B of the agenda – items brought forward

No items were brought forward to Part A from Part B.

64.24 Vice-Chancellor Oral Report

The Vice-Chancellor's oral report was noted.

Universities are now required to have speech and academic freedom guidelines in place. With keeping a focus on academic freedom and freedom of expression it was requested that everyone engage in topics they feel are important and to discuss in the context of the university. Members of the Academic Board were invited to attend the panel discussion taking place on 20 November 2024.

Indications are that the budget for this year has been managed well under significant pressures. Budgets are currently being set for 2025.

Focus is on enrolments for 2025 and retention. Enrolments look positive, and domestic/international enrolments are significantly up.

An invitation was extended to attend the Living Pa opening. Today is practical completion, which is an important milestone in handing over the infrastructure, and the building will open on 6 December.

65.24 Written Report

AB24/75

The November 2024 report was received from the Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Māori and Engagement), Deputy Vice-Chancellor (Research), and Deputy Vice-Chancellor, Students.

Deputy Vice-Chancellor, Academic Report

Professor Robyn Longhurst spoke to her report.

It was noted that Title 5: Work Integrated Learning should read *Academic Promotions Process Review*.

Nine proposals for 2024 Round 3 have been approved by CUAP. Graduating Year Reviews (GYRs) were also approved by CUAP and received positive feedback.

The online survey for the Academic Promotions Process Review received a strong response, and feedback will be addressed shortly. It was noted that many of the respondents think there are too many bars.

A webpage is being prepared to provide an update on the review and will sit on the HR site. The decision-making panel will meet on 15 November 2024 and will then be in the position to advise on improvements to the process.

A request was made that CAD's work on designing and redeveloping the First Year trimester courses for 2025 be added to the First Year Retention Project. Committed tutors have been attending meetings and at times undertaking extra work on a voluntary basis. Robyn advised she was heartened that students are engaged enough to want to be involved and acknowledged that rewarding, reimbursing and recognising all students is an issue across the university. A further conversation is required to take place with CAD and faculties to come to an alignment.

The Mata project is moving forward and is expected to go live on 25 May 2025.

Te Hiwa decided on their top four projects at their recent away days: new finance model, promotions process review, teaching workload review, and curriculum mapping. Recently, information about the curriculum mapping project was shared in the University News, but it was noted that it was challenging to find. Further communications will be shared with staff through the University News in a more prominent location. Curriculum mapping is essential for supporting student success and customisation, as well as being financially important. Discussions have also taken place with Te Hiwa regarding resourcing for the top four projects.

A further update on the curriculum enhancement work and a general announcement about the curriculum mapping will be advised soon.

It is hoped the agreement for the Tūwhitia programme (Accelerated Learner Success Fund) will be signed soon. This programme is joining forces with Canterbury University in relation to student retention, and particularly utilising data to understand more about our students. It was noted that retention is significantly better than the previous year.

Deputy Vice-Chancellor, Research Report

Professor Margaret Hyland spoke to her report taking it as read.

Deputy Vice-Chancellor, Students Report

The report was taken as read. It was noted that Logan is on leave.

There have been ups and downs in the enrolment process but signs to-date are positive.

Deputy Vice-Chancellor, Māori and Engagement Report

The report was taken as read.

The courses part of the SQC project is moving forward and will be aligned with Mata. A business case is being written and the project and has been split into separate areas to better align with the interdependencies of the other systems.

The Karakia for the opening of Living Pa will start at 4.30am and over one thousand people are expected to attend.

66.24 CUAP Deletions: Notifications out of round

AB24/76

The following deletions were endorsed by APC for submission to the Academic Board.

- Bachelor of Tourism Management (APC24/76) - carried
- Master of Innovation and Commercialisation (APC24/77) – carried.

67.24 Draft Academic Freedom and Freedom of Expression Policy

AB24/77

A discussion took place on the Academic Freedom and Freedom of Expression policy and its importance from an institutional critic and conscience position.

There has been significant work on the policy covering three complex and interrelated concepts on academic freedom. The policy's intention is to give clear guidance on the university's position, while also trying to be clear in relation to balancing freedoms with responsibilities.

Points raised were:

- Whether we see the difference between freedom of expression and academic freedom and misinformation.
- Should this be a policy, statement or guidelines or even a statute as distinct from a policy. (The working group decided it should be a policy as a guide).
- Firmly defined terms are required where critical thinking turns into conspiracy theories so there is criteria to go by.
- As an academic, are there limits to what we are allowed to say. People's critical work can be problematic so it would be helpful if there were ways of helping to define complex issues and the limits and boundaries between them.
- Do we see the difference between academic freedom and misinformation, and is there criteria re critical thinking, limits, definition of misinterpretations and boundaries, and how is hate speech recognised.

- Need to balance neutrality with freedom of expression, and look at our stance on being politically neutrality.
- One of the reasons to justify not having a position on every issue or having neutrality is to ensure that academics and staff do not feel their ability to have freedom of expression is constrained. This is a balancing act that we have to manage.
- Missing from clauses 3.1 and 3.3 is our role as an educational institution and how that translates into that space. We exist to help people learn how to enact themselves through their freedom of expression in ways that are effective and evidence-based, and achieve goals, which means getting it wrong and being in an environment where people are able to test things, and be supported in doing so. This requires wording acknowledging our place.
- It was felt that tying in legal definitions is not appropriate.
- Silence isn't seen as neutral, and does this impact on international exchange relations ie when teaching courses overseas and with any of our international exchange relations.
- Queried whether first sentence of the policy stating giving right of freedom of expression to everyone including visitors to the university is appropriate, and section 5 doesn't explicitly define 'visitors' as not necessarily working for or studying at the university.

(Margaret advised we have tried to articulate in Section 6 in a practical way where we talk about university events, activities, and hosting of speakers amongst others, but noted this is a challenging area).

