

University of Otago Council

Venue - University of Otago, Christchurch Campus



11 June 2024 01:30 PM - 05:30 PM

Agenda Topic	Presenter	Page
Agenda		1
Council Briefings These will take place prior to the meeting and include a Council only session.		
Opening Karakia		
Part 1 - Open Committee		
1. Disclosure of Interests To receive the current Register of Interests for members of the University of Otago Council. Members are referred to Section 10 of the Council's Standing Orders relating to Disclosure of Interests and reminded to advise of any conflicts that might arise in relation to any items on this agenda.	Information	3
2. University Council Minutes To confirm Part 1 of the Minutes of the meeting of the University Council held on 17 May 2024.	Confirmation	6
3. Communications from the Senate To receive Communications from the Senate, dated 29 May 2024, and to consider the recommendations relating to academic proposals, scholarships and prizes. To note the outcome from Senate on the Privacy Policy and Privacy Statement.	Decision	13
4. Finance and Budget		34
4.1 Financial Review Part 1 To receive a Financial Review Part 1 for the period ended 30 April 2024.	Information	34
5. Council Retirements and Appointment To note the retirement on 12 May 2024 of Mr M R Dippie (Council Appointee - since 1 January 2016) and Professor Helen D Nicholson (Vice-Chancellor, Acting) who steps down from this role on 30 June 2024. To note the appointment of Hon G Robertson, Vice-Chancellor (Elect) effective 1 July 2024.	Information	53
6. Vice-Chancellor's Business		54
6.1 Vice-Chancellor's Report To receive a report from the Vice-Chancellor (Acting), dated 31 May 2024.	Information	54
7. Chancellor's Business		58

7.1 **Emeritus Professor** Decision 58

To ratify the decision made by the University Council by email resolution in June to award the title of Emeritus Professor to Helen Nicholson (Vice-Chancellor, Acting).

8. **Exclusion of the Public** Decision 59

To approve a motion under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the specified parts of the proceedings of this meeting.

**UNIVERSITY OF OTAGO COUNCIL
REGISTER OF INTERESTS**

(As disclosed on appointment to the Council and updated as necessary)

All University of Otago Council members are Trustees of The Hocken Collection.

Professor Ralph W Adler

Entity	Nature of Interest
University of Otago	Employee
Adler Family Foundation	Trustee
Dunedin Community Accounting	Trustee

Frazer B Barton

Entity	Nature of Interest
ALC Trustees No 1 Limited	Director / Shareholder
Anderson Lloyd Shareholding Company Limited	Director / Partner / Shareholder
Anderson Lloyd Partnership	Partner
Anderson Lloyd Trustee Company Limited	Director / Shareholder
Anderson Lloyd Trustee Company (2011) Limited	Director / Shareholder
Anderson Lloyd Trustee Company (2013) Limited	Director / Shareholder
Anderson Lloyd Trustee Company (No. 2) Limited	Director / Shareholder
Anderson Lloyd Trustee Company (No.3) Limited	Director / Shareholder
Calvert & Co Trustees Limited	Director / Shareholder
Naseby Development Trust	Trustee
New Zealand Law Society / Te Kāhui Ture o Aotearoa	President and Board Member
New Zealand Law Society / Te Kāhui Ture o Aotearoa – CLE Ltd (Continuing Legal Education)	Director
Otago Law Practitioners Benevolent Fund	Trustee
TCP Holdings Limited	Director / Shareholder
University of Otago Foundation Trust	Trustee

Brendan J Boyle

Entity	Nature of Interest
Brendan Boyle Limited	Director / Shareholder
Fairway Resolution Holdings Limited	Director
Fairway Resolution Limited	Director

Mark Brunton

Entity	Nature of Interest
University of Otago	Employee
Edgar Diabetes and Obesity Research Centre	Board Member

Hon Clare E Curran

Entity	Nature of Interest
Curran Consultants Ltd	Director / Shareholder
Life Matters Suicide Prevention Trust	Co-General Manager
Ōtākau Mental Health and Addictions Network	Chair
The Network for Learning Ltd	Director
The Network for Learning Board – HR and Remuneration Committee	Chair

21 May 2024

**UNIVERSITY OF OTAGO COUNCIL
REGISTER OF INTERESTS**

Suzanne L Ellison

Entity	Nature of Interest
Kati Huirapa Runaka ki Puketeraki	Runaka Manager
Karitane Māori Tours Limited	Director

Stephen J Higgs

Entity	Nature of Interest
BPAC NZ Limited	Director
GMC LP Management Limited	Director
Mitern Limited	Director / Shareholder
Nexus Global Ltd	Director
New Zealand Formulary Ltd	Director
Otago Federated Farmers Charitable Trust	Trustee
Otago Federated Farmers Trust	Trustee
Polson Higgs Wealth Management Limited	Director
South Link Education Trust	Trustee
University of Otago Foundation Trust	Trustee
University of Otago Holdings Limited	Director
Vetlife Limited	Director
Comhla Vet Ltd	Director

Professor Helen D Nicholson

Entity	Nature of Interest
A A W Jones Custodian Limited	Ex officio Director and Shareholder?
A A W Jones Charitable Trust	Ex officio Trustee?
McMillan Nominees Limited	Ex-officio Director
NZ Vice-Chancellors' Committee (Universities NZ)	Committee Member
University of Otago	Employee
University of Otago Foundation Trust	Ex officio Trustee
University of Otago Holdings Limited	Ex officio Director
Ageing Well National Science Challenge	Member of Governance Group
Healthier Lives National Science Challenge	Member of Governance Group
National University of Samoa	Council Member

**UNIVERSITY OF OTAGO COUNCIL
REGISTER OF INTERESTS**

Patricia (Trish) A Oakley

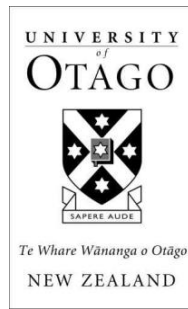
Entity	Nature of Interest
Forsyth Barr Limited	Employee / Shareholder
Financial Services Council - Investment and KiwiSaver Committee	Co-Chair
Institute of Directors NZ - Board	Director
Institute of Directors NZ – National Council	Vice President
Institute of Directors NZ – Otago Southland Branch	Committee Chair
New Zealand Lotteries Commission - Board	Member
Global Women	Member
The Food Club Limited	Shareholder
University of Otago Holdings Limited	Director

Keegan L Wells

Entity	Nature of Interest
Otago University Students' Association	President
NZ Union of Students' Associations	Ex officio Board Member; Council Member

Malcolm A Wong

Entity	Nature of Interest
Aylesbury Investments Limited	Director / Shareholder
Chinese Poll Tax Heritage Trust	Trustee
CNW Trustees (2007) Limited	Director / Shareholder
CNW Trustees (2017) Limited	Director / Shareholder
CNW Trustees (2020) Limited	Director / Shareholder
CNW Trustees Limited	Director / Shareholder
Cook North & Wong Limited	Director / Shareholder
Dornoch Dunedin Investments Limited	Shareholder (Trustee)
Dunedin Casinos Charitable Trust	Trustee (Advisory)
Dunedin Chinese Gardens Trust	Trustee (Chairman)
Kotahitaka Trust Board	Trustee
Nasico Limited	Shareholder
Palmer Oliver Holdings Limited	Shareholder
Sun Gum Saan Limited	Director
P M Yelavich Anaesthetics Limited	Shareholder
Technology Holdings Limited	Shareholder
Wychwood Holdings Limited	Shareholder



COUNCIL

Minutes of a meeting of the University Council

17 May 2024

- Present** The Chancellor, (in the Chair), the Pro-Chancellor, the Vice-Chancellor (Acting), Professor R W Adler, Mr B J Boyle, Mr M Brunton, Ms S L Ellison and Ms K L Wells.
- Apology** Hon C E Curran, Mr F B Barton and Mr M A Wong
- In attendance** The Deputy Vice-Chancellor (Academic) the Deputy Vice-Chancellor (External Engagement) (Interim), the Deputy Vice-Chancellor (Māori), the Deputy Vice-Chancellor (Research and Enterprise), the Chief Operating Officer, the Chief Financial Officer, the Director of Strategy, Analytics and Reporting, the Registrar and Secretary to Council and the Deputy Secretary to Council
- Mr R O'Brien (Item 7), Ms R Bryant, Mr M Watson, Ms K Smith, Ms K Pēwhairangi and Mr M Workman (Item 11) and Ms C Gallop (Item 12 and 18)
- Welcome** Mr Hone Paul was welcomed in his capacity as Deputy Vice-Chancellor (External Engagement) (Interim)

Part 1: Open Committee

Opening Karakia led by Hon Dr D Clark

1. Disclosure of Interests and Register of Interests

The Council received the current Register of Interests for members of the University of Otago Council, and the Chancellor reminded members to declare any changes to the Deputy Secretary to the Council.

2. University Council Minutes

Part 1 of the Minutes of the meeting of the Council held on 9 April 2024 were confirmed.

3. Communications from the Senate

The Council received Communications from the Senate, dated 24 April 2024 and

APPROVED the following recommendations:

i) Academic Proposal

- To amend the Biomedical Sciences curriculum in the Bachelor of Biomedical Sciences (BBiomedSc) and Bachelor of Sciences (BSc).
- To lower the minimum admissions requirements for the Bachelor of Medicine and Bachelor of Surgery (MB ChB), Bachelor of Dental Surgery (BDS), Bachelor of Radiation Therapy (BRT), Bachelor of Physiotherapy (BPhy), Bachelor of Medical Laboratory Science (BMLSc), and Bachelor of Pharmacy (BPharm).

The Council sought clarification on the lowering of admissions requirements. Further detail will be circulated to Councillors.

- To amend the Music curriculum for the Bachelor of Music (MusB), Bachelor of Arts (BA), Bachelor of Music with Honours (MusB(Hons)), and Postgraduate Diploma in Music (PGDipMus).
- To amend the regulations and curriculum for the Bachelor of Entrepreneurship (BEntr).
- To introduce Pacific Islands Studies as a subject for the Bachelor of Arts with Honours (BA(Hons)), Postgraduate Diploma in Arts Subjects (PGDipArts), Master of Arts (Thesis) (MA(Thesis)), and Master of Arts (Coursework) (MA(Coursework)).
- To introduce three new qualifications, the Master of Business (MBus), Postgraduate Diploma in Business (PGDipBus), and Postgraduate Certificate in Business (PGCertBus), with consequential amendments to the structure of Master of Sustainable Business (MSusBus) and deletion of following qualifications:
 - Postgraduate Diploma in Commerce (PGDipCom)
 - Master of Accounting and Finance (MAccFin)
 - Master of Economics (MEcon)
 - Master of Entrepreneurship (MEntr)
 - Master of Finance (MFinc)

- Master of International Business (MIntBus)
- Master of Marketing (MMart)
- Master of Tourism (MTour)
- To amend the Master of Arts (Coursework) (MA(Coursework)), introducing a papers-only pathway.
- To amend the curriculum for various Humanities postgraduate programmes, as a consequence of amending 400-level Humanities papers from 20 points to 30 points.
- To amend the structure of the Master of Planning (MPlan), including the introduction of a new paper, GEOG 536 Toitū te Taiao: Planning in a Māori Context.
- To amend the structure of the Master of Peace and Conflict Studies, including the introduction of two new papers, PEAC 509 Introduction to Peace and Justice in Aotearoa New Zealand PEAC 510 Indigenous Approaches to Peacemaking and Reconciliation
- To delete Chinese, French, German, Japanese, and Spanish as subjects for Master of Arts (Coursework) (MA(Coursework)).

and

NOTED

the Senate recommendations on:

Te Kokeka Whakamua | The University of Otago Disability Action Plan: 2023-2027, subject to:

- Ensuring that the Plan is explicit in supporting equity of access to non-lecture teaching and learning activities, in addition to lectures.
- Removing the sentence, ‘This will not only benefit disabled students, but many others as well, including international and refugee students, and those who miss lectures due to ill health, for work, or to care for dependents’ from page 7 under Universal Design Principals to ensure that the Plan remains focussed on supporting disabled students.

and

NOTED

the Senate recommendations on:

the University's Privacy Policy and Privacy Statement, subject to:

- Consultation with the Centre for Artificial Intelligence and Public Policy (CAIPP) regarding the appropriate use of AI tools.
- The finalised Policy and Statement being supplied to Senate for information.

