

Meeting of Council, Public - Order Paper and Documents (15/05/2023)

Public papers

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MEETING OF
COUNCIL

ORDER PAPER AND DOCUMENTS

- PUBLIC -

9.00 AM, MONDAY, 1 MAY 2023
COUNCIL CHAMBER, LEVEL 2,
HUNTER BUILDING

COUNCIL

Order paper for the meeting to be held in the
Council Chamber, Level 2, Hunter Building, Kelburn Campus and/or
via Zoom videoconference
at 9.00 am on Monday, 15 May 2023

PUBLIC BUSINESS

9.00 am	Karakia		
	1. Welcome and Apologies		<i>Chancellor</i>
	2. Disclosure of Interests		<i>Chancellor</i>
	Procedural item		
	3. Council Minutes, meeting held 27 March 2023		<i>Chancellor</i>
	Items for Discussion		
	4. Report from the Chancellor	VUWC 23/44	<i>Chancellor</i>
	5. Report from the Vice-Chancellor	VUWC 23/45	<i>Vice-Chancellor</i>
	6. Financial report to 31 March 2023	VUWC 23/46	<i>CFO</i>
	7. Pasifika quarterly report	VUWC 23/47	<i>AVC Pasifika</i>
	Items for Approval		
	8. Conferment of Qualifications	VUWC 23/48	<i>Chancellor</i>
	9. Appointment to Te Aka Matua Committee	VUWC 23/49	<i>Chancellor</i>
	Items for Noting (no discussion)		
	10. Research reports	VUWC 23/50	<i>VP(Research)</i>
	<ul style="list-style-type: none"> • Research Committee Annual report • Human Ethics Committee Annual report • Animal Ethics Committee Annual report 		
	11. Foundation Annual accounts to 31 December 2022	VUWC 23/51	<i>DVCE</i>
	12. Committee minutes and Academic Board report		<i>Committee Chairs</i>
	<ul style="list-style-type: none"> • Te Aka Matua Committee, 3 April 2023 • Academic Board report, 18 April 2023 • Audit & Risk Committee, 1 May 2023 • Finance Committee, 1 May 2023 	VUWC 23/52	
	13. Forthcoming Events and next Council meeting	VUWC 23/53	<i>Chancellor</i>
9.30 am	14. Speakers: Wellington UniProfessional Dame Karen Poutasi and Mr John Milford	<i>Oral reports</i>	<i>Chancellor</i>
10.00 am	15. Resolution to Exclude the Public	VUWC 23/54	<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	Be. Accessible Charitable Trust	Chair	June 2012		
	WellingtonNZ	Chief Executive	1 June 2020		
	Koi Tu, Centre for Informed Futures at Auckland University	Board Member	2 May 2020		
	Regional Skills Committee – Ministerial appointee	Member	July 2020		
	Wellington Uni-Professional	Director	August 2020		
	Creative HQ (Holding Co Wellington Regional Economic Development Agency Limited)	Director	June 2020		
	National Music Centre Collaborative Governance Group (CGG)	Non-voting Chair	July 2022		
Victoria University of Wellington Foundation Board of Trustees	Trustee	January 2022			
Richard Arnold	Tertiary Education Union	Member	2001		
Brigitte Bönisch-Brednich	Nil				
Jaistone Finau	Trusthouse Foundation Porirua Regional Advisory Committee	Member	8/6/21		
	Trusthouse Foundation Porirua Regional Advisory Committee	Chair	7/11/21		
	Trusthouse Foundation	Member	7/11/21		
	Taura Pasifika	National President	1/1/21		
	Ministry of Foreign Affairs and Trade	Employee	28/11/22		
Pania Gray	Kororā Consulting	Managing Director	August 2010	Ongoing	
	New Zealand Qualifications Authority	Deputy Chair	October 2021	Oct 2024	
	New Zealand Film Commission	Board Member	Feb 2020	Oct 2024	
	Education Services Limited	Board Member	July 2014	July 2024	
	Te M āt āwai Audit & Risk Committee	Independent Member	August 2019	Ongoing	
	Ministry of Health Risk & Assurance Committee	Independent Member	Nov 2021	June 2024	
	Te W ānanga o Raukawa	Part-time student	2021	Ongoing	
Te Herenga Waka, son is a student in 2023		2020	2023		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
Alan Judge	Aquatx Holdings Ltd	Chair/Shareholder	24/12/2008		
	Biotelliga Holdings Ltd	Shareholder	13/7/2017		
	The Dame Malvina Major Foundation	Trustee	28/3/2011		
	Habit Group Holdings Limited	Chair	31/12/18		
	Victoria University of Wellington Foundation Board of Trustees	Trustee	15/2/21		
	Maxwell Fernie Trust	Trustee	21/3/21		
David McLean	Westpac NZ Ltd	Ex-CEO	2014		
	Bibi McLean Trustee Limited	Director	2019		
	Ian McLean Consultancy Services Limited	Shareholder	1999		
	NACEW	Member	2019		
	Kiwi Group Capital Ltd	Chair/Director	23.11.22		
	KiwiRail Holdings Ltd	Chair	1.10.22		
Kelly Mitchell	NZ Railways Corporation	Chair	1.10.22		
	Youth Movement Fund, Aotearoa	Committee member	1.2.22		
	Tertiary Education Union	Member	1.2.22		
Cath Nesus	Green Party of Aotearoa New Zealand	Member	1.3.22		
	Nesus & Associates	Director	Feb 2004		
Nic Smith	Queensland University of Technology	Adjunct Professor	1.9.2022		
	University of Auckland	Visiting Professor	24.3.2020		
	Victoria University of Wellington Foundation Board	Trustee	16.1.2023		
Maryan Street	KiwiRail Holdings Ltd	Director	7.7.22		
James Te Puni	Barnados NZ	Board Chairman	Nov 2015		
	Te Ahuru Mowai*	Kaiwhakahaere	Mar 2020		
		Matua/CEO			
			Sep 2022		
	<i>*Te Ahuru Mowai is involved in a research partnership with Te Herenga Waka funded by MBIE providing solar energy technology to 20 homes in Porirua"</i>				
	Waikanae Christian Holiday Park	Trustee	March 2021		

NAME	ENTITY	POSITION	START DATE (or entry date)	END DATE	UPDATED
	Titahi Ltd	Director and Shareholder	March 2021		
	Switched On Group	Director	Nov 2021		

Agenda Item 3

Council Minutes, Meeting held on 27 March 2023

To receive: the public Minutes of the Meeting of Council held on 27 March 2023.

To resolve: that the Minutes of the Meeting of Council held on 27 March 2023 be approved.



COUNCIL

**Minutes of the Council Meeting held on Monday, 27 March 2023
in the Council Chamber, Level 2, Hunter Building
from 10.30 am to 4.00 pm**

PRESENT: Mr John Allen (Chancellor)
Professor Richard Arnold
Professor Brigitte Bönisch-Brednich
Mr Jaistone Finau
Ms Pania Gray
Mr Alan Judge
Mr David McLean *via Zoom*
Ms Kelly Mitchell
Ms Cath Nesus *via Zoom*
Professor Nic Smith (Vice-Chancellor)
Hon Maryan Street (Pro-Chancellor)
Mr James Te Puni *until 1.30 pm*
Ms Caroline Ward (Secretary to Council)

APOLOGIES: Nil

IN ATTENDANCE: Ms Jackie Anderson, Acting General Counsel
Mr Fergus Barrowman, Publisher, Te Herenga Waka University Press
Professor Stuart Brock, Vice-Provost (Academic)
Associate Professor Christina Barton, Director, Adam Art Gallery
Mr Mark Daldorf, Director, People & Capability
Mr Harris Devon, Ngāi Tauria Co-President
Ms Katherine Edmond, Director, Communications
Mr Simon Johnson, Acting Chief Operating Officer
Professor Wendy Lamer, Provost
Professor Sarah Leggott, Acting PVC FHSS
Mr Phil O'Connell, Director, Safety, Risk & Assurance
Ms Sue O'Donnell, Executive Director of Development & Alumni Relations
Mr Blair McRae, Deputy Vice-Chancellor, Engagement
Mr Les Montgomery, Chief Financial Officer
Mr Lincoln North, Project Manager
Ms Jessica Ye, VUWSA President
Mr Zixuan Ye, V-ISA Member

23.30 WELCOME / ACKNOWLEDGEMENTS / APOLOGIES

- Noted:**
- 1 that Mr Allen warmly welcomed all to the meeting acknowledging Ms Pania Gray who was attending her first formal meeting of Council.
 - 2 that Professor Arnold led the Karakia.

23.31 DECLARATIONS AND DISCLOSURE OF INTERESTS

- Received:** declarations and disclosure of interests by members of Council.
- Noted:** that there were no further disclosures of interest since the release of the meeting documentation.
- Noted:** that Council members were reminded to advise the Secretary to Council of any changes to their disclosure of interests listing between meetings.

23.32 COUNCIL MINUTES, MEETING HELD ON 13 FEBRUARY 2023

- Received:** the public Minutes of the meeting of Council held on 13 February 2023.
- Resolved:** that the public Minutes of the meeting of Council held on 13 February 2023 be approved.

Street/Te Puni
Carried
230024

23.33 REPORT FROM THE CHANCELLOR

- Received:** a Council paper from the Chancellor, Mr John Allen, dated 21 March 2023 (document VUWC 23/22).
- Noted:**
- 1 that the report was taken as read.
 - 2 that student numbers remain an area of significant concern and a reason for lower than expected enrolments could be attributed in part to the cost of living in Wellington.
 - 3 that work is underway to put the University in a position to return to growth and profitability in 2024 and the Chancellor stressed the importance of ensuring that any actions to ensure the sustainability of the University reflect our strategy.
 - 4 that the report's comments on academic freedom were highlighted and the Chancellor reinforced that academic freedom is one of the pillars upon which Universities stand and one that is protected by statute. He recognised the excellent work of the University's academic community speaking actively into various debates backed up by their research in areas of expertise.

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

Bönisch-Brednich/Mitchell
Carried
230025

23.34 REPORT FROM THE VICE-CHANCELLOR

- Received:** a report from the Vice-Chancellor, Professor Nic Smith, dated 21 March 2023 (document VUWC 23/23).

- Noted:**
- 1 that the report was taken as read.
 - 2 that Professor Smith commended and congratulated staff who through their public engagement continued to support the reputation of the institution.
 - 3 that an innovative initiative between the University and secondary schools in the region was discussed.

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

Judge/Mitchell
Carried
230026

23.35 FINANCIAL REPORT TO 28 FEBRUARY 2023

Received: the Financial report to 28 February 2023 from the Chief Financial Officer, Mr Les Montgomery (document VUWC 23/24).

Noted: that the report was taken as read.

Resolved: that the Financial report to 28 February 2023 be noted.

Judge/Street
Carried
230027

23.36 MEDIA AND SOCIAL MEDIA REPORT

Received: a Council paper from the Vice-Chancellor, Professor Nic Smith, dated 17 March 2023, providing a Media and Social media report (document VUWC 23/25).

Noted:

- 1 that the report was taken as read.
- 2 that the Vice-Chancellor had recently hosted a function to meet with staff who are regularly engaging publicly with the media. The number of early-career staff at this occasion was encouraging and the Vice-Chancellor sees this as core to the University and an important part of the academic staff role.

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

Arnold/Finau
Carried
230028

23.37 FORTHCOMING EVENTS AND NEXT COUNCIL MEETING

Received: a Council paper from the Secretary to Council, Ms Caroline Ward, dated 21 March 2023 regarding Forthcoming Events (document VUWC 23/26).

Noted:

- 1 that the Council paper was taken as read.
- 2 that graduation will proceed in May with a full series of events now all COVID restrictions are lifted. Council members were encouraged to attend any of the parades, ceremonies or celebrations associated with Graduation and a formal invitation will be sent soon.

- 3 that the inaugural lecture of Professor Stephen Marshall was highlighted on the topic "a Public University for the 21st Century: Generational change and the common good".
- 4 that the next meeting of Council will take place on Monday, 15 May 2023, at 9.00 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

Resolved: that the Council paper on Forthcoming Events and the date and details of the next Council meeting on Monday, 15 May 2023 be noted.

Gray/Mitchell
Carried
230029

the agenda was re-ordered to consider Item 11 prior to the Student President reports

23.38 COMMITTEE MINUTES AND ACADEMIC BOARD REPORT

Received: Reports from Committee Chairs and the Academic Board Chair:

- Audit & Risk Committee, 13 March 2023
- Finance Committee, 13 March 2023
- Academic Board report, 14 March 2023 (document VUWC 23/28).

Noted:

- 1 that the minutes of the Committee meetings and the report of the Academic Board were taken as read.
Audit & Risk Committee
- 2 that Ms Gray had highlighted her position as Deputy Chair of NZQA in relation to an item on the Pastoral Care Code. This role was declared at the time of Ms Gray's appointment to Council and is listed on the Council's Disclosure of Interests register. It was traversed at the Audit & Risk Committee meeting and the *potential* for conflict was discussed. In keeping with the Council's standing orders, it was agreed to consider this on a case by case basis noting that on most matters there would be alignment. Where a clear conflict of interest was apparent, Ms Gray would recuse herself for the item.

Resolved: that the reports from Committee Chairs and the report of the Academic Board be noted.

Finau/Mitchell
Carried
230030

at 11.00 am Ms Jessica Ye joined the meeting

23.39 VUWSA PRESIDENT REPORT

Received: a report from the VUWSA President, Ms Jessica Ye, dated 16 March 2023 (document VUWC 23/27).

Noted:

- 1 that Ms Ye was warmly welcomed to the meeting.
- 2 that VUWSA's vision is to connect and engage with the student body and student communities more strongly. This will be assisted greatly by VUWSA taking Clubs back under their wing.
- 3 that priorities for VUWSA in 2023 include renegotiation of the Study Levy Agreement, upcoming campaigns on cost-related issues for students, and

- the need for remuneration for the work student leaders do in contributing to University processes.
- 4 that the inherent value of education with its ability to create opportunities and realise potential was of critical concern to VUWSA. With a former VUWSA President now the Prime Minister it was hoped to gain traction in this area, particularly as the current generation had experienced the impact of long term privatisation of education.
- 5 that the VUWSA constitution had been amended to allow for co-presidents. This recognised the differing strengths two people can bring to the leadership of VUWSA.
- 6 that ChatGPT was discussed and how VUWSA can best advocate for students on this rapidly advancing technology.
- 7 that the Chancellor confirmed Council's appreciation and ongoing support of VUWSA's efforts.

Resolved: that the VUWSA President report be noted.

Street/Allen
Carried
230031

at 11.25 am Mr Harris Devon joined the meeting

23.40 NGĀI TAUIRA CO-PRESIDENTS' REPORT

Received: an oral report from Ngāi Tauria Co-President, Mr Harris Devon.

- Noted:**
- 1 that Mr Devon was warmly welcomed to the meeting.
- 2 that he discussed the disproportionate impact Cyclone Gabrielle and the steep costs of living is having on Māori communities, including students.
- 3 that further to the VUWSA President's comments, Mr Devon reiterated that Ngāi Tauria support the need for payment to students for the representative and community work they do for the University.
- 4 that the Chancellor thanked Mr Devon for speaking to Council acknowledging the challenges faced as a community and how these are disproportionately faced by Māori students.

Resolved: that the Ngāi Tauria Co-President's report be noted.

Street/Allen
Carried
230032

at 11.40 am Mr Harris Devon and Ms Jessica Ye left the meeting

*at 11.40 am Associate Professor Christina Barton and Mr Fergus Barrowman joined the meeting
the agenda was re-ordered to move straight to Item 14*

23.41 SPEAKERS: ASSOCIATE PROFESSOR CHRISTINA BARTON MR FERGUS BARROWMAN

Welcomed: Associate Professor Christina Barton, Director, Adam Art Gallery and Mr Fergus Barrowman, Publisher, Te Herenga Waka University Press

- Noted:**
- 1 that Associate Professor Barton outlined the history of the Adam Art Gallery, its role and purpose and its oversight of the University Art Collection.
 - 2 that the Gallery is keen on greater engagement with staff and students and to contribute to learning, teaching and research while also maintaining its independence and international reputation.
 - 3 that Mr Barrowman detailed the history of Te Herenga Waka University Press and discussed its publishing model, successes and challenges.
 - 4 that the Chancellor thanked Associate Professor Barton and Mr Barrowman for their addresses and on behalf of Council.

*at 12.10 pm Associate Professor Barton and Mr Barrowman left the meeting
the agenda returned to items 12-14*

23.42 CONFIRMATION OF QUALIFICATIONS

Received: the list of degrees, diplomas and certificates granted on 27 March 2023 (document VUWC 23/29).

- Resolved:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 23/29, and that their names be entered on the Roll of Graduates on 27 March 2023.
 - 2 that a motion of congratulations to the Graduates be recorded.

Finau/Mitchell
Carried
230033

23.43 ANNUAL REPORT 2022

Received: a Council paper dated 21 March 2023 from the Chief Financial Officer, Mr Les Montgomery, regarding the 2022 Annual report (document VUWC 23/30).

- 1 that the Audit & Risk Committee had considered the 2022 Annual Report and associated representation letters at its meeting on 13 March 2023.
- 2 that it was confirmed that questions regarding the representation letters at the Committee meeting had been addressed.
- 3 that the Auditors had raised no material concerns.

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

- 1 approve the 2022 Annual Report;
- 2 approve the signing and release of the Representation Letter to EY;
- 3 authorise the 2022 Annual Report for issue;
- 4 approve the online publication of the 2022 Annual Report as soon as practical.

Street/Judge
Carried
230034

23.44 SCHOOL OF SCIENCE IN SOCIETY IN THE FACULTY OF SCIENCE

Received: a Council paper from the Vice-Chancellor, Professor Nic Smith, dated 16 March 2023, regarding the Establishment of the School of Science in Society in the Faculty of Science (document VUWC 23/31).

Resolved: that on the recommendation of the Academic Board, Council:

- 1 approve the disestablishment of the Centre for Science in Society, and
- 2 approve the establishment of the School of Science in Society in the Faculty of Science.

Gray/Finau
Carried
230035

23.45 RESOLUTION CONCERNING THE EXCLUSION OF THE PUBLIC

Received: a recommendation that certain items be taken with the public excluded (document VUWC 23/31).

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 17-31.

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
17. Minutes of previous meeting held on 13 February 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
18. Safety, Health & Wellbeing report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(i)	LGOIMA s48(1)(a)(ii)
19. Chancellor's report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(i)	LGOIMA s48(1)(a)(ii)
20. Vice-Chancellor's report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(i)	LGOIMA, s48(1)(a)(ii)
21. Financial update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
22. Admissions and Enrolment report	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)

23. Q4 report against 2022 Annual Management Plan	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
24. 2024 International (full fee) recommendations	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. National Music Centre – stage 1	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
26. Finance Committee Workshop, 13 March 2023	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
27. AQA Academic audit report, Cycle 6	s 9(2)(a), s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
28. Exit survey report	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
29. Foundation Quarterly report to 31 December 2022	s 9(2)(a), s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
30. Committee reports and Academic Board minutes	s 9(2)(a), s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
31. Council only time	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(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 31, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.

Bönisch-Brednich/Te Puni
Carried
230036

Agenda Item 4

Report from the Chancellor

To receive: a Council paper from the Chancellor, Mr John Allen, dated 8 May 2023 (document VUWC 23/44).

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



COUNCIL PAPER

TO	The University Council
FROM	John Allen, Chancellor
DATE	8 May 2023
SUBJECT	Chancellor's report to 15 May 2023 Council meeting
DOCUMENT #	VUWC 23/44

Kia ora tatou,

A highlight since my last report was joining with some of the Everton Hall Trustees and current students to speak at their Everton Day celebration following several years of it being unable to proceed due to the pandemic. As a former Everton resident, it was good to be able to hear directly from current students about the challenges they face and their experience of the University. It was also good to meet the leadership team who are hugely energetic and engaged in supporting residents to be successful, the Chair of the Board, Emeritus Professor Don Trow has been involved at Everton for decades and has lost none of his energy or optimism for the task.

It was also my great pleasure to attend the staff awards at which a number of staff were celebrated and acknowledged. Although such events can only recognise a small number of staff, I appreciate the significant contribution made by all staff of the University during these challenging and uncertain times.

In mid-May we celebrate the hard work and success of our graduates in a week of graduation events with two parades followed by speeches in Civic Square, and seven ceremonies including Te Hui Whakapumau in the Hub on the Kelburn Campus for our Māori graduates. A celebration of our Pasifika students will also take place on the Monday evening following the Council meeting. An honorary doctorate in Commerce will be conferred on Robert Wade and

a higher doctorate on Associate Professor Christina Barton of the Adam Art Gallery. Graduation also provides us with a public platform to acknowledge the skills of our academics and professional staff and the important role which Universities play in our community.

While celebrating these positive events, the reality of the University's financial situation cannot be ignored. The media has been extensively covering the challenges faced by many of this country's Universities as they grapple with a range of issues both within and outside their control. As signalled in my March report, action will need to be taken by THW-VUW to ensure the ongoing financial sustainability of Victoria University. In a series of staff forums in the week following graduation, the Vice-Chancellor, Professor Nic Smith, will provide staff with more detail around the proposed way forward to ensure a strong and sustainable future for VUW.

Addressing these issues will be tough. There is no way we can avoid change or delay action. We simply do not have the student numbers and revenue we need to be able to sustain the University in its current shape. That said it is important that the changes we make support the strategy we have to ensure we can support the University into the future. We must continue to invest in those areas which we believe are our current and future strengths and which differentiate us on the national and international stage. The focus on our teaching and research mandate must remain. A lot of the social media commentary over recent months has argued that Universities are not and should never be treated as commercial entities which are focused on delivering a profit. I have sympathy for this view. The legislative mandate of the University is clear. We are about higher learning, teaching and research that tests received wisdom, and building independent thinking and study skills in students.

The University is a purpose driven institution, and our goal is to deliver impact by enhancing the capabilities of our students, providing frontier research and acting as a critic and conscience of society. To deliver this impact requires funding. We need good quality labs and facilities for our students and researchers and, in a highly competitive market for talent, we need to be able to attract, retain and invest in the development of our staff.

We also need to understand the changing expectations of students. We cannot simply assume that approaches which were effective 10 or 20 years ago will work today. We need to engage more systematically with our students to develop attraction and retention programmes that work. Increasingly this is likely to reflect a "life-long learning" approach to education with short courses providing opportunities for people to pick up new skills or update existing capabilities while working. Our subsidiary Kāpuhipuhi, Wellington UniProfessional is positioning to address this growing opportunity. Dame Karen Poutasi and John Milford - its Chair and CEO

will be addressing the Council meeting. We see this organisation as being critical to growing revenue for our future.

THW-VUW has a strong history and an exciting future. While it is always difficult to reset when the wider environment changes, I am confident in our Vice-Chancellor, academic community and professional staff to work through these difficulties.

Ngā mihi, nā

John Allen
Chancellor

Attached: Appendix 1, Chancellor engagements

Appendix 1

Chancellor engagements – 22 March 2023 to 5 May 2023

Weekly	Meeting with the Vice-Chancellor and Secretary to Council
Weekly	Meeting with the Secretary to Council
Various	Individual meetings with Council members
22.3.23	Met with Pam Thorburn
22.3.23	Attended the Miramar Creative Centre showcase
23.3.23	Attended the Victoria University staff awards in the Hub
27.3.23	Chaired a University Council Workshop in the Victoria Room
27.3.23	Chaired the University Council meeting
27.3.23	Attended a Council Health, Safety and Wellness briefing with 11/12 members of Council in attendance
3.4.23	Attended the WellingtonUni Professional Board Meeting
3.4.23	Attended the Te Aka Matua Committee hui
6.4.23	Met with the Vice-Chancellor and Dave McGuinness of Willis Bond
18.4.23	Met with the VUWSA President and the Co-Presidents of Ngāi Taurira
26.4.23	Met with the Chancellor of Waikato University, Sir Anand Satyanand
30.4.23	Addressed the Everton Day celebration at the James Cook Hotel
1.5.23	Attended the Finance Committee meeting
1.5.23	Attended the Audit & Risk Committee meeting
1.5.23	Chaired the Victoria Honours Committee

Agenda Item 5

Report from the Vice-Chancellor

To receive: a report from the Vice-Chancellor, Professor Nic Smith, dated 8 May 2023 (document VUWC 23/45).

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



COUNCIL PAPER

TO	Members of Council
FROM	Vice-Chancellor, Professor Nic Smith
AUTHOR	Vice-Chancellor, Professor Nic Smith
DATE	8 May 2023
SUBJECT	Vice-Chancellor's Report - Public
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 23/45

Executive Summary

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

Public Report

- The University has been named as a co-host of a government-funded Ribonucleic Acid (RNA) Development Platform. Initial funding of \$500,000 is being provided to the RNA Development Platform to prepare a seven-year research plan. This plan will be supported by a further \$69.5m over seven years to support capacity and capability building in the sector.
- Sir Mark Dunajtschik has donated \$10 million to the University's Faculty of Engineering for the purpose of establishing a mechanical engineering programme, which will host a Chair of Mechanical Engineering, an Advanced Mechanical Engineering Laboratory, and a Research Centre for Advanced Mechanical Engineering.
- The Faculty of Architecture and Design Innovation has launched its joint Institute with Zhengzhou University to teach undergraduate courses in Architecture, Landscape Architecture, and Industrial Design.

- Professor Colin Simpson was awarded the RSE Mary Somerville Medal for exceptional achievement in research in teamwork and collaborative endeavour for 2023 for his research into COVID-19.
- Professor Simon Keller, Professor of Philosophy, was elected to the Academy of the Royal Society Te Apārangi for distinction in research and the advancement of science and the humanities. Professor Keller specialises in ethics, political philosophy, and the philosophy of mental health and disorder.
- Undergraduate Physics student Benjy Smith, who took part in the STAR programme (a programme enabling secondary school students to take one or two university courses) in his Year 13 last year, has received the Prime Minister’s Future Scientist Prize.
- Professor Rod Badcock and student Lewis Clareburt have won the Science and Sports categories at The Dominion Post Wellingtonian of the Year Awards, with two alumni taking out two of the other categories.
- Bachelor of Science graduate Jack Naish, Master of Engineering student Celine Jane, and Physics PhD student Daniel Wrench have been accepted into the NASA internship programme.
- Professor Derek Kawiti presented an eight episode TV series on Māori Architecture called “The Drawing Board”. This programme has been so successful that a second series is in planning.
- In April the Miramar Creative Centre hosted a showcase of films from graduates of the Master of Design Technology and the Master of Fine Arts (Creative Practice) in Film. Each film was created by students, from the directing to scriptwriting, VFX to music. The event was attended by industry stakeholders.
- Te Kauhanganui Tātai Ture—Faculty of Law hosted an evening of conversation between the Honourable Justice Joe Williams, Supreme Court of New Zealand, and the Honourable Justice Michelle O’Bonsawin, Supreme Court of Canada, as the first Indigenous Supreme Court judges in their respective jurisdictions. The event highlighted the significance of the changes to legal education that the Faculty of Law is engaged in as it considers how it will integrate tikanga Māori into the law curriculum from 2025.
- Te Ara Taupuhpuhi Disability Inclusion Action Plan (2023-2025) has been developed to implement the commitments made in our [Strategic Plan \(2020-2024\)](#) and in our [Equity, Diversity and Inclusion Framework](#) for equitable outcomes for all and outlines specific objectives and actions to achieve these for disabled learners and staff.

- The Lab has opened its new café in the space formerly occupied by VicBooks. Campus Books will open on 1 June 2023 and books can be purchased online before that date.
- The University's Incident Management Team recently worked through a practice scenario based around a building fire. The exercise went well and learnings are being incorporated into our incident management processes.
- The School of Architecture hosted the highly successful Nature-based Urban Climate Adaption for Wellbeing symposium (NUMAO).
- Architecture Postgraduate student Kristina Orr has developed a new flat pack solution for emergency housing which will prove invaluable in the aftermath of disasters such as Cyclone Gabriel or the Christchurch earthquake to provide emergency housing. The system builds on the innovative modular construction developed by recent postgraduate student Ged Finch.
- Professor Terry Fleming and Dr Fran Kewene officially launched the Digital Mental Health Catalyst in March, with a Digital Health Showcase and a launch event. The Catalyst brings together Māori health, community engagement, and digital health expertise and aims to improve mental health and equity by using digital tools and growing collaboration in this space.
- A piece of research into microplastics in marine sponges received widespread media coverage across TV, radio and print media. The research was by Master of Marine Conservation graduate Rachel Parry and Professor James Bell:
<https://www.wgtn.ac.nz/news/2023/03/sea-life-microplastics>
- Professor Karl Lofgren delivered his inaugural lecture 27 April 2023.
- Professor Gary Evans, Director of Te Kāuru—Ferrier Research Institute, was elected to the Academy of the Royal Society Te Apārangi for distinction in research in the field of organic chemistry. Professor Evans specialises in medicinal and process chemistry; his discoveries, involving national and international research collaborations, have had significant health and economic impacts.

Agenda Item 6

Financial report to 31 March 2023

To receive: the Financial report to 31 March 2023 from the Chief Financial Officer, Mr Les Montgomery (document VUWC 23/46).

To resolve: that the Financial report to 31 March 2023 be noted.



MARCH 2023

SUMMARY MONTHLY PUBLIC FINANCIAL REPORT

CONSOLIDATED STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	Mar 23 YTD		
	Act	Bud	Var
	\$m		
Government Grants incl PBRF	47.4	51.5	-4.1
Tuition Fees	32.8	36.3	-3.5
Research, Commercial & Other	36.1	41.3	-5.2
REVENUE	116.3	129.1	-12.8
People	67.4	71.1	3.6
Occupancy	9.9	10.4	0.5
Operating	42.5	42.7	0.2
EXPENDITURE	119.9	124.1	4.3
EBITDA	-3.6	5.0	-8.6
Depreciation & Amortisation	13.5	13.0	-0.5
Interest Expense	0.6	0.9	0.3
UNIVERSITY GROUP SURPLUS / (DEFICIT)	-17.7	-8.9	-8.7
%	-15.2%	-6.9%	
CONSOLIDATED GROUP SURPLUS / (DEFICIT)	-13.4	-8.5	-4.8
%	-10.9%	-6.5%	

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

YTD Overview

- Revenue is unfavourable to budget by \$12.8m (10%) mainly due to fewer EFTS enrolled.
- People expenditure is positive to budget by \$3.6m (5%). This is mainly a timing variance – impacted by appointments across all people categories – permanent, fixed term permanent and contractors. Annual leave taken in Q1 exceeds budget, when taken annual leave reduces total people costs.
- The Consolidated Group deficit includes the Foundation. The Foundation has a surplus of \$4.3m, which is favourable to budget by \$3.9m, largely due to investment gains.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION	As At:	
	Mar-23 Actual	Mar-22 Actual
	\$m	
Cash & Cash Equivalents	81.4	129.1
Investments	66.2	62.6
Accounts Receivable & Accruals	56.3	49.6
Pre-Paid Expenses	11.1	11.5
Other Current Assets	4.7	5.0
TOTAL CURRENT ASSETS	219.6	257.8
Property, Plant and Equipment	1,246.5	1,061.1
Intangibles	7.5	4.0
Investments in Related Parties	4.2	3.1
TOTAL NON-CURRENT ASSETS	1,258.3	1,068.2
TOTAL ASSETS	1,477.9	1,326.0
Accounts Payable & Accruals	61.8	65.9
Revenue in Advance	193.2	174.4
Bank Borrowings Current	-	-
Employee Entitlements	16.2	17.0
Current Liabilities - Other	2.6	2.9
TOTAL CURRENT LIABILITIES	273.8	260.2
Non-Current Liabilities - Other	-	-
Employee Entitlements	20.0	23.0
Bank Debt	38.0	36.0
TOTAL NON-CURRENT LIABILITIES	58.0	59.0
TOTAL LIABILITIES	331.9	319.2
NET ASSETS	1,146.1	1,006.8
Accumulated Surplus	454.4	479.6
Current Year Earnings	(13.4)	(8.9)
Other Reserves	705.1	536.1
TOTAL COMMUNITY EQUITY	1,146.1	1,006.8
TOTAL LIABILITIES & COMMUNITY EQUITY	1,477.9	1,326.0

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

Agenda Item 7

Pasifika quarterly report

To receive: a Council paper dated 8 May 2023 from Associate Professor Hon. Luamanuvao Dame Winnie Laban, Assistant Vice-Chancellor (Pasifika) providing a Pasifika update (document VUWC 23/47).

To resolve: **that the Pasifika update and presentation 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	4 May 2023
SUBJECT	Pasifika Te Herenga Waka – Victoria University of Wellington
DOCUMENT #	VUWC 23/47

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 report.