- Lack of economic and time resources gets in the way of freedom of expression.
- Consider the university opening a neutral platform like Twitter.
- Parameters of academic freedom ultimately expressed in statute in Section 267.
- Test cases to figure out what we are or are not allowed to do.
- Recognise this is not black and white and focus on what is safe on students and staff.
- Would like to see more explanatory notes to understand the policy better.
- Run this and some of the other policies past a small group of academics who are experts in policy to review.
- Would prefer if the policy comes back through board/s more often so it can be reviewed more regularly.
- Re clause 4.3 in relation to public engagement, look at collectively protecting the university's capacity, noting reference already in place in the trolling guidelines.
- Remind people where to find the policies, and include in the University News.

Margaret was thanked for the work she and the group are doing. Ideas will be further discussed at the panel discussion on 20 November 2024.

68.24 Treaty Principles Bill

AB24/78

Rawinia Higgins discussed the upcoming Treaty Principles Bill due to be introduced into the House on 18 November 2024 with the first reading on 21 November. She encouraged people to attend the hikoi taking place on 19 November to show that public engagement is important by working together.

69.24 Work Programmes

AB24/79

A discussion took place in relation to the topic *Speaking Truth to Power* by Professor Rebecca Priestley, School of Science in Society. This is the second of five presentations over the next six

months. Rebecca discussed inspiring us to speak the truth and being openly political and align with students/young people.

Discussion included:

- This resonates with people going on the hikoi on 19 November, with the focus on public communication.
- Code of professional responsibility fosters students to become more involved in important issues for society wellbeing.
- Public engagement is important as it passes under the radar of communications. Work collaboratively to get knowledge out there. As an institution, provide solidarity to encourage people.
- Robyn is looking at the promotions process as a good mechanism for thinking about how this work is valued and the issue of the curriculum mapping. One of two things in scope is looking at where we are teaching Maturanga Māori and the quality of that delivery, and also sustainability, and encourage a broad institutional discussion about what we value enough to embed into our curriculum.
- Conversations to continue in relation to budget, and make commitment important.

Part C of the agenda

It was resolved that non-members be excluded from this meeting for consideration of agenda items 14, 15, and 16 in accordance with s9(2)(a), s9(2)(b)(ii) and s9(2)(i) of the Official Information Act.

The Resolution concerning exclusion of non-members was not required given there were no items for Part C.

PART B OF THE AGENDA

The following items, not having been brought forward, were confirmed.

70.24 Minutes of the last meeting

The minutes of the Academic Board meeting held 24 September 2024 (Numbers 61.24) were confirmed. AB24/80

Note: Part C of meetings are excluded for reasons of confidentiality where applicable.

71.24 Report of the Academic Programmes Committee

The Academic Programmes Committee report was noted. AB24/81

The following following non-CUAP proposals were approved by the Academic Board:

- Amend the SCIS minor (APC24-73)
- Recode 3 courses and amend requirements (APC24-74)
- Amend the MNursPrac Programme (APC24-75)
- Make Special Topic RELI 310 permanent as RELI 312 (APC24-82).

The remaining items in the report were discussed/approved by the Academic Programmes Committee at its 15 October 2024 meeting.

2.24 General Business

There was no general business.

PART C MEMBERS ONLY

The minutes of 24 September 2024 were confirmed/approved.

AB24/82

Attendance: 50 members attended; 10 non-members attended; 28 apologies were received (refer to Appendix 1 for detailed record).

The meeting closed: 3.10 pm.

The next meeting will be held on 25 February 2025.

APPENDIX 1

Attendance 5 November 2024

Members

Professor Alejandro Frery
Professor Anne Goulding
Professor Annemarie Jutel
Professor Averill Coxhead
Professor Brigitte Bonisch-Brednich
Professor Bryony James
Professor Carmen Dalli
Dr Caz Hales
Christine McCarthy
Professor Dean Knight
Associate Professor Diana Burton
Dr Eli Elinoff
Ema Maria Bargh
Professor Geoff McLay
Professor Graeme Austin
Dr Helen Rook
Professor James Renwick
Associate Professor Janet Pitman
Professor Joanna Kidman
Professor Joanne Crawford
Dr John Haywood
Professor John Randal
Dr Linda Hogg
Luke Chu
Marcail Parkinson

Assoc Professor Meegan Hall
Professor Margaret Hyland
Dr Monica Handler
Dr Nicola Gilmour
Professor Nicole Moreham
Dr Nigel Isaacs
Dr Noelle Donnelly
Professor Paul Teesdale-Spittle
Professor Rawinia Higgins
Professor Rebecca Priestley
Professor Rewi Newnham
Professor Richard Arnold
Associate Professor Robin Fulton
Professor Robyn Longhurst
Professor Sally Hill
Professor Sarah Leggott
Associate Professor Sasha Calhoun
Associate Professor Spencer Lilley
Stella McIntosh
Professor Stephen Marshall
Assoc Professor Sue Cherrington
Dr Tim Corballis
Professor Todd Bridgman
Trish Wilson

Non-members in attendance

Anita Brady
Carol Morris
Derek White
Dr Natalie Lindsay
Dr Stuart Marshall

Elena Louverdis
Joseph Habgood
Reece Moors
Varsha Narasimhan
Yang Liu

Apologies

Ben Egerton
Bev Lawton
Catherine Iorns Magallanes
Cathy Powley
Claire Freeman
Colin Wilson
Daniel Brown
Gary Evans
Jim McAloon
Kate Hunter
Kathy Holloway
Kirsty McClure
Marco Sonzogni
Margaret Hyland
Mark Wilson
Mengjie Zhang
Michael Winikoff
Nancy Bertler
Neil Dodgson
Nicholas Golledge
Nikki Hessell
Richard Arnold
Robyn Phipps
Sally Jane Norman
Siah Hwee Ang
Susan Ballard
Vanessa Green
Winnie Laban



AUDIT AND RISK COMMITTEE
(a Committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 10.00 am to 12.20 pm on Monday, 18 November 2024
in the Victoria Room Level 2, Hunter Building and via Zoom

PRESENT: Hon Maryan Street, Pro-Chancellor, Chair
Mr John Allen, Chancellor
Professor Brigitte Bönisch-Brednich, Council Member
Mr William Bell-Purchas, Council Member *via Zoom*
Mr David Smol, Council Member