4. Finance and Budget

4.1 Financial Review Part 1

The Council received a Financial Review Part 1 report for the period ended 31 March 2024 from the Chief Financial Officer and

NOTED the operating surplus for the period ended 31 March 2024 was \$203.4 million, which was \$8.5 million higher than the budgeted surplus of \$194.9 million.

Mr Trott commented on the forecast deficit. He also noted that liquidity continues to be strong, and cash reserves are currently sufficient. Planned borrowing commenced at the end of April.

Council sought clarification on the unfavourable variance related to College and UniFlats occupancy. Management confirmed that there several factors affecting the variances, one of which is a lower than anticipated student enrolment number.

5. Capital Development

5.1 Capital Projects Report – Part A

The Council received a Campus Development and ITS Portfolio Report Part 1, dated 10 April 2024.

The Chief Operating Officer provided commentary on the report including on the UOC Campus Redevelopment, Aquinas Extension, UOW Lecture Theatre Strengthening, CRSM Phase 2, Dental Hospital Improvement Project, Air Travel and Hazardous Goods.

6. Vice-Chancellor's Business

6.1 Vice-Chancellor's Report

The Council received a report from the Vice-Chancellor (Acting), dated 8 May 2024 covering topical issues, divisional updates, volunteering and social impact, upcoming events, awards, and recognition.

The Vice-Chancellor (Acting) highlighted the recent Tuakiritaka Launch held on 1 May, Te Kapa o Rukutia performance at the Waitaha

Regional Kapa Haka Competition held in Christchurch on 27 April, Te Pūiaki Putaiao Matua Te Pirimia Prime Minister's Science Prize which has been awarded to the Hereditary Diffuse Gastric Cancer Research Group led by Professor Parry Guilford. The Vice-Chancellor (Acting) further noted that at the Pacific Scholarship event held on 15 May; 295 scholarships were awarded.

6.2 Emeritus Professors

The Council

RATIFIED its decision, made via email resolution in April 2024, to award the title of Emeritus Professor to Hallie Buckley (Department of Anatomy, School of Biomedical Sciences, Division of Health Sciences).

7. Ti Kōuka 2030 Sustainability Report

The Council received a memorandum from the Chief Operating Officer, dated 2 May 2024 on the first Ti Kōuka 2030 update report from the Office of Sustainability.

Mr R O'Brien was welcomed to the meeting.

Mr R O'Brien provided commentary on the Ti Kōuka 2030 update report. He noted that the University is performing well in international and regional rankings, achieving gains in regard to the Net Zero 2030 journey, making good progress in integrating Ti Kōuka 2030 into strategic planning at all levels, continuing to innovate and create graduates with the capabilities to lead sustainability change. He also noted that research for sustainability has been recognised as one of Otago's research strengths.

The Council sought clarification on waste going to landfill. Mr R O'Brien commented that we have achieved reductions in total waste but not have not made enough progress on improving the percentage of waste going to landfill. He commented on waste-sorting education and the Drop (and Shop) for Good initiative, which is a collaboration between OUSA, Property Services and the Sustainability Office.

The Council acknowledged the progress being made and thanked Mr R O'Brien and the wider team for their work.

8. Exclusion of the Public

The Council

APPROVED a motion, under Section 48 of the Local Government Official Information and Meetings Act 1987, that the public be excluded from the remaining parts of the proceedings of the meeting as appended to the Minutes.

8. Exclusion of the Public

The Chancellor moved that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

- Item 9 Pt 2 of the Minutes of the meeting of the University Council held on 9 April 2024 and 12 March 2024
- Item 10 University Council Work Plan 2024 and Action Follow-Register
- Item 11 Māori Strategic Framework
- Item 12 Te Koheke Whakamua – Disability Action Plan 2023 - 2027
- Item 13 International Student Tuition Fees 2025
- Item 14 Vice-Chancellor’s Report
- Item 15 Finance and Budget - Financial Taskforce Report, Multi-year Financial Forecasts and TEC Financial Monitoring Framework
- Item 16 Capital Development – CApSc Refurbishment, Sciences Division Strategic Space Plan, UOC Campus Development Redevelopment Plan
- Item 17 Health and Safety Report
- Item 18 Sexual Misconduct Report
- Item 19 Cornerstone Minerals Ltd
- Item 20 Council Information Pack which includes Senate – matters for noting, Tuakiritaka Project Update, 2023 Pūtea Tautoko Annual Report, Economic Impact Report 2023, Higher Education Development Centre – Change Proposal, Client Services Review, Pre-liminary Financial Review, Financial Review Part 2, Treasury Report, Group Financial Report, Capital Project Report – Part B and Council Membership 2024.
- Item 21 Council Only Business

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	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 9 - 21 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 9	Pt 2 of the Minutes of the meeting of the University Council held on 9 April 2024 and 12 March 2024	ss 9(2)(a), (i), and (k)
Item 10	University Council Work Plan and Action Follow-Register	ss 9(2)(i) and (k)
Item 11	Māori Strategic Framework	ss 9(2)(i) and (k)
Item 12	Te Koheke Whakamua – Disability Action Plan 2023 - 2027	ss 9(2)(i) and (k)
Item 13	International Student Tuition Fees 2025	ss 9(2)(i) and (k)
Item 14	Vice-Chancellor’s Report	ss 9(2)(i) and (k)
Item 15	Finance and Budget – Financial Taskforce Report, Multi-year Financial Forecasts and TEC Financial Monitoring Framework	ss 9(2)(i) and (k)
Item 16	Capital Development – CApSc Refurbishment, Sciences Division Strategic Space Plan, UOC Campus Development Redevelopment Plan	ss 9(2)(i) and (k)
Item 17	Health and Safety Report – March 2024	ss 9(2)(a), (ba) and (c)
Item 18	Sexual Misconduct Report	ss 9(2)(i) and (k)
Item 19	Cornerstone Minerals Ltd	ss 9(2)(i) and (k)
Item 20	Council Information Pack which includes Communications from the Senate – matters for noting, Tuakiritaka Project	ss 9(2)(i), (j) and (k)

	Update, 2023 Pūtea Tautoko Annual Report, Economic Impact Report 2023, Higher Education Development Centre – Change Proposal, Client Services Review, Pre-liminary Financial Review, Financial Review Part 2, Treasury Report, Group Financial Report, Capital Project Report – Part B and Council Membership 2024.	
Item 21	Council Only Business	ss 9(2)(a), (i), (j) and (k)

AND THAT for Items 1 - 20- Professors S Brock, R Blaikie, J Ruru, Mr S Willis, Mr D Thomson, Mr B Trott, Ms M McPherson, Mr H Paul and for Item 11 – Ms R Bryant and staff from the Office of Māori Development, and for Item 13 – Mr J Cushen and for Item 12 and 18 – Ms C Gallop be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to Council, the Deputy Secretary to Council and Assistant Secretary to the Council is also permitted to remain at the meeting for Items 1-20 to provide secretarial support and advice.



COMMUNICATIONS FROM THE SENATE
29 May 2024

The Senate recommends for approval:

Academic Proposals

The following academic proposals, to be notified to the Committee on University Academic Programmes:

- To delete the Supplementary Nutritional Science and Nutrition Communication minor subjects
- To delete the Graduate Certificate in Teacher Development (GradCertTchrDev), including the deletion of EDUT papers
- To delete the Marine Environmental Science subject for the Master of Applied Science (MAppSc)
- To delete the Master of Science Communication (MSciComm) and Science Communication minor subject, including the deletion of the following papers:
 - SCOM 109 Communicating Science: an Introduction
 - SCOM 301 Engaging the Public with Science
 - SCOM 402 The Craft of Storytelling
 - SCOM 403 Science and Creative Non-Fiction Writing
 - SCOM 404 Science Communication Internship
 - SCOM 406 Science Communication Strategies and Resources
 - SCOM 407 Digital Design for Factual Communication
 - SCOM 408 Critical and Creative Thinking
 - SCOM 409 Introduction to Science Communication
 - SCOM 412 The Techniques of Natural History and Science Filmmaking
 - SCOM 413 Digital Production for Science Communication
 - SCOM 415 Documentary Film and Media
 - SCOM 427 The Essay: Creative Non-Fiction
 - SCOM 495 Thesis Preparation and Proposal

Scholarships and Prizes

The following new scholarship and disestablished prize, as outlined in a manatu from the Manager, Postgraduate Scholarships, Prizes and Awards dated 14 May 2024 (attached):

New scholarship

- Jan Riddell Memorial Scholarship

Disestablished prize

- The ANZCA Music Prize

Privacy Policy and Privacy Statement

The University's Privacy Policy and Privacy Statement, previously endorsed by Council subject to Senate consideration, noting that the actions stipulated by Senate as a condition of endorsement have now been completed, as outlined in a manatu from the University's General Counsel and Senior Solicitor dated 13 May 2024 (attached).



Memorandum

To Scholarships and Prizes Committee
From Peter Boston
Manager, Postgraduate Scholarships, Prizes and Awards
Date 14 May 2024
Re **New and Disestablished Awards Proposals**

Preamble

The recommendation of the Scholarships and Prizes Committee is sought for the following new scholarship and disestablished prize to proceed to the Senate for its consideration.

1. NEW SCHOLARSHIP

a) Jan Riddell Memorial Scholarship

- **Department:** School of Geography and Division of Sciences
- **Value:** \$8,000
- **Background:** This new award commemorates the life and work of Jan Riddell QSM, and is sponsored by her husband, David Riddell. Jan Riddell was a passionate conservationist who dedicated her career to protecting the natural environment. She served on numerous environmental and conservation bodies during her life, and had a particular passion for water quality and quantity issues. The main purpose of this scholarship is to support postgraduate study focussed on hydrology. Valued at \$8,000, it is intended to help meet tuition and research-related costs, such as lab supplies and fieldwork expenses.
- **Recommended by:**
 - Professor Etienne Nel, Head of the School of Geography, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities
 - Professor Richard Barker, Pro-Vice-Chancellor, Division of Sciences

New Regulations

Jan Riddell Memorial Scholarship

Established in 2024 by the University of Otago in collaboration with David Riddell, this award commemorates the life and work of David's wife, the late Jan Riddell QSM. Jan was appointed the Queen's Service Medal in 2004 for public service, and throughout her life was dedicated to protecting the natural environment, with a focus on water quality and quantity issues. As well as being a sheep farmer, Jan had an extensive career in the conservation sector, including roles with the Southland Conservation Board, the NZ Conservation Authority, the Forest Hill Foundation Trust, the Waiau Fisheries and Wildlife Habitat Enhancement Trust, Environment Southland, and the Southland Fish & Game Council. She was also Chair of the NZ Nature Heritage Fund, and was heavily involved with the Waiau River Working Party, which she

chaired for 25 years. Jan embraced each and every role with characteristic verve, vision, and dedication. Both David and Jan graduated from the University of Otago.

The Jan Riddell Memorial Scholarship provides generous support to a student undertaking postgraduate study with a focus on hydrology. Valued at \$8,000, the scholarship is intended to help meet tuition and research-related costs, such as lab supplies and fieldwork expenses.

Eligibility

Applicants must be:

- a New Zealand citizen or New Zealand Residence Class Visa Holder;
- enrolled in or planning to undertake any of the following, in the proposed year of tenure:
 - the first year of a Master's degree with a primary focus on hydrology;
 - a Postgraduate Diploma or Honours degree with a research project primarily focussed on hydrology, or leading to specialisation in hydrology.

Application Process

Every application for the scholarship must be submitted to Student Administration (Scholarships) at the University of Otago by the specified closing date.

