



AGENDA PAPERS

**NOTICE OF THE COUNCIL ANNUAL
GENERAL MEETING**

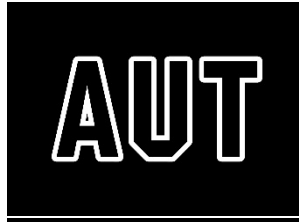
**Notice is Hereby Given that the Annual General Meeting of the
Council of Auckland University of Technology will be held:**

AT: AUT City, Council Room, WA710, 55 Wellesley Street East

On: Monday, 22 February 2021

FROM: 1.30 – 2.00 PM

**Dr Andrea Vujnovich
COUNCIL SECRETARY**



AUCKLAND UNIVERSITY OF TECHNOLOGY COUNCIL

Chancellor

John Maasland
Co-opted by Council

Pro-Chancellor

Sussan Turner
Appointed by the Minister for Tertiary Education

Members

Dr Pat Alley
Co-opted by Council

Renata Blair
Co-opted by Council

Corrie Cook
Elected by the Professional Staff of the Auckland University of Technology

Sisifa Liu
Appointed by the Auckland University of Technology Student Association

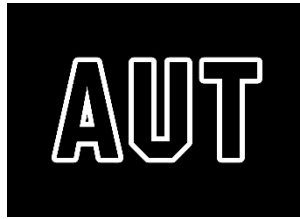
Lyn Lim
Appointed by the Minister for Tertiary Education

Derek McCormack
Vice-Chancellor of the Auckland University of Technology

Professor Edwina Pio
Elected by the Academic Staff of the Auckland University of Technology

James Schofield
Co-opted by Council

Janine Smith
Appointed by the Minister for Tertiary Education



Agenda

Annual General Meeting

Meeting to be held Monday, 22 February 2021 from 1.30- 2.00 pm
In the Council Room (WA710), Auckland University of Technology, AUT City.

Part A Open Agenda

1 OPENING OF THE MEETING, WELCOME AND APOLOGIES

2 INITIAL ITEMS

2.1 Declaration/Recording of Any Relevant Interests

Members are referred to the Council Policy on Council Member's Interests, which are set out in the Council Policies and Statutory Documents Handbook.

Any member who wishes to declare an interest in any matter included on this agenda should at this point in the agenda declare their interest.

3 CONSTITUTIONAL MATTERS

3.0 Appointment to Council

3.1 Election of Officers, Chairs and Members of Council Committees

3.2 Council Members' Honorarium

3.3 Council Committees Terms of Reference

4 Other Matters for Discussion

5 CLOSE OF MEETING

6 DATE OF NEXT MEETING

The next meeting of Council is scheduled for:

Date: Monday 22 February 2021

Time: 3:30 pm – 6:00 pm

Venue: In the Council Room, WA710

AUT City, Level 7, WA Building, 55 Wellesley Street East, Auckland

Part A Open Agenda	3.0
-------------------------------------	------------

COUNCIL AGENDA PAPER

Subject: **APPOINTMENT TO COUNCIL**

Date: 12 February 2021

RECOMMENDATION:

1. *IN ACCORDANCE WITH PARAGRAPH 2(F) OF THE CONSTITUTION AND PARAGRAPH 4(F) OF COUNCIL MEMBERS APPOINTMENT STATUTE COUNCIL APPOINT ROB CAMPBELL TO COUNCIL FOR A PERIOD OF FOUR YEARS FROM 22 FEBRUARY 2021 TO 21 FEBRUARY 2025*

Background

The Chancellor has convened a committee to make recommendations to Council on appointments.

The Committee, comprised of the Chancellor, Pro Chancellor, Vice Chancellor, the Chair of Finance and Audit Committee and Pat Alley recommends that Council appoint Rob Campbell to Council at its AGM on 22 February 2021. The constitution is also copied below for reference.

Rob Campbell.

Rob is one of New Zealand's leading professional directors, with over 40 years' experience in capital markets and director and advisor to a range of investment fund and private equity groups internationally.