**IN ATTENDANCE
COUNCIL MEMBER** Professor Nic Smith, Vice-Chancellor

IN ATTENDANCE: Ms Jackie Anderson, General Counsel
Mr Sanjay Arya, Associate Director, HR Applications
Ms Rachel Bruce, Chief Financial Officer
Mr Mark Daldorf, Director, People & Capability
Ms Susan Hockley, Group Financial Controller
Ms Marianna Nicolaou, Associate Director, Financial Operations
Mrs Rachel Scott, Director, Governance, Risk & Assurance
Mr David Stevenson, Director, Property Services
Mr Henry Tatum, Beca
Ms Tina Wakefield, Chief Operating Officer
Ms Caroline Ward, Secretary to Council

AUDITORS: Mr James Rees-Thomas, Ms Kelly David, Mr Phil Fisher, PwC
Mr David Borrie, EY

24.46 WELCOME and APOLOGIES

- Noted:**
- 1 that the Chair led a Karakia.
 - 2 that Mr Allen was acknowledged in his time of bereavement.
 - 3 that a vote of thanks was recorded to Ms Pania Gray for her nearly two years of service on the Audit & Risk Committee.
 - 4 that Ms Gray has been appointed Chair of the Te Aka Matua.
 - 5 that there were no apologies

Resolved: that a vote of thanks be recorded to Ms Pania Gray for her service on the Audit & Risk Committee.

Allen/Bönisch-Brednich
Carried

24.47 DISCLOSURE OF INTERESTS

Received: the Council disclosure of interests register.

Noted: 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.

24.48 MINUTES OF THE MEETING HELD ON 26 AUGUST 2024

Received: the public Minutes of the meeting held on 26 August 2024.

Resolved: that the public Minutes of the meeting held on 26 August 2024 be approved (Minutes 24.29-24.32).

Allen/Smol
Carried

24.49 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
5. Minutes of the previous meeting held 26 August 2024	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Strategic Risk (SR) overview report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA s48(1)(a)(ii)
7. Internal Audit report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
8. Payroll and PAYE remediation programme update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)

9. SR deep dive – Infrastructure, and Seismic, plus industry review	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
10. External audit plan	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
11. Annual report including key accounting judgements	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
12. Internal Audit report on Accounts payable	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
13. Insurance renewal mandate	s9(2)(b)(ii), and s9(2)(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.

Bönisch-Brednich/Bell-Purchas
Carried



FINANCE COMMITTEE
(a Committee of Council)

Minutes of the Finance Committee meeting
held on Monday, 18 November 2024 from 1.30 pm to 3.00 pm
in the Victoria Room, Level 2, Hunter Building, and via Zoom

MINUTES

PRESENT: Mr Alan Judge, Chair
Professor Richard Arnold, Council Member
Mr David McLean, Council Member *via Zoom*
Professor Nic Smith, Vice-Chancellor
Hon Maryan Street, Pro-Chancellor

APOLOGIES: Mr John Allen, Chancellor
Ms Kelly Mitchell, Council Member
Mr James Te Puni, Council Member

IN ATTENDANCE: Ms Rachel Bruce, Chief Financial Officer
Ms Susan Hockley Group Financial Controller
Mr Clinton Jenkins, Associate Director, Planning & Performance
Management
Ms Tina Wakefield, Chief Operating Officer
Ms Caroline Ward, Secretary to Council

24.48 WELCOME AND APOLOGIES

Noted: 1 that the Chair welcomed everyone to the meeting.
2 that apologies had been received from Mr John Allen, Ms Kelly Mitchell, and Mr James Te Puni.

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

Judge/Arnold
Carried

24.49 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.

24.50 MINUTES OF THE FINANCE COMMITTEE MEETING HELD 26 AUGUST 2024

Received: the public Minutes of the Finance Committee meeting held on 26 August 2024 (Minutes 24.36-24.39)

Resolved: that the public Minutes of the Finance Committee meeting held on 26 August 2024 be approved.

Arnold/McLean
Carried

24.51 RESOLUTION CONCERNING EXCLUSION OF THE PUBLIC

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 5 to 10.

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
	The public conduct of each item below would be likely to result in the disclosure of information for which good reason for withholding would exist under the sections of the OIA identified below.	
5. Minutes of the previous meeting held 26 August 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. Financial results to 31/10.24 – oral report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. Financial sustainability	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. Capital Plan update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
10. Treasury report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

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

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

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

**Smith/Street
Carried**



Te Aka Matua Māori Advisory Committee

Minutes of the meeting of Te Aka Matua (a committee of Council) held on **Monday 18 November 2024 at 3.30pm** in the **Victoria Room, Level 2, Hunter Building**

Present: Pania Gray (Chair)
Rawinia Higgins
Kaea Hudson
Selwyn Katene
Te Waikamihī Lambert
Matthew Reweti
Nic Smith
Maryan Street

Apologies: John Allen
Meegan Hall
Kelly Mitchell
Sterling Maxwell

In attendance: Linda Bowden (minutes)

Te Aka Matua wished to acknowledge John Allen and to express their sincere condolences to him and his whānau.

Public Minutes:

24.25 Disclosures of Interests

Received: the Disclosure of Interests listing.

Noted: 1 that Maryan Street's term as a director of Kiwi Rail ended in July, so this can now be removed from the list.

- 2 that in future the listing will also include the Ngāi Taurira members, as we should not be making a distinction between the Council representatives on the committee and other members, including students.

24.26 Minutes of the meeting held on 24 June 2024

Confirmed: the public minutes of the meeting held on 24 June 2024.

Higgins/Smith
Carried

24.27 Resolution Concerning the Exclusion of the Public

- To resolve:** 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 6-11.
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
Minutes of the meeting held on 24 June 2024 and matters arising from those minutes	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
Report on Māori student experience	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i)	LGOIMA S48(1)(a)(ii)
Report from the DVC Māori	9(2)(b)(ii) and s 9(2)(i)	LGOIMA S48(1)(a)(ii)
Te Aka Matua Terms of Reference and 2025 Workplan	s 9(2)(ba)(i)	LGOIMA S48(1)(a)(ii)
Chair report on items arising from previous Council meetings	s9(2)(a), s9(2)(b)(ii), s9(2)(i), 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 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.