Every applicant must submit:

- a completed application form;
- an academic reference letter;
- a declaration of any other scholarships, awards or grants the applicant holds or has applied for;
- a statement of intent about their professional or vocational aspirations following completion of their postgraduate study in hydrology, including likely pathways to achieving those goals;
- a summary of any community or social outreach and engagement, including any current or recent volunteer service, or involvement in sporting or other extra-curricular activities;
- (if applicable) a brief description of any cultural, family or personal considerations that may adversely affect the applicant's ability to succeed in their studies; and
- a copy of their academic transcript if not an Otago graduate.

Applicants may also provide a written statement of financial position (maximum 500 words) if there are particular financial stresses or challenges they are faced with that they wish to highlight. Such statements will not be used to disqualify an applicant. Their sole purpose is to ensure due consideration is given to hardship resulting from difficult personal or socio-economic circumstances.

Selection Process

A selection panel to award the scholarship shall include the following (or their nominees): one senior faculty member from the School of Geography, nominated by the Pro-Vice-Chancellor of Humanities, who will act as chair; one senior faculty member from the School of Surveying, Department of Geology or Department of Marine Science, nominated by the Pro-Vice-Chancellor of Sciences; the Director, Development and Alumni Relations; and the Manager, Postgraduate Scholarships, Prizes and Awards.

The panel shall consider the following factors when awarding the scholarship:

- academic performance and potential;
- financial, cultural or personal/family circumstances that may affect an applicant's ability to study;
- community or social outreach and engagement, including any current or recent volunteer service;
- involvement in sporting or other extra-curricular activities; and
- the applicant's overall career goals and aspirations, and steps they might take to reach them.

The panel shall also have regard to the University's Equity and Diversity Policy when assessing applications.

The panel may require an interview with short-listed applicants.

Financial

- The total value of the scholarship is \$8,000, which shall be applied to offset tuition fees and/or research-related costs such as lab supplies and fieldwork expenses.
- One scholarship will normally be awarded each year, funds permitting.
- The panel may vary the number and value of scholarships awarded each year (to a minimum value of \$3,000 per award).
- The selection panel may decide not to award the scholarship in any year there are deemed to be no applications of sufficient merit.

Tenure

- The scholarship may be held with full-time or part-time tenure.
- The scholarship must be taken up within one year of being awarded.
- The scholarship may only be awarded once to any individual applicant.
- The scholarship may be held concurrently with any other University of Otago scholarship where its regulations also allow co-tenure.

Other Requirements

- Award of the scholarship is dependent on the recipient being admitted to the University of Otago for the intended programme of study.
- The University of Otago reserves the right to use the names, photographs, and details of successful applicants for advertising and publicity. The award holders must agree to be reasonably available to participate in interviews and promotional activities if requested by the University of Otago.

2. DISESTABLISHED PRIZE

a) The ANZCA Music Prize

- **Department:** Music Programme, School of Performing Arts
- **Value:** \$1,500
- **Background:** This prize was established in 2019 in collaboration with sponsor Australian and New Zealand Cultural Arts Limited (ANZCA), to acknowledge excellence in contemporary performance by students doing the second, third or

fourth year of a Bachelor of Music or Bachelor of Music with Honours degree. Since then, the prize has been awarded to three students. Unfortunately, late last year (2023) ANZCA advised that its Board of Directors had decided to discontinue the sponsorship. The prize must now therefore be disestablished.

- **Recommended by:**
 - Professor Anthony Ritchie, Head of the School of Performing Arts, Division of Humanities
 - Professor Jessica Palmer, Pro-Vice-Chancellor, Division of Humanities

Current Regulations

The ANZCA Music Prize

Established in 2019 by the University of Otago and Australian and New Zealand Cultural Arts Limited (ANZCA) to acknowledge excellence in contemporary performance by students studying during the second, third or fourth years of a Bachelor of Music or Bachelor of Music with Honours degree course. Contemporary performance may be on the bass guitar, drums, guitar, keyboard or vocals.

The prize is awarded annually by the University Council on the recommendation of the Head of Music. Criteria may include original student work or performance of set repertoire at the higher end of GPA 9 (90% to 100%) for the entire paper, at a level of proficiency and imagination such as would be seen as outstanding in a professional context.

An award will not be made in any year in which there are no candidates of sufficient merit.

The award may be given concurrently with other awards.

The prize is valued at \$1,500.

Recommendations

- 1) The Scholarships and Prizes Committee recommends that the following new scholarship and disestablished prize proceed to Senate for its consideration:
 - a. New Scholarship
 - i. Jan Riddell Memorial Scholarship
 - b. Disestablished Prize
 - i. The ANZCA Music Prize

To / Ki a Senate
Date / Te rā 13 May 2024
From / Nā Ainsley Simmonds, General Counsel and Kari Schmidt, Senior Solicitor, the Office of the Registrar
Subject / Te Kaupapa **Privacy Policy With Amendments**

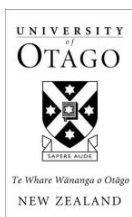
At Senate’s meeting on 24 April 2024, the Office of the Registrar recommended that Senate approve a new Privacy Policy and Privacy Statement.

The Senate decision was for the Privacy Policy to return for noting, once our office had consulted with the Centre for AI Research and Policy. We referred the Policy to the Centre, consisting of Professor Brendan McCane, Professor David Eyers and Emeritus Professor James Mclaurin. We also met with Professor Mclaurin on 3 May 2024.

We have subsequently incorporated most of the Centre’s comments into the Privacy Policy.

Senate also pointed out that the requirement at 3(j)(i) of the Policy to “ensure” there is no bias when using an AI tool is likely impossible. On that basis, we have amended this provision to clarify that “where possible” the University Community must “use best efforts” to ensure there is no bias when using an AI tool.

A revised version of the Privacy Policy with our tracked changes is **attached** for Senate’s information.



Privacy Policy

Category	Administrative and Management
Type	Policy
Approved by	Vice-Chancellor, 26 February 2024
Date Policy Took Effect	[insert]
Last Approved Revision	N/A
Sponsor	Registrar and Secretary to Council and HR Director
Responsible Officer	Manager, Policy and Compliance
Review Date	1 May 2025

Purpose

This Privacy Policy outlines how the University Community is expected to manage personal information and ensures that the University Community:

- understands the circumstances in which it is appropriate to access personal information on University systems
- is aware of, and complies with, the University’s obligations under the privacy laws that apply to us, including the New Zealand Privacy Act, and the laws in place in other countries we operate, such as the EU General Data Protection Regulation, and the China Personal Information Protection Law
- is aware of, and complies with, the promises the University has made to our data subjects in our privacy statements and collection notices
- is aware of the various privacy-related roles and responsibilities across the University, including in relation to the escalation of privacy risks and issues, and
- develops or procures, and uses, new technologies that process personal information, including automated processing tools or tools that include Artificial Intelligence (**AI**) or machine learning, ethically and lawfully.

Organisational Scope

All members of the University Community who have access to personal information. This policy applies to all personal information the University holds.

Definitions

Artificial Intelligence (AI)	The ability of machines to perform typically human-like tasks, including recognising patterns, making decisions and solving problems. This is achieved through algorithms and models designed to learn from data and improve over time. “AI” is typically used as an umbrella term to describe a collection of related technologies such as machine learning, facial recognition, predictive analytics, natural language processing, large language models, and generative AI (see below).
Data subject	Any natural person about whom the University collects and holds personal information and includes students (including prospective students and students visiting from other institutions), staff members, contractors, alumni, donors, research participants, and visitors to the University’s websites or campuses.
GDPR	EU General Data Protection Regulation
Generative AI	<p>Generative AI tools use large amounts of information to transform and generate a variety of content, including human-like conversations, writing essays, creating images or videos, and computer code. Examples of generative AI tools include ChatGPT and ClaudeBing.</p> <p>This policy distinguishes between “public” generative AI tools (which are publicly available, free, and web-based) and “enterprise” generative AI tools (which are not publicly available, require payment, and should segment and protect enterprise data).</p>
Personal information	Any information, whether electronic or hard copy, about a data subject, whether or not the information directly identifies the data subject, and includes but is not limited to contact, demographic, health and academic information (including course results), CCTV footage, staff employment and performance information, emails and other correspondence, and opinions about the data subject.
PIPL	China Personal Information Protection Law
Privacy Act	New Zealand Privacy Act 2020
Privacy breach	<p>An event (whether intentional or unintentional) in which personal information is lost or is accessed, altered, disclosed or destroyed without authorisation, including but not limited to:</p> <ul style="list-style-type: none"> • accidental disclosure of personal information to the wrong recipient; • employee browsing of personal information without a legitimate business reason; • deliberate or malicious data use or disclosure by a current or former employee • an external attack on a University system; or • a lost or stolen University device or document.

Privacy Officer	The person in the University who is responsible for ensuring our compliance with privacy laws. The current Privacy Officer is the Registrar and Secretary to the Council, and the Director, Human Resources in relation to employee personal information.
Sensitive personal information	Information about a data subject's age, gender, health, ethnicity, political opinions, religion, sexual orientation, biometric information (such as facial recognition information), or criminal record.
University Community	All University of Otago staff, students (whether permanent, temporary, or part-time, and including prospective students and students visiting from other institutions), members of the Council of the University, honorary staff, or any other member of the University and any contractors (including contracted service providers), sub-contractors, consultants, or official visitors.

Content

The University Community must comply with privacy law, but privacy is about more than legal compliance. Good privacy practice involves considerations of ethics, fairness, and proportionality. Privacy is a human right, and the University strives to respect that.

Global privacy laws take a principles-based approach, allowing the University to collect, use and share personal information in the ways required to run our business. The principles of this policy reflect the requirements of most privacy laws, and best practice ethical considerations. The focus of this policy is on the Privacy Act, but where other laws (such as the GDPR and PIPL) require specific steps to be taken, these are noted.

Where the University is required by another law – such as the Education and Training Act – to collect, use or disclose personal information in a particular way, this requirement will override the Privacy Act, and the relevant processing of personal information will not generally be required to comply with the information privacy principles.

1. Collection of personal information

Scope of collection

- a. Personal information should only be collected if it is necessary for a lawful purpose that is directly connected with any of the University's lawful functions. At a high level, our lawful purposes include (but are not limited to):
 - i. considering applications for admission to, or employment with, the University
 - ii. administering programmes of study
 - iii. conducting academic research
 - iv. managing staff and ensuring the health and safety of students and staff members, and
 - v. meeting the University's reporting requirements.

- b. Where a process or system can operate without the collection of personal information, or without the need to identify a data subject, the University may not require the individual's identifying information.
- c. Personal information should be collected from the data subject directly, unless an exception can be relied upon to collect the information from a third party. Relevant exceptions may include:
 - i. where the data subject authorises the University to collect personal information from a third party
 - ii. where collecting personal information from a third party would not prejudice the data subject's interests
 - iii. where the information is collected from a publicly available source, such as the Internet
 - iv. where personal information is obtained or verified through relevant government or education agencies, including the New Zealand National Student Index
 - v. where the information will be used in a form that does not identify the data subject, or
 - vi. where another law requires or permits the University to collect personal information from a third party.

Collection or assigning of unique identifiers

- d. Unique identifiers assigned by other agencies ("third-party unique identifiers", such as the National Student Number (NSN), the National Health Index (NHI), the IRD number) must be collected and managed in accordance with the following requirements:
 - i. The University must not use third-party unique identifiers to generally identify data subjects within our systems.
 - ii. The University may use a third-party unique identifier for the purposes of communicating with that third party about the relevant data subject (such as where the IRD number is used to communicate with Inland Revenue about an employee).
 - iii. The University must not require data subjects to provide their third-party unique identifiers, unless we can establish that this one of the purposes for which the identifier was assigned by the third party (such as the NSN, which was assigned for the purpose of enabling education providers to search for and modify information about their students).
 - iv. The University must protect third-party unique identifiers from misuse (such as by masking or truncating them in correspondence).
- e. The University will assign its own unique identifiers to students, employees and affiliates, for example, in the form of ID numbers ~~and PIN numbers~~. These unique identifiers are necessary to enable the University to carry out its functions efficiently. However, the University must assign unique identifiers in accordance with the following requirements:
 - i. The University must take reasonable steps to ensure that unique identifiers are assigned only to an individual whose identity is clearly established, and that the risk of misuse of a unique identifier by any person is minimised.
 - ii. The University must protect its unique identifiers from misuse (such as by masking or truncating them in correspondence).
 - iii. Student and employee ID cards will be allocated in conjunction with appropriate personal information, as governed by the Identity Card Sector Allocation Policy and Identity Card Issuing Policy.