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 15 May 2023

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VICTORIA UNIVERSITY OF
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TE HERENGA WAKA

Office of the Assistant Vice-Chancellor (Pasifika)



Associate Professor Luamanuvao Dame Winnie Laban
Assistant Vice-Chancellor (Pasifika)
Office of the Assistant Vice-Chancellor (Pasifika)



Pelesa Semu
Senior Adviser to the AVC (Pasifika)
Office of the Assistant Vice-Chancellor (Pasifika)



Mary Runton
Pasifika Administrator
Office of the Assistant Vice-Chancellor (Pasifika)



Fa'amatuāinu Aaron Nonoa
Manager
Pasifika Student Success Team (PSST),
Office of the AVC (Pasifika)



Fabiefara Filo
Senior Pasifika Engagement Adviser
Pasifika Student Success Team (PSST)
Postgraduate
PSST, OAVC (Pasifika)



Stariana Framhein-Tagoa'i
Pasifika Engagement Adviser – FHSS, FoEduc
PSST, OAVC (Pasifika)



Marina Wall
Pasifika Engagement Adviser – Law,
PSST, OAVC (Pasifika)



Mela Kaufusi
Pasifika Engagement Adviser – WSBG,
PSST, OAVC (Pasifika)



Mele Porter
Pasifika Engagement Adviser – WF S, H, E
PSST, OAVC (Pasifika)



Pasifika Engagement Adviser – WFADI
PSST, OAVC (Pasifika)

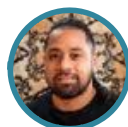
Pasifika Staff supporting Pasifika Students outside the Office of the AVC (Pasifika)



Tapu Ki Tea Ve
Pasifika Future Students' Adviser,
Future Students



Fa'aaliga Leota
Pasifika Future Students' Adviser,
Future Students



Lionel Taito-Matamua
Future Students' Adviser,
Future Students



Louise Falepau
Senior Learning Adviser,
Student Learning



Moe Nanai
Learning Adviser,
Student Learning



Shalini Gajadhar
Pasifika Library Navigator,
Library



Eseta Malua-Fa'afia
Pasifika Student Liaison,
Library



Gail Ah-Hi
Equity Scholarships Programme Manager,
Office of the Vice-Provost (Research)



Edna Tuitupou
Programme Director,
Pasifika Pathways



Joe Polu
Teaching Technology Specialist,
Digital Solutions



Helen Woolner
Postdoctoral Researcher in Chemical Genetics
School of Biological Sciences



Kirta Escott
Asst Lecturer
School of Engineering and Computer Science



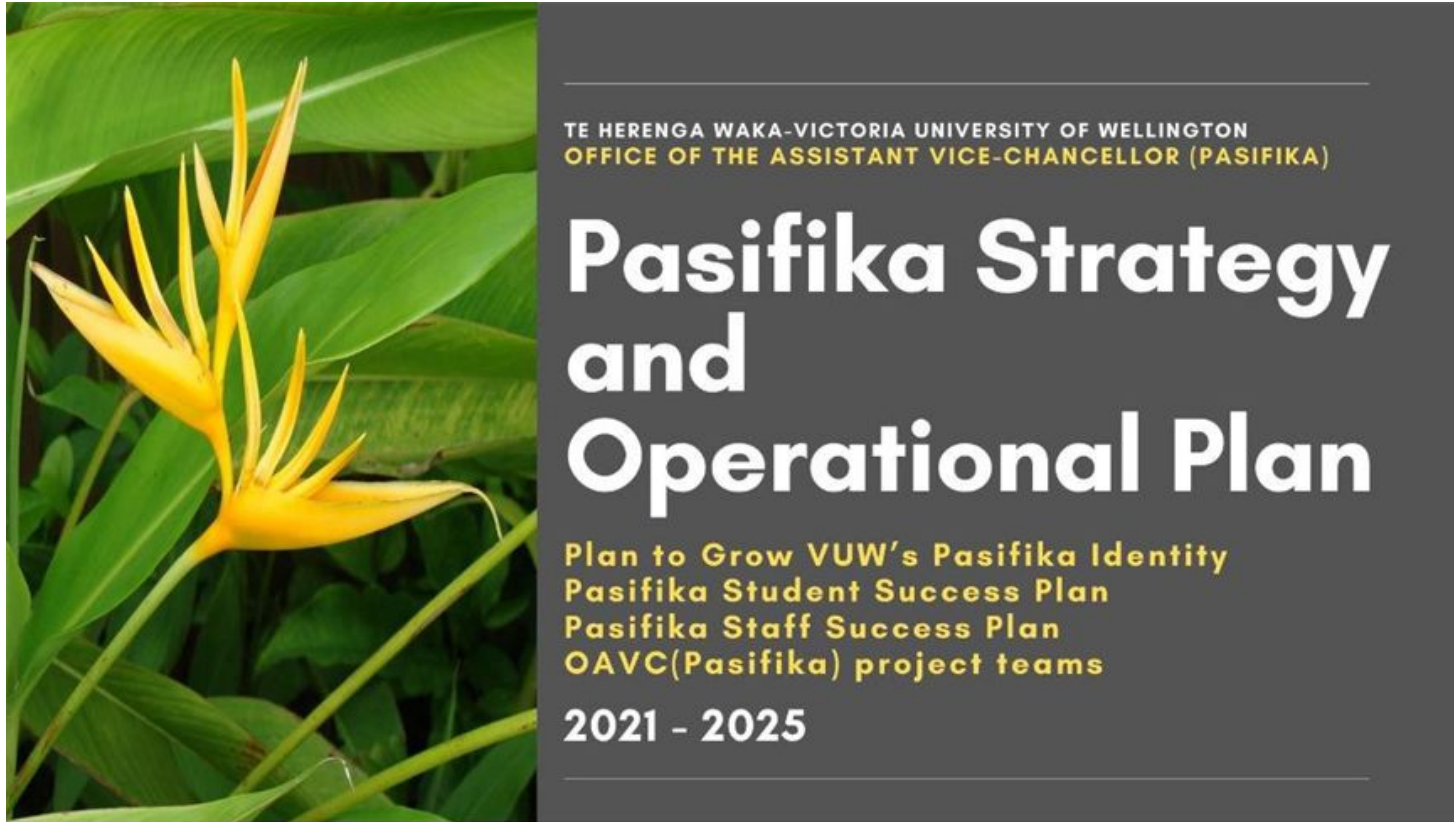
Teneya Nicol
Outreach & Engagement Adviser
SHEADI

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Pasifika Strategy and Operational Plan (PSOP)



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Pasifika Staff at THW-VUW

Breakdown of Pasifika Staff:

- 24 – Academics
- 64 – Professional

88 Pasifika staff – FTE
2371 THW-VUW staff – FTE

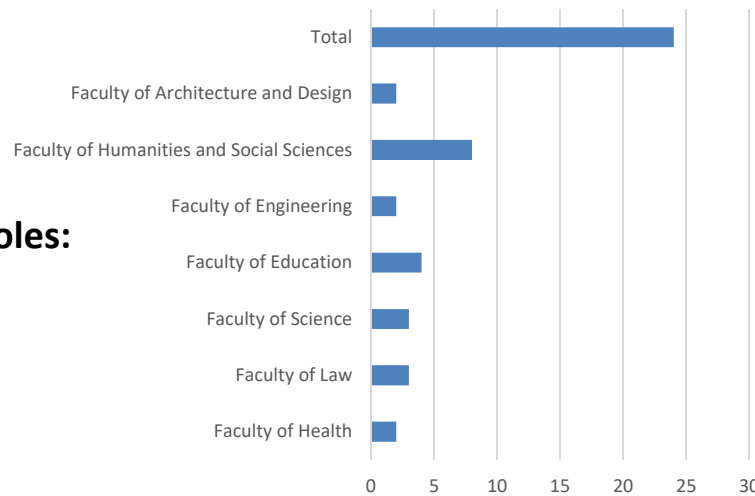
Breakdown of Gender:

- 57 – Female
- 30 – Male
- 1 – Gender diverse

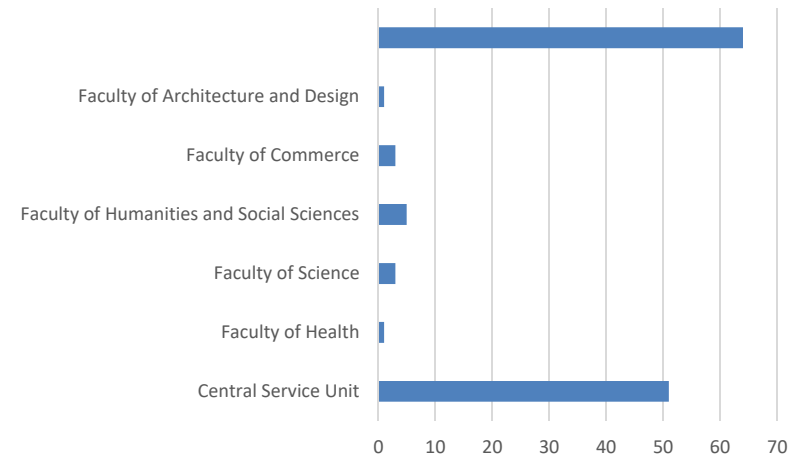
Breakdown of Academic Roles:

- 4 – Associate Professors
- 11 – Lecturers
- 7 – Senior Lecturers
- 2 – Research / Teaching Fellows

Breakdown of Academic Staff across Faculties



Breakdown of Professional Staff across Faculties & CSUs



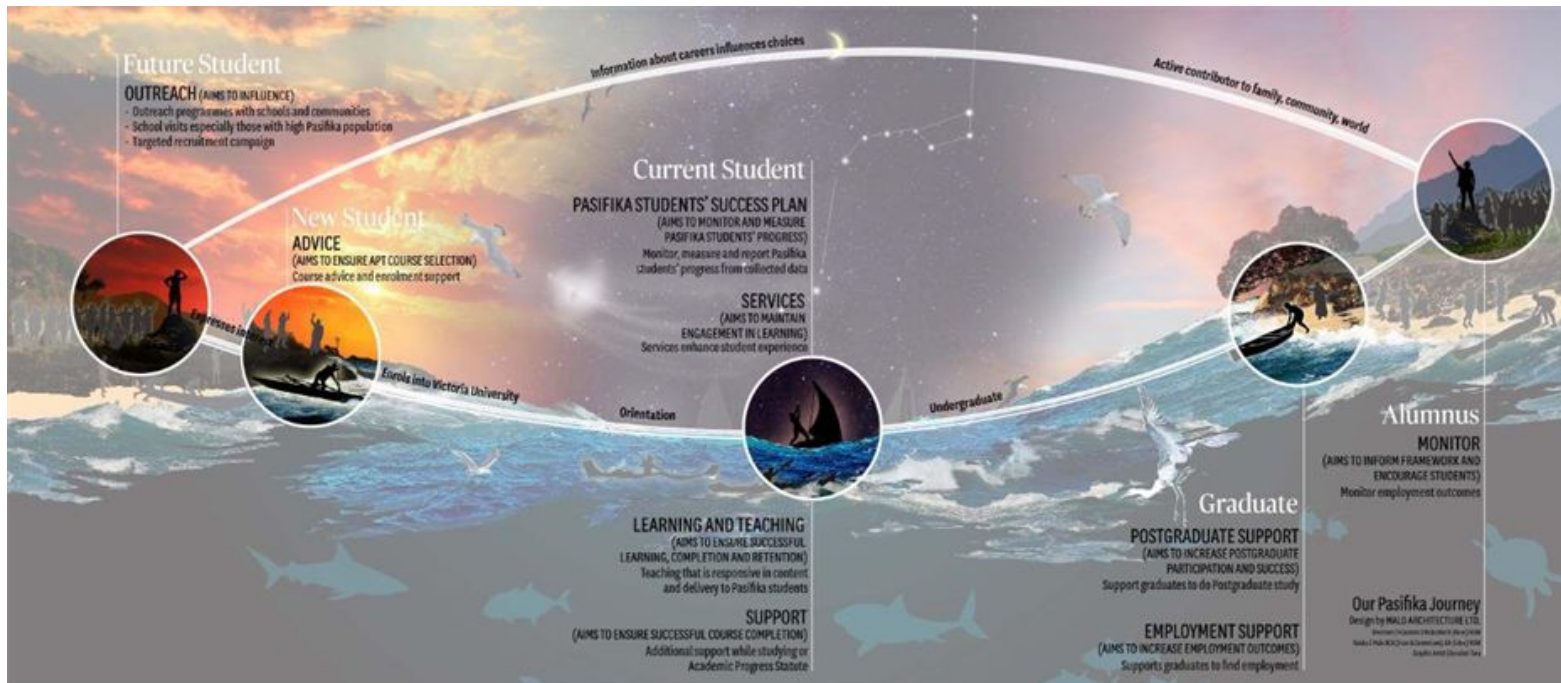
Source: Data provided by HR | 30/04/2023

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Le Malaga a le Pasifika: Pasifika Students' Success Plan



3 broad goals

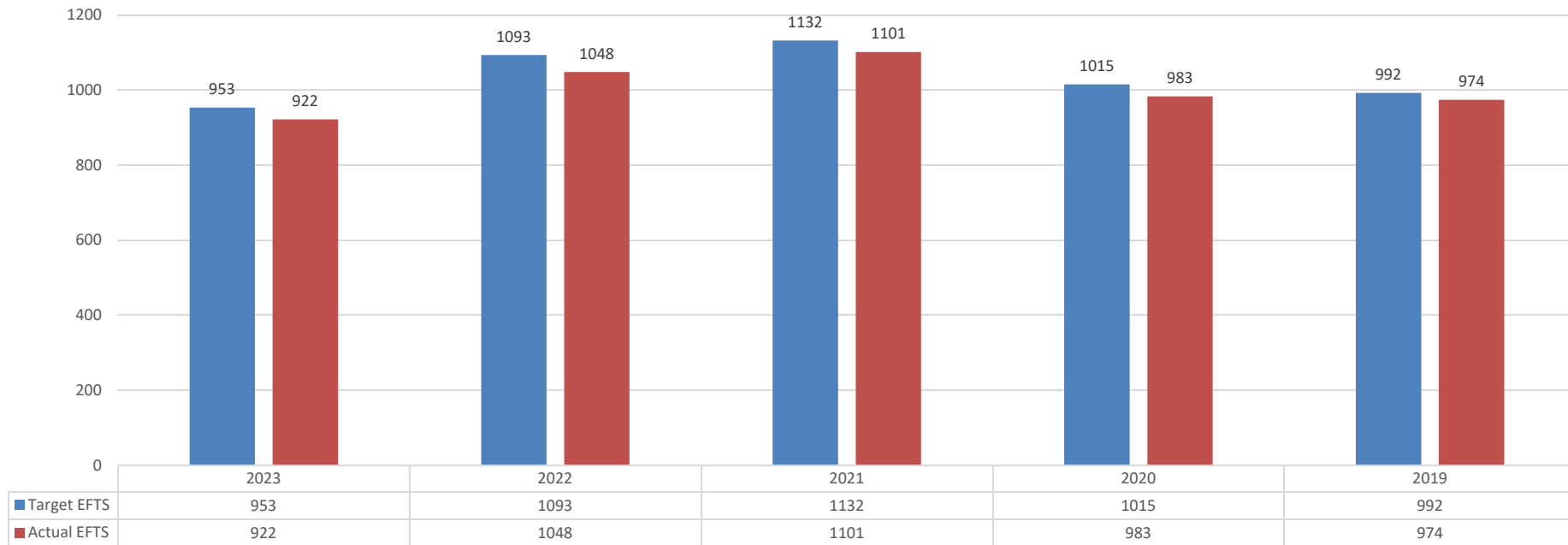
1. Increase the percentage of Pasifika students in all Faculties at Victoria
2. Reduce the number of Pasifika students leaving Victoria without successfully completing their courses
3. Increase the percentage of Pasifika students completing undergraduate and postgraduate degrees

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Pasifika Student EFTS Target* & Actuals – Numbers 2019-2023



Source: SMS003 Ethnicity Participation | 20/04/2023

Note: EFTS (Equivalent Full-Time Student, domestic student only), *Target set by TEC

*This data is provisional, this is not final

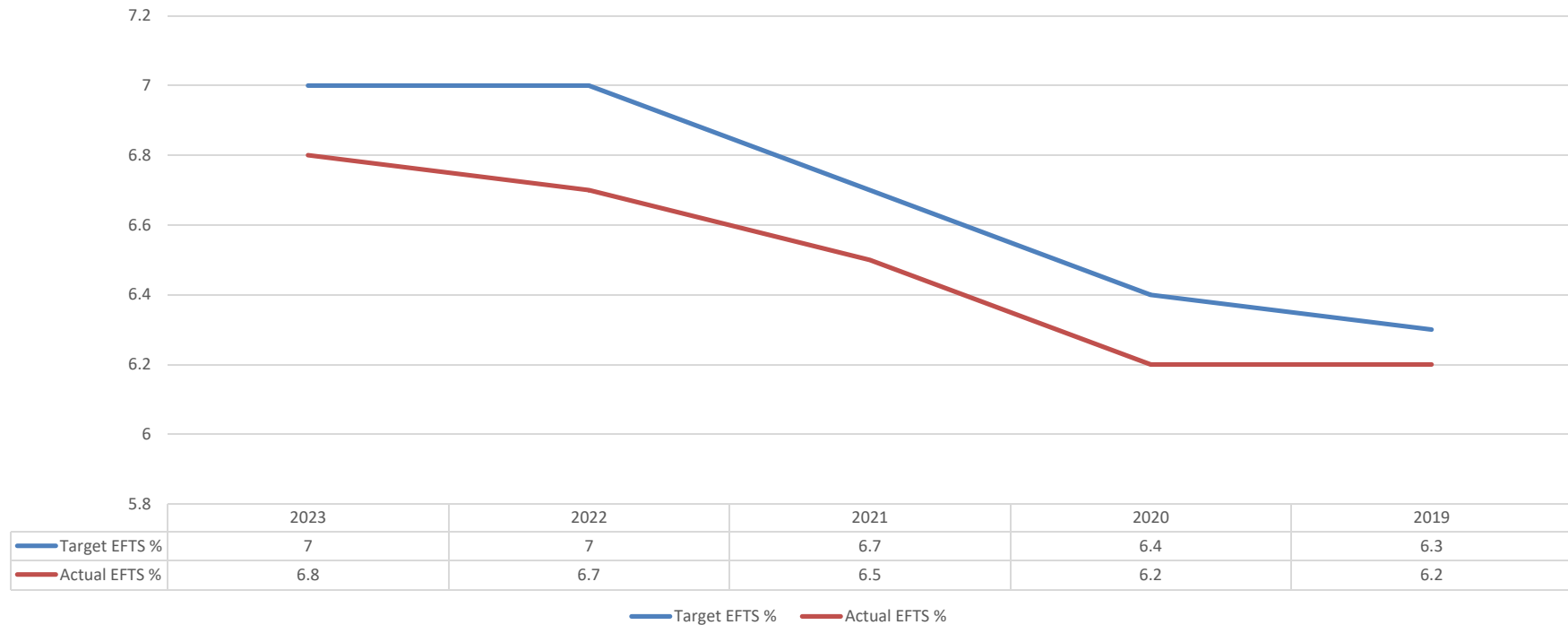
■ Target EFTS ■ Actual EFTS

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Pasifika Student EFTS Target* & Actuals - % 2019-2023



Source: SMS003 Ethnicity Participation | 20/04/2023

Note: EFTS (Equivalent Full-Time Student, domestic student only), *Target set by TEC

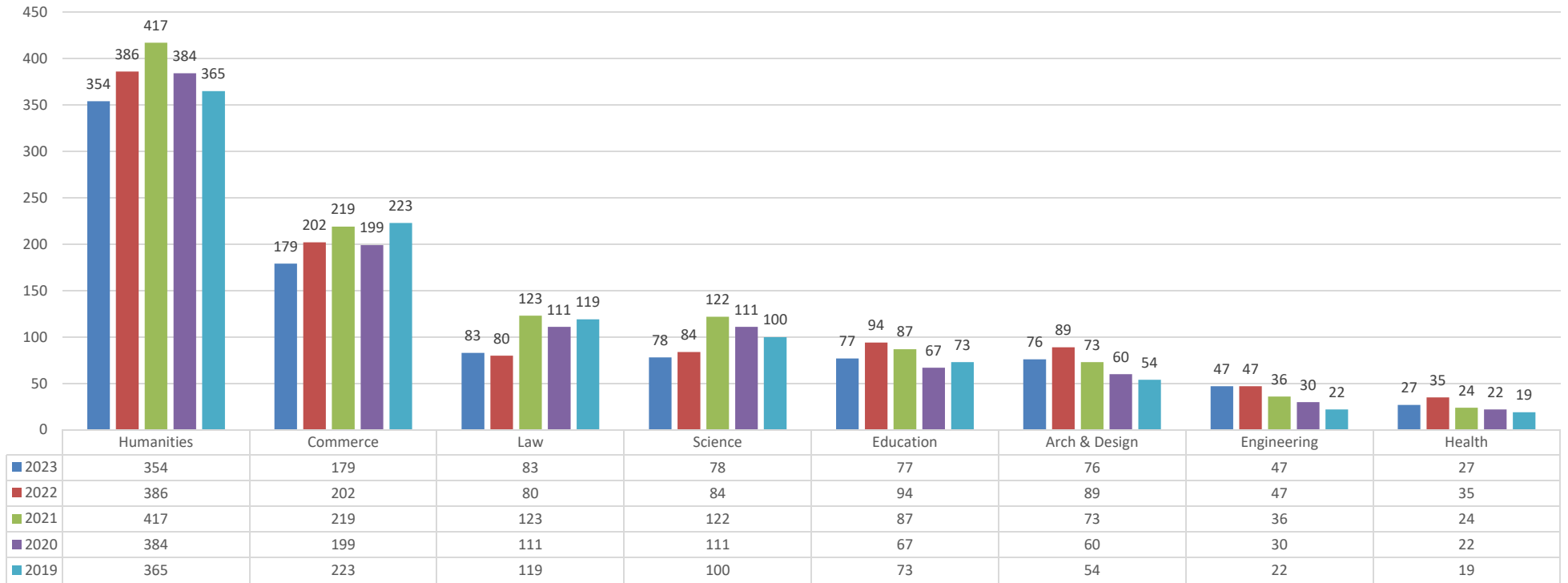
*This data is provisional, this is not final

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TE HERENGA WAKA

Pasifika Student EFTS by Faculty: 2019-2023



Source: SMS003 Ethnicity Participation | 20/04/2023

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

*This data is provisional, this is not final

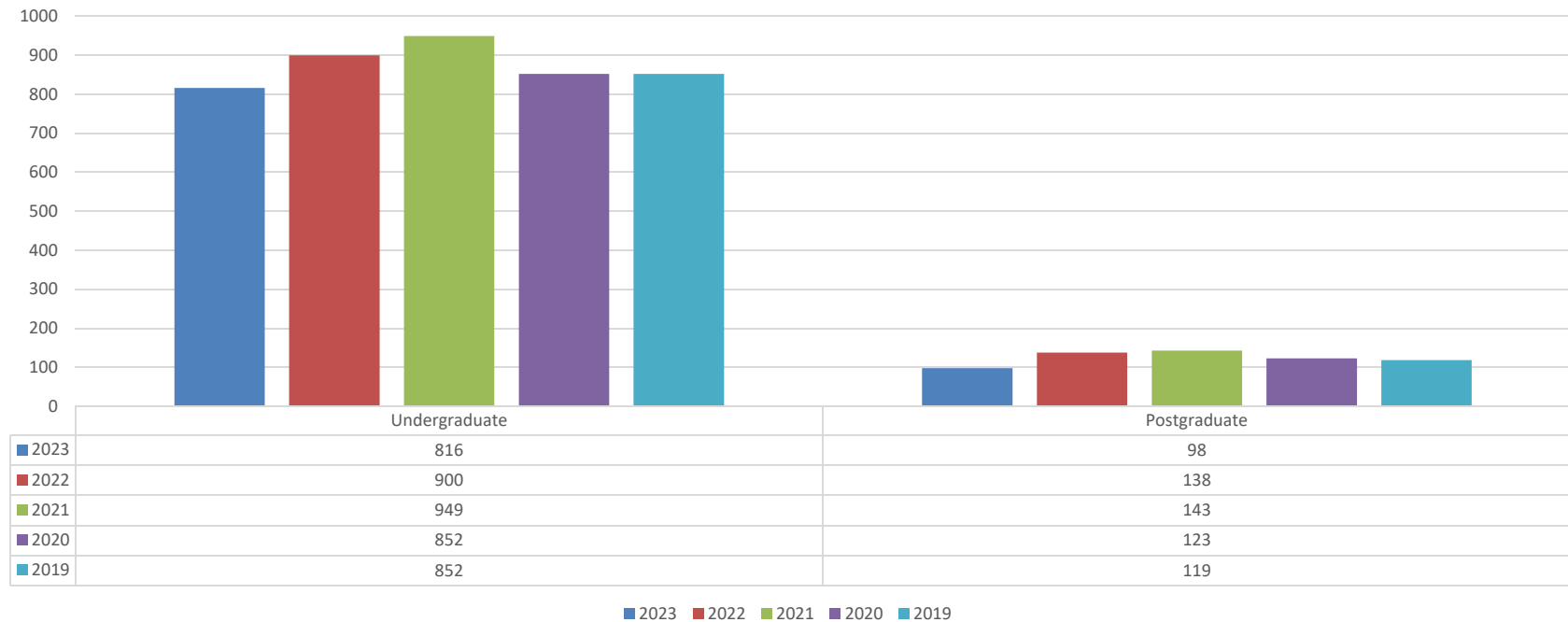
■ 2023 ■ 2022 ■ 2021 ■ 2020 ■ 2019

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Pasifika Student EFTS by Funding Level: 2019-2023



Source: SMS003 Ethnicity Participation | 20/04/2023

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

*This data is provisional, this is not final

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Pasifika Students' Council

Pasifika Students' Council is the representative group for Pasifika students. Liaises closely with the Office of the AVC(Pasifika) and other key stakeholders, including VUWSA.

2023 President: Lulani Siemsen

Pasifika Students' Associations

1. KaiFiji (Fijian Students' Association)
2. Melanesian Students' Association
3. Niue Students' Association
4. PICSA (Pacific Island Commerce Students' Association)
5. PILS (Pacific Island Law Students')
6. Tautai o Tuvalu (Tuvalu Students' Association)
7. Te Namu Te Lumanaki (Tokelauan Students' Association)
8. VUSSA (Victoria University Samoan Students' Association)
9. VUWCIA (Victoria University Wellington Cook Island Association)
10. VUWTSa (Victoria University of Wellington Tongan Students' Association)



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Pasifika Student Success team, OAVC (P)

Pasifika Engagement Advisers 2023 to date

- Pasifika Orientation Week, in 2023 this team was given full responsibility for delivering the Pasifika Orientation programme. Engaged with between **80 to 100 new** Pasifika students for the four days of activity.
- Careers night and CV/Cover Letter skills night (**25** students) in collaboration with Vic Careers and EY Partners
- Tupu Toa internship session with Tupu Toa facilitators (**65** Pasifika students)
- Community build event quiz night for PI students (approx **80** students)
- First two weeks of Trimester in March daily drop-in sessions at Wan Solwara for course advice, timetabling assistance, location advice, adding or dropping courses, financial assistance applying for student loans etc.
- Key part of the Adviser work is the individual engagement with students. For the four weeks until the commencement of Easter and Mid Trimester break Kurawai recorded **274** engagements across four advisers.
- This is an average of **68** holistic appointments per week. This number will increase as not all of the student data has been entered at this time.



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Engagement in the Pacific – Visit to Samoa



- Grow Our Own
 - Samoan staff (NUS, SROS) doing a part-time research degree while staying in and working in Samoa
 - Successful pilot in Nursing, expand to other subjects.
- Research Collaboration
 - SROS – traditional medicine, nutrition and food science and technology.
 - SPREP – development studies, climate change and governance
- Teaching Collaboration
 - VUW staff teaching on NUS degrees in health and computing
- Alumni
 - Connection and building relationships with VUW Alumni based in Samoa

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Pasifika Events



- Pasifika Orientation Week
- VUW Komiti Pasifika Fono
- Student Leaders Welcome for VC
- VUW Golf Tournament
- National Pasifika Liaisons Network Conference
- Inaugural Pacific Criminology Symposium
- Engagement work in the Pacific region
- Relay for Life
- Pasifika Language Weeks
- Study Sessions



Pasifika Ongoing work

- Fale Malae
- Komiti Pasifika Fono
- Engagement work in the Pacific
 - Organising and refreshing Memorandum of Understanding between the VUW (FGR) and National Universities in the Pacific, research institutions, etc.
 - Organising Alumni meetings in the Pacific
 - Establish and create research opportunities for VUW in the Pacific region
 - Ongoing connections for VUW in the Pacific
- Continued work in implementing PSOP for Staff and Students at THW-VUW
- Increase enrolment numbers particularly with Pasifika males and Pasifika students in STEM
- Space for Pasifika staff and students in the University e.g., 16KP and SU204
- Advocacy for additional resourcing required for OAVC (P) and the Pasifika Student Success Team
- Pasifika Researchers Academic project
- May & December 2023 Graduation – Pasifika Graduation Celebration
- VUW projects: Student Recruitment Taskforce, Pasifika Pathways, Scholarship Framework, Pastoral Care Code, Faculty Board Management meetings, Academic Reviews and Hardship Fund and Equity Grant meetings.



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Agenda Item 8

Conferment of Qualifications

To receive: the list of degrees, diplomas and certificates granted on 15 May 2023 (document VUWC 23/48).

- To resolve:**
- 1 that Council grants the degrees, diplomas and certificates in this University on the persons listed in document VUWC 23/48 and that their names be entered on the Roll of Graduates on 15 May 2023;
 - 2 that a motion of congratulations be recorded.