Agenda Item 14

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 24/154).

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

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

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter		Ground(s) under section 48(1) for the passing of this resolution
15. Minutes of previous meeting held 21 October 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)
16. 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)
17. 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)
18. Your Voice Survey update	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)
19. Financial report to 31 October 2024	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
20. Budget 2025 – for approval	Commercial prejudice, commercial	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)

	activities, confidential basis.		
21. Insurance renewal mandate	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
22. Electricity contract renewal	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
23. Amending of a qualification conferred	Privacy		LGOIMA, s48(1)(a)(ii)
24. Investment plan 2025-2027	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
25. Digital Roadmap quarterly report	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
26. Draft 2025-2029 Digital roadmap	Commercial prejudice, commercial activities, confidential basis.	s9(2)(b)(ii), s9(2)(i), and s9(2)(ba)(i)	LGOIMA, s48(1)(a)(ii)
27. Foundation quarterly report to 30 September 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)
28. 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)
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.

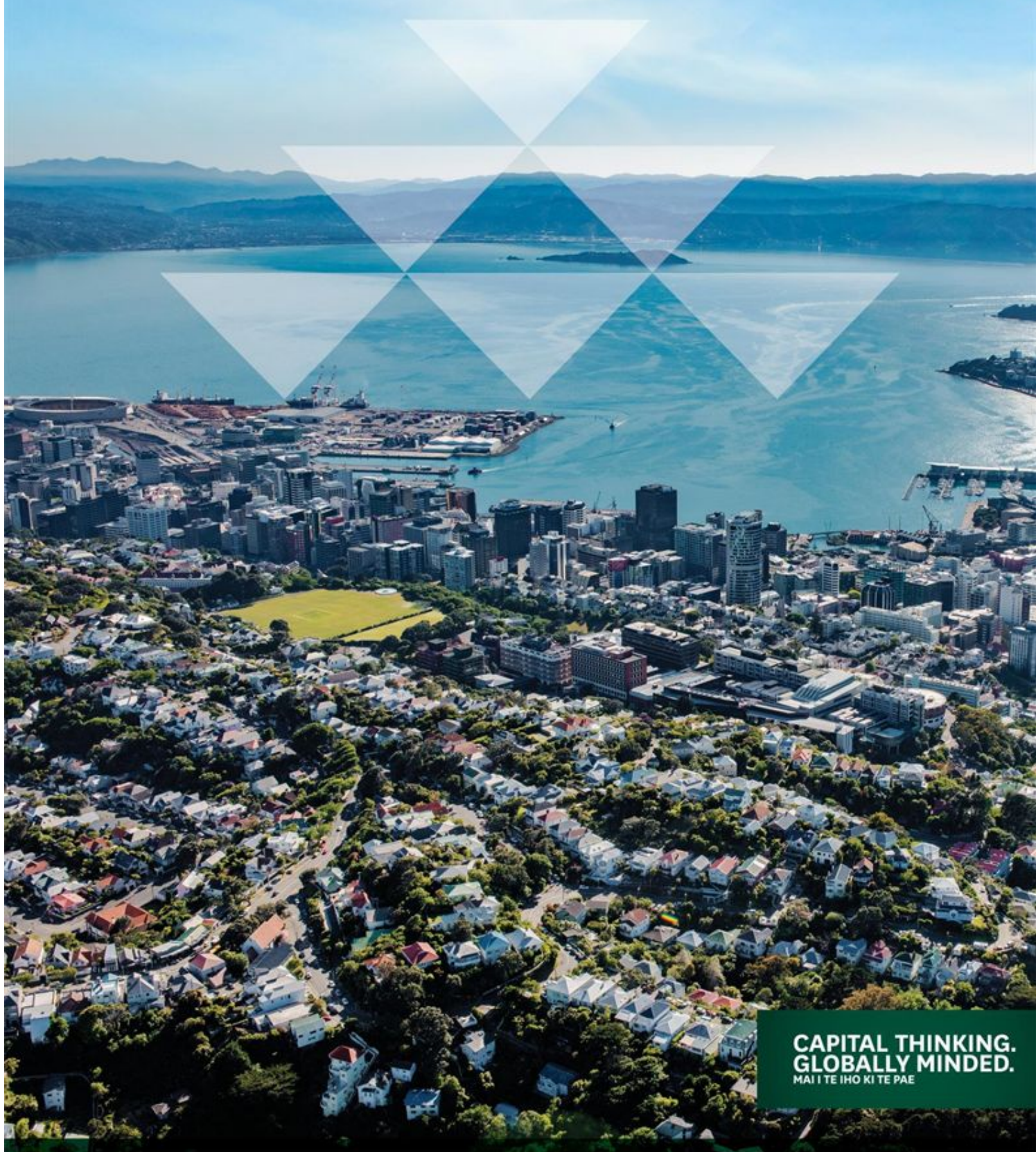
- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 29 because of their knowledge of the relevant matters identified above which will be of assistance 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 Strategic Plan was refreshed and approved by Council on 9 September 2024. The Vision is *The university for a better world*, the Mission *We draw on our whakapapa, knowledge and space to shape a better future together*.

Our values, vision and strategic priorities are set out in more detail in Appendix A.

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.

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.

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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. Three additional committees, the Victoria Honours Committee, the Nominations Panel, and the Vice-Chancellor appointment Committee meet as and when required. Additional committees or sub-committees of standing committees may be formed for specific purposes and disbanded as required.

Council and member evaluations

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

Induction of new members

An induction programme is run for all new Council members, to ensure that all Council members have a good understanding of the University and the environment in which it operates. As part of the programme, members receive essential Council and University information, meet key management and visit the University's facilities.