Trained as an economist and holding degrees of BA (Hons)(1st) and M.Phil.(Economics)., Rob joined the union movement in the 1970s, and became a member of the Federation of Labour and Labour Party executives. Previously a director of New Zealand Post, Bank of New Zealand, Freightways Group and numerous private and public companies and currently Chair of Ara Ake Ltd, SkyCity Entertainment Group Ltd, Summerset Ltd, Tourism Holdings Ltd, WEL Networks Ltd, NZ Rural Land Co Ltd and director of Precinct Properties, Ultra Fast Fibre Ltd.

In 2019, Rob was awarded the Companion of the New Zealand Order of Merit (CNZM) and is a Chartered Fellow of the Institute of Directors (CFInstD). He was also awarded the NZ Shareholders Association Beacon Award and the Deloitte NZ Chair of the Year Award in 2017.

He was recognised as a Distinguished Alumni of Victoria University (Te Herenga Waka) in 2019.

Rob is committed to seeing New Zealand take a leadership role in the field of emissions lowering energy innovation and commercialisation and is passionate about improving leadership diversity, promoting sustainability as a core value, and creating equality in the organisations he is involved with.

Constitution

- 2 *The Council of the Auckland University of Technology shall be constituted as follows:*
- (a) Four members appointed by the Minister by written notice to the Council;*
 - (b) The Vice Chancellor of the Auckland University of Technology;*
 - (c) One permanent member of the general staff of the Auckland University of Technology elected by the permanent members of that staff;*
 - (d) One permanent member of the academic staff of the Auckland University of Technology elected by the permanent members of that staff;*
 - (e) One member who is a student of the Auckland University of Technology appointed by the association of students recognised by the Council of the Auckland University of Technology; and*
 - (f) Four members appointed by the Auckland University of Technology Council by resolution, in accordance with its statutes.*
- 3 *Pursuant to Section 171B of the Education Act 1989, Council shall consider the following matters when making appointments:*
- (a) the ethnic and socio-economic diversity of the communities served by the Auckland University of Technology;*
 - (b) the fact that approximately half the population of New Zealand is male and half the population is female; and*
 - (c) that at least one member of the Council is Māori.*

Council Members Appointment Statute

10. *The Council shall appoint a Returning Officer whose function will be to:*
- a) Call for nominations from the University general staff and, if more than one nomination is received, to conduct a ballot to elect the successful member, and*
 - b) Call for nominations from the University academic staff and, if more than one nomination is received, to conduct a ballot to elect the successful member.*

COUNCIL AGENDA PAPER

Subject: **ELECTION OF OFFICERS, CHAIRS AND MEMBERS OF COUNCIL COMMITTEES AND WORKING GROUPS**

Date: **5 February 2021**

1. Election of Chancellor and Pro Chancellor

The Council shall at its Annual Meeting elect a Chancellor and Pro Chancellor in accordance with Council Statute No: 01 Council Standing Orders.

Chancellor

The Pro Chancellor shall call for nominations for the position of Chancellor. Each candidate may address Council for up to 5 minutes. Election will be by secret ballot and the Pro Chancellor will announce the candidate with the majority of votes.

Pro Chancellor

The Chancellor shall call for nominations for the position of Chancellor. Each candidate may address Council for up to 5 minutes. Election will be by secret ballot and the Chancellor will announce the candidate with the majority of votes.

2. Appointment of Council Secretary

The Council shall at its Annual Meeting and following the recommendation of the Vice Chancellor, appoint a Council Secretary in accordance with Council Statute No: 01 Council Standing Orders.

The Vice Chancellor has recommended that in 2021 Dr Andrea Vujnovich be appointed as Council Secretary.

RECOMMENDATION

THAT ANDREA VUJNOVICH BE APPOINTED COUNCIL SECRETARY.

3. Council Working Group

Council Working Group comprises all Council members, ensures appropriate information is provided to Council and that Council have full briefing on the issues with opportunity to access further information prior to formal consideration by Council.