DEGREES, DIPLOMAS AND CERTIFICATES TO BE GRANTED ON 15 MAY 2023

Doctor of Education

Snedden, Erika Helen

Doctor of Philosophy

Abbasi, Muhammad Shabbir, *in Computer Science*

Aziz, Samira, *in English Literature*

Baldacchino, Francesca Claire, *in Geophysics*

Becker, Frowin Klaus, *in Conservation Biology*

Boswell, Martin James, *in Education*

Carson, Georgia Mae Rangikahiwa, *in Cell and Molecular Bioscience*

Cooper, Davis Frederick, *in Computer Science*

Crockett, Talia Estee, *in English Literature*

Fairhurst, Michael Justin, *in Molecular Microbiology*

Funaki, Hine Rangi Marie, *in Education*

Gerrard, Kathleen Mary, *in Music*

Hamilton, Kent Anthony, *in Engineering*

Henderson, Russell Grant, *in Music*

Huang, Jie, *in Political Science*

İsmayıl Karakoç, Aynur, *in Applied Linguistics*

James, Vanessa, *in Law*

Jones, Katie Elizabeth, *in Geology*

Macintosh, Paige Hannah, *in Film*

Marie, Gillian, *in History*

Niktab Etaati, Mohammad Ali, *in Biomedical Science*

Odey, William Francis Balfour, *in Biotechnology*

Ramsay, Patricia Jean, *in Spanish*

Sainsbury, Willow Jane, *in Educational Psychology*

Shaw, Annabel Victoria, *in Law*

Sheridan, Jeffrey Patrick Christopher, *in Cell and Molecular Bioscience*

Simpson, Alexander Marcus, *in Mathematics*

Skrzynski, Jordan Ryan Chee-Meng, *in Philosophy*

Smith, Amber Maurine, *in Education*

Thorne, Bryony Nicole, *in Biomedical Science*

Woods, Katherine, *in Geophysics*

WELLINGTON FACULTY OF ARCHITECTURE AND DESIGN INNOVATION

Master of Architecture (Professional)

Atkins, Katelyn Sylvia

Blaas, Quintin Pasco, *with Merit*

Cadle, Alysha Nicole

Chan, Jian Wen Caleb, *with Merit*
Chu-Fong, Melissa Emma, *with Merit*
Doyle, Mackenzie Ali Main
Evans, James Rex
Hannah, Alexander Gregory, *with Merit*
Mabin, Henry Francis, *with Distinction*
MacGibbon, Zachary John
Ong, Patricia Marie Villegas, *with Merit*
Orr, Kristina Suzanne, *with Merit*
Patel, Needhee Ravi, *with Merit*
Pham, Chau Bao Nguyen
Shaw, Vivien Lily Alice, *with Merit*
Warnock, Keeley Evelyn Neva, *with Merit*
Zhou, Xianhao, *with Merit*

Master of Architectural Science

Gilzean, Finley John, *in Project Management with Merit*
Harrison, Joshua Alan Croucher, *in Project Management with Merit*
Lindsay, Tayla Alex, *in Sustainable Engineering Systems with Merit*

Master of Design

Morris, Diane Robyn, *with Distinction*

Master of Design Innovation

Armstrong, Jessica Phoebe, *with Merit*
Campbell-Redl, Rebecca Aimee
Walkley, Charlotte Clare, *with Merit*
Wilson, Nathan James, *with Distinction*

Master of Interior Architecture

Freeman, Sarah Juliet, *with Merit*

Master of User Experience Design

Khiu, Jacqueline Lowe, *with Distinction*

Master of Landscape Architecture

Wheble, Miranda Jane

Bachelor of Architectural Studies

Hulena, Lochlan Jack
MacGibbon, Zachary John
Moyo, Tafadzwa Lisa
Ricardos, Beatrice Naboa
Tranter, Seirian

Bachelor of Building Science

Gilzean, Finley John
Hardie, Jordan David Andreas

Bachelor of Design Innovation

Airey Madriz, Luna Angeline
Bruwer, Robyn Skye
Chang, Vivian Yu-Ting
Gordon, Olivia Jane
Reid, Nicholas William
Wilson, Emma Elizabeth Ellis
Wilson, Nathan James

WELLINGTON SCHOOL OF BUSINESS AND GOVERNMENT

Executive Master of Business Administration

Mulvay, Craig Anthony, *with Distinction*

Master of Commerce

Ball, Ashley Alexander, *in Finance with Merit*

Chen, Lucas, *in Economics with Distinction*

Grimwade, Lachlan Hawke, *in Marketing with Distinction*

Mead, Isabella Grace, *in Management with Distinction*

Master of Global Business

Zeng, Huizhen

Master of Information Studies

Currie, Simone Nicole, *in Archives and Records Management and Library Science with Distinction*

Ford, Sharmaine Ellen, *in Library Science with Merit*

Grodecki, Yaktrina, *in Archives and Records Management and Library Science with Distinction*

Reynolds, Helen, *in Archives and Records Management and Library Science with Distinction*

Master of Professional Accounting

Chen, Yilin

Fassihi, Fahimeh

Kaur, Sahil Preet

Park, Cheol Joo, *with Distinction*

Master of Professional Business Analysis

Le, Hoa Thi Phuong, *with Merit*

Master of Professional Economics

Smith, Aaron Matthew, *with Distinction*

Master of Public Policy

Keys, Jennifer Alison, *with Distinction*

Knight, Angela Grace

Bachelor of Commerce with Honours

Pretty, William Ross, *with First Class Honours in Marketing*

Bachelor of Commerce

Alanazi, Ahmed Nemer A

Ball, Ashley Alexander

Barrett, Jacob Damien

Butler, Conor Philipp

Chandrakumaran, Bonny Zephrine Harisha

Dass, Sanskar

Hartley, Sophia Nicole

Kaur, Pawandeep

Kirk, Allana Leanne

Laloo, Caylib

Mead, Isabella Grace

Mohd Razip Wee, Najwa Nabihah Binti

Na, Danielle Eunji

O'Sullivan, Tara Claire

Poborowski, Szymon Karol

Roast, Zion Marley
Shetra, Arshdeep
Sirisomphone, Arlee
Vo, Nguyen Hoang Van
Watson, Jack Henry
Wong, Chan Yip
Woodhead, Matthew James Rodney

Postgraduate Diploma in Business (Professional)
Linforth, Luke Brogan

Postgraduate Diploma in Information Studies
Aim, Peter David

Graduate Diploma in Commerce
Sampson, Rachel Marie, in *Information Systems*

Postgraduate Certificate in Business (Professional)
Compton, Alexandra Georgina Maria
Ojha, Udbhav
Treceño, Samuel Martín

Postgraduate Certificate in Information Studies
Rocco, Giorgina Merryl
Shen, Yu

Postgraduate Certificate in Public Management
Lockyer, Kathryn Lucille
O'Brien, Brittnee Robyn

Graduate Certificate in Commerce
Small, Zena Anne

Certificate in Management Studies
Rodger, Hayley Elizabeth

WELLINGTON FACULTY OF EDUCATION

Master of Education
Aschebrock, Sarah Grace, *with Merit*
Chong, Yu Chin
Holman, Linda Susan
Meaclem, Lisa Michelle, *with Distinction*

Master of Educational Psychology
Careless, Courtney Jade, *with Merit*
Mickleston, Kate Lois, *with Distinction*

Master of Teaching and Learning (Primary)
Clark, Venise Deanne, *with Merit*

Bachelor of Education (Teaching) Early Childhood
Andersen, Hermina Sinead

Postgraduate Diploma in Education
Levanatabua, Fay

Graduate Diploma of Teaching (Primary)

Annear-Charlton, Jessica Ashleigh

Carter, Alex James

Goodier, Alexandra Jennifer

O'Leary, Liam Terrence

Richards, Alexa Marie

Simblett, Liberty Rose

Graduate Diploma of Teaching (Secondary)

Lancashire, Thomas Douglas

Sheerin, Briar Elizabeth

WELLINGTON FACULTY OF ENGINEERING

Master of Engineering

Dyne, Hayden Campbell Quinn, *with Merit*

Bachelor of Engineering with Honours

McDermott, Timothy Isaac, *with First Class Honours in Software Engineering*

Rogers, Zachary Micheal, *with Second Class Honours (first division) in Electronic and Computer Systems Engineering*

Yi, Mason Choong-nam, *with Second Class Honours (second division) in Software Engineering*

Bachelor of Engineering

Au, Tsz Kin

WELLINGTON FACULTY OF HEALTH

Master of Health Psychology

Anderson-McEwen, Charlotte Olivia, *with Distinction*

Boyle, Brianagh Kate, *with Distinction*

Lutherus, Keegan Laurence, *with Merit*

Tran, Nguyen Uyen Vy, *with Distinction*

Welsby, Drew Anna, *with Merit*

Master of Nursing Science

Kishor, Fiona Elizabeth, *with Merit*

Bachelor of Health

Rolinson, Samantha Jade

Postgraduate Diploma in Health

Connor, Leata Vaosa Yvonne

Postgraduate Diploma in Nursing Science

Abbis, Jaynie Mary

Boyd, Isobel Zeta

Milner, Imogen Angharad

Moorthynaidu Balusamy, Logaa

Prasad, Sakunthala

Whittington-Werry, Jaimee-Louise

Postgraduate Certificate in Health

Phillips, Emma Simone

Postgraduate Certificate in Nursing Science**Dreyer**, Sonja**Glover**, Isla Joy**Hooper**, Olivia Grace**Peters**, Lucelle Jayne**Rathnasekara Peragonsal Acharige**, Brian Thilina Madushan**WELLINGTON FACULTY OF
HUMANITIES AND SOCIAL SCIENCES****Master of Arts****Aitken**, Graeme Leslie, *in Creative Writing with Merit***Boyd**, Justine Leatitia, *in Criminology with Merit***Bray Sharpin**, Jessica Louise, *in Museum and Heritage Studies***Fleming**, Cameron Alexander Fergusson, *in Philosophy***Kun**, Chanbosorpors, *in Teaching English to Speakers of Other Languages with Merit***McGee**, Robert Jack, *in Creative Writing with Merit***Rankin**, Marshall James Rowan, *in Creative Writing with Distinction***Robson**, Molly Gail, *in Media Studies with Distinction***Spence**, Steven Richard, *in History with Merit***Tapsell**, Ellen Kate Civil, *in Māori Studies with Distinction***Master of Communication****Bright**, Victoria Jane, *with Distinction***O'Hara**, Joseph Conal, *with Merit***Master of Fine Arts (Creative Practice)****Aitken**, Rona Ann McRae, *in Film with Merit***Anderson**, Jordan Taylor Joanna, *in Music/Sound with Merit***Butler**, Hugo James, *in Music/Sound with Distinction***D'Souza**, Gabriella Juliet, *in Film with Merit***Delaney**, Morgan James, *in Theatre***Harriss**, Jack William, *in Film with Merit***Helbick**, Maximillian Frederick, *in Film with Merit***Hockey**, Jessica Rose, *in Film with Merit***Hoffmann**, Marius, *in Music/Sound with Distinction***Holmstead-Morris**, Claudia Puti, *in Film with Merit***McKendry**, George Henry Fogarty, *in Design with Distinction***Roderick**, Raquel Sharena, *in Film with Merit***Ruhe-Apolo**, Poe Tiare, *in Theatre with Distinction***Steinmann**, Jordan David, *in Music/Sound with Merit***Swann**, Laniet Mary, *in Theatre with Merit***Vahey Bourne**, Daisy Innis, *in Theatre with Merit***Weller**, Jake Ronan, *in Film***Master of Indigenous Studies****MacLeod**, Michelle Lynne, *with Distinction***Nahona**, Shontelle Te Aue Harata, *with Distinction***Potiki-Clune**, Kate-Lynne, *with Distinction***Shepherd-Wipiiti**, Rubyn Pani, *with Merit***Thomas**, Alyssa Grace, *with Distinction***Master of Intercultural Communication and Applied Translation****Major**, Ella Ann, *with Distinction*

Master of International Relations**Hawker**, Daniel Warren, *with Merit***Henneveld**, Nico Jacob, *with Merit***Hodgson**, Olivia Jane, *with Merit***Lecchi**, Edward Simon**Master of Migration Studies****Chauhan**, Himani, *with Merit***Master of Philosophy, Politics and Economics****Cornell**, Timothy Edward**Murray**, Callum Seán, *with Distinction***Master of Political Science****Coad**, James Anthony Cossham, *with Distinction***Dias**, Rhea Florence Madeline, *with Merit***Selwood-Eyles**, Rowan Ava, *with Merit***Watts**, Barnaby Xavier Palmer, *with Distinction***Wilson**, Rebecca Ann**Master of Strategic Studies****Sundararaju**, Raj Saravana Thavakumar, *with Merit***Master of Teaching English to Speakers of Other Languages****McLaren**, Joseph William**Bachelor of Arts with Honours****Faber**, Arie, *with First Class Honours in History***Karan**, Primal Anusheel, *with Second Class Honours (first division) in Art History***Bachelor of Music with Honours****Baucke-Maunsell**, Nicholas Johann Mikael, *with First Class Honours in Jazz Performance***Bachelor of Arts****Beard**, Sam Christopher**Beauchamp**, Cameron James**Brett**, Sophie Alice Rose**Burnard**, Theodore John**Cammock-Nicholls**, Flynn William**Chapman**, Rona Cicely Gray**Christian**, Kian Ronald**Clarke**, Felix Alexander Henry**Collins**, Georgia Anne**Crumley**, Aoife Ruby**Dave-Ekepati**, Leilani Fa'apupula**Daysh**, Louis Basil**Edey**, Hari**Engle**, Ginevee Elizabeth**Evison**, Róisín Annette**Flynn**, Jordan Dalton**Garcia-Barrera**, Mario Alberto**Hallett Pullen**, Lilian Tallulah**Hammond**, Holly Emily**Hazeldine**, Marina Nadine**Healy-Melhuish**, Greta Beatrice**Holdsworth**, Joel Roderick**Holley**, Faith Aaliyah

Hughes, Elizabeth Jane
Li, Joanna Kei On
Mackay, Samuel Francis John
Mansell, Serina Tanjira
McCarthy, Erin
Mcharg, Xanthe Amber
O'Brien, Flynn James
O'Neill, Paris Brooke
Pulekautaha-Lai, Nohokainga Hiriana Aifili Feoaki Meyer
Raquid, Treiah Alora Balcarse
Ridge, Elin Claire Peters
Seton, John George Mcelwee
Sim, Shannon Joy
Sims, Bailie Te Ata-o-Te-Rangi Kerehoma
Standfield, Sophie Cynthia Nyssa
Stewart, Maia Mccallum
Wade-Rayment, Helena Kandy
Warden, Isabel Eileen
Wilkinson, William Jack
Winter, Oliver James Honeyman
Yates, William Timothy Ellis

Bachelor of Communication

Loulou, Radwan

Bachelor of Music

Barrett, Jacob Damien
Herangi, Joshua Donald James
Jordaan, Travers Wissing

Postgraduate Diploma in Music

Ngamnet, Sasada

Postgraduate Diploma in Strategic Studies

Pestano, Kevin Kyle Moring

Graduate Diploma in Arts

Daly, Liam Francis Trevor, *in Māori Resource Management*
O'Hagan, Amanda Jayne, *in Māori Studies*
Ross, Claire Marie, *in Māori Studies*

Postgraduate Certificate in Intercultural Communication and Applied Translation

Al-Mahary, Aya
Fifita, Nauleo
Kaur, Navdeep

Certificate of Proficiency in English

Okawa, Yuriko

FACULTY OF LAW

Master of Laws

Graham, Angus Oliver, *with Merit*

Bachelor of Laws with Honours

Daysh, Louis Basil, *with First Class Honours*

Bachelor of Laws

Aleksich, Tea Caite
Crumley, Aoife Ruby
Healy-Melhuish, Greta Beatrice
Hughes, Elizabeth Jane
Jones, Imogen Dawn
Li, Joanna Kei On
O'Brien, Flynn James
Poborowski, Szymon Karol
Remiens, Merlyn Charles
Seton, John George Mcelwee
Thaisen, Collette Kelly
Trask, Jessica Rose
Trnski, Viola Anise Sripathy

Graduate Certificate in Law

Pizarro Vargas, Rocio Consuelo

WELLINGTON FACULTY OF SCIENCE

Master of Artificial Intelligence

Guarina, Elijah Zeus Erik Libunao, *with Merit*
Mapari, Madhuri Manish

Master of Biomedical Science

Derecourt, Niamh Joy, *with First Class Honours*

Master of Climate Change Science and Policy

Brockway, Raewyn Alice, *with Merit*
Dudley, Lauren Beth, *with Merit*
Rowe, Brian Peter

Master of Environmental Science

Cooper, Daniel James, *with Distinction*

Master of Environmental Studies

Frude, Elizabeth Mary, *with Distinction*

Master of Science

Fawzy, Christine Ashraf, *in Forensic Psychology with Merit*
Fernandez, Irene Marice Agapay, *in Chemistry*
Marsh, Katherine Mae, *in Marine Biology*
Stanley, Michael John Peter, *in Artificial Intelligence with Merit*
Te Hiwi, Erika Jean Frances, *in Forensic Psychology with Distinction*
Weir, Emma Megan Robbie, *in Psychology with Distinction*

Master of Science in Society

Bennenbroek, Brittany Rose, *with Distinction*
Harper, Rosa, *with Merit*

Bachelor of Science with Honours

Bowen, Sarah Caitlin, *with First Class Honours in Psychology*
Renner, Lilli Pauline, *with First Class Honours in Psychology*

Bachelor of Biomedical Science

Keane, James Macdonald

Bachelor of Science

Aleksich, Tea Caite

Collins, Georgia Anne

Doyle, Marino Rangitua Crosbie

Gair, Patomporn

Horwood, Edward Te Maaha Hilton

Nasir, Muhammad Awais

Oakley, Jordyn Grace Isabel

Perry, Zion George

Remiens, Merlyn Charles

Van, Ba Nguyen

Vieregg, Maya

Walker, Bernard Montgomery

Wijayapala, Gamage Don Dilitha

Williams, Emma Clare

Postgraduate Diploma in Clinical Research

Nagabhushanam, Yogeshwari

Postgraduate Diploma in Environmental Studies

Hawthorne, Callum Scott

Agenda Item 9

Appointment to Te Aka Matua Committee

To receive: a Council paper from Ms Cath Nesus, Chair, Te Aka Matua Committee, dated 8 May 2023, regarding the appointment of a member to the Te Aka Matua Committee (document VUWC 23/49).

To resolve: **that on the recommendation of the Te Aka Matua Committee:**

Ms Kaea Hudson be appointed to the Te Aka Matua Committee under clause 4.1(h)(ii) of its Terms of Reference.



COUNCIL PAPER

TO	Members of Council
FROM	Cath Nesus, Chair, Te Aka Matua Committee
AUTHOR	Caroline Ward, Secretary to Council
DATE	8 May 2023
SUBJECT	Appointment of Member to Te Aka Matua Committee
DOCUMENT #	VUWC 23/49

This paper proposes the appointment of Ms Kaea Hudson to the Te Aka Matua Committee following unanimous support for the nomination at the hui held on 3 April 2023. Ms Hudson is nominated to fill the vacancy for one student member who is not on the Ngāi Taurira executive.

Ms Hudson is currently co-Tumuaki of Ngā Rangahautira, Māori Law Students' Association.

Attached at Appendix 1 is the full listing of 2023 Council Committees and their membership.

Recommendation:

that on the recommendation of the Te Aka Matua Committee:

Ms Kaea Hudson be appointed to the Te Aka Matua Committee under clause 4.1(h)(ii) of its Terms of Reference.

Appendix 1

Council Committees – 2023

<p>Finance Committee</p> <p>Alan Judge – Chair John Allen Richard Arnold David McLean Kelly Mitchell Nic Smith Maryan Street James Te Puni</p>	<p>Audit and Risk Committee</p> <p>Maryan Street – Chair John Allen Brigitte Bönisch-Brednich Jaistone Finau Pania Gray</p> <p>Nic Smith <i>ex officio</i></p>	<p>Victoria Honours Committee</p> <p>John Allen - Chair Cath Nesus Nic Smith Maryan Street</p> <p>Phil Lester* Nicole Moreham* Vacancy* Kevin Dew* Tbc (PGSA)**</p> <p><i>*Note - this Committee has members from the Academic Staff and also the **PGSA President</i></p>
<p>Te Aka Matua Committee</p> <p>Cath Nesus – Chair John Allen Rawinia Higgins Meegan Hall Kelly Mitchell Nic Smith Maryan Street</p> <p><i>2 external members</i> Matiu Rei Matthew Reweti</p> <p><i>Co-presidents of Ngāi Taurira 2023:</i> Harris Devon Teina Ngaia</p> <p><i>One student member not on Ngāi Taurira executive</i> Kaea Hudson</p> <p><i>Note – this Committee has external members and two staff members</i></p>	<p>People & Culture Committee</p> <p>John Allen – Chair Cath Nesus Maryan Street</p>	<p>Nominations Panel</p> <p>John Allen - Chair Nic Smith (VC) Robyn Bargh (external) Brenda Pilott (external) Winnie Laban (prof staff) Jessica Ye (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 10

**Research Committee 2022 Annual report
Human Ethics Committee 2022 Annual report
Animal Ethics Committee 2022 Annual report**

To receive: from the Vice Provost (Research), Professor Margaret Hyland, dated 8 May 2023 the Research Committee 2022 Annual report, the Human Ethics Committee 2022 Annual report and the Animal Ethics Committee 2022 Annual report (document VUWC 22/42)

To resolve: that the University Research Committee 2022 Annual report, Human Ethics Committee 2022 Annual report and the Animal Ethics Committee 2022 Annual report be noted.



COUNCIL PAPER

TO	Members of Council
FROM	Margaret Hyland, Vice-Provost (Research)
AUTHORS	Margaret Hyland, Vice-Provost (Research), Rhonda Shaw, Chair Human Ethics Committee & Isobel Cairns, Manager Research Ethics, Integrity & Policy, and Associate Professor Peter Pfeffer, Chair Animal Ethics Committee & Adrian Bibby, Senior Risk and Compliance Adviser
DATE	8 May 2023
SUBJECT	Te Herenga Waka, Victoria University of Wellington, University Research Committee, Human Ethics Committee and Animal Ethics Committee 2022 Annual Reports
DOCUMENT #	VUWC 23/50

Executive Summary

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

The Animal Ethics Committee (AEC) approves all research and teaching involving animals and operates under a gazette Code of Ethical Conduct approved by the Ministry for Primary Industries (as required by the Animal Welfare Act 1999). The AEC additionally undertakes monitoring of research and teaching involving animals and prepares an Annual Report. The Animal Ethics Committee Report goes to the University Research Committee and Council.

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

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

These reports are included for your information.

Recommendation:

that the University Research Committee 2022 Annual report, Human Ethics Committee 2022 Annual report and the Animal Ethics Committee 2022 Annual reports be noted.

UNIVERSITY RESEARCH COMMITTEE ANNUAL REPORT 2022



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

Our performance against our strategic outcomes in 2022 resulted in:

- ▶ obtaining **\$88.4 million** in external research income
- ▶ **73 percent** of our 2022 research outputs completed with external collaborators
- ▶ **56.8 percent** of our Scopus-indexed publications in the top 25 percent of journals
- ▶ **50** new invention disclosures
- ▶ **1,266 doctoral enrolments** and **178 completions**.

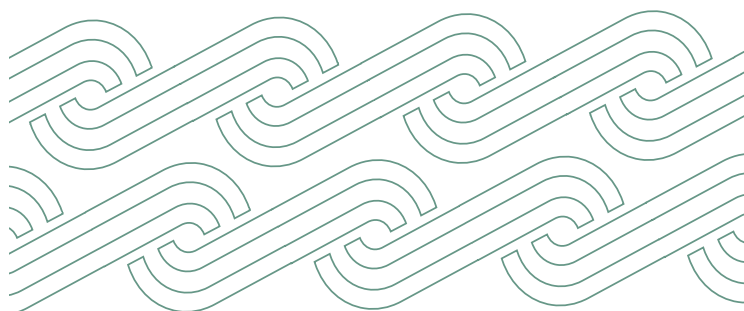
The key strategic initiatives we focused on in 2022 to grow our research capability, capacity, and performance included:

- ▶ growing a thriving early-career research workforce, including our first Māori doctoral fellow and first Pasifika doctoral fellow, and supporting the activities of the Maunuhanga—Wellington Postdoctoral Society and the Universities New Zealand Piki Ake pan-university Māori researcher programme
- ▶ developing our Performance-Based Research Fund strategy for the 2026 quality evaluation, which focuses on embracing an expansive and inclusive definition of research; growing and advancing Māori and Pasifika research and researchers, celebrating engaged practice- and community-based research, and growing and investing in our capability
- ▶ growing and diversifying our external research income with initiatives and activities across both the Research Office and Wellington UniVentures.

In 2022, we awarded more than **\$2.2 million** in internal research funding and awards to our researchers and postgraduate research students.

In 2022, there were a range of activities that supported research and enabled knowledge transfer.

- ▶ Wellington UniVentures brought in **\$1.9 million** from commissioned research services, launched two new ventures, and closed eight licence deals.
- ▶ The use of the Open Access repository continued to increase, with **10,392 outputs** available and **2.2 million downloads**.
- ▶ The Research Office supported researchers through:
 - ▶ the development and submission of **476 applications** across multiple funding rounds
 - ▶ **432 ethics approvals** and **224 ethics amendments**
 - ▶ administration of **929 external research grants** (single and multi-year) with a total contract value of **\$490 million**.



UNIVERSITY RESEARCH COMMITTEE ANNUAL REPORT 2022

Our researchers play a vital role in advancing knowledge and understanding in a wide variety of fields, from science and technology to social sciences and humanities. They are at the forefront of cutting-edge research, working tirelessly to explore new ideas, test hypotheses, and uncover the truth about the world around us. Their contributions help shape our understanding of, and inform solutions to, some of the most complex issues facing our country and the world.



**Dr Tara McAllister (Te Aitanga
a Māhaki)**

Centre for Science in Society

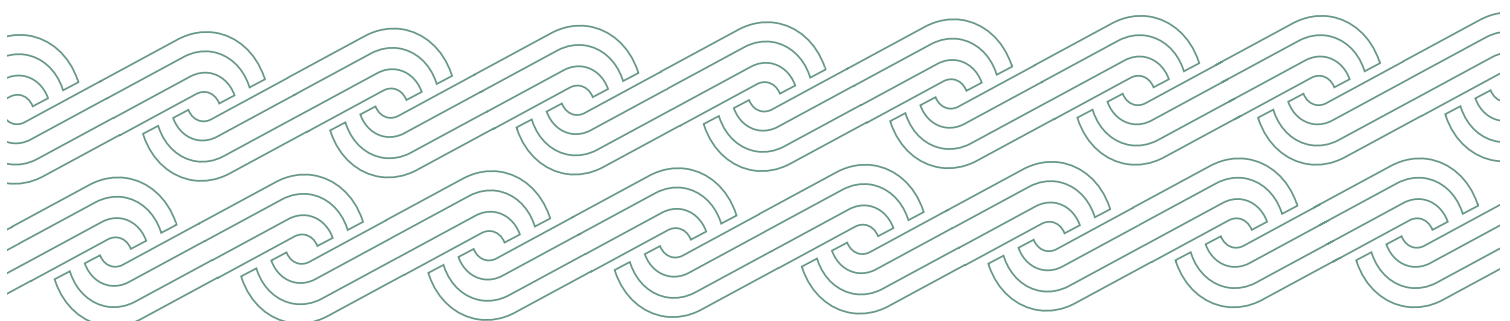
Dr Tara McAllister's work in freshwater ecology, mātauranga Māori, and systemic issues impacting the Māori academic workforce in New Zealand universities was recognised with two awards in 2022. In April, Tara was awarded the Zonta Science Award for emerging women scientists in recognition of her work, utilising mātauranga Māori, that provides a new focus on the global understanding of toxic blooms in rivers. This work has helped develop new approaches to bloom mitigation and management, which are critical at a time where increasing demand for high quality freshwater is a key global issue. Tara's ground-breaking research into the under-representation and undervaluing of Māori academics has drawn national and international attention to the under-serving of Māori by New Zealand's universities. This was recognised at the Royal Society Te Apārangi Research Excellence Awards in 2022, with Tara receiving the Te Kōpūnui Māori Research Award. This award acknowledges the dynamism that underpins both te ao Māori and mātauranga Māori and is awarded for research that has the potential to shift boundaries and change directions of inquiry.



Dr Julie Deslippe

Te Kura Mātauranga Koiroa—
School of Biological Sciences

Dr Julie Deslippe leads a vibrant and diverse research programme focused on understanding the complex plant-soil systems that sustain life on Earth, and her Rutherford Discovery Fellowship was awarded for research titled 'Plant-soil interactions, biodiversity, and mountain ecosystem function in an era of global change'. Her research investigates the details behind plant interactions with mycorrhizal fungi and aims to determine how changes in biodiversity and climate alter this key ecosystem function. The findings aim to underpin effective bicultural management of the unique biological heritage in Aotearoa and deliver vital tools to support native biodiversity worldwide. In addition to this fellowship, Julie's expertise has been recognised through several successful research grants, and she also co-leads the Understanding Ecosystem Health programme at the Bioprotection Aotearoa Centre of Research Excellence.

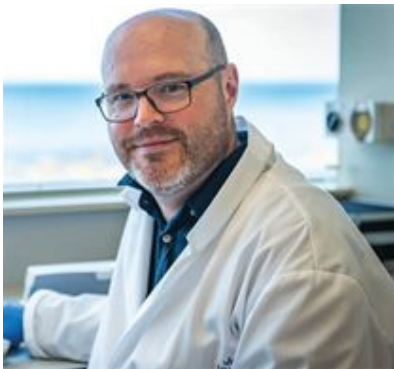




Dr Mat Anker

Te Wānanga Matū—School of Chemical and Physical Sciences

Dr Mat Anker is an expert in organometallic chemistry and was awarded a Rutherford Discovery Fellowship for research titled ‘Lanthanide(II) hydrides for nitrogen fixation and ammonia production’. Mat will develop a new methodology for making ammonia that doesn’t require harsh, fossil-fuel-based conditions. If ammonia can be produced under these conditions, it will transform the worldwide economy of fertilisers, placing Aotearoa at the centre of this new renewable, carbon-neutral fertiliser world and environmentally friendly kai on our tables. Mat is an emerging world leader in the synthesis and catalytic use of low-valent organometallic complexes. His work has already generated significant scholarly and industrial interest, with one of his complexes having potential in the green plastics market and currently undergoing patent protection around the world. He has also received numerous early career awards including a Marsden Fund Fast-Start grant and a Te Herenga Waka Early Career Research Excellence Award in 2021.



Dr Chris Cornwall

Te Kura Mātauranga Koiora—School of Biological Sciences

Dr Chris Cornwall was awarded the Hamilton Award, the Royal Society Te Apārangi Early Career Research Excellence Award for Science, for his work on the impacts of climate change on coral reef growth globally. Chris’s work was the first to estimate the effects of climate change on the ability of hundreds of real-world coral reefs to grow, and found that coral reefs will suffer extensive impacts even under low greenhouse-gas-emissions scenarios, and will cease to exist as we know them under moderate or higher emissions scenarios. Chris was also recognised as an outstanding emerging scientist and awarded the 2021 Prime Minister’s MacDiarmid Emerging Scientist Prize.



Dr Holly Winton

Te Puna Pātiotio—Antarctic Research Centre

Dr Holly Winton’s expertise in atmospheric science and paleoclimatology is changing our understanding of how biogeochemical processes in the ocean, atmosphere, and snow affect the global climate. She was awarded a Rutherford Discovery Fellowship for research titled ‘Southern Ocean phytoplankton and climate: Understanding the ability of phytoplankton to modulate climate in a warmer world’. One aspect of her fellowship is a partnership with mātauranga Māori experts to explore connections and co-create a maramataka (the Māori environmental and lunar calendar) of Antarctica, providing a Māori worldview and holistic perspective of environmental change in the region. Holly is currently leading the biomarker component of two large international research programmes so, along with these findings, the outcomes from this research aim to influence Antarctic management and its socioeconomic vulnerability to climate change.



Dr Hannah Waddington
Te Puna Ako Pai—School of
Education

Dr Hannah Waddington is an educational psychologist who leads the Autism Clinic—Te Rāngai Takiwātanga, the only research-based autism clinic in Aotearoa, and she is also part of the group updating the Australian autism practice guidelines for supporting children with autism and their families, to be released in 2023. She was awarded a Rutherford Discovery Fellowship for research titled ‘Transforming the clinical pathway for young autistic children and their whānau in Aotearoa New Zealand’. Access to high-quality early life support for children with autism and their whānau can significantly improve outcomes, but long delays in diagnosis mean that most children do not access professional support until they begin school. Hannah’s research aims to transform the clinical pathway so that children under the age of five who show signs of autism are identified earlier and can therefore receive high-quality support faster. This research has the capacity to improve outcomes for tens of thousands of children with autism in Aotearoa New Zealand.



Professor Colin Simpson
Te Kura Tātai Hauora—School of
Health

Professor Colin Simpson received the Liley Medal from the Health Research Council at the 2022 Research Excellence Awards—the first researcher from the University to receive the medal, which is one of New Zealand’s top health research awards. The Liley Medal is awarded for a specific piece of outstanding work and a lead contribution in health research that is recognised internationally. Colin was the lead author on one of the first papers in the world to confirm the safety of COVID-19 vaccines. This influential paper looked at the effectiveness and safety of the Pfizer-BioNTech and Oxford-AstraZeneca COVID-19 vaccines using data from Scotland. It was published in *Nature Medicine* and provided reassurance around the globe of the safety and effectiveness of these vaccines. This was extremely impactful and likely saved many lives by encouraging a high vaccine uptake, including here in Aotearoa New Zealand.



Professor Rupert Sutherland
Te Kura Tātai Aro Whenua—School
of Geography, Environment and
Earth Sciences

Professor Rupert Sutherland was awarded the Hutton Medal, which recognises a researcher in the animal sciences, earth sciences, or plant sciences who has significantly advanced understanding through work of outstanding scientific or technological merit. Rupert’s fundamental discoveries in global plate tectonics, the evolution of Zealandia, and the implications for active faulting and large magnitude earthquakes in New Zealand were recognised at the 2022 Royal Society Te Apārangi Research Excellence Awards. His work is ground breaking and provides world-recognised research contributions to the earth sciences in the fields of plate tectonics of the southwest Pacific and active faulting in New Zealand.



Professor Rod Badcock

Paihau—Robinson Research
Institute

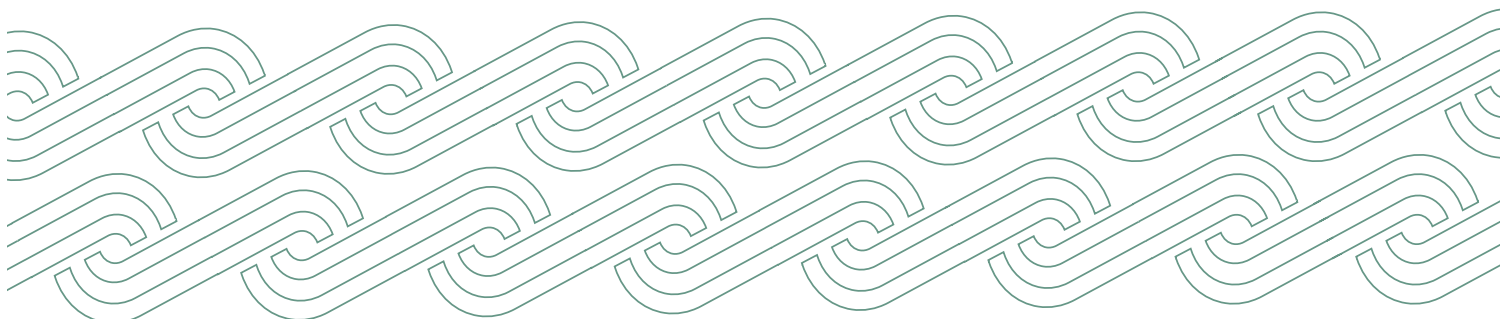
Professor Rod Badcock received the the Pickering Medal at the Royal Society Te Apārangi's 2022 Research Excellence Awards for developing superconducting technologies that are enabling electrical machines at the leading edge of current engineering practice. This medal is awarded to a person or a team who has performed innovative technological work (through design, development, or invention) that results in significant national and international influence and recognition or commercial success. Rod's work has already had an important commercial impact, including significant potential in a new widescale commercial industry based on the all-electric aircraft, using superconducting motors and electric power distribution systems.