Members' remuneration

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

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1 INTRODUCTION TO THIS MANUAL

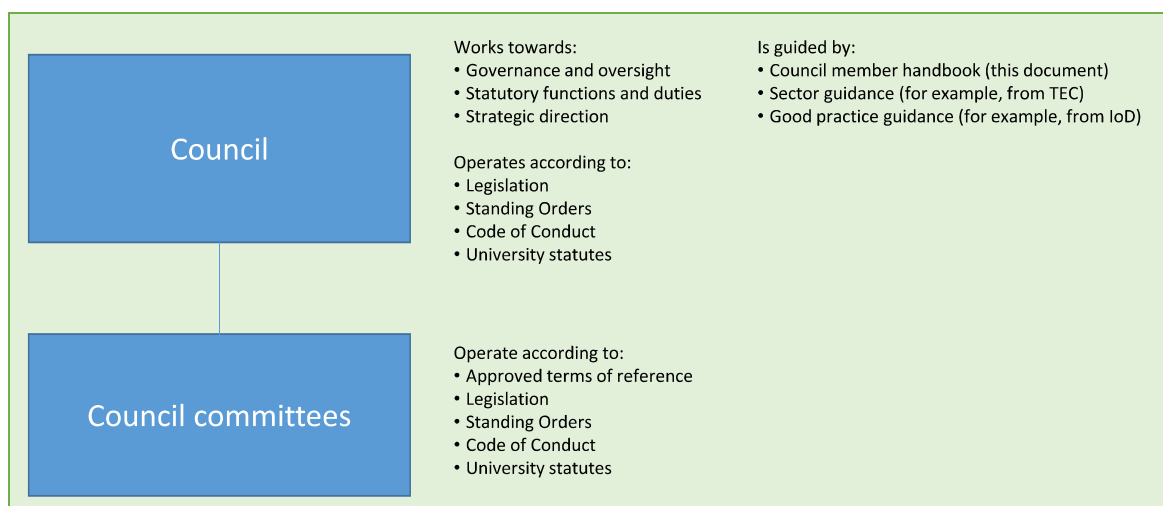
This section provides a brief introduction to this manual.

1.1 Context

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

Other key governance resources include:

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



1.2 Purpose of this manual

This manual is intended to be:

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

1.3 Manual ownership

The owner of this manual is the Secretary to Council.

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1.4 Distribution

This manual is expected to be made available to:

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

2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

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

History and current operations

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

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

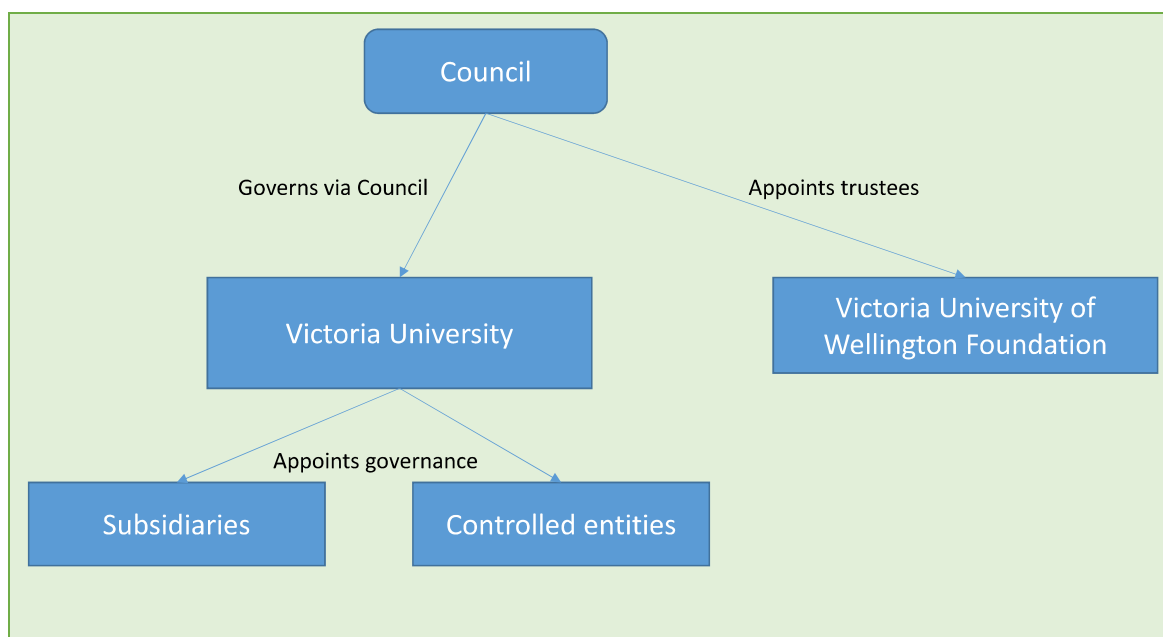
2.1 University, subsidiaries and controlled enterprises

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

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

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

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



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3 COUNCIL OVERVIEW

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

3.1 Treaty of Waitangi commitments

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

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

3.2 Council's role and responsibilities

Council is the governing body of Victoria University of Wellington. The functions, powers and duties of Council are defined in the Education and Training Act 2020 as set out below.

3.2.1 Functions of Council (section 280)

Council's functions are:

280 Functions of councils

The functions of an institution's council are—

- (a) to appoint a chief executive in accordance with the [\[Public Service Act 2020\]](#), and to monitor and evaluate the chief executive's performance:*
- (b) to prepare and submit a proposed plan if the institution is seeking funding under a funding mechanism that provides for funding via plans:*
- (c) if the institution has a plan,—*
 - (i) to ensure that the institution is managed in accordance with that plan; and*
 - (ii) to determine policies to implement that plan:*
- (d) to determine, subject to the [\[Public Service Act 2020\]](#), the policies of the institution in relation to the management of its affairs:*
- (e) to undertake planning relating to the institution's long-term strategic direction.*

3.2.2 Powers (283)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of the powers in section 283 have been delegated to management through the Vice-Chancellor. The Reserved Powers of Council are found in Appendix 3 to the Delegations Statute.