RECOMMENDATION

- 1. THAT THE PREVIOUS PRACTICE OF THE PRO-CHANCELLOR HOLDING THE POSITION OF CHAIR OF THE COUNCIL WORKING GROUP BE MAINTAINED*
- 2. THAT ALL MEMBERS OF COUNCIL BE MEMBERS OF THE COUNCIL WORKING GROUP*

4. Council Committees:

RECOMMENDATION

THAT THE TERMS OF REFERENCE FOR EACH COMMITTEE BE APPROVED

5. Council Executive Committee

RECOMMENDATION

THAT THE COUNCIL EXECUTIVE COMMITTEE COMPRISE:

- The Chancellor (Chair)
- The Pro Chancellor
- The Vice Chancellor
- Chair of Finance and Audit Committee
- Chair of Property Committee
- Other member(s) of Council appointed by the Chancellor

6. Council Finance and Audit Committee

RECOMMENDATION

THAT THE COUNCIL FINANCE AND AUDIT COMMITTEE COMPRISE:

- J Schofield (Co-Chair)
- P Treacy (Co-Chair)
- P Alley
- R Blair
- J Smith
- J Thompson (Independent Chair of Property Committee)

7. Council Property Committee

RECOMMENDATION

THAT THE COUNCIL PROPERTY COMMITTEE COMPRISE:

- J Thompson (Independent Chair)
- S Liu
- E Pio
- P Treacy
- S Wendt
- C Cook

8. Chancellor's Committee on Māori and Pasifika Matters

RECOMMENDATION

THAT THE CHANCELLOR'S COMMITTEE ON MĀORI AND PASIFIKA MATTERS COMPRISE ALL MEMBERS OF COUNCIL

9. Council Nominations Committee

RECOMMENDATION

THAT THE COUNCIL NOMINATIONS COMMITTEE COMPRISE:

- The Chancellor (Chair)
- The Pro Chancellor
- The Vice Chancellor

10. Auckland University of Technology Honours Committee

RECOMMENDATION

THAT THE HONOURS COMMITTEE COMPRISE:

- The Chancellor (Chair)
- The Pro Chancellor
- The Vice Chancellor
- C Cook
- E Pio
- S Liu

11. Vice Chancellor's Employment Agreement Committee

RECOMMENDATION

THAT THE VICE CHANCELLOR'S EMPLOYMENT AGREEMENT COMMITTEE COMPRISE:

- The Chancellor (Chair)
- The Pro Chancellor
- The Chair of Finance and Audit Committee

12. Auckland University of Technology Ethics Committee

RECOMMENDATION

THAT DR PAT ALLEY BE APPOINTED TO THE AUCKLAND UNIVERSITY OF TECHNOLOGY ETHICS COMMITTEE.

COUNCIL AGENDA PAPER

Subject: **COUNCIL MEMBERS' HONORARIUM**

Date: 5 February 2021

RECOMMENDATION:

1. *THAT COUNCIL CONSENTS TO THE DELIBERATION OF THE MATTER OF COUNCIL FEES PURSUANT TO SECTION 175 OF THE EDUCATION ACT 1989 BY ALL COUNCIL MEMBERS PRESENT.*
 2. *THAT THE HONORARIUM PAYABLE TO THE CHANCELLOR BE \$40,000 (GROSS) PER ANNUM.*
 3. *THAT THE HONORARIUM PAYABLE TO THE PRO CHANCELLOR BE \$25,000 (GROSS) PER ANNUM.*
 4. *THAT THE FEES PAYABLE TO OTHER MEMBERS OF COUNCIL (EXCLUDING THE CHANCELLOR, PRO CHANCELLOR AND VICE-CHANCELLOR) BE \$20,000 (GROSS) PER ANNUM.*
 5. *THAT MEMBERS SEEK LEAVE OF ABSENCE FROM COUNCIL IF THEY ARE TO BE ABSENT FROM COUNCIL FOR THREE (3) CONSECUTIVE MEETINGS OR MORE.*
-

Background

Under section 179 of the Education Act 1989, the Minister of Education determines the maximum fees payable to members. Councils determine the fees payable within this maximum under section 179 of the Education Act 1989.

The current maximum levels of fees payable to Council members are:

- Chancellor: a maximum of \$40,000 (gross) per annum, by way of honorarium;
- Pro Chancellor: a maximum of \$25,000 (gross) per annum, by way of honorarium; and
- Council members: a maximum of \$20,000 (gross) per annum, by way of honorarium.