Professor Winston Seah

Te Kura Mātai Pūkaha,
Pūrorohiko—School of Engineering
and Computer Science

Professor Winston Seah specialises in the design and development of telecommunication networks for challenging conditions. He was awarded one of the three James Cook Fellowships by the Royal Society Te Apārangi in 2022, given to researchers who have demonstrated that they have achieved national and international recognition in their area of research, for his research titled 'Quantum networking algorithms and protocols'. The fellowship is to improve networking protocols for the quantum internet, incorporating physics-based principles of quantum mechanics. The cutting-edge nature of this research means that very little is known, but it is timely research that could uncover the networking potential equivalent to multiple supercomputers. The outcomes of this project are a potential game-changer for telecommunication research and technology sectors in Aotearoa and worldwide.



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UNIVERSITY RESEARCH COMMITTEE

ANNUAL REPORT TO ACADEMIC BOARD

This report provides the University Research Committee's (URC) overview of the Te Herenga Waka-Victoria University of Wellington's 2022 research performance and achievements.

The URC is tasked with:

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

The URC also has responsibility for:

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

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

The URC membership in 2022 and a brief overview of its role are provided in [Appendix A: University Research Committee](#).

Research Excellence at Te Herenga Waka – Victoria University of Wellington

The University Research Committee has the honour of recognising some of our brightest talent with our [Research Excellence Awards](#) and [Early Career Researcher Awards](#). The 2022 winners of these awards exemplify exceptional research, scholarship and research leadership at Te Herenga Waka.

Professor Averil Coxhead

School of Linguistics and Applied
Language Studies

Averil Coxhead is a leading international expert on questions of how vocabulary is researched, taught, and learned. Since 2018, she has published five books and more than 17 chapters and 25 articles in peer-reviewed journals. Averil is in the 2021 top 2% of most cited researchers globally from Stanford University.

Associate Professor Ocean Mercier (Ngāti Porou)

Te Kawa a Māui

Ocean Mercier's interdisciplinary research portfolio spans sciences, social science and the humanities, and she provides leadership in several research communities. Her current research applies mātauranga and tikanga Māori alongside technical science to improve environmental health in forest, marine and groundwater domains. Ocean is also an award-winning science communicator.

Associate Professor Franck Natali

School of Chemical and Physical Sciences

Franck Natali is passionate about the translation of laboratory-stage research into commercial proof-of-concepts by engaging with end-users and industry.

With a focus on countering climate change, Franck's most recent work included taking his technology, Liquium, to market and aid global efforts to reduce carbon emissions in ammonia production.

Associate Professor Marco Sonzogni

School of Languages and Cultures

Marco Sonzogni has devoted thirty years to translating and annotating the poetry of the Irish Nobel Laureate Seamus Heaney (1939–2013). The *Translations of Seamus Heaney* (2022) confirms him as one of the world's leading Heaney scholars. He is the recipient of two Orders of Merit for services to culture.

The Early Career Researcher Awards are a recognition of special achievements in research and scholarship at Te Herenga Waka by academic staff at the beginning of their research careers.

Dr Octavia Calder-Dawe

School of Health

Dr Octavia Calder-Dawe's research focusses on the sociocultural dimensions of health and wellbeing, exploring connections between privilege, identity and health outcomes. Octavia's projects to date have focussed on youth wellbeing and everyday inequalities. Her work is qualitative and often includes collaborative, creative and arts-based approaches to data collection and sharing research findings.

Dr Qi Chen

School of Engineering and Computer Science

Dr Qi Chen currently leads the Symbolic Regression and Mathematical Modelling strategic direction at ECRG of VUW. Mathematical modelling expresses how the world functions in the language of mathematics. With the help of AI and machine learning, our mathematical modelling can help a wide range of applications including building models for NZ aquaculture, renewable energy, and climate change.

Dr Victoria Chen

School of Linguistics and Applied Language Studies

Dr Victoria Chen's research centres on language variation and change. Her works provide new evidence on the nature of a peculiar grammatical system found in Austronesian languages and the route of the Austronesian diaspora. She has been closely involved in the documentation of minority Asia-Pacific languages and published in highly ranked journals in theoretical syntax and diachronic linguistics.

Dr Kim McKelvey

School of Chemical and Physical Sciences

Dr Kim McKelvey's research focuses on chemical reactions driven by electricity on the nanoscale; an area known as nanoelectrochemistry. These electrochemical reactions are the backbone of the green transition to a low-carbon economy, powering batteries for mobile devices, making green hydrogen from water, and synthesising sustainable aviation fuels from waste carbon dioxide.

Dr Eva Neely

School of Health

Dr Eva Neely is a critical qualitative researcher in health promotion, with particular interests in motherhood and pedagogies. She explores how bodies, things, humans and places co-create knowledges in relation, and inform a socio-materially grounded perspective of wellbeing; seeking to challenge the status quo and advance social justice and equity.

Dr Julija Sardelic

School of History, Philosophy, Political Science and International Relations

Dr Julija Sardelić's research encompasses topics on citizenship, migration, nationalism and human rights, with the particular focus on the position of marginalized (non-)citizens and forced migrants (refugees and asylum seekers). Her book *The Fringes of Citizenship* (Manchester University Press, 2021) received the Harriman Rothschild Book Prize Honorable Mention for outstanding books in nationalism and ethnic studies. She was also a recipient of the Marie Skłodowska-Curie Postdoctoral Fellowship.

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

Strategic context

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

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

The research-focused initiatives, activities, achievements, and progress towards the performance outcomes in 2022 are presented within the context and goals of the research strategy.

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

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

University research strategic initiatives

We have progressed the strategic initiatives set out in the 2022 Annual Management Plan. These initiatives support the *Ambitious research for transformative impact* strategy.

We have supported a number of activities and initiatives as part of the objective **Grow a thriving early career research workforce**. This includes:

- Establishing and selecting the first Māori Postdoctoral Fellows and Pasifika Postdoctoral Fellows.
- Supporting the activities of Maunuhanga – Wellington Postdoctoral Society. The Society currently has a membership of 63 early career researchers. It held 12 career development events during 2022. This included both social and professional networking, as well as career development workshops and other opportunities, attracting between 6 to 30 participants. The Society has a range of events scheduled for 2023.
- The Wellington School of Business and Government running a programme for its early career researchers.
- Supporting Universities New Zealand Pike Ake pan-Universities' Māori researcher programme, through the part-time appointment of Jacqueline Wardle (Kaitohutohu Rangahau Māori in the Research Office) as our coordinator.
- In addition to the initiatives directly supported by the URC, a key appointment was made in Āwhina in 2022. Nayte Rēwiti (Ngāpuhi, Ngāti Whātua ki Ōrākei) joined the team as the inaugural Kaiakiaki—Māori Postgraduate Engagement Advisor having recently completed their Education and Māori Studies degree in 2021. Besides working with their Āwhina colleagues to support Māori student success, Nayte has also taken over the role of

Administrator for the MAI ki Pōneke group (which is part of Ngā Pae o te Māramatanga's MAI network) and organises monthly hui, regular writing retreats and facilitates networking and support for Māori and Indigenous doctoral students in the Wellington region.

We developed and initiated the **PBRF Strategy** for the University's 2026 Quality Evaluation submission. It was discussed with the Academic Committee and the Senior Leadership Team, and feedback incorporated into the final strategy. Our strategic approach focuses on using the PBRF to develop our research culture, enhance our international reputation, and as far as possible, maintain our current level of revenue.

In order to do this, we will:

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

Project planning has started, the PBRF Working Group has been established, and a number of activities including working with Associate Deans (Research) and other internal stakeholders have been initiated.

Engagement and feedback on research consultations has been a significant aspect of the **Shaping the New Zealand research system** strategic initiative in 2022. This included:

- We responded to the Te Ara Paerangi Future Pathways Green Paper from the Ministry of Business, Innovation and Employment (MBIE). Points from our submission have been subsequently reflected in the White Paper released in December 2022.
- We have responded to seven consultation papers from the PBRF Sector Reference Group on operational changes to the next PBRF Quality Evaluation. This has included feeding into a request to delay the Quality Evaluation until 2026 which was agreed by the TEC and the Minister. We were also successful in our nomination of Professor Wendy Larner to the role of Co-Moderator for the Quality Evaluation, which will follow on from her current role as the PBRF Sector Reference Group Co-Chair.
- The Vice-Provost Research has also been engaging on the Mīmiro-Wellington Science City project with MBIE, CRIs and senior leaders at the University. This work has resulted in a proposal on the role of the University as the Mīmiro Engagement Hub.

We have continued support for growing and recognising **Mātauranga Māori** within the University. We have incorporated actions that deliver on this objective throughout the work of the URC, as seen in the Māori Postdoctoral Fellowships initiative which was developed in partnership with the Office of the DVC Māori, ensuring consultation submissions reflected and endorsed the views put forward by the Māori research community, ensuring our internal strategies, policies and processes give effect to our Ti Tiriti Statute and this objective, for example, the review and changes made to the Mātauranga Māori Research Fund to improve its effectiveness.

We established and piloted the University Strategic Research Fund Cross-Disciplinary Fund. This is an aspect of the **Sustainable Research Model**, with further aspects of this model to be initiated in 2023.

Both the Research Office and Wellington UniVentures have focused on initiatives to **Grow and diversify External Research Income** (ERI). The Research Office has made a concerted effort to encourage applications for external funding from a broader range of disciplines than have traditionally sought external funding. Key initiatives to support this include:

- The Research Partnerships Team taking a portfolio approach to help Faculties identifying ERI opportunities and research collaborations (internal and external), with a particular focus encouraging ERI activity in the Humanities and Social Sciences, Business and Government, Law, and Architecture and Design. This approach has enabled regular discussions to identify potential ERI applicants to proactively encourage them to apply for ERI. The Research Funding Team has also delivered a range of workshops and information sessions designed to encourage new entrants to apply for ERI.
- Providing joined-up approach to ERI within Faculties, with the Research Office working together with staff from the Development Office, Library and UniVentures.
- Incorporating future ERI as a criterion for some internal research funds to develop the pipeline of research.
- Wellington UniVentures accepted a mandate in 2022 from the University's Senior Leadership Team to support and grow Commissioned Research and Advisory (CRA) income across the University. CRA contracts provide research services to meet the specific needs of government and industry and UniVentures provides business development services to the University to secure and execute these contracts. The role of UniVentures is to support our researchers to apply their research expertise to deliver meaningful impact for society and solve real world problems. We are able to facilitate these research projects for external clients by connecting them to world-leading researchers to provide expertise specific to their needs.

Faculty research highlights

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

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

In collaboration with Wellington City Council, Deputy Head of the School of Design Innovation, **David Hakaraia's** (Ngapuhi, Ngati Paoa) work made a significant contribution to Wellington's Matariki celebrations. David's [multi-media work Te Ahi Kā](#), was projected onto the facade of Te Papa. This work was done in conjunction with Hari Fyfe Townsend and Ayaluna El Bacha (music), Toa Waaka, Storybox design agency and Masters in Design Innovation student Tom Trengrove. David's work also featured on the cover of the [special Matariki edition](#) of Our Wellington - Tō Tātou Pōneke with around 90,000 copies distributed across Wellington. The image depicts Ngā Whetū O Matariki – the Stars of Matariki, which are the representation of new life and those who have passed on.

2022 saw the release of [results from the Ngā Kawekawe o Mate Korona | Impacts of COVID-19 in Aotearoa study](#). **Dr Lynne Russell** (Ngāti Kahungunu, Rangitāne, Kāi Tahu, Ngāti Porou) and **Dr Mona Jeffreys** from the Health Services Research Centre - Te Hikuwai Rangahau Hauora led the multi-disciplinary team of researchers who worked on the study, including **Dr Marianna Churchward** (Lotofaga, Faleasiu, Samoa) who led the Pacific arm of the research. This study, funded by Manatū Hauora | Ministry of Health, began in August 2021, investigated the short and longer-term impacts of the virus on the health and wellbeing of individuals, whānau and families, focusing particularly on key subgroups: Māori; Pacific Peoples; people with disabilities (including Long COVID); and people who developed COVID-19 through their employment at some point before December 2021. The results showed the impacts of COVID-19 have been worse for Māori, Pasifika, and disabled people, and these outcomes will be used to advise health officials in their ongoing response to the pandemic.

Professor Bing Xue (School of Engineering and Computer Science) was made a Fellow of Engineering New Zealand, won the IEEE Computational Intelligence Society Outstanding Early Career Award and is leading one of the new Cross-Disciplinary Fund projects in collaboration with the Antarctic Research Centre. These achievements reflect her exceptional research and research leadership at the University.

The **Faculty of Education** continues to build on its research strength in the area of educational support for students with neurodevelopmental conditions, especially autism, ADHD, and intellectual disability. Working from its base in the Autism NZ premises in Petone, the Faculty's **Autism Clinic** highlights how our research supports both academics and the community through engagement and mobilisation of that research. In 2022, this included:

- Gaining \$800,000 in funding from the Royal Society of New Zealand to support community-based early identification and support for autistic children.
- Providing ongoing training to at least five students and interns per year in best practice support for autistic children.
- Development of three advisory groups comprised of autistic adults, parents, and professionals, including a Māori advisory rōpū to ensure that our research is meeting community need.

Associate Professor Jonathan Barrett (School of Accounting and Commercial Law) successfully targeted New York University's prestigious and widely read Tax Law Review with his article [Tax Determinism and the Cityscape](#). This article challenges various myths that tax laws often attract, and are often perpetuated by leading US commentators. The article addresses "myth-busting" as an important research exercise, but identifies how critical it is that the determinative powers of taxes are not overstated. On the one hand, fears of taxes having adverse consequences may deter policymakers from incorporating them in suites of measures designed to improve society. On the other hand, overconfidence in the ability of taxes to shape human behaviour may lead to a failure to achieve intended outcomes.

With support from the DVC (Maori) Office, the VPR, the Research Office and the Scholarships Office as well as funding support from the Strategic Science Investment Fund on Data Science for Aquaculture, the **Faculty of Engineering** has established a **pipeline of Māori scholarships for Data Science and Artificial Intelligence**, ranging from undergraduate Māori scholarships, Māori Graduate Awards, Master by Research Scholarships and PhD scholarships.

Dr Anita Mortlock, on behalf of the **Institute of Early Childhood Studies**, has worked alongside early childhood and primary school teachers in Porirua East for the past four years, supporting them to develop pedagogies which strengthen young children's self-expression. Funded through the Ministry of Education's Teaching and Learning Innovation Fund, the ropu continued this work in 2022, in collaboration with representatives of Whānau Manaaki and Ngāti Toa Iwi. This resulted in:

- An Education Partnership & Innovation Trust grant of ~\$80,000 to enhance teachers' research capability.
- Consolidation of a theoretical framework for children's self-expression predicated on Whatumanawa, and subsequent assessment practices which support mātauranga Māori.
- Strengthened partnerships between VUW Institute of Early Childhood Studies, He Whānau Manaaki, and Ngāti Toa Iwi.
- The first stages of development for a national resource.
- A webinar hosted by The Institute for Early Childhood Studies.

In 2022, the **Faculty of Humanities and Social Sciences** has supported the growth and development of a positive research culture for its staff and students. The Faculty has provided more than 200 internal grants for research, study leave and local and international conference leave in 2022 enabling excellent research to take place. Some highlights include:

- The successful supervision of two more outstanding Pasifika Ph.D graduates from Pacific Studies:
 - **Dr Nate Rigler**, who completed their dissertation 'Coconut Oil Reflects: A Comparative Commodity Ethnography in Two Sites'; and
 - **Dr Manuia Heinrich Sue**, whose dissertation 'Tahitian Author Celestine Hitirua Vaite's Multilingual Writing: A Literary Tifaifai from the 'Inside Out'' was the second in as many years to be named on the Dean's List.
- **Associate Professor Manjeet Pardesi's** was awarded a prestigious Fellowship by the German Institute of Global and Area Studies, in Hamburg. The Fellowship recognizes Associate Professor Pardesi's stellar contribution to International Relations, including two forthcoming books with the university presses of Cambridge and Yale.
- **Diego Navarro**, of Intercultural Communication, joined scholars from the University's School of Languages and Cultures and School of Education, and colleagues at AUT, to investigate the development of intercultural competence in New Zealand school-aged students, teachers and university students of languages and cultures. This interdisciplinary research was carried out in collaboration with the 'Latin America' branch of the Centre for Asia-Pacific Excellence and draws from a wealth of staff expertise and multiple areas of research and practice around languages and cultures.
- **Associate Professor Inbal Megiddo** and **Professor Emeritus Donald Maurice** of the New Zealand School of Music were awarded lifetime membership of the Holocaust Centre of New Zealand in recognition of their commitment to the Kristallnacht Memorial Concert, an annual Wellington event which had its inaugural Auckland edition in 2022. The awards recognize NZSM's essential contribution to our reputation as New Zealand's premiere university for Holocaust Studies.

The **Faculty of Law** continues to build on its academic strengths, connections and relevance to the legal discipline and public legislative processes in 2022, evidenced by:

- **Dr Luke Fitzmaurice** drafted a supplementary order paper on the Oranga Tamariki Oversight Bill that was adopted by Parliament. The new provision requires the monitor of Oranga Tamariki to have regard to the voices of children, young people and whānau in contact with Oranga Tamariki when setting their monitoring priorities, work programme and monitoring approaches.

- **Professor Joel Colon Ríos**'s book on Constituent Power and the Law was the subject of a seminar at the Australasian Society of Legal Philosophy meeting in 2022. The papers written about the book, along with an introductory paper from Prof Colon Ríos and a response, will be published in the Journal of Legal Philosophy. Another symposium about the book was published by Ethics & Politics.
- **Professor Nicole Moreham**'s work on whether a person should have a reasonable expectation of privacy in respect of the fact that they are being investigated by the police has been influential with courts. Her work has been cited by the Courts of Appeal in in New Zealand and the United Kingdom.

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

Faculty strategic research initiatives

Faculties have a role in developing and implementing initiatives, policies or practices that support the wider University's strategic aims. This section provides an insight into some of the activities that took place in 2022 within Faculties to support our research environment.

The **Faculty of Education's Early Childhood Education (ECE) teaching team** introduced a significant innovation into its new programmes in 2022 as a result of research findings. These included:

- New programme content in two qualifications from 100 level to 300 level courses in the Taitaimarau strand. We believe this gives us a unique point of difference compared with the other ECE programmes offered in Aotearoa.
- The development of innovative pedagogical practices aimed at addressing student-teachers' personal and professional creative blockages.

Initial feedback from the student-teachers indicated that the content and teaching, which was mobilised from the research not only met their academic and creative needs but also strengthened their wellbeing. These changes were the result of findings from a collaborative study undertaken with AUT and Steiner Educators Aotearoa New Zealand funded by the Ministry of Education in 2019. This study resulted in the first substantial findings in ECE NZ on conditions that support early childhood teachers' personal creativity and problem-solving behaviours that, in turn, positively influence children's creativity.

The **Faculty of Engineering** has initiated a significant change in our strategic research culture, with a shift in focus from pure fundamental research to research with strong connections and collaborations with a broad range of industry including high-tech companies, CRIs and government agencies. This increased focus on collaboration and partnerships is well aligned to the University's research strategy.

The establishment of a **new University Research Centre: [Te Whiri Kawe – Centre for Data Science and Artificial Intelligence](#)**, was approved in 2022. The Centre will be hosted by the **Faculty of Engineering**, and offering expertise in data science, artificial intelligence, and machine learning. It will bring together world-class researchers to solve real-world problems across a range of applications.

The Wellington School of Business and Government has had a focus on researcher development and also on re-engaging in research in 2022. This has included:

- **Establishing an Early Career Researcher (ECR) community**, bringing together some 18 ECRs from across the Faculty's six schools. The initiative includes:
 - Two research retreats in Martinborough.
 - Presentations and discussions regarding grants and external funding.
 - Social gatherings.
 - Meetings with guests, including a session with the Vice Provost (Research) and another with all NZ Business ADRs who visited WSBG in November.
 - A Research Enhancement Programme, which includes:
 - A faculty grant that frees participants to advance a PBRF-related output.
 - A bi-monthly writing space where participants come together, discuss their project and write.

- An opportunity to present one's project and get collegial feedback from the group.
- **Workshop support grants** to re-invigorate our post-pandemic research culture. We awarded eight workshop support grants which encouraged and assisted small-scale research events, such as workshops, roundtables, or symposia hosted at WSBG.
- A **Media Workshop** which brought together academics from all WSBG schools (and some from the Faculty of Law). The workshop highlighted media engagement opportunities and best practices and included a presentation by an editor from The Conversation.

Engagement on research policy, processes and procedures

In 2022, the University has had the opportunity to engage and provide feedback on a range of research-related issues, with submissions to formal external consultations coordinated through the URC and the Office of the Vice Provost (Research). This included:

- Responses to seven consultation papers from the Tertiary Education Commission's PBRF Sector Reference Group (SRG).
- A successful submission via Universities New Zealand proposing to delay the Quality Evaluation by another year to respond to the on-going impact on staff of the pandemic.
- A University response to the Te Ara Paerangi – Future Pathways green paper released by Ministry of Business, Innovation and Employment in March 2022.

Our formal submission responses are available on [Ipurangirototo Staff Intranet](#).

The **Trusted Research-Protected Security Requirements Guidelines** and associated documents which were released by Universities New Zealand in September 2022. These documents are the result of significant engagement and input from the Vice-Provost (Research) and staff with MBIE, MFAT, New Zealand Protective Security Requirements staff, and Universities New Zealand on national and international development related to trusted research, export controls and foreign interference.

Two significant internal research policies were also consulted on in 2022.

- The 2013 **Intellectual Property Policy** was reviewed and updated to reflect current environment between 2021 and 2022. Consultation feedback identified the clause granting the University a licence to use staff instructional material as the primary concern. This will be worked through in early 2023 with further engagement from Learning and Teaching Committee and a working group.
- The **Responsible Research Policy** was developed in 2021 and 2022 with a dual purpose of establishing a code of research conduct as we were the only New Zealand University without such a document, and to replace the 2016 Research Policy which was primarily a research management framework. Consultation feedback identified a greater focus on academic freedom and concerns around the expression of some of the principles as the primary concerns. This will be worked through in 2023 with further engagement and the development of Research Management Guidelines.

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

Internal grants and awards

The University Research Committee oversaw decisions on eight internal research funding initiatives and allocating over \$2.2 million in 2022. This includes funding for two new initiatives introduced this year supported by the University Strategic Research Fund; the USRF Cross-Disciplinary Fund and the Māori and Pacific Postdoctoral Fellowships.

1. The [Faculty Strategic Research Fund](#) (FSRF) is one of two internal research funds that supports the Strategic Research Funding Framework for the University. It has two components; the FRSF Contestable Fund and the Faculty Research Establishment Grants (FREG). We have continued to increase our investment in research for 2022.
 - The **FRSF Contestable Fund** received 57 applications from four funding rounds run by faculties. 29 applications were successful, along with an additional grant of \$60,000 made to fund PBRF initiatives in the Faculties of Humanities and Social Sciences and Education. In total, \$1,351,533 was awarded. While the number of applications made was similar to 2021, there were fewer successful application (39 in 2021) and less funding awarded.
 - There were also 24 applications for the **Faculty Research Establishment Grants**. 16 early career researchers were successful and received \$280,797. There was an increase in both the total and successful applications from 2021, with a significant increase in our investment by over \$100,000 from the \$180,786 awarded in 2021.
2. The **University Strategic Research Fund** (USRF) is the second internal research funds that supports the Strategic Research Funding Framework for the University. The [USRF Cross-Disciplinary Fund](#) was piloted in September 2022. The CDF was designed to support cross-disciplinary, cross-faculty, and cross-division collaborative research with potential to lead to external investment. There were 7 applications, with 4 applications approved for funding which totalled \$165,325. The collaborations include Engineering working with Law in one project and the Antarctic Research Centre in a second, a collaboration between the School of Linguistics & Applied Language Sciences, the School of Geography, Environment and Earth Sciences and the School of Information Management, and a collaboration between the School of Government and School of Nursing, Midwifery and Health.
3. The USRF is also supporting the [Māori Postdoctoral Fellowships and the Pasifika Postdoctoral Research Fellowships initiatives](#). This pilot programme is designed to attract, employ, and grow early-career Māori and Pacific postdoctoral research fellows. One Māori fellowship and one Pacific fellowship were allocated in 2022. An additional position has been reallocated to support a Māori postdoc within an Endeavour Programme, with the remaining fellowship allocation readvertised for allocation in 2023.
4. The [Mātauranga Māori Research Fund](#) is a distinctive grant programme that seeks to advance the potential of mātauranga Māori and kaupapa Māori research. Three projects have been allocated funding, valued at \$109,531.90.

5. The [Returning Carers' Research Fund](#) has now been running since 2020 to support academic staff re-establishing research following extended leave due to caring responsibilities. Funding in 2022 included allocation of 7 grants totalling \$122,391. These grants will help these researchers complete manuscripts, develop proposals and undertake aspects of their research. Two **Writing Retreats for Returning Carers'** were also held at the end of 2022. These retreats continue to be well attended and have a significant impact on the well-being of those who attend. This initiative is a clear signal that the University cares about its carers and represents the research culture we strive for at Te Herenga Waka.

"This retreat means a lot for me, as it is my one chance to get some time where I can just focus on my writing and get a break from all the usual business....It is a very special situation to be with a group of people who all are juggling care responsibilities and being an academic.... Last but definitely not least, this retreat also means a lot to me because it is the one time where I feel that the university is caring for us."

"This retreat came at a crucial time for me as I am relatively new to the research world. This retreat offered me a lot more than I anticipated... but most importantly I realised that research can be a nurturing and collective space to feel valued and seen..."

6. The [Gama Foundation Fund](#) supports independent, high quality and high impact research and communication that informs the public and policy-making process and influences policy development and implementation in a number of important areas. Two projects received funding, 1 from the Wellington School of Business and Government and 1 from the School of History, Philosophy, Political Science & International Relations. \$178,080 was allocated.
7. The [Te Herenga Waka – Victoria University of Wellington Research Awards](#) support three initiatives.
- The **Research Excellence Awards** recognise a sustained programme of exceptional research, scholarship and research leadership at the university. We had four academics recognised in 2022 from Te Kawa a Māui/School of Māori Studies, the School of Languages and Cultures, the School of Linguistics and Applied Language Studies, and the School of Chemical and Physical Sciences.
 - **Early Career Researcher Awards** supports staff at the beginning of their research careers where they have made special achievements in research and scholarship. Six early career researchers were recognised this year from the School of History, Philosophy, Political Science and International Relations, the School of Linguistics and Applied Language Studies, the School of Chemical and Physical Sciences, the School of Engineering and Computer Science, and two from the School of Health. One more award was given than in 2021.
 - **3R Awards** recognise the promotions of the principles of Replacement, Reduction, Refinement in relation to animal welfare. No applications were received in 2022.
8. The [Postgraduate Research Student Association Awards](#) recognise demonstrated research excellence from postgraduate students. There 9 PGSA Research Excellence Awards (Victorias) recognising postgraduate students given out in 2022, this includes the Te Moananuiākiva Knowledge and Development Award.

See [Appendix B](#) for more details on each initiative and the 2022 recipients.

Support and monitor research performance against the strategic aims

External Research Income

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

Strategic objective: Improved external research income to \$100 million per annum, with 60 percent derived from public and private sources outside the New Zealand Government contestable funding schemes

This strategic outcome requires more research funding both in total and more coming from business/industry, not-for-profits, philanthropy and public sector entities in both NZ and internationally. This target applies to the university and its subsidiaries, of which the Research Trust is the major contributor. However, ERI measures our previous success and as such, is a poor indicator of our future performance in this measure.

External research income is reported from two sources:

- **New Zealand Government contestable funds** is primarily funding from the three main research funding bodies; The Royal Society NZ Te Apārangi, the Ministry of Business, Innovation and Employment, and the Health Research Council.¹
- **Other public and private sector funds** which includes research funding from other Government sources like central and local government, Crown Research Institutes, and other Universities, and private sector research funding from industry, iwi, charities, and overseas organisations.

Our total ERI has remained at the same level as 2021, reflecting the plateau that we've seen since 2019. Work continues with the Research Office and Wellington UniVentures to diversify our ERI through commissioned research and support Faculties and Schools which have previously had low levels of external grant activity. These initiatives are in their early stages but are important steps to help increase our ERI.

Table 1: External research income recognised across the University from public and private sector funds, 2019-2022

ERI Funding Source	2019	2020	2021	2022
NZ Government Contestable Funds	47,154,453	52,028,200	54,134,708	49,339,095
Other Public & Private Sector Funds	34,134,114	34,600,831	34,289,426	39,078,619
TOTAL ERI	81,288,567	86,629,031	88,424,134	88,417,714

New Zealand Government contestable funds

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

These funding bodies are:

- The **Royal Society NZ Te Apārangi** which includes Marsden and Marsden Fast Start grants, Catalyst funds, and Rutherford Fellowships.

¹ Note that funding for the MacDiarmid Institute is also included in this total.

- The **Ministry of Business, Innovation and Employment (MBIE)** which includes the Endeavour fund, Smart Ideas, Catalyst funds, and the Vision Mātauranga Capability fund among others.
- The **Health Research Council (HRC)** which includes project and programme funding.

The growth in ERI over the previous eight to nine years has been mainly due to increased success in MBIE funding rounds. This growth is now levelling, as we reach the point where approximately 80% of our ERI comes from a relatively small number of Principal Investigators (approx. 75) from a narrow range of disciplines. In order to achieve further growth in our ERI, we have to grow the pool of successful PIs and disciplines. The steps taken this year are discussed in the [University Research Strategic Initiatives section](#) of this report.

Table 2: Invoiced contestable funding received by the Research Trust from the Royal Society, MBIE and HRC, 2019-2022

Research funder	2019	2020	2021	2022
Royal Society Te Apārangi	14,856,720	14,470,189	15,596,160	15,373,157
MBIE	19,669,914	27,718,996	29,203,691	26,264,876
HRC	5,224,151	6,159,628	5,601,115	5,146,241
Total	39,750,785	48,348,813	50,400,966	46,784,274

Te Pūtea Rangahau a Marsden, the Marsden Fund

Fast Start

Dr Heitor Gomes, School of Engineering and Computer Science
 Dr Chloe Parton, School of Health
 Dr Lauren Vargo, Antarctic Research Centre
 Dr Maja Zonjić, School of Geography, Environment and Earth Sciences
 Dr Daniel Berry, Ferrier Research Institute
 Dr Antoine Felden, School of Biological Sciences

Standard

Dr Baptiste Auguié, School of Chemical and Physical Sciences
 Professor Patricia Hunt, School of Chemical and Physical Sciences
 Associate Professor Rob McKay, Antarctic Research Centre
 Professor Simon Keller, School of History, Philosophy, Political Science and International Relations
 Associate Professor Spencer Lilley, School of Information Management
 Dr Zhenan Jiang, Robinson Research Institute

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

We are operating in a highly competitive funding environment that has a focus on investing in science, technology, engineering and health. Review of our funding applications in 2021 and 2022, along with our success rates and awards in total and by disciplines shows the impact this has on the University.

Note that the data in Table 3 is reported by year of application, not the year the funding was awarded. The amount awarded is the total funding approved for a successful application, which is usually distributed over multiple years. This means the funding total in these tables is not comparable to the ERI figures provided in Table 1 or Table 2.

There continues to be significant differences between the different Faculties in relation to funding awarded from the main Government contestable research grant schemes (Table 3). While there are

differences in terms of the funding opportunities, the Research Office has focused on taking a more proactive approach to supporting our colleagues in Law, Education, Business and Government, Arts, and Humanities. This includes putting additional resources and support for these Faculties and Schools in both Wellington UniVentures and the Research Office. These initiatives are still in the early stages but should lift our success rates in the longer term.

Table 3: New Zealand Government contestable research grant schemes – amounts applied for and awarded by Faculty, 2021-2022

Faculty	2021 Applied (\$)	2021 Awarded (\$)	2022 Applied (\$)	2022 Awarded (\$)*
Architecture & Design	24,773,092	1,000,000	3,020,000	-
Engineering	22,115,495	5,715,626	61,673,262	2,731,411
Education	170,000	-	1,800,000	800,000
Health	7,072,919	5,087,818	22,175,990	360,000
Humanities & Social Science	3,573,534	943,534	13,326,135	1,020,000
Law	1,460,000	660,000	1,600,000	-
Science	121,705,428	19,938,815	120,804,361	32,206,909
WSBG	1,754,377	1,745,175	2,575,125	575,000
TOTAL	182,624,845	35,090,968	226,974,873	37,693,320

*Complete results from 2022 applications have not yet been announced. Data sourced from ResearchMaster.

We had submitted 220 applications to the Government contestable funding rounds in 2022, compared with 323 applications submitted in 2021. However, despite the increase in the total awarded in 2022, only 27 applications were successful.

A significant research project, Te Ao Hurihuri: Te Ao Hou—Our Changing Coast, co-led by Professors Tim Naish and Richard Levy (Antarctic Research Centre, was funded for over \$12million through the 2022 Endeavour Fund administered by the Ministry of Business, Innovation and Employment. This had a significant positive impact on our 2022 results.

When compared to 2021, where we had 65 successful applications, grant amount ranged between \$29,000 and \$5million with only 4 grants awarded for over \$1million.