Transparency

- f. Subject to clause 1(h), at the time that personal information is being collected from a data subject, the University Community must ensure that data subjects are made aware:
 - i. what information is being collected
 - ii. why the information is being collected
 - iii. how the information will be used
 - iv. who the information will be shared with
 - v. if the collection of the information is authorised or required by or under law, the particular law by or under which the collection of the information is authorised or required and whether the supply of the information by the individual is voluntary or mandatory
 - vi. the consequences (if any) for that individual if all or any part of the requested information is not provided, and
 - vii. what rights they have in relation to their information.

- g. If the information collected is a routine part of University process (that is, the collection of information is not unusual or ad hoc), it will be sufficient for compliance with clause 1(f) above if the University Community refers to, or provides the data subject with a link to, the relevant privacy statement.

- h. Unless the data collection relates to data subjects located in the EU or China, it is not necessary to comply with 1(f) if an individual with appropriate authority believes on reasonable grounds that:
 - i. Non-compliance would not prejudice the interests of the individual;
 - ii. Non-compliance is necessary to avoid prejudice to the investigation, prevention, or prosecution of offences, or for the purposes of court proceedings;
 - iii. Compliance would prejudice the purposes of the collection; or
 - iv. That compliance is not reasonably practicable in the circumstances of the particular case; or
 - v. That the information will not be used in a form in which the individual concerned is identified or will be used for statistical or research purposes and will not be published in a form that could reasonably be expected to identify the individual concerned.

If you are uncertain of your obligations you must consult with your Manager, who may consult with a University Privacy Officer.

- i. Occasional or ad hoc collections, such as individual research projects, may require the provision of specific privacy notices relating to that collection.

- j. Where a new collection, use or disclosure of personal information is to become a routine part of University process, the responsible member of the University Community must ensure that the Privacy Officer is notified and the relevant privacy statement is updated to reflect this.

Method of collection

- k. Personal information must only be collected in ways that are lawful and, in the circumstances, not unfair or unreasonably intrusive. This maintains personal dignity and protects data subjects from disproportionate or overly intrusive practices.

- i. **Unlawful** collection methods are those that are prohibited by law.
 - ii. **Unfair** collection methods could include not telling data subjects that information is being collected or deceiving data subjects about the purpose for collecting information. There are some instances where such collection methods may be appropriate (e.g., when conducting research), where there are other protections or processes establishing appropriate ethical protections.
 - iii. **Unreasonably intrusive** collection methods could include collecting sensitive personal information in a public space or using CCTV cameras in sensitive locations such as bathrooms.
- i. The University Community must be especially careful when collecting personal information from children or young people (such as some students and prospective students) to ensure that the collection is fair. This might include providing a simple summary of our privacy statement or ensuring that a child's caregiver is aware that we are collecting personal information about their child. Where a student is 18 years or older it is expected that the University will liaise with them directly in respect of collecting their personal information.

Collection of sensitive personal information

- m. Some jurisdictions the University might operate in – including the EU, China and Australia – specifically regulate the collection of sensitive personal information. Where the University is directly and knowingly collecting information for people located in these jurisdictions, we must obtain consent to collect sensitive personal information, unless that information is being collected for the purposes of public health management (such as pandemic management), the delivery of health services to the individual, for occupational or employment purposes or in order to respond to an emergency (e.g., concerning a threat to the life or safety of an individual or individuals).

2. Security and retention of personal information (including access)

Security

- a. All members of the University Community have a responsibility to protect the personal information they handle against loss, misuse, or unauthorised access, modification or disclosure.
- b. Before sharing personal information with a contracted service provider, the University Community must ensure that the service provider is required and able to provide an adequate level of protection to the personal information shared. This will usually be achieved by entering into a binding contract with the third party that includes a minimum set of privacy obligations on the third party.

Access

- c. Members of the University Community must only access personal information that is required by them to carry out a function of their University employment or research or study. Any subsequent use of the information must also be clearly based on professional need.

- d. Access to personal information, which is to be granted in accordance with the established approval processes for each system and/or data set, should only be granted to a member of the University Community if there is a legitimate need.
- e. It is the responsibility of the Head of Department (or their delegate) to ensure access to personal information is removed when no longer required by a role or individual.
- f. Access to personal information about students must be managed in accordance with the Authorisation of Access to Student Information Procedure.

Retention

- g. Members of the University Community must not retain personal information for longer than the University has a lawful purpose to use it, and must delete information in compliance with the Information and Records Management Policy.

3. Use and disclosure of personal information

Anticipated uses and disclosures

- a. Except as provided in clause 3(b) below, personal information must only be used or disclosed by the University Community if that use or disclosure is the purpose for which the information was collected, and has been made clear to the data subject in the relevant privacy statement (if applicable).

New uses and disclosures

- b. Before using or disclosing personal information in new ways, or in ways that are not part of the University's routine business, the University Community must ensure that this is necessary for a lawful purpose or is otherwise permitted or required by law, including where any one of the following Privacy Act exceptions applies:
 - i. the relevant data subject has authorised the University to use or disclose their information in this way
 - ii. the use or disclosure is directly related to the purposes for which the information was collected
 - iii. the information will be de-identified (anonymised)
 - iv. the information was collected from a public source (such as information collected from public social media accounts), and it would not be unfair or unreasonable in the circumstances to use or disclose it in this way
 - v. the use or disclosure is necessary to assist with the investigation, prevention, or prosecution of offences (such as using gathering evidence of staff fraud), or for the purposes of court proceedings
 - vi. the use or disclosure is necessary to prevent a serious threat to life or health (such as tracking staff location for pandemic management), or
 - vii. the use or disclosure is required or permitted by another law (such as the Education and Training Act 2020 or the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021).
- c. Where authorisation (or consent) is the lawful basis relied upon to process personal information, the University Community must ensure that this consent is:
 - i. **express** – which means a clear, affirmative action, not a pre-selected box

- ii. **freely given** – which means there are no conditions attached to the consent (such as the inability to provide a service), or there are no power imbalances at play (such as in the employment relationship)
 - iii. **current and specific** – which means perpetual or very general consents should be avoided
 - iv. **informed** – which means ensuring the data subject is made fully aware what personal information and processing the consent relates to, and
 - v. **clear** – which means simple and in plain language.
- d. Third party requests for personal information that are not part of routine University business – including requests from other universities, family of students, government departments, or law enforcement agencies – must be escalated to a Privacy Officer.
- e. Personal information must not be disclosed to third parties based overseas without the approval of the Privacy Officer, who must consider whether the overseas third party is subject to privacy requirements that are equivalent to those contained in the Privacy Act. This will usually be achieved by entering into a binding contract with the third party that includes a minimum set of privacy obligations on the third party. Where that is not practicable, the University may obtain the informed consent of the data subject for the disclosure (such as when disclosing personal information to overseas thesis supervisors).

Using AI tools to profile people or make automated decisions

- f. The University might develop, procure, or use AI tools to assist us to [profile individuals](#), make inferences ~~or about them, or make~~ automated decisions about [individuals](#)~~them~~. These tools might be used to manage course administration processes, deliver services (such as remote examination proctoring), or for the purposes of data analytics.
- g. The use of AI tools can raise significant privacy risks, and is subject to specific regulation in some jurisdictions (such as the EU). The use of AI tools should be managed on the basis of the following risk threshold:
 - i. **Unacceptable risk** – Tools intended to infer the emotions of individuals in the education or employment context, or [intended](#) to infer sensitive attributes about individuals (such as race or sexual orientation).
 - ii. **High risk** – Tools intended to automate the processing of personal information in order to determine access or admission to study programmes, to evaluate learning outcomes, to steer a student’s learning process, or to monitor student behaviour during examinations, or to otherwise automate decisions that could have a significant impact on the rights or interests of data subjects.
 - iii. **Low risk** – Tools that do not make decisions about individuals or automate important processes.
- h. The University Community **must not** use AI tools for any purposes that fall into the unacceptable risk category. The one exception is [academic](#) research, provided it satisfies ethical requirements, is compliant with the Health Information Privacy Code and any applicable law, and is compliant with the privacy expectations of the source of the information.
- i. If a member of the University Community intends to develop, procure, or use AI tools for any purposes that fall into the high risk category, they must complete a Privacy Impact Assessment (**PIA** – see clause 5 below) and obtain the approval of the Privacy Officer.

- j. When using an AI tool [which collects, processes or handles personal information](#), the University Community must:
- i. [Where possible, use best efforts to ensure](#)Ensure the data used to train, ~~or run or prompt~~ the tool is fit for purpose, including that it is accurate, up to date, complete, relevant, and that it does not raise issues of bias.
 - ii. Be transparent with data subjects about the use of the tool. This might include updating our privacy statements to provide notice about such use.
 - iii. Ensure that the University has a lawful basis to process the personal information within the tool, such as where the processing is directly related to the purposes for which the information was collected.
 - iv. Review outputs or outcomes from the tool to ensure that they meet expectations, are lawful and ethical, and do not adversely impact on individuals or communities in unexpected or unintended ways.
 - v. If using an AI tool to automate significant decisions about data subjects, ensure that the affected data subjects can challenge those decisions with a human, and can object to the use of such tools to make decisions about them (see clause 4(c)(v) below).
 - vi. If developing a low risk AI tool such as a chatbot, ensure that individuals are made aware that they are interacting with an AI system not a human.
- k. The University Community must also be mindful that, ~~while privacy is a significant and fundamental consideration, it is not the only risk created by the use of AI tools. Poor poor~~ model performance, inadequate monitoring, bias and discrimination, copyright infringement, lack of explainability, and inadequate governance [create particular risks when using AI to collect, process or handle personal information.](#) ~~can all contribute to AI-related harms to the University and the University Community.~~

Specific considerations in relation to using generative AI tools to process personal information

- l. The University Community must use generative AI tools in accordance with the [Use of Generative-Artificial Intelligences and Autonomous Content Generation in Learning and Teaching Policy](#), which includes a requirement to ensure privacy issues are appropriately managed.
- m. The University Community must be mindful of the privacy risks created by using both public and enterprise generative AI tools to process personal information [\(either in training or in inference\)](#) including:
- i. **Accuracy** – The personal information intended to be processed within the tool must be fit for purpose. This requires checking [\(where possible\)](#) that the information is accurate, up to date, complete and relevant, and that it does not raise issues of bias.
 - ii. **Use and disclosure** – The University must have a lawful basis to use or disclose personal information within the tool. Processing personal information public tools increases the risk of subsequent uses or disclosures that are unlawful.
 - iii. **Security and retention** – It is difficult to determine how secure public tools are. Once information is ingested into the tool, it may not be possible to delete it.
 - iv. **Access and correction** – Data subjects can ask to access or correct their personal information that is being processed within a tool, which could be extremely difficult to manage in practice.

If these risks cannot be managed or mitigated then AI may not be the right tool in the circumstances.

- n. The University Community **must not** use public generative AI tools to process personal or confidential information.
- o. If a member of the University Community intends to use an enterprise generative AI tool to process personal information, they must complete a Privacy Impact Assessment (**PIA** – see clause 5 below) and obtain the approval of the Privacy Officer.

Accuracy

- p. Members of the University Community must take reasonable steps to ensure that personal information is accurate and up to date before using or disclosing it, particularly where this use or disclosure could impact on the rights or interests of the data subject.

Processing sensitive personal information

- q. Some jurisdictions the University might operate in – including the EU, China and Australia – specifically regulate the processing of sensitive personal information. Where the University is delivering services to students or other people located in these jurisdictions, we must obtain consent to process sensitive personal information, unless that information is being processed for the purposes of public health management (such as pandemic management), the delivery of health services to the individual, or for occupational or employment purposes or in order to respond to an emergency (e.g., concerning a threat to the life or safety of an individual or individuals).