Council Agenda Paper

Subject: **COUNCIL COMMITTEES' TERMS OF REFERENCE**

Date: **5 February 2021**

RECOMMENDATION:

THAT COUNCIL APPROVE THE 2021 COUNCIL COMMITTEE TERMS OF REFERENCE.

Council Executive Committee

1 Purpose/Objectives

- 1.1 The purpose of the Council Executive Committee shall be to act on behalf of the Council when the Council is not in session.
- 1.2 The Committee shall meet as often as necessary to consider, resolve and decide matters delegated to it by Council.

2 Responsibilities

2.1 Delegation

- 2.1.1 Council may from time to time delegate to the Council Executive Committee, subject always to the University's strategic plan, investment plan, statutes and policies which have been approved by Council and previous decisions of the Council and the general limitations set out in paragraph 2.2 below, and the specific limitations set out in paragraph 2.3 below, any of the powers and discretions of the Council.

2.2 General Limitations on Delegation

The following general matters shall be determined by Council:

- 2.2.1 the University's strategic plan, investment plan, annual operating budget and financial plans;
- 2.2.2 acquisitions or disposals of any kind where the actual or potential liability or value exceeds \$50m;
- 2.2.3 acquisitions or disposals outside strategies agreed to by Council;
- 2.2.4 changes relating to the University's capital structure;
- 2.2.5 all matters likely by reason of public interest to be of a sensitive nature or affect the image or reputation of the University.

2.3 Specific Limitations on Delegation

The following specific matters shall be determined by Council:

- 2.3.1 approval of the University's Annual Report;
- 2.3.2 appointment of the auditors on the recommendation of the Council Finance and Audit Committee;
- 2.3.3 terms of service including remuneration of the Vice Chancellor;
- 2.3.4 the appointment of Council Sub-Committees;
- 2.3.5 the appointment of Council members;
- 2.3.6 the appointment or removal of the Council Secretary; and
- 2.3.7 corporate governance arrangements.

3 Membership

- 3.1 The Council Executive Committee shall comprise the Chancellor, the Pro Chancellor, the Vice Chancellor, the Chair of Council Finance and Audit Committee, the Chair of Council Property Committee and other members of Council appointed by the Chancellor.
- 3.3 Executive Committee meetings may be announced in advance to other Council members who may attend.

4 In Attendance

- 4.1 Members of the Strategic Leadership Team invited by the Vice Chancellor may attend meetings.

5 Procedures

5.1 Appointments

Council may by resolution appoint members to the Council Executive Committee from time to time such membership not exceeding one year in duration.

5.2 Meetings

- 5.2.1 Meetings of the Executive Committee shall be convened at the direction of the Chair.
- 5.2.2 A quorum shall be one-half of the number of members.
- 5.2.3 If the Chair is absent, then those present shall elect one of their members to take the Chair.
- 5.2.4 Meeting agendas will be drawn up by Secretary in conjunction with the Chair and shall be circulated with appropriate papers, at least four days prior to the meeting of the Committee, but where circumstances require and with the consent of the Chair, papers may be circulated later.

5.3 Reporting

- 5.3.1 The Chair shall report to Council and Council members will receive copies of the minutes of each Council Executive Committee meeting.
- 5.3.2 The Secretary is responsible for recording the proceedings of the meeting including any recommendations to Council.

Council Finance and Audit Committee

1 Purpose/Objectives

- 1.1 The role of Council Finance and Audit Committee is to strengthen the University's control environment by reviewing and overseeing the University's strategic direction with respect to financial management, risk management, financial and management systems and other activities and processes related to such systems.
- 1.2 In particular the Finance and Audit Committee will monitor financial performance and provide a useful means of dealing with matters relating to financial statements and internal control systems.