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

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

Health Research Council

Health Delivery Research Project Grant

Dr Jessica Young, Exploring the early experiences of the assisted dying service in Aotearoa

Health Delivery Research Activation Grant 1

Dr Mona Jeffreys, Establishing the long COVID collective

Health Delivery Research Activation Grant 2

Dr Rebecca Grattan, Moving towards an improved model of early intervention for psychosis in Aotearoa

Dr Denise Taylor, Accessing healthcare services by refugees: health professionals' perspectives

Health Delivery Research Career Development Award 2

Dr Russell Pine, Enhancing educational psychology internship placements

2022 Programme Grants

Professor Beverley Lawton, Manaaki Te Iti Kahurangi: Improving outcomes for whānau

2022 Rangahau Hauora Māori Project Grants

Dr Clive Aspin, Whānau-centric coronial processes to improve suicide prevention strategies

2022 General Project Grants

Associate Professor Bronwyn Kivell, Development of safe, non-addictive pain medications

Professor Emily Parker, New targets for infectious disease - tackling antimicrobial resistance

Consolidated ERI for 2022

Table 4 highlights the plateau of ERI over the last four years as well as shows the split of funding sources that make up the ERI coming into the University. The Research Trust Victoria (RTV) manages most of our research contracts, so is the main funding source. The ERI coming in from the Foundation has significantly decreased over the last two years, along with a smaller decrease from Wellington UniVentures.

Table 4: Consolidated ERI by VUW Funding Source, 2019-2022

THW-VUW Research Funding Source	2019 (\$)	2020 (\$)	2021	2022*
THW-VUW	15,037,200	12,682,206	7,337,227	1,946,558**
UniVentures	6,742,454	5,939,589	6,005,820	4,551,762
RTV	54,773,569	63,450,870	72,372,813	80,200,361
Foundation	4,735,344	4,556,367	2,708,274	1,719,033
Total Consolidated	81,288,567	86,629,031	88,424,134	88,417,714

*2022 figures are subject to audit

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

Tables 5 and 6 highlight the significant investment of New Zealand Government and public sector funding makes to our ERI, however this has plateaued significantly since 2019. The proportion of overseas research income continues to decrease with only 4 percent of our ERI in both 2021 and 2022 coming from this source.

Table 5: Consolidated ERI by External Funding Source, 2019-2022

Research Funding Source	2019 (\$)	2020 (\$)	2021	2022*
NZ Government contestable funds	47,154,453	52,028,200	54,134,708	49,339,095
NZ Public sector Contract Research	20,305,529	21,580,793	23,165,437	28,434,977
Overseas research income	5,932,413	4,736,234	3,338,100	3,130,435
NZ non-Government income	7,896,172	8,283,804	7,785,889	7,513,207
<i>Non-NZ Government Contestable sub-total</i>	<i>34,134,114</i>	<i>34,600,831</i>	<i>34,289,426</i>	<i>39,078,619</i>
Total Consolidated	81,288,576	86,629,031	88,424,134	88,417,714

*2022 figures are subject to audit

Table 6: Consolidated ERI Proportion by Funding Source, 2019-2022

Research Funding Source	2019 % of ERI	2020 % of ERI	2021 % of ERI	2022*
NZ Government contestable funds	58%	60%	61%	56%
NZ Public sector Contract Research	25%	25%	26%	32%
Overseas research income	7%	5%	4%	4%
NZ non-Government income	10%	10%	9%	8%
<i>Non-NZ Government Contestable sub-total</i>	42%	40%	39%	44%

*2022 figures are subject to audit

Research Outputs

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

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

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

We met our 2025 target with **73 percent** of our research outputs being co-authored or co-created with colleagues external to the University.² This includes international (59 percent) and domestic (14 percent) collaborations.³ The importance of collaborative research and the benefits it brings to the university are reflected in these results.

The impact of collaborative research can be seen with the research by **Dr Jan Feld** (School of Economics and Finance), Thomas Dudek (a former VUW doctoral student), Anne Brenoe (University of Zurich) and Dr Julia Rohrer (University of Leipzig). [The study](#) looked at whether growing up with a sister compared to a brother affect one's personality, with the findings suggesting the answer is no. The study, published in the top journal Psychological Science, was covered in 65 news articles and rated the third most impactful article in 2022 by the American Psychological Association.

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

We continue to make progress to our 2025 target, with **56.8% percent** of our Scopus-indexed publications being in the top 25 percent of journals as of 27 June 2022.⁴

² While Dimensions does not accurately reflect creative works, it does capture approximately 98% of our research outputs (books, book chapters, conference papers, and journal articles).

³ Internal collaborations account for a further 14 percent of research outputs.

⁴ Data prepared by Library Research Services, June 2022.

The revised indicator is now lagged by one year as provisional data is not available on the annual reporting timeline. The results that were confirmed on 27 June 2022 are based on 2021 publications.

Table 7: Percentages of Scopus-indexed publications in top quartile of journals, 2018-2021

Publication year	2018	2019	2020	2021
Publications (Scopus-indexed) in top 25% of journals (%)	52	52.7	54.7	56.8

Research Mobilisation and Impacts

Ensuring that our research delivers fundamental and transformative impact within the academy and for our city, nation and the wider world is a key part of the University's Strategic Plan. Commercialisation and knowledge transfer, and well as raising the profile and accessibility of our research are areas on which we continued to focus in 2022.

Strategic objective: Lifted new invention disclosures to 75 per annum

This strategic outcome has been impacted by a Covid-driven slowdown in research activity. This has flowed through to a decrease in commercialisation opportunities. Wellington UniVentures, the University's subsidiary responsible for creating new ventures from University research, has adjusted its invention disclosure target from 75 to 50 new disclosures per annum. This has been achieved with **50 new invention disclosures** across seven Faculties.

Wellington UniVentures has continued to deliver on its purpose to lift lives everywhere with knowledge in 2022. This includes:

- Managing a pipeline of 62 active projects arising from invention disclosures.
- Bringing in \$1.9 million from commissioned research services.
- Launching two new ventures:
 - Advemto, a photonics system company that has developed complete turnkey solutions for ultrafast spectroscopy, closed its \$1.05 million pre-seed venture capital investment round.
 - Liquium, a clean-tech company revolutionizing ammonia production, successfully closed their \$1.5 million Seed venture capital investment round.
- Closing eight license deals, including for a compound that boosts vaccine effectiveness to a US biotech firm.
- Successfully transferring its KiVa license, which it brought to New Zealand in 2015, to a third-party trust who will continue to deliver and grow the anti-bullying programme to schools across the country.
- Supporting its alumni spinouts and researchers, including:
 - Supporting Magritek, one of its earliest spin-out companies in collaboration with Massey Ventures, to win the Commercialisation Impact category at the 2022 KiwiNet Research Commercialisation Awards.
 - The successful nomination of one of our long-term researchers, MacDiarmid's Professor Justin Hodgskiss, for the KiwiNet Researcher Entrepreneur Award.

Raising the profile and accessibility of our research

The University open access (OA) repository is an important avenue for increasing reach and visibility of research outputs. It has been in place since 2020 and in 2022, a further 1,289 outputs were deposited into the repository. This is in addition to the inclusion of all publicly available University thesis. At time of writing, the repository holds **10,392** research outputs (2,933) and theses (7,459).

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

Supporting our approach around Open Access, the Library (as part of the Council of Australian University Librarians (CAUL) Consortium) participates in several transformative agreements. These allow authors at the University to publish their work in an Open Access journal without paying an article processing charge (APC). CAUL statistics from 2022 for articles published under the read and publish agreements show that VUW authors had 85 articles approved amounting to an estimated \$392,000 NZD in APC costs covered by these agreements.

Two significant publications from the **Faculty of Education** supporting professional development in the Education sector were published in 2022, one on enacting Te Tiriti o Waitangi in education and the other on Pasifika education.

- [*Ki te Hoe: Education for Aotearoa*](#), was edited by Pania Te Maro and Robin Averill and brings together chapters by authors from across the tertiary, secondary, primary and early childhood sectors. It focusses on drawing from, and developing, research and teaching that is consistent with te Tiriti o Waitangi and reflecting mātauranga Māori. It includes reflection pātai, professional development starters and ideas for further reading.
- [*Valuing our Values: Pacific Educators Speak*](#), was authored by Fuapepe Rimoni, Ali Glasgow & Robin Averill. This book helps to operationalise Ministry of Education policy relating to Pacific heritage learners in Aotearoa for research and teaching across tertiary, secondary, primary and early childhood learning settings, and is being used by researchers and practitioners to inform their work.

Reports from the Human Ethics Committee, the Animal Ethics Committee, and the Faculty of Graduate Research

The University Research Committee is responsible for receiving reports from the Human Ethics Committee, the Animal Ethics Committee and the Faculty of Graduate Research on an annual basis.

This section provides a brief summary of those reports, which are available separately. The information provided on the Faculty of Graduate Research also provides information on the performance of Postgraduate Research which is one of the University's strategic outcomes.

Human Ethics Committee Report

The Te Herenga Waka—Victoria University of Wellington Human Ethics Committee reviews applications for human ethics approval from staff and students throughout the University. This committee is chaired by Convenor Associate Professor Rhonda Shaw (School of Social and Cultural Studies), who began her term in February 2022. The Human Ethics Committee approved 432 applications in 2022, and 224 amendments to existing applications. The committee had 31 members at the end of 2022.

The full Human Ethics Committee report to URC is available by request.

Animal Ethics Committee Report

All research and teaching involving animals must be approved by an Animal Ethics Committee (AEC) operating under a gazetted Code of Ethical Conduct approved by the Ministry of Primary Industries (MPI) as required by the Animal Welfare Act 1999. The University's Code is independently reviewed every five years and defines how the Committee must operate. The AEC additionally undertakes monitoring of research and teaching involving animals. The AEC represents four external organisations in the Wellington region, which are Arotec Diagnostics Ltd, the Malaghan Research Institute of Medical Research, the Wellington Zoo Trust, and the Zealandia Wildlife Sanctuary.

In March 2022, the AEC engaged the services of an independent MPI accredited auditor to undertake the independent statutory review of the AEC. The audit included a detailed book audit, interviews with selected program stakeholders, in depth reviews of AEC approved projects, observation of an AEC meeting, and inspections of animal housing and experimental facilities.

The Code of Ethical Conduct was revised to incorporate recommendations of the 2022 independent review, and recent revisions to the best practice documents issued by MPI. After review by the National Animal Ethics Advisory Committee and MPI, the new Code was formally approved and came into effect in November 2022 (expiring in 2027). The four external organisations that operate under the University's Code and engage the services of the AEC all confirmed their intention to continue the parenting arrangement under the new Code.

The full 2022 AEC report is available on request.

Faculty of Graduate Research – Postgraduate Research and Scholarships

Doctoral and masters-by-thesis students are key to the success of the University's strategic plan. Their education is at the highest level offered by the university and their research is an important component of our ambitious research for transformative impact aims.

Strategic objective: Doubled the number of research postgraduate students

In relation to this strategic outcome, we have maintained the level of our doctoral enrolments despite the pandemic. The number of new doctoral students in 2022 was higher than in 2019, and the overall headcount of doctoral students is higher than 2019 and 2021. While the EFTS count has dropped compared to 2019, this is the result of a large number of suspensions and students studying part-time due to the ongoing pandemic. Completions in 2022 are down compared to 2020 and 2021 for the same reason, but these are expected to increase in 2023.

Table 8: Doctoral student numbers, 2019-2022⁵

New Doctoral students⁶	2019	2020	2021	2022
Total Headcount	217	217	273	233
Total EFTS	119	103	139	121
Māori (Headcount)	22	9	19	19
Māori (EFTS)	13	7	11	10
Pasifika (Headcount)	4	2	6	11
Pasifika (EFTS)	2	1	4	7

New to VUW⁷	2019	2020	2021	2022
Total Headcount	138	152	154	145
Total EFTS	75	72	72	70
Māori (Headcount)	7	5	9	7
Māori (EFTS)	4	3	4	4
Pasifika (Headcount)	2	1	3	4
Pasifika (EFTS)	1	1	1	3

Enrolments⁸	2019	2020	2021	2022
Total Headcount	1,193	1,144	1,237	1,266
Total EFTS	774	707	740	766
Māori (Headcount)	65	71	85	96
Māori (EFTS)	44	46	55	59
Pasifika (Headcount)	44	41	41	47
Pasifika (EFTS)	25	18	18	22

Completions⁹	2019	2020	2021	2022
Headcount	165	211	188	178
Māori	4	5	6	5
Pasifika	4	5	5	11

⁵ All data are sourced from the SDR submitted files, extracted 3 February 2023.

⁶ New Doctoral students are students whose first year of study on a doctoral programme is equal to the Calendar Year of the SDR reporting.

⁷ New to VUW are students whose first year of study at Victoria is equal to the Calendar Year of the SDR reporting. This is a subset of the New Doctoral Student cohort.

⁸ Enrolments are all students for whom a confirmed student enrolment has been made in a TEO's student management system are required to be reported. Note that enrolled EFTS in the case of PhDs will be limited to 4.0 EFTS as those EFTS that exceed this threshold are not funded.

⁹ Completions are thesis course completions that meet the PBRF definition of ≥ 0.75 EFTS (i.e., this feeds the RDC calculation of completions).

Postgraduate scholarships

In 2022, 465 offers for postgraduate study were made while 802 applications were declined.

Of the successful candidates, there were 73 on research grant scholarships and 126 with a Wellington Doctoral Scholarship including:

- 10 Te Herenga Waka Māori Doctoral; and
- 4 Wellington Pasifika Doctoral Scholarships.

We also awarded 8 Wellington Strategic Co-Funded Doctoral Scholarships in 2022. This means we currently have 14 recipients in total on these awards, with the 6 awards given in 2021.

The Te Herenga Waka Māori and Wellington Pasifika Master's by Thesis Scholarships are offered in the November each year. In 2022, we offered 7 Māori scholarships and 2 Pasifika scholarships.

At the end of 2002, the stipend for doctoral scholarships offered by the University was increased by \$2,000, from \$27,500 - \$29,500 per annum. This increase applies both current and new offers of the following scholarships:

- Wellington Doctoral Scholarship
- Guaranteed Wellington Doctoral Scholarship
- Wellington Pasifika Doctoral Scholarship
- Te Herenga Waka Māori Doctoral Scholarship
- Guaranteed Māori and Pasifika Doctoral Scholarship

The full 2022 Faculty of Graduate Research report is available on request.

Appendix A: University Research Committee

The University Research Committee met eight times in 2022, with meetings held on 2 March, 27 April, 25 May, 27 July, 24 August, 28 September, 26 October and 8 December.

A new [Terms of Reference](#) was developed and approved by Academic Board on 16 August 2022.

The URC is constituted from the roles set out in Table 9. This table also notes the individuals who served during the year. Additional contributions were made on an ad hoc basis by other staff members co-opted for specific purposes and reporting.

Table 9: Membership of University Research Committee, 2022

Name	Role
Prof Margaret Hyland	Vice-Provost (Research), Chair
Prof Neil Dodgson	Dean, Wellington Faculty of Graduate Research
Assoc Prof Joanna Mossop	Associate Dean (Research), Faculty of Law
Prof Lisa Marriott Prof Samuel Becher (from April)	Associate Dean (Research), Wellington School of Business & Government
Prof Emily Parker	Associate Dean (Research and Innovation), Wellington Faculty of Science
Prof Mengjie Zhang	Associate Dean (Research and Innovation), Wellington Faculty of Engineering
Prof Kevin Dew Prof Giacomo Lichtner (from April)	Associate Dean, Wellington Faculty of Humanities & Social Sciences
Assoc Prof Leon Gurevitch	Associate Dean (Research and Innovation), Wellington Faculty of Architecture & Design Innovation
Assoc Prof Joanna Higgins	Associate Dean (Research), Wellington Faculty of Education
Prof Colin Simpson	Associate Dean (Research), Wellington Faculty of Health
Assoc Prof Meegan Hall	Assistant Vice-Chancellor (Mātauranga Māori), Toi huarewa
Liz McKibben Sonja Randhawa (from October)	Postgraduate Student Association
Danette Olsen	Director, Research Office
Trish Wilson	Deputy University Librarian
Amanda Fraser	Manager, Scholarships and Doctoral Admissions
Amber Flynn	Principal Advisor, Research Policy and Strategy
Jo Meaclem	Executive Officer, EA to the Vice-Provost (Research)

Appendix B – Details of internal grants awarded, 2022

Faculty Strategic Research Fund

The Faculty Strategic Research Fund (FSRF) has five primary purposes linked directly to the university’s research strategy 2020–2024. The fund supports:

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

The FSRG has two components; the FSRF Contestable Fund and the Faculty Research Establishment Grants (FREG) which specifically supports early career researchers and can also be used to support the development of project design and grant writing capability.

In 2022, the two initiatives allocated:

- 29 grants to staff from the FSRF Contestable Fund, totalling \$1,291,533.
- An additional grant of \$60,000 from the FSRF Contestable Fund was made to fund PBRF initiatives in the Faculties of Humanities and Social Sciences and Education, in line with the PBRF Strategy.
- 16 grants to staff from the FREG, totalling \$280,797.

A review of the FSRF grant application and allocation processes is underway. Some changes to the processes are expected to be proposed for 2023.

Table 10: Breakdown of FSRF and FREG applications and awards by Faculty, 2022

Faculty	FSRF Contestable Grants			Faculty Research Establishment Grants		
	No. Appl.	Successful	Awarded (\$)	No. Appl.	Successful	Awarded (\$)
Wellington School of Business and Government	5	4	149,533	0	0	0
HSSE	8	7	358,446	7	7	67,057
Faculty of Law	5	5	78,216	0	0	0
SHEADI	21	13	705,134	17	9	213,740
TOTAL	57	29	1,291,533	24	16	280,797

Note:

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

Table 11: Successful FSRF Contestable Fund grant recipients, 2022

Staff Name	Project Title	Faculty/School	Award (\$)
Aeron Davis	A Housing Crisis or a Housing Market Crisis?	School of History, Philosophy, Political Science and International Relations	39,932
Alfio Leotta	Aotearoa Video Poetry Festival	School of English, Film, Theatre, Media and Communication, and Art History	33,364
Yuri Cerqueira dos Anjos	Handwriting as culture: a literary and historical approach to writing culture through the case of nineteenth-century France	School of Languages and Cultures	27,914
Sydney Shep	Te Raukotahi o te Iho Whenua	Wai-te-ata Press	79,664
Grant Otsuki	Content and Platform: An Ethnographic Study of the Social and Technological Infrastructures in Tertiary Education and Beyond	School of Social and Cultural Studies	4,847
Inbal Megiddo	Clara Wieck and Robert Schumann Recording	New Zealand School of Music—Te Kōkī	22,725
Jack Vowles	NZ 2023 Election Project	School of History, Philosophy, Political Science and International Relations	80,000
Victoria Stace	Access to Banking - An essential for life?	Faculty of Law	8,400
Matteo Solinas	Collateral thinking - Taking of Security Over Digital Asset	Faculty of Law	14,000
Geoff McLay	Stout Biography	Faculty of Law	11,266
Luke Fitzmaurice	Decolonising Child Protection in Aotearoa New Zealand	Faculty of Law	24,510
Mark Bennett	International Trusts Law Research Collaborations: Oxford Handbook and Lookthrough project	Faculty of Law	20,040
Wanting Jiao	Targeting dynamic allostery – novel mode of action for new generation of antimicrobials	Ferrier Research Institute	36,451
Alejandro Frery	Time Series Analysis with Ordinal Patterns: Transformative Theoretical Advances and New Applications	School of Mathematics and Statistics	43,914
Christopher Cornwall	Coral reefs under multiple stressors: Does ocean acidification exacerbate coral and seaweed bleaching? A test of alternate hypotheses	School of Biological Sciences	89,561
Helen Woolner	Untapping the biodiscovery potential of South Pacific marine-fungi for the discovery of new drug leads	School of Biological Sciences	48,465
Wayne Patrick	Artificial cell-like compartments for understanding and manipulating the properties of enzymes	School of Biological Sciences	85,617
Bobby Luke	KāKahu Hou: The Breath of Cloth	School of Design Innovation	36,500
Melanie McConnell	What's in a tumour? Characterising an innovative new model of glioblastoma brain tumours	School of Biological Sciences	48,750
Leon Gurevitch	Google Warming: Aotearoa	School of Design Innovation	28,875

Staff Name	Project Title	Faculty/School	Award (\$)
Eva Neely	Belonging through placemaking: Healthy local geographies for new parents living in suburban Aotearoa	School of Health	36,111
Chelsea Vickers	Development of novel prebiotics from marine glycans	School of Biological Sciences	50,000
Ian Sims	Polysaccharides to support gut health	Ferrier Research Institute	75,895
Geoff Kira	Development and validation of an Adolescent and Child Physical Activity Questionnaire with an identity focus	Te Hau Kori - Centre for Physical Activity and Wellbeing	92,508
Marc Wilson	The (Mental) State of the Nation	School of Psychology	32,487
Michelle Renton	Distributed generation: provisioning electricity and market systems	School of Marketing and International Business	26,128
Chern Li Liew	Futuring Dialogic Cultural Heritage	School of Information Management	49,994
Jessica Lai	A Research Agenda for Intellectual Property and Gender	School of Accounting and Commercial Law	38,246
Samuel Becher	Decent Law	School of Accounting and Commercial Law	35,369
Total funding allocated			1,291,533

Table 12: Successful FREG recipients, 2022

Staff Name	Project Title	Faculty/School	Award (\$)
Thomas Voyce	Music for Soundsystems: 7" vinyl manufacture	New Zealand School of Music / Te Kōkī	9,955
Victoria Chen	Towards a syntactic typology of Austronesian languages	School of Linguistics and Applied Language Studies	10,000
Corinna Howland	From chachawarmi to madre soltera: ethical evaluations of unpartnered mothers' lives and livelihoods in the Southern Peruvian Andes	School of Social and Cultural Studies	10,000
Valerie Cooper	Negotiating academic ideologies: Voices of New Zealand educators teaching social sciences in China	School of English, Film, Theatre, Media and Communication, and Art History	9,998
Shelley Dawson	Stigma and ideologies in experiences of Functional Neurological Disorder in New Zealand: Phase 1 Preparing the terrain	School of Linguistics and Applied Language Studies	10,000
Bonnie Etherington	Literatures of Environment and Disability in Oceania	School of English, Film, Theatre, Media and Communication, and Art History	7,471
Lewis Rarm	Islamic State, Biopolitics, and Media Governmentality	School of English, Film, Theatre, Media and Communication, and Art History	9,633
Jose Nunez Collado	Early Transatlantic Spaces of Slavery and Contemporary Urban Planning	Wellington School of Architecture	20,213
David Huijser	Statistical analysis of FTIR spectra of basaltic glass	School of Mathematics and Statistics	8,310
Bach Nguyen	Interpretable Feature-based Transfer Learning	School of Engineering and Computer Science	28,002
Heitor Gomes	Tackling energy demand forecast drifts	School of Engineering and Computer Science	27,640

Staff Name	Project Title	Faculty/School	Award (\$)
Bart Ludbrook	Fibre optic sensing in extreme environments	Paihau—Robinson Research Institute	28,545
Berit Hassing	Insights into dikaritin biosynthesis, and innovative tools for dikaritin identification and production	Ferrier Research Institute	25,486
Rosie Scott	WITH/IN design lab: Waitangi Skate Park Community Engagement & Co-design	School of Design Innovation	19,007
Rebecca Grattan	Moving towards an improved model of early intervention for psychosis in Aotearoa	School of Psychology	26,541
George Parker	Towards rainbow inclusive and equitable teaching and learning in tertiary health programmes: An exploratory project	School of Health	29,996
Total funding allocated			280,797

USRF – Cross-Disciplinary Fund

The University Strategic Research Fund (USRF) Cross-Disciplinary Fund (CDF) was piloted in September 2022. The CDF was designed to support cross-disciplinary, cross-faculty, and cross-division collaborative research with potential to lead to external investment.

There were 7 applications, with 4 applications approved for funding which totalled \$165,325.

The opportunity will be offered earlier in the year in 2023, with preparatory workshops to assist applicants identify potential collaborators and build their project framework before applying.

Table 13: Successful recipients of the USRF Cross-Disciplinary Fund, 2022

Staff Name	Project Title	Collaborating Schools	Award (\$)
Corinne Seals	To remain or return? Understanding humanitarian migrants post-settlement decision-making following the Special Ukraine Visa	School of Linguistics and Applied Language Studies School of Geography, Environment and Earth Sciences School of Information Management	49,966
Bing Xue	Evolutionary machine learning for ice sheet modelling	School of Engineering and Computer Science Antarctic Research Centre	48,733
Alan Brent	A comprehensive legal framework for agrivoltaics in Aotearoa New Zealand	School of Engineering and Computer Science Faculty of Law	17,311
Chris Deak	New Zealand immigrants' wellbeing during the transition to parenthood – an interdisciplinary mixed methods study	School of Government School of Nursing, Midwifery, and Health Practice	49,315
Total funding allocated			165,325

Māori and Pacific Postdoctoral Fellowships

The Māori Postdoctoral Fellowships and Pacific Postdoctoral Research Fellowships are initiatives that aims to attract, employ, and grow early-career Māori and Pacific Postdoctoral research fellows. This initiative, which is a three-year pilot, was developed with the Office of the Deputy Vice-Chancellor (Māori) and the Office of the Assistant Vice-Chancellor (Pasifika).

It is intended for fellows to embark on a significant research project with close support from the applying academic supervisor, with wrap around support from their respective host Faculty, School, CSU, or Institute.

The program will support the development of the fellow, supervisor, and host, along with the University's capacity in Māori and Pacific research, researchers, and research-based relationships Māori and Pacific communities.

One Māori fellowship has been allocated. One Pacific fellowship has been allocated. One position has been reallocated to support a Māori postdoc within an Endeavour Programme. The remaining fellowship allocation has been readvertised.

Table 14: Successful recipients of the Māori Postdoctoral Fellowships and Pacific Postdoctoral Fellowships, 2022

Name	Project / Project Title
Hine Funaki	Promising Futures. Te Kawau Mārō: The Lifeworlds of Qualified Māori – A Cohort Study of Māori PhD Students and Graduates.
Jasmine Hall	Taufotunga motu'a 'oe Fikā: Navigating the tides of disconnection: an outreach framework to engage Pacific learners in mathematics

Mātauranga Māori Research Fund

The Mātauranga Māori Research Fund is a strategic initiative to develop capacity in mātauranga Māori and kaupapa Māori research, and research-based relationships with Māori.

The Mātauranga Māori Research Fund (MMRF) grants are worth between \$10,000 and \$40,000 for projects up to two years duration. The MMRF are guided by the University's [vision, mission and values](#). There is one round per year, with three projects funded this year. However, at the end of 2022 the URC agreed that a portion of the fund will be used for a small on-call grant process to fund bespoke projects seeking between \$1,000 and \$8,000. This process will be developed and launched in 2023.

Table 15: Successful Mātauranga Māori Research Fund Grant recipients, 2022

Staff Name	Project Title	School/Programme	Award (\$)
Awanui Te Huia	Kia tipu ko te reo: Growing up in New Zealand and te reo Māori	Te Kawa a Māui/School of Māori Studies	39,844.46
Solmaz Nazari Orakani	Experiences of Disabled people in accessing health care during the COVID-19 pandemic: Short and long-term impacts on health outcomes.	School of Nursing, Midwifery and Health Practice	39,704.00
Fiona Stevens McFadden	Technology for Geothermal Coupled Hydrogen Production	Robinson Research Institute	29,983.44
Total funding allocated			109,531.90

Returning Carers' Research Fund

The Returning Carers' Research Fund supports academic staff re-establishing research following extended leave due to caring responsibilities. It has been a well-received initiative since its introduction in 2019. This fund supports both Writing Retreat and grants.

The **Writing Retreats for Returning Carers'** have continued to be popular and have a significant impact on the wellbeing of those who attend. Feedback from participants was consistently positive, with the general themes having an opportunity to prioritise themselves and their research, feeling seen, nurtured and rejuvenated, and being recognised and cared for by peers, colleagues and the University.

Two retreats were held in October and November 2022. The retreats offered three key opportunities to; focus deeply on their research, rest and reflect, and connect with other academics with caregiving responsibilities. While the focus was on providing interruption-free writing time, the

programme also featured short workshops, optional mentoring from Research Development Advisers and/or the CAD facilitator, and wellbeing sessions.

The October residential retreat in Ōtaki hosted 14 participants from Science (5), Law (1), Health (6), Humanities, Social Sciences and Education (1), School of Design Innovation, and the Faculty of Architecture and Design (1). In November a second retreat was also facilitated which provided an opportunity for those caregivers for whom leaving Wellington overnight was not possible and was held at the Lyall Bay Surf Club. This had 16 participants from Science (3) Health (5) Humanities, Social Sciences and Education (6) School of Design Innovation, Faculty of Architecture and Design (1) School of Mathematics and Statistics (1).

Retreat participants had a range of expectations about what they might produce over the time, with participants focussing on completed paper drafts, book chapters and articles, and a special issue proposal, conference presentations, and opportunities for consolidation of ideas and projects.

In addition to the writing retreats, grant applications to the fund are accepted on an ad-hoc basis, with the opportunity open throughout 2022. 7 applications were received and approved, totalling \$122,391.

Table 16: Successful Returning Carers' Research Fund Grant recipients, 2022

Staff Name	Project Title	School/Programme	Award (\$)
Janepicha Cheva-Israkul	Develop a book proposal and Marsden Fast Start application	School of Sociology & Cultural Studies	18,090
Kimberly Cannady	Completion of ethnographic book manuscript	New Zealand School of Music / Te Kōkī	19,994
Amanda Thomas	Building expertise in climate justice	School of Geography, Environment and Earth Sciences	17,541
Julia Sardelic	Completion and publication of manuscript	School of History, Philosophy, Political Science, and International Studies	11,000
Ayca Arkilic	Completion and submission of manuscript	School of History, Philosophy, Political Science, and International Studies	20,000
Laura Kranz	Online studies – how do people update misinformed beliefs?	Centre for Science in Society	17,291
Rosannah Cameron	Characterise the role of <i>paxA</i> and other <i>idtAs</i> in early IDT biosynthesis	Ferrier Research Institute	18,475
Total funding allocated			122,391

Gama Foundation Fund

The Gama Foundation Fund supports independent, high quality and high impact research and communication that informs the public and policy-making process and influences policy development and implementation in several important areas.

Two applications were awarded funding in whole or in part for 2022.

Table 17: Successful Gama Foundation Fund recipients, 2022

Staff Name	Project Title	School	Award (\$)
Karin Lashuizen	The Political Integrity Index New Zealand	School of Management	120,000
Jack Vowles	2023 New Zealand Election Study, Party Funding Section	School of History, Philosophy, Political Science & International Relations	58,080
Total funding allocated			\$178,080

Te Herenga Waka – Victoria University of Wellington Research Excellence Awards

The Te Herenga Waka – Victoria University of Wellington Research Awards support three initiatives.

- The **Research Excellence Awards** recognise a sustained programme of exceptional research, scholarship and research leadership at the university.
- **Early Career Researcher Awards** supports staff at the beginning of their research careers where they have made special achievements in research and scholarship.
- **3R Awards** recognise the promotions of the principles of Replacement, Reduction, Refinement in relation to animal welfare.

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

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

Postgraduate Research Student Association Awards

The Postgraduate Research Student Association Awards recognise demonstrated research excellence from postgraduate students.

In 2022, we recognised the research of 9 postgraduate research students through the **PGSA Research Excellence Awards** (Victorias Awards) and the **Te Moananuiākiva Knowledge and Development Award**. The Mātauranga Māori Award was not allocated this year.

These awards have provided \$1,500 to recognise demonstrated research excellence from each of these postgraduate students.

The PGSA Research Excellence Awards recognise postgraduate student research that:

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

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

- Pasifika world views (both traditional and contemporary);
- Pasifika methods of research;
- Research that benefits Pasifika;
- People or communities.

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

Table 18: Successful Postgraduate Student Association (PGSA) Research Excellence Award recipients, 2022

PGSA Research Excellence Awards (Victorias)	
Name	Faculty
Oludolapo Olanrewaju	Faculty of Architecture and Design
Yiwen Cui	Faculty of Architecture and Design (Te Moananuiākiva Knowledge and Development Award)
Suskya Goodall	Faculty of Education
Harisu Shehu	Faculty of Engineering
Malcolm Jones	Faculty of Engineering
James Mbinta	Faculty of Public Health
Paige Macintosh	Faculty of Humanities and Social Sciences
Joseph Kihika	Faculty of Science
Ba Nguyen	Wellington School of Business and Government



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Human Ethics Committee

Annual Report 1 January 2022 to 31 December 2022

The Te Herenga Waka—Victoria University of Wellington Human Ethics Committee governs the process of approving applications for human research at the University, and ensures compliance with the Human Ethics Policy and Guidelines. There is one single committee serving all areas of the University, which reports to the Chair of the University Research Committee.

This report provides an overview of the work of the Human Ethics Committee in 2022, including key activities and outcomes.

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

Convenor’s report

The current HEC Convenor, Associate Professor Rhonda Shaw, commenced her appointment in February 2022. To better reflect the restructuring of the Convenor role since the merger of the School of Information Management, School of Psychology, and Wellington School of Business and Government and the Faculty of Law subcommittees into the Human Ethics Committee (HEC) from 2019 through to July 2021, the Deputy HEC Convenor role was expanded in 2022.