4. Data subject rights

- a. Privacy laws give the University's data subjects important privacy rights, which support transparency and accountability, protect individual autonomy and give data subjects some control over the way we collect, retain, use and share their information. The specific rights a data subject has will depend on their geographic location and applicable privacy laws in that jurisdiction.
- b. Data subject rights requests must be managed in accordance with the procedural requirements set out in privacy laws, including:
 - i. The University must respond to a request as soon as reasonably practicable and in any case not later than 20 working days after the day on which the request is received. The response must include the following information:
 - i. That the University does not hold the personal information in a way that enables the information to be readily retrieved; or
 - ii. That the University does not hold any personal information about the individual to whom the request relates; or
 - iii. That the University does hold personal information about the individual to whom the request relates and, if access to the information has been requested, that –
 - 1. Access to that information, or some of that information, is granted; or
 - 2. Access to that information, or some of that information, is refused and the grounds for refusal; or

- iv. The University neither confirms nor denies that it holds any personal information about the individual to whom the request relates.
 - ii. The University does not necessarily have to provide the personal information at the same time as they provide the individual with their decision. However, if the University has agreed to provide personal information it will need to do so without undue delay.
 - iii. It is important that members of the University Community who receive data subject rights requests can recognise those requests and escalate them quickly to the relevant Privacy Officer.
 - iv. Information should be released in the form preferred by the requester, unless doing so would impair the University's efficient administration.
 - v. The University Community must take reasonable steps to ensure that we are releasing personal information to the data subject only, unless they authorise us to release it to someone else.
 - vi. The University Community may charge a reasonable fee to process a request, but should not generally do so, and any fee must be approved by a Privacy Officer.
- c. Depending on their location, the University's data subjects may have the right to:
 - i. **Access** – Ask the University to confirm whether or not we are processing their personal information and, if we are, ask us for a copy of their information.
 - ii. **Correction** – Ask the University to correct personal information about them that they think is wrong. If we do not agree the data subject can ask us to attach a statement of correction to the information.
 - iii. **Erasure** (if the data subject is based in the EU or China) – Ask the University to erase their personal information if:
 - it is no longer needed for the purposes for which it was collected
 - they have withdrawn their consent for the processing of the information (where the processing was based on consent)
 - we have accepted their objection to processing, and we have no other lawful basis to retain it
 - it has been processed unlawfully, or
 - this is necessary to comply with a legal obligation to which we are subject, and
 - we are not required to retain it under the Public Records Act or the University General Disposal Authority.
 - iv. **Restrict processing** (if the data subject is based in the EU or China) – Ask the University to restrict the processing of their personal information if:
 - the accuracy of the personal information is contested, to allow us to verify its accuracy
 - the processing is unlawful, but they do not want it to be erased
 - it is no longer needed for the purposes for which it was collected, but it is still needed to establish, exercise or defend legal claims, or
 - they have objected to processing, and we are still considering that objection.
 - v. **Object to processing** – Object to the processing of their personal information, where the University is processing personal information based on its legitimate interests, including where this involves automated decision-making.
 - vi. **Withdraw consent** – Withdraw their consent, if they have given the University consent for the processing of their personal information. Note that this will not affect the lawfulness of any processing of personal information that has been carried out based on the consent before its withdrawal.

- d. All data subject rights requests must be escalated to the relevant Privacy Officer.

5. Privacy Impact Assessments (PIA)

- a. Where applicable, the University endeavours to take a “Privacy by Design” approach to the development of new or changed processes or systems. This means that we adhere to the following principles:
 - i. Proactive not reactive; Preventative not remedial
 - ii. Privacy as the default
 - iii. Privacy embedded into design
 - iv. Full functionality – Positive-sum, not zero-sum
 - v. End-to-end security – Lifecycle protection
 - vi. Visibility and transparency, and
 - vii. Respect for user privacy
- b. Any member of the University Community responsible for creating or changing a process or system, that involves a new collection, use or disclosure of personal information or that may impact the security or integrity of personal information already held by the University, must complete a PIA and consult on this PIA with a Privacy Officer. You can access a copy of the PIA template here: [\[insert link here\]](#).
- c. At a minimum, a PIA must be completed in any of the following situations, which may be likely to create high privacy risk:
 - a. processing sensitive personal information
 - b. developing, procuring, or using AI tools for any purposes that fall into the high risk category as set out at section 3(g) above
 - c. using generative AI tools to process personal information
 - d. procuring a new third party service provider to store or process personal information on the University’s behalf, or
 - e. disclosing personal information to a new third party, including an overseas third party.

6. Privacy breach management

- a. All members of the University Community must ensure that any privacy breach they become aware of is reported promptly to a Privacy Officer in compliance with the applicable Privacy Breach Management Procedure.

7. Roles and responsibilities

- a. The Audit and Risk Committee, which is a University Council committee, is responsible for:
 - i. providing oversight and monitoring, including through receipt of regular management reports, of University of Otago's privacy status and obtaining assurance from internal and external information systems auditors.
- b. The Vice-Chancellor is responsible for:
 - i. advocating cultural values that promote good privacy practice, and

- ii. supporting the Privacy Officer and others to ensure personal information is managed in accordance with this policy
- c. The Privacy Officer is responsible for:
 - i. supporting the University Community to understand and comply with this policy, including by maintaining and developing relevant procedures, standards and guidelines
 - ii. developing and offering privacy training as required
 - iii. assisting with the management of privacy breaches, data subject rights requests, and other privacy issues
 - iv. managing privacy complaints from data subjects
 - v. reporting on privacy breaches and general privacy compliance to the Audit and Risk Committee and, where required, the Vice-Chancellor, and
 - vi. liaising with third parties in respect of privacy matters, including the Privacy Commissioner or other relevant regulators and data subjects.
- d. All managers are responsible for:
 - i. supporting staff to understand and comply with this policy and participate in any privacy training provided by the University, and
 - ii. ensuring privacy breaches, data subject rights requests, and other privacy issues are identified and managed in accordance with this policy.
- e. All members of the University Community are responsible for:
 - iii. knowing and understanding their privacy responsibilities
 - iv. complying with this policy and any associated procedures
 - v. actively participating in any privacy training provided by the University, and
 - vi. reporting any privacy breaches, data subject rights requests, or other privacy issues to the Privacy Officer

Related Policies, Procedures and Forms

- [Authorisation of Access to Student Information Procedure](#)
- [Privacy Act 2020](#)
- [Health Information Privacy Code 2020](#)
- [EU General Data Protection Regulation](#)
- [China Personal Information Protection Law](#)
- [Australian Privacy Act 1988 \(Cth\)](#)
- [The University's student privacy statement](#)
- [Information Security Policy](#)
- [Information and Records Management Policy](#)

Contact for further information about this Policy

If you have any queries regarding the content of this policy or need further clarification, contact:

Registrar and Secretary to the Council

Email: registrar@otago.ac.nz

For specific queries relating to the management of employee personal information, contact:

Director, Human Resources
 Email: kevin.seales@otago.ac.nz

Keywords [For use in policy metadata]

Privacy, data protection, personal information

Consultation [This will not appear in the published policy]

Corporate Records Services
 International Department
 Director, Student Experience
 Graduate Research School
 Student Services Director
 Marketing Department
 Development and Alumni Relations
 Human Resources
 Communications Department
 Director of Campus and Collegiate Life Services
 Deputy-Vice-Chancellor Research & Enterprise
 ITS Office
 Academic Divisional Office
 Student Health
 Chief Operating Officer
 Vice-Chancellor
 Deputy-Vice-Chancellor Academic
 Deputy-Vice-Chancellor External Engagement
 Chief Operating Officer

Implementation Process [This will not appear in the published policy]

Person responsible	Registrar & Secretary to Council
Communication strategy	Standard University-wide communications.
Other Actions/tasks	N/A
Resources	No additional resources except staff time
Completion Date	One month from approval



FINANCIAL REVIEW – PART I

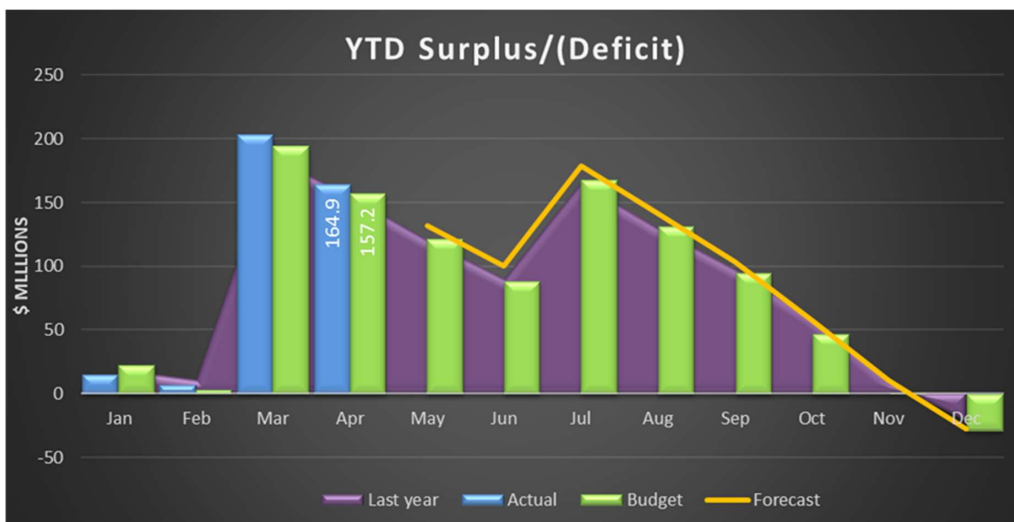
For the Period Ended 30 April 2024

Executive Summary

Council approved the 2024 budget at their November 2023 Council meeting. A full year budgeted deficit of \$28.9 million was approved.

The operating surplus for the period ended 30 April was \$164.9 million, which was \$7.7 million higher than the budgeted surplus of \$157.2 million. This favourable variance was largely related to lower than budgeted spend on consumables, scholarships, salaries and depreciation, offset in part by unfavourable variances on student related income arising from unfavourable domestic enrolments offset by favourable international enrolments, unfavourable PBRF and investment income.

Liquidity continues to be strong. Borrowing recommenced in April 2024, which, in conjunction with current cash reserves, ensures sufficient funds to meet expenditure on major projects over the coming months.



Tuition-related income is largely recognised in March and July at the time of first and second semester enrolments, rather than evenly throughout the year. This shows the impact of enrolment numbers as early as possible, allowing time for decisions to be made about the consequences of variances against income budgets. This phases the University surplus as shown in the graph above, with income being recognised early in the year.

Year to date surplus/(deficit) by function (\$ million):

Full Year		Year to Date			
Last Year	Budget	Actual	Budget	Variance	Last Year
\$ m	\$ m	\$ m	\$ m	\$ m	\$ m
209.7	227.2	239.9	236.6	3.3	221.0
6.7	3.7	4.6	3.8	0.8	7.0
(2.2)	0.3	(1.8)	(0.7)	(1.1)	(0.7)
5.3	1.1	0.2	0.4	(0.2)	2.6
(241.2)	(261.2)	(78.0)	(82.9)	4.9	(75.1)
(21.6)	(28.9)	164.9	157.2	7.7	154.8

Forecast

The forecast deficit of \$27.5 million is \$1.4 million better than the budgeted 2024 deficit of \$28.9 million.

The budgeted 2024 deficit included a \$14.4 million budget gap of which \$10.1 million has now been achieved.

Forecasts are updated monthly to reflect known and forecast movements in income and expenditure items.