2 Responsibilities

Council Finance and Audit Committee will:

2.1 Finance and Financial Statements

- Review and recommend approval to Council of the annual budget
- Authorise, if appropriate, material expenditure which is not included in the annual budget
- Consider the accounting and compliance implications of major transactions
- Oversee the Treasury activities of the University
- Review significant proposed accounting policy changes and discuss the nature and impact of such changes
- Review the performance indicators used to assess the University's achievement of its financial objectives
- Ensure that all financial statements released to the public, stakeholders, lenders or any regulatory body comply with accounting standards, are true and fair and are not misleading
- Recommend to Council adoption of the annual report

2.2 Audit and Risk Management

- Review and approve the annual plan of the Audit, Risk and Assurance Function
- Receive regular reports from the Director of Audit, Risk and Assurance view on the status of the annual plan
- Review the adequacy of the University's internal control structure
- Review and approve changes to the University's risk management policy
- Monitor the adequacy of arrangements in place to ensure that strategic risks are effectively managed and that risk management is appropriately embedded in the University's planning and budgetary processes

2.3 Legal Compliance

- Receive a report from the Vice-Chancellor on the outcomes from the annual legal compliance certification process

- Monitor the effectiveness of the University's processes for ensuring compliance with relevant laws and regulations

2.4 External Audit

- Receive a report from the External Auditors on the planned scope of the external audit for the forthcoming year.
- Review the External Auditors Audit Report and Management Letter along with the University's response to those reports.
- Participate in the engagement of the External Auditor.

3 Membership

- 3.1 The Council Finance and Audit Committee will comprise not less than four (4) members.
- 3.2 Council may appoint one (1) non-Council member onto the committee for an agreed period, renewable at the discretion of Council.
- 3.3 The Chancellor and Pro-Chancellor are *ex officio* members and may attend meetings and vote on resolutions.

4 In Attendance

- 4.1 The Vice Chancellor and members of the Strategic Leadership Team invited by the Vice Chancellor may attend meetings.
- 4.2 The person responsible for the University's external audit may attend meetings.

5 Procedures

5.1 Appointments

In accordance with, Council Statue No 1, Council Standing Orders, Clause 43, election of the Chair and the appointment of members to the Council Finance and Audit Committee whose term is for one (1) year be held at the Council Annual General Meeting in February each year.

5.2 Meetings

- 5.2.1 The Finance and Audit Committee will meet as required from February to November and shall hold such additional meetings, as the Chair shall decide.
- 5.2.2 A quorum shall be one-half of the number of members.
- 5.2.3 If the Chair is absent, then those present shall elect one of their members to take the Chair.
- 5.2.4 The Chief Financial Officer is responsible for keeping the Chair of the Finance and Audit Committee and its members informed as to significant financial issues as and when they arise.
- 5.2.6 The Group Director - Risk and Assurance is responsible for keeping the Chair of the Finance and Audit Committee and its members informed as to significant results of internal audits and significant audit, risk and compliance issues as and when they arise.

5.2.7 Meeting agendas will be drawn up by Secretary in conjunction with the Chair and shall be circulated with appropriate papers, at least four days prior to the meeting of the Committee, but where circumstances require and with the consent of the Chair, papers may be circulated later.

5.3 Reporting

5.3.1 The Chair will report to Council and all Council members will receive copies of the minutes of each Finance and Audit Committee meeting.

5.3.2 The Secretary is responsible for recording the proceedings of the meeting including any recommendations to Council.

Council Property Committee

1 Purpose / Objectives

To ensure that:

- The University's campus development plans meet the requirements of the University's strategic plan; and
- Property transactions meet accommodation requirements and are managed effectively and efficiently to meet the needs of the University.

2 Responsibilities

2.1 To review the University's master development plan to meet the University's property needs and to recommend actions for Council approval.

2.2 To review proposed property transactions with a value greater than \$2m, and make recommendations to Council on:

- Purchase of property;
- Entry into or renewal of lease agreements;
- Building proposals including design and concept plans; and
- Risk management strategies and the nature of the contractual arrangements to be entered into.

2.3 To provide assurance to Council that building projects are being conducted effectively and according to the terms of approval by Council

3 Membership

3.1 The Council Property Committee will comprise not less than four (4) members, at least one of whom will also be a member of the Finance and Audit Committee and one who shall be the President of the Auckland University of Technology Student Association.

3.2 Council may appoint one (1) non-Council member onto the committee for an agreed period, renewable at the discretion of Council.

3.3 The Chancellor and Pro-Chancellor are *ex officio* members and may attend meetings and vote on resolutions.

4 In Attendance

The Vice-Chancellor and members of the Strategic Leadership Team invited by the Vice-Chancellor may attend meetings.