The HEC continues to operate in two parts HEC 1 and HEC 2, with each meeting once a month. This provides fortnightly meetings at which applications are reviewed and importantly supports a timely review process. Both HEC 1 and 2 are chaired by the Convenor of the HEC. New members were appointed to the HEC in 2022 and the Committee currently

has 31 active members, including external members and student representatives, at the time of this report.

As of April 2022, the two Deputy HEC Convenors, Professor Stephen Marshall and Dr Catherine Caudwell, perform the role of the Convenor for one round of monthly applications, including dealing with all applications considered at HEC that meeting, acting as Chair of the meeting, and completing approval letters. Prof Marshall chaired meetings on June 23 and December 6 and Dr Caudwell chaired meetings on September 6 and October 11 in 2022. For three months each year, the Deputy Convenors perform the role of the Convenor in respect to Category B (low risk) applications, including assessing reviewers' recommendations, reviewing revisions to applications, and completing final approval.

The Convenor role also entails working with HEC members, the Research Office team, the new Manager of Research Ethics, Integrity and Policy, and various Faculties and researchers across the university. In 2022, the Research Office ethics advisors maintained a timely and effective process for applications. The hard work of our committee reviewers in providing comprehensive reviews with a relatively short turnaround is much appreciated, particularly with teaching in dual mode having an ongoing impact on the workload of academic staff. At times this year the HEC encountered difficulties finding reviewers to replace members who had completed their three-year term, as Heads of School are reluctant to overburden staff. As in 2021, some research projects continued to need amendments due to Covid-19. The ongoing impacts of the Covid-19 pandemic on the research community affect both our academic committee reviewers and our pool of applicants.

The committee has continued to see applications that involve accessing secondary data for research without the consent of individuals in the data set, particularly around social media research and the Privacy Act and principles of ethical data use in 2022. The ethical issues involved in these applications are complex to navigate, particularly when they use student data collected by the University for its purposes and which is then used for academic research by staff members. In 2022, additional concern was identified for staff and student researcher safety in the case of social media research relating to the ethics of disinformation. To address these issues, two Human Ethics Committee seminars took place in 2022. These were offered in a hybrid format. The first, held in August, featured both the Legal Services team (Neha Goyal and Graham Beever) and the Centre for Academic Development (Prof Stephen Marshall and Dr Irina Elgort) discussing issues with research on secondary data and privacy. The second, held in October, canvassed social media research and ethical issues, and featured Kate Hannah (The Disinformation Project Aotearoa, Te Pūnaha Matatini) and Dr Cherie Lacey and Dr Octavia Calder-Dawe (Te Herenga Waka—Victoria University of Wellington).

Human Ethics Policy and Procedures

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

The Human Ethics Policy and Guidelines were originally scheduled for review in 2021. Consultation with the AVC (Mātauranga Māori) Associate Professor Meegan Hall and the AVC Pasifika Associate Professor Winnie Laban began in 2022, with further work to be undertaken in 2023.

The Terms of Reference for the Human Ethics Committee was reviewed by the HEC Convenor and the Manager Research Ethics, Integrity and Policy across the course of 2022 and will be submitted to the URC for approval in May 2023.

Human Ethics Committee Membership

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

Associate Professor Rhonda Shaw (School of Social and Cultural Studies) began her term as Convenor in February 2022.

The membership of the Human Ethics Committee for 2022 is as follows:

Convenor	Assoc. Prof. Rhonda Shaw, School of Social and Cultural Studies
Deputy Convenor	Prof. Stephen Marshall, Centre for Academic Development
Deputy Convenor	Dr Catherine Caudwell, School of Design Innovation

Academic staff members

1. Dr Ali Glasgow, School of Education, nominee of Assistant Vice-Chancellor (Pasifika)
2. Dr Aliitasi Su'a, School of Health, nominee of Assistant Vice-Chancellor (Pasifika)
3. Dr Amanda Reilly, School of Accounting and Commercial Law
4. Dr Amarie Carnett, School of Education
5. Anna Adcock (*Ngāti Mutunga*), School of Health, nominee of Deputy Vice-Chancellor (Māori)
6. Dr Arini Loader (*Ngāti Raukawa, Ngāti Whakaue, Te Whānau-a-Apanui*), School of History, Philosophy, Political Science and International Relations, nominee of Deputy Vice-Chancellor (Māori)
7. Dr Catherine Caudwell, School of Design Innovation
8. Dr Corinna Howland, School of Social and Cultural Studies
9. Associate Professor Grant Morris, Faculty of Law
10. Associate Professor Jason Low, School of Psychology
11. Dr Jennifer Ferreira, School of Engineering and Computer Science
12. Dr Jesse Pirini (*Ngāti Tūwharetoa, Whakatōhea*), School of Management, nominee of Deputy Vice-Chancellor (Māori)
13. Dr Karyn Saunders, School of Education
14. Dr Kim van Wissen, School of Nursing, Midwifery and Health Practice
15. Dr Liam Martin, School of Social and Cultural Studies
16. Dr Linda Bonne, School of Education
17. Dr Maree Hunt, School of Psychology
18. Dr Nadia Pantidi, School of Design Innovation

19. Professor Paul Jose, School of Psychology
20. Dr Peter Wood, School of Architecture
21. Associate Professor Spencer Lilley (*Te Atiawa, Muaūpoko and Ngāpuhi*), School of Information Management
22. Dr Stephen Skalicky, School of Linguistics and Applied Language Studies
23. Dr Anne Macaskill, School of Psychology (March to July 2022)
24. Dr David Johnstone, School of Information Management (until February 2022)
25. Dr Emalani Case, School of Languages and Cultures (until June 2022)
26. Associate Professor Jean Parkinson, School of Linguistics and Applied Language Studies (March to August 2022, to cover RSL)
27. Dr Jean-Gregoire Bernard, School of Information Management (until April 2022)
28. Dr Lorena Gibson, School of Social and Cultural Studies (until July 2022)
29. Dr Marcela Palomino-Schalscha, School of Geography, Environment and Earth Sciences (until RSL in November 2022)
30. Associate Professor Mary Breheny, School of Health (until October 2022)
31. Dr Nichola Tyler, School of Psychology (until January 2022)

Community/external members

Jane Blaikie

Kate Kolich

Richman Wee (expertise in bioethics)

Dr Irene Braithwaite (in active health practice) (until September 2022)

Student representatives

Kahurangi Dey (*Ngāti Pūkenga, Ngaiterangi*), School of Health

Ben Classen, School of English, Film, Theatre, Media Studies, and Art History (from September 2022)

Arama Tairea, School of Social and Cultural Studies (from September 2022)

Maisy Bentley, Faculty of Law (until June 2022)

Sashi Athota, School of Accounting and Commercial Law (July to October 2022)

The membership of the HEC, as the now single university ethics committee, stood at 31 members at the close of 2022 including the Convenor. Recruiting and training new members is a central activity for the Research Office, including interim members recruited to cover Research and Study Leave.

Support roles

Following the restructure of the Research Office in 2021, the Research Office ethics team became the Research Ethics, Integrity and Policy team. Isobel Cairns was appointed to the new Manager position for the team in February 2022. Dr Tatjana Schaefer continued in her role as Research Ethics Adviser throughout 2022, and Dr Thushini Jayawardena-Willis departed the team in May 2022. Shelly Taylor (*Tainui*) and Dr Victoria Coldham-Fussell were appointed to Research Ethics Adviser roles in June 2022.

Unfortunately, the impact of COVID-19 and staff turnover was apparent in the middle of the year, and processing times for applications increased in June and July. However, by August target timeframes were once again being met. After several years of lockdowns the team is in the office together several days a week which is great for morale.

Sheila Law and Adam Crisp continued in their roles as Research Information Project Administrators throughout 2022, providing support for the application software system, ResearchMaster. A project began in the later part of the year, led by Digital Solutions, to replace ResearchMaster with a more cost-effective and functional system. The new system will be developed in 2023 and delivered by the beginning of 2024.

Application process and evaluation

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

Applications in 2022

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

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

	2020	2021	2022
Human Ethics Committee	Cat A – 134 Cat B – 173 Total – 307	Cat A – 181 Cat B – 268 Total – 449	Cat A – 165 Cat B – 267 Total – 432
Pipitea subcommittee	Cat A – 20 Cat B – 72	Cat A – 11 Cat B – 35 Total – 46 <i>Closed July 2021</i>	<i>Closed</i>
Total applications	399	495	432
Total amendments	203	199	224

Applications received across the year are illustrated in Figure 1. Applications climb at the beginning of the first trimester, with a downturn from September to October, and a peak as the year draws to a close.

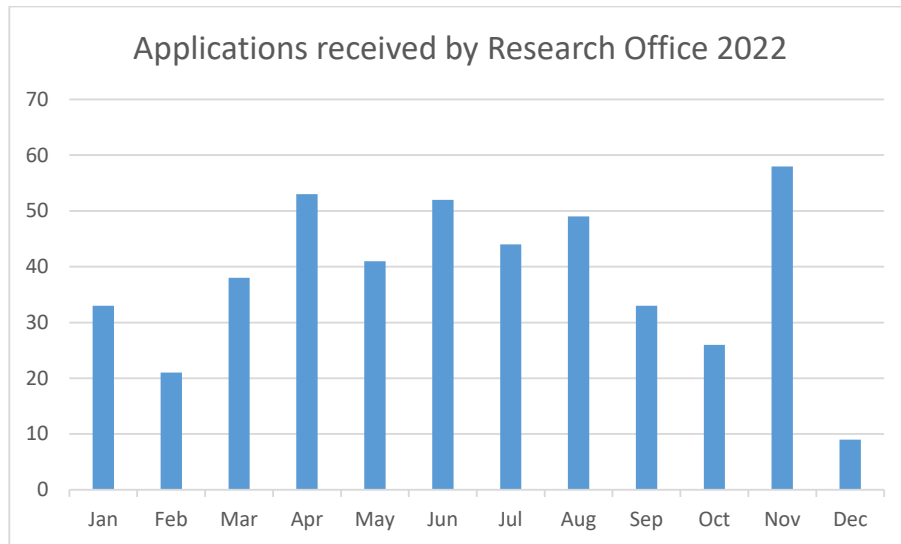


Figure 1. Applications received by the Research Office for review by the Human Ethics Committee by month, 2022.

Meetings

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

After the introduction of online meetings in 2020 as a response to the Covid-19 pandemic, meetings have continued to be held virtually. This enables our community members, those based at other campuses, and those who work from home to attend easily. As technology improves, it is increasingly viable to host hybrid meetings.

The committee requires half of allocated members to attend to meet quorum. In 2022, three meetings became inquorate after members left early due to other commitments; April 28, July 21, and May 26. The meeting on June 23 was inquorate from the beginning. In these instances, the minutes of the meeting are distributed by email to secure agreement for the decisions of the committee.

After a large number of applications were received for review at the final HEC meeting of the year in 2021, a coordinated effort was undertaken by the Research Office and HEC Convenor and Deputies to try and prevent this occurring again. Communications were sent to researchers to encourage them to submit early, and the deadline for the December meeting was set a week earlier (with an exception for summer scholars after feedback from academics) in order to spread the applications across both the November and December meetings. Less applications were received in November 2022 (58 applications) than November 2021 (76 applications), and the HEC also received less applications overall in 2022 than the previous year. Whatever the explanation, the number of applications on the agenda for the final meeting of the year was 12 in December 2022 compared to 23 in December 2021.

Management of conflict of interest

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

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

Complaints and other governance issues

No formal complaints from participants were received in 2022. The Research Office ethics team was able to provide advice and support to researchers in several incidences to help them manage their relationships with participants and external parties, resolving issues before they occurred.

There were several occurrences where researchers appeared to have breached their ethics approval or operated without ethics approval when it was required. The most significant of these was where a researcher had let their ethics approval lapse, but had also conducted an interview with a participant from a group that was explicitly not covered by her application.

In cases such as these the HEC and the Research Ethics, Integrity and Policy team use the '*Procedure for handling complaints or potential breaches of the Human Ethics Policy*', developed in 2021, and aim to resolve the situation at the lowest possible level. The Procedure provides a good foundation but could be improved to provide more guidance about possible breaches, particularly minor ones, as these seem more common than complaints.

In November 2022, the Wellington School of Business and Government outlined some concerns about HEC processes to the Vice-Provost (Research). In response, the HEC Convenor and Manager of Research Ethics, Integrity and Policy continue to work with the HEC and Research Office Advisory team to ensure consistent and robust review processes across the university.

No adverse incident reports were received in 2022.

Obligations under the Treaty of Waitangi

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

The HEC Terms of Reference stipulate that membership includes two nominees of the DVC Māori. Throughout 2022 the HEC was privileged to be able to have three DVC Māori nominated members who have made excellent contributions.

The area of Māori data sovereignty is increasingly of interest to the Committee and how the University might offer support to researchers to fulfill their obligations in this area is an increasingly urgent question. There are possibilities to engage with the Research Office Rangahau Māori team on this as well as other initiatives. Terence Hikiwai (*Ngāti Kahungunu ki Wairoa, Ngāti Pāhauwera, Ngāti Hine Pēhinga*), Kaiārahi Rangahau Māori and Rangahau Māori team lead, provided Te Reo Māori lessons to the Research Office which were valued by all.

Relationships and communications

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

In person and virtual training opportunities for postgraduate students continued in 2022, with Dr Tatjana Schaefer primarily hosting these. The Faculty of Graduate Research has also included ethics in its supervisor training sessions, and we look forward to contributing to their PhD workshops in 2023.

External relationships

The Health Research Council (HRC), the national health funding body responsible for approving and monitoring ethics committees, assesses institutional ethics committees for compliance with set quality criteria relating to membership, policy and application processes. The University's application for re-approval of the Human Ethics Committee is due in 2023.

The Health Research Council Ethics Committee arranges an annual meeting of institutional ethics committees (IECs), which took place in Auckland in July 2022. It was attended by the Research Ethics, Integrity and Policy team of Isobel Cairns, Tatjana Schaefer, Victoria Coldham-Fussell and Shelly Taylor, new HEC Deputy Convenor Catherine Caudwell, and HEC Convenor Rhonda Shaw (virtually).

In the morning, researchers were invited in to present briefly on their experiences working with social media data. The second half of the day-long meeting was dedicated to discussing the possible co-development of resources for reviewer training, culminating in the delegation of work to different universities to produce something to share. Both sessions were valuable and thought provoking. The meeting was also an excellent opportunity to meet members of other ethics committees and their support staff.

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

The Australasian Ethics Network, which is connected to the Australasian Research Management Society, hosted a series of workshops for ethics reviewers, chairs, and professional support staff in November 2022. This was a great opportunity to meet others, primarily from Australia, and have a chance to follow up further with them to learn about how they do research ethics. There was discussion at the session about developing a

‘community of practice’, and the Network will host an in-person conference in Melbourne in May 2023.



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Animal Ethics Committee

Annual Report 1 January 2022 to 31 December 2022

Executive summary

The major focus of the AEC in 2022 was around the renewal of the University's Code of Ethical Conduct and the mandatory five yearly independent review that proceeds it. Without a valid Code, the University and the four external organisations using the AEC would be unable to conduct Research or Teaching activities involving the use of Animals. The process of renewing the Code can start up to a year prior to the expiry of the previous Code due to the lengthy lead time to conduct the audit, respond to the audit report, draft a new Code, and receive feedback from the Ministry of Primary Industries (MPI) and National Animal Ethics Advisory Committee (NAEAC). The time involved in this is sizeable, with the AEC Secretary, Mr Adrian Bibby, handling the bulk of the tasks involved.

The new Code of Ethical Conduct incorporates many of the recommendations made in the 2022 external audit report, and also incorporates current best practice guidance circulated by MPI. One change imposed by NAEAC to the Code that may have a significant impact on the activities of the AEC is around the requirement to monitor moderate impact protocols. To date the AEC has conducted monitoring on a selection of low impact protocols, and all high impact protocols. From 2023 the AEC is now required to monitor all moderate impact protocols, rather than a representative selection, which will effectively require all protocols undertaken by the Malaghan Institute of Medical Research to be formally monitored by the Committee and recorded. The University, in consultation with the Malaghan, will need to consider how to resource this.

The other major issue tackled by the AEC in 2022 was a temporary loss of quorum caused by the unexpected resignation of two statutory external members of the Committee. In the absence of two or more of the statutory members, the AEC cannot legally approve protocols. The AEC has been concerned about its vulnerability to the loss of external members after going through several extended periods in recent years where it has been difficult to fill a vacant statutory position. In 2022 the recognised risk eventuated leaving the Committee without a quorum for a quarter of the year and delaying research programs for the University and the external organisations that use the Committee. Unfortunately, the AEC is dependent on external agencies (SPCA, Greater Wellington Regional Council etc) for providing these statutory members. This is an issue faced by all animal ethics committees.

The increased administrative activity related to the AEC in 2022 in terms of deriving the new Code of Ethical Conduct, the new reporting requirements by MPI, along with the rollout of communications around the signed openness agreement, and the potential changes in the university operating systems have highlighted the importance of our administrative resource. Presently most of this administrative work is vested in the Secretary (Mr. Adrian Bibby) who also fulfils other related compliance jobs.

Creating redundancy by bringing in some additional resources would contribute to a greater resilience of the committee and related initiatives. A potential solution is being investigated.

About the Committee

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

Membership of Committee

The Animal Ethics Committee was comprised of 13 members over the reporting period (Appendix A). The committee consists of four statutory members (Committee Chair, Animal Welfare Representative, Veterinarian, and Lay member) three of which are appointed by external agencies (Royal New Zealand Society for the Prevention of Cruelty to Animals, NZ Veterinarian Association, and the Greater Wellington Regional Council). Additional members consist of the vice Chair, Secretary and Science/Technical advisors from Wellington University and its parented organisations. The AEC also has a student representative appointed by the Postgraduate Student Association (PGSA). The IDAO (Institutional Drug Administration Order) veterinarian is contracted by the University to prescribe restricted veterinary medicines. A quorum of the AEC requires that a minimum of half its members be present, including two of the three external statutory members.

In 2022 there were four resignations from the AEC, with Ms M. Schumacher (Lay member) resigning in April, Mr Danny Auger (SPCA representative) resigning in May, Ms Sarah Sczelecki (PGSA representative) resigning in November, and Dr A. Schumacher (IDAO vet) handing in her resignation in December. Dr Schumacher has agreed to remain with the AEC for the short term to allow for a recruitment of a replacement. The resignations in 2022 are on top of the loss of two long standing members from the AEC in December 2021 and led to a temporary loss of quorum for three months. Unfortunately, the AEC is dependent on external agencies (SPCA/Greater Wellington Regional Council/NZVA) for providing these statutory members, which is an issue faced by all animal ethics committees. However, we were able to appoint Ms Brash and Ms McAninch as the new lay member and SPCA representatives, respectively, by October 2022, which has given us more resilience again.

A scheduled rotation of the position as Chair of the AEC is occurring at the start of 2023, with Prof Ellenbroek stepping down as Chair and being replaced by A/Prof Pfeffer, previously the deputy Chair.

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

Research and Teaching Programme Activity

During 2022, the Committee acted for five Wellington organisations: Victoria University of Wellington, the Malaghan Institute of Medical Research, the Karori Wildlife Sanctuary (Zealandia), Arotec Diagnostics, Ltd, and the Wellington Zoo.

The Committee convened four times in 2022 – March 4th, June 16th, October 17th, and December 1st. The attendance record for the Committee was 10, 9, 8, and 9 for the four meetings, respectively. The usual September meeting of the AEC was delayed until October due to a lack of quorum.

At the end of 2022, 79 approved research and teaching programmes were in force, involving 28 principal investigators or course organizers: 17 from SBS, 2 from PSYC, 8 from the Malaghan Institute, and 1 from the Faculty of Science.

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

Table 1: Research and teaching program activity

	2020	2021	2022
Full applications	32 received (3 teaching) 27 required changes 3 requested interim approval 1 rejected TOTAL:31	24 received (3 teaching or dual) 18 required changes 0 requested interim approval 1 rejected TOTAL:23	30 received (1 teaching) 20 required changes 1 requested interim approval 1 rejected TOTAL:29
Institutional Drug Administration Order (IDAO) approvals	17	11	18
Notices of animal work (not requiring formal approval)	2	2	0
Modifications to existing applications	14 received 4 required changes 1 received interim approval TOTAL: 19	22 received 5 required changes 1 received interim approval TOTAL: 22	20 received 1 required changes 4 received interim approval TOTAL: 20
Projects ending in calendar year	28	28	15
Final reports received	33	28	22

Animal use statistics for VUW, Zealandia, Arotec Diagnostics and Wellington Zoo for the year 2022 were sent to the Director-General of MPI in February. The Malaghan Institute forwarded its own animal use statistics to MPI. A summary of the previous three years animal use is presented for the University and its external organisations in Tables 2, and 3. The variation in mice usage numbers between 2020 and 2022 is a reflection of the typical swings in numbers that happen when large research programs start or end. Animal numbers from multi-year projects are reported to MPI at the conclusion of the study. A summary of all animal use from 2006-2021 is included in appendix B.

In 2022, the University reported 2559 unused mice and 361 unused rats (shown in Table 4) which include all animals killed for non-research purposes (line maintenance, illness, and injuries). Where possible culled animals are sold to schools for use in teaching programs (384 rats) or supplied to wildlife sanctuaries and zoos (725 mice). There were 4 animals rehomed in 2022.

Table 2: VUW Animal use statistics 2020-2021

	2020	2021	2022
Mice	99 (teaching) 4,428 (research) 486 (husbandry) TOTAL: 5,013	7,225 (research) 864 (husbandry) TOTAL: 8089	100 (teaching) 1,265 (research) 662 (husbandry) TOTAL: 2027
Rats	149 (teaching) 1,501 (research) 217 (husbandry) TOTAL: 1,867	126 (teaching) 1759 (research) 285 (husbandry) TOTAL: 1,348	139 (teaching) 371 (research) 107 (husbandry) TOTAL: 617
Reptiles	0	3 (teaching)	0
Birds	743 (research)	378 (research)	627 (research)
Fish	137 (research)	84 (teaching) 901 (research)	96 (teaching)
Frogs	0	0	272 (research)
Other	30 (research) – Crayfish	0	279 (teaching) – Crab 26 (research) – Hedgehog
TOTAL	7,790	10,803	3,944

Table 3: External parented organisation animal use statistics 2020-2022

	2020	2021	2022
Mice	5,664 (research, MIMR) 4,482 (husbandry, MIMR) TOTAL: 10,146	12,478 (research, MIMR) 4,054 (husbandry, MIMR) TOTAL: 16,532	11,467 (research, MIMR) 7,551 (husbandry, MIMR) TOTAL: 19,018
Rats	100 (research, MIMR) 8 (husbandry, MIMR)	8 (husbandry, MIMR)	30 (husbandry, MIMR)
Hamster	0	0	21 (husbandry, MIMR)
Other	0	0	0
TOTAL	10,254	16,540	19,069

Table 4: Animals born but not used for research or teaching 2020-2022

	2020	2021	2022
Mice	2,237 (VUW) 16,438 (MIMR)	3,328 (VUW) 20,540 (MIMR)	2,559 (VUW) 19,051 (MIMR)
Rats	887 (VUW) 77 (MIMR)	436 (VUW) 19 (MIMR)	361 (VUW) 61 (MIMR)

Efforts to improve openness around Animal Research and Teaching at the University.

The AEC continues to support the University’s staged rollout of the New Zealand Openness Agreement on Animal Research and Teaching signed in 2021. The AEC notes that the statement on the University’s commitment to openness around the use of animals and the revised Code of Ethical Conduct have been published on the VUW website. The committee is supportive and encourages further information, stories, and statistics around animal use to be published as part of the rollout.

Independent Review and Code of Ethical Conduct

Every five years, institutions with an approved Code of Ethical Conduct are required to undertake a statutory review carried out by an MPI accredited auditor and revise the Code of Ethical Conduct in line with the latest guidance from the Government. The findings of the external review are presented to MPI and the National Animal Ethics Advisory Committee (NAEAC) who may require changes to the new Code based on the findings of the review. The review process is extensive and looks into all aspects overseen by the AEC, including inspections of animal facilities, reviews of current and previously approved protocols, examination of monitoring programs, visits to all animal facilities, interviews with staff, and an observation of an AEC meeting.

This external review has taken place over 2022, with an intensive book audit and interviews completed by Dr Dana Briggs over the course of a week in February. Further onsite interviews and facility inspections were completed in March, along with the results of the audit. The audit found no key issues requiring immediate action, and made 52 recommendations for improvements and increases in efficiency.

A new Code of Ethical Conduct was prepared by the Senior Risk and Compliance Advisor (this role is carried out by Mr Adrian Bibby, who is also the Secretary of the VUW AEC) using a new template supplied by NAEAC, incorporating the latest good practice guide for the use of animals in research and teaching, as well as the recommendations from the 2022 review report. As part of the approval process, all Codes are screened by NAEAC and MPI. Several additional changes were requested introducing new requirements around monitoring and reporting which are now being added to all new Codes. The new Code of Ethical Conduct was approved by MPI and publicly gazetted in November 2022, coming into effect on the 17th of November and valid through to 2027.

Organisations operating under the University's Code are required to reconfirm that they are willing to continue operating under the revised terms of the Code when it is renewed. In December 2022, the Wellington Zoo Trust, Zealandia, Malaghan Institute, and Arotec Diagnostics all confirmed to VUW and MPI that they wished to continue with their parenting agreements.

General

New compliance requirements

The imposed changes from MPI to the Code of Ethical Conduct will have implications for how the AEC will operate from 2023 onwards, most notably introducing a new formal requirement to monitor all grade C applications which may require additional resourcing to achieve. The Committee notes that projects underway at the Malaghan Animal Facility tend to all have higher impact grades than what most other AECs in NZ deal with, which will result in the Committee needing to conduct monitoring visits at the same frequency as much larger AECs. The AEC also needs to greatly improve its documentation of the monitoring visits that it undertakes, which is a simple but time-consuming task. The AEC will not be able to meet the new obligation to conduct this monitoring and reporting without additional administrative resource.

Impact of new online portal on AEC operations

In June 2022, the AEC was informed that the online e-form portal, ResearchMaster would be phased out by 2023. This important change required a considerable amount of input in a short timeframe from the AEC secretary who is to be recommended highly for achieving this during a particularly busy time on account of tight deadlines imposed by the 5-yearly AEC code of ethical conduct renewal requirements. The AEC expects that the system developers will work closely together with the AEC

to ensure the replacement system meets the requirements of its users and provide sufficient support to allow a smooth transition to the new system.

New “parenting” agreements

The AEC was contacted by the Wellington company Goodnature in 2022 about a possible new parenting agreement under the Code of Ethical Conduct. Previously Goodnature has worked with the Department of Conservation for ethics approval, but DOC will only consider applications that involve funding from the Ministry, so are not able to approve Goodnature’s independent research programs. Discussions with a staff member from Goodnature indicate that they anticipate submitting 1-2 protocols per year for evaluation of lures and traps. Potential concerns for a parenting agreement include how the organisation will manage having multiple parenting agreements while ensuring that there are clear boundaries on what will be submitted to each organisation to avoid the perception of ‘committee shopping’ for approval. Goodnature will consider the feedback from the AEC and may pursue the agreement further in 2023. Taking on a new organisation may compound the recruitment and workload issues facing the AEC and will require financial agreements between the AEC stakeholder and the parent organisation.

Conference, Workshop, and Seminar Attendance

Dr Lloyd, and Mr Bibby attended the National Animal Ethics Advisory Committee (NAEAC) annual one day workshop hosted by AgResearch in Hamilton in October 2022, departing Wellington at 6:30am and returning at 9:30pm the same day due to the Research Office budget preventing overnight accommodation. There was no attendance at the ANZCCART or ANZLAA conferences in 2022.

AEC Operational Matters

The AEC has revised its Conflict-of-Interest procedures to now require members with a conflict of interest to leave a meeting while a decision is made, replacing previous procedures which prevented their input into decision making, but only optionally required the person to depart on request.

The revised Code of Ethical Conduct now allows meetings to be conducted via video conferencing, which was not possible previously due to legally binding conditions imposed under the previous Codes. It is hoped that the ability to host meetings online will make attendance easier for members of the Committee primarily working overseas or traveling from outside of Wellington.

The AEC maintains its policy of occasionally inviting guests. Dr Dana Briggs, independent accredited auditor for MPI, joined the March meeting of the AEC as an observer as part of the five-year review of the AEC and its operations. Ms Sonali Sharma, Technical Manager of the MIMR Biomedical Research Unit, joined the March and December meetings of the AEC as an observer. Professional staff working with animals are occasionally invited to attend Committee meetings to better understand the Committee’s processes and to gain insight into the ethical approval process which is helpful for their roles. Dr Kerry Hilligan, Scientist at MIMR, joined the December meeting of the AEC to outline their wider program of research and answer questions around the proposed research using animals.

In February the Small Animal Facility has updated its COVID contingency plan with the expectation that staff illness will be unavoidable and regular absences of staff for self-isolating will need to be managed. The updated plan relies on the use of volunteer staff to cover shortfalls in available staffing; however, appropriate training of casual staff remains problematic with existing staff being heavily committed to complete housekeeping tasks in the facility to provide adequate training or upskill themselves. With the discontinuation of weekly COVID screening and resumption of meetings in person, the University is accepting and tolerating the risk that a future illness may affect all animal technicians at the same time.

In 2022 the AEC has encouraged proactive submission of adverse incident reports at the time of each event rather than as part of a protocols final report. The change in reporting provides assurance that when incidents are detected and investigated, that the lessons learned are appropriately communicated in a timely way to other facilities and researchers to avoid repeat incidents. From November 2022 adverse incident reporting at the time of the incident has become mandatory under the new Code of Ethical Conduct.

From the end of 2022, final reports and animal numbers for projects approved by the AEC must now be supplied within three months of the formal closing date for the work. Previously reports have been required within a 'reasonable timeframe'

The migration of AEC records to SharePoint for AEC file sharing of past and present Committee files has continued to be problematic with external members of the AEC constantly having issues accessing the site. The two external members that joined the Committee in October did not have access to the site until December, three months later due to the significantly long times it takes to get new Committee members usernames and passwords.

Complaints

No complaints were received by the AEC in 2022.

Monitoring

Dr Schumacher and Mr Bibby, over the course of 2022, conducted regular inspections and monitoring of animal facilities and newly introduced research procedures, as deemed appropriate. As noted as a recommendation in the 2022 external audit report, documentation of monitoring visits needs to be improved to provide a document trail for verification purposes.

Assoc. Prof Peter Pfeffer
Chair, AEC
School of Biology

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

APPENDIX A: AEC Committee Membership 2021-2022

The membership of the Animal Ethics Committee for 2022 was as follows:

Victoria staff members

- Prof Bart Ellenbroek (Chair)¹
- A/Prof Peter Pfeffer (Deputy Chair)
- Mr Adrian Bibby (Secretary)
- Dr Joyce Colussi-Mass (Laboratory Coordinator, VUW Animal Facility)
- Dr Rachael Shaw (Science Advisor [from December 2021])

Malaghan staff members

- Prof Mike Berridge (Science Advisor)

Outside members

- Dr Natalie Lloyd (AEC Veterinarian)
- Dr Angela Schumacher (IDAO Veterinarian [until December 2022])
- Mr Danny Auger (Animal Welfare Group Representative [until May 2022])
- Ms Mary Schumacher (Layperson [until April 2022])
- Ms Jenny Brash (Layperson [from October 2022])
- Ms Marie McAninch (Animal Welfare Group Representative [from October 2022])

Student representative

- Ms Sarah Szelecki (PGSA Representative [until December 2022])

AEC Subcommittees:

1. The *Interim Approval Subcommittee* of the AEC consisted of Dr Pfeffer, Mr Bibby, Mr Auger, and Dr Lloyd, with Prof Berridge as a backup if one of the other members was unavailable. This subcommittee makes decisions on whether or not to give interim approval for new AEC application or modifications to existing applications prior to one of the quarterly meetings of the AEC. From November 2022 two external members are required on the subcommittee which will be Ms Brash and Ms McAninch replacing Dr Lloyd.
2. The *Standard Operating Procedures Subcommittee* consisted of Mr Bibby, Dr Pfeffer, and Dr Colussi-Mas. This committee's role is to evaluate new standard operating procedures (SOPs) before entering them into the on-line application system in ResearchMaster. Membership of the subcommittee will be reviewed in 2023.