283 Powers of councils

- (1) An institution's council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively.
- (2) Except where they are exercised by delegation under this Act, the following powers of an institution may be exercised only by its council:
 - (a) to provide courses of study or training, admit students (including by discretion and ad eundem statum) and grant awards:
 - (b) to grant fellowships, scholarships, bursaries, or prizes:
 - (c) to authorise the making of grants or loans out of the money of the institution to the chief executive, to members of the staff or students of the institution, or to any association of staff or students, on the terms and conditions that the council thinks fit and guarantee loans made by other persons to the chief executive or members of the staff of the institution for housing purposes:
 - (d) to accept gifts, devises, and bequests made to the institution, whether on trust or otherwise:
 - (e) to agree to the disestablishment of the institution and its incorporation in another institution of the same class or a different class:
 - (f) to agree to the incorporation in the institution of another institution or other institutions, whether of the same class as itself or a different class from itself:
 - (g) to arrange for the manufacture of, and distribution of (whether by way of sale or otherwise), any article or thing bearing a mark, symbol, or writing that is associated with the institution:
 - (h) to arrange for the provision of (whether by sale or otherwise) goods and services to staff or students of the institution or other persons using, or otherwise attending at, facilities of the institution:
 - (i) to prescribe fees payable by students of the institution or any of them:
 - (j) to establish bodies within the institution to give advice to the council:
 - (k) to do anything incidental to the exercise of any of the preceding powers.
- (3) Subsection (2)(e) and (f) does not apply to [Te Pūkenga—New Zealand Institute of Skills and Technology's] council.
- (4) An institution's council has the power to appoint committees consisting of the persons, whether or not members of the council, that the council determines to exercise the powers that are delegated to them under section 285 and the powers that are conferred on them by statutes made by the council, and to alter, discharge, and reconstitute committees so appointed.

Reserved Powers of Council

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

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

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3.2.3 Duties (section 281)

The duties of Council are:

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

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

<p>(a) <i>to acquire, and keep up to date, knowledge of work health and safety matters; and</i></p> <p>(b) <i>to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and</i></p> <p>(c) <i>to ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and</i></p> <p>(d) <i>to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and</i></p> <p>(e) <i>to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and</i></p> <p>(f) <i>to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</i></p>
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(PCBU = a person conducting a business or undertaking (section 17(1)). In this context, the relevant PCBU is Victoria University of Wellington.

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

3.3 Strategy

3.3.1 Strategic Plan

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

- Vision;
- Mission
- Values
- Strategic Priorities

The 2024-2028 Strategic Plan was approved by Council on 9 September 2024. It is available at Appendix C to this document.

Updated on 1 October 2024

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:

[The Tertiary Education Strategy | Tertiary Education Commission \(tec.govt.nz\)](https://tec.govt.nz)

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. The standing orders are circulated with each set of public Council documentation.

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. The Code of Conduct is circulated with each set of public Council documentation.

3.5.3 Investment Plan

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

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

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- 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.

Under changes to the University's delegations' statute approval of the Investment Plan is delegated to the Vice-Chancellor.

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.

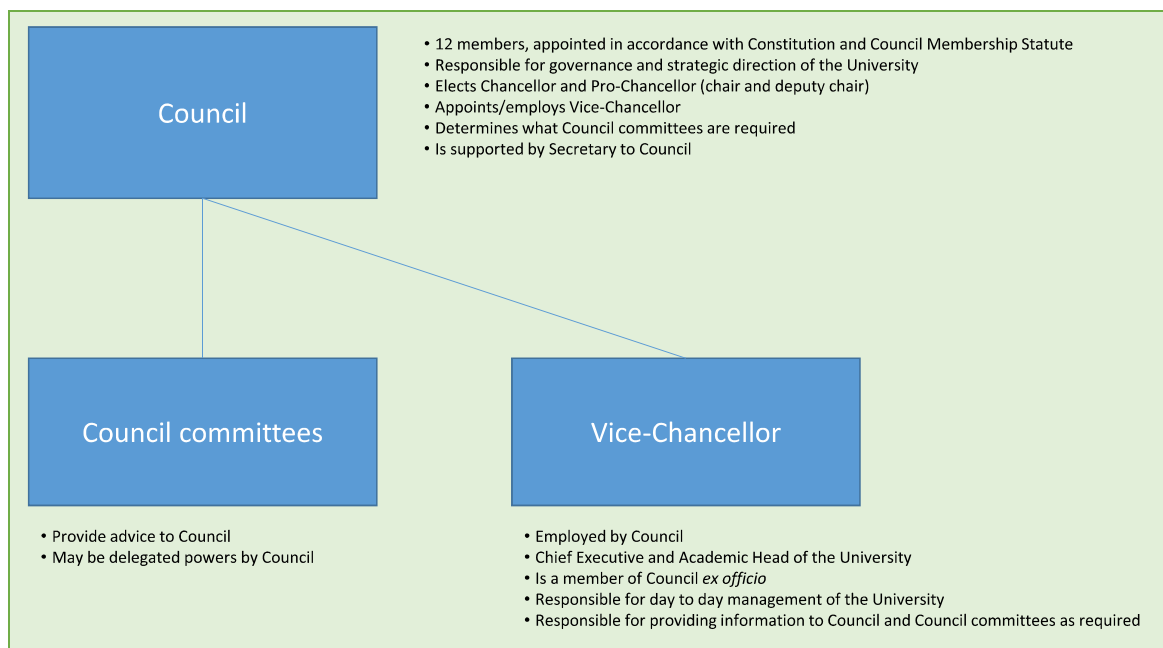
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

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
- Nominations Panel
- Vice-Chancellor appointment Committee

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

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

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

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

Committee	Purpose	Meeting frequency	Members
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 managing all Council matters and ensuring that correct procedures are in place and that all applicable rules and regulations for the conduct of the affairs of Council are complied with.

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

The role of the Secretary includes:

- Managing the Council's work programme and related meetings in consultation with the Chancellor and Vice-Chancellor
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;

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- Organising continuing professional development for Council;
- Managing elections and external appointments of Council members;
- Providing executive advice and support to the Chancellor (including for graduation, key events, communication, and other logistics);
- Liaising with TEC and the Minister's office on behalf of Council;
- Keeping pace with the changing technological requirements of the role, particularly post-pandemic
- 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 and to provide advice to senior staff when interacting with Council.