5 Procedures

5.1 Appointments

In accordance with, Council Statute No. 1, Council Standing Orders, clause 43, election of Chair and the appointment of members to the Council Property Committee whose term is for one (1) year be held at the Council Annual General Meeting in February each year.

5.2 Meetings

- 5.2.1 The Council Property Committee will meet as required from February to November and shall hold such additional meetings, as the Chair shall decide.
- 5.2.2 A quorum shall be one-half of the number of members.
- 5.2.3 If the Chair is absent, then those present shall elect one of their members to take the chair.
- 5.2.4 The Secretary, in discussion with the Chair, is responsible for ensuring that appropriate reports and information are brought before the Committee. This may include inviting individuals with specialized knowledge to present to the Committee.

5.3 Reporting

- 5.3.1 The Chair will report to Council and all Council members will receive copies of the minutes of each meeting.
- 5.3.2 The Secretary is responsible for recording the proceedings of the meeting including any recommendations to Council.

Chancellor's Committee on Māori and Pasifika Matters

1 Purpose / Objectives

To assess the University's performance on improving Māori and Pacific Island student outcomes and identify strategic issues for Council to consider.

2 Responsibilities

- 2.1 Identify and review the specific strategic challenges facing Māori and Pacific Island people with respect to tertiary education.
- 2.2 Monitor the relationships and level of engagement with external Māori and Pacific Island stakeholders.
- 2.3 Monitor the University's performance with respect to educational outcomes for Māori and Pacific Island students.
- 2.4 Report back to Council and recommend actions on strategic matters.

3 Membership

The Chancellor's Committee on Māori and Pasifika Matters is appointed by Council and shall comprise:

- The Chancellor (Chair);
- The Pro-Chancellor;
- The Vice-Chancellor;
- Up to three (3) additional members may be appointed annually by AUT Council.

4 In Attendance

The Head of of Pacific Advancement and the Pro Vice-Chancellor (Māori Advancement) or their nominee(s) will be invited to attend all meetings.

5 Procedures

5.1 Appointments

In accordance with, Council Statute No. 1, Council Standing Orders, clause 43, election of Chair and the appointment of members to the Chancellor's Committee on Māori and Pasifika Matters whose term is for one (1) year be held at the Council Annual General Meeting in February each year.

5.2 Meetings

- 5.2.1 The Chancellor's Committee on Māori and Pasifika Matters will meet as required.
- 5.2.2 A quorum shall be one-half of the number of members.
- 5.2.3 If the Chair is absent, then those present shall elect one of their members to take the chair.
- 5.2.4 The Secretary is responsible for ensuring that appropriate reports and information are brought before the Committee. This may include inviting individuals with specialized knowledge to present to the Committee.

5.3 Reporting

- 5.3.1 The Chair is responsible for conducting the meetings of the Committee and for reporting back to Council.
- 5.3.2 The Secretary is responsible for recording the proceedings of the meeting, including any recommendations to Committee.

Council Nominations Committee

1 Purpose/Objectives

To ensure that the membership of Council committees and working groups provides an appropriate mix of knowledge and experience and, as far as possible, reflects individual preference(s).

2 Responsibilities

2.1 To make recommendations to the Annual General Meeting (AGM) of Council on the Chair and membership of Council committees and Working Groups.

2.2 To ensure that Council work is distributed amongst Council members and that the committees and working groups have the right mix of expertise and experience to fulfil its responsibilities.

3 Membership

The Council Nominations Committee will comprise:

- The Chancellor (Chair);
- The Pro Chancellor;
- The Vice-Chancellor.

4 Procedures

4.1 Nominations

4.1.1 Council members will be invited to submit an expression of interest stating their preference(s) for which committees or working groups they wish to serve before the AGM.

4.1.2 The Nomination committee will take these “expressions of interest” into account when making recommendations on the membership of the committees or working groups but will be guided by the need to ensure that there is an equitable workload and that each committee or working group has an appropriate mix of knowledge and experience.

4.1.3 Recommendations for membership of committees or working groups will be submitted to Council for approval at the AGM.