¹ The Chair and deputy Chair roles are expected to rotate at the beginning of 2023

APPENDIX B: Survey of Animals Manipulated – 2006 to 2022

	MOUSE	RAT	PIGEONS AND OTHER BIRDS	POSSUM	REPTILE	AMPHIBIAN	FISH	OTHER
2022	100t 1,927r 19,018M	139t 478r 30M	627r			272r	96t	272t (crab) 26r (hedgehog) 21M (hamster)
2021	8089r 16,532M	126t ^A 1633r 8M	378r		3t 2950r		84t 901r	
2020	99t 4,104r 10,146M	149t 1,574r 185M	743r				137r	30r (crayfish)
2019	4t 842r 29,970M	35t 1,791r 8M	451r 6z			305r		13r (meerkat) 5r (hedgehog) 5z (otter)
2018	39t 3,104r 12,709M 40a	30t 2,852r 8M	142r	16r	4t 3108r 3z		4,118r	
2017	284r 14,934M	34t 332r	431r	1r			434r	344r (cat) 8r (stoat) 1r (dog)
2016	609r 4,275M	29t 2,154r	168r	16r		205r	2r	20r (deer)
2015	1,745r 14,151M	29t 877r	124r		4t 2,991r 157z		1,977r	
2014	180r 16,590M	30t 1,632r 115M	38r			101r		

APPENDIX B

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

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

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

Specifically, 433, 602, 598, 837, 839, 1112, 1359, 1390, 1404, 1397, 1249, 354, 1091, 765, 475, from 2006 - 2020, respectively, were used for tissue at VUW or sold to schools for dissection. Specifically, 716 and 384 rats were sold to schools from 2021 – 2022, respectively.

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

Additionally, 1116, 2329 and 725 mice were donated to the zoos or wildlife sanctuaries in 2020 – 2022, respectively.

APPENDIX B

Agenda Item 11

Foundation Annual Accounts to 31 December 2022

To receive: a Council paper from the Deputy Vice-Chancellor, Engagement, Mr Blair McRae, dated 17 April 2023 providing the Foundation Annual Accounts to 31 December 2022 (document VUWC 23/51).

To resolve: **that the Foundation Annual Accounts to 31 December 2022 be noted.**



COUNCIL PAPER

TO	Members of Council
FROM	Blair McRae, Deputy Vice-Chancellor (Engagement)
AUTHOR	Sue O'Donnell, Executive Director, Development, Alumni Relations and Foundation
DATE	17 April 2023
SUBJECT	VUW Foundation Annual Audited Report 2022
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 23/51

Executive Summary

The Victoria University of Wellington Foundation's annual audited report has been completed for 2022 with a clean opinion on the financial statements being issued in accordance with accounting standards. There were no recommendations noted for Management.

The report has been approved and signed by the Chair of the VUW Foundation and the Chair of the VUW Foundation Finance Risk and Investment Committee (FRIC).

Recommendation

That the Foundation Annual Report be noted.

Attached:

Victoria University of Wellington Foundation: Financial statements for the year ended 31 December 2022 and the EY independent auditor's report.

**Victoria University of Wellington
Foundation Trust
Financial statements
For the year ended 31 December 2022**

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Trust directory

Trustees

Dame Kerry Prendergast (Chairperson)
Bernadette Courtney
Souella Cumming
Christopher Finlayson
Steven Fyfe
Raphael Hilbron
Alan Judge
Tricia Walbridge
Sir Maarten Wevers
John Allen (appointed 1 January 2022)
Gregor Coster (appointed 1 February 2022)
Ralph Zambrano (appointed 16 February 2022)
Jennifer Windsor (appointed 07 March 2022)
Michael Turnbull (resigned 15 February 2022)
Professor Grant Guilford (resigned 03 March 2022)
Craig Stevens (resigned 30 June 2022)

Registered office

Kelburn Parade, Wellington

Auditors

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

Bankers

ANZ Bank New Zealand Ltd

Solicitors

Chapman Tripp
Greenwood Roche

Other Party to Deed of Trust

Victoria University of Wellington (VUW)

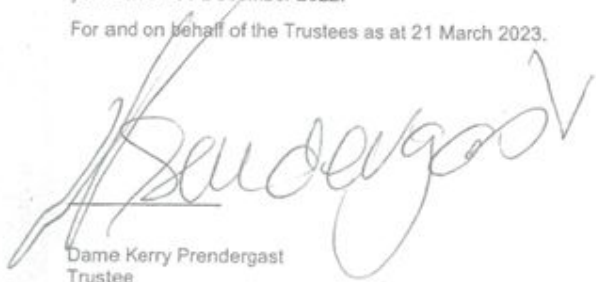
Statement of responsibility

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

We have the responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting.

In our opinion, these financial statements fairly reflect the financial position and operations of the Foundation for the year ended 31 December 2022.

For and on behalf of the Trustees as at 21 March 2023.



Dame Kerry Prendergast
Trustee



Steven Fyfe
Trustee

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

Statement of comprehensive revenue and expense

For the year ended 31 December 2022

	Note	2022 \$	2021 \$
Revenue			
Donations – Endowed		1,798,626	4,131,149
Donations – Non-endowed		3,452,298	4,226,440
Interest - Current account		3,793	773
Fair value (loss)/gain on investments		<u>(7,593,645)</u>	<u>6,851,738</u>
Total revenue		(2,338,928)	15,210,100
Expenses			
Grants awarded		6,200,791	4,950,312
Investment management fees		414,699	411,225
Bank charges		<u>1,290</u>	<u>1,080</u>
Total expenses		<u>6,616,780</u>	<u>5,362,617</u>
Net (deficit)/surplus		<u>(8,955,708)</u>	<u>9,847,483</u>
Total comprehensive revenue/(expense)		<u>(8,955,708)</u>	<u>9,847,483</u>

The accompanying notes form part of these financial statements.

Victoria University of Wellington Foundation Trust
Statement of financial position

Statement of financial position

As at 31 December 2022

	Note	2022 \$	2021 \$
Current assets			
Cash & cash equivalents	3	22,829,525	28,470,009
Investments	4	60,101,273	61,761,079
Derivative financial instruments	2	<u>716,541</u>	-
Total current assets		<u>83,647,339</u>	<u>90,231,088</u>
Non-current assets			
Investment - Peter McIntyre painting		<u>9,500</u>	<u>9,500</u>
Total non-current assets		<u>9,500</u>	<u>9,500</u>
Total assets		<u>83,656,839</u>	<u>90,240,588</u>
Current liabilities			
Accounts payable & accruals	5	1,294,480	383,008
Derivative financial instruments	2	-	293,034
National Music Centre fundraising	8	<u>7,746,459</u>	<u>5,992,938</u>
Total current liabilities		<u>9,040,939</u>	<u>6,668,980</u>
Total liabilities		<u>9,040,939</u>	<u>6,668,980</u>
Net assets		<u>74,615,900</u>	<u>83,571,608</u>
Equity			
Accumulated funds		<u>74,615,900</u>	<u>83,571,608</u>
Total equity	6	<u>74,615,900</u>	<u>83,571,608</u>

The accompanying notes form part of these financial statements.

Victoria University of Wellington Foundation Trust
Statement of changes in equity

Statement of changes in equity

For the year ended 31 December 2022

	Note	2022 \$	2021 \$
Balance at 1 January		83,571,608	73,724,125
Total comprehensive revenue & expense for the year		<u>(8,955,708)</u>	<u>9,847,483</u>
Balance at 31 December	6	<u>74,615,900</u>	<u>83,571,608</u>

The accompanying notes form part of these financial statements.

-6-

Statement of cash flows

For the year ended 31 December 2022

	Note	2022 \$	2021 \$
Cash flows from operating activities			
Receipts from donations, investment earnings & other		5,257,031	14,470,958
Interest received		3,793	773
National Music Centre fundraising receipts		1,753,521	1,164,665
Payment of grants & other suppliers		(5,711,343)	(7,847,423)
GST (net)		6,035	(3,660)
Net cash flow from operating activities		<u>1,309,037</u>	<u>7,785,313</u>
Cash flows from investing activities			
Contribution to investments		(6,949,521)	(11,940,638)
Net cash flow from investing activities		<u>(6,949,521)</u>	<u>(11,940,638)</u>
Net (decrease) in cash & cash equivalents		(5,640,484)	(4,155,325)
Cash & cash equivalents at beginning of the year		28,470,009	32,625,334
Cash, cash equivalents, and bank overdrafts at the end of the year	3	<u>22,829,525</u>	<u>28,470,009</u>

The accompanying notes form part of these financial statements.

Notes to the financial statements

For the year ended 31 December 2022

1 Statement of accounting policies for the year ended 31 December 2022

REPORTING ENTITY

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

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

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

The financial statements of the Foundation for the year ended 31 December 2022 were authorised for issue in accordance with the resolution of the Trustees on 21 March 2023.

BASIS OF PREPARATION

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

Statement of compliance

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

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

Measurement base

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

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

Changes in accounting policies and disclosures

Other than the adoption of new PBE Standards and amendments to PBE standards as discussed below, there have been no changes in the accounting policies of the Foundation for the year ended 31 December 2022. All accounting policies and disclosures are consistent with those applied by the Foundation in the previous financial year.

CHANGES IN ACCOUNTING POLICY

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

The Foundation applied for the first time certain standards and amendments which were effective for the year ending 31 December 2022.

PBE IPSAS 1 Going Concern Disclosures

Changes to PBE IPSAS 1 in relation to Going Concern disclosures came into effect on 1 January 2022. The Foundation has assessed these changes and there are no impacts on the financial statements as the Foundation remains a Going Concern.

1 Statement of accounting policies for the year ended 31 December 2022 (continued)

PBE IPSAS 41 Financial Instruments

PBE IPSAS 41 Financial Instruments replaces parts of IPSAS 29 Financial Instruments: Recognition and Measurement, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Foundation has applied PBE IPSAS 41 prospectively, with an initial application date of 1 January 2022.

As a result of adopting PBE IPSAS 41 as at 1 January 2022 there were no changes to the value of assets or liabilities, rather a change in the measurement category of the assets.

The nature of these presentation changes are described below:

(i) Classification and Measurement of financial assets and liabilities

Under PBE IPSAS 41, financial assets are subsequently measured at fair value through surplus or deficit (FVTSD), amortised cost or fair value through other comprehensive revenue and expense (FVOCRE). Financial liabilities are subsequently measured at fair value through surplus or deficit (FVTSD) or amortised cost. Financial instruments measured at amortised cost replaces the previous measurement category: loans and receivables, the change in category is outlined in the below table. The classification is based on two criteria: (1) the Foundation's business model for managing the assets; and (2) whether the instruments' contractual cash flows represent 'solely payments of principal and interest' on the principal amount outstanding.

The assessment of the Foundation's business model was made as at date of initial application namely 1 January 2022. The assessment of whether contractual cash flows on debt instruments are solely comprised of principal and interest was made based on the facts and circumstances as at the initial recognition of the assets.

Receivables from exchange and non-exchange transactions, term deposits and loans to related parties were classified as Loans and Receivables as at 31 December 2021 and are held to collect contractual cash flows and give rise to cash flows representing solely payments of principal and interest. These are classified and measured as Debt instruments at amortised cost beginning on 1 January 2022.

	Measurement Category		Entity	
	PBE IPSAS 29	PBE IPSAS 41	PBE IPSAS 29 \$	PBE IPSAS 41 \$
Financial Assets				
	Loans & receivables	Amortised Cost	28,470,009	28,470,009
Cash & cash equivalents	FVTSD	FVTSD	61,761,079	61,761,079
Investments	FVTSD	FVTSD	(293,034)	(293,034)
Derivative financial instruments				
Financial Liabilities				
Accounts payable	Amortised Cost	Amortised Cost	299,403	299,403
National Music Centre fundraising	Amortised Cost	Amortised Cost	5,992,938	5,992,938

(ii) Impairment

The adoption of PBE IPSAS 41 has changed the Foundation's accounting for impairment losses for financial assets by replacing PBE IPSAS 29's incurred loss approach with a forward-looking expected credit loss (ECL) approach. PBE IPSAS 41 requires the Foundation to recognise an allowance for ECL's for all debt instruments not held at fair value through surplus and deficit.

Upon the adoption of IPSAS 41 on 1 January 2022, the Foundation did not recognise any additional impairment.

1 Statement of accounting policies for the year ended 31 December 2022 (continued)

GLOBAL CONTEXT

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

SIGNIFICANT ACCOUNTING POLICIES

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

1.1 Revenue

Revenue is measured at fair value.

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

Donations, bequest, and pledges

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

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

Interest and dividends

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

Investment revenue

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

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

1.2 Expenses

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

Grants

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

1.3 Financial assets

Financial assets are classified, at initial recognition, and subsequently measured at amortised cost, and FVTSD.

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

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

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

1 Statement of accounting policies for the year ended 31 December 2022 (continued)

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

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

This category includes derivative instruments and managed funds which the Foundation had not irrevocably elected to classify at FVOCRE.

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

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

(ii) Debt instruments at amortised cost

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

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

The Foundation's cash and cash equivalents are categorised as debt instruments at amortised cost.

Derecognition

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

- The rights to receive cash flows from the asset have expired or
- The Foundation has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either (a) the Foundation has transferred substantially all the risks and rewards of the asset, or (b) the Foundation has neither transferred not retained substantially all the risks and rewards of the asset, but has transferred control of the asset

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

Derivative financial instruments

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

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

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

1.4 Impairment of financial assets

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

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

1 Statement of accounting policies for the year ended 31 December 2022 (continued)

Financial assets at fair value through surplus or deficit include investments in managed funds. Fair values of these equity shares are determined by reference to published price quotations in an active market or prices made available by the investment manager.

1.5 Financial Liabilities

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

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

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

Subsequent measurement

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

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

1.6 Other investments

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

1.7 Goods and services tax

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

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

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

1.8 Income tax

The Foundation is exempt from income tax.

2 Financial instruments

	2022 \$	2021 \$
FINANCIAL ASSETS		
Debt instruments at amortised cost		
Cash & cash equivalents	22,829,525	28,470,009
Financial assets at fair value through surplus or deficit		
Investments	60,101,273	61,761,079
Derivative financial instruments	716,541	(293,034)
FINANCIAL LIABILITIES		
Financial liabilities at amortised cost		
Accounts payable	1,190,480	229,403
National Music Centre fundraising	7,746,459	5,992,938

3 Cash and cash equivalents

	2022 \$	2021 \$
Cash at bank - ANZ operating	153,440	232,330
Cash at bank - ANZ wholesale fund	<u>22,676,085</u>	<u>28,237,679</u>
Total	<u>22,829,525</u>	<u>28,470,009</u>

4 Investments

	Actual 2022 \$	Entity Actual 2021 \$
New Zealand and Australian equity funds	5,874,086	5,740,612
New Zealand fixed interest funds	11,145,508	11,166,966
International equity funds	28,272,437	29,378,015
International fixed interest funds	8,596,637	8,837,360
International infrastructure funds	3,112,332	3,312,436
International property funds	<u>3,100,273</u>	<u>3,325,690</u>
Total	<u>60,101,273</u>	<u>61,761,079</u>

5 Accounts payable and accruals

	2022	2021
	\$	\$
Accounts payable	1,190,480	229,403
Accruals	<u>104,000</u>	<u>153,605</u>
Total	<u>1,294,480</u>	<u>383,008</u>

6 Equity

Endowed capital	62,301,833	70,044,733
Non-endowed	<u>12,314,067</u>	<u>13,526,875</u>
Balance 31 December	<u>74,615,900</u>	<u>83,571,608</u>

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

7 Related party transactions

Donations from Trustees and management were \$77,814 for the year (2021: \$27,825).

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

8 National Music Centre fundraising

During the 2018 financial year, VUW entered into an arrangement with the New Zealand Symphony Orchestra ('NZSO') to raise funds for the National Music Centre. The Foundation is acting as an agent for the administration of the funds and has recognised receipts held on behalf of VUW and NZSO as at 31 December 2022 of \$7,746,459 (2021: \$5,992,938).

9 Contingencies

There are no contingent liabilities or assets at balance date (2021: nil).

10 Capital management policy

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

11 Events after balance date

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



INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF VICTORIA UNIVERSITY OF WELLINGTON FOUNDATION TRUST'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

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

Opinion

We have audited the financial statements of the Trust on pages 4 to 14, that comprise the statement of financial position as at 31 December 2022, the statement of comprehensive revenue and expense, statement of changes in equity and statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion, the financial statements of the Trust:

- present fairly, in all material respects:
 - its financial position as at 31 December 2022; and
 - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Reporting Standards Reduced Disclosure Regime.

Our audit was completed on 31 March 2023. This is the date at which our opinion is expressed.

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

Basis for our opinion

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

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

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

Responsibilities of the Trustees for the financial statements

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

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



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

Responsibilities of the auditor for the audit of the financial statements

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

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

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

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

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

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



Our responsibilities arise from the Public Audit Act 2001.

Other information

The Trustees are responsible for the other information. The other information comprises the information included on pages 2 to 3, but does not include the financial statements, and our auditor's report thereon.

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

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

Independence

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

Other than the audit, we have no relationship with or interests in the Trust. Partners and employees of our firm may deal with the Trust on normal terms within the ordinary course of trading activities of the business of the Trust.

A handwritten signature in black ink, appearing to read 'David Borrie', is written over a light grey horizontal line.

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

Agenda Item 12

Committee minutes and Academic Board report

To receive: Reports from Committee Chairs and Academic Board Chair:

- Te Aka Matua Committee, 3 April 2023
- Academic Board, 18 April 2023 (document ARC 23/52)
- Audit & Risk Committee, 1 May 2023
- Finance Committee, 1 May 2023

To resolve: **that the reports from Committee Chairs and the report of the Academic Board Chair be noted.**



Te Kōmiti o te Aka Matua
Māori Advisory Committee (a committee of Council)

Meeting held on Monday 3 April 2023, 3.00pm-4.30pm on Teams

Present: Cath Nesus (Chair)
John Allen (Chancellor)
Harris Devon (Ngāi Taurira committee member)
Meegan Hall (Committee member)
Rawina Higgins (Committee member)
Teina Ngaia (Ngāi Taurira committee member)
Tā Matiu Rei (External member)
Matthew Reweti (External member)
Nic Smith (Vice-Chancellor)
Maryan Street (Pro Vice-Chancellor)

Apologies: Kelly Mitchell (Council member)

In attendance: Kaea Hudson (pending committee member)
Linda Bowden (minutes)

Public Minutes:

Karakia

Noted: that the Chair led the Karakia to open the hui.

23.01 Welcome

Noted: the Chair welcomed Kaea Hudson to the meeting. Although Kaea's nomination is still to be approved by Council, her appointment will mean that there is now full membership of Te Aka Matua and four student representatives.

23.02 Disclosures of Interests

Received: the Disclosure of Interests listing.

Noted: that the new members of the committee have not been asked to provide a statement of their interests but this will be provided in time for the next meeting.

23.03 Minutes of the meeting held on 7 November 2022

Confirmed: the public minutes of the meeting held on 7 November 2022.

**Street/Ngaia
Carried**

23.04 Resolution Concerning the Exclusion of the Public

Resolved: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 6-12.

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.	
Minutes of the meeting held on 7 November 2022	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
Mātaaitanga (deep dives) priorities	s9(2)(a), s9(2)(b)(ii), s9(2)(ba)(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), and s9(2)(g)(i)	LGOIMA S48(1)(a)(ii)
Te Tiriti o Waitangi at Te Herenga Waka - self review: update on progress	s9(2)(ba)(i) and s 9(2)(g)(i)	LGOIMA S48(1)(a)(ii)
Quarterly review of business performance	9(2)(b)(ii) and s 9(2)(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), and s9(2)(g)(i)	LGOIMA S48(1)(a)(ii)
Committee Membership	s9(2)(a)	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.

Higgins/Reweti
Carried



COUNCIL PAPER

TO	Members of Council
FROM	Wendy Larner, Provost
AUTHOR	Snita Ahir-Knight, Senior Academic Quality Adviser
DATE	28 April 2023
SUBJECT	Report of the Academic Board meeting held 18 April 2023
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 23/52

Executive summary

This memorandum is to advise the Council on the substantive items discussed at the 18 April 2023 Academic Board meeting (the minutes have been provided separately).

Oral Report from the Vice-Chancellor

The Vice-Chancellor updated the Academic Board on the proposed senior leadership realignment submissions, which are mostly very positive and supportive, and the financial deficit for 2023. He stated that work has started on a growth strategy and prioritising savings in non-staff spends across the university. Also, he said that one of his priorities is the maintenance and development of the core strengths of the institution.

Strategic Discussion Topic

The first strategic discussion topic at Academic Board was on 'what we want to be as an institution - our uniqueness or differentiation'.

CUAP Round One Proposals 2023

Academic Board approved the creation of PG qualifications in physical activity and wellbeing, a Bachelor of Psychology, a PG Cert Professional Studies, and a programme amendment to the Master of Development Studies to be submitted to CUAP.

The Bachelor of Psychology and the PG qualifications in physical activity and wellbeing are both subject to business cases being approved by 1 May 2023.

Academic Programme Review

Academic Board agreed that the report and implementation plan for the academic programme review of Te Kawa a Māui be accepted.

Academic Board Sub-Delegation

The item to sub-delegate the approval of courses to the Academic Programmes Committee was deferred to the next Academic Board meeting. The reason is to allow members to have wider conversations and consider the sub-delegation further.

Other matters

Wendy Larner was thanked for her academic leadership.

The CAD Annual Report 2022 was brought forward for an amendment, which was received subject to the amendment.

The following items, not having been brought forward —

1. The 14 March minutes were confirmed.
2. The Report of the Academic Committee was approved and noted.
3. The University Research Committee Annual Report 2022 was noted.
4. The Library Developments Annual Report was received.

Attendance

65 members attended the 18 April 2023 meeting, and 20 non-members were in attendance. Membership is 243 at present.



AUDIT AND RISK COMMITTEE
(a Committee of Council)

Minutes of the meeting of the Audit and Risk Committee held
from 10.00 am to 12.35 pm on Monday, 1 May 2023
in the Council Chamber, Level 2, Hunter Building and via Zoom

PRESENT: Hon Maryan Street, Chair and Pro-Chancellor
Mr John Allen, Chancellor
Professor Brigitte Bönisch-Brednich, Council Member
Mr Jaistone Finau, Council Member *via Zoom until 12.15 pm*
Ms Pania Gray, Council Member

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

APOLOGIES: Nil

IN ATTENDANCE STAFF: Ms Rainsforth Dix, Director, Student and Campus Living
Ms Susan Hockley, Group Financial Controller
Ms Leanne Gibson, Chief Information Officer
Mr Simon Johnson, Acting Chief Operating Officer
Professor Wendy Larner, Provost
Ms Kirsty McClure, Director, Student Experience and Wellbeing
Mr Les Montgomery, Chief Financial Officer
Mr Phil O'Connell, Director, Safety Risk Assurance
Mr Kevin Rowlatt, Associate Director, Mauri Ora, Student Health and Counselling
Mr David Stevenson, Director Property Services
Ms Caroline Ward, Secretary to Council

AUDITORS: Mr David Borrie, EY
Mr James Rees-Thomas, PwC

23.18 WELCOME and APOLOGIES

- Noted:**
- 1 that Ms Pania Gray led the Karakia.
 - 2 that the Chair welcomed everyone to the meeting.

23.19 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.

23.20 MINUTES OF THE MEETING HELD ON 13 MARCH 2023

Noted: that there were no matters arising from the public session of the meeting held on 13 March 2023.

Confirmed: the Minutes of the meeting held on 13 March 2023 (Minutes 23.01-23.04).

Allen/Gray
Carried

23.21 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 16.

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 on 13 March 2023	s9(2)(b)(ii) and s9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Mauri Ora Student Health and Counselling update	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
7. Pastoral Care Code standing report	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
8. Student Accommodation update	s9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
9. EY Management Letter – 2022	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)

10. ITS Security and Cyber Risk - standing report	s 9(2)(b)(ii), s 9(2)(i) and s 9(2)(k)	LGOIMA s48(1)(a)(ii)
11. Health, Safety & Wellbeing 2022 Annual report	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
12. 2023 Health, Safety & Wellbeing plan	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
13. Health and Safety Wellbeing – standing report	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
14. Risk and Internal Audit report	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
15. Quarter 1 2023 Seismic Dashboard report Updated Seismic Risk Management Framework	s9(2)(b)(ii) and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
16. Auditor/ Committee time	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)

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

- 2 that such members of the senior leadership as the Committee Chair and the Acting 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/Allen
Carried



FINANCE COMMITTEE
(A committee of Council)

Minutes of the Finance Committee meeting
held on Monday, 1 May 2023 from 1.30 pm to 3.00 pm
in the Council Chamber, Level 2, Hunter Building and
via Zoom Videoconference

MINUTES

PRESENT: Mr Alan Judge, Chair
Mr John Allen, Chancellor
Professor Richard Arnold, Council Member
Mr David McLean, Council Member *via Zoom*
Ms Kelly Mitchell, Council Member
Professor Nic Smith, Vice-Chancellor
Hon Maryan Street, Pro-Chancellor
Mr James Te Puni, Council Member

**IN ATTENDANCE
COUNCIL MEMBER:** Professor Brigitte Bönisch-Brednich

APOLOGIES: Nil

IN ATTENDANCE: Professor Rawinia Higgins, Deputy Vice-Chancellor, Māori
Mr Clinton Jenkins, A/Dir, Planning and Performance Management
Mr Simon Johnson, Acting Chief Operating Officer
Mr Les Montgomery, Chief Financial Officer
Ms Marianna Nicolaou, Associate Director, Financial Operations
Mr Lincoln North, Project Manager *via Zoom*
Ms Rhonda Thomson, Pou Hapai - Senior Adviser
Ms Caroline Ward, Secretary to Council

23.13 WELCOME AND APOLOGIES

Noted: that the Chair welcomed everyone to the meeting and acknowledged Professor Brigitte Bönisch-Brednich, an in-attendance Council member.

23.14 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.

23.15 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 13 MARCH 2023

Resolved: that the public Minutes of the Finance Committee meeting held on 13 March 2023 be confirmed (Minutes 23.01-23.04).

**Allen/Mitchell
Carried**

23.16 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
5. Minutes of the previous meeting held 13 March 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
6. Chief Financial Officer’s Report	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
7. Q1 Financial forecast	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
8. Living Pā – status update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
9. Weir House – status update	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)
10. Finance Committee Workplan	s9(2)(b)(ii) and s9(2)(i)	LGOIMA, s48(1)(a)(ii)

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

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

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

**Arnold/Smith
Carried**

Agenda Item 13

Forthcoming Events and next Council meeting

To receive: a Council Paper from the Secretary to Council, Ms Caroline Ward, dated 29 April 2023 regarding Forthcoming Events (document VUWC 23/53).

To note: that the next meeting of Council will take place on Monday, 26 June 2023 at 9.00 am in the Council Chamber, Level 2, Hunter Building, Kelburn Campus, Wellington.

To resolve: **that the Council Paper on Forthcoming Events and the date and details for the next Council meeting on Monday, 26 June 2023 be noted.**



COUNCIL PAPER

FROM	Caroline Ward, Secretary to Council
AUTHOR	Engagement and Alumni Team
DATE	29 April 2023
SUBJECT	Forthcoming Events for May and June 2023
REF TO STRAT PLAN	All
DOCUMENT #	VUWC 23/53

Executive Summary

Council members are welcome to attend the following events.

May 2023

Council Members have been invited to all graduation events and the Kippenberger lecture.

GRADUATION			
Pasifika Celebration	Monday 15 May, evening	The Hub	
Graduation Parade 1	Tuesday 16 May, departs 12 noon	From Law School	
Graduation Ceremony 1	Tuesday 16 May 2pm	Michael Fowler Centre	Ceremony for the Wellington School of Business and Government
Graduation Ceremony 2	Tuesday 16 May 6.30pm	Michael Fowler Centre	Ceremony for the Wellington School of Business and Government and Faculty of Law
Graduation Ceremony 3	Wednesday 17 May 2pm	Michael Fowler Centre	Ceremony for the Wellington Faculty of Architecture and Design Innovation and Wellington Faculty of Health
Graduation Ceremony 4	Wednesday 17 May 6.30pm	Michael Fowler Centre	Ceremony for the Wellington Faculty of Engineering and Wellington Faculty of Science

Graduation Parade 2	Thursday 18 May, departs 12 noon	From Law School	
Graduation Ceremony 5	Thursday 18 May 2pm	Michael Fowler Centre	Ceremony for the Wellington Faculty of Humanities and Social Sciences
Graduation Ceremony 6	Thursday 18 May 6.30pm	Michael Fowler Centre	Ceremony for the Wellington Faculty of Education and Wellington Faculty of Humanities and Social Sciences
Graduation Ceremony 7	Friday 19 May 9.30am	The Hub, Kelburn Campus	Te Hui Whakapūmau

The Kippenberger Lecture	Wednesday 24 May	Hunter Council Chamber	<p>Identity, Race, and US-China Conflict</p> <p>Alastair Iain Johnston is the Gov. James Albert Noe and Linda Noe Laine Professor of China in World Affairs in the Government Department at Harvard University and the 2023 Sir Howard Kippenberger Visiting Chair in Strategic Studies at Victoria University of Wellington.</p> <p>You can register here - https://vuw.eventsair.com/kippenberger-lecture-2023/register</p>
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June 2023

Professor Nicholas Golledge Inaugural Lecture	Thursday 1 June, 6pm	Hunter Council Chamber	<p>Earth, life, and climate: in search of nature's 'invisible hand'</p> <p>In this lecture Professor Golledge will discuss how processes of self-organisation enable complexity, and the characteristic patterns of behaviour that many natural systems share - from plate tectonics to ecological biodiversity, the global climate to the beating of our hearts.</p> <p>You can register here – https://vuw.eventsair.com/inaugural-lecture-by-professor-nicholas-golledge/register</p>
Ronald Syme Memorial Lecture	Thursday 8 June, 6pm	Hunter Council Chamber	<p>Greg Woolf is the Ronald J. Mellor Distinguished Professor of Ancient History in the Departments of History and Classics at the University of California, Los Angeles.</p> <p>His lecture is entitled – Rome Unbound! How the Republican elite won the world and lost control of their culture.</p> <p>You can register here – https://vuw.eventsair.com/sir-ronald-syme-memorial-lecture/register</p>
Professor Maria Bargh Inaugural Lecture	Thursday 15 June, 6pm	Hunter Council Chamber	Invites have yet to be sent.
Wellington Alumni Event	Wednesday 21 June	Rutherford House, Pipitea Campus	Invites have yet to be sent.
Professor Paul Teesdale-Spittle Inaugural Lecture	Thursday 29 June, 6pm	TBC	Invites have yet to be sent.

Agenda Item 14

Speakers:

Dame Karen Poutasi, Chair, Wellington UniProfessional

Mr John Milford, Chief Executive, Wellington UniProfessional

To welcome:

Dame Karen Poutasi and Mr John Milford of Wellington UniProfessional.

Agenda Item 15

Resolution to exclude the public

To receive: a recommendation that certain items be taken with the public excluded (document VUWC 23/54).

To resolve: 1 that the public be excluded from the following parts of the proceedings of this meeting, namely agenda items 16-26.

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.	
16. Minutes of previous meeting held on 27 March 2023	s9(2)(a), s 9(2)(b)(ii), and s 9(2)(i)	LGOIMA s48(1)(a)(ii)
17. Safety, Health & Wellbeing	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(i)	LGOIMA s48(1)(a)(ii)
18. Chancellor's report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(i)	LGOIMA s48(1)(a)(ii)
19. Vice-Chancellor's report	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(i)	LGOIMA, s48(1)(a)(ii)
20. Financial report to 31 March 2023 and Q1 2023 forecast	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
21 Strategy item – financial sustainability	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
22. Rescindment of PhD	s 9(2)(a)	LGOIMA, s48(1)(a)(ii)
23. Seismic Risk management framework	s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
24. Committee reports and Academic Board minutes	s 9(2)(a), s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
25. Quarterly reports: Digital roadmap Foundation	s 9(2)(a), s 9(2)(b)(ii) and s 9(2)(i)	LGOIMA, s48(1)(a)(ii)
26. Council only time	s9(2)(a), s9(2)(b)(ii), s9(2)(i), s9(2)(ba)(i), and s9(2)(g)(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.