\$ million	
Council Approved 2024 Budget	(28.9)
Changes to Income	
Increase in Net Research Overhead and Surplus Transfers	0.9
Increase in net external commercial, donation income	0.1
Decrease in Performance Based Research Funding	(1.4)
Decrease in college fees and property rents	(2.5)
Decrease in student related income	(3.6)
Changes to Expenditure	
Partial release of severance provision in Corporate	5.0
Decrease in depreciation due to 2023 building revaluation	1.4
Scholarships lower than forecast	1.3
Net Decrease in consumables, sub-contracted and occupancy costs	0.5
Salary savings due to vacant staffing positions	0.2
Reduced ability to capitalise interest on borrowing	(0.3)
Current Forecast Deficit	(27.5)
\$4.3 million budget gap, still to be identified for 2024	

Divisional Operating Contribution Summary

	Year to date (\$ millions)			Commentary
	Actual	Budget	Variance	
Academic Divisions				
Commerce	8.4	7.8	0.7	Favourable salaries and scholarships, offset in part by unfavourable consulting and commercial income.
Health Sciences	114.5	112.7	1.9	Favourable timing related variances arising from additional student related income received but not yet spent.
Humanities	19.5	21.4	(1.9)	Unfavourable variance on student related income and lower than expected MOE funding for Education Support Services.
Sciences	30.6	33.4	(2.8)	Unfavourable variance on student related income.
Total Academic Divisions	173.0	175.2	(2.2)	
Other Divisions				
Academic & Student Services	13.0	10.0	3.0	Favourable contract income (which will be offset with expenditure during the year) and salary related costs due to vacant positions.
Campus & Collegiate Life Services	(0.0)	1.1	(1.1)	Unfavourable variance related to salaries, College and UniFlats occupancy and loss of UniCol summer conferencing income.
Committees	(13.8)	(17.5)	3.7	Favourable variances on doctoral scholarships and consumables.
External Engagement	1.8	0.8	1.0	Additional outreach activity income received offset, in part, with related unbudgeted expenditure
Corporate	(3.8)	(4.9)	1.1	Strategic funds budgeted, not yet allocated.
Financial Services	0.1	0.1	0.1	
Human Resources	0.2	0.1	0.1	
Information Technology Services	(14.8)	(13.5)	(1.3)	Unfavourable software maintenance costs.
Operations	5.1	5.1	0.0	
Capital Projects	(2.8)	(4.9)	2.1	Favourable timing related variances on IT related projects.
Property Services	1.5	0.6	0.9	Favourable variances on depreciation, salaries and consumables.
Research	(0.1)	(0.0)	(0.0)	
Shared Services	6.0	5.7	0.3	
Vice Chancellor's Office	(0.7)	(0.5)	(0.2)	
Total Other Divisions	(8.1)	(18.0)	9.9	
Grand Total Surplus / (Deficit)	164.9	157.2	7.7	

Treasury

Investment Income

Investment income was \$0.2 million lower than budget related largely to unrealized losses on revaluation of foreign currency bank balances held offset in part by higher than budgeted interest received.

Cash balance

Cash on hand was \$2.2 million lower than budget.

Operating cash flows were \$3.7m lower than budget, largely due to lower income from student and service fees, offset in part by lower than budgeted payments to employees and suppliers.

Net cash outflow from investing was \$49.7 million year to date. This was \$21.4 million lower than budget due to delayed expenditure on capital projects.

Net cash flows from financing activities were \$15.0 million year to date and \$40.8 million lower than budget due to delayed borrowing.

Capital

Total capital expenditure year to date was \$43.4 million. This was \$23.1 million less than budget.

Capital Projects

Major (project budget \$10 million plus) capital project variances were:

Project	Year to Date			Project Life to Date				
	Actual \$ m	Budget \$ m	Variance \$ m	Actual \$ m	Budget \$ m	% spent	Estimate at Completion \$ m	% complete
Christchurch Campus Redevelopment	13.9	26.2	12.4	85.5	240.8	36%	253.6	34%
CAPSc Building Refurbishment	1.3	3.4	2.1	15.0	21.8	69%	21.8	69%
Aquinas Extension	1.2	0.9	(0.3)	22.4	23.3	96%	23.9	94%
Arana Seismic and Fire	1.0	2.8	1.8	2.8	14.9	19%	14.9	19%
Strategic Space – Plaza and Otago Business School Buildings	3.0	4.2	1.2	7.1	10.4	68%	10.4	68%
Other projects	7.5	13.0	5.5					
Total Major Projects	27.9	50.6	22.7					
Total Divisional Capital	15.5	15.9	0.4					
TOTAL CAPITAL	43.4	66.5	23.1					

Christchurch Campus Redevelopment

- Significant ongoing cost pressures, resulting in increased cost risk profile and estimate at completion, continues to be key focus for the project and steering committee.
- Forecast completion Q1 2026.

CAPSc Building Refurbishment

- Forecast completion of current seismic works, July / August 2024.
- Tender for internal fit-out has returned higher costs than pre-tender estimates. CDC endorsed additional spend for fitout. Pending Council approval. Project commencement planned for August 2024.

Aquinas Extension

- Building works complete and PC issued.
- Staff and students have moved into new link building.
- External works package continues with completion scheduled for late May / early June

Arana Seismic and Fire

- Construction work progressing in line with programme and budget.
- Forecast completion Q4 2024.

Strategic Space – Plaza and Otago Business School Buildings

- Pathway and English Language Centre (PELC) construction complete in line with budget.
- PELC have moved into the space.
- Plaza Construction works commenced on site with staff move in due July and August 2024.

Monthly Accounts

For the period ended 30 April 2024



Contents	Page
Statement of Financial Performance	2
Analysis of Consumables	3
Statement of Financial Position	4
Statement of Cash Flows	5
Commerce Financial Performance	6
Health Sciences Financial Performance	7
Humanities Financial Performance	8
Sciences Financial Performance	9
Other Divisions Financial Performance	10
Statement of Capital Expenditure	11
Statement of Capital Works	12

UNIVERSITY OF OTAGO

Statement of Financial Performance

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Income					
269,900	293,258	205,653	208,778	(3,125)	189,208
63,683	62,816	20,464	20,939	(475)	20,939
3,072	3,216	884	470	414	479
128,622	132,025	87,843	89,182	(1,339)	86,522
45,120	49,332	34,255	31,826	2,429	30,051
5,343	1,125	214	375	(161)	2,573
28,272	28,985	17,834	17,799	35	17,735
168,302	163,443	57,381	53,276	4,105	51,778
11,051	12,074	4,641	3,886	755	4,215
88,824	94,735	30,023	30,511	(488)	27,790
(305)	349	128	51	77	91
811,885	841,357	459,320	457,093	2,227	431,381
Expenditure					
241,618	248,668	75,738	77,314	1,576	75,007
197,020	199,640	65,459	65,076	(384)	62,137
28,947	27,020	9,386	9,488	101	8,979
45,048	44,760	16,431	13,776	(2,655)	13,046
120,597	133,622	41,035	47,086	6,051	37,376
52,370	57,449	18,719	18,518	(202)	17,191
87,786	98,069	31,274	31,890	616	27,780
55,646	57,620	35,469	36,019	550	34,194
4,455	3,429	894	697	(197)	906
833,487	870,278	294,406	299,864	5,458	276,617
(21,602)	(28,921)	164,914	157,230	7,685	154,763
Operating Surplus / (Deficit)					

UNIVERSITY OF OTAGO

Analysis of Consumables and General

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
3,351	3,571	947	1,021	74	982
2,324	2,329	821	785	(36)	767
6,827	7,379	3,142	3,392	251	3,041
17,244	16,855	4,773	5,161	387	4,840
20,907	32,741	14,660	17,640	2,980	11,528
15,087	13,175	607	947	340	903
14,268	12,642	3,770	3,567	(204)	3,375
4,679	5,280	881	1,017	135	1,000
11,586	10,383	4,061	3,690	(371)	3,608
4,542	4,910	1,491	1,612	122	1,441
2,672	1,654	417	405	(11)	502
10,326	10,164	3,003	3,127	124	2,986
6,783	12,538	2,462	4,721	2,260	2,403
120,597	133,622	41,035	47,086	6,051	37,376
					Total Consumables and General

UNIVERSITY OF OTAGO

Statement of Financial Position

As at 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Assets					
CURRENT ASSETS					
14,893	6,512	4,275	6,512	(2,237)	66,861
-	-	-	-	-	10,000
51,044	54,456	58,269	54,336	3,934	54,220
-	-	108,163	111,025	2,862	98,239
20,950	20,025	10,348	10,941	(593)	11,145
1,428	1,634	1,618	1,656	(38)	1,656
88,315	82,628	182,674	184,470	(1,796)	242,123
INVESTMENTS					
4,379	3,827	4,319	4,225	94	4,572
35,474	36,497	34,991	36,497	(1,506)	36,801
39,853	40,324	39,311	40,723	(1,412)	41,374
2,589,005	2,613,252	2,601,100	2,585,716	15,383	2,338,335
2,717,174	2,736,204	2,823,084	2,810,909	12,175	2,621,831
Liabilities					
CURRENT LIABILITIES					
105,000	80,000	15,000	-	15,000	-
24,267	26,001	9,062	18,793	(9,730)	16,758
44,120	38,531	43,582	36,913	6,670	38,456
57,115	61,236	56,028	59,288	(3,260)	58,794
35,920	33,504	51,843	52,635	(792)	50,806
81,039	80,488	84,749	90,894	(6,145)	88,849
3,308	-	-	-	-	-
7,157	11,124	39,008	39,951	(944)	36,527
357,927	330,884	299,272	298,473	799	290,191
TERM LIABILITIES					
28,155	27,811	27,811	27,811	(0)	27,811
41,750	41,940	41,750	41,940	(190)	40,348
-	123,380	-	55,815	(55,815)	-
69,906	193,131	69,561	125,566	(56,006)	68,159
Equity					
620,328	572,075	596,379	572,075	24,304	616,484
34,354	34,354	34,354	34,354	-	34,354
113,553	136,445	115,896	124,976	(9,080)	117,405
1,542,709	1,498,234	1,542,709	1,498,234	44,474	1,340,475
(21,602)	(28,921)	164,914	157,230	7,685	154,763
2,289,341	2,212,188	2,454,251	2,386,869	67,382	2,263,482
2,717,174	2,736,204	2,823,084	2,810,909	12,175	2,621,831

UNIVERSITY OF OTAGO

Statement of Cashflows

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Operating Activities					
CASH WAS PROVIDED FROM					
339,016	359,290	118,587	119,161	(575)	114,496
194,851	199,985	157,435	163,517	(6,081)	156,046
281,708	281,553	116,289	119,185	(2,896)	107,993
5,343	1,125	534	375	159	3,636
820,918	841,953	392,845	402,238	(9,393)	382,172
CASH WAS APPLIED TO					
442,062	441,234	143,795	145,728	1,933	133,555
310,290	328,460	119,946	123,713	3,767	109,886
752,352	769,694	263,741	269,441	(5,700)	243,441
68,566	72,259	129,103	132,797	(3,694)	138,731
Net Cash Flows from Operating Activities					
Investing Activities					
CASH WAS PROVIDED FROM					
1,699	465	217	66	151	61
131	17,471	42	(337)	379	36
1,830	17,935	259	(271)	529	96
CASH WAS APPLIED TO					
140,776	176,078	49,980	70,845	20,865	42,240
140,776	176,078	49,980	70,845	(20,865)	42,240
(138,946)	(158,143)	(49,721)	(71,116)	21,395	(42,144)
Net Cash Flows from Investing Activities					
Financing Activities					
CASH WAS APPLIED TO					
(105,000)	(203,380)	(15,000)	(55,815)	(40,815)	-
(105,000)	(203,380)	(15,000)	(55,815)	40,815	-
105,000	203,380	15,000	55,815	(40,815)	-
Net Cash Flows from Financing Activities					
34,619	117,496	94,382	117,496	(23,114)	96,587
Total Cash Flows					
(19,726)	(110,984)	(90,107)	(110,984)	20,877	(19,726)
14,893	6,512	4,275	6,512	(2,237)	76,861
Closing Balance					
REPRESENTED BY					
14,893	6,512	4,275	6,512	(2,237)	76,861
-	-	-	-	-	-
14,893	6,512	4,275	6,512	(2,237)	76,861