4.11 General Counsel

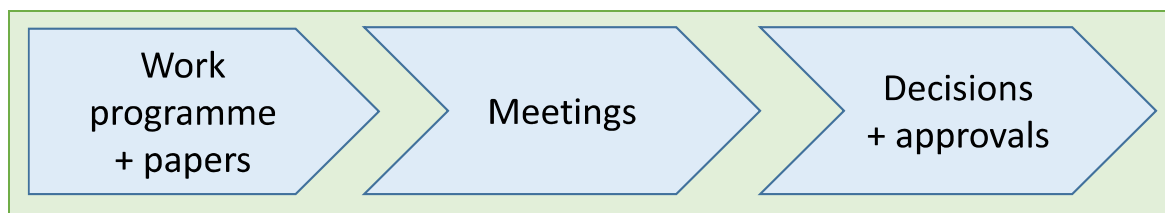
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

- 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. The public session of Council meetings is live-streamed. Council may also hold additional special meetings if required.

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.

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.

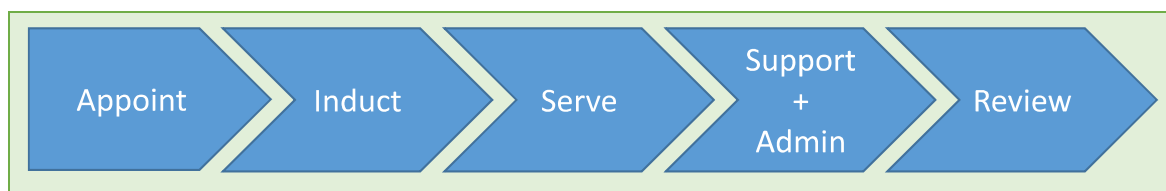
5.4 Dealing with disruptions by members of the public

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.

Updated on 1 October 2024

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 – Strategy – 2024-2028

Te Herenga Waka, He Herenga Tāngata, He Herenga Kaupapa—the university for a better world.

Te koromakinga—Our mission

We draw on our whakapapa, knowledge, and place to shape a better future together.

Ngā whanonga pono—Our values

Kaitiakitanga—we have a duty as guardians to protect and nurture the environment and people entrusted to our care.

Manaakitanga—we are welcoming and generous, and operate in ways that enhance the mana of our staff and students.

Whanaungatanga—we grow meaningful and long-lasting relationships that benefit our University communities and wider society.

Akoranga—we value the experience that students and staff bring to the University and recognise that greater understanding grows out of shared learning.

Whai mātauranga—we nurture intellectual curiosity that pushes the boundaries of knowledge and integrates diverse viewpoints to enhance the world around us.

Te whakakitenga—Our vision: Ki te pae!

The University's excellence is defined by inspirational teaching, outstanding research, and deep engagement, that mobilises understanding and action for a better world.

We are bold and creative, with tolerance for high-risk, high-reward activities with respect to academic investigations and discussion. A high trust culture across the University is pivotal for freeing time and resources to enable all members of our community to focus on whai mātauranga.

We may contribute as individuals but we succeed together, by investing in opportunities that have the potential to create distinctive long-term value for the University and our wider community.

We are responsible kaitiaki for our society and our environment, leading courageous, evidence-based discussion on critical civic and global issues with manaakitanga.

We cherish and care for our students and staff, who experience akoranga that celebrates their diverse identities, provides development connected to employment opportunities, and allows them to enjoy whanaungatanga that supports their success and life-long learning.

We manaaki all of our staff in ways that support their wellbeing and acknowledge their own aspirations for themselves, their families and the University.

We are a civic university with our community defining why we are here and who we serve. We are globally excellent by being locally relevant for the remarkable capital city of Wellington. This

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connection is evidenced by people's motivation to join with our university. Our collaborations advance our reputation nationally, in the Pacific region, and internationally.

Ngā whāinga matua—Our strategic priorities

Connection

We value and understand our diversity. We prioritise:

- our commitment to Te Tiriti o Waitangi and our connection to place to give meaning and influence to the marae at our heart, and support our global distinctiveness
- aspirations that empower, focus, and connect the distinctive strengths of individuals and groups within the University
- learning that excites and supports our diverse students to enable them to confidently contribute to kaupapa that challenges and extends their thinking
- the connection of ideas across academic disciplines to address pressing challenges and transformational opportunities.
- Read more about the initiatives that enhance our connection.

Collaboration

We value and use our strengths together. We prioritise:

- returning time to staff to pursue opportunities by improving economies of scale and consistency in our processes
- enhancing internal processes that transparently encourage resource sharing and collaboration across the University
- trusting our staff to innovate and work in the best interests of the University with a focus on reviewing outcomes rather than requiring prior approvals
- learning from and working with partners nationally and internationally to advance shared kaupapa.
- Read more about the initiatives that enhance our collaboration.

Community

We create value for our whole society. We prioritise:

- embracing our critic and conscience role in ways that allow current challenges, conflicts, and opportunities to be scrutinised with evidence and respectfully discussed
- engagement activities that enhance knowledge and understanding for all our external communities
- connecting aspiration to opportunity through pathways for Māori and Pasifika success
- empowering students to pursue professional and entrepreneurial experiences that connect ambition with possibility
- ecological thinking that contributes to a sustainable, resilient, and better world.

Appendix B – 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/
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 C – 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 D – Karakia (on board books)

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



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Updated on 1 October 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.