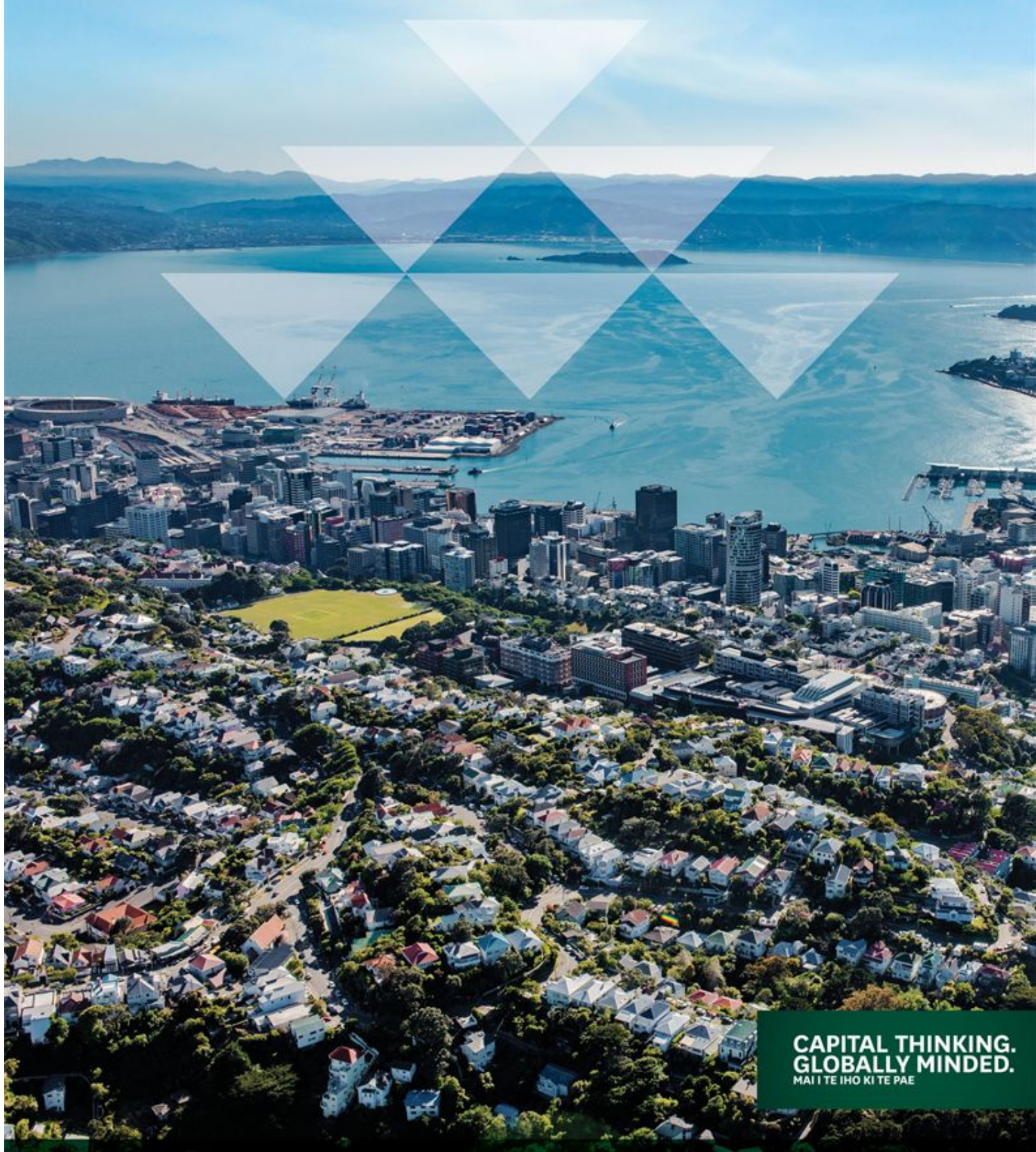
- 2 that such members of the senior leadership as the Chancellor and the Vice-Chancellor request be permitted to remain at this meeting, after the public has been excluded, with the exception of agenda item 26, because of their knowledge of the relevant matters identified above which will be of assistance in relation to those matters.**

Te Herenga Waka
Victoria University of Wellington

Council Manual



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA



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

EXECUTIVE SUMMARY

Te Herenga Waka Victoria University of Wellington

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

Strategic Plan

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

Ambitious research for transformative impact

Education preparing students for an extraordinary life

Engagement that depends relevance, impact and reputation

Equitable outcomes for all

Belonging to the Asia-Pacific region

Transforming the way we work.

Role of Council

The role of Council is to be the governing body of the University. The functions, powers and duties of Council are set out in the Education and Training Act 2020 and can be summarised as follows:

Functions of Council (section 280)

1. Appointing a Vice-Chancellor (and monitoring and evaluating his or her performance);
2. Preparing and submitting a proposed investment plan;
3. Ensuring the University is managed in accordance with, and determining policies to implement, the investment plan;
4. Determining policies in relation to the management of the University's affairs; and
5. Undertaking planning relating to the University's long-term strategic direction.

Powers of Council (section 283)

Council has all powers reasonably necessary to enable it to perform its functions efficiently and effectively. Many of these powers are delegated to the Vice-Chancellor as Chief Executive.

Duties of Council (section 281)

1. Strive to ensure that the University attains the highest standards of excellence in education, training and research;
2. Acknowledge the principles of the Treaty of Waitangi;
3. Encourage the greatest possible participation by the communities served by the University so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the University's students;
4. Ensure that the University does not discriminate unfairly against any person;
5. Ensure that the University operates in a financially responsible manner that ensures the efficient use of resources and maintains the University's long-term viability; and
6. Ensure that proper standards of integrity, conduct and concern for the public interest and the wellbeing of students attending the University are maintained.

Management of the University

The Vice-Chancellor is responsible and accountable for the management of the University.

Council composition and mix

The composition of Council is determined by the Education and Training Act 2020, Council's Constitution and the Council Membership Statute.

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

Updated on 16 March 2023

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

Chancellor and Pro-Chancellor

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

Secretary to Council

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

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

Vice-Chancellor

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

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

Council procedures

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

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

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

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

Council committees

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

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

Council and member evaluations

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

Induction of new members

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

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

Members' remuneration

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

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1 INTRODUCTION TO THIS MANUAL

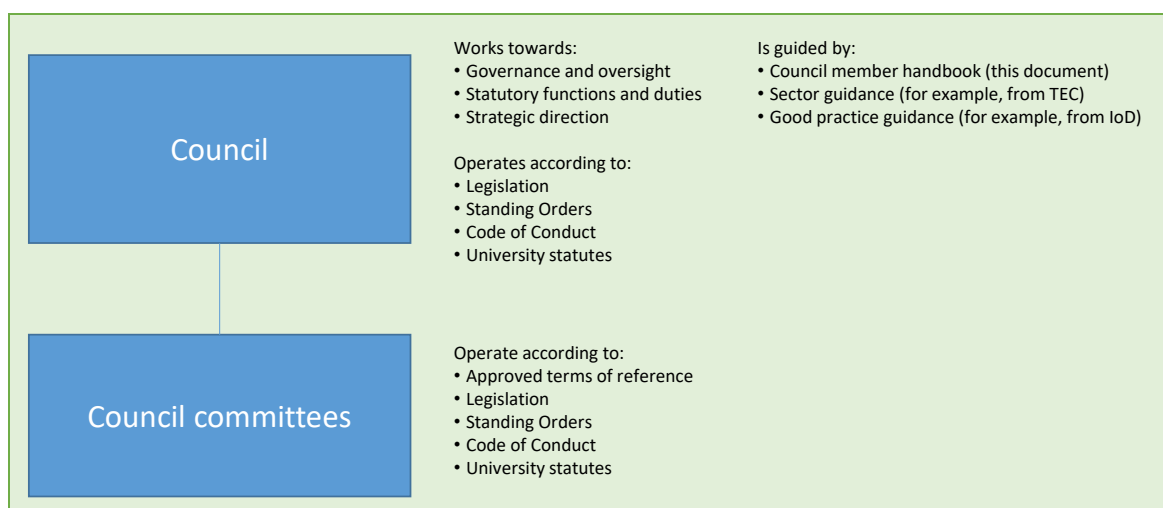
This section provides a brief introduction to this manual.

1.1 Context

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

Other key governance resources include:

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



1.2 Purpose of this manual

This manual is intended to be:

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

1.3 Manual ownership

The owner of this manual is the Secretary to Council.

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1.4 Distribution

This manual is expected to be made available to:

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

2 TE HERENGA WAKA VICTORIA UNIVERSITY OF WELLINGTON

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

History and current operations

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

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

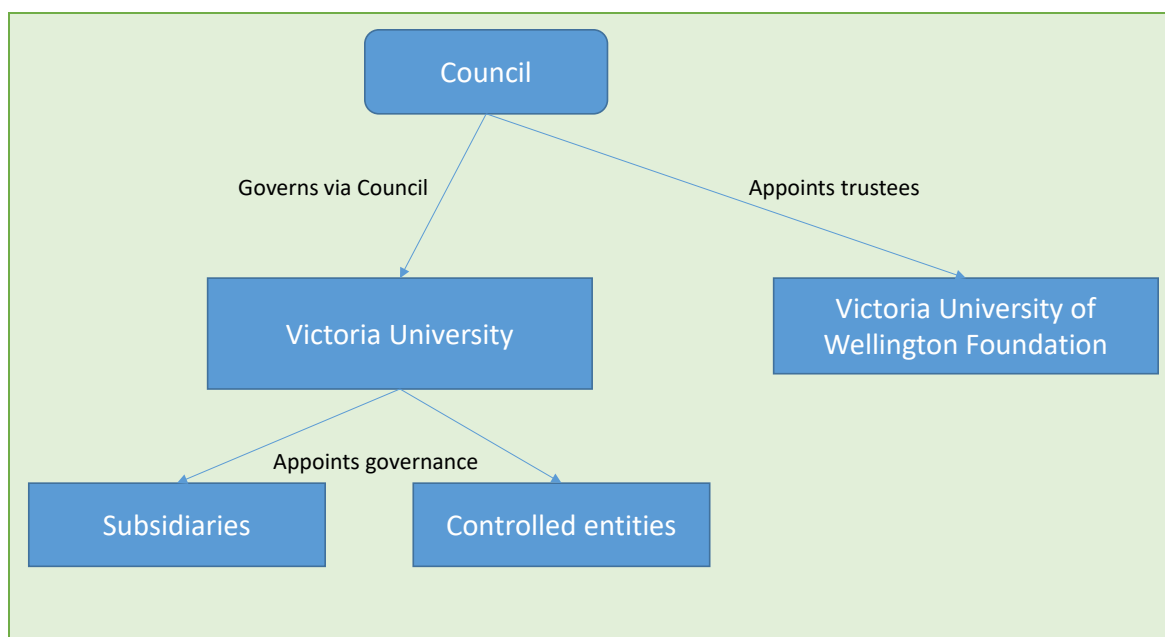
2.1 University, subsidiaries and controlled enterprises

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

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

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

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



Updated on 16 March 2023

3 COUNCIL OVERVIEW

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

3.1 Treaty of Waitangi commitments

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

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

3.2 Council's role and responsibilities

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

3.2.1 Functions of Council (section 280)

Council's functions are:

280 Functions of councils

The functions of an institution's council are—

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

3.2.2 Powers (283)

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

283 Powers of councils

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

Reserved Powers of Council

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

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

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

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

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

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

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

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

3.4 Legislation

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

The primary items of legislation directing the University are:

- Education and Training Act 2020 (parts 5 and in particular part 4 subpart 3– Administration of tertiary institutions);
- Victoria University of Wellington Act 1961. Most of the original elements of this Act have now been repealed and replaced by equivalent elements in the Education Act. The provisions that remain include:
 - Section 3 – defines what the University consists of
 - Section 20 – gives Council power to award certificates, fellowships, scholarships, bursaries, and prizes, and to make other awards.
 - Section 21 – gives Council power to provide lectures and instruction to members of the public and award certificates for this;
- Crown Entities Act 2004. The University is a Crown Entity. Only the provisions listed in Schedule 4 apply to Tertiary Education Institutions; and
- Public Finance Act 1989. Only certain provisions of the Act apply, particularly the restrictions on investment in section 65I of that Act.

Governance and management of the University must also comply with other legislation.

The General Counsel conducts an annual legislative compliance survey and the results of this are reported to the Audit and Risk Committee and then Council.

3.5 Other key governance material

Council members also need to be familiar with the following key governance material:

3.5.1 Standing Orders

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

3.5.2 Council Code of Conduct

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

3.5.3 Investment Plan

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

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

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

3.5.4 Annual Budget

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

3.5.5 Annual Report

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

3.5.6 Council statutes

Section 284 of the Education and Training Act 2020 gives Council the authority to make statutes. University statutes are the highest level component of the University's policy framework.

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

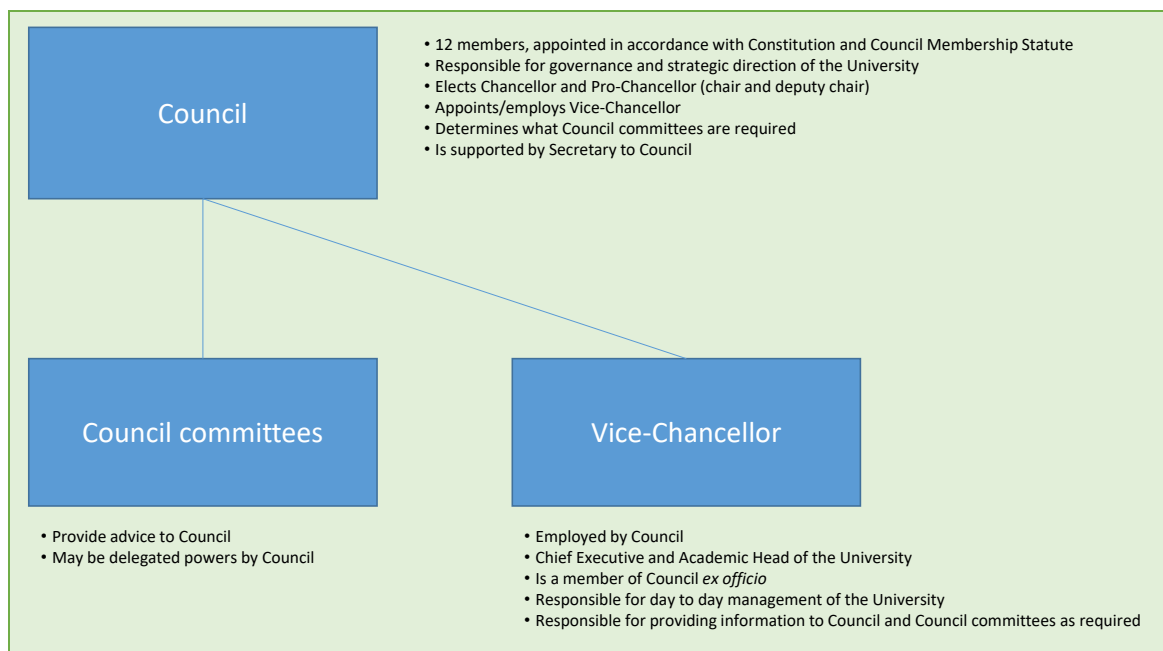
Other components of the University's policy framework include policies, regulations, procedures and guidelines. These are published in a standard format on the website.

3.5.7 Delegations

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

4 COUNCIL ORGANISATION

This section sets out how Council organises itself.



4.1 Council composition

The composition of Council is determined by the Education and Training Act 2020, Council's Constitution (gazetted on 24 September 2015 <https://gazette.govt.nz/notice/id/2015-au5554>) and the Council Membership Statute <https://www.wgtn.ac.nz/documents/policy/governance/council-membership-statute.pdf>).

The Constitution is a short document that essentially states that the University's Council must comprise 12 members, of whom:

- Four are appointed by the Minister of Education; and
- Eight are appointed by Council in accordance with its statutes.

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

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

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

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

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

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

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

4.5.1 Chancellor

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

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

The Chancellor:

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

4.5.2 Pro-Chancellor

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

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

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

The Pro-Chancellor:

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

4.5.3 Election process

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

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

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The election process normally followed is:

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

4.6 Officers of Council

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

4.7 Council committees

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

The committee structure is as follows:

Permanent committees

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

Special purpose committees

- Victoria Honours Committee; and
- Nominations Panel.

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

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

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

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

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

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

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4.8 Academic Board

Schedule 11 section 18(2) of the Education and Training Act 2020 requires Council to establish an academic board to advise Council on matters relating to courses of study or training, awards, and other academic matters.

The Academic Board may exercise powers delegated to it by Council and the Vice-Chancellor under sections 285 and 295 of the Education and Training Act 2020.

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

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

4.9 Vice-Chancellor

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

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

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

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

Accountability of Vice-Chancellor to Council

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

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

4.10 Secretary to Council

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

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

The role of the Secretary includes:

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

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

4.11 General Counsel

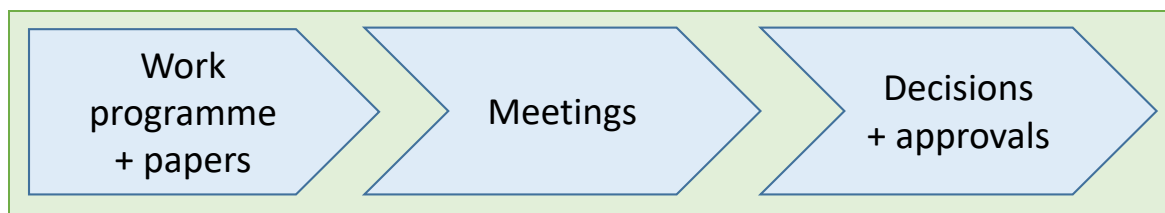
General Counsel is responsible for the provision of constitutional and legal advice. In relation to Council business this may include:

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

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

5 COUNCIL PROCESSES AND PROCEDURES

This section sets out how Council operates.



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

5.1 Annual work programme

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

5.1.1 Council meetings

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

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

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

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

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

Meetings open and close with Karakia. See appendix C for more information.

5.1.2 Council committee meetings

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

5.1.3 Council workshops

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

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5.1.4 Council performance evaluation

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

5.2 Items for Council consideration

5.2.1 Agenda

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

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

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

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

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

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

5.2.2 Council papers

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

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

5.3 Interactions with University staff

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

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

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

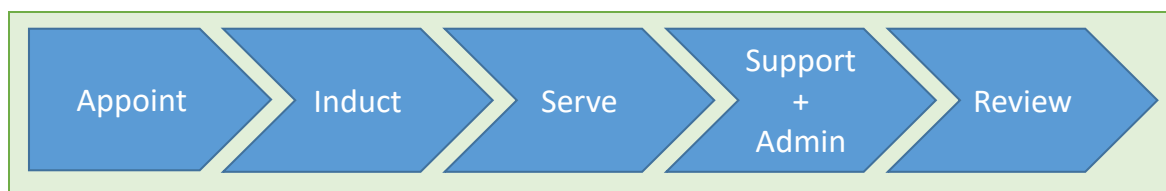
5.4 Dealing with disruptions by members of the public

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

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6 OTHER GUIDANCE FOR COUNCIL MEMBERS

This section addresses other topics relevant to Council members.



6.1 Induction

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

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

The induction programme ensures that:

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

6.2 Individual roles and responsibilities

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

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

Council members are welcome and encouraged to attend graduation celebrations usually held in May and December.

Council members are expected to perform their individual duties under Schedule 11 section 10 of the Act in accordance with Council's Code of Conduct and in accordance with all relevant University statutes (such as the Conflicts of Interest Statute).

Council members must not act as spokesperson for, or make any public comment on behalf of, Council or the University unless specifically authorised to do so by the Chancellor or Vice-Chancellor.

Council members, as officers of the University, must also ensure that they exercise due diligence to ensure that the University complies with its duties and obligations under the Health and Safety at Work Act 2015.

6.3 Fees, allowances and travel costs

Council members may be paid fees in accordance with Schedule 11 section 17 of the Education and Training Act 2020. Actual out of pocket expenses (such as travel costs) may also be claimed.

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

6.4 Insurance

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

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6.4.1 Directors & Officers

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

6.4.2 Statutory Liability

This policy covers both individual Council members as well as the University itself for claims alleging unintentional breaches of New Zealand statutes. The policy covers both defence costs and penalties awarded against an insured (although there are some exceptions; for instance, fines following breaches of Health and Safety legislation cannot be insured).

6.4.3 Trustees Liability

This policy covers claims made against trustees in the discharge of their duties on behalf of a Trust (or fund). The policy covers defence costs, damages and judgements against trustees.

6.4.4 General requirements

Council members are required to complete a very brief declaration annually for the purposes of the renewal of the University's liability policies. The declaration typically asks whether the Council member has been involved in any companies that have been in receivership or liquidation and whether there has ever been a claim against him or her in the capacity as a Council member or a director, officer or senior employee of any entity.

All policies also require prompt notification of any circumstance which could give rise to a claim. A failure to do so may void the insurance cover. Such notifications are to be made in the first instance to Secretary to Council.

6.5 Independent professional advice

Any Council member is entitled to obtain independent professional advice relating to his or her responsibilities as a member. If a member considers such advice is necessary the member is expected to first discuss it with the Chancellor.

6.6 Information access and technology

6.6.1 Information access

Council members are given digital access to all Council papers and related material via Diligent Board books which ensures timely, effective and secure provision of Council information. This is the only University provided system that Council members are required to access as a Council member.

Council members are allowed access to the University's library.

Council members do not require (and are not provided with) University identity or access cards.

Council members who do not have access to suitable technology may make arrangements to borrow the necessary equipment for the duration of their term. Free WiFi is available on all University campuses.

6.6.2 Information security

Council members are expected to keep all information relating to Council and the University secure. If Council members have reason to believe that there may have been any loss of, or inappropriate access to, University information in their care, they should advise Secretary to Council as soon as possible.

6.7 Physical security on campus

Campus security can be contacted on 0800 842 8888

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6.8 Self-evaluation

As part of Council's goal to be a high-performing Council, Council members are expected to periodically self-evaluate their performance, and to take any appropriate steps in response to the outcome of this evaluation.

6.9 Training and development

Council has a "boardWide" corporate membership of the IoD which provides all Council members full IoD membership benefits (except voting rights). Council expects that all Council members will attend basic governance training.

6.10 Declarations

After becoming a member of Council, and whenever circumstances change after that, Council members are required to complete a number of formal declarations. These include:

- Details for Register of Interests. These interests will be published in the Annual Report;
- Insurance declaration; and
- A declaration to confirm that:
 - The person is not disqualified from appointment under section 277 of the Education and Training Act 2020 or section 16 of the Charities Act 2005 (for example as an undischarged bankrupt); and
 - The person agrees to comply with Council's Standing Orders and Code of Conduct.

The Secretary to Council arranges the completion of these declarations.

6.11 Where to get more information

More information may be obtained from:

- Chancellor, Pro-Chancellor and Vice-Chancellor;
- Secretary to Council
- General Counsel; and
- The University's website and other websites (such as TEC, legislation.govt.nz, Ministry of Education, etc.)

Appendices

Appendix A – Other relevant publications and information

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

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Appendix B – Additional papers provided to Council members only

The following information is available:

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

Updated on 16 March 2023

Appendix C – Karakia

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



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

Updated on 16 March 2023

TIKANGA MĀORI AT VICTORIA

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



INTRODUCTION

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

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

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

ACKNOWLEDGEMENTS

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

WHY YOU SHOULD KNOW ABOUT TIKANGA MĀORI AT VICTORIA

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

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

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

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

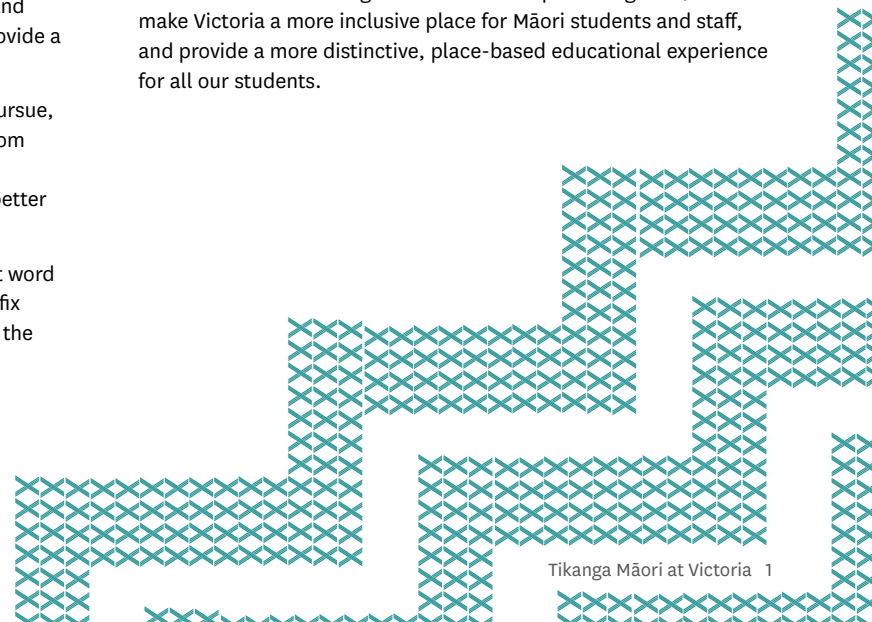
Whai mātauranga comprises two words—whai, meaning to pursue, search or aim at, and mātauranga, meaning knowledge, wisdom and understanding. Together, they express a commitment to investigating and exploring ideas in order to create new and better understandings of old knowledge.

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

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

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

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



Tikanga Māori at Victoria 1



TE HERENGA WAKA MARAE

In 1980, Victoria established the first marae (Māori meeting house/ place) at a university. Te Herenga Waka marae was in a refurbished building on Kelburn Parade. A few years later, Professor Hirini Moko Mead, along with Dr Wiremu Parker and tohunga (cultural expert), Te Rangiahuta Ruka Broughton, were instrumental in the construction of a newly carved meeting house, Te Tumu Herenga Waka, which was opened on 6 December 1986. Located next to the meeting house at 46 Kelburn Parade is the wharekai (dining room and kitchen) called Ngā Mokopuna.

Since that time, the marae complex has been well utilised for a range of Māori activities and events. Its primary purpose is to serve the learning and teaching needs of Victoria's students and staff. It is used for lectures, tutorials, noho marae (marae stay overs), assessments, orientations, meetings, wānanga (seminars and forums), conferences and debates. It is also used for a range of social and cultural gatherings such as kapa haka practices, student association gatherings, weddings, christenings and tangihanga (funerals). Highlights of the marae calendar are the hosting of Te Hui Whakapūmau, a Māori graduation celebration held in May, and a graduation ceremony held in December.

For more information about Te Herenga Waka marae or to contact marae staff, go to www.victoria.ac.nz/marae

FURTHER READING

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



PŌHIRI

MĀORI RITUAL OF WELCOME

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

In the pōhiri, men and women have different, but complementary, roles. The pōhiri is performed outside, in front of the whareniui (meeting house) in the realm of the Māori atua (god) called Tūmataunga. The stages of the welcome are prescribed to ensure the physical and spiritual safety of the participants. Despite a number of tribal and regional variations, the basic flow of the pōhiri is as on the following pages.



PREPARATION FOR THE PŌHIRI

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

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

KARANGA

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

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

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

WHAIKŌRERO

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

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

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

WAIATA

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

KOHA

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

HONGI

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

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

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

KAI

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

VARIATIONS AND ADDITIONAL ELEMENTS

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

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

MIHI WHAKATAU

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

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

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

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

FURTHER READING

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

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—

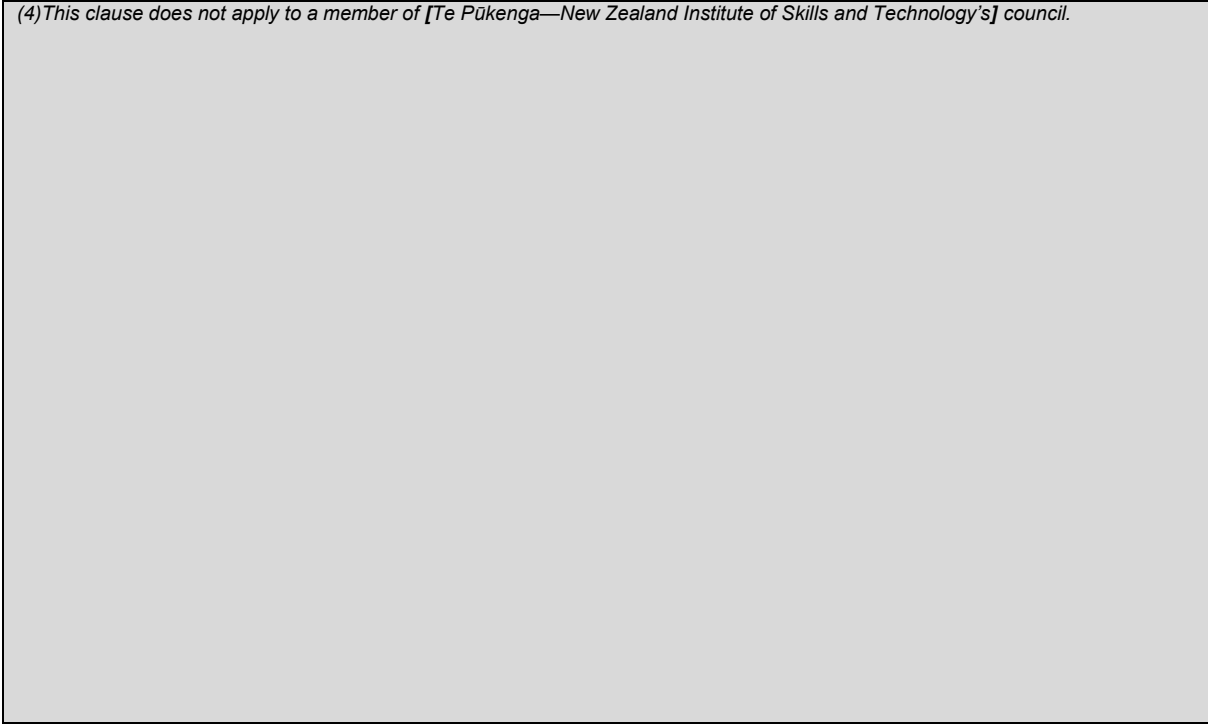
- (i) in the performance of the council's functions; or
- (ii) as required or permitted by law; or
- (iii) if the member has earlier been authorised to do so by the council; or
- (iv) if disclosing, making use of, or acting on it does not, or is unlikely to, prejudice the council or the institution;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

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

2.2 The scope of the Committee is outlined below.

2.3 Strategic and Operational Risk

- a) Risk management framework.
- b) Quarterly strategic & operational risk status reports.
- c) Disaster management and business continuity planning.
- d) Annual insurance plan.

2.4 Health and Safety

- a) Health & safety policy and management systems.
- b) Quarterly health & safety report.

2.5 External Audit

- a) Recommend appointment of external auditors, terms of reference and their remuneration.
- b) Annual external audit plan.
- c) External auditors report & opinions.
- d) Status of open audit items

2.6 Internal Audit

- a) Internal Audit Plan (to be approved by the Committee along with any subsequent changes to the Plan)
- b) Recommend appointment of internal auditors.
- c) Internal audit reports
- d) Status of open audit items

2.7 Statutory Financial Reporting

- a) Annual financial statements, accounting policies and annual report.

2.8 Legislative Compliance

- a) Legislative compliance policy.

- b) Annual legislative compliance status report.

2.9 Independence

In addition to the scope above, the Committee will assure the independence of the Audit function by:

- a) Reviewing and ratifying the appointment or dismissal of the Director, Safety Risk Assurance..
- b) Acting as an independent reporting channel for the external and internal audit functions to report any matters of concern which involve senior management and/or where senior management is conflicted.
- c) Considering any difficulties encountered in the work, and any restrictions placed on the scope of work or access to required information or personnel.

2.10 General

The Committee will maintain oversight of specific audit and risk issues and examine other matters as required by Council.

3 Authority

- 3.1 The Committee has no authority independent of the functions delegated to it by Council in these terms of reference.
- 3.2 The Committee, through the Chair, is authorised by Council to investigate any activity within its terms of reference. All staff members will be directed to cooperate with any reasonable request.
- 3.3 The Committee, through the Chair, is authorised by Council to obtain outside legal or other independent professional advice and to arrange for the attendance of outside parties with relevant experience and expertise at meetings. General Counsel will be consulted before obtaining outside legal advice. These services will be funded from the Council cost centre. If the resulting expenditure will exceed the approved budget, then the Committee will need to consult with Council and obtain its approval at the next Council meeting.
- 3.4 Nothing in this terms of reference limits the responsibility and authority of the Vice-Chancellor to commission internal audits and reviews to be undertaken at any time. The Committee will be consulted or informed of any such audits as appropriate.

4 Membership

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

5 Meetings

- 5.1 The Committee will meet at least four times a year as determined by the Chair or as otherwise requested by Council.
- 5.2 A quorum at meetings of the Committee will be three Members, one of whom must be the Chancellor, Pro-Chancellor or Committee Chair.
- 5.3 Meetings will be chaired by the Chair, or in their absence by another member of the Committee as decided by the members of the Committee present at the meeting.

- 5.4 The Committee may have in attendance any other people it considers necessary to provide appropriate information and explanations.
- 5.5 The Committee Chair will appoint a Secretary of the Committee in conjunction with the Secretary to Council.
- 5.6 The Standing Orders of Council will apply to any meetings of the Committee except to the extent inconsistent with these Terms of Reference.

6 Information and reporting

- 6.1 The Committee will maintain direct lines of communication with the Vice-Chancellor, the Director, Safety Risk Assurance and the external auditors.
- 6.2 The Director, Safety Risk Assurance and external auditors are encouraged to meet with the Chair of the Committee independent of University management.
- 6.3 The Committee may receive advice from external parties who have relevant expertise and experience.
- 6.4 In addition to provision of scheduled information and reports, the Vice-Chancellor is responsible for drawing to the Committee's attention any material matter that appears likely to create a significant risk for the University in relation to audit and risk matters.
- 6.5 After each meeting of the Committee the Chair will report the Committee's findings, conclusions and recommendations to Council.
- 6.6 The confirmed minutes of all Committee meetings will be circulated to members of Council, the Vice-Chancellor and to any other people as Council and the Vice-Chancellor direct.

7 Review

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

8 Key dates

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

9 Delegation by Council

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

Signed: _____
Council member

Full name: _____

Date: ____/____/____

Signed: _____
Council member

Full name: _____

Date: ____/____/____

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: ____/____/____