UNIVERSITY OF OTAGO

Division of Commerce

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Income					
18,053	19,425	10,497	10,272	225	9,380
2,021	1,938	632	646	(14)	663
14,271	14,586	7,632	7,507	125	7,284
6,938	6,907	3,238	3,520	(281)	3,614
166	33	103	20	83	24
1,219	938	466	422	43	410
245	278	66	68	(3)	59
352	469	61	182	(121)	80
1,857	1,383	667	793	(126)	903
45,121	45,957	23,362	23,431	(69)	22,419
Total Income					
Expenditure					
14,316	14,901	4,420	4,864	444	4,430
1,544	1,461	425	506	81	432
1,002	1,052	302	340	38	298
3	7	-	3	3	10
2,810	2,483	841	897	56	876
13	12	4	4	(0)	4
1,965	2,163	715	721	6	655
148	134	46	45	(1)	48
409	336	132	244	112	251
22,211	22,550	6,886	7,624	738	7,006
22,910	23,407	16,476	15,807	669	15,413
Contribution Margin					
Central Costs					
23,991	25,409	8,701	8,701	-	7,997
1,342	1,327	442	442	-	447
-	-	-	-	-	-
(1,390)	(3,329)	(1,110)	(1,110)	-	(463)
23,943	23,407	8,034	8,034	-	7,981
(748)	0	8,443	7,774	669	7,527
Net Surplus / (Deficit)					

UNIVERSITY OF OTAGO

Division of Health Sciences

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Income					
144,330	158,169	126,797	127,116	(319)	114,685
37,454	37,361	12,214	12,454	(240)	12,357
3,072	3,216	884	470	414	479
55,859	57,912	45,068	45,047	21	43,263
20,794	24,703	19,820	18,922	899	16,898
6,087	6,754	2,483	2,558	(75)	2,753
113,281	108,800	38,937	36,146	2,791	36,392
4,966	5,195	2,520	1,684	835	2,065
15,881	16,504	4,983	5,010	(27)	4,590
369	198	44	14	31	43
129,327	121,532	48,481	47,823	658	55,281
531,421	540,344	302,231	297,244	4,988	288,806
Total Income					
Expenditure					
139,813	140,829	44,823	45,549	725	43,752
29,451	25,936	8,947	8,428	(519)	9,059
11,251	11,008	3,824	3,692	(133)	3,607
26,002	25,279	9,677	8,124	(1,553)	8,194
151,349	144,638	54,298	53,763	(535)	59,931
1,129	372	358	(10)	(368)	240
35,380	36,222	12,323	12,300	(23)	11,823
10,344	9,646	3,329	3,275	(54)	3,416
7,542	6,226	3,437	2,780	(657)	3,554
0	-	0	-	(0)	0
412,261	400,157	141,017	137,900	(3,117)	143,577
119,160	140,187	161,214	159,344	1,871	145,229
Contribution Margin					
Central Costs					
130,697	136,986	45,609	45,609	-	43,566
12,159	12,537	4,179	4,179	-	4,053
-	-	-	-	-	-
(14,959)	(9,336)	(3,112)	(3,112)	-	(4,986)
127,896	140,187	46,676	46,676	-	42,632
(8,736)	(0)	114,538	112,668	1,871	102,597
Net Surplus / (Deficit)					

UNIVERSITY OF OTAGO

Division of Humanities

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Income					
40,240	42,276	24,216	25,607	(1,390)	24,065
6,907	6,679	2,169	2,226	(58)	2,262
27,806	27,908	16,212	17,074	(862)	17,010
6,648	7,903	4,609	3,618	991	3,408
648	391	257	172	85	357
12,507	12,800	3,572	4,077	(505)	2,801
2,609	3,305	894	974	(80)	827
3,736	3,901	294	1,559	(1,265)	1,622
7	8	7	2	4	6
7,027	6,145	2,936	2,485	452	3,024
108,135	111,315	55,167	57,794	(2,627)	55,383
Total Income					
Expenditure					
42,642	41,307	12,672	12,931	259	13,111
2,378	2,845	734	896	163	722
3,011	2,812	892	992	100	1,065
4,294	3,974	940	1,341	400	771
8,624	8,412	3,137	2,751	(385)	2,965
177	184	40	54	15	57
6,514	6,936	2,269	2,312	43	2,192
668	637	206	212	6	223
1,286	1,417	481	571	90	587
0	-	-	-	-	0
69,594	68,523	21,371	22,061	690	21,693
38,541	42,792	33,796	35,733	(1,937)	33,690
Contribution Margin					
Central Costs					
52,667	54,233	18,123	18,123	-	17,556
3,122	3,143	1,048	1,048	-	1,041
-	-	-	-	-	-
(9,452)	(14,584)	(4,861)	(4,861)	-	(3,151)
46,337	42,792	14,309	14,309	-	15,446
(7,796)	0	19,487	21,424	(1,937)	18,244
Net Surplus / (Deficit)					

UNIVERSITY OF OTAGO

Division of Sciences

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Income					
64,418	69,853	42,796	44,421	(1,625)	40,164
16,947	16,435	5,318	5,478	(161)	5,541
29,772	30,659	18,506	19,105	(599)	18,552
8,966	10,320	5,768	6,199	(432)	5,514
532	181	65	59	5	146
38,387	38,053	13,085	11,715	1,370	11,131
557	669	46	157	(111)	172
1,220	755	483	230	253	361
41	143	38	35	3	2
33,328	32,786	10,784	10,466	318	10,903
194,168	199,854	96,888	97,865	(977)	92,487
Expenditure					
48,828	47,799	15,792	15,619	(173)	15,229
7,192	6,178	2,453	2,039	(414)	2,294
3,761	3,348	1,232	1,163	(70)	1,176
9,703	10,186	3,573	2,539	(1,034)	2,425
38,567	39,500	11,875	11,883	8	11,260
443	211	140	82	(58)	119
15,406	17,378	5,776	5,793	17	5,130
3,576	3,307	1,163	1,095	(68)	1,128
3,967	4,509	1,705	1,694	(10)	1,727
0	-	0	-	(0)	0
131,443	132,416	43,708	41,905	(1,803)	40,487
62,725	67,437	53,180	55,960	(2,780)	52,000
Central Costs					
61,569	63,737	21,370	21,370	-	20,523
4,921	4,990	1,663	1,663	-	1,640
-	-	-	-	-	-
2,259	(1,273)	(424)	(424)	-	753
68,749	67,453	22,609	22,609	-	22,916
(6,344)	(0)	30,576	33,356	(2,780)	28,977

UNIVERSITY OF OTAGO

Statement of Cost of Service Divisions

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Income					
2,859	3,535	1,347	1,362	(15)	913
353	402	131	134	(3)	115
915	960	425	449	(24)	412
1,775	(500)	819	(433)	1,252	616
5,343	1,125	214	375	(161)	2,573
20,840	21,626	14,926	14,989	(63)	14,456
2,907	2,851	1,321	917	404	1,042
2,674	2,627	1,116	1,002	113	1,092
67,635	73,106	24,202	23,530	672	21,137
(721)	-	39	-	39	40
160,642	175,315	58,545	58,722	(178)	53,088
265,221	281,048	103,085	101,048	2,037	95,485
Total Income					
Expenditure					
7,985	15,801	2,252	2,558	306	2,360
160,053	166,921	53,406	54,480	1,074	50,740
10,790	9,525	3,427	3,561	134	3,112
5,046	5,314	2,241	1,770	(471)	1,646
104,004	116,681	39,710	44,762	5,052	37,133
60,842	67,696	21,621	21,858	237	20,171
61,491	68,948	23,042	22,983	(59)	19,945
73,050	84,345	26,529	27,263	734	22,965
42,442	45,132	29,714	30,729	1,015	28,075
4,455	3,429	894	697	(197)	906
530,159	583,792	202,837	210,662	7,825	187,054
(264,938)	(302,744)	(99,752)	(109,614)	9,862	(91,569)
Contribution Margin					
Central Costs					
(268,924)	(280,365)	(93,803)	(93,803)	-	(89,641)
(21,544)	(21,997)	(7,332)	(7,332)	-	(7,181)
-	-	-	-	-	-
23,542	28,523	9,508	9,508	-	7,847
(266,926)	(273,839)	(91,628)	(91,628)	-	(88,975)
2,023	(28,921)	(8,129)	(17,991)	9,862	(2,582)
Net Surplus / (Deficit)					
Division Breakdown					
(2,149)	974	(40)	1,057	(1,098)	(36)
(5,353)	(4,539)	13,043	10,007	3,036	11,259
6,674	(0)	(13,815)	(17,539)	3,725	(14,258)
(1,254)	(23,254)	(3,794)	(4,929)	1,135	1,632
309	(0)	1,819	840	979	1,565
(129)	(0)	140	74	66	25
161	(0)	227	77	149	198
(17,873)	(18,527)	(14,833)	(13,539)	(1,294)	(11,644)
16,284	15,151	5,057	5,051	6	5,151
3,413	0	1,514	628	886	1,375
(533)	(452)	(60)	(25)	(35)	111
14,700	18,078	6,035	5,706	328	5,697
(1,544)	(1,650)	(658)	(498)	(160)	(935)
(10,684)	(14,702)	(2,764)	(4,901)	2,137	(2,723)
2,023	(28,921)	(8,129)	(17,991)	9,862	(2,582)
Net Surplus / (Deficit)					

UNIVERSITY OF OTAGO

Statement of Capital Expenditure

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Land & Buildings					
100,186	135,135	27,413	49,331	21,918	23,571
DIVISIONAL LAND & BUILDINGS					
574	1,866	23	1,866	1,843	309
613	500	41	40	(1)	8
-	(1,000)	-	-	-	-
1	-	3	-	(3)	-
25	-	-	-	-	21
1,213	1,366	67	1,906	1,839	338
101,399	136,501	27,480	51,237	23,756	23,909
Furniture & Equipment					
781	-	-	-	-	162
2,838	1,617	379	539	160	956
DIVISIONAL FURNITURE & EQUIPMENT					
13,738	16,692	10,029	7,695	(2,335)	3,418
1,056	1,995	191	553	362	232
1	-	-	-	-	1
25	15	4	6	2	14
-	(7,000)	-	-	-	-
5,299	8,358	1,176	1,654	477	1,199
357	495	93	96	3	71
3,842	3,041	566	1,113	547	1,188
24,317	23,596	12,060	11,116	(944)	6,123
27,936	25,213	12,439	11,655	(783)	7,240
Software & Systems					
2,508	2,150	130	717	587	2,128
DIVISIONAL SOFTWARE & SYSTEMS					
10,437	13,589	2,398	1,515	(883)	1,662
-	(2,000)	-	-	-	-
49	48	6	18	12	24
-	-	9	-	(9)	-
10,485	11,637	2,413	1,533	(880)	1,687
12,993	13,787	2,543	2,249	(294)	3,815
Library Books & Periodicals					
-	-	-	-	-	-
2,441	2,506	984	1,356	372	1,026
2,441	2,506	984	1,356	372	1,026
144,770	178,007	43,446	66,498	23,052	35,990

UNIVERSITY OF OTAGO

Statement of Capital Works

For the period ended 30 April 2024

FULL YEAR		YEAR TO DATE			
PRIOR YEAR	BUDGET	ACTUAL	BUDGET	VARIANCE	PRIOR YEAR
\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
CDC Capex					
APPROVED BUILDING PROJECTS					
17	-	-	-	-	17
14,590	994	1,217	894	(323)	3,863
1,388	11,981	1,026	2,807	1,781	320
(2)	-	-	-	-	-
33,379	80,012	13,881	26,247	12,366	4,976
673	-	-	-	-	174
5,696	7,968	1,280	3,388	2,108	961
271	-	111	-	(111)	131
1	-	(1)	-	1	(6)
5	-	-	-	-	5
79	500	17	167	149	-
20,698	363	1,276	42	(1,234)	9,246
6	-	(1)	-	1	2
283	-	9	-	(9)	35
285	-	404	-	(404)	106
-	400	-	133	133	-
4	-	-	-	-	0
3,893	6,230	2,995	4,211	1,217	274
292	-	-	-	-	178
309	83	11	83	72	21
-	3,300	-	1,100	1,100	-
138	-	-	-	-	61
38	-	-	-	-	(380)
5,128	5,407	1,423	1,510	87	469
1,643	1,672	1,342	1,672	330	449
(10)	-	-	-	-	(10)
-	-	6	-	(6)	-
88,804	118,909	24,998	42,254	17,256	20,895
NEW BUILDINGS					
-	-	-	-	-	-
APPROVED IT PROJECTS					
-	1,117	-	372	372	-
7	-	-	-	-	-
-	-	-	-	-	6
6	-	-	-	-	11
0	-	-	-	-	0



OFFICE OF THE REGISTRAR
& SECRETARY TO THE
COUNCIL

*Te Tari o Te Pouroki me
te Kaituhi ki te Kaunihera*

Submission Type

- For Decision
- For Discussion
- For Information
- For Action

Pathway

- SLT
- CDC
- F&B
- Council

MEMORANDUM/MANATU

To/Ki a: Members of Council
From/Nā: Deputy Secretary to the Council
CC/ He kapa mā:
Date/Te rā: 31 May 2024
Re/Te Kaupapa: Council Membership – Council Retirements and Appointment

The purpose of this memorandum is to note the changes to Council Membership.