4.2 Meetings

4.2.1 The Council Nominations Committee will meet at least once before each AGM.

4.2.2 A quorum shall be at least two members of the Nominations Committee.

4.2.3 If the Chair is absent, the Pro Chancellor will be Chair.

4.3 Consultation

With the agreement of the Committee the Chair may consult with the Chairs of other Council committees before the AGM in order to resolve any outstanding membership issues.

4.4 Reporting

The Council Secretary is responsible for the preparation of meetings and for administration.

Auckland University of Technology Honours Committee

1 Purpose / Objectives

The Honours Committee shall consider nominations and recommend to Council, the granting of the following honorary degrees or awards:

- Honorary Fellow of the Auckland University of Technology
 - Reeves Honorary Fellow for internal awardees (Staff and Council members)
 - Seddon Fellow for external awardees
- Emeritus Professor of the Auckland University of Technology
- Doctor of the Auckland University of Technology (HonD)

2 Membership

The Honours Committee is appointed by Council and shall comprise:

- The Chancellor (Chair);
- The Pro-Chancellor;
- The Vice-Chancellor;
- President of the Auckland University of Technology Student Association
- The Council member elected by Academic staff;
- The Council member elected by Allied staff.

3 Meetings

- The Honors Committee will hold regular meetings as required by the Chair.
- A quorum shall be one-half of the number of members.
- If the Chair is absent, then those present shall elect one of their members to take the chair.
- The Secretary of the Committee is responsible for ensuring that nominations and appropriate information are brought before the Committee.

4 Reporting

- The Chair is responsible for conducting the meetings of the Committee and for reporting to Council.
- The Secretary is responsible for recording the proceedings of the meeting, including any recommendations to Council.

Vice Chancellor's Employment Agreement Committee

1 Purpose / Objectives

The Committee will act under delegation of Council to deal with matters relating to the employment contract, and terms and conditions thereof, of the Vice-Chancellor and the recruitment of the replacement Vice-Chancellor.

3 Membership

Membership shall comprise of the Chancellor, Pro-Chancellor and the chair of Council Finance and Audit Committee. The Chancellor shall chair all meetings of the Vice Chancellors' Employment Agreement Committee.

Auckland University of Technology Ethics Committee

The Auckland University of Technology Ethics Committee (AUTEC) is an Institutional Ethics Committee which is accredited by the Health Research Council of New Zealand. AUTEC reports annually to AUT Council and to the Health Research Council. A copy of the annual report is forwarded to Academic Board for information. The following are the objectives and membership of the Committee:

1 Purpose / Objectives

- 1.1 To review or provide for the review of all proposed research and teaching projects being undertaken by staff or students at AUT University and involving human participants.
- 1.2 To provide advice and assistance with regard to ethical principles to anyone undertaking such research or teaching projects.
- 1.3 To provide an avenue for handling complaints or queries regarding ethical standards of research and teaching.
- 1.4 To provide comment and guidance on all aspects of institutional ethics, including the public image of the University, the use of assets of the University, ethical aspects of institutional research and other matters referred to AUTEC from time to time.

Note: Any research or teaching at AUT that involves the use of animals is to be referred for ethical review to *The University of Auckland Animal Ethics Committee*.

2 Membership

AUTEC shall be comprised of not more than seventeen members including:

- 1.1 A chairperson appointed by Council on the recommendation of the Academic Board.
- 1.2 An appointee of each faculty.
- 1.3 An appointee of Council.
- 1.4 An appointee of the Auckland University of Technology Student Association (AUTSA).
- 1.5 An appointee of the Pro Vice Chancellor, Maori Advancement.
- 1.6 An appointed of the Pro Vice Chancellor (Research)
- 1.7 Four to six other members co-opted by the Committee, the majority of whom shall be from outside the University to provide expertise and balance as required by the Health Research Council's Operational Standards for Ethics Committees and as the Committee considers necessary.

The Executive Secretary is an ex officio member of AUTEC and who may attend meetings and vote on resolutions as ordinary members of the Committee. Membership shall be for a term of three years with the right of re-appointment with the exception of the Executive Secretary whose membership is ex officio.

3 Function

AUTEC shall function in accordance with the Health Research Council's *Operational Standards for Ethics Committees* and the procedures given in *Applying for Ethics Approval: Guidelines and Procedures*.