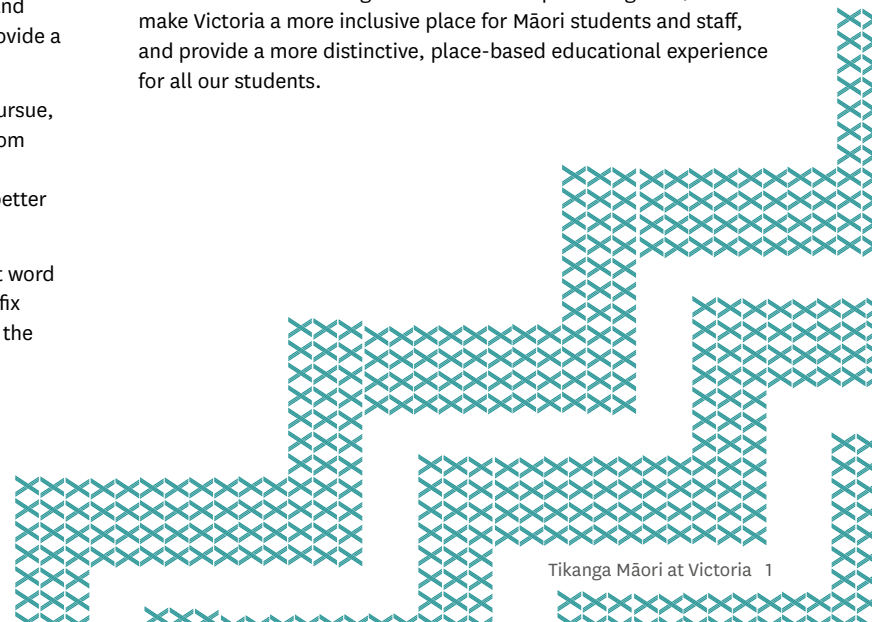
Whai mātauranga comprises two words—whai, meaning to pursue, search or aim at, and mātauranga, meaning knowledge, wisdom and understanding. Together, they express a commitment to investigating and exploring ideas in order to create new and better understandings of old knowledge.

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

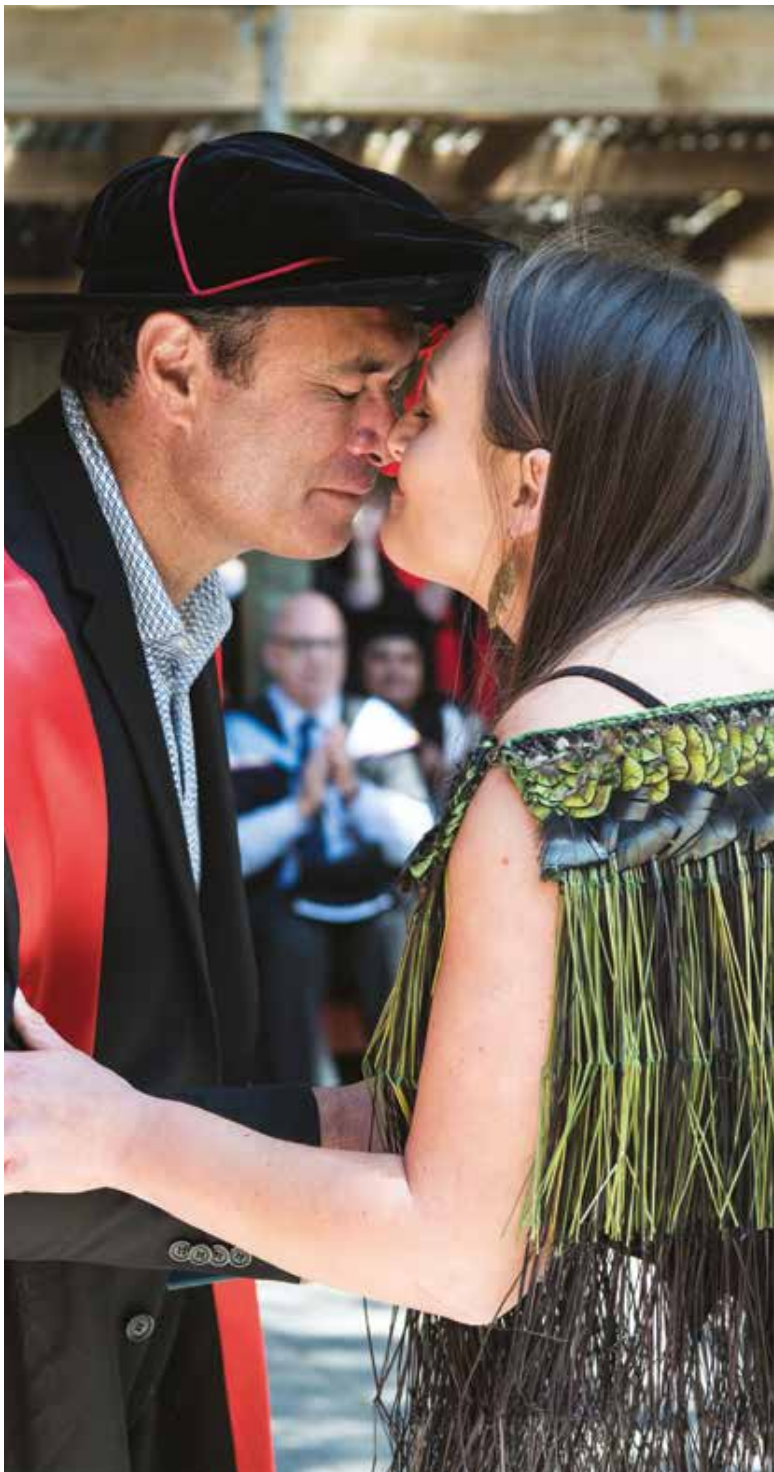
In 1980, Victoria established the first marae (Māori meeting house/ place) at a university. Te Herenga Waka marae was in a refurbished building on Kelburn Parade. A few years later, Professor Hirini Moko Mead, along with Dr Wiremu Parker and tohunga (cultural expert), Te Rangiahuta Ruka Broughton, were 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 Tūmatauenga. The stages of the welcome are prescribed to ensure the physical and spiritual safety of the participants. Despite a number of tribal and regional variations, the basic flow of the pōhiri is as on the following pages.



PREPARATION FOR THE PŌHIRI

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

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

KARANGA

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

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

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

WHAIKŌRERO

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

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

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

WAIATA

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

KOHA

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

HONGI

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

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

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

KAI

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

VARIATIONS AND ADDITIONAL ELEMENTS

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

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

MIHI WHAKATAU

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

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

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

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

FURTHER READING

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

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

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

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

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



KARAKIA AND WAIATA

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 wharenuī. The waiata urges students and staff members who enter the wharenuī 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

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

TIKANGA AND TEACHING

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

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

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

Other tikanga Māori that you could model or advocate in your courses include such things as sharing kai, not sitting on tables, having 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 wharenuī?

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

Q Can I eat food in the wharenuī?

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

Q What is said in the whaikōrero?

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

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

REFERENCES

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

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

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



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: ____/____/____