Council Retirements and Appointment

To note the retirement of:

Professor H D Nicholson, Vice-Chancellor (Acting) effective 30 June 2024.

Mr M R Dippie (Council Appointee) since 1 January 2016 effective 12 May 2024.

To note the appointment of:

Hon G Robertson, Vice-Chancellor (Elect) effective 1 July 2024.



Vice-Chancellor's Report to the University Council

Part 1

31 May 2024

Topical Issues

Health Research Council Funding

13 Otago projects have received a total of \$3.7m in the latest Health Research Council's funding Rounds: Emerging Researcher, Pacific Research Emerging Leader Fellowship, and Explorer Grants. The grants acknowledge early career staff and highlight a strong suite of innovative projects underway at Otago; and include nine successful talented Māori and Pacific health researchers.

Deputy Vice-Chancellor External Engagement

Professor Jessica Palmer has been appointed to the position of Deputy Vice-Chancellor (External Engagement) and will take on her new role from 1 August 2024. Professor Hugh Campbell has been appointed as the Interim Pro-Vice-Chancellor, Humanities from the same date.

Remembering Former Chancellor Judith Medicott

Former Chancellor, distinguished Otago alumna and prominent Dunedin lawyer Dr Judith Medicott passed away in early May, aged 82. Dr Medicott served on the University of Otago Council for 13 years from 1985, including as Pro-Chancellor from 1991-1992 and Chancellor from 1993-1998.

National Science Challenges

The National Science Challenges will be wrapping up at the end of June 2024. Two of the Challenges are based at the University of Otago – Ageing Well and Healthier Lives. In August, Ageing Well and Healthier Lives will be hosting an event to acknowledge the University as the host organisation as well as to share the innovative and forward-thinking research that has been achieved over the past decade.

Departmental moves

Pathway/Te Huarahi and the English Language Centre/Te Puna o te Kī, previously based at the Plaza Building near the Forsyth Barr Stadium (and operating semi-autonomously), have recently shifted into refurbished premises at the Otago Business School, Te Kura Pakihi. This physical move marks the culmination of their integration into the University and will facilitate greater engagement with 600 or so domestic and international students each year.

Divisional Updates

Health Sciences

- The new Pro-Vice-Chancellor of the Division of Health Sciences, Associate Professor Megan Gibbons, was welcomed to campus on Monday 1 May by kaimahi and taura at a mihi whakatau.



Vice-Chancellor's Report to the University Council

Part 1

- Dr Alice Eruera (Ngāpuhi) is the first to be appointed to the new role of Division of Health Sciences Māori Postdoctoral Fellow. Alice is a cryo-electron microscopist and virologist. She creates 3D models and artworks of viruses.

Sciences

- Professor Craig Rodger, from the Department of Physics, has been working with Transpower, who implemented a mitigation switching strategy to turn off certain circuits. As a result, there was no impact on the country's electricity supply or damage to equipment during the recent Solar tsunami.

Humanities

- Reverend Professor Upolu Lumā Vaai, Principal and Professor of Theology & Ethics at the Pacific Theological College (PTC) was welcomed to Otago with an Ava Ceremony on 14 May, ahead of series of lectures and seminars. Hosted by the Pacific Thought Network, this was Professor Vaai's first visit to Otago and the visit deepened the connection we have with the PTC since we signed an MoU in 2022.

Commerce

- The Inaugural Pacific Public Lecture on 'Indigenous Knowledge' was hosted by the Otago Business School and OPPEN (Otago Pacific Postgraduate Engagement Network) on 15 May. The guest speaker was Dr Linitā Manu'atu (a Member of the New Zealand Order of Merit for services to Pacific Education and the Tongan community)

Alumni

- Professor Dato' Amin Bin Taff visited the University in May to deliver a Graduation Speech. A student at Otago in 2002, Prof Taff has gone on to become Vice-Chancellor at the Universiti Pendidikan Sultan Idris in Tanjung Malin, Perak, Malaysia, and President of the Consortium of Asia-Pacific Education Universities.
Mr Kirk Hope, Chief Executive of Business New Zealand, Mr Cameron Bagrie, Independent Economist from Bagrie Economics, and Melissa Lama, 2022 OUSA President, also joined Graduation ceremonies in May as guest speakers.
- Hamish Prince studied geography at the University of Otago before going on to be a Nasa atmospheric scientist. Mr Prince was in Dunedin 21 May, talking to teenagers at Trinity College before going on to visit Otago, Canterbury, Auckland, and Victoria Universities.
- In May, Otago Commerce alumnus and CEO of Kiwi startup Ocean Flyer, Shah Aslam, announced a NZ\$145 million finance deal with UK investment company MONTE to operate seaglidgers (zero emission, high-speed, low-flying vessels) in New Zealand. It's thought to be the biggest private investment in transport this country has ever seen.



Vice-Chancellor's Report to the University Council

Part 1

Volunteering and Social Impact

- An increase in mental health issues in the community has prompted the University to establish a wellness hub for students. The central hub will be based in the Information Services Building next to the Central Library, and it is hoped the government funded project will be up and running by the end of the year.

Upcoming Events

Inaugural Professorial Lectures

18 July 2024	Professor Tony Moore, Surveying
23 July 2024	Professor Shyamal Das, Pharmacy
25 July 2024	Professor Angela Wanhalla, History
30 July 2024	Professor Andrew Gorman, Geology

Awards and Recognition – Celebrating Excellence

NZ Superfund Sustainable Finance Scholarship

The New Zealand Superfund has awarded its first Sustainable Finance Scholarship, and the University of Otago recipient is third-year student, Laura Beagley. Laura is pursuing a Bachelor of Commerce and Science with majors in Finance and Ecology, and a minor in Sustainable Finance.

Jolene Patuawa-Tuilava Māori Leadership in Law Scholarship

Law student Mila Urlich is the recipient of the Jolene Patuawa-Tuilave Māori Leadership in Law Scholarship. This special scholarship was established by the University of Otago Council in 2013 in remembrance of Jolene Patuawa-Tuilava, a promising graduate, treasured by both colleagues and whanaunga in her short professional career.

Space for Planet Earth Challenge

PhD candidate Cristhian Camilo Delgado Fajardo led an Otago team to win the Space for Planet Earth Challenge, which aims to use space technologies to find new and innovative solutions to monitor and control methane emissions. Mr Delgado Fajardo worked with University of Otago academics to see if methane emission monitoring could be enhanced by using satellite data and AI algorithms.

Internship at NASA

Chemistry PhD candidate Tait Francis was awarded an internship at NASA at a recent ceremony at Parliament House, attended by the Space Minister, the Hon Judith Collins. Tait's mahi revolves around astrochemistry, and his internship will take place at NASA's Jet Propulsion Laboratory in California.



VICE-CHANCELLOR'S OFFICE

Vice-Chancellor's Report to the University Council

Part 1

Universities rowing regatta, Zhengzhou, China

The University of Otago, senior men's eight was extremely successful winning both the 5000m long distance and the 500m sprint over Cambridge University, Hanghe Science and Technology University, Taipei, Hong Kong, and a number of Chinese Universities.

Te Pae Takata Whakamānawa Māori

Jaime Heperi (Ngapuhi, Kai Tahu) is the winner of Te Pae Takata Whakamānawa Māori – Te Pae Tata School of Arts Achievement Prize for first-year taura Māori. The prize recognises diligence and leadership among Māori and Pacific students, and outstanding scholarship on topics significant to Māori and Pacific communities.



OFFICE OF THE REGISTRAR
& SECRETARY TO THE
COUNCIL

*Te Tari o Te Pouroki me
te Kaituhi ki te Kaunihera*

Submission Type

- For Decision
- For Discussion
- For Information
- For Action

Pathway

- SLT
- CDC
- F&B
- Council

MEMORANDUM/MANATU

To/Ki a: Members of Council

From/Nā: Deputy Secretary to the Council

CC/ He kapa mā:

Date/Te rā: 5 June 2024

Re/Te Kaupapa: Award of the Title – Emeritus Professor

To ratify the decision made by the University Council by email resolution in June 2024 to award the title of Emeritus Professor to Helen Nicholson (Vice-Chancellor, Acting).

7. Exclusion of the Public

The Chancellor moves that the public be excluded from the whole of the proceeding of this meeting/the following parts of the proceedings of this meeting, namely, —

Item 8	Pt 2 of the Minutes of the meeting of the University Council held on 17 May 2024
Item 9	University Council Work Plan 2024 and Action Follow-Register
Item 10	Pastoral Care Code Attestation for 2023
Item 11	Whakamana Pae Tata Progress Report
Item 12	Vice-Chancellor's Report
Item 13	Finance and Budget – Treasury Management Policy and Schedule of Financial Delegations
Item 14	Health and Safety Report
Item 15	Council Information Pack which includes Communications from the Senate – matters for noting, Tuakiritaka Project Update, University Advisory Group, Pre-liminary Financial Review, Financial Review Part 2, Treasury Report and Council Membership 2024.
Item 16	Council Only Business

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	Reason for passing this resolution	Ground under Section 48(1)(a) for the passing of this resolution
Items 8 - 16 Confidential Minutes and Reports	Good reason for withholding information under the Official Information Act	Section 48(1)(a)(ii)

This resolution is made in reliance on Section 48(1)(a)(ii) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Sections 6,7 and/or 9 of the Official Information Act 1982 (except Section 9(2)(g)(i)) as the case may require. The interests which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows (all references are to Section 9 of the Official Information Act):

Item 8	Pt 2 of the Minutes of the meeting of the University Council held on 17 May 2024	ss 9(2)(a), (i), and (k)
Item 9	University Council Work Plan and Action Follow-Register	ss 9(2)(i) and (k)
Item 10	Pastoral Care Code Attestation 2023	ss 9(2)(i) and (k)
Item 11	Whakamana Pae Tata Progress Report	ss 9(2)(i) and (k)
Item 12	Vice-Chancellor's Report	ss 9(2)(i) and (k)
Item 13	Finance and Budget – Treasury Management Policy and Schedule of Financial Delegations	ss 9(2)(i) and (k)
Item 14	Health and Safety Report – April 2024	ss 9(2)(a), (ba) and (c)
Item 15	Council Information Pack which includes Communications from the Senate – matters for noting, Tuakiritaka Project Update, University Advisory Group, Pre-liminary Financial Review, Financial Review Part 2, Treasury Report and Council Membership 2024.	ss 9(2)(i), (j) and (k)
Item 16	Council Only Business	ss 9(2)(a), (i), (j) and (k)

AND THAT for Items 1 - 15- Professors S Brock, R Blaikie, J Ruru, Mr S Willis, Mr D Thomson, Mr B Trott, Ms M McPherson, for Item 10 – Ms C Gallop and for Item 11 – Mr C Hale be permitted to remain at this meeting after the public has been excluded because of their knowledge of the matters to be discussed. This knowledge, which will be of assistance in relation to the matters to be discussed, is relevant to those matters because it relates to aspects of the administration and/or knowledge of specific capital projects of the University of Otago for which these people are responsible. The Registrar and Secretary to the Council, the Deputy Secretary to the Council and Assistant to the Secretary to the Council is also permitted to remain at the meeting for Items 1-16 to provide secretarial support and advice.